

天主教領島學校

Ling To Catholic Primary School





## Teams Installation and User Guide



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Student's	Small letter s follow by the student number, e.g. if the student number is
username :	12345, the username would be s12345@lingto.edu.hk
Password :	Small letter s follow by the student's birth date (ddmmyyyy), e.g. if the birth date is 2 <sup>nd</sup> January, 2014, the password would be s02012014

Android installation guide	iOS installation guide
1. Open the Google Play Store	1. Open the Apple App Store
Play 商店	App Store
2. Type "teams" in the search bar	2. Type "teams" in the search bar
← microsoft teams Q &	Q teams ② 取消
Microsoft Teams Microsoft Corporation       Install         4.5★       ▲         371K reviews       41 MB         Rated for       □	Microsoft Teams 商業 ★★★★★ 13K
3. Tap on "install"	3. Tap on "install"
← microsoft teams Q Q Microsoft Teams ♥ Cancel Walting for download	Q teams ⊗ 取消
4.5★     3+     1       371K reviews     41 MB     Rated for     D       3+ ①     3+ ②	Microsoft Teams 商業 ★★★★★ 13K







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1. Open <b>Teams App</b> , the program will ask for permission to access and modify storage. Tap on "accept" to allow the app to access photos, files, and media in storage.				
2. Tap on "登入" (login)	Mcroach Tenna			
3. Enter the student account, e.g. if the				
student no. is 12345, the account name				
would be s12345@lingto.edu.hk	使用您的工作、學校或 Microsoft 板戶登 入。 s12345@lingto.edu.hk 登入			
4. Enter the password, e.g. if the birth date is	Microsoft			
2 <sup>nd</sup> January, 2014, the password would be s02012014	<ul> <li>Microsoft</li> <li>s12345@lingto.edu.hk</li> <li>輸入密碼</li> <li>密碼</li> <li>忘記密碼</li> <li>使用其他操戶登入</li> </ul>			



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5. Pick "Teams", and select "General".	<ul> <li>■ Q</li> <li>● B (20 - 2021) [copy]</li> <li>● A</li> <li>● A<!--</th--></li></ul>
<ul><li>6. If the class has started it will show as the right image, students only need to tap on "Join" to join the online lessons.</li></ul>	● 小一課堂 會議已開始 KL 加入
<ul> <li>7. If you have a camera please open it for teachers to recognize students, but please select mute to avoid disrupting lessons.</li> <li>8. Tap on "Join" to join the lessons.</li> </ul>	
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