



## Microsoft Teams User Manual for Students

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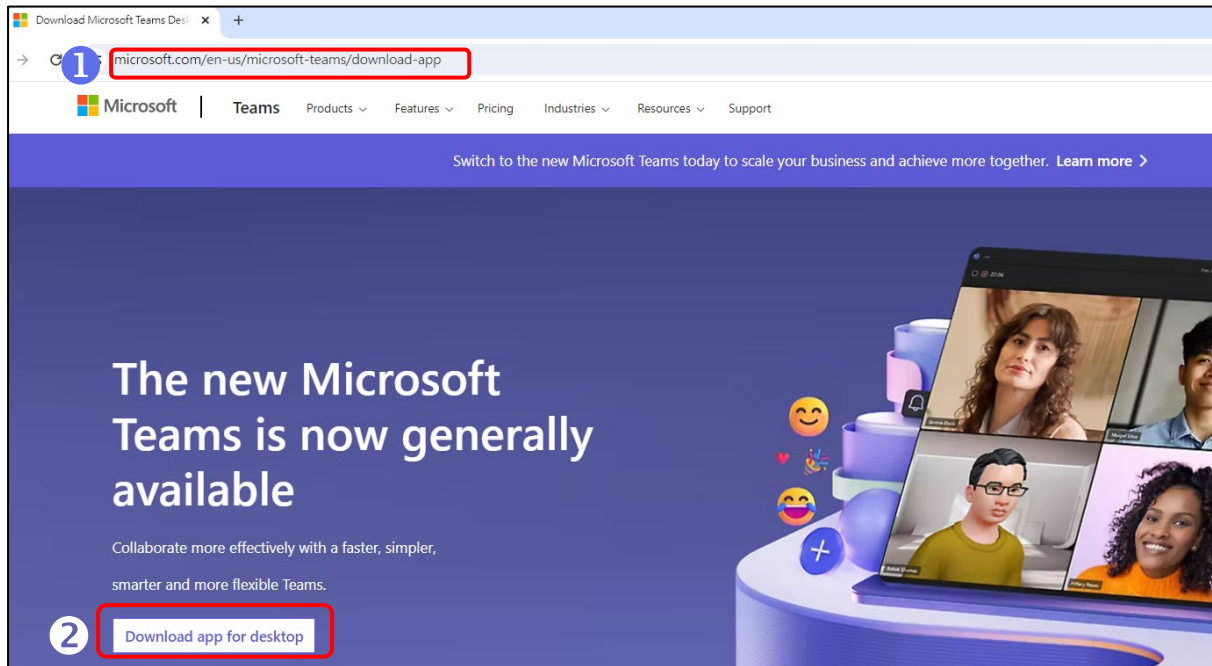
# I. Preparation before class

## 1.1 Download Microsoft Teams

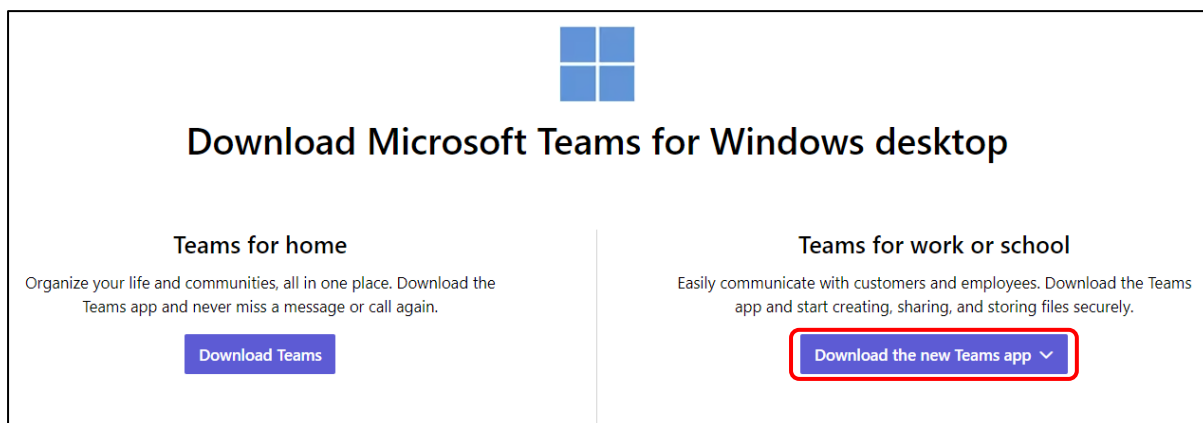
- 1 Clicking on the link below will take you to the download page.

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

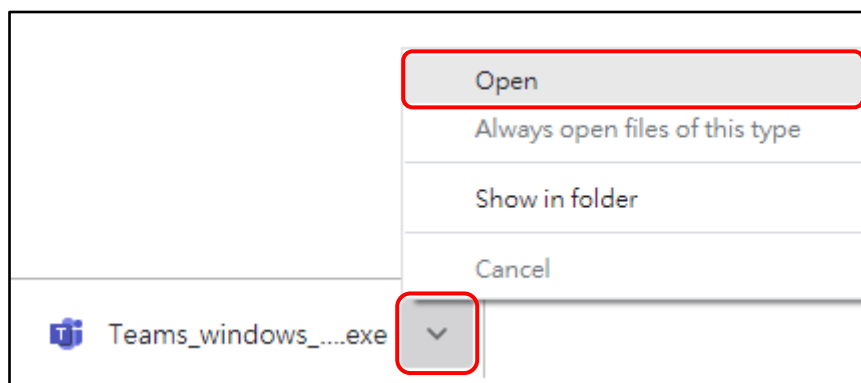
- 2 Click **Download app for desktop**.



3 Click **Download the new Teams app**

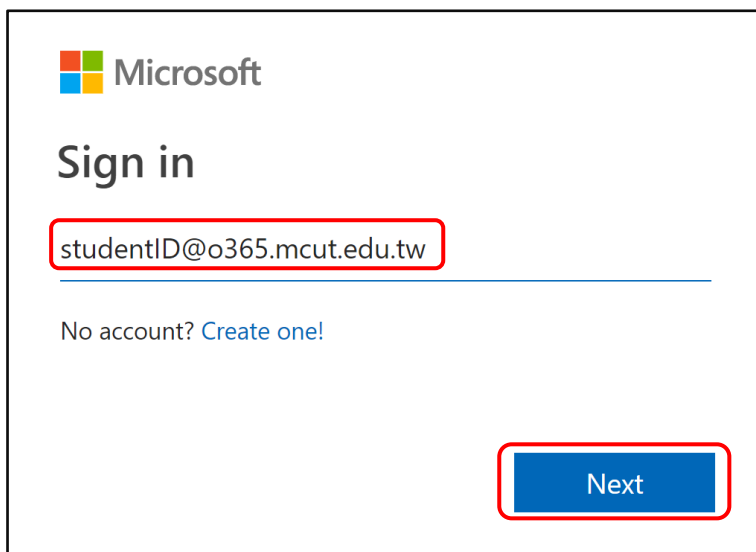


4 Select the icon and click **Open**.



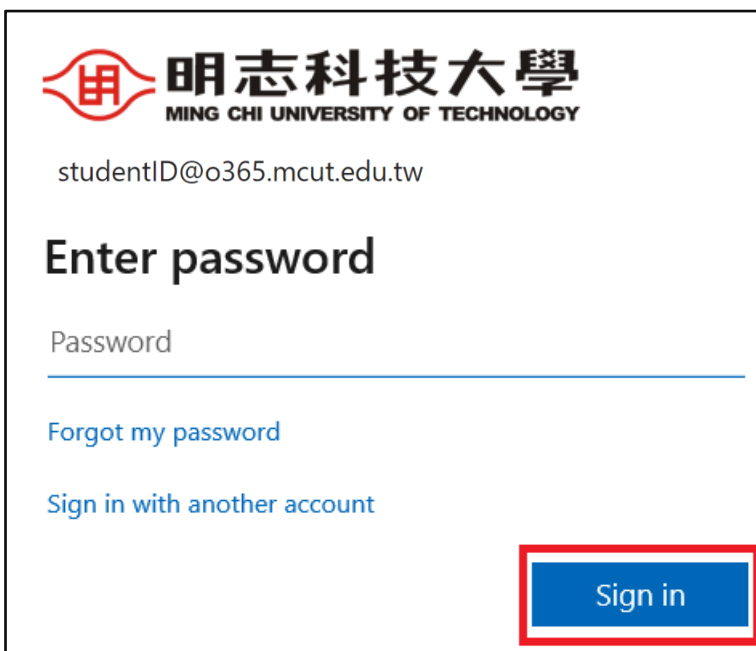
## 1.2 Sign in to Teams

- 1 Enter [studentID@o365.mcut.edu.tw](mailto:studentID@o365.mcut.edu.tw) and click **Next**.



The image shows the Microsoft sign-in interface. At the top is the Microsoft logo. Below it is the text "Sign in". There is a text input field containing the email address "studentID@o365.mcut.edu.tw". Below the input field is a link that says "No account? [Create one!](#)". At the bottom right is a blue button with the text "Next".

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



The image shows the Ming Chi University of Technology sign-in interface. At the top is the university's logo, which includes a red circular emblem with a stylized character and the text "明志科技大學" and "MING CHI UNIVERSITY OF TECHNOLOGY". Below the logo is the email address "studentID@o365.mcut.edu.tw". The main heading is "Enter password". Below this is a text input field labeled "Password". There are two links: "Forgot my password" and "Sign in with another account". At the bottom right is a blue button with the text "Sign in".

### Password Reset:

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

## II. During class

### 2.1 Join the Teams meeting

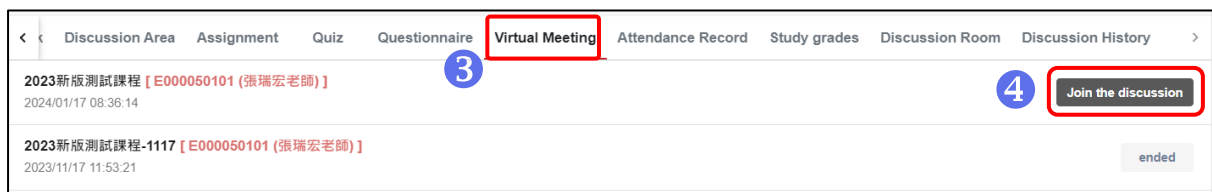
Access the [Self-directed Learning Cloud College](#).

- 1 Click on the upper-right corner to log in.
- 2 Click **My course schedule** to find the courses for your classes.



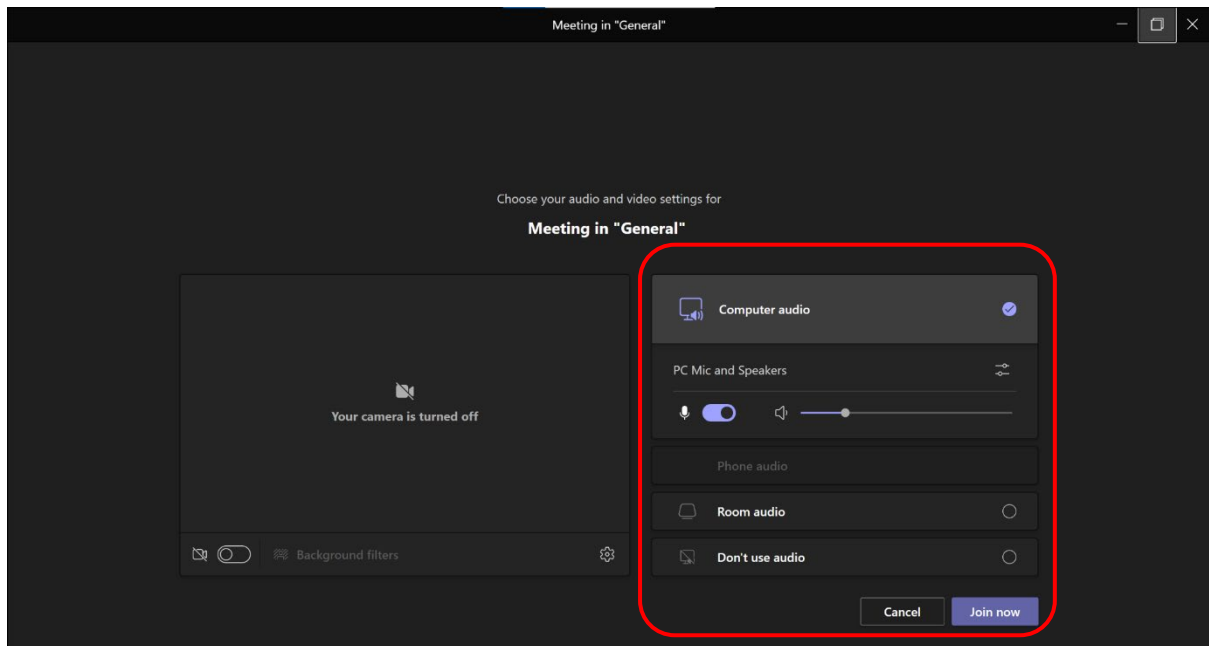
- 3 After entering the course classroom, scroll down to the bottom toolbar, and click **Virtual Meeting**.

- 4 Click **Join the discussion**.



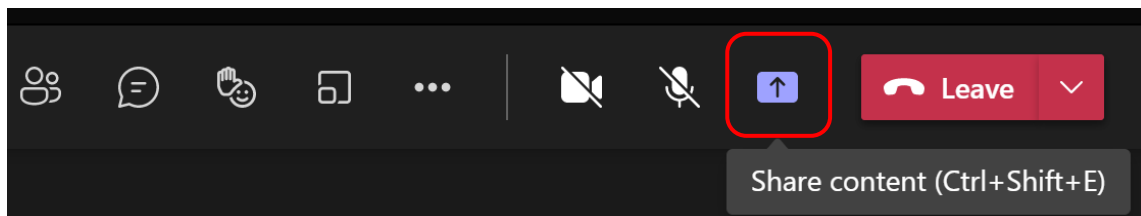
## 2.2 Join the course

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.



## 2.3 Share content

Select Share content.

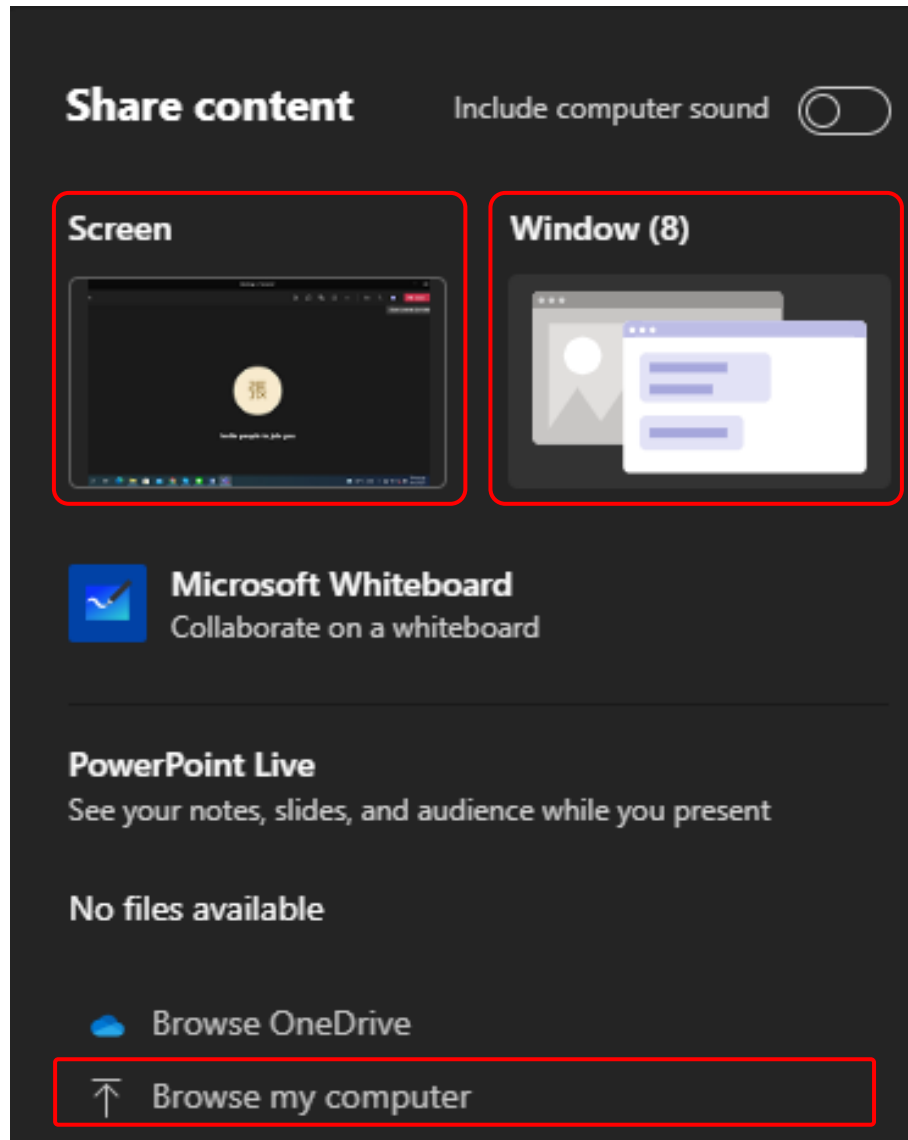


Select what you want to share:

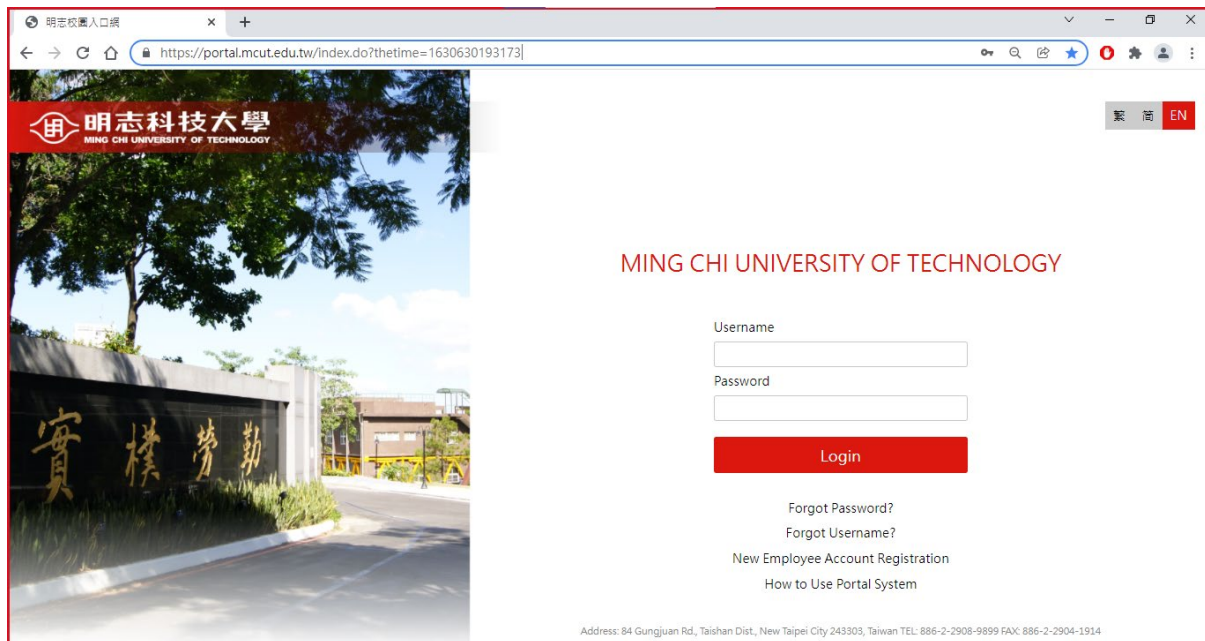
**Screen** lets you show everything on your screen.

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

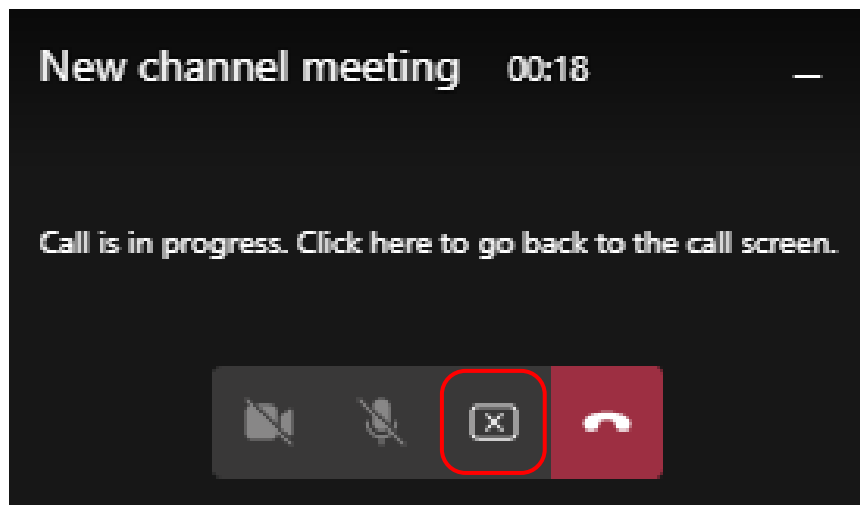
**Browse my computer** lets you share files.



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



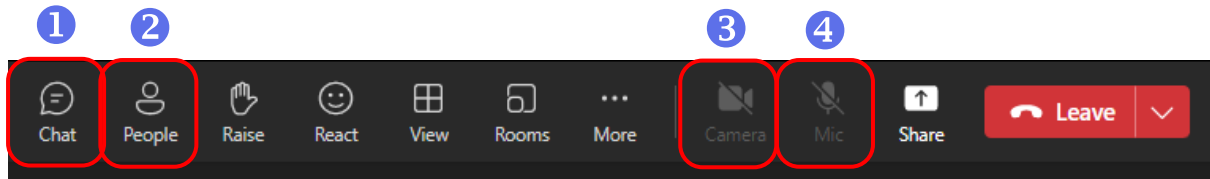
Select **Stop sharing** to stop showing your screen.





## 2.4 Participating in the course

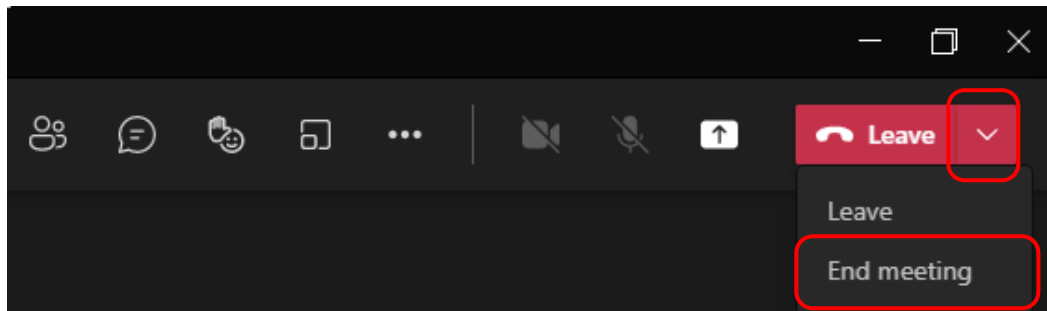
Menu bar actions:



1. Show participants.
2. Send chat messages.
3. Turn your video feed on and off.
4. Mute and unmute yourself.

### 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.

