Microsoft Teams Manual

(For Students' Learning)

Required Equipment

- Computer or laptop or tablet or mobile phone

- Microsoft Teams program

    Can be downloaded from Microsoft website.

    (Link: https://products.office.com/th-th/microsoft-teams/download-app)
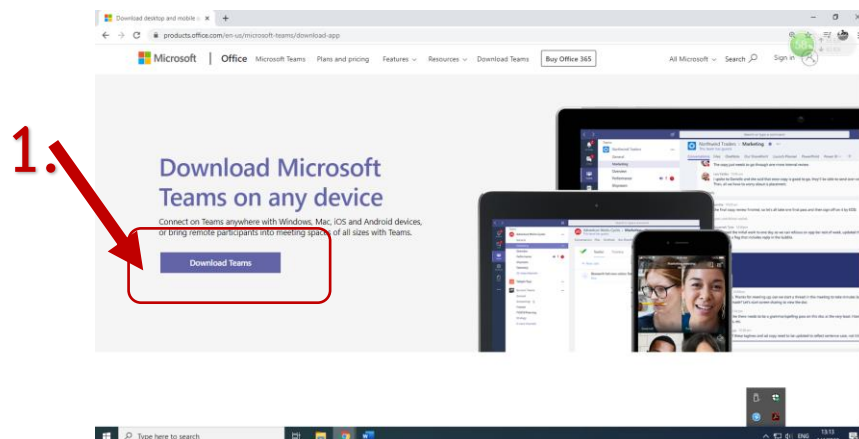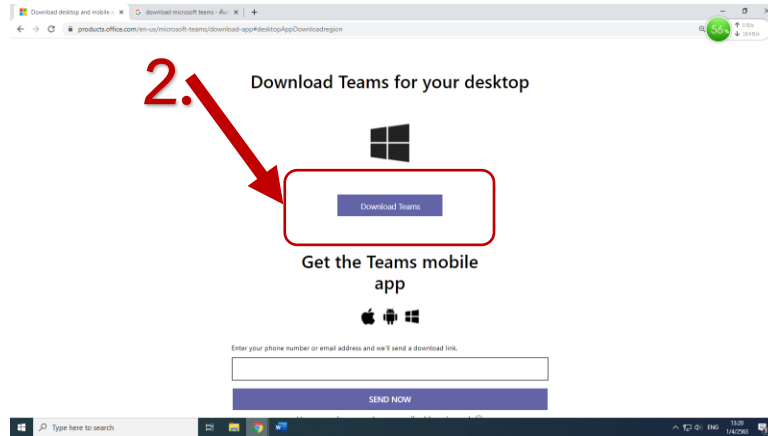
- Username and password for system login

    Can be collected from Digital-Student system (see the description

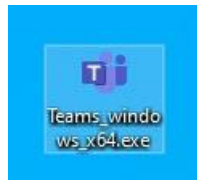in Item 2)

Applications

1. This manual will show you how to access to Microsoft Teams with laptop.

    First, you have to download the Microsoft Teams program to your laptop.

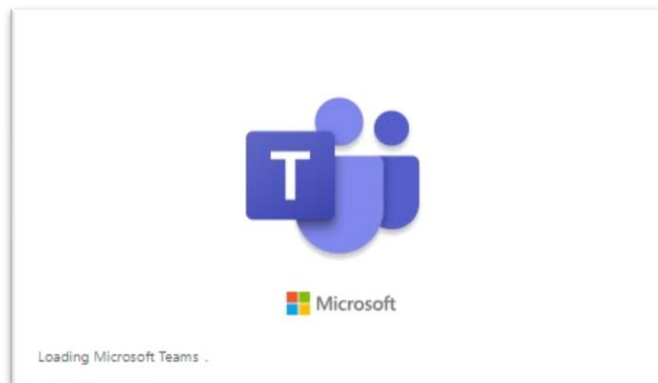   (Click the above link)

    Program Installation

– When you finish downloading, you will get an installer as shown in the picture.

– Double click the installer, the system will automatically install the program.

– After finish installing, the program icon will appear below.

– Double click the icon to access the login page.

(Username and Password will be collected from Digital-student as shown in next item).

2. You are required to have username and password for first time login.

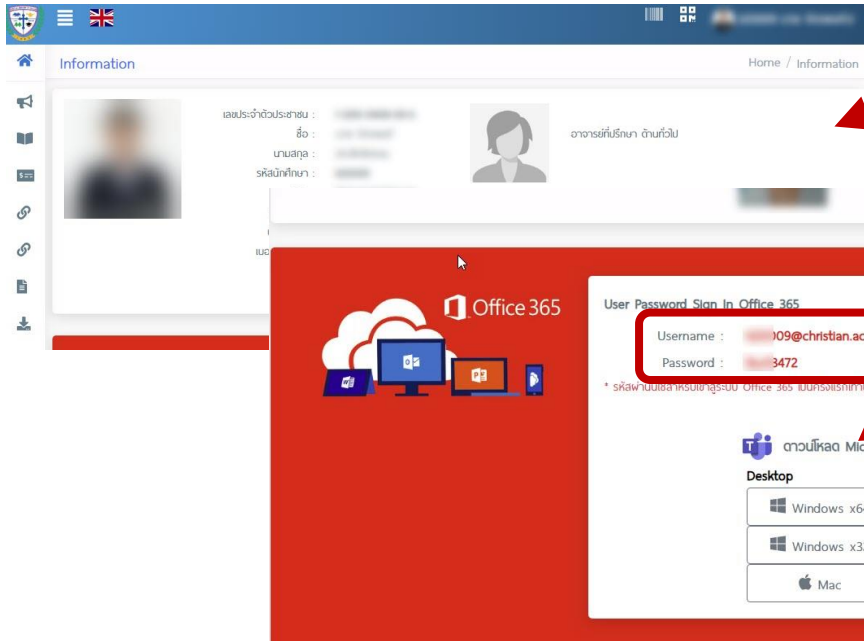Access to the Digital-Student system through the below link.

(Link: https://eregister.christian.ac.th/Estudent/index.php)

1. Fill in your username and then click Next.
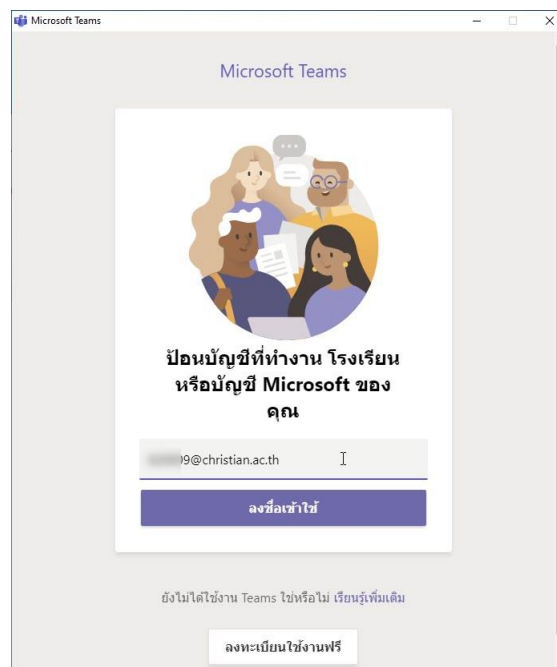
2. Fill in your password and click Login.

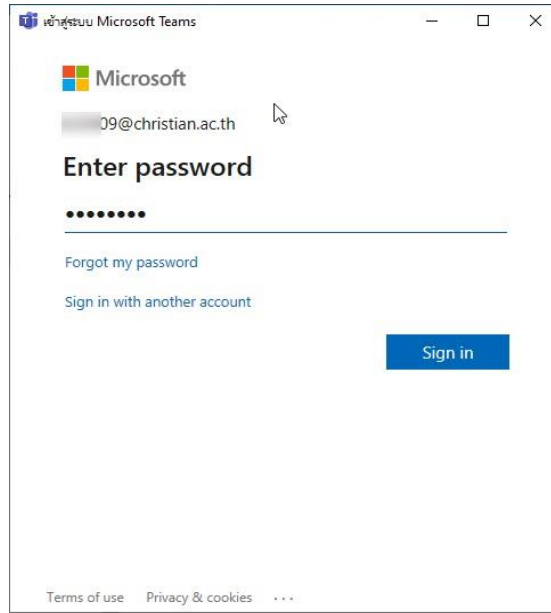3. On the Digital-student page, you have to scroll down until you find the below window.

4. You will see the username and password to be used for first time login.
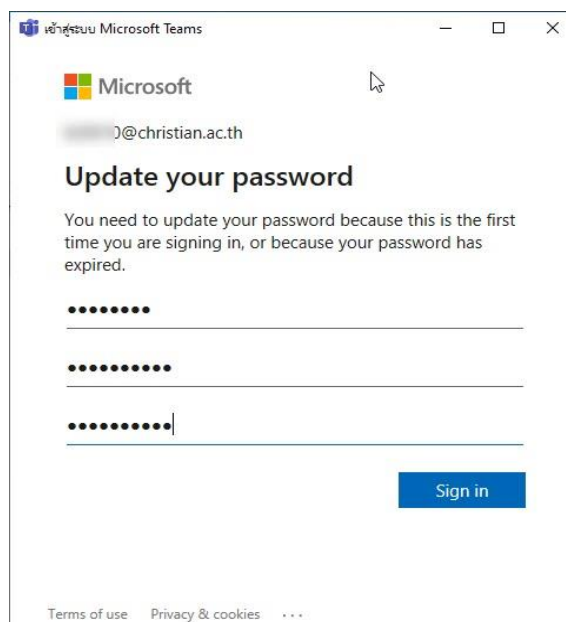
3. Access to Microsoft Teams

– Fill in your username received from Digital-Student system.

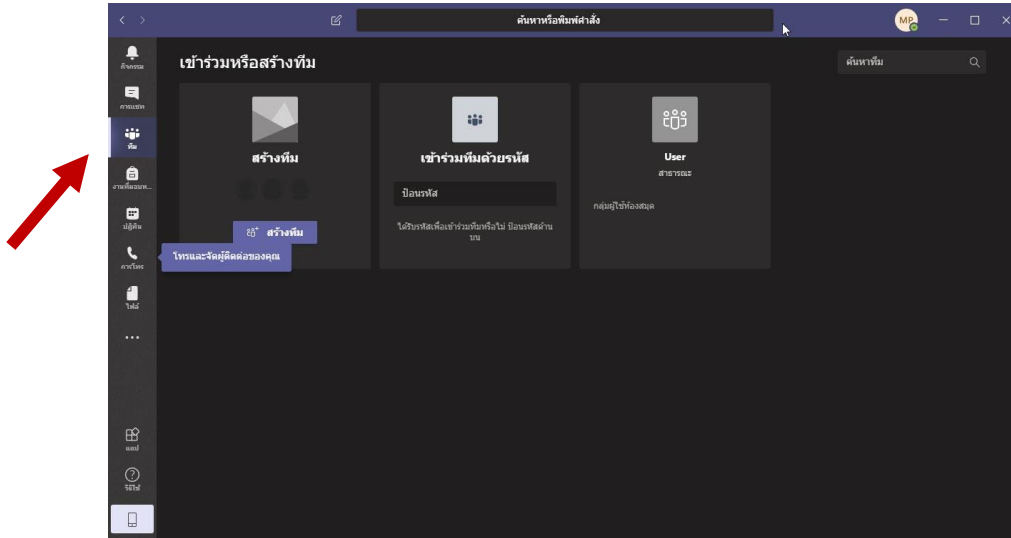− Fill in your password received from Digital-Student system.

− For first time login, the system will require you to reset a new password.

− Recommendations for new password setting

- **Should be at least 8 characters long**

- **Consist of the followings**

- **lowercase or uppercase letters (a-z, A-Z)**

- **digits (0-9)**
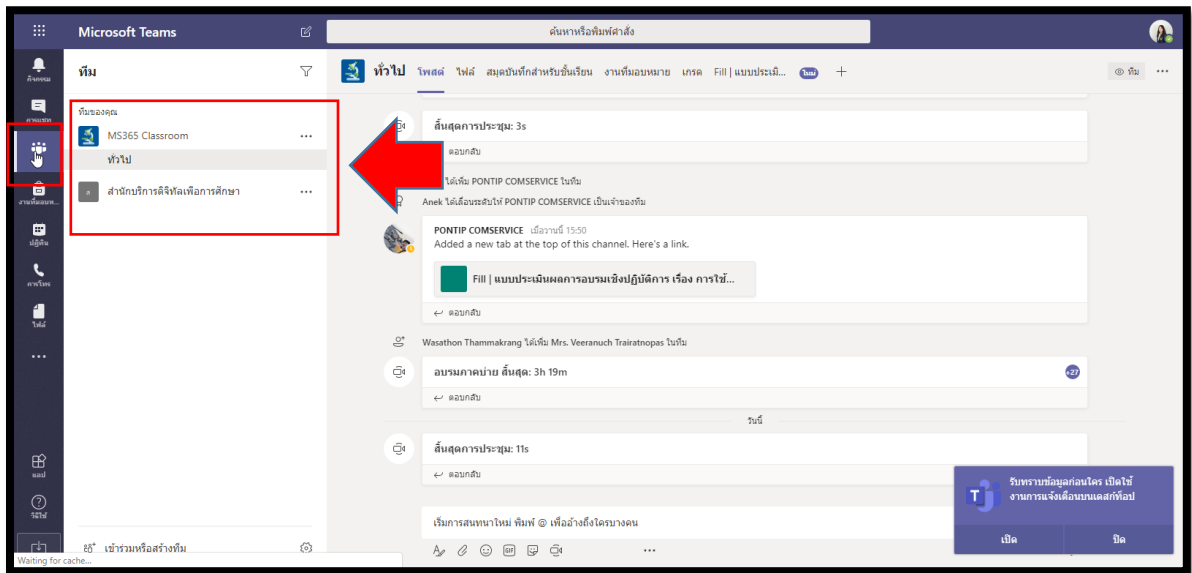
- **special alphabet (such as !@#%^&*+-)**

− After setting the new password, click Sign in to access the system.
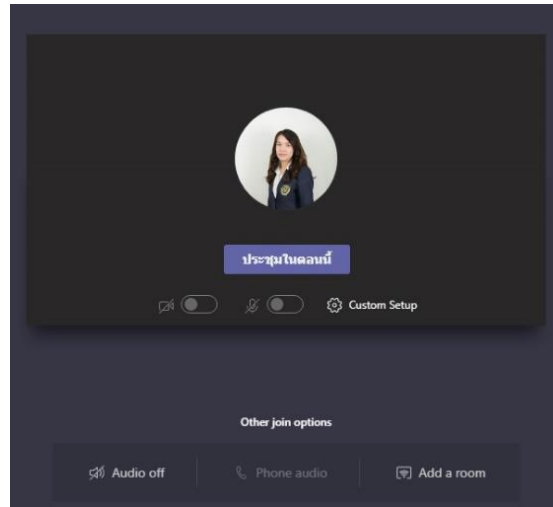
– Classroom online

When signing into the system, click the menu 'Teams'. You will find your classroom.

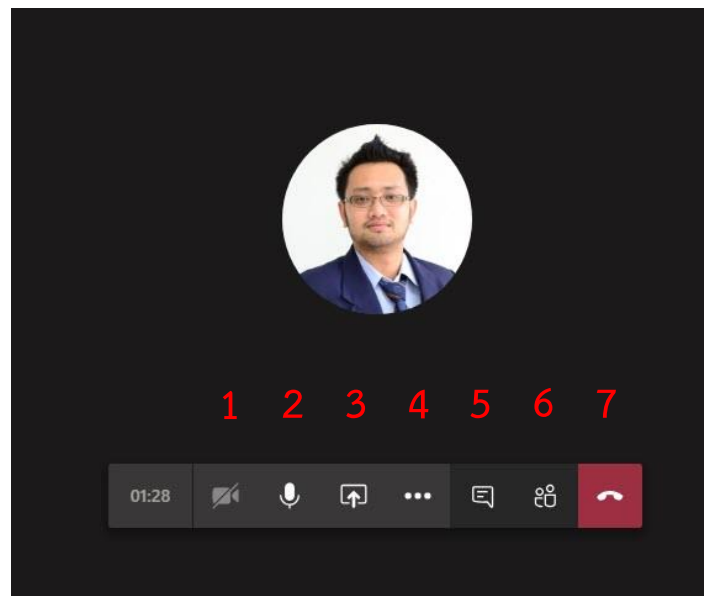To access the classroom, click 'Join'
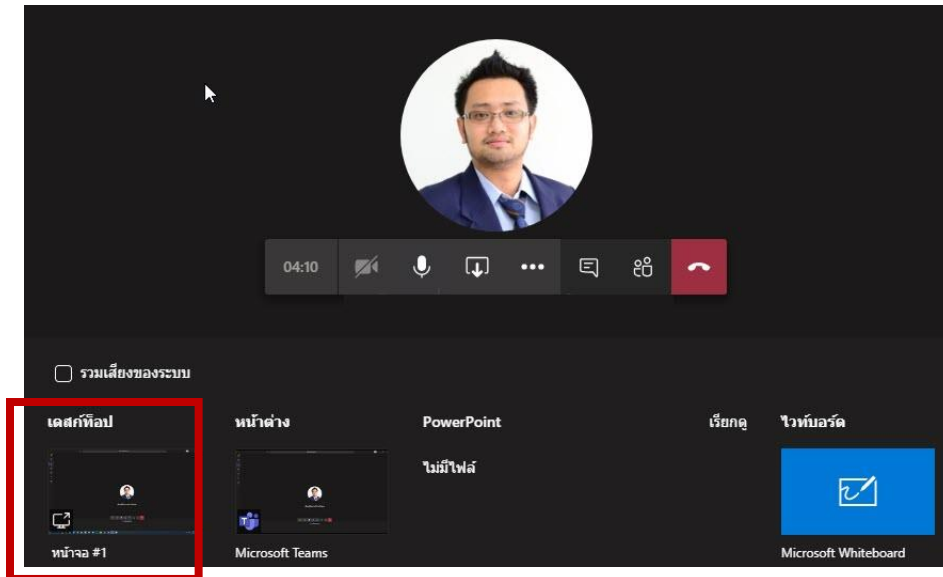
The window of online teaching will appear below.

Click 'Meet now' to attend your online classroom.
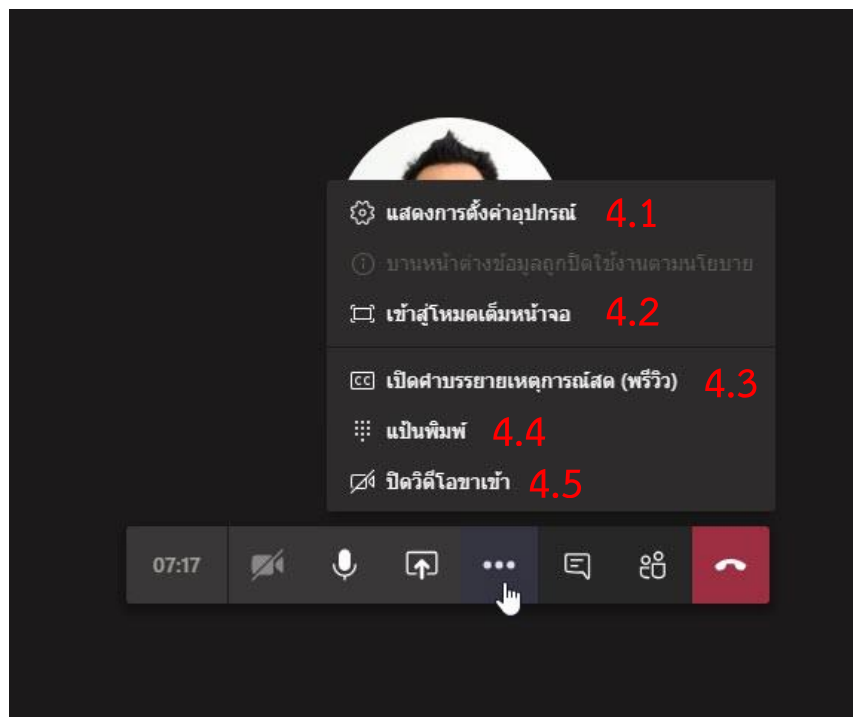
– Basic functions

1. On/off your camera

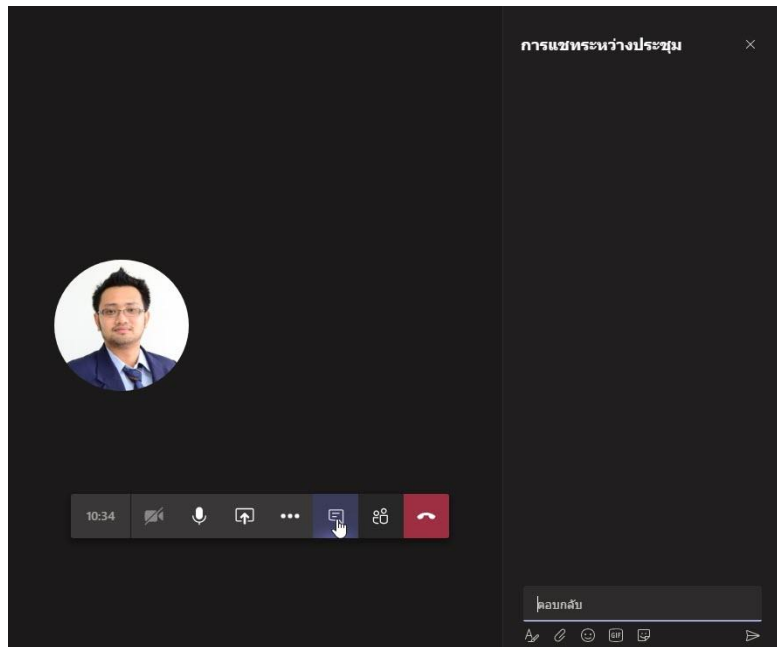2. Speaker phone

3. Share your screen

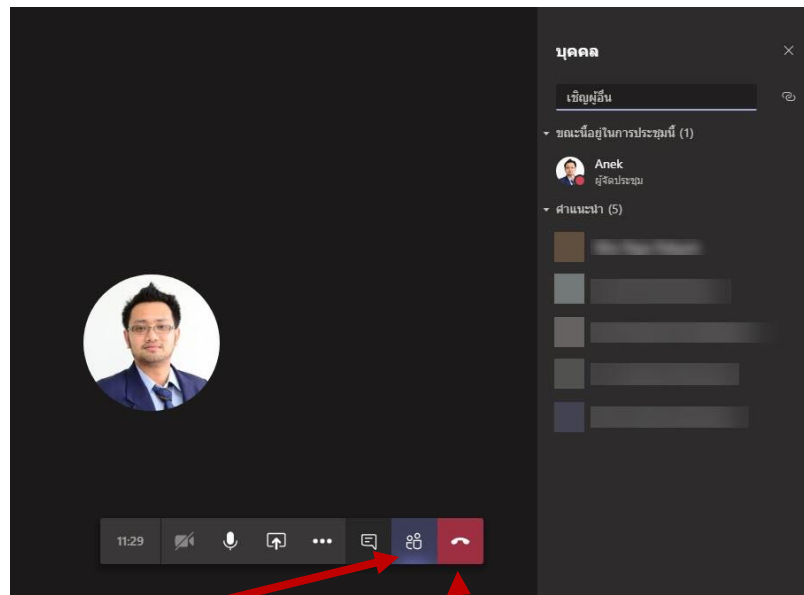**Click 'desktop' to show your screen or documents on your desktop.**

4. Click to show hidden menus.

4.1   Setting

4.2   Full screen

4.3   Closed caption

4.4   Keyboard

4.5   Disable video call

5. Click this button to send a message or communicate in the classroom.

6. Show online and offline members.

7. Hang up to exit the classroom.