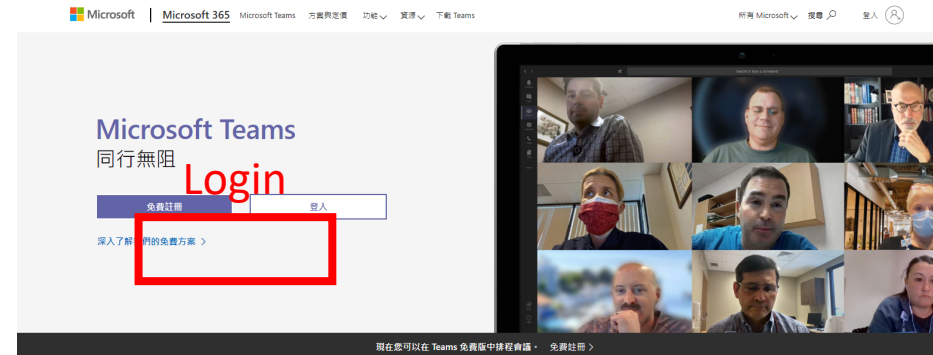


Teams

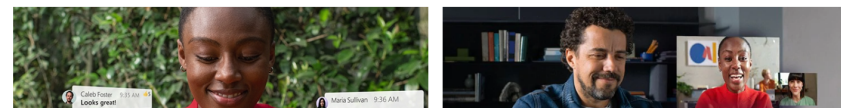
- 1. In here, we assume that you already have a Teams account. There are 3 ways to login Teams account.
- 2. Using Teams (Web version) to Login.
- 3. Click on Login.



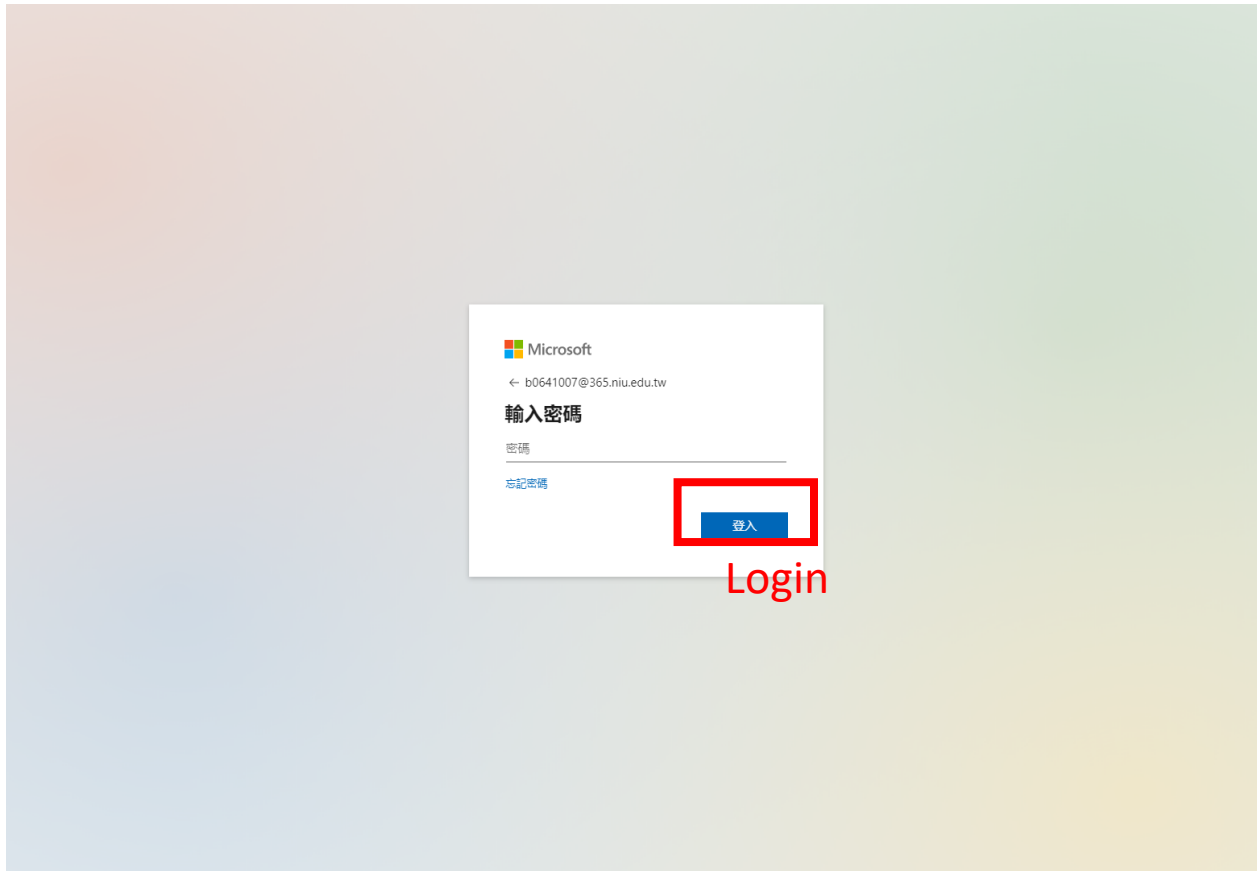
Microsoft 365 中的團隊合作中心

不論您在身在何處，都能邀請與您一起合作的每個人集中在一個位置來進行聊天、會議、通話和共同作業。

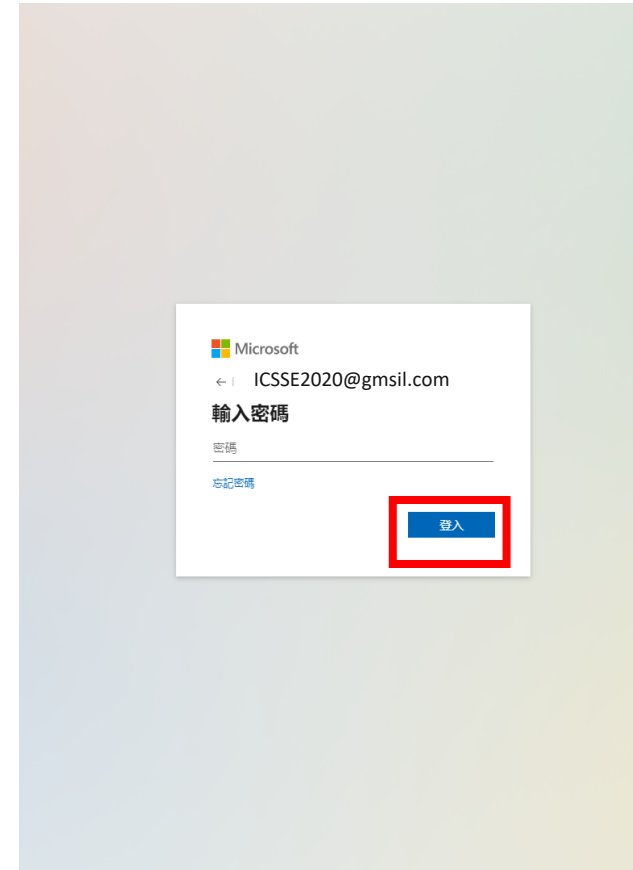
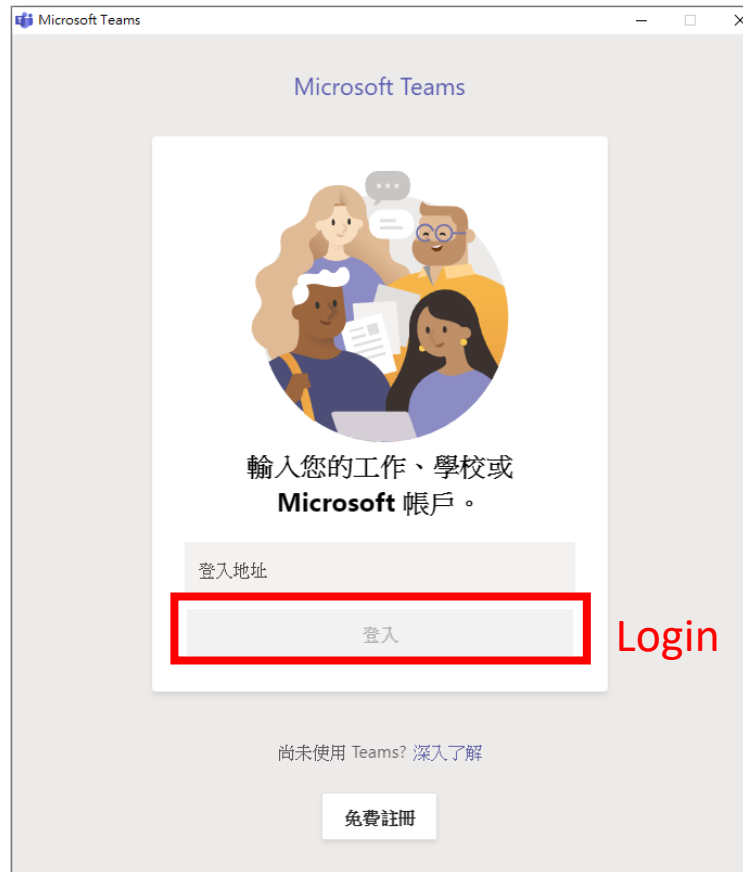
[開始示範 >](#) [下載應用程式 >](#)



- 4. Enter the User name and Password and Click on the "Login".



- 5. Using Teams (App), Click on the Teams icon to Login.
- 6. Enter the Account (Username and Password) and Click on the Login.



7. Using email link to the Login: Open the invitation letter/email of virtual meeting from ICSSE2020. click on the link below to join the Teams meeting.

ICEES2020 邀請您參加 Teams 團隊。

主題：ICEES2020 的 Teams 團隊

時間：2020年7月23日 03:30 下午 台北

加入 Teams 團隊

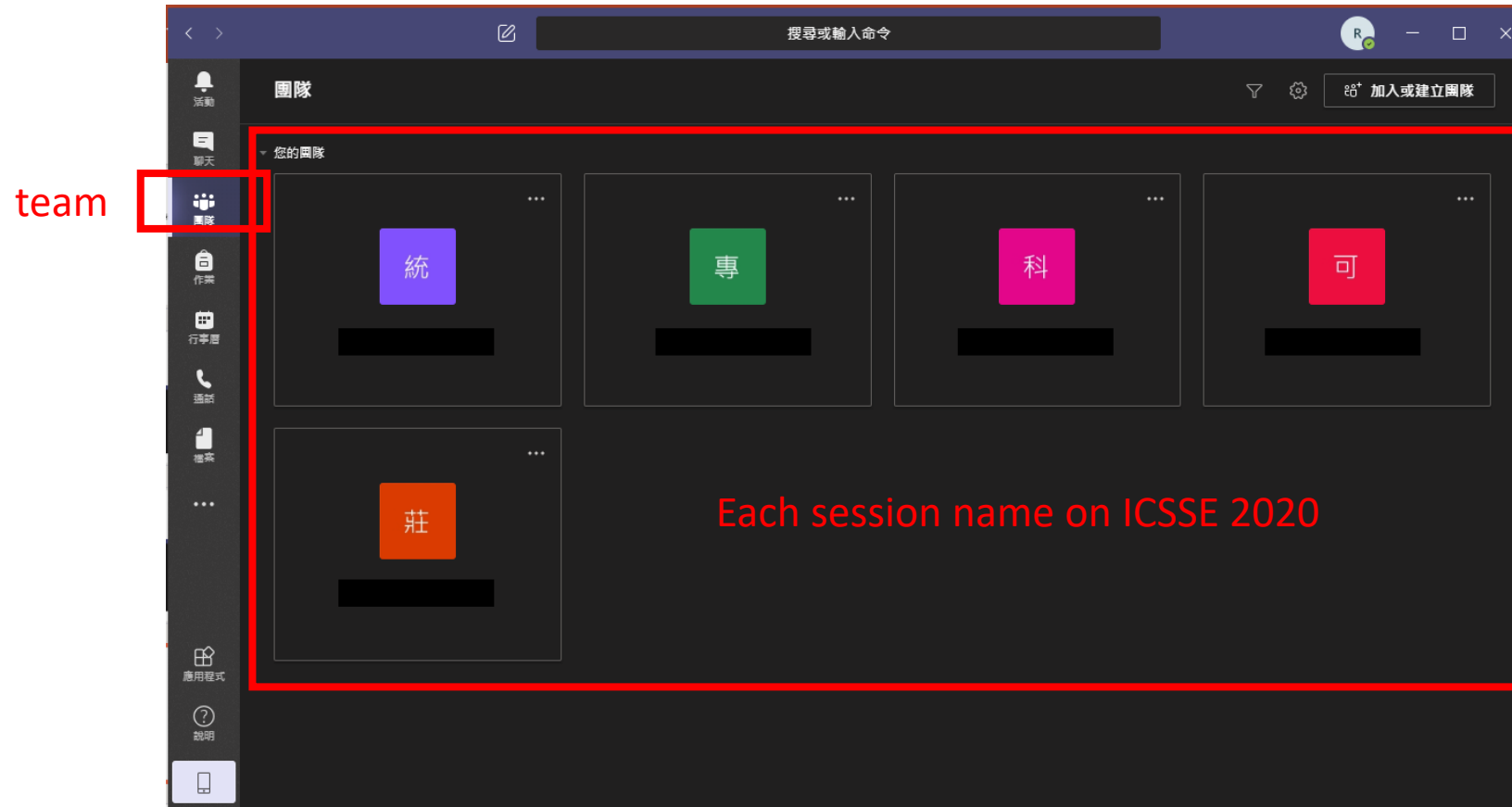
<https://teams.microsoft.com/j/channel/19%3a4c270c4383b24050adb9da1456d02202%40thread.tacv2/%25E4%25B8%2580%25E8%2588%25AC?groupId=51efc13b-27f4-48fa-b697-2db134558e83&tenantId=6614bde6-0eb1-4cbf-a4f4-bdc5ed185995>

- 8. After the Click on the “link”, then the screen is shown as follow.

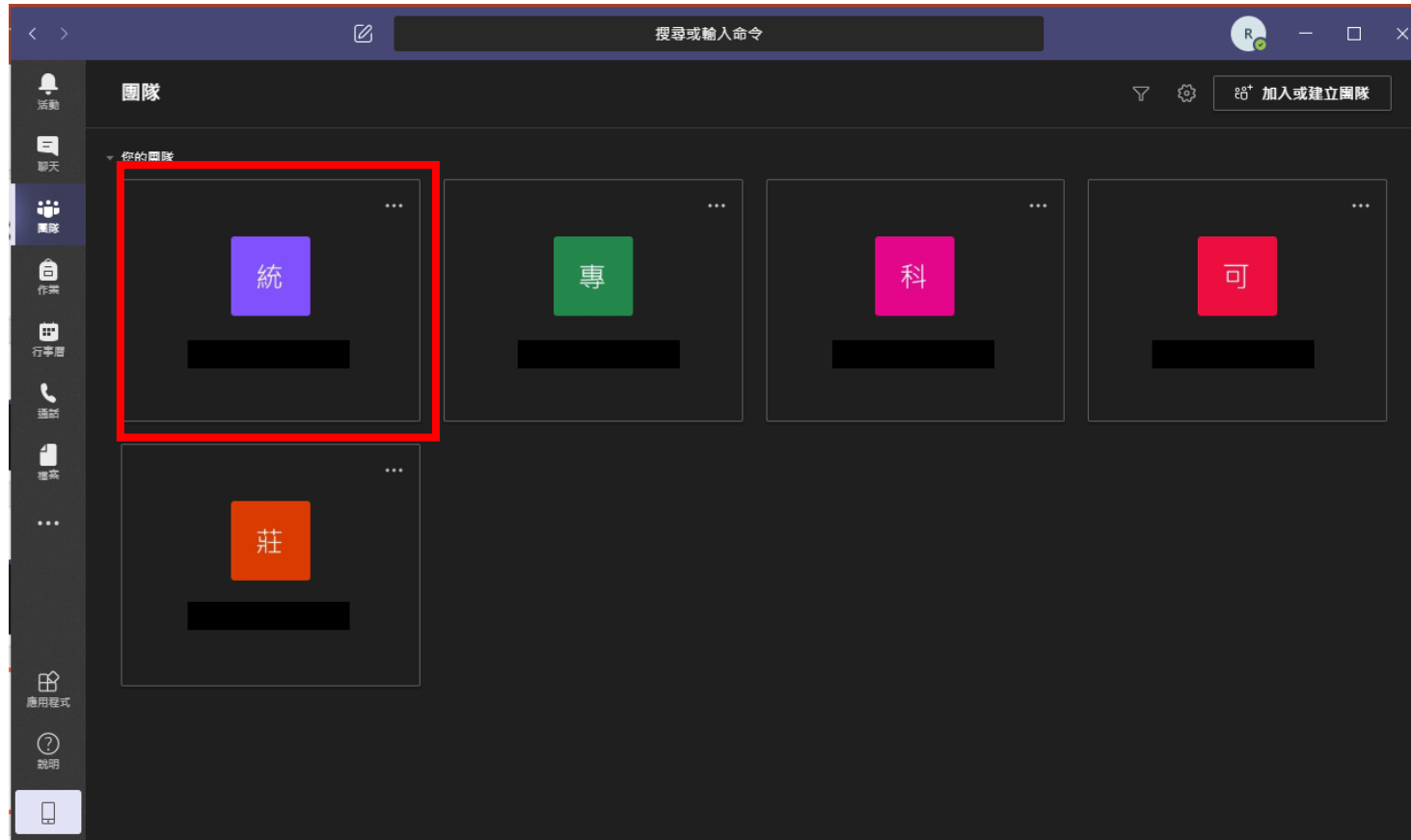


- 9. Click on the “Join”.

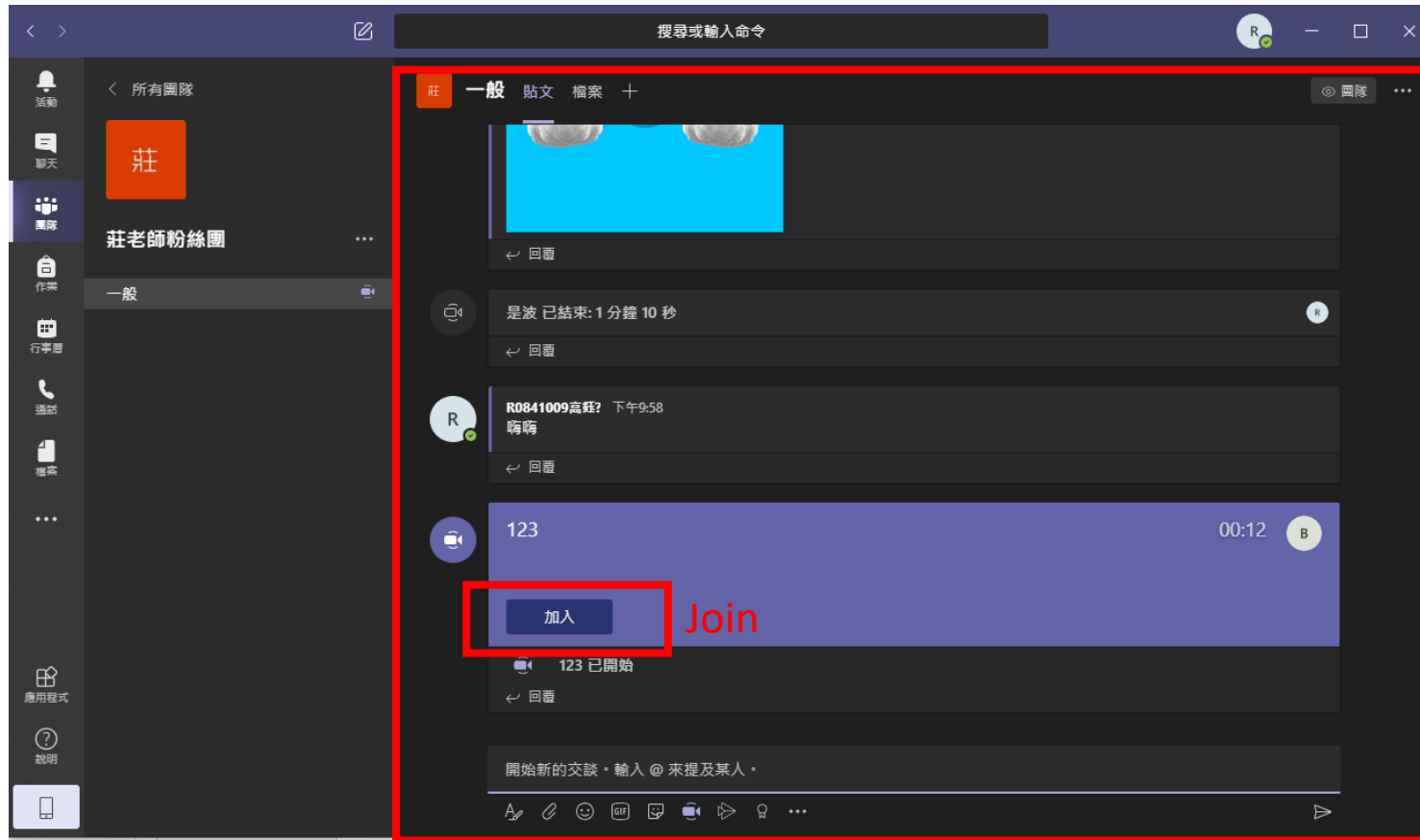
- 10. After clicking on the “team” in the control column on the left of Teams, you will see all the teams you have been invited to. If you do not see the team that you want to report, please notify the ICSSE 2020, immediately/as soon as possible.



- 11. Click on the meeting room that you are invited.

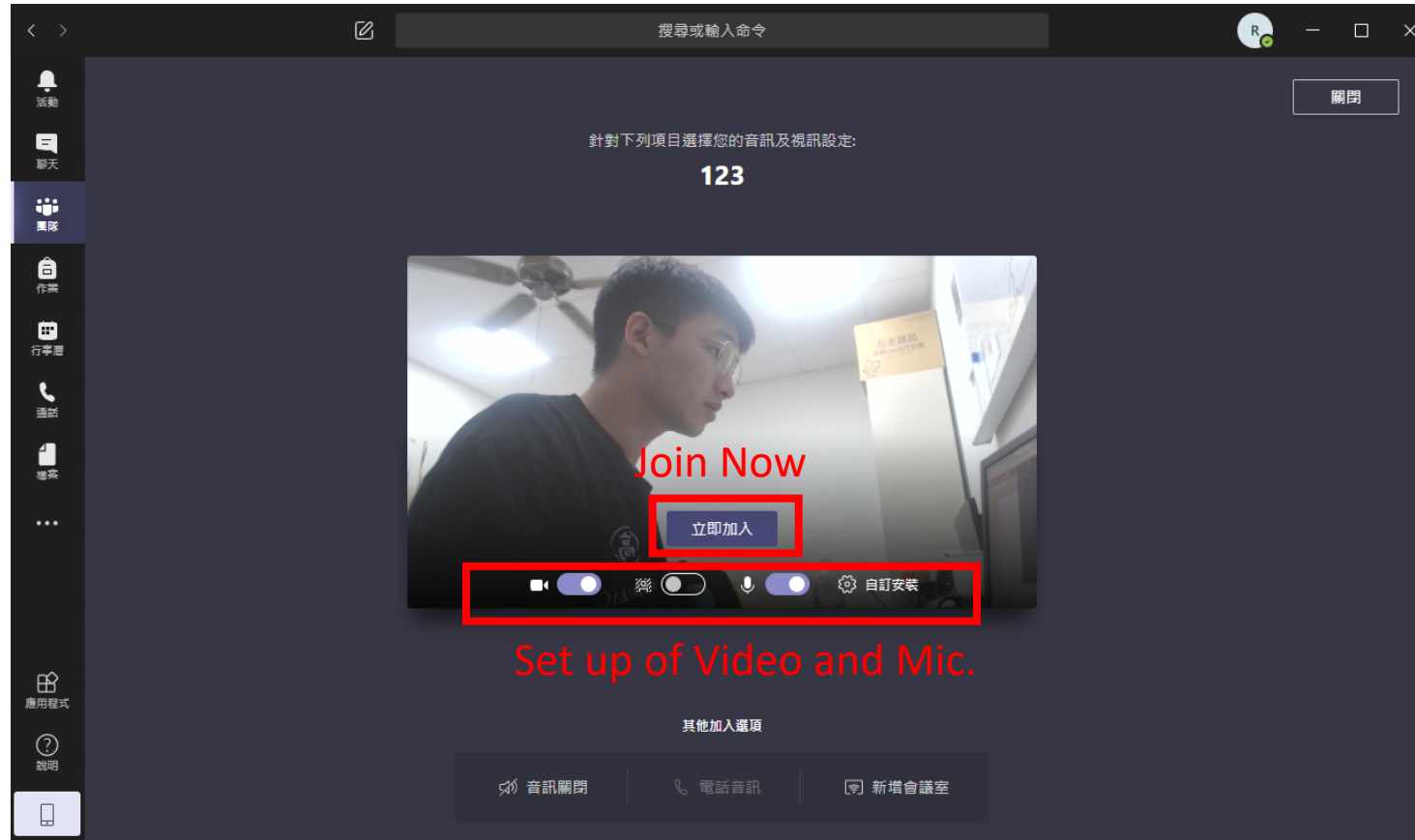


- 12. After clicking on, if there is an ongoing meeting, it will be displayed in the post column.

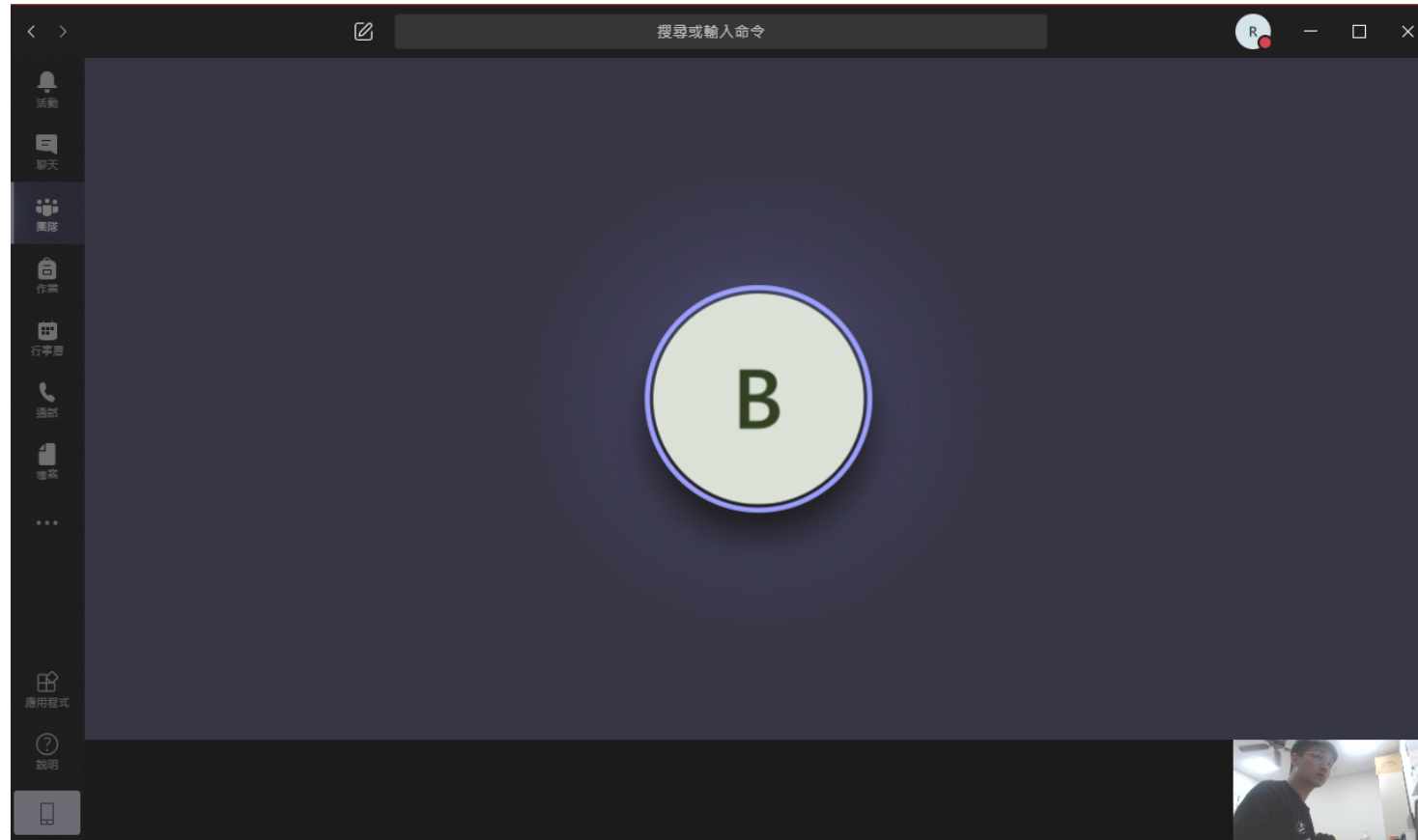


- 13. Click on the “Join” button.

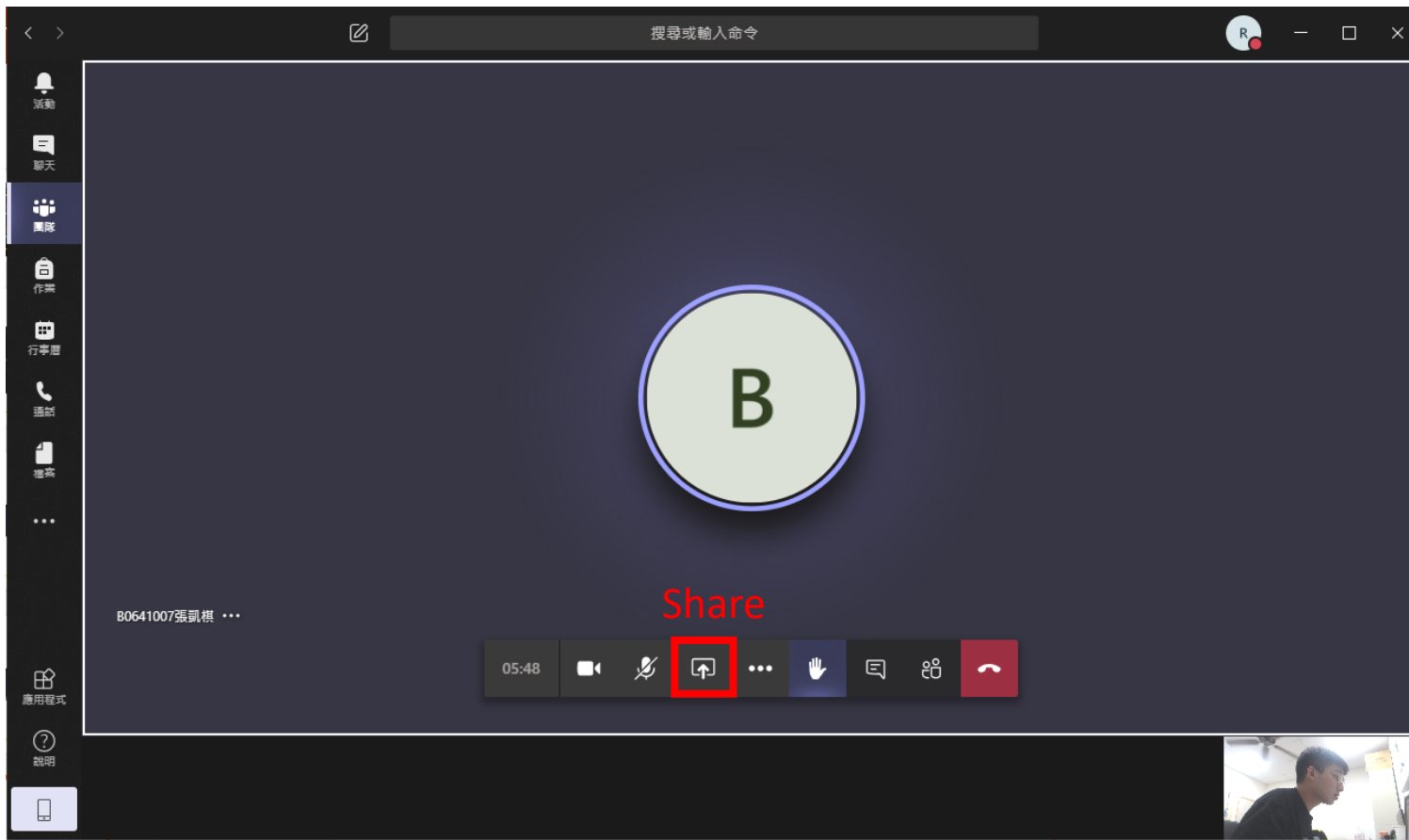
- 14. After clicking on the "Join", please set up the video and microphone first, and re-click "Join Now".



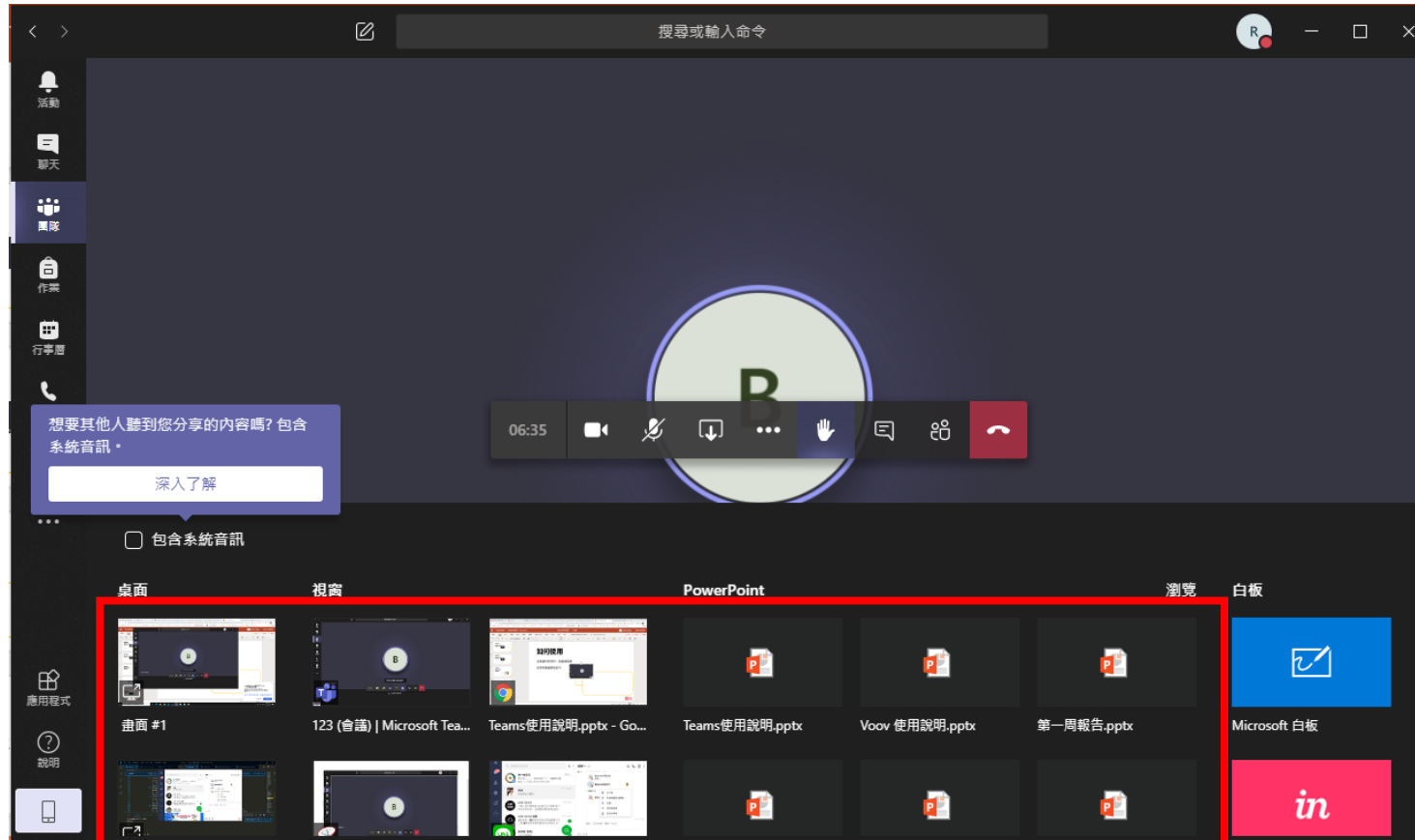
- 15. After clicking “Join Now”, you can watch the content currently being reported.



- 16. Share PPT: To report, please click "Share" button.
(Please open the report content in advance before clicking "Share")



- 17. Choose the reported files as shown below.

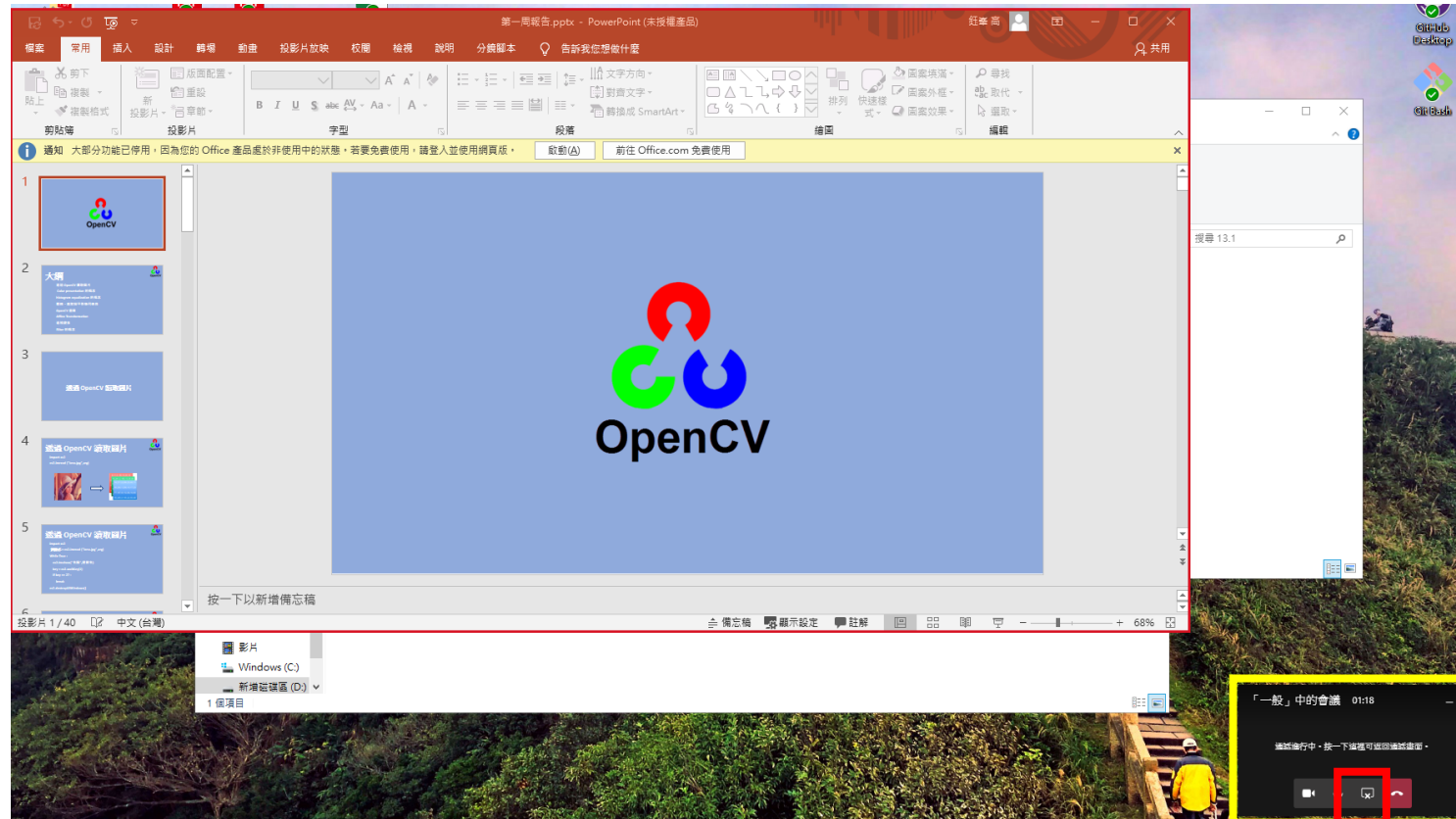


Reported Files

- 18. After choosing the reported files. such as PPT, other users can watch your shared content.



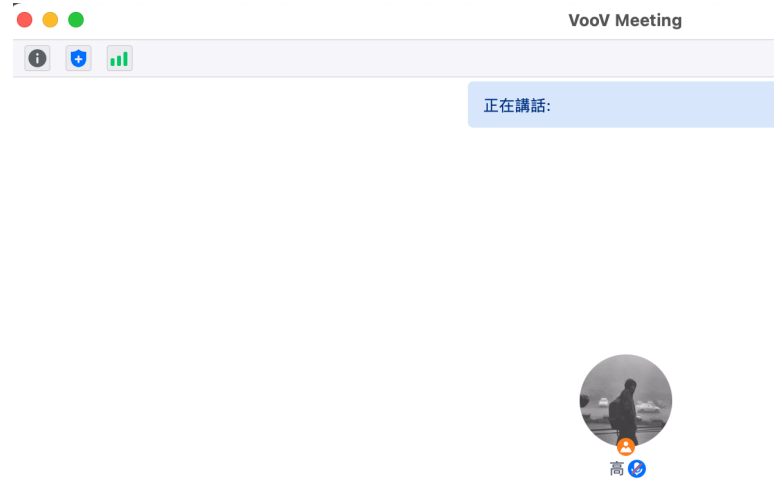
- 19. After sharing the PPT, other users can watch the share content. The control window will shrink to the lower right corner of the screen.



When the report is over, please click the button to close sharing

- 21. Notes on entering the Meeting Room:

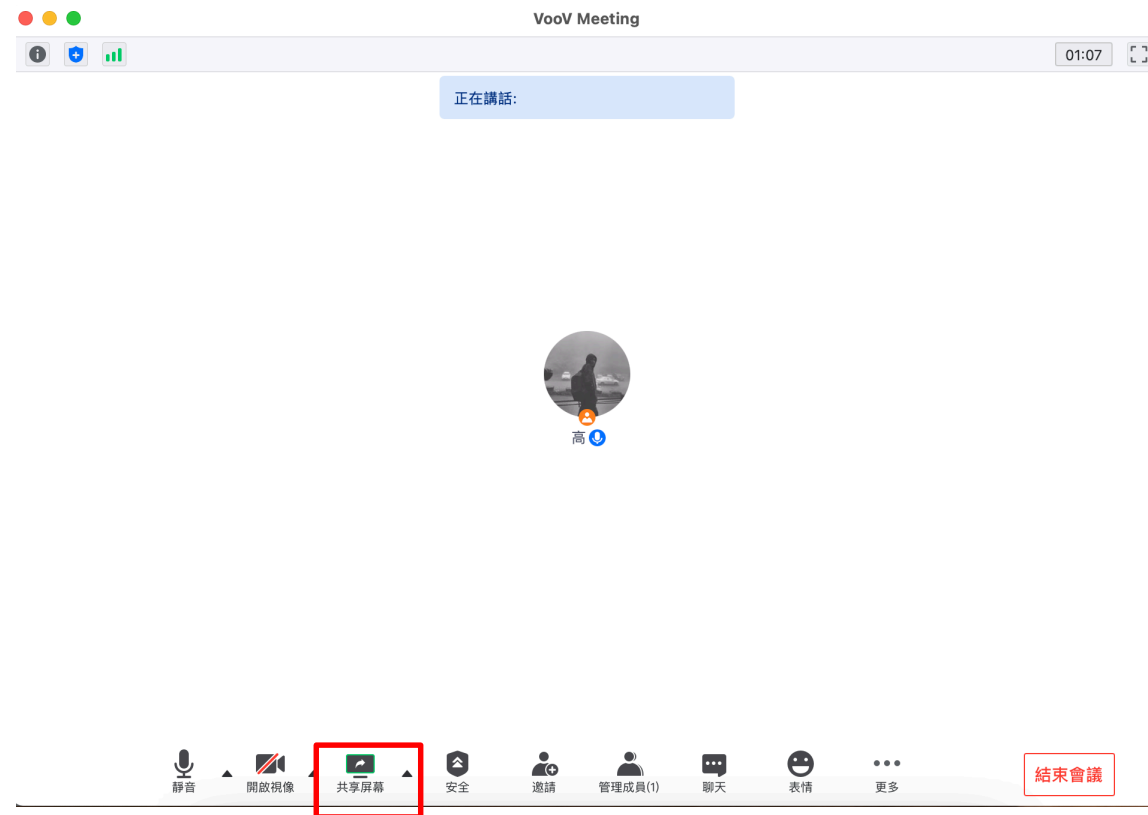
When entering the meeting room, the microphone sound is set as "Mute". When you want to report, the microphone sound can be readjusted to "Unmute".



Mute/Unmute Button



- 22. Please open the reported file in advance and click on the "Share Screen"



Share Screen

- 23. Choose the reported file.

