

User Guide for Teachers (MS Teams for Teaching)

- Creating a Team for Your Class

Note:

(1) Last updated date of this training document /video: 17 Aug 2021, version no.: 2.0

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



4. Download and Install MS Teams



Download & Install MS Teams



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

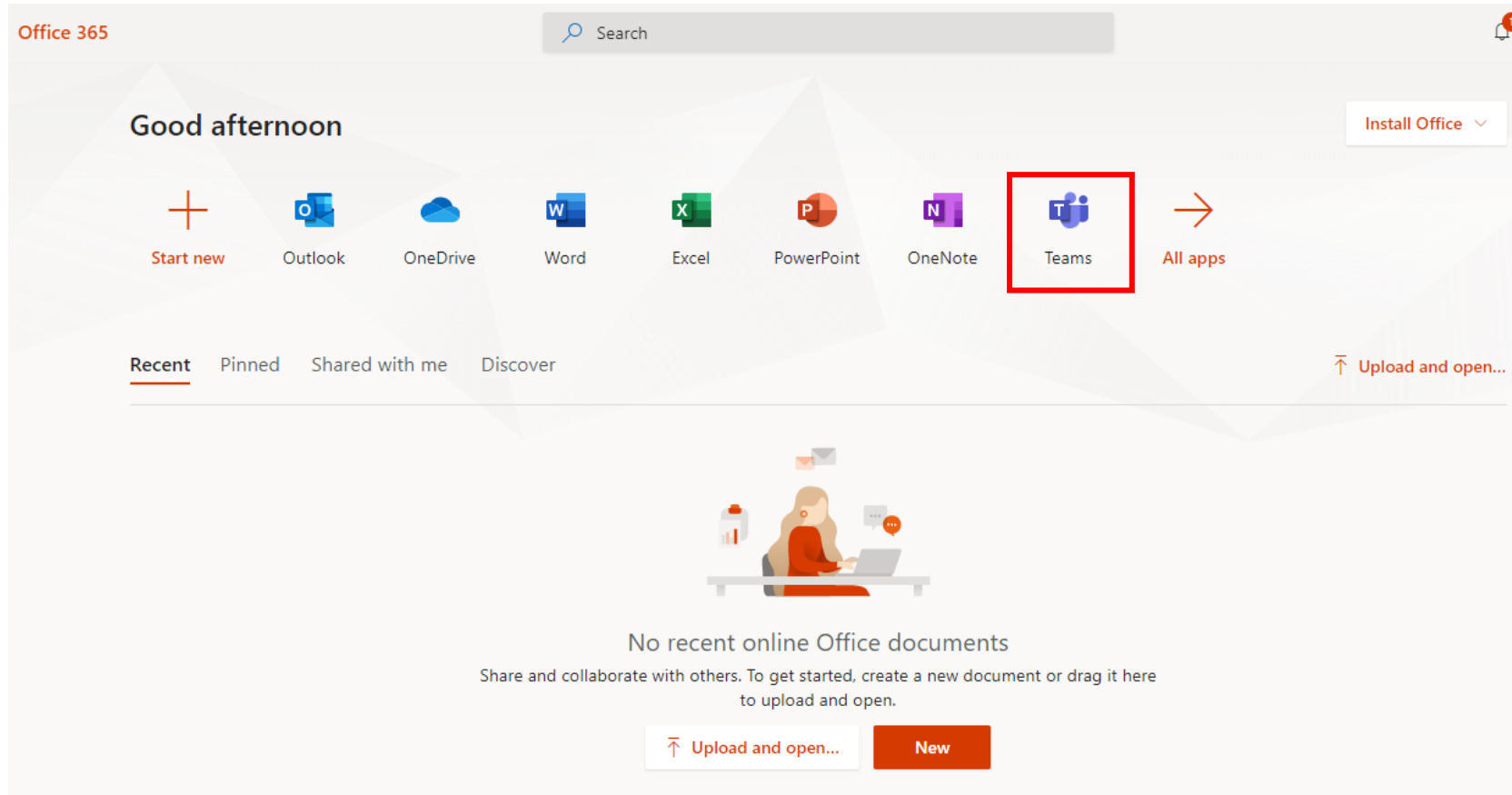
[Forgot your password?](#) [Change password](#)

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

Go to <http://office365.stu.vtc.edu.hk> and login with your "Teaching CNA".



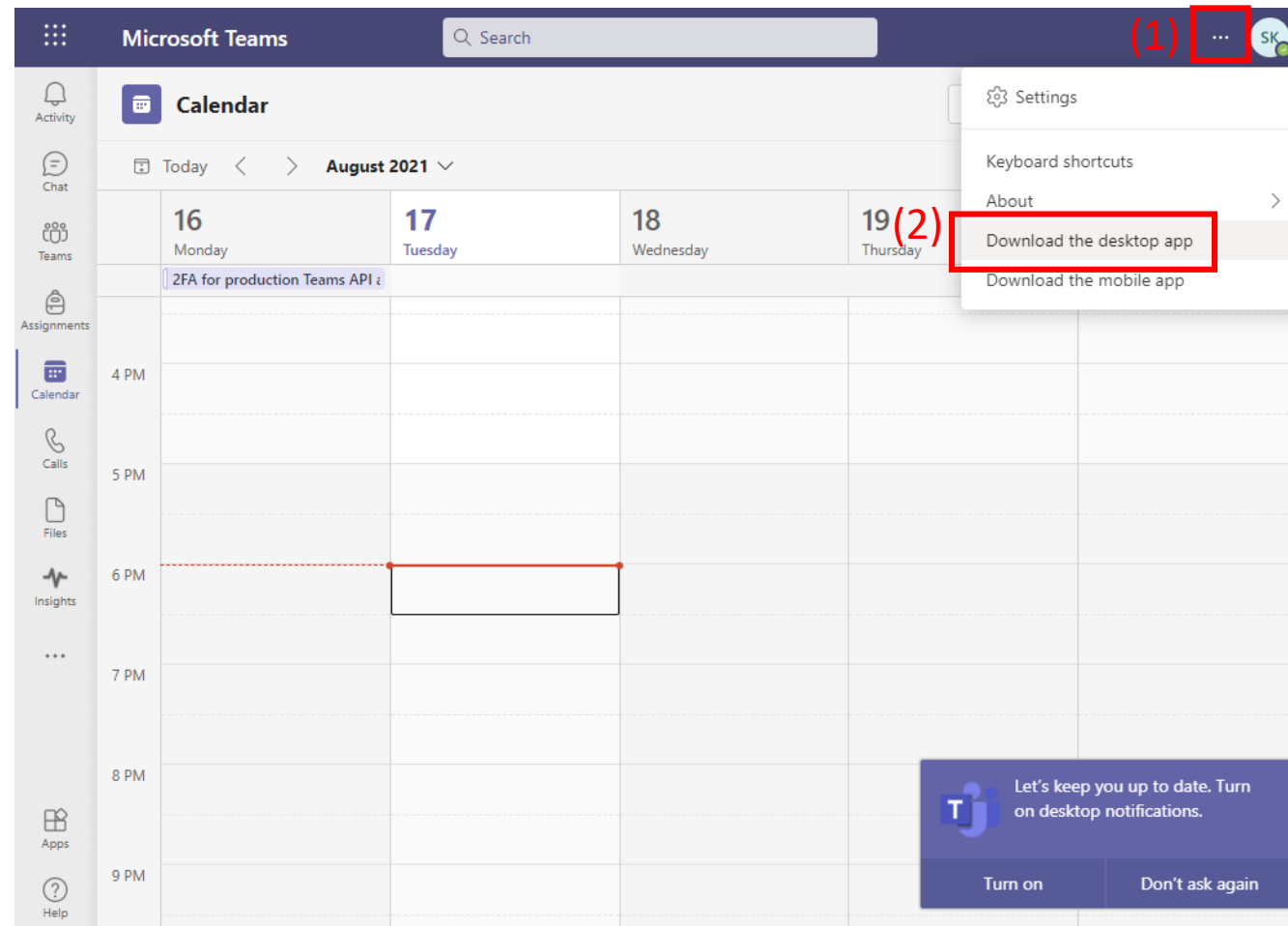
Download & Install MS Teams



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



Download & Install MS Teams



(1) Click "Settings and more" button at the top right corner

(2) Click the "**Download the desktop app**" button to download the desktop app.

End



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