



ITSC User Guide

Title:	Microsoft Teams for Online Teaching
Description:	Microsoft Teams is a powerful messaging and online meeting system. Teachers may use it as an online classroom to host online meetings, and post announcements and quizzes for students.
Website Login	https://teams.microsoft.com/start
Apps Download	https://teams.microsoft.com/downloads
Issued Date:	2020-01-31
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Microsoft Teams is a very powerful messaging, chat groups and online meeting system. It has two major 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 host channels for departments, offices and lessons (e.g., ACY2003-L2). It can support live meetings with hundreds of participants.

Outline


1. How to download and install Microsoft Teams App?
2. How to logon and use Microsoft Teams?
3. How to set up and test your microphone, speaker and camera?
4. How to use Chat for messaging and chatgroups?
5. How to use Teams for Online Teaching?
6. How to schedule a Team meeting?
7. How to run a Team meeting with chat and screen sharing?



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?

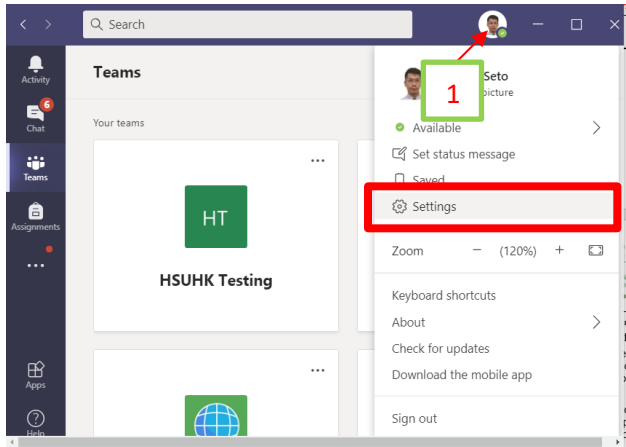
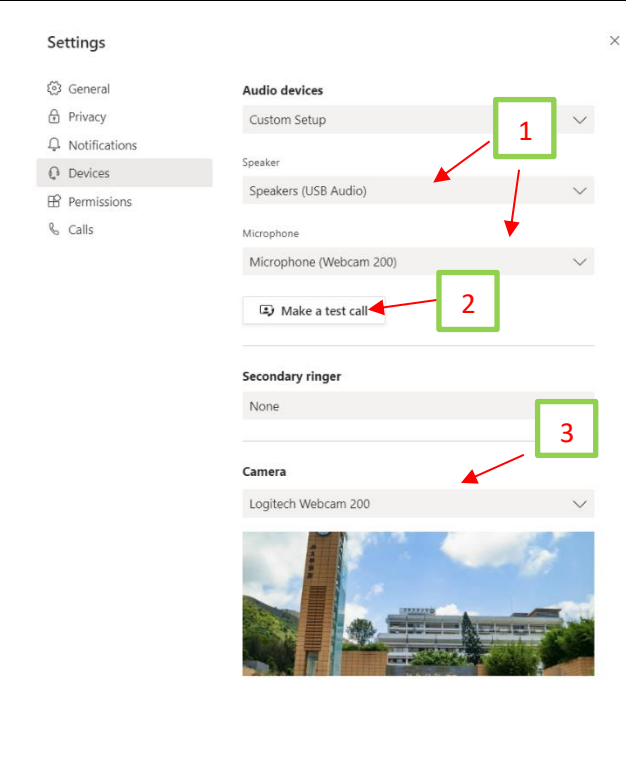
<p>a. Depending on your device, you may start and login to Microsoft Teams.</p> <p>Username: username@myhsu.hk Password: Windows password</p>	
<p>b. Some people have reported the following problems:</p> <ol style="list-style-type: none"> Error Message – <i>Ask your admin (HSUHK) to activate Microsoft Teams license.</i> Sign-in Error – <i>You need to be invited to Teams as a guest to use the app</i> Cannot see some classes Cannot see some students in a class. 	<p>Contact ITSC for help and provide the following information:</p> <ol style="list-style-type: none"> Your username The problem Screen capture The names of classes The names of students, etc.



<p>c. You will see the main screen. You may experiment with the functions.</p> <p>Desktop version</p> <ol style="list-style-type: none">1. Main Menu (Selected Teams)2. Your Courses3. Filter and Settings4. Add a new chat5. Search group or enter a command6. More options	
<p>d. Mobile version</p> <ol style="list-style-type: none">1. Main Menu (Selected Teams)2. Chat content3. Your Courses4. Add a new chat5. More options6. Search group or enter a command	



3. How to set up and test your microphone, speaker and camera?

<p>a. Click your <Avatar> and choose <Settings>.</p>	
<p>b. Click <Devices> and you will see your devices connected in your computer.</p> <ol style="list-style-type: none">1. Click <Speaker> and/or <Microphone> to select your microphone and speaker if you have more than 1 devices.2. Click the <Make a test call> button to check if your speaker and microphone are working well.3. Click <Camera> to select your camera if you have more than 1 camera. <p>Note: Classroom computer has three cameras:</p> <ul style="list-style-type: none">◆ Desktop webcam◆ Room camera◆ Visualizer document camera	

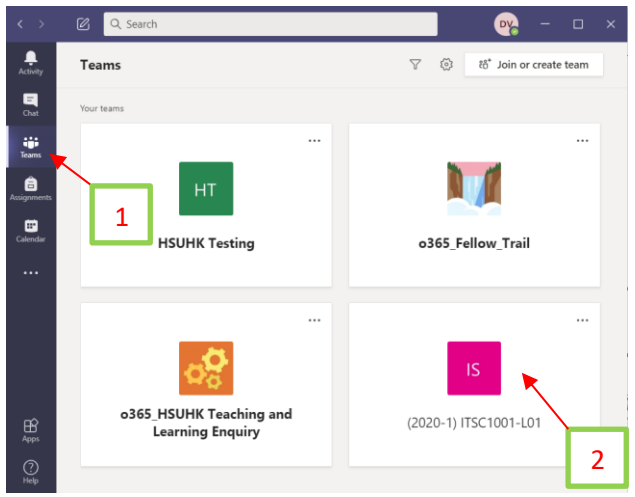
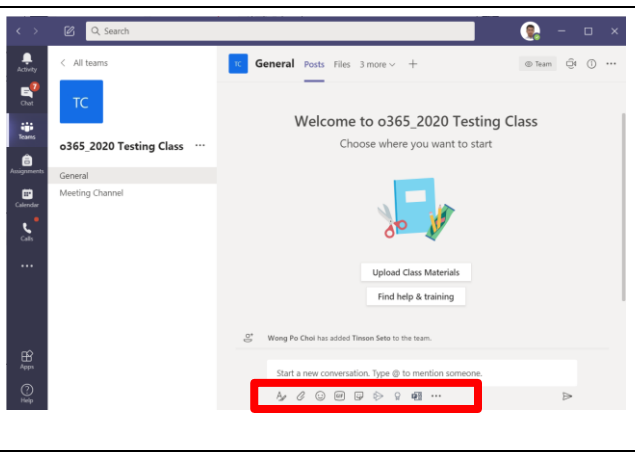
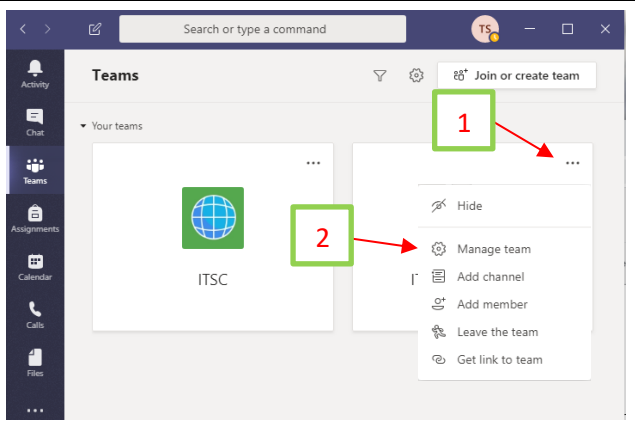


4. How to use Chat for chatting and group meeting?

<p>a. <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.	
<p>b. <u>Make someone attention</u></p> <ol style="list-style-type: none">1. Type @ in the message box.2. The person's name in this chat group will pop-up.3. Send the person's name you want to mention.4. Finish your message and click <Send>.	
<p>c. <u>Messaging Functions</u></p> <p>You may post different 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	
<p>d. You may start a meeting by making a video or audio call.</p> <ol style="list-style-type: none">1. Make video calls2. Make audio calls3. Share your screen	

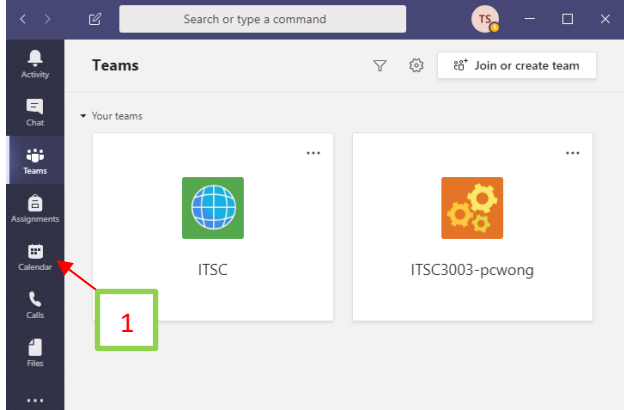
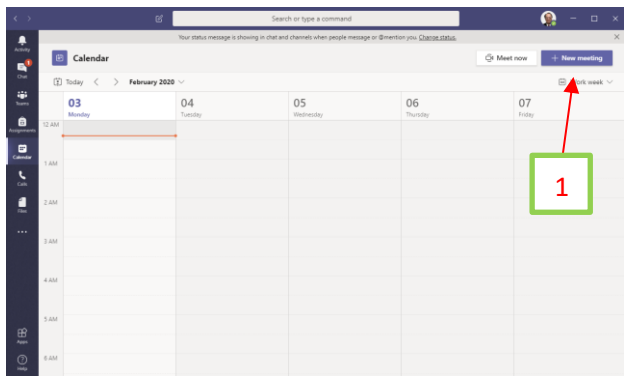
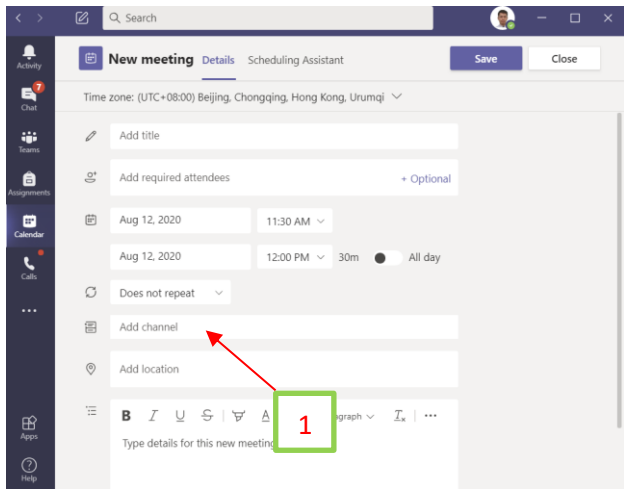


5. How to use Teams for Online Teaching?

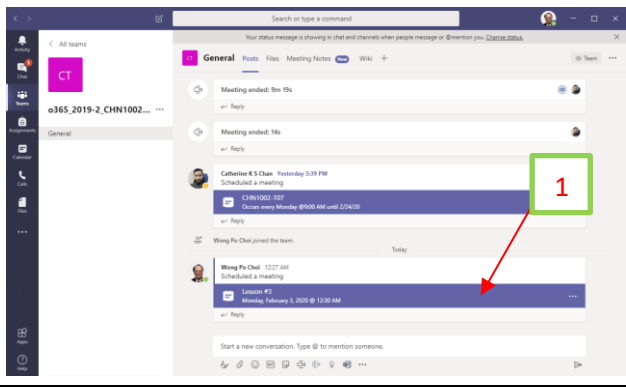
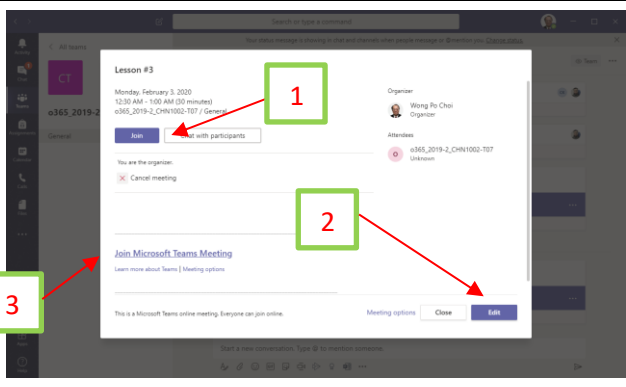
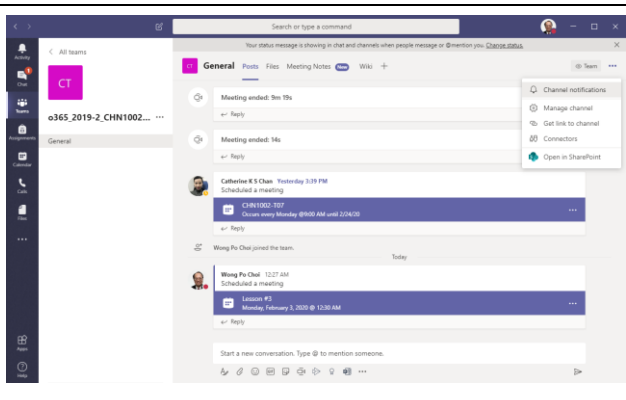
<p>a. <u>Enter your team</u></p> <ol style="list-style-type: none">1. Click <Team> to view your available teams.2. Choose and click your team.	
<p>b. <u>Post Functions</u></p> <p>You may post announcements with the following functions (Try it out!)</p> <ol style="list-style-type: none">1. Text editor2. Attachment3. Emoji4. Animated GIF5. Sticker6. Add a Microsoft Stream link7. Praise8. Forms9. More functions	
<p>c. <u>Manage Team</u></p> <ol style="list-style-type: none">1. Click the <More options> icon2. Select the <Manage team> to manage your team (e.g., adding team members)	



6. How to schedule a Teams Meeting?

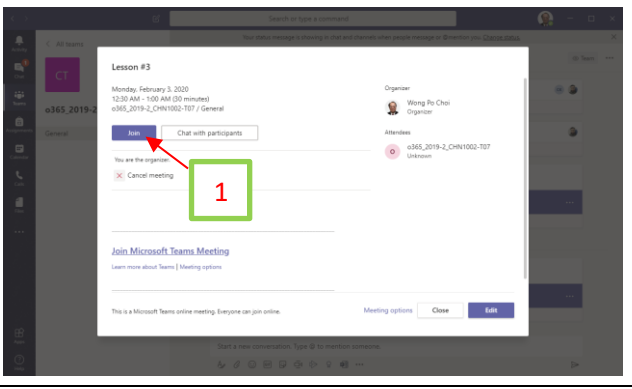
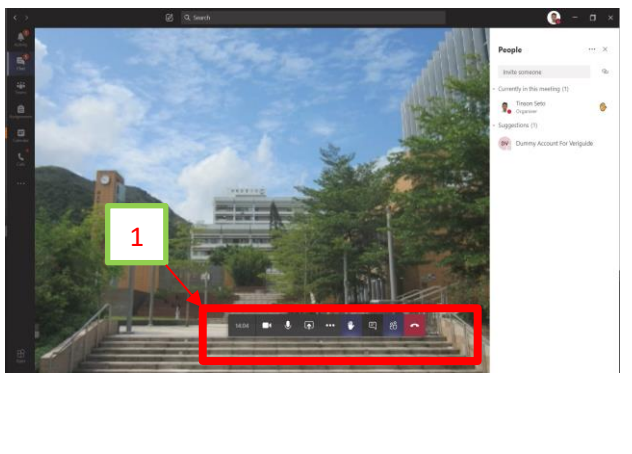
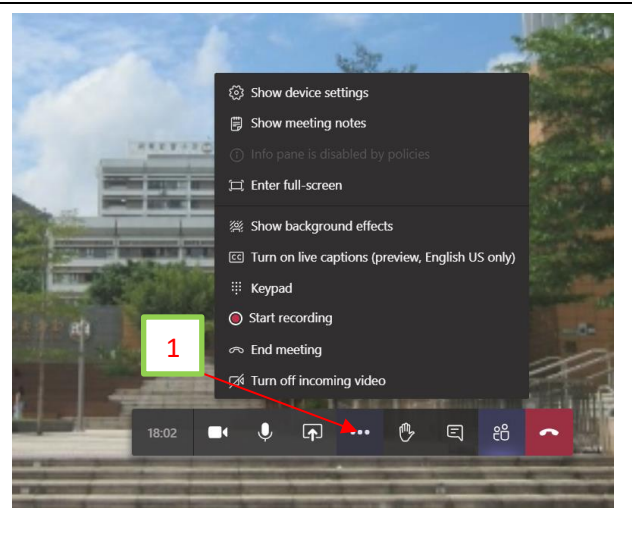
<p>a. <u>Schedule a meeting</u></p> <p>There are two ways of schedule a meeting.</p> <ol style="list-style-type: none">1. Click <Calendar> to schedule a meeting in your calendar.2. Click <Teams> to select a channel. In a channel, post an <Meeting> announcement.	
<p>b. <u>Add a New Meeting via Calendar</u></p> <p>From the Calendar page, select date and month.</p> <ol style="list-style-type: none">1. Click <+ New Meeting> button to add a new meeting.	
<p>c. <u>Set up the Meeting details</u></p> <p>Define <Title> of your meeting. Start Time, End Time, etc.</p> <ol style="list-style-type: none">1. Select a Channel to post the meeting notice. <p>You may invite specific people to join (optional). Click <Schedule>.</p>	



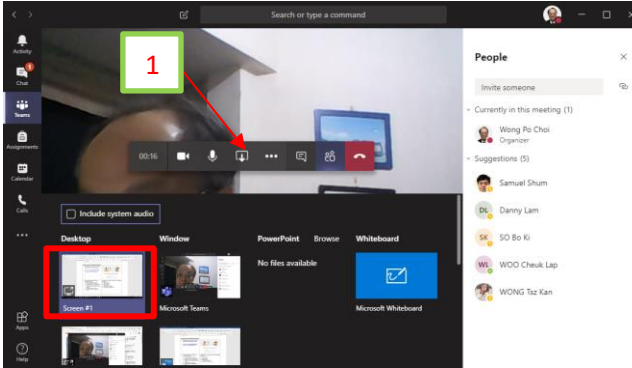
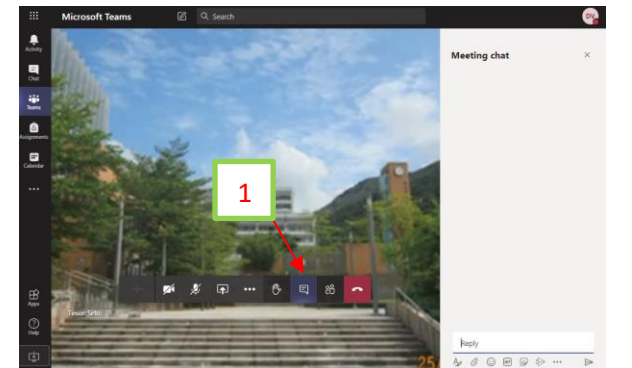
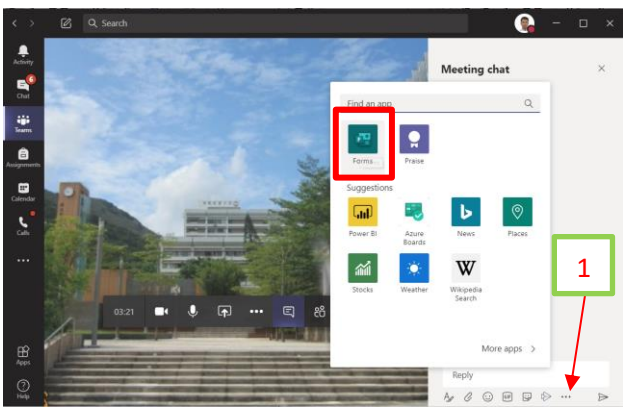
<p>d.</p>	<p>You will see your Team/Channel page immediately. You will see the Meeting announcement.</p> <ol style="list-style-type: none">1. You may click the Meeting announcement to view more details.	
<p>e.</p>	<p>In the <Meeting Details> popup:</p> <ol style="list-style-type: none">1. You can click <Join> to enter meeting at any time (for testing)2. You can click <edit> to update the meeting.3. 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>	
<p>f.</p>	<p>After copying your link, you may paste your link to an email to students.</p> <p>Students may click the link and join the video meeting directly.</p>	<p>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%229676ca5-915d-459a-a4fe-a5939295d22d%22%7d</p>
<p>g.</p>	<p>Alternatively, you may ask students to visit your Channel and click JOIN Meeting directly.</p> <p>Click the < . . . > icon on the Channel Page. Click to select <Get link to channel></p> <p>Again, you can send the link to this channel to your students.</p>	



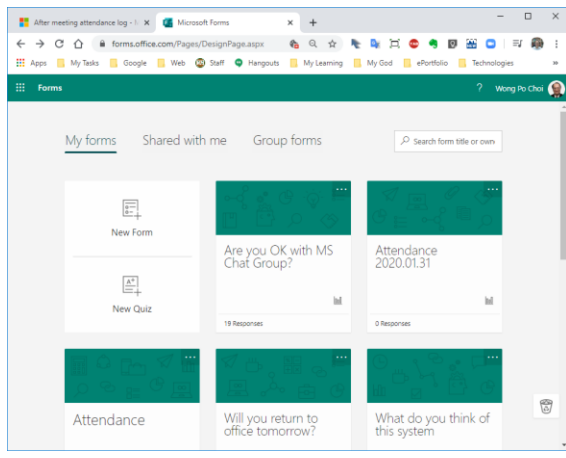
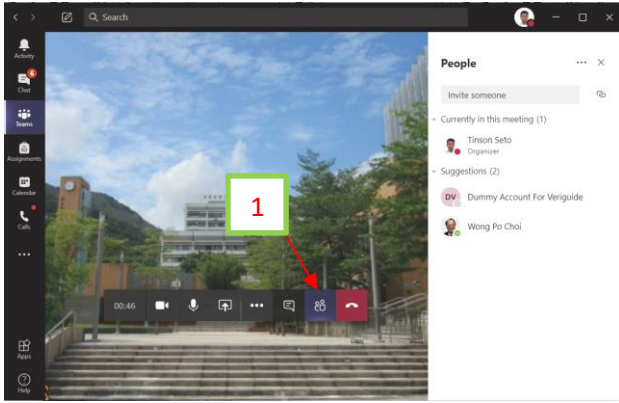
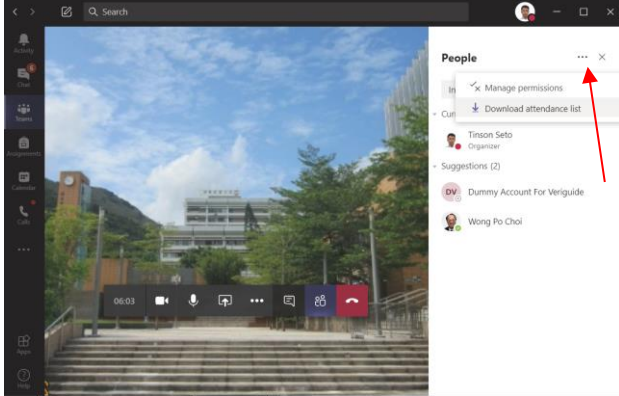
7. How to start a Teams meeting with various meeting functions?

<p>a. Start a meeting Click <Join> to start your meeting</p> <p>After confirmation, you will see the video.</p>	
<p>b. You will see your video if you have webcam (notebook camera, or mobile phone).</p> <p>1. You will see a toolbar with the following functions:</p> <ol style="list-style-type: none"> Start/stop camera Start/stop audio Start/stop screen sharing ... More functions Raise your hand Meeting Chat Meeting Participants 	
<p>c. Click < . . . > icon for more functions: You will see a menu:</p> <ol style="list-style-type: none"> Device settings (audio/video) Show meeting notes/stop audio Enter Full screen Show background effects Turn on live captions (English only, auto-recognition) Keypad Start recording End meeting Turn off incoming video (you have limited bandwidth and you don't want to see people's face). 	



<p>d. <u>Screen Sharing</u></p> <p>Click <Share> icon for Screen sharing. You may share:</p> <ul style="list-style-type: none">◆ The entire desktop◆ A certain window◆ A certain application <p>Click the <Desktop> to share the entire desktop. Participants will be able to see your desktop screen.</p> <p>You can switch to the <Call Screen> by doubling clicking the Meeting video, and vice versa by doubling click again.</p>	
<p>e. <u>Chat during the meeting</u></p> <p>Click <Show Conversation> icon to start a Meeting Chat. You will see the chat board. You can ask students to respond to your questions.</p>	
<p>f. <u>Post a question during the meeting</u></p> <p>From Chat, you may click <...> to select more chat functions.</p> <p>One useful function is <Forms>. You can add a simple quiz (which is a form) and do a quick survey.</p>	



<p>g.</p>	<p><u>Viewing the previous forms</u></p> <p>The <Forms> is a plugin. The results are stored in Microsoft Forms. You may manage your Forms and responses via the following link:</p> <p>https://forms.office.com/</p>	
<p>h.</p>	<p><u>Viewing the participants</u></p> <p>Click <Show Participants> to see the People list.</p> <p>You may mouse over a person's name, click <...>, and take actions for individuals (Mute, remove from meeting).</p>	
<p>i.</p>	<p><u>Attendances</u></p> <p>From People, click <...> to manage permissions and download the attendance list.</p> <p>Remarks: You cannot download the attendance after the meeting finish.</p>	



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>