

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.



Step-by-Step Tutorial

To facilitate online learning, you have to login MS Teams with your email account.

This is a quick guide to get the essential functions setup, which includes:

- Download & Installation of Microsoft (MS) Teams ... 00:25
- Introduction of MS Teams Interface ... 02:44
- Turning on the Notification of the Channel & Adding Scheduled Online Class Meeting into Calendar ... 03:33
- Attending an Online Class ... 05:17
- Online Class Meeting - Different Functions ... 06:13

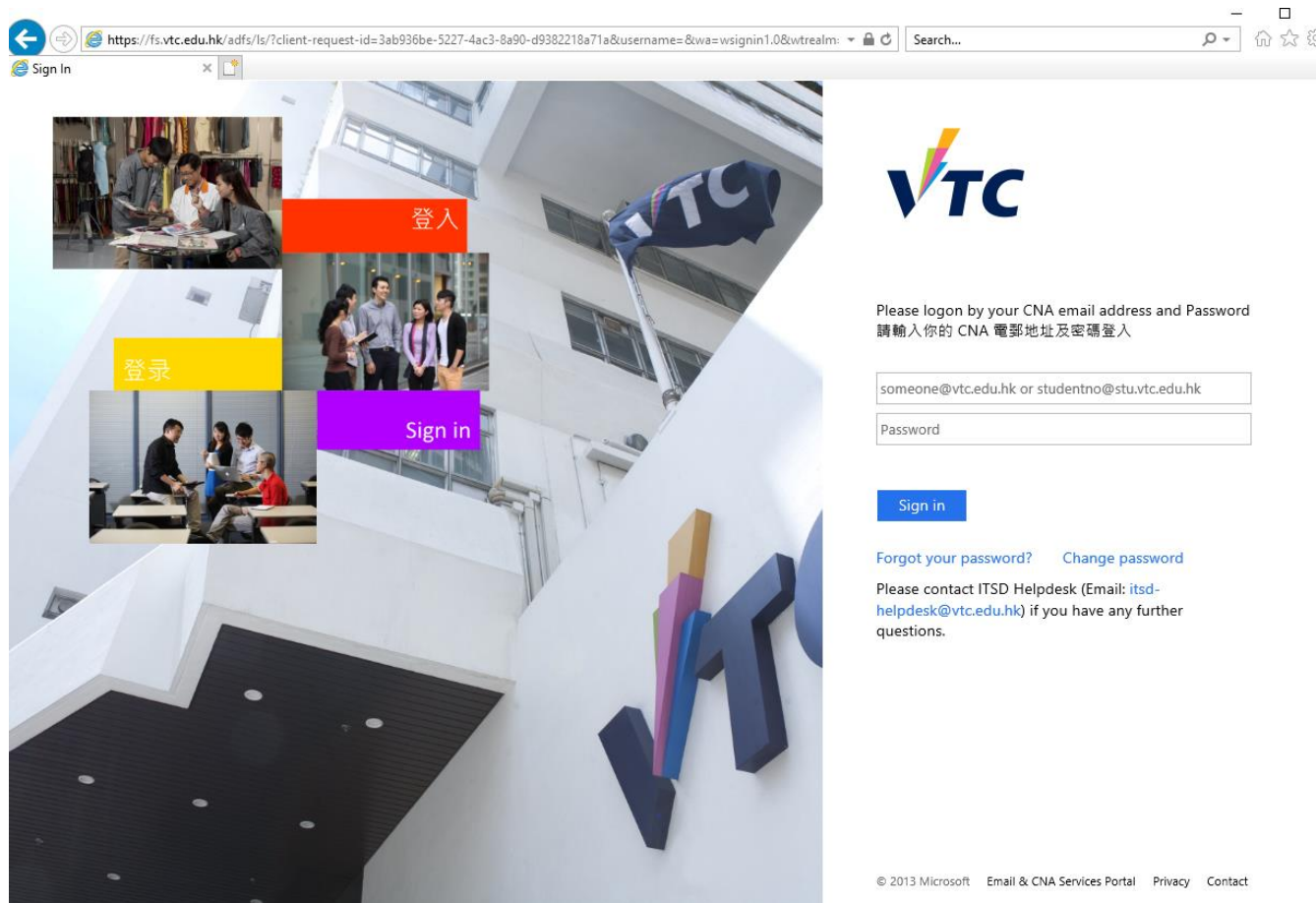




Download & Installation of Microsoft (MS) Teams



The Launch of MS Teams (Web Version)



https://fs.vtc.edu.hk/adfs/ls/?client-request-id=3ab936be-5227-4ac3-8a90-d9382218a71a&username=&wa=wsignin1.0&wtrealm=

Sign In

登入

登录

Sign in

VTC

Please logon by your CNA email address and Password
請輸入你的 CNA 電郵地址及密碼登入

someone@vtc.edu.hk or studentno@stu.vtc.edu.hk

Password

Sign in

[Forgot your password?](#) [Change password](#)

Please contact ITSD Helpdesk (Email: itsd-helpdesk@vtc.edu.hk) if you have any further questions.

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Go to <http://office365.stu.vtc.edu.hk> to launch MS Teams



The Launch of MS Teams (Web Version)



Please logon by your CNA email address and Password
請輸入你的 CNA 電郵地址及密碼登入

(1)

(2)

[Forgot your password?](#) [Change password](#)

Please contact ITSD Helpdesk (Email: itsd-helpdesk@vtc.edu.hk) if you have any further questions.

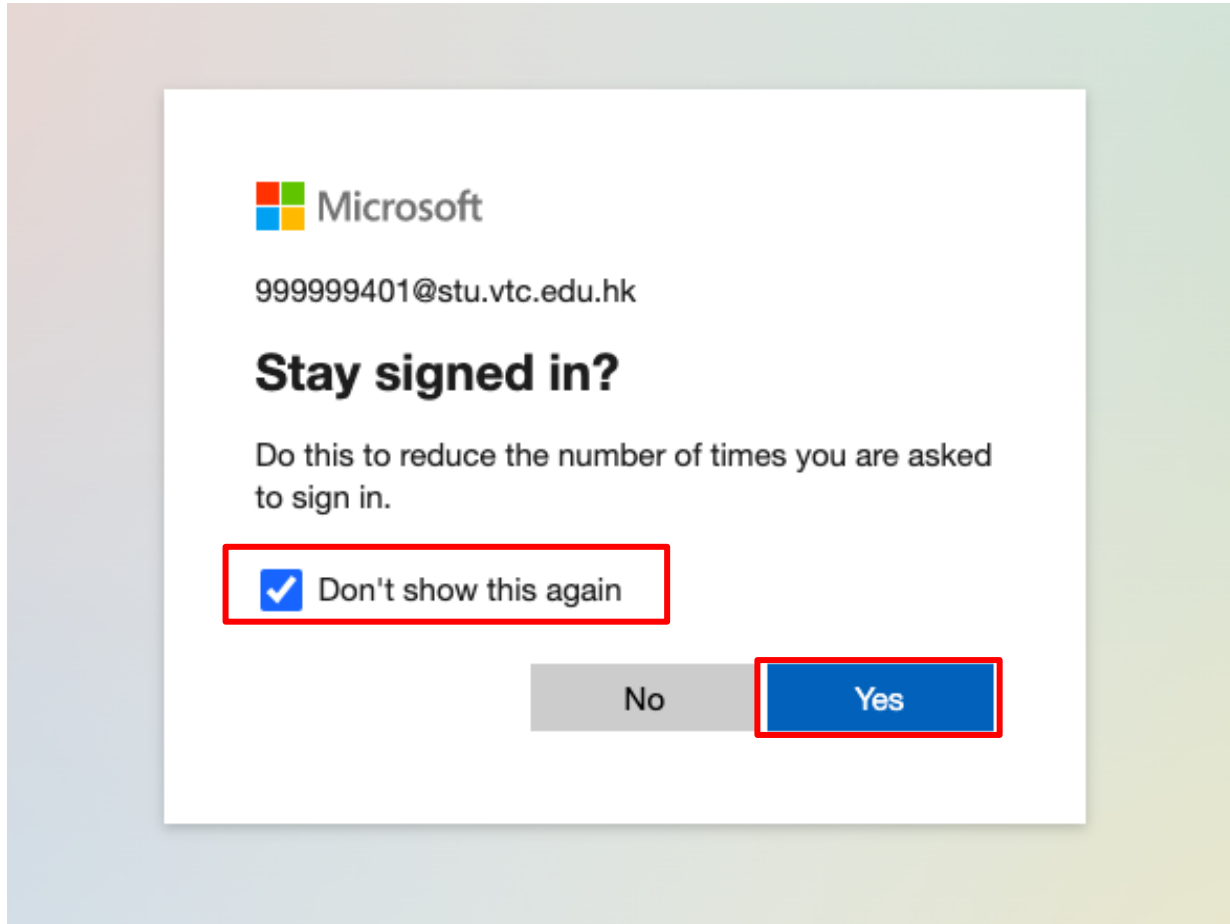
Tips: Remember to include "@stu.vtc.edu.hk" after CNA.



- 1) Enter your "CNA email address" and "Password"
- 2) Click the "**Sign in**" button



The Launch of MS Teams (Web Version)



Click **"Don't show this again"** and **"Yes"**



The Launch of MS Teams (Web Version)

The image displays four sequential screenshots of Microsoft Office 365 welcome screens, each with a red box around a right-pointing arrow button. The screens are arranged in a 2x2 grid. Each screen has a Microsoft logo in the top left corner and a close button (X) in the top right corner. The first screen (top-left) is for Office 365, with the text "Welcome, Student" and "Let Office 365 help you get your classwork done". The second screen (top-right) is for OneNote, with the text "Take notes and stay organized with OneNote notebooks". The third screen (bottom-left) is for Word, with the text "Brainstorm together in Word". The fourth screen (bottom-right) is for OneDrive, with the text "Documents are always with you when you save to OneDrive". Each screen also features a set of five dots at the bottom, indicating a carousel of slides.

(1) →

(2) →

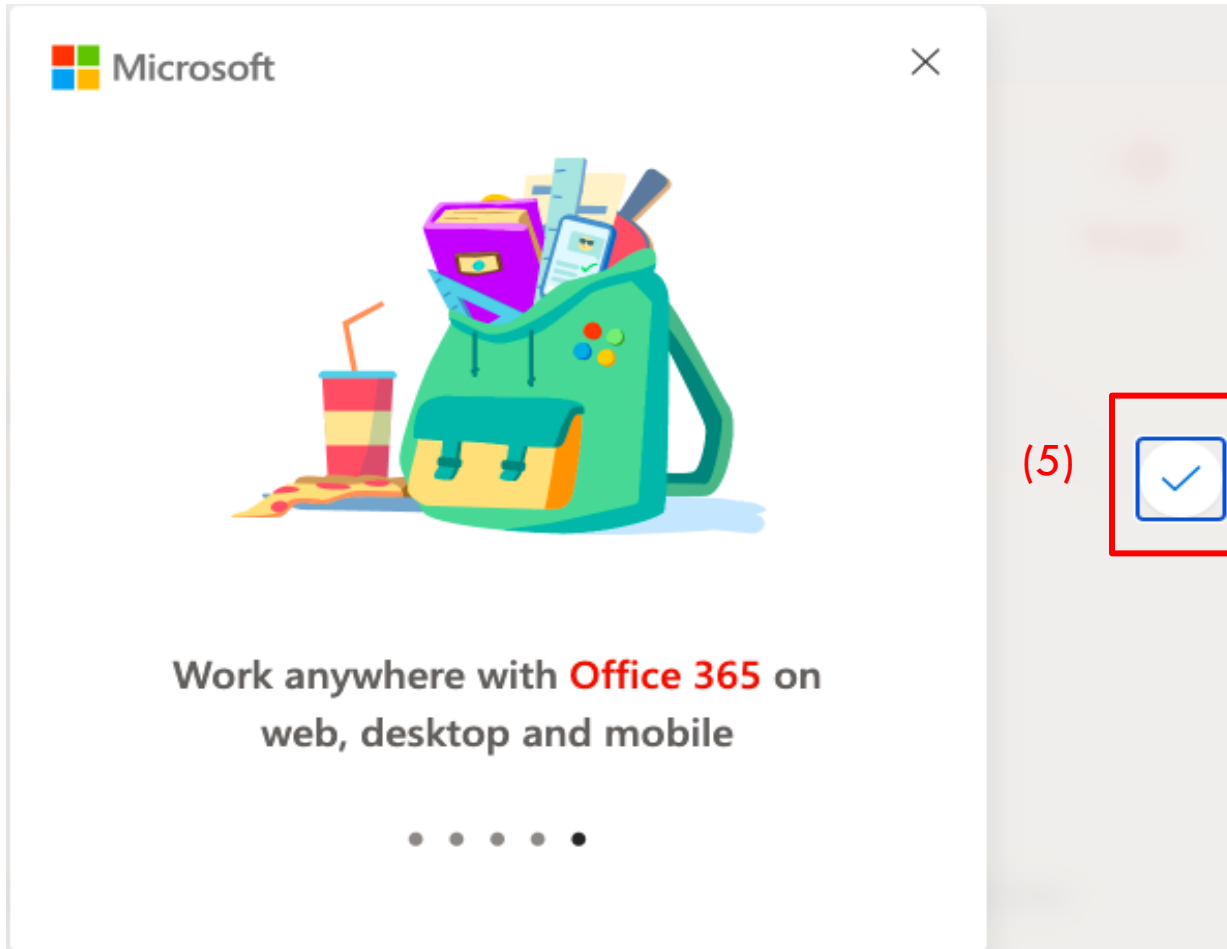
(3) →

(4) →

Click the **“arrow”** button to continue



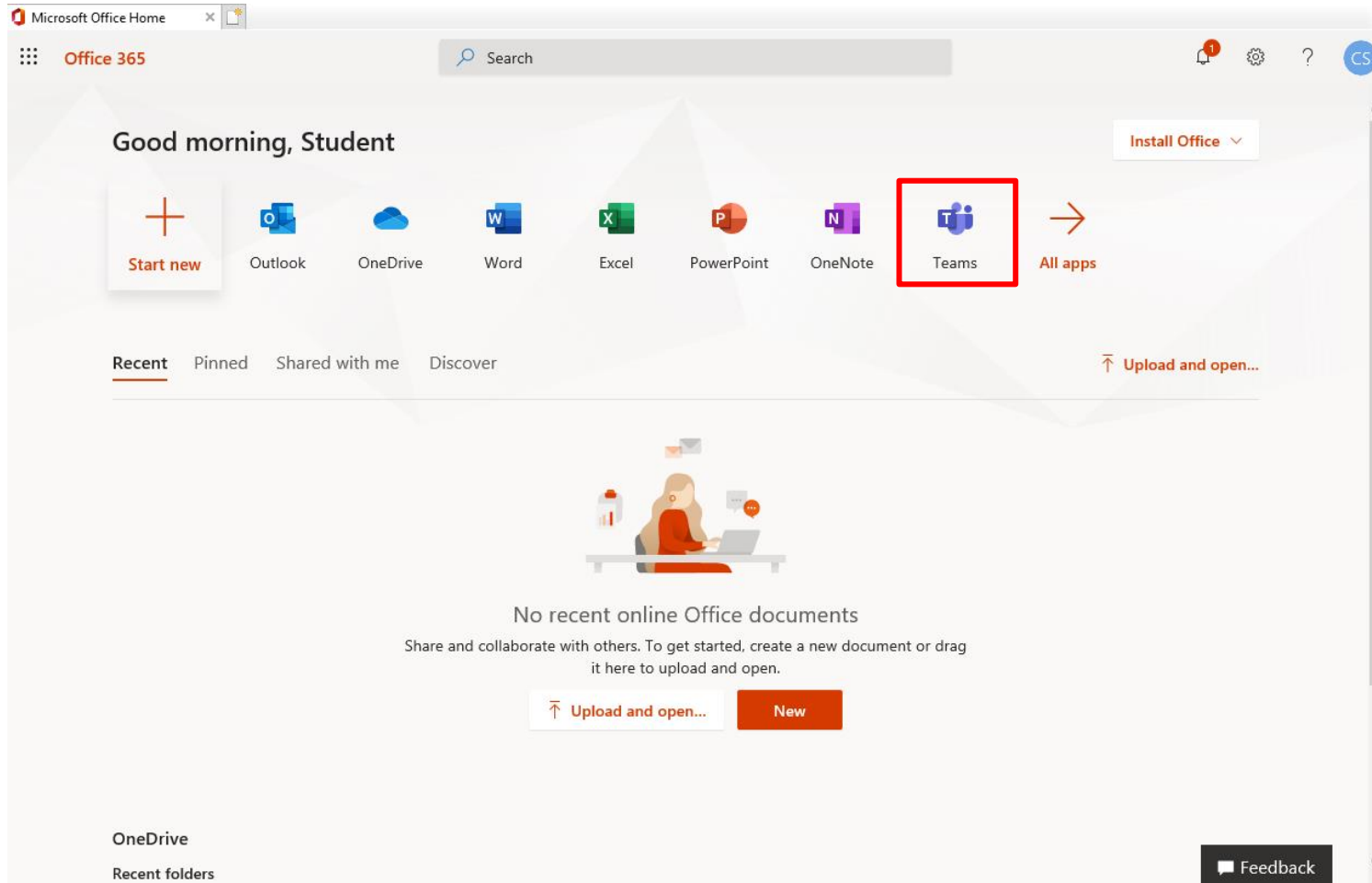
The Launch of MS Teams (Web Version)



Click the **"tick"** button to start Office 365



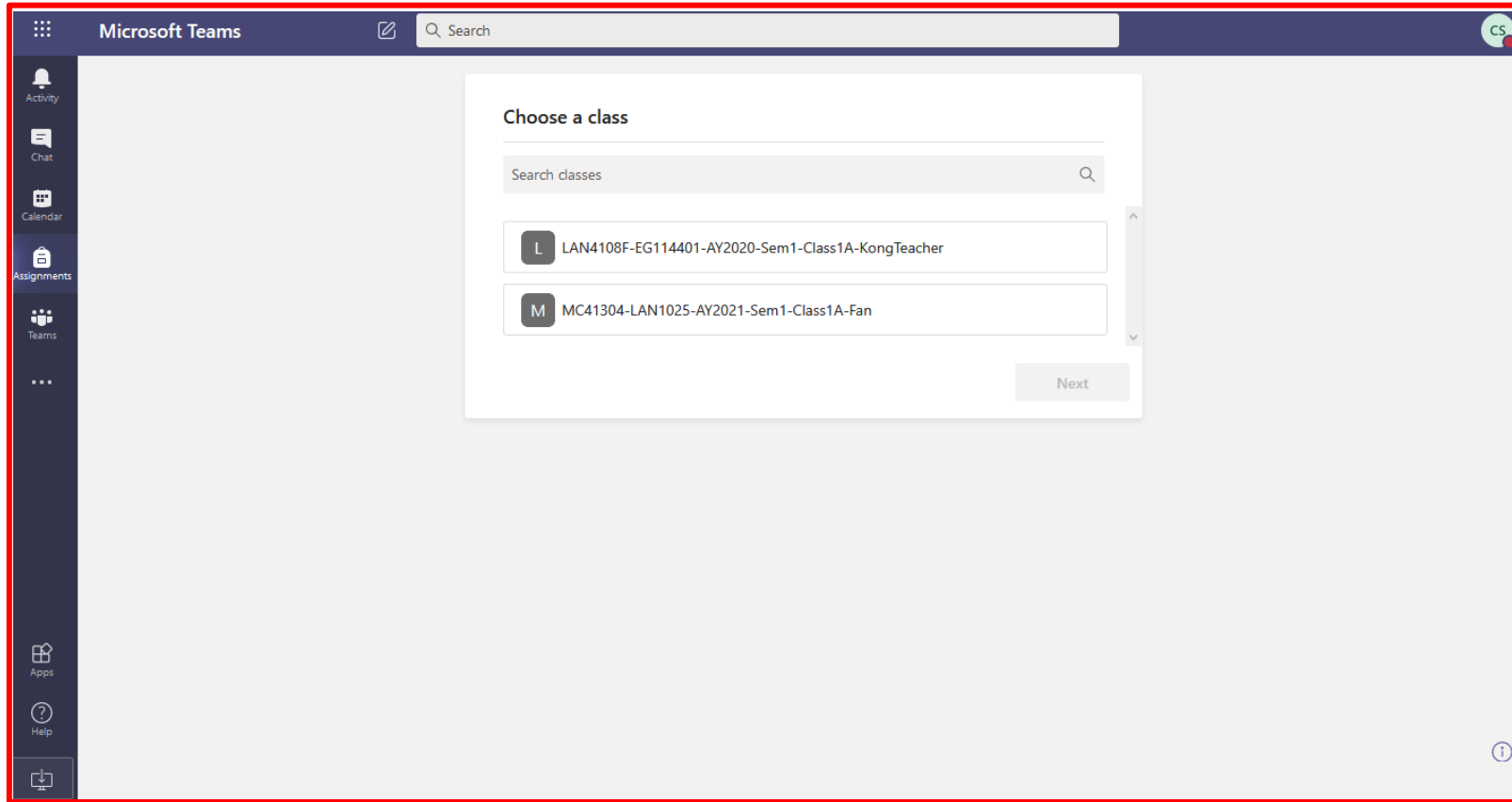
The Launch of MS Teams (Web Version)



Click the "Teams"  icon for the web version of MS Teams.



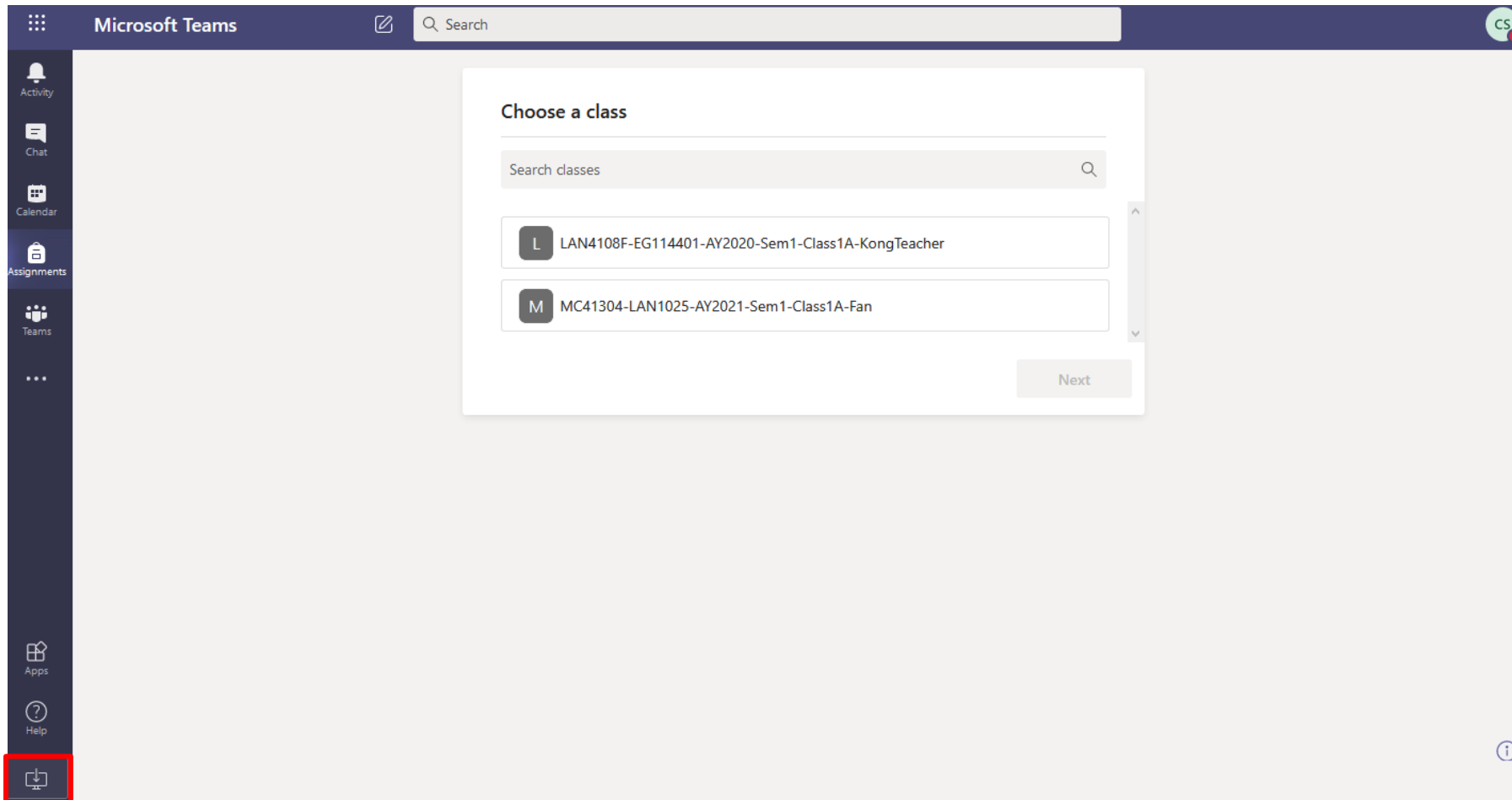
The Launch of MS Teams (Web Version)



After that, you will be re-directed to the similar page as shown.



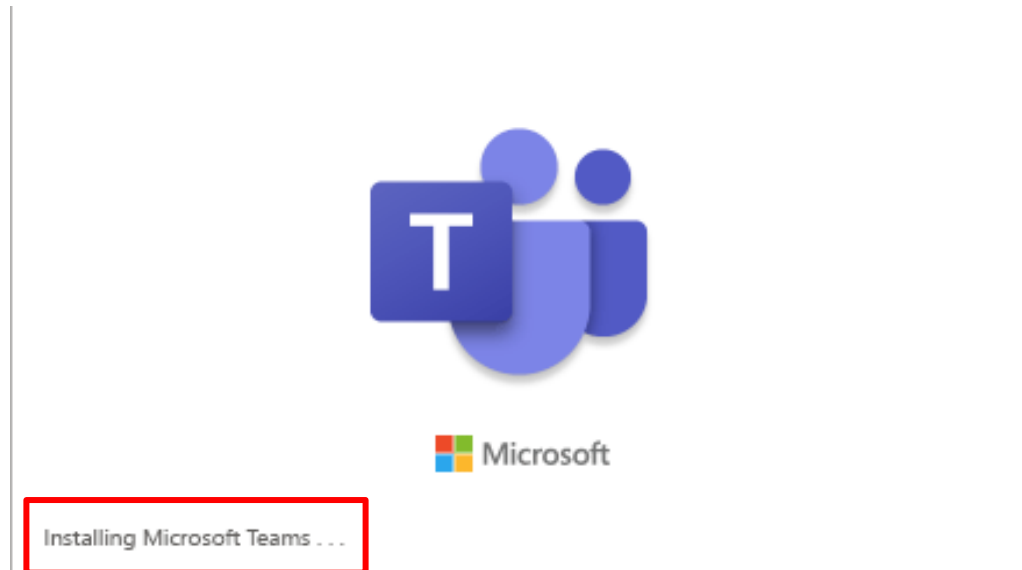
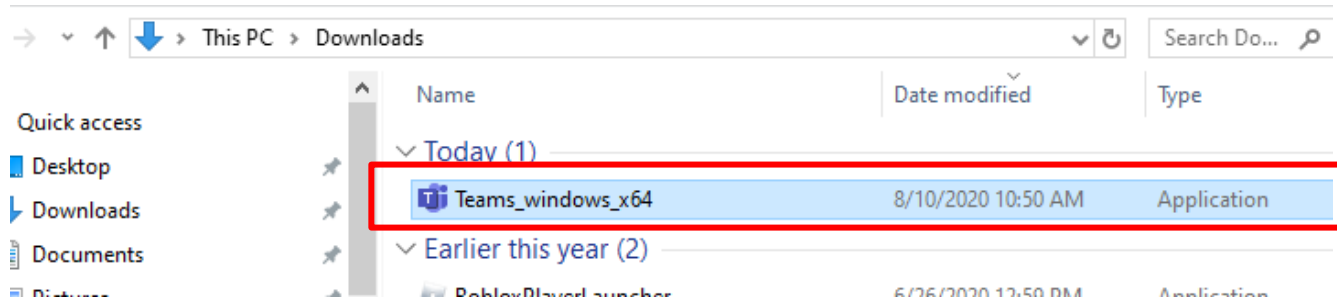
Download & Installation of MS Teams (Desktop App)



To download MS Teams (desktop app), click the "Get app" button at the bottom left corner of MS Teams (web version)



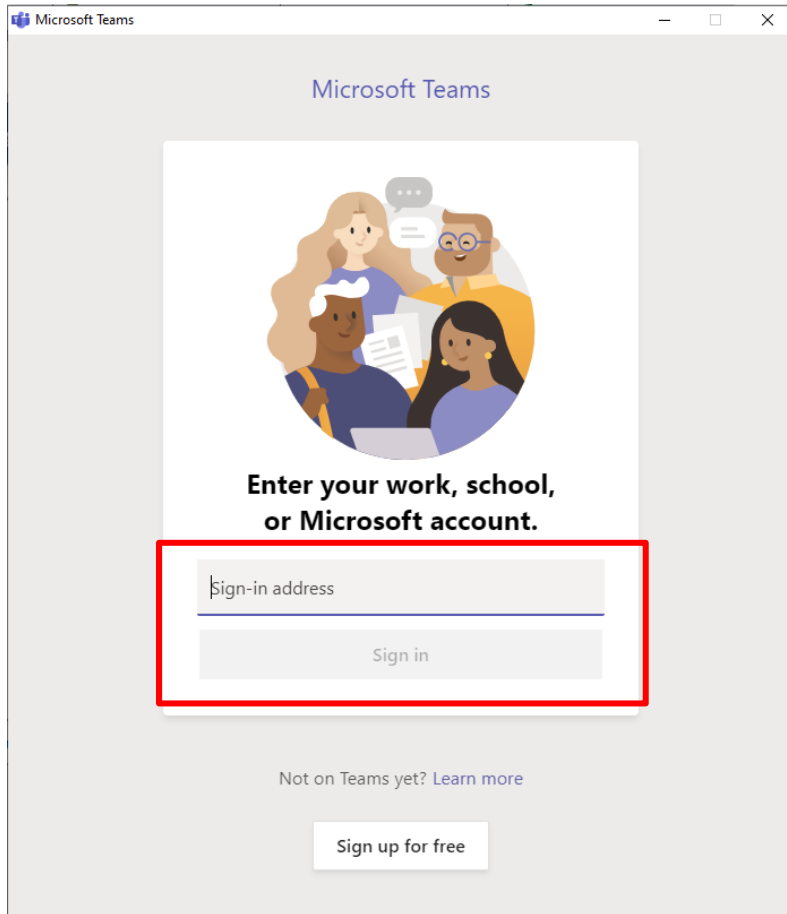
Download & Installation of MS Teams (Desktop App)



You can find the new "Application" file in the "Downloads" folder and double-click it for installation.



Download & Installation of MS Teams (Desktop App)



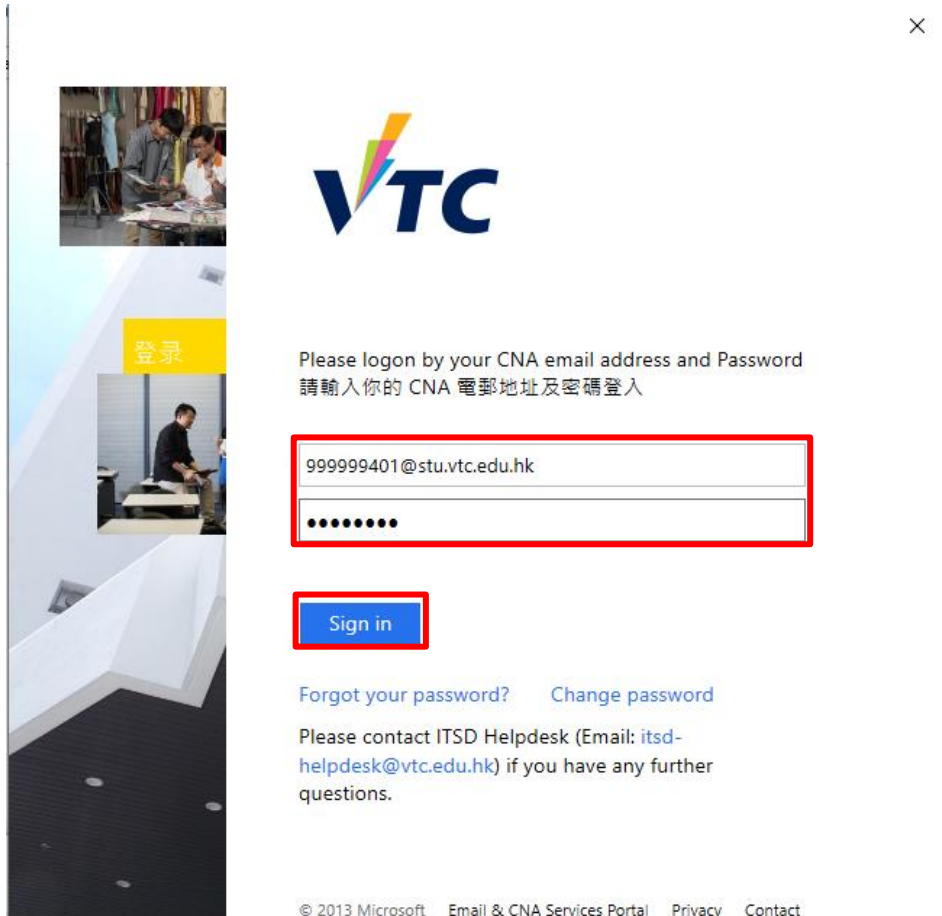
Enter your "CNA email address" to sign in



Tips: Remember to include "*@stu.vtc.edu.hk*" after CNA.




Download & Installation of MS Teams (Desktop App)



A screenshot of the VTC login page. The page features the VTC logo at the top left, followed by the text "Please logon by your CNA email address and Password" and its Chinese equivalent "請輸入你的 CNA 電郵地址及密碼登入". Below this, there are two input fields: the first contains the email address "999999401@stu.vtc.edu.hk" and the second contains a password represented by seven dots. A blue "Sign in" button is positioned below the password field. At the bottom, there are links for "Forgot your password?" and "Change password", and a note about contacting the ITSD Helpdesk. The footer includes copyright information for Microsoft and links to "Email & CNA Services Portal", "Privacy", and "Contact".

×



Please logon by your CNA email address and Password
請輸入你的 CNA 電郵地址及密碼登入

999999401@stu.vtc.edu.hk

•••••••

Sign in

[Forgot your password?](#) [Change password](#)

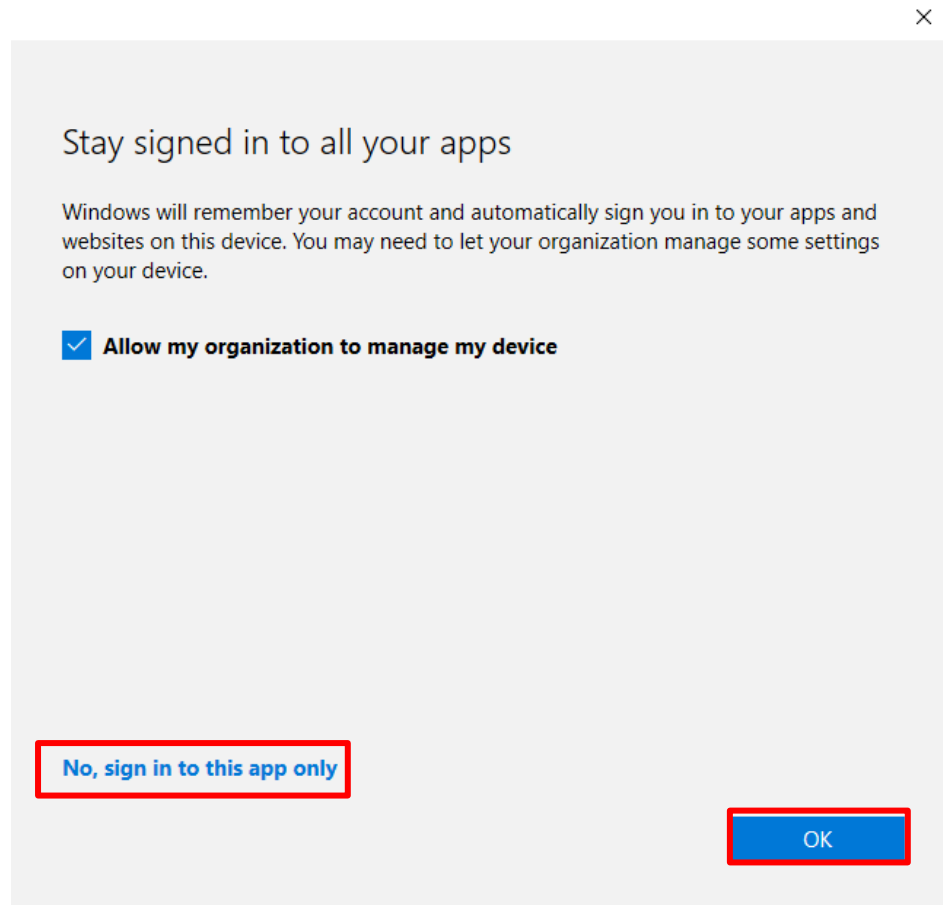
Please contact ITSD Helpdesk (Email: itsd-helpdesk@vtc.edu.hk) if you have any further questions.

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Fill in your **“CNA email address”** and **Password** to sign in.



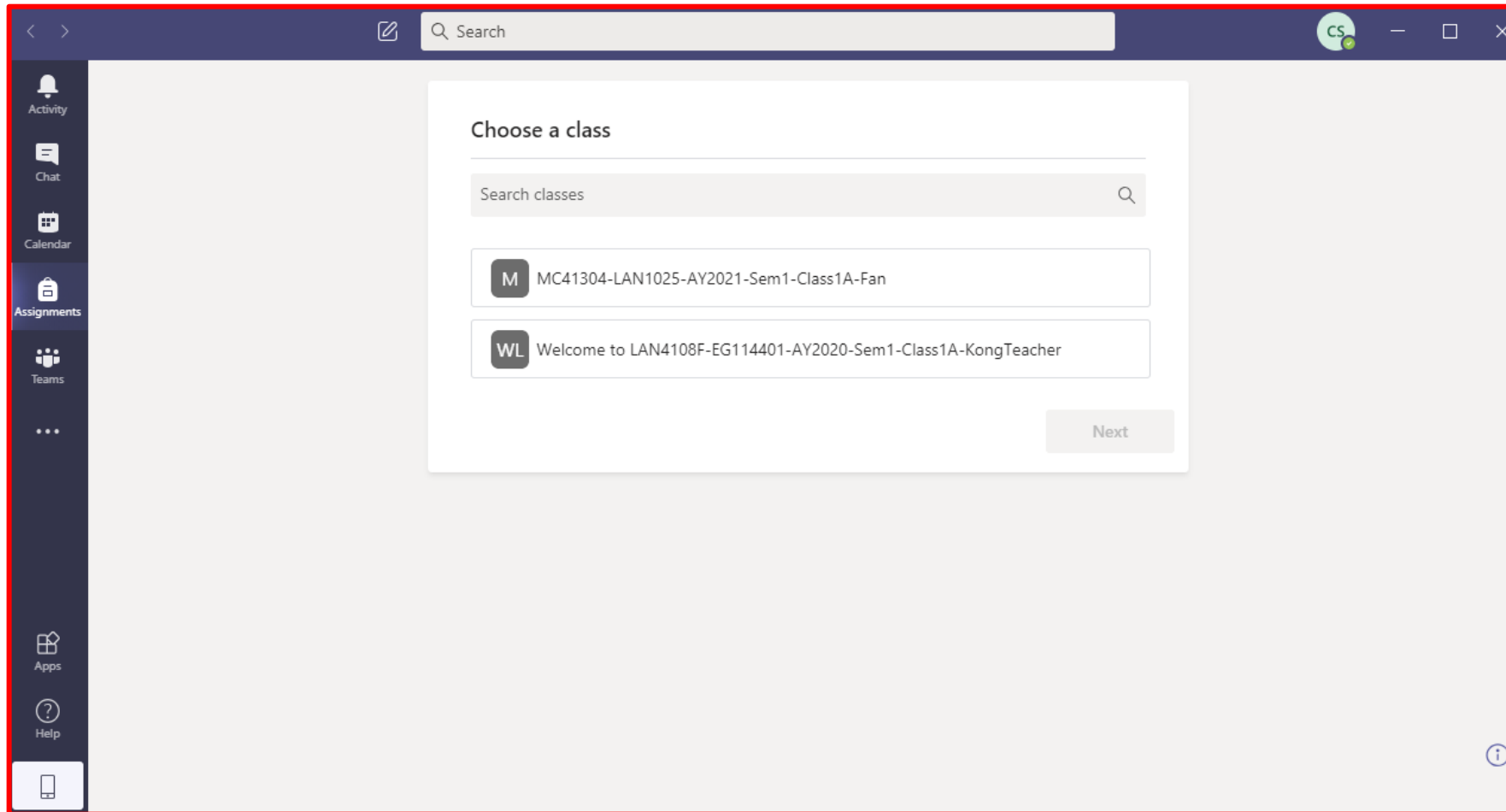
Download & Installation of MS Teams (Desktop App)



Click **"No, sign in to this app only"** and **"OK"**.



Download & Installation of MS Teams (Desktop App)



The interface of the desktop app is similar to the web version.



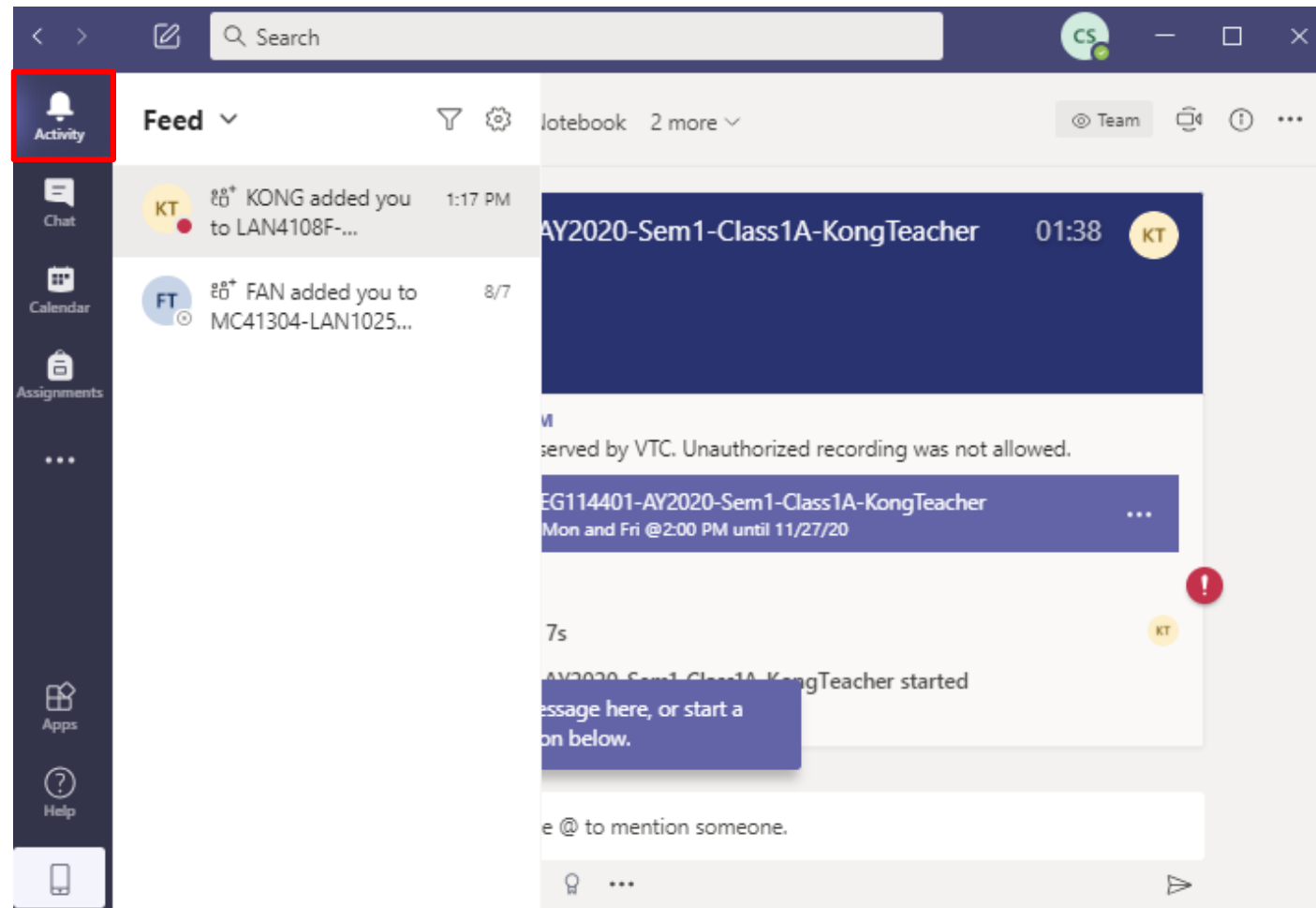


Introduction of MS Teams Interface



MS Teams - Functions of Sidebar Menu

Tips: Symbols may be attached for different types of notifications.

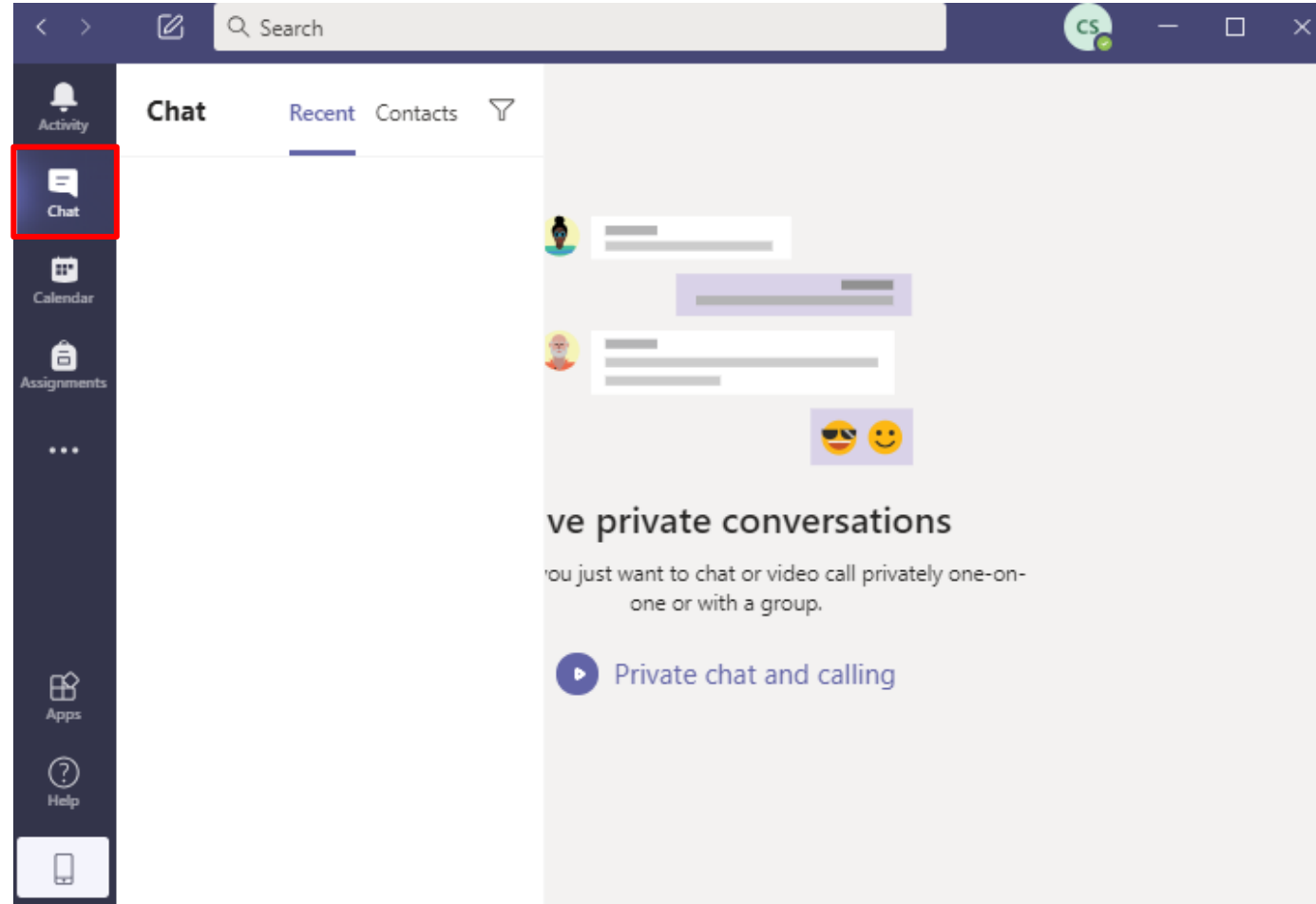


You can select **"Activity"** to view your Activity feed.



MS Teams - Functions of Sidebar Menu

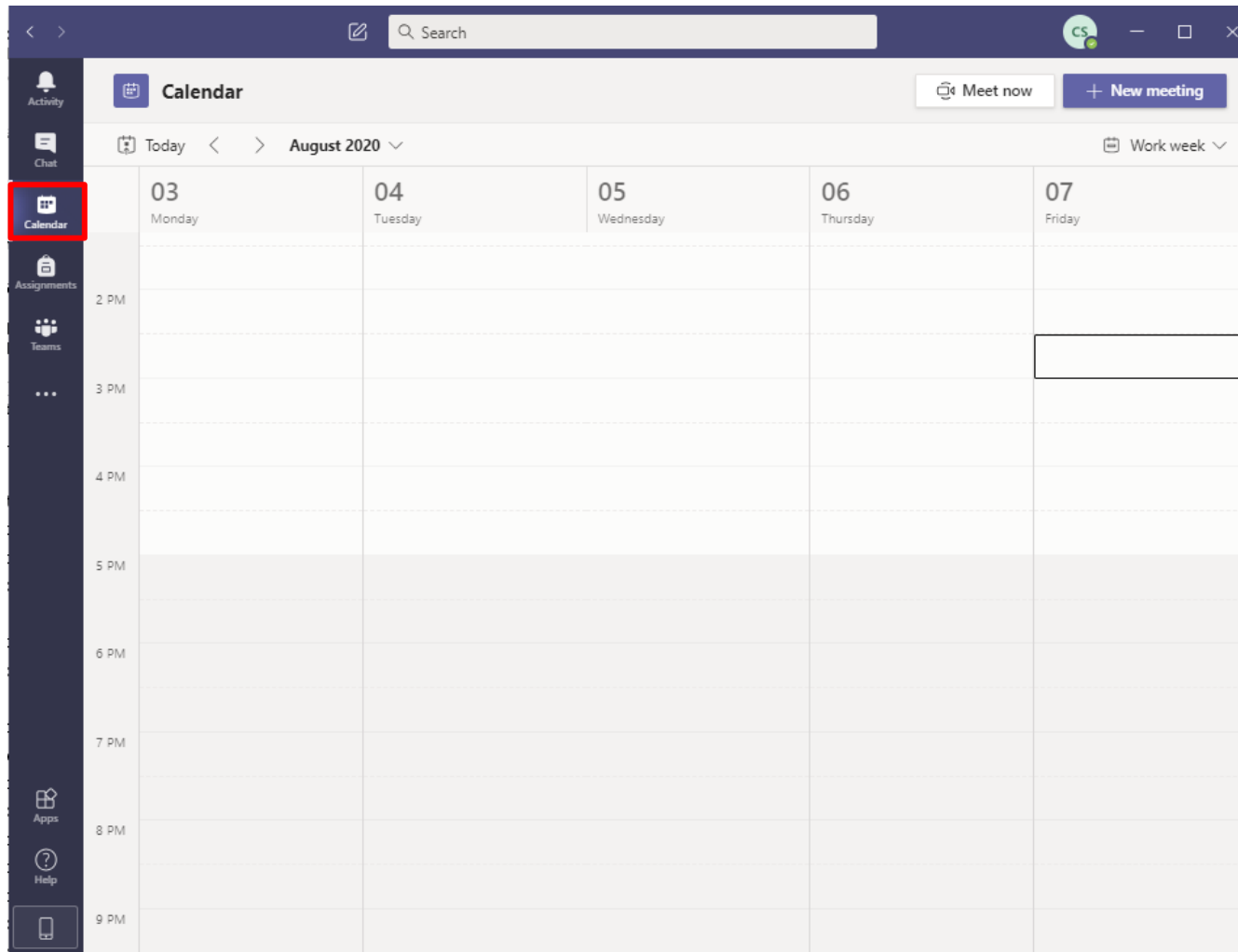
Tips: You'll be able to send messages that include files, links, emojis, stickers, and GIFs.



You can use **"Chat"** for one-to-one or group chats.



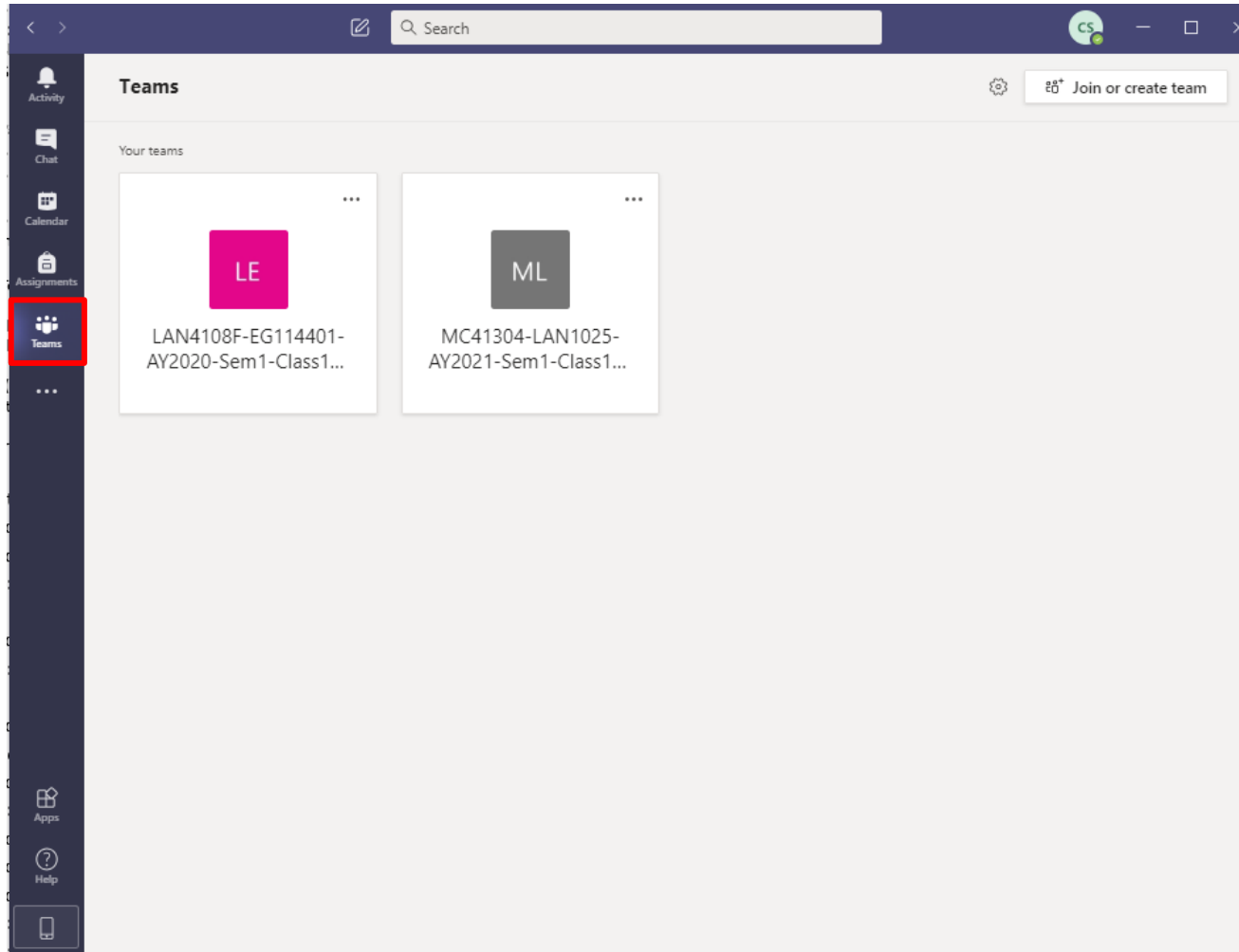
MS Teams - Functions of Sidebar Menu



You can click **"Calendar"** to view and join a scheduled online class every week.



MS Teams - Functions of Sidebar Menu



You can view classes you joined under **"Teams"** and select a class for group chats.

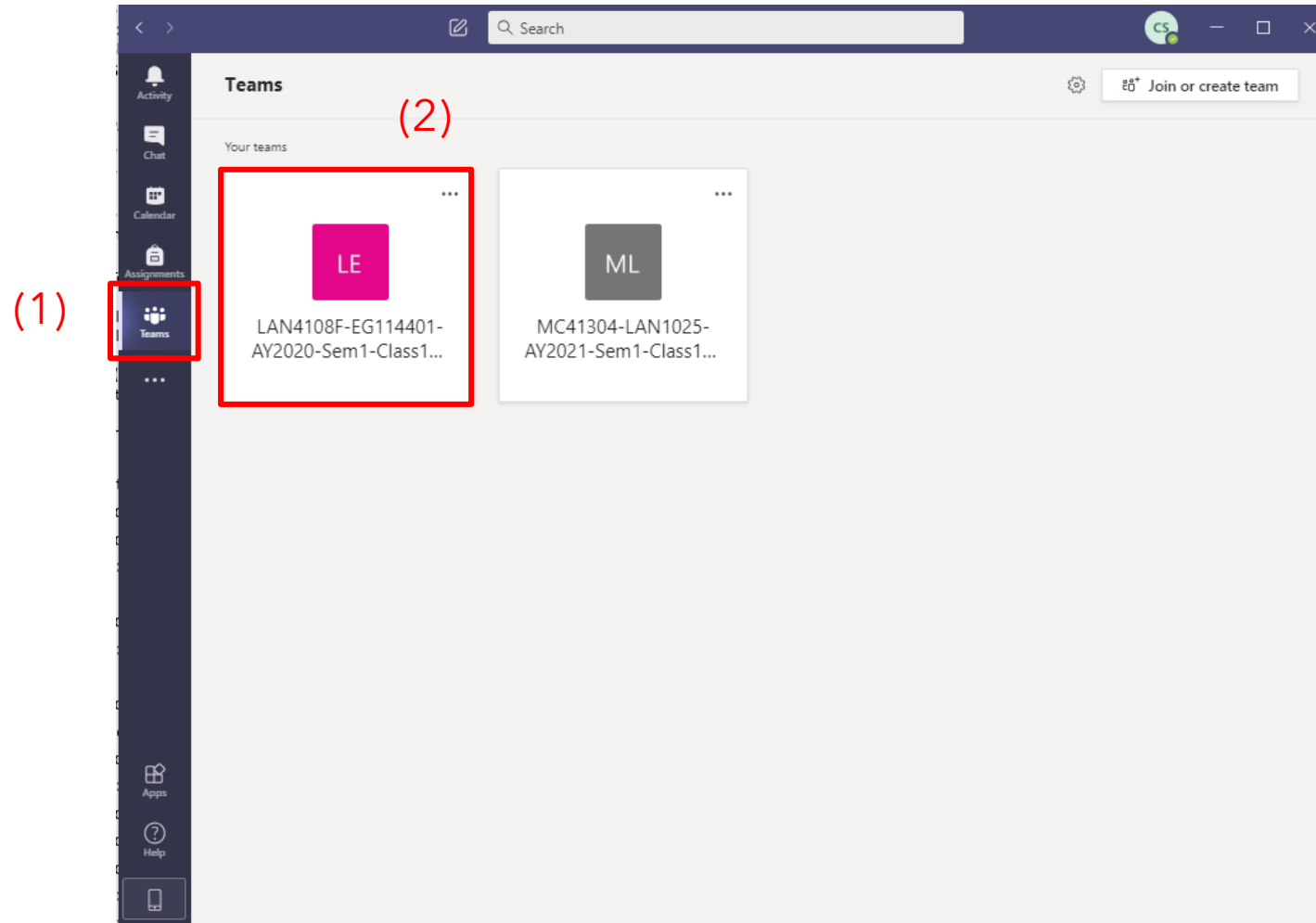




Turning on the Notification of the Channel & Adding Scheduled Online Class Meeting into Calendar



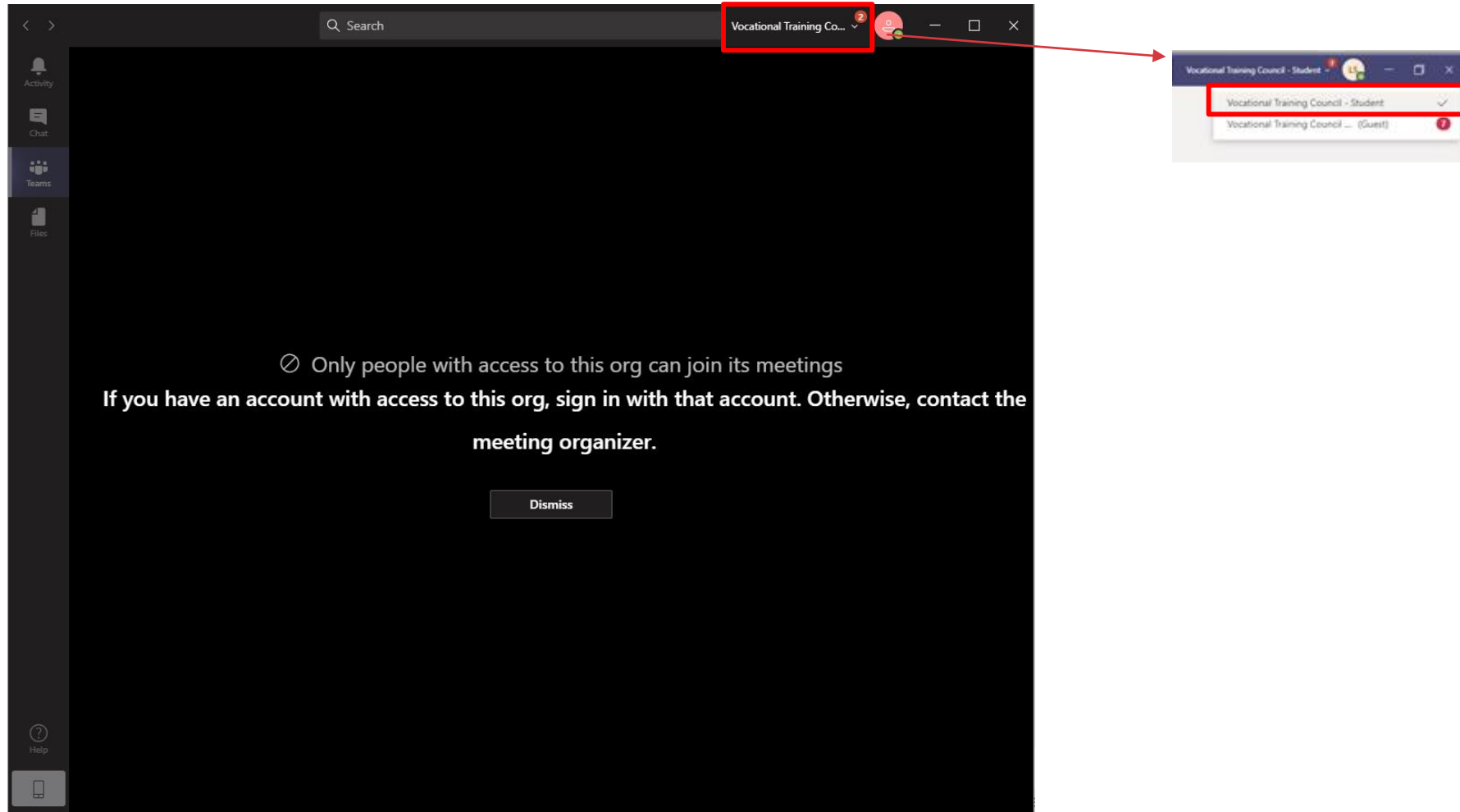
Selecting a Teams Class



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



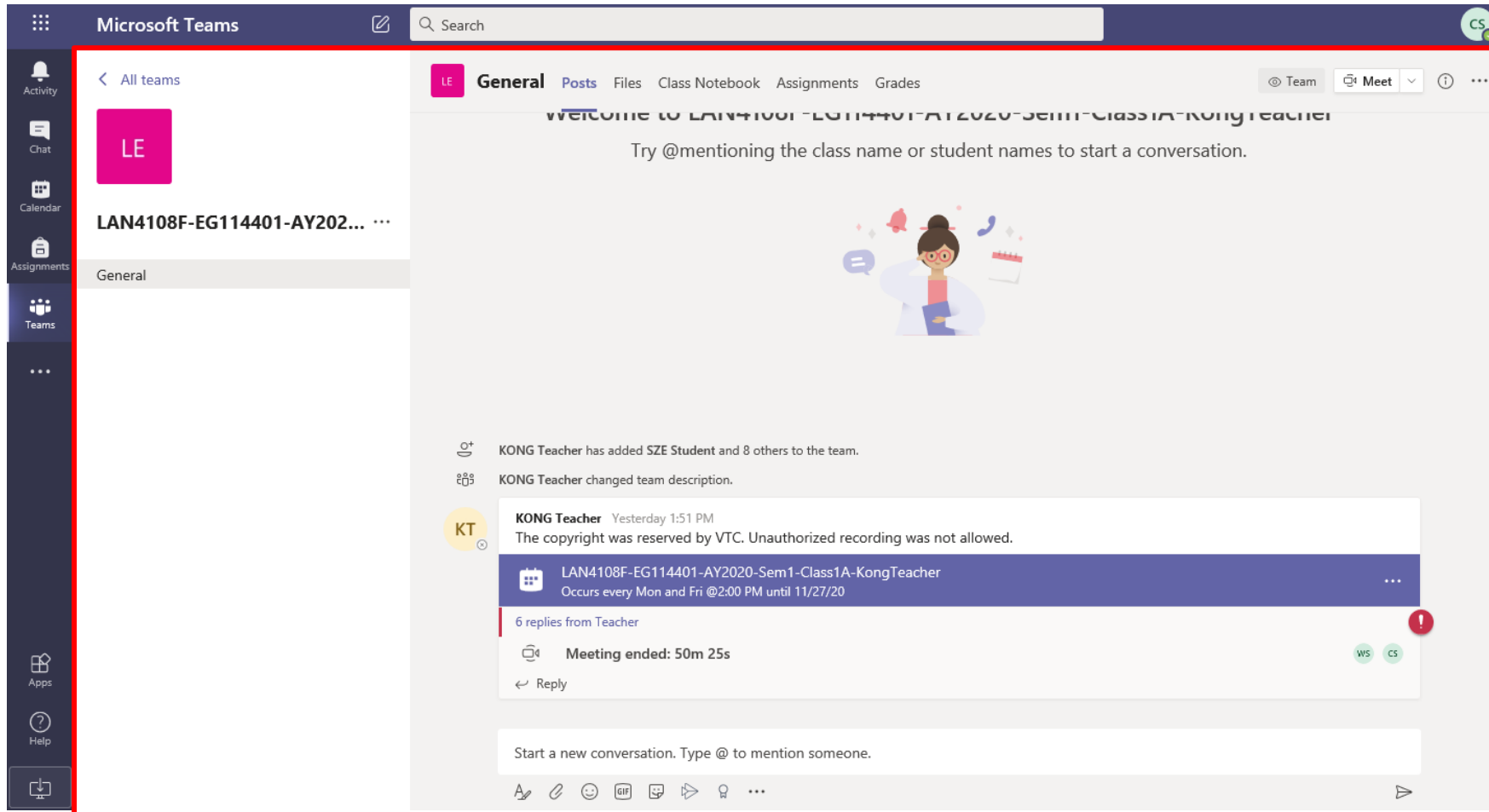
Selecting a Teams Class



If you cannot join the Teams class, click the dropdown menu and switch the account to **"Vocational Training Council - Student"**.



Selecting a Teams Class

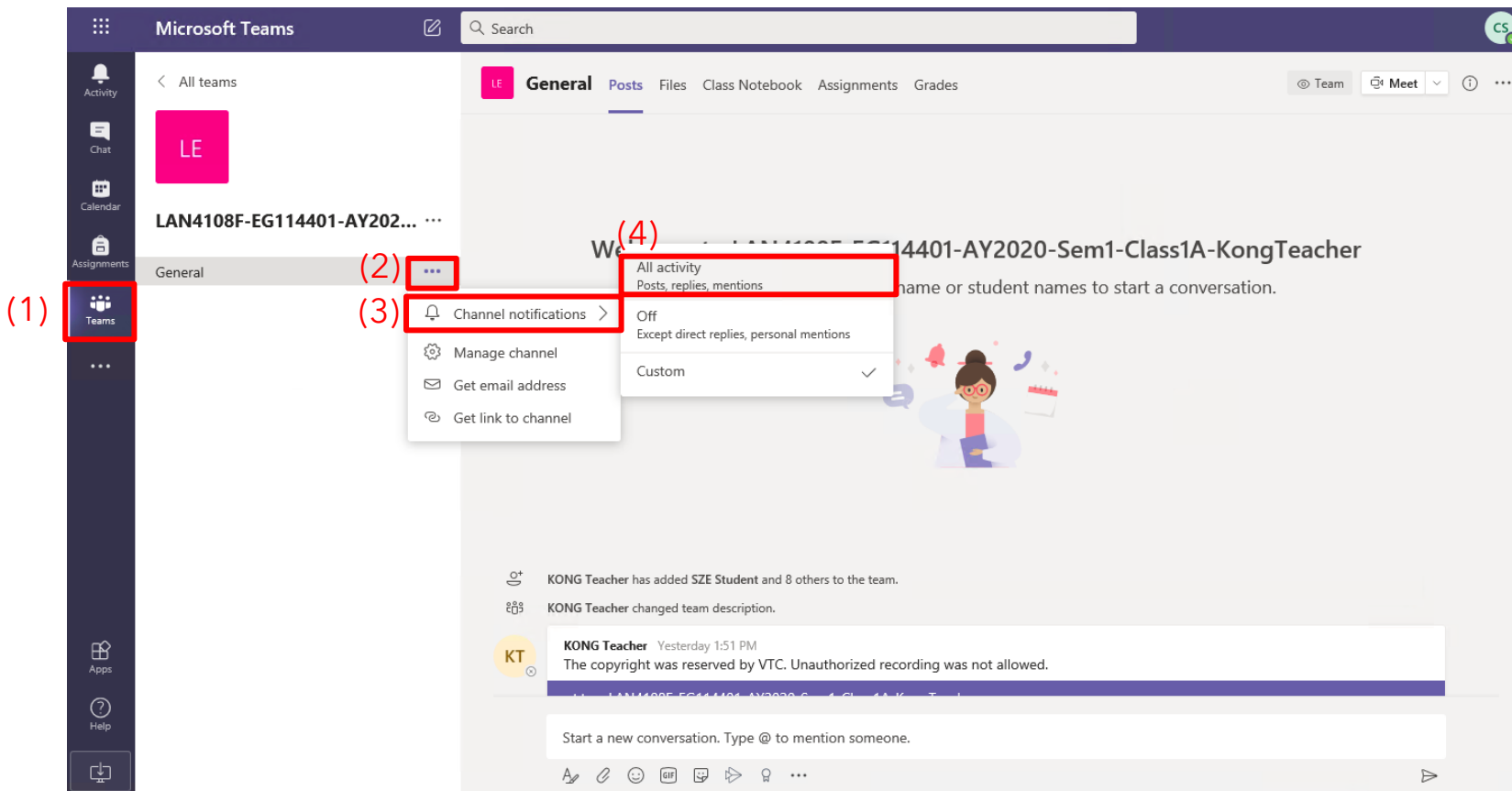


The screenshot displays the Microsoft Teams application interface. On the left, a vertical navigation pane shows icons for Activity, Chat, Calendar, Assignments, Teams, and Apps. The 'Teams' icon is highlighted. The main area shows a team named 'LAN4108F-EG114401-AY202...' with a 'General' channel selected. The channel header includes a search bar, a 'Meet' button, and a 'Team' button. The channel description reads: 'WELCOME TO LAN4108F-EG114401-AY2020-SEM1-CLASS1A-KONG TEACHER. Try @mentioning the class name or student names to start a conversation.' Below the description is an illustration of a person with a speech bubble. The chat history shows a message from 'KONG Teacher' stating 'The copyright was reserved by VTC. Unauthorized recording was not allowed.' Below this is a meeting card for 'LAN4108F-EG114401-AY2020-Sem1-Class1A-KongTeacher' with a red notification badge. The meeting card indicates 'Meeting ended: 50m 25s' and has '6 replies from Teacher'. The bottom of the screen shows a text input field with the prompt 'Start a new conversation. Type @ to mention someone.' and a toolbar with icons for text, images, and other features.

You are now in the platform of your selected class.



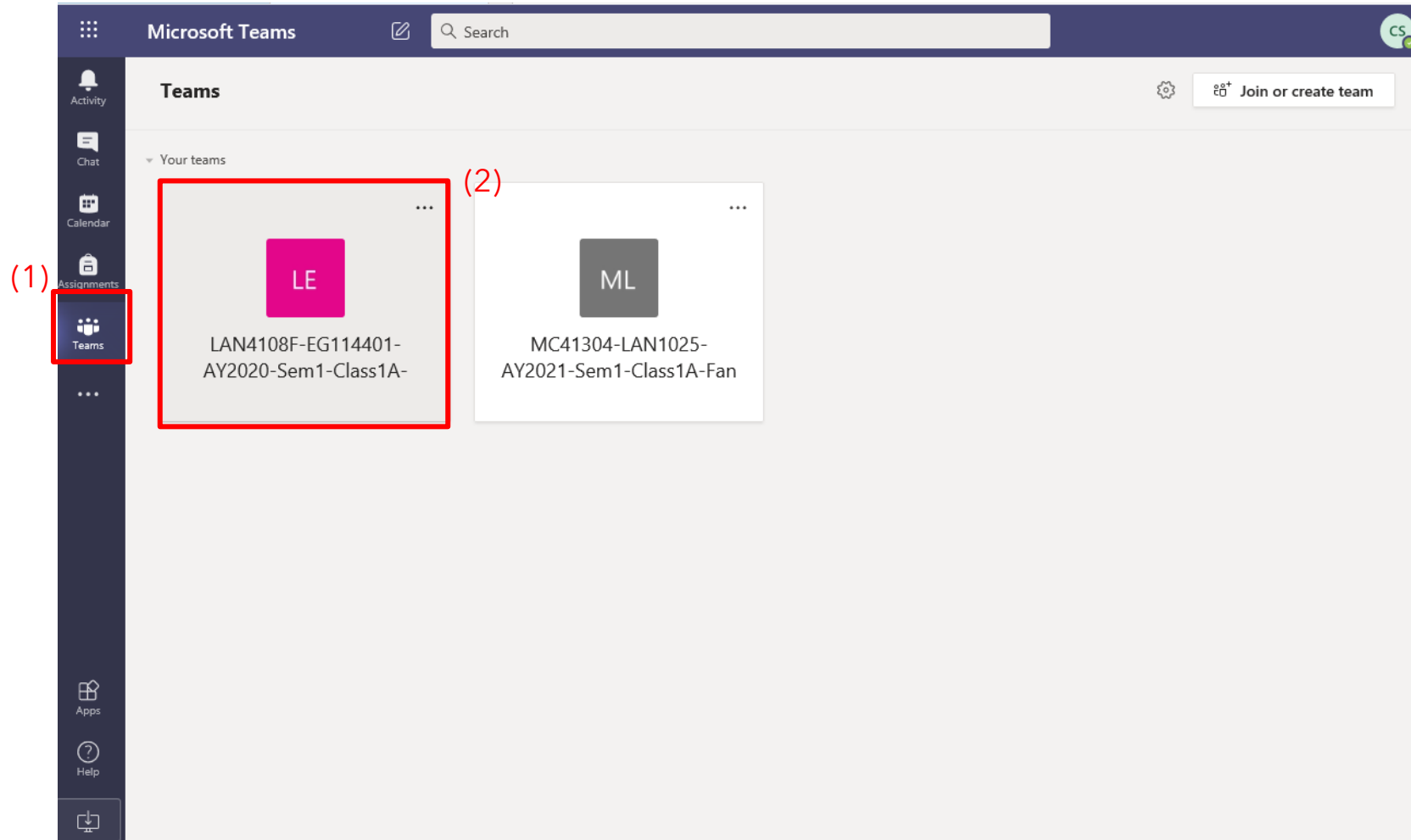
Turning on the Notification of the Channel



- 1) Click the **"Teams"** button in the sidebar menu
- 2) Under **"General"**, click **...** for more options
- 3) Select **"Channel notifications"**
- 4) Select **"All activity"** to turn on the notification



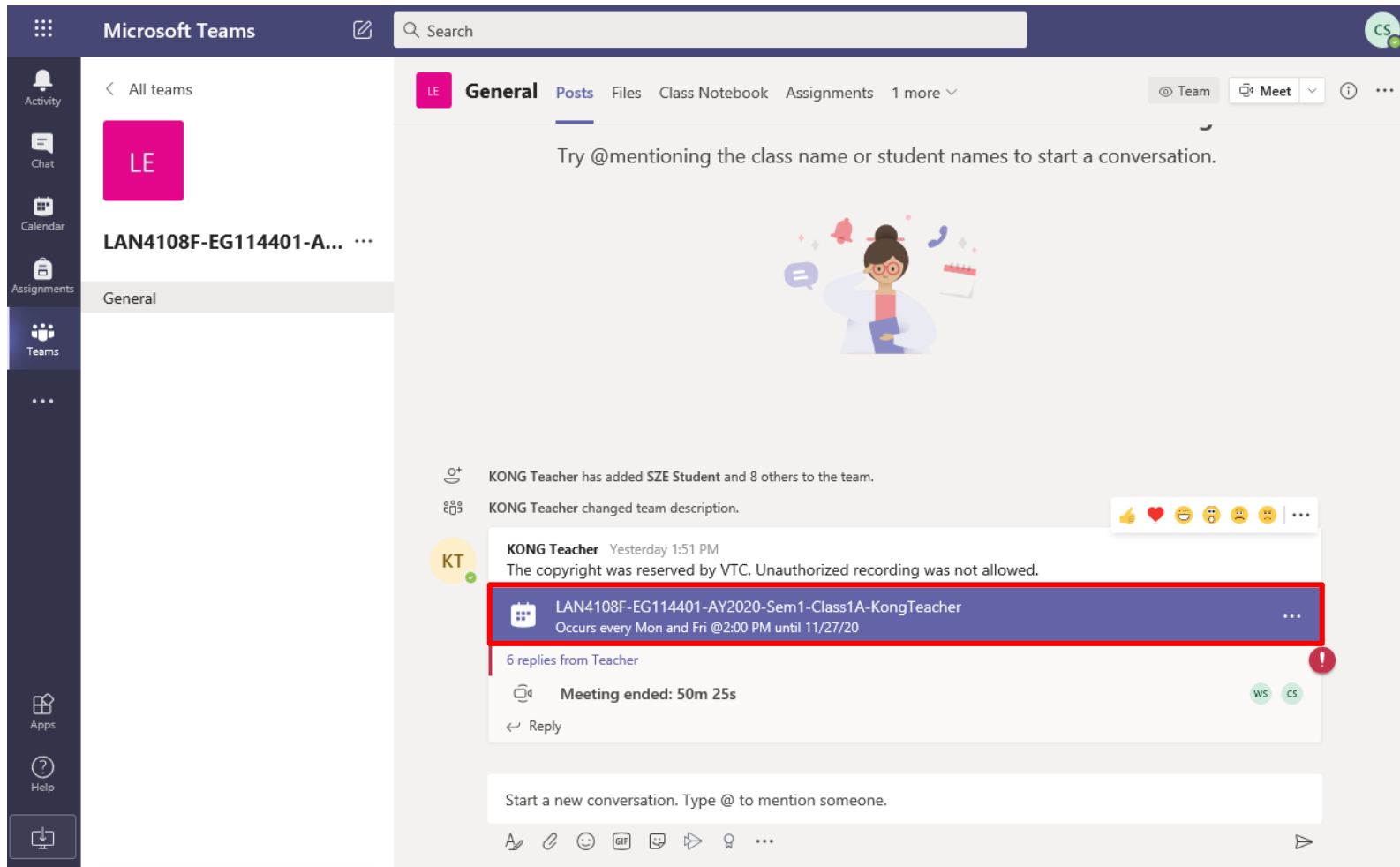
Adding Scheduled Online Class Meeting into Calendar



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



Adding Scheduled Online Class Meeting into Calendar



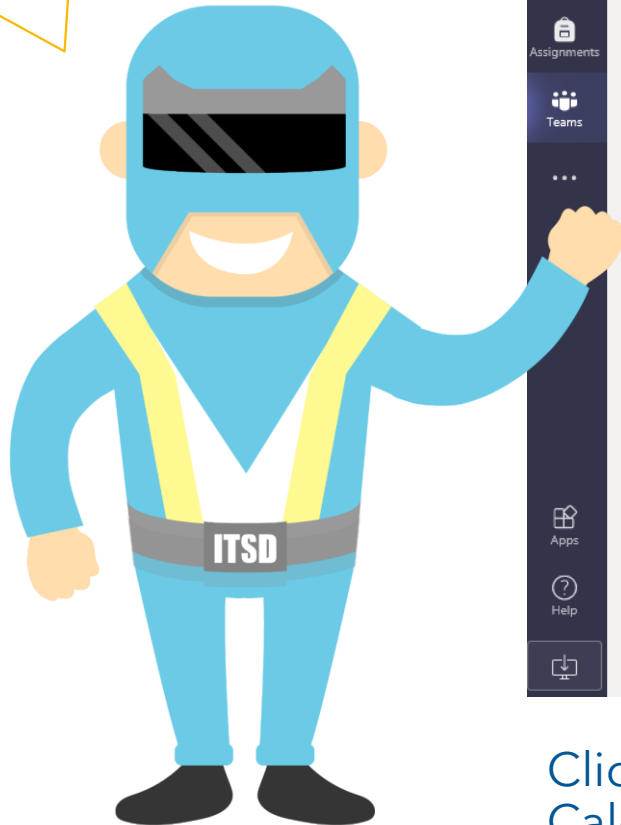
The screenshot shows the Microsoft Teams interface. On the left, the navigation pane includes Activity, Chat, Calendar, Assignments, and Teams. The main area displays a team chat for 'LAN4108F-EG114401-A...'. A post from 'KONG Teacher' is visible, containing a calendar event: 'LAN4108F-EG114401-AY2020-Sem1-Class1A-KongTeacher' which occurs every Monday and Friday at 2:00 PM until 11/27/20. This event card is highlighted with a red border. Below the event, it indicates '6 replies from Teacher' and a 'Meeting ended: 50m 25s' notification. The bottom of the screen shows a text input field for starting a new conversation.

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



Adding Scheduled Online Class Meeting into Calendar

Tips: You must click **"add to calendar"** to accept the scheduled online video class.

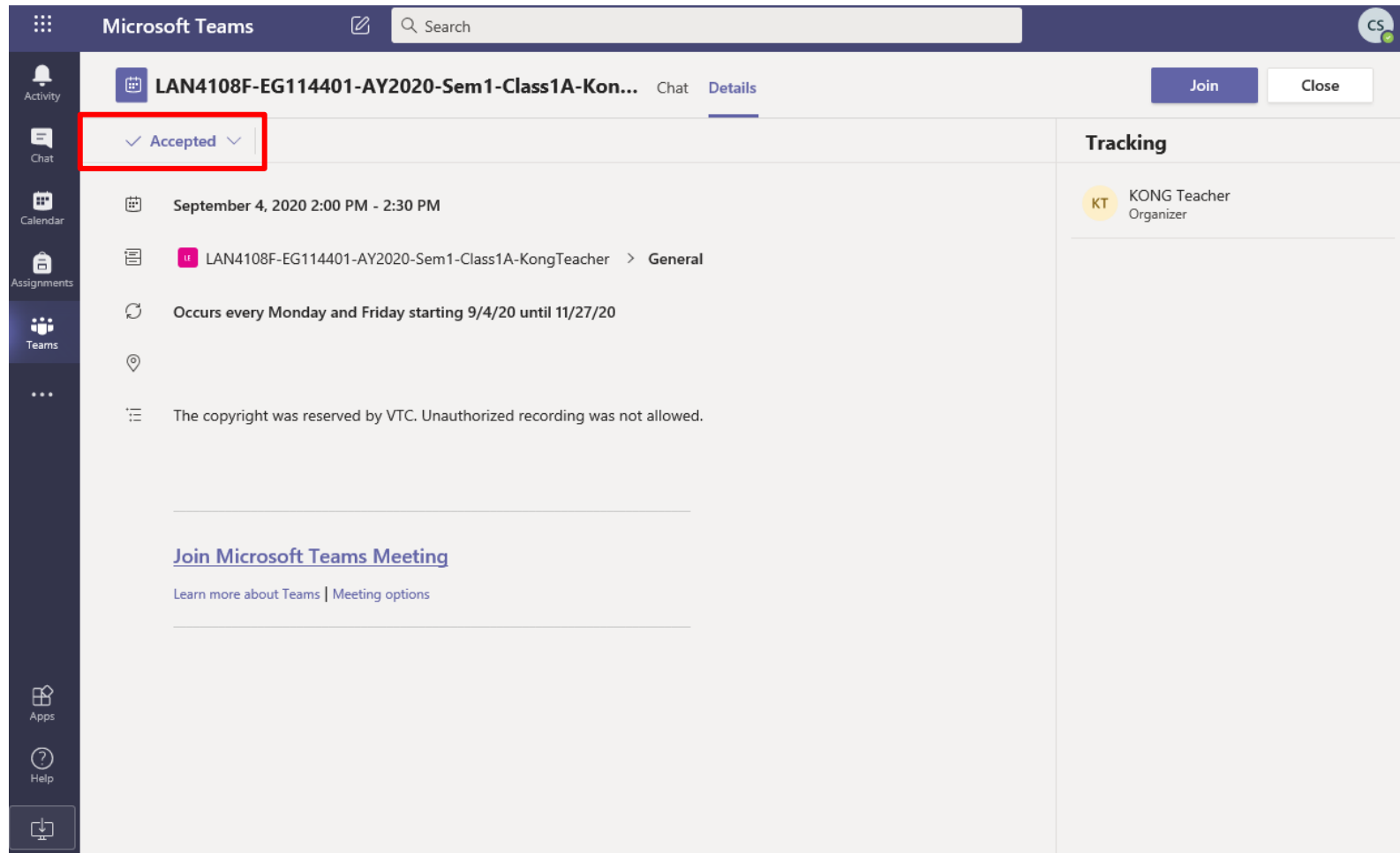


A screenshot of the Microsoft Teams interface. The top bar shows 'Microsoft Teams' and a search bar. The main content area displays meeting details for 'LAN4108F-EG114401-AY2020-Sem1-Class1A-Kon...'. A red box highlights the '+ Add to calendar' button. Below the button, the meeting details include the date and time 'September 4, 2020 2:00 PM - 2:30 PM', the meeting name 'LAN4108F-EG114401-AY2020-Sem1-Class1A-KongTeacher', and the frequency 'Occurs every Monday and Friday starting 9/4/20 until 11/27/20'. A 'Join Microsoft Teams Meeting' link is also visible. The right sidebar shows a 'Tracking' section with 'KONG Teacher Organizer' listed.

Click **"Add to calendar"** to add the selected online class meeting into Calendar



Adding Scheduled Online Class Meeting into Calendar



The screenshot displays the Microsoft Teams interface for a meeting titled "LAN4108F-EG114401-AY2020-Sem1-Class1A-Kon...". The meeting status is "Accepted", which is highlighted with a red rectangular box. The meeting details include the date and time "September 4, 2020 2:00 PM - 2:30 PM", the organizer "KONG Teacher", and the channel "General". The meeting recurrence is "Occurs every Monday and Friday starting 9/4/20 until 11/27/20". A copyright notice is also present: "The copyright was reserved by VTC. Unauthorized recording was not allowed." The interface includes a "Join" button and a "Close" button. The left sidebar shows navigation options like Activity, Chat, Calendar, Assignments, Teams, Apps, and Help. The right sidebar shows the "Tracking" section with the organizer's name and initials.

After that, the status will be changed to "Accepted".



Adding Scheduled Online Class Meeting into Calendar

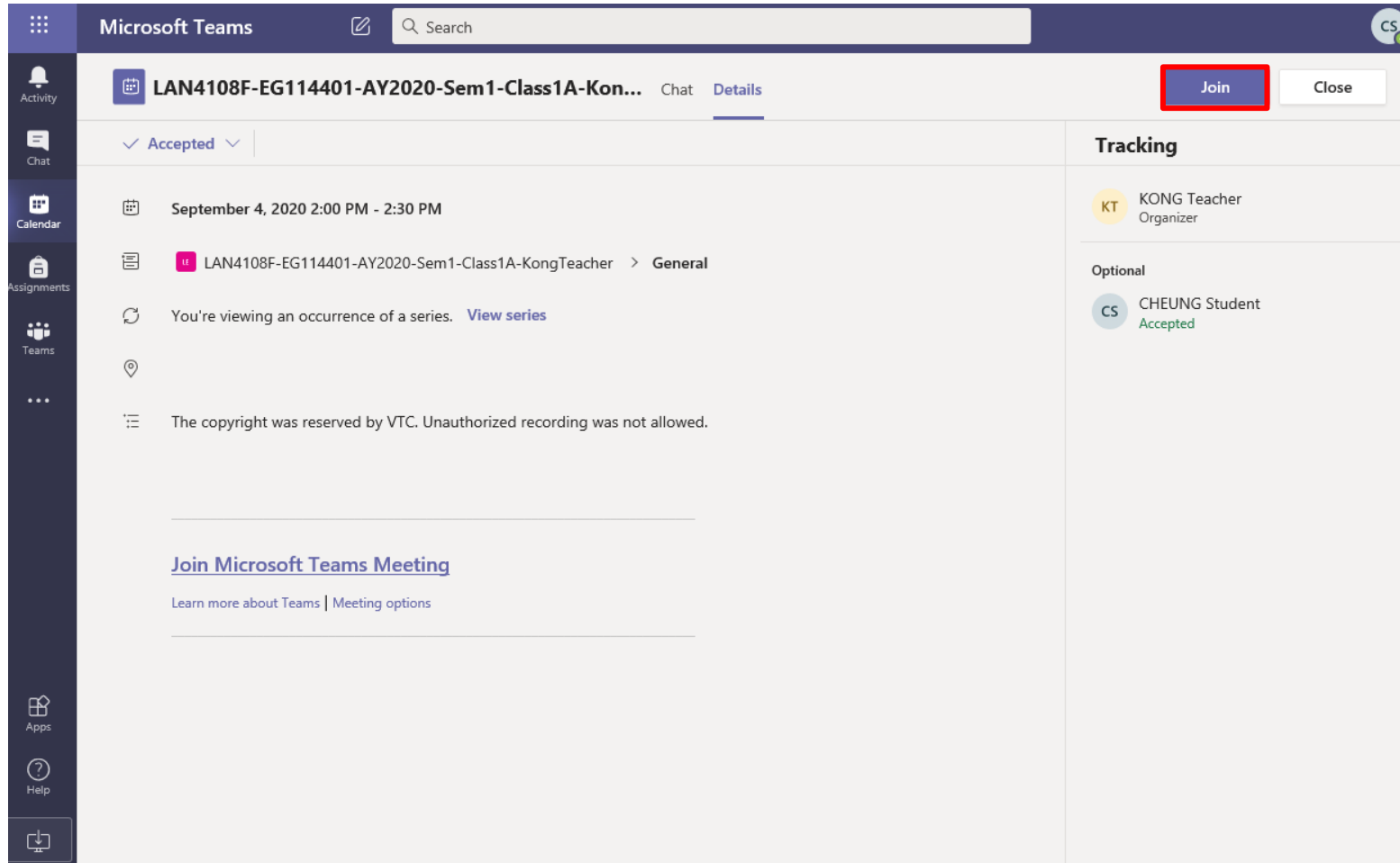
The screenshot shows a calendar application interface. On the left is a dark sidebar menu with icons for Activity, Chat, Calendar, Assignments, Teams, Apps, and Help. The 'Calendar' icon is highlighted with a red box and labeled with a red '(1)'. The main calendar area displays a week view for August 31st to September 4th. A meeting entry is visible on Friday, September 4th, at 2 PM, with the text 'LAN4108F-EG114401-AY2020-Sem1-Class1A-KongTeacher' and a red box labeled with a red '(2)'.

	31 Monday	01 Tuesday	02 Wednesday	03 Thursday	04 Friday
8 AM					
9 AM					
10 AM					
11 AM					
12 PM					
1 PM					
2 PM					LAN4108F-EG114401-AY2020-Sem1-Class1A-KongTeacher

Click the **"Calendar"** button in the sidebar menu and select the scheduled class meeting



Adding Scheduled Online Class Meeting into Calendar

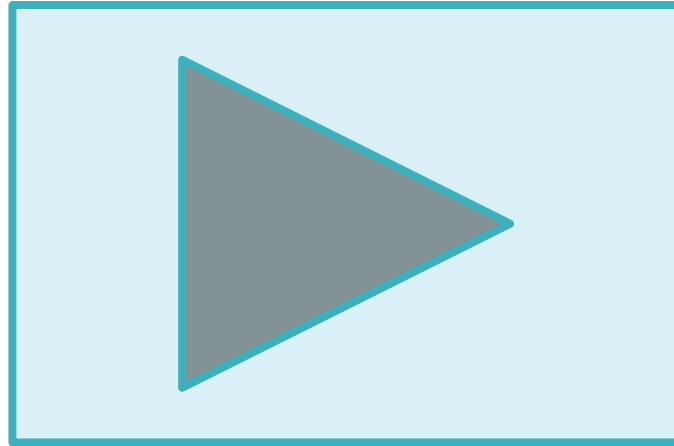


Tips: When it's time to attend the online video class, you can find it in **"Teams"** or **"Calendar"**.



Click the **"Join"** button to start

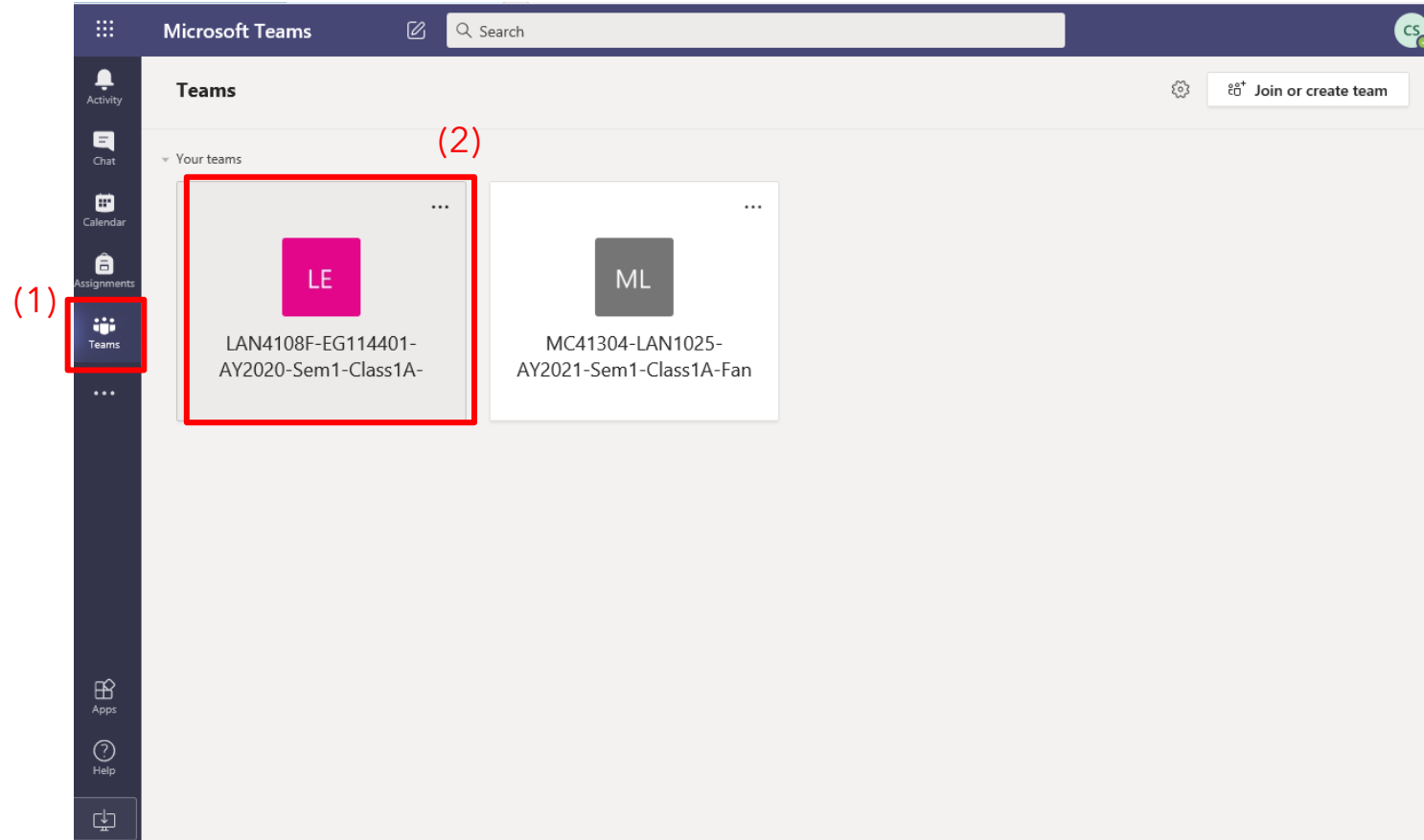




Attending an Online Class



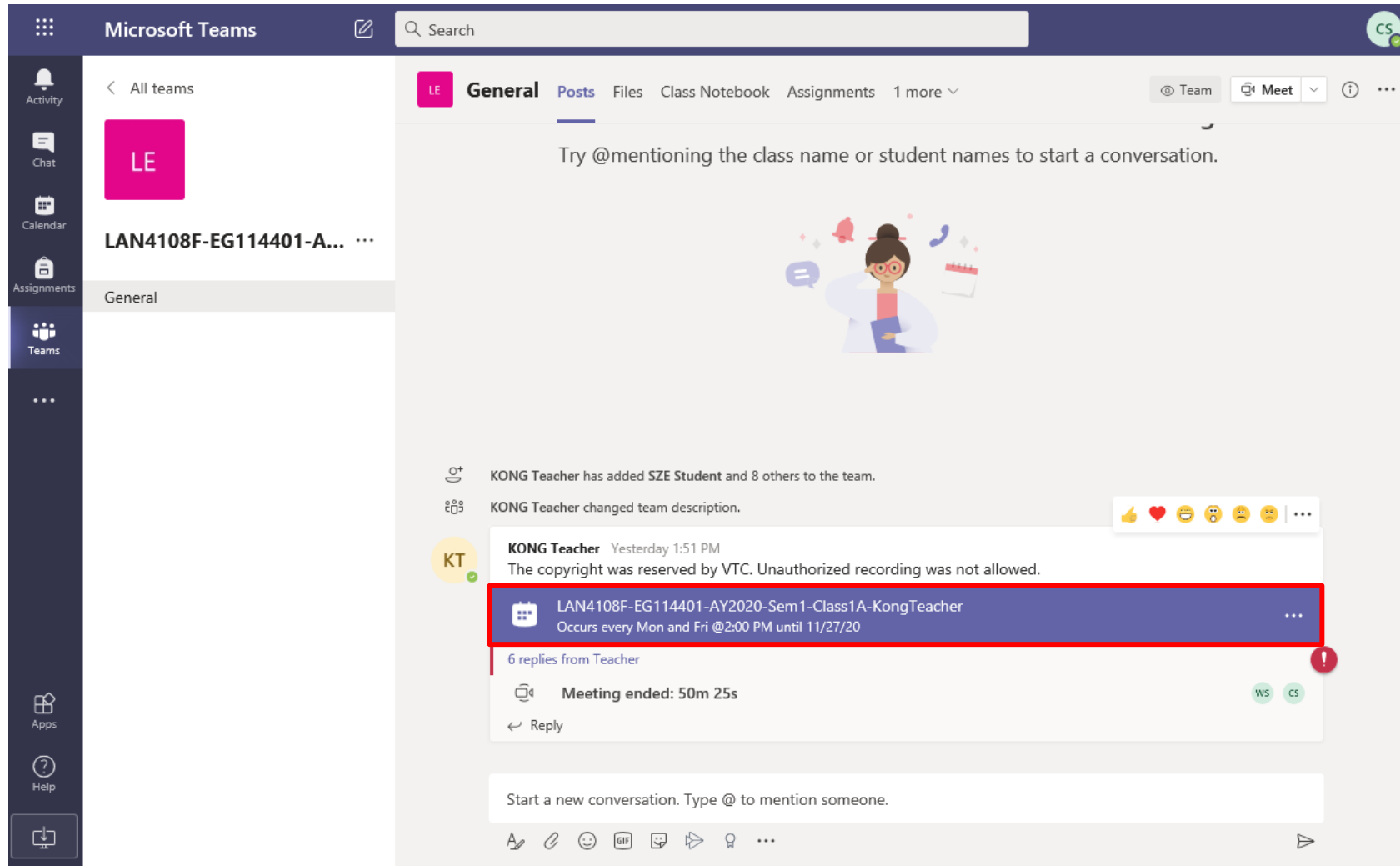
Locating Online Video Post for Online Class Meeting



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



Locating Online Video Post for Online Class Meeting

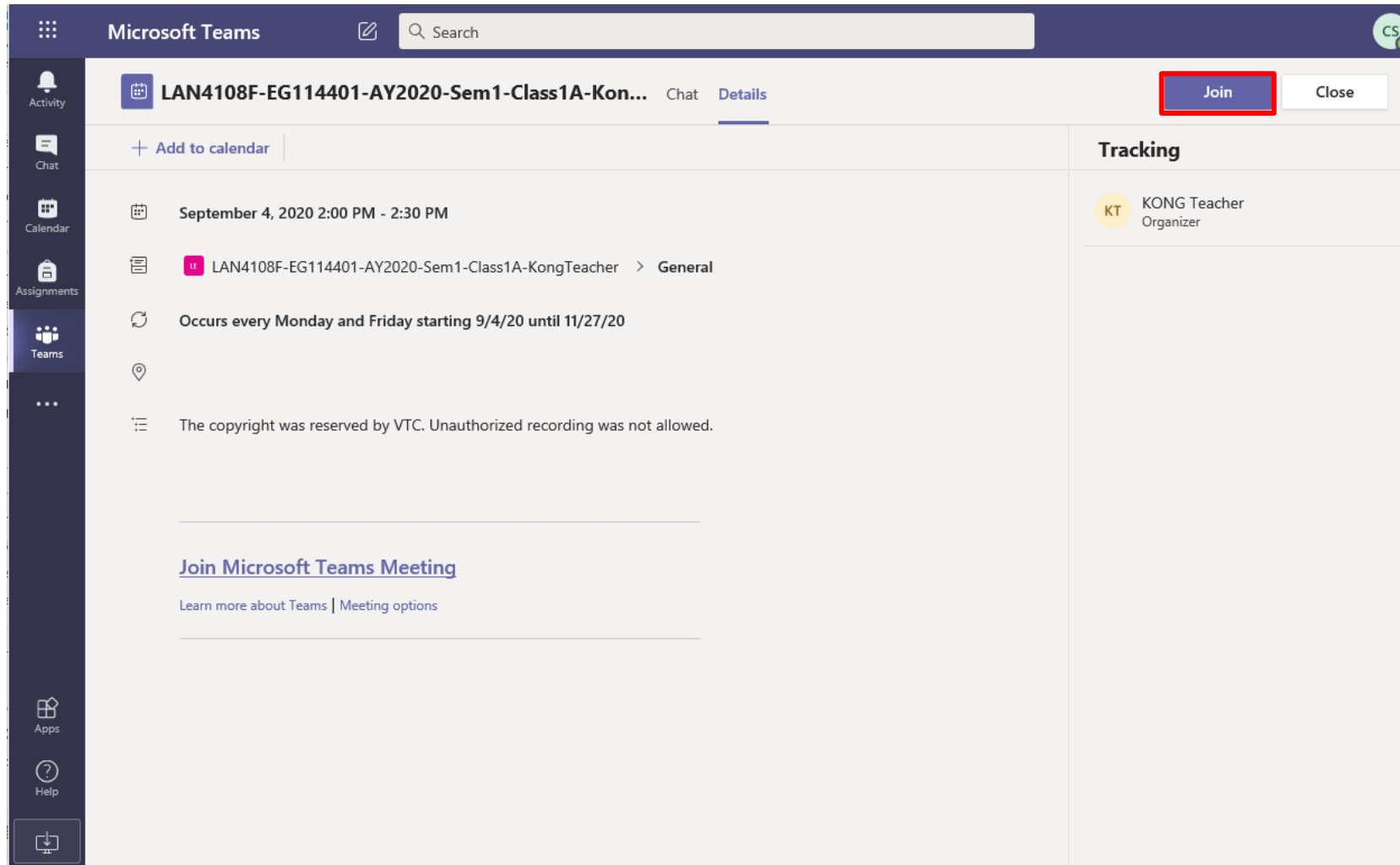


The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Calendar, Assignments, Teams, and Apps. The main area displays a team chat for 'LAN4108F-EG114401-A...'. The chat header includes 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', 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

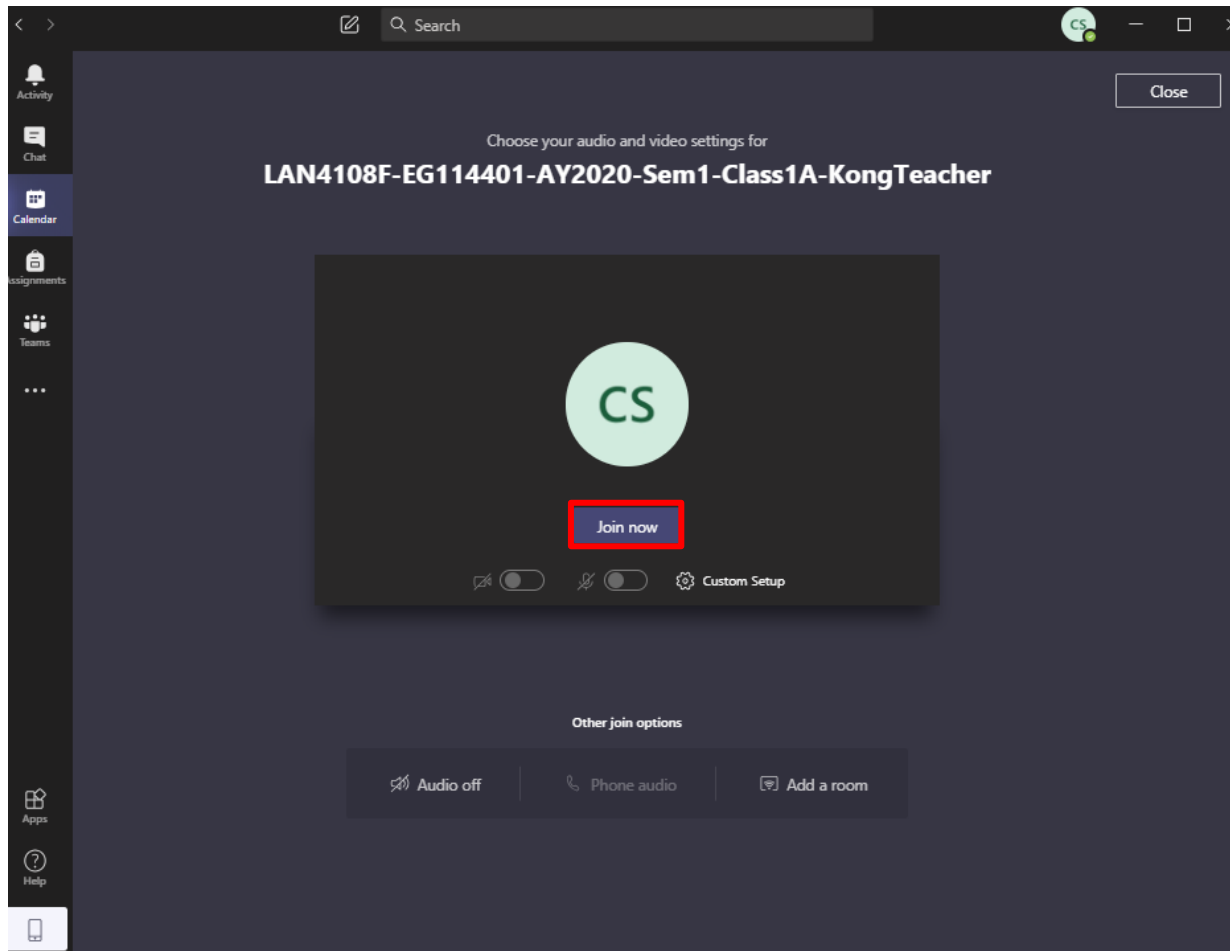


The screenshot displays the Microsoft Teams interface for a meeting titled "LAN4108F-EG114401-AY2020-Sem1-Class1A-Kon...". The top navigation bar includes the Microsoft Teams logo, a search bar, and a user profile icon labeled "CS". The left sidebar contains navigation options: Activity, Chat, Calendar, Assignments, Teams, and a menu icon. The main content area is divided into two sections. The left section, titled "Details", shows the meeting time "September 4, 2020 2:00 PM - 2:30 PM", the meeting name "LAN4108F-EG114401-AY2020-Sem1-Class1A-KongTeacher", and the channel "General". It also indicates the meeting frequency: "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." Below this, there is a link to "Join Microsoft Teams Meeting" and a link for "Learn more about Teams | Meeting options". The right section, titled "Tracking", shows a list of participants, with "KONG Teacher" listed as the "Organizer". A red box highlights the "Join" button in the top right corner of the meeting details section.

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



Joining the Online Class Meeting



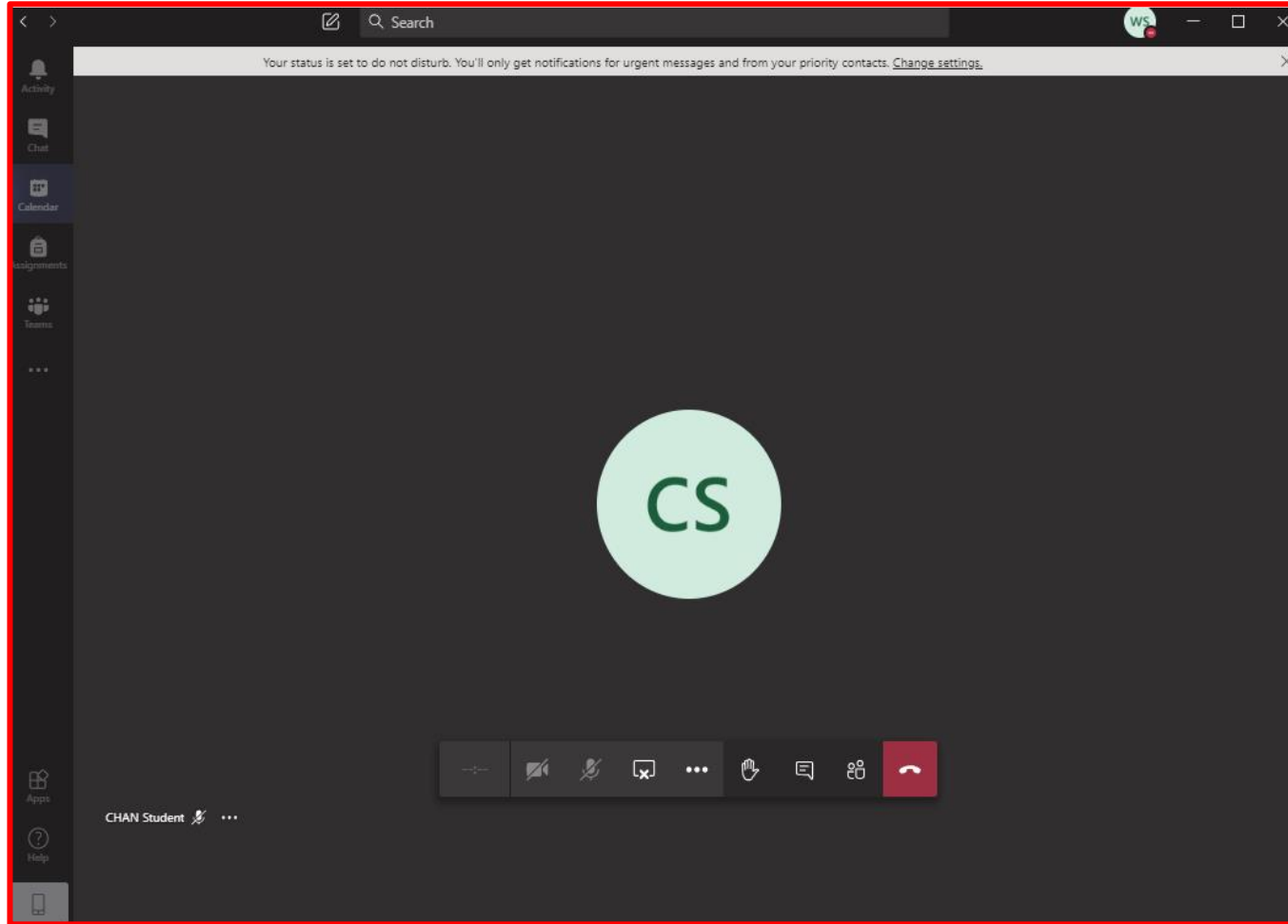
Tips: Mute yourself before joining the online video class.



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

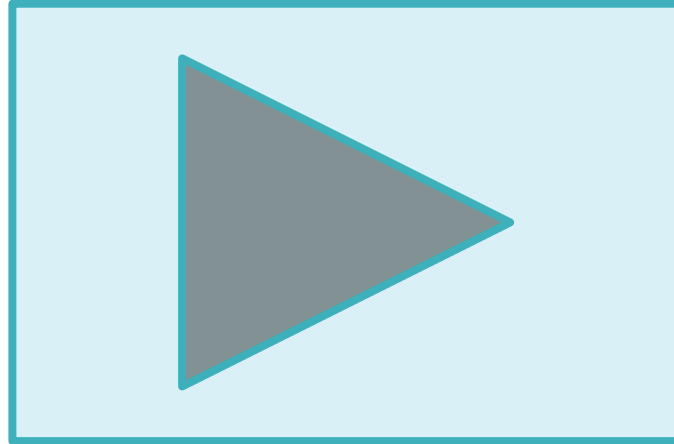


Joining the Online Class Meeting



A similar look will be come.

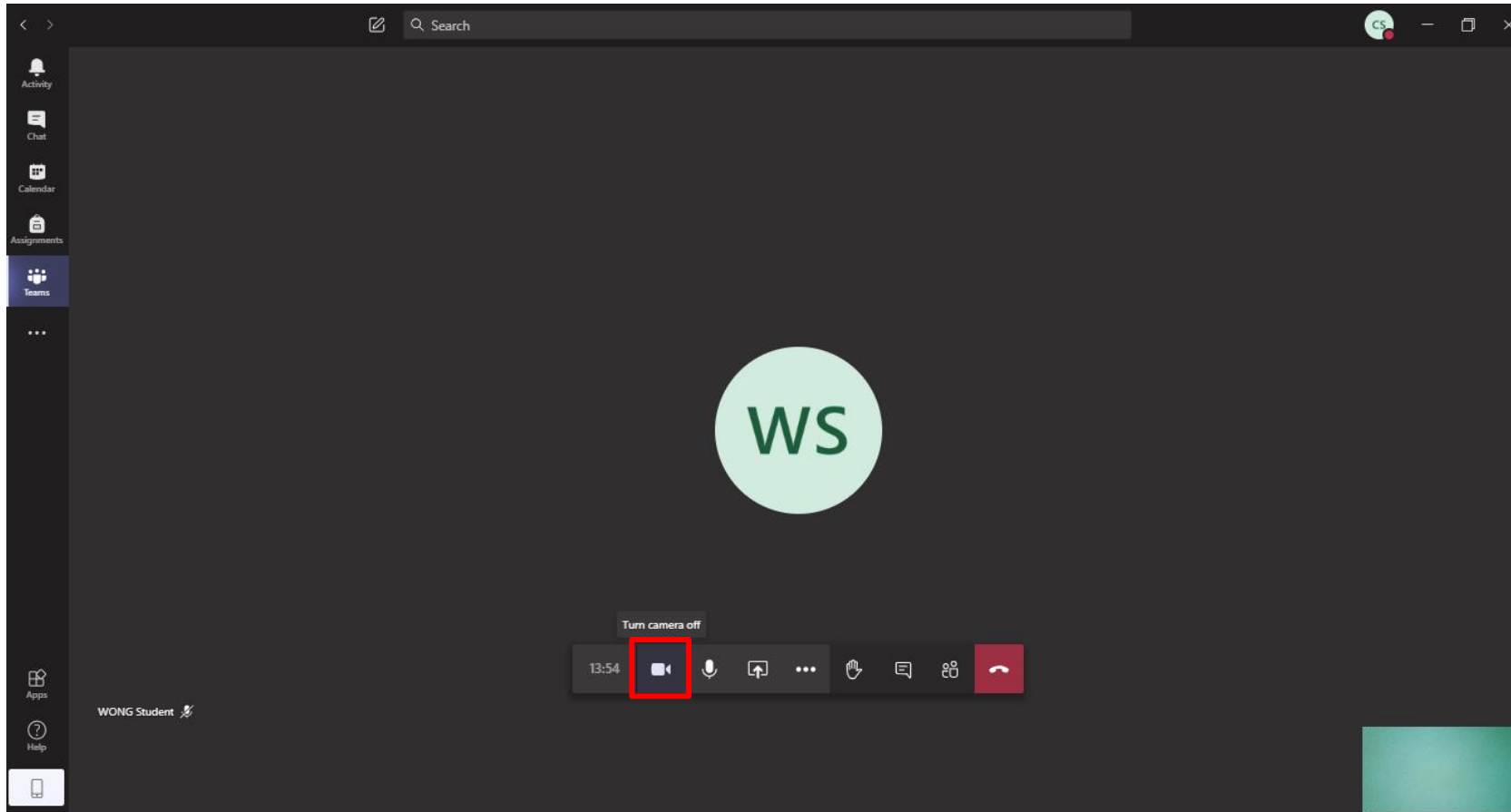




Online Class Meeting - Different Functions



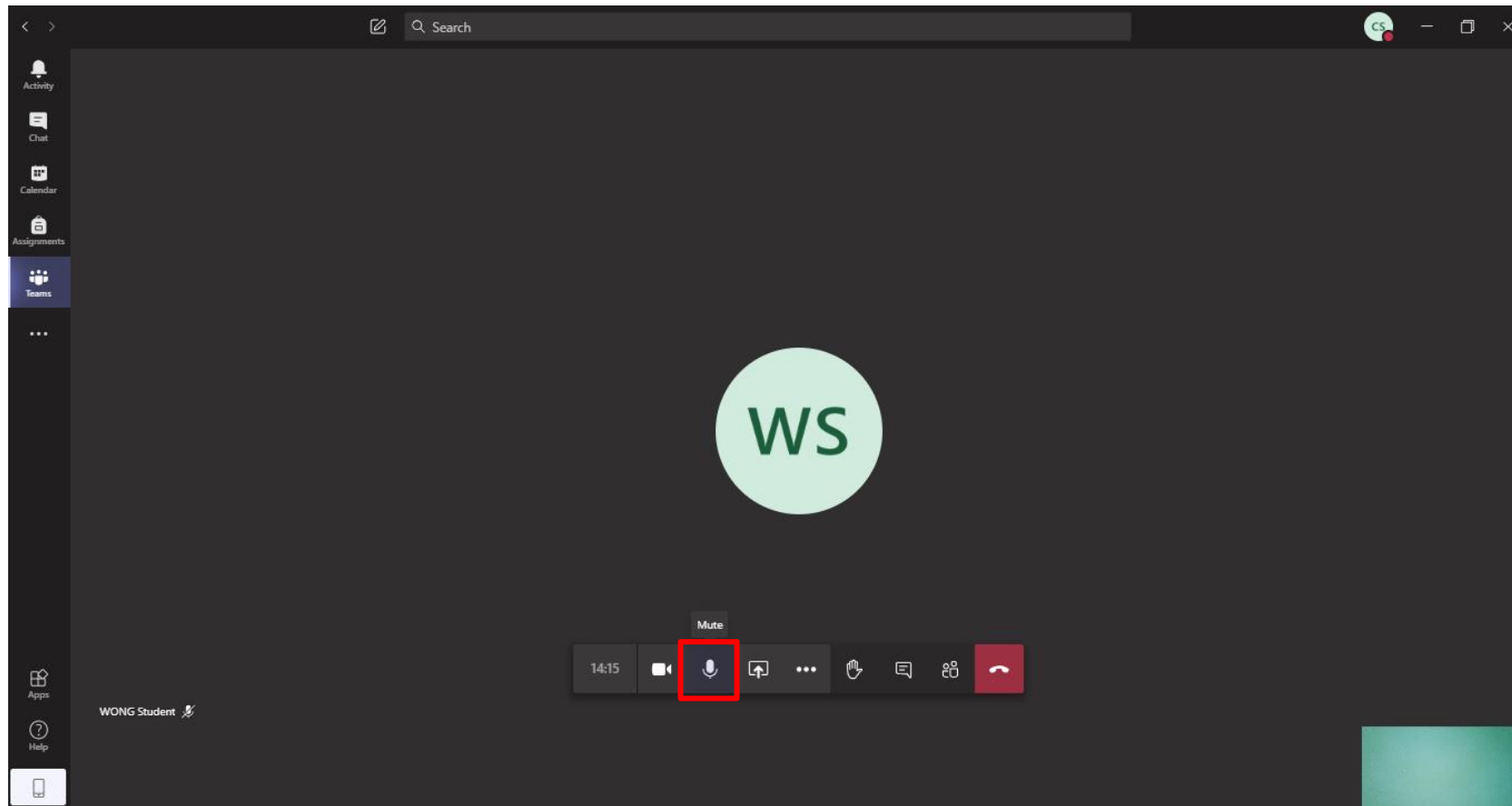
Online Class Meeting - Turning On/Off Camera



You can click the **"Camera"** icon to turn on/off your camera.



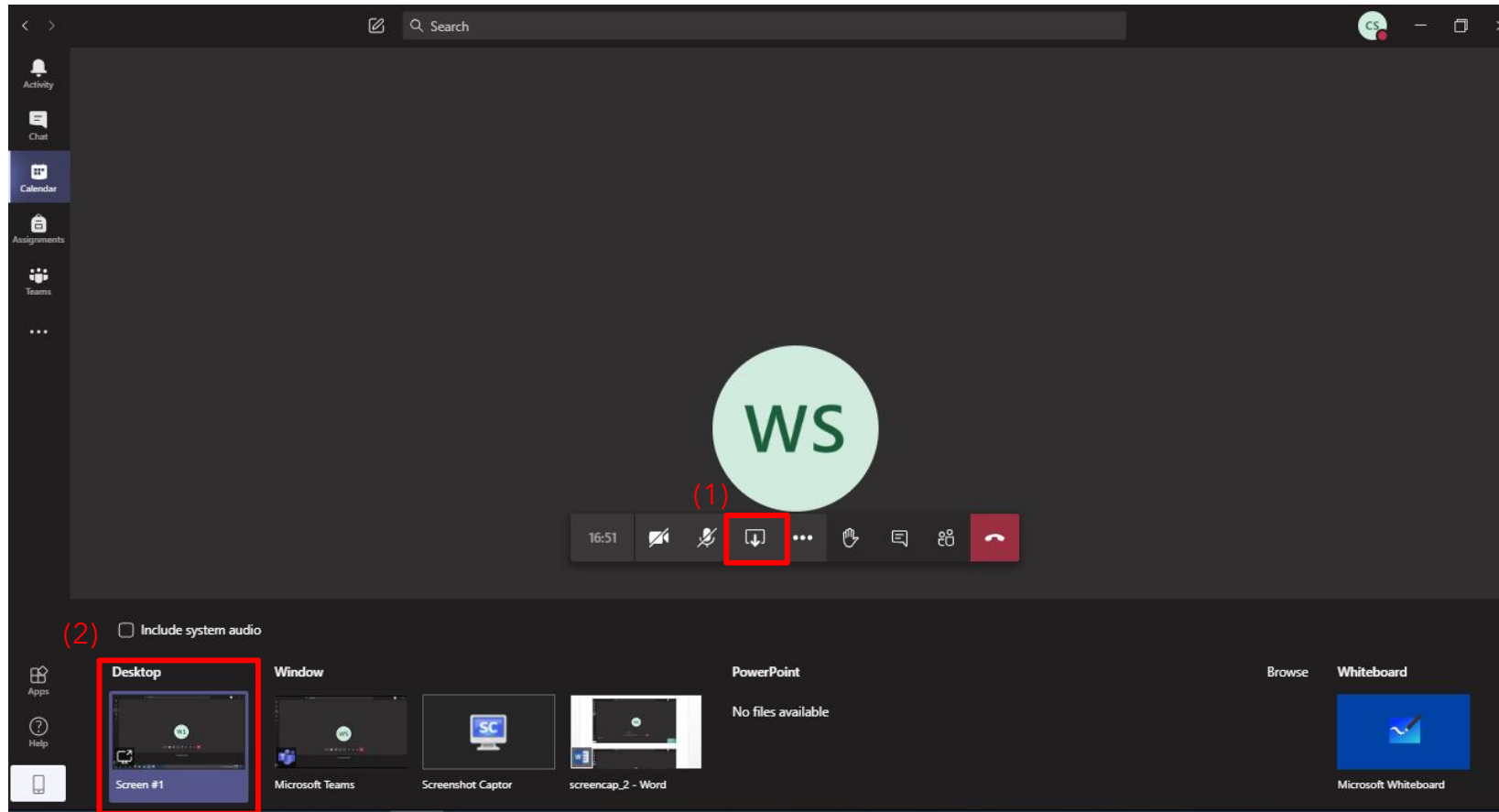
Online Class Meeting - Turning On/Off Microphone



You can click the **"Microphone"** icon to mute and unmute the microphone.



Online Class Meeting - Sharing Screen



Tips 1: Open the material and then share it on screen

Tips 2: Turn on "include system audio" if you need to play a video

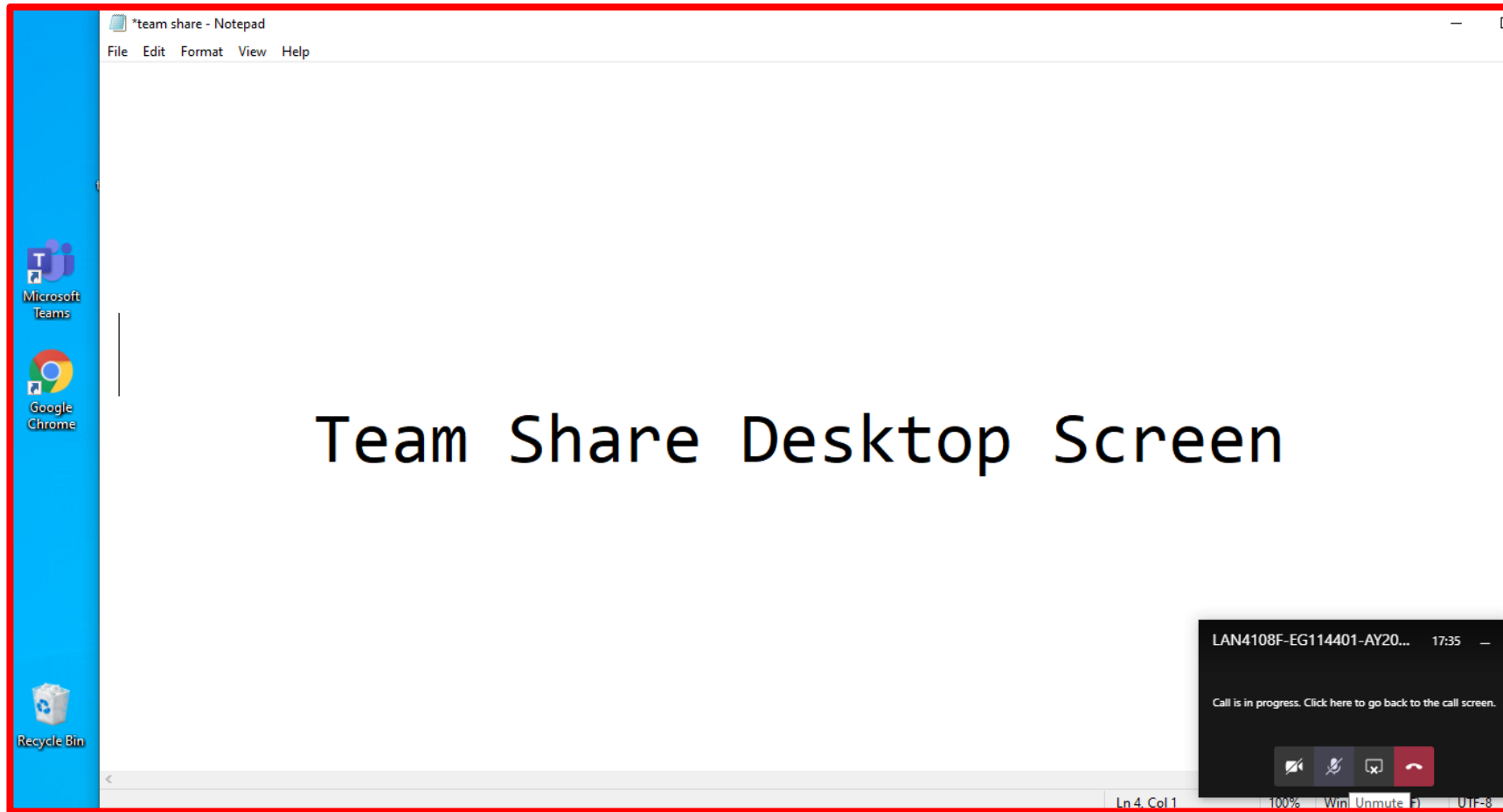


1) Click on the **"Share"** icon to share your screen.

2) Select **"Desktop"** for sharing



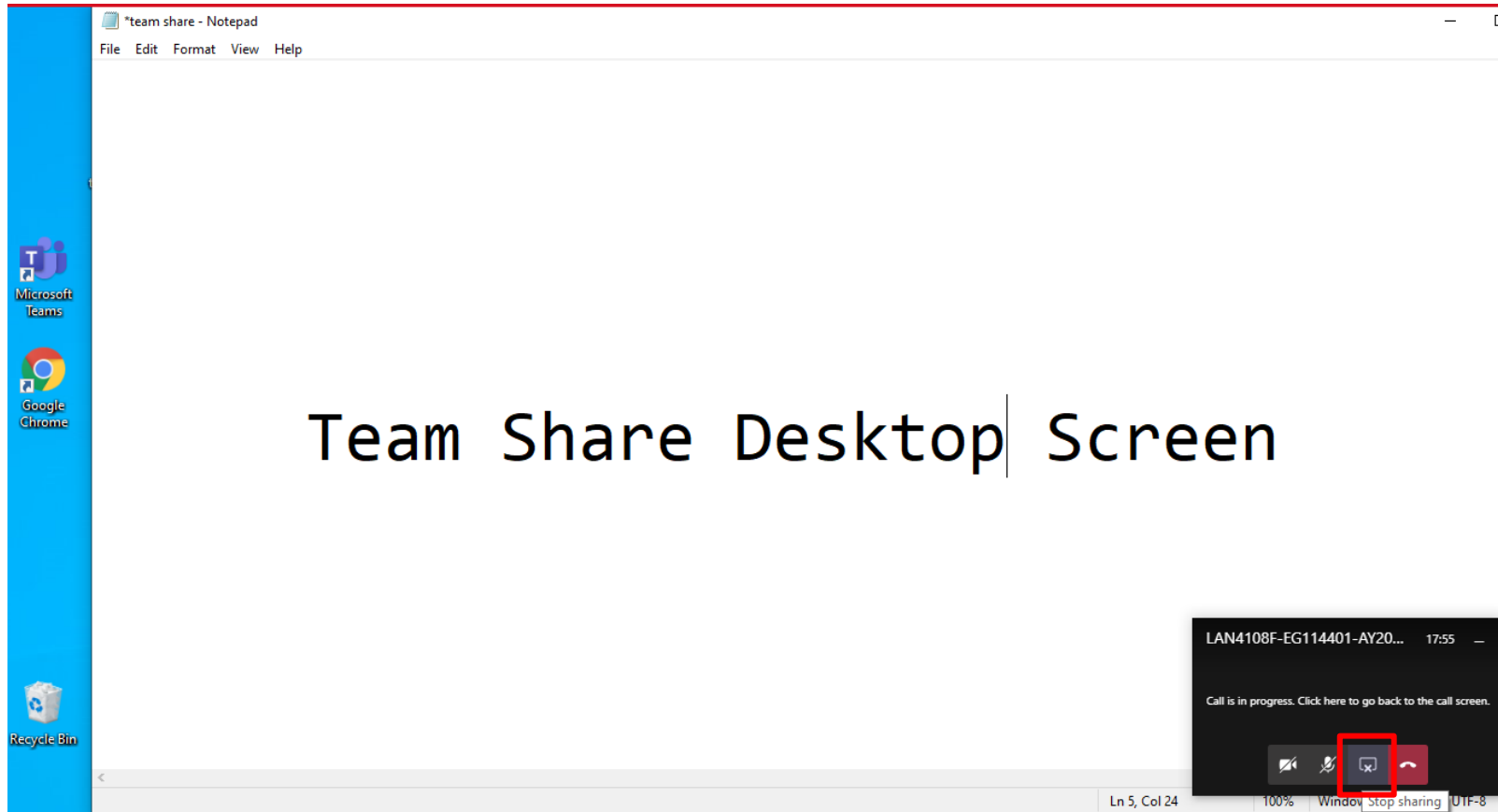
Online Class Meeting - Sharing Screen



The currently shared screen will have a red outline around it.



Online Class Meeting - Sharing Screen



Click the **“Stop Sharing”** icon to stop sharing your screen



Online Class Meeting - Raising Your Hand

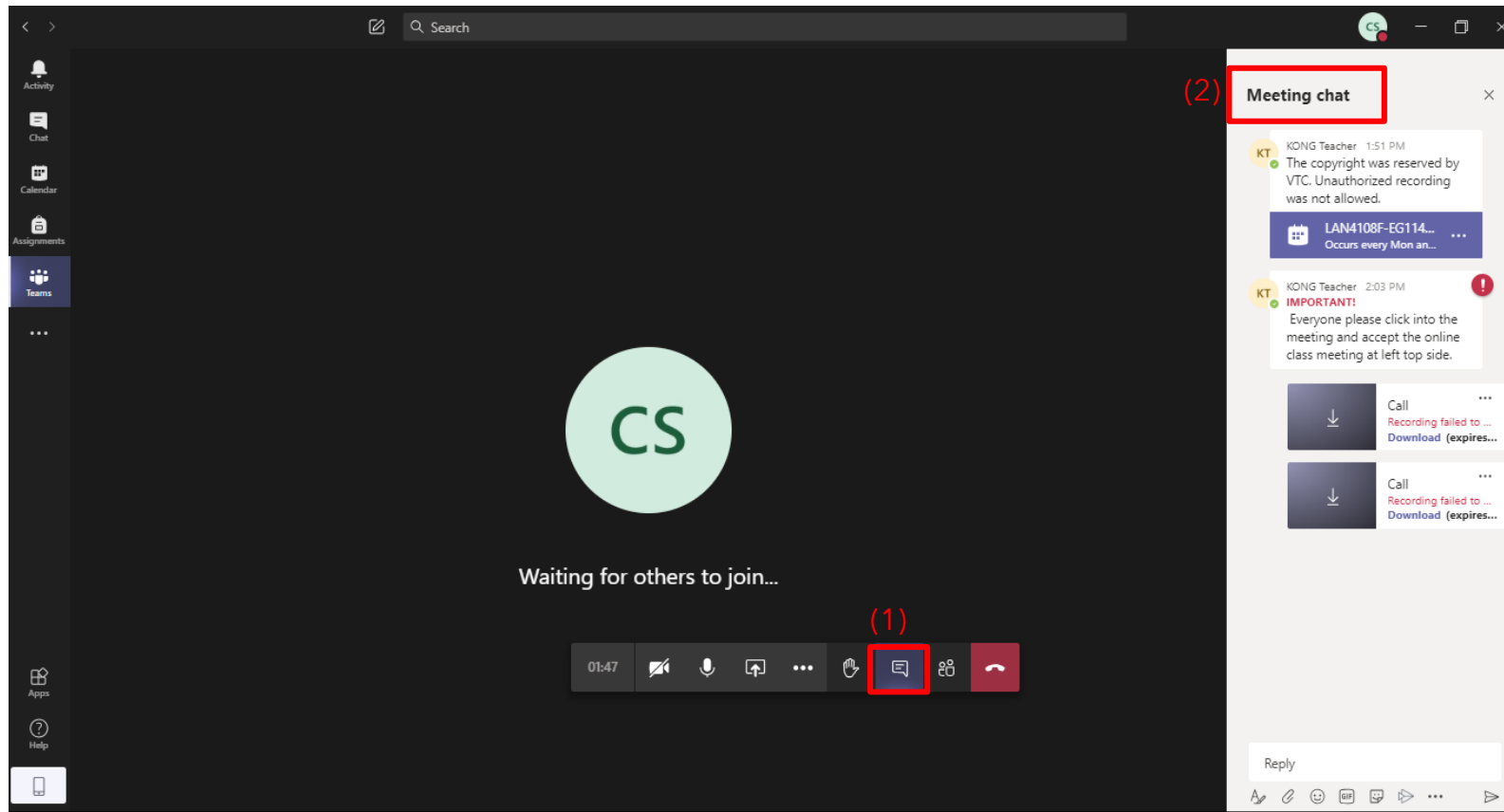
Tips: You should make use of the **"Raise your hand"** function before asking question.



- 1) Click the **"show participants"** icon to show **"People"** at the right-hand side
- 2) Click the **"Raise your hand"** icon to raise your hand
- 3) You can find a **"hand"** next to your name in the **"People"** window.



Online Class Meeting - Meeting Chat



- 1) Click the **“Show conversation”** icon to show the meeting chat
- 2) The “Meeting Chat” box is located at the right-hand side for you to text and read messages.



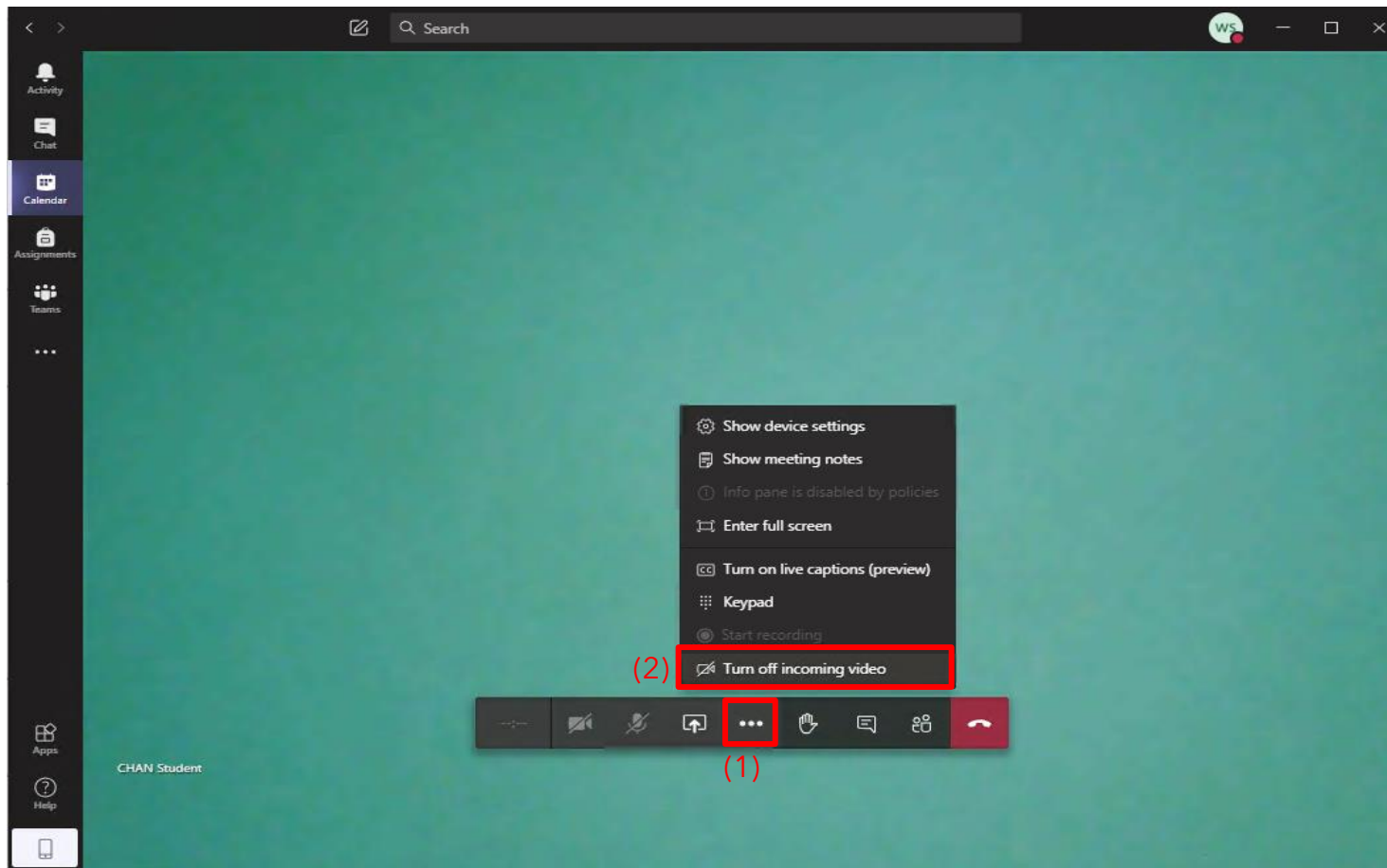
Online Class Meeting - Meeting Chat

The screenshot displays the Microsoft Teams interface during an online class meeting. The main window shows a meeting in progress with a "Waiting for others to join..." message. A chat window is open on the right, showing a message from "KONG Teacher" at 12:36 PM: "You can input message in chat box". The chat input field is highlighted with a red box and labeled (1). The "Send" button (a paper plane icon) is highlighted with a red box and labeled (2). The message text is highlighted with a red box and labeled (3).

- 1) Text your message
- 2) Press **"Enter"** or click the **"Sent message"** icon
- 3) The message will be shown.



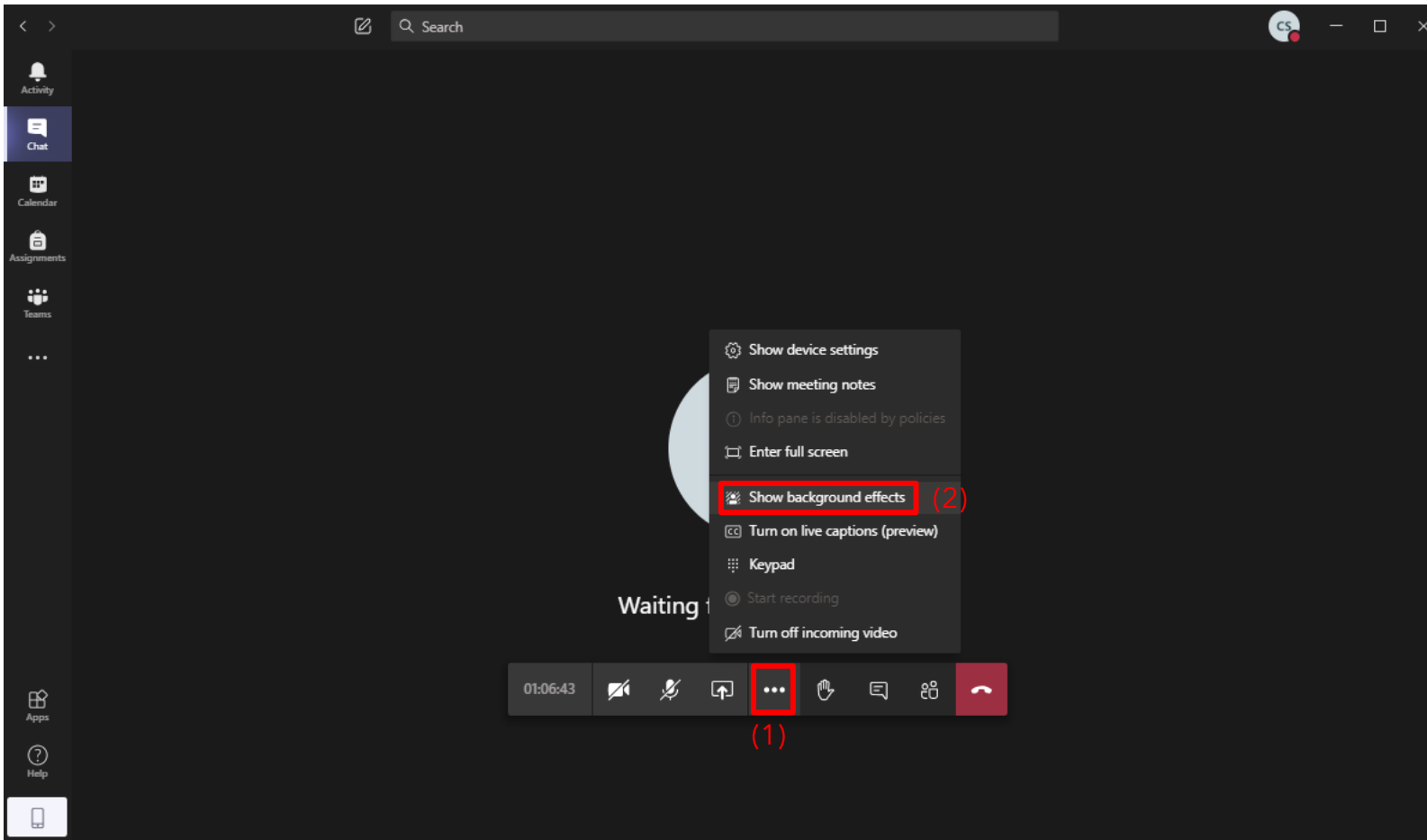
Online Class Meeting - Turning Off Incoming Video



- 1) Click on the **"More actions"** icon
- 2) Select **"Turn off incoming video"** to save your internet some stress and improve call quality



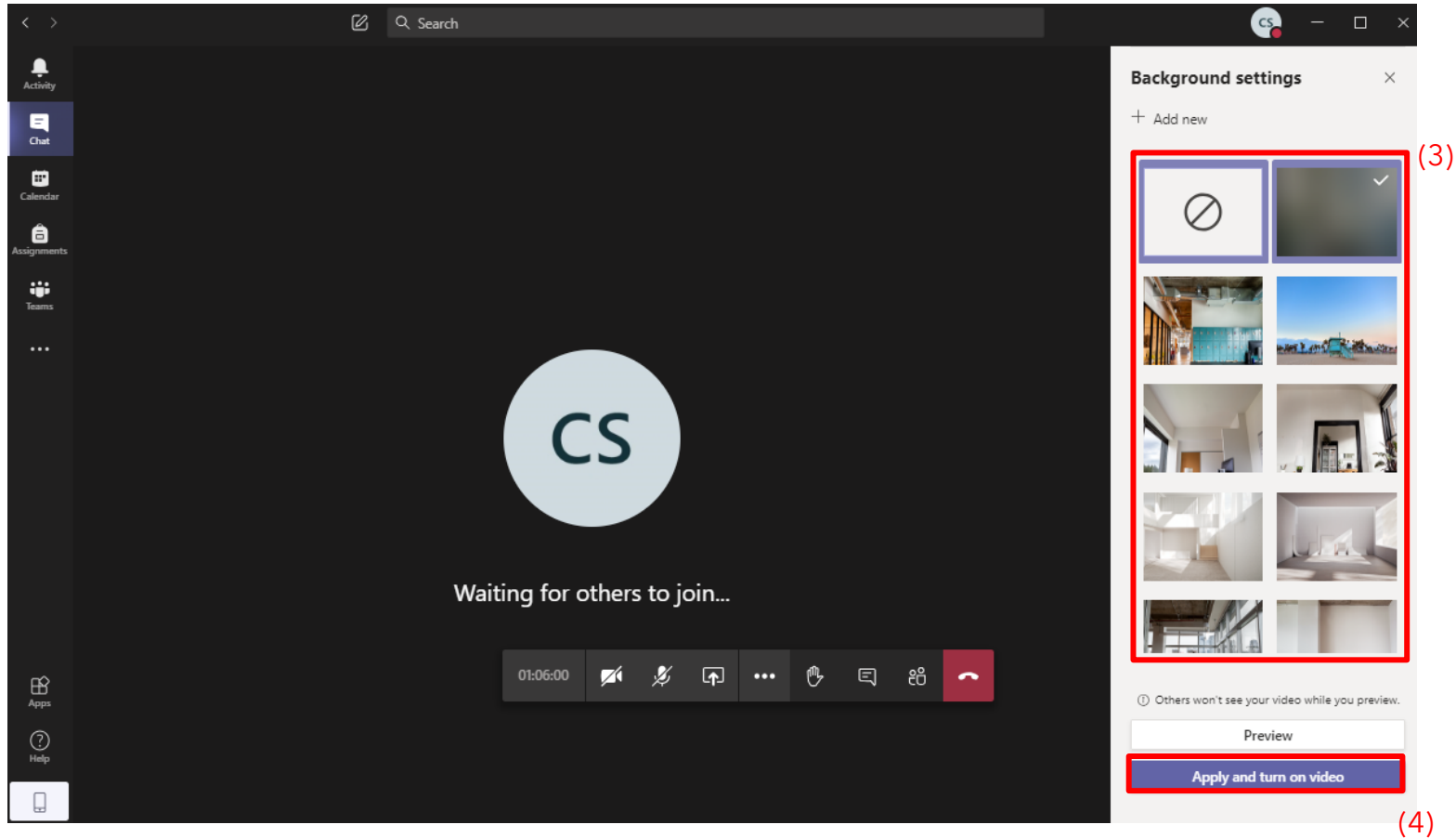
Online Class Meeting – Background Effects



- 1) Click on the **"More actions"** icon
- 2) Select **"Show background effects"**



Online Class Meeting - Background Effects



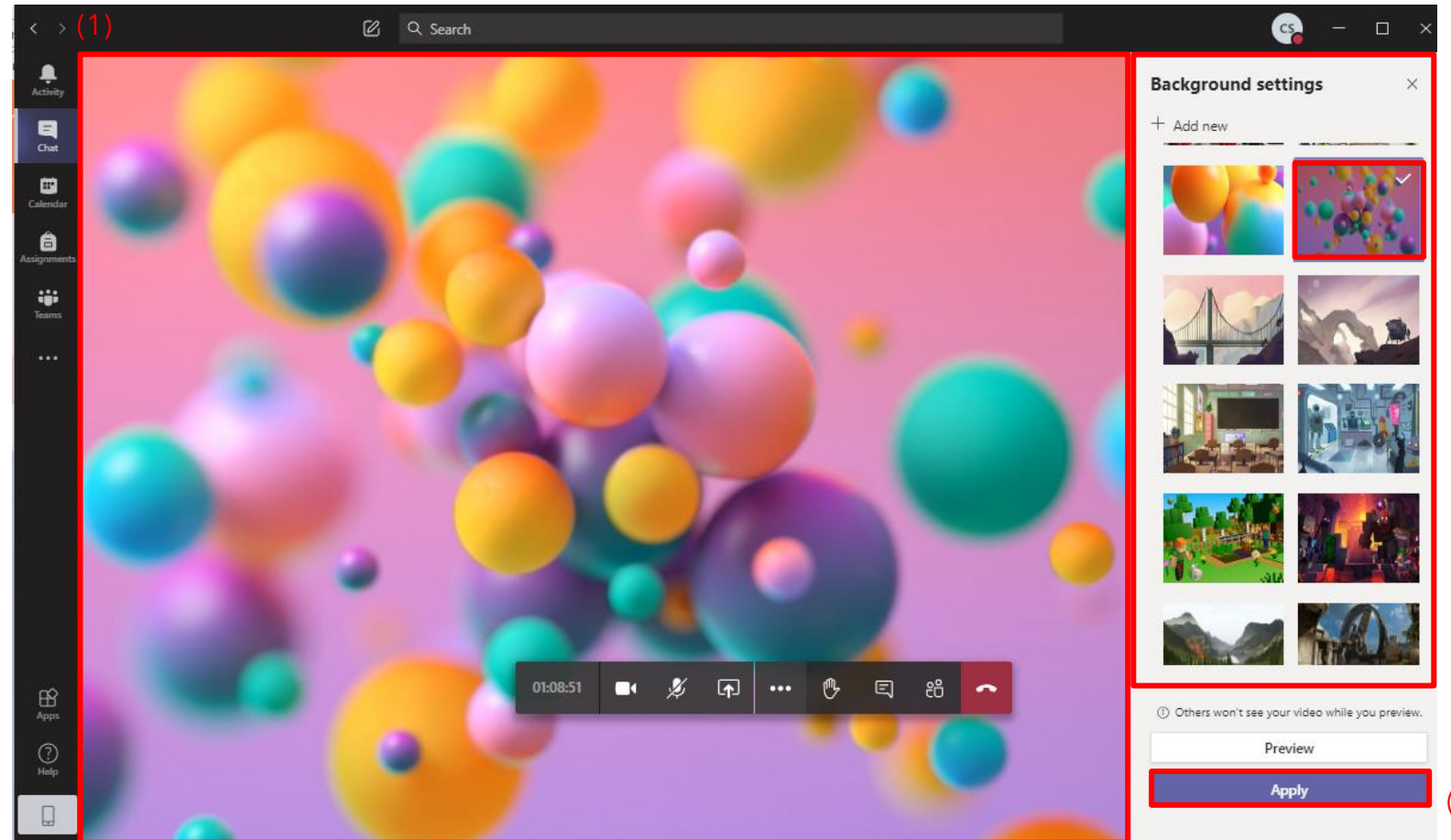
3) Choose a background at the right-hand side

4) Click on **"Apply and turn on video"** to apply the setting



Online Class Meeting - Background Effects

Tips: You can use the “**Blur Background**” option.



- 1) A new background is applied to your screen.
- 2) You can select and change a new background again.
- 3) Click the “**Apply**” button to apply



Important Notes

Remember to turn on the Notification of the Channel

- Notification can inform you the news update and announcement from Teacher.

Remember to add Scheduled Online Class Meeting into Calendar

- Adding calendar can remind you to attend the scheduled online class meeting.

Do not change the display name in Office 365 or CNATools

- Only the recognized display name is available for attendance taking.



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>