

# INSTRUCTION DOCUMENT FOR MICROSOFT TEAMS

## 1. LOGIN TO MICROSOFT TEAMS ACCOUNT

- **Step 1:** Access to the Microsoft Teams website or install the software on your computer or mobile. Using any option below to complete this step:
  - **Option 1:** Login and using on the web  
Website URL: <https://teams.microsoft.com/>
  - **Option 2:** Download and install on computer or mobile (Windows 7 and above): <https://www.microsoft.com/en-us/microsoft-teams/download-app>
- **Step 2:** Login to your account with the login information (username and password) that has been sent to your email address.
  - Enter your username



### Sign in

skh200@utehy.edu.vn

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No account? [Create one!](#)

[Can't access your account?](#)

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Figure 1. Enter your username in the box

- Enter your password

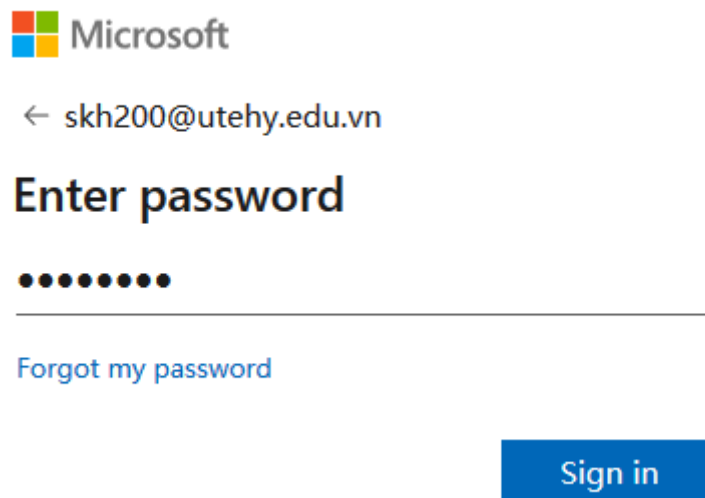


Figure 2. Enter your password in the second box

After login success, the website will show an appearance same below:

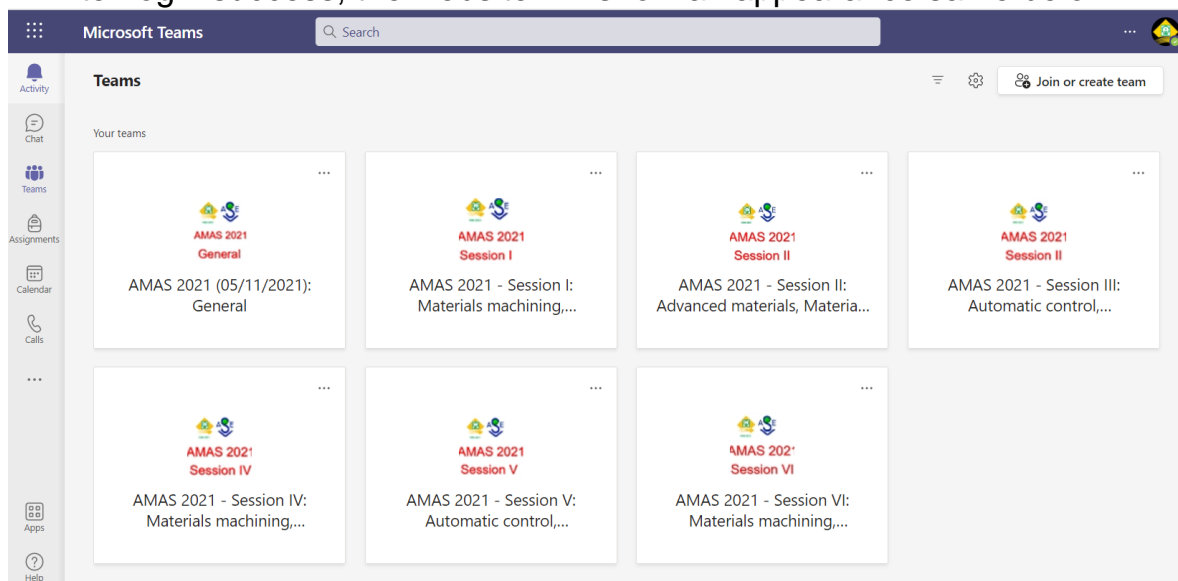


Figure 3. Microsoft Teams's web homepage

Note: If you don't received e-mail with your Microsoft Teams account information, please send e-mail to: Dao Manh Linh - [linhda@utehy.edu.vn](mailto:linhda@utehy.edu.vn) (Technical AMAS 2021) for supporting.

## 2. JOIN THE MEETING ROOM

To join the meeting room, you will need a team code or invite link, all those things were sent to your mail currently. Content of the mail includes: begin time, team code, and the invite link.

You can join the meeting by following 2 options below:

- **Option 1: Join with the team code**
- **Step 1:** Checking your session in the table below and copy the team code.

#	Session	Team code
1	<b>5-Nov-21: General</b> - Welcoming - Inaugural session - Welcoming speech - Keynote Speakers	fxqq9xi
2	Session I	av0268h
3	Session II	fop4y4h
4	Session III	9ewjl3u
5	Session IV	ixnaloz
6	Session V	8vqeapy
7	Session VI	4lchd30

- **Step 2:** Enter your team code  
+ Access to the Teams feature in the left side bar. Click on it, then click on “Join or create team”.

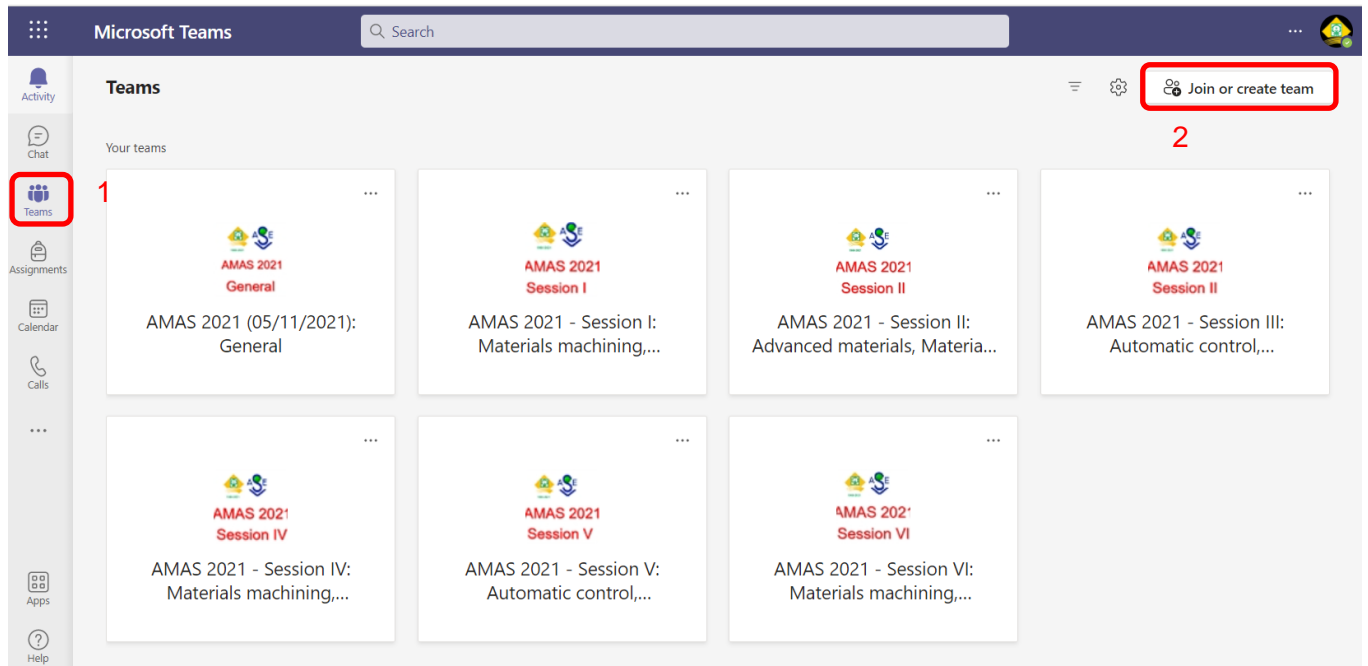


Figure 4. Join with the team code step-by-step

(1): Choose **Teams**

(2): Choose **Join or create team**

+ Enter or paste the team code and click on **Join team** or press **Enter** key on your keyboard.

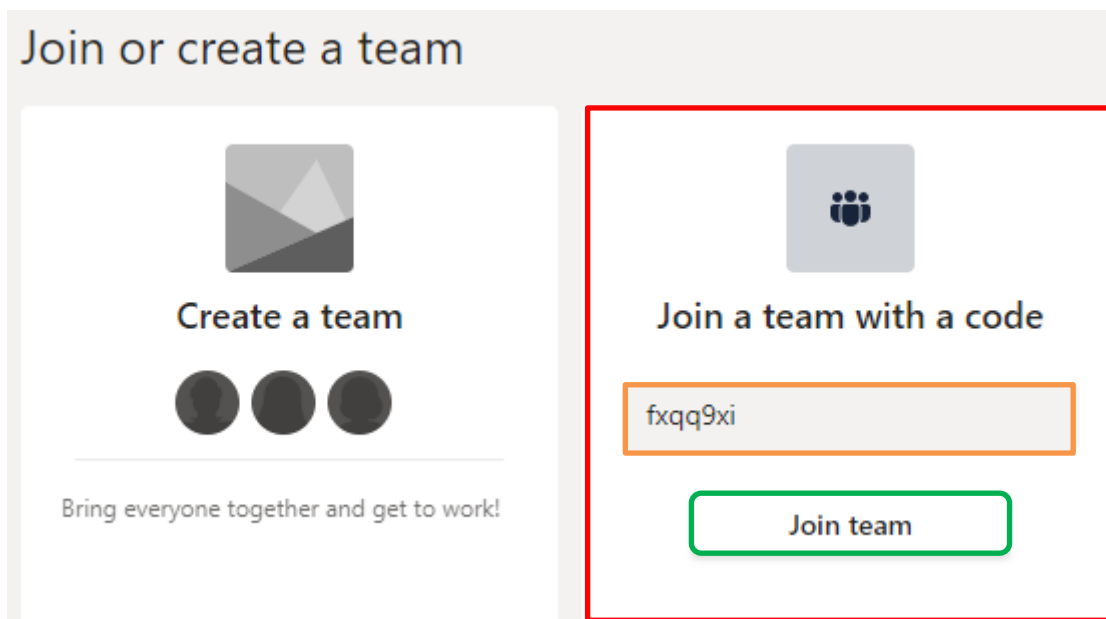


Figure 5. Entering team code form

- **Step 3:** Join the team meeting
- + Select the correct scheduled meet in the general channel (the purple area)

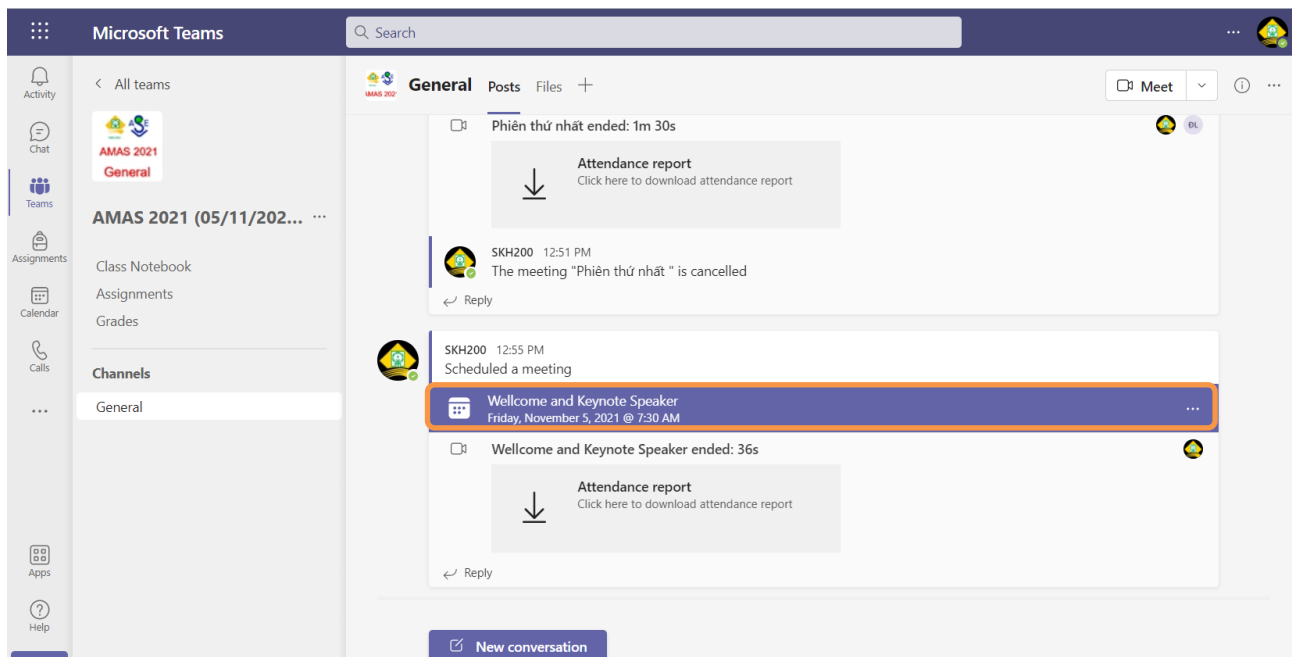


Figure 6. Window of the team meet

+ Click on **Join**

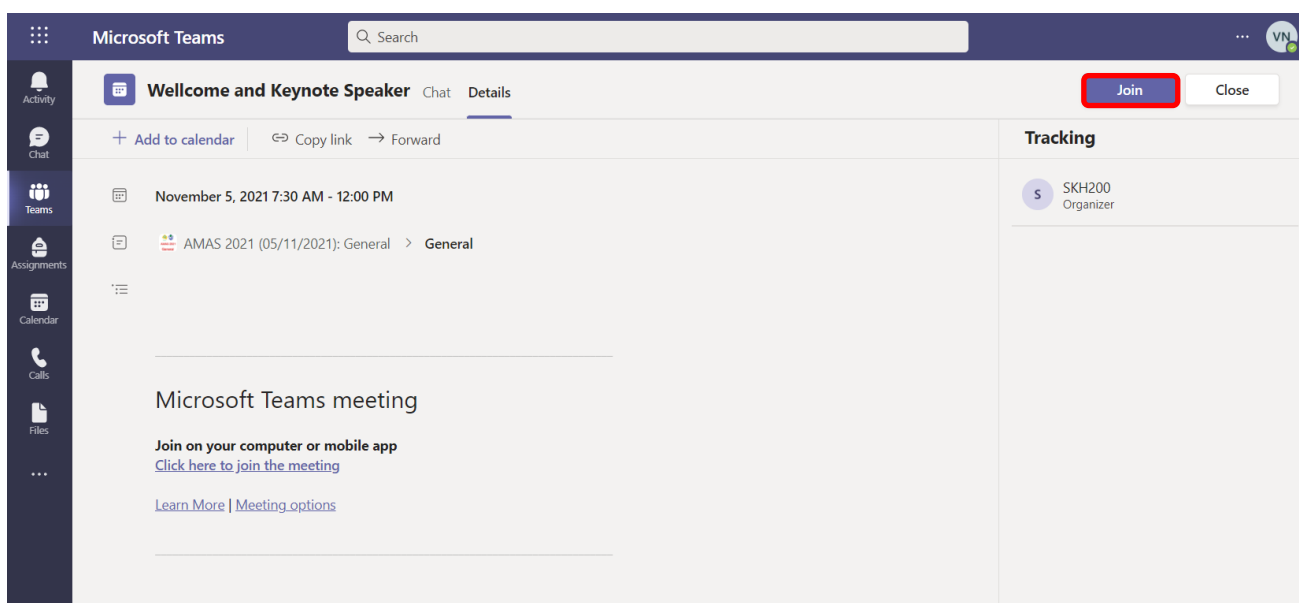


Figure 7. Scheduled team meet details window

+ Click **Join now**

*Before you click Join now, you should turn off the microphone to not make noises in the meeting. On the computer software, you must choose the “Computer Sound” to hear the sound from the meeting and turn off your microphone. And then click on Join now to participate in the meeting.*

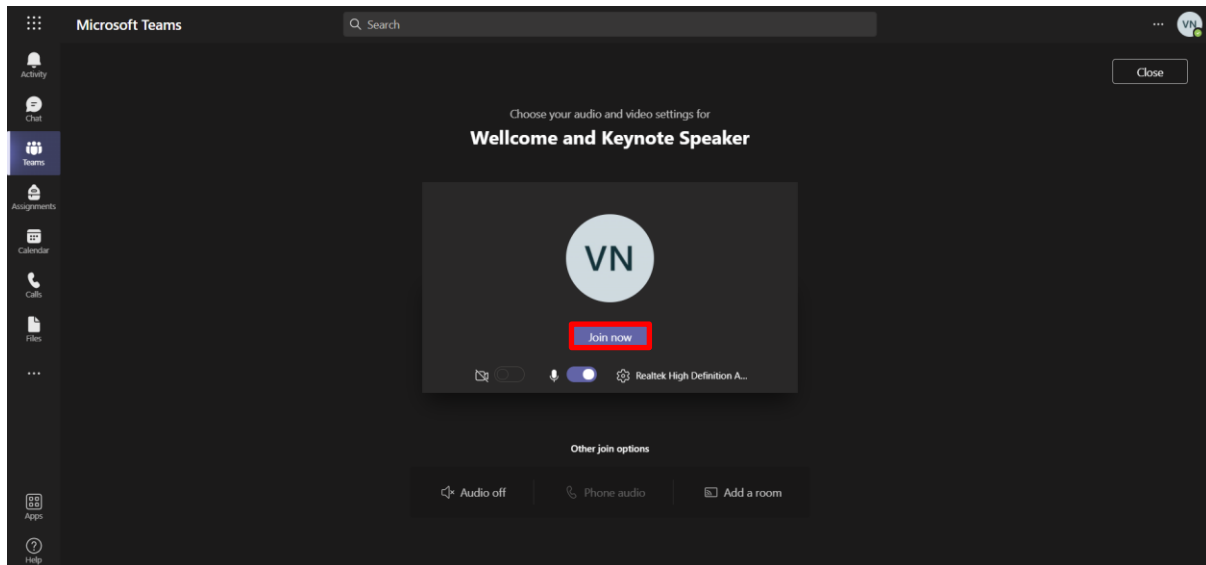


Figure 8. Set up before join the meeting

- **Step 4:** Turn the features on or off in the meeting room.

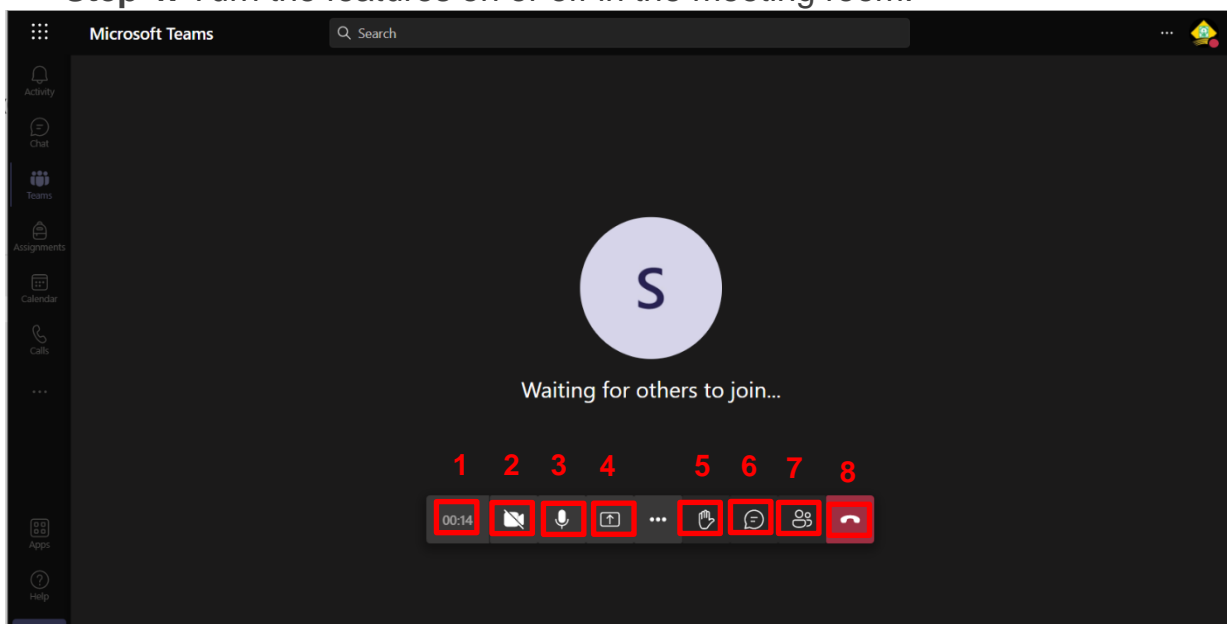


Figure 9. Meeting Windows and main features

- (1): Total time the meeting took place
- (2): Turn the camera on or off
- (3): Unmute or Mute
- (4): Share contents
- (5): Raise hand
- (6): Show/Hide conversation
- (7): Show/Hide participants
- (8): Hang up