

Microsoft Teams

The Fair will be hosted on the Microsoft Teams software. We have chosen Teams because all students have access to the software and are familiar with how to use it. There is no cost to landlords in using the Teams software to attend the Fair.

Invitations will be sent out to landlords in due course who complete the booking process. Landlords will have access to their Channel prior to the Fair to give an opportunity to get set up with it and play around with the features the Channel offers. Students will get access on the day of the Fair.

Landlords will need to register for a Microsoft account and details of how to do this can be found in the video below (YouTube link).

<https://www.youtube.com/watch?v=W2Vtc85nsHk&feature=youtu.be>. We strongly encourage you to set all this up prior to the day of the Fair in case there are any technical issues.

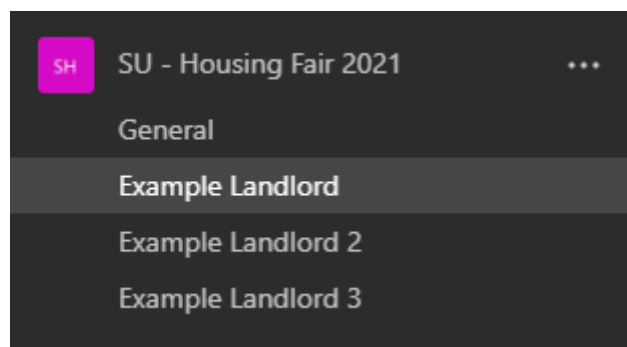
The video also demonstrates how to set up 2 factor authentication and joining the Team as an external guest of Keele University.

Teams can be used either as a desktop download, app on a tablet or via a web browser. Microsoft Teams can have issues with Internet Explorer (outdated browser) and Safari (Mac browser). We recommend using Google Chrome or Microsoft Edge.

Teams and Channels

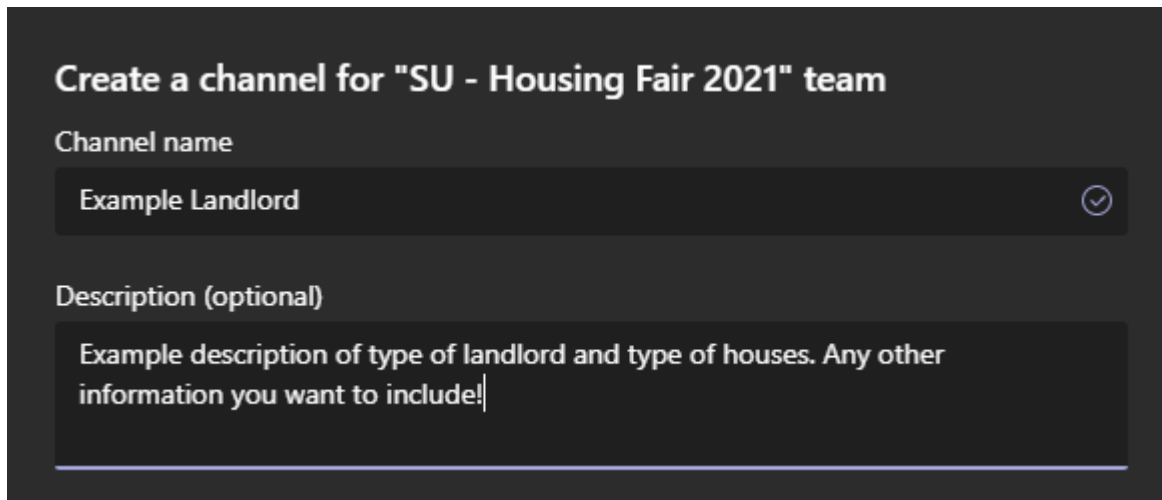
Microsoft Teams is set up in the following way

- Team (Housing Fair 2021)
 - General (this Channel will be run by ASK)
 - Landlord Channel 1
 - Landlord Channel 2
 - Landlord Channel 3 etc



We will set up a Channel for each landlord (not each property). In the booking form you will be asked how you would like your Channel name and description to appear

(students will be able to see this when looking at the list of landlord Channels). See below for more information.



Create a channel for "SU - Housing Fair 2021" team

Channel name

Example Landlord ✓

Description (optional)

Example description of type of landlord and type of houses. Any other information you want to include!

Students will join the Team during the Fair and will be able to browse through each landlord's Channel.

Landlords can set up their Channel with the following


- Descriptions or links to properties,
- Videos (such as walkthroughs),
- Students can post questions in the Channel and have them answered
- Landlords can post files (such as further information about the landlord or room)
- Landlords and students can initiate video calls to chat or have a look around a property

Any and all information posted in the Housing Fair Team or in any of the Channels is not private and can be read by any of the participants at the Fair. Please do not post or divulge any sensitive or confidential information that you would not want to communicate with all participants at the Fair.

All participants in the fair will be able to see the name and email address of any other participant.

SH **Example Landlord** Posts Files + Team Meet

← Reply

 **Matthew Steele** 12:57 PM Edited

Key features


- Close To The Town Centre
- Close To Supermarkets
- Easy Transport Links
- Juliet Balcony
- Allocated Parking Space
- Double Glazed
- Gas Central Heating
- New Carpets And Redecorated Throughout

Property description


This 3rd Floor Apartment is a bright and airy, newly decorated and re-carpeted delightful two bedroom apartment that has come available. The property is ideally situated close to local amenities and Town Centre. The property briefly comprises of: Entrance hallway, open plan living room with Juliet balcony, kitchen, two double bedrooms and a family bathroom with shower over bath.

See less


← Reply

 **New conversation**

SH **Example Landlord** Posts Files + Team Meet

 **Matthew Steele** 12:59 PM Edited

<https://www.youtube.com/watch?v=W2Vtc85nsHk&feature=youtu.be>


 **YouTube** ...

External Guest Office 365 Set Up
Keele University IT | 163 views | 5 months ago

YouTube | 03:36

We have created a video walk round of the house, click the link above.

← Reply

 **New conversation**

Your Channel will look like above (depending on what you post in it!) – The posts can be scrolled through and you can pin conversations. All students and landlords can see any Channel in the Fair.

Accessibility note: Images are great for attracting attention, but please note that some students will use accessibility software to engage with the Fair and this software will not read text in images. If you are posting an image can you please also post the text below it to be as inclusive as possible.

The information in the Team will be left up for a week after the Fair so that students can continue to look at the information landlords have posted. You may wish to leave a message on how to get further information on your Channel when upon leaving the Fair.