

Microsoft Teams

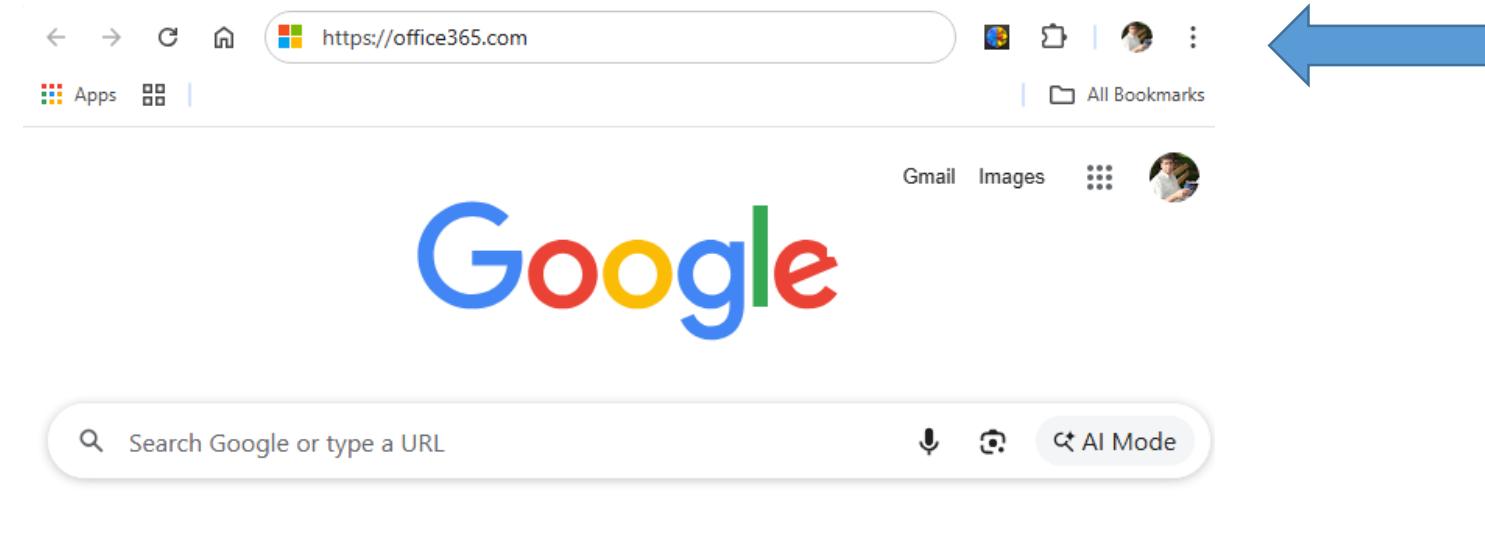
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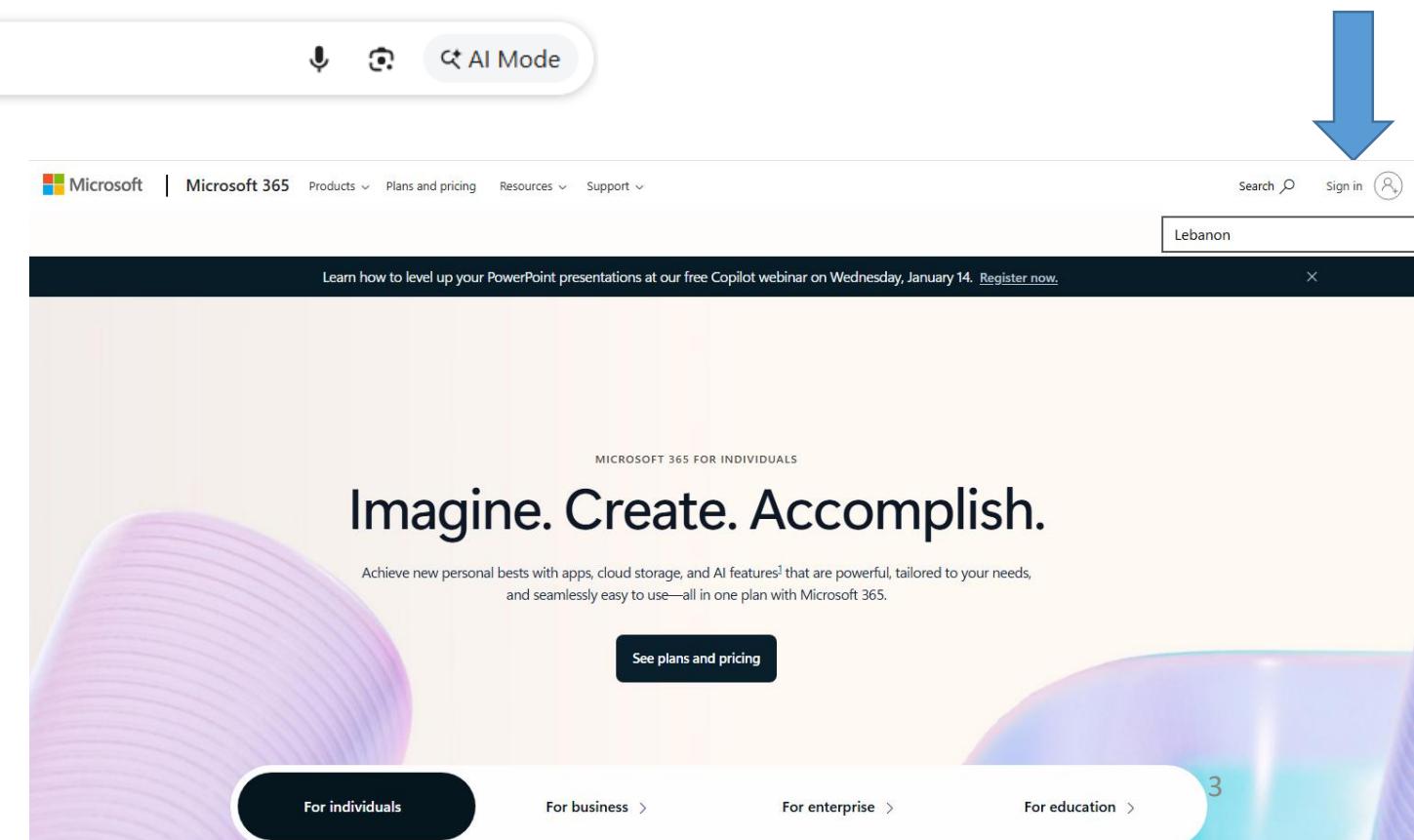
Microsoft office 365



1. Go to office365.com



2. Click "Sign in"



Microsoft office 365



3. Type your **Balamand email with the password, provided by the University**, and click “Sign in “

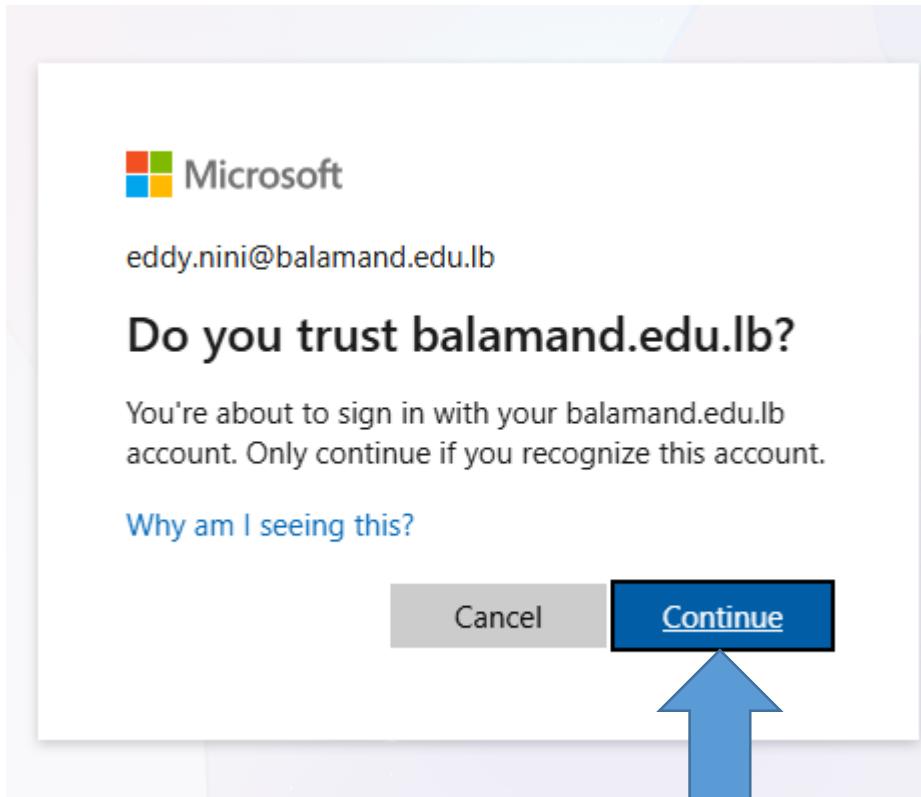


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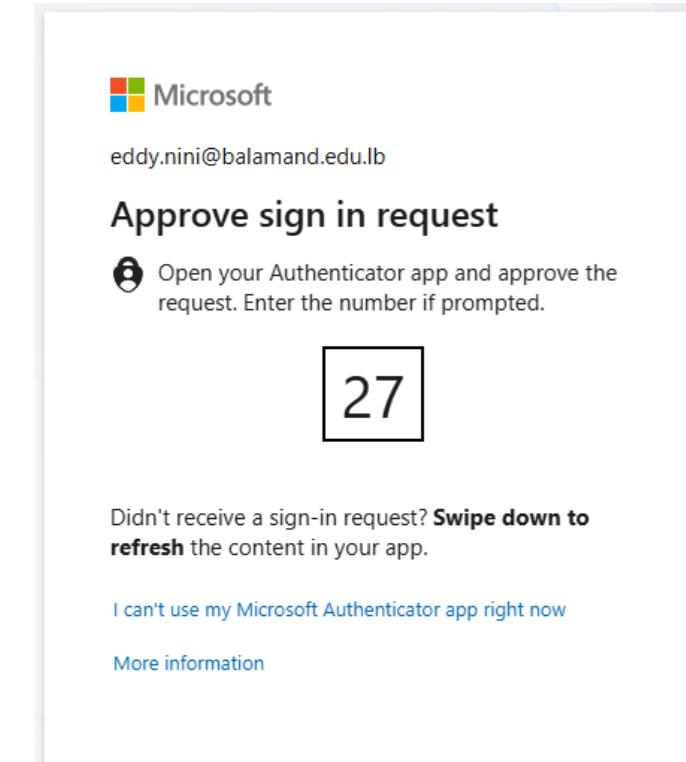
Sign in with your organizational account

Sign in

4. Follow the instructions



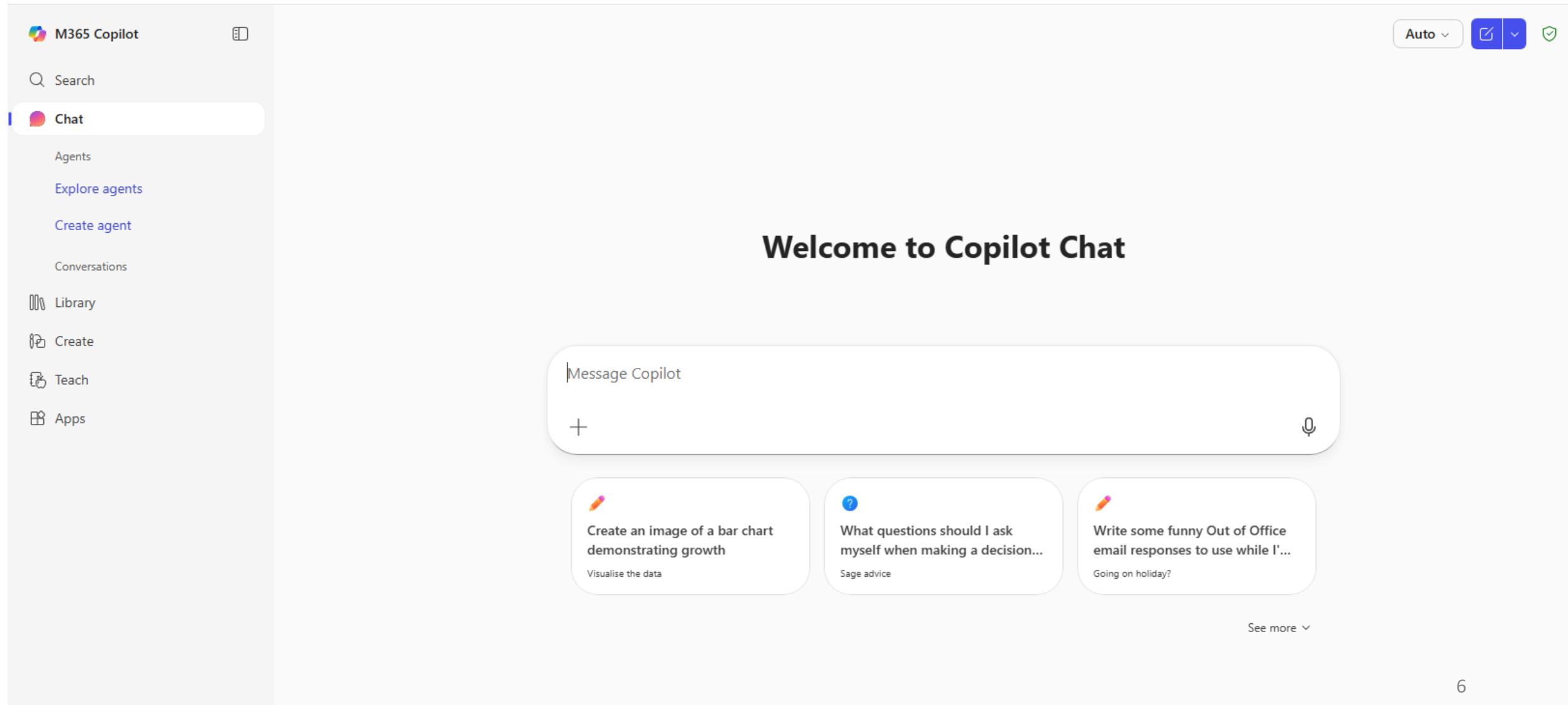
a. Click “**Continue**”



b. Open **Microsoft Authenticator** on your mobile phone and enter the number displayed. For example, the number shown here is **27**.



Microsoft Office 365 **Home page** will open

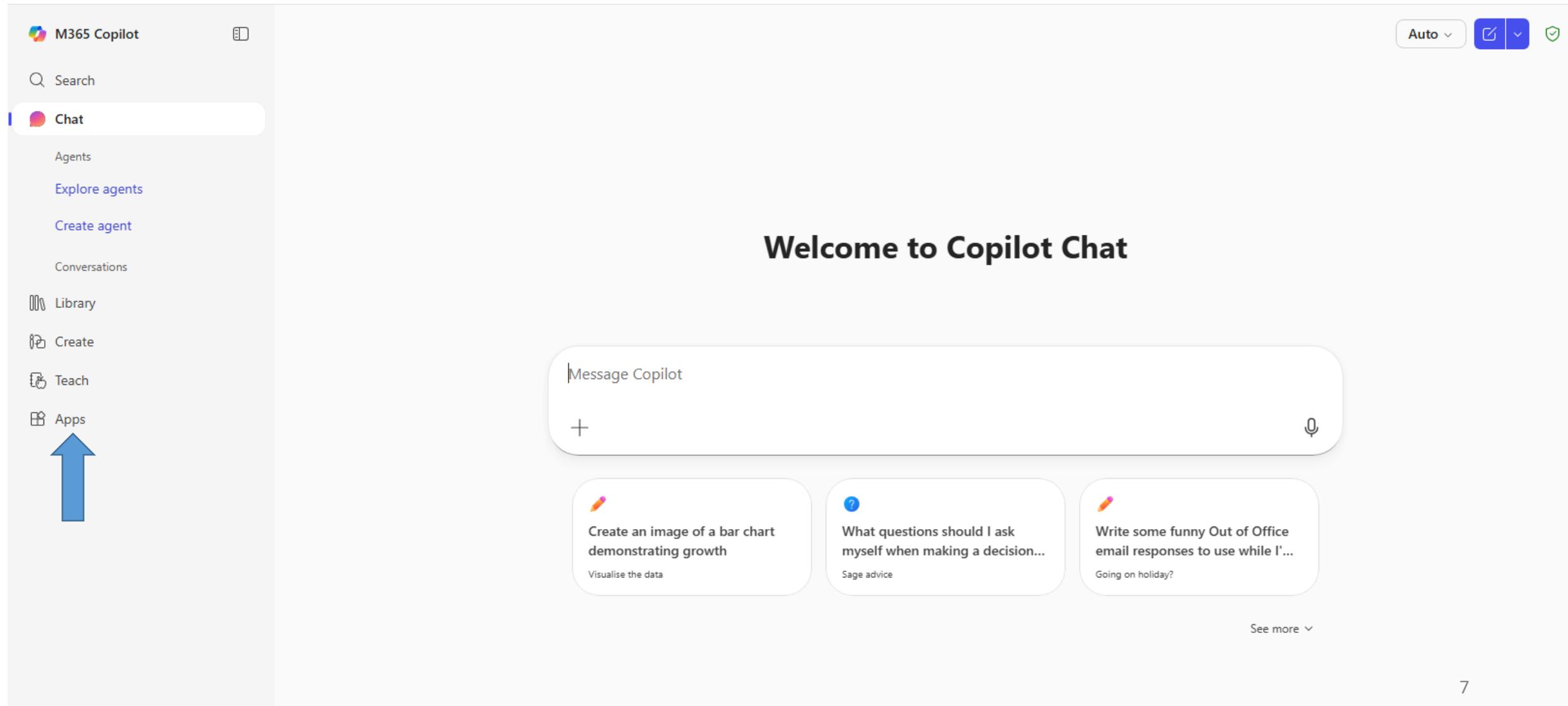


The screenshot shows the Microsoft Office 365 Home page. On the left, a sidebar includes links for M365 Copilot, Chat (which is selected and highlighted in blue), Agents, Explore agents, Create agent, Conversations, Library, Create, Teach, and Apps. The main area features a large "Welcome to Copilot Chat" heading. Below it is a message input field with the placeholder "Message Copilot" and a microphone icon. Three cards are displayed below the input field:

- Create an image of a bar chart demonstrating growth** (with a pencil icon) - Visualise the data
- What questions should I ask myself when making a decision...** (with a question mark icon) - Sage advice
- Write some funny Out of Office email responses to use while I'...** (with a pencil icon) - Going on holiday?

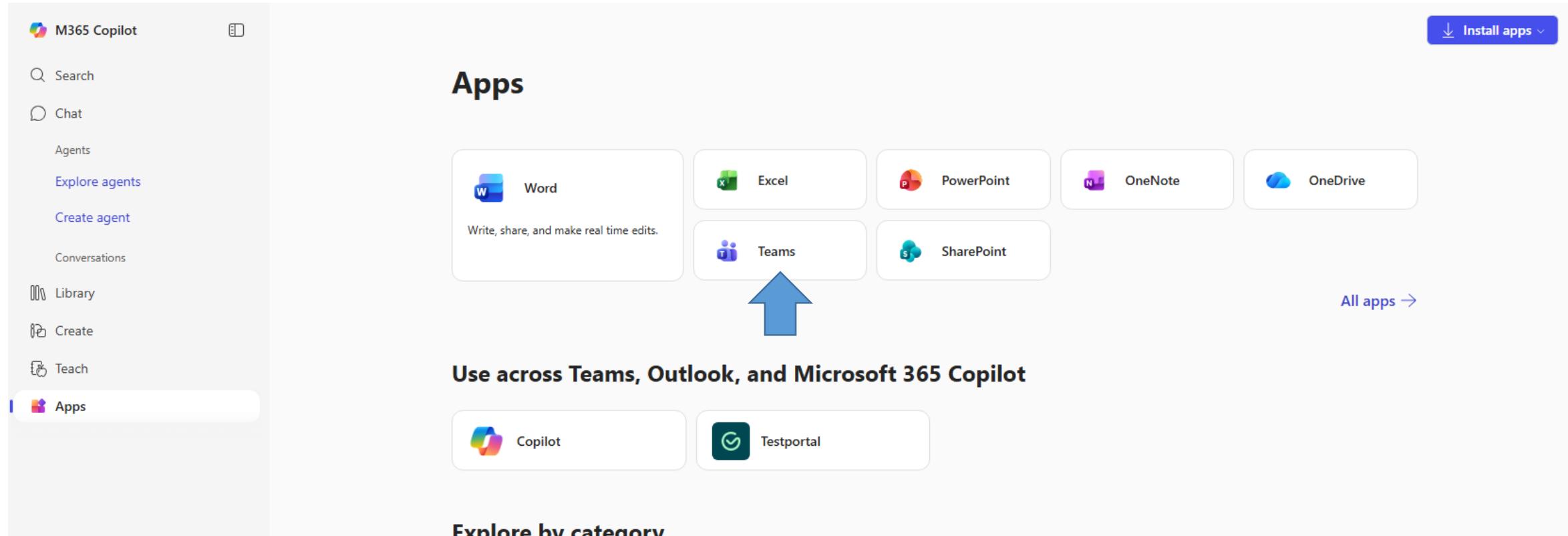
At the bottom right, there is a "See more" link.

5. Click “Apps” icon on the home page



The screenshot shows the Microsoft Teams home page. On the left, a vertical sidebar contains icons for M365 Copilot, Chat (which is selected and highlighted in orange), Agents, Explore agents, Create agent, Conversations, Library, Create, Teach, and Apps. A large blue arrow points upwards from the bottom of the Apps icon towards the Chat icon. The main content area features a search bar at the top right with dropdowns for Auto, Chat, and a checked checkbox. The center of the page displays a large orange box with the text "Welcome to Copilot Chat". Below this is a message input field with the placeholder "Message Copilot" and a microphone icon. Three cards are shown below the input field: 1. "Create an image of a bar chart demonstrating growth" with a "Visualise the data" link. 2. "What questions should I ask myself when making a decision..." with a "Sage advice" link. 3. "Write some funny Out of Office email responses to use while I..." with a "Going on holiday?" link. At the bottom right, there is a "See more" link.

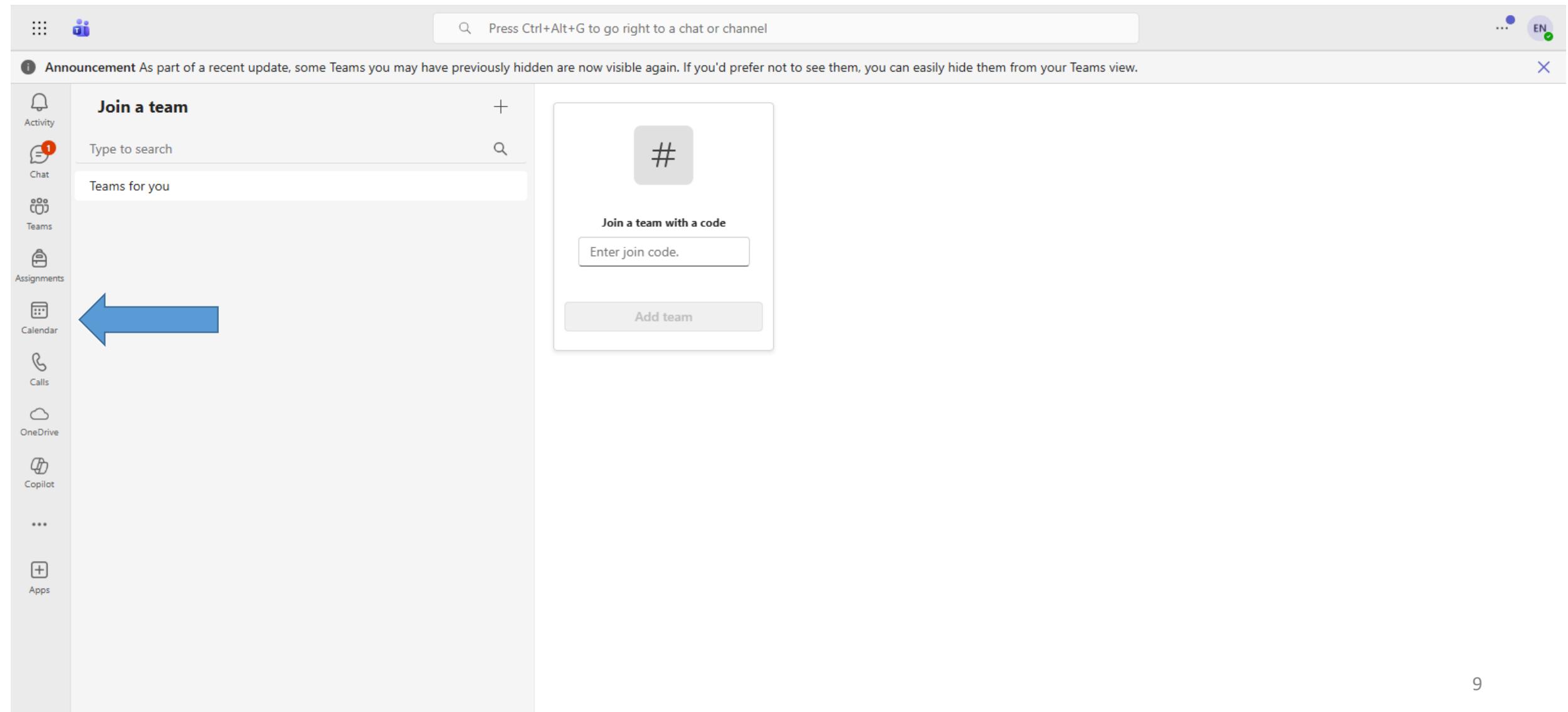
4. Click “Teams” icon on the new window



The screenshot shows the Microsoft 365 Copilot Apps page. On the left, there is a sidebar with various icons and labels: M365 Copilot, Search, Chat, Agents, Explore agents, Create agent, Conversations, Library, Create, Teach, and Apps. The Apps icon is highlighted with a blue border. At the top right, there is a "Install apps" button with a download icon. The main area is titled "Apps" and features a grid of icons for Word, Excel, PowerPoint, OneNote, OneDrive, Teams, and SharePoint. A large blue arrow points to the Teams icon. Below the grid, the text "Use across Teams, Outlook, and Microsoft 365 Copilot" is displayed. At the bottom, there are two more app cards: Copilot and Testportal. The "Explore by category" section is also visible.

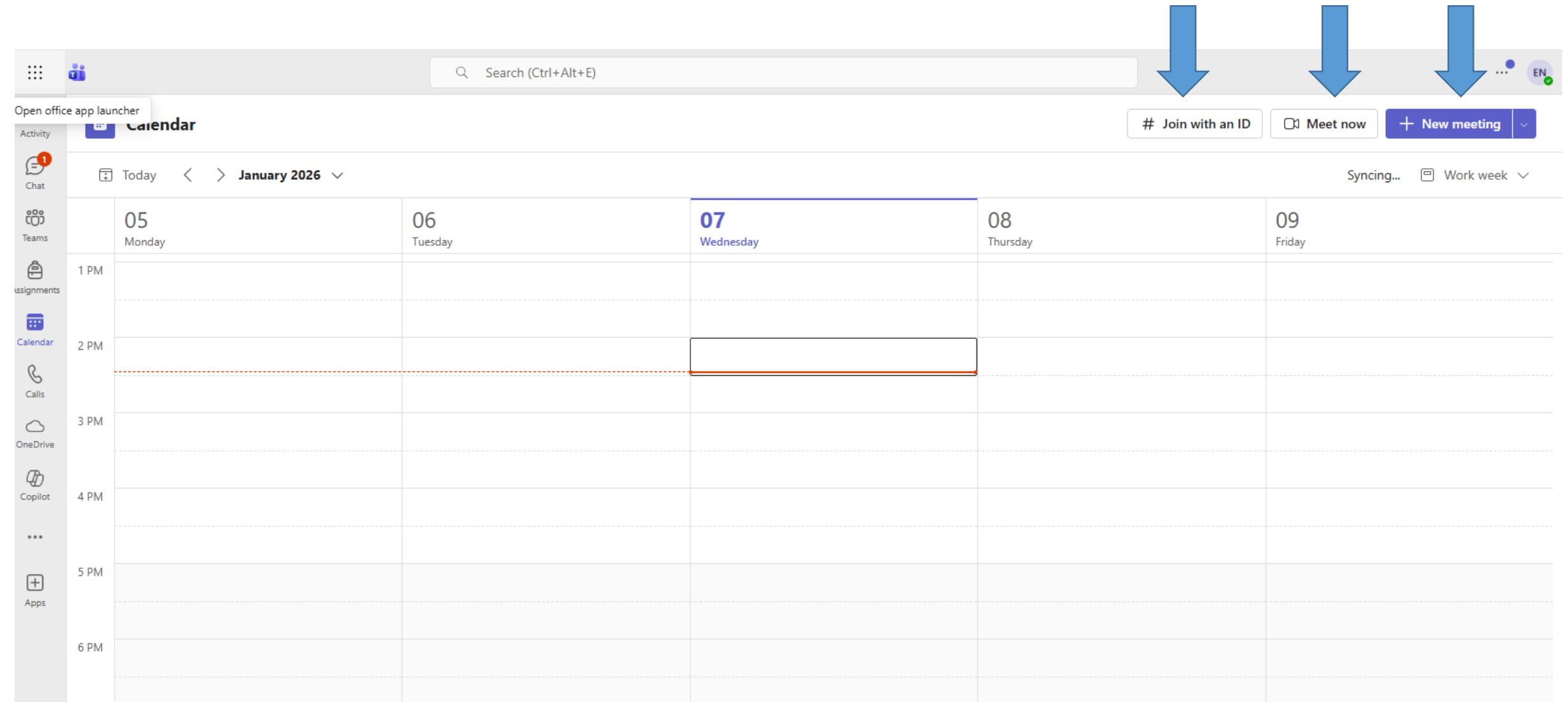
Microsoft Teams app will open in new window.

1. To schedule or join a meeting, click the *Calendar* icon



The screenshot shows the Microsoft Teams application window. On the left, a vertical sidebar lists various features: Activity, Chat (with a red notification badge '1'), Teams, Assignments, Calendar (highlighted with a large blue arrow), Calls, OneDrive, Copilot, and Apps. The main content area is titled 'Join a team' and includes a search bar, a 'Teams for you' section, and a 'Join a team with a code' section with a '# icon, an 'Enter join code.' input field, and an 'Add team' button. At the top of the window, there is a search bar with the placeholder 'Press Ctrl+Alt+G to go right to a chat or channel', a language indicator 'EN', and a close button 'X'.

A new window will appear



Open office app launcher

Activity Calendar

Chat

Teams

Assignments

Calendar

Calls

OneDrive

Copilot

Apps

Search (Ctrl+Alt+E)

Join with an ID

Meet now

+ New meeting

EN

Syncing... Work week

Today January 2026

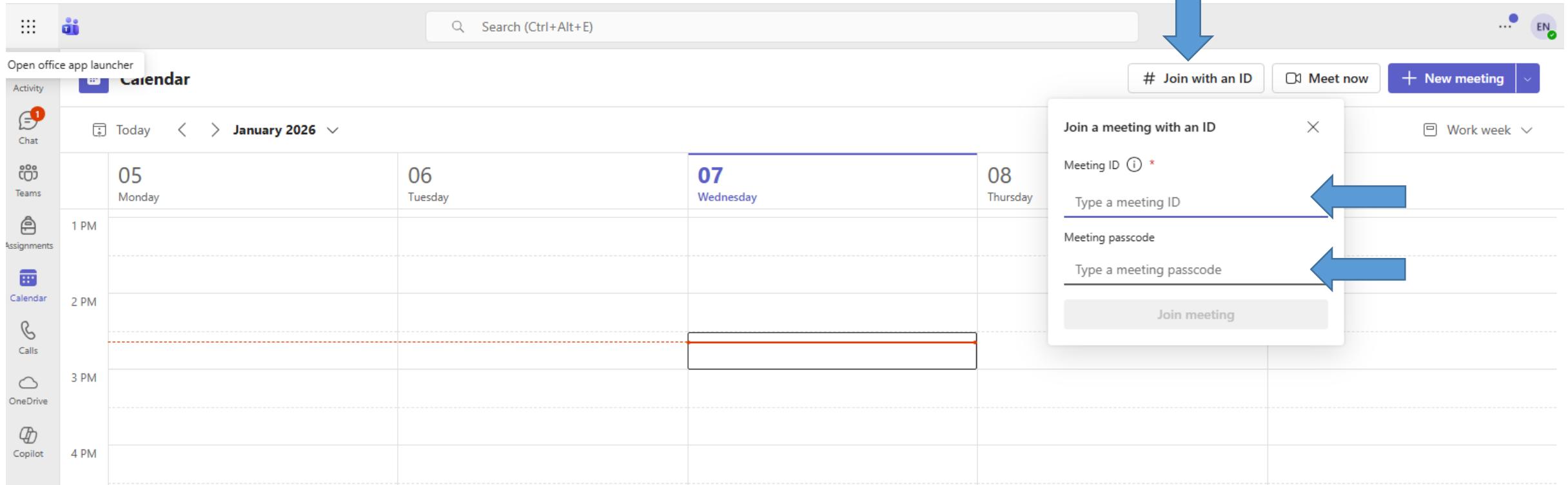
	05 Monday	06 Tuesday	07 Wednesday	08 Thursday	09 Friday
1 PM					
2 PM					
3 PM					
4 PM					
5 PM					
6 PM					

a. Join a meeting (if you are invited)

- Click “Join with an ID”
- Type the meeting ID and the meeting Passcode
- Click “join meeting”

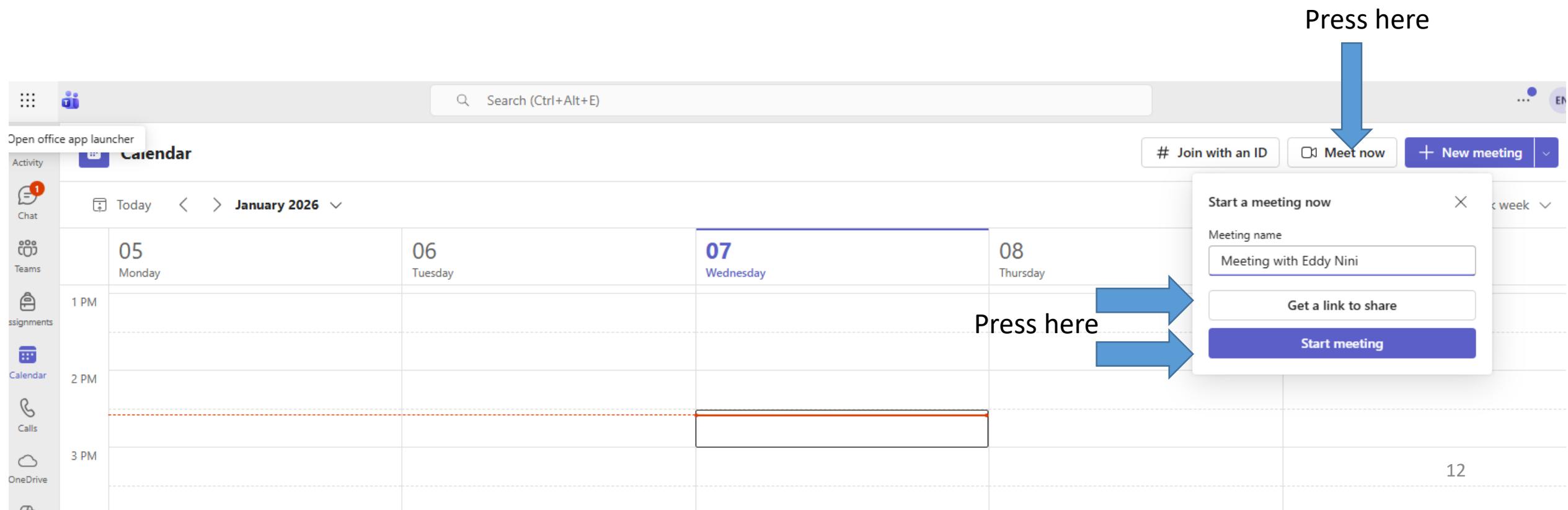
NB: Both meeting ID and meeting passcode will be provided by the host

Press here



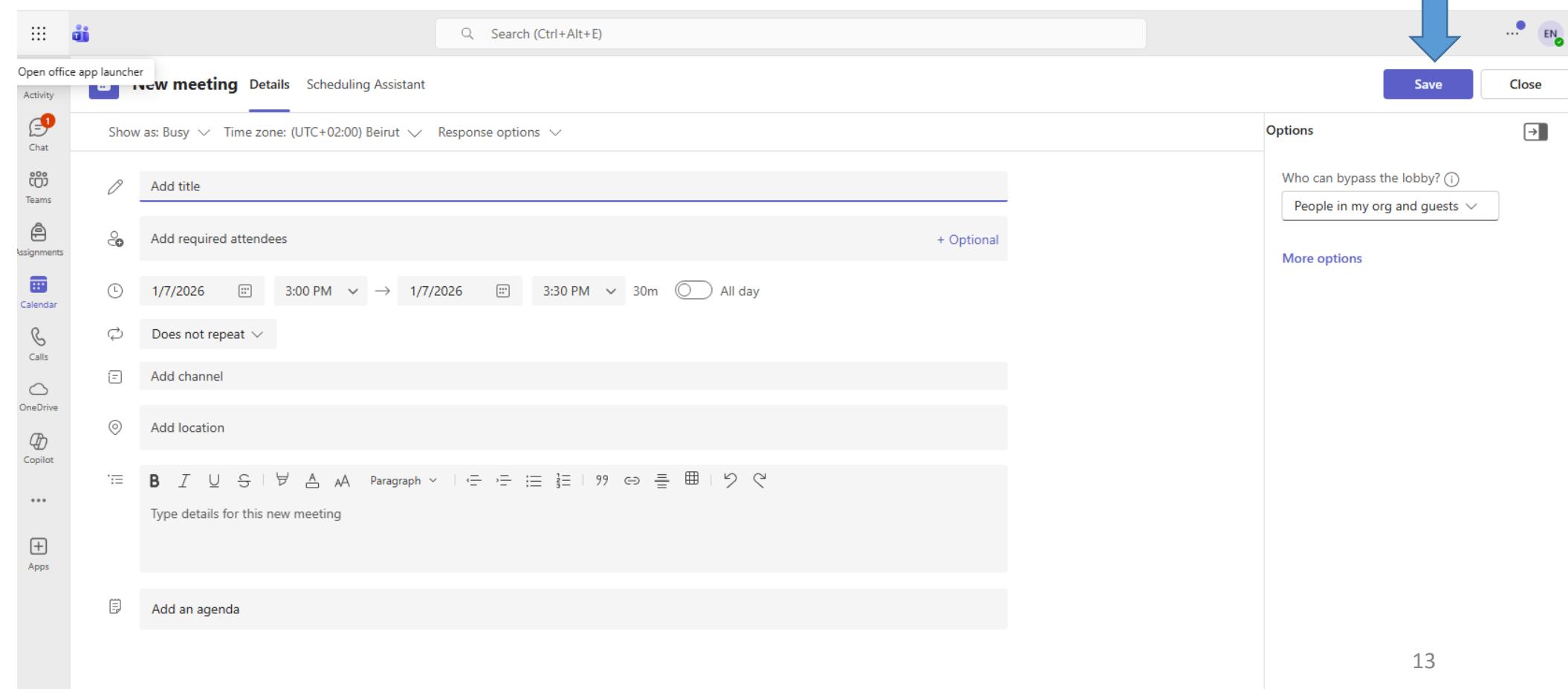
b. Meet now – to run unscheduled meeting

- Click “Meet Now”
- Type the Meeting name
- Click “Get a link to share” and paste later the information to an email or WhatsApp message to send them for all invitees)
- Click “Start meeting”



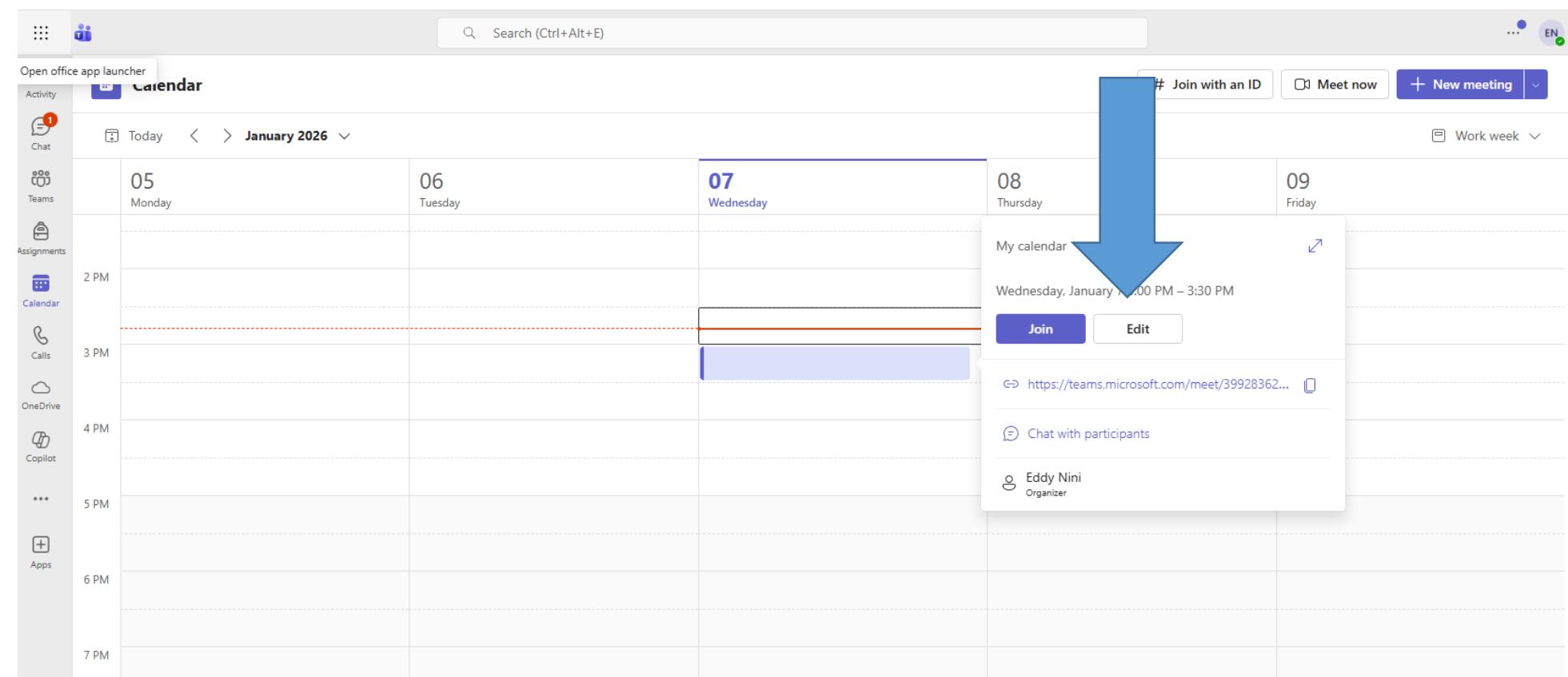
C. Schedule a New meeting

- Click “**New meeting**” and a new window will appear.
- Fill all the fields requested in the new window:
 - Title, email of the attendees, date and time of the meeting.
 - Choose either “does not repeat” or “repeat”. Ignore add channel and location
- Click “**Save**” (and an email will automatically sent to all invitees with the meeting id and meeting passcode)



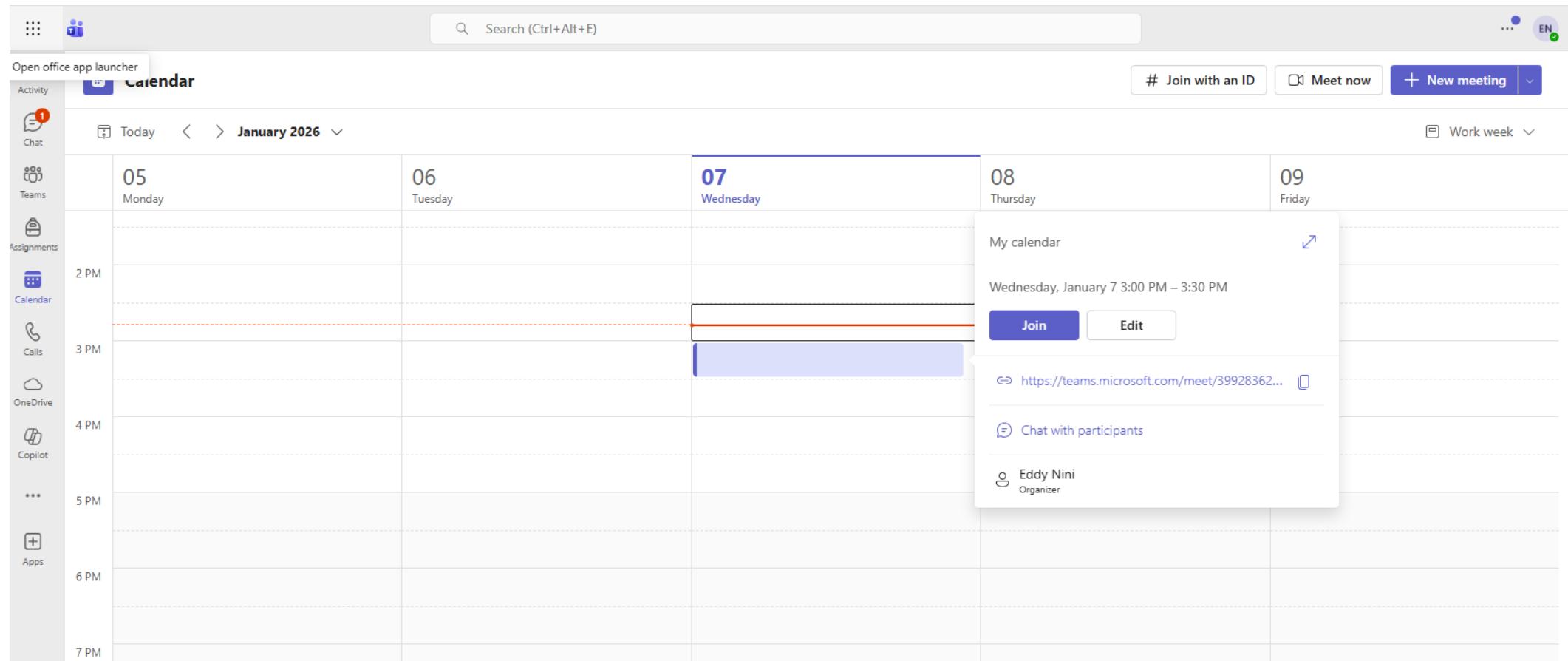
E . Edit an existent meeting: Change meeting details, or copy meeting information

- Click “**Calendar**” icon on the home page and a new window will appear
- Click on the scheduled meeting – colored one.
 - o If you prefer to send the invitation manually, click “**Edit**”, save the meeting details, and copy them into an email or WhatsApp message to send to all invitees.
 - o If you want to change the meeting details such as date, title,.. press on “**Edit**” and do the changes.
- Click “**Edit**” for both cases
- A new window will appear (see next page)



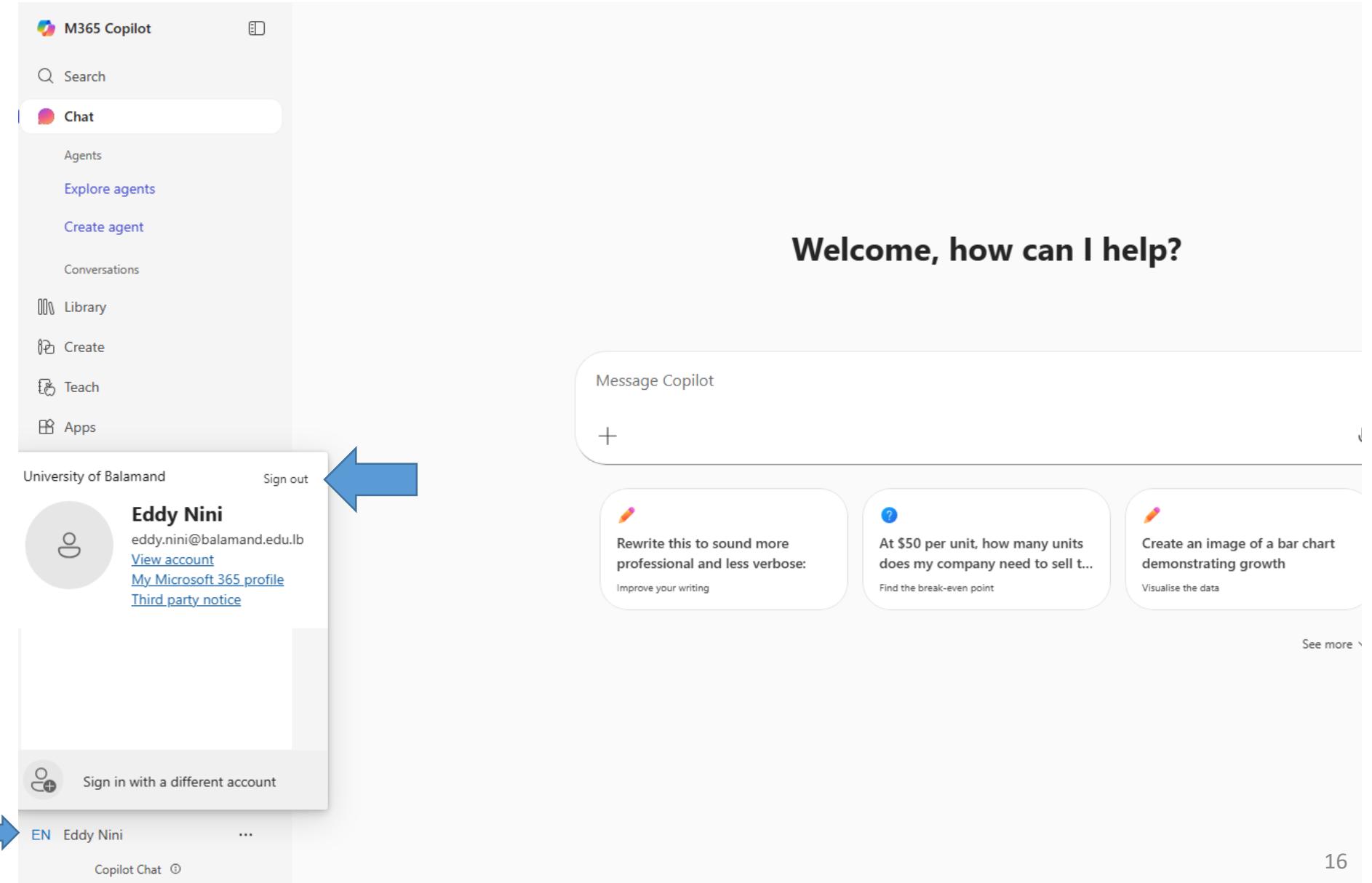
D. RUN a meeting:

- Press on “**Calendar**” icon on the home page and a new window will appear
- Press on the scheduled and colored meeting
- Press on “Join “



The screenshot shows the Microsoft Teams calendar interface. The calendar view for January 2026 is displayed, with the 7th highlighted as a Wednesday. A scheduled meeting is shown from 3:00 PM to 3:30 PM on that day. A context menu is open over this meeting, containing the following options: "Join" (in blue), "Edit", "Chat with participants", and a link to the meeting invite (<https://teams.microsoft.com/meet/39928362...>). The left sidebar shows the app launcher with "Calendar" selected, and the right sidebar shows the "Work week" view.

F . Sign out from Microsoft office 365 :



The screenshot shows the Microsoft 365 Copilot interface. On the left, a sidebar menu includes 'M365 Copilot', 'Search', 'Chat' (which is selected and highlighted in blue), 'Agents', 'Explore agents', 'Create agent', 'Conversations', 'Library', 'Create', 'Teach', and 'Apps'. Below the sidebar, a user profile for 'Eddy Nini' is displayed, including the email 'eddy.nini@balamand.edu.lb' and links to 'View account', 'My Microsoft 365 profile', and 'Third party notice'. To the right of the profile, a 'Sign out' button is highlighted with a blue arrow. At the bottom of the sidebar, there are buttons for 'Sign in with a different account' and user information 'EN Eddy Nini ... Copilot Chat'. The main content area features a 'Welcome, how can I help?' message and a 'Message Copilot' input field. Below this, three AI-generated tasks are listed: 'Rewrite this to sound more professional and less verbose: Improve your writing', 'At \$50 per unit, how many units does my company need to sell t...', and 'Create an image of a bar chart demonstrating growth Visualise the data'. A 'See more' button is at the bottom right of the task list.

Press your name
Press “Sign out”

Microsoft Authenticator



What is Microsoft Authenticator ?



- **Microsoft Authenticator** is a free app that helps you sign in to all your accounts without using a password - just use a fingerprint, face recognition, or a PIN
- **Microsoft Authenticator** is not available for PC or Mac as authenticator apps are typically designed for smartphones for security reasons.
- **Microsoft Authenticator** no longer supports Authenticator versions that are more than one year old. **Always keep your device up to date.**



Install Microsoft Authenticator



1. On your Android device, open the Google Play Store app.

- a. Type "Microsoft Authenticator" in the search bar.
- b. Select the official Microsoft Authenticator app and tap the **Install** button.
- c. Open the app after installation.

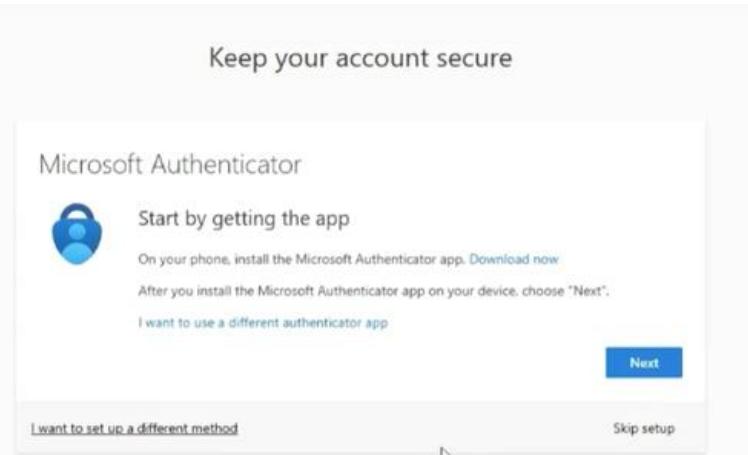
2. On your IOS device, open the Apple app store app.

- a. Type "Microsoft Authenticator" in the search bar.
- b. Select the official Microsoft Authenticator app and tap the **Install** button.
- c. Open the app after installation.

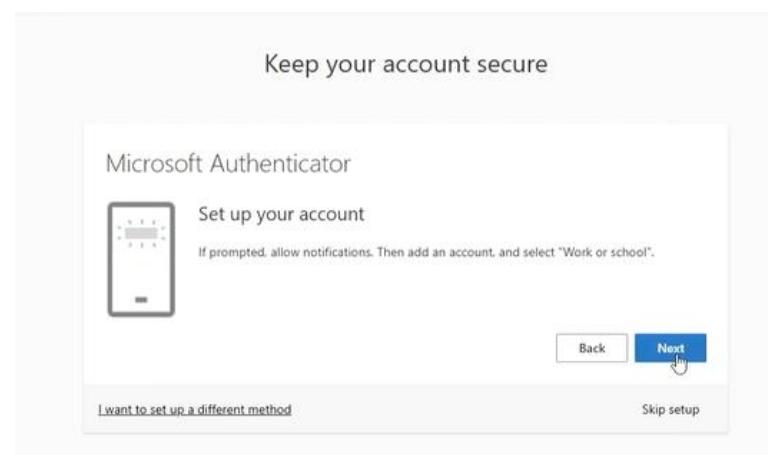




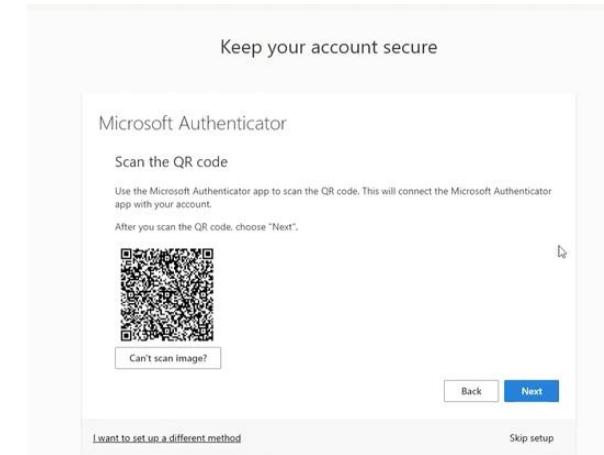
1. [Open Microsoft Authenticator on your mobile](#)
2. [At the same time open Microsoft office365 on your desktop to login and follow the instructions](#)



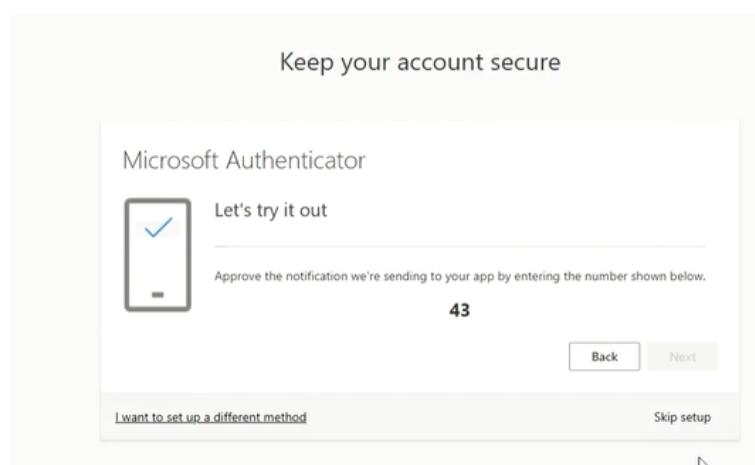
a- Open Microsoft authenticator from your mobile and press “**Next**” on desktop



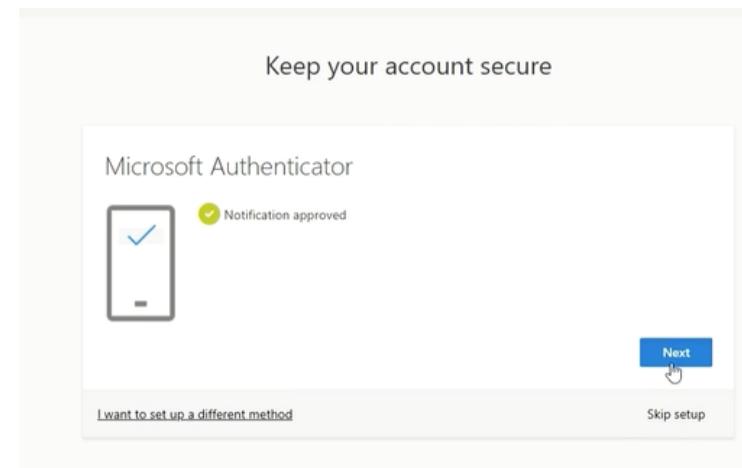
b- Add an account to your Microsoft Authenticator. Press “**Next**” on desktop



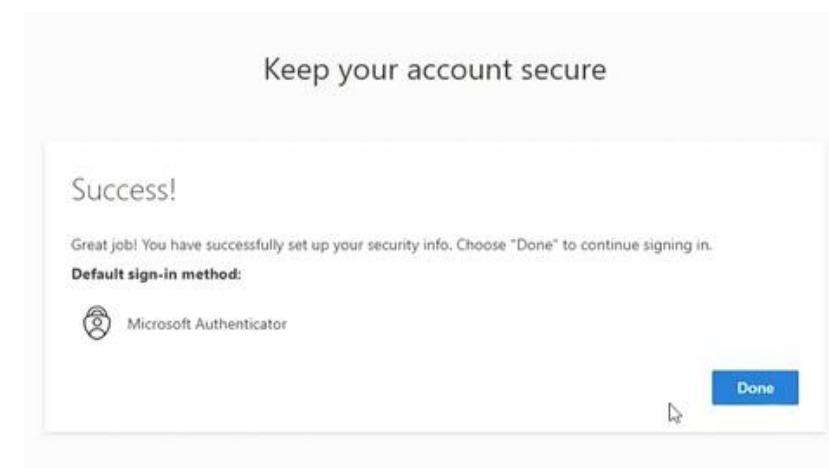
c- Scan The QR code on the screen and press “**Next**” on desktop



d- Put the number shown on the desktop on your Microsoft Authenticator (here example **43**)



e- Press “**Next**” on desktop



f- Press “**Done**” on desktop