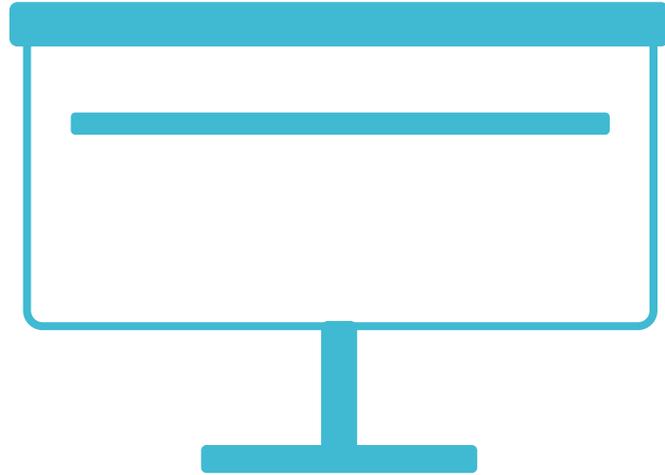# Microsoft Teams for Student
Online Learning Tutorial

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.
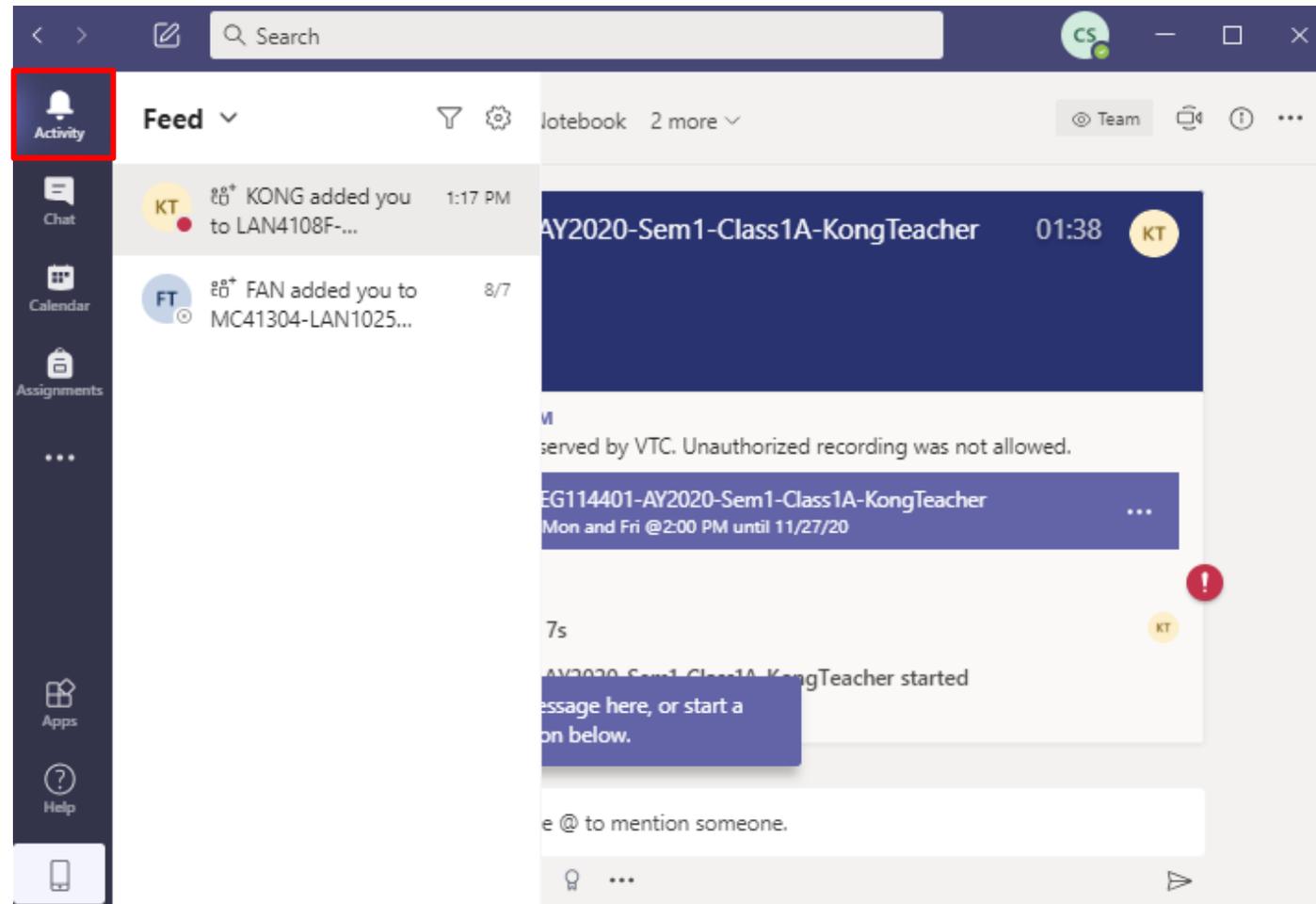
Introduction of MS Teams Interface

MS Teams – Functions of Sidebar Menu

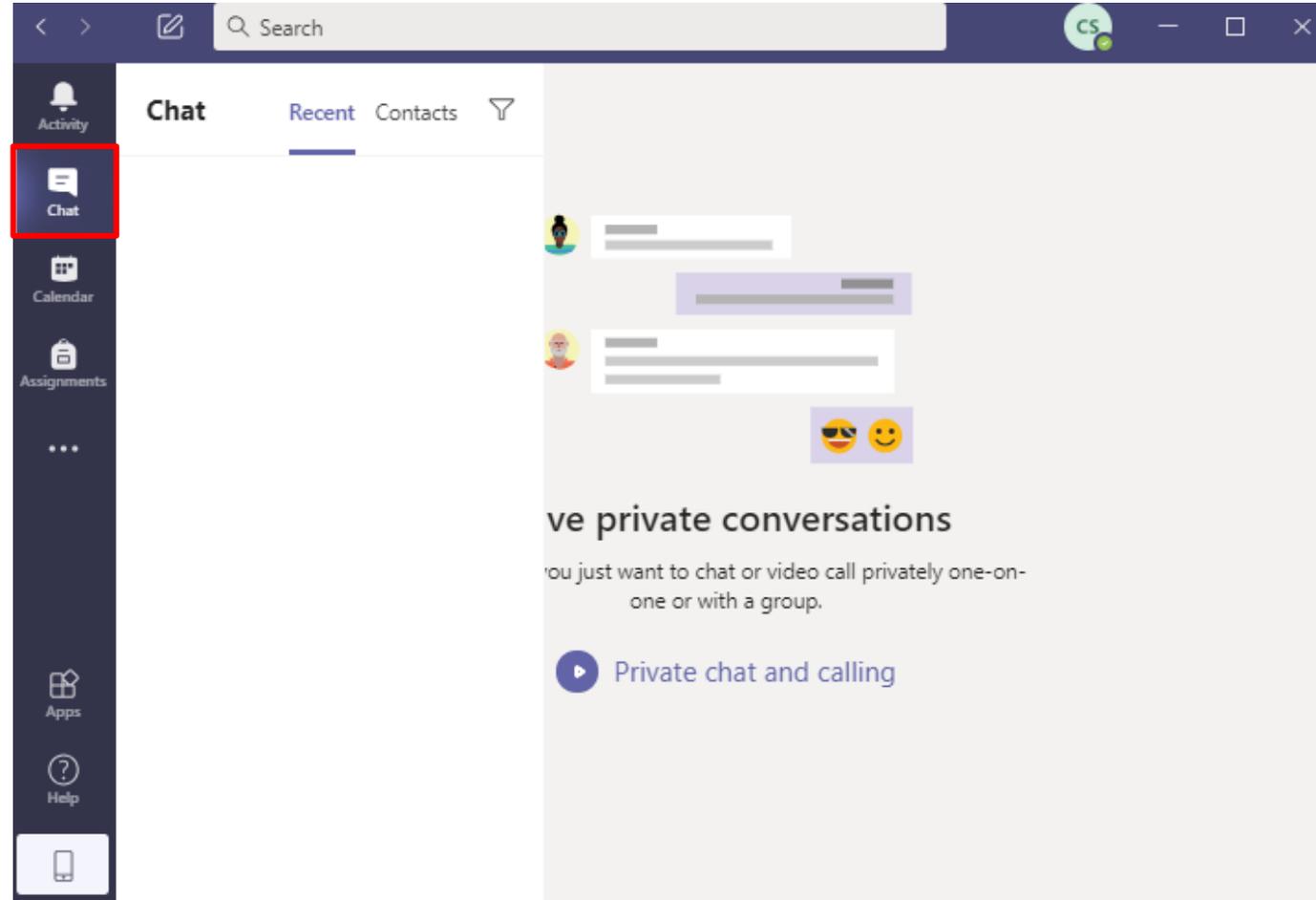**Tips:** *Symbols may be attached for different types of notifications.*

You can select **"Activity"** to view your Activity feed.
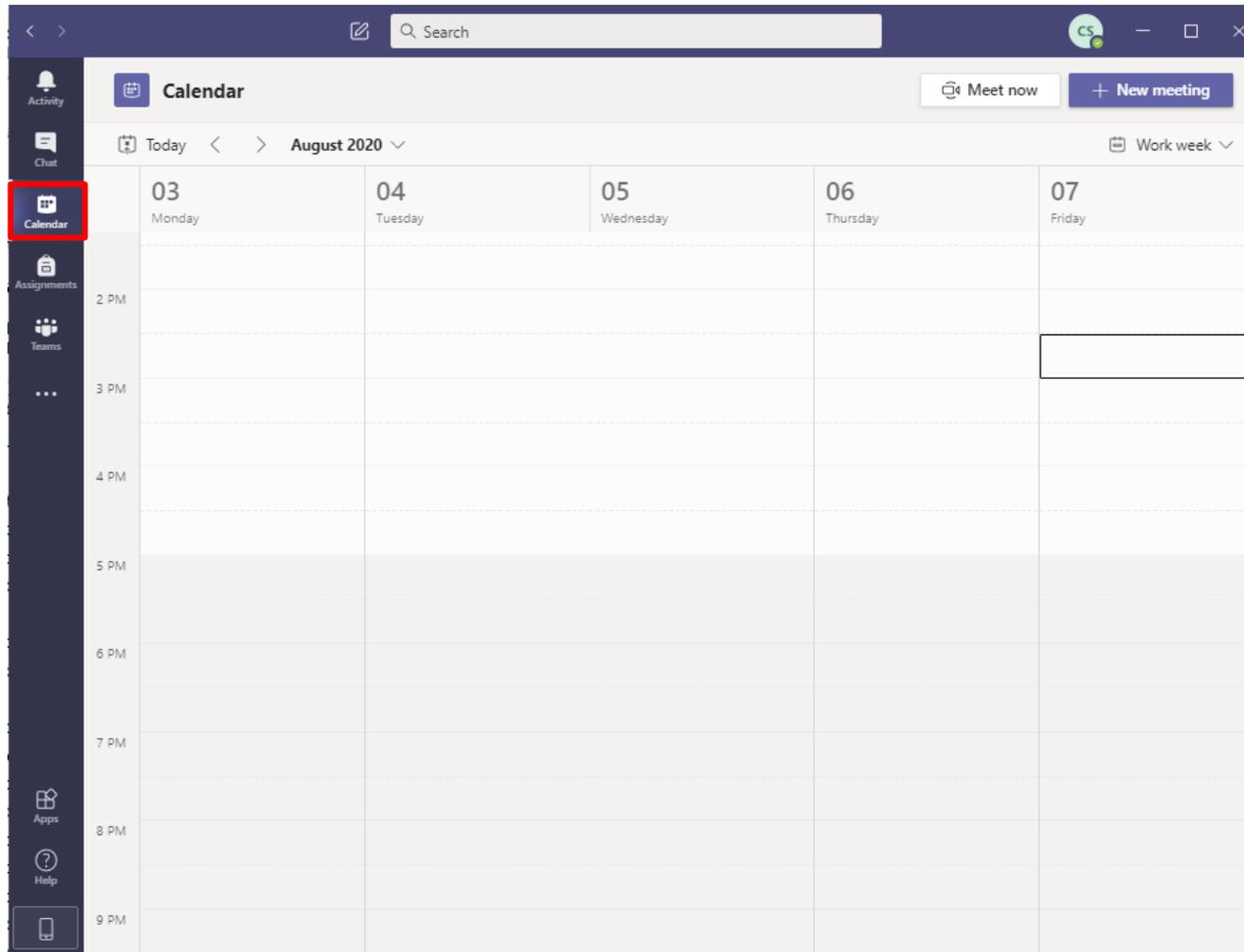
MS Teams – Functions of Sidebar Menu

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

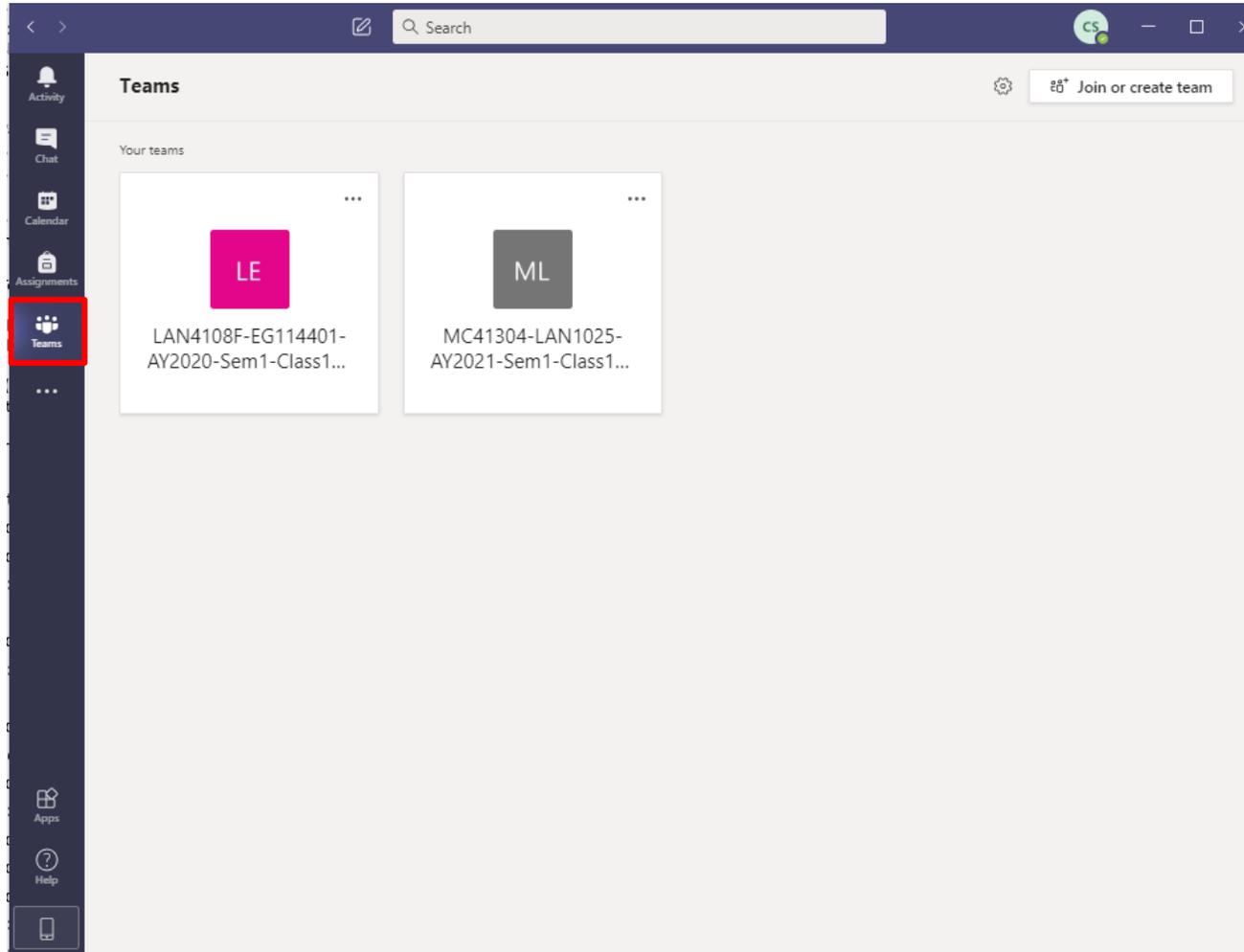You can use **"Chat"** for one-to-one or group chats.

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.

End

Produced by
Information Technology Services Division

Please visit the website for more videos:

Online Learning Guidebook for
Student using Microsoft Teams
學生使用Microsoft Teams進行網上課堂指引

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