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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

 Go to <u>https://www.office.com/</u> and login to Teams using your BSB Office 365 credentials provided to you by your teacher. Remember the password <u>is NOT</u> Welcome2you, it should be <u>Super@bsb2020</u> 点击 <u>https://www.office.com/</u>,用孩子的学生邮箱作为账号来登录,初始密码均为 <u>Super@bsb2020.</u>



2. Please open MS Team from a selection of Office 365 Apps 点主 MS Team 图标 加图版示

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



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。





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 圭 ζ.

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) Help			Start a	new conversation. Type @ to mention someone.		
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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)

kaka Wednesday, February 12, 2020 3:00 PM - 3:30 PM (30 minutes) Primary Computing for BSY / General Join Chat with participants You are the organizer. Click Join to join	Organizer Rugera Wanjara Organizer Attendees Pimary Computing for BSY Unknown		
× Cancel meeting a live meeting			
Cancel meeting A live meeting Join Microsoft Teams Meeting Learn more about Teams Meeting options			



7. Put the right setting e.g., microphone, camera etc. then click on <u>Join now</u> 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



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。

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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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E Chat		Today < > February 2020 \vee		
Teams		10 Monday	11 Tuesday	12 Wednesday
assignments	2 PM	/		
Calendar	-	Click on Calender to see your Scheduled meetings		*
Calls	3 PM			kaka Primary Computing for BSY / General Ruge 📳
Files	4 PM			
	5 PM			
	6 PM			



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. <u>https://www.youtube.com/watch?v=fuRDTxyqGHs&feature=youtu.be</u>

- https://www.youtube.com/watch?v=GwfdZm2FXsc
- 3. https://mp.weixin.qq.com/s/bX-ahflpGdigoYjwtBABBw