

Download MS Team App from the following link
<https://teams.microsoft.com/downloads#allDevicesSection>

Get Teams on all your devices

Desktop



Windows 64-bit



Windows 32-bit



Mac



Linux DEB 64-bit



Linux RPM 64-bit

Mobile



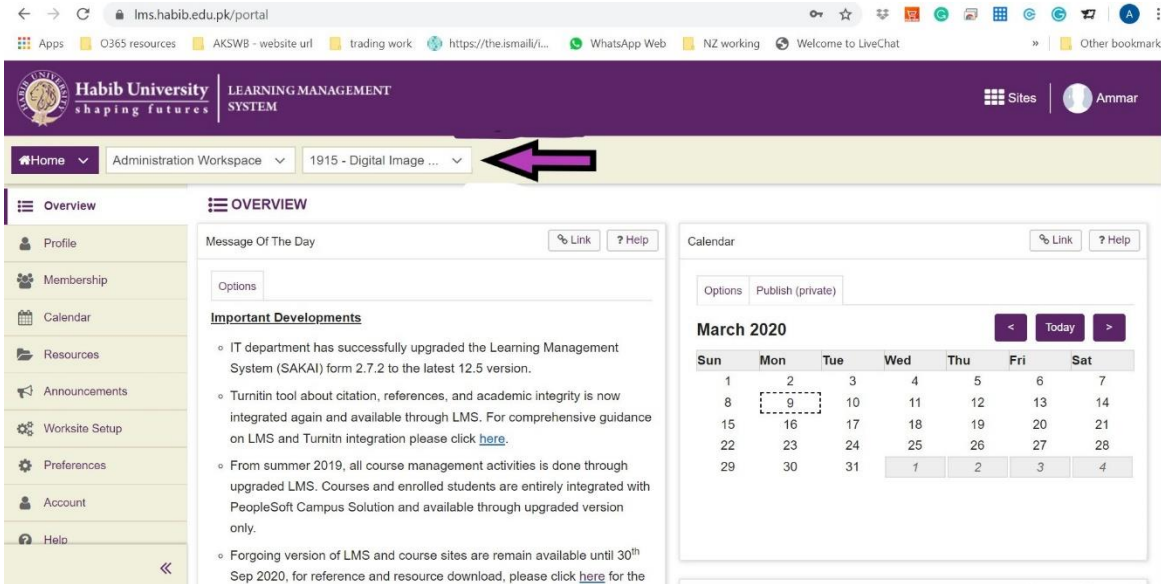
iOS



Android

To get Email Addresses of Enrolled Students of Class from LMS

Login to your LMS Account and select Course Site from the tab



Copy Email Address of all students (Select as highlighted and press Ctrl+C)

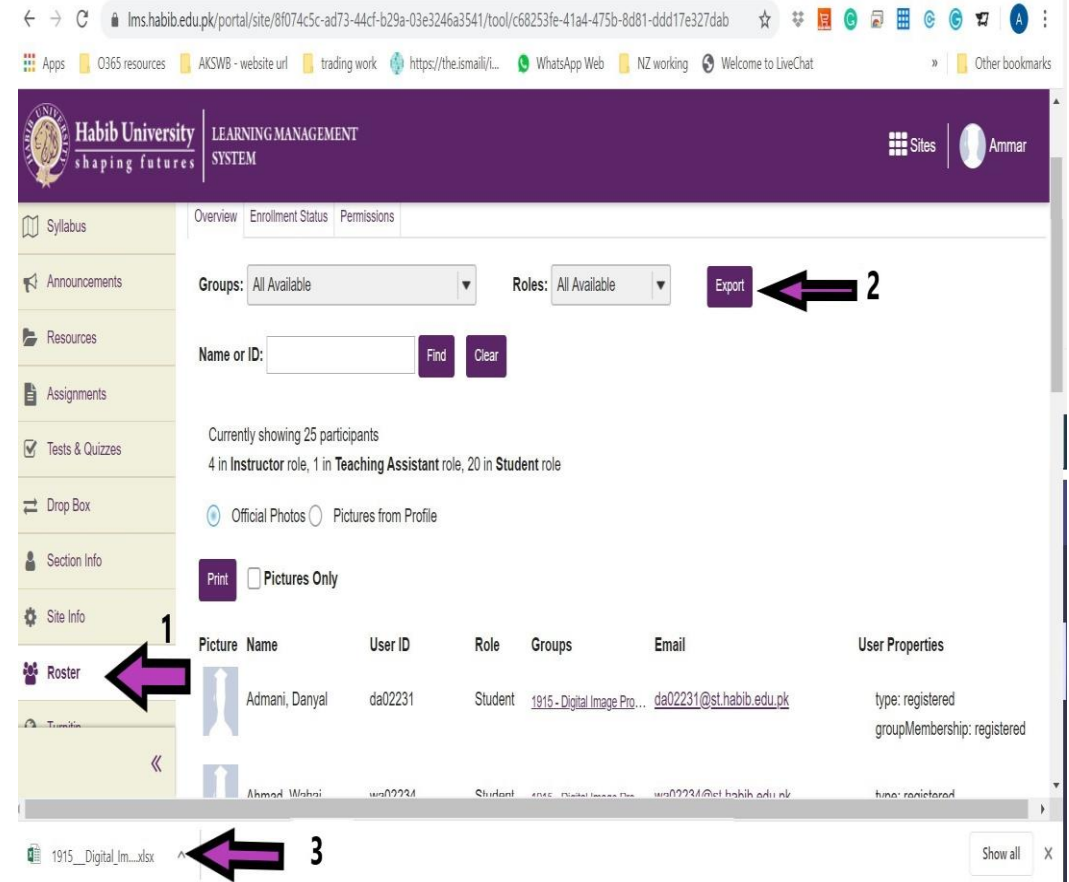
Name	User ID	Email	User Prop Role
Admani, Danyal	da02231	da02231@st.habib.edu.pk	type:regis Student
Ahmad, Wahaj	wa02234	wa02234@st.habib.edu.pk	type:regis Student
Aijaz, Anumtah	aa02419	aa02419@st.habib.edu.pk	type:regis Student
Alam, Muhammad Shahzaib	ma02277	ma02277@st.habib.edu.pk	type:regis Student
Al Medinah, Areej	aa02253	aa02253@st.habib.edu.pk	type:regis Student
Azeem, Syed Hamza	sa02515	sa02515@st.habib.edu.pk	type:regis Student
Bilal, Ahmad	ahmad.bilal@sse.habib.edu.pk	ahmad.bilal@sse.habib.edu.pk	type:main Instructor
Farhan, Muhammad	muhammad.farhan@sse.habib.edu.pk	muhammad.farhan@sse.habib.edu.pk	type:main Instructor
Fatima, Sayyada	sf02969	sf02969@st.habib.edu.pk	type:regis Student
Hakimi, Burhanuddin	bh02495	bh02495@st.habib.edu.pk	type:regis Student
Haris, Muhammad	mh02272	mh02272@st.habib.edu.pk	type:regis Student
Hasan, Aamir	aamir.hasan@sse.habib.edu.pk	aamir.hasan@sse.habib.edu.pk	type:main Instructor
Hashmi, Syed muhammad umair	sh02513	sh02513@st.habib.edu.pk	type:regis Student
Javed, Talha	tg02904	tg02904@st.habib.edu.pk	type:regis Student
Khawaja, Aarslan	ak02413	ak02413@st.habib.edu.pk	type:regis Student
Larik, Muhammad	ml02391	ml02391@st.habib.edu.pk	type:regis Student

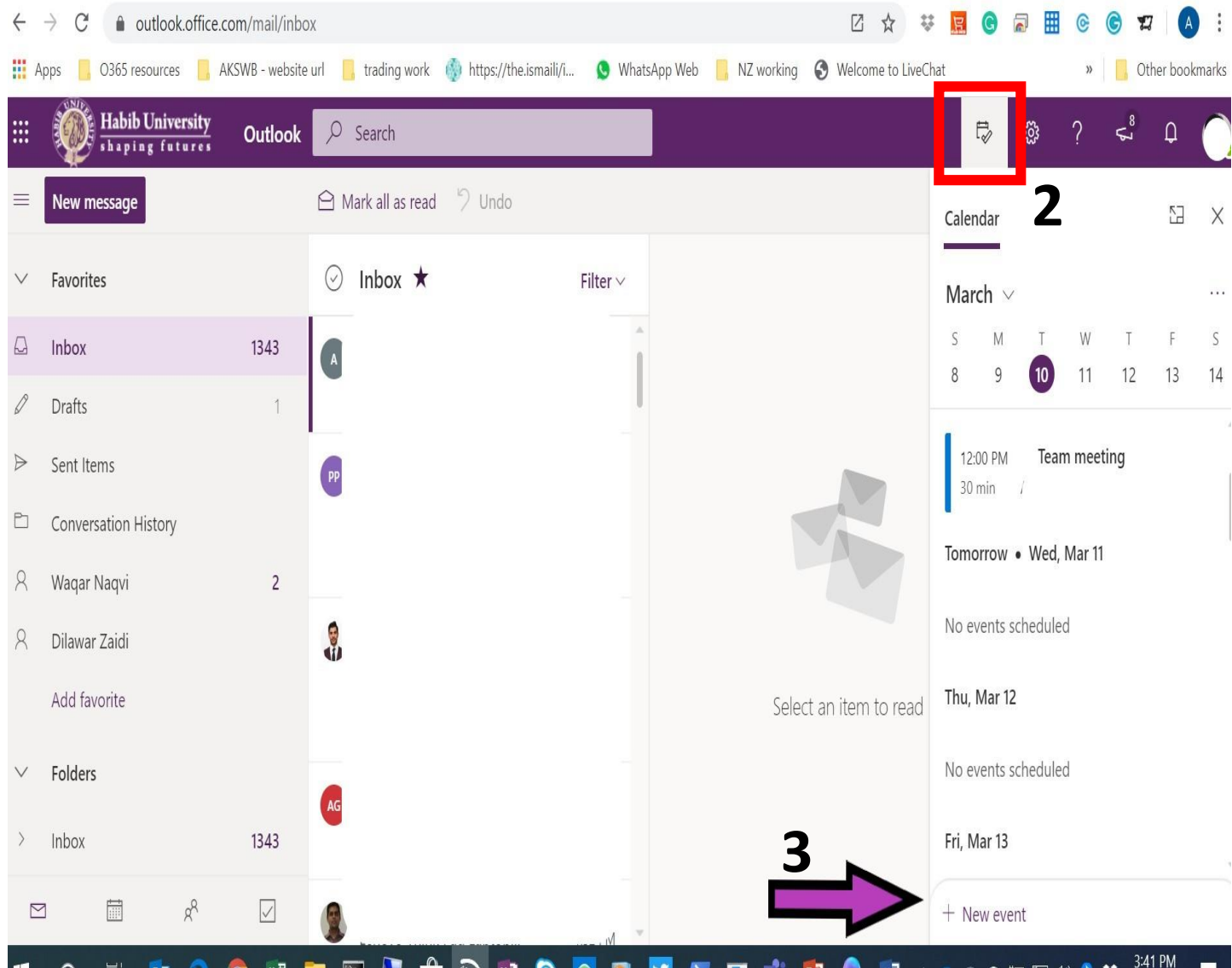
1. Click on roster Button

2. Click on Export

3. Click to open downloaded excel file

Note: you can use the same file for future Online classes





1. Log in to your Office365 Portal with your Habib Credentials
<https://mail.office365.com>

2. Click on My Day
3. Click on New Event

outlook.office.com/calendar/deeplink/compose?version=2020030202.19&popoutv2=1&leanbootstrap=1

Calendar ▾

➤ Send 6 Discard Scheduling Assistant Busy ▾ Categorize ▾ Response options ▾ ...

• **EE-111-L1 Section -Spring 2020** 1

AS Ammar Siddiqui X 2 Optional

3/10/2020 3 4:00 PM to 5:00 PM All day

Free: Tue 3/10 4:00 PM - 5:00 PM Wed 3/11 9:00 AM - 10:00 AM | 10:00 AM - 11:00 AM

Repeat: Never ▾ 4

Search for a room or location

Teams meeting ☒ 5

Remind me: 30 minutes before ▾

Add a description or attach documents

4:00p - 5:00p
Everyone is available

AS

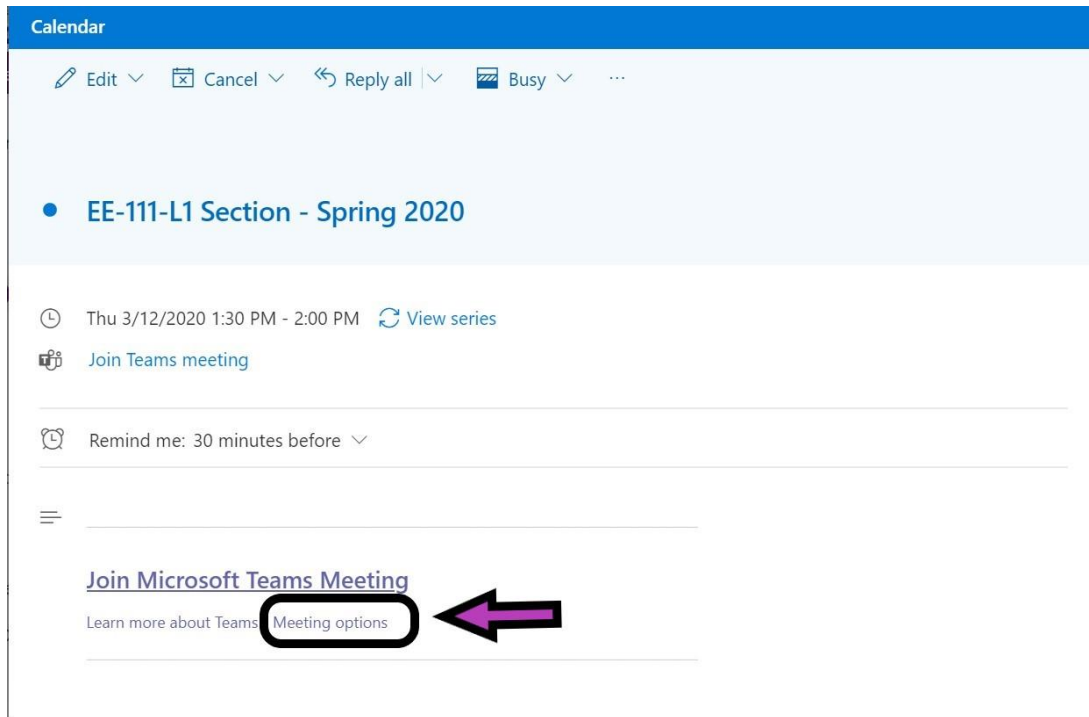
1. Add Title - e.g. Course title
2. Paste email addresses of Students copied from excel file.
3. Schedule your meeting date and time
4. Schedule recurrence if required
5. Enable Teams meeting
6. Click Send

Note: if you are pasting more than 50 email addresses than please wait for few minutes to complete the process.

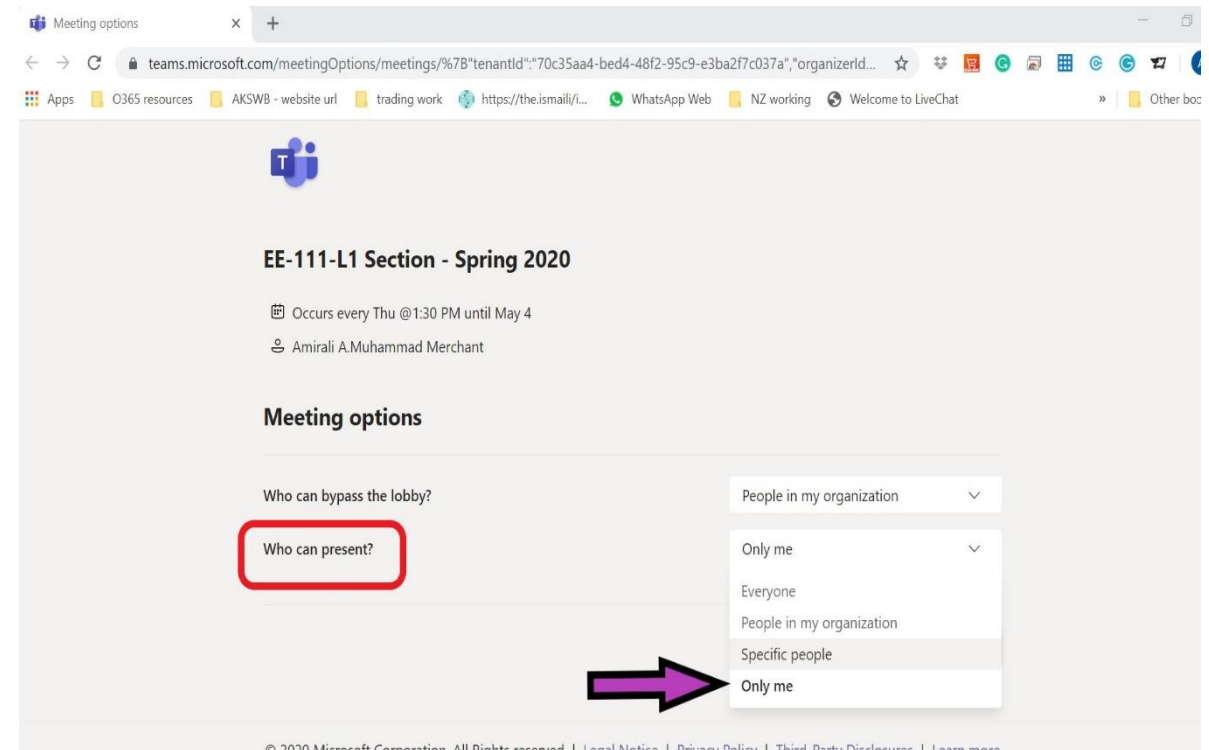
1. Click on Calendar
2. Double click meeting in Calendar

The screenshot shows the Outlook web interface. At the top, the browser address bar displays 'outlook.office.com/calendar/view/week'. Below the browser bar, there's a navigation bar with the Habib University logo and 'shaping futures' tagline, followed by 'Outlook' and a search bar. The main header area includes a 'New event' button, a 'Today' button, and a date range 'March 9-15, 2020'. A red box labeled '1' highlights the calendar icon in the top right corner of the Outlook header. On the left side, there's a sidebar with a calendar view for March 2020, where the 10th is highlighted. Below the sidebar, there's a 'My calendars' section with 'Calendar' selected. The main calendar area shows a weekly view for March 9-15, 2020. A meeting titled 'Meeting Executive [Anzar Khal]' is scheduled for March 10th from 1p to 2p. A purple arrow labeled '2' points to this meeting. Another meeting titled 'EE-111-L1 Sec' is visible on March 12th. The bottom of the interface shows a status bar with 'Support: onlineclasses@habib.edu.pk | Powered by IU-IT'.

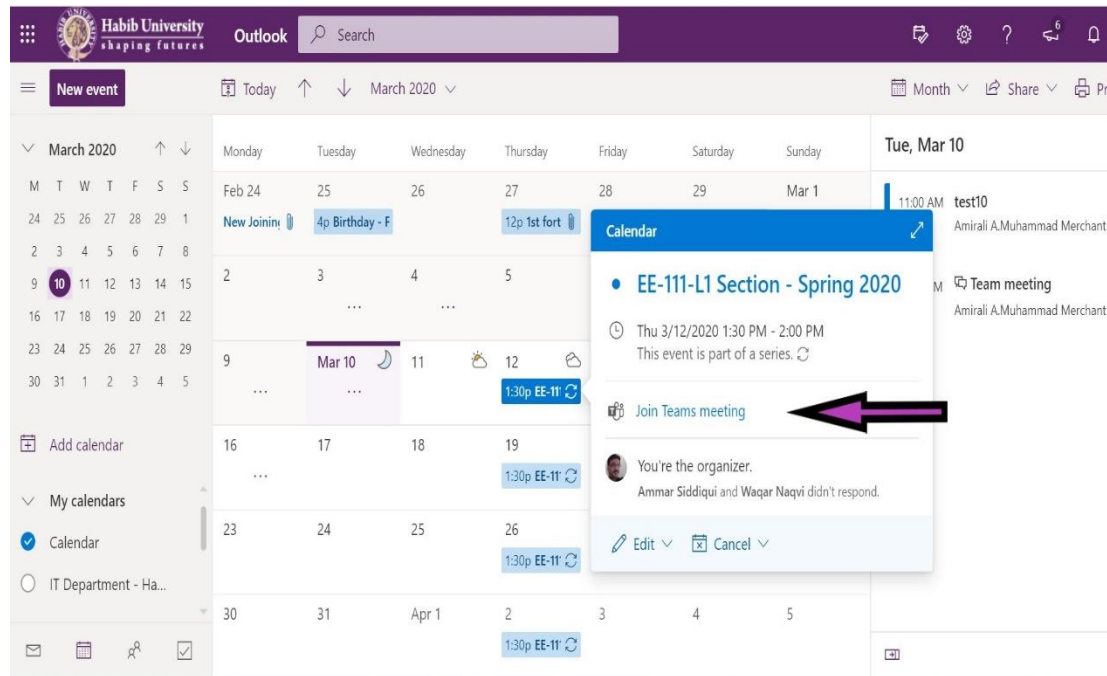
Double Click on Meeting options



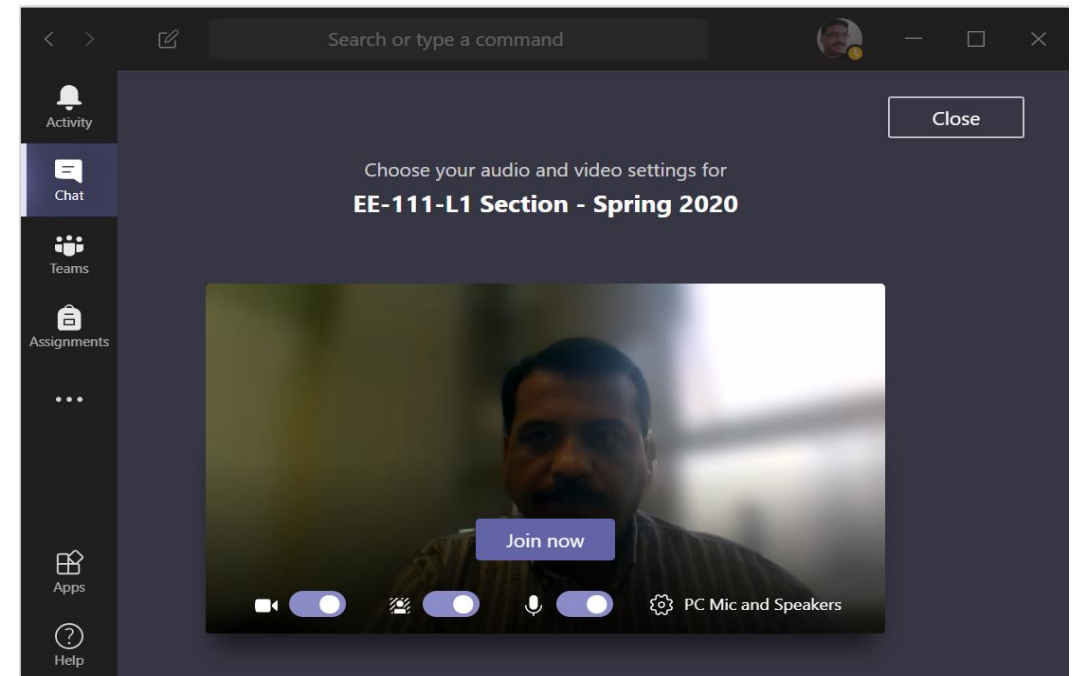
Select option: Only Me



Go to the Calendar and Click on Join Teams meeting



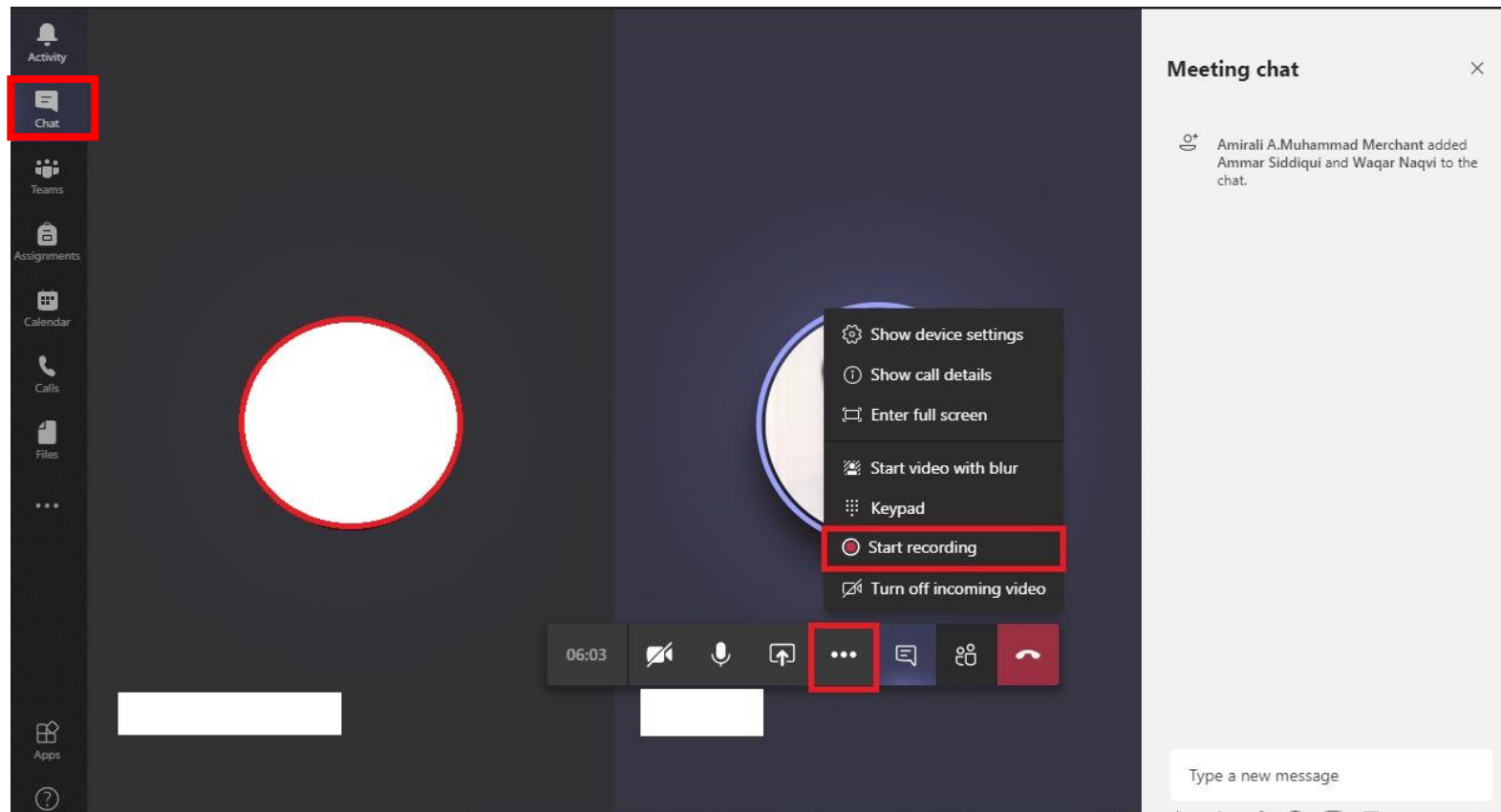
Click on Join Now



How to Record Session

Once you have joined the session

1. Click on ... button
2. Click on Start recording



Note: To view your recorded sessions in future, please click on Chat button in the left panel.