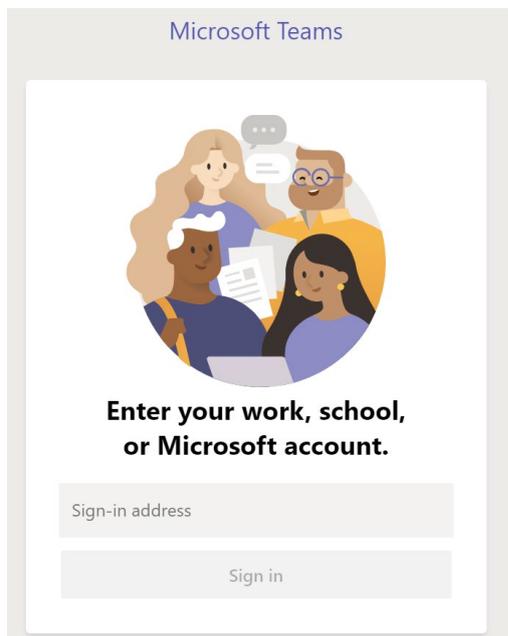


# How to use MS Teams for Chat and Video Conferencing

## 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



It looks like this email is used with more than one account from Microsoft. Which one do you want to use?

 Work or school account  
Created by your IT department  
ithelpdesk@nafa.edu.sg

 Personal account  
Created by you  
ithelpdesk@nafa.edu.sg



Tired of seeing this? [Rename your personal Microsoft account.](#)

[Sign in with another account](#)

## 5. Enter your password and Click Sign in



< [ithelpdesk@nafa.edu.sg](mailto:ithelpdesk@nafa.edu.sg)

### Enter password

Password

---

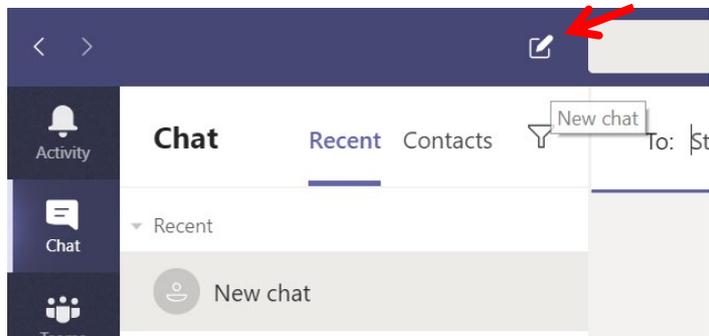
[Forgot my password](#)

Sign in

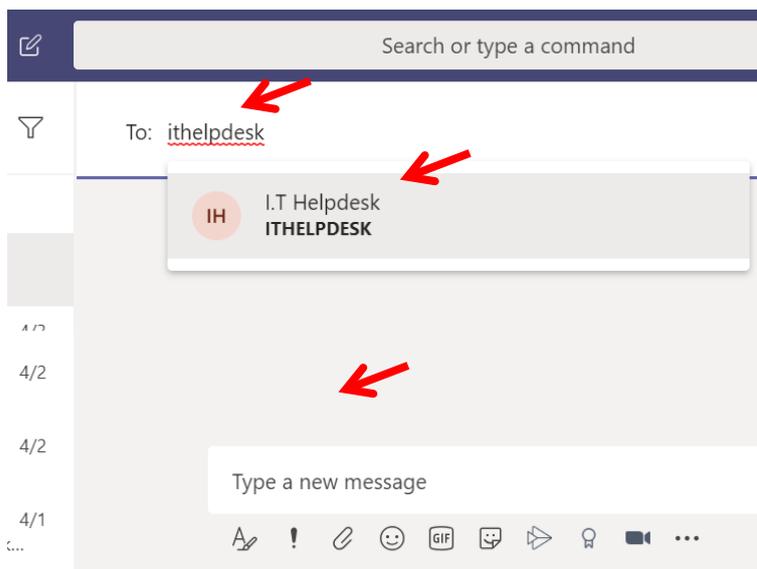
Having issues? Email: [ithelpdesk@nafa.edu.sg](mailto:ithelpdesk@nafa.edu.sg)  
iLEARN@NAFA 24hr Student Online Helpdesk: 800  
492 2378 Email: [edtech@nafa.edu.sg](mailto:edtech@nafa.edu.sg)

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

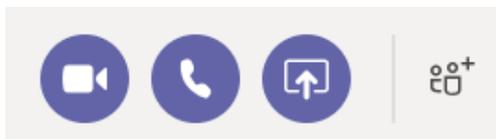
1. Select Chat  from the left panel
2. Click on  to create a New Chat



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

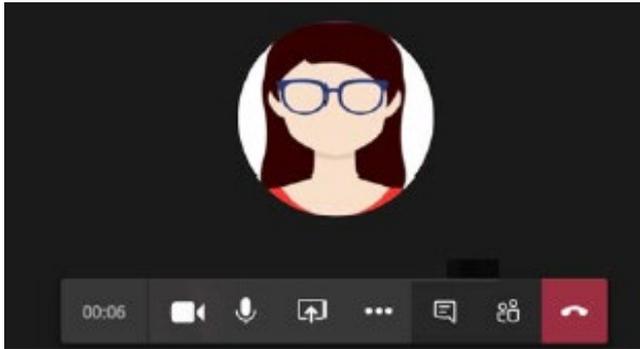


4. You can do a video call, voice call or share screen



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.