

Guidelines for Downloading and Using  Microsoft Teams (Online Class)

**1. Students need to download Microsoft Teams App on their cellphones or tablets.**

① Microsoft Teams (App Store for iOS)



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

② Microsoft Teams (Google Play)



[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)

③ If you have purchased a tablet package through the school, you can find the Microsoft Teams App directly on the iPad desktop or download it manually from **AppStore**.



自助站(AppStore)



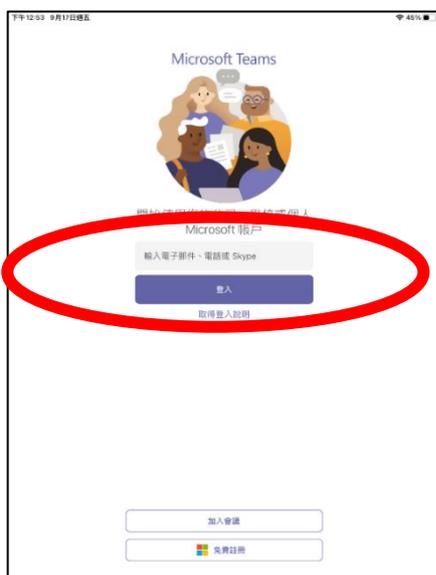
Click on **Install or Update** to download the latest version.

**2. Open the Microsoft Teams App that you have downloaded on your device.**

\*The following images are for reference only as the icon may vary between devices and models.  Teams

**3. Enter your **account** → **Login****

**Teams on iPhone/iPad:**



**Teams on Android:**



**Your account is posted on the Online Learning Resources page in Student Homework Booklet P.54.**

**See Microsoft Office 365 (Teams) Login (s 學生編號@ms.ycmps.edu.hk)**

姓名：	班別：
學校電腦登入：	密碼：
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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：

**3. Then transfer to the school login page → enter your password → login**



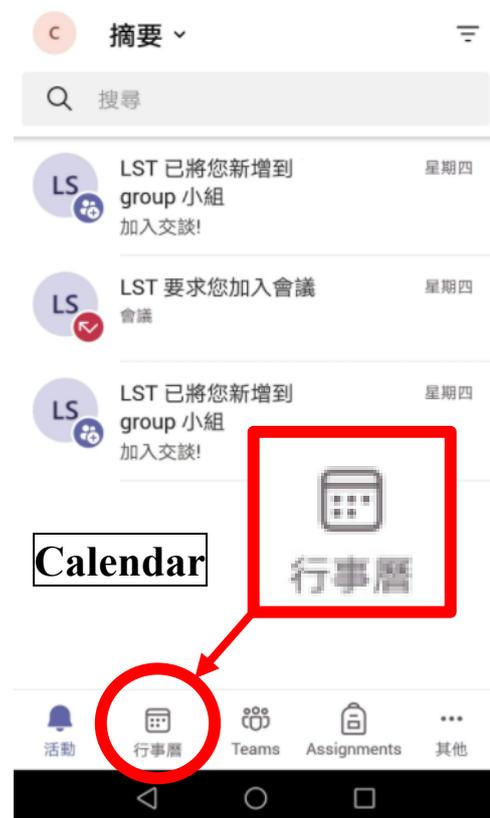
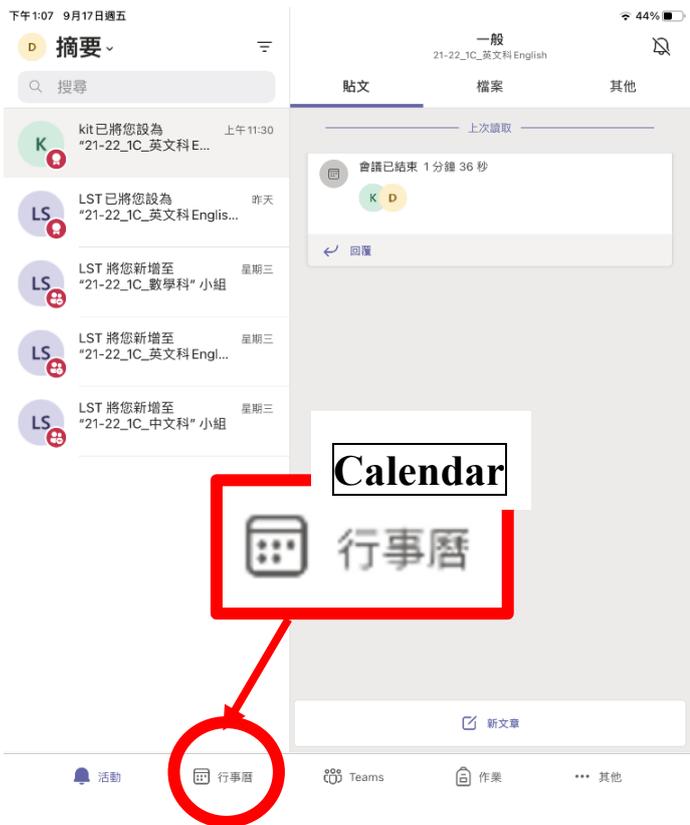
Please sign in with your teacher or student account.

@ms.ycmps.edu.hk

密碼

登入

**4. Login and select Calendar at the bottom of the page.**



5. On the left side of the calendar, select the class of the day → click Add

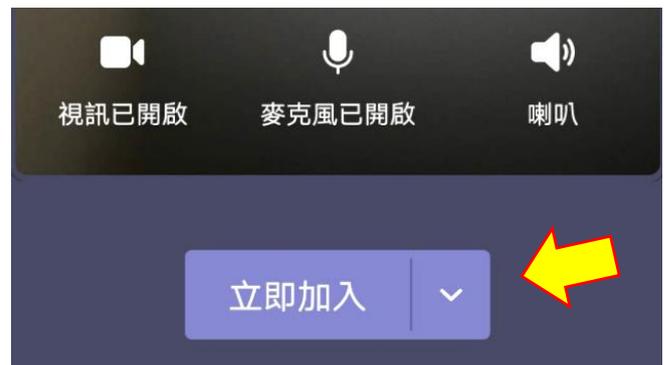


5. Select the class of the day at the top of the calendar → click Add

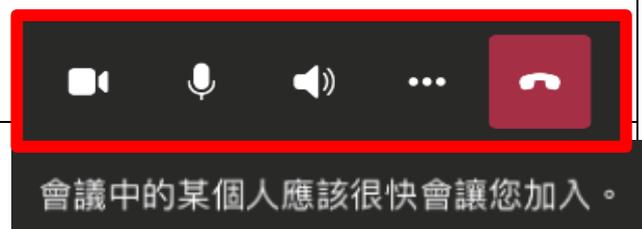


6. Allow use of camera, internet, audio etc. as directed.

7. Join the class as soon as the camera, microphone and speakers are switched on.



Once set up, the tools below should read as follows.



8. Your teacher will call your name to allow you to join later.

**Items to be noted.****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 softwares up-to-date.
- Download the Teams application and prepare 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.**