

USER GUIDE

Office 365



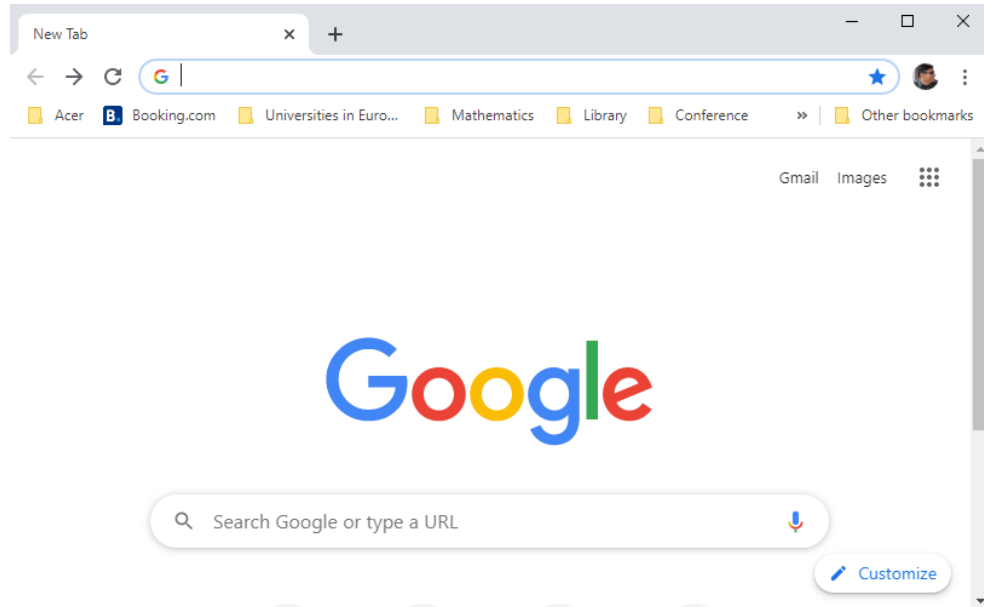
2020

Task Force
Tribhuvan University

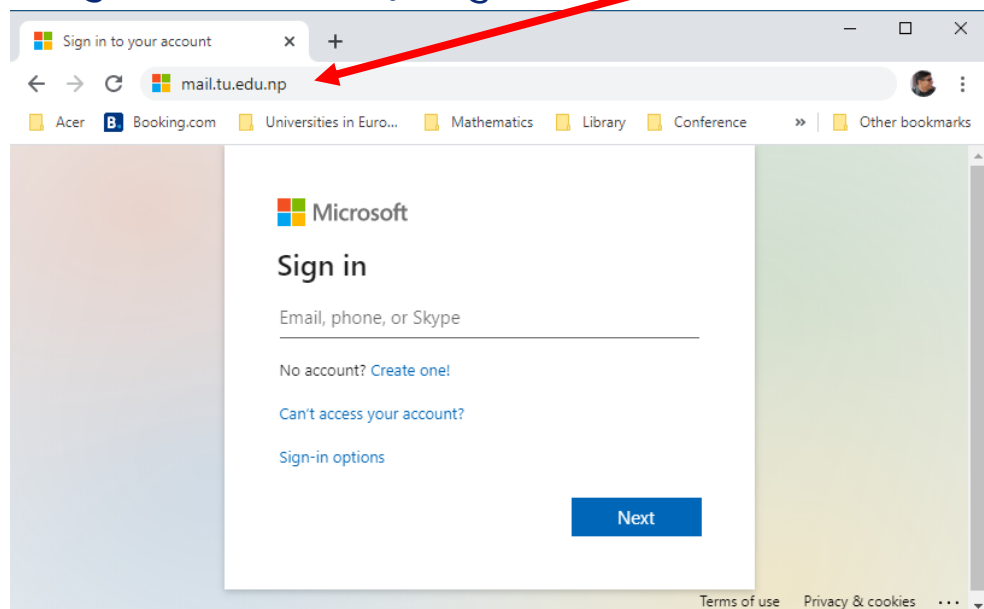
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How to login on Office 365 Portal

1. Open web browser like Google Chrome, Firefox or...
Internet चलाउने web browser जस्तै Google Chrome,
Firefox...खोल्नुहोस ।

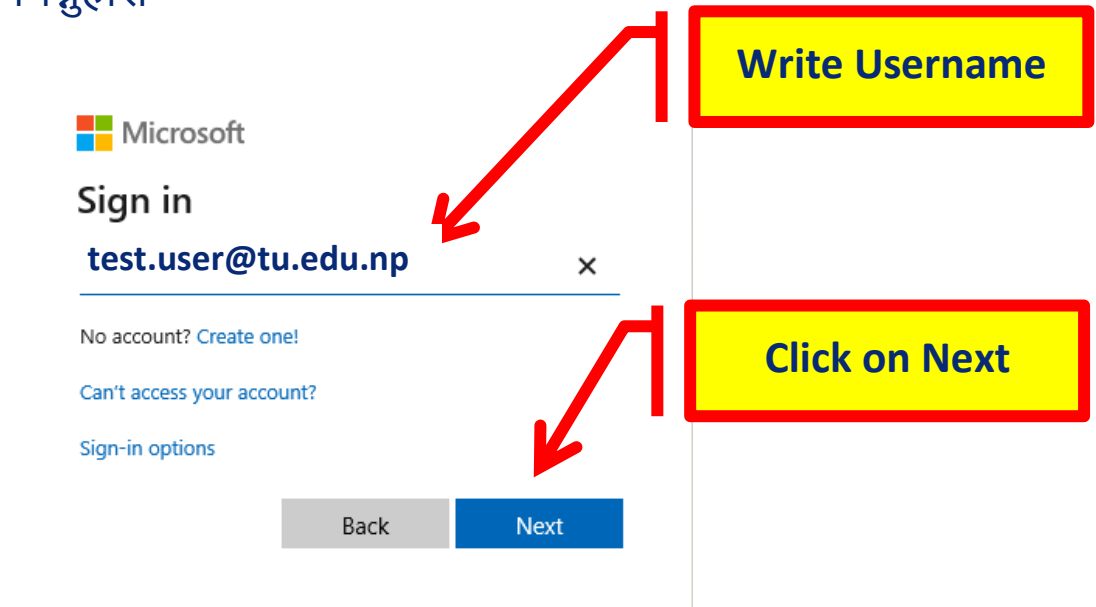


2. Write the url "[mail.tu.edu.np](mailto:tu.edu.np)" in the url box of Web browser and press Enter key
Web browser को url लेख्ने box मा "[mail.tu.edu.np](mailto:tu.edu.np)/
लेखनुहोस । र Enter key थिच्नुहोस



3. Write username and password and press on Sign in Button.

username and password लेख्नुहोस र sign button मा थिच्नुहोस



Microsoft

Sign in

test.user@tu.edu.np

No account? [Create one!](#)

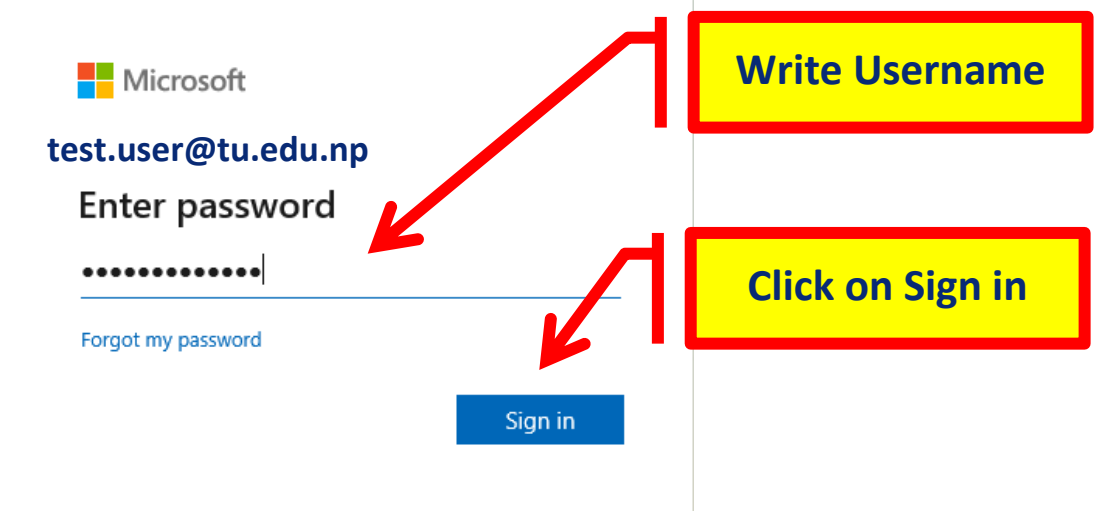
Can't access your account?

Sign-in options

Back Next

Write Username

Click on Next



Microsoft

test.user@tu.edu.np

Enter password

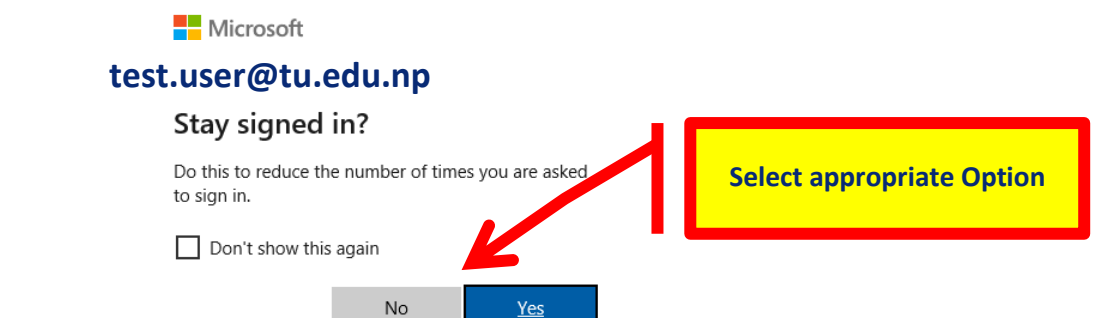
.....

[Forgot my password](#)

Sign in

Write Username

Click on Sign in



Microsoft

test.user@tu.edu.np

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

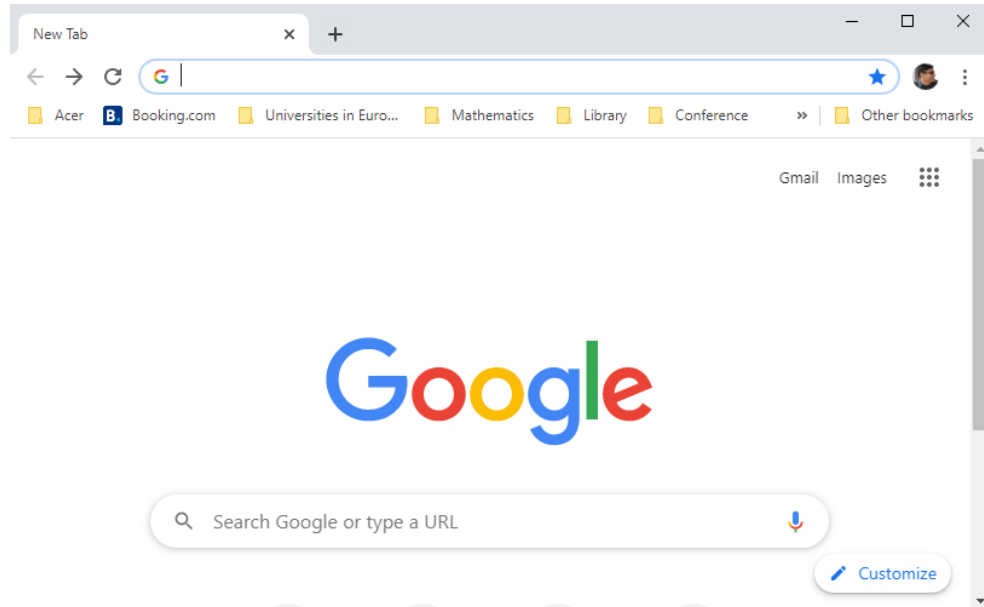
☐ Don't show this again

No Yes

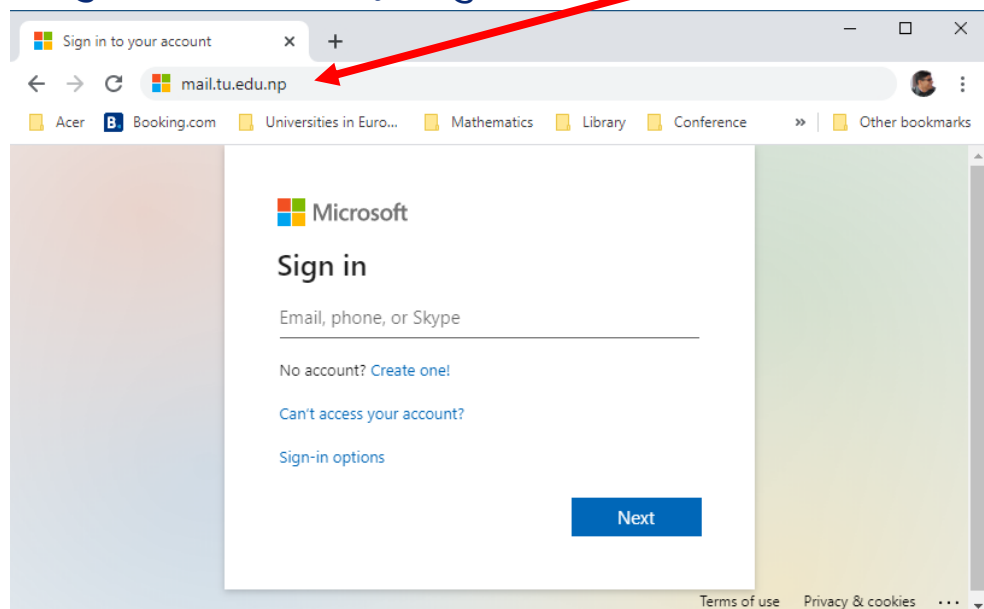
Select appropriate Option

Microsoft Teams Web login

1. Open web browser like Google Chrome, Firefox or...
Internet चलाउने web browser जस्तै Google Chrome,
Firefox...खोल्नुहोस ।



2. Write the url “[mail.tu.edu.np](mailto:tu.edu.np)” in the url box of Web browser and press Enter key
Web browser को url लेख्ने box मा “[mail.tu.edu.np](mailto:tu.edu.np)”
लेख्नुहोस र Enter key थिच्नुहोस ।



3. Write username and click on Next button. Also, write password and press on Sign in Button.

Username लेख्नुहोस र Next button मा थिच्नुहोस। Password

लेख्नुहोस र sign in button मा थिच्नुहोस



Sign in

test.user@tu.edu.np



No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Back

Next

Write Username

Click on Next



test.user@tu.edu.np

Enter password

.....

[Forgot my password](#)

Sign in

Write Username

Click on Sign in



test.user@tu.edu.np

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

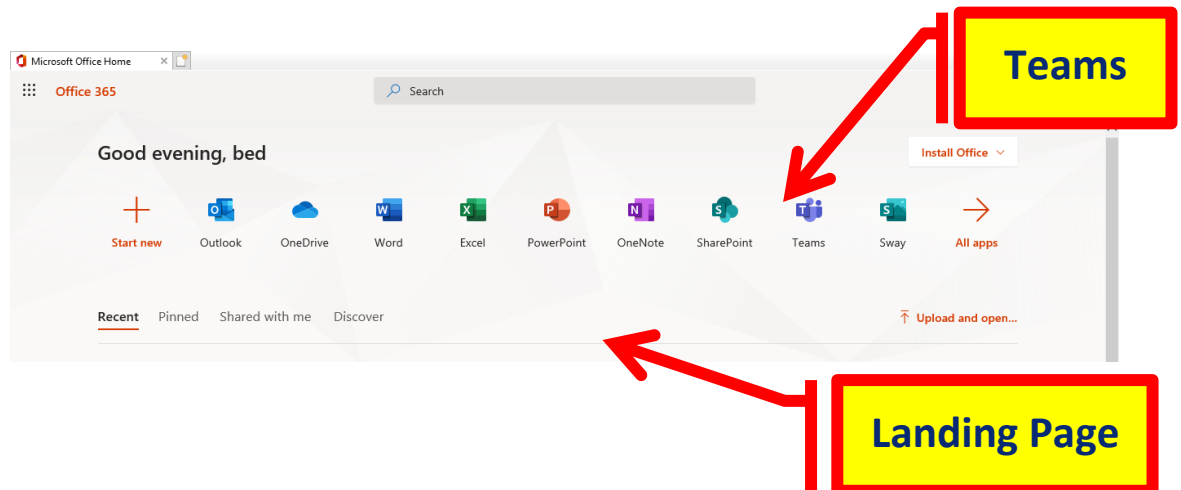
☐ Don't show this again

No

Yes

Select appropriate Option

4. Click on the Teams APP on Office 365 landing page.
Office 365 landing page को Teams application मा click गर्नुहोस ।

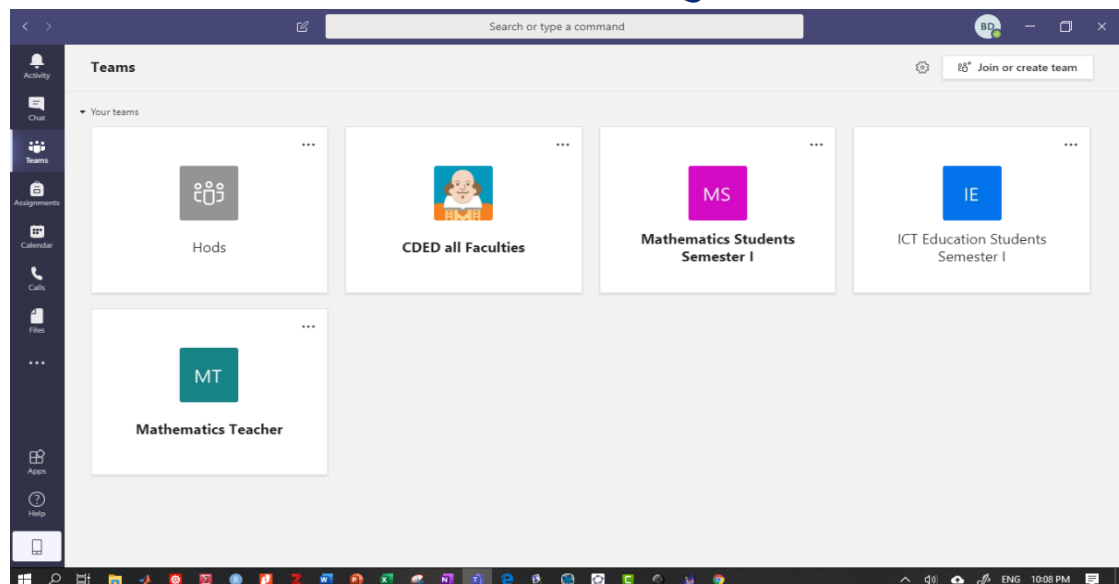


In this landing page, you will see office 365 applications assigned to you.

यस landing page मा तपाईंले तपाईंलाई उपलब्ध गराईएका office 365 applications हरू देख्नुहुनेछ।

5. MS Team Dashboard will open.

MS Team को MS Team Dashboard खुल्नेछ ।

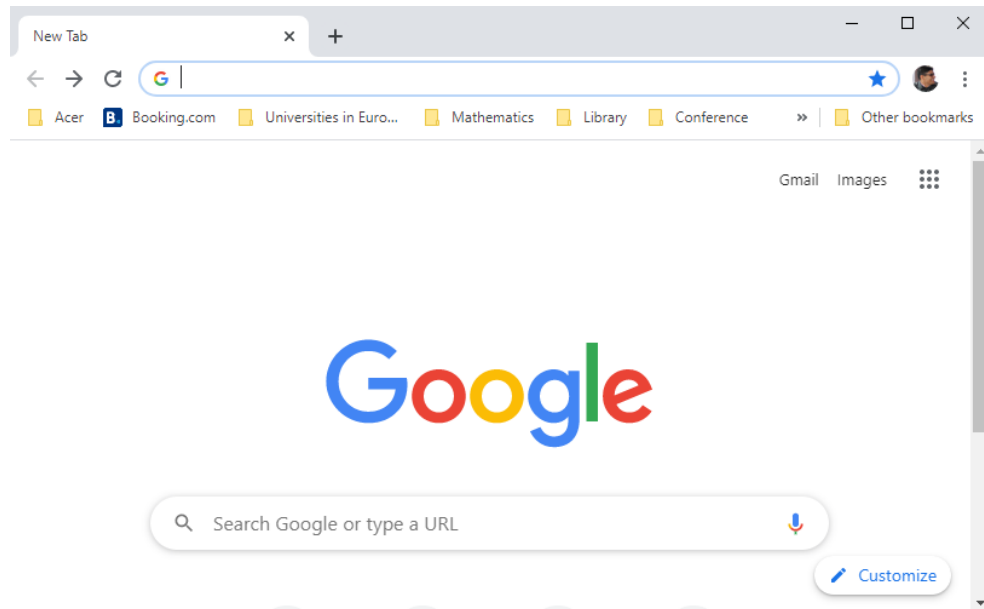


In this dashboard, you will see the courses or teams associated with you.

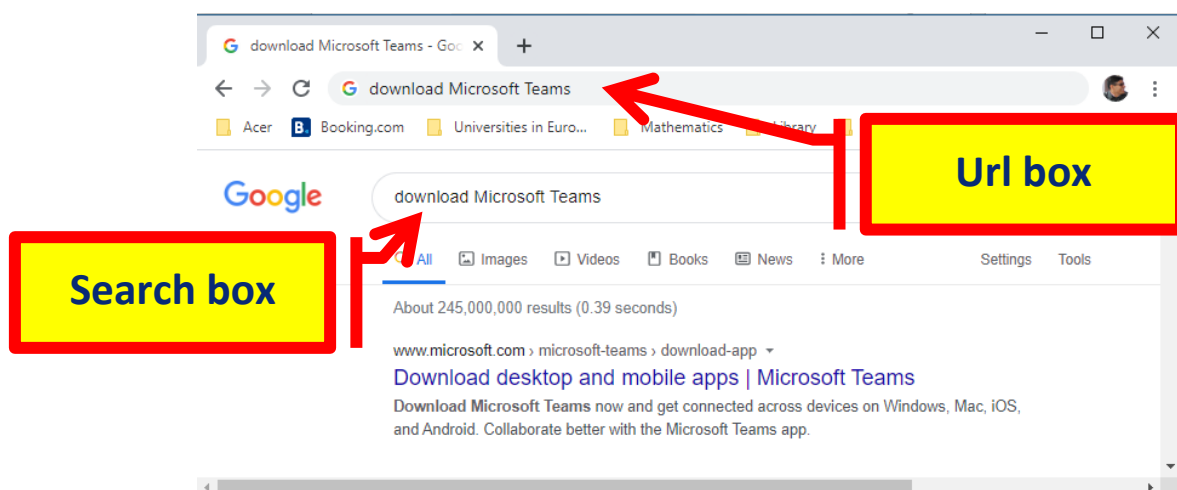
यस dashboard मा तपाईंले तपाईंसँग सम्बन्धित courses वा teams हरू देख्नुहुनेछ।

Microsoft Teams Desktop login

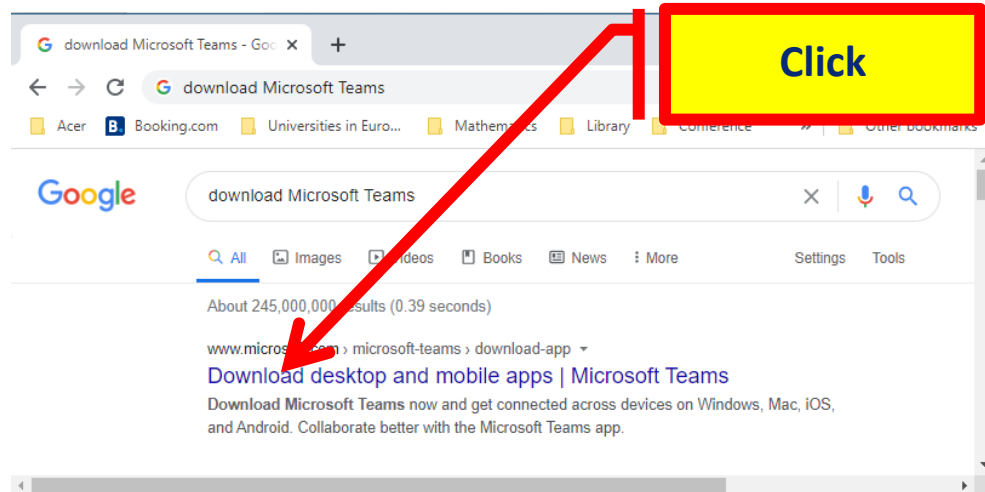
1. Open web browser like Google Chrome, Firefox or...
Internet चलाउने web browser जस्तै Google Chrome,
Firefox...खोल्नुहोस ।



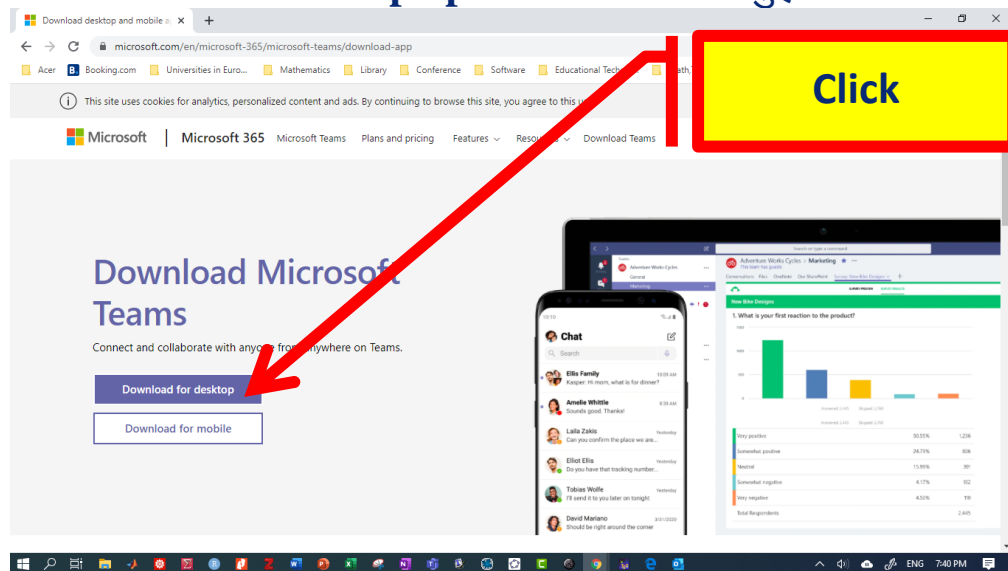
2. Write the text “download Microsoft Teams” in the url box or in the search box of Web browser and press Enter key
Web browser को url लेख्ने box मा वा search box मा
“download Microsoft Teams” लेख्नुहोस र Enter key
थिच्नुहोस ।



3. Click on Download desktop and mobile apps | Microsoft Teams
Download desktop and mobile apps | Microsoft Teams
मा **click** गर्नुहोस ।



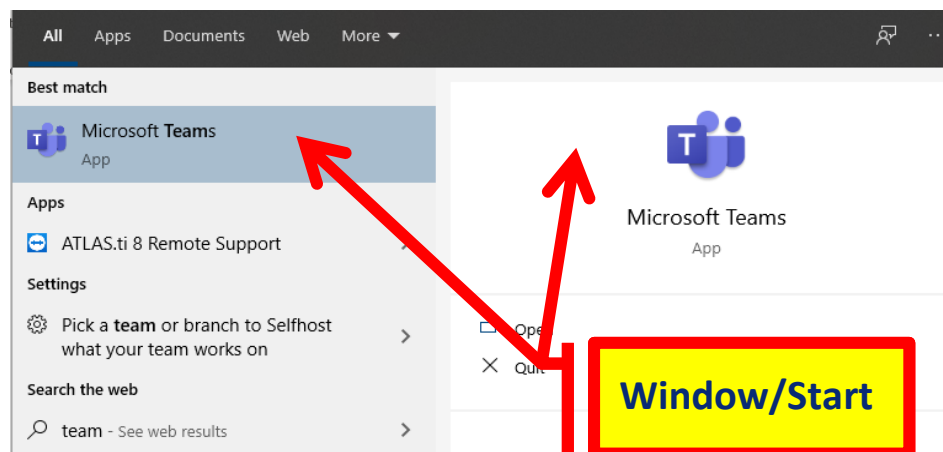
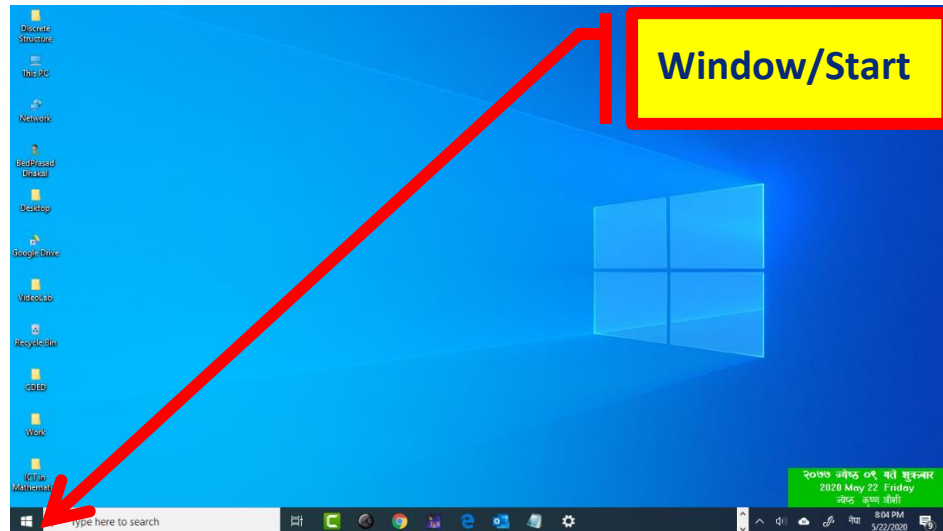
4. Click on Download for desktop options
Download for desktop options मा **click** गर्नुहोस ।



5. After the download, double Click on the downloaded MS TEAM application, and install MS team in desktop/laptop.
Download गरिसकेपछि, downloaded MS TEAM application
लाई **double click** गर्नुहोस र MS team लाई **desktop/laptop** मा
install गर्नुहोस

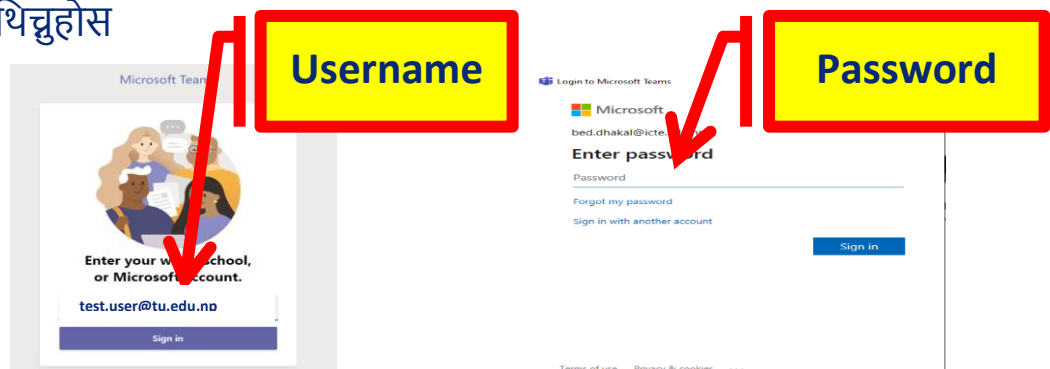
6. After the installation, Click on Start/Window button, and write MS TEAM in the desktop/laptop.

Install गरिसकेपछि, Start/Window button मा Click गर्नुहोस र desktop/laptop मा MS TEAM लेख्नुहोस ।



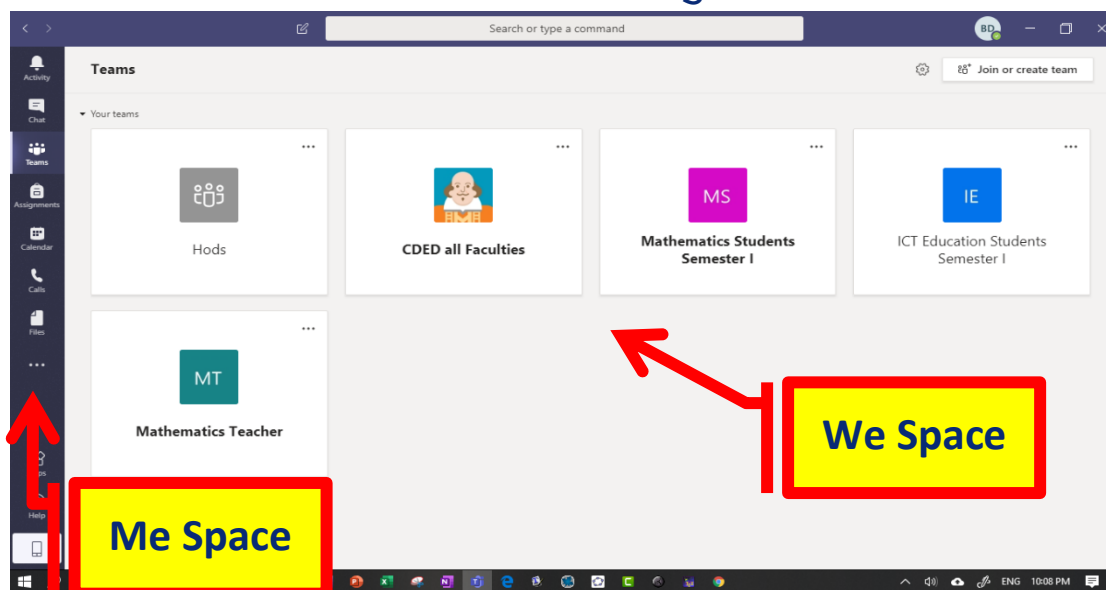
7. After click on MS Team, write username and click on Next button. Then, write password and press on Sign in Button.

MS Team मा click गरेपछि, username लेख्नुहोस र Next button मा थिच्नुहोस । त्यसपछि, password लेख्नुहोस र sign in button मा थिच्नुहोस



8. MS Team Dashboard will open.

MS Team को MS Team Dashboard खुल्नेछ ।



In this dashboard, you will see the courses or teams associated with you.

यस **dashboard** मा तपाईंले तपाईंसँग सम्बन्धित **courses** वा **teams** हरू देख्नुहुनेछ।

Microsoft has created a user-friendly dashboard within Teams that is easy to navigate. The center of Dashboard screen will contain Teams/class to which you belong. Once you click a Team, you enter that Team's workspace. This workspace is divided into two primary areas: a "Me Space" and a "We Space." माईक्रोसफ्टले Team भित्र प्रयोगकर्ता-मैत्री इयासबोर्ड बनाएको छ जसलाई सजिलै चलाउन सकिन्छ। इयासबोर्ड स्क्रिनको बीचमा तपाईं सँग सम्बन्धित समुह/कक्षा को workspace हुन्छ। तपाईंले कुनै समुह/कक्षा मा क्लिक गर्नुभयो भने, तपाईं त्यो समुह/कक्षा को कार्यक्षेत्रमा प्रवेश गर्नुहुने। यो कार्यक्षेत्र दुई प्रकारमा विभाजित गरिएको छ: "म स्पेस" र "हामी स्पेस।"

In the "Me Space," you will find notifications about your recent activity, private chats, teams, assignments, meetings, files, and apps etc. "Me Space" contains controls and notifications options specifically for you. "मी स्पेस" मा तपाईंले आफ्नो भर्खरको गतिविधि, निजी कुराकानी, समुह, असाइनमेन्ट, बैठक, फाईल र application बारे सूचनाहरू भेट्नुहुनेछ। "मी स्पेस" मा विशेष गरी तपाईंको लागि नियन्त्रण गर्ने र सूचना का विकल्पहरू समावेश गरिएको हुन्छ।

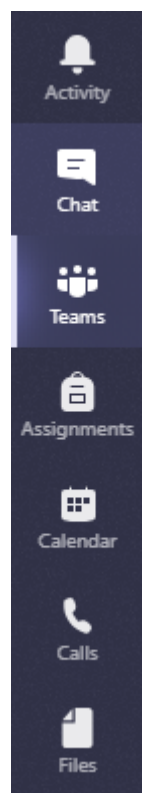
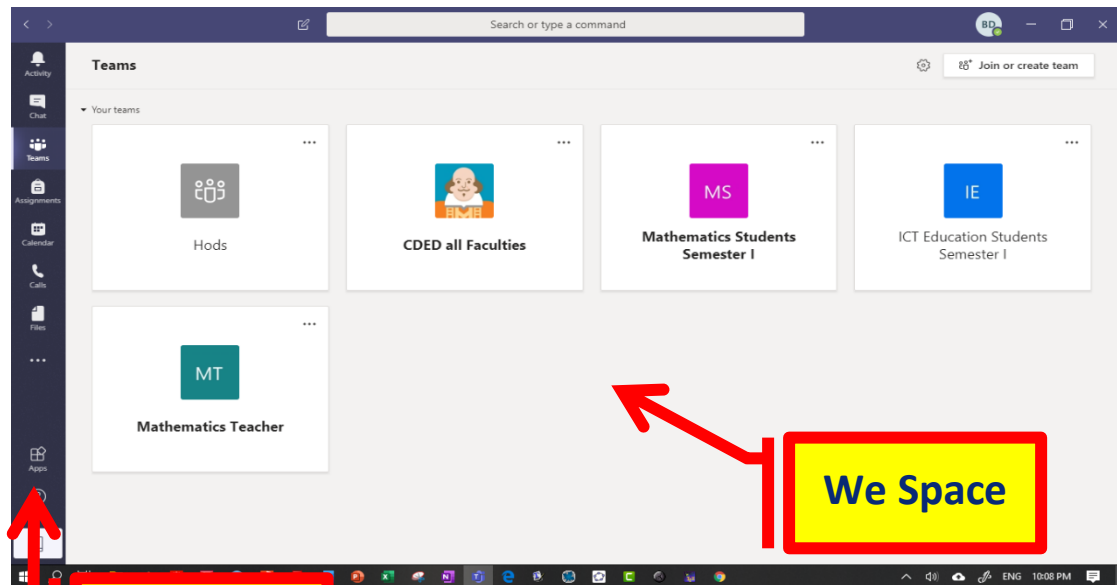
The "We Space" is meant for collaboration. The main part of the dashboard is where conversations take place with students or colleagues. It is also the place to share files, assignments, shared documents, and notes. "We Space" सहकार्यको लागि बनाईएको workspace हो। यो इयासबोर्डको मुख्य अंश हो जहाँ विद्यार्थीहरू वा सहयोगीहरूसँग कुराकानी छलफल हुन्छ। यसै workspace बाट फाईलहरू, असाइनमेन्टहरू, साझेदारी गरिएका कागजातहरू, र नोटहरू साटासाट गर्न सकिन्छ।

There are many ways to customize the Team, this starts with adding channels. Channels are just another way to divide different aspects of your Team into categories, such as units of study, professional topics, themes, agenda items, etc. Team/Class लाई कस्टमाइज गर्ने धेरै तरिकाहरू छन्, जसमध्ये च्यानलहरू थप्ने एउटा कुरा हो। च्यानलहरूले Team/Class का विभिन्न पक्षहरूलाई समुहमा विभाजन गर्ने गर्दछ, जस्तै अध्ययन एकाइहरू, professional विषयहरू, विषयवस्तुका themes, विषयवस्तुका एजेन्डा, इत्यादि।

MS Teams: User Interface

Microsoft Class Teams provides educators with efficient class workflow yet with one location for everything. माइक्रोसफ्ट Team/Class ले teaching /learning कार्यको लागि कुशल कार्यप्रवाह प्रदान गर्दछ जसमा सबै चीजको लागि एक स्थानको **workspace** हुन्छ। (Read previous page)

Microsoft Team/Class workspace is divided into two primary areas: a "Me Space" and a "We Space." माइक्रोसफ्ट Team/Class इयासबोर्ड स्क्रिनको कार्यक्षेत्र दुई प्रकारमा विभाजित गरिएको छ: "म स्पेस" र "हामी स्पेस।"



Use these buttons to switch between Activity Feed, Chat, your Teams, Assignments, Calendar, and Files.

View and organize teams

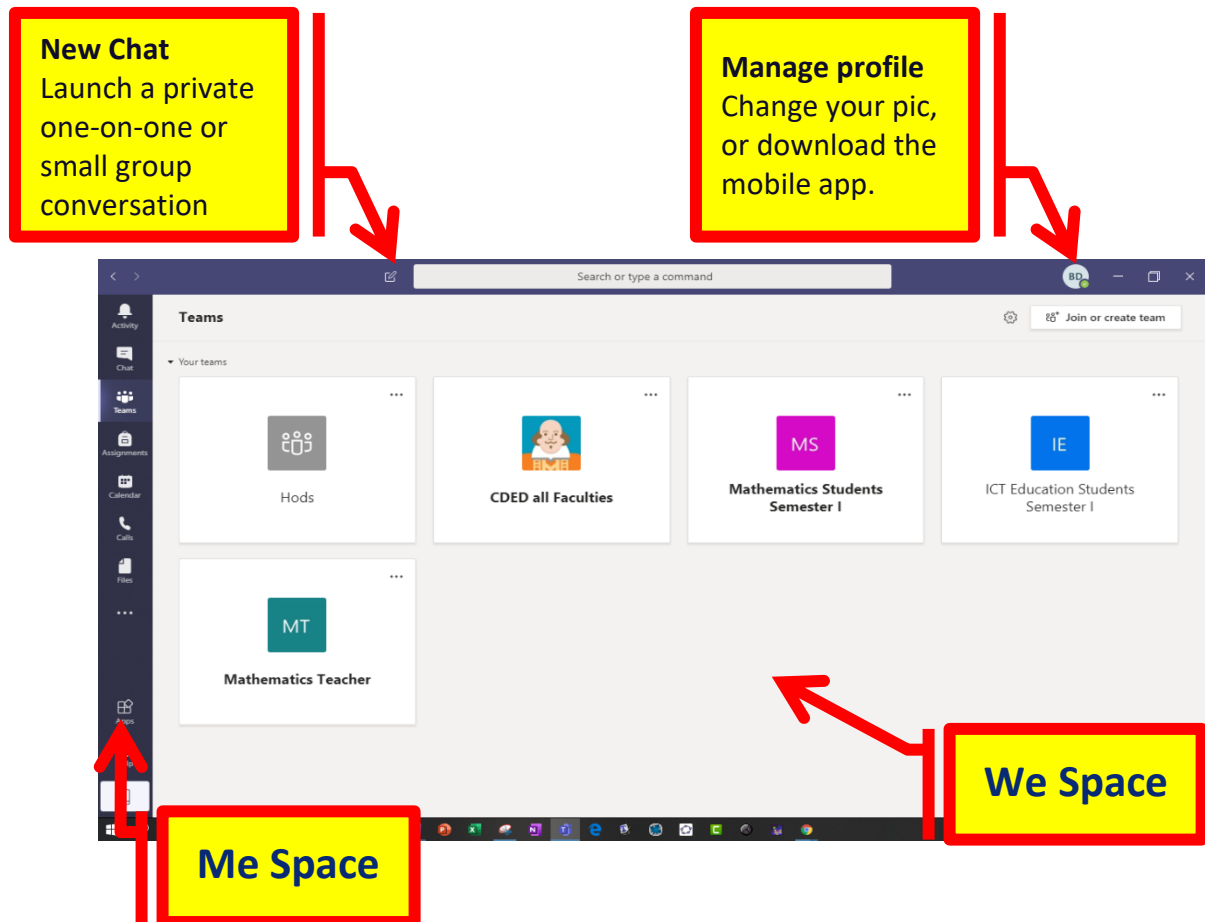
Click to see your teams. Drag team tiles, around to reorder them.

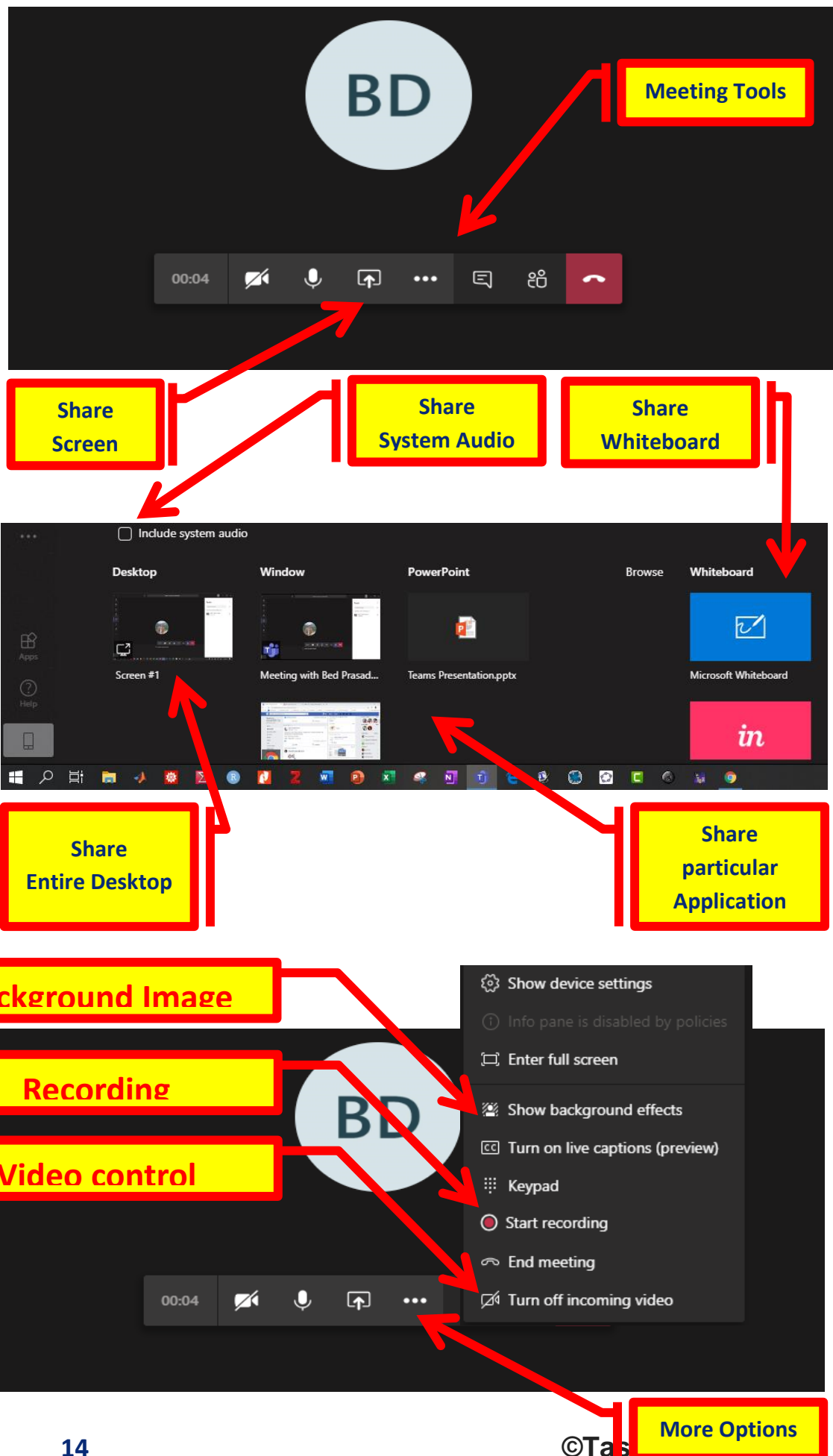
View/Create work routine

Click to view/create your class routine

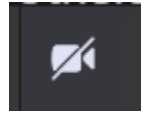
View/share files/media

Click to view/create your class routine





1. Show/Hide Video



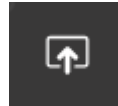
Using this tool, you can show/hide your video. यस meeting tool को प्रयोग गरेर तपाईंले आफ्नो video देखाउन / लुकाउन सक्नुहुन्छ ।

2. Mute/Unmute Audio



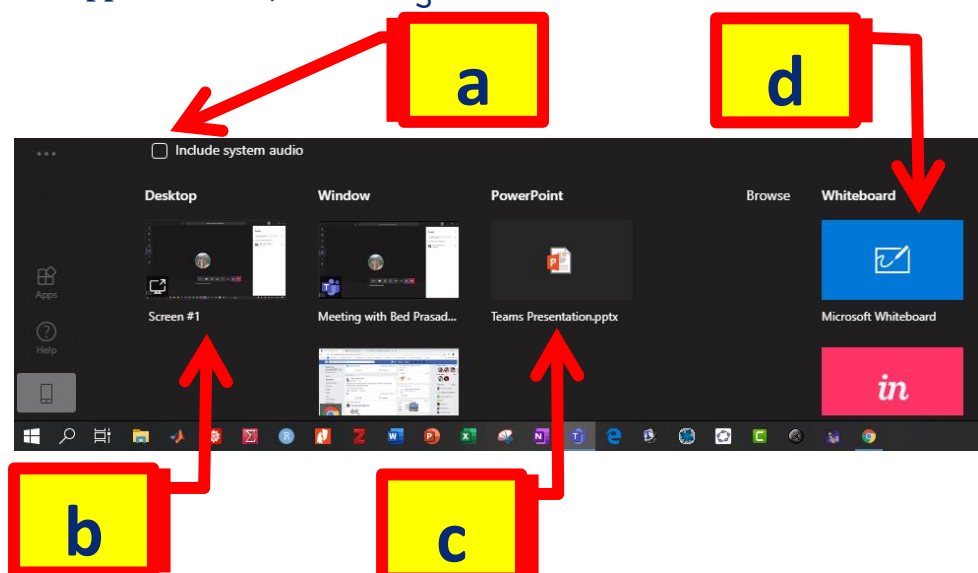
Using this tool, you can mute/unmute your audio. यस meeting tool को प्रयोग गरेर तपाईंले आफ्नो audio सुनाउन/ नसुनाउन सक्नुहुन्छ ।

3. Share Screen:

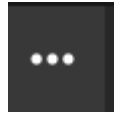


Using this tool, you can show/hide your desktop screen/application यस meeting tool को प्रयोग गरेर तपाईंले आफ्नो desktop screen/application देखाउन / लुकाउन सक्नुहुन्छ ।

- desktop screen/application share गर्दा, आफ्नो computer मा audio/video file play गरेर यसको आवाज students/participants लाई सुनिउनु छ भने भने include system audio लाई select गर्नुहोस।
- आफ्नो computer को पुरै screen share गर्नु परेमा Desktop/ Screen#1 लाई select गर्नुहोस।
- आफ्नो computer को कुनै एउटा application (for example, Microsoft PowerPoint) screen share गर्नु परेमा त्यसै application लाई select गर्नुहोस।
- आफ्नो computer मा whiteboard share गर्नु परेमा त्यसै whiteboard application लाई select गर्नुहोस।

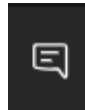


4. Mute Options:



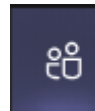
Using this tool, you can find more meeting options (for example, show background effects, start recordings, on/off incoming video). यस meeting tool को प्रयोग गरेर तपाईंले more meeting tools (जस्तै show background effects, start recordings, on/off incoming video) पता लगाउन सक्नुहुन्छ ।

5. Show/Hide Conversations:



Using this tool, you can show/hide meeting conversations. यस meeting tool को प्रयोग गरेर तपाईंले meeting सम्बन्धी conversations देखाउन / लुकाउन सक्नुहुन्छ ।

6. Show/Hide Participants:



Using this tool, you can show/hide meeting participants. यस meeting tool को प्रयोग गरेर तपाईंले meeting का सहभागीहरु देखाउन/ लुकाउन सक्नुहुन्छ।

7. End Meeting

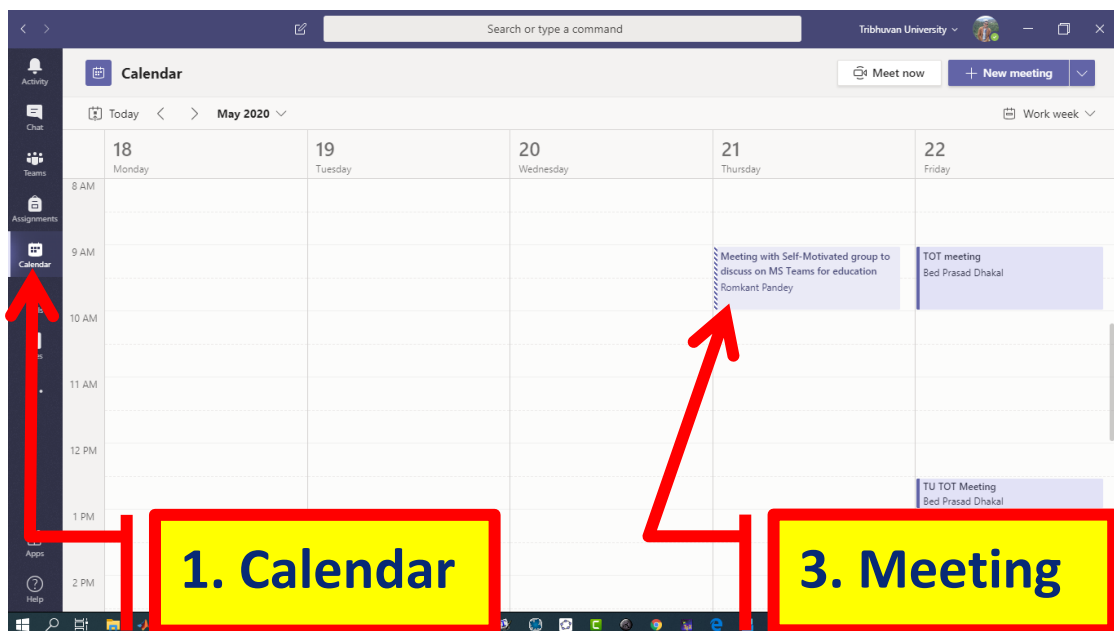


Using this tool, you can stop/leave your meeting. यस meeting tool को प्रयोग गरेर तपाईं meeting बाट बाहिरिन सक्नुहुन्छ ।

Microsoft Teams: Meeting Joining

To join a meeting in MS teams through calendar, follow the following steps.

1. Click on the calendar
2. Navigate the time and date
3. Click on the meeting invitation in the calendar
4. Click on the join meeting

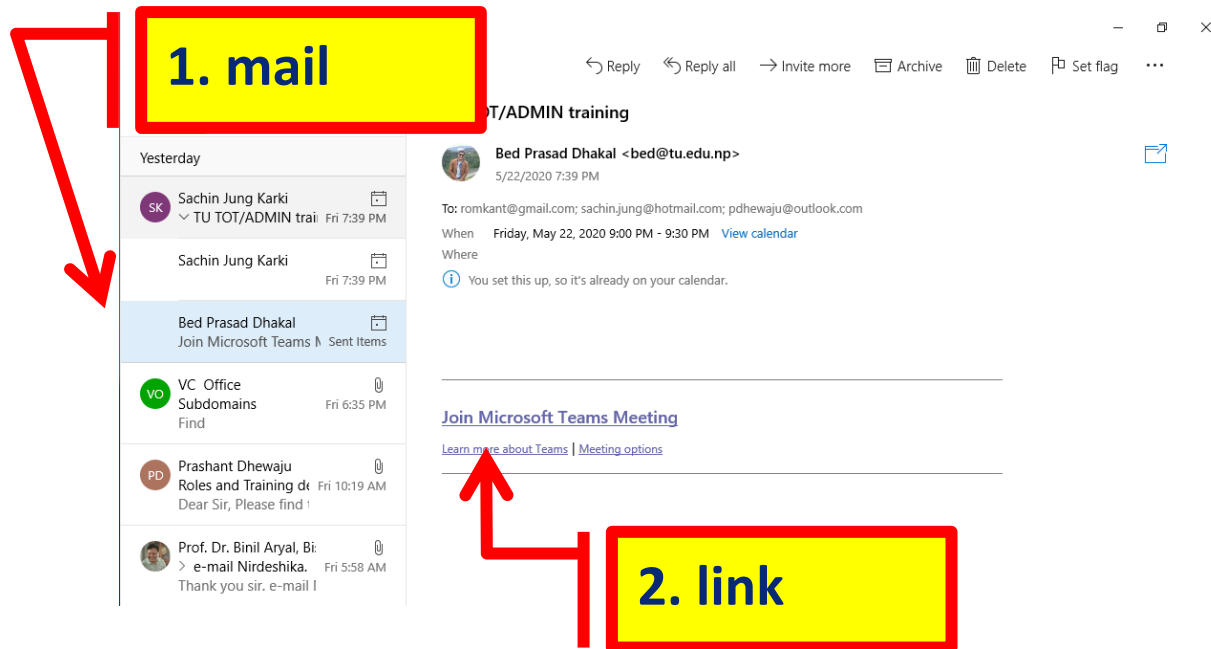


Find the meeting invitation in the channel of your team or on your Teams calendar. Click to open the meeting item and select **Join**.

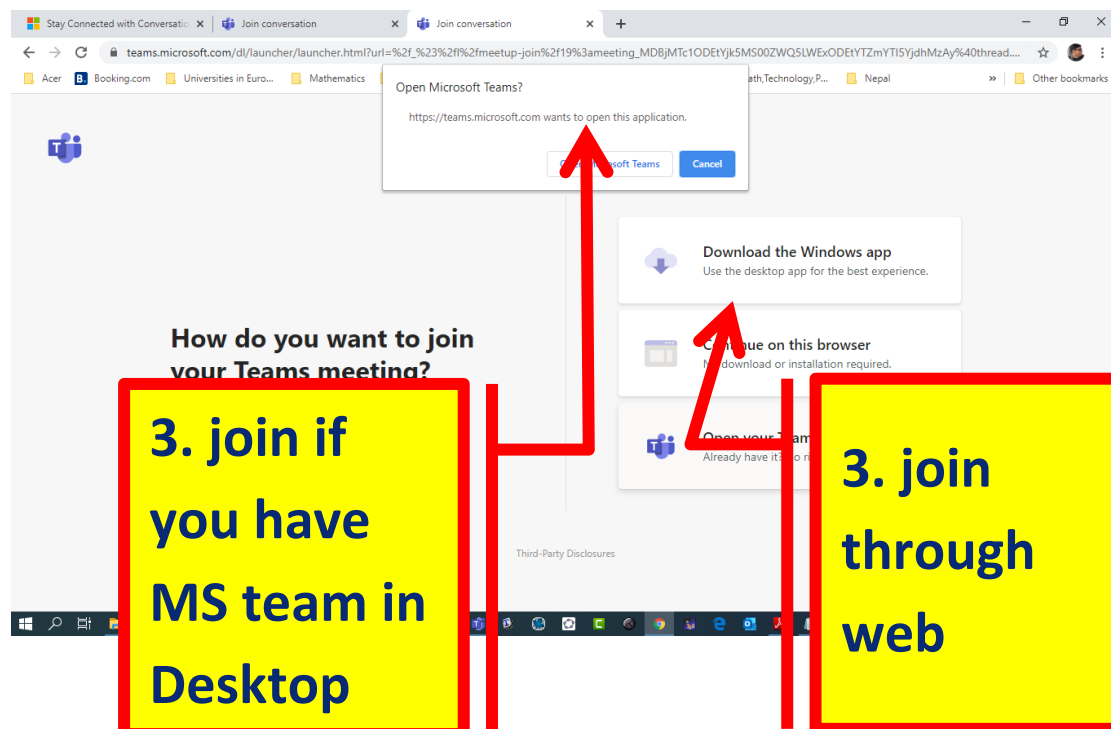


To join a meeting in MS teams through link, follow the following steps.

- 1. Find mail or any other media to find the meeting link**
- 2. Click on the meeting invitation link**
- 3. Click on the join meeting**



Find the meeting invitation in the email of other social media if applicable. Click to open the meeting item and select option to **Join**.



Microsoft Teams Group Meet Now

To start a private meeting immediately in MS teams, follow the following steps.

1. Click on the calendar
2. Click on the MEET NOW option
3. Click on the join meeting

