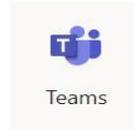


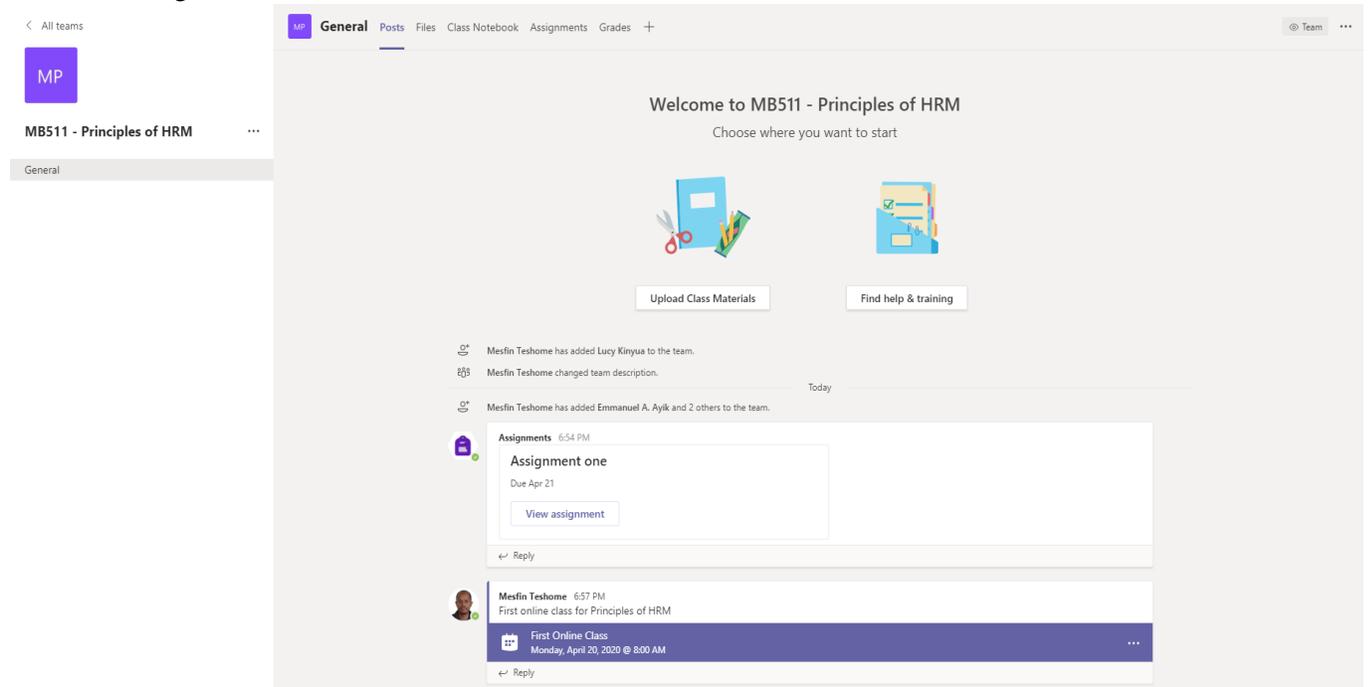
Dear all,

We will be using Microsoft Teams to hold our online classes during this period and foster communication between you and the lecturer for remote learning instruction. Microsoft Teams is part of the Office 365 suite, and you login to it the way you login to your AIU email i.e. admissionid@aiu.ac.ke and your AIU password. Some students have already used Microsoft Teams to collaborate during this period. To ensure everyone knows exactly where to go for class meetings, we are sharing the following directions with you as well:

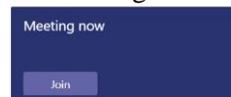
1. Download Microsoft Teams from <https://products.office.com/en-us/microsoft-teams/download-app> for laptops or <https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en> for Android phones
2. Select the Teams icon



3. Once you login to the Teams page, you will see icons for each of your classes. You will need to select your Class/Team by clicking on it.
4. When you select your Team/Class, you will see the hub for your remote learning environment. The Team will look something like this:



5. When it is time for your class to begin, you will see a Join Now button at the bottom of the Posts Tab when the lecturer begins the call.



6. You will select that Join Now button, and you will then see your lecturer and other students.

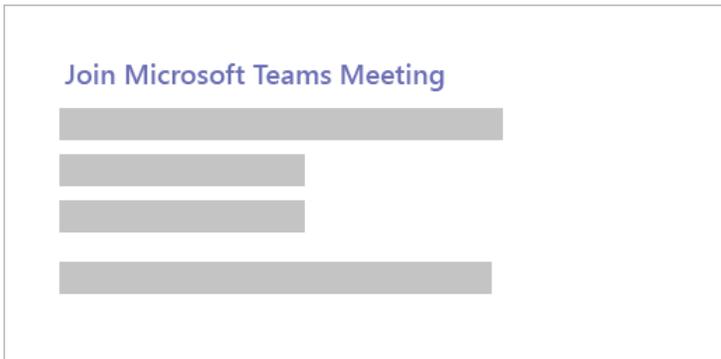
Joining Microsoft Teams Meeting – On laptops or desktops

Join Teams meetings anytime, anywhere, from any device.

Teams meetings are best when you join them from the Teams app or Teams on the web, and there's a bunch of ways to do that—read on for details about joining by link, from your calendar, and more. If you can't use the app or the web, some meetings let you call in using a phone number.

Join by link

All you need to join a Teams meeting is a link.

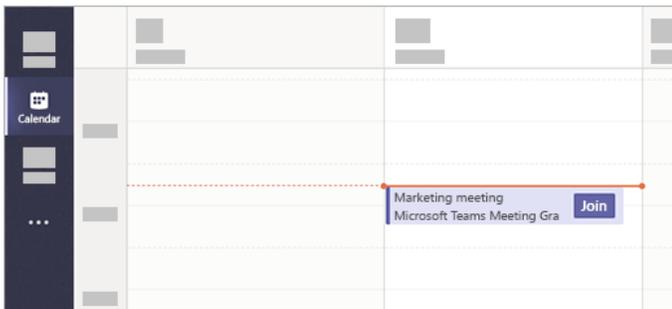


Select **Join Microsoft Teams Meeting** in your meeting invite to be taken to a page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically.

You sign in with your AIU account i.e. (firstname.lastname@aiu.ac.ke) for staff/faculty or admissionid@aiu.ac.ke for students ... just the way you login to your AIU email. You may join the meeting right away if it is time or wait until it is time.

Join from calendar

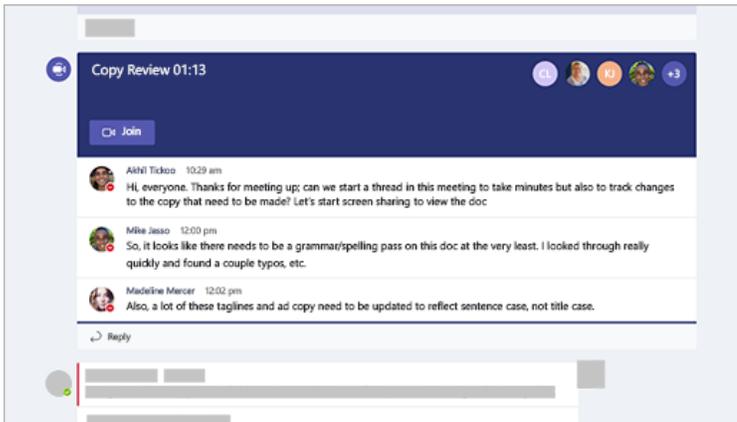
Select **Calendar**  on the left side of the app to see your meetings. Find the meeting you want, and then select **Join**.



Or, if someone starts the meeting, you'll get a notification you can use to join.

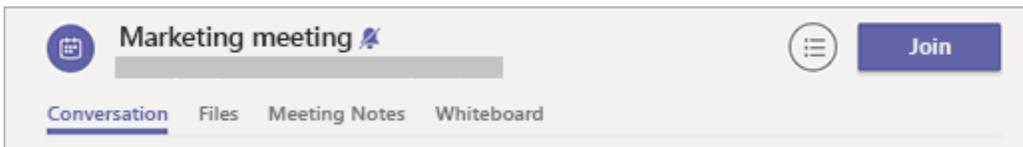
Join in a channel

Generally, meetings take place in the General channel, you will see an invitation to join, relevant content, and who is in the meeting right in the channel. Just select **Join**.



Join from chat

If the meeting has already begun, it appears in your recent chat list. Select the meeting in your chat list and then select **Join** at the top of the chat.



Joining Microsoft Teams Meeting – On mobile

Join by link

To get the best of Teams meetings on mobile, including audio, video, and content sharing, you'll need to download and install the Teams mobile app.

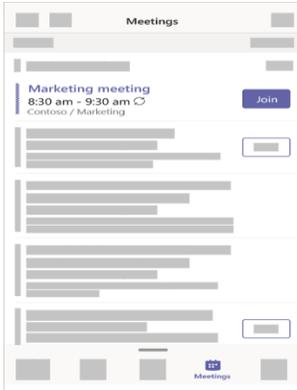
If you have the app, select **Join Microsoft Teams Meeting** in the meeting invite to open the app and join the meeting. If you don't have the app, you'll be taken to the app store where you can download it.

Note: Try to download the app before the meeting starts. It might take a minute or two, depending on your internet connection.

You have a Teams account which is firstname.lastname@aiu.ac.ke for staff/faculty or admissionid@aiu.ac.ke for students ... just the way you login to your AIU email, select **Sign in and join** to join with access to the meeting chat and more. Depending on the organizer's settings, you may join the meeting right away or you might need to wait until the meeting starts.

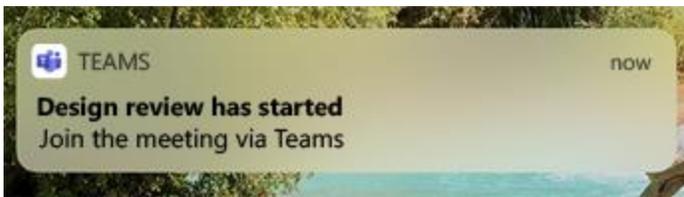
Join from calendar

Select **Calendar**  on the bottom of the app to see your meetings. Find the meeting you want, and then select **Join**.



Join from a notification

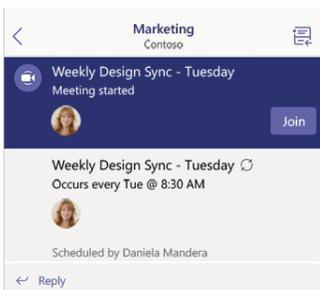
When a Teams meeting starts, you'll get a notification that'll bring you directly to the meeting without finding it on your calendar. Just tap the notification to join.



Note: For now, this is only available on iOS. Coming soon to Android!

Join in a channel

Meetings usually take place in the general channel, you will see an invitation to join, relevant content, and the organizer right in the channel. Just select **Join**.



Join from chat

If the meeting or meeting chat has already begun, it appears in your recent chat list. Select the meeting in your chat list and then select **Join** at the top of the chat.