THE BRITISH SCHOOL OF BEIJING, SHUNYI
A NORD ANGLIA EDUCATION SCHOOL

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How to take part in an online class using Microsoft Teams

如何利用微软团队软件加入一个在线班级

1. Go to https://www.office.com/ and login to Teams using your BSB Office 365 credentials provided to you by your teacher. Remember the password **is NOT** Welcome2you, it should be Super@bsb2020
点击 https://www.office.com/ ，用孩子的学生邮箱作为账号来登录，初始密码均为 Super@bsb2020.
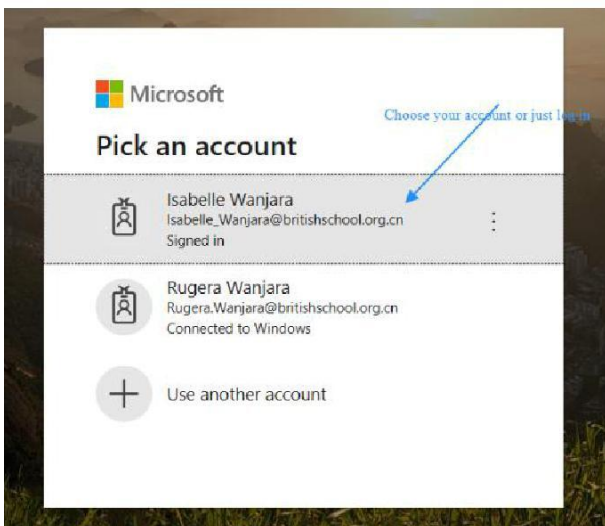
2. Please open MS Team from a selection of Office 365 Apps
点击 MS Team 图标, 如图所示.

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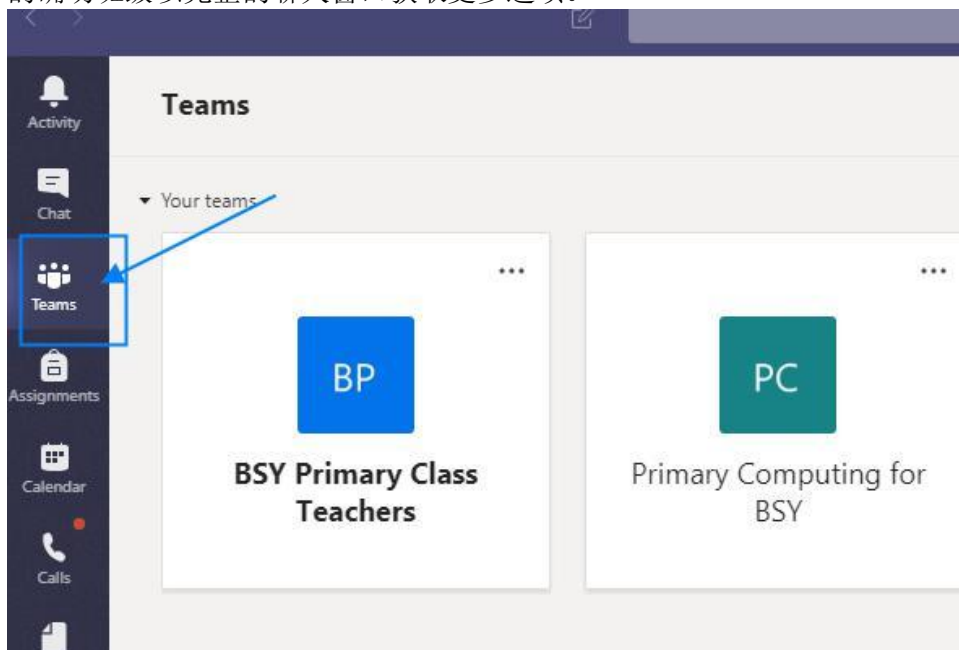T 86 10 80473588
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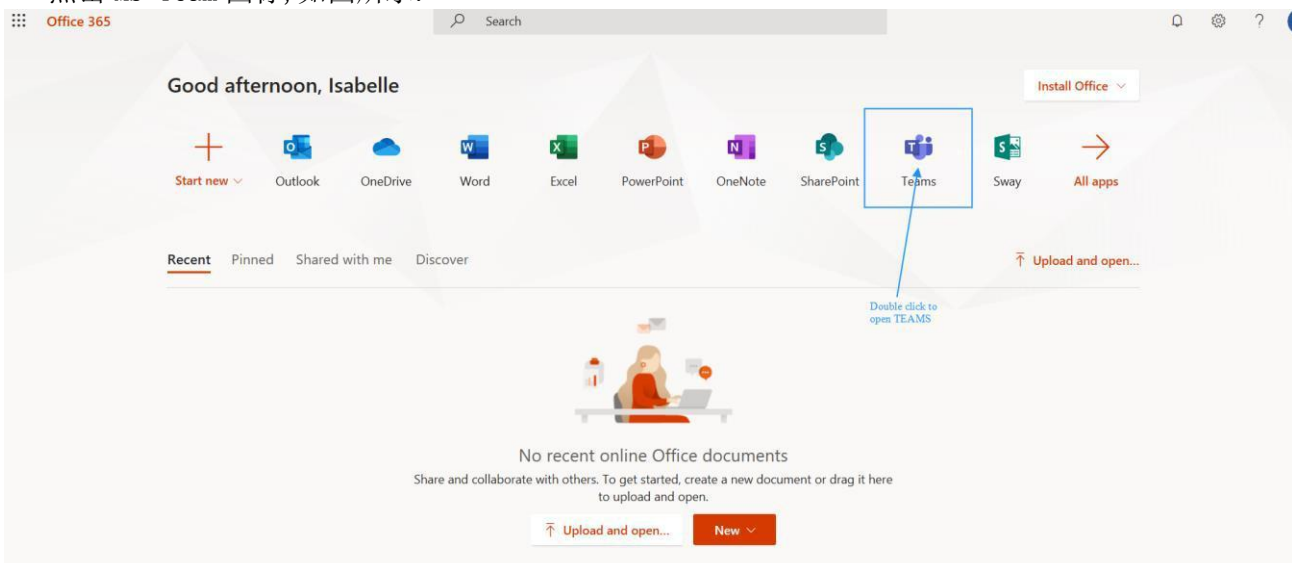
3. You can download and install Teams app by clicking download app or just proceed with the browser version

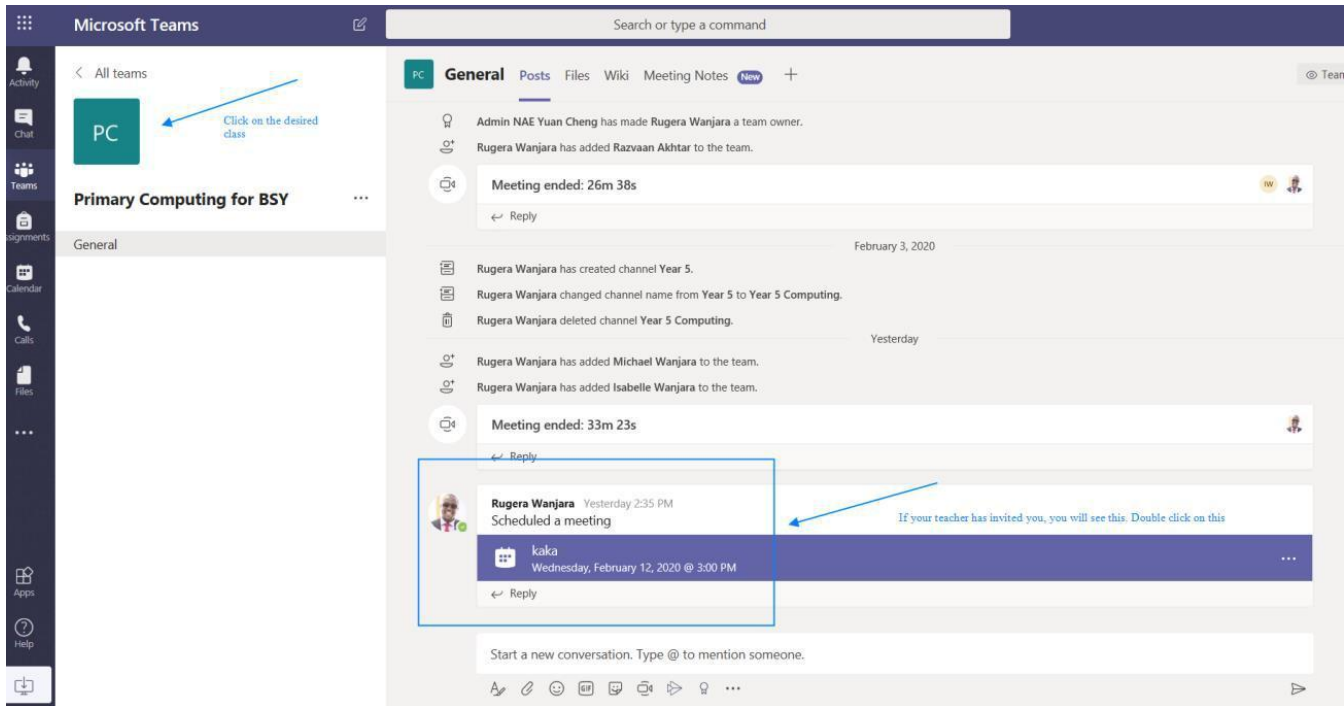您可以通过点击左下角下载软件的方式下载或安装 Microsoft Teams，或者直接通过浏览器方式访问。
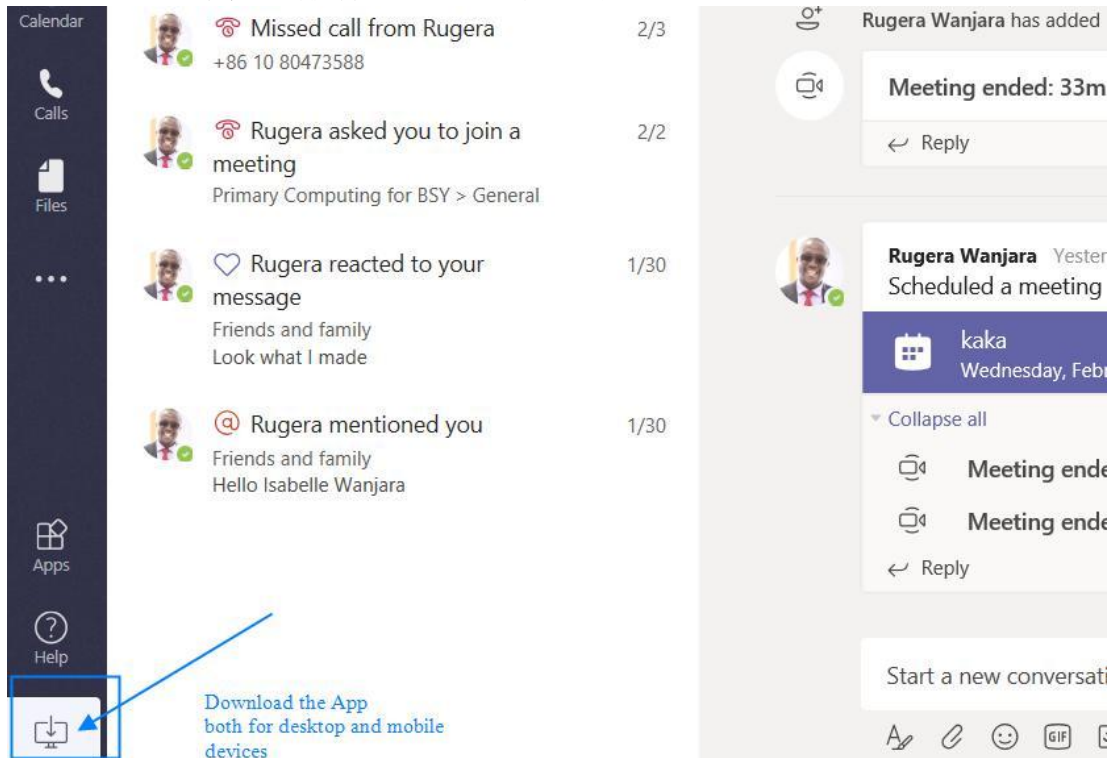
4. Once in TEAMS, please click on **Teams** icon to see all your classes. If there are more than one class, please click on the desired class to see the full chat window for further options

进入 TEAMS 后，点击左边第二个 Teams 图标去查看班级。如果出现多个班级列表，请点击你孩子所在的确切班级以完整的聊天窗口获取更多选项。

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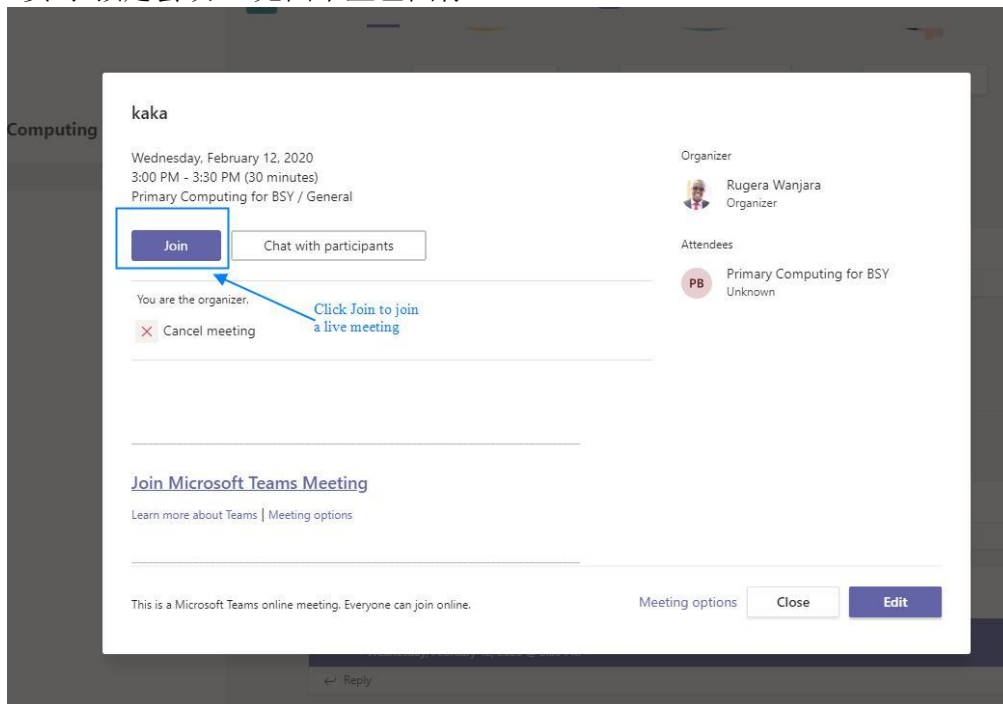T 86 10 80473588
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5. Full chat window will show all your scheduled appointments done by your teachers (Also, there will be an email to alert you). All you need is to click on Scheduled meeting as below
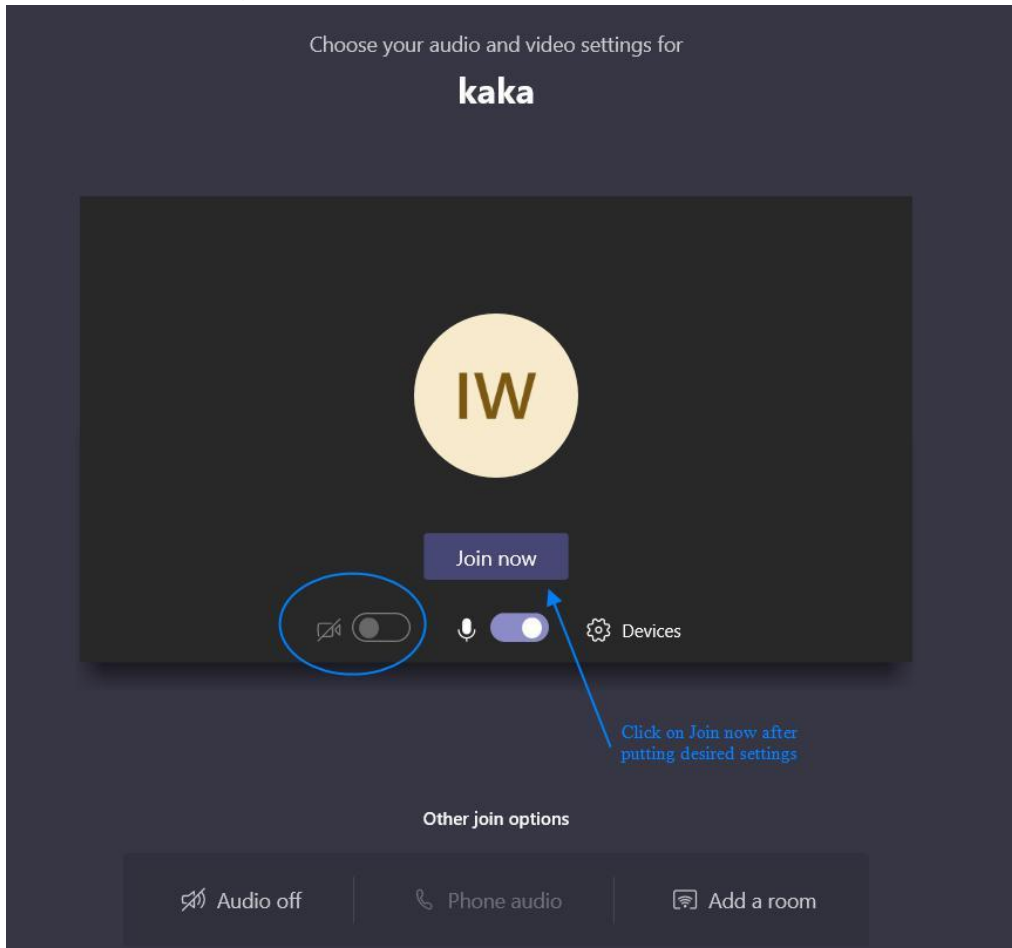完整的聊天窗口将显示您与您孩子老师的安排的所有预约（同时您还会收到一封邮件提醒）。您只需单击下面的预定会议。

6. Click on Join to join a live/scheduled meeting
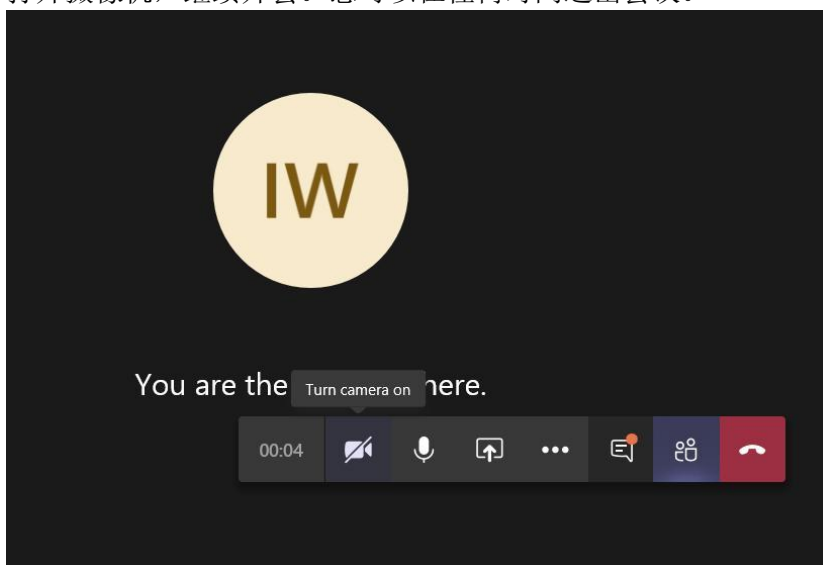点击加入实时/预定会议 （见图中蓝色图标）

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7. Put the right setting e.g., microphone, camera etc. then click on **Join now**
    调整设置，确保麦克风与摄像头的打开，然后单击"立即加入"按钮

Choose your audio and video settings for
kaka

IW

Join now

Devices

Click on Join now after
putting desired settings

Other join options

Audio off | Phone audio | Add a room

8. Turn on your video camera and continue with a meeting. You can leave the meeting any time
    打开摄像机，继续开会。您可以在任何时间退出会议。

IW

You are the [Turn camera on] here.

00:04

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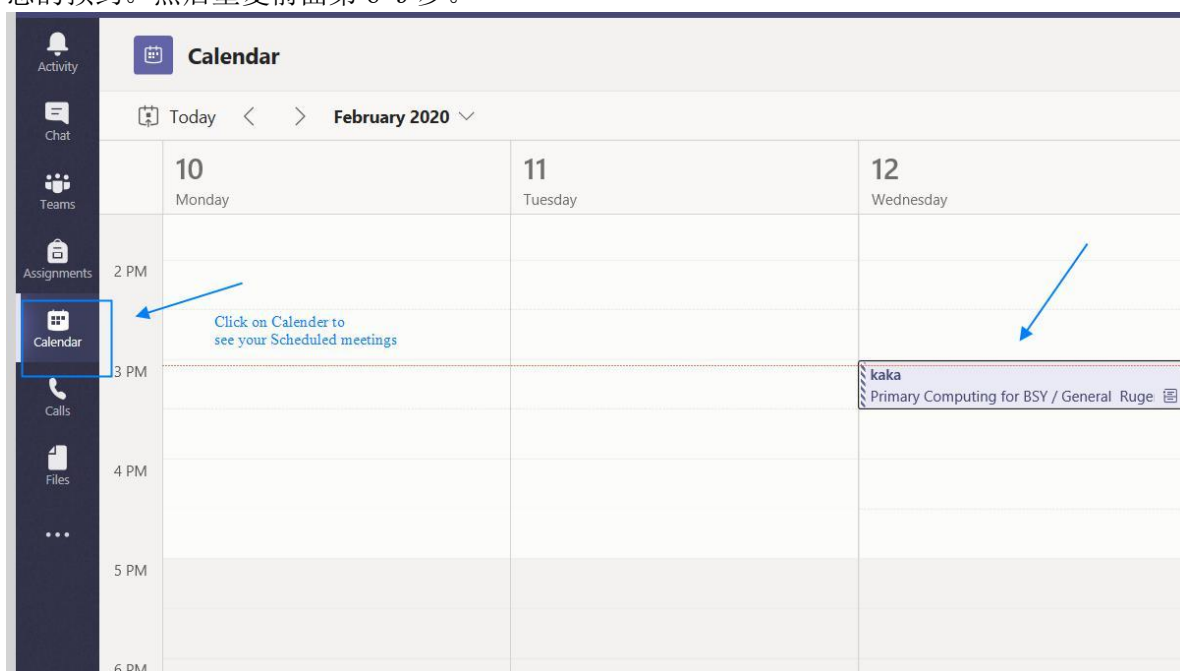T 86 10 80473588
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9. On a live meeting all participants can share screen, record screen, share documents, add participants etc. Meetings run for up to 4 hours. Everything is automatically video recorded. Video capture of the meeting can be retrieved and shared 30 minutes after the meeting has ended.

在实时会议中，所有与会者都可以进行共享屏幕、录制屏幕、共享文件、添加与会者等操作。会议最多可持续 4 小时，会议内容将会自动被录像。会议结束 30 分钟后，可以通过检索和共享会议的方式获取会议视频。
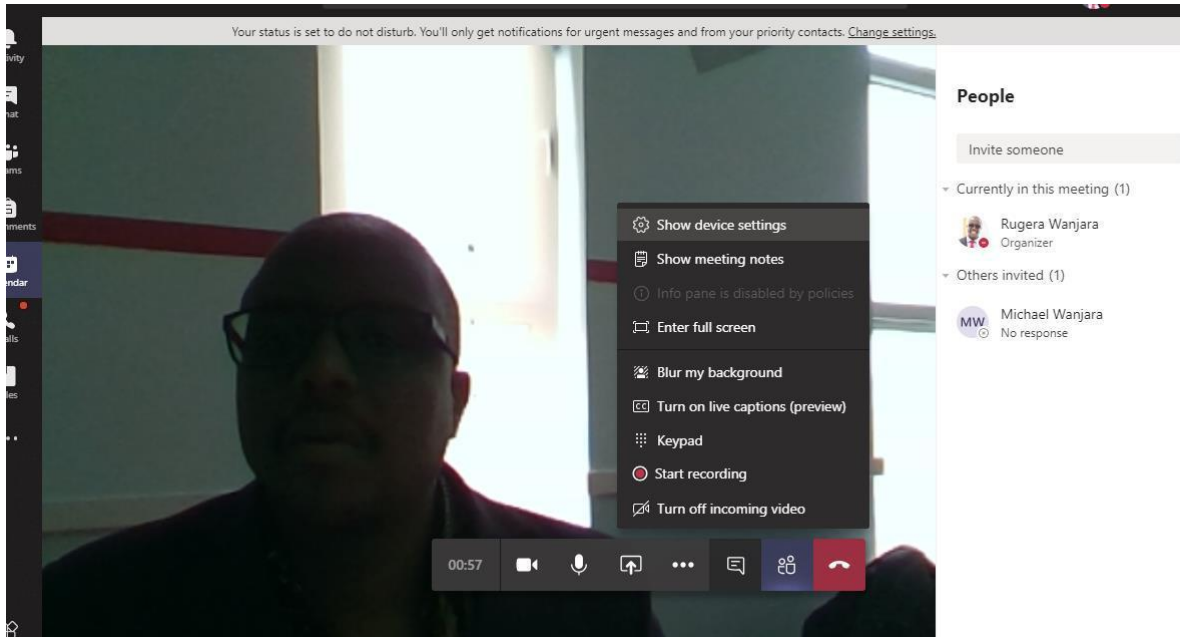
10. You can also join your Scheduled meetings from Calendar. Once logged into Teams, click on Calendar then click on your appointment. Now you can follow previous steps 6 to 9

您也可以从日历中设置会议提醒。登录微软团队软件 Microsoft Teams 后，点击"日历"按钮然后点击您的预约。然后重复前面第 6-9 步。

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11. A lot of other useful functions and skills will be learnt slowly as you increase your confidence in MS Teams. There are minor differences on your screen layout between mobile apps and web based app, but these differences are very minor and mostly do apply to your teacher as the host.

随着您逐渐熟悉了如何使用微软团队软件，很多其他有用的功能和技能将会被发现。移动应用程序和基于网页的应用程序在屏幕布局上会有一些细微的差异，但是这些差异非常小，并且大多体现在老师作为主机的那一方。

下面是一些关于如何使用微软团队软件非常简短但十分有用的 Youtube 视频片断和一个在线文档。请参阅。
1. https://www.youtube.com/watch?v=fuRDTxyqGHs&feature=youtu.be
2. https://www.youtube.com/watch?v=GwfdZm2FXsc
3. https://mp.weixin.qq.com/s/bX-ahflpGdigoYjwtBABBw