



## Microsoft Teams User Manual for Teachers

I.	Preparation before class .....	2
1.1	Download Microsoft Teams .....	2
1.2	Sign in to Teams .....	4
II.	During class .....	5
2.1	Create a Teams meeting .....	5
2.2	Add students .....	6
2.3	Join the course .....	8
2.4	Share content .....	8
2.5	Record the course .....	11
2.6	Participating in the course .....	12
III.	End of class .....	13

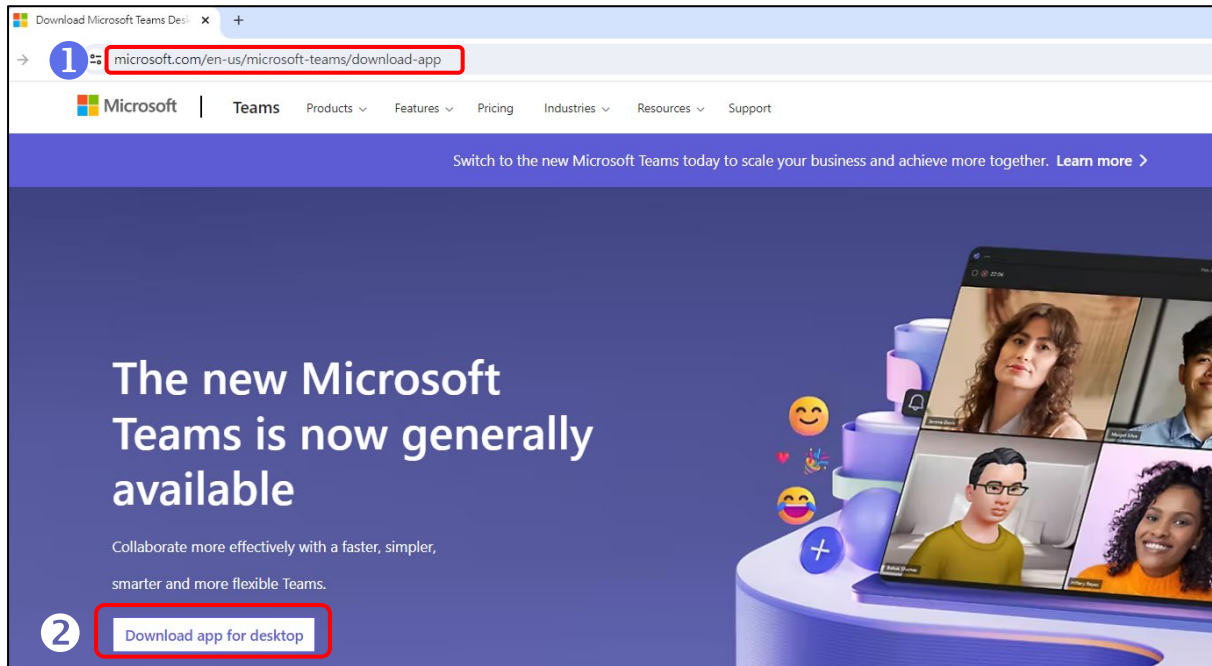
# I. Preparation before class

## 1.1 Download Microsoft Teams

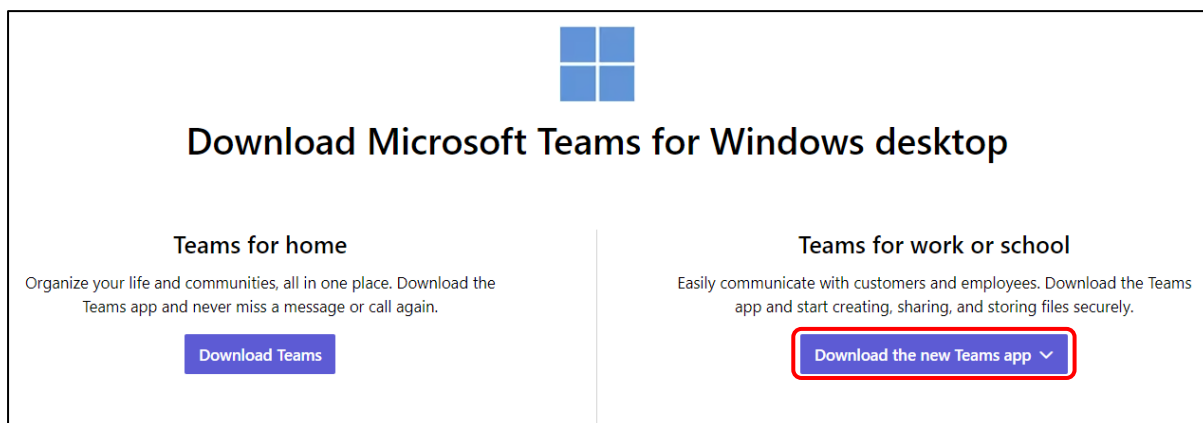
- 1 Clicking on the link below will take you to the download page.

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

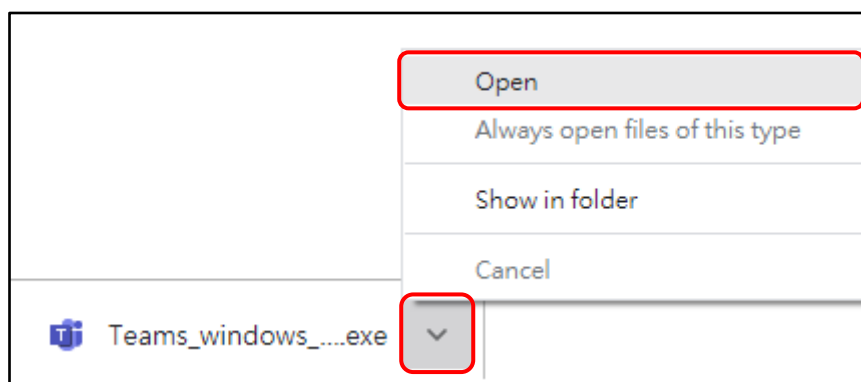
- 2 Click **Download app for desktop**.



3 Click **Download the new Teams app**

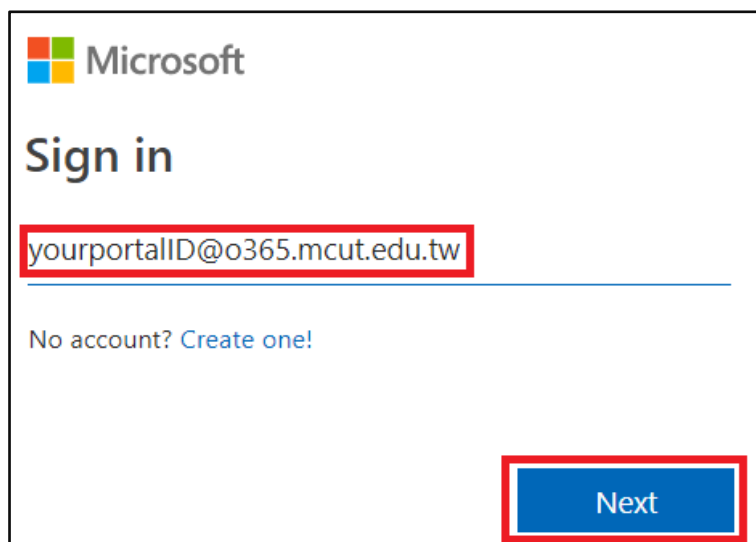


4 Select the icon and click **Open**.



## 1.2 Sign in to Teams

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



The image shows the Microsoft sign-in interface. 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, the text "No account? [Create one!](#)" is visible. In the bottom right corner, 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 sign-in interface 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 text "明志科技大學" and "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 password input field with the placeholder text "Password". Under the input field, there are two links: "[Forgot my password](#)" and "[Sign in with another account](#)". In the bottom right corner, 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

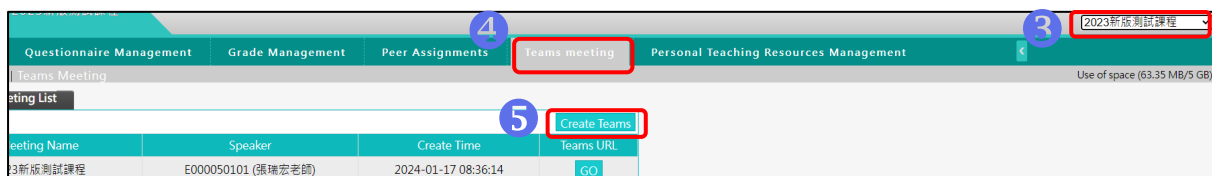
### 2.1 Create a Teams meeting

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

- 1 Click on the upper-right corner to log in.
- 2 Click **teacher environment**.



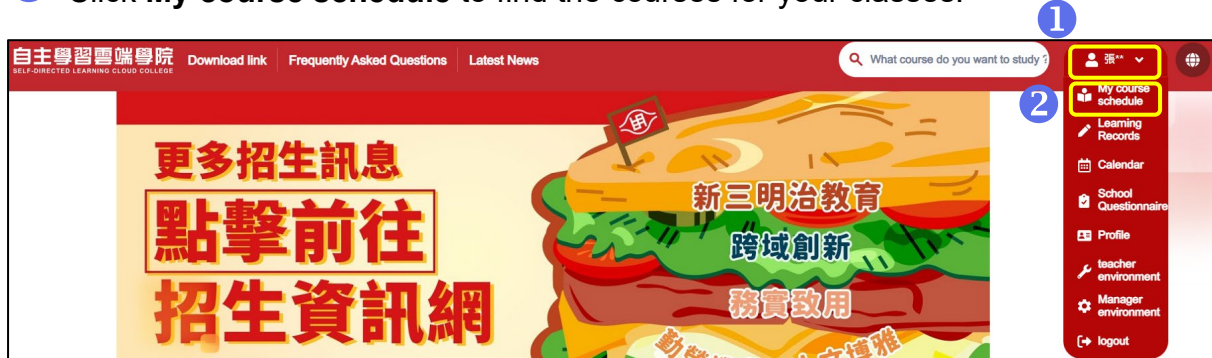
- 3 Select the course name at the upper-right corner.
- 4 Click **Teams meeting**.
- 5 Click **Create Teams**.



## 2.2 Add students

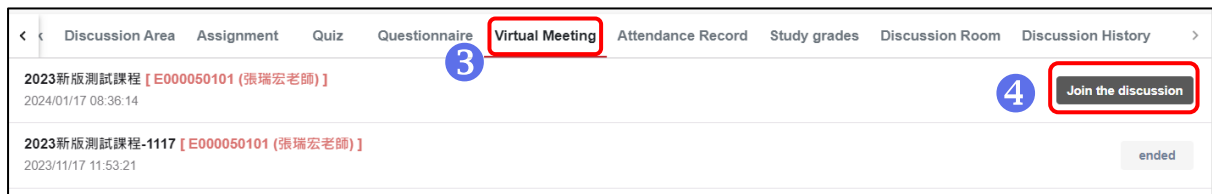
- Method 1

- 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**.

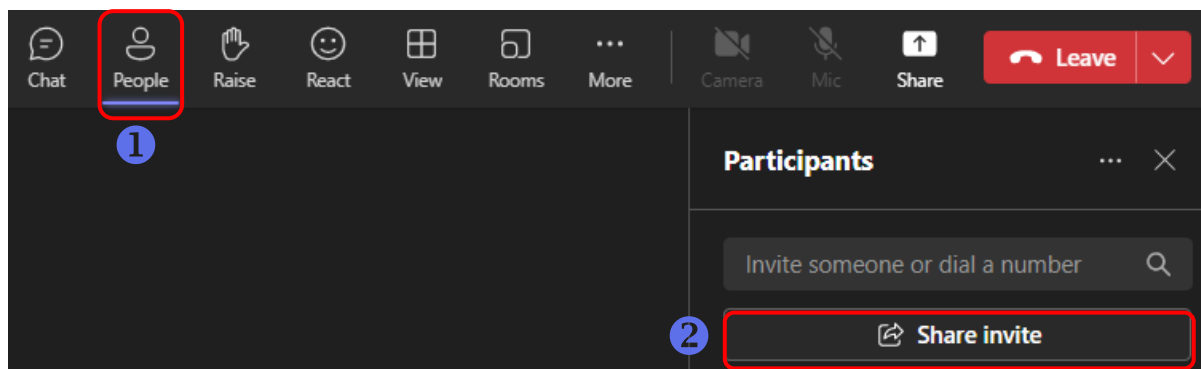
- 4 Click **Join the discussion**.



- Method 2

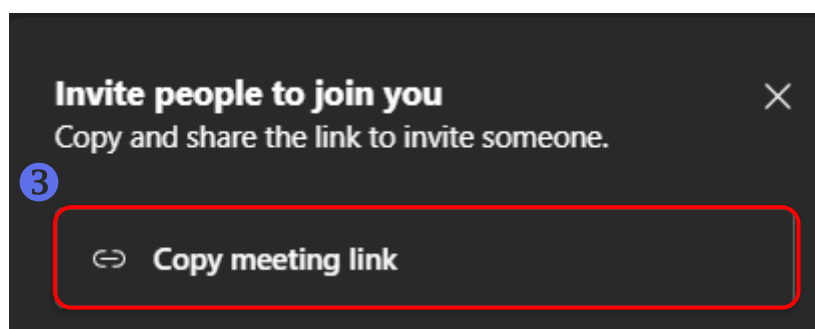
① Click **People**.

② Click **Share invite**.



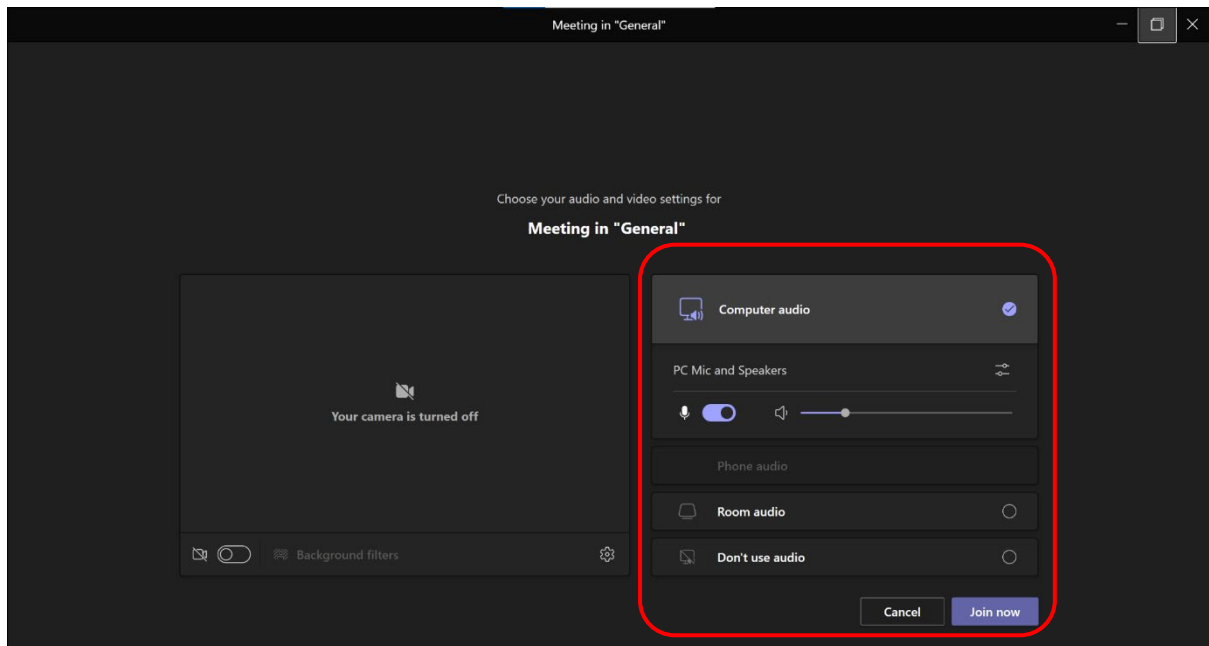
③ Click **Copy meeting link**.

④ Send a link to the students.



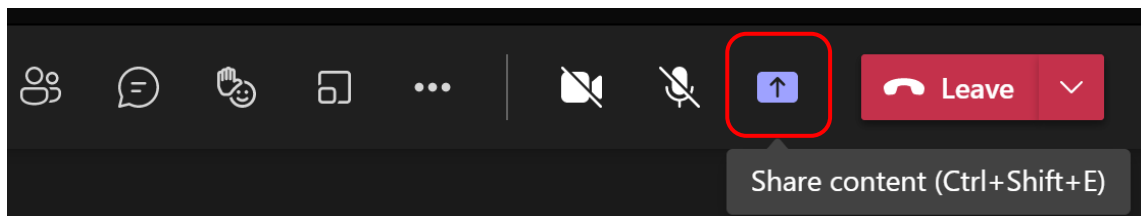
## 2.3 Join the course

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.



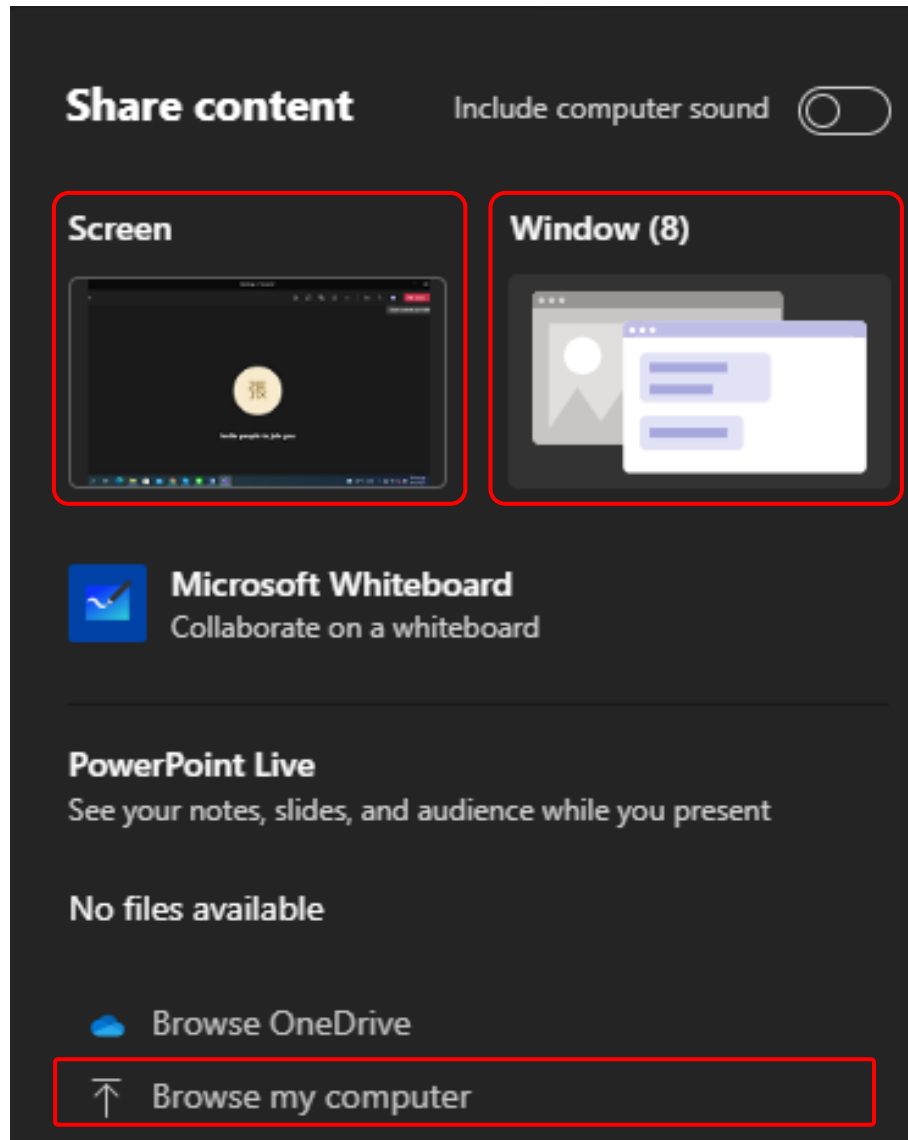


Select what you want to share:

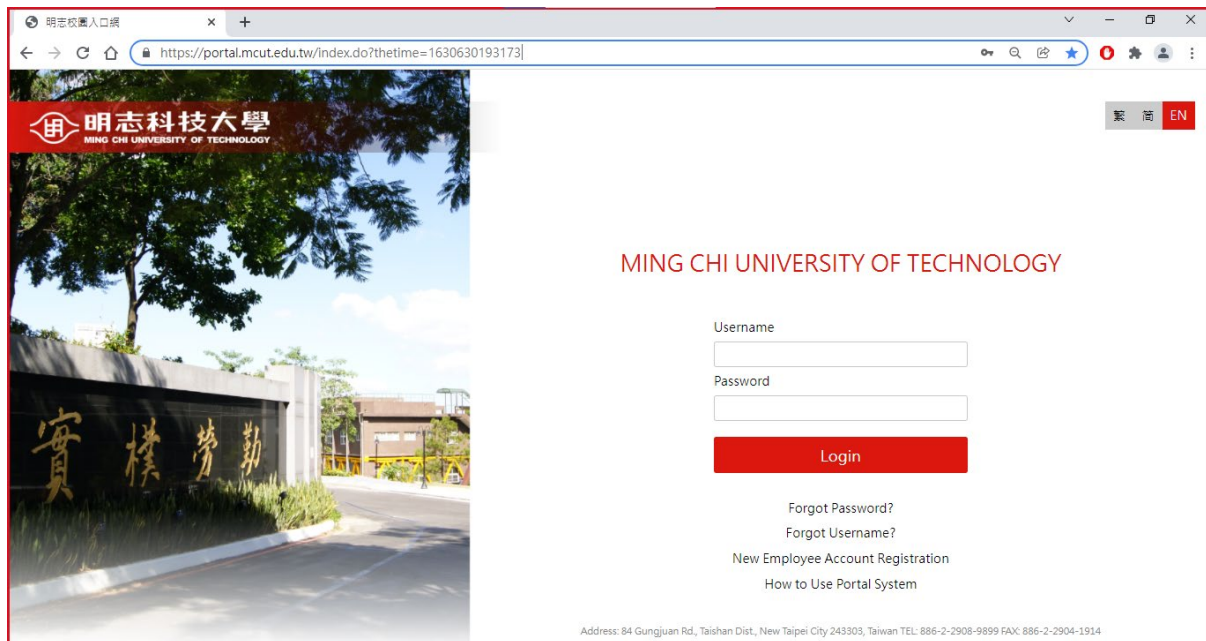
**Screen** lets you show everything on your screen.

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

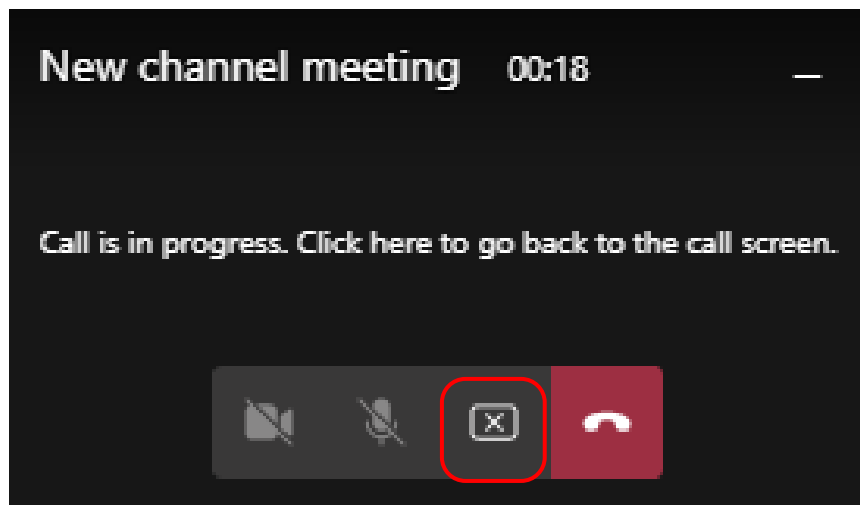
**Browse my computer** lets you share files.



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

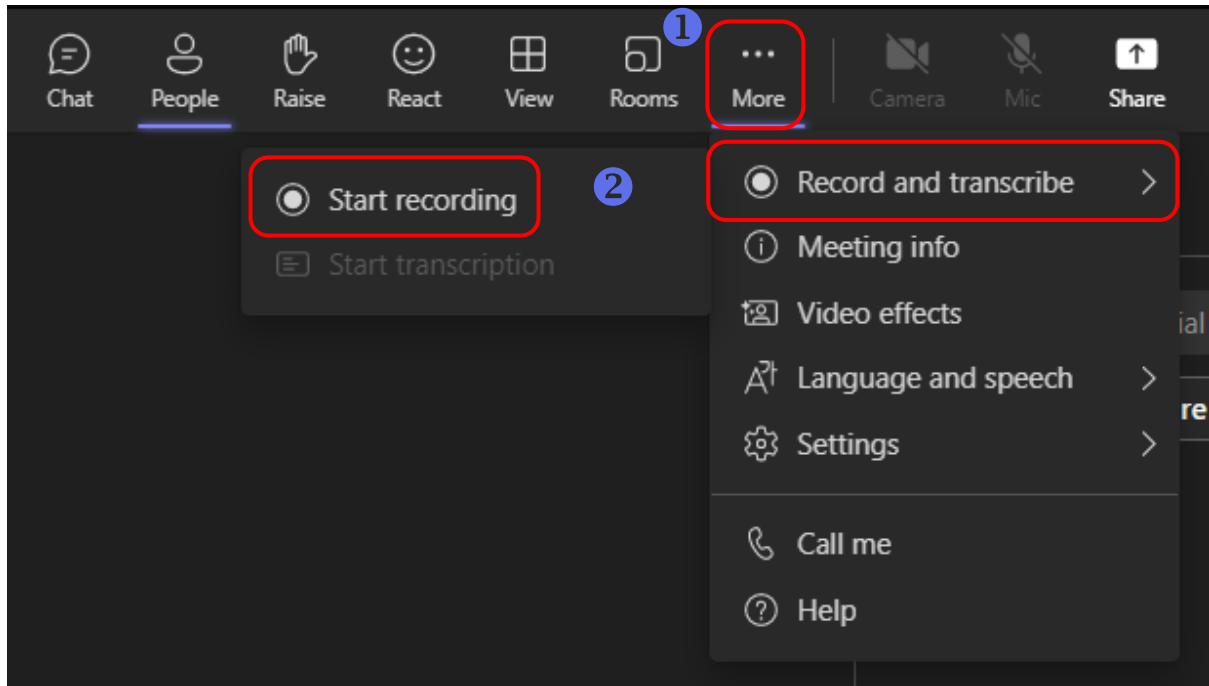


Select **Stop sharing** to stop showing your screen.



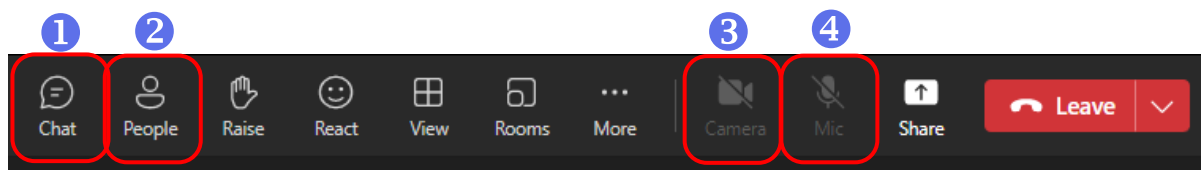
## 2.5 Record the course

- 1 Click **More**.
- 2 Click **Record and transcribe** and **Start recording**, you can start recording courses.



## 2.6 Participating in the course

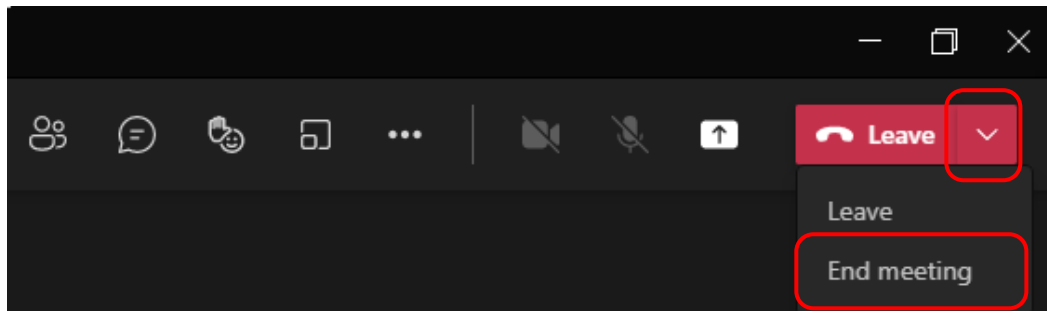
Menu bar actions:



1. Send chat messages.
2. Show participants.
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.

