



Microsoft Teams User Manual for Teachers

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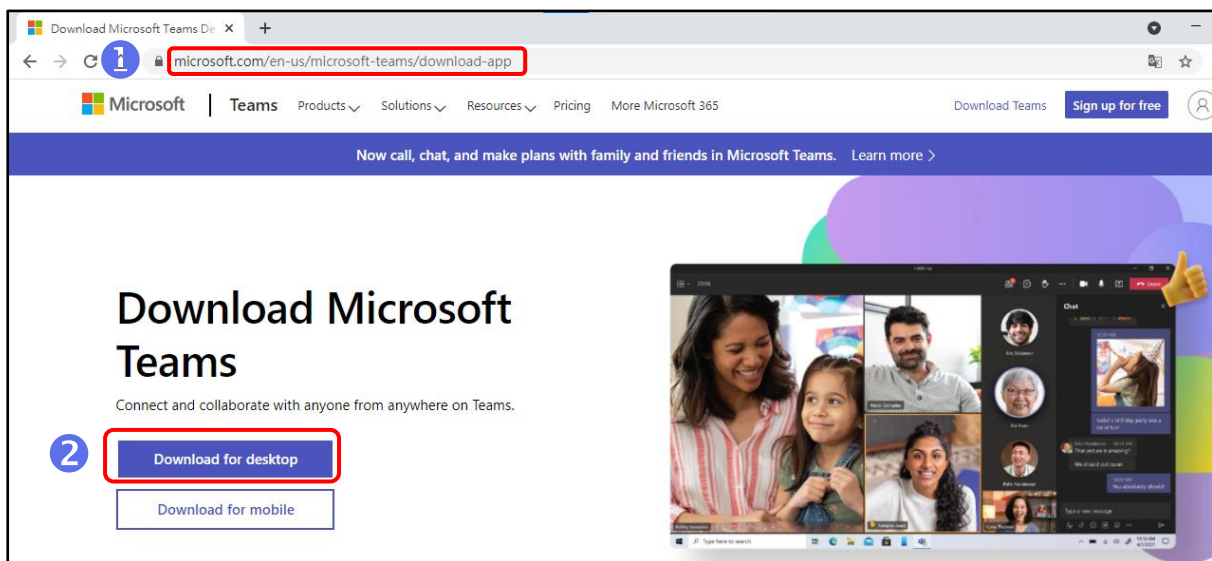
I. Preparation before class

1.1 Download Microsoft Teams

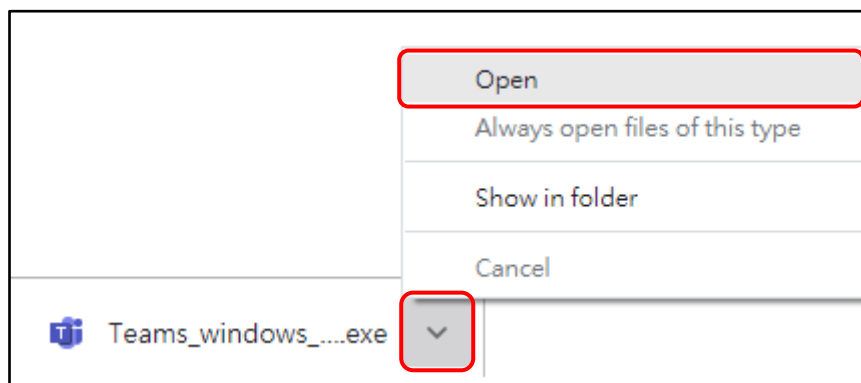
- 1 Clicking on the link below will take you to the download page.

<https://www.microsoft.com/en-us/microsoft-teams/download-app>

- 2 Click **Download for desktop**.

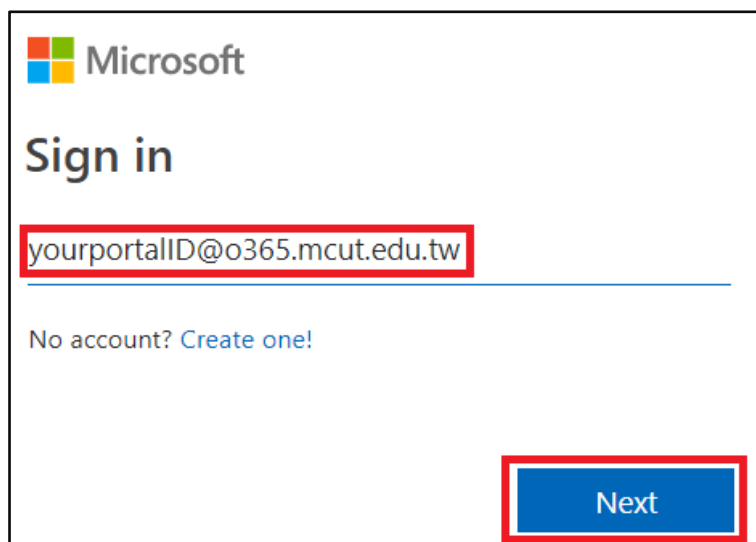


- 3 Select the icon and click **Open**.



1.2 Sign in to Teams

- 1 Enter yourportalID@o365.mcut.edu.tw and click **Next**.



The image shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "yourportalID@o365.mcut.edu.tw", which is highlighted with a red rectangular box. Below the input field is a blue link that says "No account? Create one!". At the bottom right of the page is a blue button with the text "Next", also highlighted with a red rectangular box.

- 2 Enter MCUT portal password and click **Sign in**.



The image shows the password entry page for Ming Chi University of Technology. At the top left is the university's logo, which consists of a red stylized character inside a circle, followed by the Chinese text "明志科技大學" and the English text "MING CHI UNIVERSITY OF TECHNOLOGY". Below the logo, the email address "yourportalID@o365.mcut.edu.tw" is displayed. The main heading is "Enter password". Below this is a text input field labeled "Password". Underneath the input field are two blue links: "Forgot my password" and "Sign in with another account". At the bottom right is a blue button with the text "Sign in", highlighted with a red rectangular box.

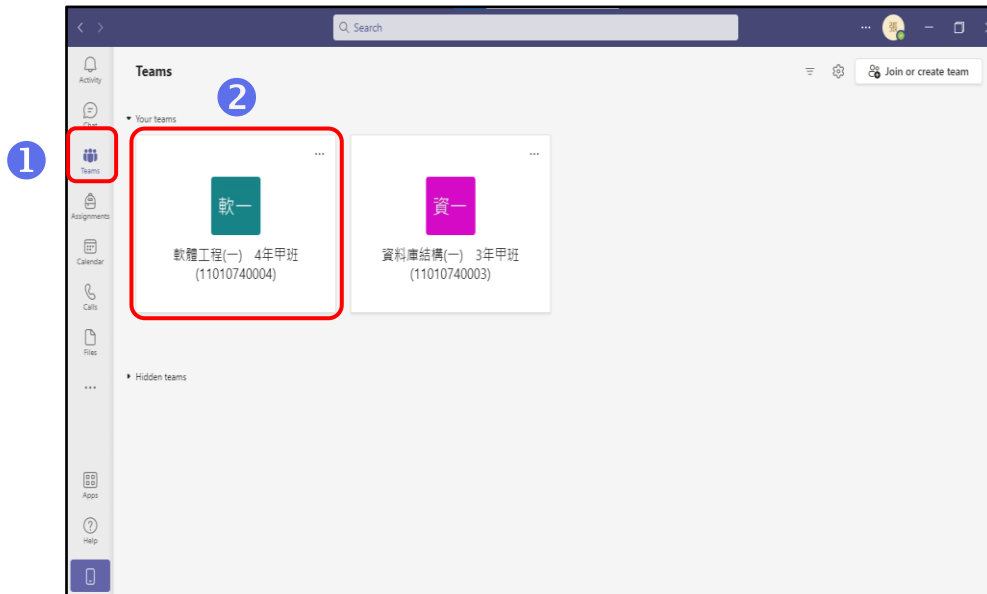
Password Reset:

If you have forgotten your password, go to [MCUT portal](#).

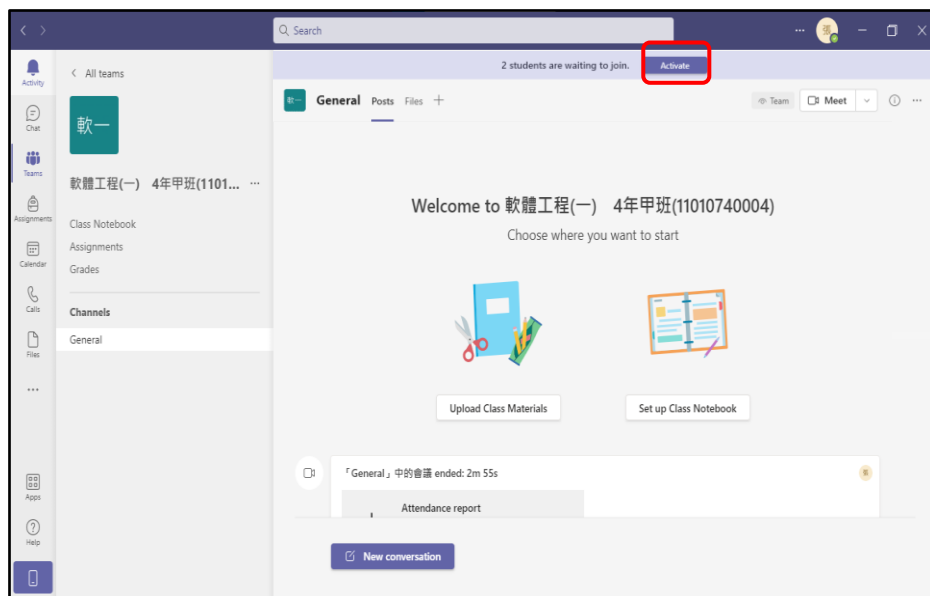
II. During class

2.1 Teams user interface

- 1 Select **Teams** button on the left side of the app to view your teams.
- 2 Navigate to your class or course teams (e.g., 軟體工程(一) 4年甲班).



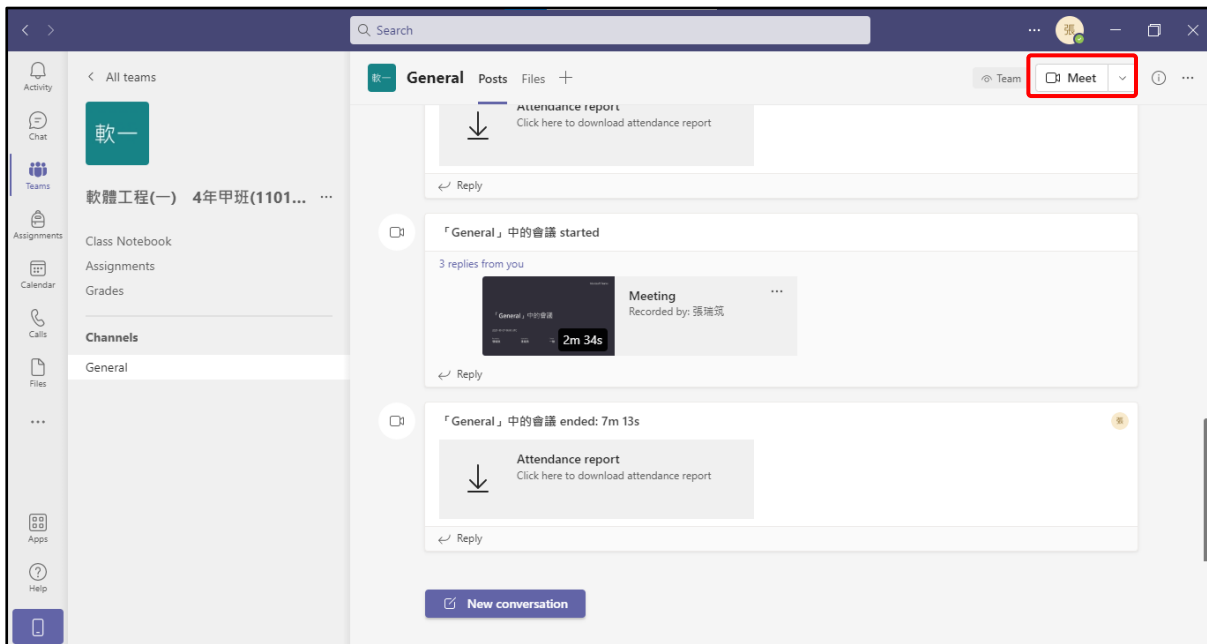
- 3 Select **Activate** to access the class.



4 Click **OK**.



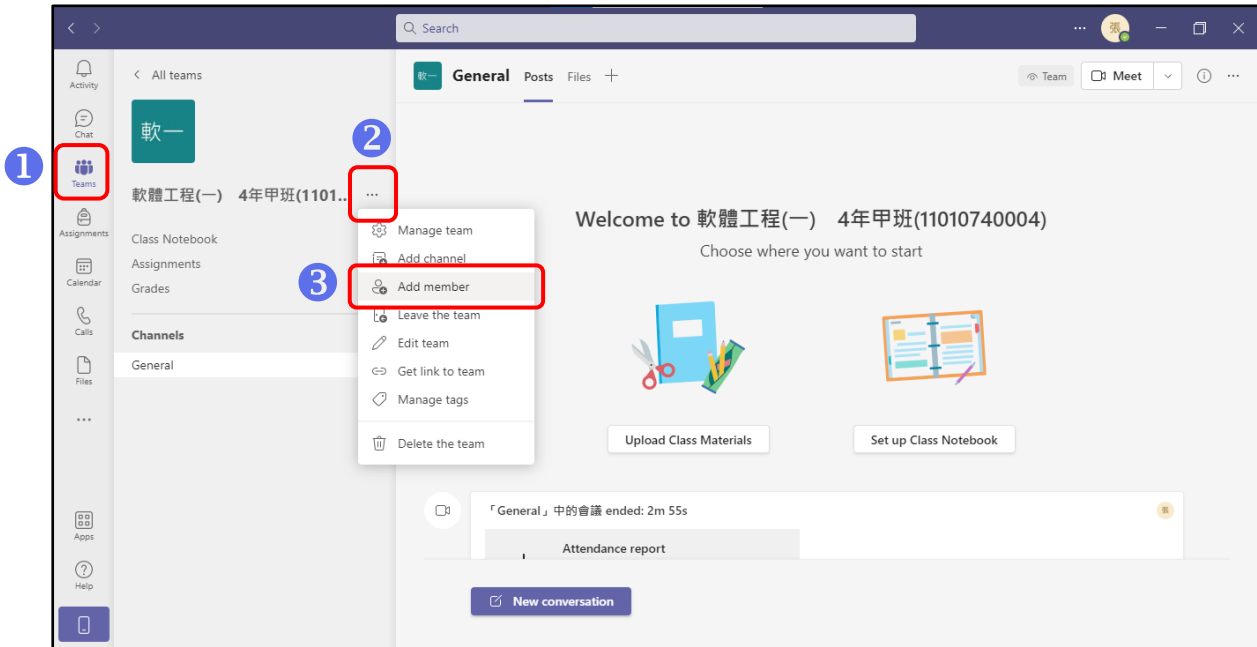
5 Click **Meet** to start Online Courses.



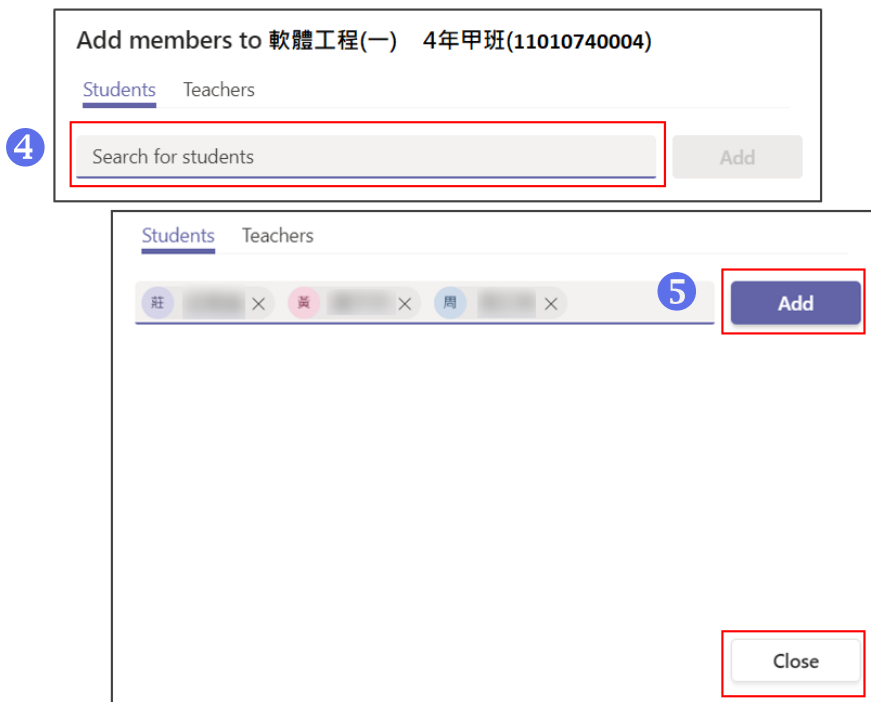
2.2 Add students

- Method 1

① Click **Teams**. ② Click **More actions**. ③ Click **Add member**.

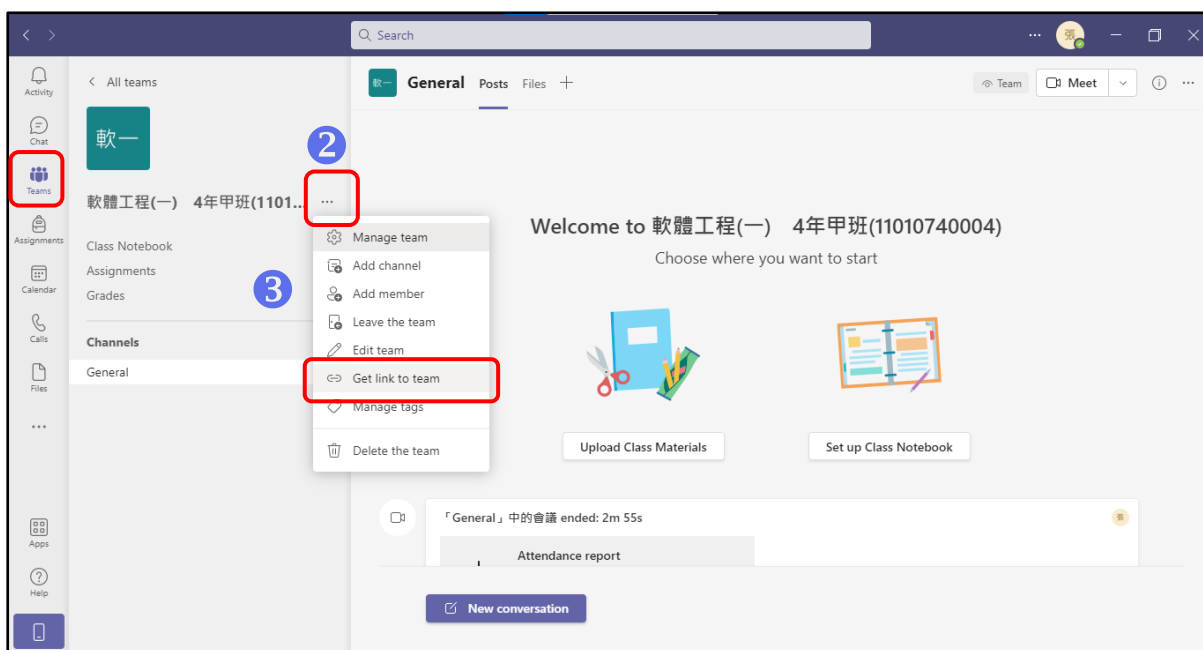


④ Search for the student's name or student ID. ⑤ Click **Add** and **Close**.

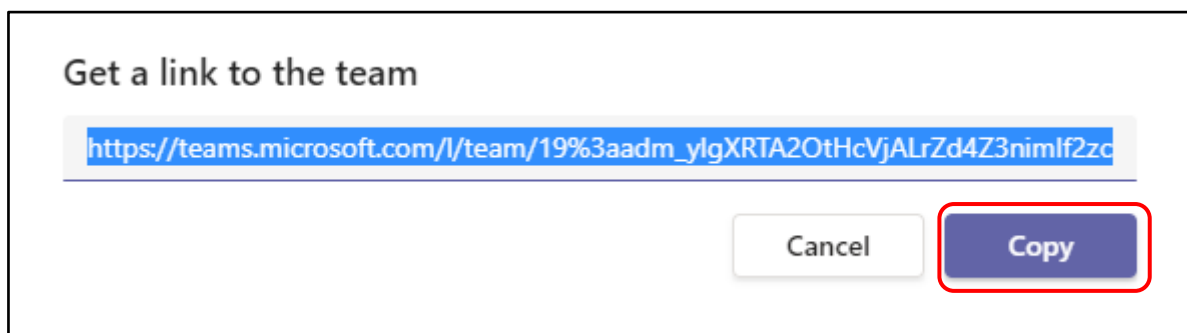


- Method 2

- 1 Click **Teams**.
- 2 Click **More actions**.
- 3 Click **Get link to team**.

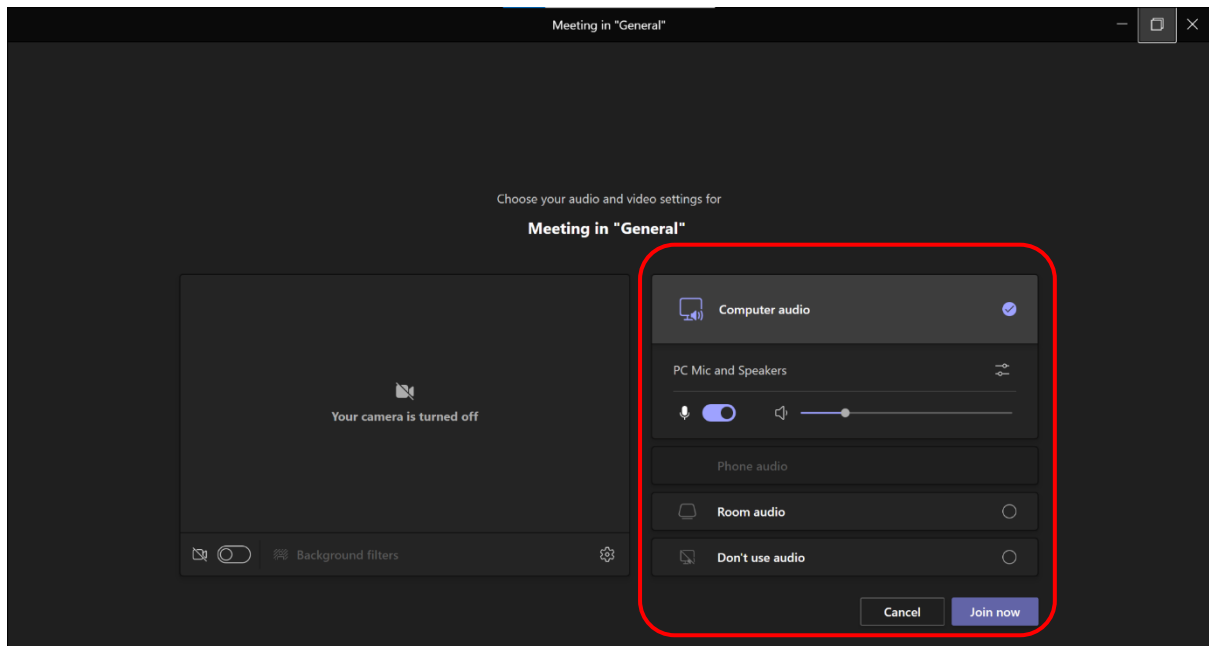


- 4 Click **Copy**, and send a link to the students.



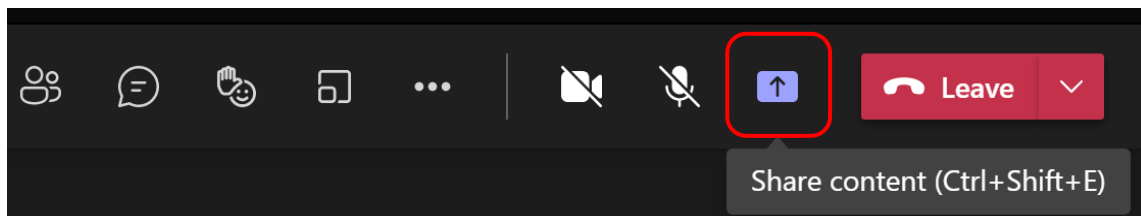
2.3 Join the course

Double-check your audio and video input, turn on the camera, and unmute your microphone to be heard. Select **Join now** to enter the meeting.



2.4 Share content

Select Share content.

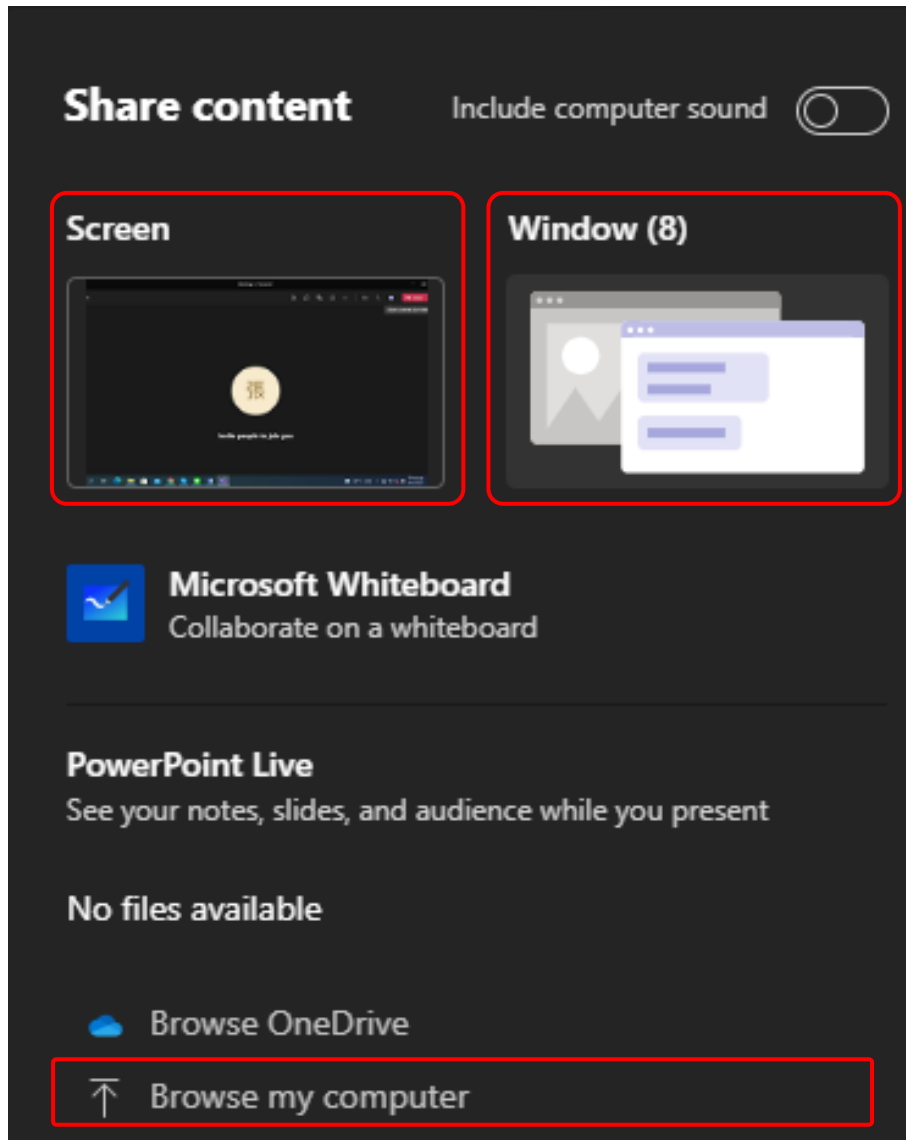


Select what you want to share:

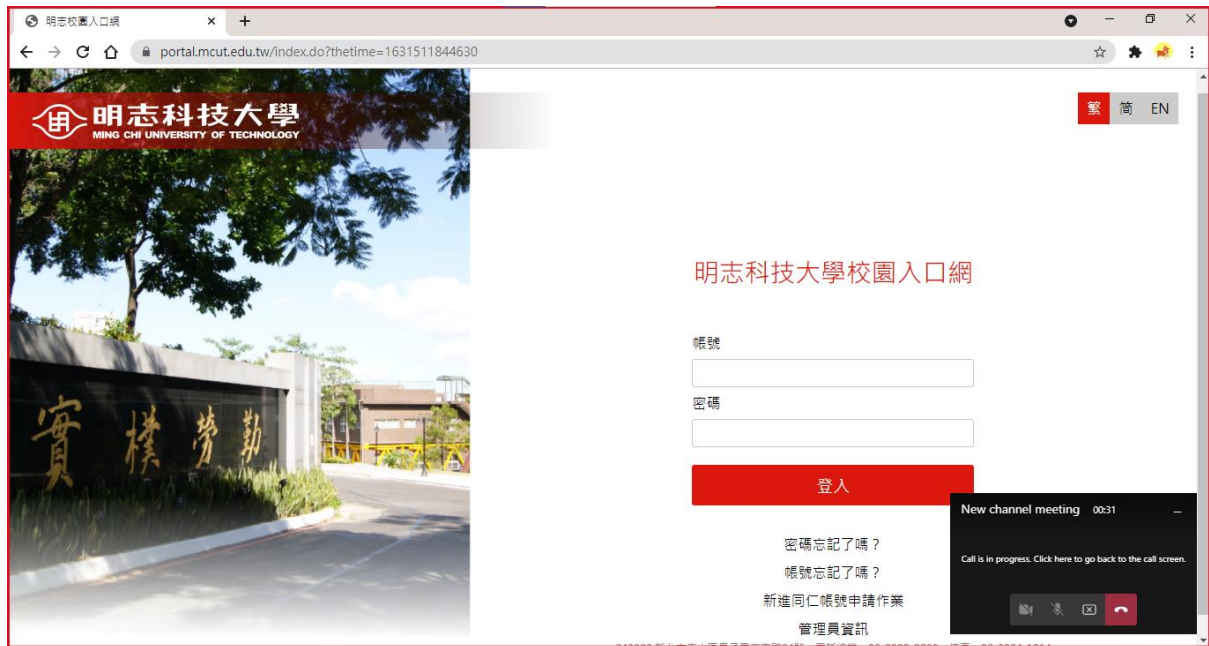
Screen lets you show everything on your screen.

Window lets you share an open window like a specific app you have open.

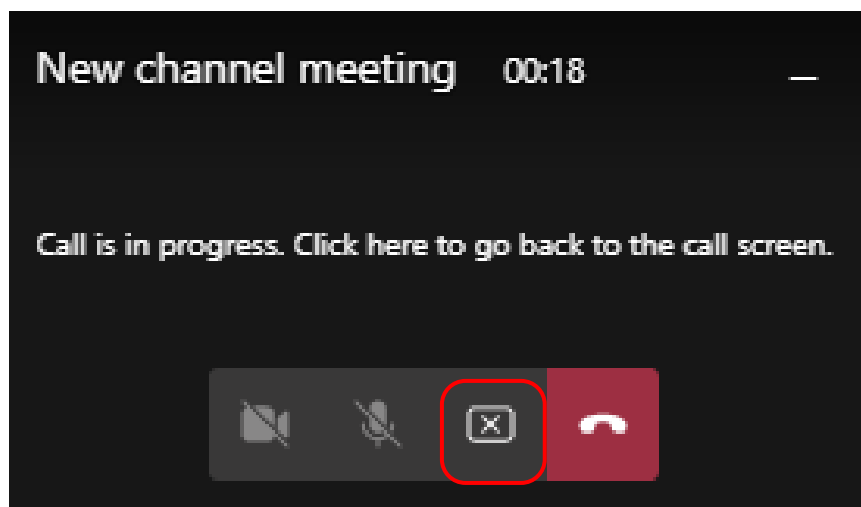
Browse my computer lets you share files.



After you select what you want to show, a red border surrounds what you're sharing.

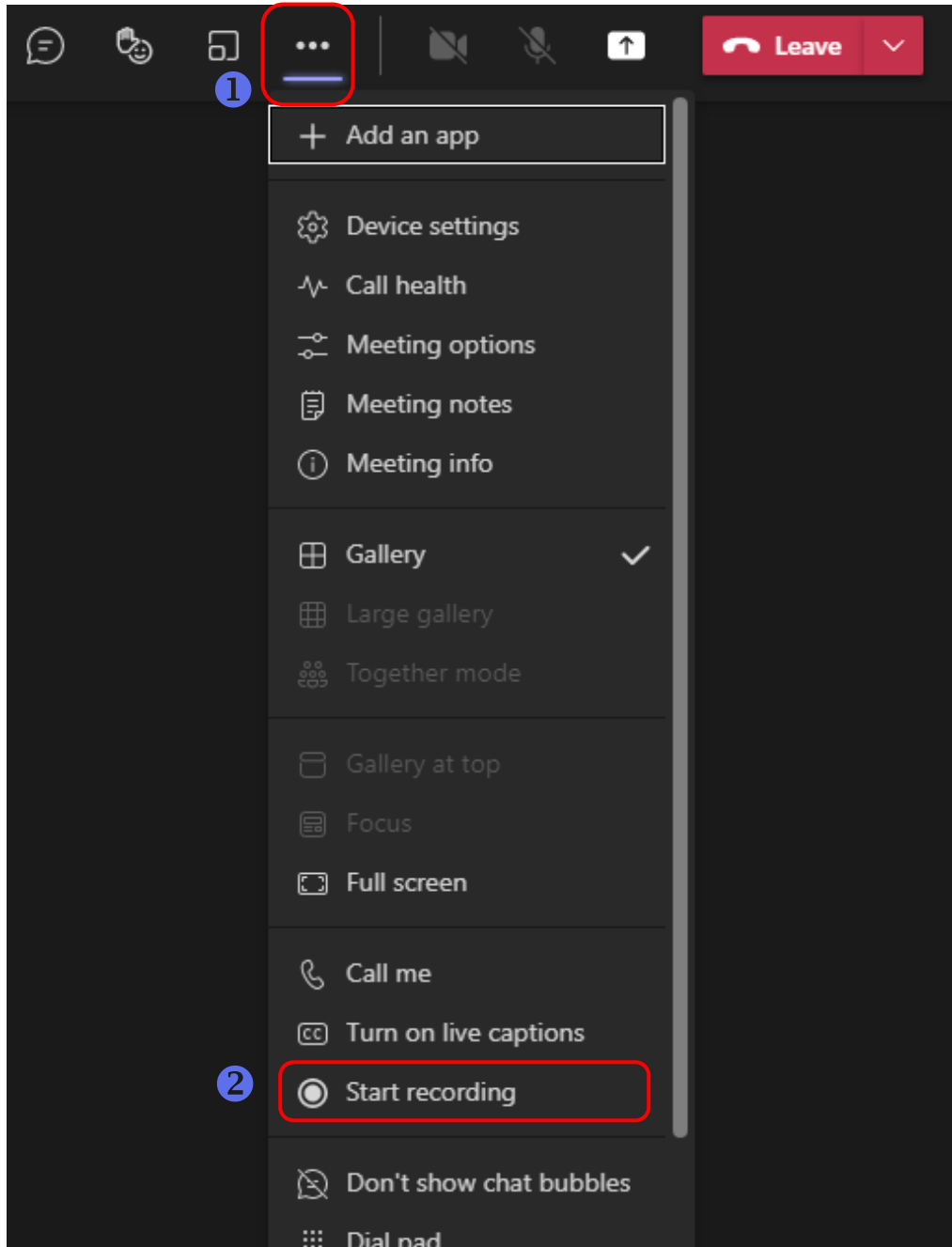


Select **Stop sharing** to stop showing your screen.



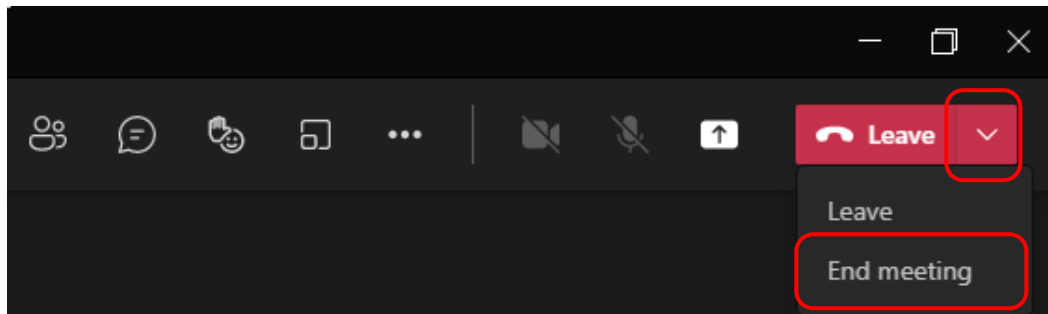
2.5 Record the course

- 1 Click **More actions**.
- 2 Click **Start recording**, you can start recording courses.



III. End of class

In your meeting controls, select the down arrow next to **Leave** and then **End meeting**.



You'll be asked to confirm. When you do, the meeting will end for everyone right away.

