



Microsoft Teams FAQs

Q1: How to get clients for Microsoft Teams?

A1: Microsoft Teams has clients available for desktop (Windows, Mac, and Linux), web, and mobile (Android and iOS).

Q2: How to sign up for Microsoft Teams?

A2: You don't need to create an account. To access Microsoft Teams, click **Sign in** and enter the MCUT Portal ID and password. For staff and faculty, login with yourportalID@o365.mcut.edu.tw. For students, login with studentID@o365.mcut.edu.tw.

Q3: How do I reset or change my password?

A3: Go to the [MCUT portal login page](#) to reset password.

Q4: What is the participants limit in Microsoft Teams?

A4: Microsoft Teams can currently host up to 300 participants in a meeting.

Q5: How to record Teams Meeting?

A5: Click the **More actions (...)** and then **Start recording**. The recording will be stored in a Recordings folder in the Files tab for the channel. Everyone who is a part of the channel will have permission to edit and view the recording.

Q6: How to share a video with audio on Microsoft Teams?

A6: Select **Share content**. In the meeting controls, you will see "Include computer sound" with a little box next to it. Click to turn on the system audio.

Q7: How to Download Attendance Report in Teams?

A7: During the meeting, select **Show participants** icon, and click the **More actions (...)** next to the “Participants” and choose **Download attendance list**. To access this file, go to your computer and select “Downloads”, and find a file named “meetingAttendanceList.csv” which contains the name, join time, and leave time of all meeting attendees.

Q8: I can't find my course on the Teams.

A8: Make sure that your teacher has activated the course.