

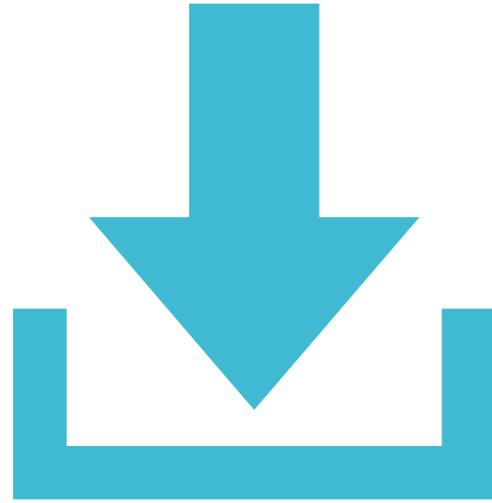
# Microsoft Teams for Student Online Learning Tutorial

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.





# Download & Installation of Microsoft (MS) Teams



# The Launch of MS Teams (Web Version)

https://fs.vtc.edu.hk/adfs/ls/?client-request-id=3ab936be-5227-4ac3-8a90-d9382218a71a&username=&wa=wsignin1.0&wtrealm=

Sign In

登入

登录

Sign in

**VTC**

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

someone@vtc.edu.hk or studentno@stu.vtc.edu.hk

Password

Sign in

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

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

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Go to <http://office365.stu.vtc.edu.hk> to launch MS Teams



# The Launch of MS Teams (Web Version)



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

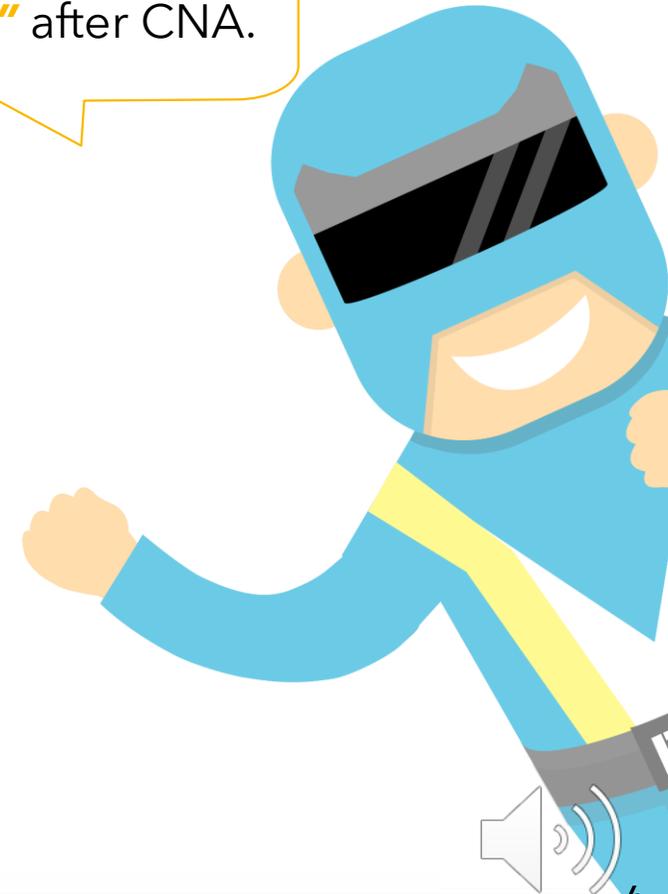
(1)

(2)

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

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

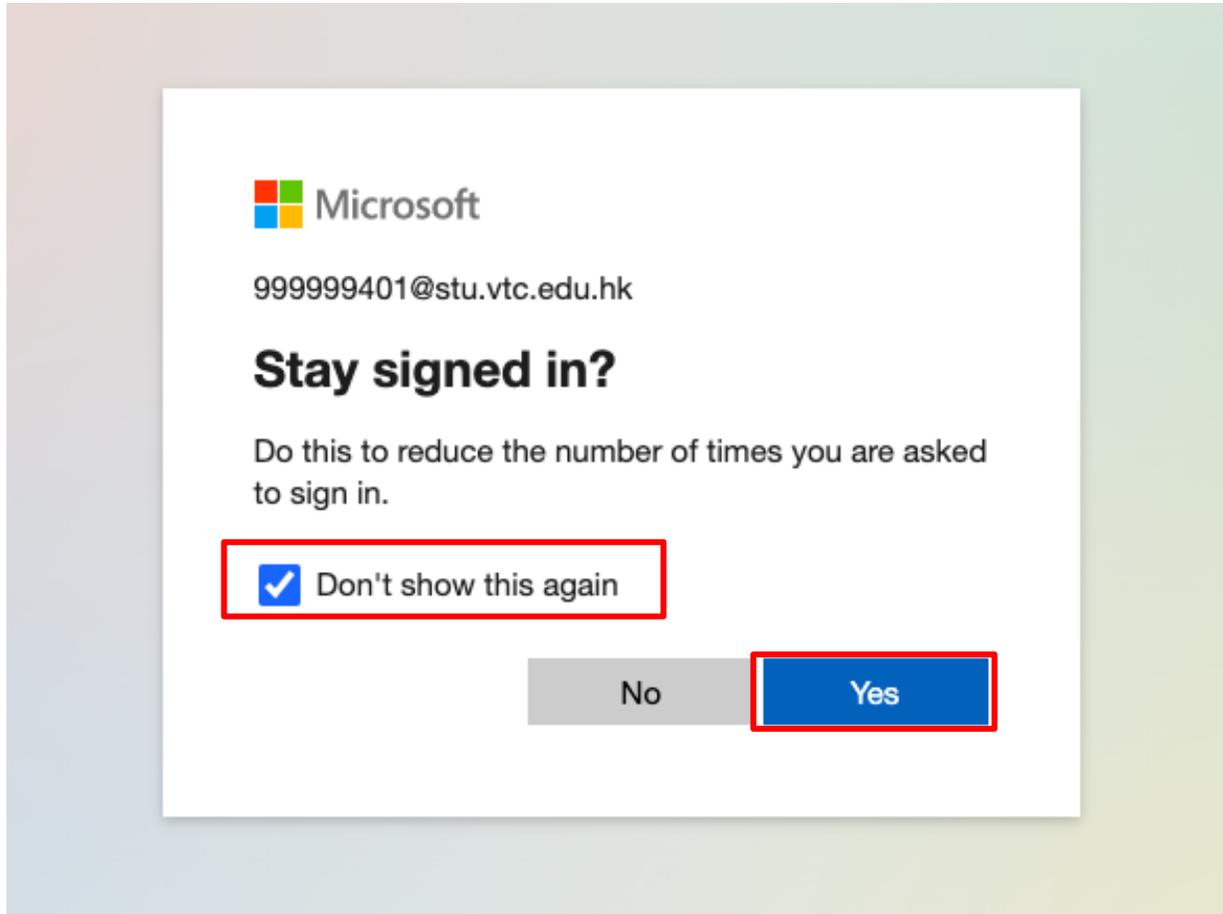
**Tips:** Remember to include "[@stu.vtc.edu.hk](mailto:@stu.vtc.edu.hk)" after CNA.



- 1) Enter your "CNA email address" and "Password"
- 2) Click the "**Sign in**" button



# The Launch of MS Teams (Web Version)



Click **"Don't show this again"** and **"Yes"**



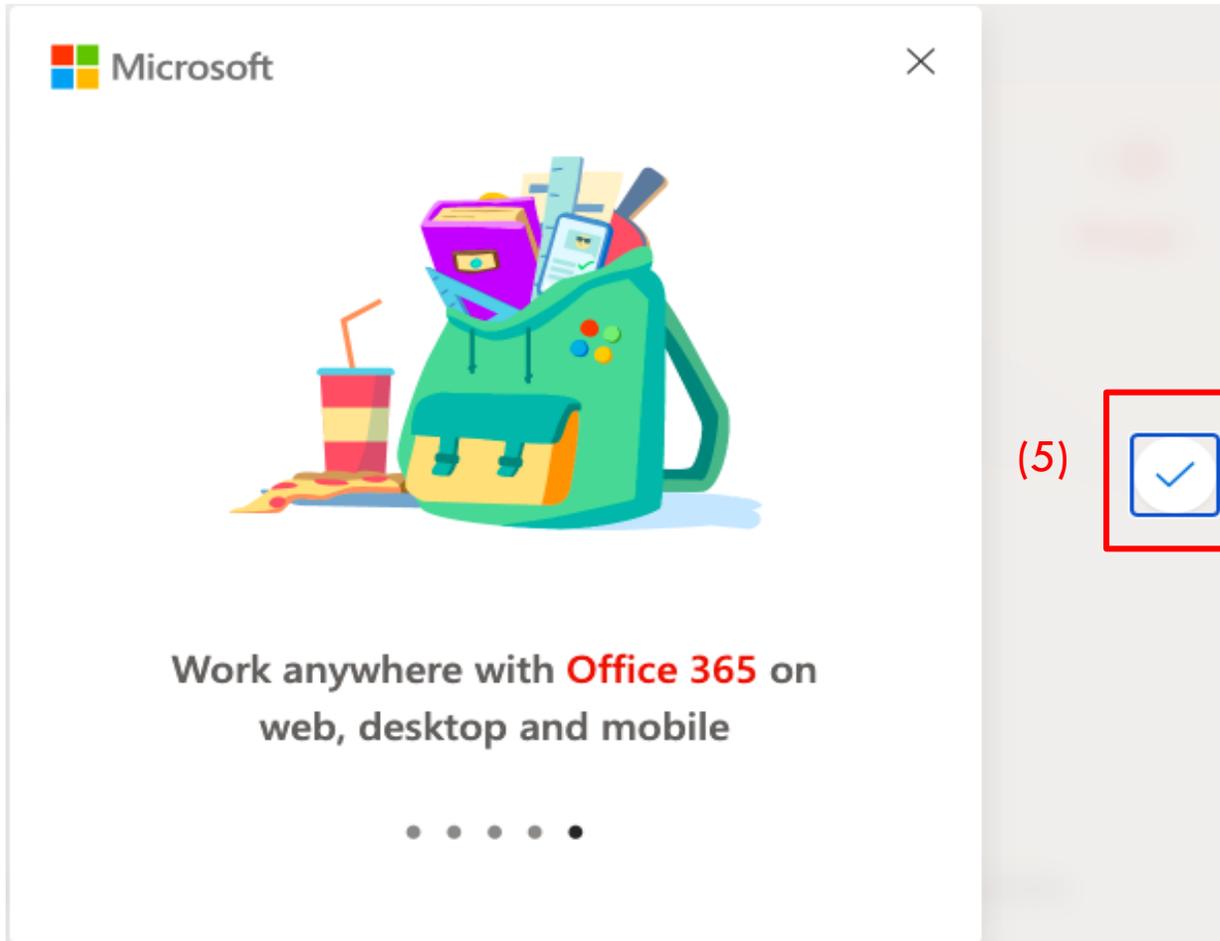
# The Launch of MS Teams (Web Version)

The image displays four sequential screenshots of Microsoft Office 365 welcome screens, arranged in a 2x2 grid. Each screenshot is a browser window with a Microsoft logo and a close button in the top left corner. The first screenshot (top-left) is for Office 365, featuring an illustration of a smartphone, documents, and a pencil. The text reads: "Welcome, Student" and "Let Office 365 help you get your classwork done". A red box labeled "(1)" highlights a blue arrow button pointing right. The second screenshot (top-right) is for OneNote, featuring an illustration of a laptop with a trophy and a notebook. The text reads: "Take notes and stay organized with OneNote notebooks". A red box labeled "(2)" highlights a blue arrow button pointing right. The third screenshot (bottom-left) is for Word, featuring an illustration of a document with a location pin and a pencil. The text reads: "Brainstorm together in Word". A red box labeled "(3)" highlights a blue arrow button pointing right. The fourth screenshot (bottom-right) is for OneDrive, featuring an illustration of a briefcase with documents and a drone. The text reads: "Documents are always with you when you save to OneDrive". A red box labeled "(4)" highlights a blue arrow button pointing right. Each screenshot also has a set of five dots at the bottom, with the first dot filled in.

Click the **“arrow”** button to continue



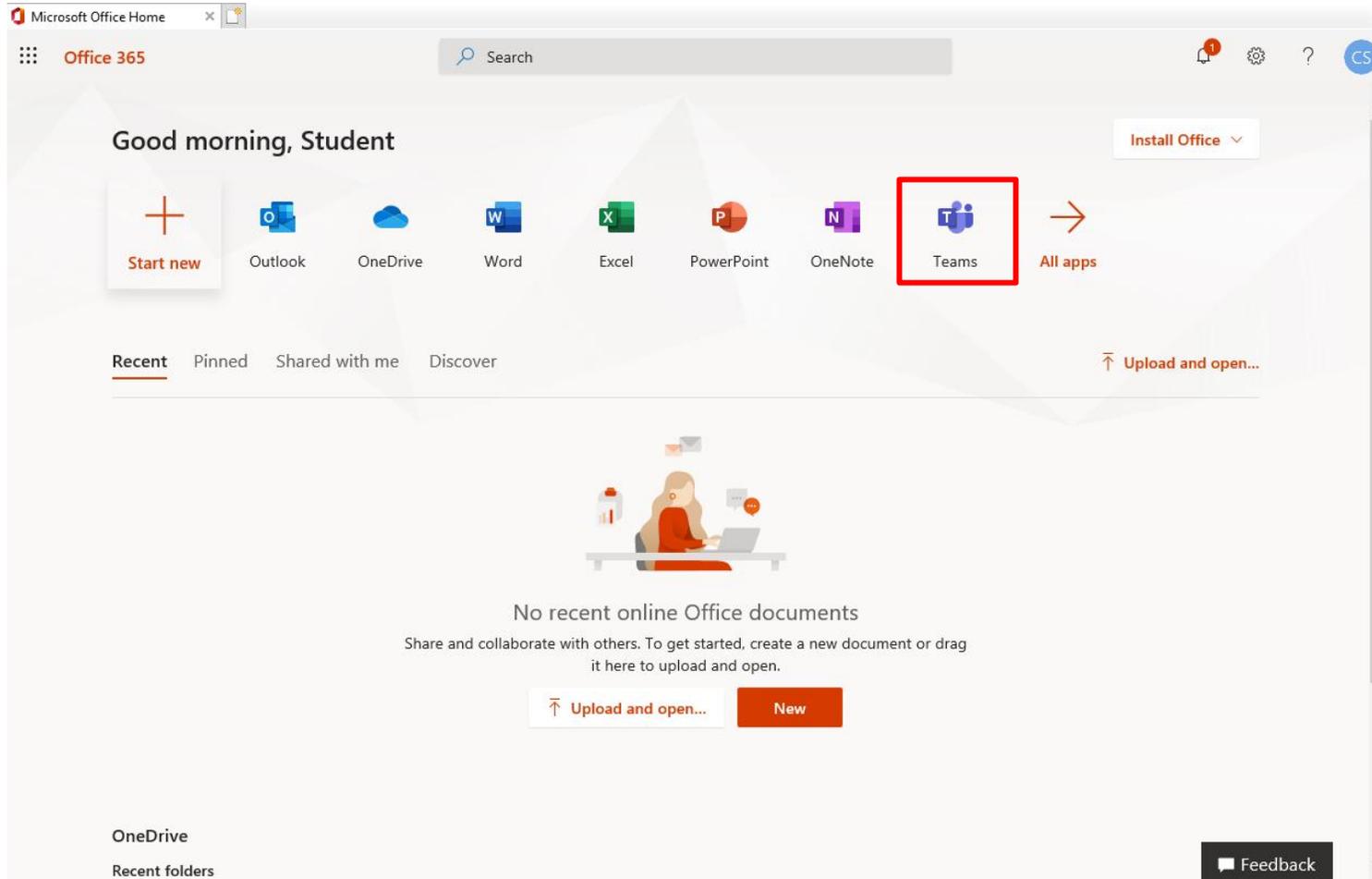
# The Launch of MS Teams (Web Version)



Click the **"tick"** button to start Office 365



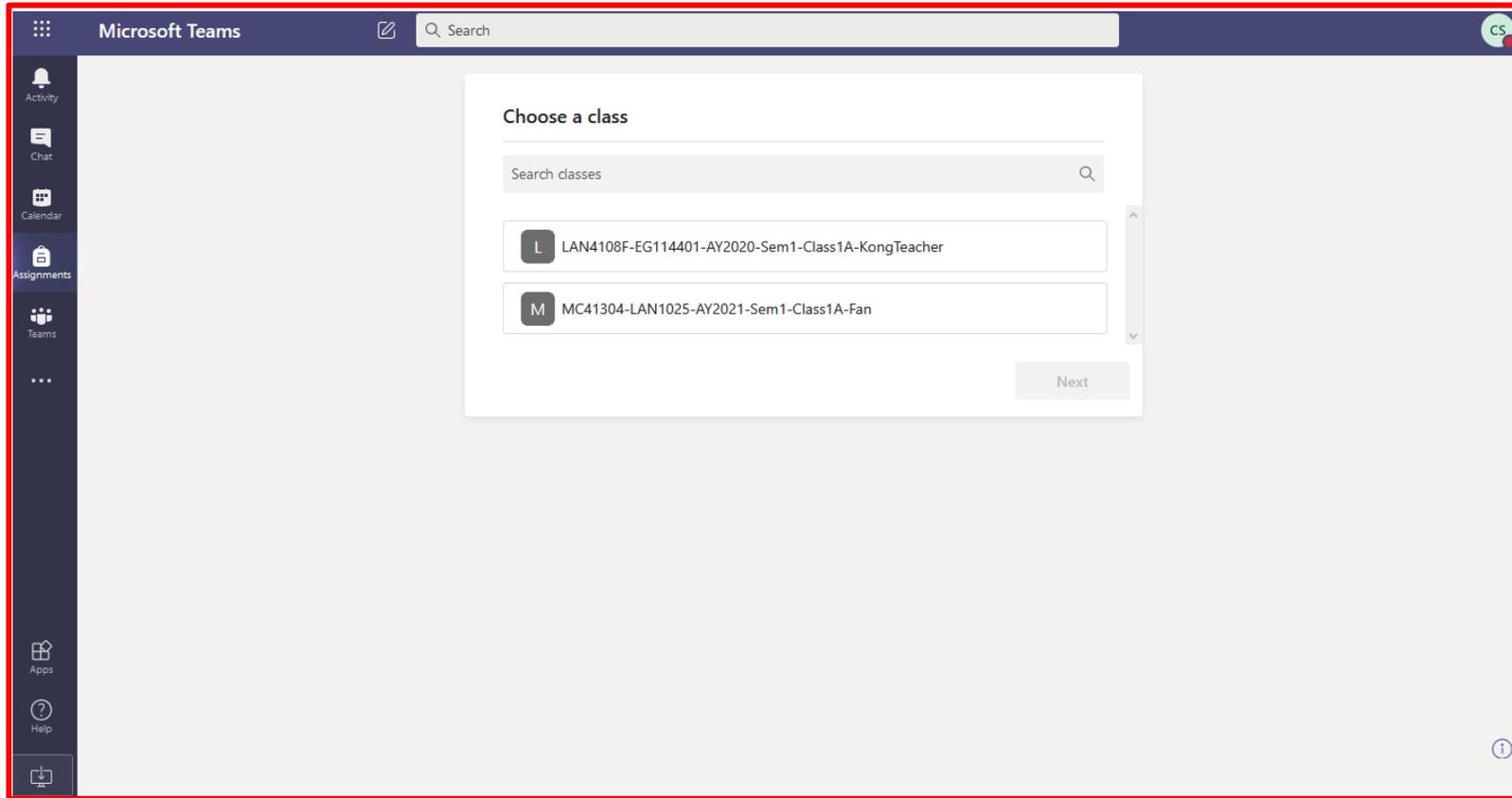
# The Launch of MS Teams (Web Version)



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



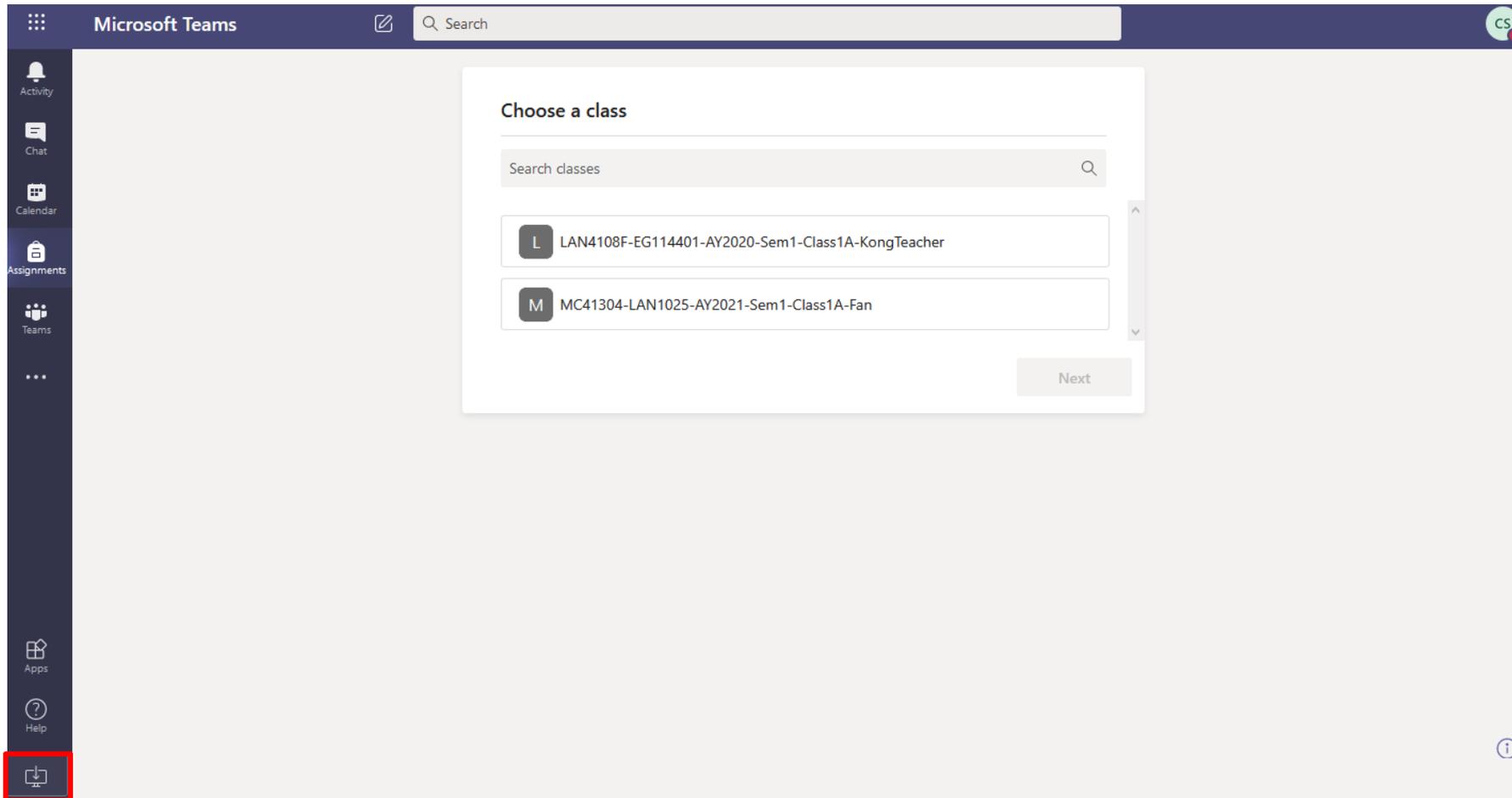
# The Launch of MS Teams (Web Version)



After that, you will be re-directed to the similar page as shown.



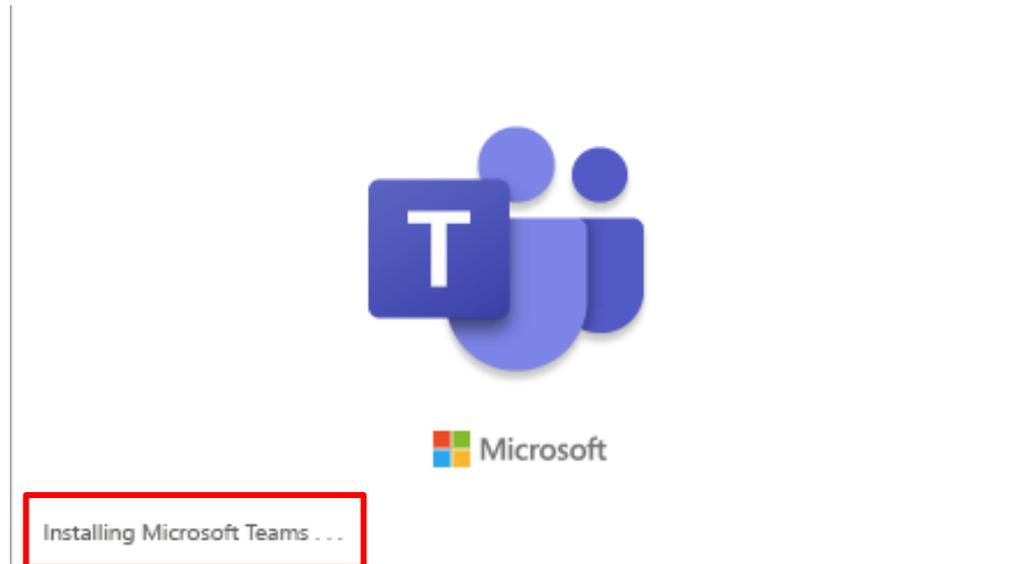
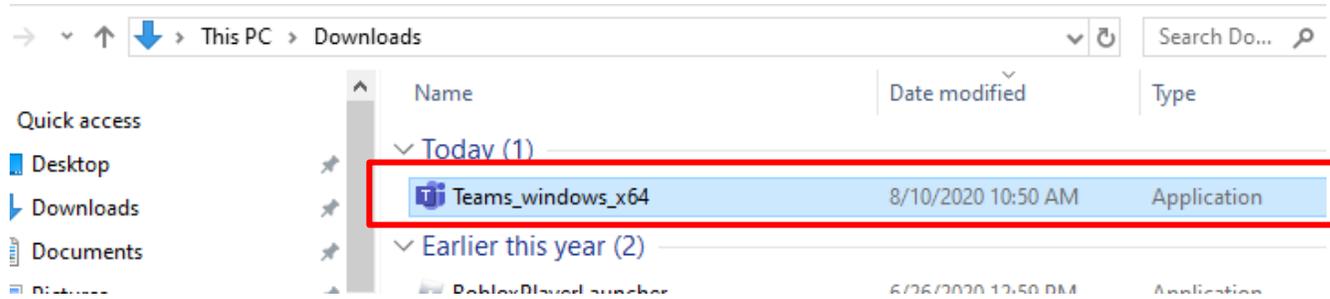
# Download & Installation of MS Teams (Desktop App)



To download MS Teams (desktop app), click the "Get app" button at the bottom left corner of MS Teams (web version)



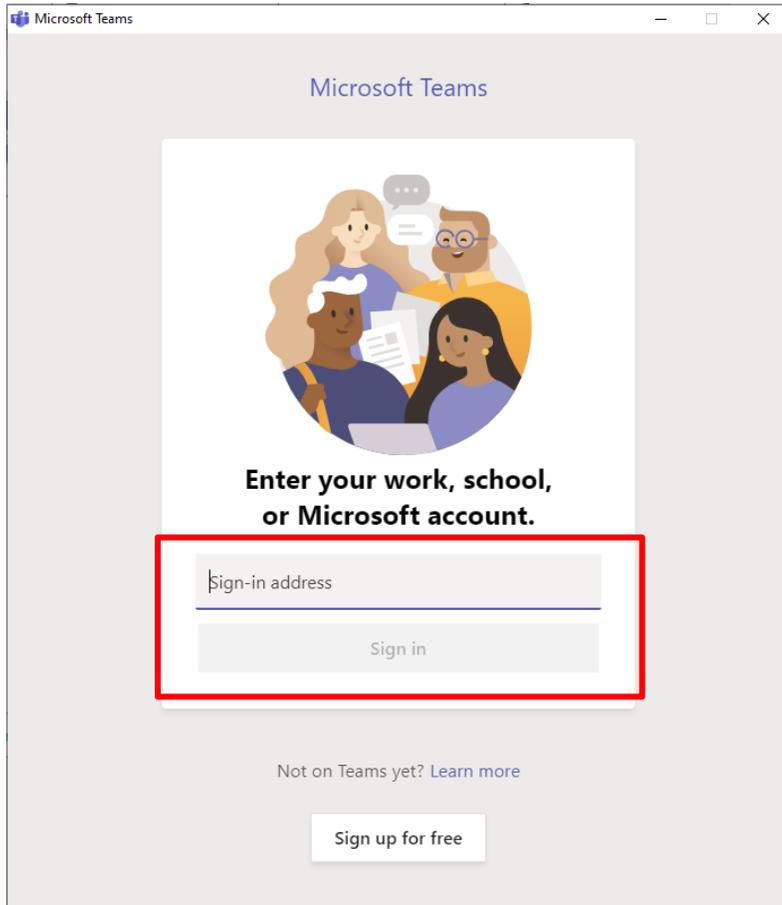
# Download & Installation of MS Teams (Desktop App)



You can find the new "Application" file in the "Downloads" folder and double-click it for installation.



# Download & Installation of MS Teams (Desktop App)



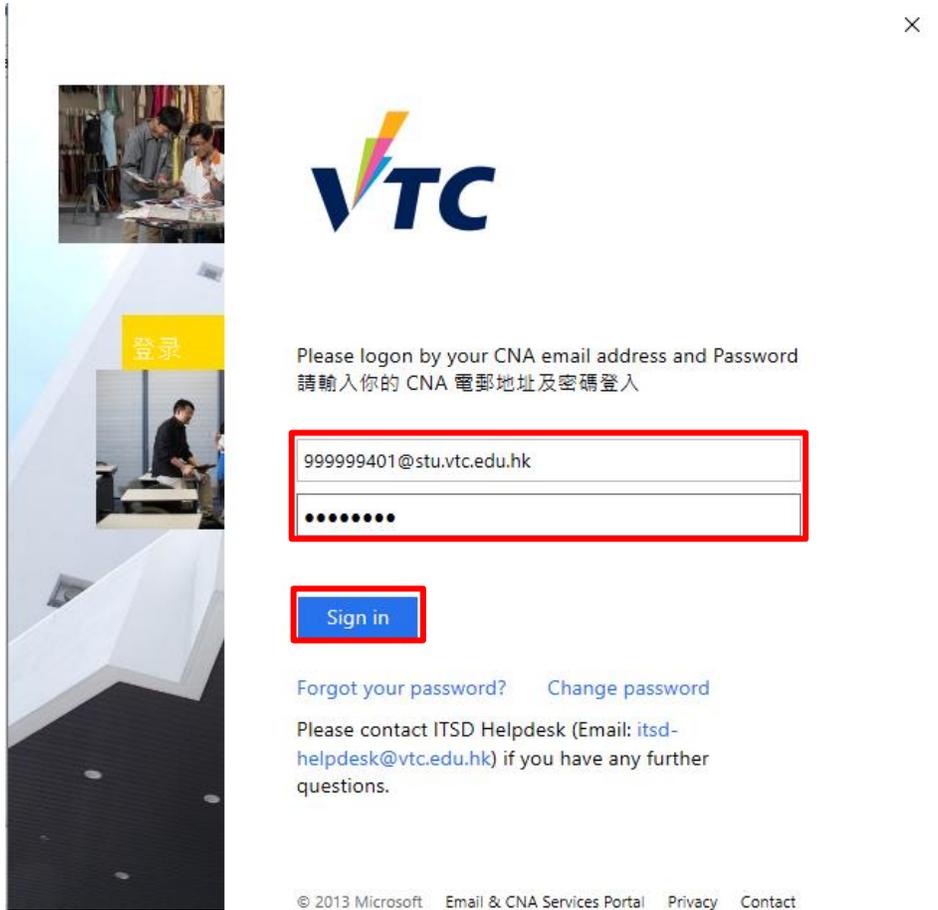
Enter your "CNA email address" to sign in



**Tips:** Remember to include "*@stu.vtc.edu.hk*" after CNA.



# Download & Installation of MS Teams (Desktop App)



A screenshot of the VTC login page. The page features the VTC logo at the top left, followed by the text "Please logon by your CNA email address and Password" and its Chinese equivalent "請輸入你的 CNA 電郵地址及密碼登入". Below this, there are two input fields: the first contains the email address "999999401@stu.vtc.edu.hk" and the second contains a password represented by seven dots. A blue "Sign in" button is positioned below the password field. At the bottom, there are links for "Forgot your password?" and "Change password", and a note about contacting the ITSD Helpdesk. The footer includes copyright information and links for "Email & CNA Services Portal", "Privacy", and "Contact".

×



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

999999401@stu.vtc.edu.hk

•••••••

Sign in

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

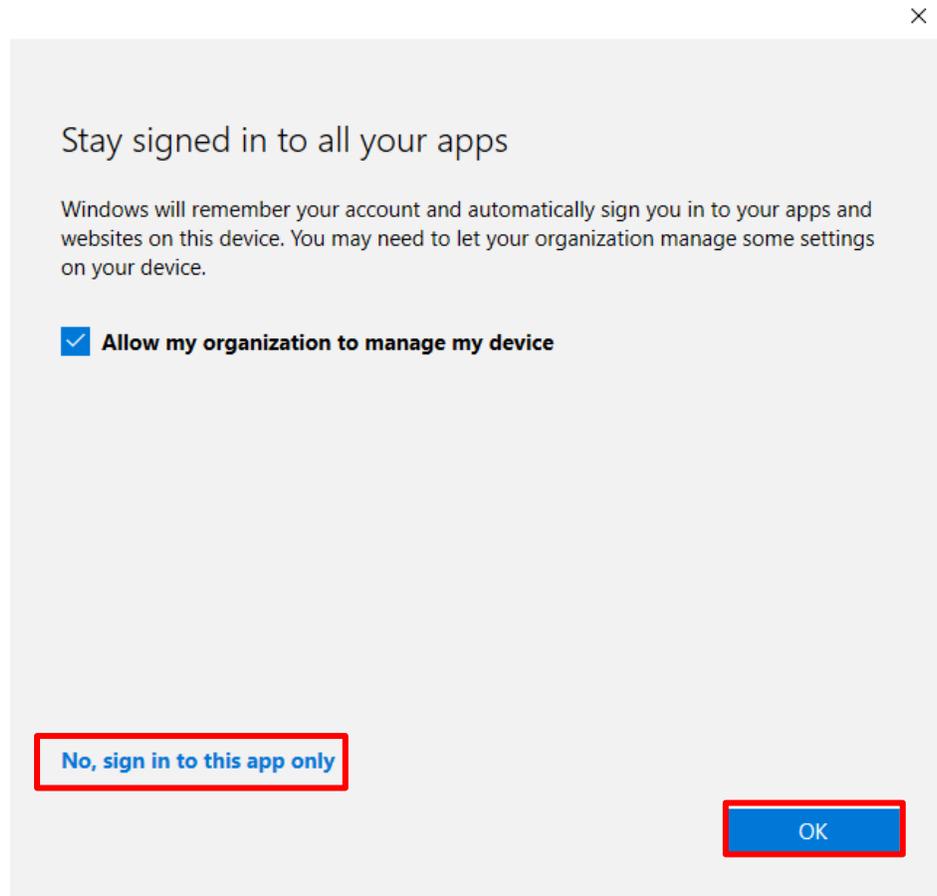
Please contact ITSD Helpdesk (Email: [itsd-helpdesk@vtc.edu.hk](mailto:itsd-helpdesk@vtc.edu.hk)) if you have any further questions.

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Fill in your “**CNA email address**” and **Password** to sign in.



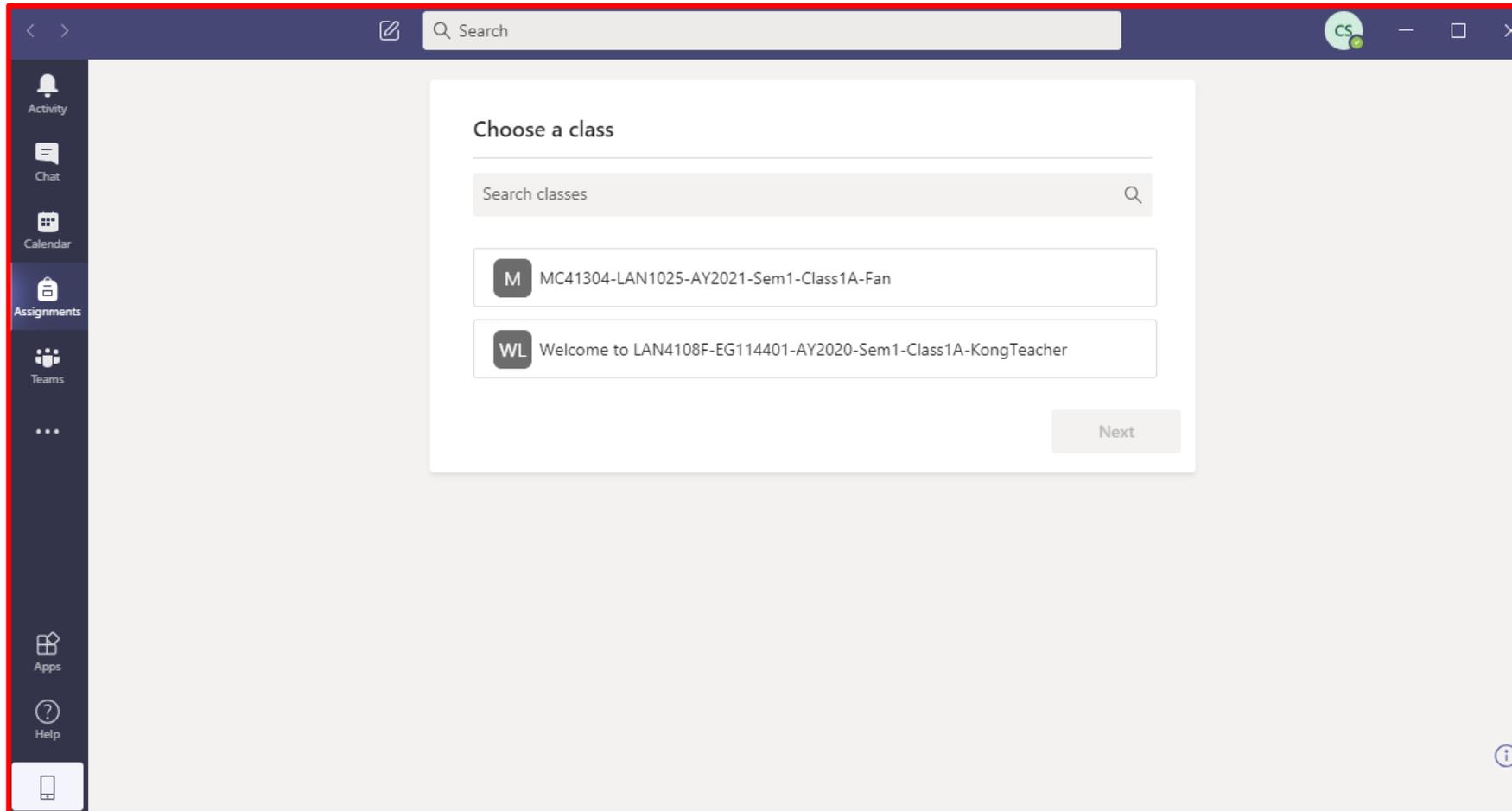
# Download & Installation of MS Teams (Desktop App)



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



# Download & Installation of MS Teams (Desktop App)



The interface of the desktop app is similar to the web version.



End



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