

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



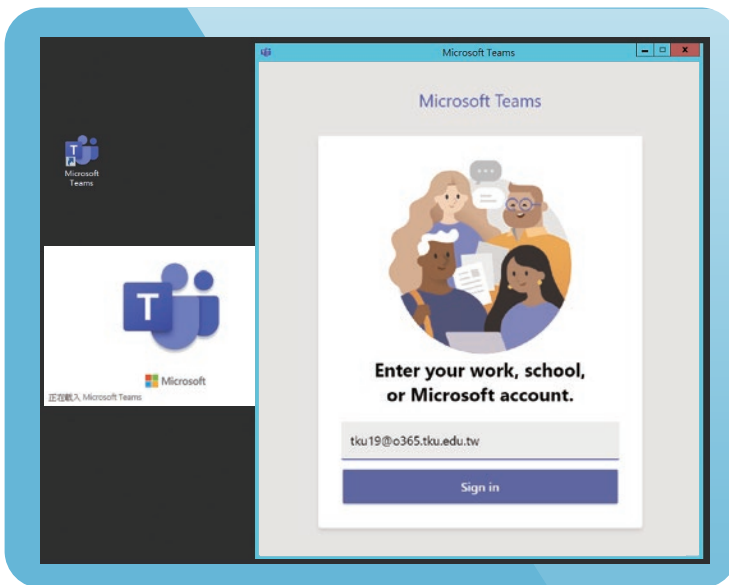
行動版iOS



行動版Android



STEP 2 Log in to MS Teams



After download:

Computer version

Click Teams on desktop.

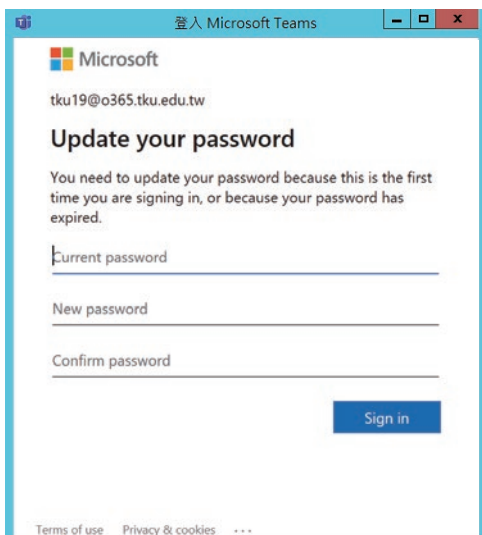
Cellphone

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.

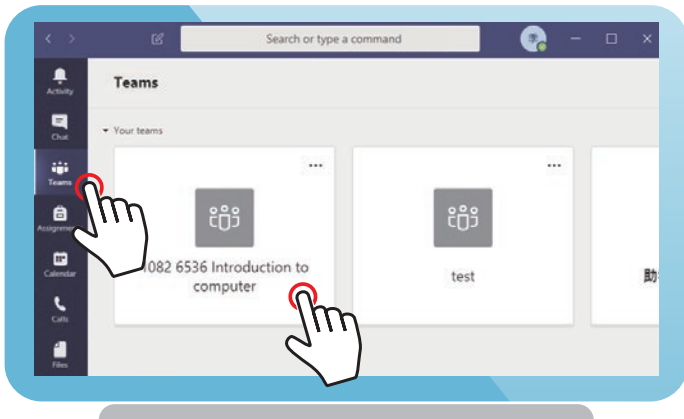


During Class |

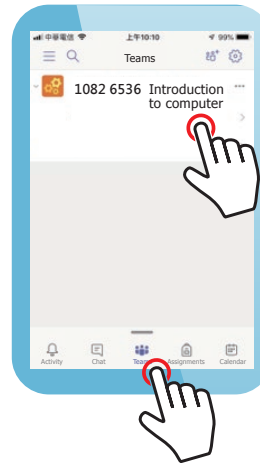
STEP 1 Log in to MS Teams

STEP 2 View synchronous online lecture

Click 'Team' to enter.



or

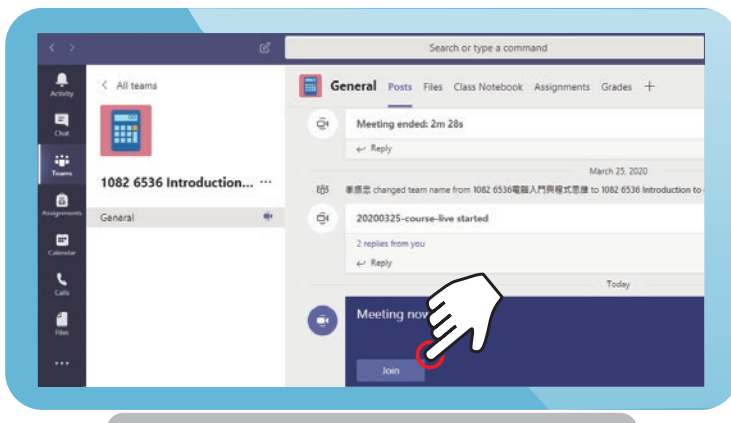


Computer:

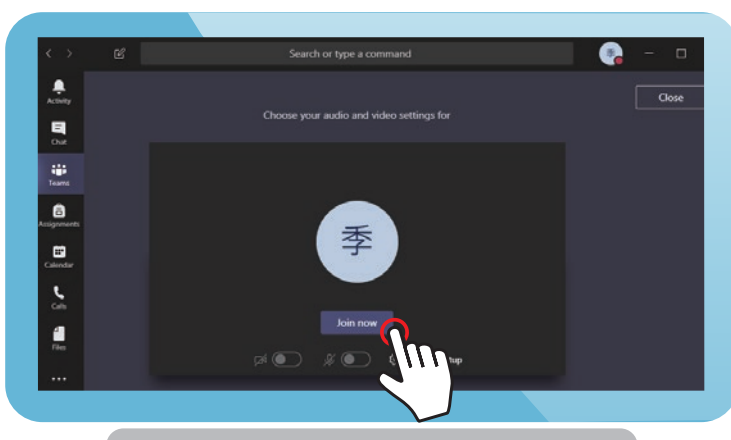
Click on course to join the online lecture.

Cellphone:

Press course and join the online lecture.



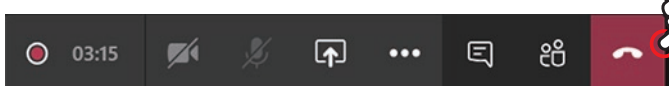
Press 加入 (join) meeting, and start the online meeting.



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

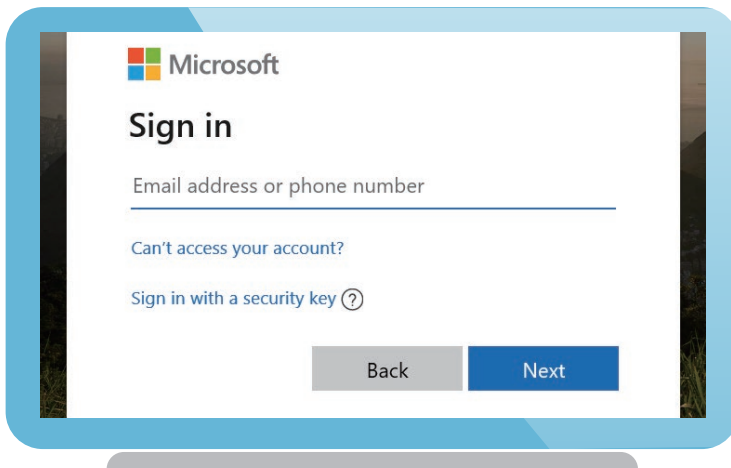
View the desktop shown by the instructor and listen to the lecture.

STEP 3 End synchronous online lecture

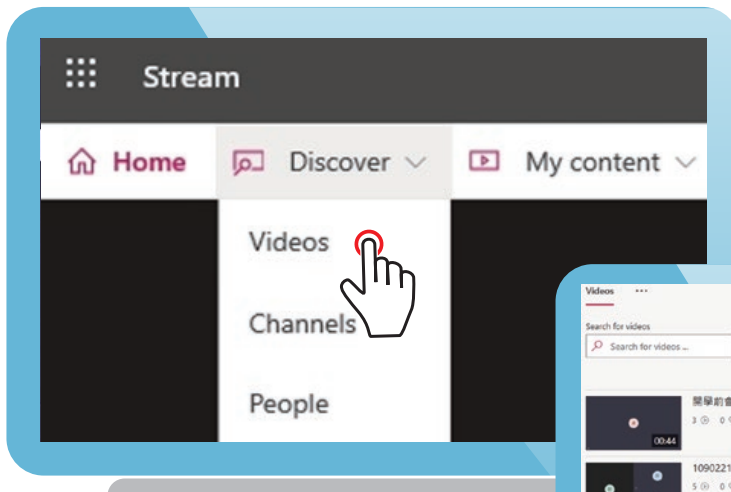


Press the red phone sign and end the online lecture.

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.

