

# 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: <u>https://products.office.com/th-th/microsoft-teams/download-app</u> )

- Username and password for system login

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

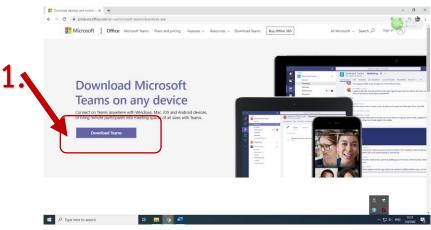
in Item 2)

### **Applications**

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



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2.	Download Teams for your desktop	
	Get the Teams mobile	
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	Enter your phone number or email address and we'll send a download link.	
	SEND NOW	
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- When you finish downloading, you will get an installer as shown in the picture.



- Double click the installer, the system will automatically install the



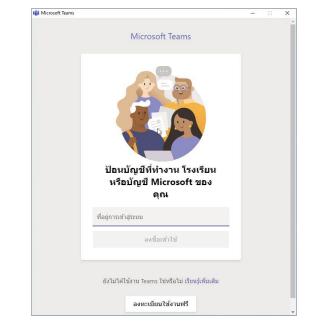
- After finish installing, the program icon will appear below.



- Double click the icon to access the login page.

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

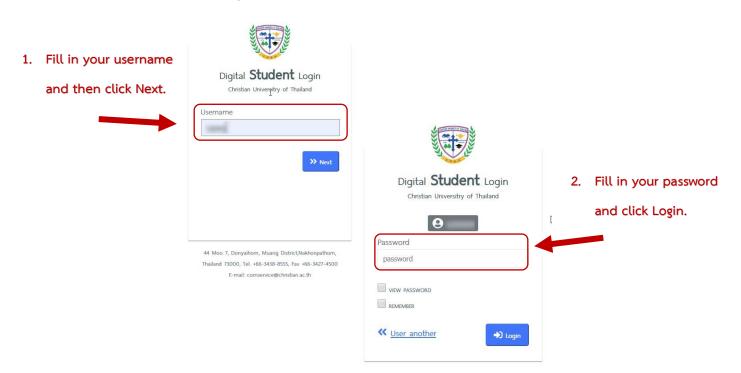
item).



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

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

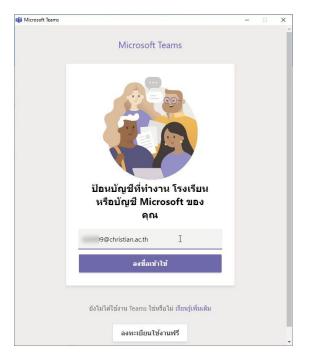
(Link: <a href="https://eregister.christian.ac.th/Estudent/index.php">https://eregister.christian.ac.th/Estudent/index.php</a> )



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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.

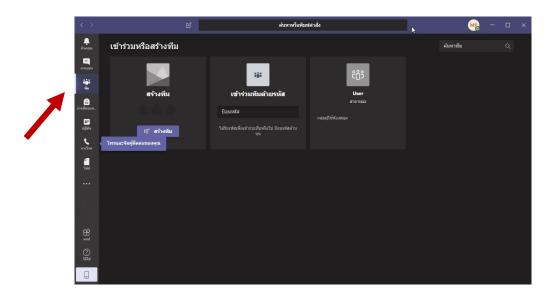
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Microsoft		
09@christian.ac.th		
Enter password		
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Forgot my password		
Sign in with another account		
	Sign in	
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- For first time login, the system 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 !@#%^&\*+-)

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Microsoft	6		
)@christian.ac.th			
Update your passw	ord		
You need to update your passw time you are signing in, or beca expired.			
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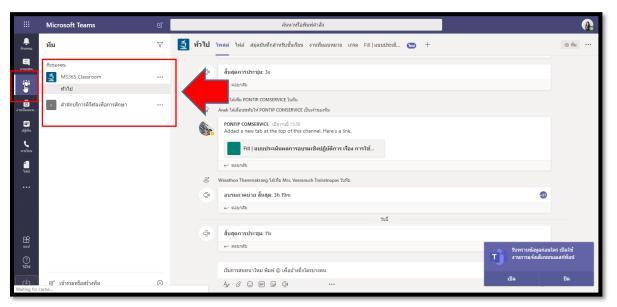
- After setting the new password, click Sign in to access the system.

#### - Classroom online



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

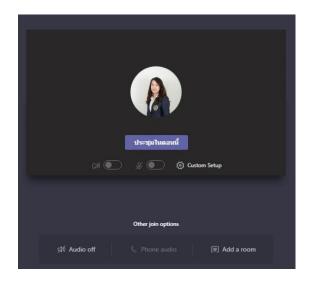
classroom.



To access the classroom, click 'Join'



The window of online teaching will appear below.



Click 'Meet now' to attend your online classroom.

- Basic functions

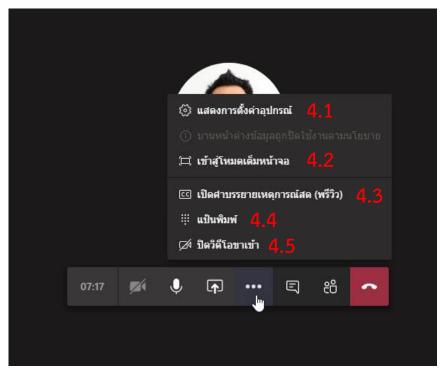


- 1. On/off your camera
- 2. Speaker phone
- 3. Share your screen

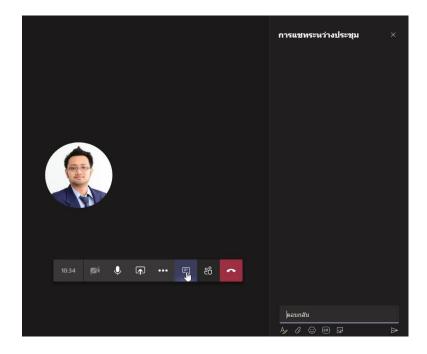
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หน้าจอ #1	Micros	oft Teams						Microsoft Whiteboard
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Click 'desktop' to show your screen or documents on your desktop.

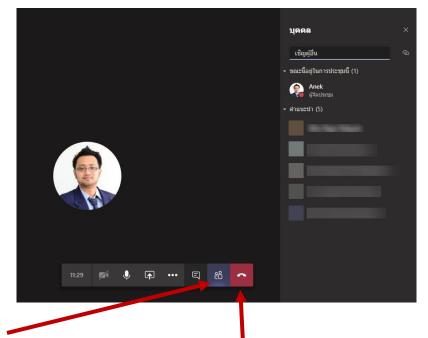
4. Click to show hidden menus.



- 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.