How to use MS Teams for Chat and Video Conferencing

Logon to MS Teams

1. Download Teams app from https://teams.microsoft.com/downloads

2. Launch Teams App

3. Enter your NAFA email address, Click Sign in
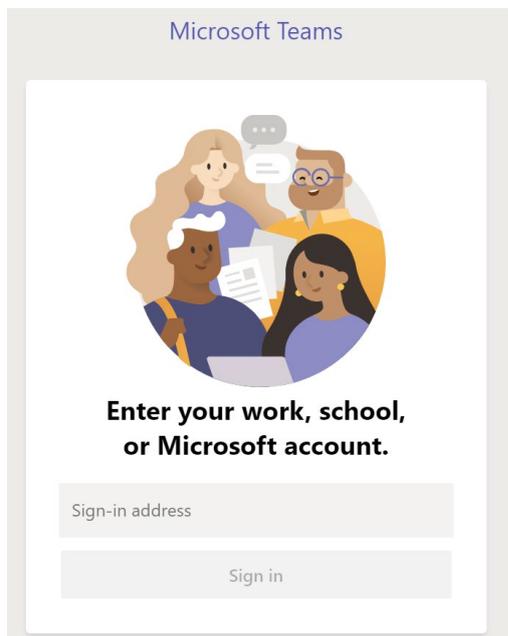
4. Select Work or school account

5. Enter your password and Click Sign in

NAFA

← ithelpdesk@nafa.edu.sg

Enter password

Password
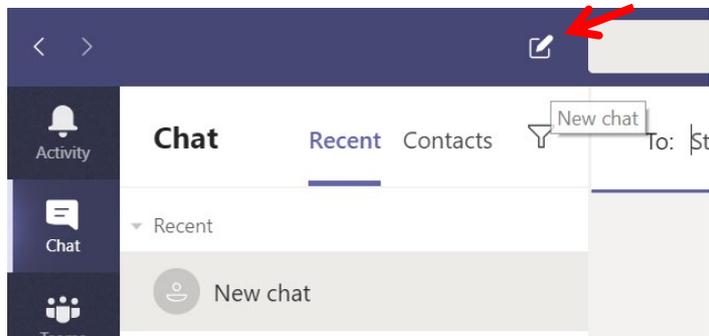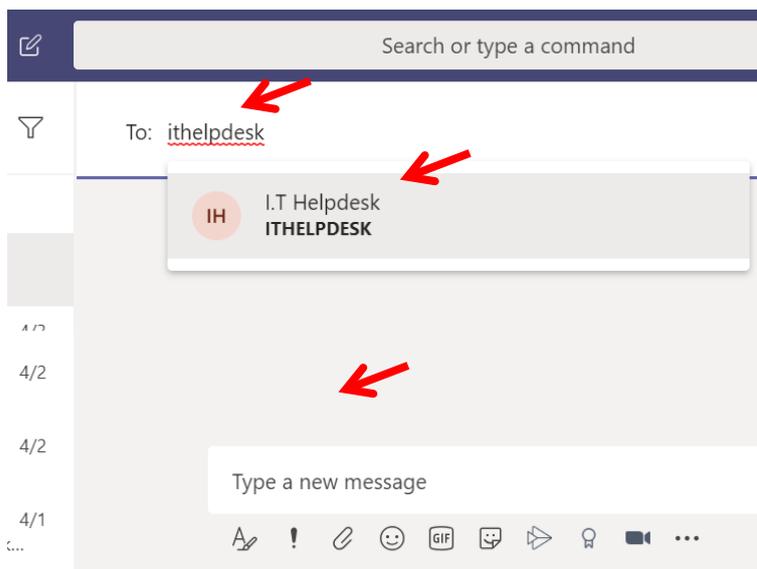
Forgot my password

Sign in

Having issues? Email: ithelpdesk@nafa.edu.sg
iLEARN@NAFA 24hr Student Online Helpdesk: 800
492 2378 Email: edtech@nafa.edu.sg

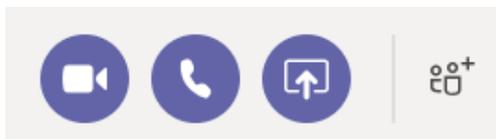# How to use MS Team for live chat or video conference?

1. Select Chat from the left panel

2. Click on to create a New Chat

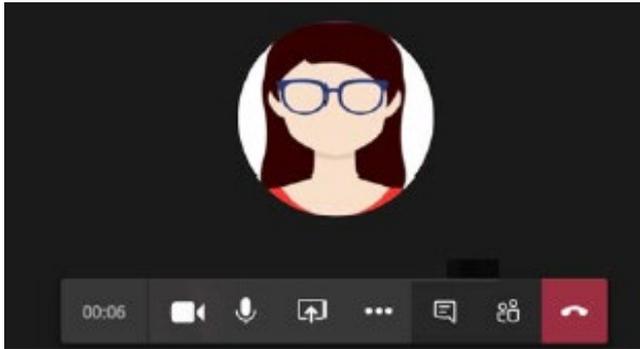3. Enter the name, select user and type your message

4. You can do a video call, voice call or share screen

5. To chat or video call more than one user, click on to add other users
   Note: Default setup gives 4 video screens and then rest of the users only appear as small icons in the bottom corner.

6. When making a video call, ensure that both 📹 🎤 are enabled.

7. Select 🔲 to share your screen

8. Select 💬 to chat

Note: Lecturers using Ms Teams for online teaching, please refer to [Online Lessons Setup Kit](#) in iLearn for details.