



NTU Freshmen Orientation: eGuide for Setting Up Microsoft Teams and Other Tools

What is Microsoft Teams?

Microsoft Teams is a communication and collaboration platform, included as part of the Office 365 suite of products available to NTU students. Teams will be used as the **primary communication platform** throughout the orientation, where you can chat, meet and interact with other freshmen, senior students or even your Professors online during the orientation!



How will Microsoft Teams be used during orientation?



In Microsoft Teams, **teams are groups of people** brought together for a common purpose. Each orientation will have a corresponding team created in Microsoft Teams where it will be used to **communicate orientation activities and resources**, including links to the live online sessions.

You will be **added as a member to the team for each specific orientation** you've registered for. Think of a team as a 'house' and you will be in the same house as other freshmen who have registered for the same school/programme, club or hall orientation.

Under each team, there will be **channels** or 'rooms', where you can have conversations or meetings with other freshmen and student leaders etc. You'll see a **'General' channel where all members of the team are included**, as well as other particular channels with a more select audience based on how orientation groups are assigned.

3 ways to access Microsoft Teams



You can access Microsoft Teams using:

1. **Teams desktop app** - this is the *preferred way* for you to access the full functionality in Teams;
2. **Web browser** via teams.microsoft.com; and
3. **Teams mobile app** - empowers you to *stay connected* anytime and anywhere with instant messaging or video call on-the-go.

Download Microsoft Teams

Microsoft Teams has desktop clients available on Windows and Mac. Please download Teams on your computer:

1. Go to <https://teams.microsoft.com/downloads> and download for desktop.
2. Once the installation file is downloaded, double click on it; and
3. Follow the wizard to complete the installation.



You're strongly encouraged to download the Teams mobile app, so that you stay on top of what's happening during orientation, no matter where you are.

To download the Teams mobile app, simply go to [Apple App Store](#) or [Google Play Store](#) and search for "Microsoft Teams". If you need help with setting up push notifications on your Teams mobile app, check out this [guide](#).



Sign in to Microsoft Teams

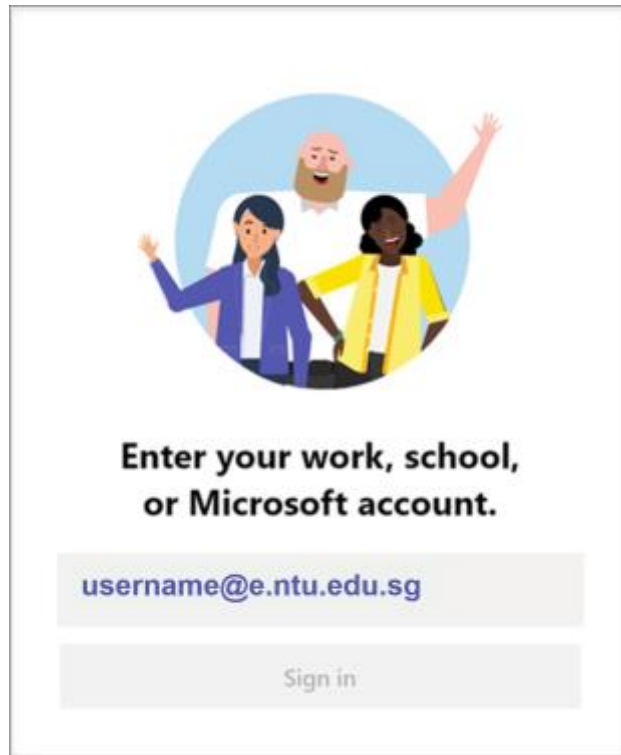


How do I sign in?

Launch the Teams app on computer or mobile device. Sign in with your **Office 365 EDU account** username in the format: **username@e.ntu.edu.sg**.

Note that the initial password is set to the matriculation number (with all alphabets in upper-case) of the student. New student will be prompted to change this password upon first logon to Office 365 EDU. Please note that Office 365 EDU password and network account password are different. Changing one does not affect the other. For more information, refer to [Computer Accounts and Computer Access](#).

(IMPORTANT: Please do not share your password with anyone, including NTU Service Desk staff when you seek help on IT-related matters.)

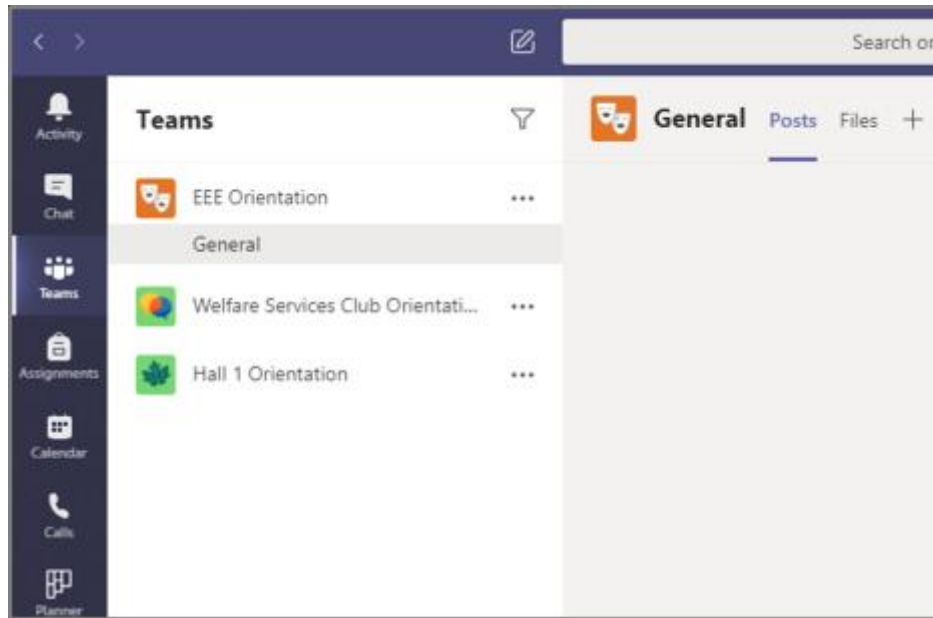


What should I do after signing in?

After you're signed in to Teams, select the **Teams button** on the left side of the app and then pick a team.

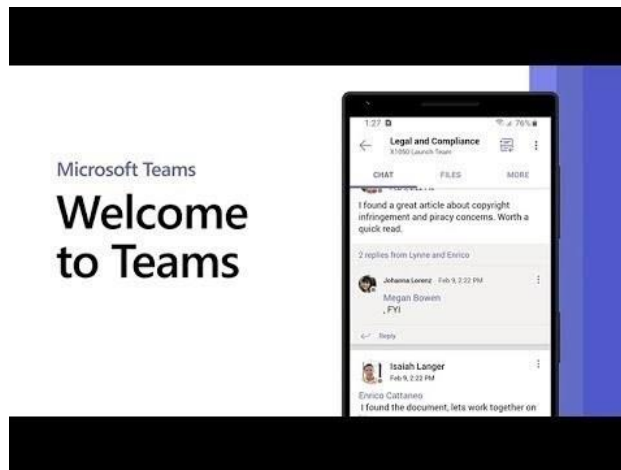
For example, If you've successfully registered for the School of Electrical and Electronic Engineering Orientation, Welfare Services Club Orientation and Hall 1 Orientation, you'll see the corresponding 3 teams created. **Select a channel such as 'General' and explore the conversations, files, and other tabs.**

If you do not see a specific orientation team created yet, not to worry, the respective orientation organisers will inform you once it is setup prior to the orientation date.



Get Started with Microsoft Teams

1. Get started quickly with this introduction video on Teams



1 - Welcome to Microsoft Teams

(Source: https://youtu.be/jugBQqE_2sM)

2. Converse with other freshmen using channels in Teams

Channels in Teams are where the conversations and collaboration happen. Learn how you can participate in conversations, like or save important ones, and mention specific people so that they see your message.

Microsoft Teams
**Work in
channels**



2 - How to work in channels in Microsoft Teams

(Source: <https://youtu.be/7DSbBr7Xwfs>)

3. Instant message someone or make calls directly in Teams

Use the **Chat** function in Teams to talk privately with a person or group during orientation. Click the "New Chat" icon at the top of the Teams desktop app, and then type the name of the person or people you want to reach. To call someone from a chat, simply click **Video call** or **Audio call**.



3 - How to start chat and make calls with Microsoft Teams

(Source: <https://youtu.be/y7HXc3yWAIk>)

4. Join a meeting in Teams

For the orientation you've registered for, some of the live online sessions may be conducted over Teams meetings. The orientation organisers will share with you the links to the Team meetings and you can join them from any device, but **best when you join them from the Teams desktop app**. Learn more from this [guide](#) or check out the video below.

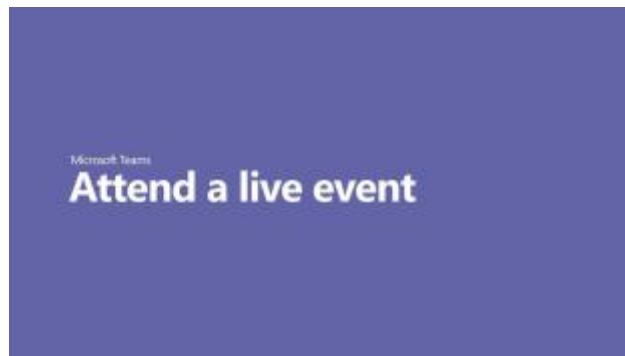


4 - How to join a Microsoft Teams meeting

(Source: <https://youtu.be/BH6bSlwR0-4>)

5. Attend a live event in Teams

The online orientation sessions could also be organised as live events in Teams such as the University Welcome Ceremony. To join a **Teams live event**, simply click the link given or in the invitation, and you'll be directed to join the video conference. If you're unable to tune in for some reasons, you can also use the same link to see if a recording of the session is available.

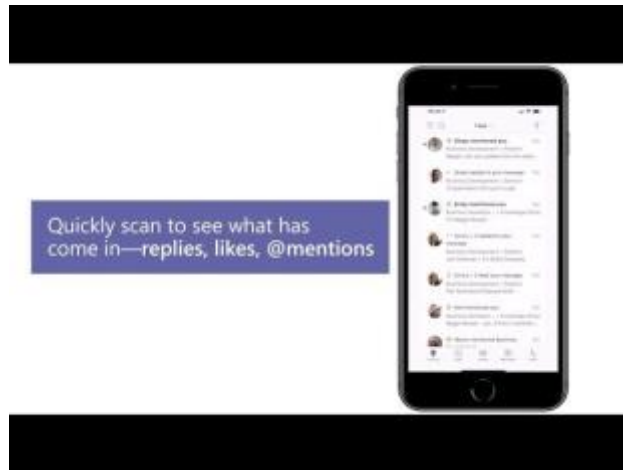


5 - How to attend a live event with Microsoft Teams

(Source: <https://youtu.be/316Bb8cgHMw>)

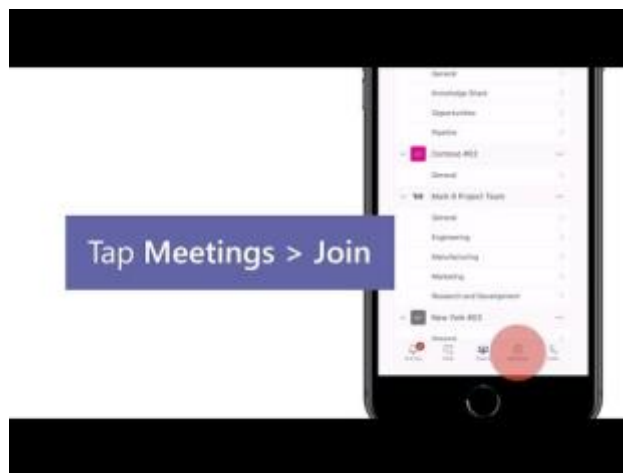
6. Stay connected with Teams mobile app

The Teams mobile app offers **on-the-go convenience** like any other mobile messaging apps, where you can chat in real time with a person or group, helping you **stay connected during the orientation no matter where you are**. What's more, you can easily access information and resources shared via the orientation team created in Teams at your fingertips. Check out the videos to learn how you can stay on top of things or join a Teams meeting on-the-go.



6 - How to use your activity feed on the go with Microsoft Teams

(Source: <https://youtu.be/xabPx9zsCdE>)



7 - How to join a meeting on the go in Microsoft Teams

(Source: <https://youtu.be/TcU2JRpZaQ8>)

7. Learn more about Teams

Check out these useful resources below:

- [Microsoft Teams help & learning](#)
- [Microsoft Teams Video Training](#)

Download Zoom



Depending on the orientation you've registered for, some of the **live online sessions may be conducted using Zoom**. The **preferred way** to join the Zoom meetings is to use the **Zoom desktop client** (available on Windows and Mac), which gives you access to the full functionality in Zoom.

To download Zoom on your computer:

1. Download the Zoom Client for Meetings from <https://ntu-sg.zoom.us/download>.
2. Then double-click on the file to install Zoom on your computer.

You can also download the **Zoom app on your mobile phone or tablet**. Simply go to [Apple App Store](#) or [Google Play Store](#) and search for 'Zoom'.

(IMPORTANT: Ensure that you always use the latest version of Zoom client, and keep the operating system and anti-virus software on your personal device updated.)

zoom

Useful Resources

To learn more about Zoom, check out these resources below:

- [Zoom Help Center](#)
- [Zoom Quick Start Guide for Users and Participants](#)
- [Zoom Video Tutorials](#)

Need Help?



We're happy to have you as part of the NTU family.

If you have questions about getting Microsoft Teams and/or Zoom set up on your device, please contact our **IT Service Desk**.