# 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 1,000 participants in a meeting.

**Q5: How to record Teams Meeting?**

A5: Click the **More actions (…)** and then **Start recording**. The recorded video will automatically generate **Recording** in the **Chat** section of the meeting. 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.

明志科技大學
MING CHI UNIVERSITY OF TECHNOLOGY

**Q7: How to Download Attendance Report in Teams?**

A7: During the meeting, select **People** 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.