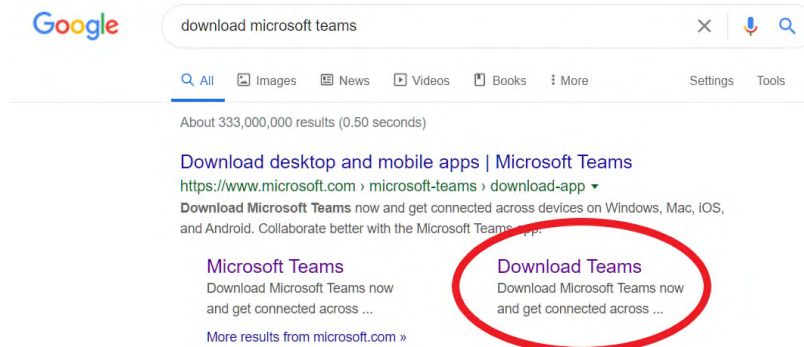
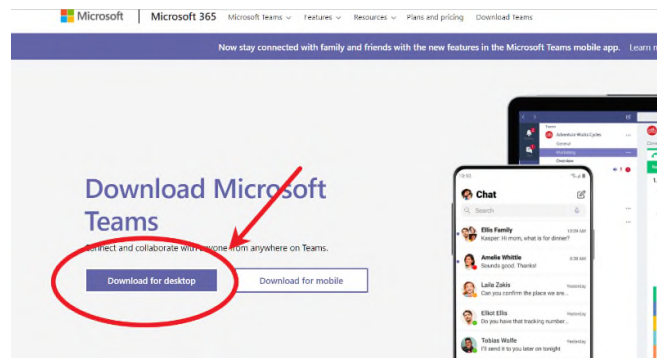


Pope Paul VI College
I.T. Committee
Microsoft Teams User Guideline for Students

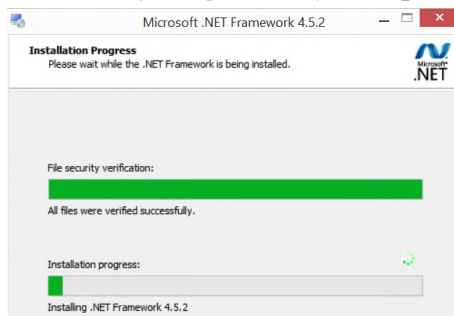
1. Download the “Microsoft Teams” by using the computer



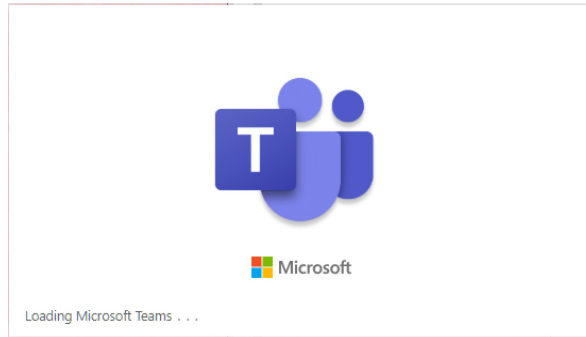
2. Select “Download for desktop”



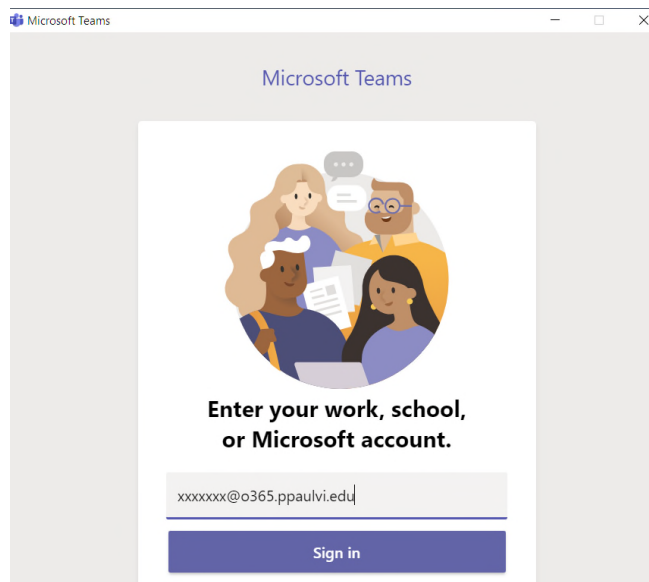
3. Install the “Microsoft Teams” (*The installation of the Microsoft .NET Framework and a restart of computer may be required*)



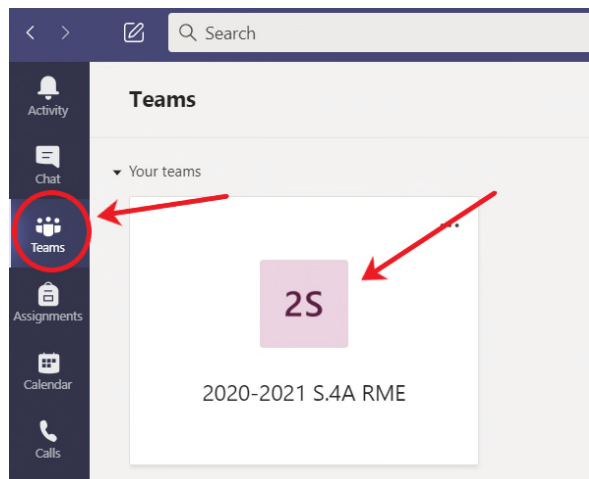
4. Start the “Microsoft Teams”



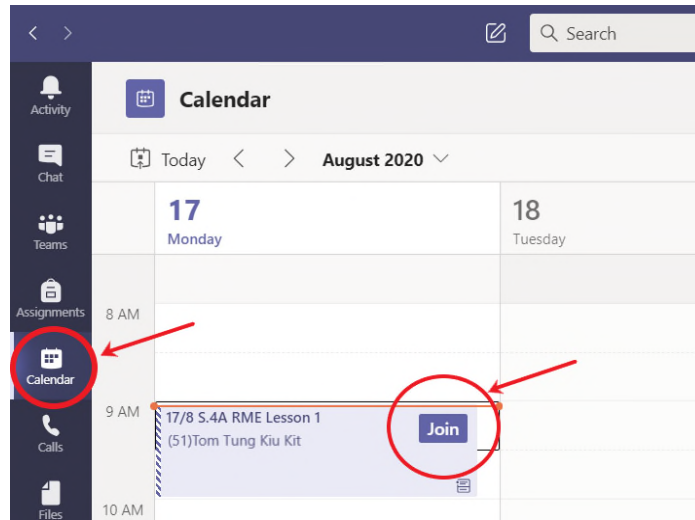
5. Enter your school Microsoft account and your password



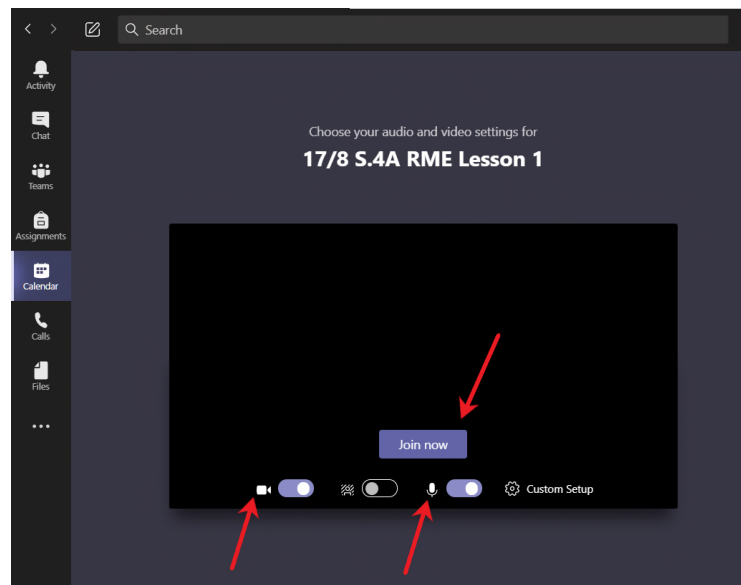
6. In the “Teams” tab, all classrooms that you have joined will be shown



7. In the “Calendar” tab, the details of scheduled lessons will be shown. Please click the “Join” button to join the lesson at the scheduled time



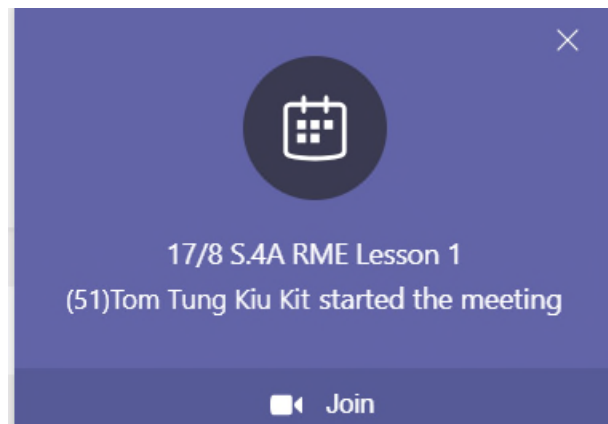
8. Select the “Video” and “Audio” buttons and then click “Join now”



9. You have joined the lesson successfully.

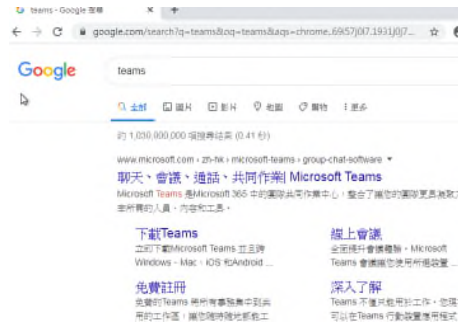


10. Microsoft Teams will have a reminder when the lesson is started. You can also click the “Join” button in the reminder to join the lesson

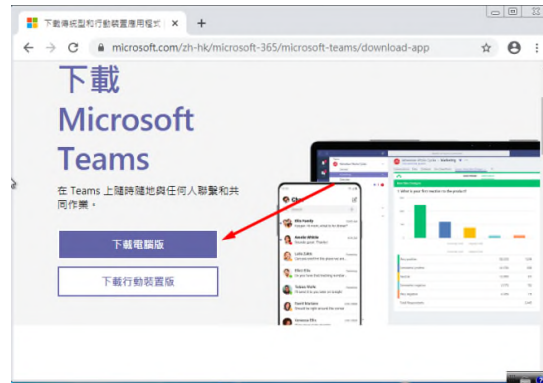


保祿六世書院
Microsoft Teams 學生使用簡冊

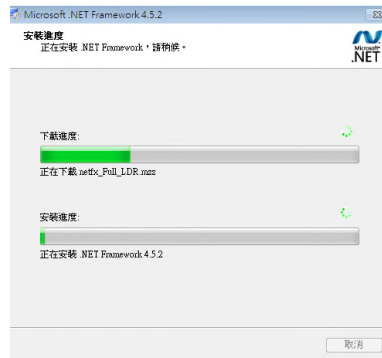
1. 先用電腦下載 Microsoft Teams



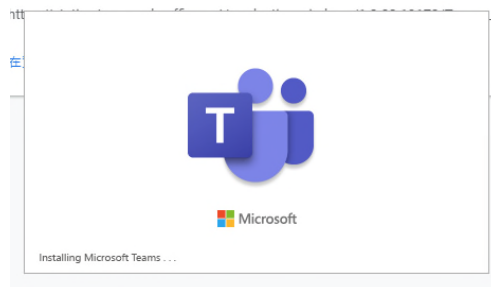
2. 選「下載電腦版」



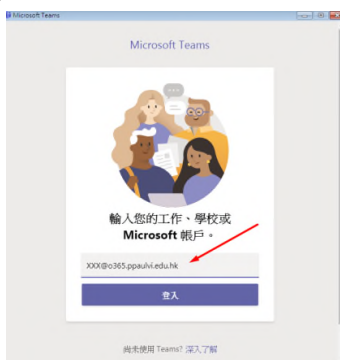
3. 進行安裝 (有機會需要安裝 .net，請先裝並重啓電腦。)



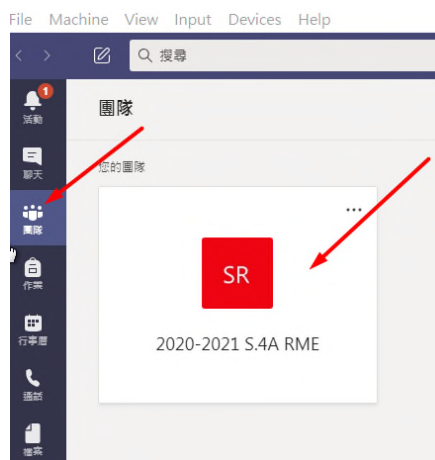
4. 啓動 TEAMS



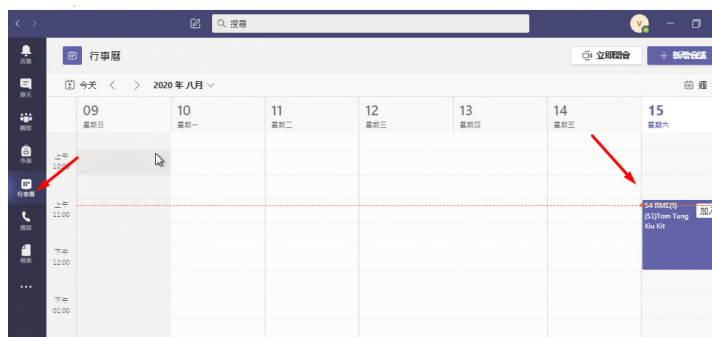
5. 鍵入 username 及 password



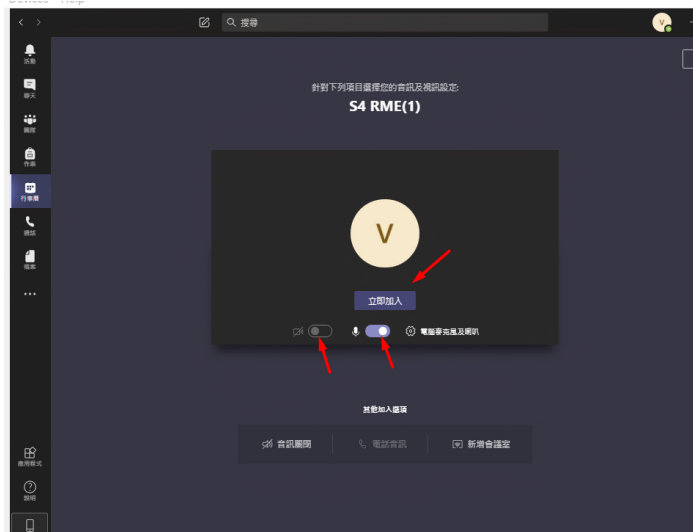
6. 在「團隊」中，已顯示同學相關課室，可點擊進入。



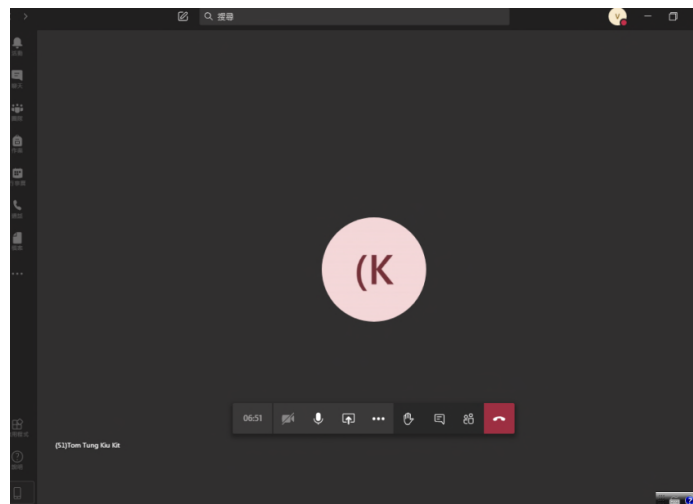
7. 在「行事曆」中也會看到上課的課室和資料，點擊右上方的「加入」即可。



8. 可選擇視像、音訊，然後「加入」。



9. 已成功進入課堂，開始學習。



10. 在上課間到了，TEAMS 也會提醒，可直接加入課堂。

