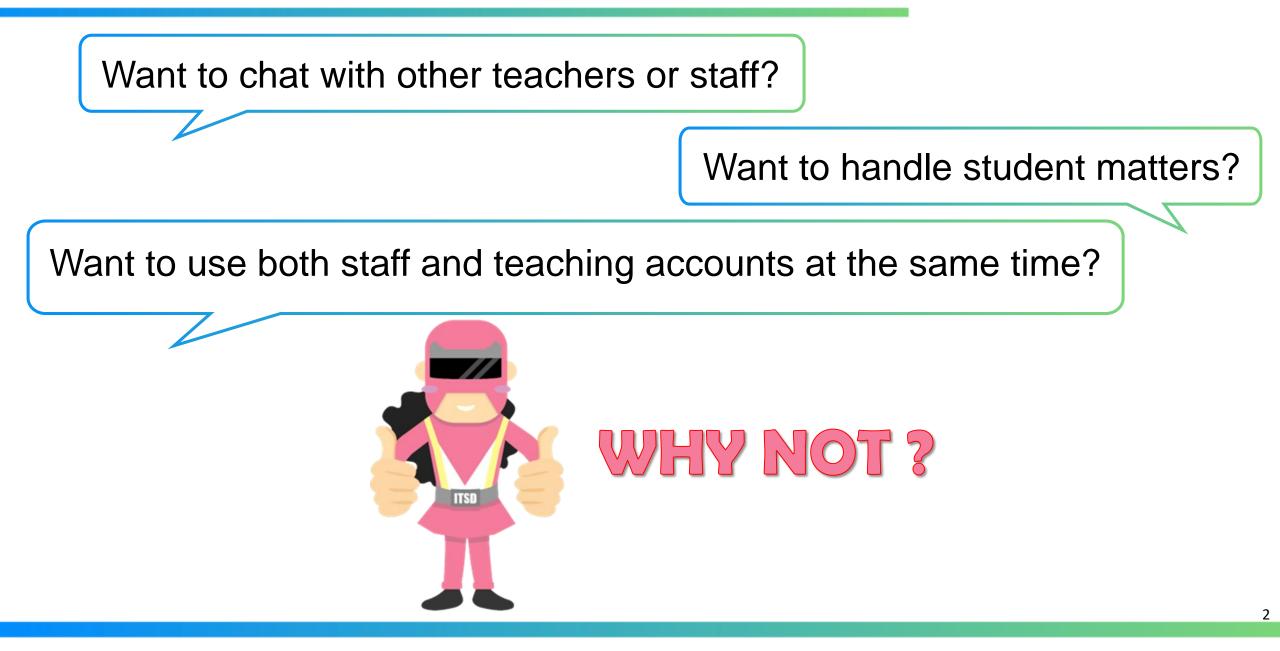
### User Guide for Teachers For Windows OS (Using Staff and Teaching Accounts at the Same Time)

Note:

(1) Last updated date of this training document /video: 10 Sep 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.

#### **Using Staff and Teaching Accounts at the Same Time**



#### **Using Staff and Teaching Accounts at the Same Time**

This tutorial guide shows you how to operate your staff and "t-" teaching accounts simultaneously on your office desktop PC.

- Login MS Teams Desktop App with your "t-" teaching account
- Login MS Teams (Web Version) with your staff account

Important: This guide is only applicable to Windows desktop PC.

# How to operate staff and "t-" teaching accounts simultaneously on your office Desktop PC?

# How to operate staff and "t-" teaching accounts simultaneously on your office Desktop PC?

#### <u>Tips</u>

(1) To operate 2 accounts at the same time, you should login MS Teams Desktop App with your "t-" teaching account.

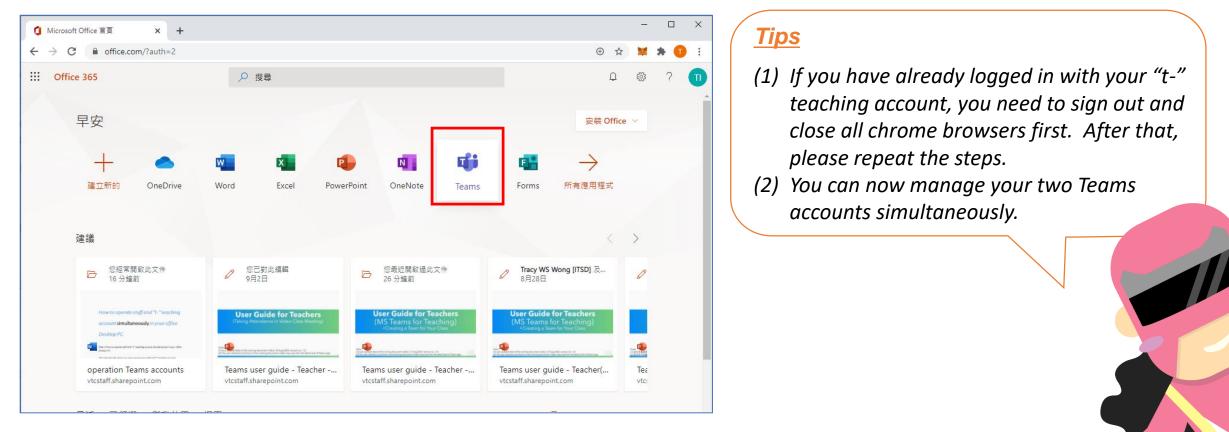
(2) If you have already logged in with your staff account, you need to sign out first.

🎁 Microsoft Teams		-	$\times$
	Microsoft Teams		
	Enter your work, school, or Microsoft account.		
	t-timmykong@stu.vtc.edu.hk		
	Sign in		
	Not on Teams yet? Learn more Sign up for free		

(1) Launch the MS Teams Desktop App

(2) Login the App with your "t-" teaching account

# How to operate staff and "t-" teaching accounts simultaneously on your office Desktop PC?

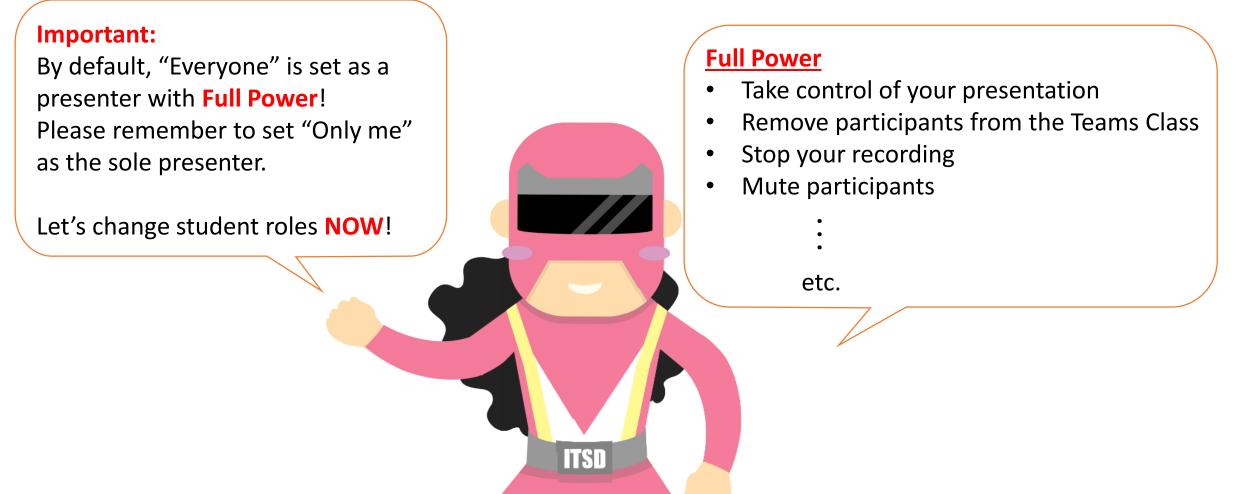


- (1) Open the Chrome Browser and go to <a href="https://office365.vtc.edu.hk">https://office365.vtc.edu.hk</a>
- (2) Login with your staff account
- (3) Click the "Teams" icon for the web version of MS Teams

## How come? My students can take control of my presentation!

#### How come? My students can take control of my presentation!

#### Why did students control my presentation?



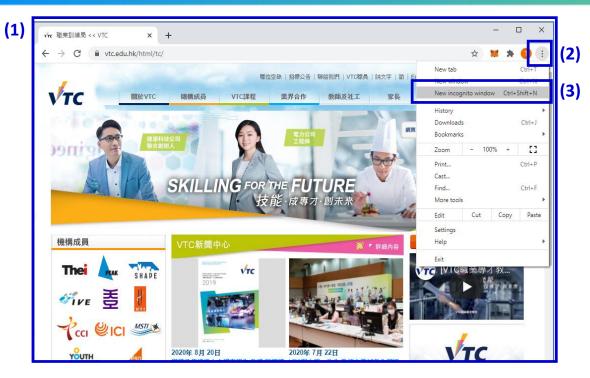
Let's change student roles NOW! How to update the meeting options with your "t-" teaching account in Chrome Incognito / New Microsoft Edge InPrivate?

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Help	5 PM					

Select the scheduled online class meeting

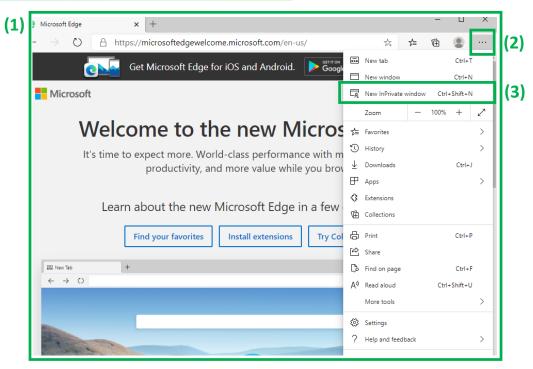
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Apps		Join Microsoft Teams Meeting	
? Help		Learn more about Team	
		Open Link *	

Right click "Meeting options" and select "Copy Link"



#### In Chrome:

- (1) Launch the Chrome browser on your desktop
- (2) Click on "..." at the top right-hand side
- (3) Select "New incognito window"



#### In New Microsoft Edge :

- (1) Launch the Microsoft New Edge browser on your desktop
- (2) Click on "..." at the top right-hand side
- (3) Select "New InPrivate window"

Tips: Please visit https://www.microsoft.com/edge to download the New Microsoft Edge

<u>Tips</u>

Sign in to your account X +		- 0	×
← → C 🔒 login.microsoftonline.com/con	nmon/oauth2/authorize?response_type=id_token&client_id=5e3ce6c0-2b 🔤 🗞 🖈	🔒 Incognito	
(1)			
	Microsoft		
	Sign in		
(2)	t-timmykong@stu.vtc.edu.hk		
	No account? Create one!		
	Can't access your account?		
	Sign-in options		
	(3) Next		

- (1) Paste the "copied hyperlink" to the address bar
- (2) Input your "t-" teaching account
- (3) Click "**Next**" to sign in



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🐣 KONG Teacher			e	S KONG Teacher		
Meeting options			Ν	Meeting options		
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Always let callers bypass the lobby	No	$\bigcirc$	A	lways let callers bypass the lobby		No O
Announce when callers join or leave	Yes		A	nnounce when callers join or leave		Yes 💽
Who can present?	Everyone	~	W	Vho can present?	Only me	~
					$\rightarrow$	
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You can now update the "meeting options":

- Change "Everyone" to "Only me" and click the "Save" button.

After that, please close the browser.



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

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https://www.vtc.edu.hk/digital-workplace/guidebook-for-online-teaching/ teacher.html#upcoming