

Title: Microsoft Teams SOP for SEF Staff	
SOP Number: 0365 Staff 1.0 Revision:	
Author:	Date: 12 th June 2020

STANDARD OPERATING PROCEDURES (SOPs)

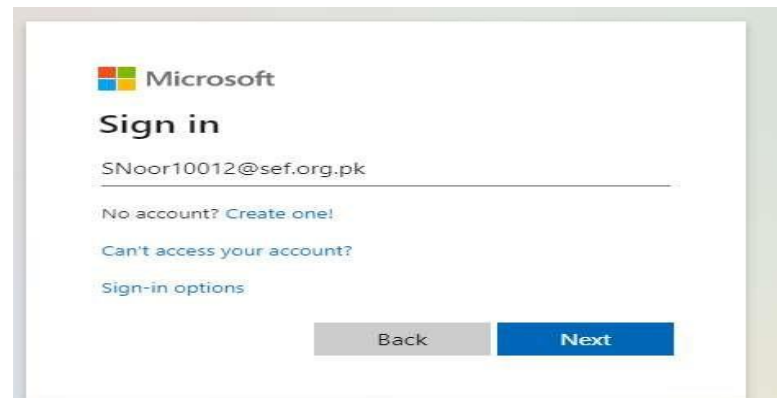
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Microsoft Teams – How to Login

1. On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to www.office.com



2. Enter your user/email id provided by SEF and click next



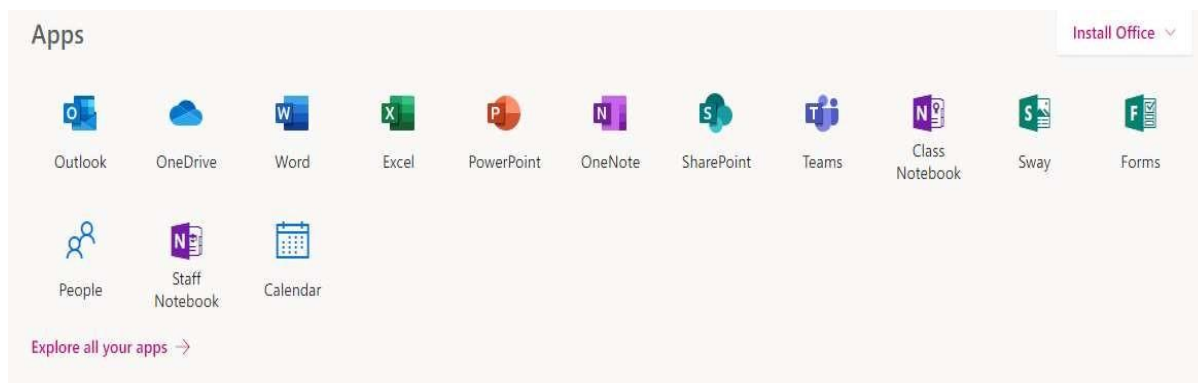
3. Enter your initial password provided by SEF and Click Sign In



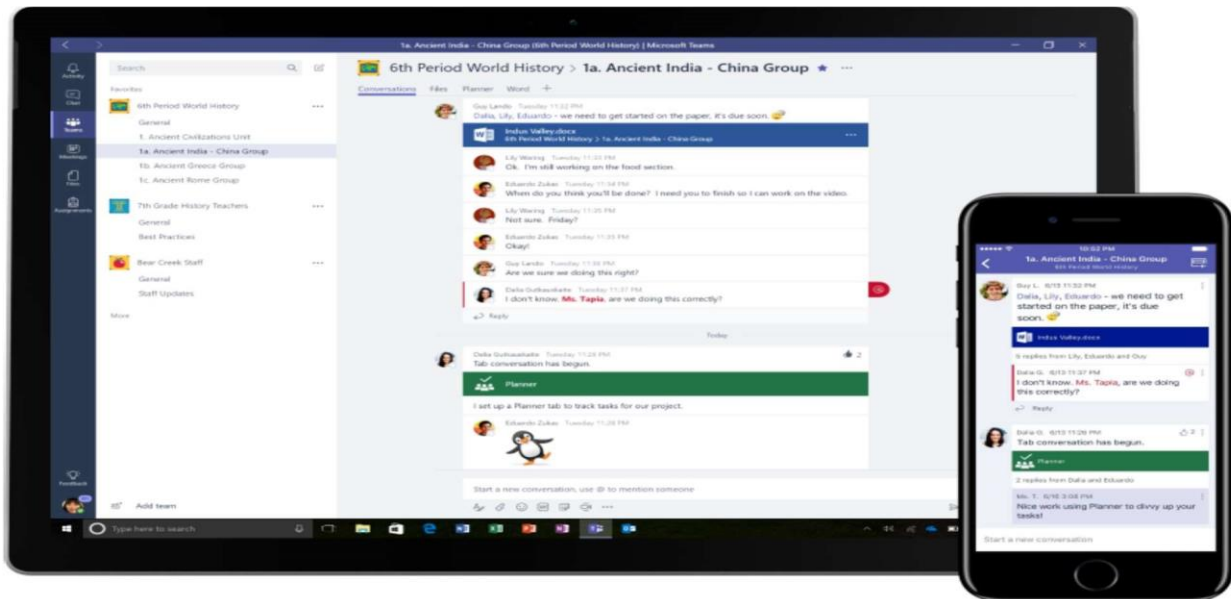
You would see the window below showing Office 365 Apps.

Click on the Teams icon to access Microsoft Teams for communication and collaboration (Desktop version of Microsoft Teams can be installed in Desktop/Laptop)

Click on Microsoft Outlook to access your official email account. Office 365 email account username@sef.org.pk can also be configured on Microsoft Outlook desktop version.

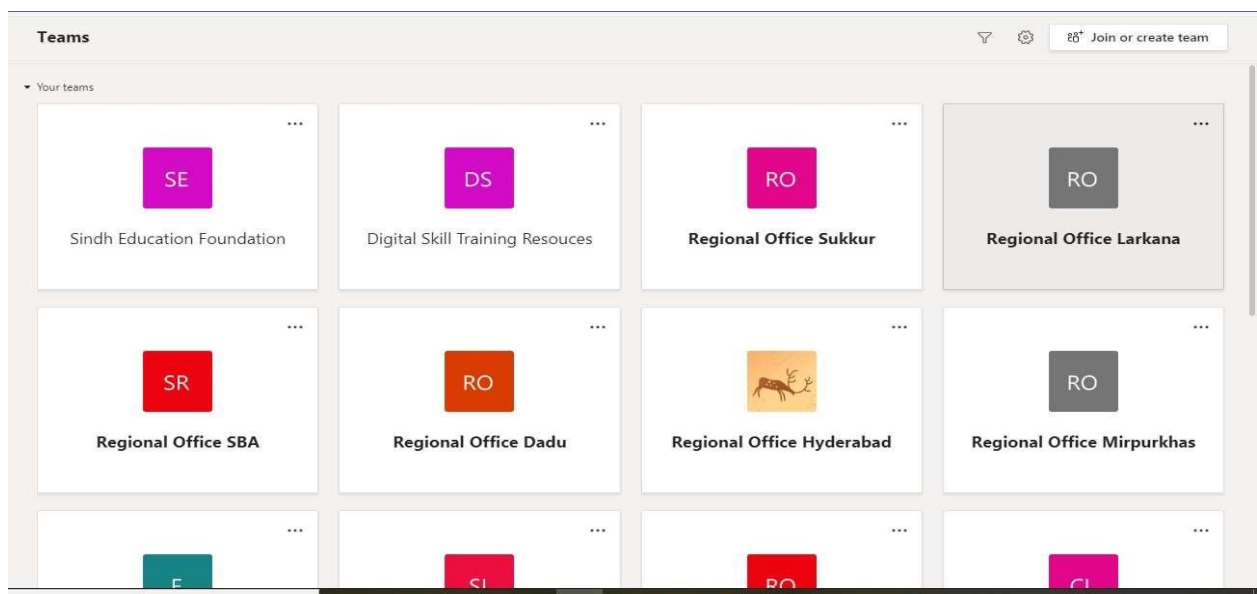


How to Activate Microsoft Teams on Your Mobile Phone



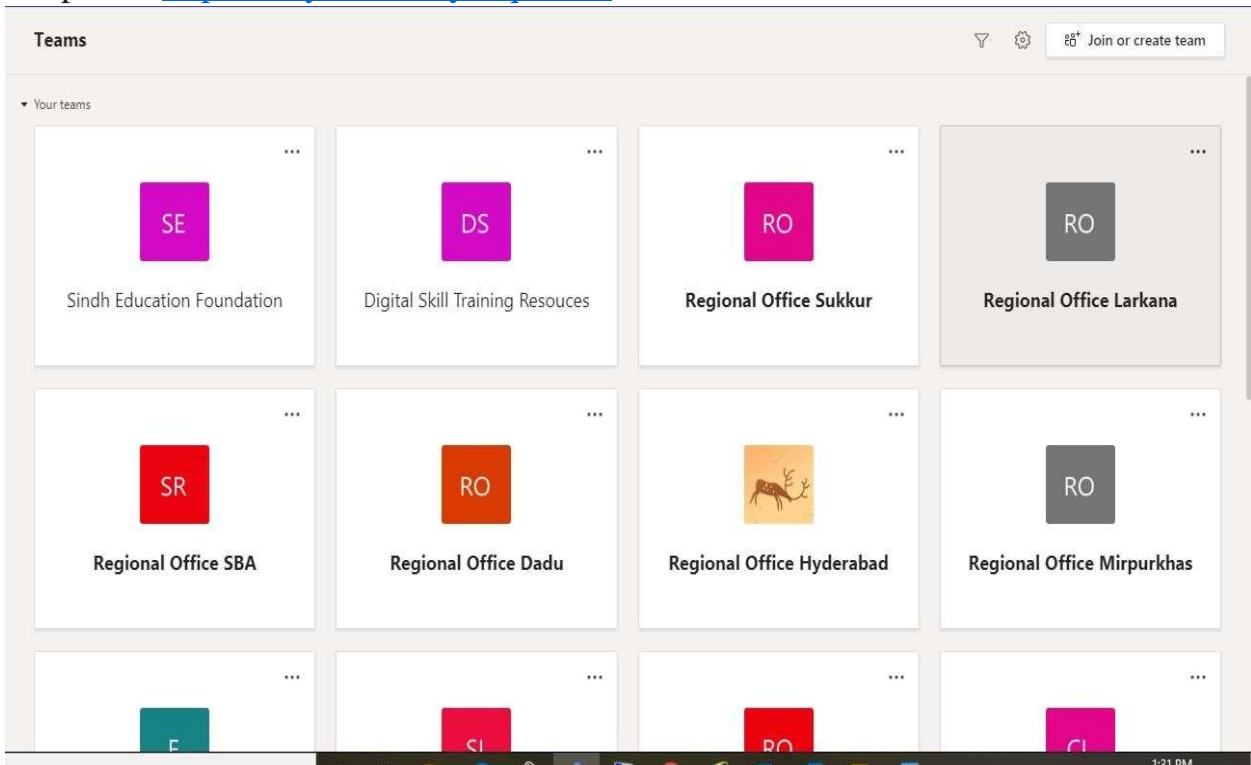
Android Phone:

- Click on this link and download Microsoft Teams app on your android mobile phone <https://tinyurl.com/ya25oa2z>
- When app will be installed, it will ask for the login the password. Login with your Email ID and password provided by SEF to get access of Microsoft Team and to arrange and manage communication within Teams via mobile phone. (Snapshot below)



Apple Mobile Phone

- Click on this link and download Microsoft Teams app on your Apple mobile phone <https://tinyurl.com/ycaqwwoo>



- When app is installed, it will ask for the login and password. Login with your Email ID and password provided by SEF to get access of Microsoft Team and to arrange and manage communication within Teams via mobile phone. (Snapshot above)

Microsoft Teams Quick Start Guide / Video Training Resources

A brief video demonstration in Urdu language for SEF Staff is provided on below URL

Teams Video

<https://www.youtube.com/watch?v=rz03Wqsiv9o>

Microsoft Educators Platform

<https://www.youtube.com/watch?v=XnC2zoKsqs0>

Teams Quick Start Guide (PDF)

<https://download.microsoft.com/download/D/9/F/D9FE8B9E22F5-47BF-A1AB-09539C41FCD0/Teams%20QS.pdf>

Role of SEF Staff / Employees

- Employees should use Microsoft Teams as a platform for official audio/video meetings, communication and collaboration.
- Employees should use official email IDs provided on official domain @sef.org.pk for written communication
- If any of the SEF Employee leaves/resigns from the organization their IDs will be renamed/reused or deleted and assigned to any other user as per requirement. It will be the responsibility of Human Resource Department to intimate IT Department.
- It is the responsibility of end user i.e. SEF Staff/Employee to keep their password secure. Any breach/violation made through a particular account will be dealt accordingly.
- For External/Outside users we can create/invite Guest Users (outside SEF Organization) as per requirement/request.

Under the A1 plan, the services/applications we are using are web apps which are based on cloud computing technology user still will be able to access their data online anytime/anywhere and on any device through web application.