

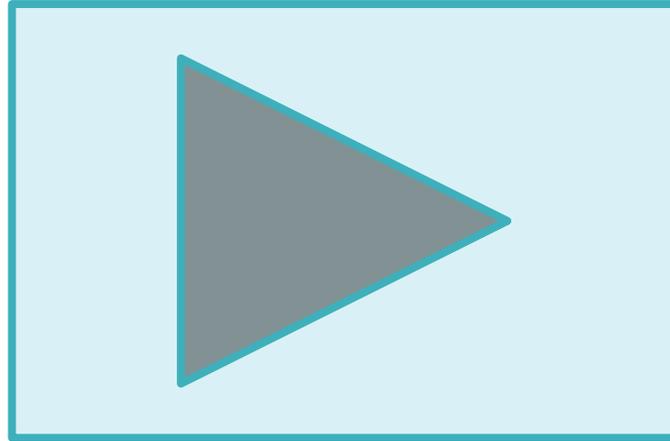
Microsoft Teams for Student Online Learning Tutorial

Note:

(1) Last updated date of this training document /video: 21 Aug 2020, version no.: 1.0

(2) The user-interface (UI) shown in this training document /video may vary from the latest look of Teams app.

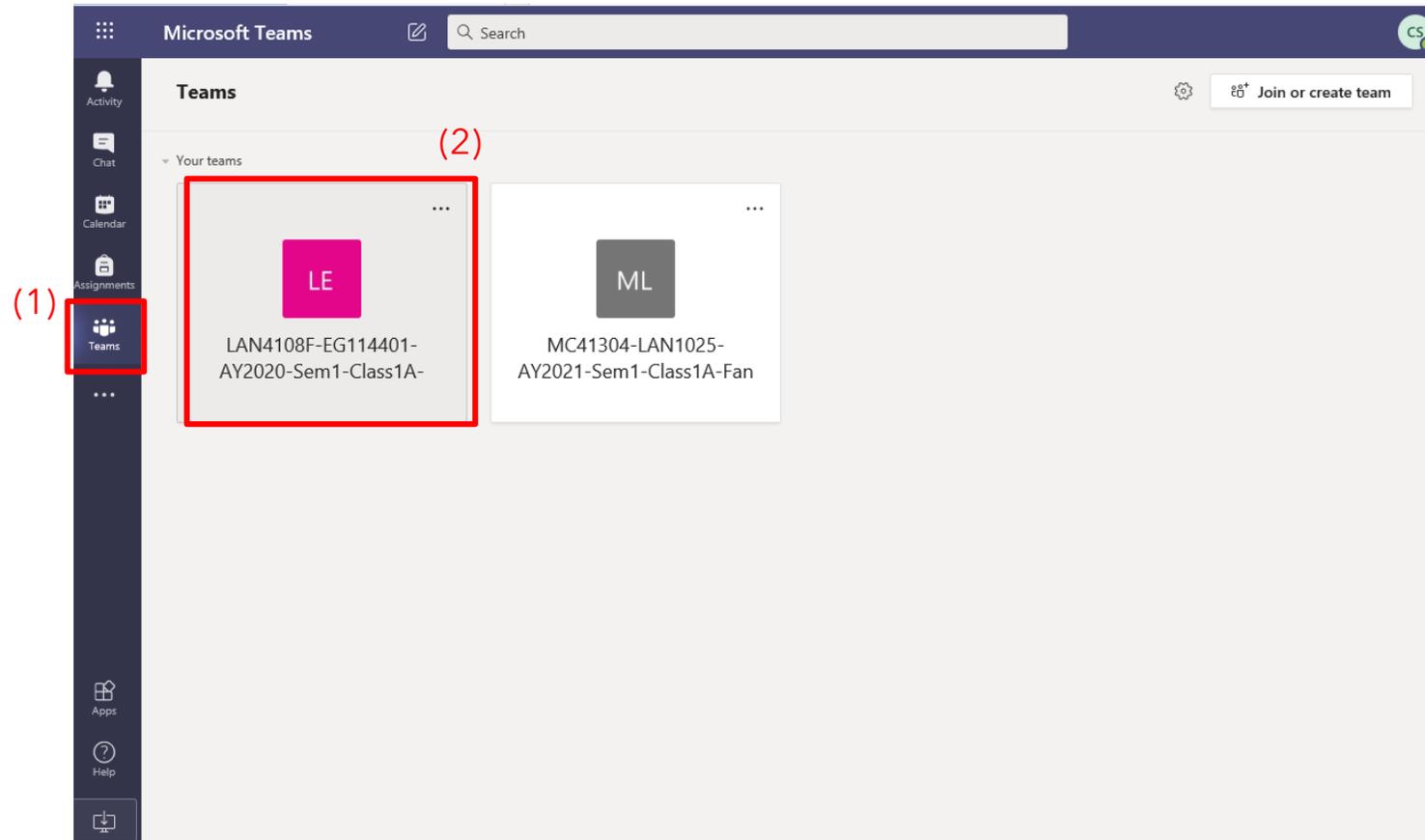




Attending an Online Class



Locating Online Video Post for Online Class Meeting



Click the **“Teams”** button in the sidebar menu and choose a Teams class



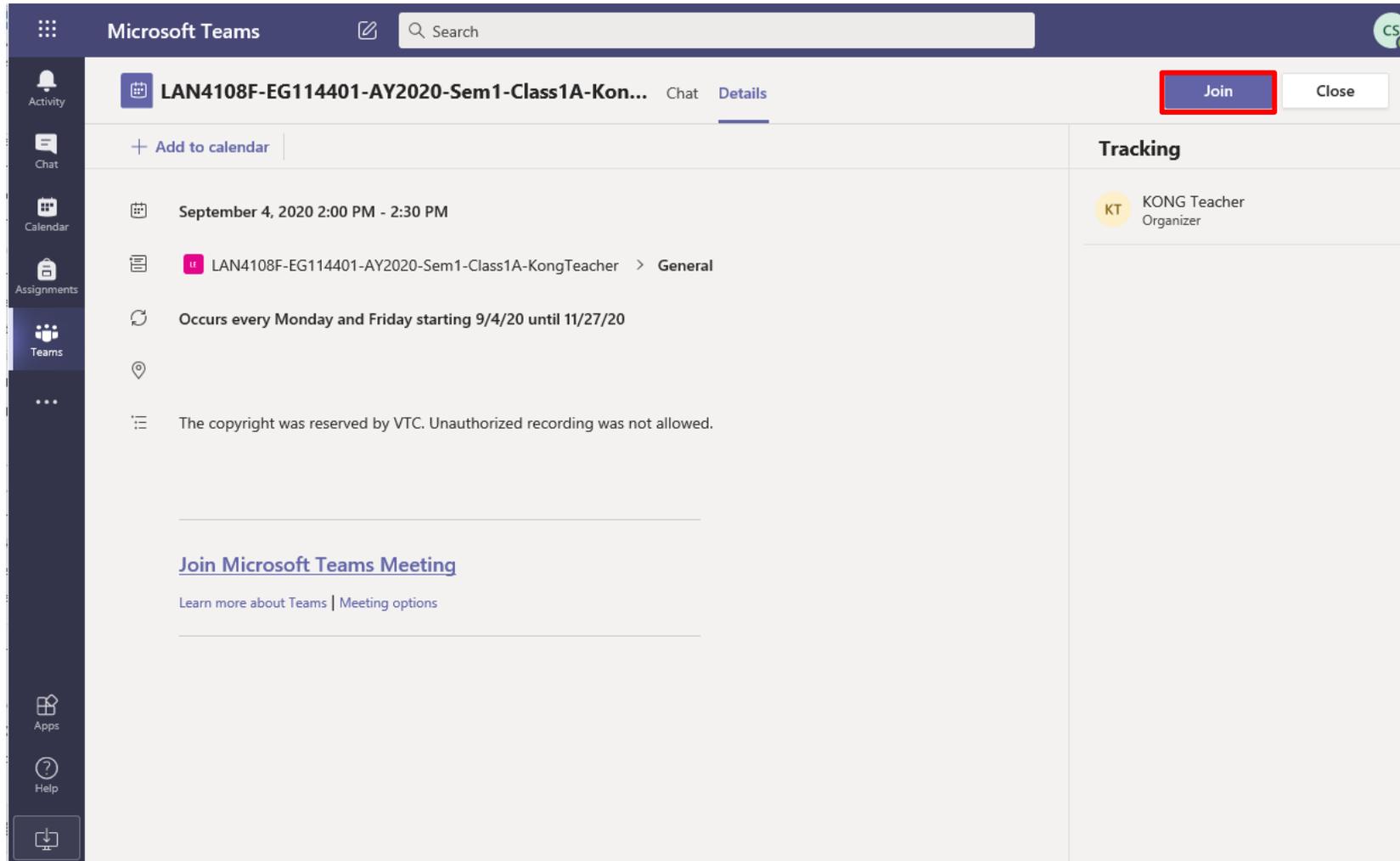
Locating Online Video Post for Online Class Meeting

The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Calendar, Assignments, Teams, and Apps. The main area displays a team chat for 'LAN4108F-EG114401-A...'. The chat header includes 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and '1 more'. A post from 'KONG Teacher' is visible, stating 'The copyright was reserved by VTC. Unauthorized recording was not allowed.' Below this post, a meeting link is highlighted with a red box. The link text is 'LAN4108F-EG114401-AY2020-Sem1-Class1A-KongTeacher' and 'Occurs every Mon and Fri @2:00 PM until 11/27/20'. Below the link, it says '6 replies from Teacher' and 'Meeting ended: 50m 25s'. At the bottom, there is a text input field with the placeholder 'Start a new conversation. Type @ to mention someone.'

Click the **"Post"** for the class meeting page



Joining the Online Class Meeting

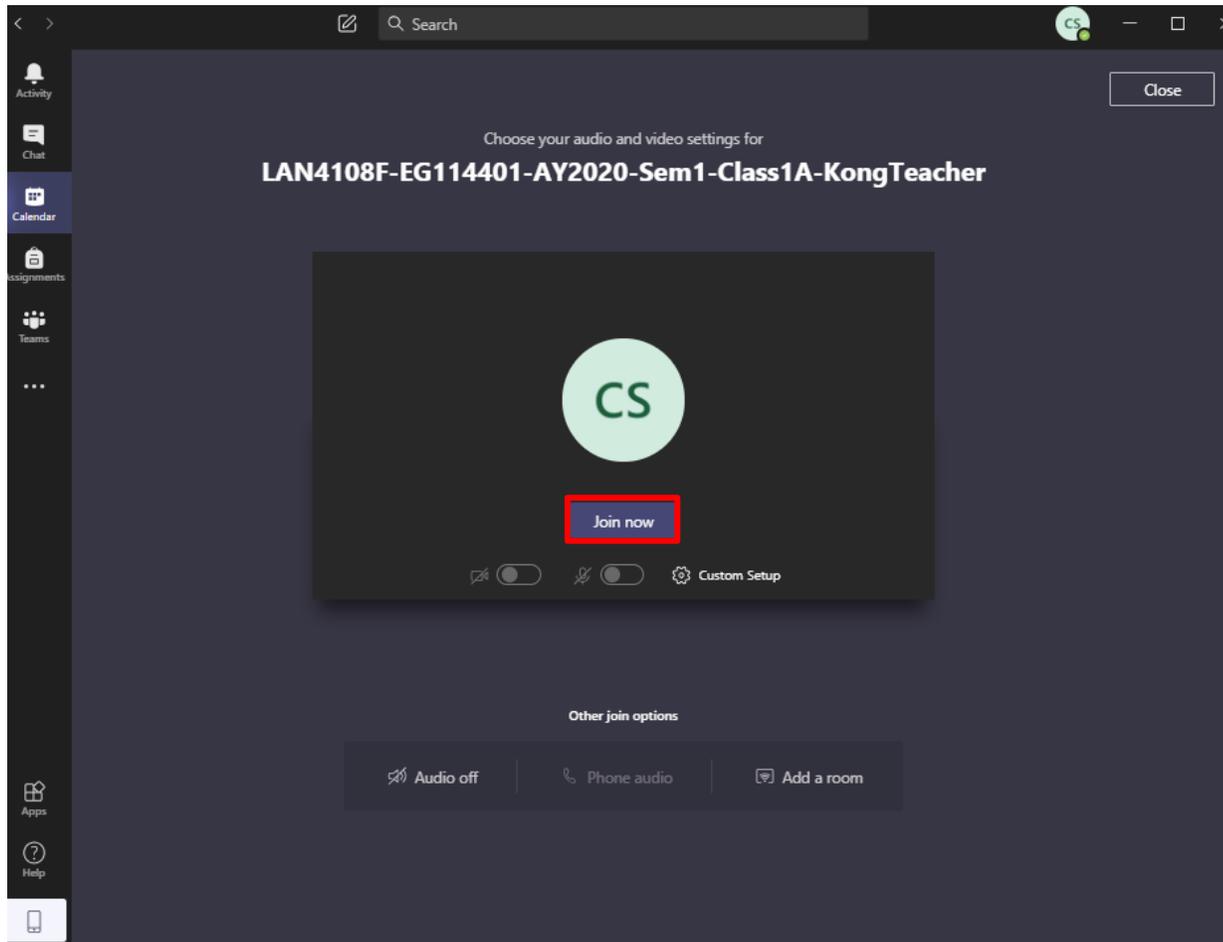


The screenshot displays the Microsoft Teams interface for a meeting. The top navigation bar includes the Microsoft Teams logo, a search bar, and a user profile icon labeled 'CS'. The left sidebar contains navigation options: Activity, Chat, Calendar, Assignments, Teams, and a menu icon. The main content area shows the meeting details for 'LAN4108F-EG114401-AY2020-Sem1-Class1A-Kon...'. The meeting is scheduled for September 4, 2020, from 2:00 PM to 2:30 PM. The organizer is 'KONG Teacher' (KT). The meeting occurs every Monday and Friday starting 9/4/20 until 11/27/20. A copyright notice states: 'The copyright was reserved by VTC. Unauthorized recording was not allowed.' A 'Join' button is highlighted with a red box, and a 'Close' button is also visible. The 'Tracking' section on the right shows the organizer's name and role.

You will be re-directed to the class meeting page. Click the **Join** button to the setting page



Joining the Online Class Meeting



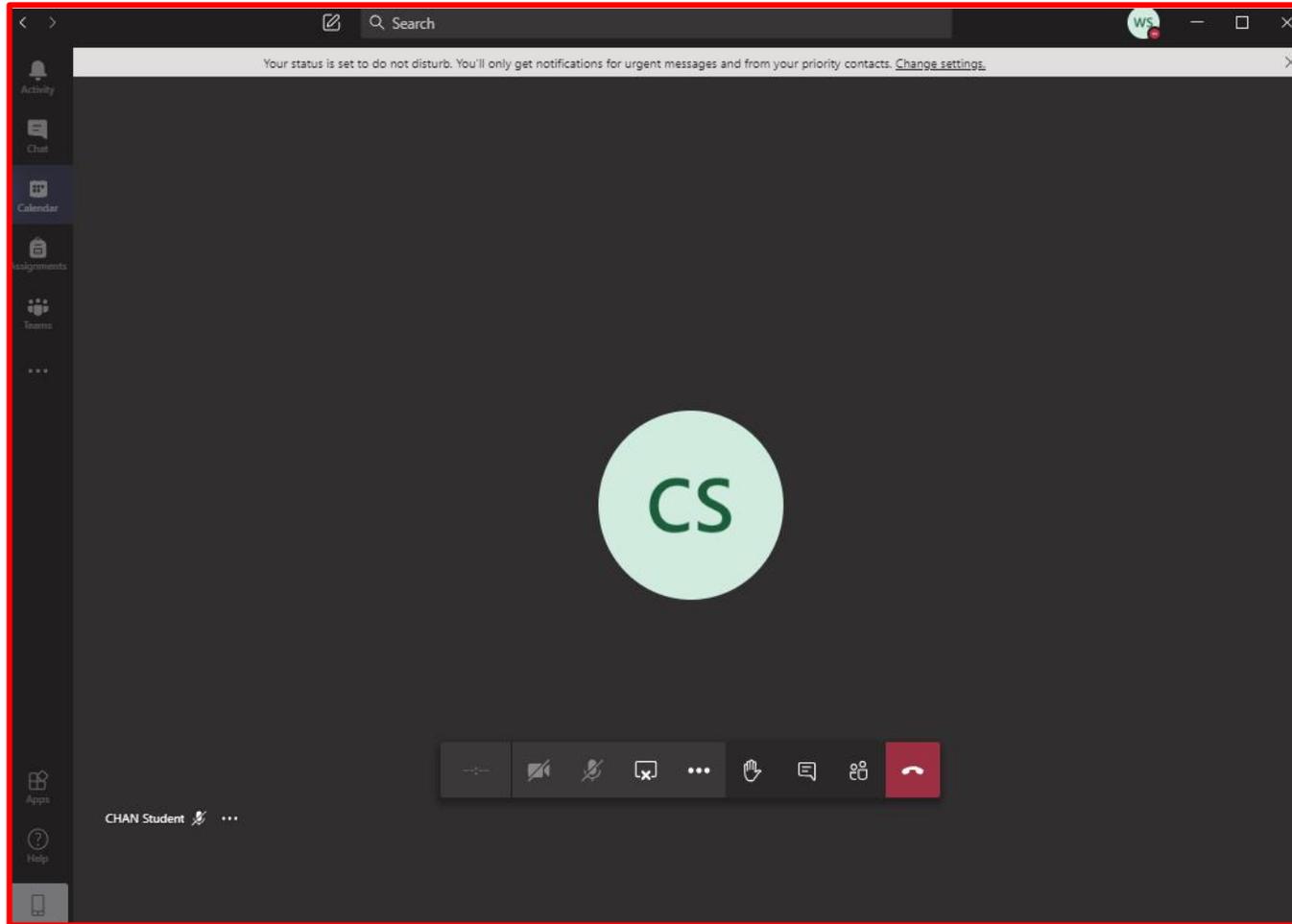
Tips: Mute yourself before joining the online video class.



Click **"Join now"** to start the online class meeting immediately.



Joining the Online Class Meeting



A similar look will be come.



End



Produced by Information Technology Services Division

Please visit the website for more videos:



 <https://www.vtc.edu.hk/digital-workplace/guidebook-for-online-teaching/student.html>