



How to Use Microsoft Teams for Parwaaz

[Type here]

CONTENTS

INTRODUCTION TO MICROSOFT TEAMS	2
HOW TO CREATE MICROSOFT TEAMS ACCOUNT	2
ACCOUNT CREATION	4
SIGN IN AND GET STARTED WITH PARWAAZ IN MS TEAMS.....	8
PICK A TEAM (PARWAAZ) AND CHANNEL	8

WHY HAVE WE CHOSEN MICROSOFT TEAMS?

Parwaaz is all about collaboration.

Collaboration and teamwork are the defining characteristic of modern organisations.

Teams increases productivity by making all your collaboration— conversations, chats, online meetings, shared files, tasks, etc. available in one single app and one single interface.

Improved cooperation and communication

Stay connected, anytime, anywhere

Fewer emails

INTRODUCTION TO MICROSOFT TEAMS



Microsoft Teams is the ultimate messaging app for your organization—a workspace for real-time collaboration and communication, meetings, file and app sharing, and even the occasional emoji! All in one place, all in the open, all accessible to everyone.

Here's why you should use it:

- 1) **Rich chat with text, audio, video, and file sharing.**
- 2) **Have a private chat to develop an idea, then share it with the entire Team.**
- 3) **Store all your files, docs, and more in one place.**

HOW TO CREATE MICROSOFT TEAMS ACCOUNT

Go to <https://teams.microsoft.com/>

or

Download and Install Microsoft Teams desktop application

If you already have a MS teams account

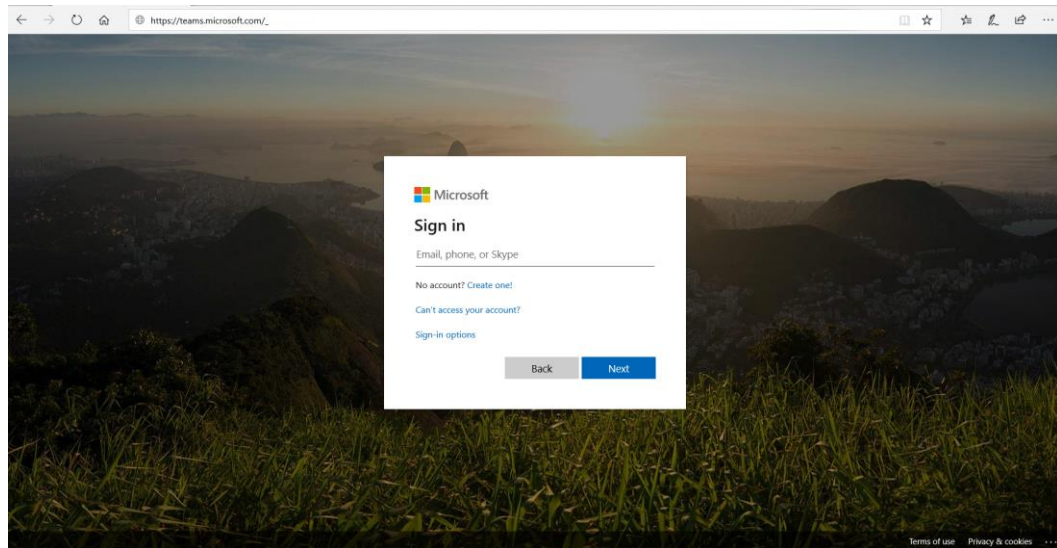
Sign in using your credentials (How to Sign in [Follow steps](#))

If you don't have a MS teams account

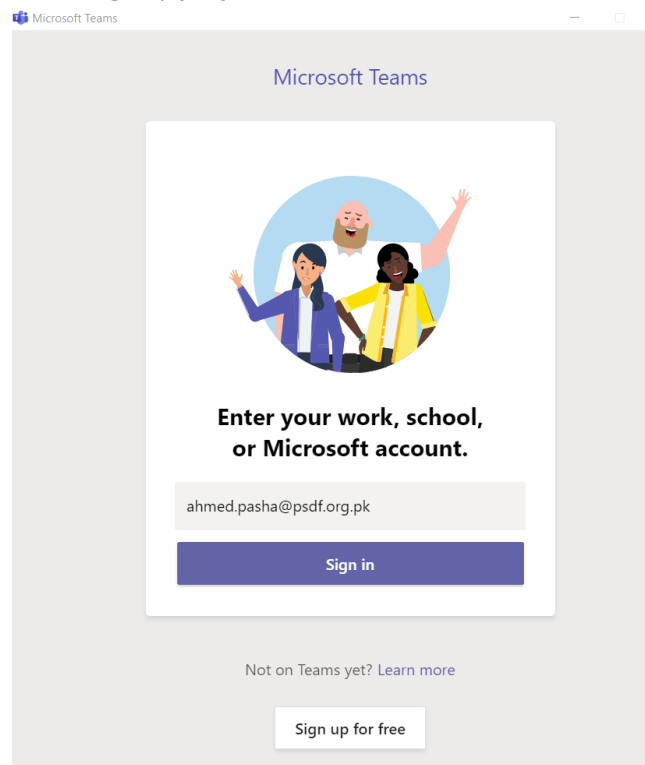
Creating account on

- 1) **web interface**, click [create one](#) on the web interface





2) Desktop application click [Sign up for free](#)



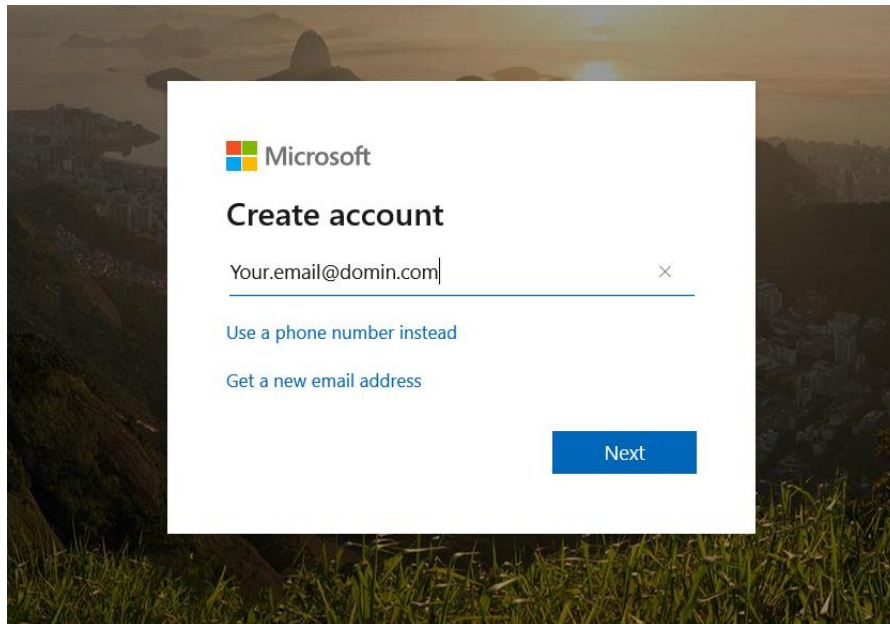
STEPS FOR TEAMS ACCOUNT CREATION

For account creation follow steps below:

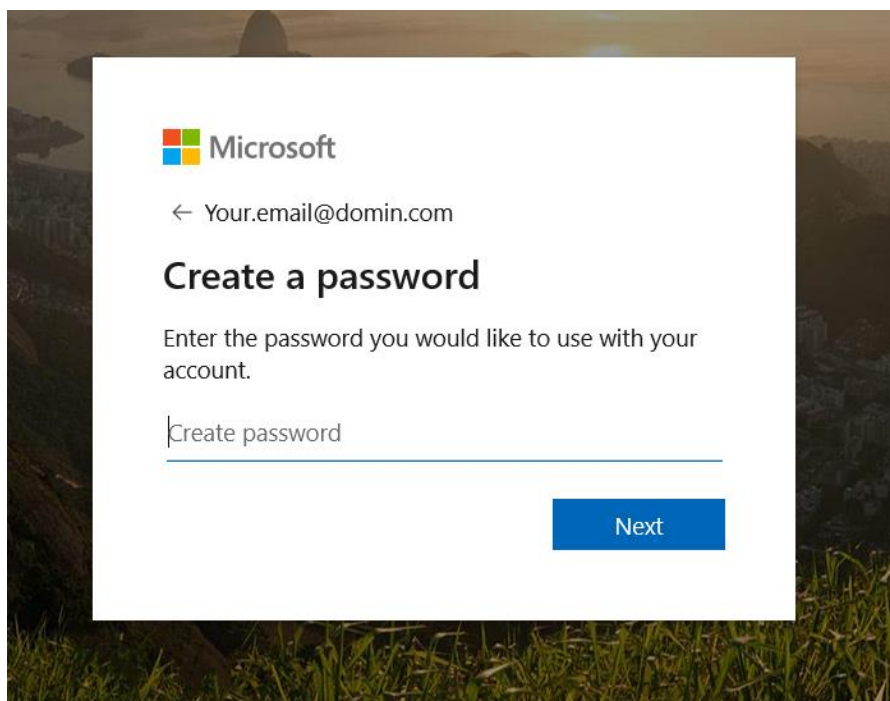
There is a unified process for signin using MS teams web interface or MS teams desktop app, follow below steps.

- 1) Enter any email address you prefer to use as your MS teams account, it can be your personal or official account,
- 2) Click Next

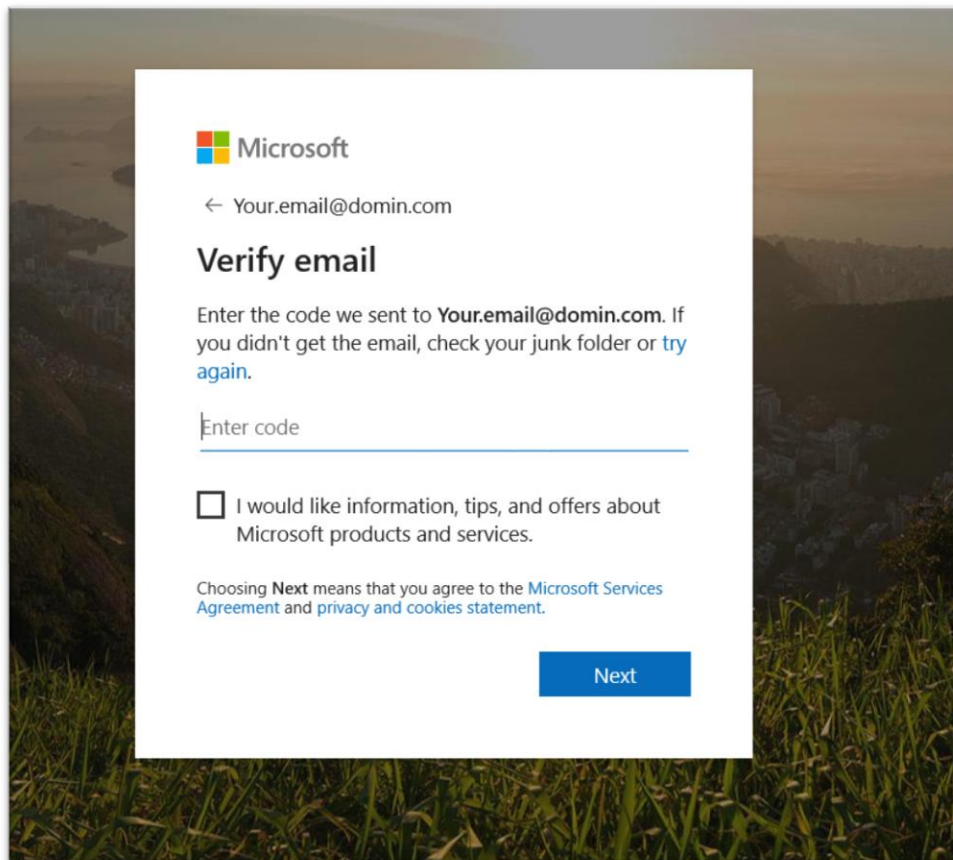
Note: you can also use your phone number instead of the email (perfered is Email address)



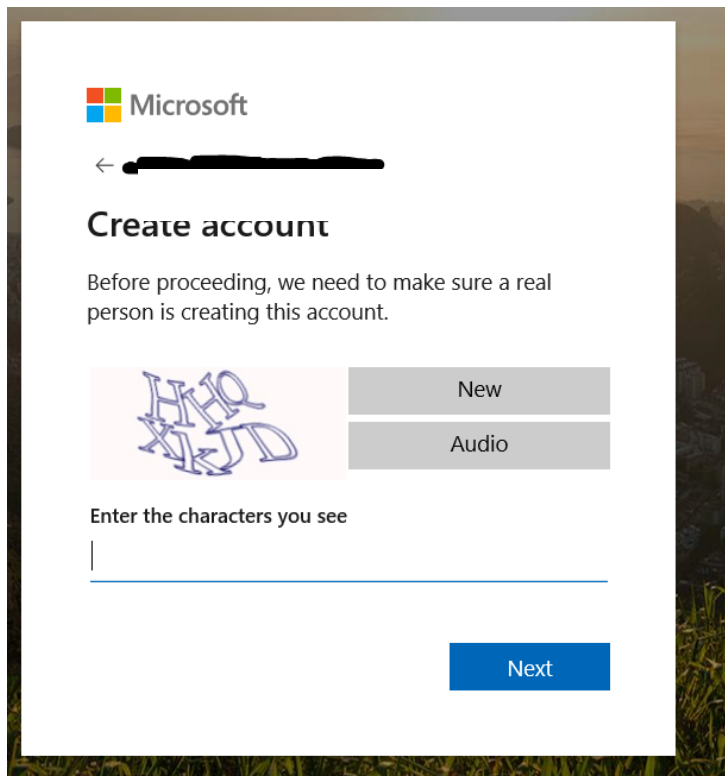
- 3) Create new password
- 4) Click Next



- 5) Microsoft will send an automated email to your email address, in that email you will find a code, enter the code and click *"I would like information, tips, and offers about Microsoft products and services."*
- 6) Click Next



- 7) System will ask you to verify you are not a bot, enter the Captcha
- 8) Click next




Microsoft

← [Redacted]

Create account

Before proceeding, we need to make sure a real person is creating this account.



Enter the characters you see

|

- 9) Now System will ask you to enter your basic Information
- 10) Click Next.

Learn more.' At the bottom, it says 'By clicking **Set up Teams**, you agree to our [terms and conditions](#).' and there is a blue 'Set up Teams' button." data-bbox="117 527 492 835"/>

Microsoft

The last few details

| First name Last name

Company name

Country or region
Pakistan ▼

Important note: As admin, you'll be responsible for the personal data of people in your Teams org. as well as for data management requests they submit to you. [Learn more.](#)

By clicking **Set up Teams**, you agree to our [terms and conditions](#) .

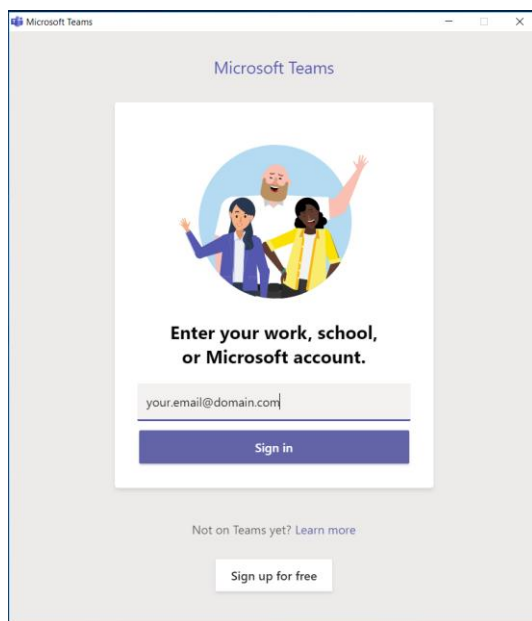
SIGN IN AND GET STARTED WITH PARWAAZ IN MS TEAMS

Download, Install and Start Teams Application

In Windows, click Start  > Microsoft Teams.

On Mac, go to the Applications folder and click Microsoft Teams.

On mobile, tap the Teams icon.



Or [click the link](#)


Sign in with your Microsoft Teams or Office 365 username and password that you have already created or just created using the steps mentioned above.

PICK A TEAM (PARWAAZ) AND CHANNEL

After sign in you are logged into the MS Teams Session for Parwaaz

“A team is a collection of people, conversations, files, and tools — all in one place. A channel is a discussion in a team, dedicated to a department, project, or topic.

The best way to get familiar with teams and channels is to pick a team and channel and start exploring!”

- Select **Teams**  on the left side of the app and then pick “PARWAAZ” team.
- Select a channel and explore the **Conversations**, **Files**, and other tabs.
- We have already created a PARWAAZ Team, under the PARWAAZ Team there are multiple Channels (Channels are like the groups, which are used to channelize the discussions)



I. General

Every member is a part of *General* Channel where you can have general discussion and ask queries from the Admin or other members.

II. Hospitality, Retail & Services

III. Transport and Logistics

IV. Telecoms & ICT

V. Infrastructure & Construction

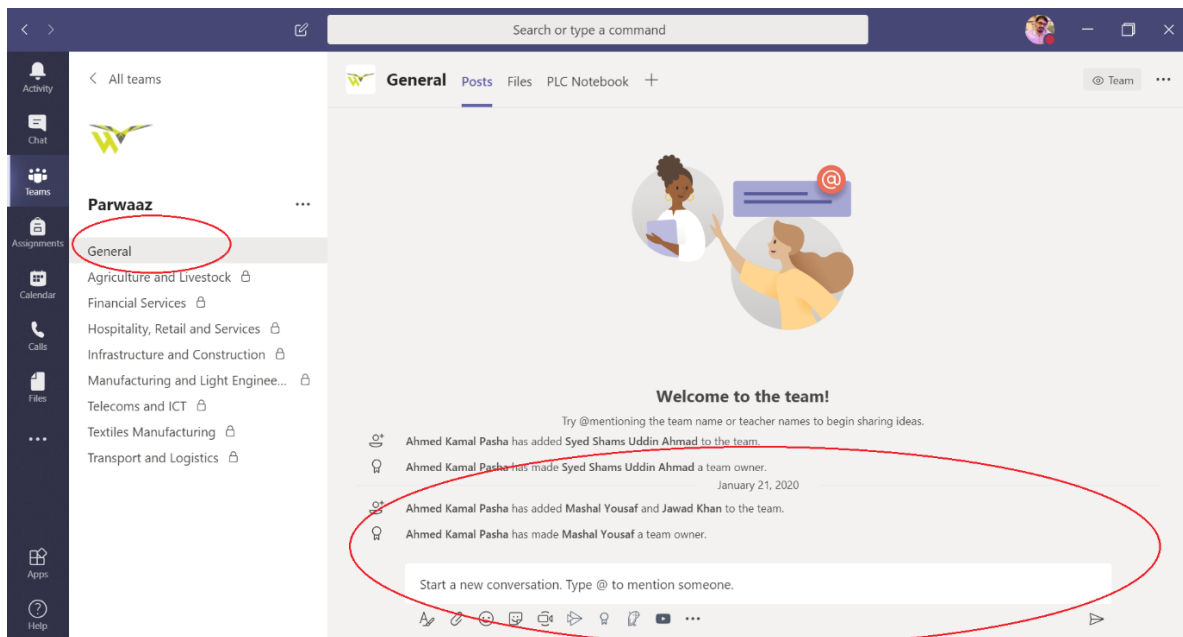
VI. Agriculture & Livestock

VII. Financial Services

VIII. Textiles Manufacturing

IX. Manufacturing & Light Engineering

- A Moderator would be assigned to each channel/Group who will be responsible for keeping discussion on track and ask relevant questions.
- Each member can post a Query/Message, Can Edit his Message, can delete his Message, or can reply to someone's post



- Since you will have access to your specific channel for the discussion
 - First you will go to your Channel
 - Select a post you would like to reply to
 - Click reply and enter your reply

