

# User Guide For Using Microsoft Teams

E-Meeting Platform




Universiti  
Malaysia  
**PAHANG**  
Engineering • Technology • Creativity

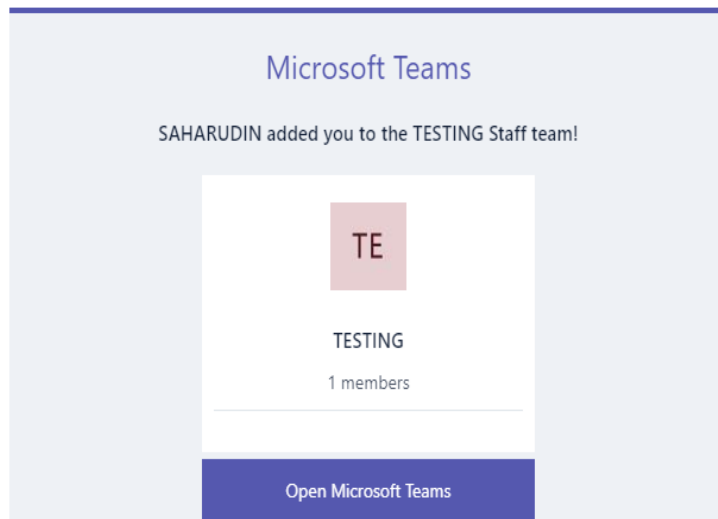


 Microsoft

You have been added to a staff team in Microsoft Teams Inbox x

 Microsoft Teams <noreply@email.teams.microsoft.com>  
to me ▾

3:40 PM (6 hours ago)



01

**Get Invitation by email  
Click : Open Microsoft  
Teams**

02

**Click : Use the web app  
instead**



**Stay better connected with the Teams desktop app**

[Download the Windows app](#)

[Use the web app instead](#)

Already have the Teams app? [Launch it now](#)



Sign in

xxxxx@ump.edu.my

No account? [Create one!](#)

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

[Sign-in options](#)

Next

Sign with username :  
email@ump.edu.my

03



← wrashid@ump.edu.my

Enter password

Password

[Forgot my password](#)

Sign in

Enter Default Password:  
CirelUMP1234



wrashid@ump.edu.my

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

Sign in

04

Change the password  
(suggestion: E-Comm  
password)



shazmi@ump.edu.my

Stay signed in?

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

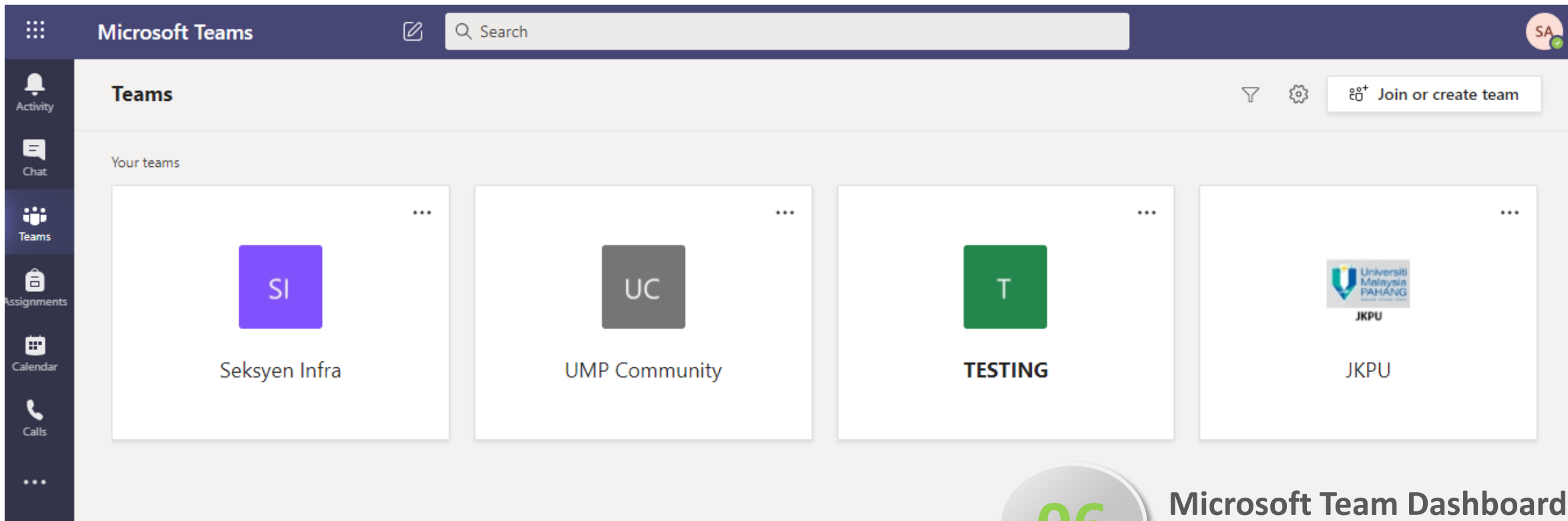
Don't show this again

No

Yes

05

Click Yes to stay  
signed in



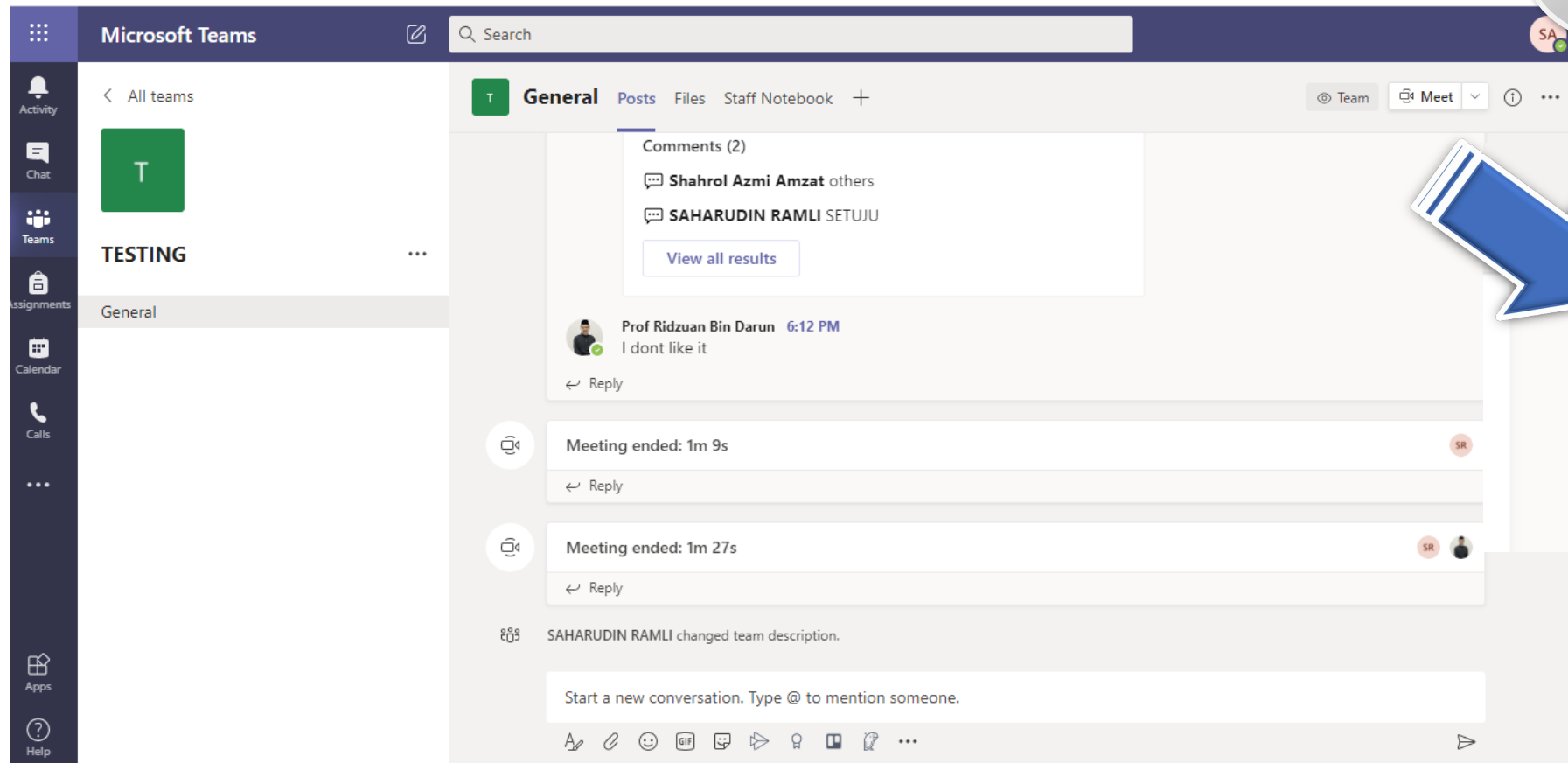
The screenshot shows the Microsoft Teams interface. At the top, there is a dark blue header with the text "Microsoft Teams" on the left, a search bar in the center, and a user profile icon labeled "SA" on the right. Below the header is a light gray navigation bar with icons for Activity, Chat, Teams, Assignments, Calendar, and Calls. The main content area is titled "Teams" and contains a section labeled "Your teams" with four team cards. Each card has a colored square icon with a letter or logo and the team name below it. The teams are: "Seksyen Infra" (purple square with 'SI'), "UMP Community" (gray square with 'UC'), "TESTING" (green square with 'T'), and "JKPU" (University of Pahang logo with 'JKPU'). A "Join or create team" button is visible in the top right of the main area.

06

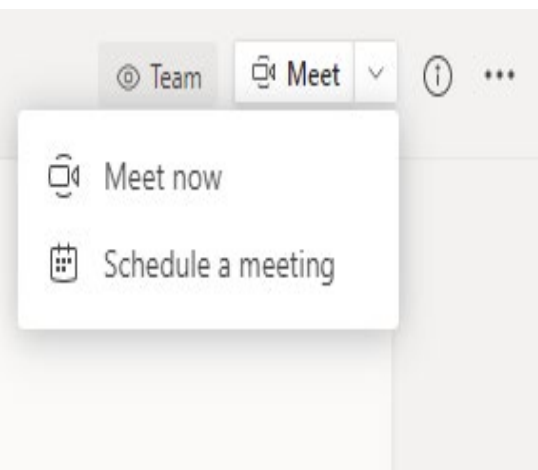
Microsoft Team Dashboard  
Click Team to Enter : JKPU

07

Click Meet to Join  
Conference



The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, and Apps. The main area displays a team named 'TESTING' with a 'General' channel. At the top of the channel, there are tabs for 'Team' and 'Meet'. Below the tabs, a search bar and a 'Meet' dropdown menu are visible. A blue arrow points from the 'Meet' dropdown menu to a callout box on the right. The callout box contains two options: 'Meet now' and 'Schedule a meeting'. The main chat area shows a message from 'Prof Ridzuan Bin Darun' at 6:12 PM saying 'I dont like it', and two previous meeting notifications: 'Meeting ended: 1m 9s' and 'Meeting ended: 1m 27s'. At the bottom, there is a text input field with the placeholder 'Start a new conversation. Type @ to mention someone.' and a toolbar with various icons for text, images, and other media.



A callout box showing the options available when clicking the 'Meet' dropdown menu. The options are 'Meet now' and 'Schedule a meeting'. The callout box is white with a grey border and is positioned over the 'Meet' dropdown menu in the screenshot.