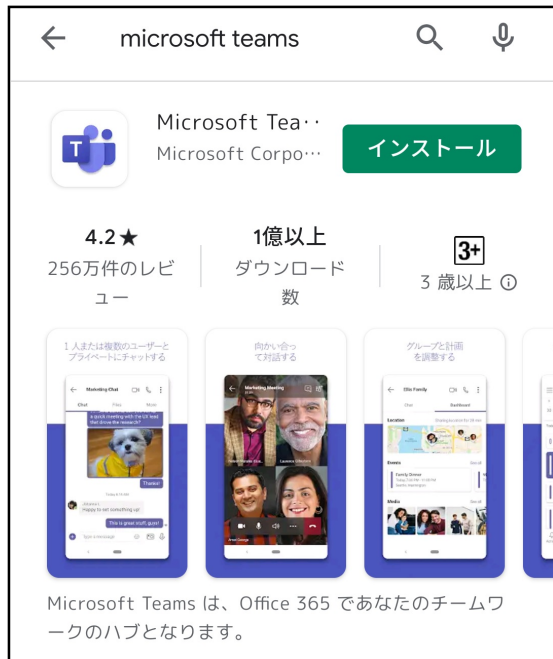


「Microsoft Teams」 Voice Call Manual

By installing “Teams” on your smartphone(Android, iOS), you can use voice call feature to staffs and faculties anywhere on or off campus.

1. Install “Microsoft Teams”

Search “Microsoft teams” on each app store(Google Play (Android), App Store (iOS)) and install the app.



2. Sign in “Microsoft Teams”

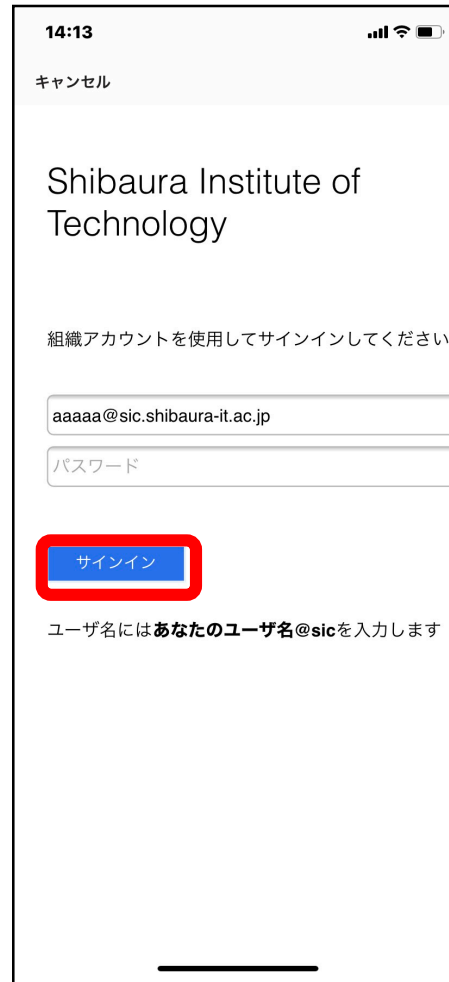
Open the app that installed, fill your address, and tap “Sign in.”



Staff: `i000000(staff number)@ow.shibaura-it.ac.jp`

Faculty: `[account name]@sic.shibaura-it.ac.jp`

Fill in your username and password for ADFS Authentication. (same as Scomb)
Teams for iOS may require authentication many times even if you entered the correct username and password, please authenticate each time it is required.

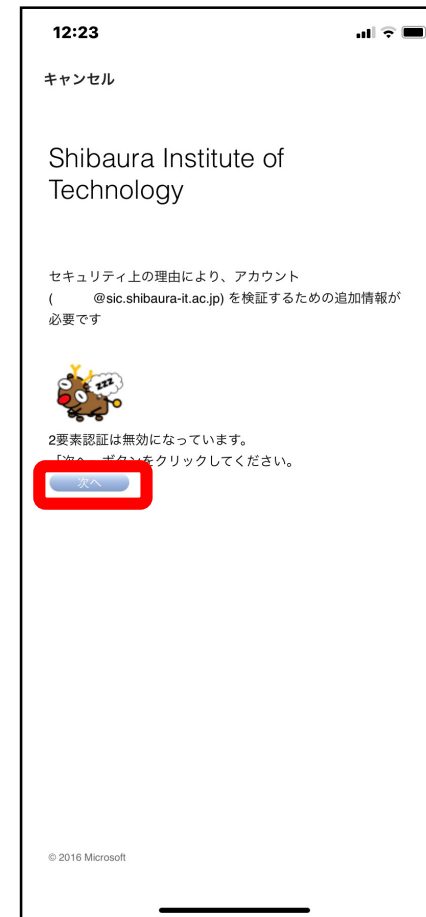
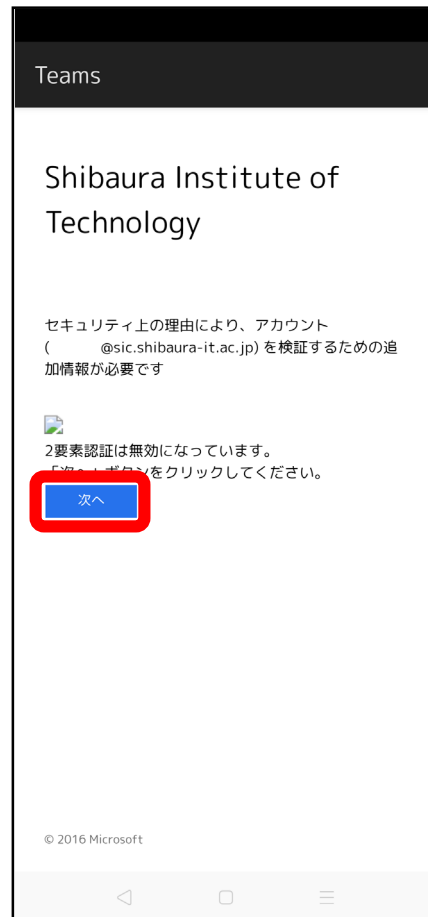


Staff: i000000 (staff number)@ow.shibaura-it.ac.jp

Faculty: [account name]@sic.shibaura-it.ac.jp

In case 2-factor authentication is active, enter MoSICA one-time password and continue.
After signing in, tap “Next” → “OK.”

If the popup asking permission for microphones, notifications, etc. appears, tap
“Allow.” (You can change them later from the device setting or settings in the app.)

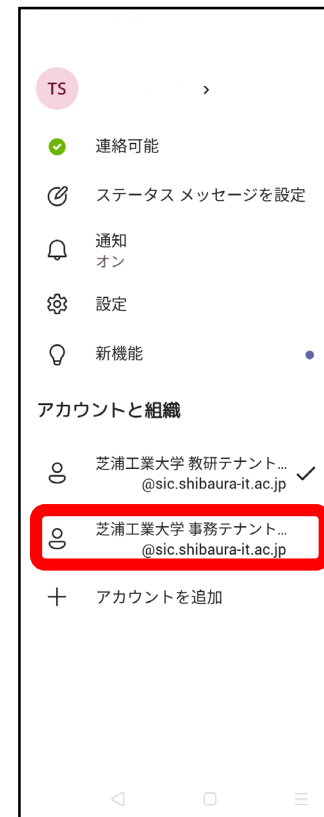


3. Switch tenant

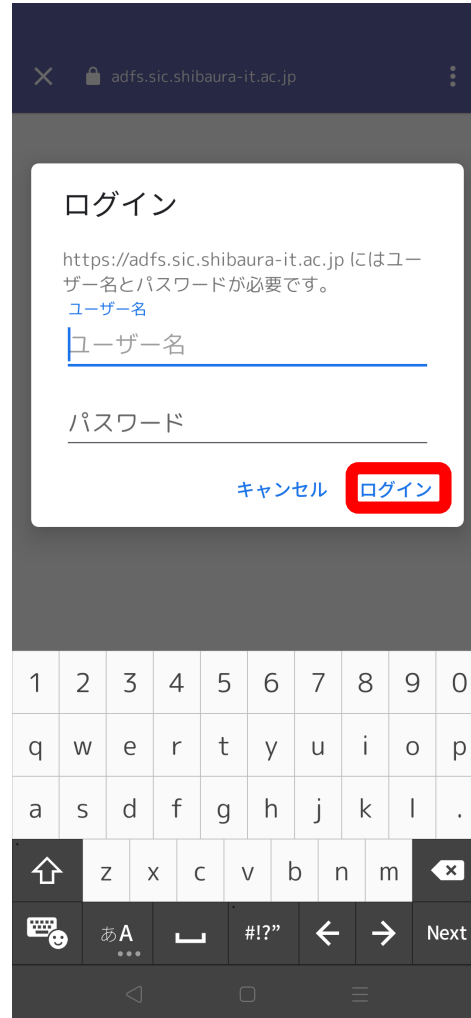
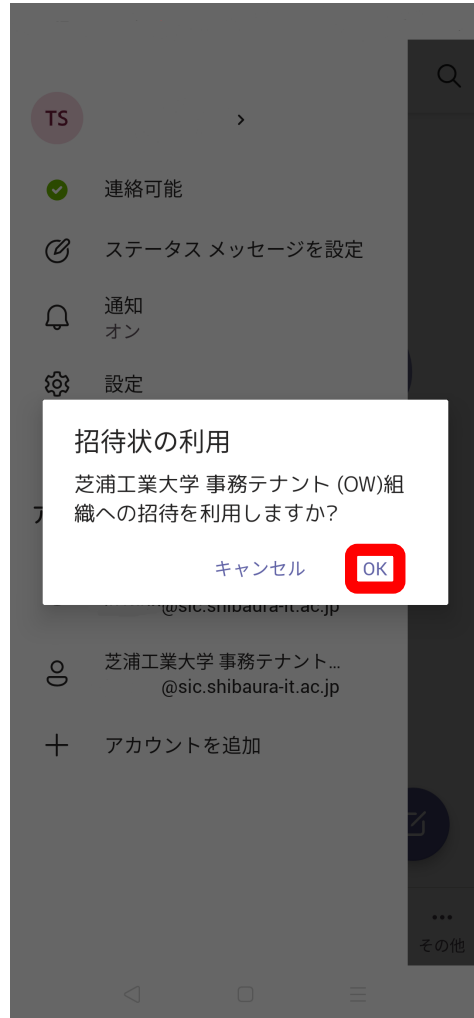
The tenant of Microsoft 365 is different for staffs and faculties, so if you see a different tenant after the first sign in, you will need to switch to the other tenant. After signing in, go to the account information in the upper left corner and select the **tenant that is without check mark**.

Office Staff... Select 「芝浦工業大学 教研テナント (SIC)」

Faculty Select 「芝浦工業大学 事務テナント (OW)」



Tap “OK” and use the invites for the switched tenant (depends on whether staff or faculty).
If authentication requires, fill in your username and password for ADFS authentication.
(Same as Scomb.)

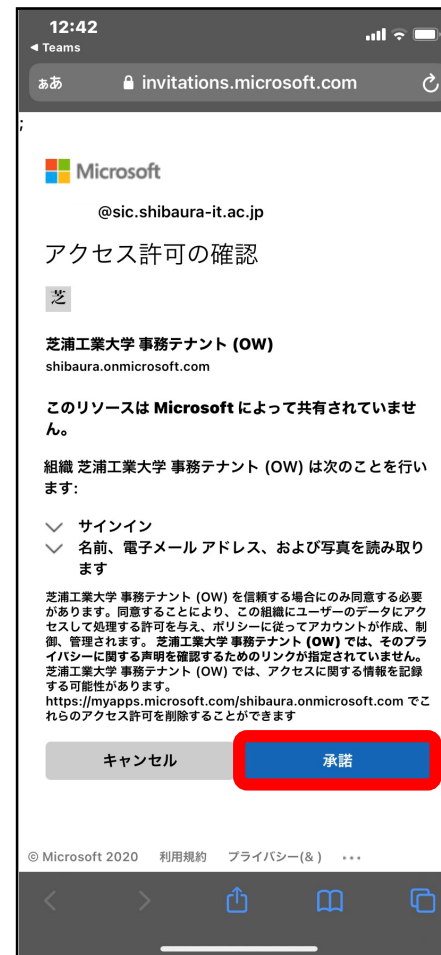
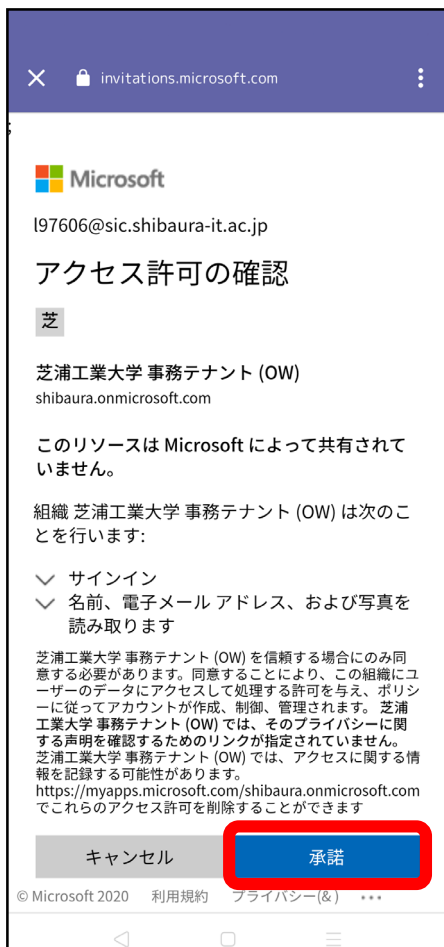


Staff: i000000 (staff number)@ow.shibaura-it.ac.jp

Faculty: [account name]@sic.shibaura-it.ac.jp

In case 2-factor authentication is active, enter MoSICA one-time password and continue. After signing in, tap “Next” → “OK.”

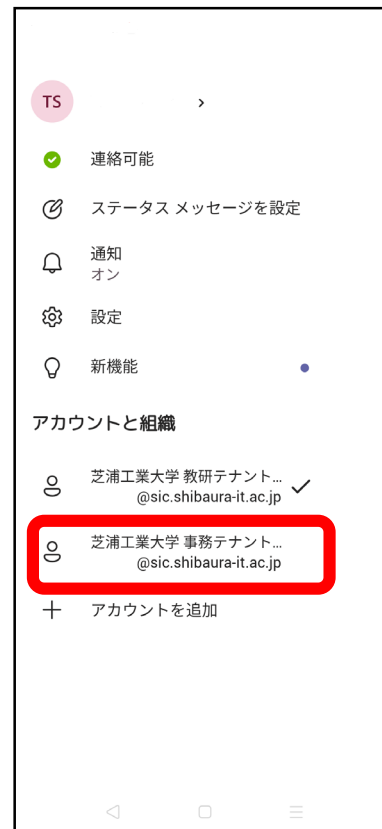
Then permission request screen appears, tap “Accept” and now the tenant is switched.



After changing tenant, go to the account information in the upper left corner and select the **tenant that is without check mark** to switch it.

Office Staff... Select 「芝浦工業大学 事務テナント (OW)」

Faculty Select 「芝浦工業大学 教研テナント (SIC)」

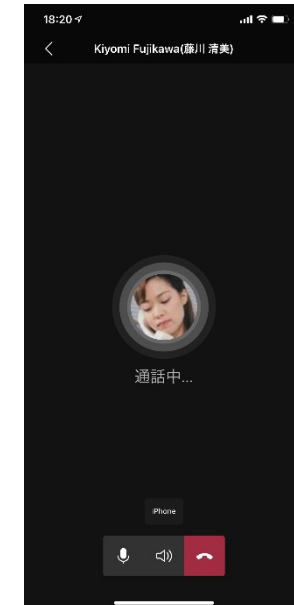
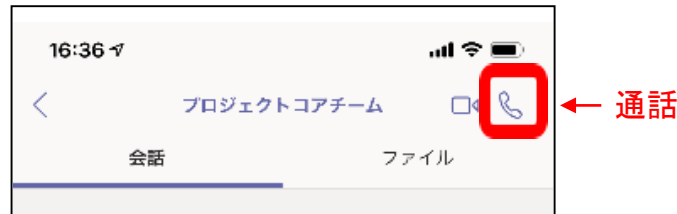


4. Voice Call with Teams

Select “Calls” from bottom menu

*The permission for contacts does not necessary.

When you tapped “Calls,” screen for search users appears, and you can search with “name” or “e-mail address” to make a call.



If you can not see “Calls,” it is in “More” menu.

5. More features of Teams

Microsoft Teams is a chat-based communication tool. In addition to one-to-one call, you can use one-to-one chat, video meeting, group chat (You can check read in the group of 20 people or less).

For more detail, please check “Teams Support” by Microsoft.

<https://support.microsoft.com/en-us/teams>