



Online Summer Programs

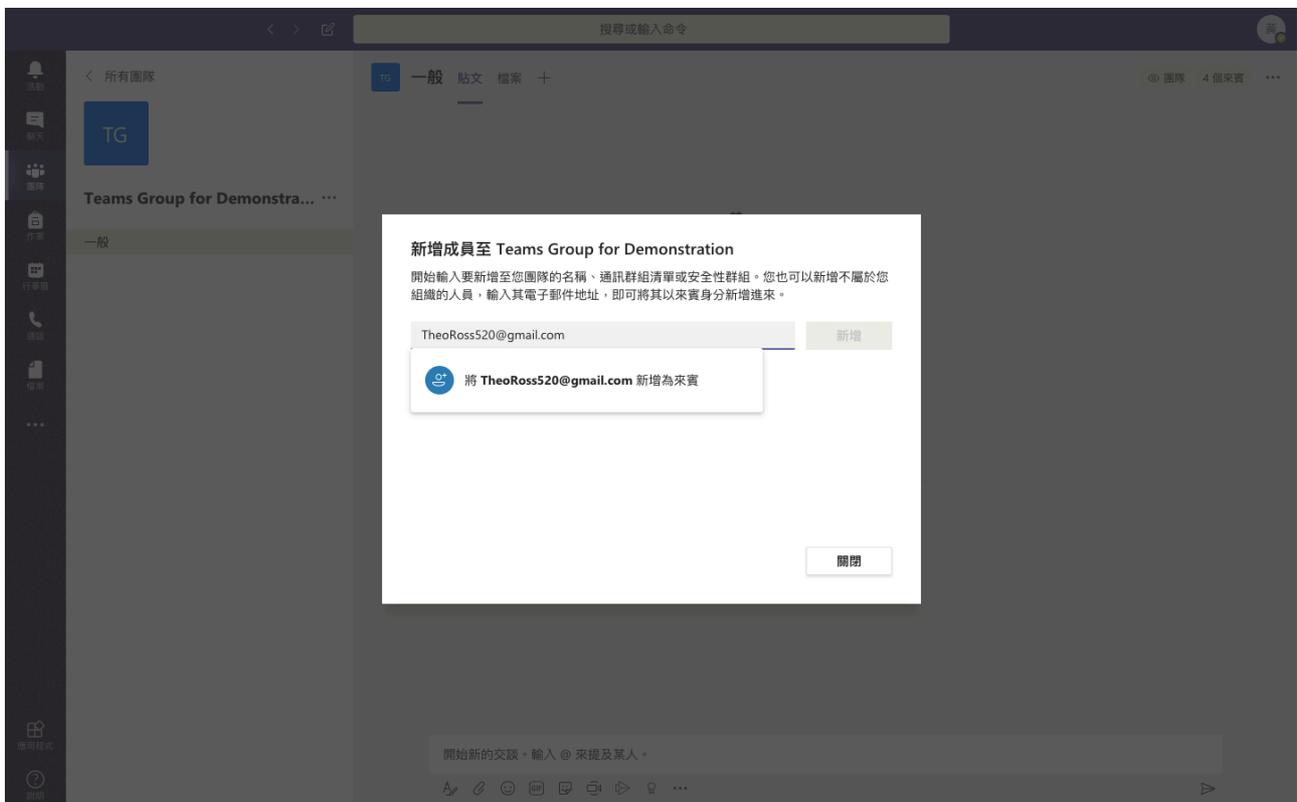
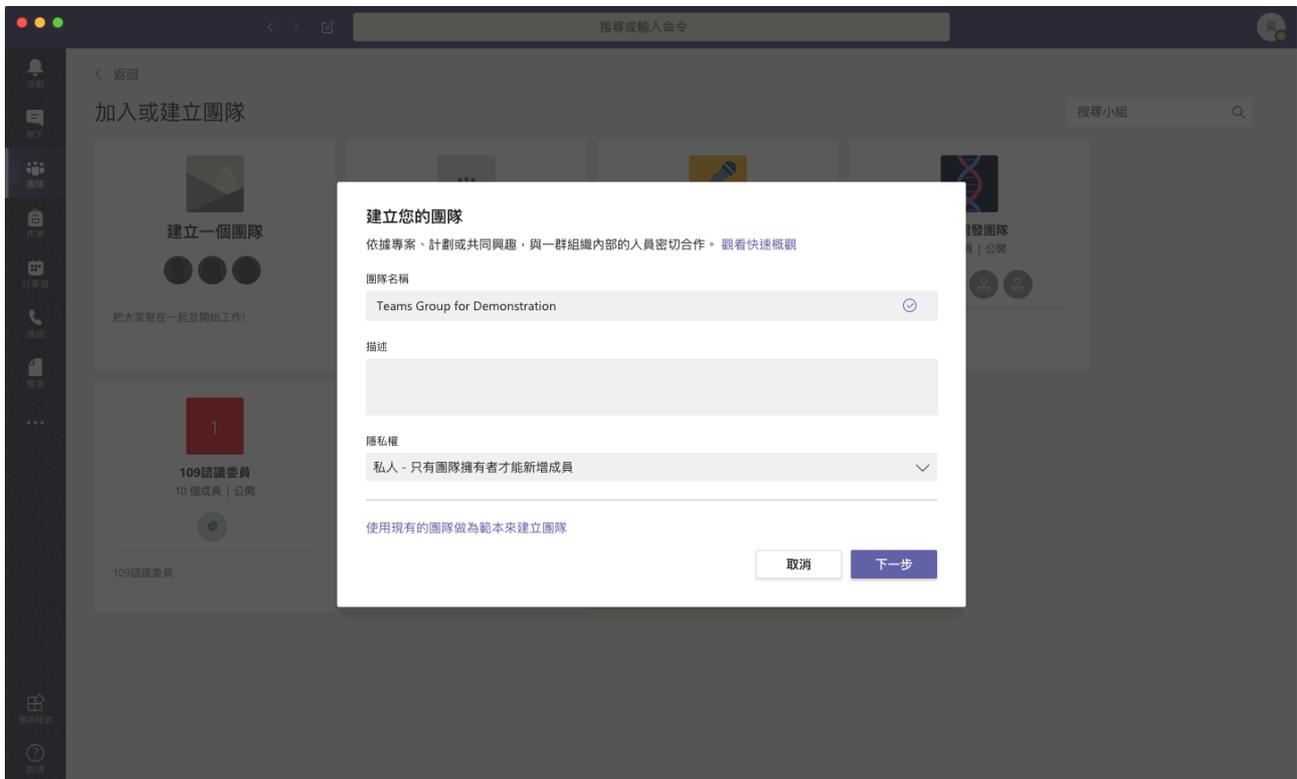
Microsoft Teams User Guide



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.



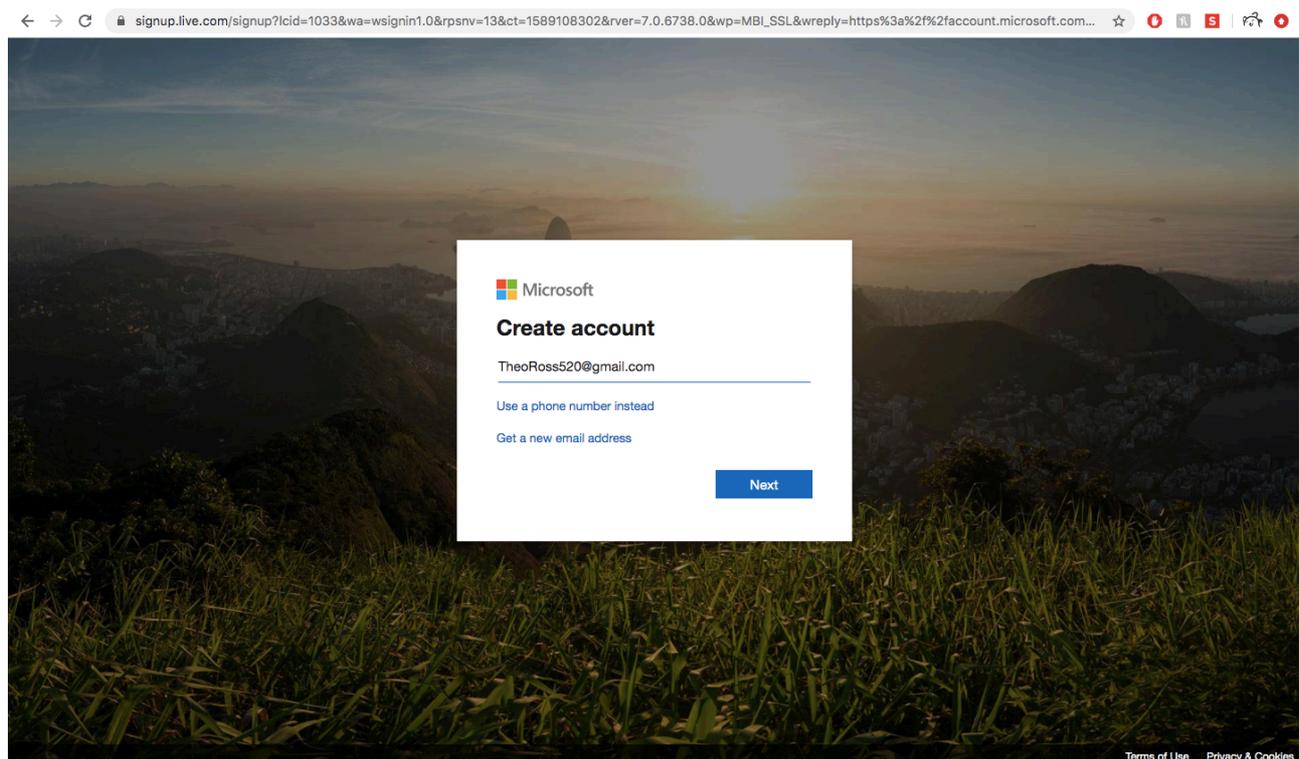
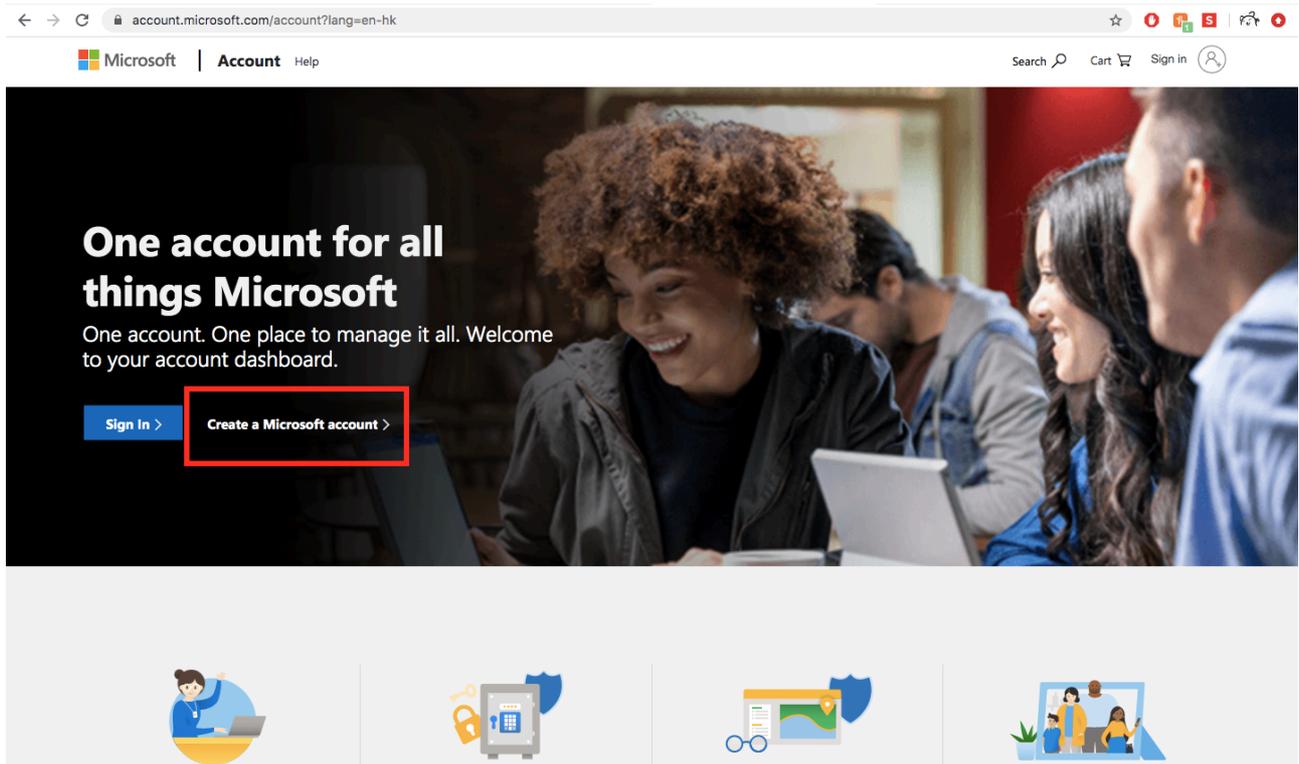
If any of the students are not successfully invited, their teachers can fix the problem by clicking the dots beside the name of the Teams group, and open a list with the option “invite new members.” After selecting the option, a frame similar to the one above will appear on the screen.



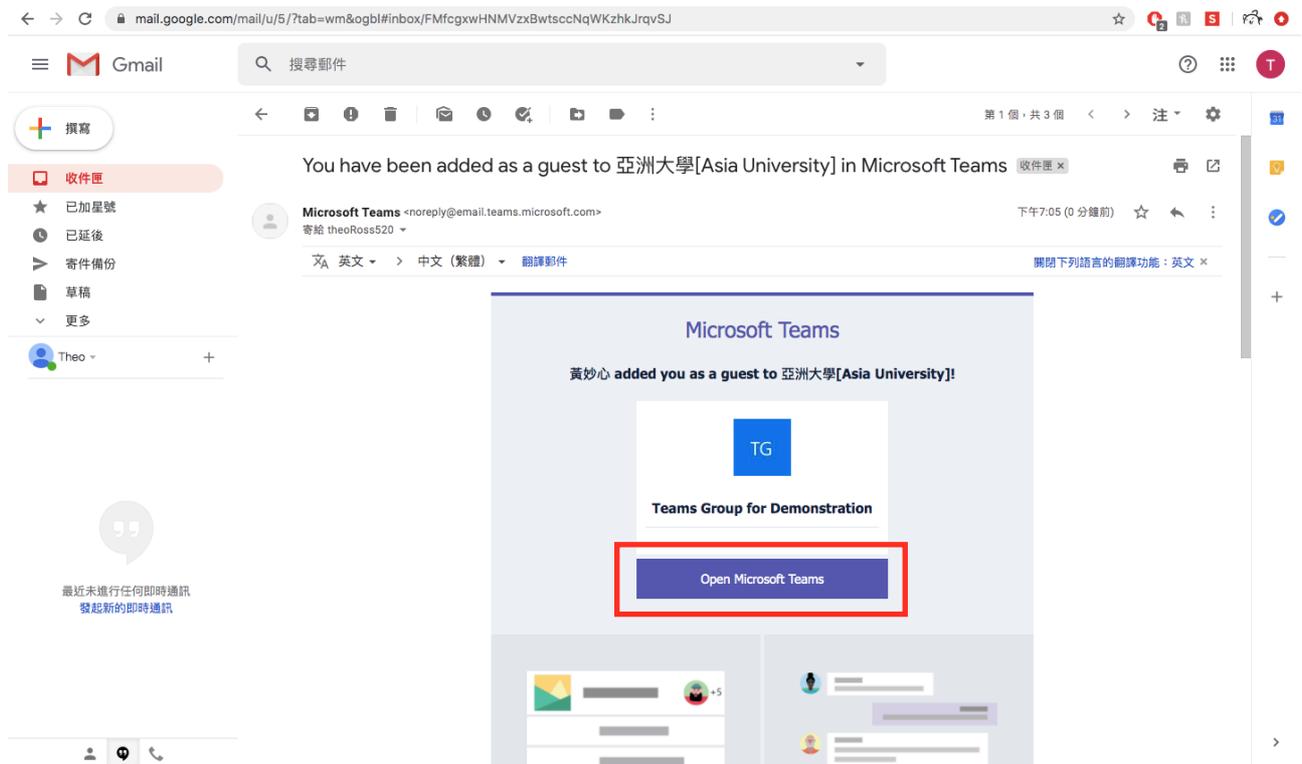
For students to be invited to the Teams Group, they will have to register a Microsoft account.

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.

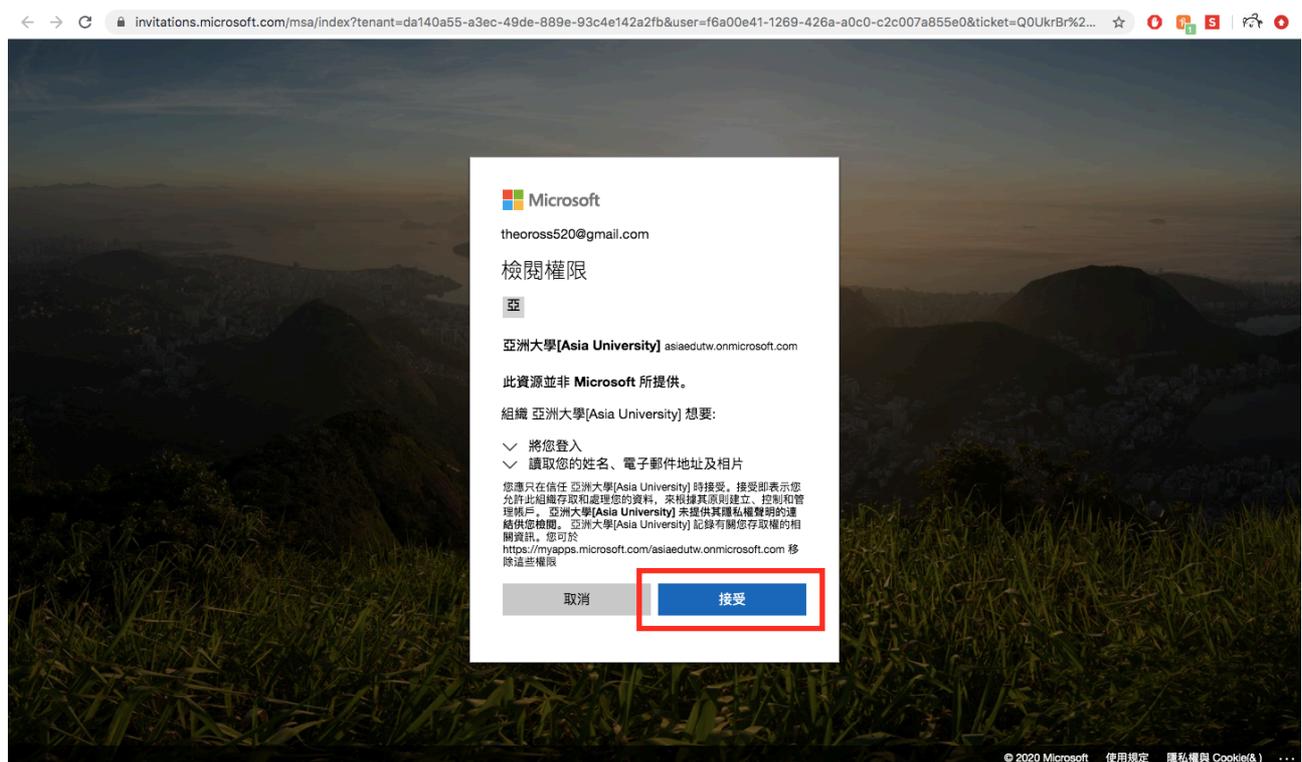
***Students wouldn't need to register a Teams account after they create a Microsoft account.**



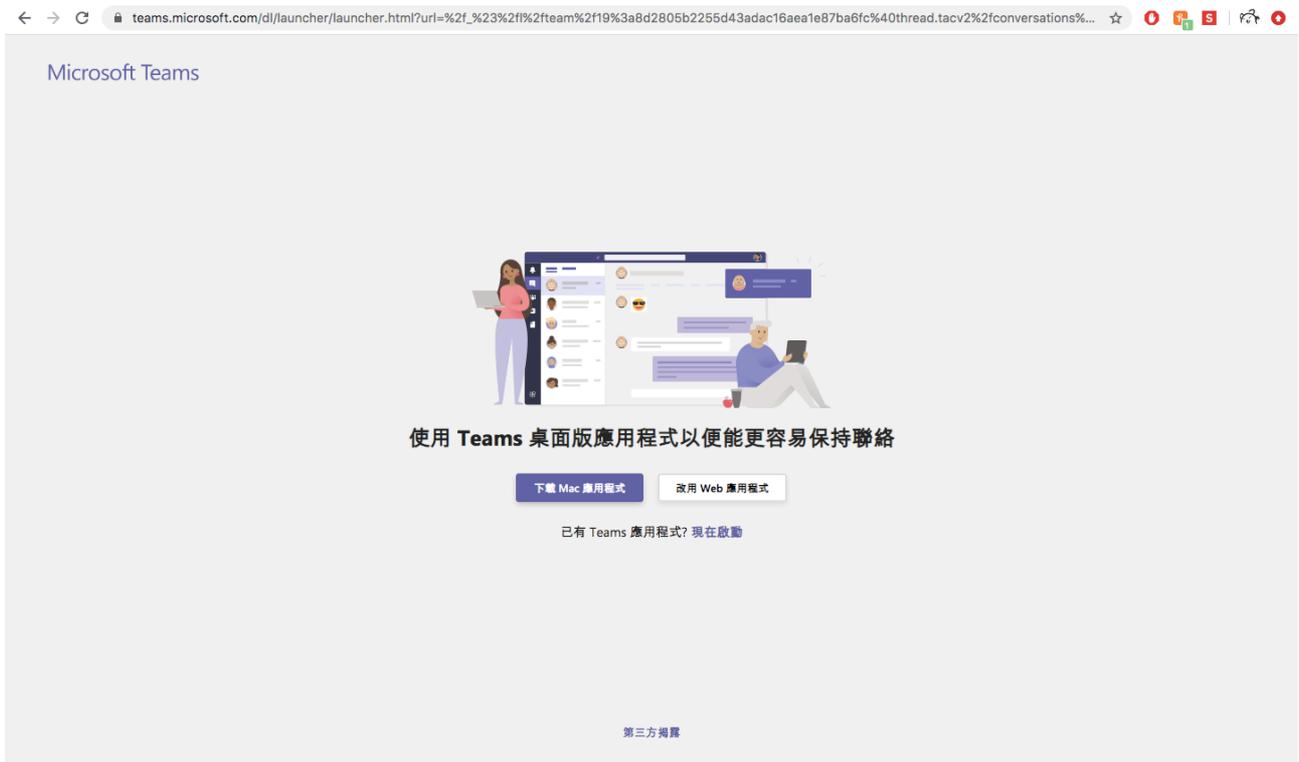
Students may be receiving an invitation to join Teams group before they have registered a Microsoft account. No worry, it will not affect the end result.



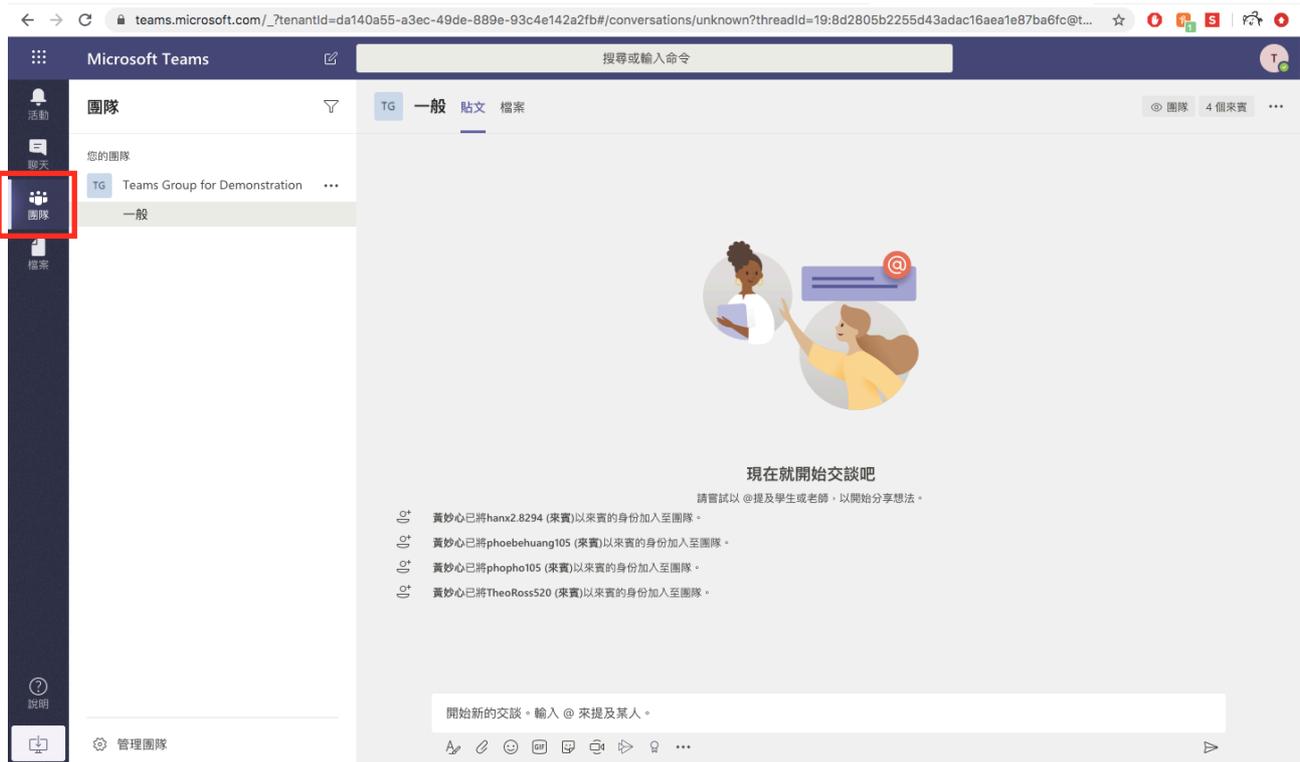
By clicking the “Open Microsoft Teams” button, students will be taken to a new tab to inspect access of microphone, camera, etc.



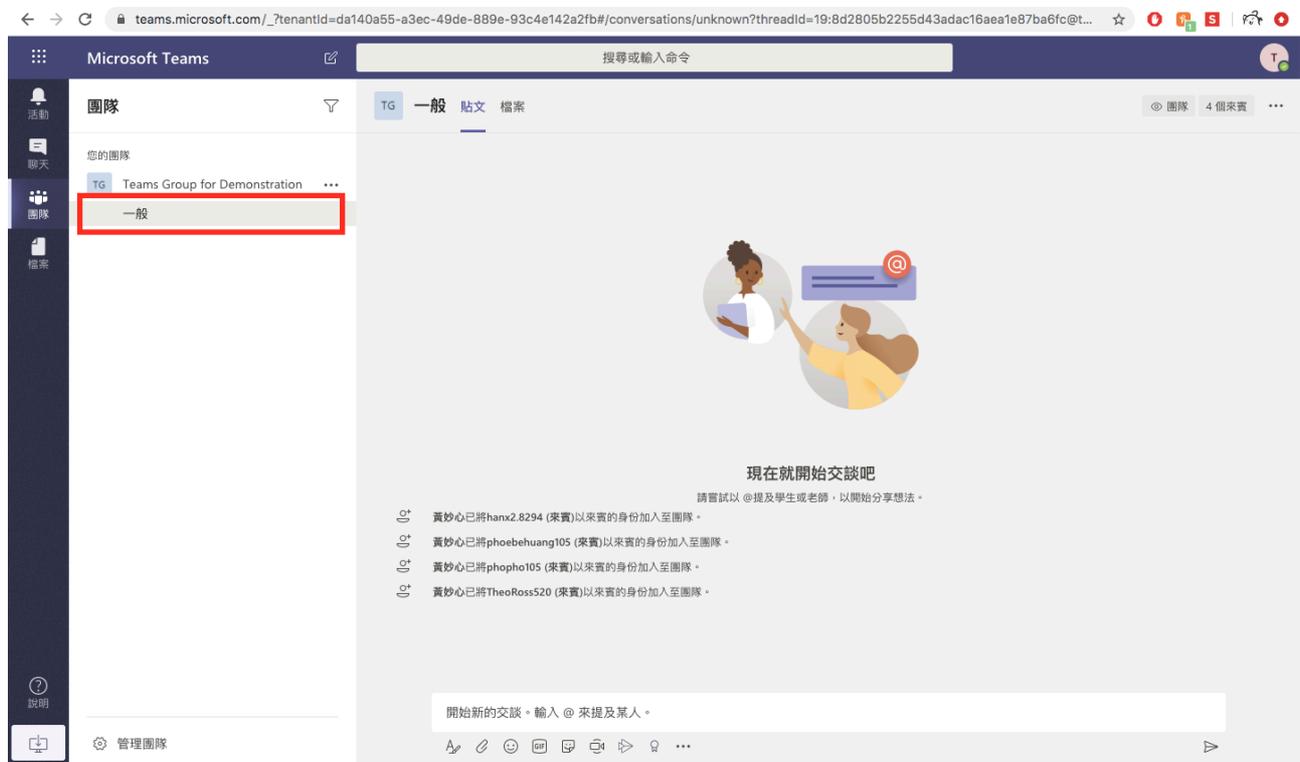
Then students can choose to enter either by **app**, the button on the left, or web version, the button on the right.



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.

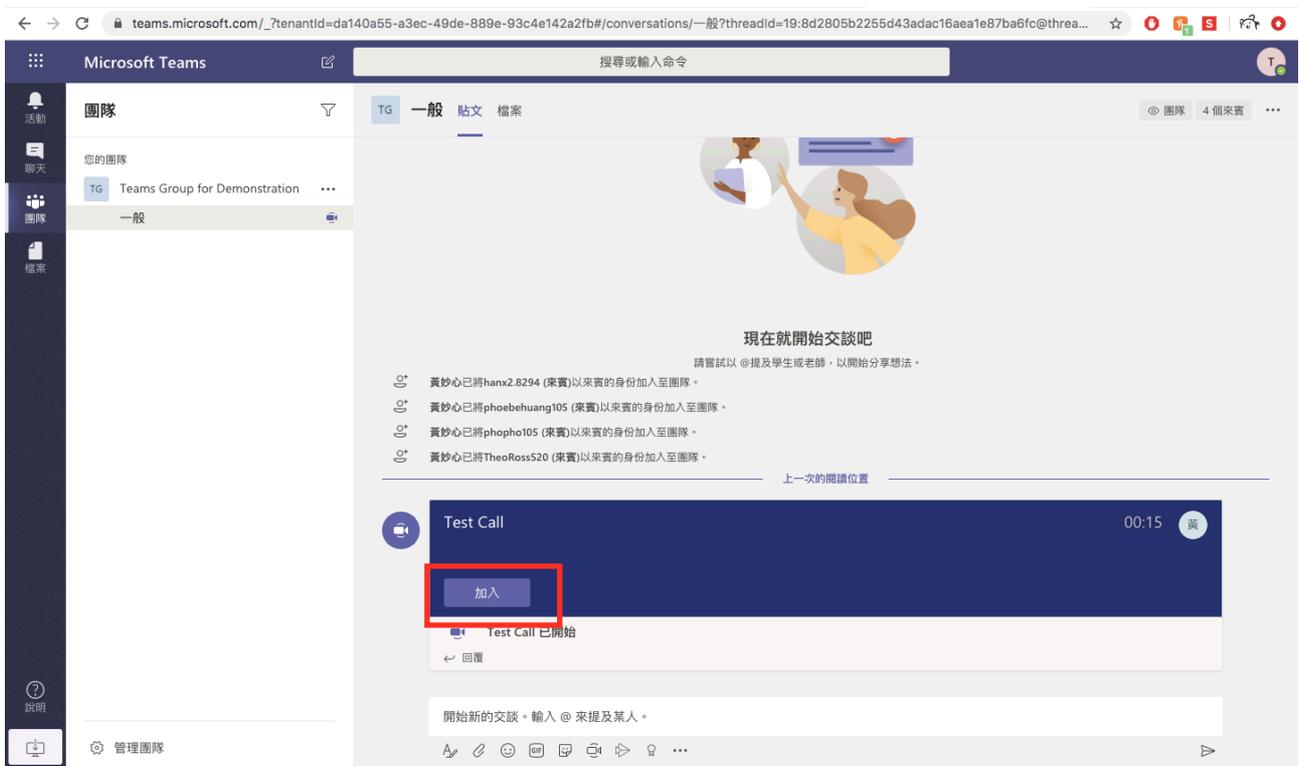


The left side is the chat room of the group with the function such as: writing a post, attaching a file, sending emojis/gifs/stickers, etc.

The latter four are not much used by students.

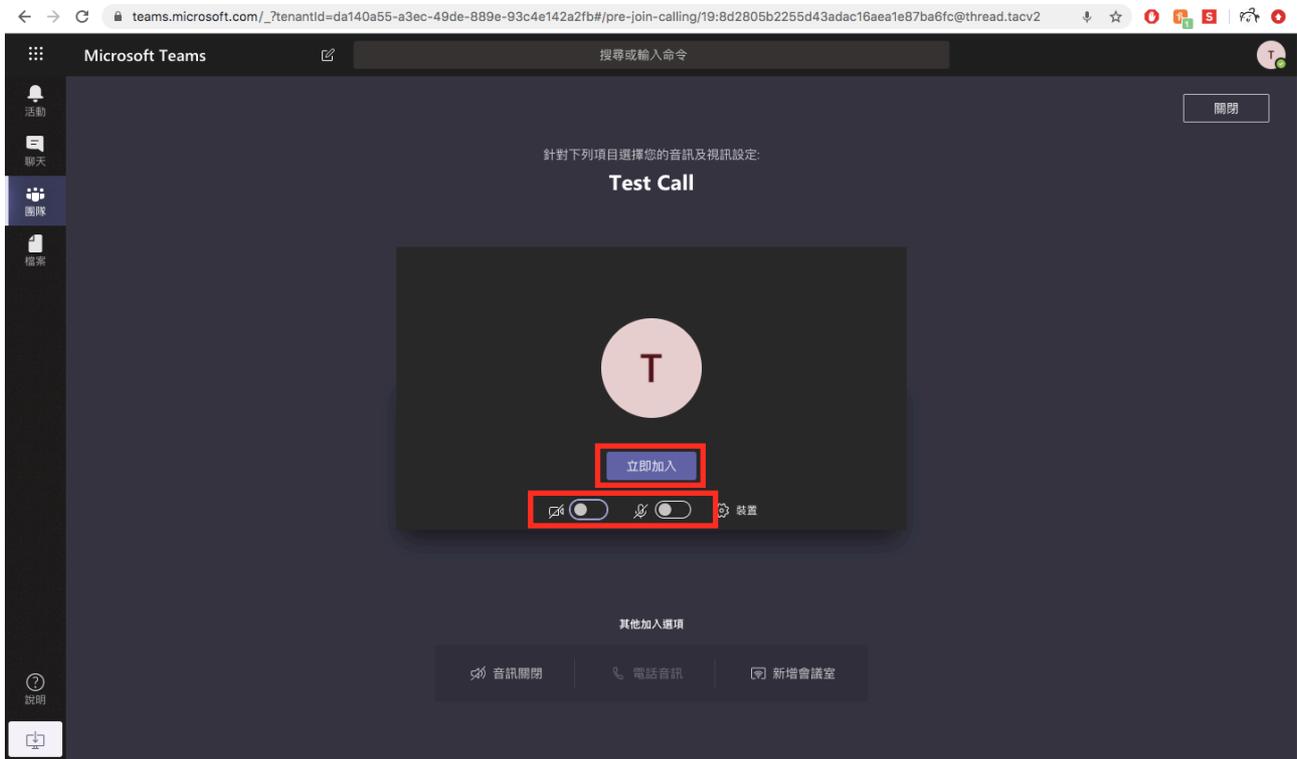


When teachers begin an online class, the notification, with whatever name the lecturer gives, will appear in the chat room.

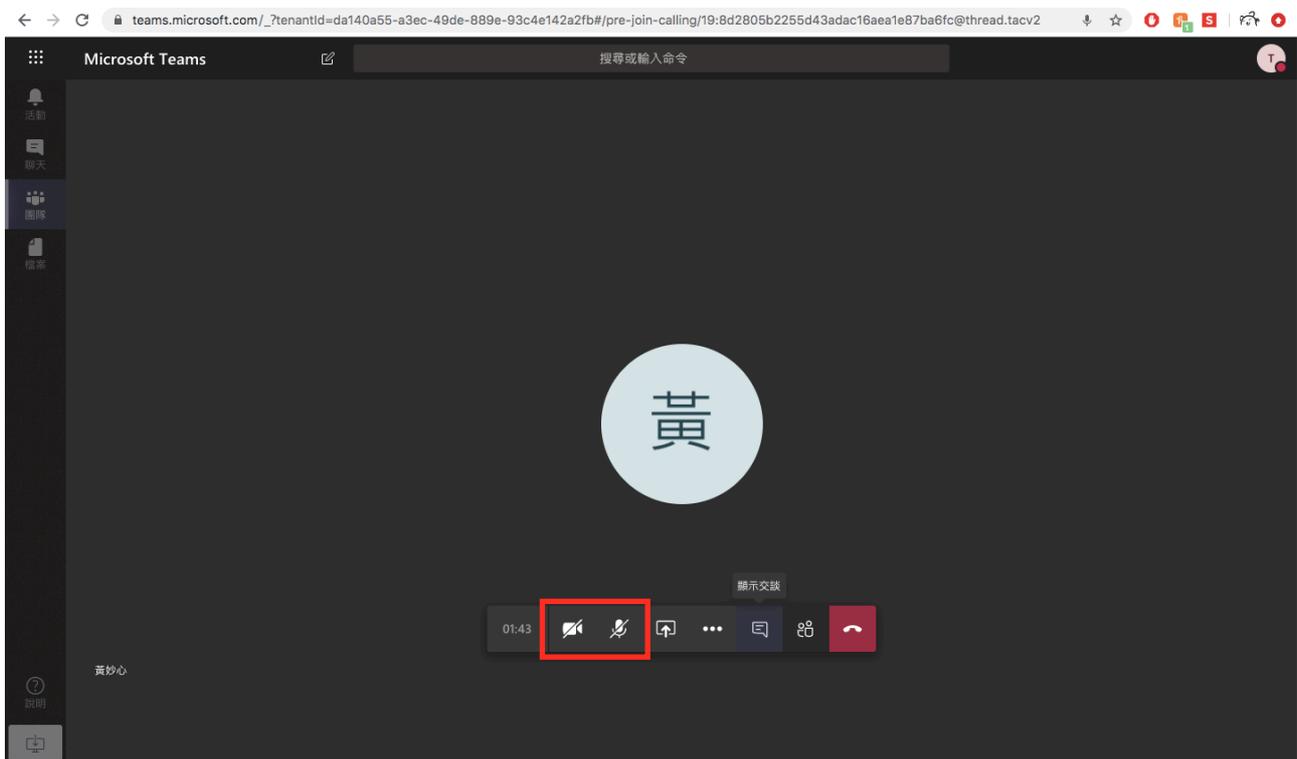


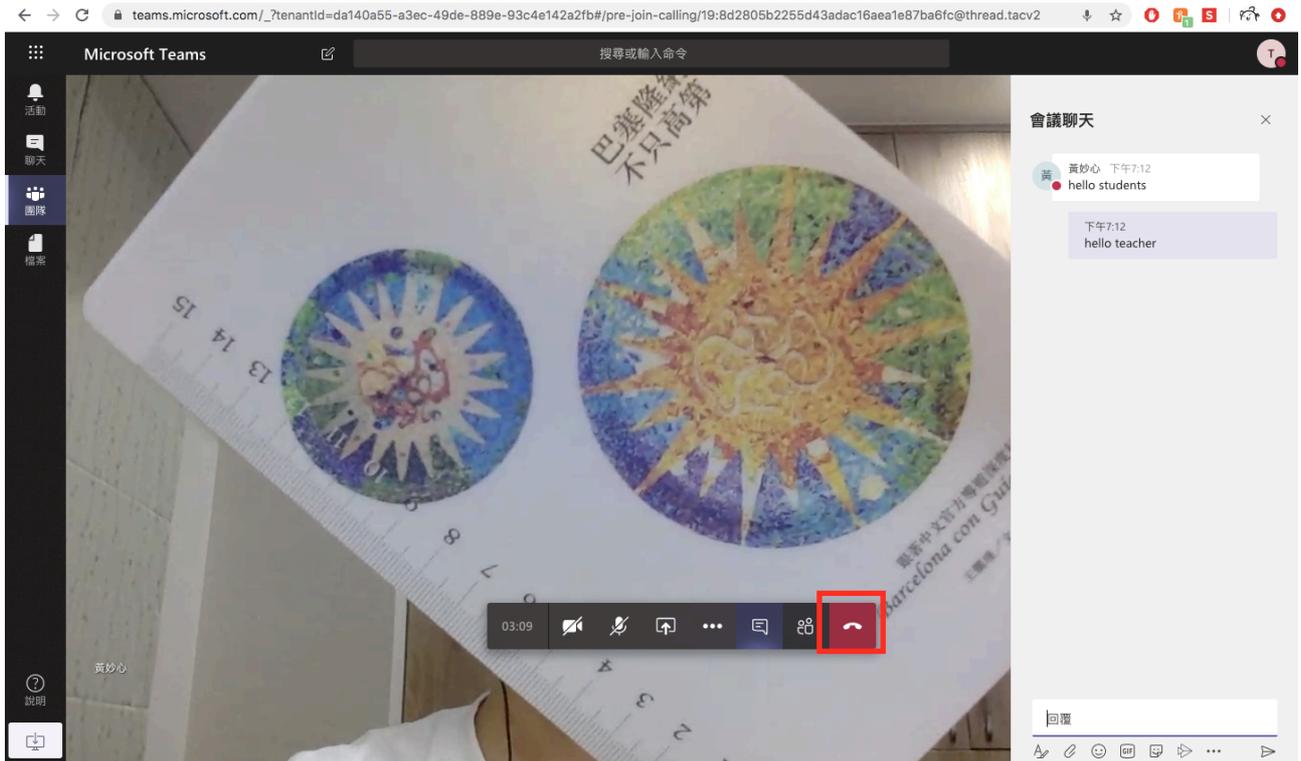
Click on the option in the red frame for students to join.

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

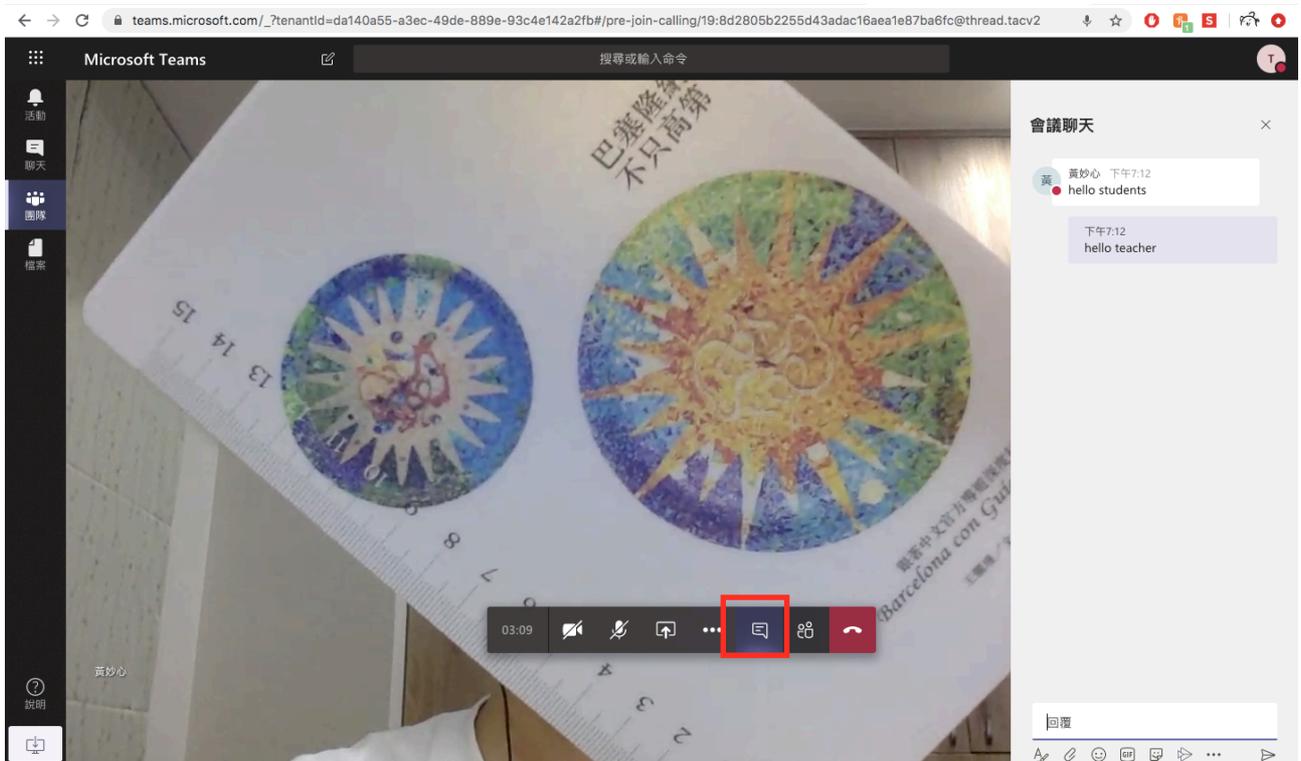


Microphone and camera statuses can always be readjusted again during the lecture

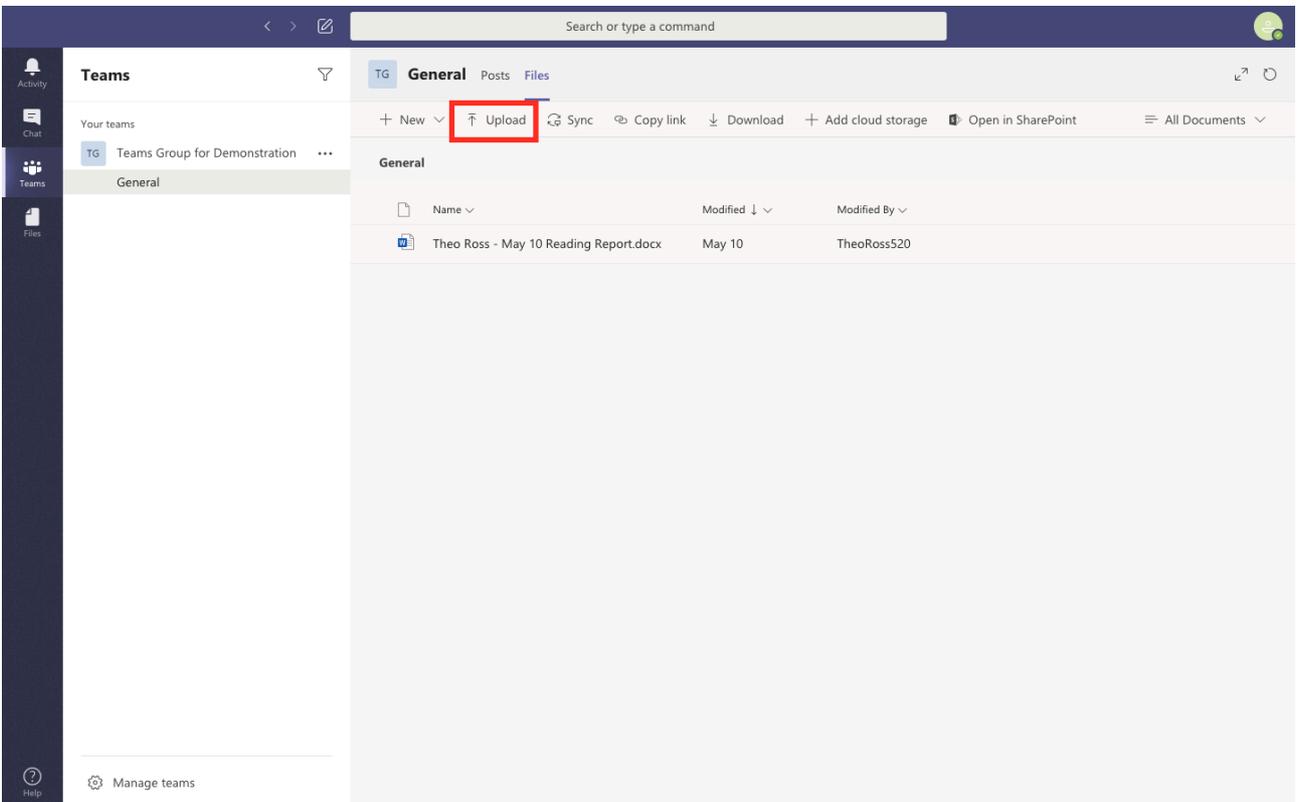
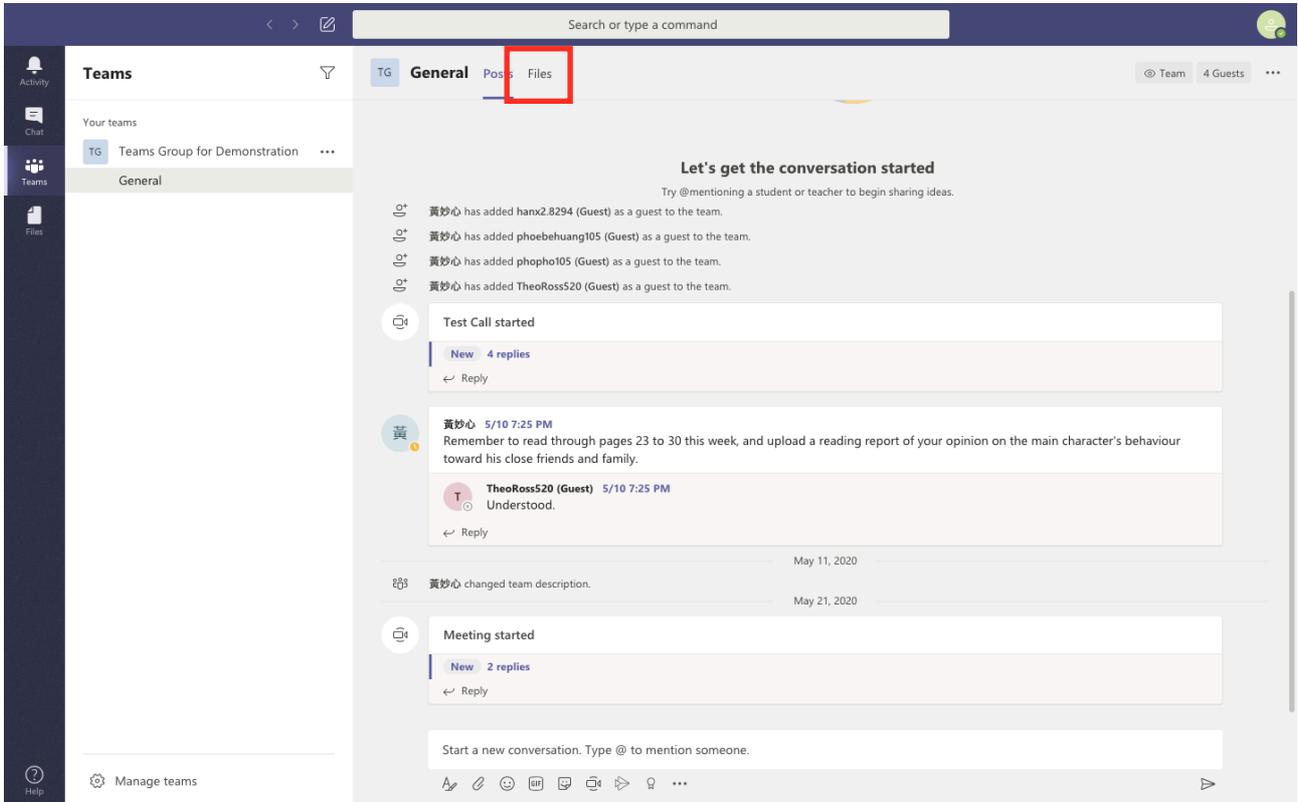


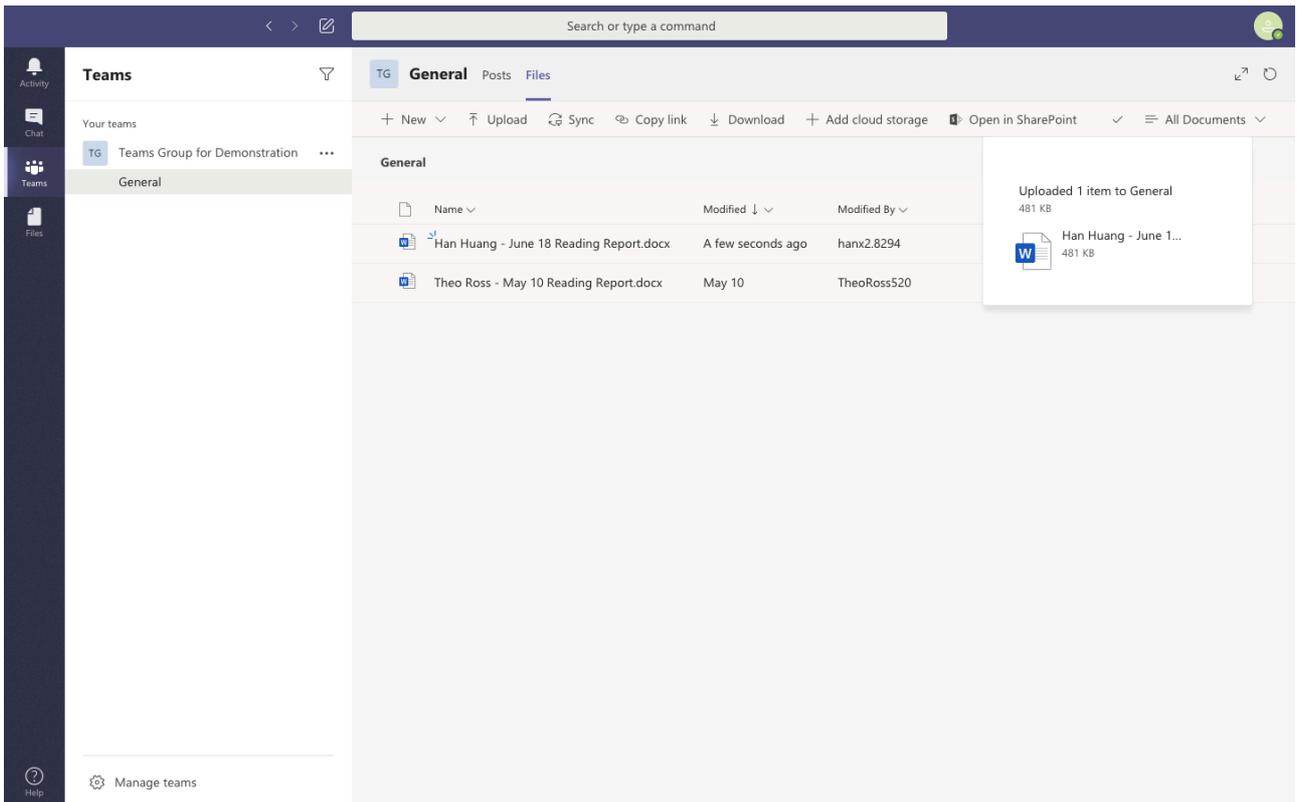


Exit the lecture by pressing the button with the downward telephone. Chat room can also be opened on the side during the lecture.

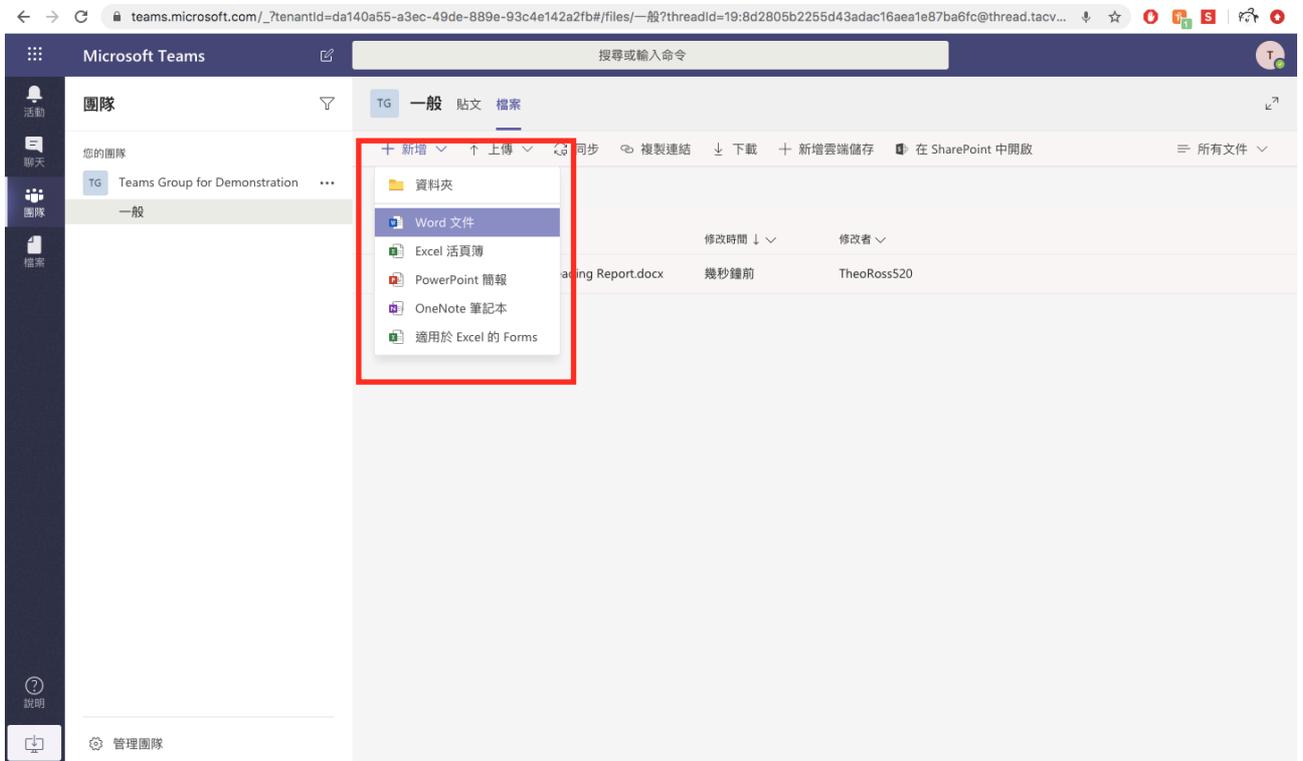


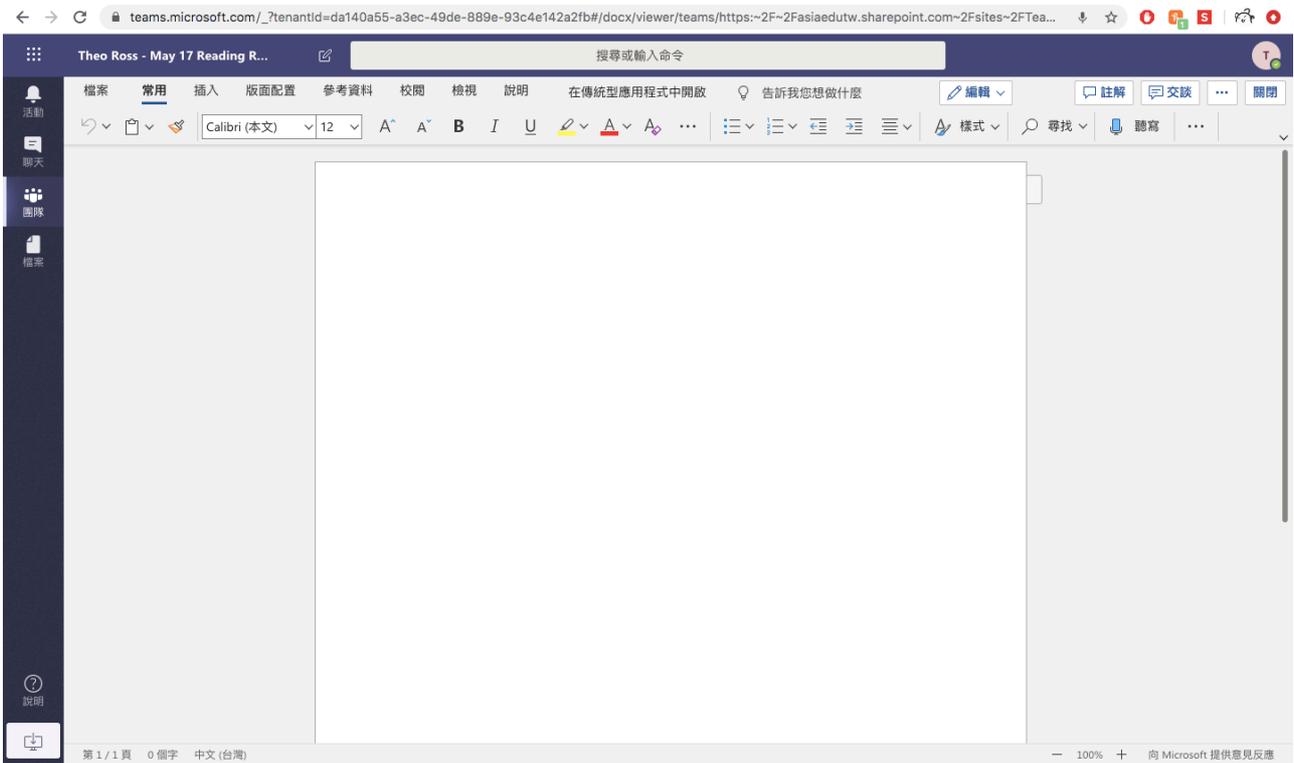
Microsoft Teams contains the function to upload files to group or Clouds, where teachers may ask their students to turn in assignments.



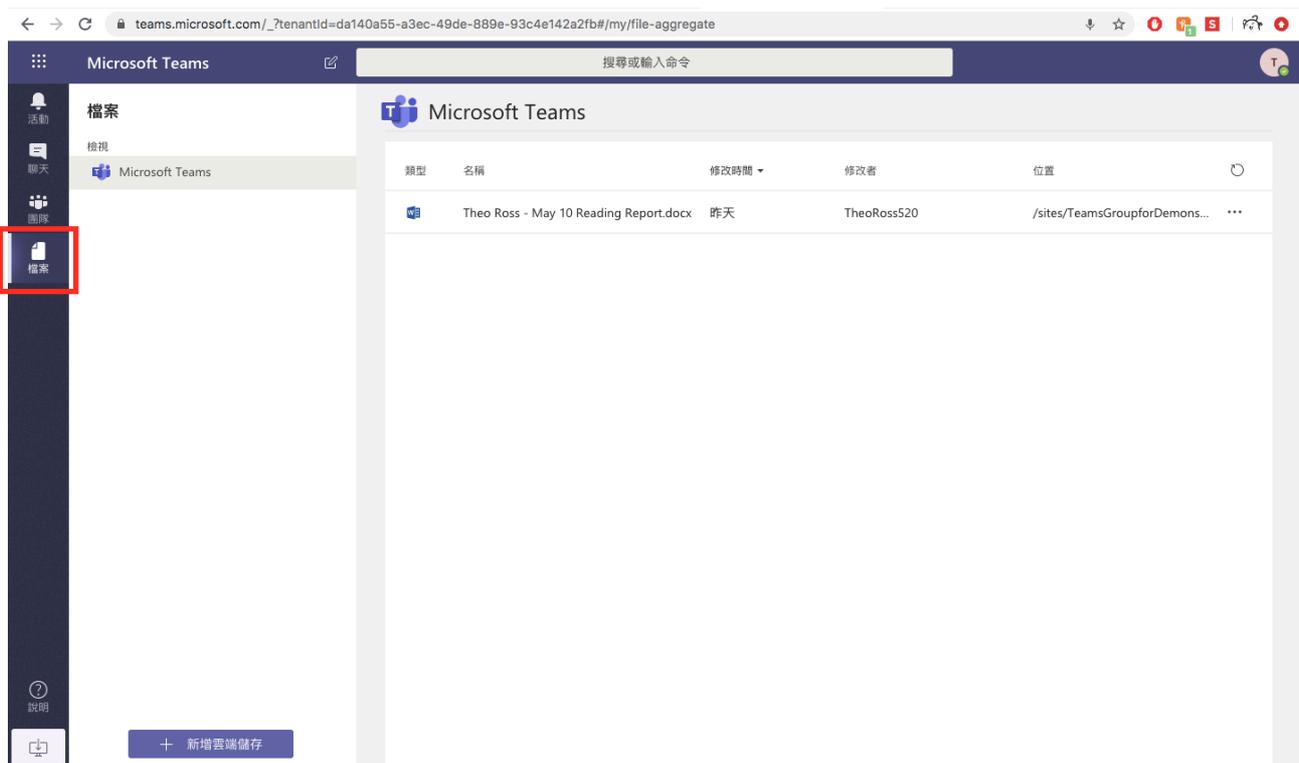


Or creating a file directly on Teams





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: asummerproject@gmail.com
Tel: +886-4-23323456 ext. 6273
Address: 500, Lioufeng Rd., Wufeng, Taichung 41354, Taiwan
Website: <https://ci.asia.edu.tw/?locale=en>

