Microsoft Teams for Student Online Learning Tutorial

Note:

app.

(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





Introduction of MS Teams Interface



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



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

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.



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



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







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