

# Using Microsoft Teams in the class

~Let's start using Teams~

- Teams has an online meeting function like Zoom, but its real value is in group work and group chat among pre-registered users.
- However, when using Teams in the 2021 class, please provide the URL of the meeting to the students and use it in a simultaneous interactive (real-time delivery) remote classes, just like Zoom, for the time being. This time, we will focus on how to do that.
- Information on how to use Office365 and Teams at the university (including explanations on how to use them for group work, etc.), when students will be able to start using them, and the scope of their use will be announced by the Technology Services Department to university members as soon as they are ready.

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# 1. Outline : Uses and Tools

The course and student information in the registration system will be reflected in NUCT, but not in Teams. (You don't need to register students on Teams if you only want to notify them of the meeting URL.)

Uses		NUCT	Teams · Zoom
Remote Classes	On-Demand	○ ※1	△
	Simultaneous Interactive	×	○
	Online Examination	○	○ (High communication traffic volume)
Contact with students		○	△

This time, we will explain this.

※1 For video files, use "[NUSS](#)" or "[Information Technology Center Media Studio's video distribution service](#)", and upload a link on NUCT.

# 1. Outline : Differences between Teams and Zoom's meeting functions

( As of March 2021 )

Functions	Teams	Zoom (Pro / Free Account)
<b>Maximum number of participants</b> (including the number of participants from external users via URL distribution)	300人	100人
<b>Maximum number of people whose faces can be displayed on the screen at the same time in an online meeting.</b>	49人	49人
<b>Chat in an online meeting</b>	○	○
<b>Screen and document sharing in an online meeting</b>	○	○
<b>Breakout Rooms</b>	○	○
<ul style="list-style-type: none"> <li>• <b>Maximum number of rooms</b></li> </ul>	50	50
<ul style="list-style-type: none"> <li>• <b><u>Advance grouping of participants</u>, setting of remaining time, entry and exit by participants</b></li> </ul>	×	○

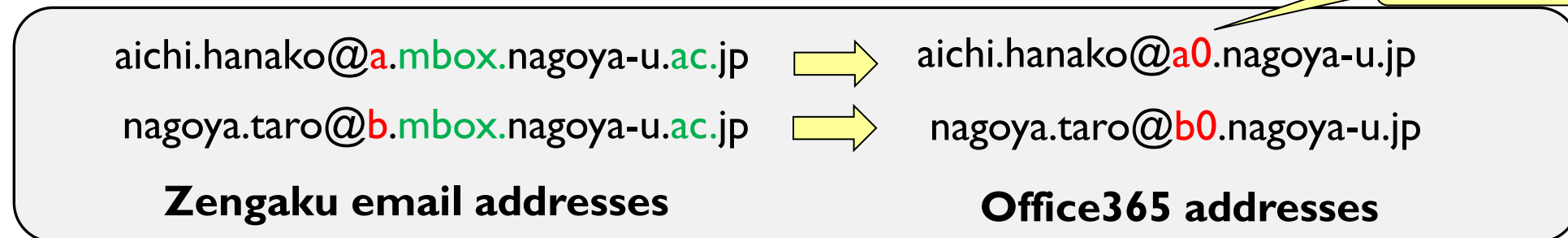
※ Teams functions are being added and modified from time to time, therefore the above might be changed. Please check "[What's new in Microsoft Teams - Office support](#)" for the latest information.

## 2. Previous setting : Preparation before using Teams<sup>①</sup>

### Teams account

#### ■ Check your account

- ◆ **An Office 365 address** is required to use Teams
- ◆ **Office365 addresses** are automatically generated from **Zengaku** email addresses.



- ▶ Email addresses given by departments are not Zengaku email addresses.

...@**adm**.nagoya-u.ac.jp,  
...@**law**.nagoya-u.ac.jp,  
...@**med**.nagoya-u.ac.jp, etc.

- ▶ To confirm and get your Zengaku email address, please access the following page.

<https://www.icts.nagoya-u.ac.jp/en/services/numail/>

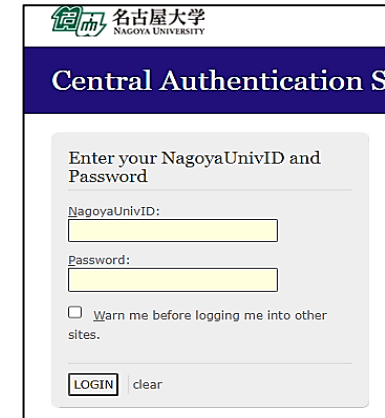
You can get an Office365 address the day after you get zengaku mail (or later).

## 2. Previous setting : Preparation before using Teams②

### Get the app

■ The **password** for the Office365 address is the same as for the Meida ID.

◆ If you have been enrolled since before October 1, 2013, you must have changed your password at least once since that date.

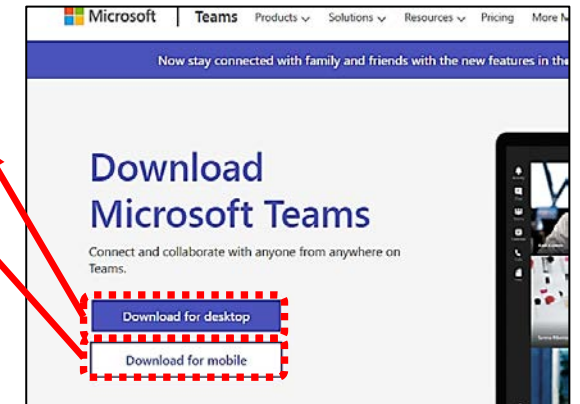


The screenshot shows the Nagoya University Central Authentication Service login page. At the top, there is the Nagoya University logo and name in Japanese and English. Below that, the text 'Central Authentication S' is visible. The main content area is titled 'Enter your NagoyaUnivID and Password'. It contains two input fields: 'NagoyaUnivID:' and 'Password:'. Below the password field, there is a checkbox labeled 'Warn me before logging me into other sites.' and a 'LOGIN' button with a 'clear' link next to it.

### ■ Install the Teams app

- ◆ Windows / macOS / smart phone ...
- ◆ Can be used on multiple devices
- ◆ There are functional limitations and compatibility issues when using via a web browser.

Windows、macOS  
smart phone etc.



<https://www.microsoft.com/en-us/microsoft-teams/download-app>

## 2. Previous setting : Preparation before using Teams③

### Sign in to Teams

- **Sign in** to the Teams app at the first time you start it.

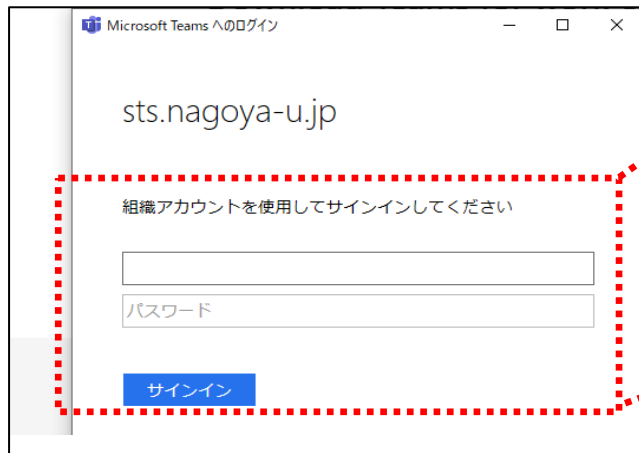
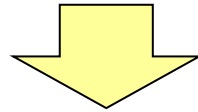
Startup screen  
(For Windows)



① Enter your Office365 address

サインイン アドレス

サインイン



組織アカウントを使用してサインインしてください

パスワード

② Enter your password

Now you are ready to use it.

### 3. How to create a Meeting URL : Create a Meeting URL and tell it to the students

#### ① Create a meeting URL in Teams.

##### A. Create a meeting URL from "Calendar".

※Participants from the URL can use the chat.

##### B. Create a meeting URL from "Team".

※Only participants who have registered for the team can use the chat.

Participants from the URL can't use it.

#### ② Inform the students of the meeting URL.

※**For this use, students don't need to download the Teams app.**

Ex. Post the URL link in the body of the "Announcements" on the NUCT lecture site.

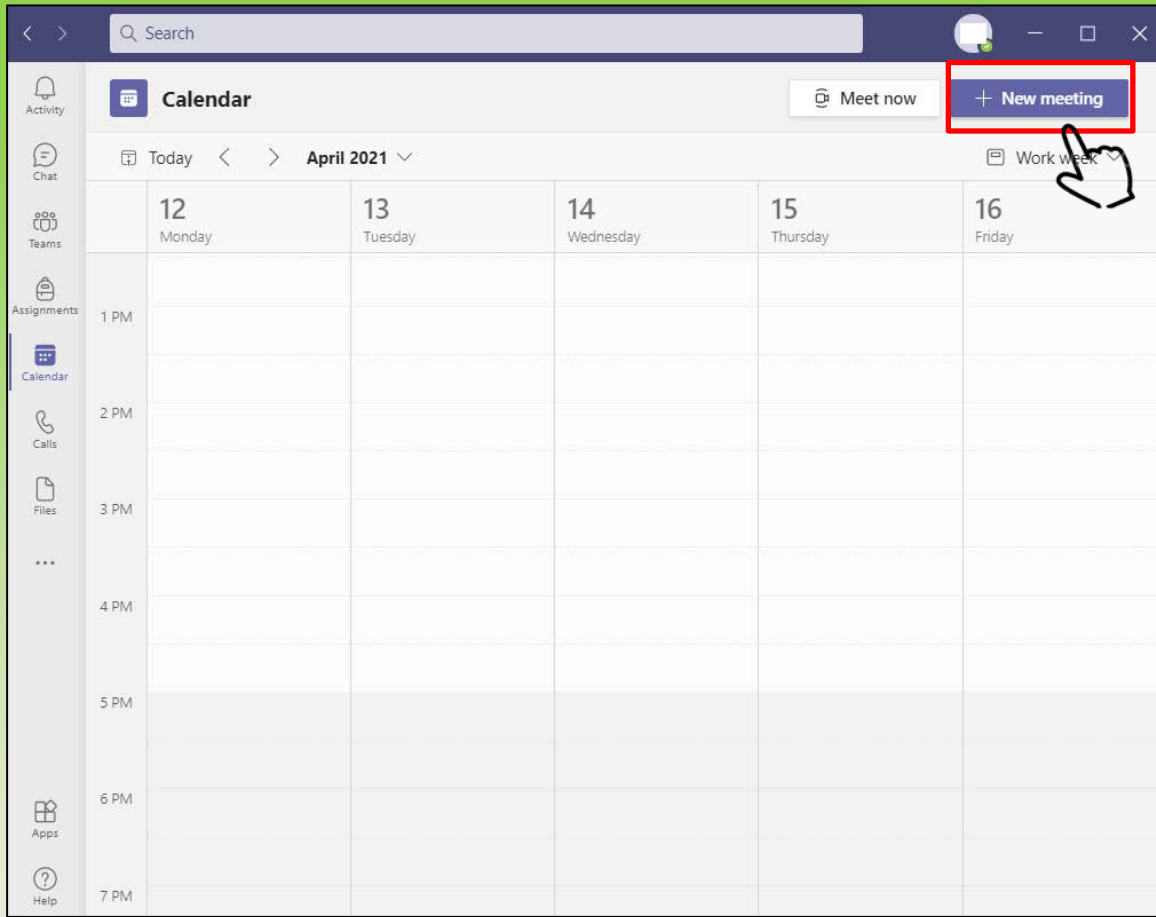
Students can participate in a simultaneous interactive remote class by clicking the link.

Subsequent slides will explain separately above A and B.

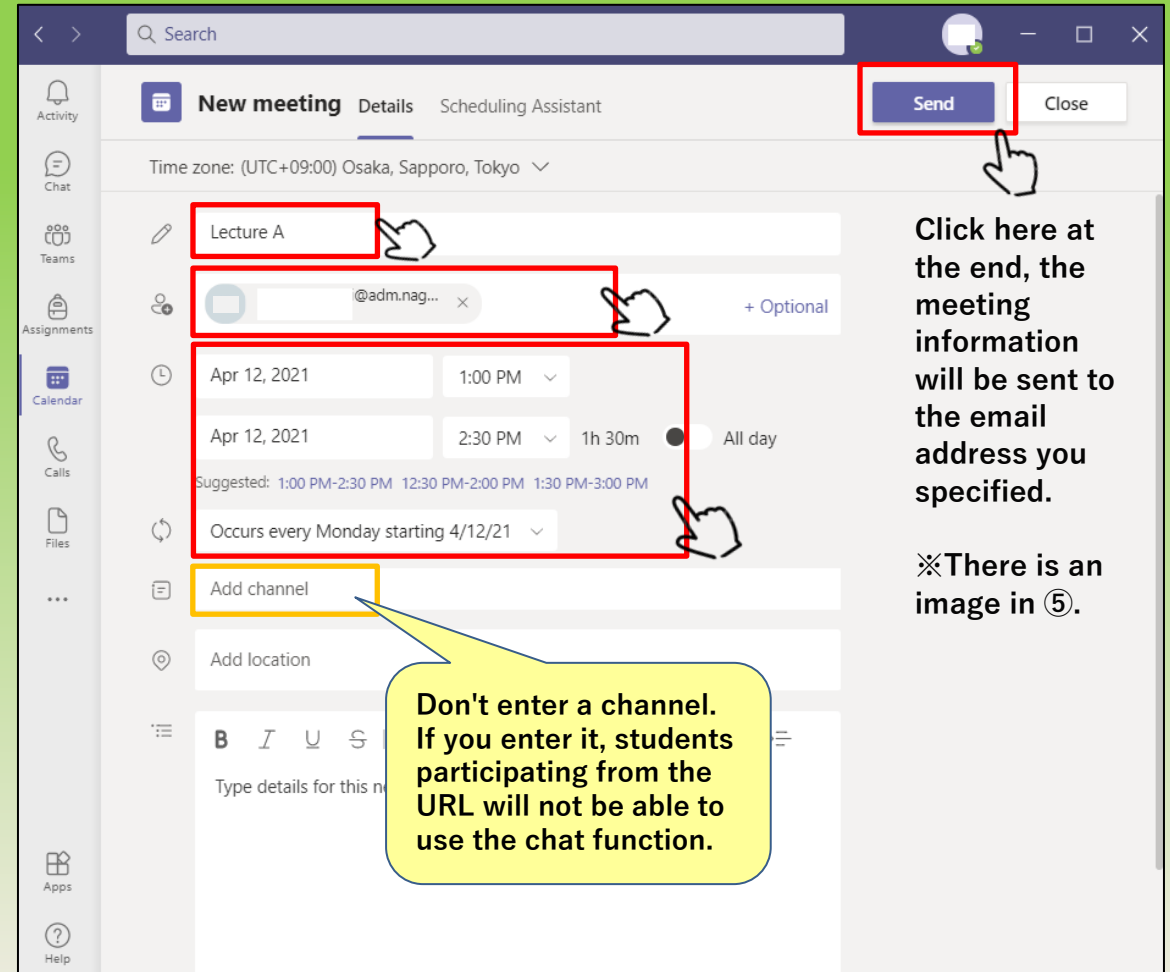


# A. Create a meeting URL from "Calendar".

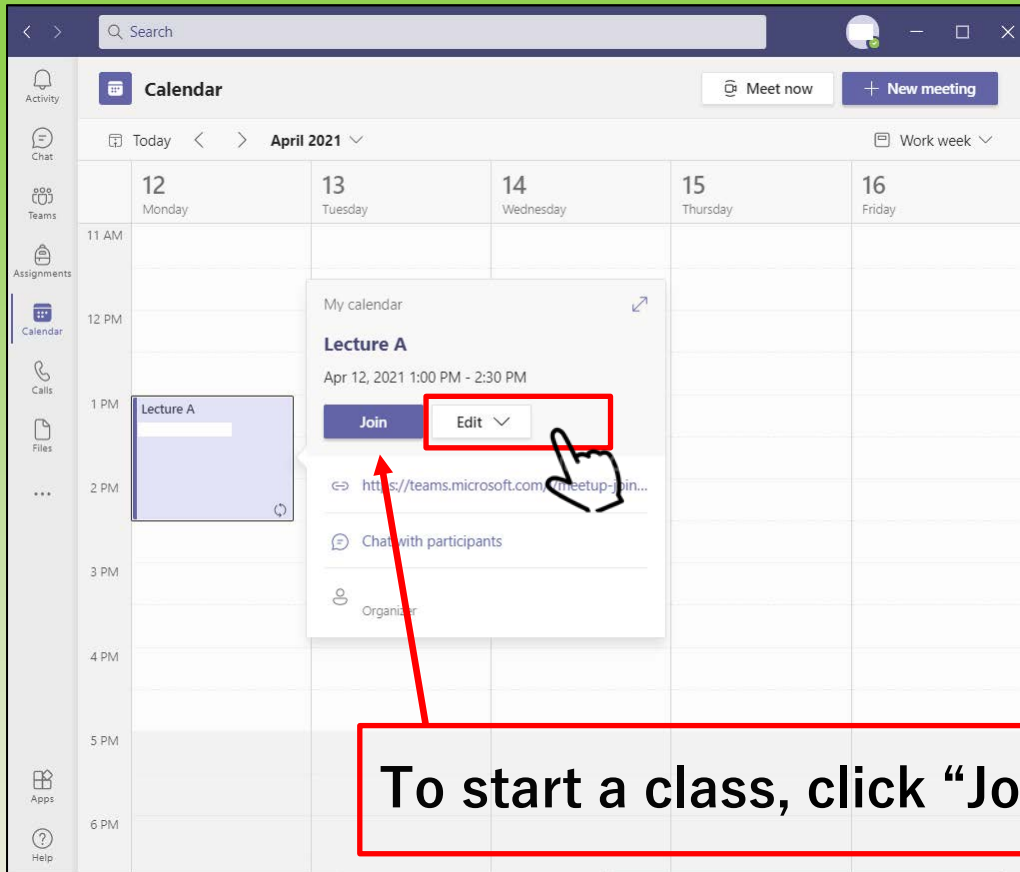
① Click "+ New Meeting" in the calendar.



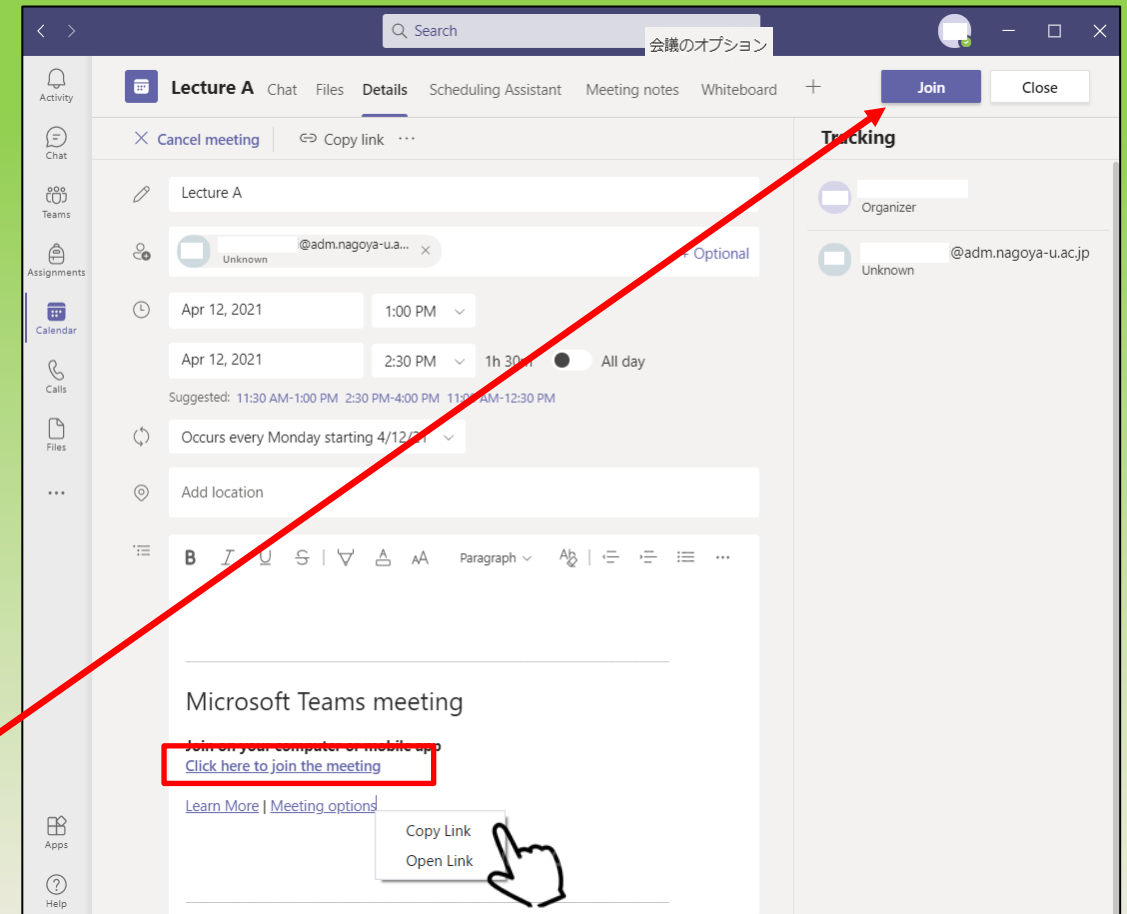
② Enter the "Meeting Name", at least one "E-mail address" (such as your own), and "Date and Time", then click the "Send" in the upper right corner to confirm.



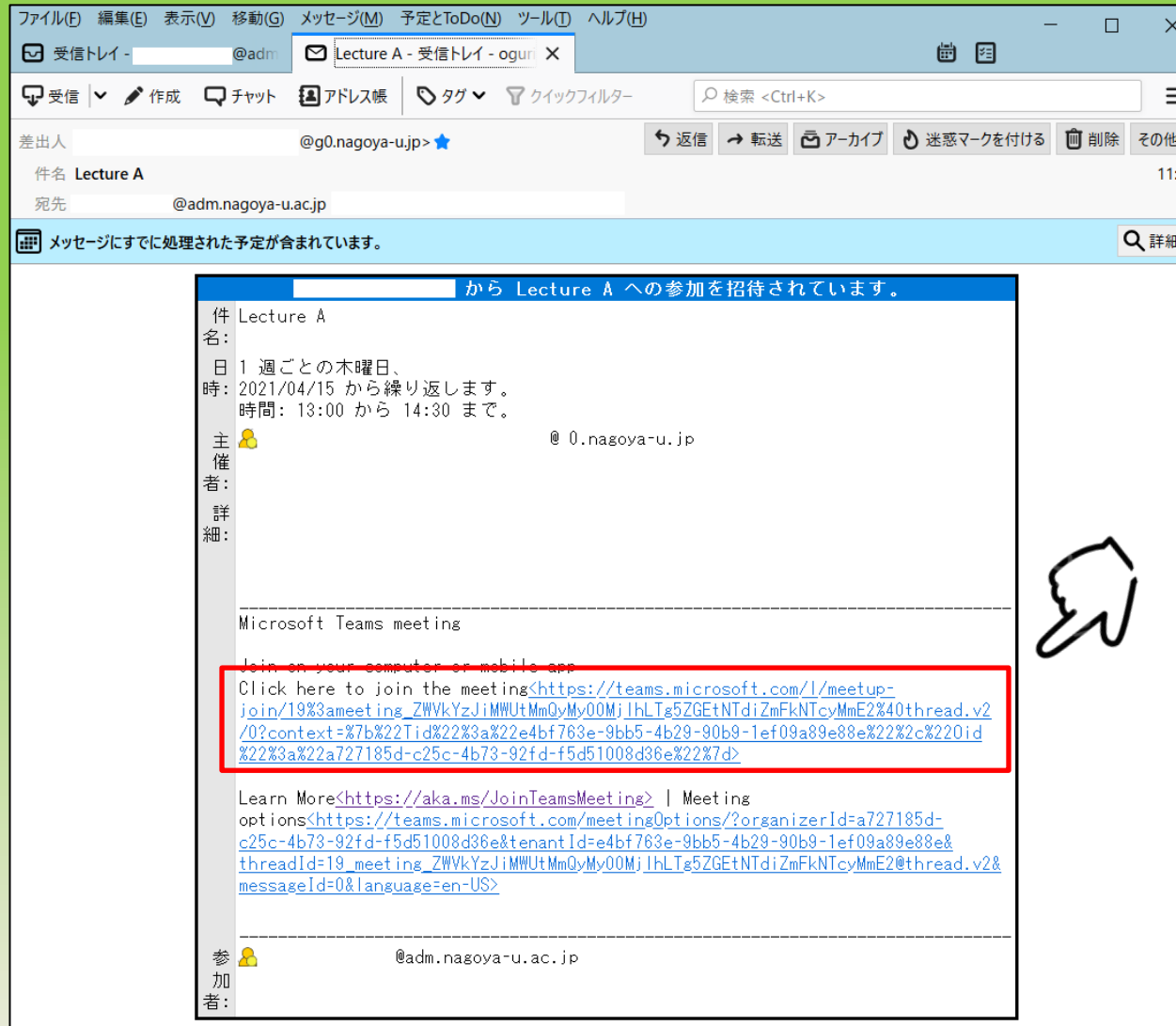
③ When a meeting is registered, it will be added to the calendar like this. When you click on a registered meeting, it will be displayed as shown below. If you click "Edit", the meeting will be displayed as shown on the right.



④ Right-click on "Click here to join the meeting" and click "Copy link" to save the meeting URL to your clipboard. Inform the students of this URL.



## ⑤ Examples of emails notified by ②.



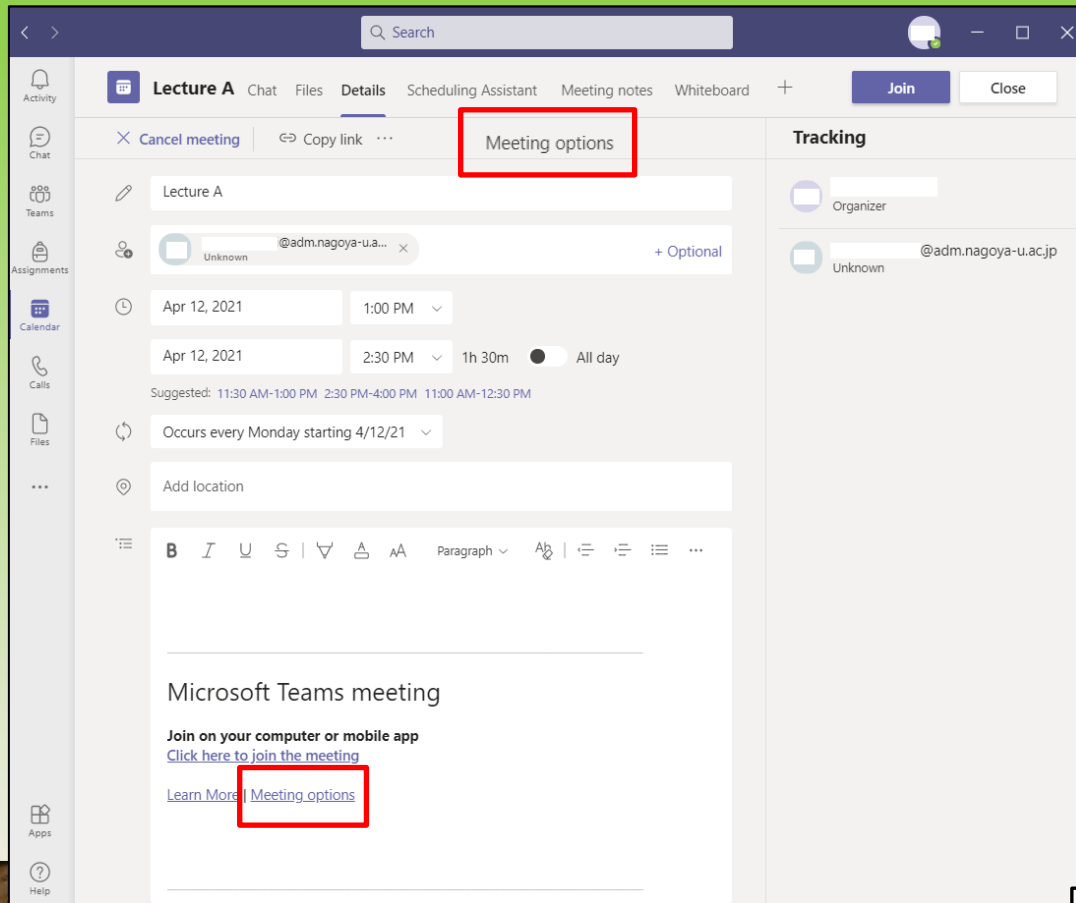
The screenshot shows an Outlook window with the following details:

- Subject: Lecture A
- From: @adm.nagoya-u.ac.jp
- Message body: "件 Lecture A", "日 1 週ごとの木曜日、", "時: 2021/04/15 から繰り返します。", "時間: 13:00 から 14:30 まで。", "主催者: @ 0.nagoya-u.jp", "Microsoft Teams meeting", "Click here to join the meeting<[>](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZWVkyZjIMWUtMmQyMy00Mj1hLTg5ZGEtNTdiZmFkNTcyMmE2%40thread.v2/0?context=%7b%22Tid%22%3a%22e4bf763e-9bb5-4b29-90b9-1ef09a89e88e%22%2c%220id%22%3a%22a727185d-c25c-4b73-92fd-f5d51008d36e%22%7d)> | Meeting options<[https://teams.microsoft.com/meetingOptions/?organizerId=a727185d-c25c-4b73-92fd-f5d51008d36e&tenantId=e4bf763e-9bb5-4b29-90b9-1ef09a89e88e&threadId=19\\_meeting\\_ZWVkyZjIMWUtMmQyMy00Mj1hLTg5ZGEtNTdiZmFkNTcyMmE2@thread.v2&messageId=0&language=en-US](https://teams.microsoft.com/meetingOptions/?organizerId=a727185d-c25c-4b73-92fd-f5d51008d36e&tenantId=e4bf763e-9bb5-4b29-90b9-1ef09a89e88e&threadId=19_meeting_ZWVkyZjIMWUtMmQyMy00Mj1hLTg5ZGEtNTdiZmFkNTcyMmE2@thread.v2&messageId=0&language=en-US)>> | Meeting options", "参加者: @adm.nagoya-u.ac.jp"

A red box highlights the meeting URL, and a hand icon points to it.

You can also get the meeting URL by right-clicking on “Click here to join the meeting” in the email you received and copying the URL of the link (same process as in ④).

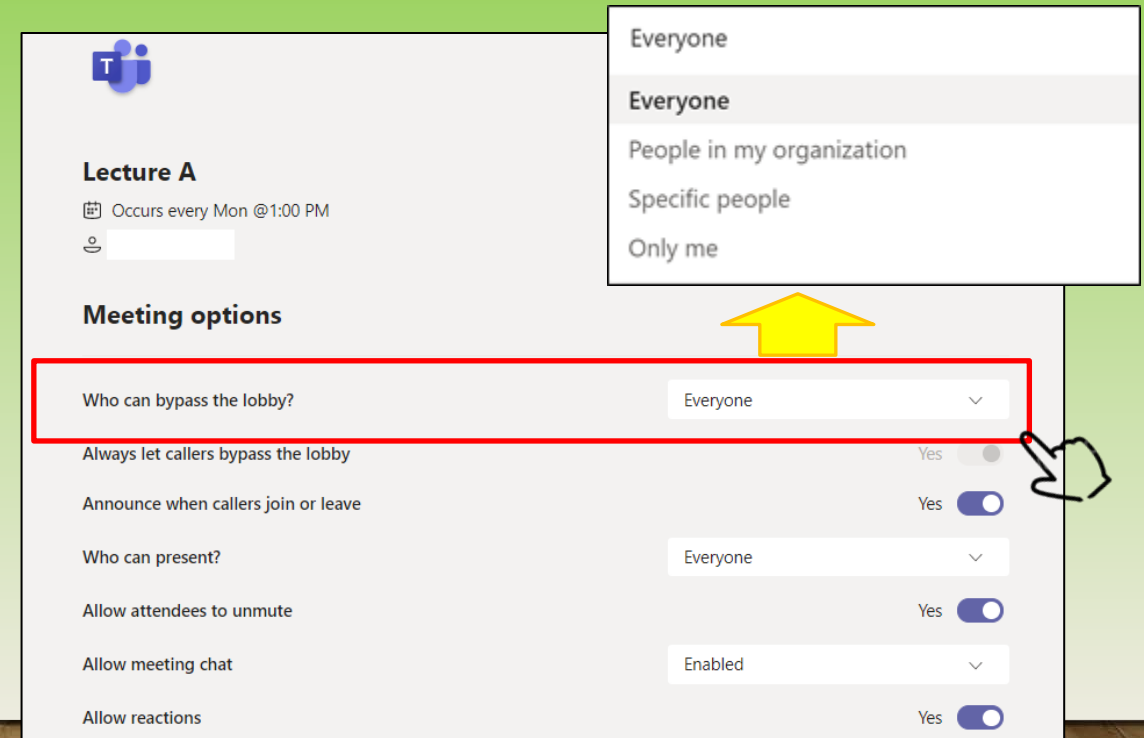
⑥ Set the permission system so that you can choose whether or not to allow students who have been notified of the Meeting URL to join the class by making them wait in the lobby. Click “Meeting Options” (either at the top or bottom), and the web page will be displayed as shown in ⑦.



⑦ Regarding “Who can bypass the lobby?”

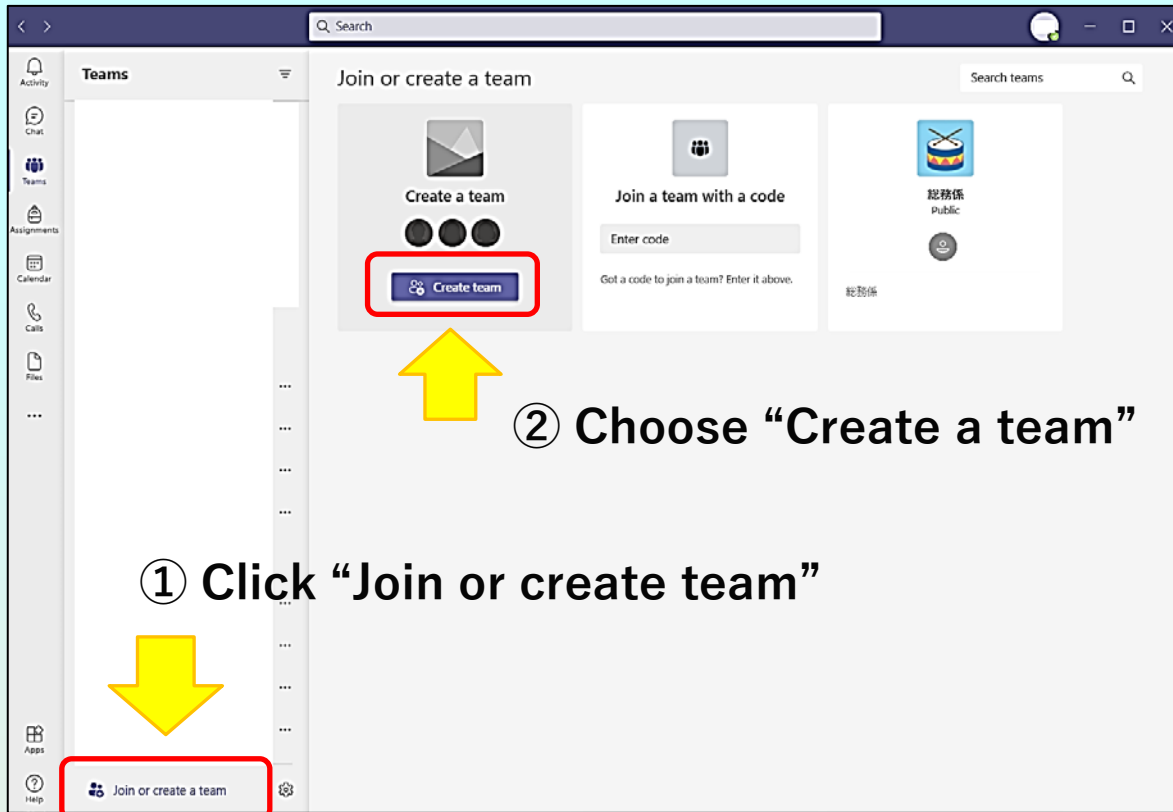
- If you select "Everyone", students can participate in the class without the instructor's permission.
- If you choose something other than "Everyone", security will be improved, since the instructor will give permission to each student each time before the class.

However, it may be difficult for large classes, or the instructor may not be aware of students who access the system late.

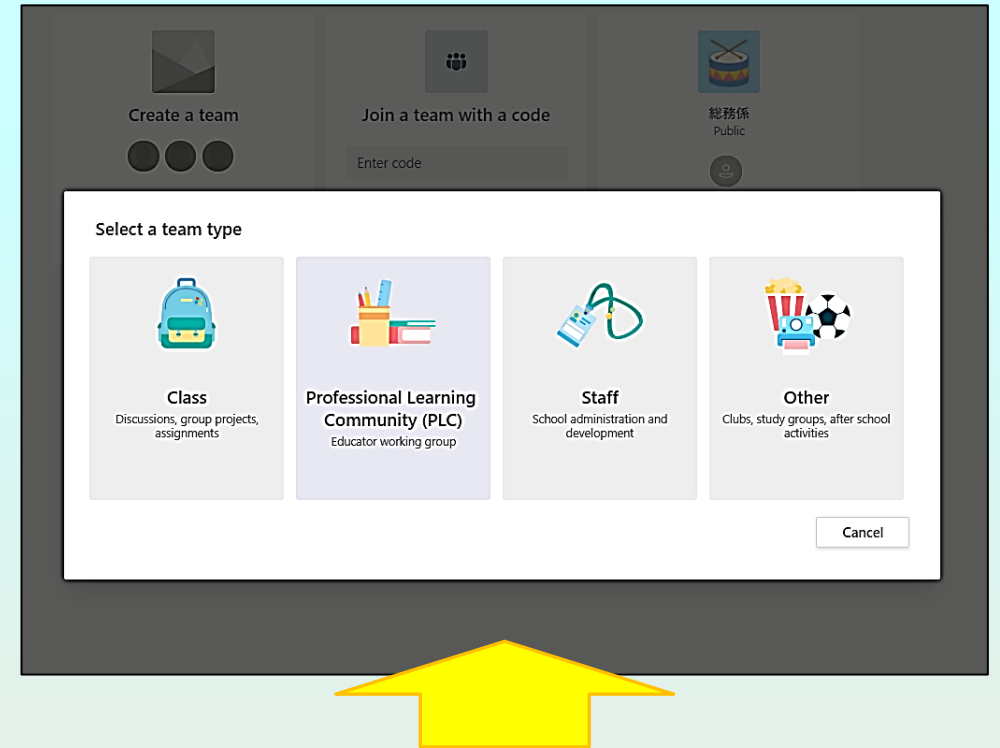


This is all for “ A. Create a meeting URL from "Calendar".

## B. Create a meeting URL from “Team”



③ “Select a team type” screen will appear



Description of a team type(choose **Class** or **Other**)

[Office Support - Choose a team type to collaborate in Microsoft Teams](#)

④ If you choose “Other” in the step③, “Create your team” screen will appear. Put Course name on Team name. (Ex. “Lecture A”)

⑤ Be sure to set it to “Private”.

✘ If you select “Public”, files and information shared by the team may be displayed by hitting a search operation by a third party.

Create a team      Join a team with a code      総務係  
Public

### Create your team

Educators or students can create teams to work together on any shared goal, project, or activity.

Team name  
Lecture A ④

Description  
Let people know what this team is all about

Privacy ⑤  
Private - Only team owners can add members  
Private - Only team owners can add members  
Public - Anyone in your organization can join

Cancel      Next

⑥ For the time being, “Skip” in this part.

Create a team      Join a team with a code      総務係  
Public

### Add members to Lecture A

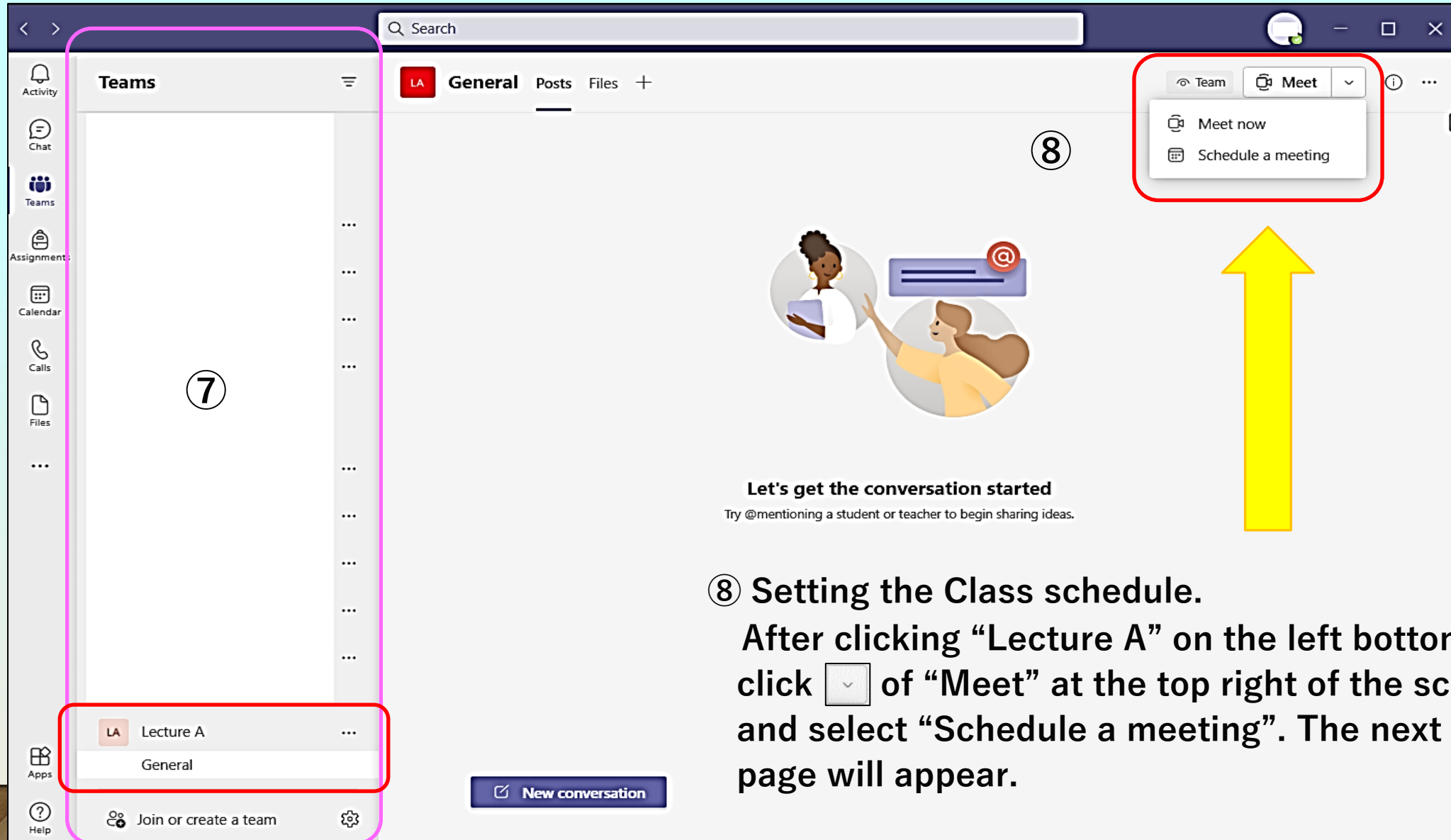
Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.

Start typing a name or group      Add


Skip

✘ In the future, when entering a student here, you will be able to register as a student and do group work.

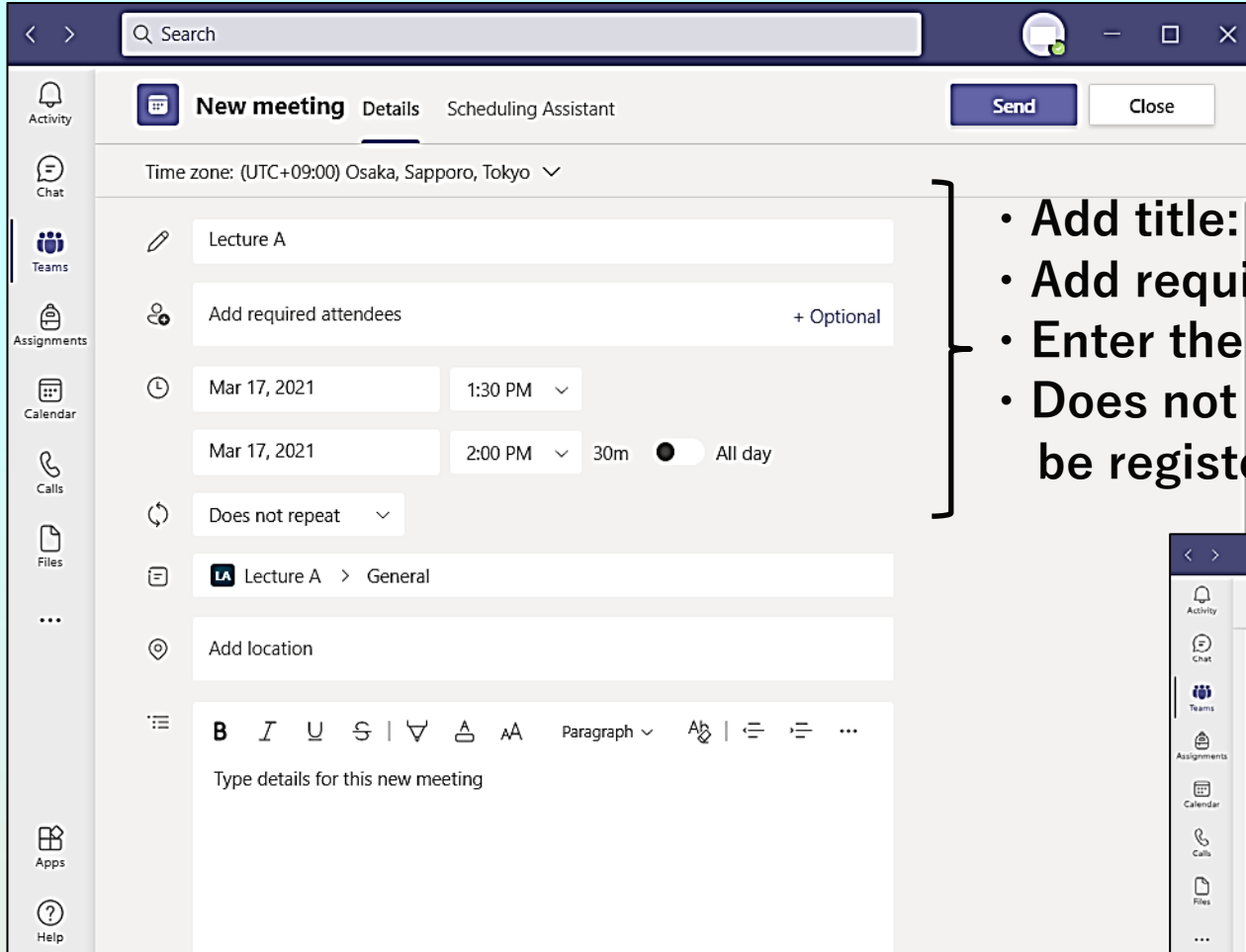
⑦ Team “Lecture A” will be created.



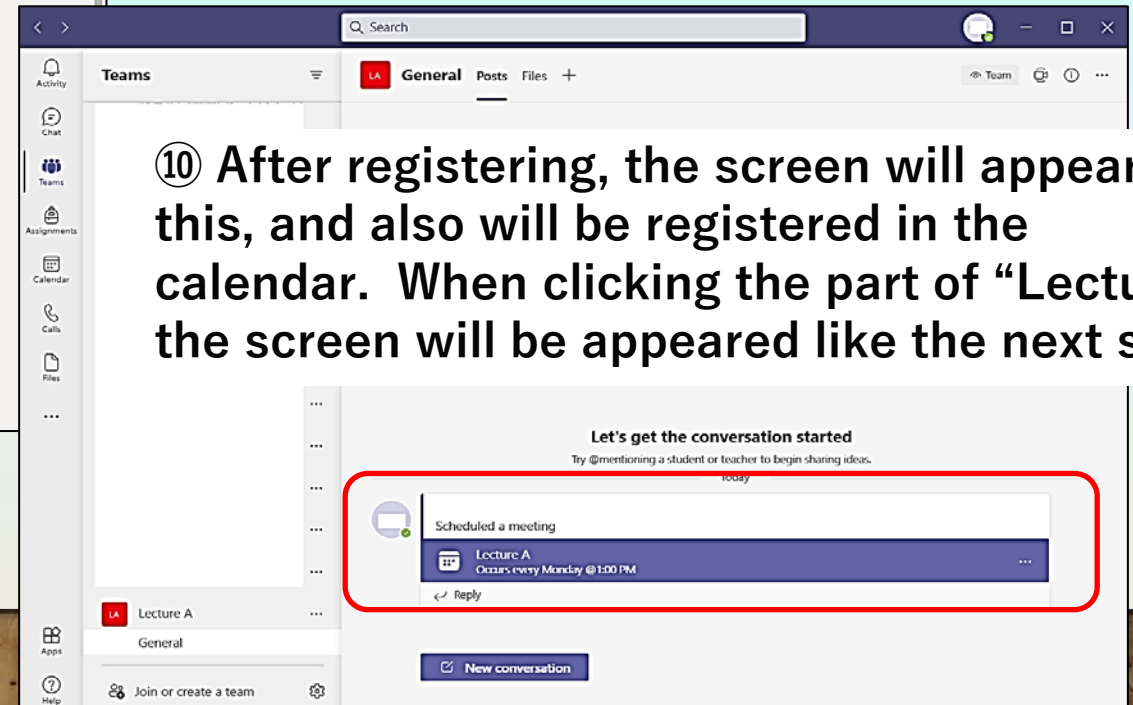
⑧ Setting the Class schedule.

After clicking “Lecture A” on the left bottom, click  of “Meet” at the top right of the screen, and select “Schedule a meeting”. The next page will appear.

⑨ Put course information. At the end, click “Send” at the top right.



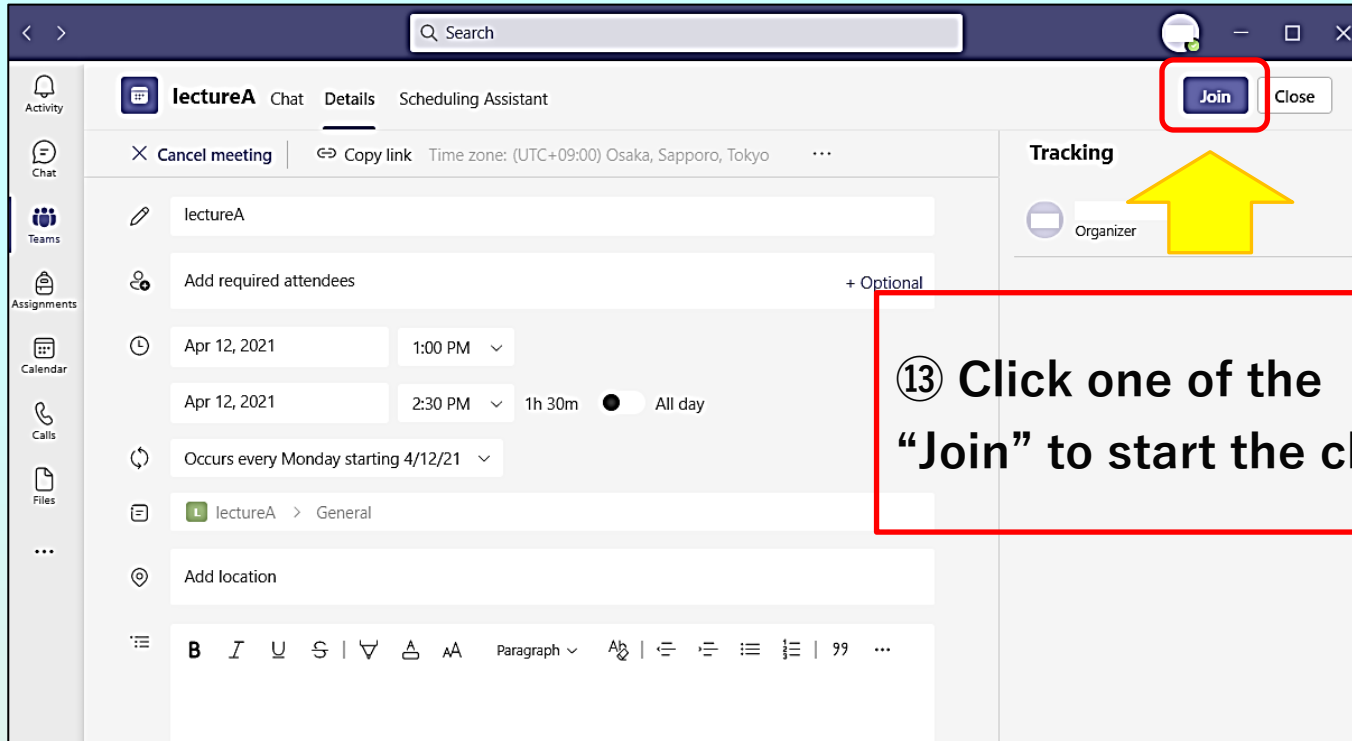
- Add title: Put the Course name
- Add required attendees: No need to fill out
- Enter the day and the period
- Does not repeat: If you set it to “Weekly”, it will be registered in the calendar every week.



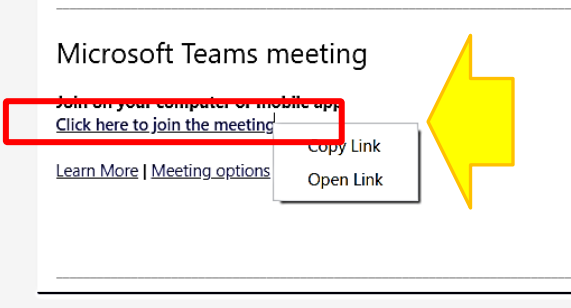
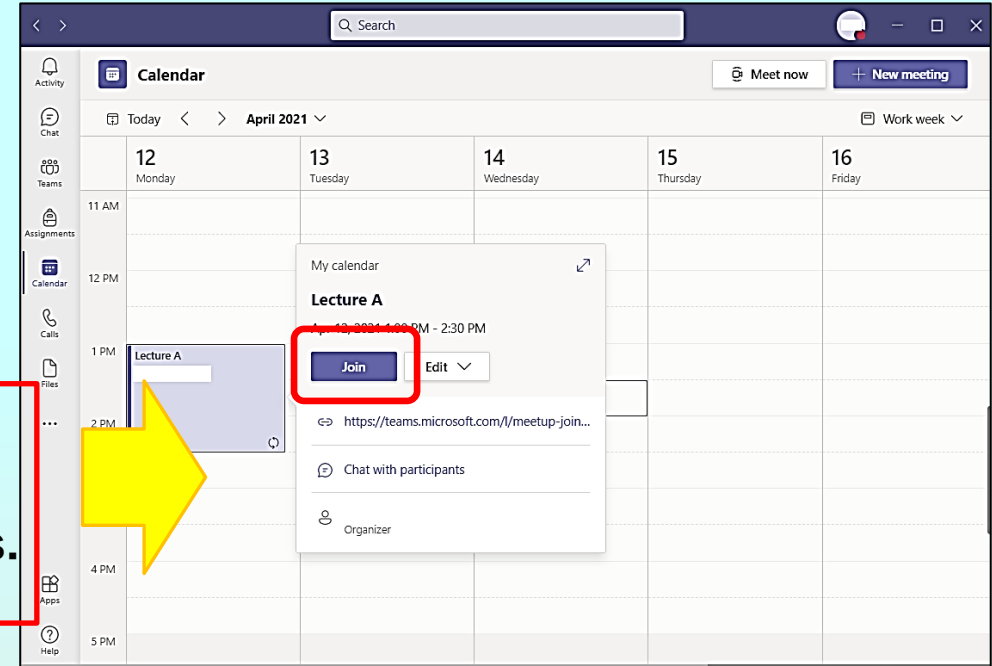
⑩ After registering, the screen will appear like this, and also will be registered in the calendar. When clicking the part of “Lecture A”, the screen will be appeared like the next slide.



# ⑪ You can get Meeting URL in this step.



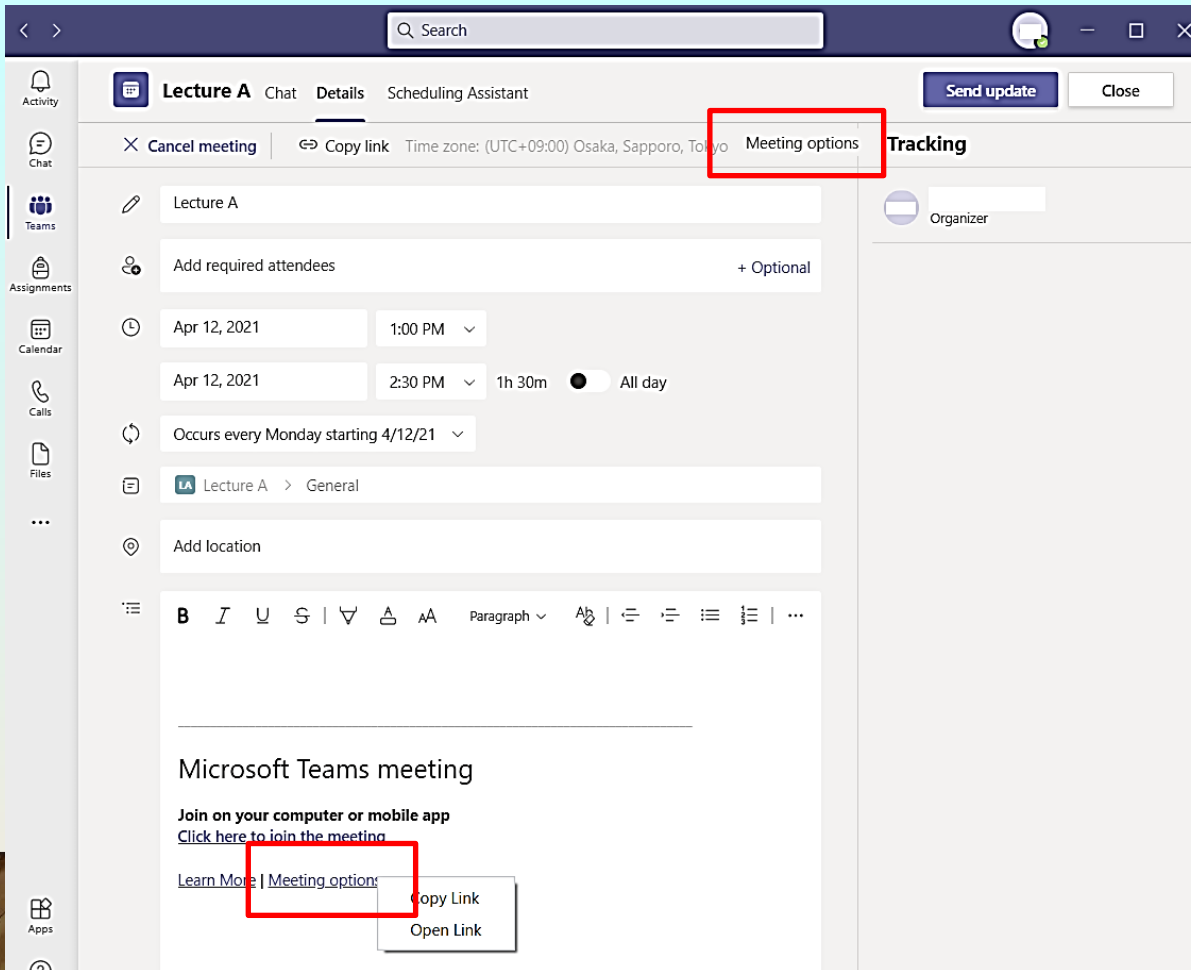
⑬ Click one of the "Join" to start the class.



⑫ Right-click "Click here to join the meeting", and click "Copy link", and Meeting URL will be recorded on Clipboard. Please inform students this URL.

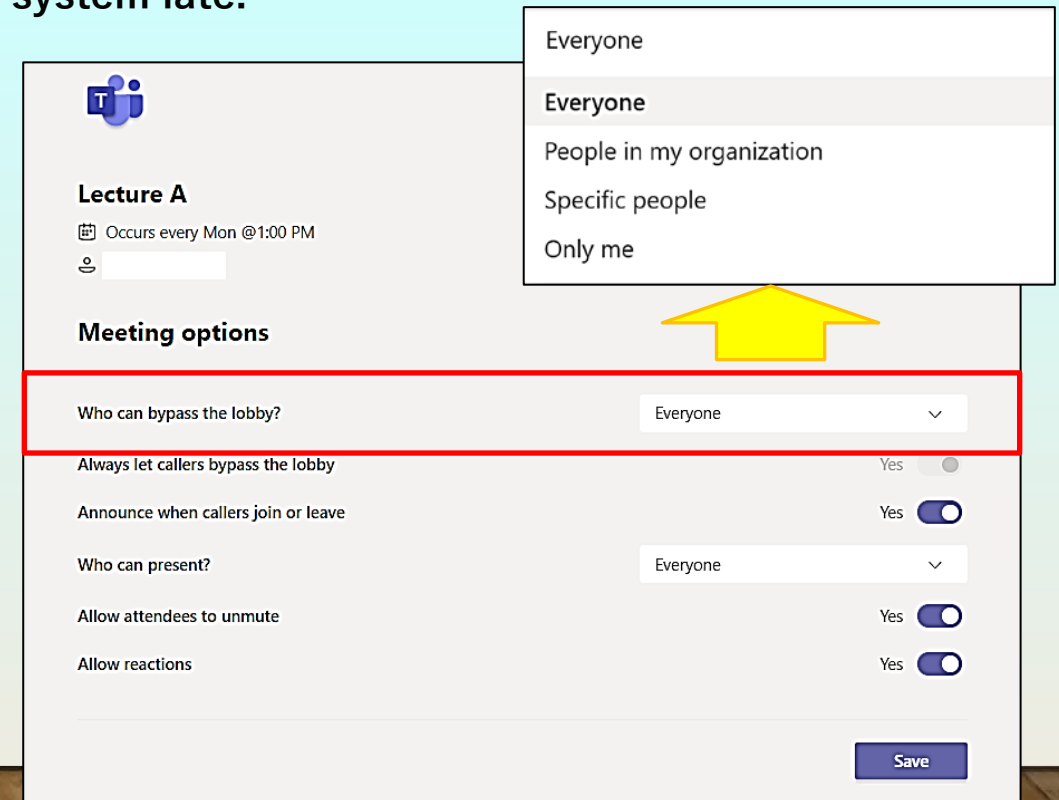
## ⑭ Other settings

Set the permission system so that you can choose whether or not to allow students who have been notified of the Meeting URL to join the class by making them wait in the lobby. Click “Meeting Options” (either at the top or bottom), and the web page will be displayed as shown in the right picture.



## Regarding “Who can bypass the lobby?”

- If you select "Everyone", students can participate in the class without the instructor's permission.
- If you choose something other than "Everyone", security will be improved, since the instructor will give permission to each student each time before the class. However, it may be difficult for large classes, or the instructor may not be aware of students who access the system late.



This is all for **B. Create a meeting URL from “Team”**

## 4. Conducting a class: Examples of using NUCT and Teams in a class

In advance	Instructors	NUCT	<ul style="list-style-type: none"> <li>• Post class materials and Teams meeting URL on NUCT.</li> <li>• Inform students of the posting by Message on NUCT etc.</li> </ul>
	Students	NUCT	<ul style="list-style-type: none"> <li>• Download class materials and prepare by the start of the class.</li> </ul>
The day of the class	Instructors	Teams	<ul style="list-style-type: none"> <li>• Start simultaneous interactive lessons with Teams 5 minutes before class starts.</li> </ul>
	Students	Web browser	<ul style="list-style-type: none"> <li>• Participate in simultaneous interactive lessons from Teams meeting URL.  <ul style="list-style-type: none"> <li>✧Students don't need to download the Teams app for this purpose.</li> </ul> </li> </ul>
	Instructors	Teams	<ul style="list-style-type: none"> <li>• Sharing the screen of class materials, recording as necessary (get the content of the students)</li> <li>• During class, use the NUCT quiz to check the understanding of the previous assignment while also checking attendance.</li> <li>• Give students the opportunity to ask questions during class (Teams chat feature is also available).</li> <li>• At the end, tell students that you will receive post-class questions in the Message on NUCT.</li> </ul>
Outside class hours ✧as necessary	Students • Instructors	NUCT	<ul style="list-style-type: none"> <li>• Students who have questions : Ask questions to instructors through Message on NUCT.</li> </ul>
Outside class hours ✧appropriately	Instructors • Students	NUCT	<ul style="list-style-type: none"> <li>• Instructors : Post assignments</li> <li>• Students : Submit assignments on NUCT</li> <li>• Instructors : Feedback as appropriate, explain assignments</li> </ul>

# 5. Functions of Teams

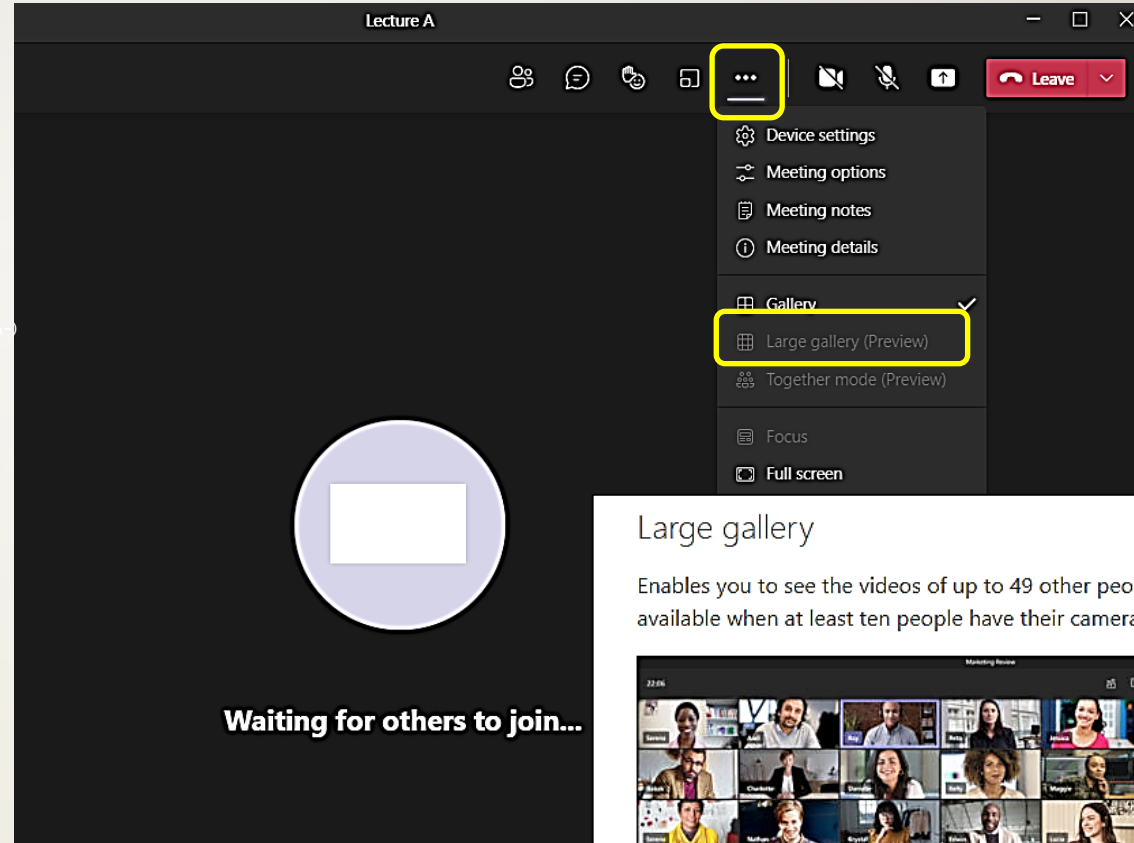
## • Breakout rooms

Create breakout rooms to bring participants into small groups for lively conversation and brainstorming sessions.



[Office Support - Use breakout rooms in Teams meetings](#)

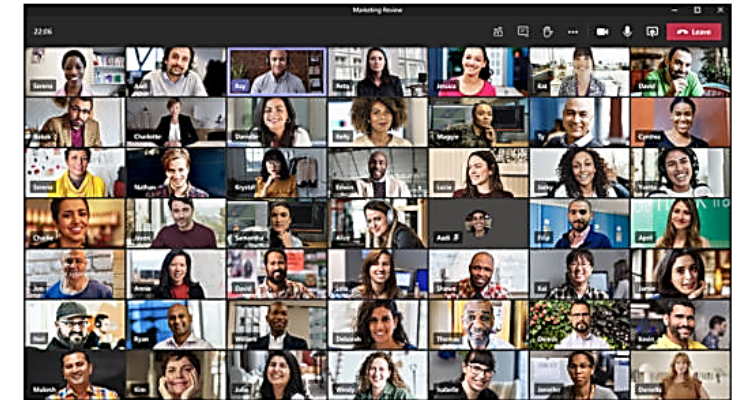
## • Large gallery



[Office Support - Using video in Microsoft Teams](#)

### Large gallery

Enables you to see the videos of up to 49 other people at once. This option is available when at least ten people have their cameras turned on.



**Note:** If no one is sharing video, Large gallery won't be selectable in the menu.

# • Recording, storage location, and notes

Record a meeting in Teams



[Office Support - Record a meeting in Teams](#)

Important Points Regarding Recording and Publishing Remote Class

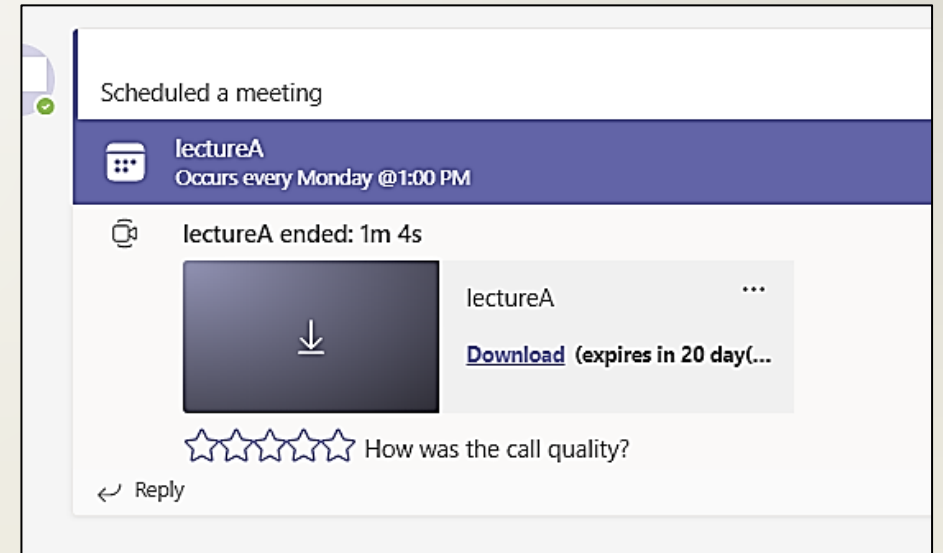


[October 30, 2020 Important Points Regarding Remote Classes Using ICT \(Request\)](#)

Retrieving recorded and recording data



- Even if you finish the meeting, you cannot watch the recorded data immediately.
- After performing various processing, you will be notified by meeting chat when the recorded data becomes available for viewing.
- After the notification, you can get the download link of the recorded data from the chat.
- Download the video, save it in NUSS etc., and post the link on NUCT.



## 6. Contact Information for Microsoft Teams

### ➤ Microsoft

- [Microsoft Support](#)
- [What's new in Microsoft Teams - Office Support](#)

### ➤ Nagoya University

- [Information and Communications IT Help Desk](#)

TEL : 052 - 747 - 6389

WEB : <https://qa.icts.nagoya-u.ac.jp/>

\* Consultation Field:

“Office 365 Education” → “Microsoft Teamsについて”

**Information and Communications IT Help Desk will only respond to inquiries regarding problems related to the use of Teams, settings for the University etc. For general questions about Teams and specific operation methods, please refer to the Microsoft support page.**

**Education & International Affairs Department (教育推進部) cannot answer questions about how to use Office 365 or Teams.**