ITSC User Guide

Title:	Microsoft Teams
Description:	Microsoft Teams is a very powerful messaging, group communications and online meeting system.
Website Login	https://teams.microsoft.com/start
Apps Download	https://teams.microsoft.com/downloads
Issued Date:	2020-02-03
Revised Date:	2020-02-20

Microsoft Teams is a very powerful messaging, chat groups and online meeting system. We encourage staff and students to install and use Teams on their mobile phones. Staff and students may use other tools (e.g., WhatsApp) for personal communications.
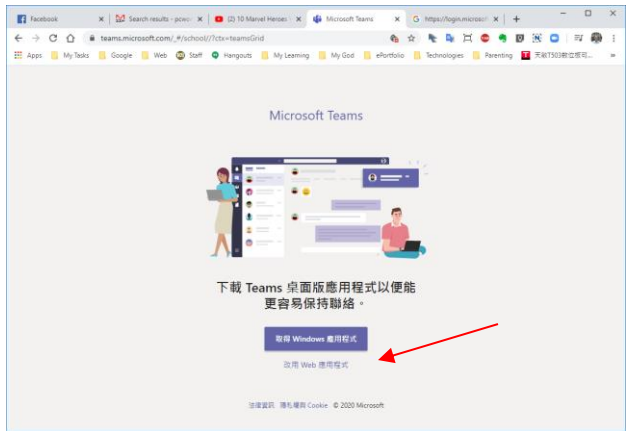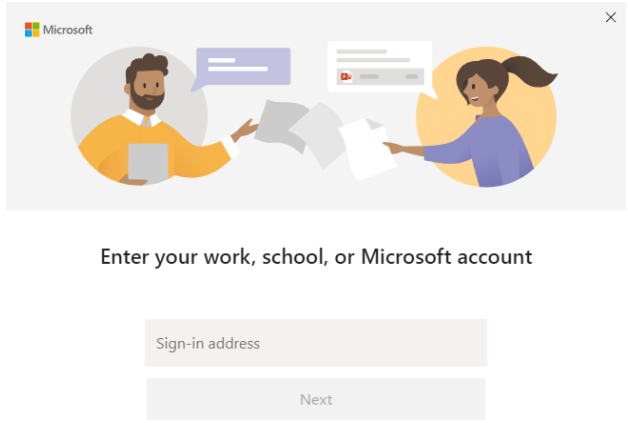
Microsoft Teams has two major functions:

a. **Chat** – It allows users to send messages and chat like WhatsApp and Hangouts. It can support online meetings with no more than 20 members.
b. **Teams** – It hosts channels for departments, offices and lessons (e.g., ACY2003L2). It can support meetings with thousands of participants.
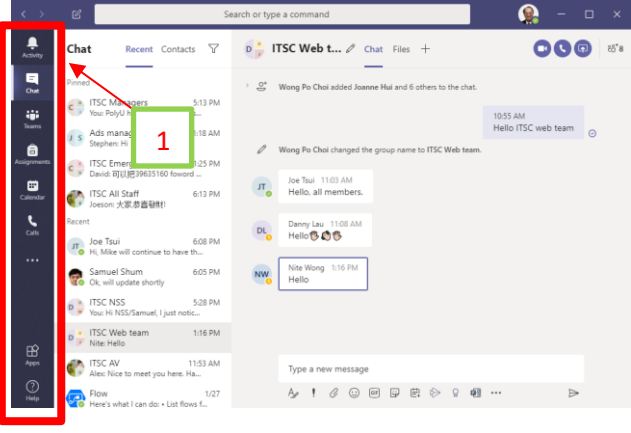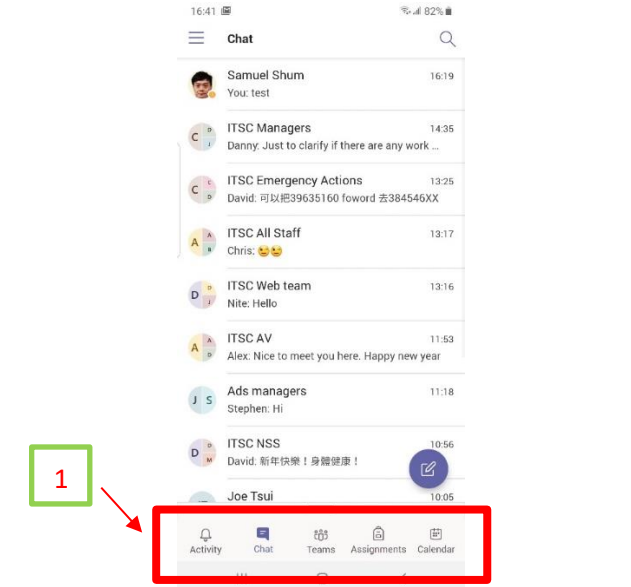
Outline

1. How to start using Microsoft Teams?
2. How to use Chat?
3. How to use and mange Teams?
4. How to manage Teams Channels?
5. How to schedule and invite people to join a Team Meeting?
6. How to start students to mute their microphones as attendees?
7. How to run a Team meeting with chat and screen sharing?

1. How to start using Microsoft Teams?

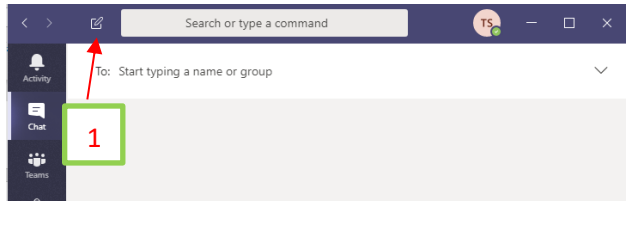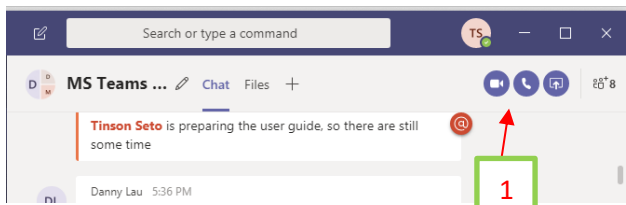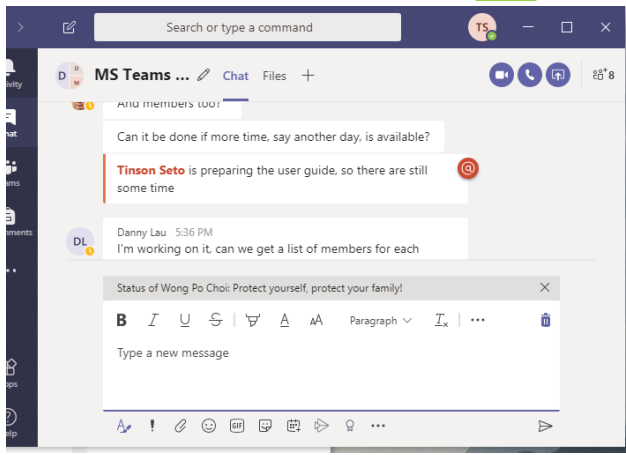| Steps	Screens
a. **Download the App** Launch a browser, preferably Chrome. Enter the website and download both Desktop and App version. https://teams.microsoft.com/downloads You may also search "Microsoft Teams" from Google Play and Apple App Store.	
b. **Using a Web browser** If you have problems installing and running Teams App, you can use a browser to access Microsoft Teams: Open the browser and visit: https://teams.microsoft.com/ Select <Change to use Web>	
c. **Logon to MS Teams** Depending on your device, you may start and login to Microsoft Teams. Username: <username>@hsu.edu.hk Password: Windows password	

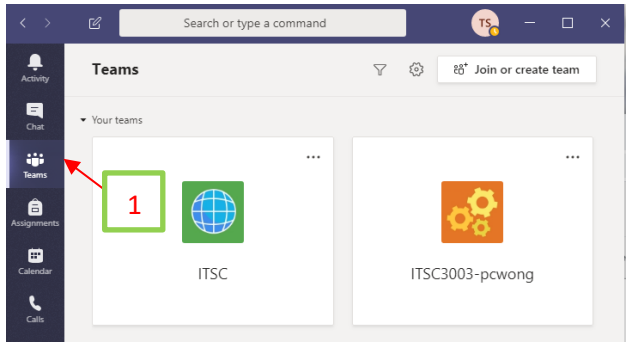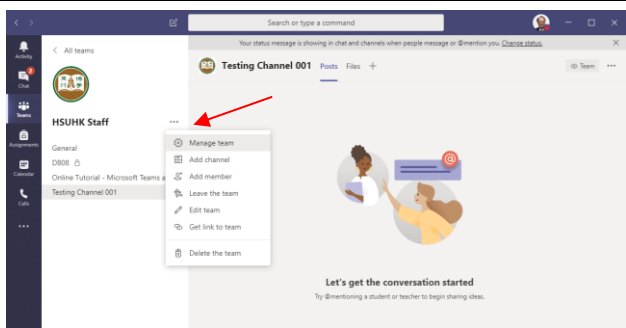| d.	Some people have reported the following problems in using teams: • Ask your admin (HSUHK) to activate Microsoft Teams license. • Sign-in Error – You need to be invited to Teams as a guest to use the app • Can login – cannot see some classes • Can see classes – cannot see some students. • App cannot work on PC/Mac.	Kindly contact ITSC for help. Provide us the following information: • Your username • The problem • Screen capture • The names of lessons • The names of students, etc. Ask students to use web browser to try it out.
e.	You will see the main screen. **Desktop version** On your left, you will see the Main Menu (Selected Chat in this case)	
f.	**Mobile version** At the bottom, you will see the Main Menu.	

2. How to use Chat?

Microsoft Teams **Chat** is like WhatsApp, allowing you to have quick conversations with other staff and students.

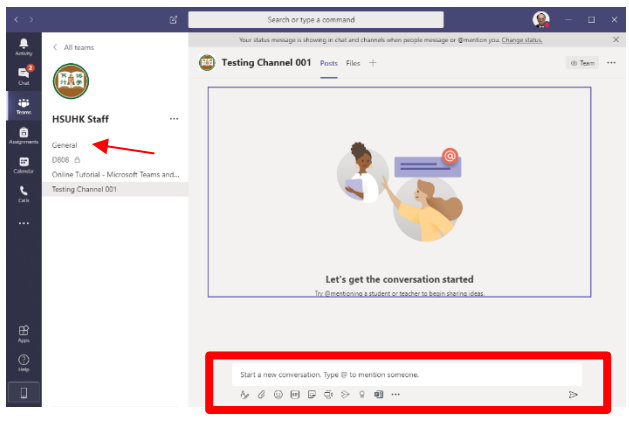|		
g.	Start a chat • Click <New chat> to start a chat. • Type the name of the person to add members to your group. • Click the down arrow to add a name to your chat group.	
h.	Chat Calls You may start a video or audio call with your group members.	
i.	Messaging Functions There are useful messaging functions: • Format editing box • Set delivery options • Attach • Emoji • Sticker • Schedule a meeting • Stream • Praise • More options <…> **Try them out one by one.**	

3. How to use and manage Teams?

Team is like a mini-website. It has a Team name and a number of channels.

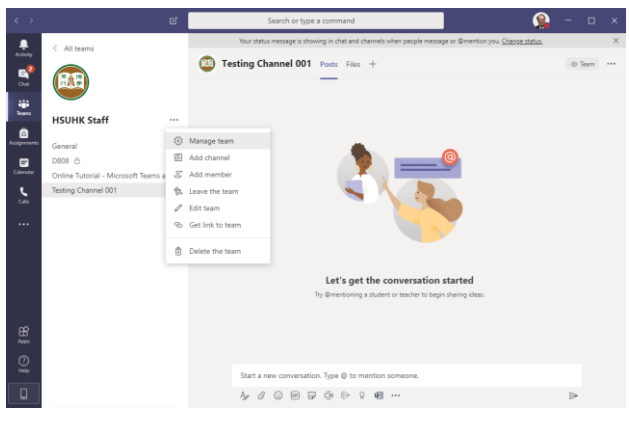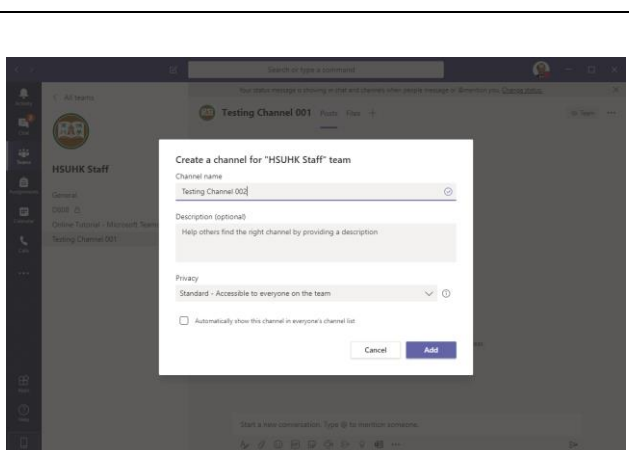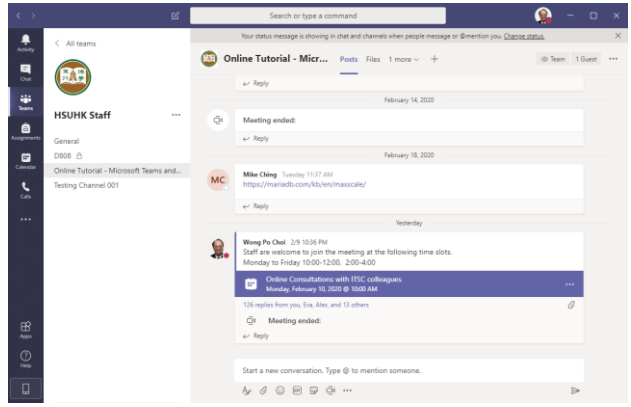|		
j.	**Enter your team** • Click <Team> to view your available teams. • You will see a list of teams available to you. • Click to enter a team.	
k.	**Manage your team** To manage your team, you click on the <More options> icon ··· at the end of the name of you Team. Select the <Manage team> to manage your team (e.g., adding team members, changing Team settings) **You can get a link to your Team.**	
l.	**Manage your team** Inside <Manage Team>, you may: • Manage members • Process requests who want to join your team. • Manage channels • Define Team settings • Manage teams apps • More …	
m.	**Manage team members** You may add members our HSUHK, or invite external guests by entering their email addresses. • Note that emails will not be sent to new members automatically. You have to send them the Team link or Channel link.	

4. How to manage Team Channels?

MS Teams Channels are used for scheduling Team meetings as well as sharing files. The most important channel is the default General channel.

n.	General Channel MS Teams has a default General Channel. You may post announcements on this channel.	
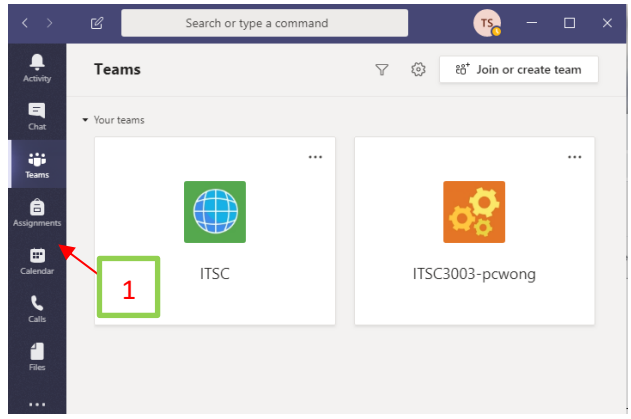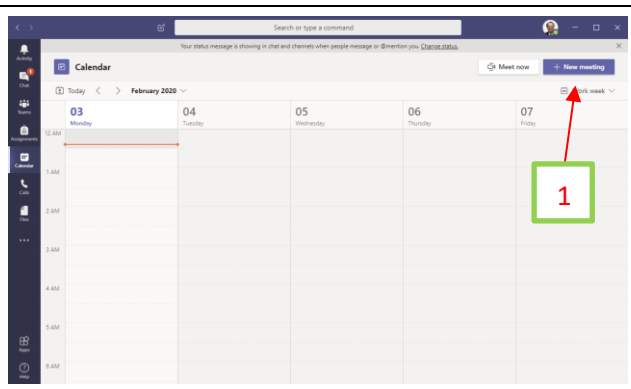
You can create more channels and assign participants to do group discussions.

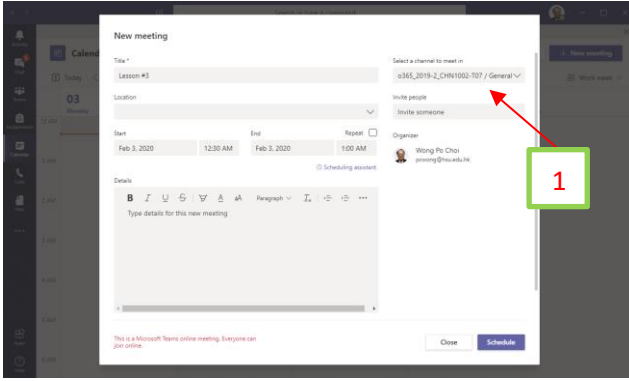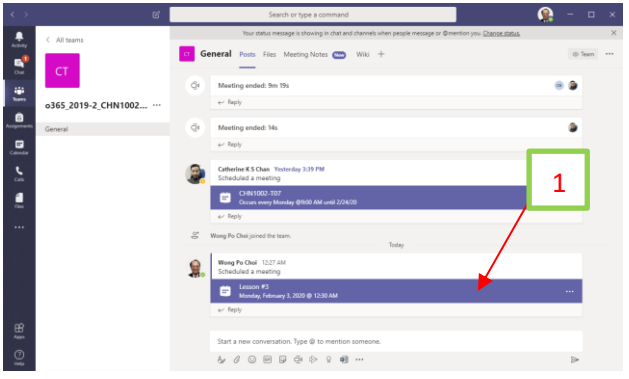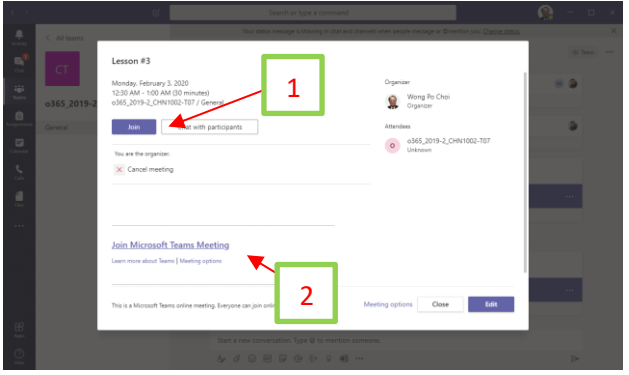|		
o.	To add a new channel, you click on the <More options> icon ••• at the end of the name of you Team. Then select <Add channel>.	
p.	You need to enter a channel name and description. Furthermore, you can choose the channel privacy: • Standard channel – everyone in your team can join. • Private channel – you need to assign members. Note that in private channels, you cannot schedule and record meetings.	

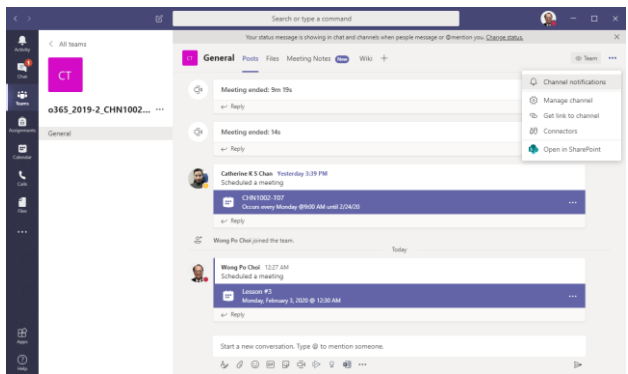| q.	We suggest you create a specific Channel for your online meetings. As seen here, we set up a dedicated channel - Online Tutorial, to host the video lessons. Students will then join this channel for the online meetings.	

5. How to schedule and invite people to join a Team Meeting?

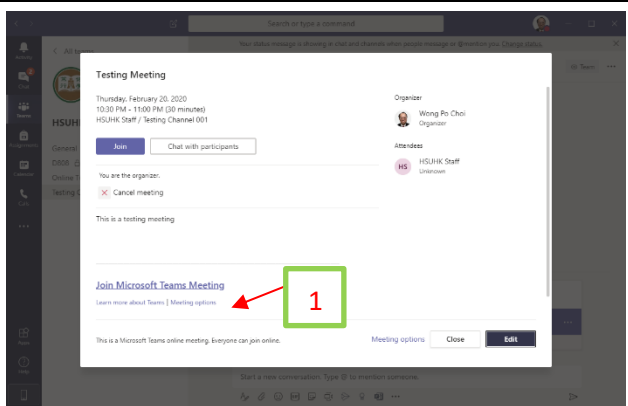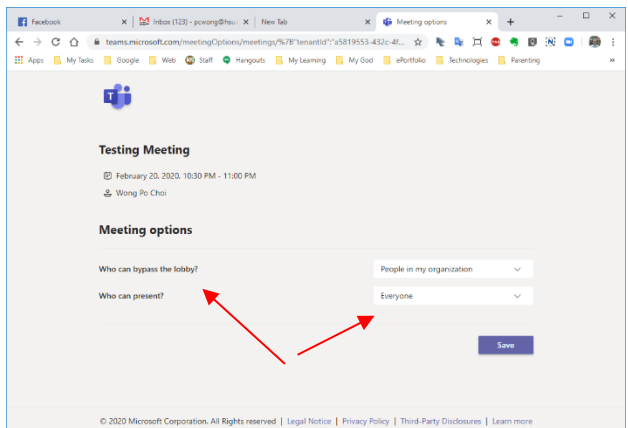| r.	Schedule a meeting There are two ways of schedule a meeting. **We propose you to click <Calendar> to schedule a meeting in your calendar.** You may also select a channel. In a channel, post an <Meeting> announcement.	
s.	Add a New Meeting via Calendar From the Calendar page, select date and month. • Click <+ New Meeting> button to add a new meeting	

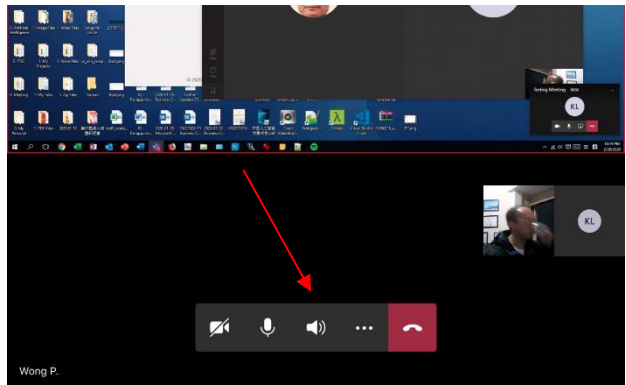| t.	Set up the Meeting details Define <Title> of your meeting. Start Time, End Time, etc. • Select a Channel to post the meeting notice. You may invite specific people to join (optional). Click <Schedule>	
u.	You will see the Meeting announcement on the designated channel page. • You may click the Meeting announcement to view more details.	
v.	In the <Meeting Details> popup: • You can click <Join> to enter meeting at any time (for testing) • You may right click the <Join Microsoft Teams Meeting> in order to get a link to the meeting. The pop-up will show <Copy Link>	
w.	After copying your link, you may paste your link to an email to students. Students may click the link and join the video meeting directly. [They need to install Microsoft Teams beforehand].	Try this link https://teams.microsoft.com/l/meetup-join/19%3ad5a82f063b9c47dc9ff5d6326b505a22%40thread.skype/1580660878815?context=%7b%22Tid%22%3a%22a5819553-432c-4f87-aa01-56da11acc555%22%2c%22Oid%22%3a%229 6760ca5-915d-459a-a4fe-a5939295d22d%22%7d

| x. | Alternatively, you may ask students to visit your Channel and click JOIN Meeting directly.

Click the < …> icon on the Channel Page. Click to select <Get link to channel>.

Again, you can send the link to this channel to your students. | |

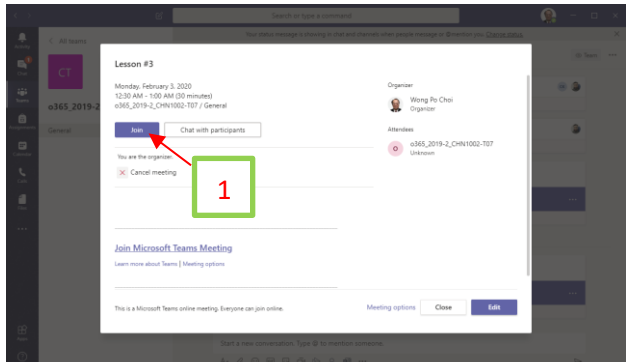## 6. How to start students to mute their microphones as attendees?

When you have a large number of participants, you would need all participants to mute their microphones when starting the meeting. And you also don't want them to share their screen unless you authorize them to.

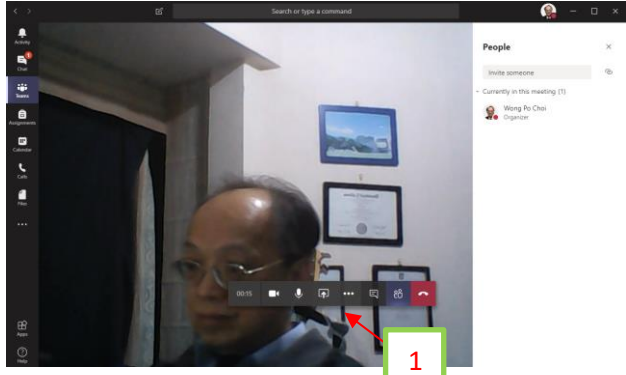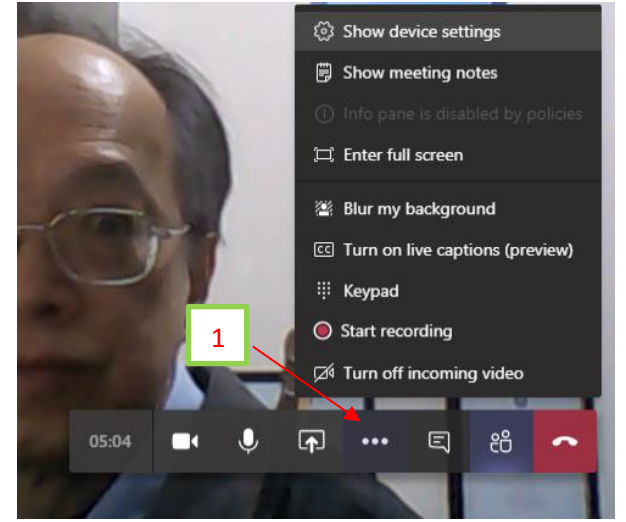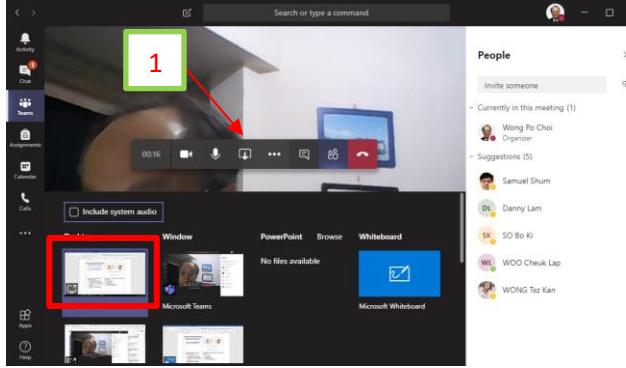| y. | When you click to open the Meeting details, you see the <Meeting Option>.

Click <Meeting Option>. It will open the web browser to allow you to set some advanced meeting options. | |
| z. | Under Meeting Options, you will see <Who can present> meeting option.

Click the select box and choose <Only Me> instead of <Everyone>. Click <Save>

You will be the only one to start as a presenter, who can <mute-all>, <share-screen>, and can speak. | |

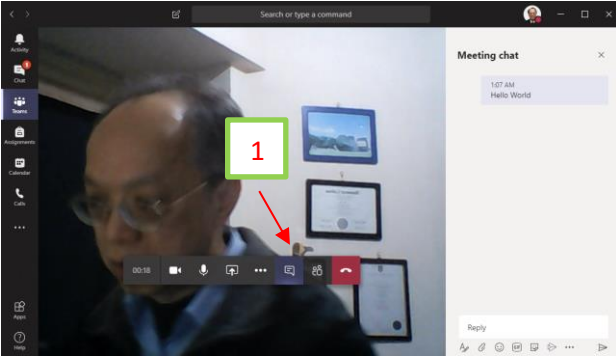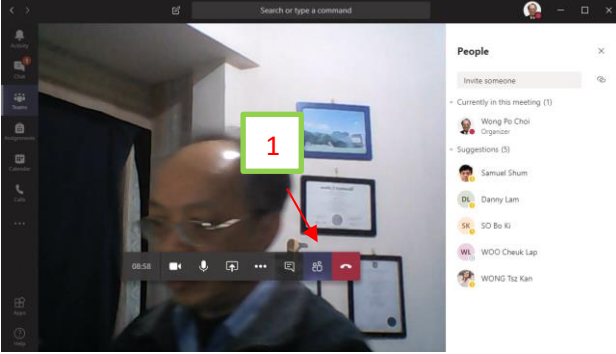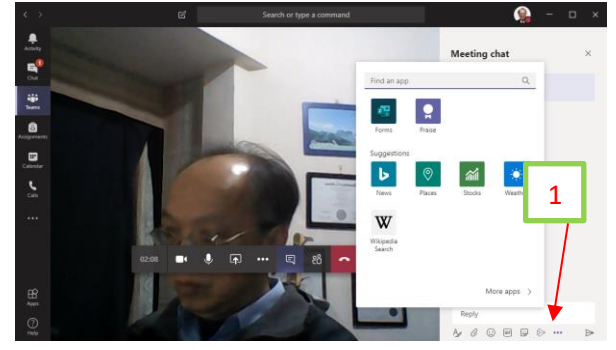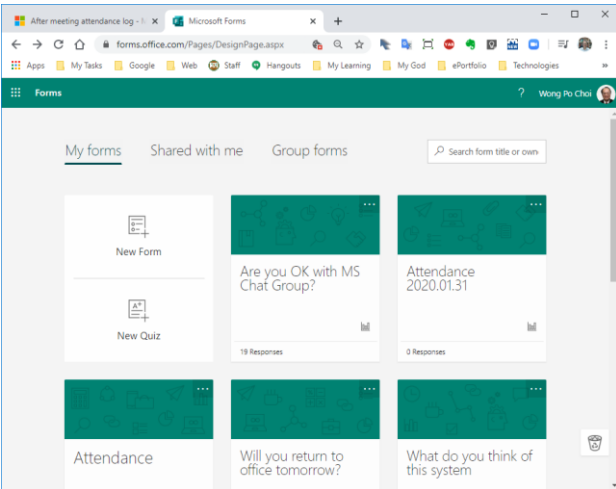|		
aa.	Inside the meeting, you select <Participants> in the <Meeting Toolbar> and see that: • You are the only Presenter. • Others are listed as Attendees.	
bb.	As you can see the picture on the right: • Attendees cannot share screen. • Attendees cannot click <mute-all> to affect the teacher. • Attendees cannot turn on their microphones. You may mouseover a name and click <…> to promote an Attendee to become a Presenter.	

7. How to run a Team meeting with chat and screen sharing?

cc.	Start a meeting Click <Join> to start your meeting After confirmation, you will see the video.	

dd.	You will see your video if you have webcam (notebook camera, or mobile phone). • You will see the Meeting Toolbar with the following functions: • Start/stop camera • Start/stop audio • Start/stop screen sharing • More <…> functions • Meeting Chat • Meeting Participants	
ee.	Click <…> icon for more functions: You will see a menu: • Device settings (audio/video) • Show meeting notes/stop audio • Enter Full screen • Blue my background • Turn on live captions (English only, auto-recognition) • Keypad • Start recording • Turn off incoming video (you have limited bandwidth and you don't want to see people's face.	
ff.	Click <Screensharing> icon for Screen sharing: You may share the following: • The entire desktop • A certain window • A certain application Click the <Desktop> to share the entire desktop. Participants will be able to see your desktop screen. You can switch to the <Call Screen> by doubling clicking the Meeting video, and vice versa by doubling click again.	

gg.	Click <Conversation> icon to start a Meeting Chat. You will see the chat board. You can ask students to respond to your questions.	
hh.	Click <People> to see the list of participants.	
ii.	From Chat, you may click <…> to select more chat functions. One useful function is <Forms>. You can add a simple quiz (which is a form) and do a quick survey.	
jj.	The <Forms> is a plugin. The results are stored in Microsoft Forms. You may manage your Forms and responses via the following link: https://forms.office.com/	

References

Microsoft Teams Tutorial: https://www.microsoftstream.com/video/b7147a7c-c074-46c9-9dcd-c6791752baa9

Microsoft Teams training video: https://support.office.com/en-us/article/microsoft-teams-videotraining-4f108e54-240b-4351-8084-b1089f0d21d7

Other tips and ideas: https://support.office.com/office-training-center/Teams-tips

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