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.
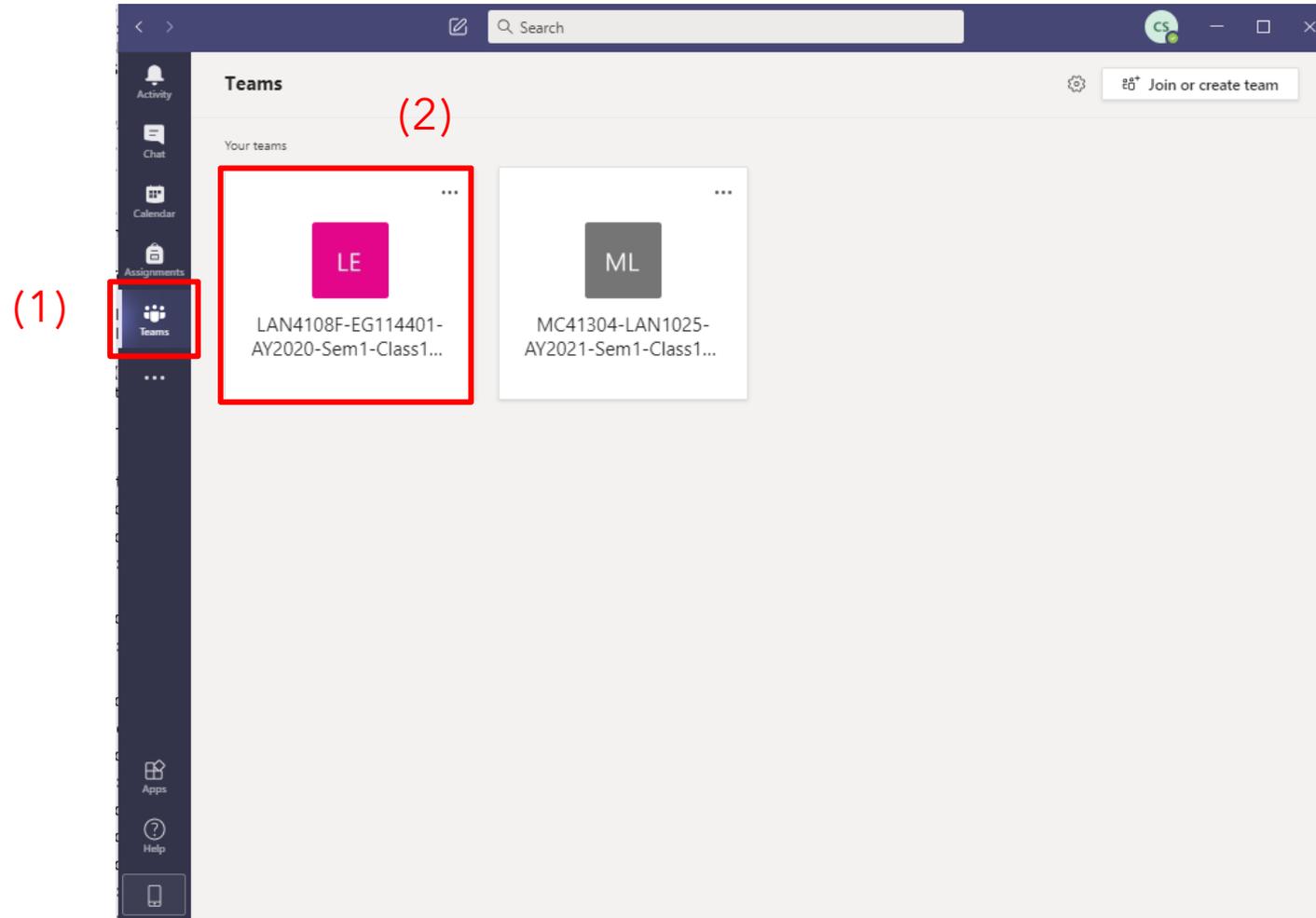
Turning on the Notification of the Channel & Adding Scheduled Online Class Meeting into Calendar
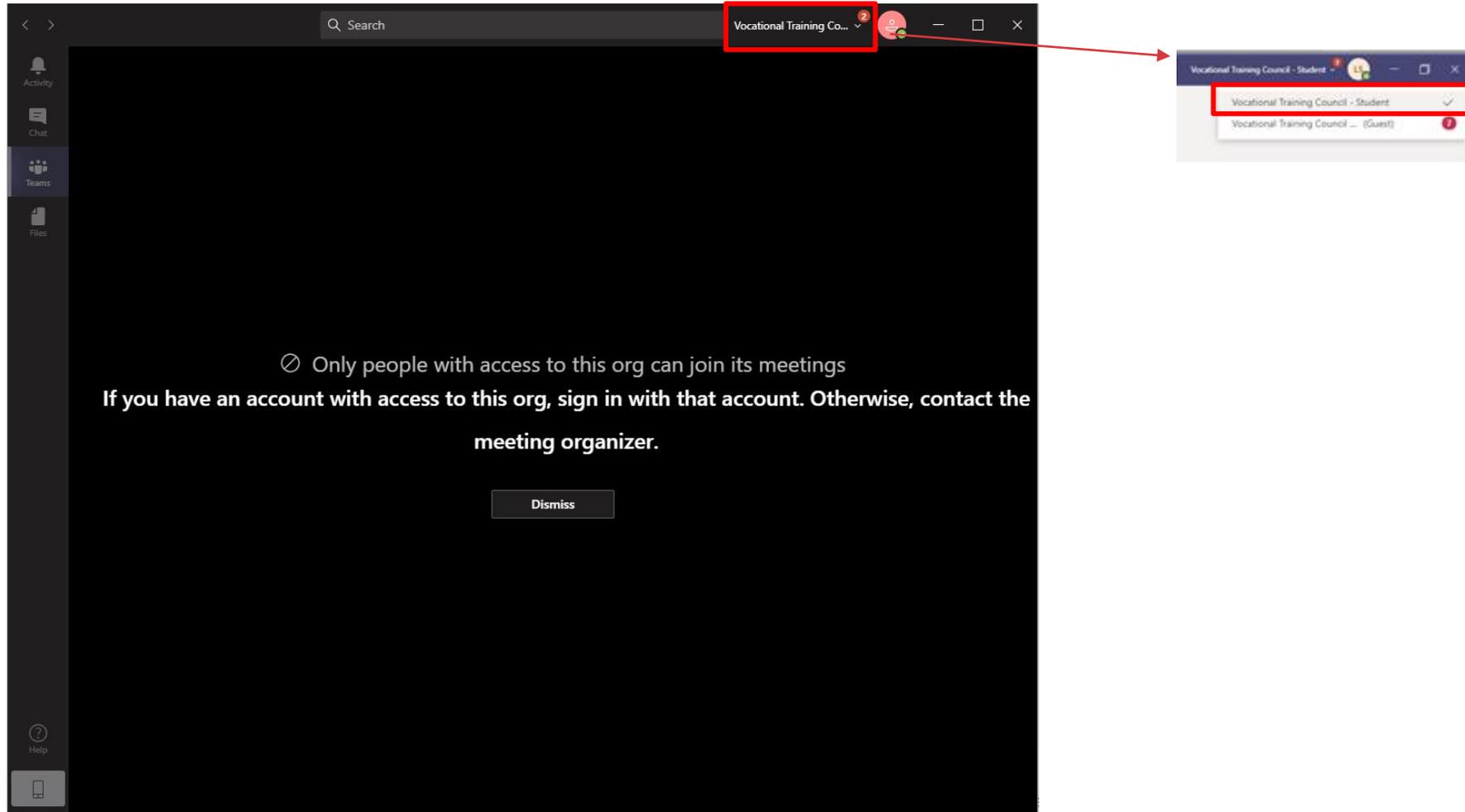
Selecting a Teams Class

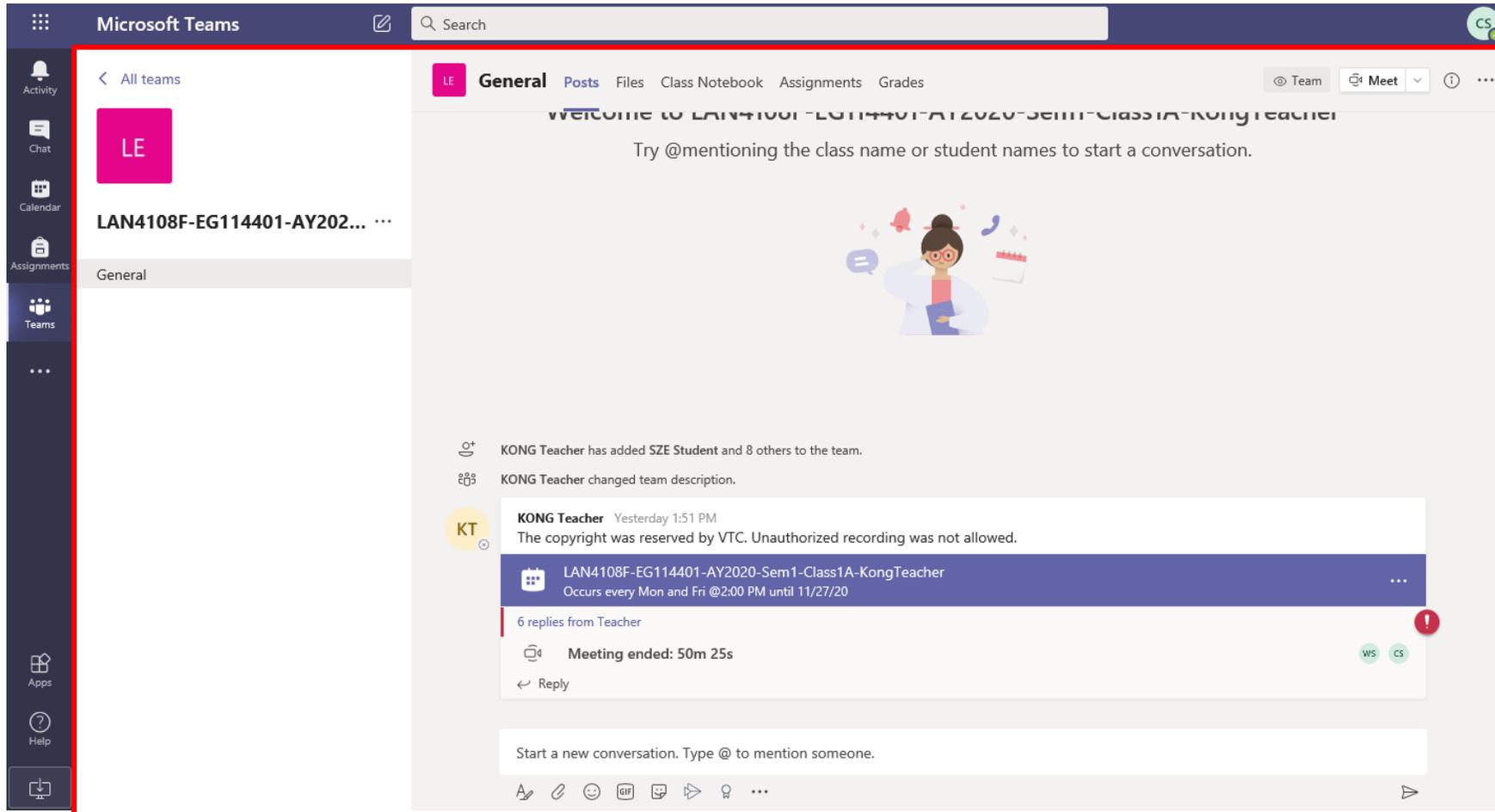Click the **"Teams"** button in the sidebar menu and choose a Teams class

Selecting a Teams Class

If you cannot join the Teams class, click the dropdown menu and switch the account to **"Vocational Training Council - Student"**.
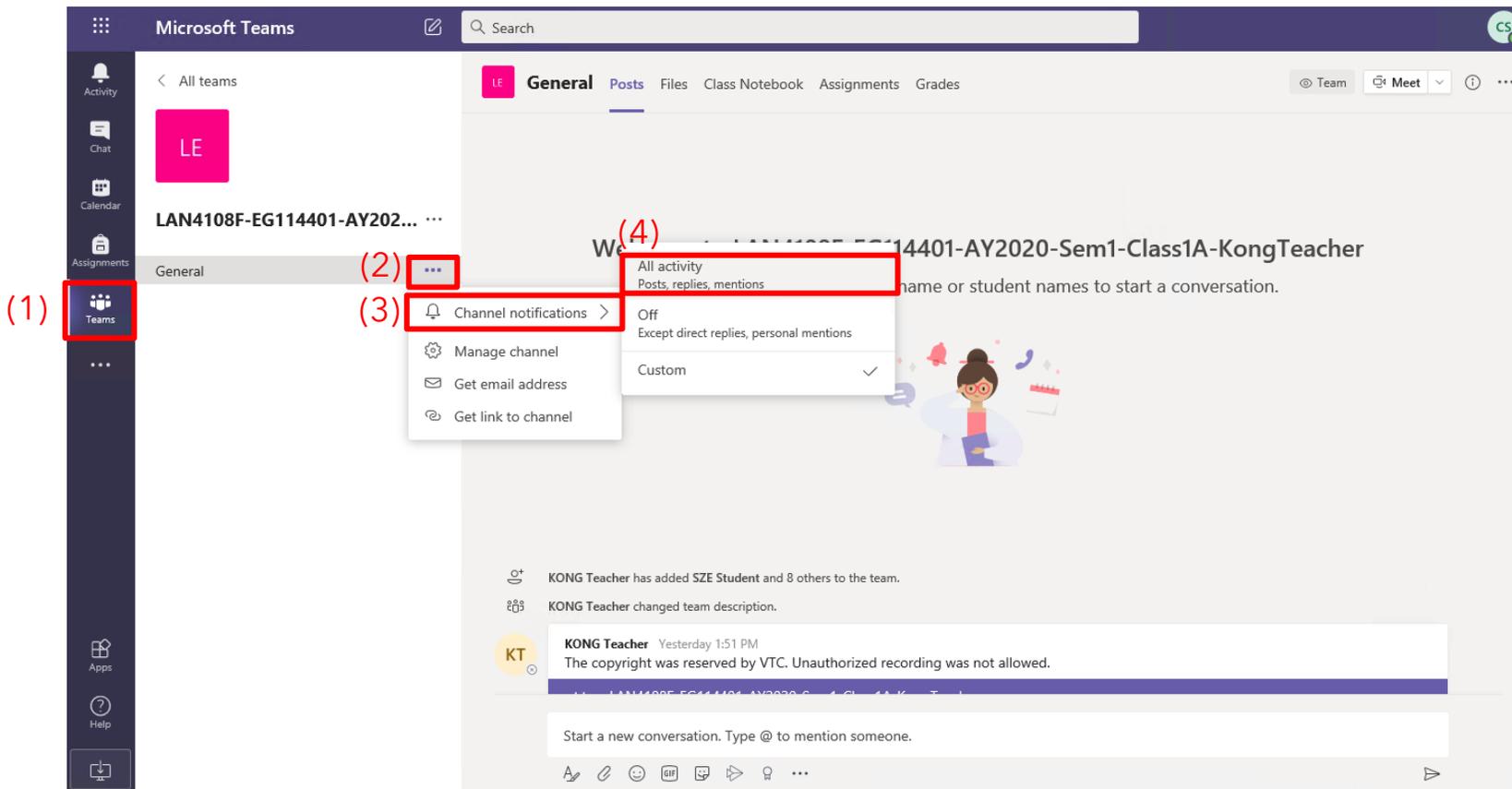
Selecting a Teams Class
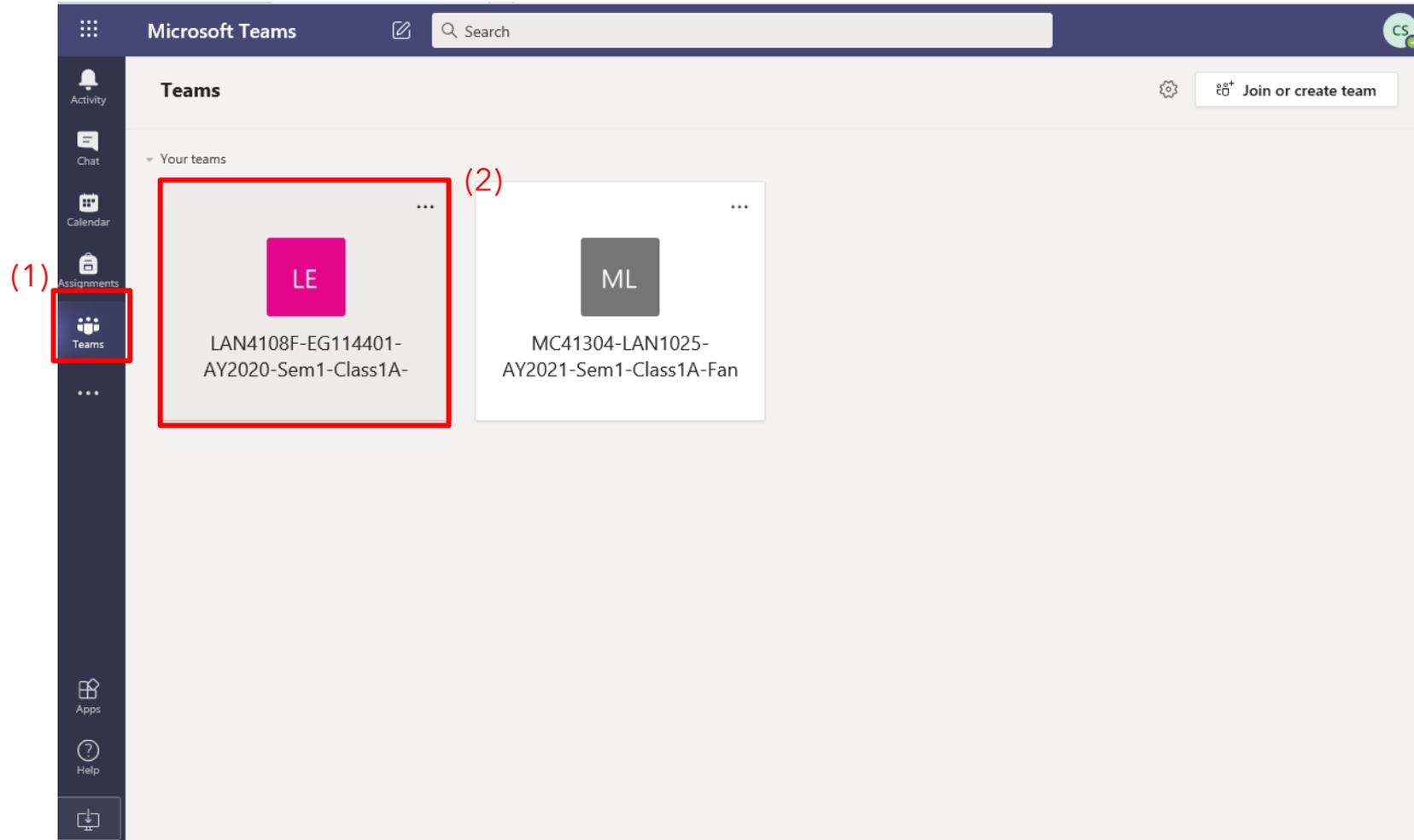

You are now in the platform of your selected class.

Turning on the Notification of the Channel

1) Click the **"Teams"** button in the sidebar menu

2) Under **"General"**, click ••• for more options

3) Select **"Channel notifications"**

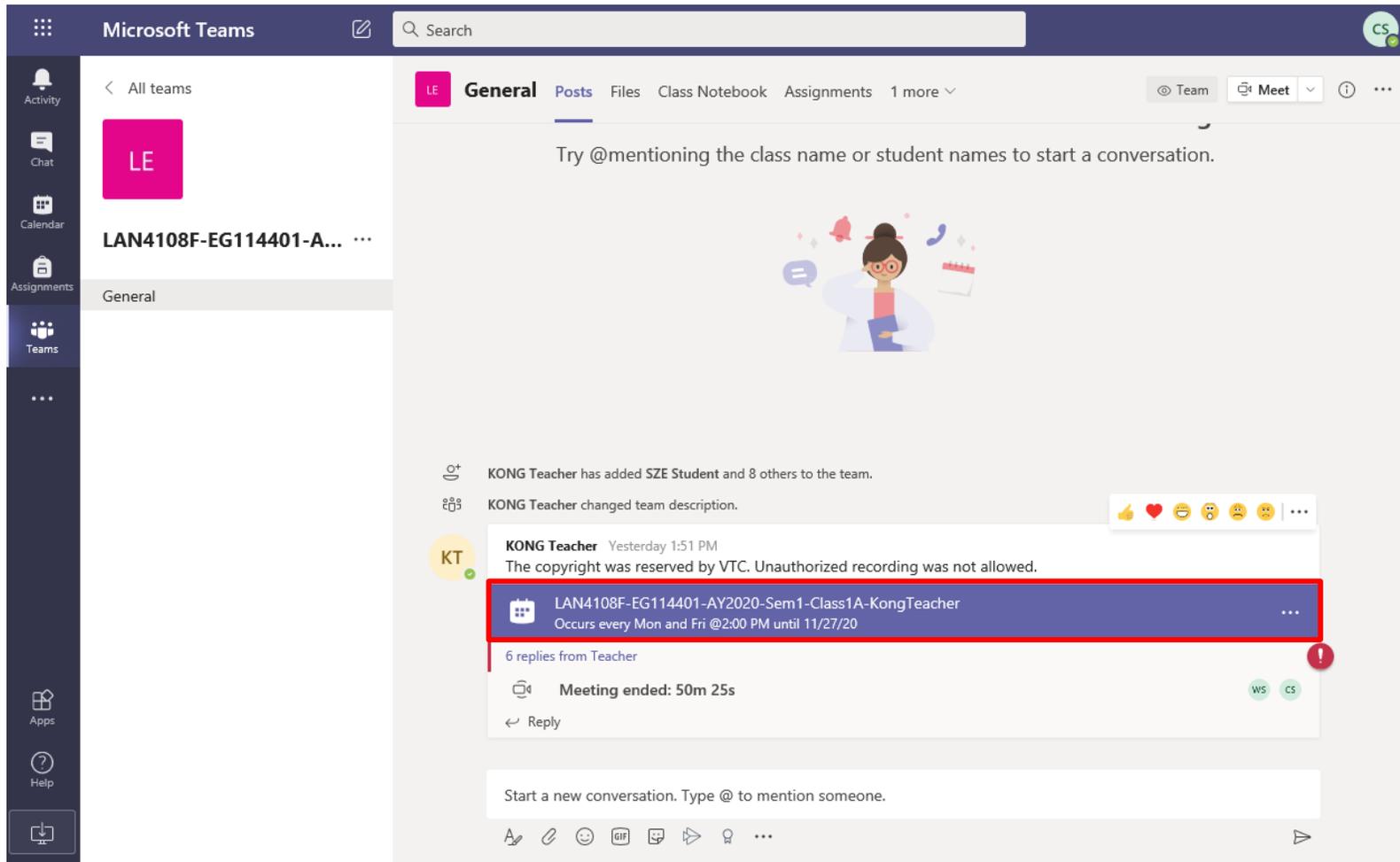4) Select **"All activity"** to turn on the notification

Adding Scheduled Online Class Meeting into Calendar

Click the **"Teams"** button in the sidebar menu and choose a Teams class

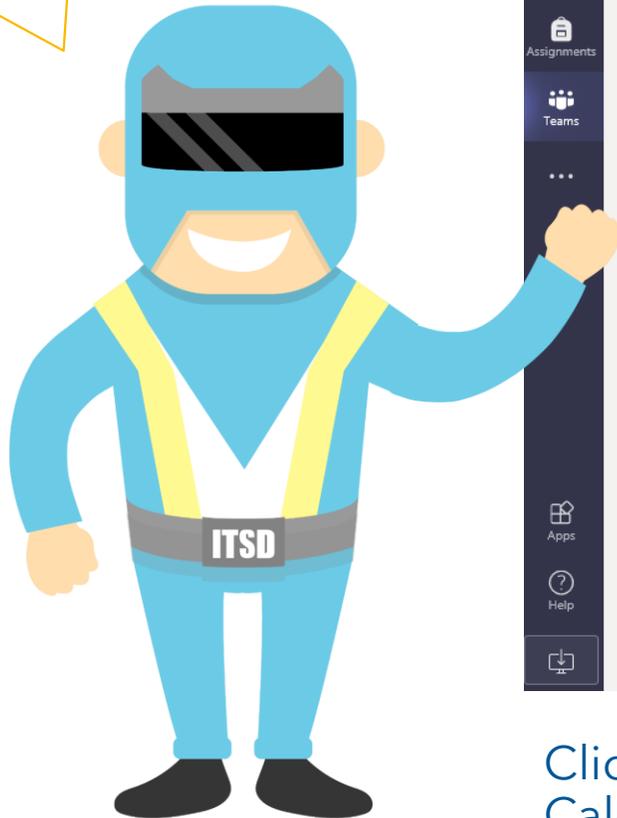# Adding Scheduled Online Class Meeting into Calendar

Click the **"Post"** for the class meeting page.

Adding Scheduled Online Class Meeting into Calendar

Tips: You must click *"add to calendar"* to accept the scheduled online video class.

Click **"Add to calendar"** to add the selected online class meeting into Calendar

Adding Scheduled Online Class Meeting into Calendar

After that, the status will be changed to "Accepted".

Adding Scheduled Online Class Meeting into Calendar

Click the **"Calendar"** button in the sidebar menu and select the scheduled class meeting

Adding Scheduled Online Class Meeting into Calendar
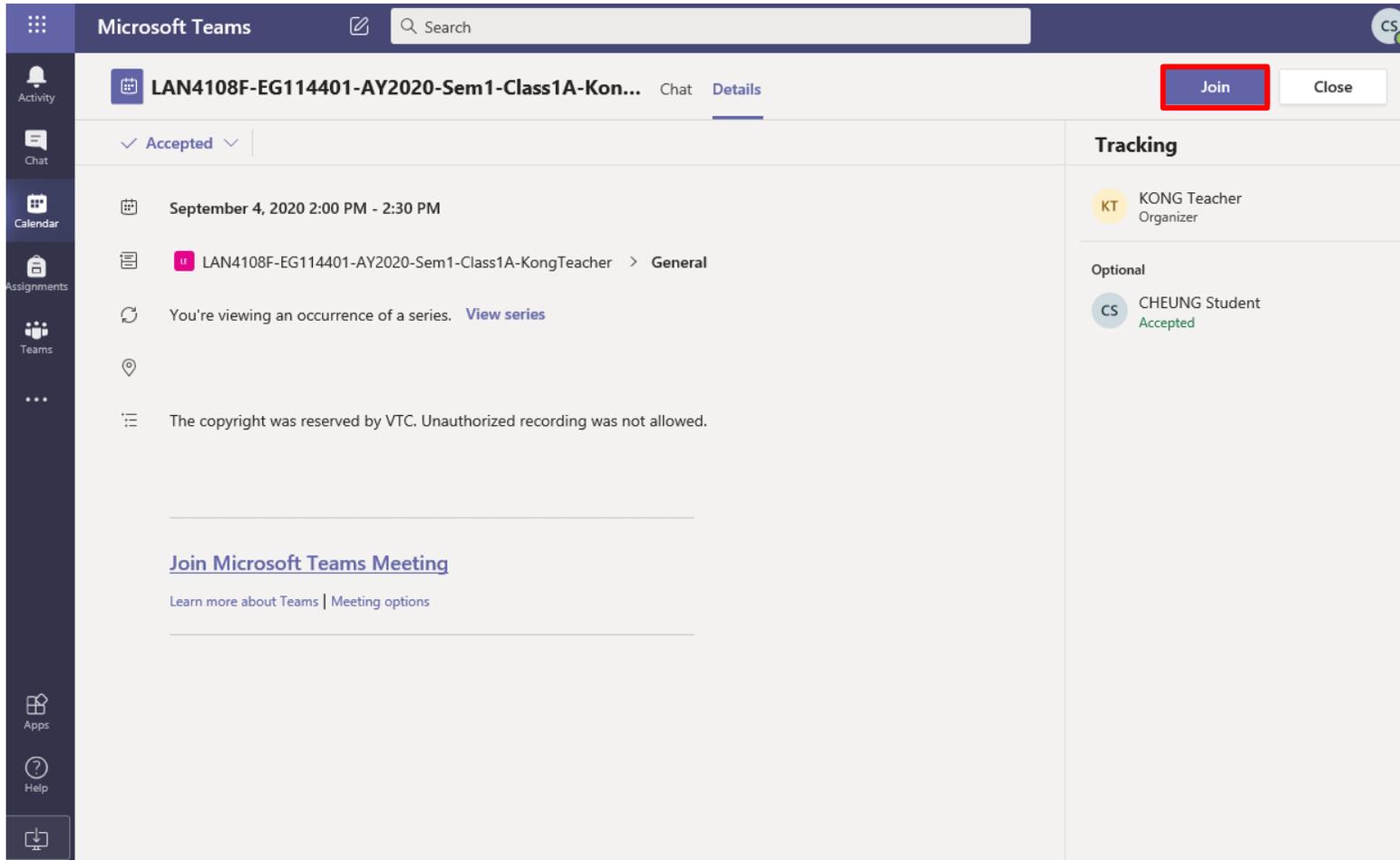
Tips: When it's time to attend the online video class, you can find it in *"Teams"* or *"Calendar"*.

Click the **"Join"** button to start

End

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Please visit the website for more videos:

Online Learning Guidebook for
Student using Microsoft Teams
學生使用Microsoft Teams進行網上課堂指引

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