

# Login and Joining video lessons on Microsoft Teams

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# 1. Devices

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Desktop / laptop computer  
(Window OS / Mac OS)



smartphone  
(Android / iOS)



Tablet  
(Android / iOS)

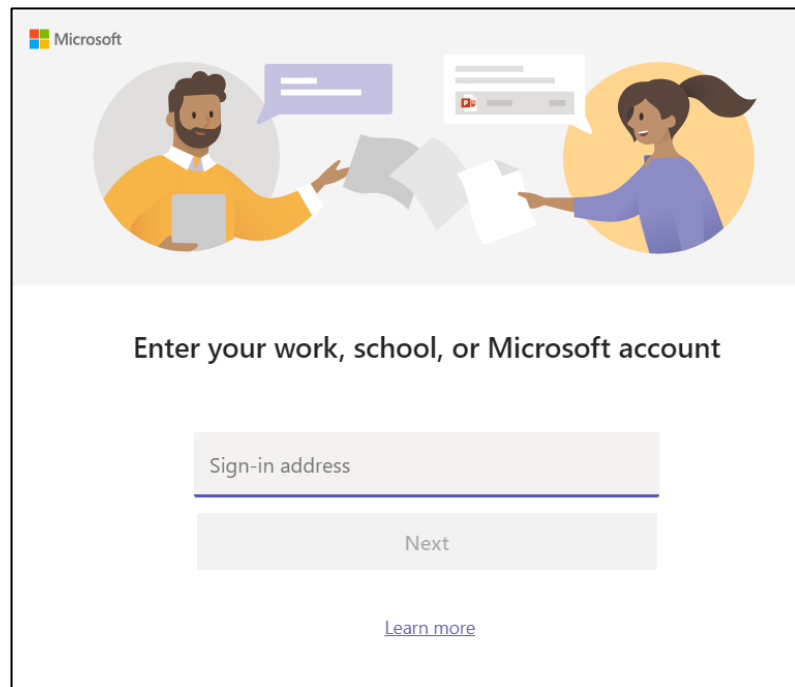
# 2. Log in Microsoft Teams (Computer)

Please use the login information provided by the school.

- Email: s20xxxxxx@o365.cccktps.edu.hk
- Password: Abc123456

Notes:

1. It is a small letter 'o' in 'o365', not the digit '0'.
2. The password consists of digits, capital letter(s) and small letters.



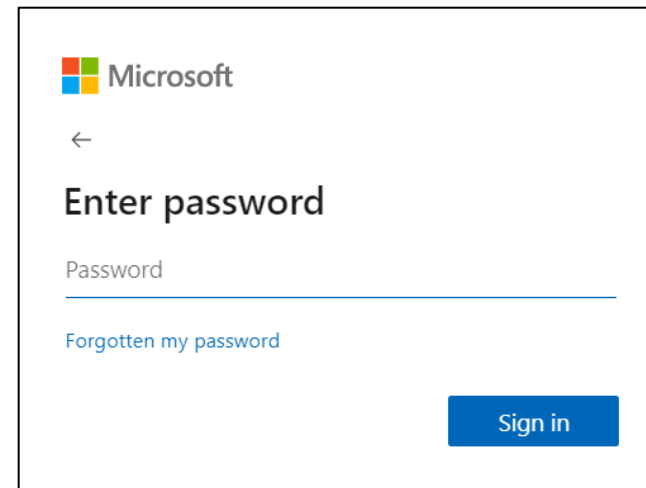
Microsoft

Enter your work, school, or Microsoft account

Sign-in address

Next

[Learn more](#)



Microsoft

←

Enter password

Password

[Forgotten my password](#)

Sign in

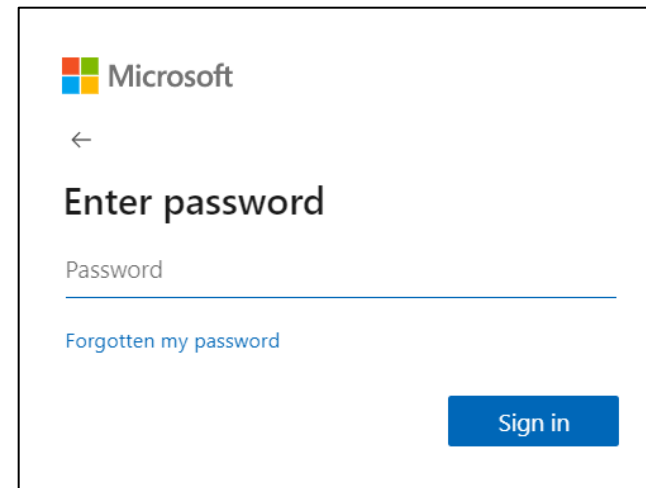
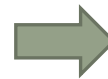
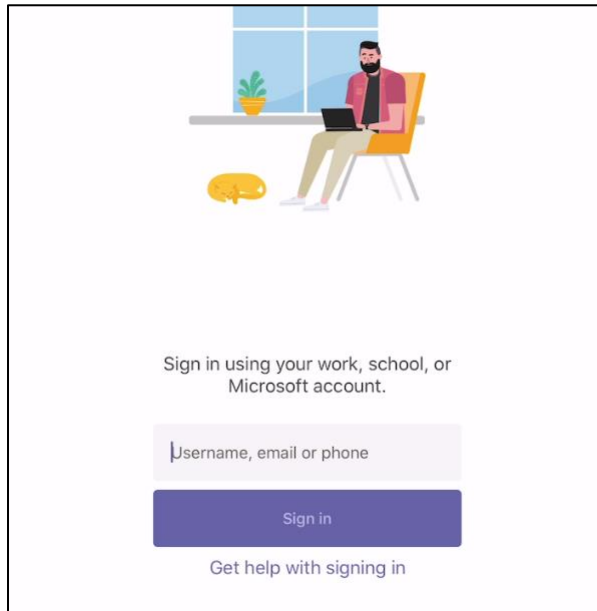
# 3. Log in Microsoft Teams (Tablet/smartphone)

Please use the login information provided by the school.

- Email: s20xxxxxx@o365.cccktps.edu.hk
- Password: Abc123456

Notes:

1. It is a small letter 'o' in 'o365', not the digit '0'.
2. The password consists of digits, capital letter(s) and small letters.



# 4. How to join the video lesson

1. Find the Team (i.e. class) that you are going to have the lesson. Then, enter the General channel of the main subjects (Chinese, English, Maths and General Studies) or the channels of other subjects (e.g. Putonghua) under the student's class (e.g. 5D)



Computer

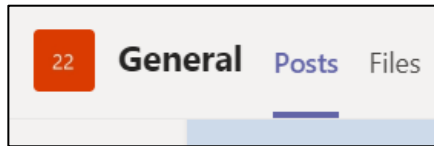


Tablet/smartphone

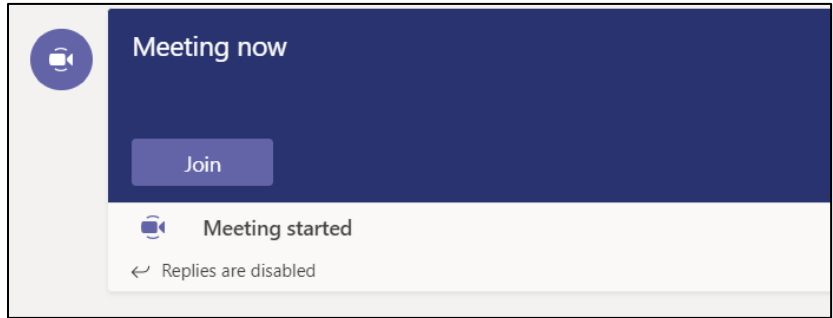
shows that a video lesson is open in the channel.

# 4. How to join the video lesson

2. Go to **Posts in the channel**. Then you will see a post of the video lesson. Click **'Join'** to enter the lesson.



If you quit the lesson for any reason suddenly, you may enter the lesson again from the post.



Computer



Tablet/smartphone

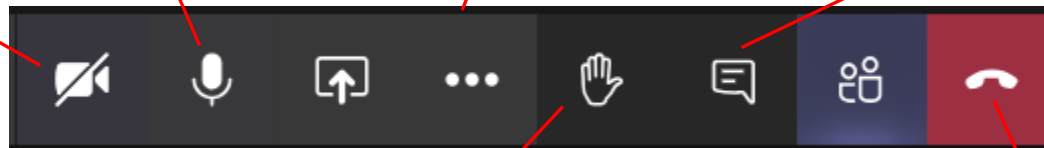
# 5. Some basic functions


**More actions: Students only use 'Show background effects' for changing / blurring the background.**

**Switch on/off the microphone**

**Conversation (This function is normally switched off.)**

**Switch on/off the camera**



**Raise your hand  
(This function is in  in iOS. There is not this function in Android.)**

**Hang up**

## 6. Rules for video lesson

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1. Stay indoors and at a quiet environment to have the lesson.
2. Keep quiet and be attentive.
3. Prepare textbooks, notebook and the stationery before the lesson.
4. Do not press any keys on the screen without teacher's permission.
5. If you have any questions during the lesson, use the hand up function to let the teacher know. If there is not this function on your device, talk to your teacher after the lesson.