

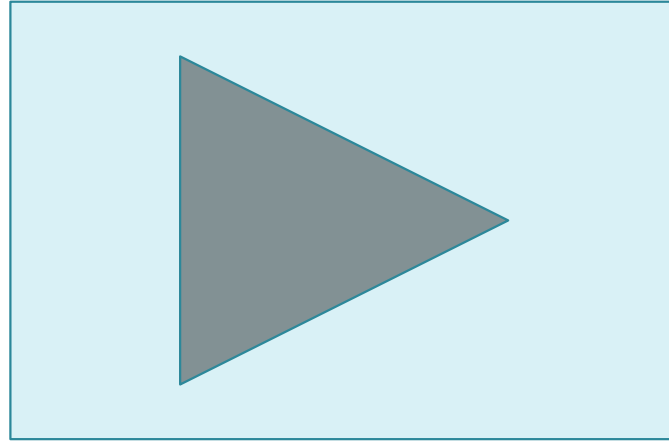
Microsoft Teams for Student Online Learning Tutorial

Note:

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

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

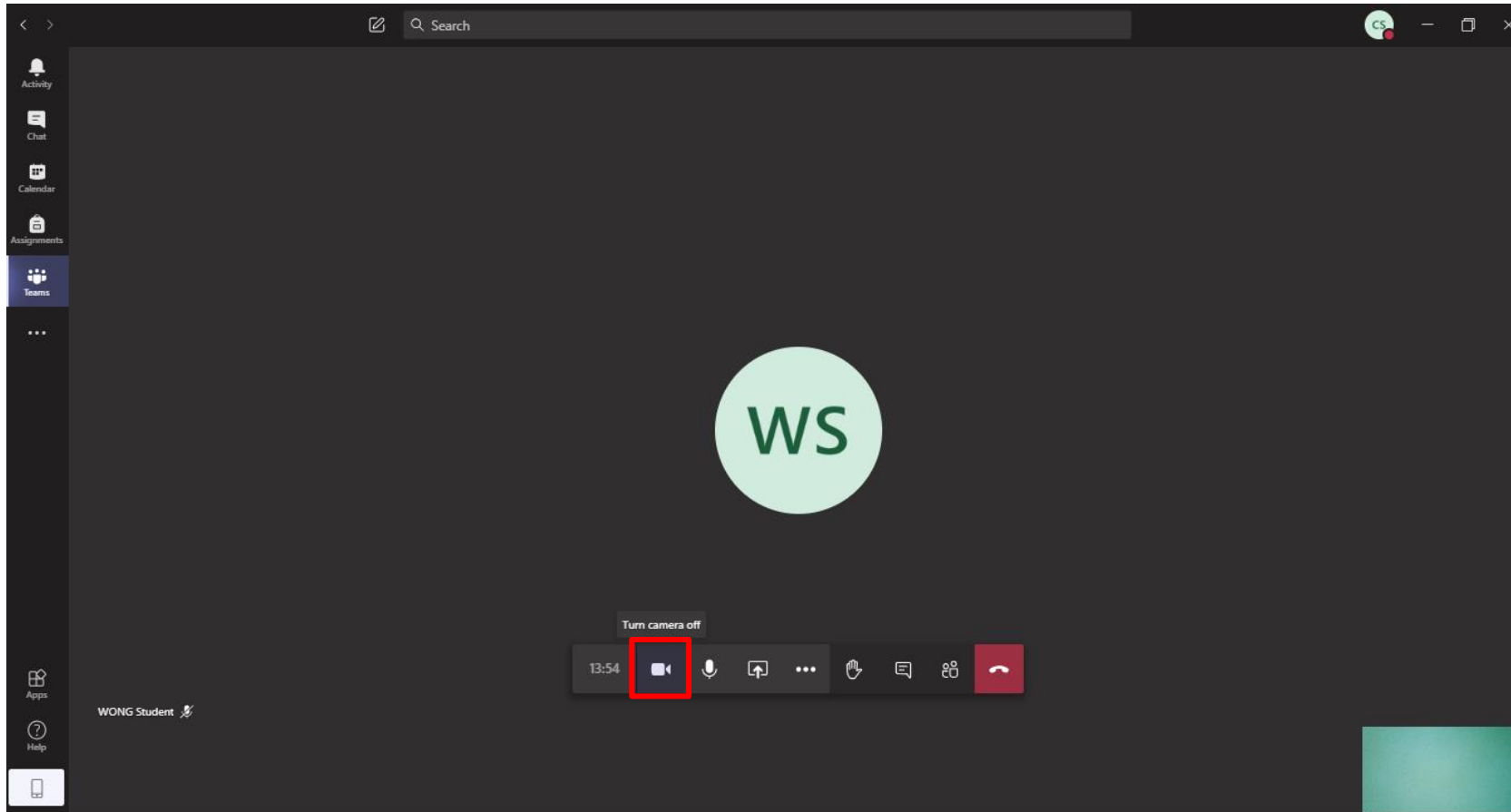




Online Class Meeting - Different Functions



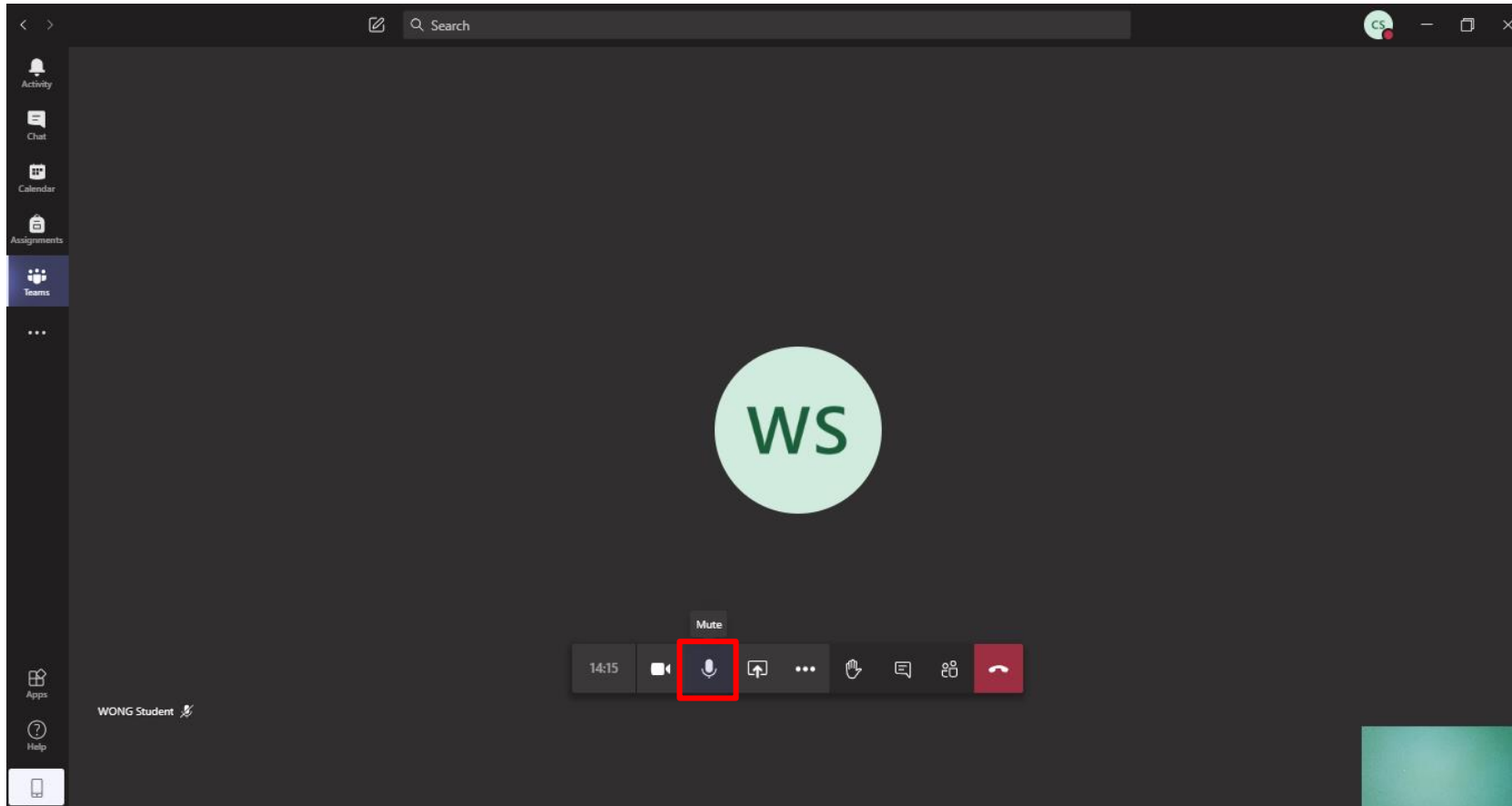
Online Class Meeting - Turn On/Off Camera



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



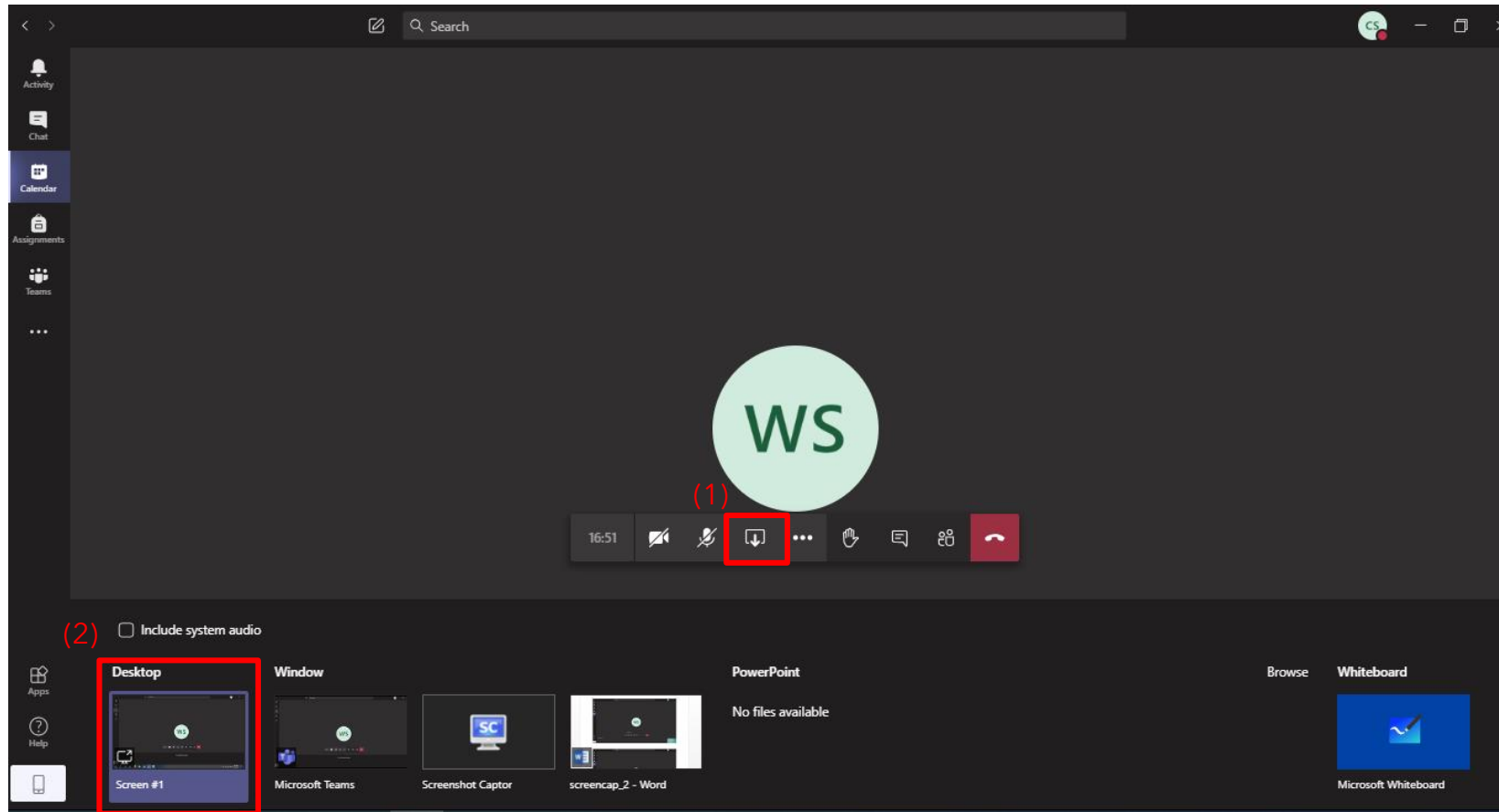
Online Class Meeting - Turn On/Off Microphone



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

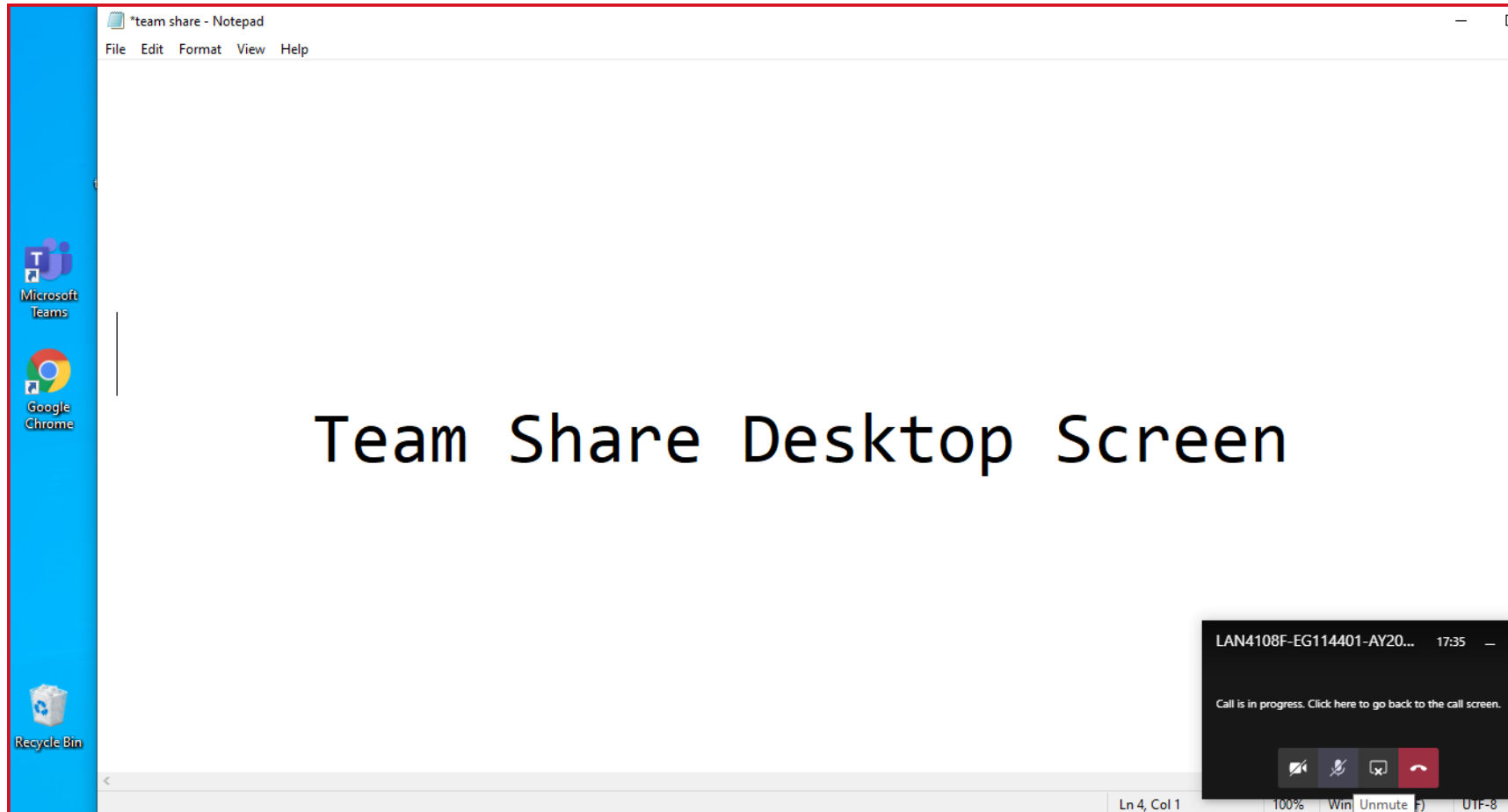
Tips 2: Turn on "include system audio" if you need to play a video



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

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

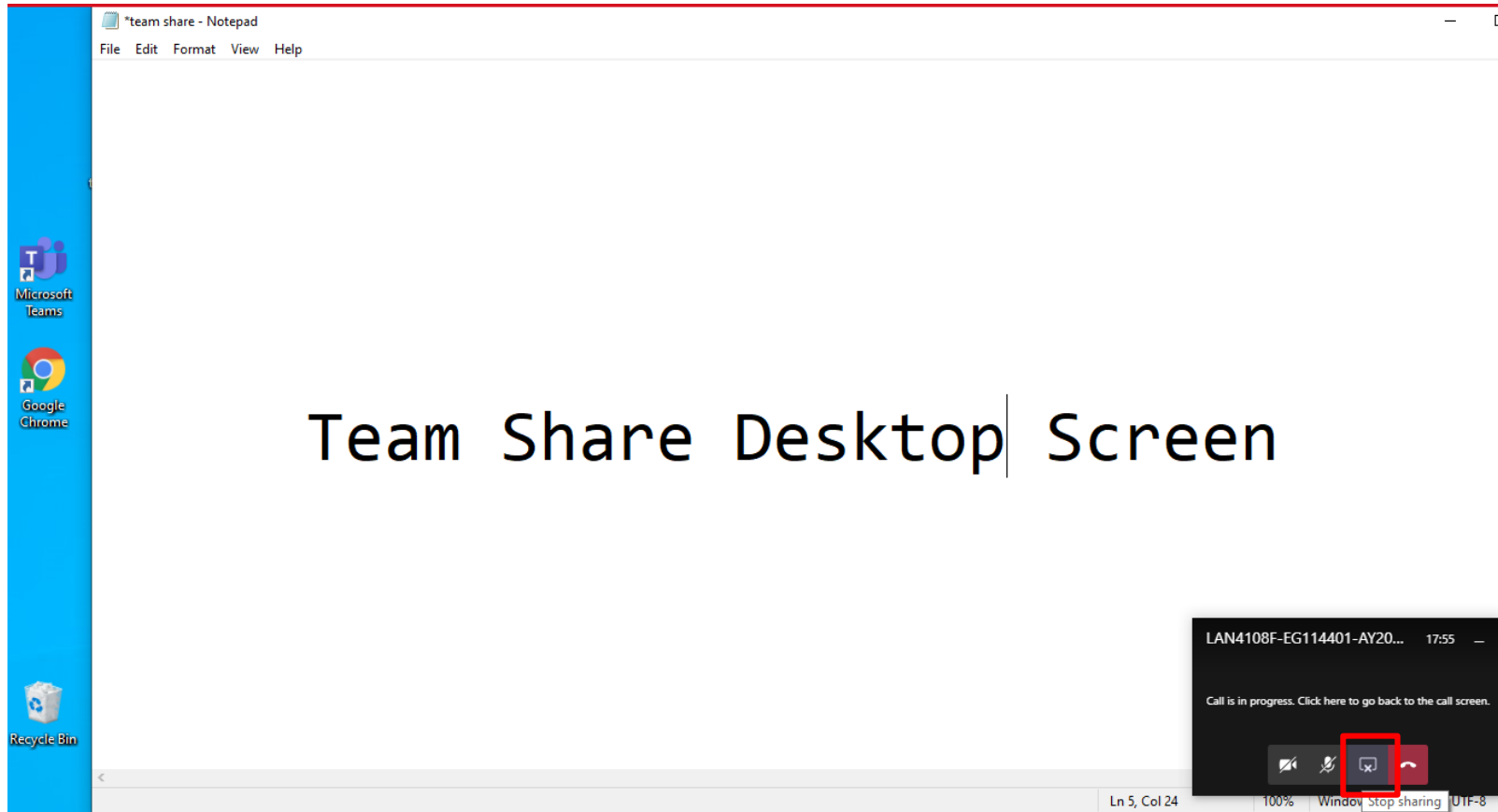
Online Class Meeting - Sharing Screen



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.

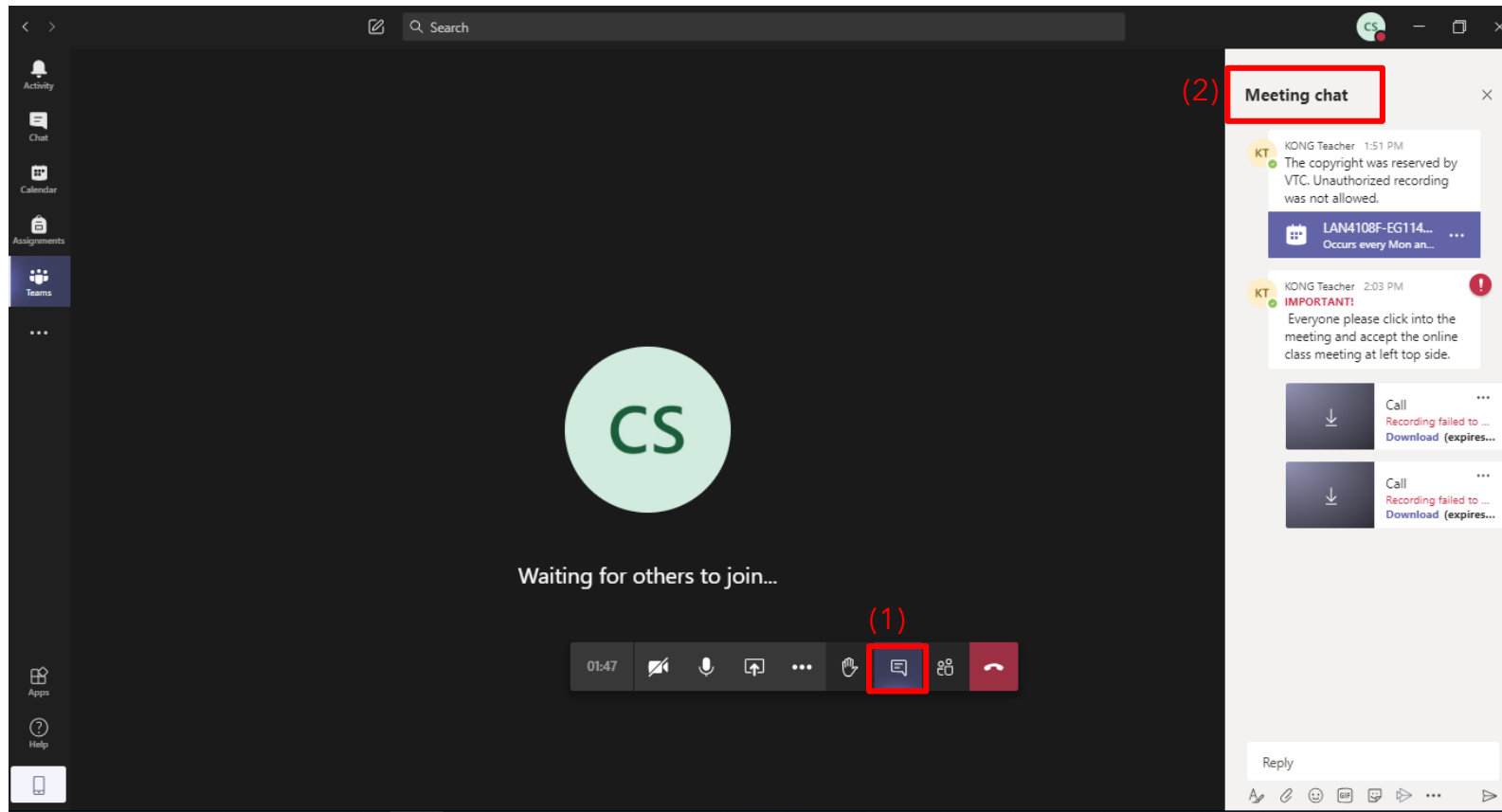


A screenshot of a Microsoft Teams meeting interface. The main screen shows a large green circle with the initials 'CS' in the center. Below it, the text 'Waiting for others to join' is displayed, with a smaller message 'Your hand is raised.' appearing below that. At the bottom of the screen is a control bar with several icons: a hand icon (labeled '2'), a chat icon, a people icon (labeled '1'), and a call icon. On the right side, a 'People' window is open, showing a list of participants. The 'People' window title bar is labeled 'People' and is circled in red. The list includes 'Currently in this meeting (1)' with 'CS CHAN Student' (whose name has a hand icon next to it, circled in red and labeled '3'), 'Others invited (1)' with 'KT KONG Teacher Accepted', and 'Suggestions (4)' with 'SS SZE Student', 'CS CHEUNG Student', 'LS LAU Student', and 'WS WONG Student'. The hand icon in the control bar and the hand icon next to 'CHAN Student' are both circled in red.

- 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.



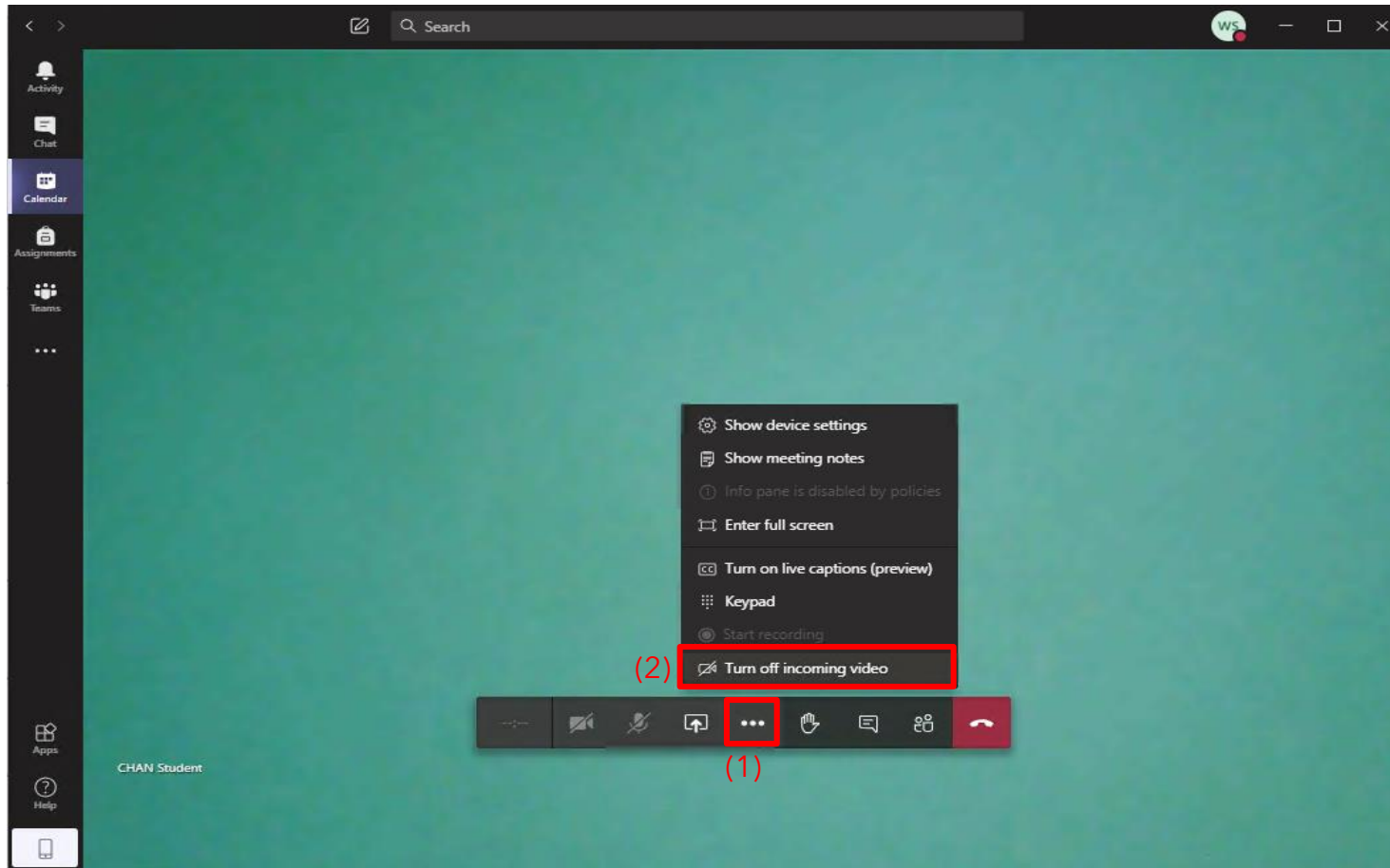
Online Class Meeting - Meeting Chat

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" and a "testing" message. A red box highlights the chat input area with a "Reply" field and a "Send" button, labeled (2). Another red box highlights the "testing" message, labeled (3). A third red box highlights the "Send" button, labeled (1).

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



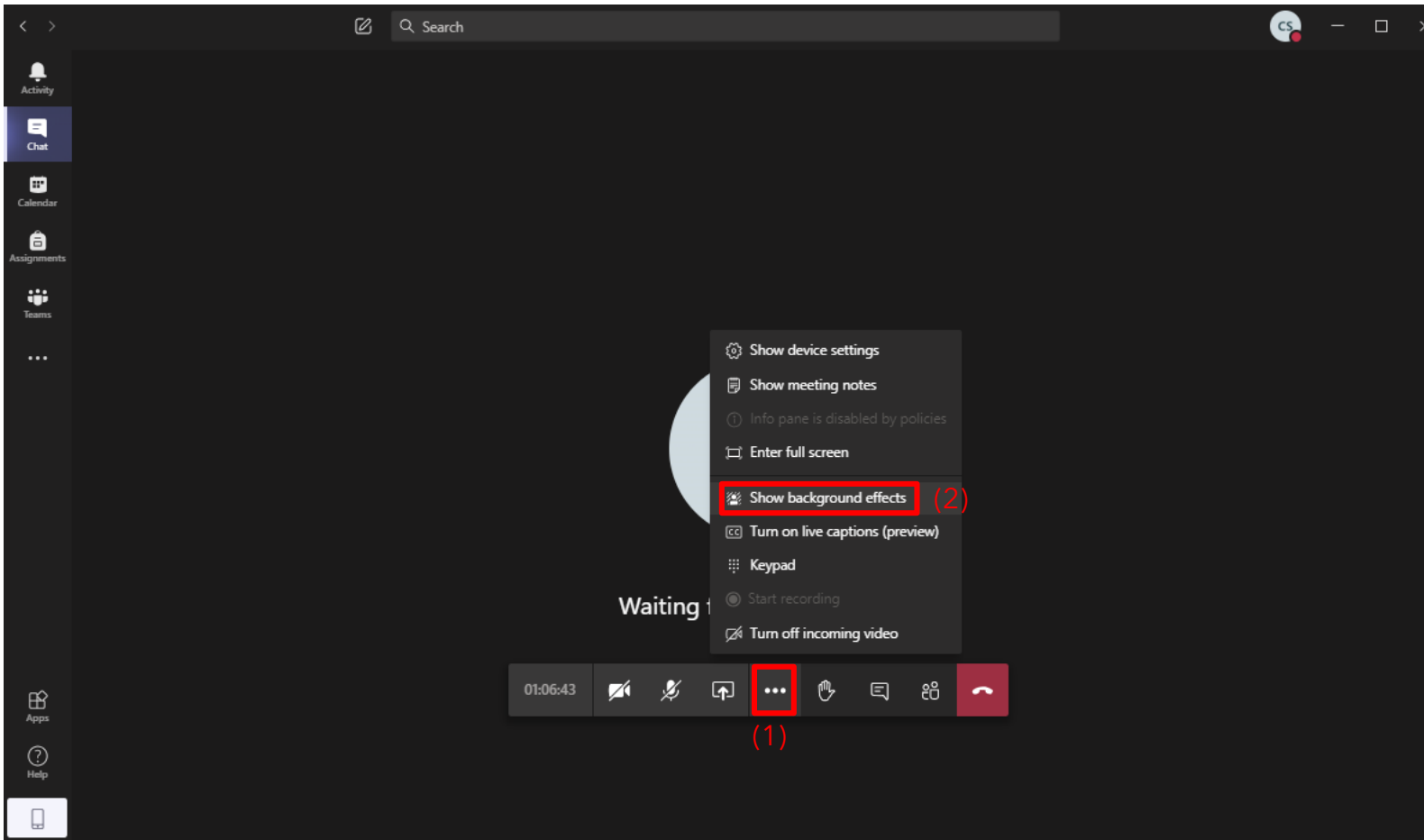
Online Class Meeting - Turn Off Incoming Video



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



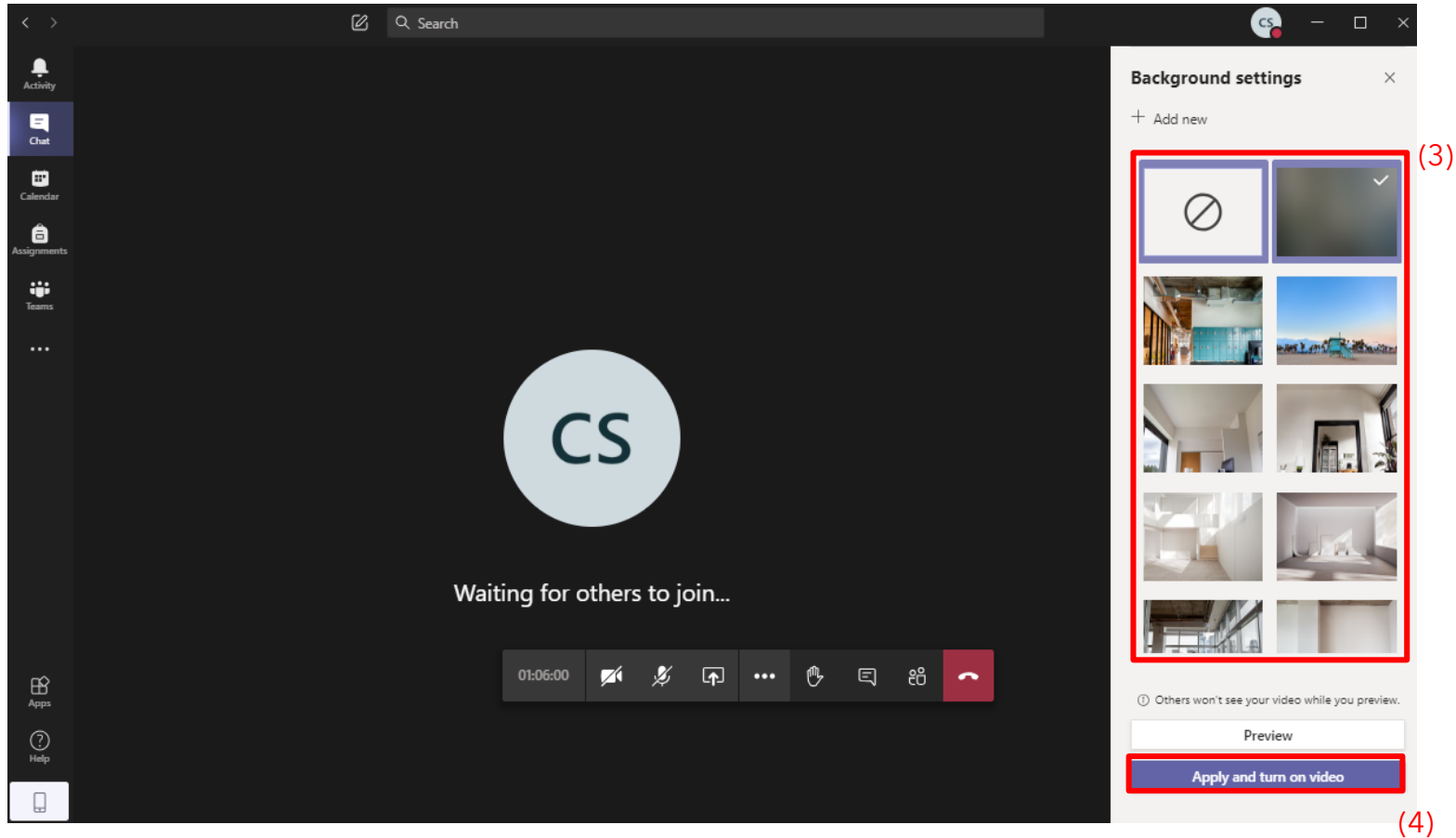
Online Class Meeting – Background Effects



- 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.

A screenshot of the Microsoft Teams interface showing the background settings panel. The main window displays a colorful, abstract background of floating spheres. The settings panel on the right shows a grid of background options, with one option selected and highlighted. The 'Apply' button at the bottom of the panel is also highlighted. The interface includes a search bar at the top, a navigation sidebar on the left, and a control bar at the bottom of the main window.

(1)

(2)

(3)

- 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



End



Produced by Information Technology Services Division

Please visit the website for more video:



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