

## Microsoft Teams User Guide



## **Table of Contents**

How Do Teachers Invite Students to Microsoft Teams?	2
How Can Students Register Microsoft Account Step by Step?	-4
Functions of Microsoft Teams	7

After creating and naming a new group, Teams will automatically jump to the frame where teachers can enter the email address of their students, inviting them to their respective Teams Group.

•••	< > B	搜尋或輸入命令			
	加入或建立團隊				
	建立一個團隊	建立您的團隊 依據專案、計劃或共同興趣,與一群組織內部的人員密切合作。 觀看快速感觀		3發團隊 1↓公開	
	把大家聚在一起並開始工作!	團隊名稱 Teams Group for Demonstration	$\odot$	99	
	1 109語講委員 10 個成員 公開	描述 隱私權 私人-只有團隊擁有者才能新增成員 	~		
	109協議委員	取3尚	下一步		



If any of the students are not successfully invited, their teachers can fix the problem by clicking the dots beside the name of the Teams group, and open a list with the option "invite new members." After selecting the option, a frame similar to the one above will appear on the screen.



For students to be invited to the Teams Group, they will have to register a Microsoft account. The email address used for registering Microsoft account is the same students are advised to give to Asia University when applying for our Summer Programs, because the teachers will be sending their invitation via that address.



\*Students wouldn't need to register a Teams account after they create a Microsoft account.

Students may be receiving an invitation to join Teams group before they have registered a Microsoft account. No worry, it will not affect the end result.



By clicking the "Open Microsoft Teams" button, students will be taken to a new tab to inspect access of microphone, camera, etc.

$\leftrightarrow$ $\rightarrow$ C $\triangleq$ invitations.microsoft.com/msa/index?tenant=da140a55-a34	ec-49de-889e-93c4e142a2fb&user=f6a00e41-1269-426a-a0c	:0-c2c007a855e0&ticket=Q0UkrBr%2	🖈 🕐 🚱 🖸 👘 📀
and the second	Microsoft		
and the second sec	theoross520@gmail.com		
and the second second second second second second	檢閱權限		
	3		
	-		
	亞洲大學[Asia University] asiaedutw.onmicrosoft.com		
	此資源並非 Microsoft 所提供。		
	組織 亞洲大學[Asia University] 想要:		
and the second	◇ 將您登入		
	◇ 讀取您的姓名、電子郵件地址及相片 您應只在信任亞洲大學[Asia University] 時接受。接受即表示您		
	允許此組織存取和處理您的資料,來根據其原則建立、控制和管理帳戶。亞洲大學(Asia University)未提供其職私權聲明的連 使性例是一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一		
	相對認識的。並加入学[Asia University] 記錄有關意任政權的相關資訊。您可於 https://myapps.microsoft.com/asiaedutw.onmicrosoft.com 移	SALANT IN MARK	
	除這些權限		
TA AR VITE ALLADE STAR ALLADA	取消 接受	Beau Strict Part	
	REAL STRAND		
		© 2020 Microsoft	使用規定 隱私權與 Cookie(&) ····

Then students can choose to enter either by app, the button on the left, or web version, the button on the right.



All the groups can be viewed by clicking on the third option on the left column.



And if there were to be multiple groups, each group can be viewed by clicking the option below the name of the group.



The left side is the chat room of the group with the function such as: writing a post, attaching a file, sending emojis/gifs/stickers, etc.

The latter four are not much used by students.

開始新的交談。輸入 @ 來提及某人。 0 😳 🐨 📴 🖸 🔛 👷 … A ⊳

When teachers begin an online class, the notification, with whatever name the lecturer gives, will appear in the chat room.



Click on the option in the red frame for students to join.

Students will be taken to such a page, where it'll ask students to confirm their microphone and camera statues before joining. Turning off the microphone and camera is recommended for a smoother online class experience.



Microphone and camera statues can always be readjusted again during the lecture





Exit the lecture by pressing the button with the downward telephone. Chat room can also be opened on the side during the lecture.



Microsoft Teams contains the function to upload files to group or Clouds, where teachers may ask their students to turn in assignments.

		Ø	Search or type a command		
	Teams	7	TG General Pos Files Team 4 Guests	; <b></b>	
Chat Teams	Your teams To Teams Group for Demonstration General	•••	Let's get the conversation started Try @mentioning a student or teacher to begin sharing ideas.		
Fire			Image: State of the state		
? Help	③ Manage teams		Start a new conversation. Type @ to mention someone.		



	< >	Ø	Search or type a com	mand		<b>e</b>
 Activity	Teams	7	TG General Posts Files			₂ <sup>∞</sup> ð
Chat	Your teams TG Teams Group for Demonstration		+ New ∨ ↑ Upload G Sync � Copy link General	± ⊥ Download	+ Add cloud storage	Open in SharePoint
leams	General		🗅 Name 🗸	Modified $\downarrow$ $\lor$	Modified By $\smallsetminus$	Uploaded 1 item to General 481 KB
Files			Han Huang - June 18 Reading Report.docx	A few seconds age	o hanx2.8294	Han Huang - June 1 481 KB
			Theo Ross - May 10 Reading Report.docx	May 10	TheoRoss520	
? Help	③ Manage teams					

## Or creating a file directly on Teams

$\leftarrow \rightarrow$	C i teams.microsoft.com/_?tena	ntld=da	140a55-a3ec-49de-889e-93c4e142a2fb#/files/一般?threadId=19:8d2805b2255d43adac16aea1e87ba6fc@thread.tacv 🌵 🏠	O 🖁 S 🗠 🗘
	Microsoft Teams		授尋或輸入命令	<b>7</b>
<b>〕</b> 活動	團隊	Y	<b>TG 一般</b> 貼文 檔案	لام
₩ ₩ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■	©的目形 Teams Group for Demonstration →般		<ul> <li>+ 新培 ◇ ↑ 上得 ◇ (こ) 同步 Oo 複製連結 ▲ 下載 + 新培雲端储存 OD 在 SharePoint 中開政</li> <li>資料次</li> <li>Word 文件</li> <li>Excel 活页簿</li> <li>PowerPoint 簡報</li> <li>ating Report.docx 幾秒鐘前 TheoRoss520</li> </ul>	≕ 所有文件 ~
<u>ليا</u>	w HATELY			

$\leftrightarrow$ $\rightarrow$	C 🔒 teams.microsoft.com/_?tenantId=da140a55-a3ec-49de-889e-93c4e142a2fb#/docx/viewer/teams/https:~2F~2Fasiaedutw.sharepoint.com~2Fsites~2Free	ea 🌵 🕸 🕐 🚱 🚰 🖸 👘 Ο
	Theo Ross - May 17 Reading R 🕜 授尋或輸入命令	<b>7</b>
↓ 活動 ■天	檔案     常用     插入     版面配置     参考資料     校閱     檢視     説明     在傳統型應用程式中開設     ♀     告訴我您想做什麼         シ<     白     ジ     Calibri (本文)     12     A     A     B     I     U     2     ▲     A     →     日     日      ○     毎     ●	□ 註解
		]
信楽		
② 說明	第1/1頁 0個字 中文(台灣)	─ 100% 十 向 Microsoft 提供意见反應

All the files that students have uploaded can be viewed by clicking on the red-framed option on the left column.





## THANK YOU!

Office: International College, Asia University Contact Person: Ms Fritzi Liu E-mail: ausummerproject@gmail.com Tel: +886-4-23323456 ext. 6273 Address: 500, Lioufeng Rd., Wufeng, Taichung 41354, Taiwan Website: https://ci.asia.edu.tw/?locale=en



