



ITSC User Guide

Title:	Microsoft Teams for Online Classroom (Student)
Description:	Microsoft Teams is a powerful messaging and online classroom system.
Website Login	https://teams.microsoft.com/start
Apps Download	https://teams.microsoft.com/downloads
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Microsoft Teams is a very powerful messaging and online meeting system. It has two functions:


1. **Chat** – It allows users to set up chat groups like WhatsApp and Hangouts. It can support video and audio calls with no more than 20 participants.
2. **Teams** – They support online lessons (e.g., ACY2003-L2) with up to 250 participants.

Outline

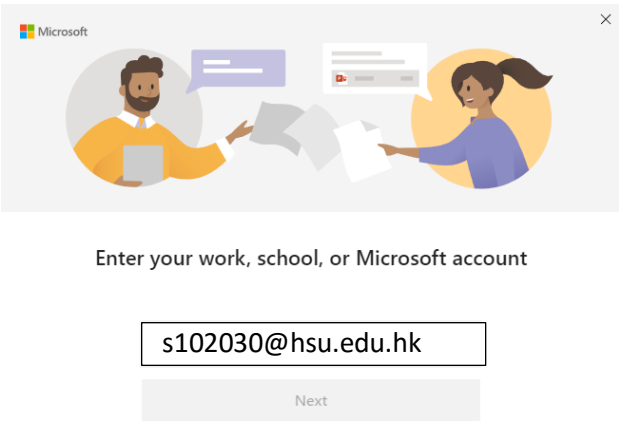
1. How to download and install Microsoft Teams App?
 2. How to logon and use Microsoft Teams?
 3. How to use Chat for messaging and chatgroups?
 4. How to join an Online meeting?
 5. How to use meeting functions such as Team Chat and Screen Sharing?
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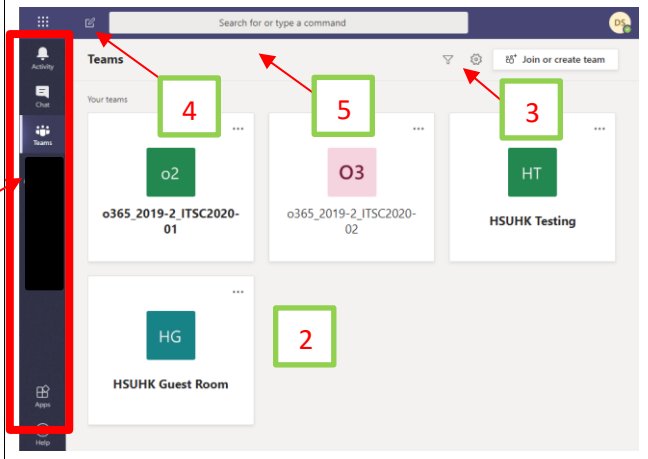
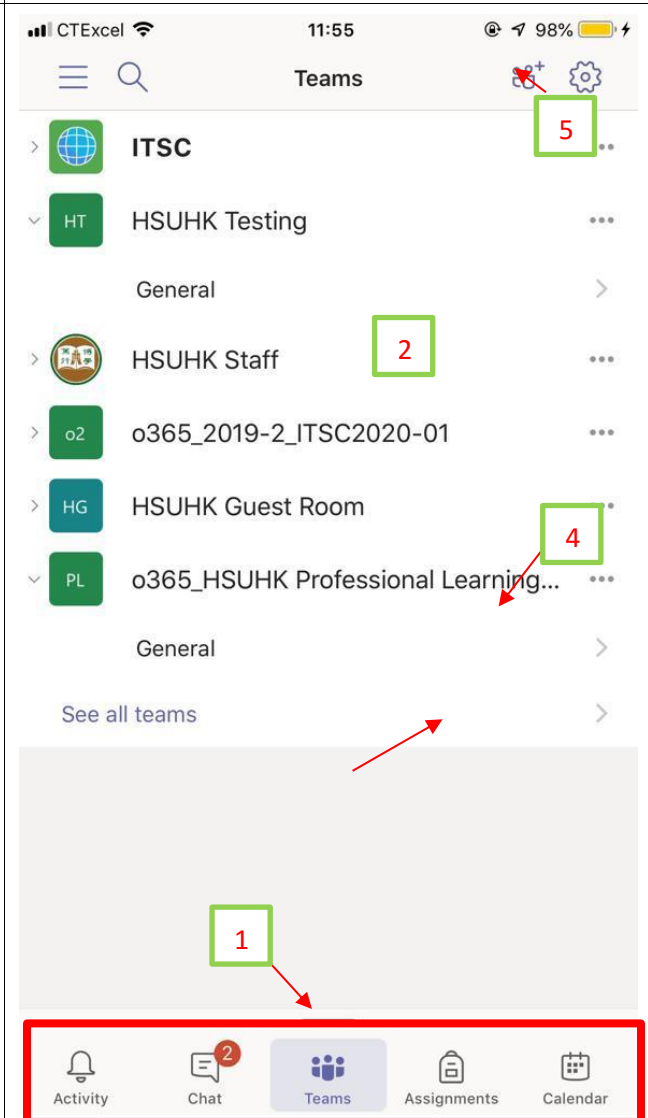
1. How to download and install Microsoft Teams app?

Steps	Screens
<p>a. Launch a browser, preferably Chrome.</p> <p>Enter the website and download Desktop and App version. Install the APP on both your desktop and mobile devices.</p> <p>https://teams.microsoft.com/downloads</p> <p>You may also search “Microsoft Teams” from Google Play and Apple App Store.</p>	

2. How to login and use Microsoft Teams?


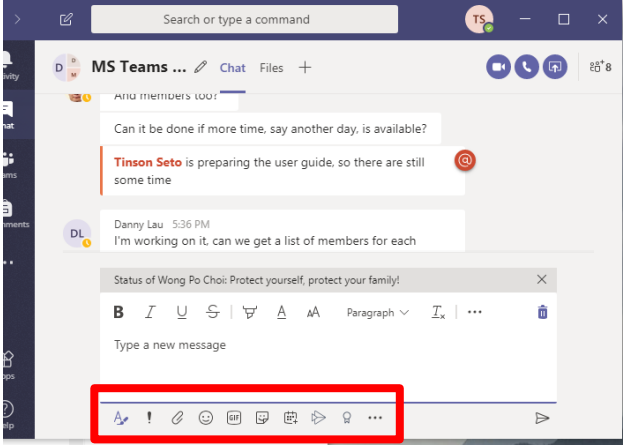
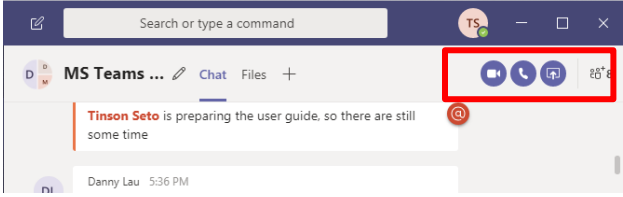
<p>b. Depending on your device, you may start and login to Microsoft Teams.</p> <p>Username: username@hsu.edu.hk Password: Windows password</p>	
<p>c. Some people have reported the following problems:</p>	<p>If you cannot login, or you find a wrong list of students.</p> <p>Please click the following link to report your problem. https://forms.gle/YEm86Yd2tUBpfKdaA</p>



<p>d. You will see the main screen. You may see less functions.</p> <p>Desktop version</p> <ol style="list-style-type: none">1. Main menu2. Your lessons3. Filter and settings4. More options5. Search group or enter a command.	
<p>e. Mobile version</p> <ol style="list-style-type: none">1. Main Menu (Selected Teams)2. Your Courses3. Chat content4. Add a chatgroup5. Search group or enter a command.	



3. How to use Chat?

f.	<p><u>Start a chat</u></p> <ol style="list-style-type: none">1. Select <Chat> from Menu.2. Click <edit> icon to start a chat.3. Search to add members to chat.4. After selecting names, you may edit the group name later.	
g.	<p><u>Messaging Functions</u></p> <p>You may post messages with the following tools:</p> <ol style="list-style-type: none">1. Text editor2. Set delivery option (e.g., important)3. Attach4. Emoji5. Animated GIF6. Sticker7. Schedule a meeting8. Stream9. Praise10. More tools	
h.	<p>You may making a video or audio call to a group of friends:</p> <ol style="list-style-type: none">1. Make video calls2. Make audio calls3. Share your screen	

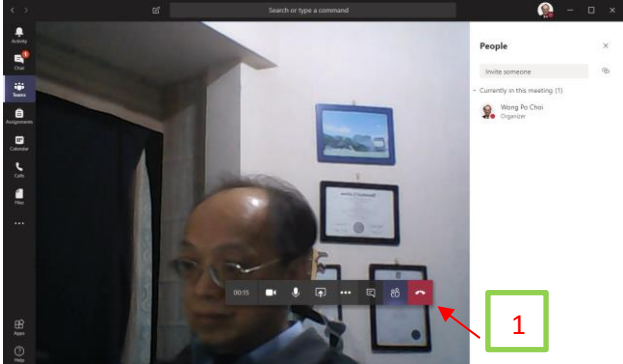
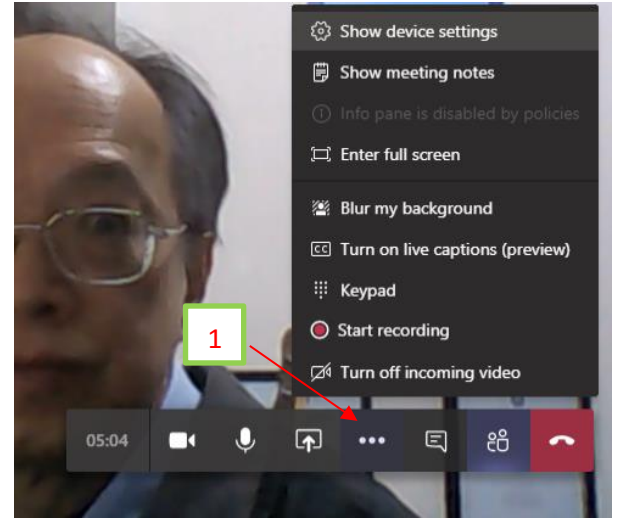


4. How to join an Online Meeting?

<p>i. <u>Enter your classroom channel</u></p> <ol style="list-style-type: none">1. Click <Team> to view your available teams.2. Choose and click your team.	
<p>j. <u>Post Functions</u></p> <p>You may view announcements from teachers and reply them.</p>	
<p>k. Teacher will post a <Meeting notice> to the Posts.</p> <p>Simply click the <Meeting notice> to join the meeting.</p>	
<p>l. There will be a pop-up.</p> <p>Click <Join> to enter meeting.</p>	



5. How to use meeting functions such as Team Chat and Screen Sharing?

<p>m. You will see your video if you have webcam (notebook camera, or mobile phone).</p> <p>You will see a toolbar with the following functions:</p> <ul style="list-style-type: none">a. Start/stop camerab. Start/stop audioc. Start/stop screen sharingd. ... Moree. Meeting Chatf. Participants	
<p>n. Click < . . . > icon for more functions:</p> <p>You will see a menu:</p> <ul style="list-style-type: none">a. Device settings (audio/video)b. Show meeting notes/stop audioc. Enter Full screend. Blur my backgrounde. Turn on live captions (English only, auto-recognition)f. Keypadg. Start recordingh. Turn off incoming video (you have limited bandwidth and you don't want to see people's face).	
<p>o. Click <Conversation> icon to start a Meeting Chat. You will see the chat board.</p> <p>You can respond to your teachers' questions.</p>	