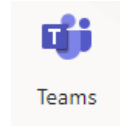




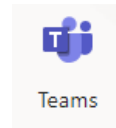
天主教領島學校

Ling To Catholic Primary School



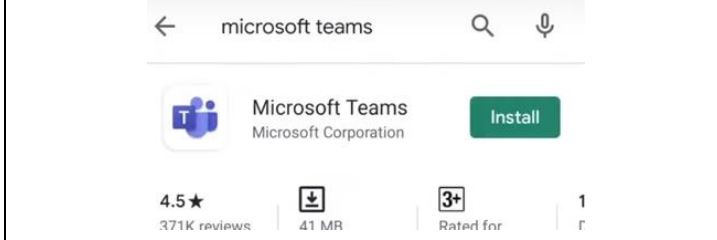
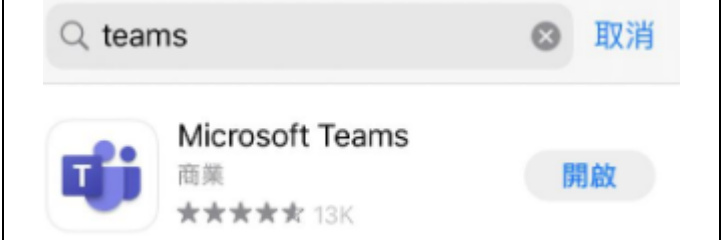
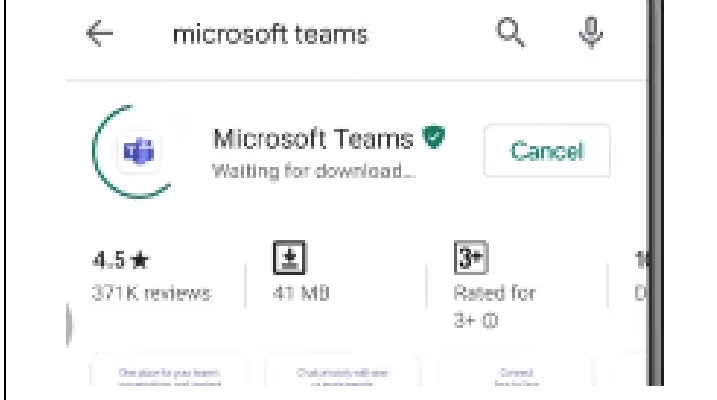
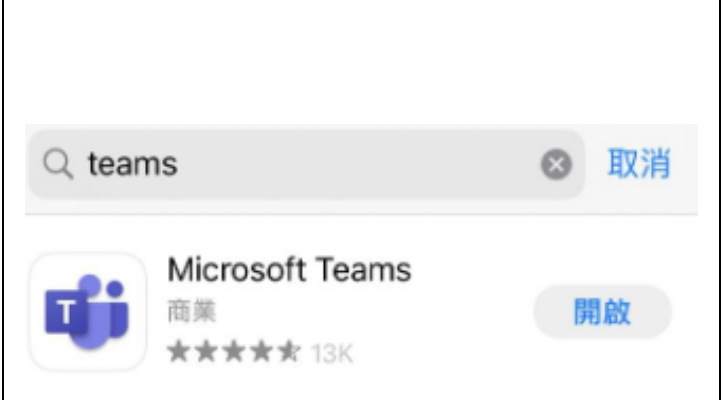


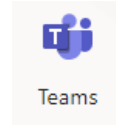
Teams

Installation and User Guide



Student's username :	Small letter s follow by the student number, e.g. if the student number is 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 nd 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
	
2. Type "teams" in the search bar	2. Type "teams" in the search bar
	
3. Tap on "install"	3. Tap on "install"
	



(1) Log into Teams App

1. Open **Teams App**, 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)



3. Enter the student account, e.g. if the student no. is 12345, the account name would be s12345@lingto.edu.hk

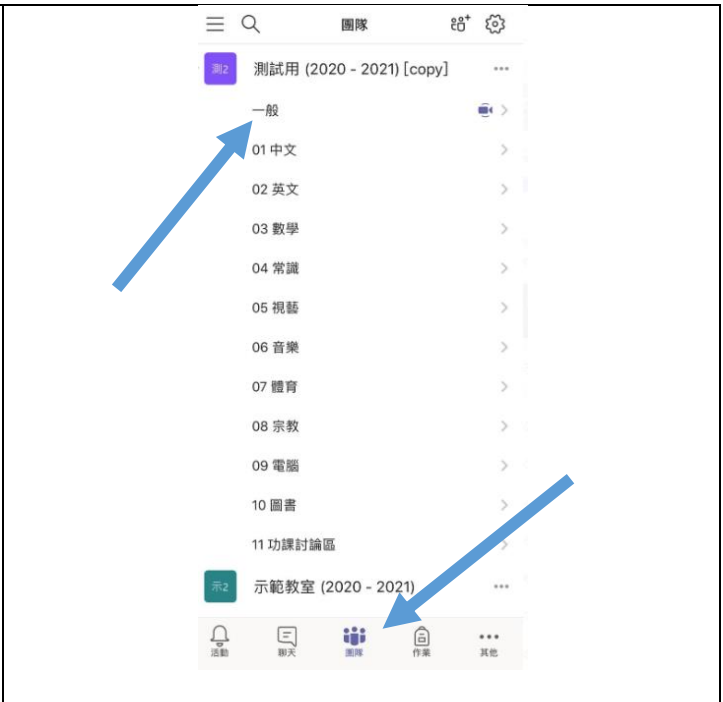


4. Enter the password, e.g. if the birth date is 2nd January, 2014, the password would be s02012014





5. Pick “Teams”, and select “General”.



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.



7. If you have a camera please open it for teachers to recognize students, but please select mute to avoid disrupting lessons.

8. Tap on “Join” to join the lessons.



(2) TEAMS Online lesson operation guide

