Microsoft Teams Operation Manual 【Students】

Providence University online sources

Easy Teach x Easy Learn

Providence University

Compilation by Teaching Development Center 2023/02

BEFORE YOU ENTER TEAMS, PLEASE MAKE SURE…

**You have activated your
E Portal Account**

(Click here for more information)

Example for your school campus portal account

Account ｜ s1101234
Password ｜ set by each individual

Usage for your E Portal Account

Webmail, E Portal, connecting to the University's WIFI

Student's E-mail address

「account@pu.edu.tw」

IF YOU HAVE THE NEED TO AUDIT THE COURSE, PLEASE NOTE

Step1. **Search for the 「Instructor's name」**

1

2

Contact the Instructor

Email the instructor

Search on the University's web,
ask your college/department secretary

Step2. **Make the phone call**

Teams chat room & Phone call
(for Providence University's student)

您正在開始新的交談
請在下方輸入您的第一個訊息。

Non-Providence Student/ Auditors

Before you get your portal account and password, Please join the class as 「Guest」

Please make sure to contact the instructor to add you into the class before it begins so that you should participate the course successfully.

HOW TO DOWNLOAD AND USE TEAMS

Download Teams Software

| **Windows Version** | **Mobile iOS Download** | **Mobile Android Download** |

（Click to download）

Teams Login Account and Password

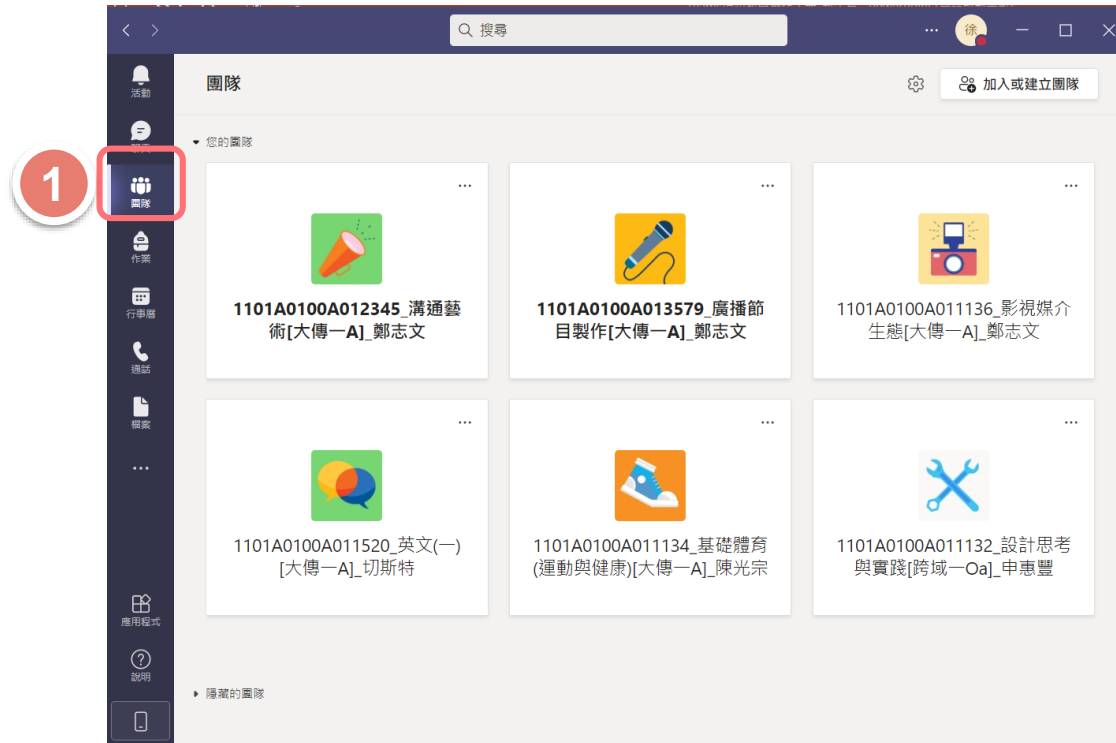**Students Account** - **account@o365st.pu.edu.tw**【**small cap o**】(Ex. s1101234@o365st.pu.edu.tw)

Login Password - **「E Portal」Account's Password**

※ **If you are not able to log in successfully, change the password to your webmail first.**
【**PU Homepage → Webmail → Settings → Change your Password**】

HOW TO OBSERVE THE COURSES (TEAMS) ※「Teams」icon are the Courses

Desktop Version
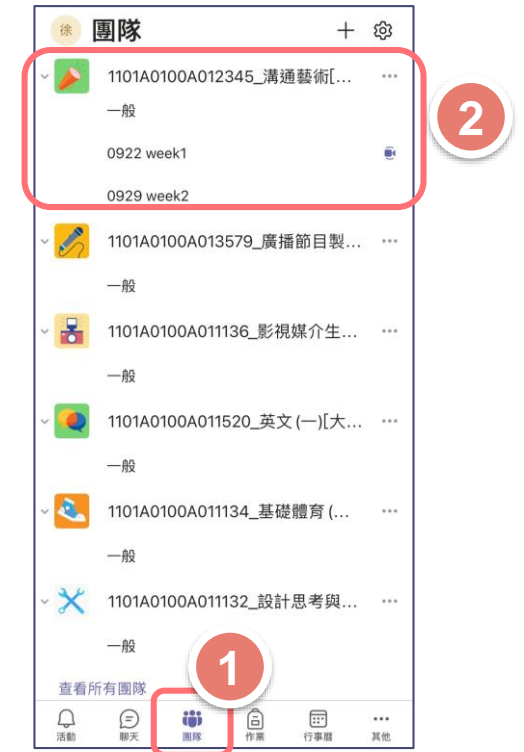

Mobile Version

Step1. Click the 「Teams」Icon

Courses has been transferred automatically. If you do not see that course, please contact your instructor to execute it immediately. 【Activate course (Teams)】

HOW TO ENTER YOUR COURSE (TEAMS)

Desktop Version

Mobile Version

Step1. Click 「Teams」Icon

Step2. Choose your Course

You can enter your courses by clicking 「Teams」

HOW TO JOIN THE ONLINE CLASS

Desktop Version

Mobile Version

Step1. Click 「Course Channel」

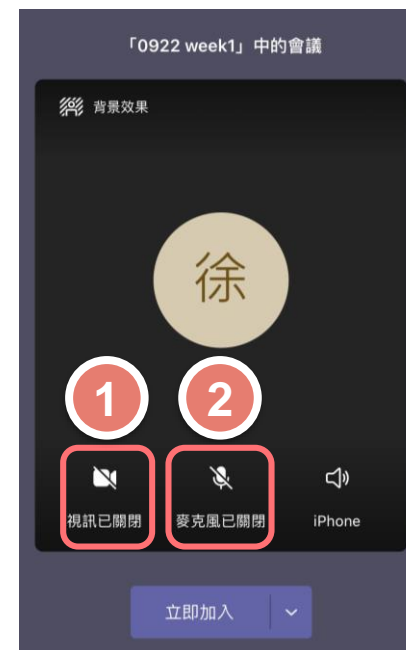**Step2.** Click 「Join in」

After you join in the course, please click 「Channel」, and then you can join in the online course.

PLEASE KEEP IN MIND
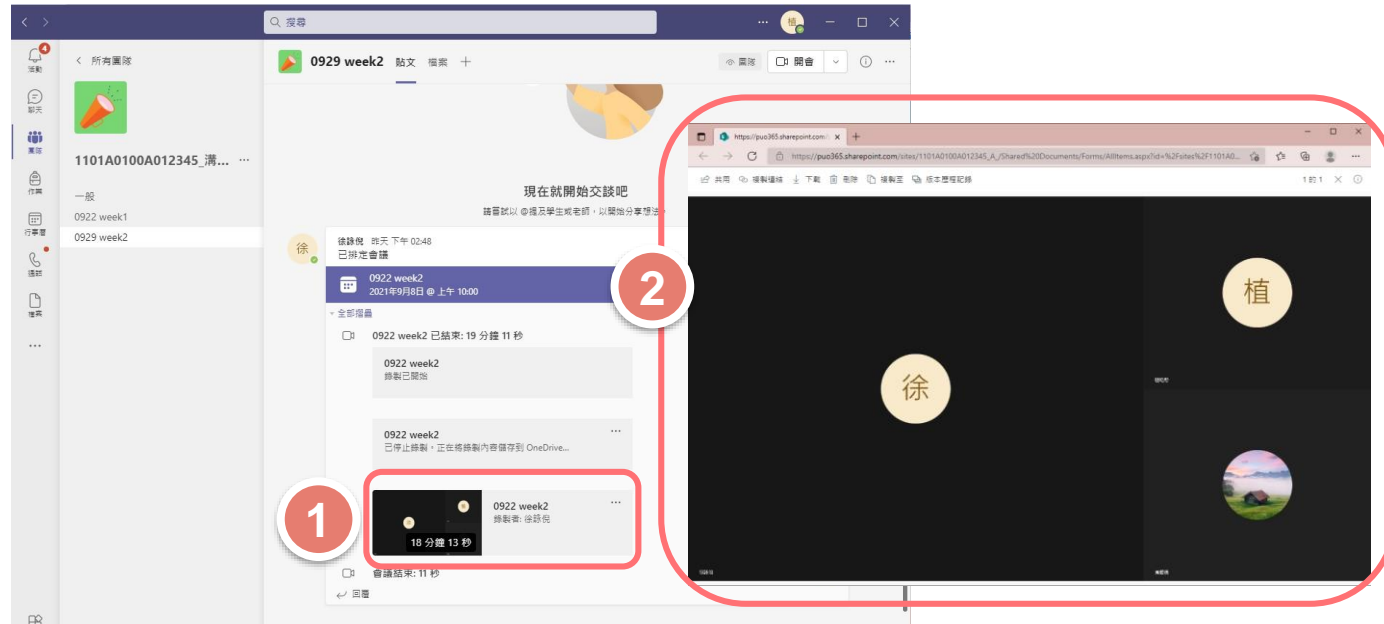
Desktop Version

Mobile Version

Step1. Check your camera button   **Step2.** Check your microphone button

To avoid any disturbance during the online course, please follow the regulations set by your instructor.

HOW TO WATCH AFTER CLASS RECORDINGS

Desktop Version

Mobile Version

Step1. Check「Course Channel -Online Course for that week (meeting)」

Step2. The site will connect to「OneDrive」. You can watch the course afterwards.

After you join the course, please click「Channel」and you will join in the online course.

ONLINE COURSE STORED AFTER EACH CLASS

Courses will show up in「Posts」after each class

All courses recorded by Teams will automatically be saved to Microsoft SharePoint. It will only be saved for 365 days.

Please follow your instructors' instructions on further notice

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE FOLLOWING

Teams Software Technical Issues

Coordinator：Director for Teaching and Learning Resource Center Ms. Cheng

E-mail：chris@pu.edu.tw

Online Courses Technical Courses

Coordinator：Office of Academic Affairs (#11103)

Teaching Development Center (#11136)

E-mail：pu10100@pu.edu.tw

pu10170@pu.edu.tw

International students with questions, please contact OIA

Coordinator：Office of International and Cross-Strait Affairs : Ms. Naomi

E-mail：nch2939@pu.edu.tw