

Before Class | Preparation will take about 15-30 min. Please be ready before class begins.

STEP 1 Download MS Teams software

Windows / MAC版本



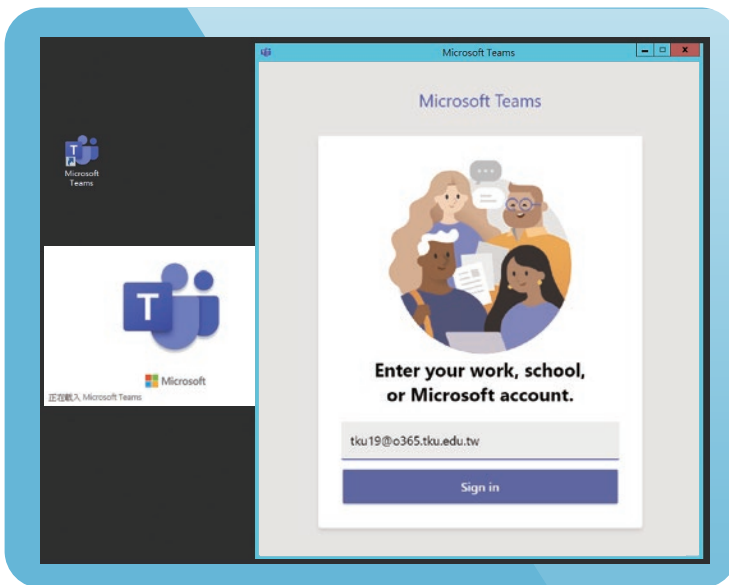
行動版iOS



行動版Android



STEP 2 Log in to MS Teams



After download:

Computer version

Click Teams on desktop.

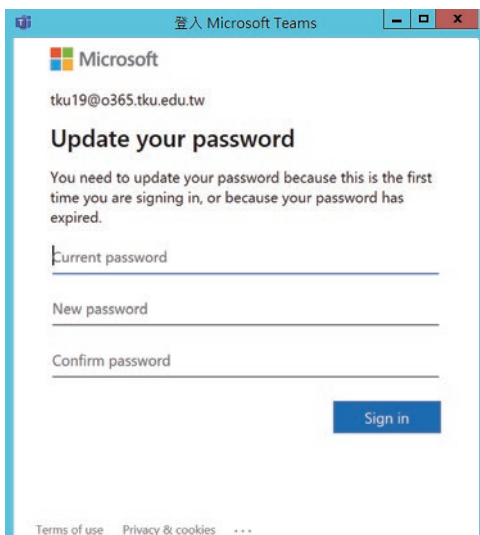
Cellphone

Choose Teams app.

Use the Office 365 account provided by the Office of Information Services ([student number@o365.tku.edu.tw](mailto:studentnumber@o365.tku.edu.tw)) to log in to the system.

When logging in for the first time, the password is Tku + your 8 digit birthday (year, month, and day, ie. 19800610). Enter the password and tap the log in button.

After logging in, you must **change the password**. Your new password must be at least 8 characters, including three of the following: at least one uppercase letter, one lowercase letter, one number digit, and one special character. After changing your password, log in to MS Teams.

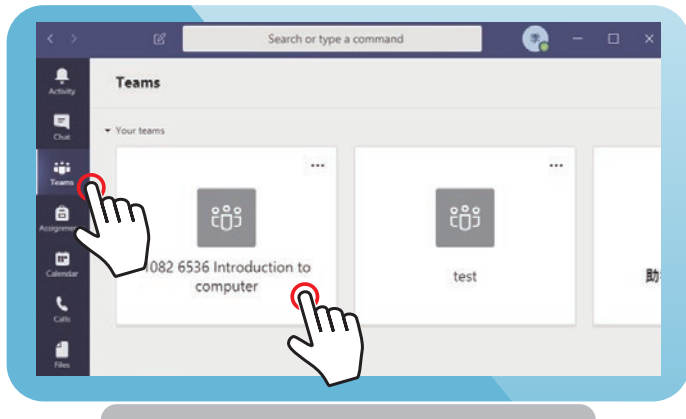


During Class |

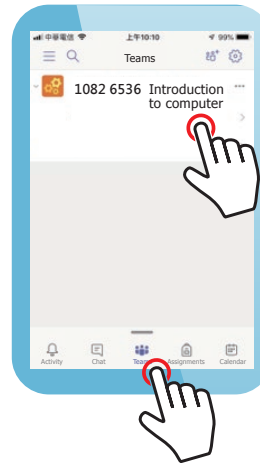
STEP 1 Log in to MS Teams

STEP 2 View synchronous online lecture

Click 'Team' to enter.



or

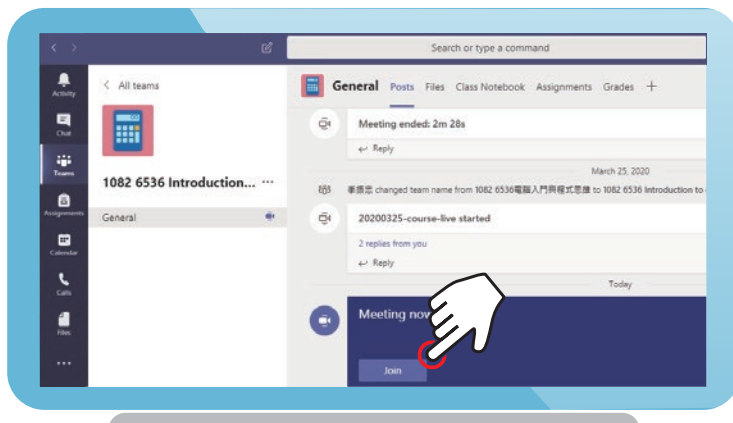


Computer:

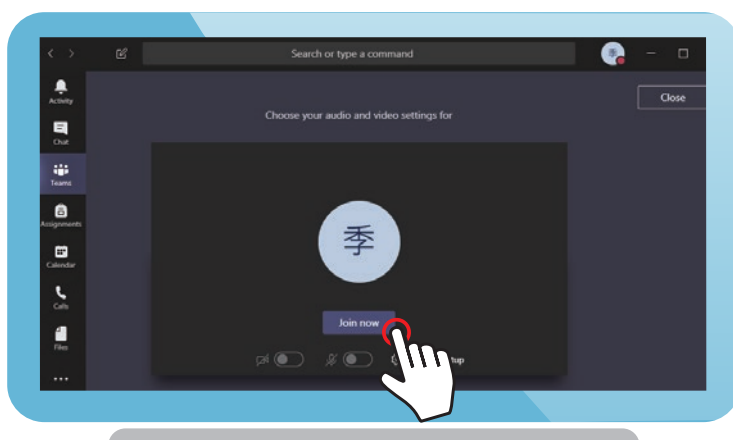
Click on course to join the online lecture.

Cellphone:

Press course and join the online lecture.



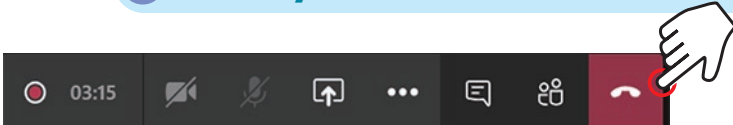
Press **加入 (join)** meeting, and start the online meeting.



Once you have joined the online meeting, press **立即加入 (join immediately)**.

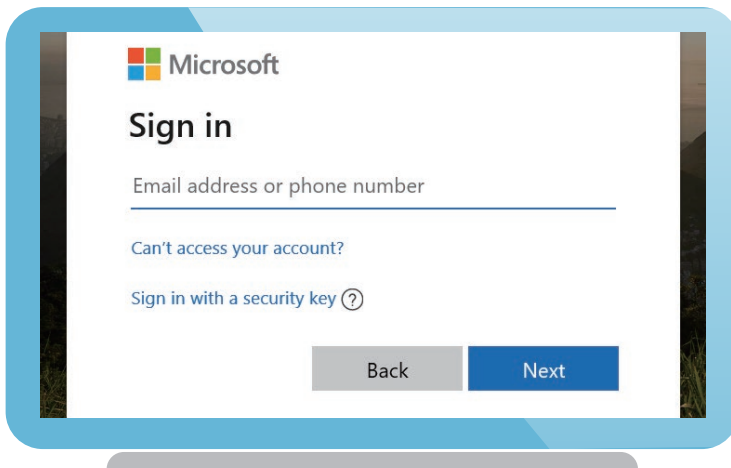
View the desktop shown by the instructor and listen to the lecture.

STEP 3 End synchronous online lecture

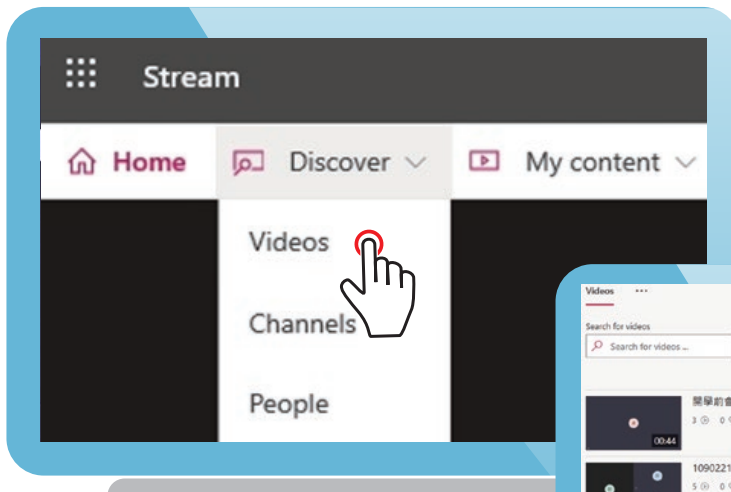


Press the **red phone sign** and end the online lecture.

After Class | Make Video



Go on to Stream <https://web.microsoftstream.com>, and log in with your MS Teams ID and password.



After logging in, choose **Discover** → **Videos**, then, you can view all the online lectures that you have access to.

