



# Guidance for students using Microsoft Teams under the circumstances of face-to-face class suspension

## 1. Students download Microsoft Teams App on smartphones or tablets

Microsoft Teams (App Store for iOS)



Apple

<https://apps.apple.com/tw/app/microsoft-teams/id1113153706>

Microsoft Teams (Google Play)



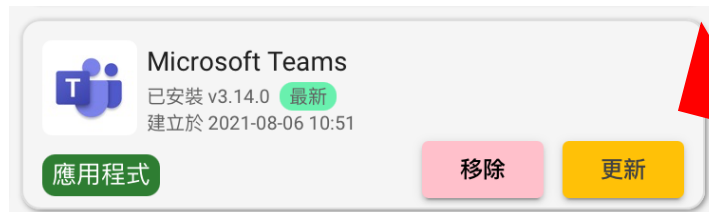
Android

[https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=zh\\_HK&gl=US](https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=zh_HK&gl=US)

For parents purchasing tablets through school, they can find the APP on the desktop or AppStore of iPad .

**Click on Install or Update to download the latest version.**

自助站(Tha School AppStore)



Parents and students could watch the below video for how to use Microsoft Teams and join the lesson

<https://www.youtube.com/watch?v=KOMv9Px92o0>

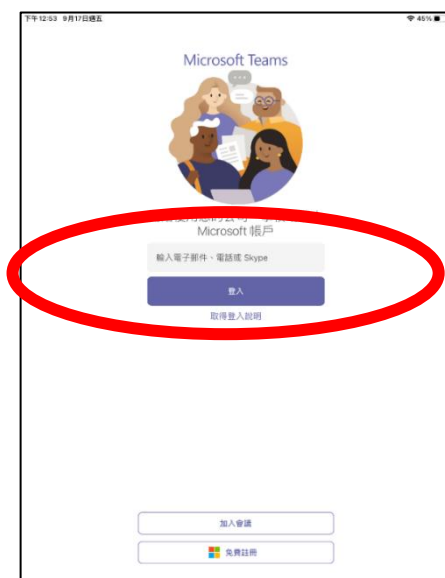


## 2. Open Microsoft Teams App

\*Different devices or models have different designs, the icon below is for reference only.

## 3. Enter your account → Login

Teams on iPhone/iPad :



Teams on Android :



The login account has been stuck to P.54 of the student homework book.

See the Microsoft Office 365(Teams) for login.

**(s學生編號@ms.ycmps.edu.hk)**

姓名：	班別：
學校電腦登入：	密碼：
eClass Junior 內聯網登入名稱：	密碼：
Microsoft Office 365(Teams) 登入： @ms.ycmps.edu.hk	密碼：
香港教育城/小校園登入：	密碼：

#### 4. On the login page: submit the password→log in



Please sign in with your teacher or student account.

@ms.ycmps.edu.hk

密碼



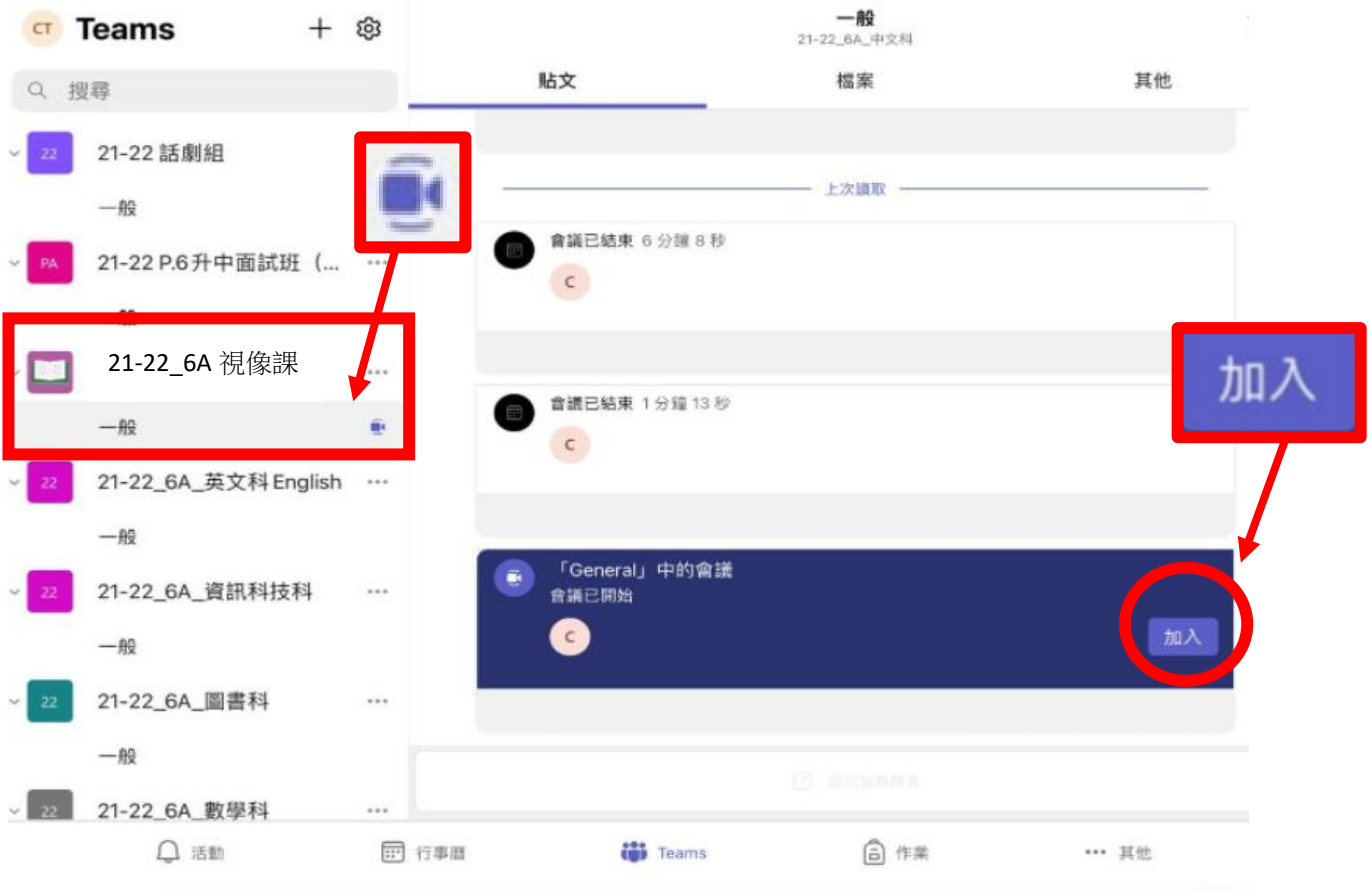
#### 5. Choose Teams at the bottom after logging in



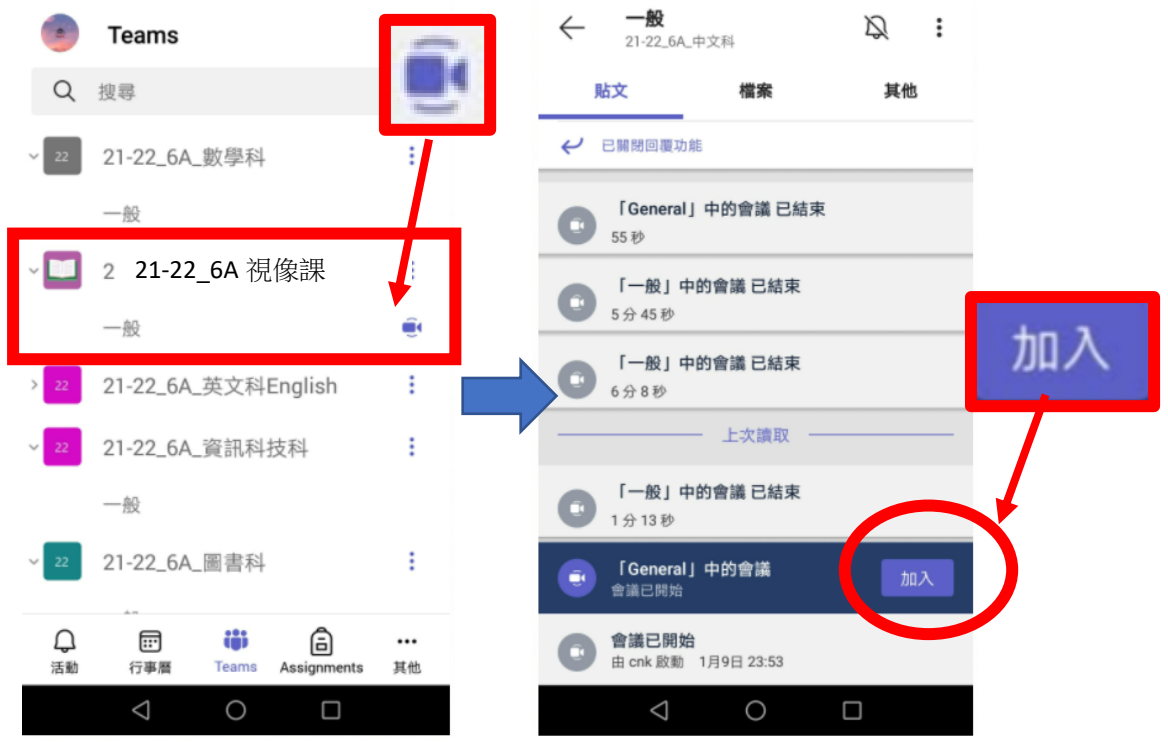
6. For the period of full-day online class, students need to attend classes according to the schedule. (E.g. For 6A class, choose 21-22\_6A 視像課團隊)

7. For classes have been started, click at the sign  > 貼文 > then the sign for joining classes will show up 

(iPhone/iPad)

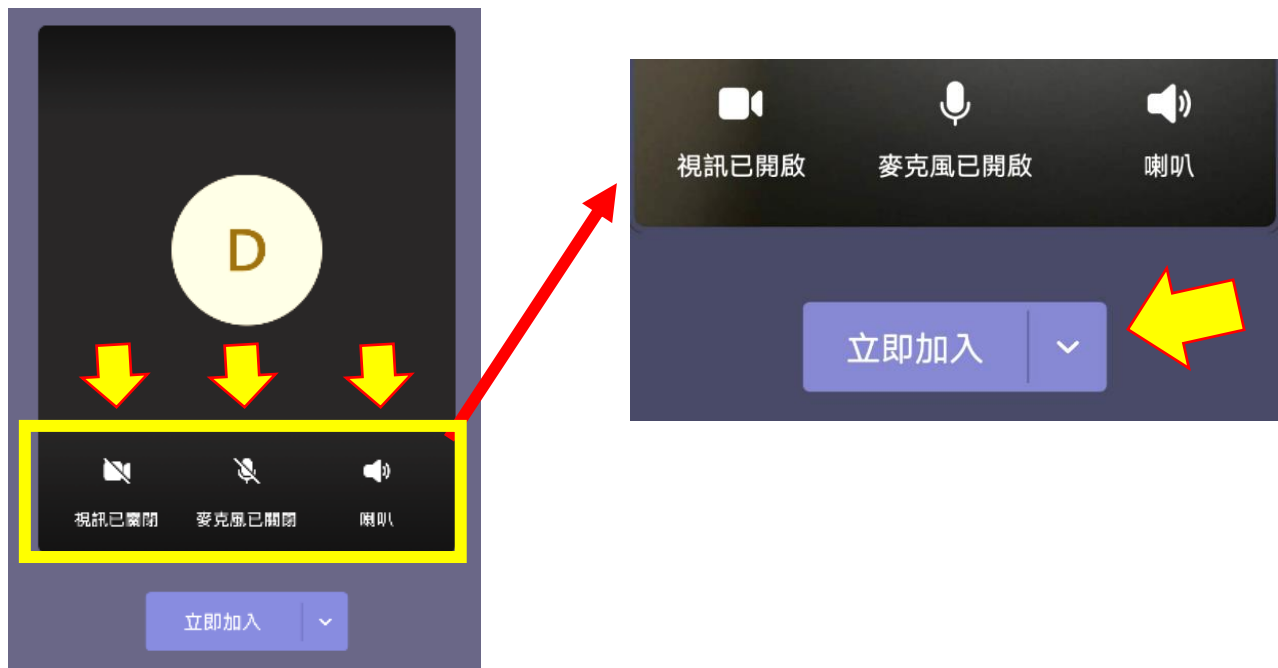


(Android)

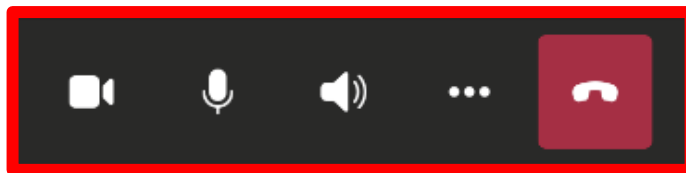


8. Allow to use the appliances, e.g. camera, network, audio etc.

**9. Open the camera, microphone and speaker, and join the class immediately.**



**The tool bar should look like this after setting up**



**10. The teacher will allow you to join the class later.**

會議中的某個人應該很快會讓您加入。

**11. For changing classes, students do not need to log out. They only need to wait for the teacher of the next period, and then click “join” as instructed in step 7.**

## Reminder

To prepare for the video class, the following are recommended.

- **Stable network**, as live video streaming requires a certain amount of data, a home WiFi connection is recommended.
- **Always keep the Teams application up -to-date.**
- **Keep your operating systems (including desktop and mobile devices) and anti-virus software up-to-date.**
- **Download the Teams application and prepare a tablet holder.**
- **Attend classes in a quiet environment with a simple backdrop.**
- **Comfortable chairs and appropriate clothing to keep you clean and tidy.**
- **Prepare stationery such as books, homework, notebooks, pens and paper before class.**
- **Set mobile phones, computers, etc. to silent.**

- **Visual Classroom Rules:**
- **Observe the daily rules of the classroom and concentrate on the lesson.**
- **Camera must be switched on throughout the lesson.**
- **Maintain a good sitting posture and learning attitude.**
- **No video recording or photography during class.**
- **No other functions of Teams can be used without the teacher's permission.**

- **Parents may consider enabling Internet parental controls to manage their child's use of the Internet and block inappropriate content. In addition, parents should communicate more with their children about their usage beforehand and teach them to be more aware of, for example**
- **not to click on links to websites and download documents or applications when they encounter suspicious websites or emails, and to check with the school immediately to verify their authenticity**
- **check the content and recipient carefully before sending or uploading messages to software and platforms.**
- **remember to turn off the function of the camera and microphone when these e-learning tools are not in use; and disable online tracking where possible.**

If parents or students have any questions about using the Microsoft Teams Video Classroom App, they can call the school at 2755 9195 during office hours or visit the school for immediate technical support.