



ITSC User Guide

Title:	Microsoft Teams for Online Classroom (Student)
Disclaimer:	Note that Microsoft will change the layouts and functions from time to time. If you have any problems in finding the corresponding functions, you may ask your friend or contact ITSC (itsc@hsu.edu.hk)
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

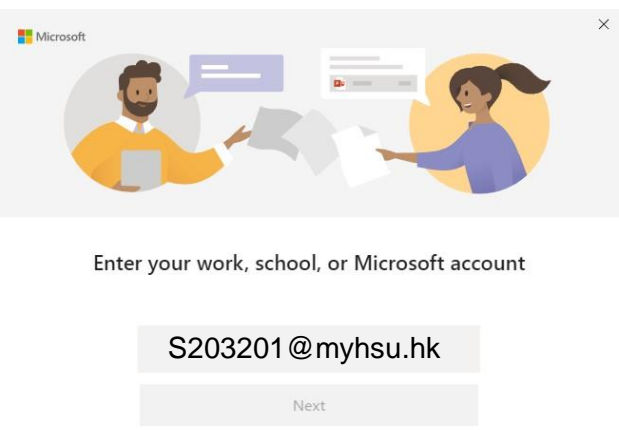
1. How to download and install Microsoft Teams App?
2. How to logon and use Microsoft Teams?
3. How to use Chat for messaging and chatgroups?
4. How to join an Online meeting?
5. How to use meeting functions such as Team Chat and Screen Sharing?



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?


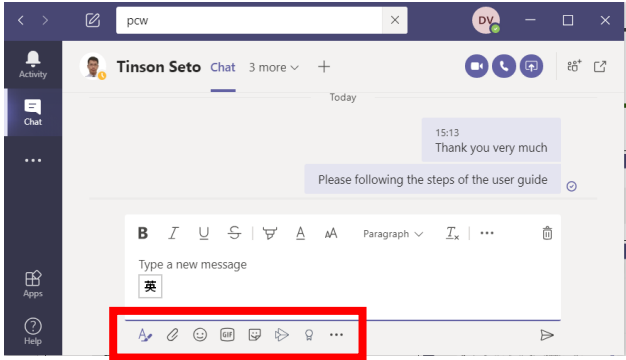
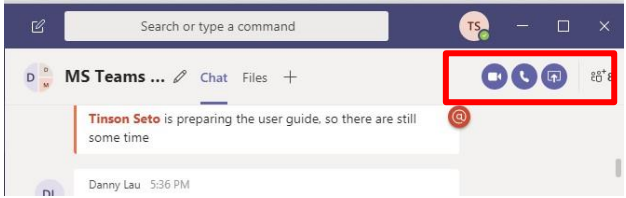
<p>b. Depending on your device, you may use your Office365 account (xxx@myhsu.hk) to login to Microsoft Teams.</p> <p>Username: xxx@myhsu.hk</p> <p>Password: Windows password</p>	
<p>c. Some people have reported the login problems.</p>	<p>If you cannot login, or you find you are in a wrong course.</p> <p>Please click the following link to report your problem.</p> <p>https://forms.gle/YEm86Yd2tUBpfKdaA</p>



<p>d. You will see the main screen.</p> <p>Desktop version</p> <ol style="list-style-type: none">1. Main menu2. Your Courses3. Filter and settings4. Add a new chat5. Search group or enter a command6. More options	
<p>e. Mobile version</p> <ol style="list-style-type: none">1. Main Menu (Selected Teams)2. Your Courses3. Chat content4. More options5. Search group or enter a command6. Add a new chat	



3. How to use Chat?

f.	<p>Start a chat</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>Messaging Functions</p> <p>You may post messages with the following tools:</p> <ol style="list-style-type: none">1. Text editor2. Attach3. Emoji4. Animated GIF5. Sticker6. Stream7. Praise8. More tools	
h.	<p>You may make 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?

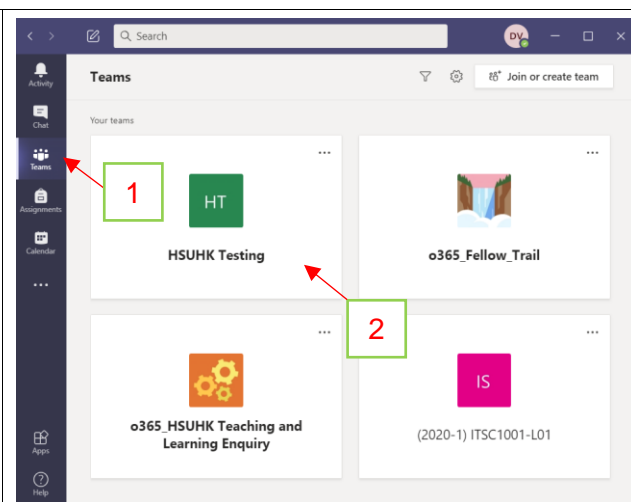
First, you must have started and logon to Microsoft Teams.

Second, there are several methods to join an online meeting or lesson.

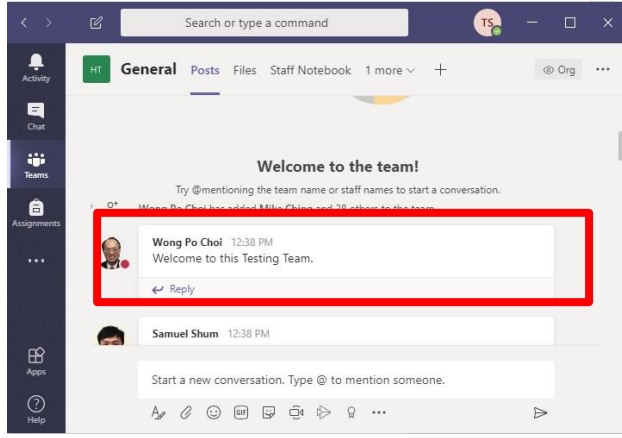
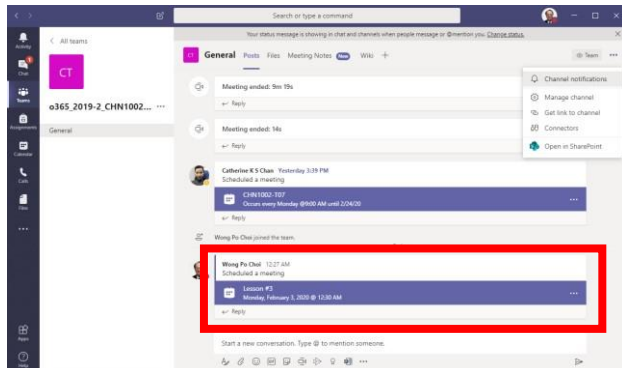
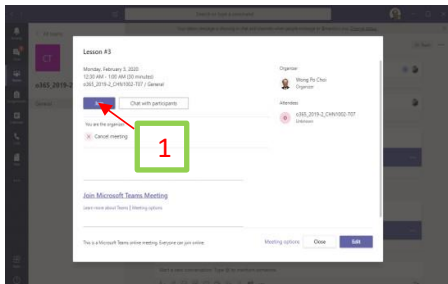
Method 1: Join a meeting by clicking a meeting link

<p>a.</p> <p>Teacher may have scheduled a meeting and post a link, most likely in the format as shown.</p> <p>Just click the link to join. It will open a browser and ask if you would like to open MS Teams app. Click</p> <p><Open Microsoft Teams></p>	<p>Long Link</p> <p>https://teams.microsoft.com//meetup-join/19%3ameeting_OTk0YTc1Y2YtMmZINC00ZWE0LTliMjYtZDdmYTI0YTJNiZGI1%40thread.v2/0?context=%7b%22Tid%22%3a%22a5819553-432c-4f87-aa01-56da11acc555%22%2c%22Oid%22%3a%2296760ca5-915d-459a-a4fe-a5939295d22d%22%7d</p>
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Method 2: Join a meeting by selecting to enter a Team


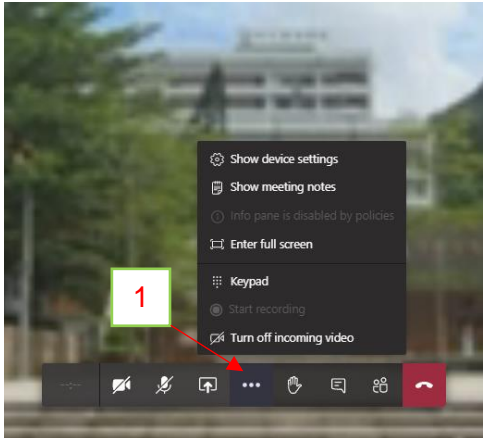
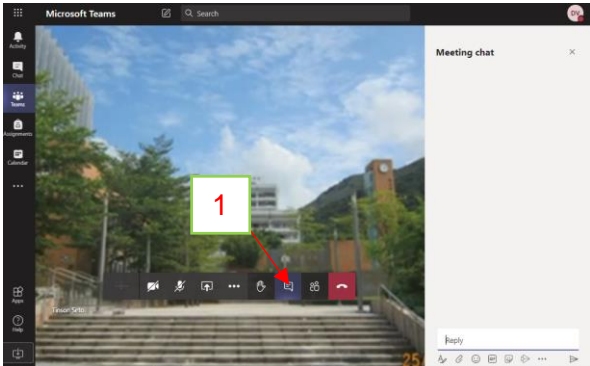
<p>b.</p> <p><u>Select a Team and then Channel</u></p> <ol style="list-style-type: none">1. Click <Teams> to view your available teams.2. Choose and click your team.	
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<p>c. Post Functions You may view announcements from teachers and reply them.</p>	
<p>d. Teacher will post a <Meeting notice> to the Posts. Simply click the <Meeting notice> to join the meeting.</p>	
<p>e. There will be a pop-up. Click <Join> to enter meeting.</p>	



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

<p>a. 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> <ol style="list-style-type: none">Start/stop cameraStart/stop audioStart/stop screen sharing... MoreRaise your handMeeting ChatParticipants	
<p>b. 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 audioEnter Full screenKeypadTurn off incoming video (you have limited bandwidth and you don't want to see people's face).	
<p>c. Click <Conversation> icon to start a Meeting Chat. You will see the chat board.</p> <p>You can respond to your teachers' questions.</p>	



- d.
1. Click <Share> icon for screen sharing your presentation:
You may share the following:
 - a. The entire desktop
 - b. A certain window
 - c. A certain application

Click the <Desktop> to share the entire desktop. Teacher and other students will be able to see your desktop screen.

2. You can switch to the <Call Screen> by clicking the Meeting video, and vice versa by clicking again.

