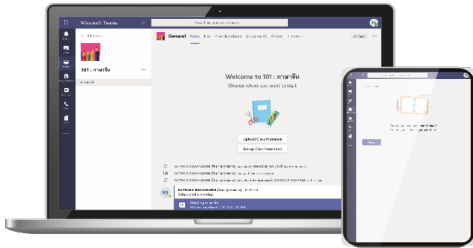


HOW TO USE MICROSOFT TEAMS (MS TEAMS)

A Manual for Student



Preparing yourself before sing-in MS Teams

- Installation and Sign-in process
- MS Teams Manus
- Joining the class

3 WAYS TO USING MICROSOFT TEAMS

There are three ways to use the MS Teams namely 1) Via Web Browser 2) Via Smartphone and 3) By install the program to PC or laptop.

1) Using MS Teams via Web Browser

1.1 Open the web browser and go to [this website](#).

1.2 Sign in with your PSU Passport account followed by "@email.psu.ac.th" (For example, 6230112xxx@email.psu.ac.th) and the password is your own password of your PSU passport

1.3 Verify your account with a code

that Microsoft will send to your phone. Then, click "Yes" to stay signed in and click to "Use the web app instead" for using MS Teams via web browser.

NOTE: If you do not receive the verifying code from the Microsoft, please contact the IT admin (fht@phuket.psu.ac.th) to change your phone number in the PSU database.

2) Using MS Team via Smartphone

2.1 Download MS Teams with Play Store or Apple Store or Huawei AppGallery and install to your smartphone.

NOTE: In case, you be in China and using Android, please click [this link](#) for more information.

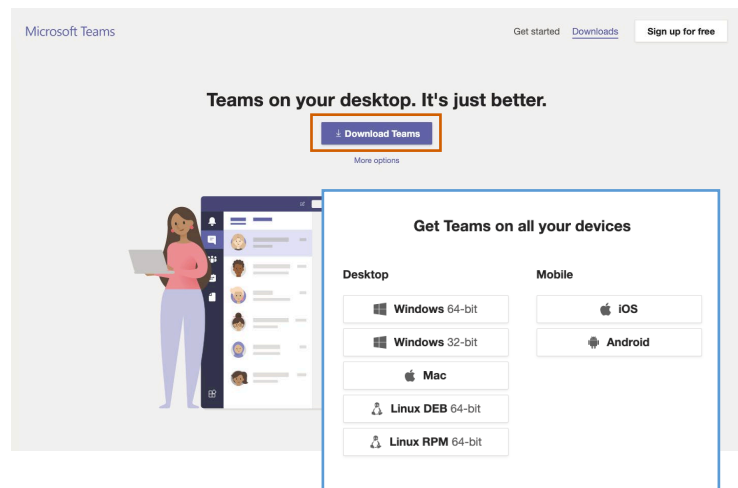
2.2 For the **sign-in process**, you can follow the process 1.2 and 1.3

3) Installation to your PC or laptop

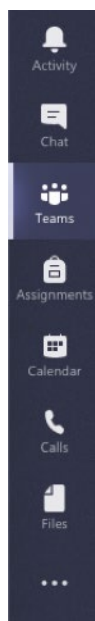
3.1 Download the program from [this website](#)

3.2 Click “Download Teams” or “More options” to select the program which applies to the other operating systems. Then, install it on your computer.

- For the **sign-in process**, you can follow the process 1.2 and 1.3



MS Teams Menus



There are 7 menus as shown below:

Activity: To show all activities and feed that you did in the program.

Chat: To contact with the lecturer and/or other students via chat, it can be created as a private or group chat.

Teams: A space for group working or classroom

Assignments: To create the questions and check the student’s answers

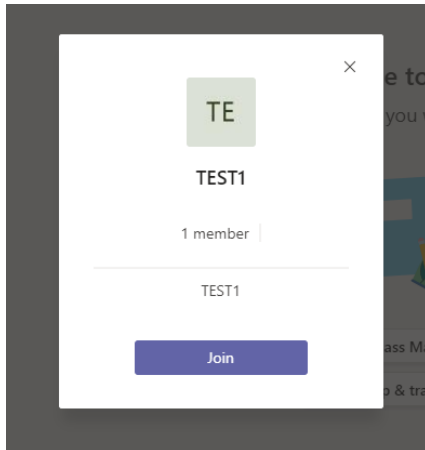
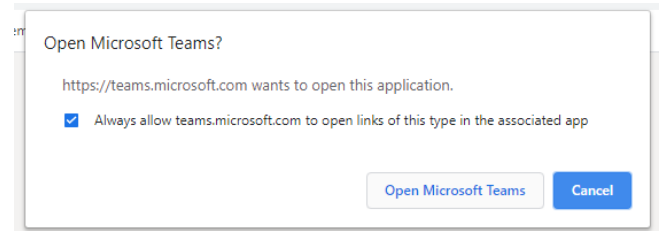
Calendar: To create the appointment and meeting schedule

Calls: To call to your group members as a whole group or individually (The conversation cannot be recorded).

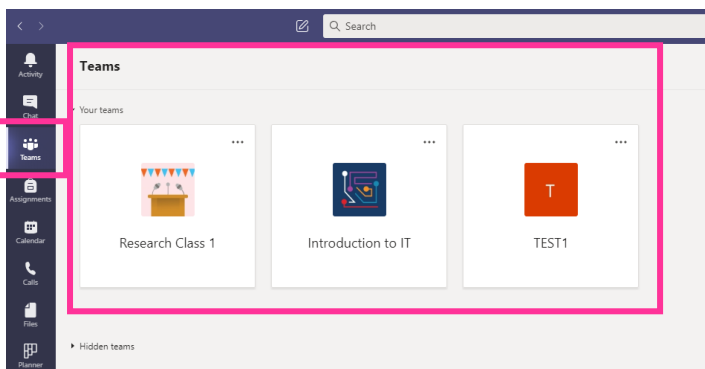
Files: To open the files which has been provided in the program.

Joining the class

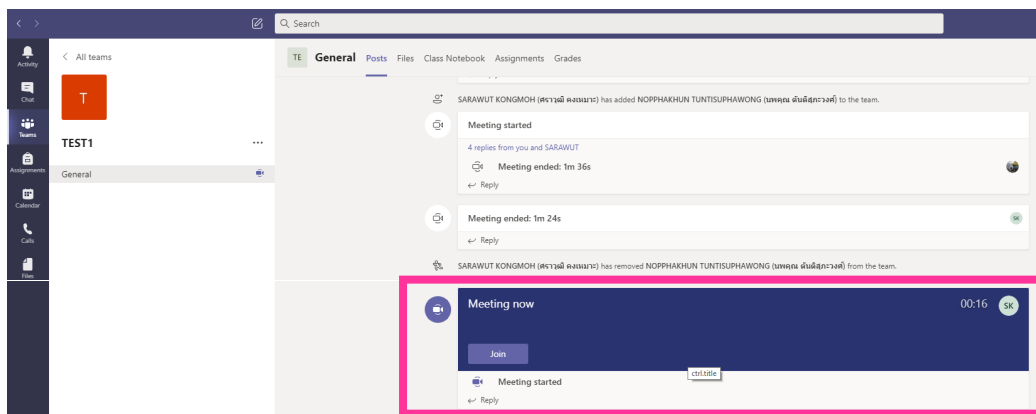
1. Click the Link that your lecturer announces in the **LMS2**.
2. Click on “Open Microsoft Teams” (if you have installed MS Teams in your computer)
3. Then, click “Join” to send your request to your lecturer to join the class.



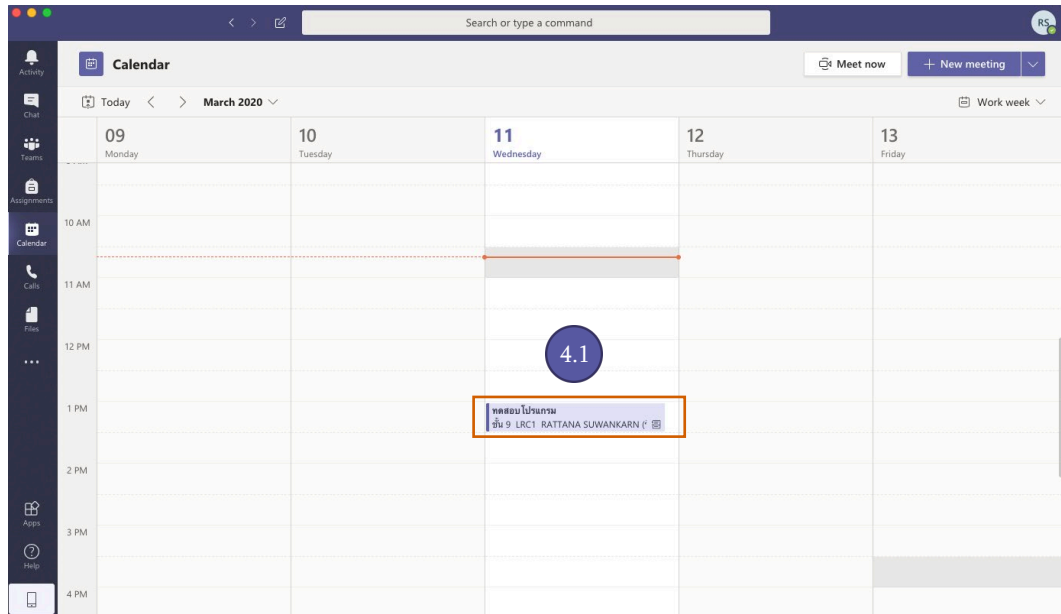
4. Waiting for your lecturer to accept your request around 5-15 minutes.
5. The class will be shown in your “Teams Menu”



6. Then, waiting for your lecturer to start the online course and click on “Join”.



7. Or you can check in your “Calendar Menu”



8. Click “Join” to start learning.