

Microsoft Teams

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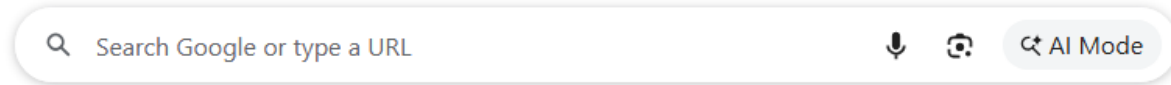
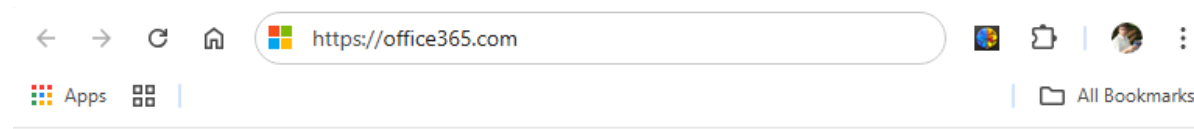
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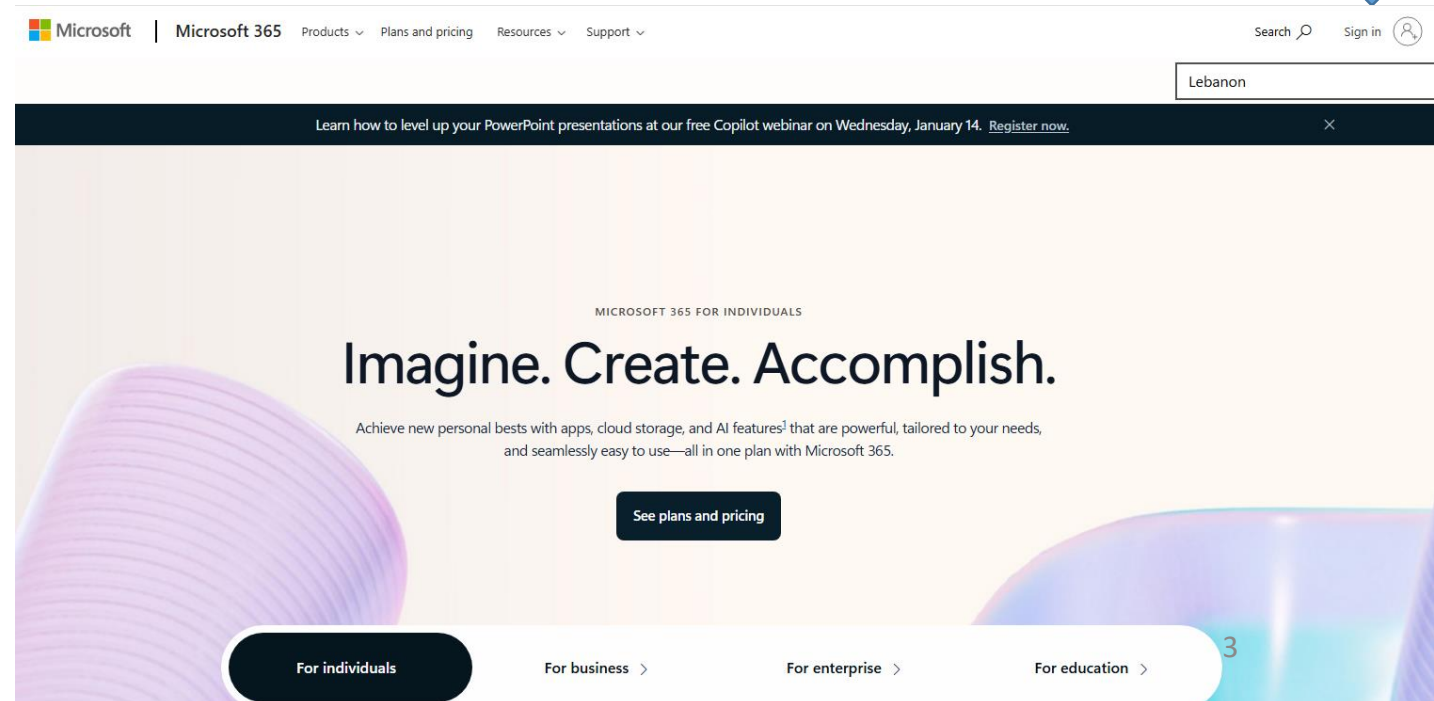
Microsoft office 365



1. Go to office365.com



2. Click “Sign in”



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

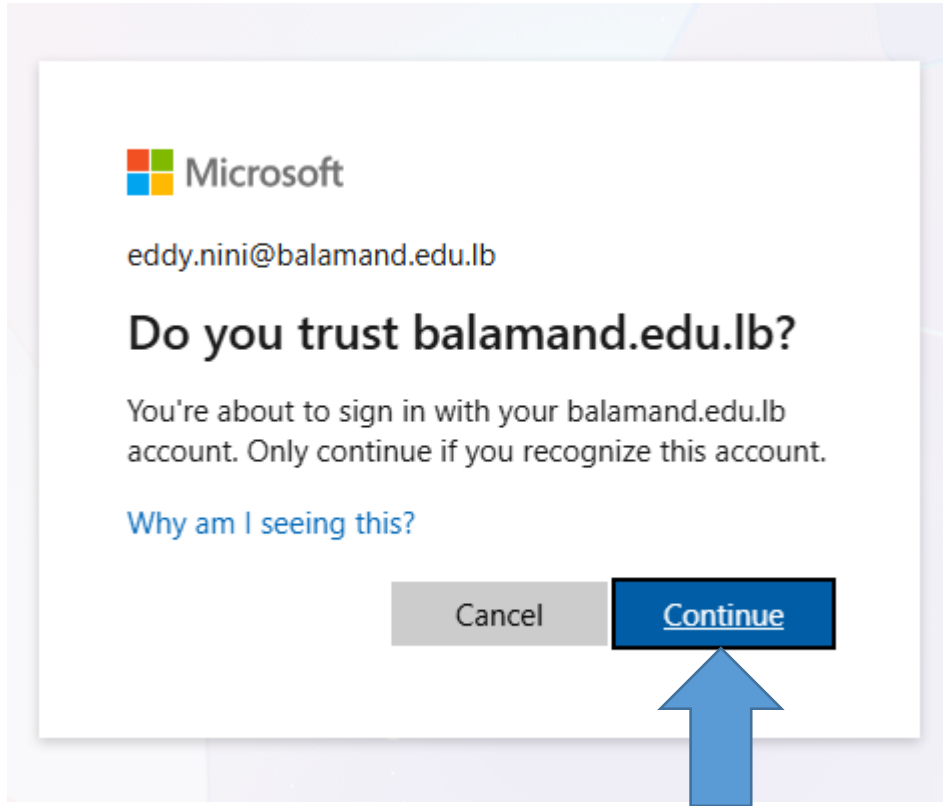


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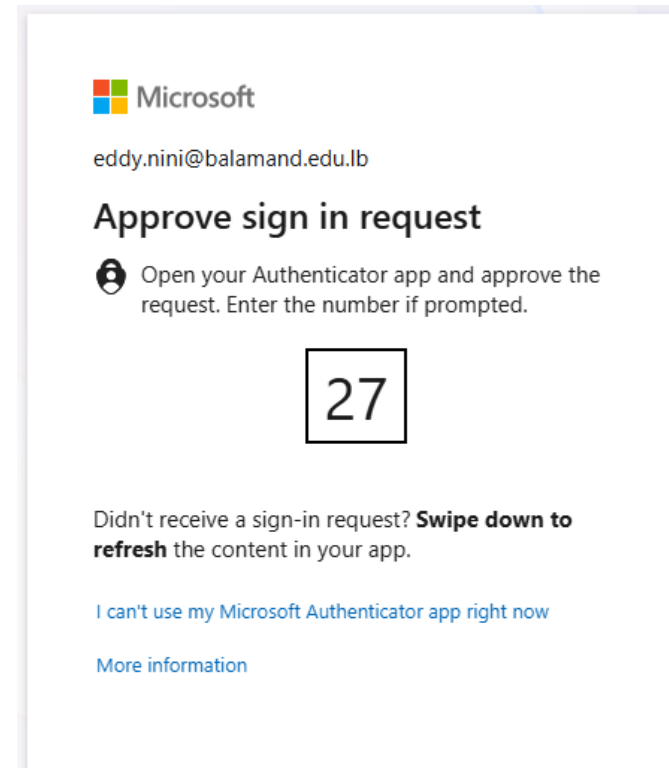
Sign in with your organizational account

Sign in

4. Follow the instructions

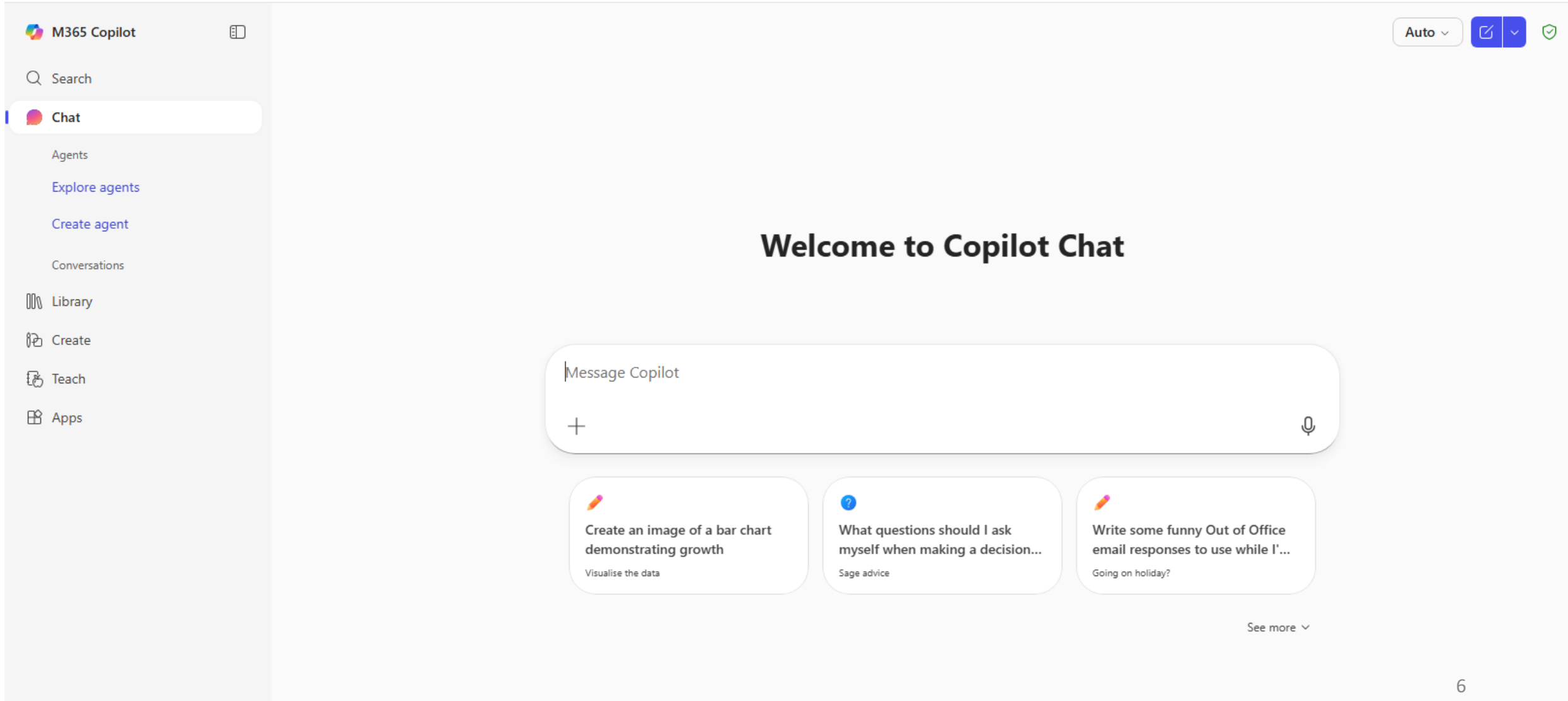


a. Click **"Continue"**



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 displays the Microsoft Office 365 Copilot Chat interface. On the left, a sidebar contains navigation options: 'M365 Copilot' (with a list icon), 'Search', 'Chat' (highlighted with a blue bar), 'Agents' (with sub-links 'Explore agents' and 'Create agent'), 'Conversations', 'Library', 'Create', 'Teach', and 'Apps'. The main area features a large heading 'Welcome to Copilot Chat' and a text input field labeled 'Message Copilot' with a plus icon on the left and a microphone icon on the right. Below the input field are three suggested prompts, each with a small icon and a sub-label: 'Create an image of a bar chart demonstrating growth' (Visualise the data), 'What questions should I ask myself when making a decision...' (Sage advice), and 'Write some funny Out of Office email responses to use while I...' (Going on holiday?). A 'See more' link with a dropdown arrow is located at the bottom right of the suggestions.

M365 Copilot

Search

Chat

Agents

Explore agents

Create agent

Conversations

Library

Create

Teach

Apps

Auto

Auto

Auto

Welcome to Copilot Chat

Message Copilot

+

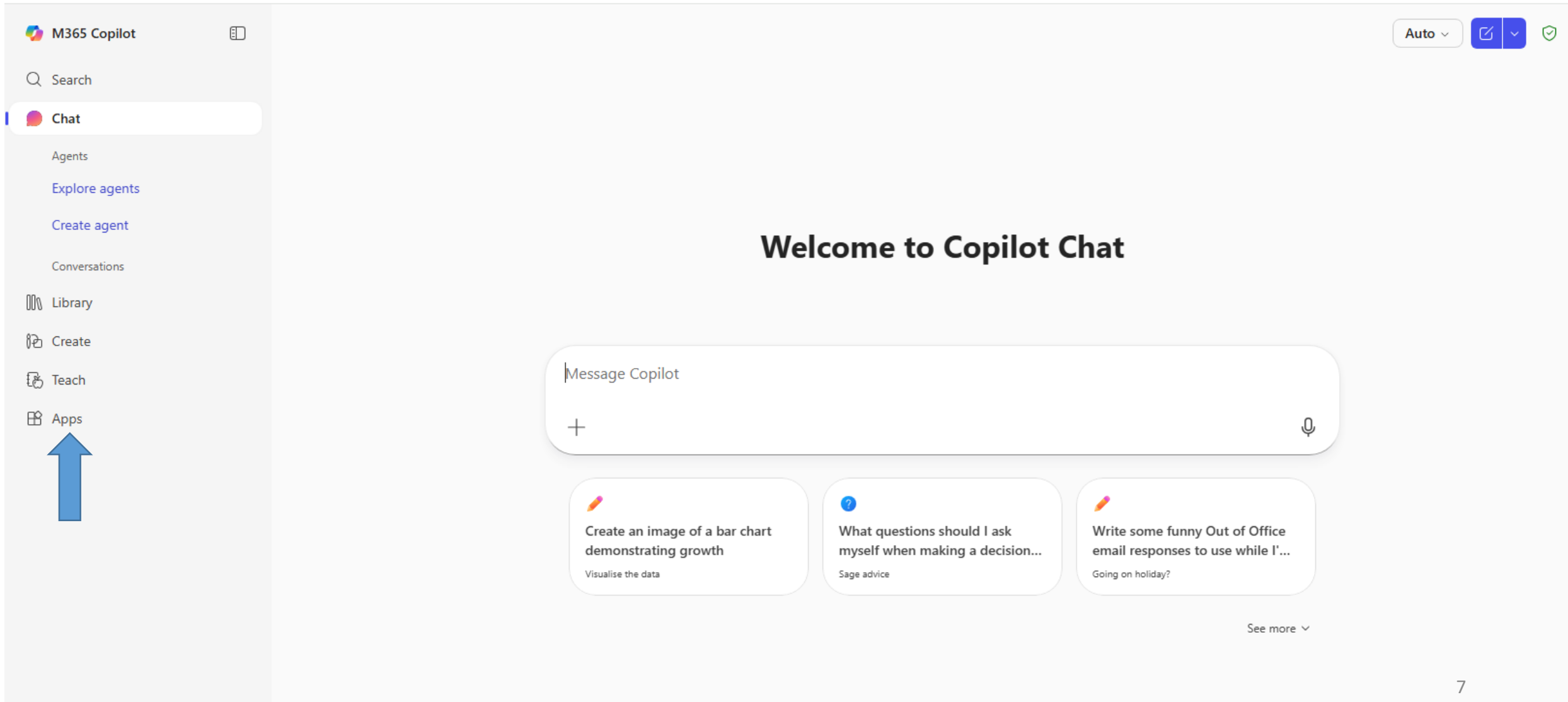
✎ Create an image of a bar chart demonstrating growth
Visualise the data

💡 What questions should I ask myself when making a decision...
Sage advice

✎ Write some funny Out of Office email responses to use while I'...
Going on holiday?

See more

5. Click “Apps” icon on the home page

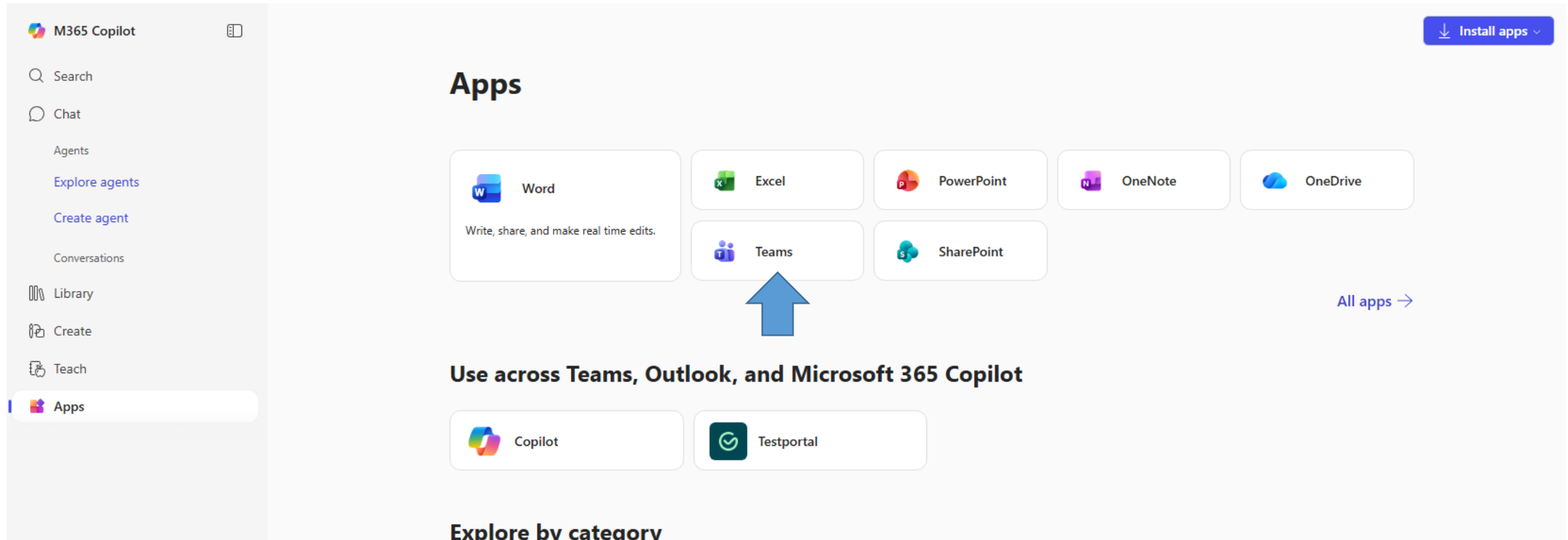


The screenshot shows the Microsoft Teams interface for M365 Copilot. On the left sidebar, the 'Apps' icon is highlighted with a blue arrow. The main content area displays a 'Welcome to Copilot Chat' message. Below the welcome message is a large text input field labeled 'Message Copilot'. At the bottom of the main area, there are three suggested prompts for interaction:

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

A 'See more' link is visible at the bottom right of the suggested prompts section.

4. Click **“Teams”** icon on the new window



M365 Copilot

Search

Chat

Agents

[Explore agents](#)

[Create agent](#)

Conversations

Library

Create

Teach

Apps

Apps

Word
Write, share, and make real time edits.

Excel

PowerPoint

OneNote

OneDrive

Teams

SharePoint

[Install apps](#)

[All apps →](#)

Use across Teams, Outlook, and Microsoft 365 Copilot

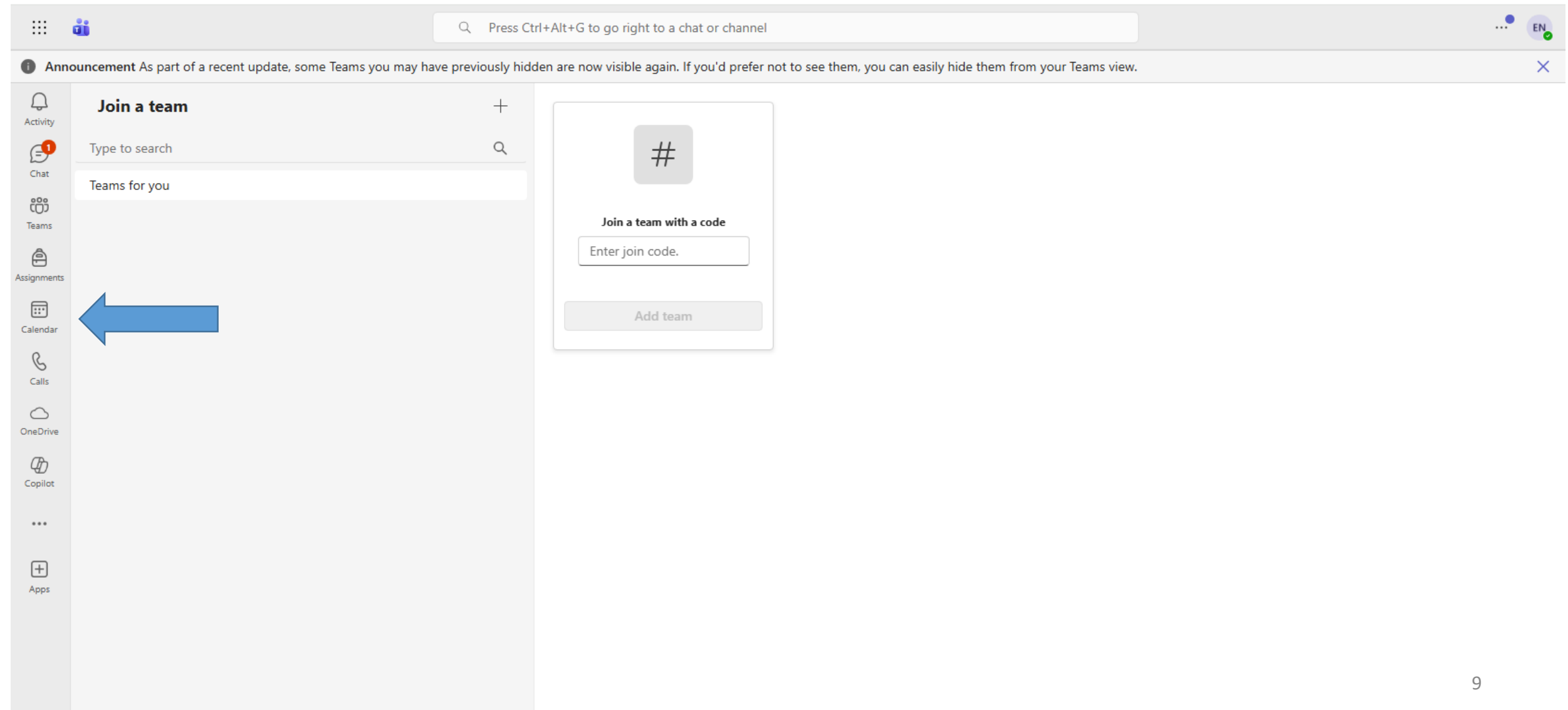
Copilot

Testportal

Explore by category

Microsoft Teams app will open in new window.

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



The screenshot displays the Microsoft Teams application interface. At the top, there is a search bar with the text "Press Ctrl+Alt+G to go right to a chat or channel". Below the search bar, an announcement banner states: "Announcement As part of a recent update, some Teams you may have previously hidden are now visible again. If you'd prefer not to see them, you can easily hide them from your Teams view." The left sidebar contains several icons: Activity, Chat (with a red notification badge), Teams, Assignments, Calendar, Calls, OneDrive, Copilot, and Apps. A large blue arrow points to the Calendar icon. The main content area shows the "Join a team" section with a search bar labeled "Type to search" and a list of "Teams for you". Below this, there is a card titled "Join a team with a code" which includes a text input field labeled "Enter join code." and an "Add team" button.



A new window will appear

The screenshot shows the Microsoft Teams interface. At the top, there is a search bar and three blue arrows pointing to the 'Join with an ID', 'Meet now', and 'New meeting' buttons. Below the search bar, the left sidebar contains icons for Activity, Chat, Teams, Assignments, Calendar, Calls, OneDrive, Copilot, and Apps. The main area displays a calendar for January 2026. A meeting is scheduled for Wednesday, January 7th, from 2 PM to 3 PM. The meeting title is 'New meeting'.

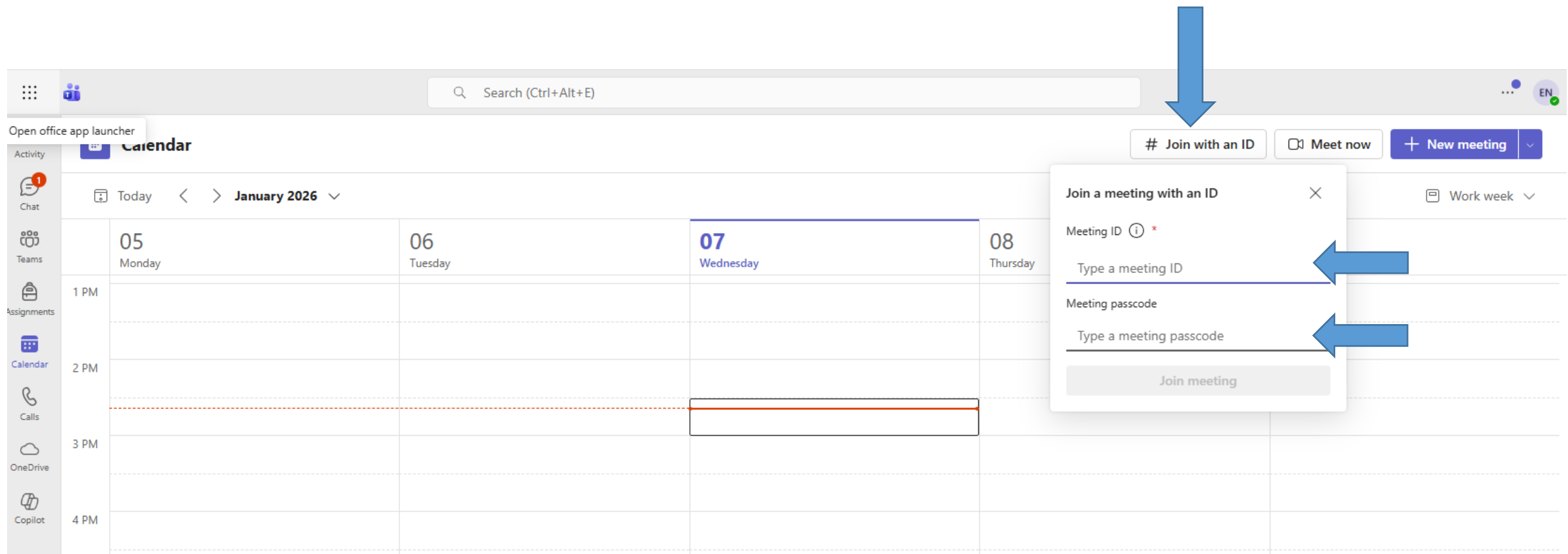
	05 Monday	06 Tuesday	07 Wednesday	08 Thursday	09 Friday
1 PM					
2 PM			New meeting		
3 PM					
4 PM					
5 PM					
6 PM					

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



The screenshot shows the Microsoft Teams interface. At the top, there is a search bar and a navigation bar with icons for Chat, Teams, Assignments, Calendar, Calls, OneDrive, and Copilot. The main area displays a calendar for January 2026. A blue arrow points to the '# Join with an ID' button in the top right corner. A dialog box titled 'Join a meeting with an ID' is open, showing fields for 'Meeting ID' and 'Meeting passcode', both with blue arrows pointing to them. The 'Join meeting' button is at the bottom of the dialog box.



Microsoft Teams



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**”

Press here

The screenshot shows the Microsoft Teams interface. At the top, there is a search bar and a navigation bar with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, and OneDrive. The main area displays a calendar for January 2026. A blue arrow points to the 'Meet now' button in the top right corner. Another blue arrow points to the 'Start meeting' button in the 'Start a meeting now' dialog box. The dialog box also contains a 'Meeting name' field with the text 'Meeting with Eddy Nini' and a 'Get a link to share' button.

Open office app launcher

Search (Ctrl+Alt+E)

Join with an ID

Meet now

+ New meeting

Start a meeting now

Meeting name

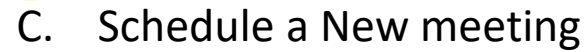
Meeting with Eddy Nini

Get a link to share

Start meeting

Press here

12

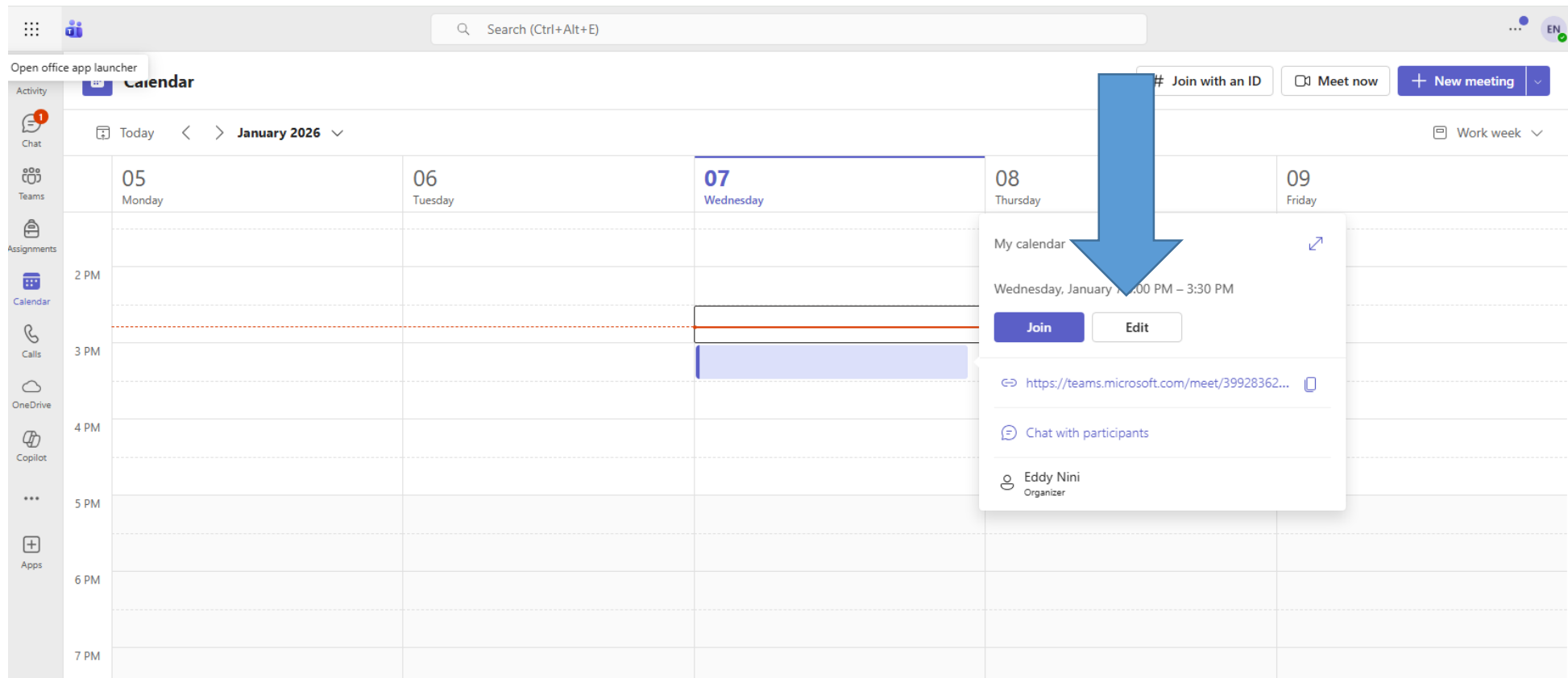


- Press save

13

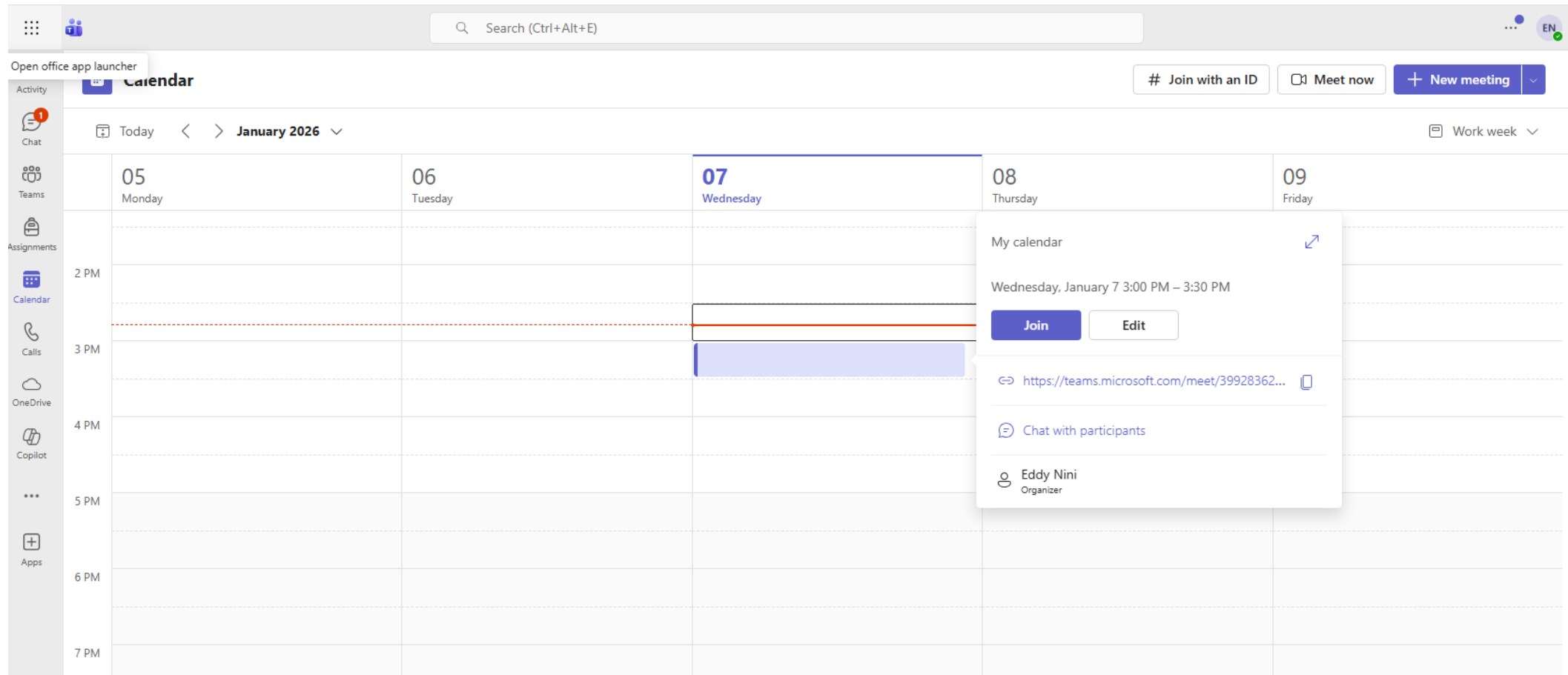
E . Edit an existent meeting: Change meeting details, or copy meeting information

- ☐ Click “**Calendar**” icon on the home page and a new window will appear
- ☐ Click on the scheduled meeting – colored one.
 - 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.
 - 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)



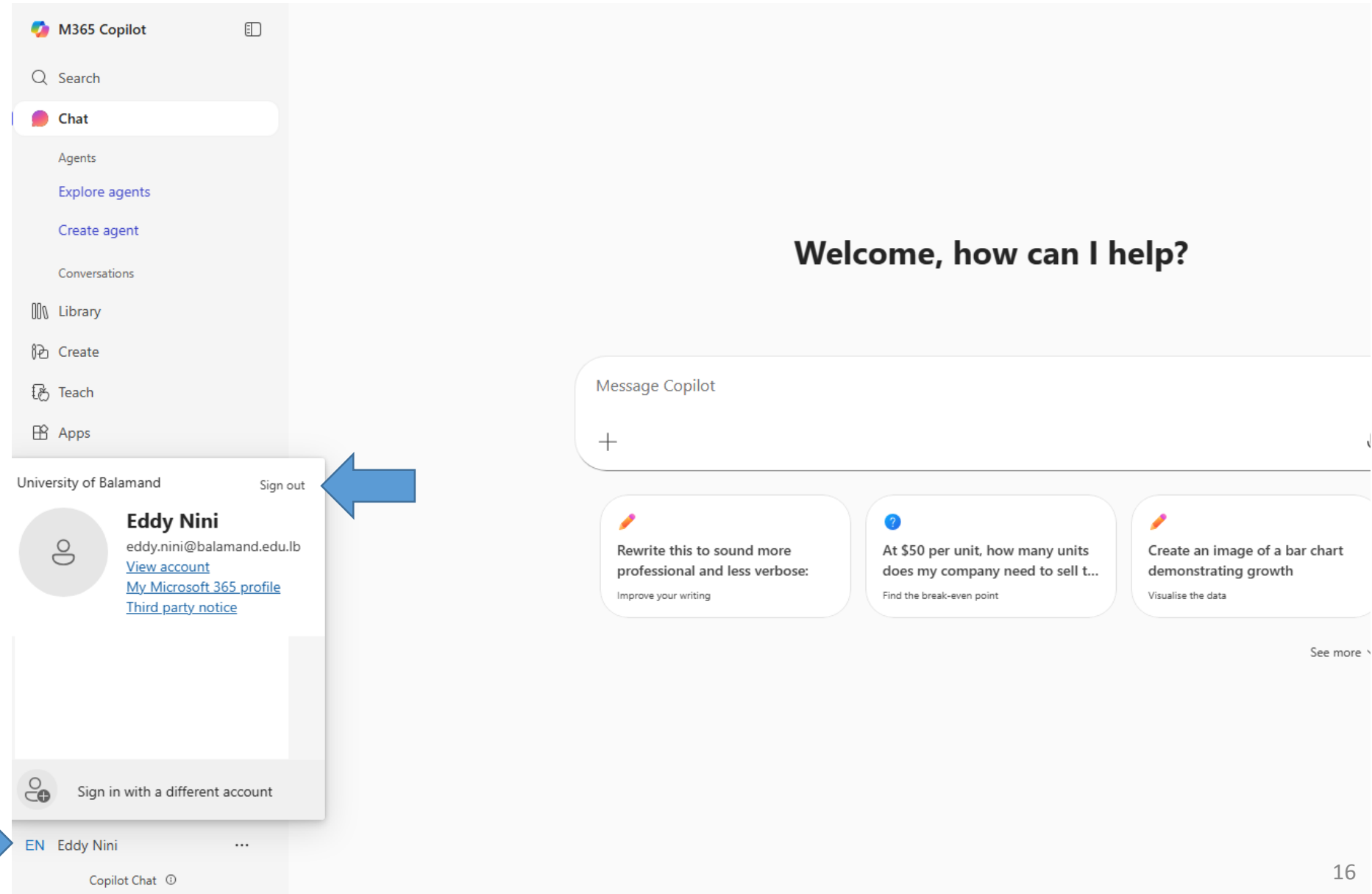
D. RUN a meeting:

- ☐ 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 displays the Microsoft Teams calendar interface. The top bar features a search bar and buttons for 'Join with an ID', 'Meet now', and 'New meeting'. The left sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, OneDrive, Copilot, and Apps. The main calendar view shows a grid for January 2026, with a meeting scheduled for Wednesday, January 7, 2026, from 3:00 PM to 3:30 PM. The meeting is titled 'My calendar' and is organized by Eddy Nini. A context menu is open over the meeting, showing options to 'Join' or 'Edit' the meeting, a link to the meeting page, and a 'Chat with participants' option.

F . Sign out from Microsoft office 365 :



The screenshot shows the Microsoft 365 Copilot interface. On the left, a sidebar contains navigation options: M365 Copilot, Search, Chat, Agents, Explore agents, Create agent, Conversations, Library, Create, Teach, and Apps. Below the sidebar, the user's profile is displayed for "University of Balamand" with the name "Eddy Nini" and email "eddy.nini@balamand.edu.lb". A blue arrow points to the "Sign out" link in the top right of the profile card. Below the profile card, there is a "Sign in with a different account" option and a list of accounts, including "EN Eddy Nini". A blue arrow points to the "EN" icon next to the account name. The main area of the interface displays a "Welcome, how can I help?" message and a "Message Copilot" input field. Below the input field, there are three suggested prompts: "Rewrite this to sound more professional and less verbose:", "At \$50 per unit, how many units does my company need to sell t...", and "Create an image of a bar chart demonstrating growth".

Press **your name**
Press **"Sign out"**



What is Microsoft Authenticator ?



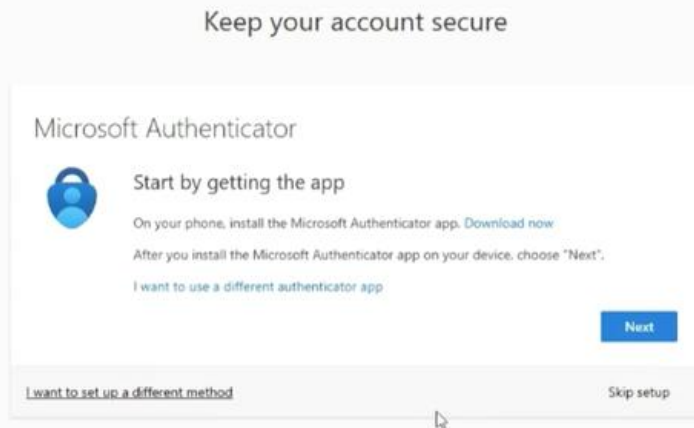
- **Microsoft Authenticator** is a free app that helps you sign in to all your accounts without using a password - just use a fingerprint, face recognition, or a PIN
- **Microsoft Authenticator** is not available for PC or Mac as authenticator apps are typically designed for smartphones for security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



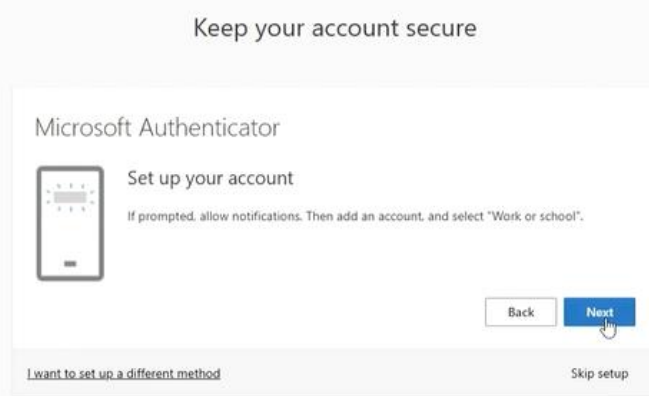
1. On your Android device, open the Google Play Store app.
 - a. Type "Microsoft Authenticator" in the search bar.
 - b. Select the official Microsoft Authenticator app and tap the **Install** button.
 - c. Open the app after installation.
2. On you IOS device, open the Apple app store app.
 - a. Type "Microsoft Authenticator" in the search bar.
 - b. Select the official Microsoft Authenticator app and tap the **Install** button.
 - c. Open the app after installation.



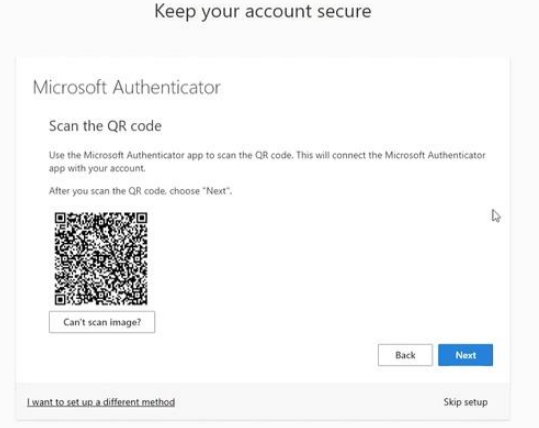
1. [Open Microsoft Authenticator on your mobile](#)
2. [At the same time open Microsoft office365 on your desktop to login and follow the instructions](#)



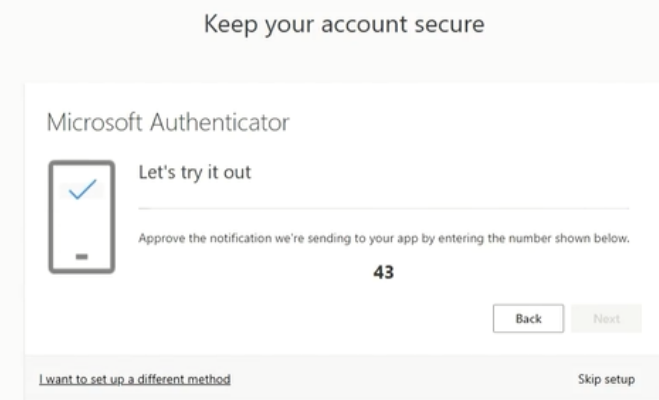
a- Open Microsoft authenticator from your mobile and press **"Next"** on desktop



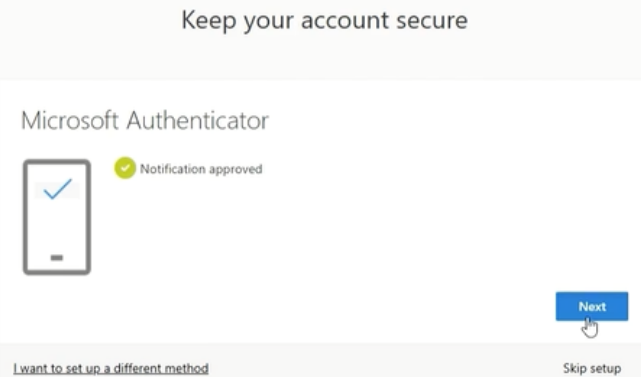
b- Add an account to your Microsoft Authenticator. Press **"Next"** on desktop



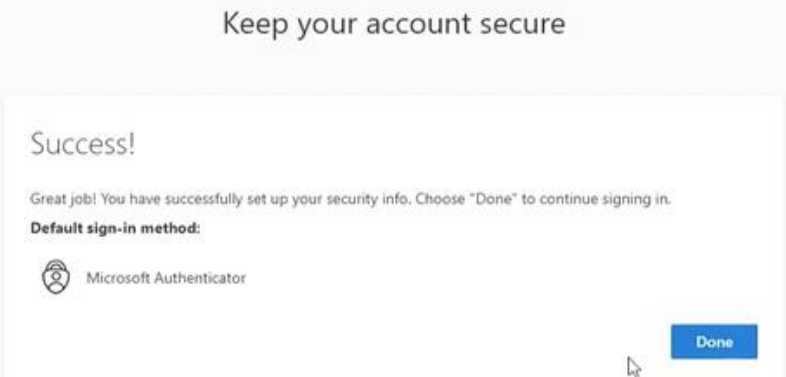
c- Scan The QR code on the screen and press **"Next"** on desktop



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