

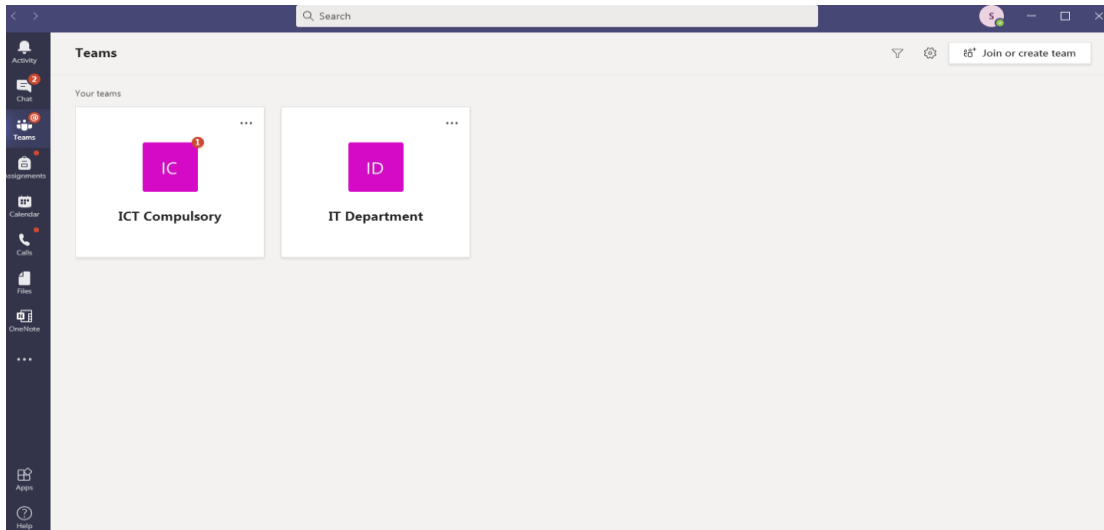
## Simple steps for getting started in Microsoft Teams

### Window version:

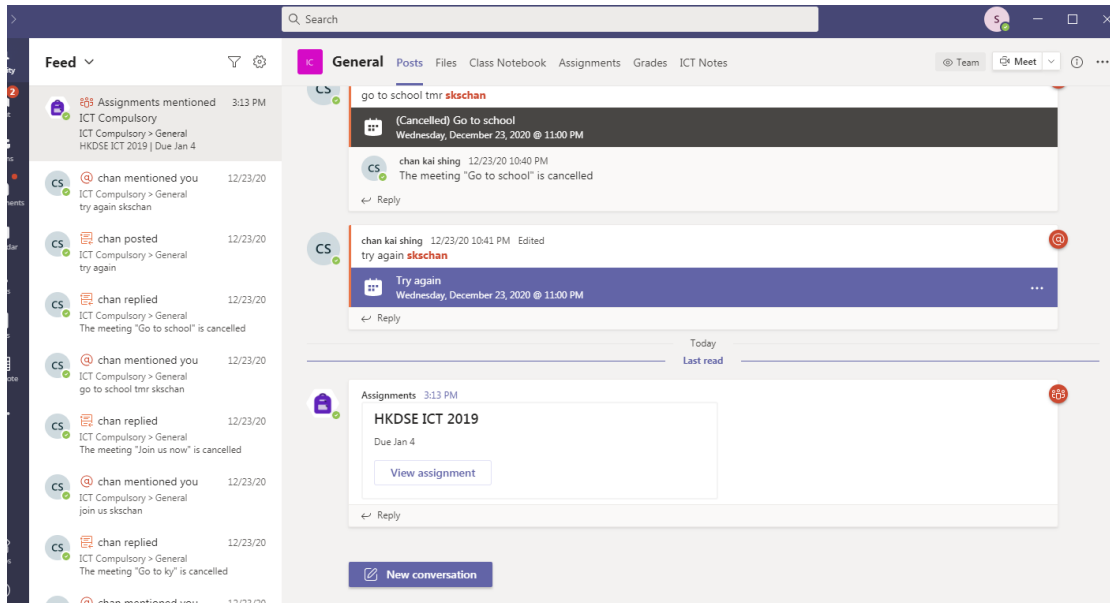
1. Go to <http://teams.microsoft.com/> to log in Microsoft Teams.
2. Input your username and password. Your username is same as eClass, i.e. spxxxxxx@twghkyds.edu.hk and the default password is Kydyyyymmdd, where yyyymmdd is your date of birth.
3. Download the Teams into your computer or you may also use your web browser to start the Teams.



4. Install the Teams into computer and execute the Teams program.
5. Sign in your username [xxxxx@twghkyds.edu.hk](mailto:xxxxx@twghkyds.edu.hk) and input your default password if necessary. If successful, you may see your classes.



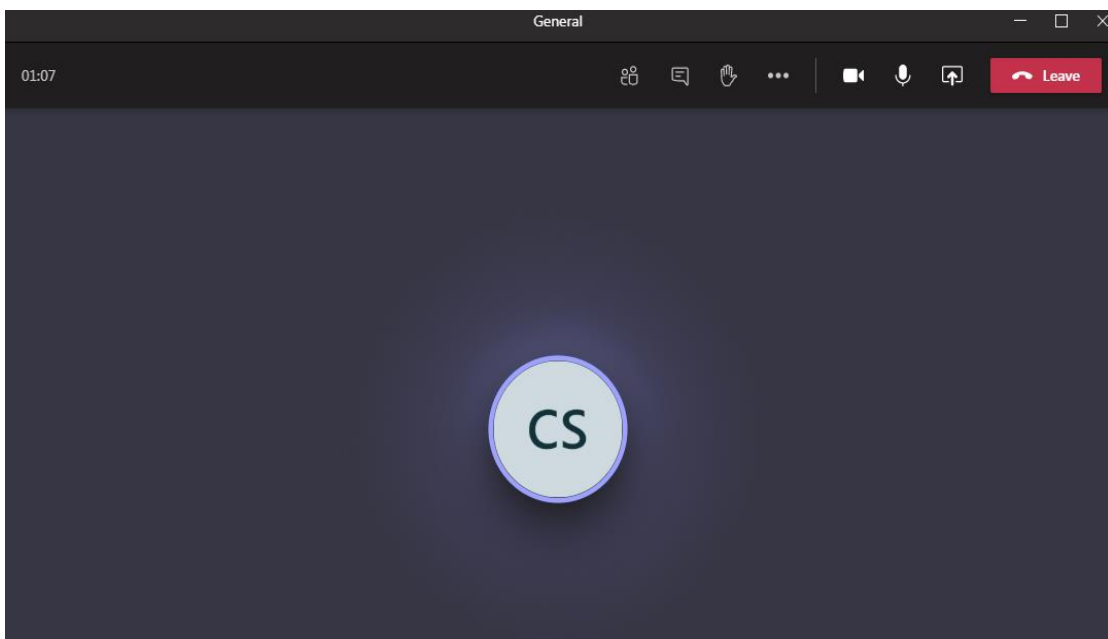
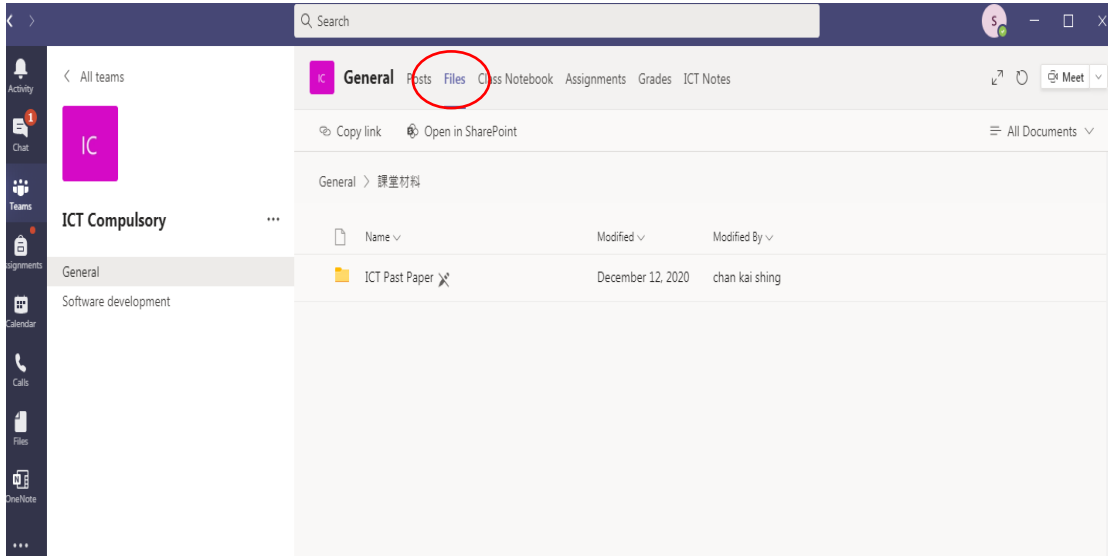
6. After entering one of the classes, you may communicate with your teacher; submit your assignments; check your grades; take notes and collaborate with class; receive the notes from your teachers; join the video meeting held by your teachers.

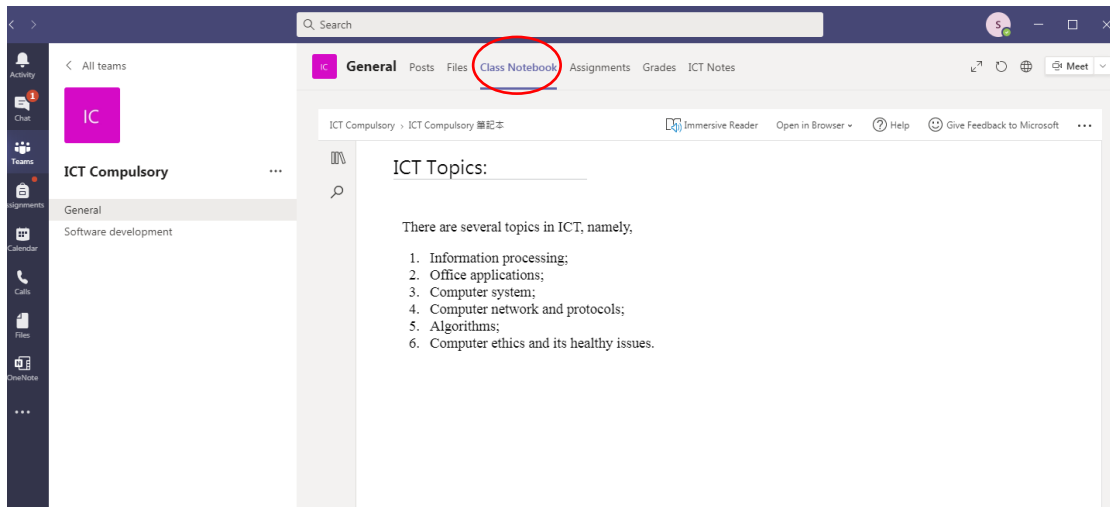


This screenshot shows the Microsoft Teams interface for a team named 'ICT Compulsory'. The 'General' channel is selected. The top navigation bar includes 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', 'Grades', 'ICT Notes', and '1 more'. The 'ICT Notes' tab is circled in red. The main content area displays a note titled 'This is a test note' dated Tuesday, December 22, 2020, at 10:28 PM. The note text reads: 'In ICT, there are four modules, namely, .... A. Database B. Network C. Web development and multimedia D. Software development In our school, we will open the module Software development Do you agree??' The left sidebar shows the team name and channel options.

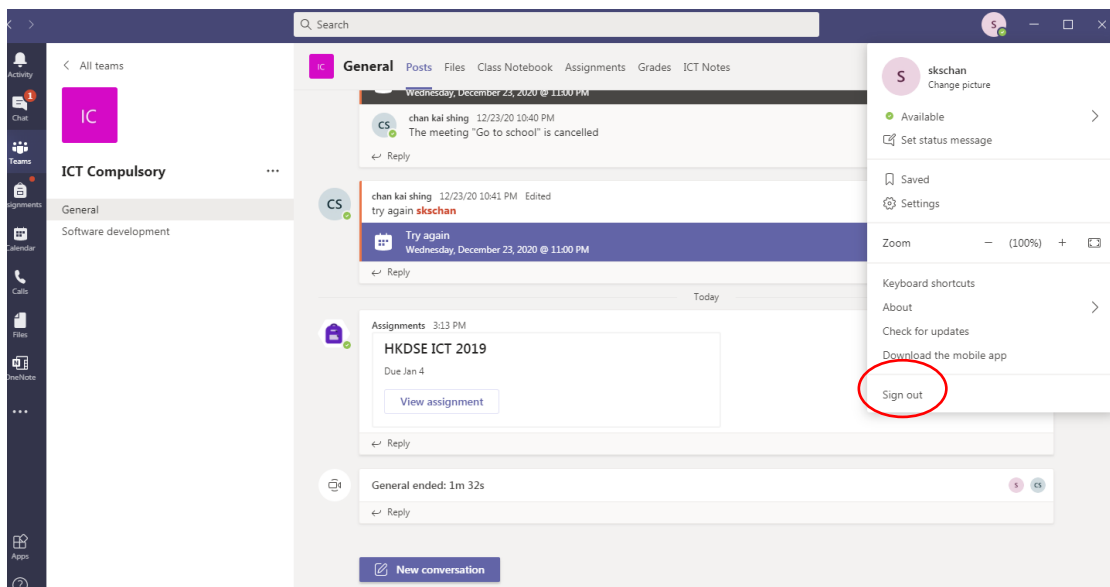
This screenshot shows the chat history for a contact named 'chan kai shing'. The contact's name is circled in red. The chat history includes a recent message from 'chan kai shing' at 12/23 with the text 'hello'. Below this, there is an 'Assignments' section for '12/22' with the text 'Assignment returned | Object-orient...'. A date separator for 'December 12, 2020' is followed by a 'Last read' indicator. The chat history continues with a message from 'chan kai shing' at 12/12/20 10:28 PM saying 'hi', and another message from 'chan kai shing' at 12/23/20 10:09 PM saying 'hello'. A date separator for 'December 23, 2020' is also present. The left sidebar shows the 'Chat' tab selected.

This screenshot shows the Microsoft Teams interface for the 'ICT Compulsory' team. The 'General' channel is selected. The top navigation bar includes 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', 'Grades', and 'ICT Notes'. The 'Assignments' tab is circled in red. The main content area displays an assignment titled 'HKDSE ICT 2019' with a due date of 'Due tomorrow at 11:59 PM'. Below the assignment, there is a 'Completed' section. The left sidebar shows the team name and channel options.





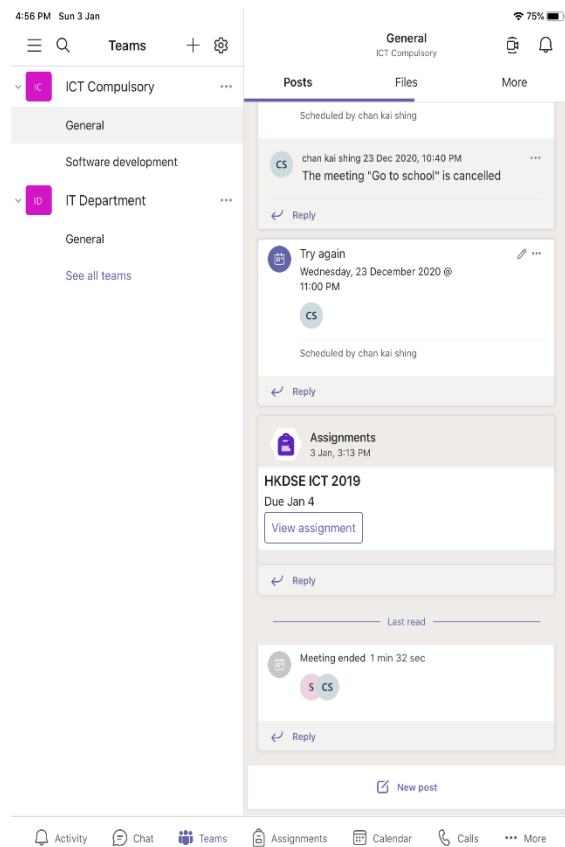
7. Sign out the Teams by clicking the top-right corner as shown in the above below.



## iPad or Android version:

1. Go to Apple store or Google store and install the Microsoft Teams app.
2. Sign in using the account [spxxxxxx@twghkyds.edu.hk](mailto:spxxxxxx@twghkyds.edu.hk) and input your default password.
3. The interface is as follows, with the tags mentioned above at the bottom.

### iPad:



### Android:

