

# Microsoft Teams Participants Guide

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# Download MS Teams (Laptop Option)

**Download MS Teams here**

**<https://teams.microsoft.com/downloads>**

Download desktop and mobile x +

← → ↺ 🏠 🔒 products.office.com/en-sg/microsoft-teams/download-app ☆

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## Download Microsoft Teams on any device

Connect on Teams anywhere with Windows, Mac, iOS and Android devices, or bring remote participants into meeting spaces of all sizes with Teams.

**Download Teams**

The screenshot shows the Microsoft Teams download page. The header includes the Microsoft logo and navigation links: Office, Microsoft Teams, Plans and pricing, Features, Resources, Download Teams, and a 'Buy Office 365' button. The main content area features the heading 'Download Microsoft Teams on any device' and a paragraph explaining that Teams can be used on Windows, Mac, iOS, and Android devices. A prominent 'Download Teams' button is located below the text. On the right side, there are images of a tablet and a smartphone displaying the Teams app interface, showing chat conversations and meeting options.



# Download MS Teams (Laptop Option)

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Download Teams for your desktop



Download Teams

Click here

Get the Teams mobile app



The file is around  
93MB in size

Enter your email address and we'll send a download link.

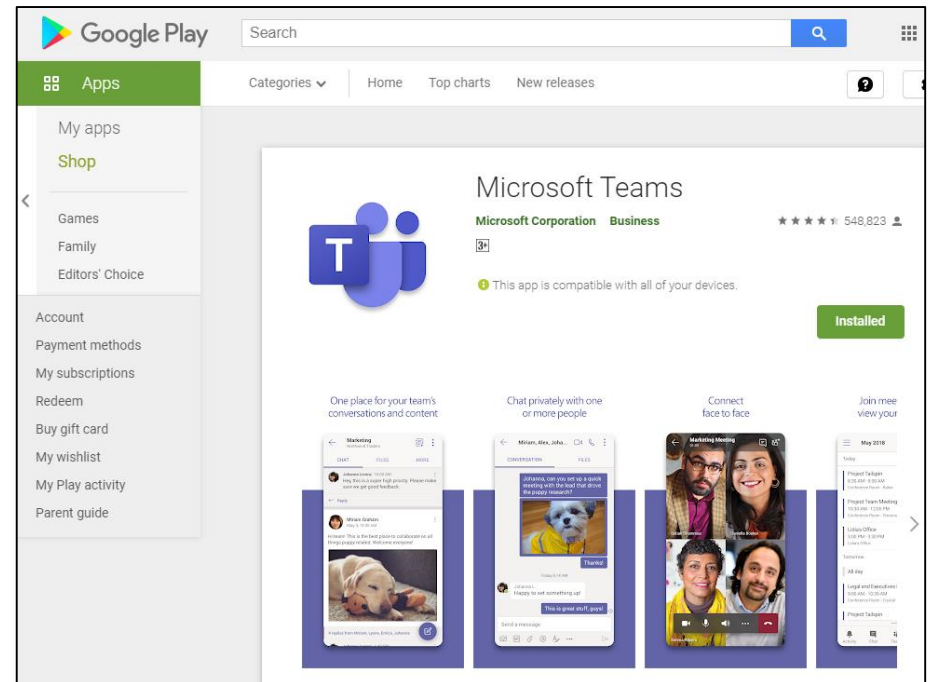
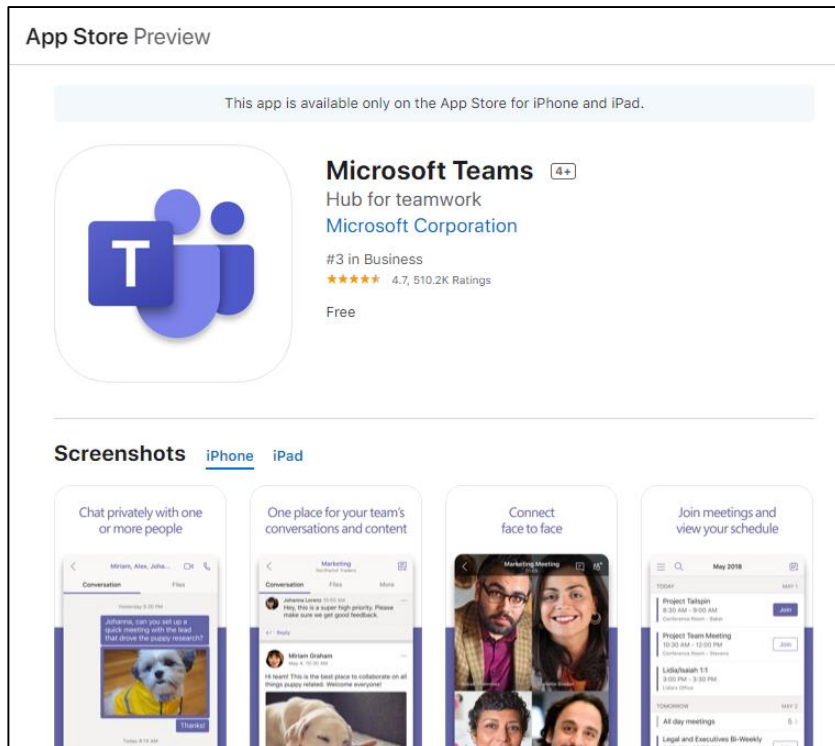
SEND NOW

How your email address is used. ⓘ

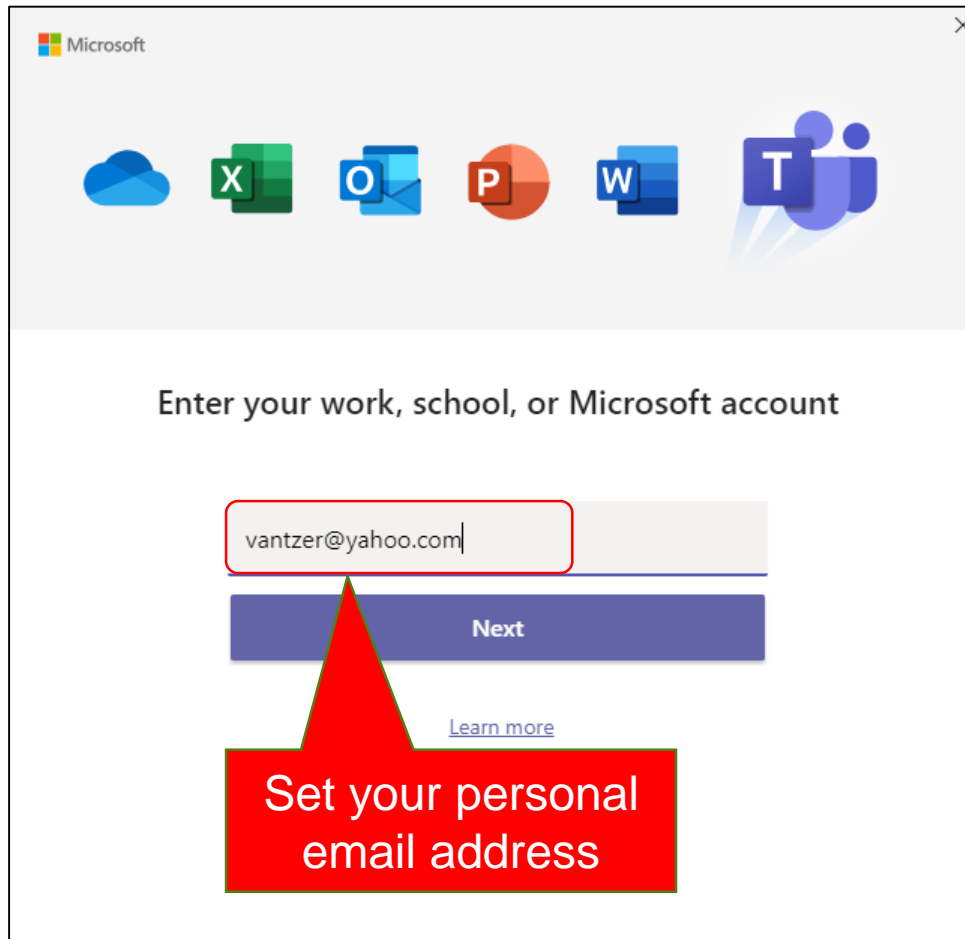
# Download MS Teams (Mobile Phone Option)



Search 'Microsoft Teams' on **Apple Store** or **Google Play Store**



# Set Your Personal User Name and Password



Microsoft

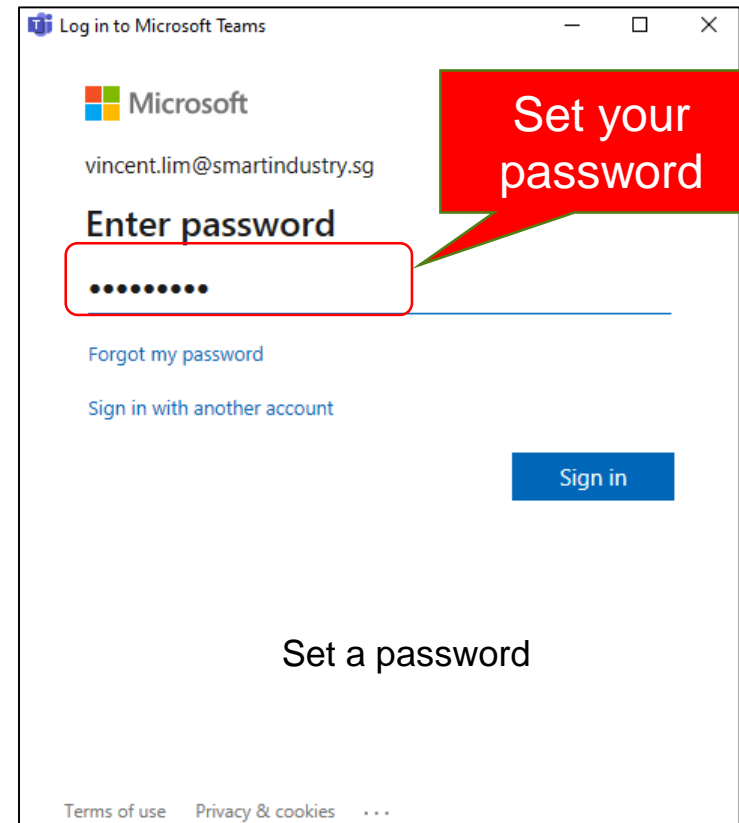
Cloud, X, O, P, W, T

Enter your work, school, or Microsoft account

Next

[Learn more](#)

Set your personal email address



Log in to Microsoft Teams

Microsoft

vincent.lim@smartindustry.sg

Enter password

.....

[Forgot my password](#)

[Sign in with another account](#)

Sign in

Set a password

[Terms of use](#) [Privacy & cookies](#) ...

Set your password

# Verify your email



## Set up your account with Microsoft

You'll use it to access resources in the Republic Polytechnic organisation, and applications from Microsoft.

8-character minimum; case sensitive.

Display name:

Next

## Set up your account with Microsoft

Check your email for your verification code. Didn't get the email? Check your Spam folder or [try again](#).

Note: When you use a work or school email address to set up an account with Microsoft, your IT department may later control your data and restrict what you can do with your account.

By clicking **Finish**, you agree to the [Privacy Statement](#) and [Microsoft Services Agreement](#).

Finish

Back



vincent.lim@smartindustry.sg

## Review permissions

**R** Republic Polytechnic myrp.edu.sg

**This resource is not shared by Microsoft.**

The organisation Republic Polytechnic would like to:

- ✓ Sign you in
- ✓ Read your name, email address and photo

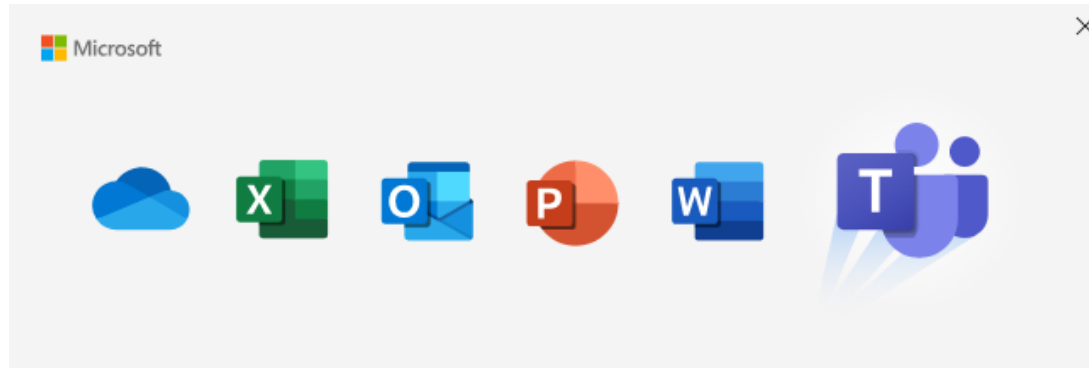
You should only accept if you trust Republic Polytechnic. By accepting, you allow this organisation to access and process your data to create, control and administer an account according to their policies. **Republic Polytechnic has not provided a link to their privacy statement for you to review.** Republic Polytechnic may log information about your access. You can remove these permissions at <https://myapps.microsoft.com/myrp.edu.sg>

Cancel

Accept

# Let's Get Started

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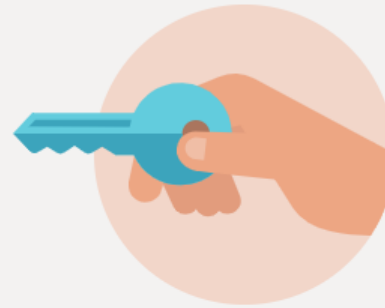
## Welcome to Microsoft Teams!

Teams was installed with Office. Start chatting and collaborating with your colleagues today. [Learn more](#)

Continue

# Setup Successful

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**You're not on Teams yet, but you can set it up  
for your organisation.**

[Sign up for Teams](#)

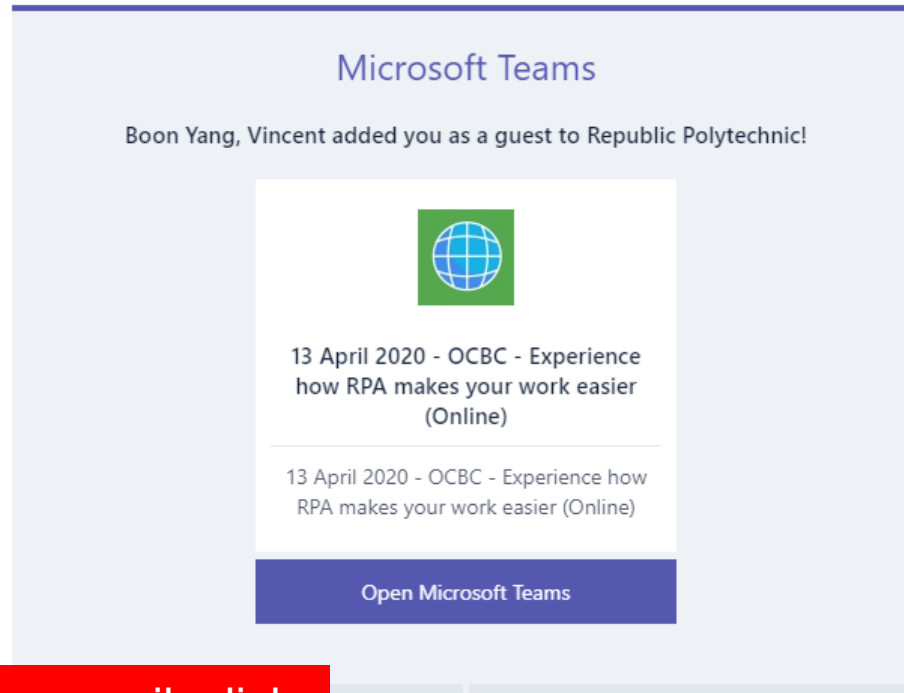
Please send an email to the  
course coordinator

Already signed up?  
Check your email for a link to start using Microsoft Teams.



# Course Coordinator Invite

---




You will receive an email, click  
to access MS Teams

# Enter your personal email and password

---



 Microsoft

vantzer@yahoo.com

**Enter password**

Password

☐ Keep me signed in

[Forgotten your password?](#)

[Sign in with a different Microsoft account](#)

[Sign in](#)

# Welcome to the online class



## Teams

Your teams

SC Short Course

General

1 hidden channel



SC

General

Posts

Files

Class Notebook

PDF

New

Team

2 Guests

Wednesday, 1 April 2020 @ 15:00

Collapse all

Meeting ended: 0 sec

Meeting ended: 34 min 25 sec

Reply

G G G CT +3



Vincent Lim BY has added vantzer (Guest) as a guest to the team.



Meeting ended: 56 sec

Reply

V



Meeting now

01:03



Join



Meeting started

Reply



Vincent Lim BY has changed the team name from 13 April 2020 - OCBC - Experience ... to Short Course.

Start a new conversation. Type @ to mention someone.

📎 📎 😊 📎 📎 📎 ...



Manage teams

Click Join

# Pre-Class



Choose your audio and video settings for

Blur your background

Click Join Now

Join now

Turn on video

Turn on audio

PC Mic and Speakers

Other join options

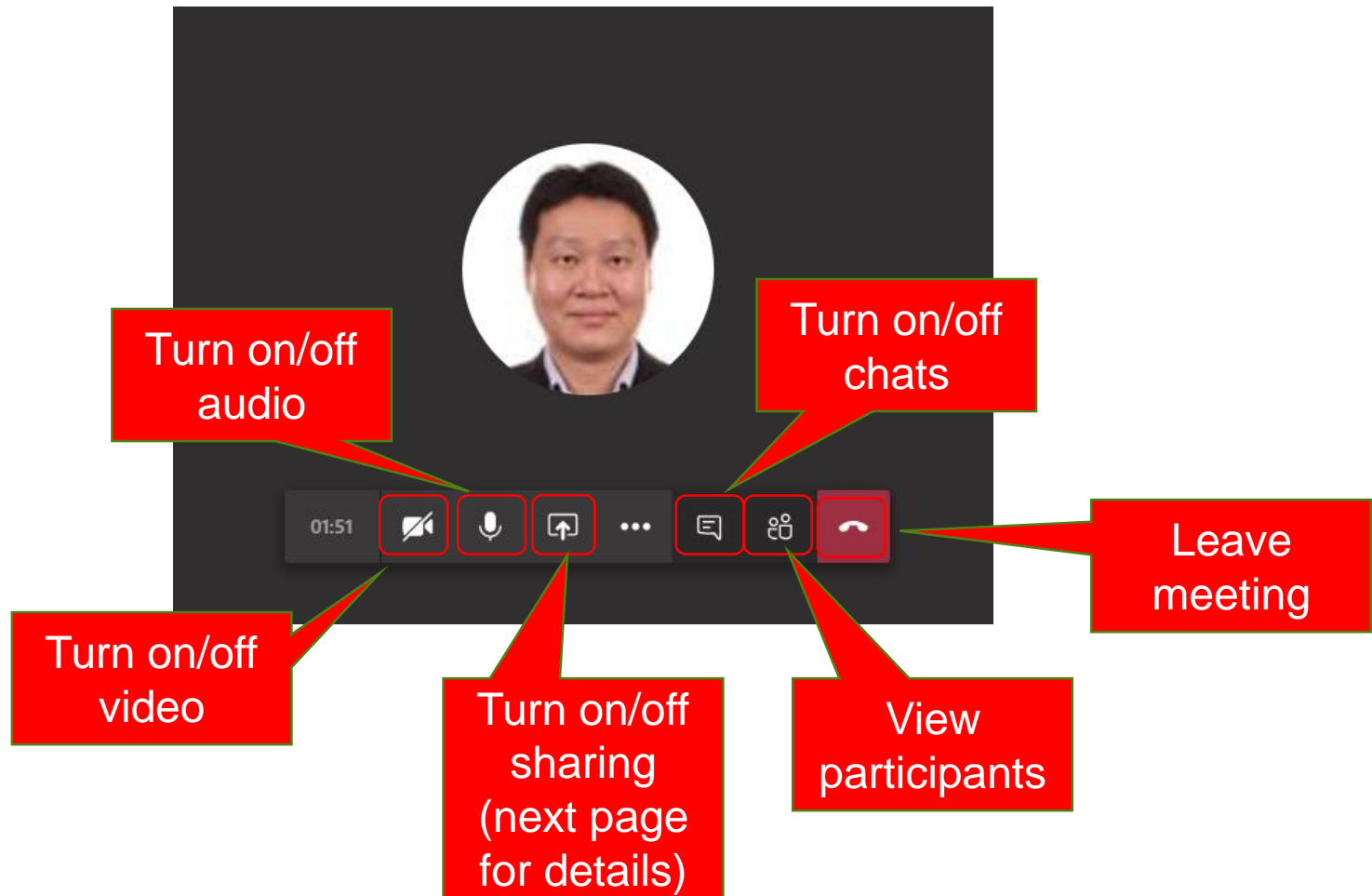
Audio off

Phone audio

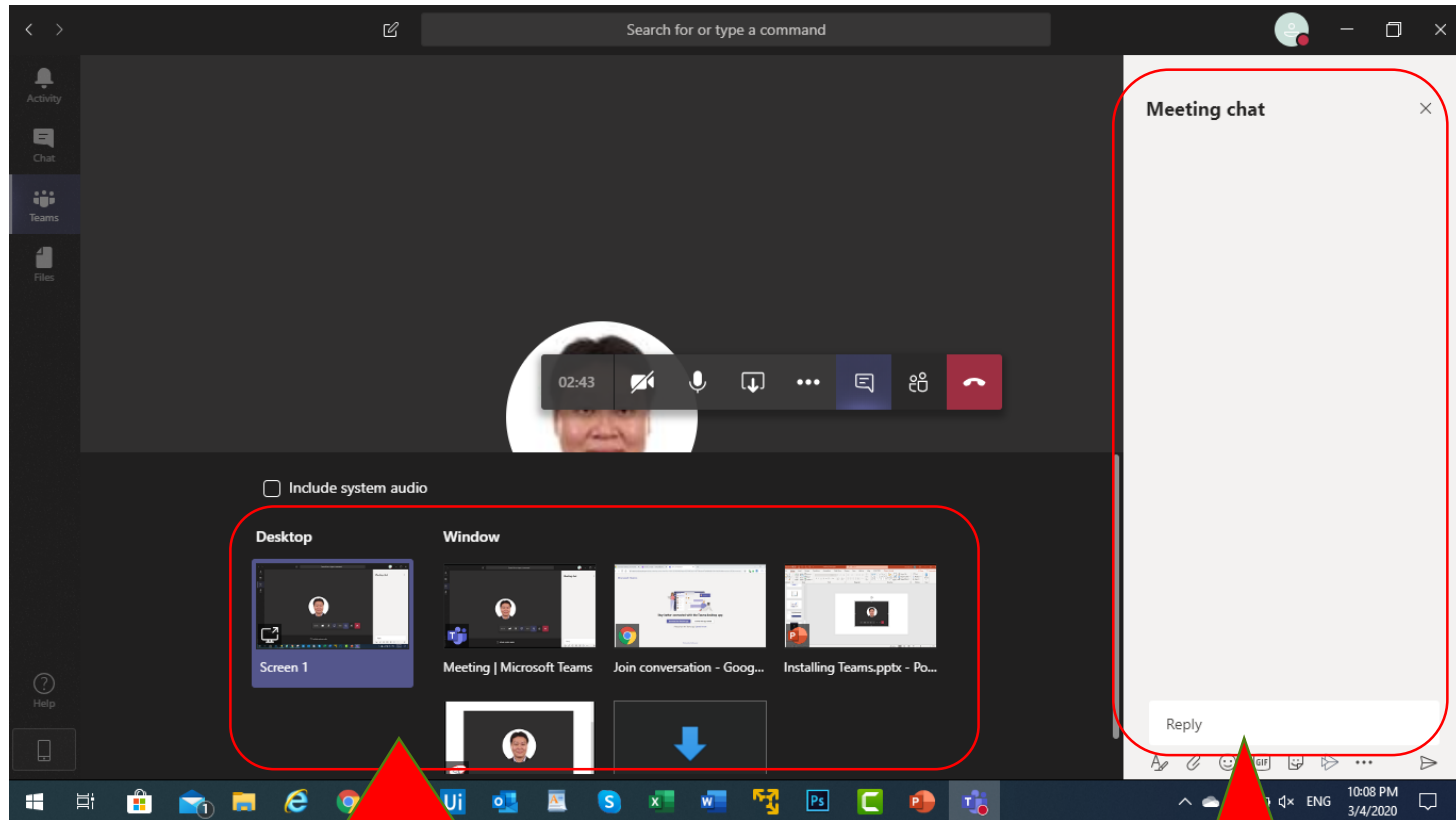
Add a room

A screenshot of the Zoom pre-join screen. The interface is dark-themed. At the top, it says "Choose your audio and video settings for". In the center is a large blue circle with a white "V". Below this is a "Join now" button. At the bottom are three toggle switches: "Video" (with a camera icon), "Background" (with a grid icon), and "Audio" (with a microphone icon). To the right of the audio toggle is a gear icon and the text "PC Mic and Speakers". Below the toggles is a section titled "Other join options" with three buttons: "Audio off", "Phone audio", and "Add a room". Four red callout boxes with white text point to specific elements: "Blur your background" points to the background toggle, "Click Join Now" points to the "Join now" button, "Turn on video" points to the video toggle, and "Turn on audio" points to the audio toggle.

# Using the online class features



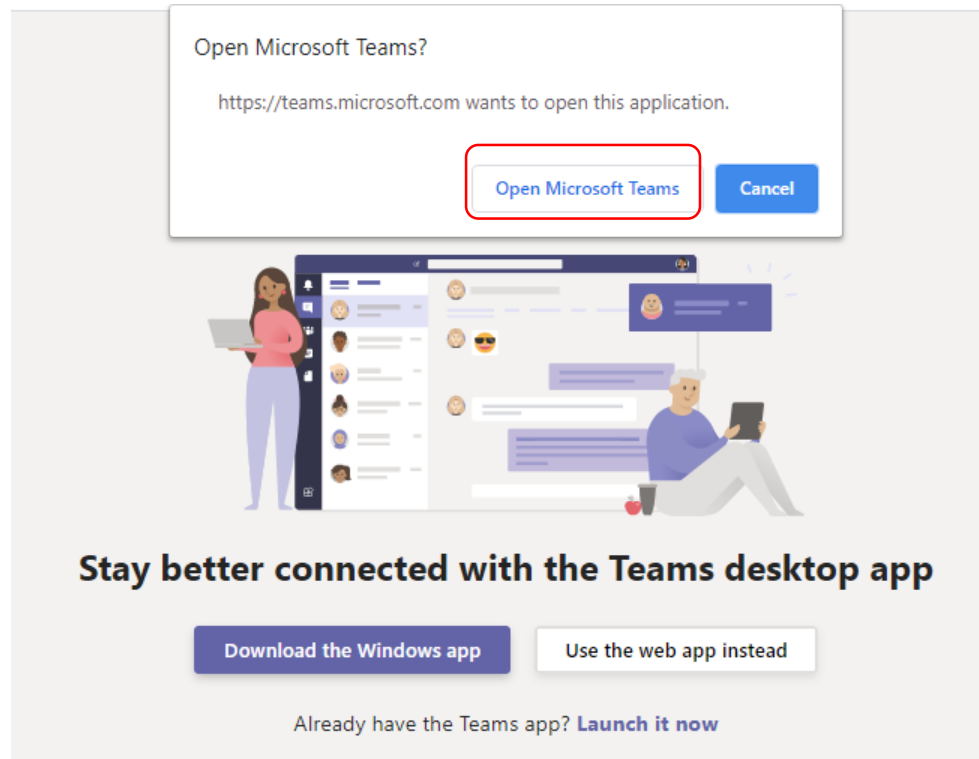
# Using the online class features



Decide to share screen  
or specific apps

Live chats

# (Other Access) Direct Meeting Link



If you receive a meeting invite link, just click on 'Open Microsoft Teams'



Thank you