

User Guide for Teachers (MS Teams for Teaching)

- Creating a Team for Your Class

Note:

(1) Last updated date of this training document /video: 18 Aug 2021, version no.: 2.0

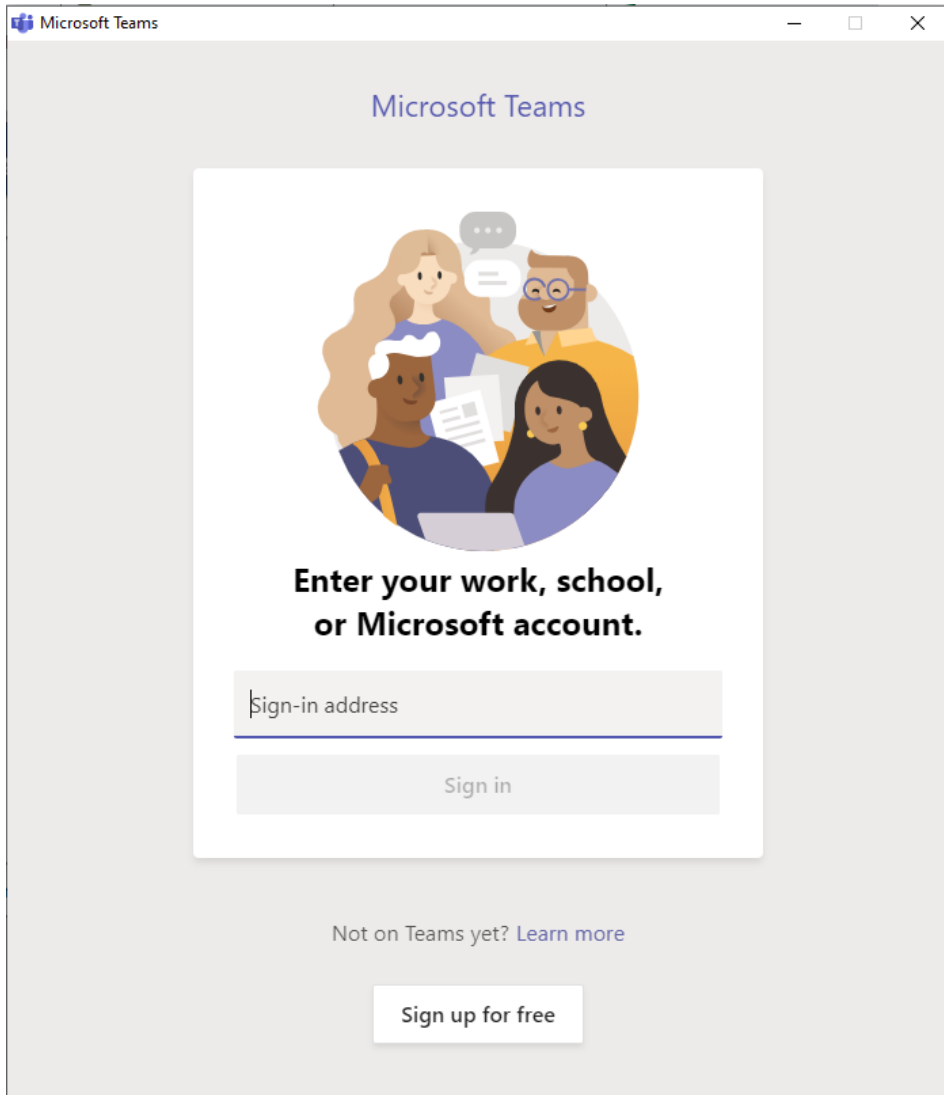
(2) The user-interface (UI) shown in this training document /video may vary from the latest look of Teams app.



5. Login MS Teams with New CNA (Switching MS Teams Account)



Login MS Teams



The screenshot shows the Microsoft Teams login interface. At the top, it says "Microsoft Teams". Below that is a circular illustration of four diverse people (two women and two men) interacting. Underneath the illustration, the text reads "Enter your work, school, or Microsoft account." There is a text input field labeled "Sign-in address" and a "Sign in" button below it. At the bottom, there is a link "Not on Teams yet? Learn more" and a "Sign up for free" button.



Microsoft Teams
App

Launch the MS Teams app

Remarks:

If you have already signed in MS Teams with your Staff CNA (e.g. peter.chan@vtc.edu.hk), please remember to logout first. Then, you can login with your teaching CNA (e.g. t-peter.chan@stu.vtc.edu.hk).



Login MS Teams



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

Sign in

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

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

Fill in your “**Teaching CNA**” and **Password** to sign in the MS Teams for teaching.



Login MS Teams

Enter the verification code from your **mobile app**.

Verification code


Sign In

Please feel free to contact
helpdesk@vtc.edu.hk if yo



t-stevenkwong@stu.vtc.edu.hk

Approve sign in request

 We've sent a notification to your mobile device.
Please open the Microsoft Authenticator app to respond.

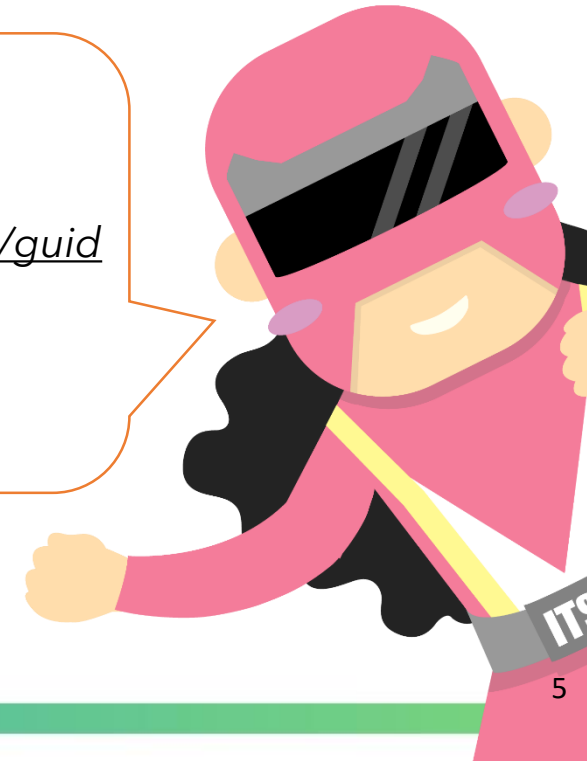
Having trouble? [Sign in another way](#)

[More information](#)

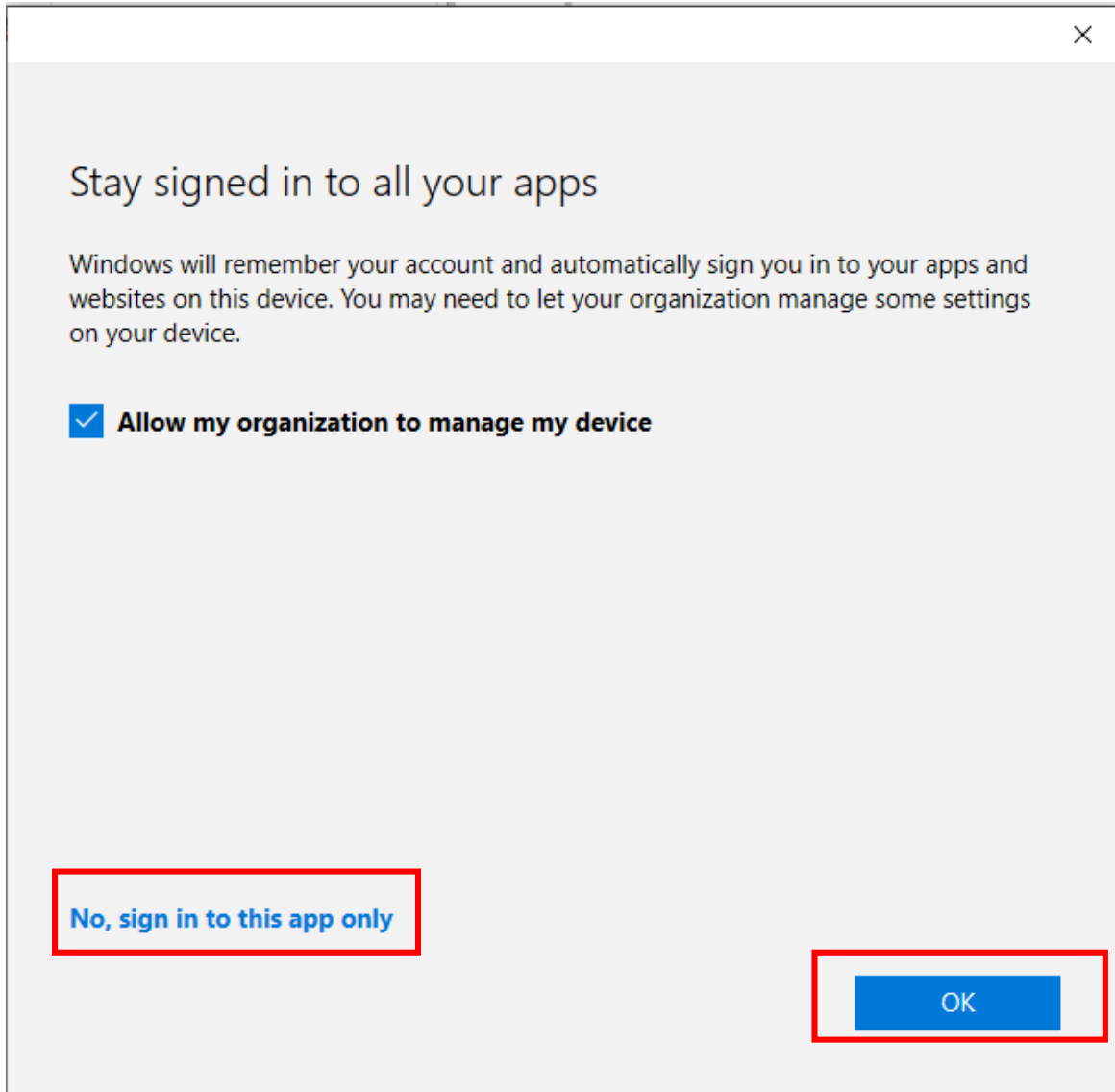
Fill in your **"Verification code"** or Click **"Approve"** in Microsoft Authenticator to sign in the MS Teams for teaching, if you enabled the 2FA. Else, you could skip this step.

Remarks:

*The details of 2FA Registration,
please refer
<https://2fa.stu.vtc.edu.hk/home/guideline.html>*



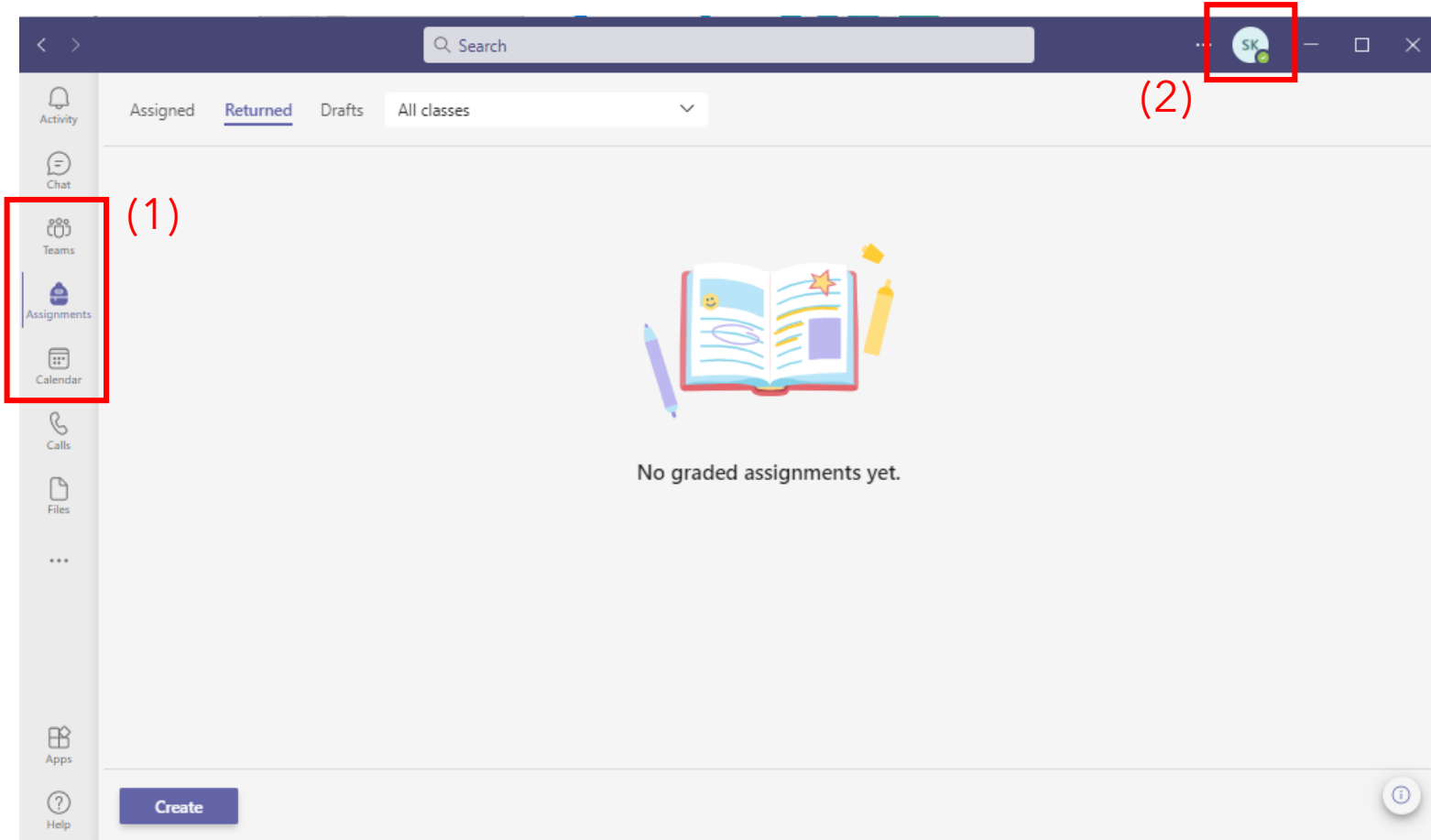
Login MS Teams



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



Login MS Teams



Remarks:

For details of MS Teams, please refer https://cnatools.vtc.edu.hk/CNAPortal/intro_o365/Teams.pdf



(1) You can find the "Teams" and "Calendar" icons in the sidebar menu.

(2) You may check your identity by clicking the icon on the top right-hand corner.



End



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For upcoming features, please visit:



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