



Microsoft Teams User Manual for Teachers

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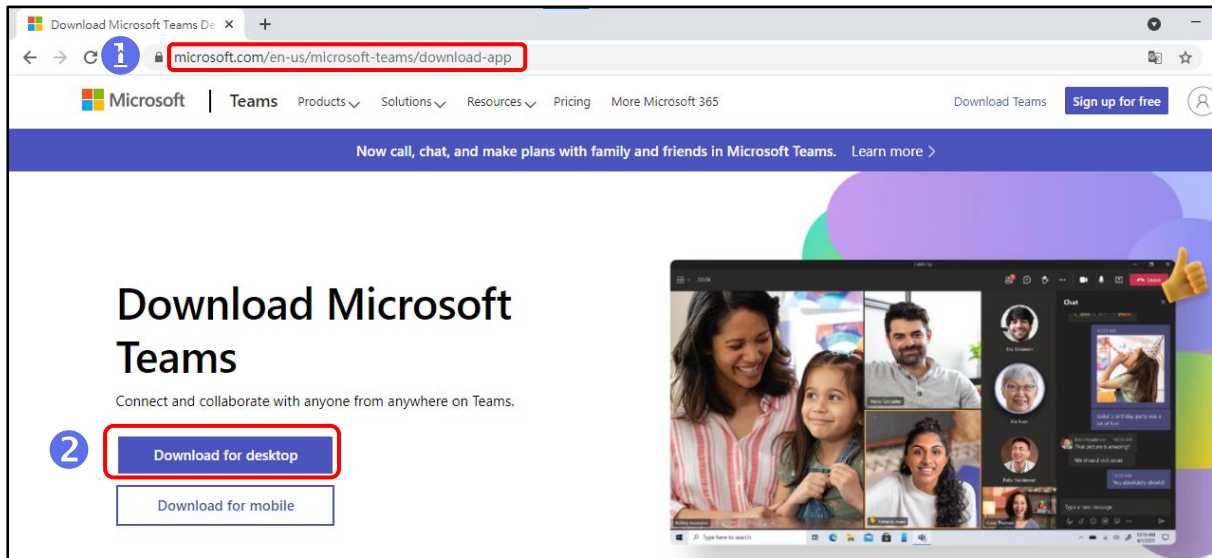
I. Preparation before class

1.1 Download Microsoft Teams

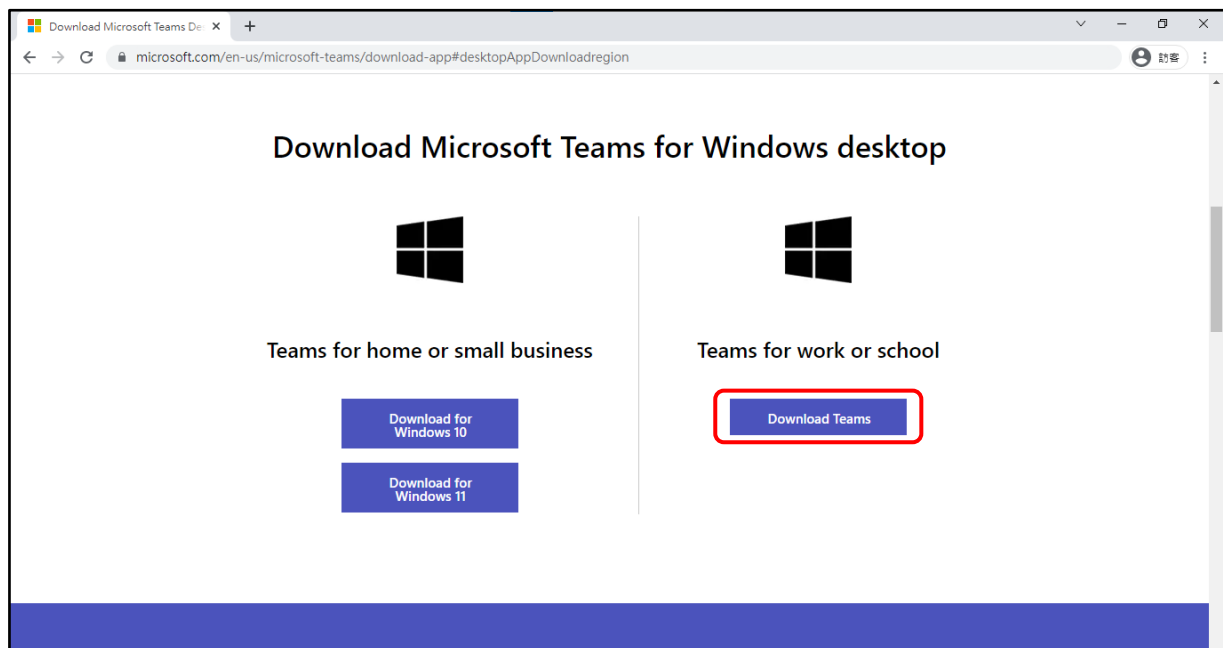
- 1 Clicking on the link below will take you to the download page.

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

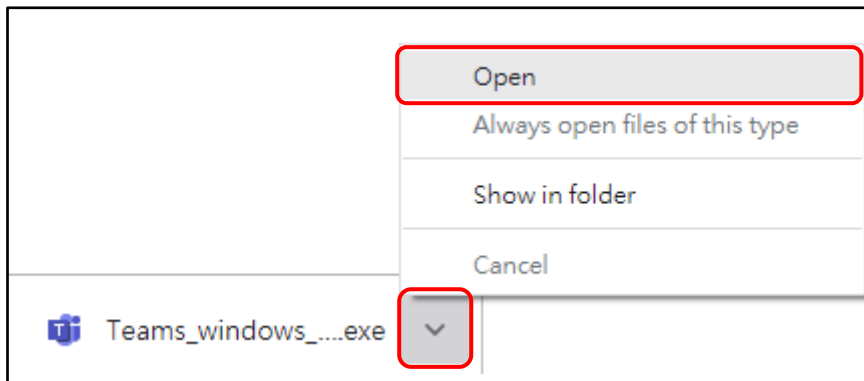
- 2 Click **Download for desktop**.



- 3 Click **Download Teams**

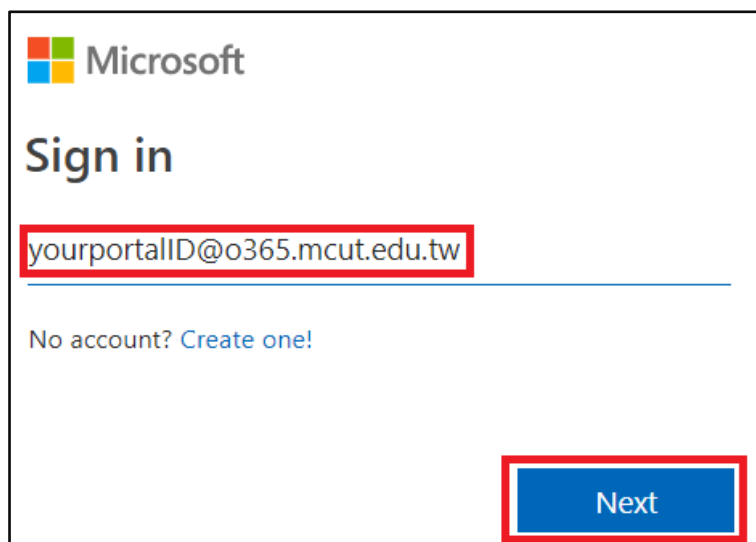


- 3 Select the icon and click **Open**.



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, there is a link that says "No account? Create one!". At the bottom right of the page, there 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 screen 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, there are two links: "Forgot my password" and "Sign in with another account". At the bottom right, there is a blue button with the text "Sign in", highlighted with a red rectangular box.

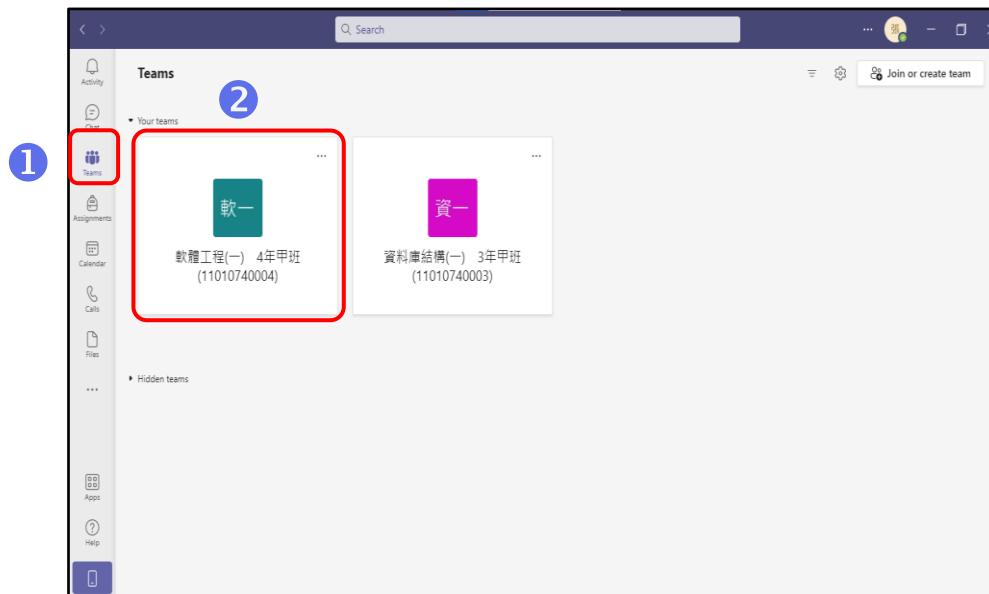
Password Reset:

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

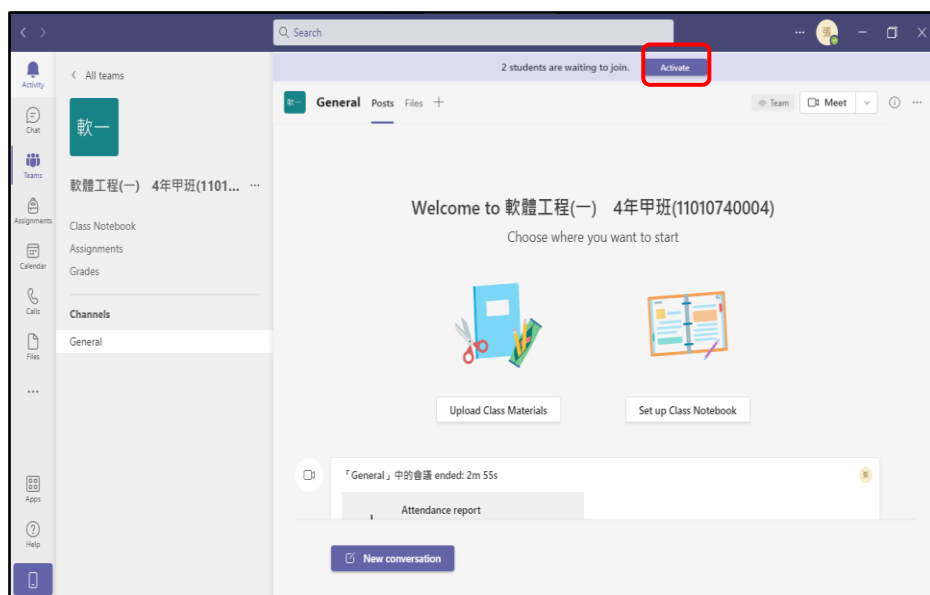
II. During class

2.1 Teams user interface

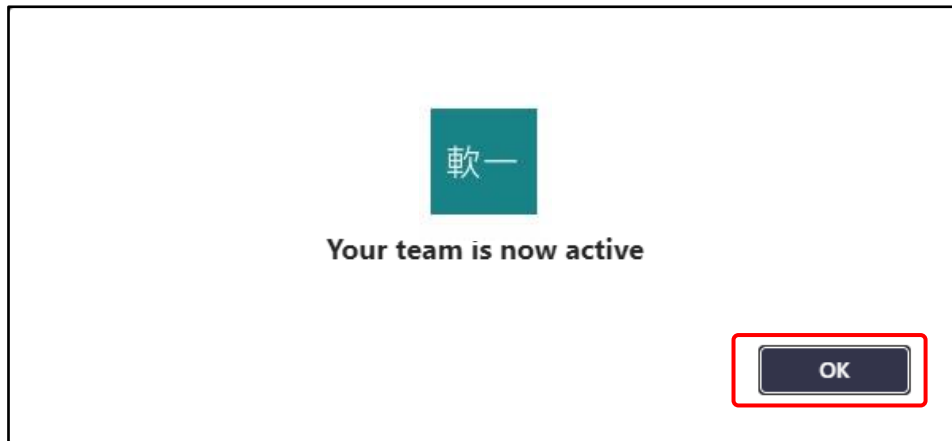
- 1 Select **Teams** button on the left side of the app to view your teams.
- 2 Navigate to your class or course teams (e.g., 軟體工程(一) 4年甲班).



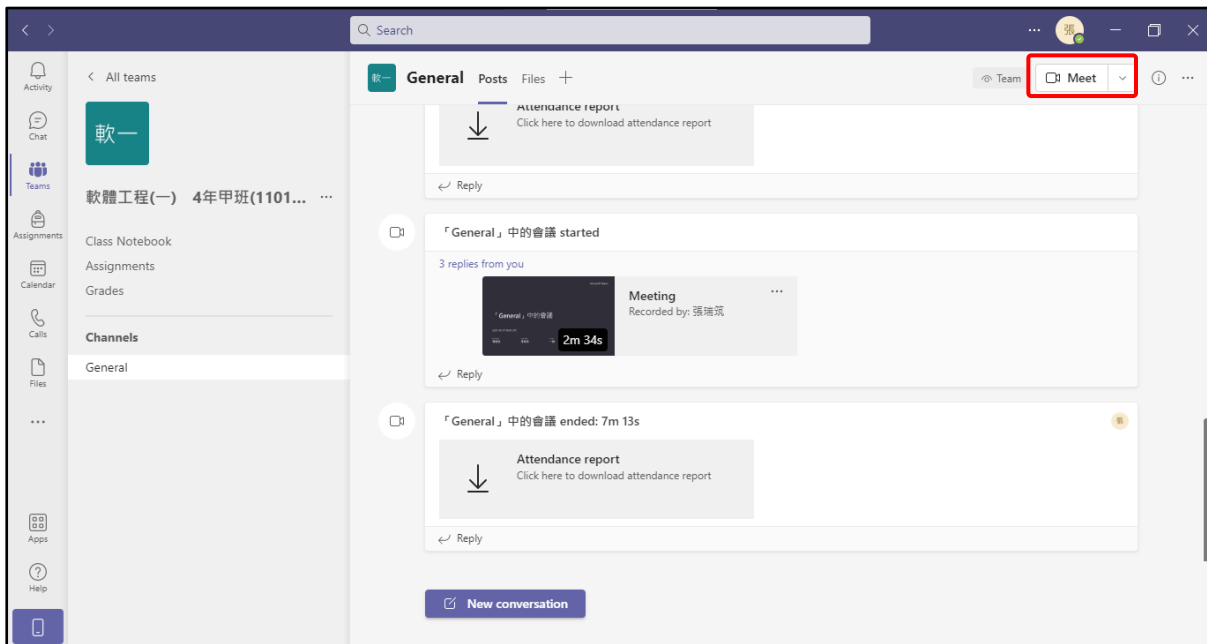
- 3 Select **Activate** to access the class.



4 Click **OK**.



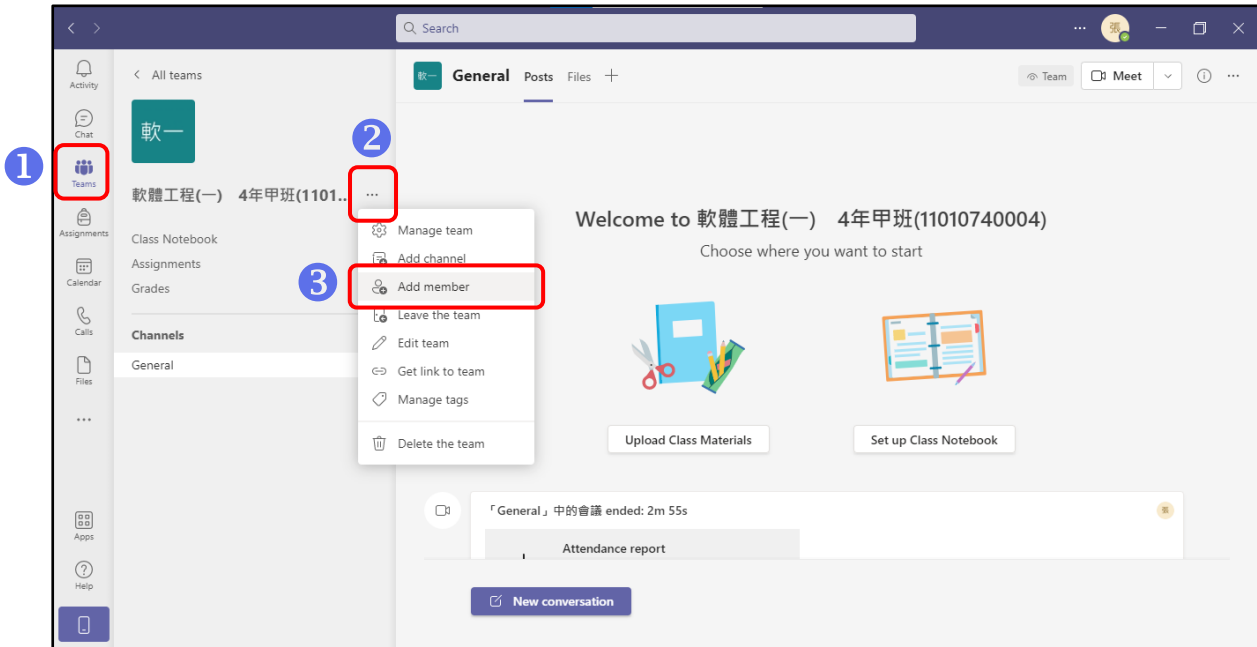
5 Click **Meet** to start Online Courses.



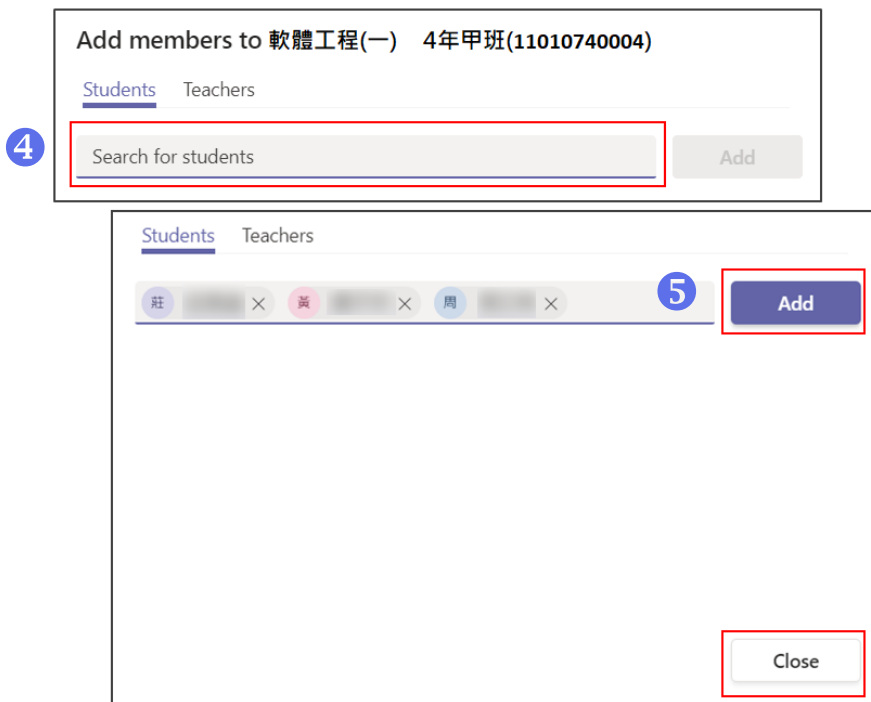
2.2 Add students

- Method 1

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

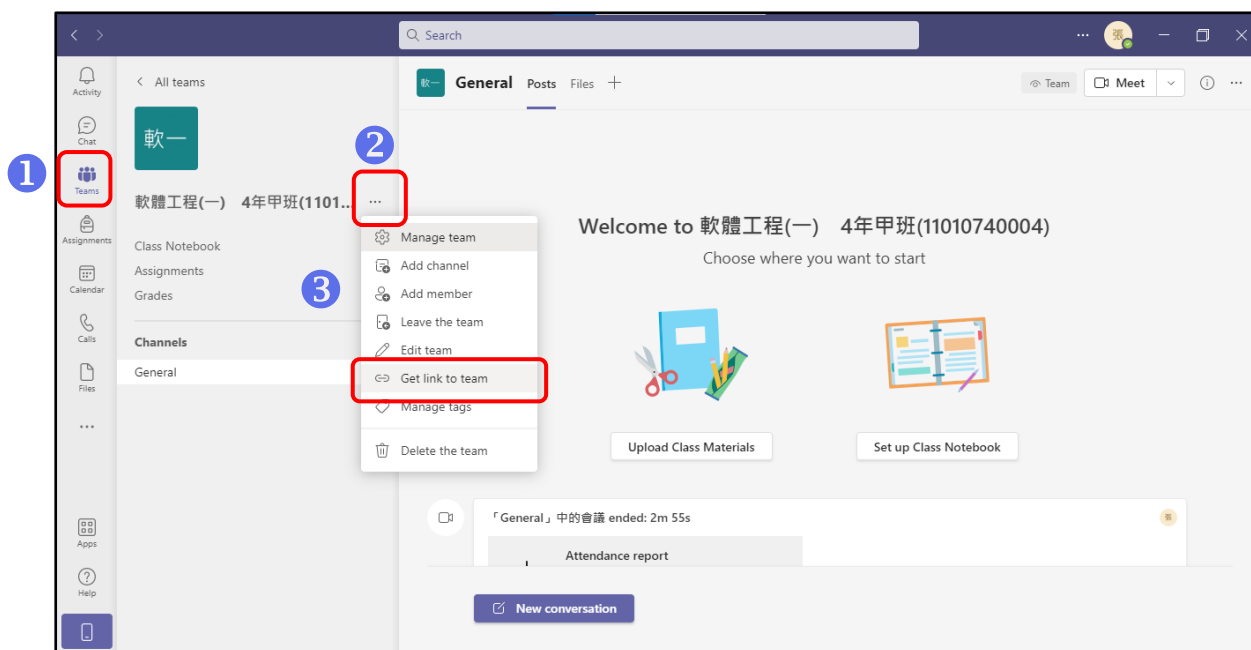


④ Search for the student's name or student ID. ⑤ Click **Add** and **Close**.

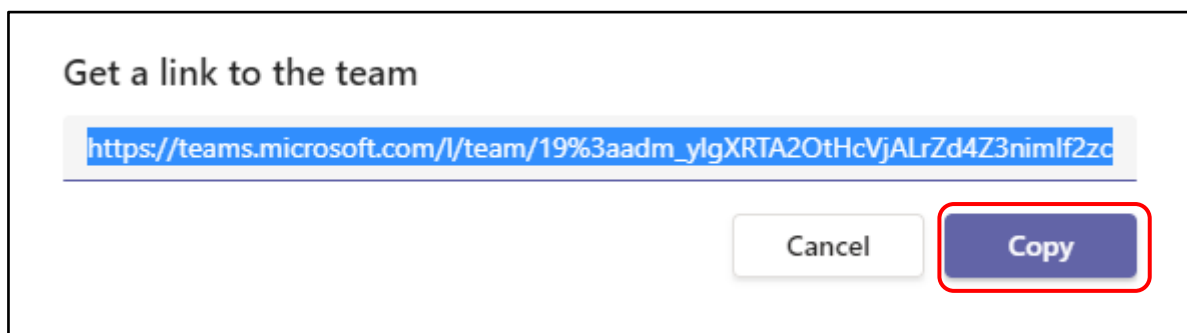


- Method 2

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

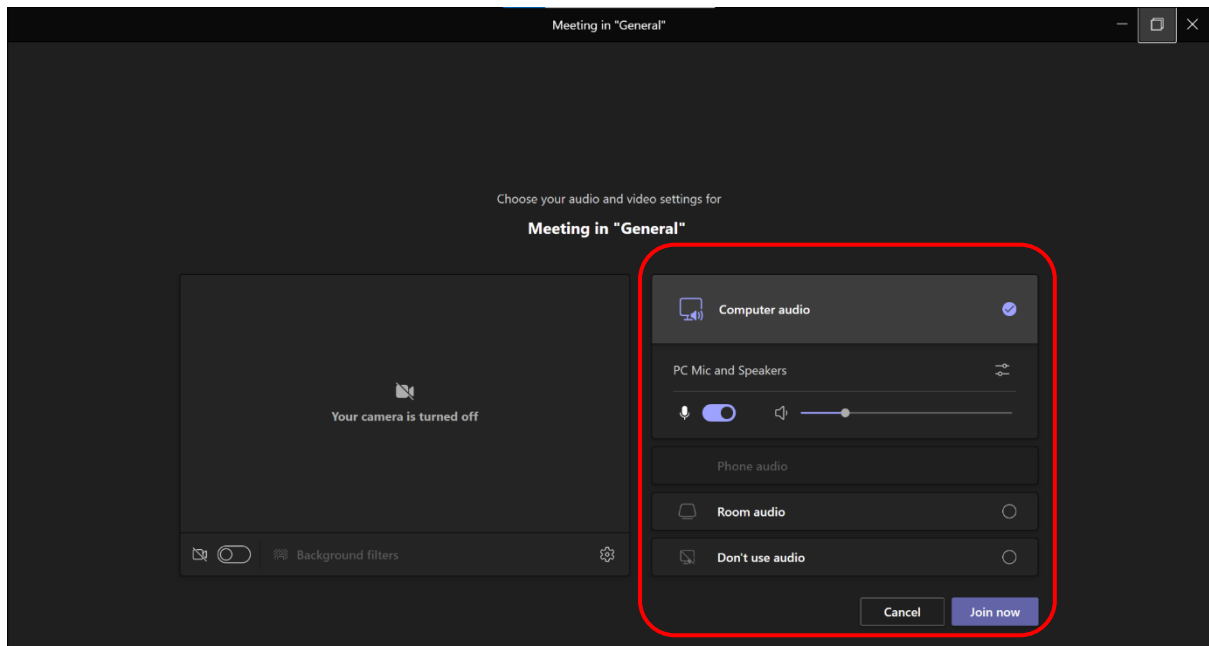


4 Click **Copy**, and send a link to the students.



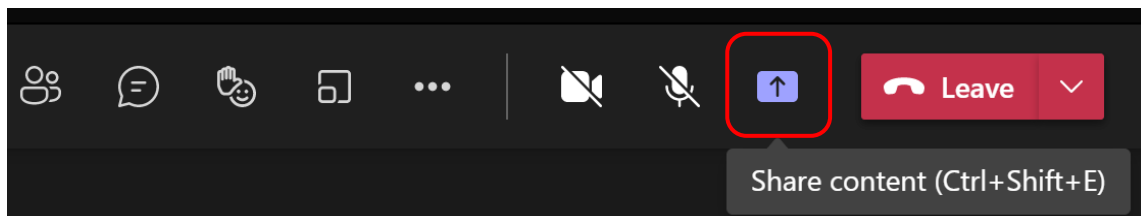
2.3 Join the course

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.

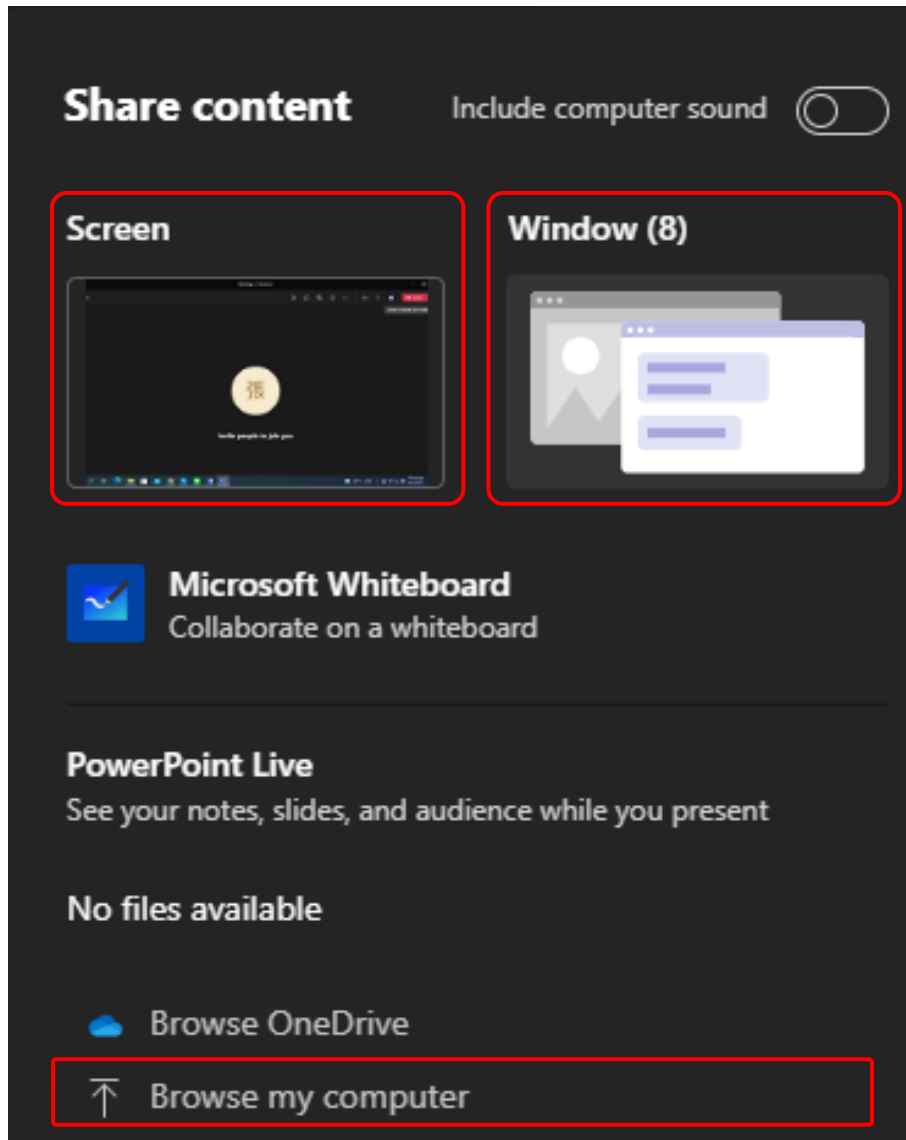


Select what you want to share:

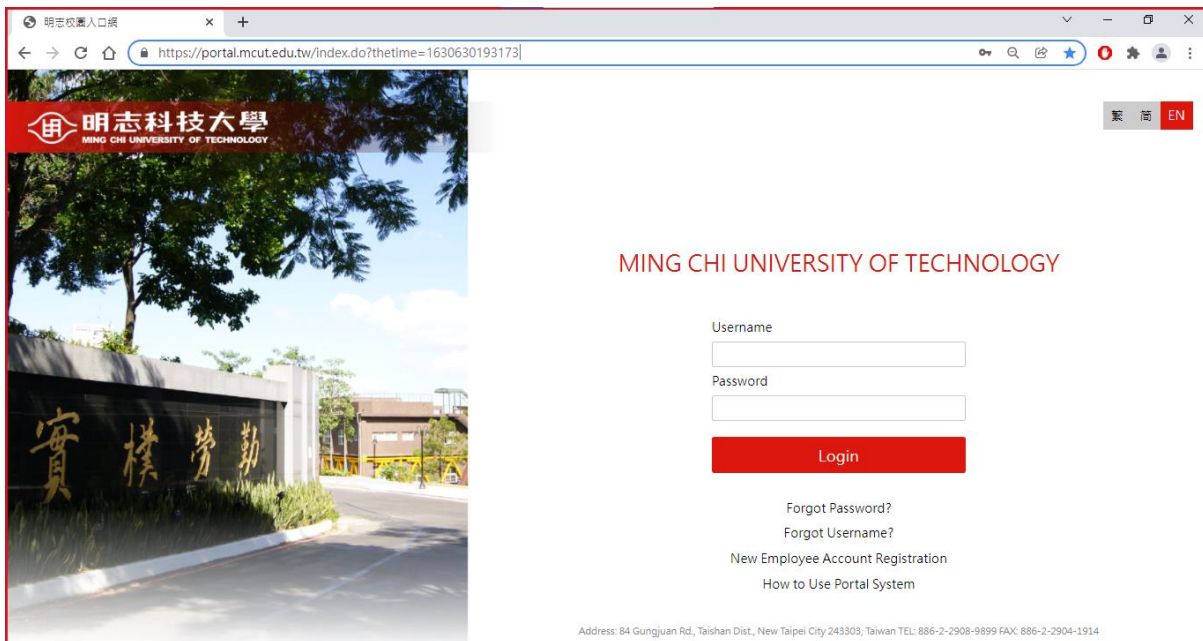
Screen lets you show everything on your screen.

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

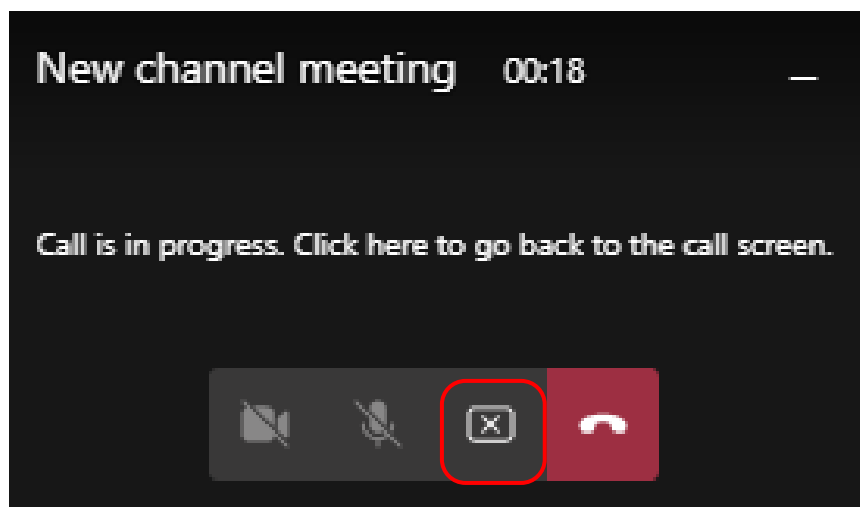
Browse my computer lets you share files.



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

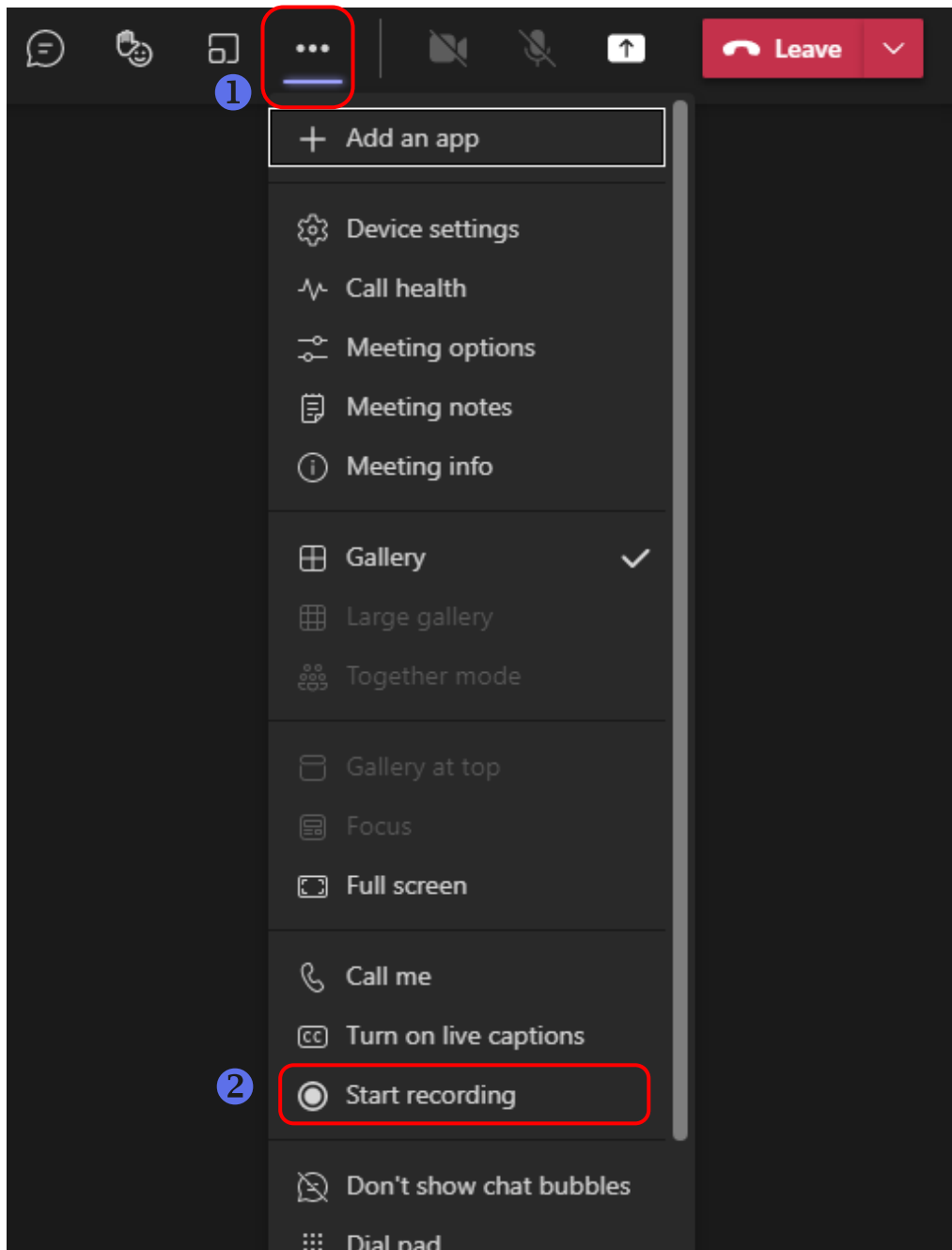


Select **Stop sharing** to stop showing your screen.



2.5 Record the course

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



2.6 Participating in the course

Menu bar actions:

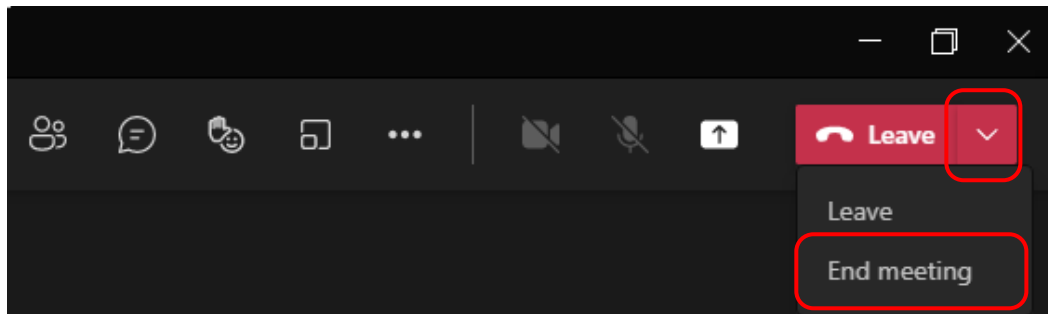
- 1.
- 2.
- 3.
- 4.



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.

