

### STEP 1:

Login to email account at <a href="https://owa.usm.my">https://owa.usm.my</a>



#### **STEP 2:** Fill in your email address





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#### STEP 3:





#### STEP 4: Choose 'Teams'

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Office 365				, ○ Searce	:h						Q	© ?	ZH
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	Forms	Admin	<b>b</b> Stream	→ All apps									
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### STEP 5:

Choose '...' ellipsis

	Microsoft Teams	Ľ	Search or type a command	Universiti Sains Malaysia 🗸 🛛 🎧
L Activity	Teams	V 🌆 G	ieneral Posts Files Staff Notebook EPD Sharepoint +	⊚ Team 1 Guest ····
E	Pinned		March 24, 2020	
	General UEPD		Zaiyana Mohamed Hussain 3/247:01 PM Scheduled a meeting	
leams	Your teams		tenant check Tuesday, March 24, 2020 @ 9:15 PM	
Assignments	UEPD		Q tenant check ended: 23s	۲
Calendar	General Email	🚿 Hide	, April 6, 2020	
	Sharepoint	🐼 Manage team	hamed Hussain has removed Unknown User from the team.	
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Apps	<b>—</b>	ම Get link to tea	am Today	

## **STEP 6:** Choose 'Add member'

	Microsoft Teams	Ľ	Search or type a command	Universiti Sains Malaysia 🗸 👘
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E	Pinned		March 24, 2020	
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Apps	Pentadbir Emel Jabatan	<ul> <li>Edit team</li> <li>Get link to tea</li> </ul>	, Im Today	



### STEP 7:

Type in guest's email address and click 'Add'

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Activity	Teams		UEPD ···		
En Chat					
tini Teams	General UEPD		Add members to UEPD		
â			Start typing a name, distribution list, or security group to add to your team. You can also add people dutside your organization or quests by typing their email addresses.		
Assignments	General General	•••	chaiwaiyeng_efony@student.usm.my Add	Tags 🛈	
Calendar			Add chaiwaiyeng_efony@student.usen.my as a gues.		
Calls	UEPD Class				
Files	Pra Bengkel Dasar ICT PPKT				
	Pentadbir Emel Jabatan				
	Bahagian Infostruktur PPKT	•••	Close		
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•	Type here to search	Q	H 🖿 🖻 🥥 🛩 🖫 🗞 📧 💷 🔼 🤹	♥ m m ~ % 🌯	d»

#### STEP 8: Click Close





# STEP 9:

Choose

	UEPD			
	Members Pending Requests Channels Settings	Analytics Apps		
	This team has guests.			
	Search for members Q			.⊖⁺ Add member
	<ul> <li>Owners (1)</li> </ul>			
	Name Title	Location	Tags (†)	Role
	Zaiyana Mohamed			Owner 🗸
	<ul> <li>Members and guests (4)</li> </ul>			
	Name Title	Location	Tags (†)	Role
	Rahadi Yusof			Member 🗸 X
(	Co chaiwaiyeng_efony (			Guest X
	R Abdul Salleym Hafiz			Member 🗸 X
223	Noor Hazizi Hassan			Member 🗸 🗙