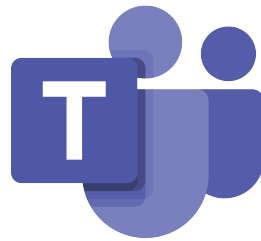




Mahidol University  
International College

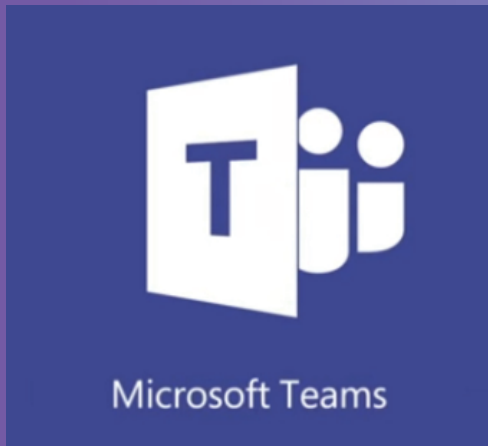


# HANDBOOK



Microsoft  
Team

FOR STUDENT



Is a collaboration platform that combines persistent workplace

Chat

Video Meeting

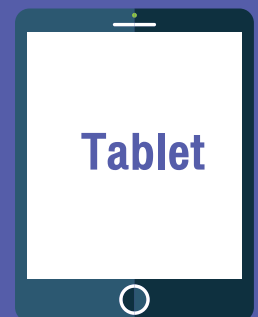
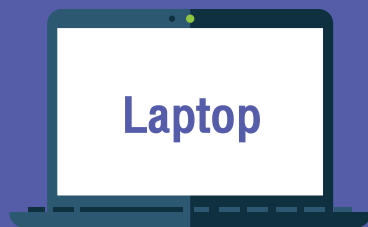
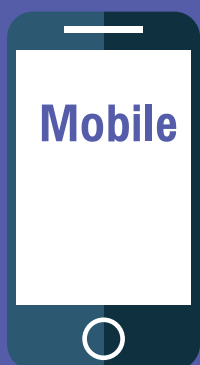
File Storage

The service integrates with the Office 365 subscription office productivity suite and features extensions that can integrate with non-Microsoft products.

# Feature

Co-operation from everywhere

Meeting, Chat ,Call from everywhere



Works with all devices with internet connection.

# Progress of Learning & teaching with Microsoft Team



**Leader (lecturer)  
build “TEAM”**

**1**

**2**

**Leader give team's member  
a code or add by e-mail**



**3**

**Member fill a code  
to join TEAM**

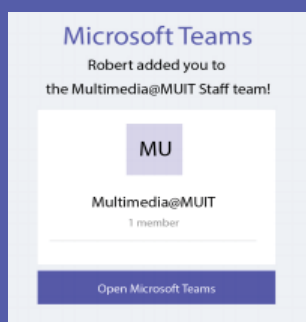


**The class start !**

**4**

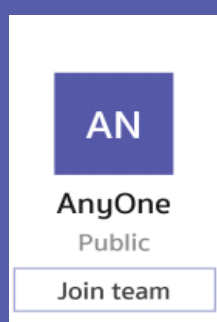
## 3 Ways to join TEAM

**A**



**Leaders invite you  
to join the team  
(automatic)**

**B**



**Public team you can  
click 'Join team'  
to join**

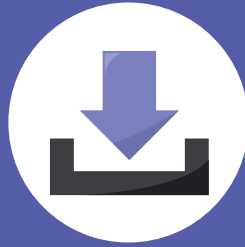
**C**



**Fill the team's code  
from leader**

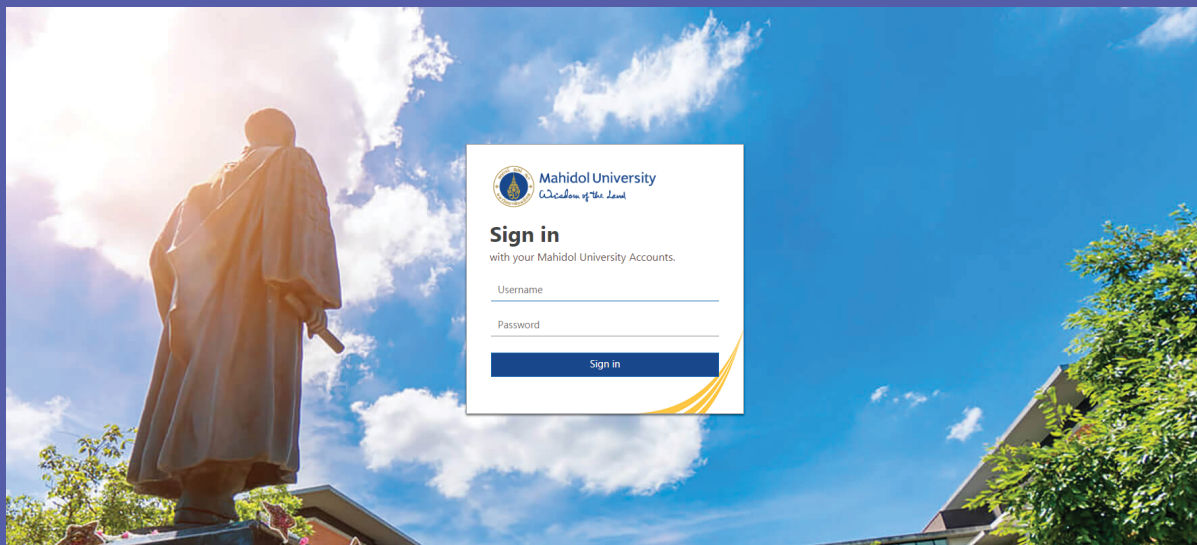
# Download Microsoft Team

Use with Microsoft Office 365

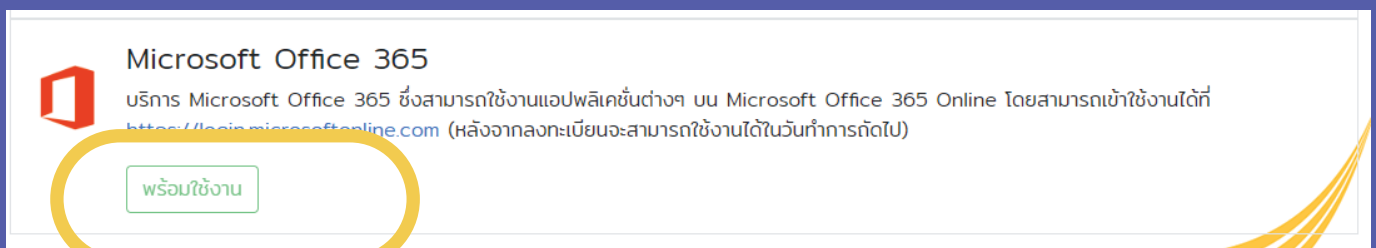


## Register & Log in

- Access to the link  
: <https://it.portal.mahidol.ac.th>



- Log in with your email @mahidol.ac.th account  
\*\*\*Password same as Mahidol internet account

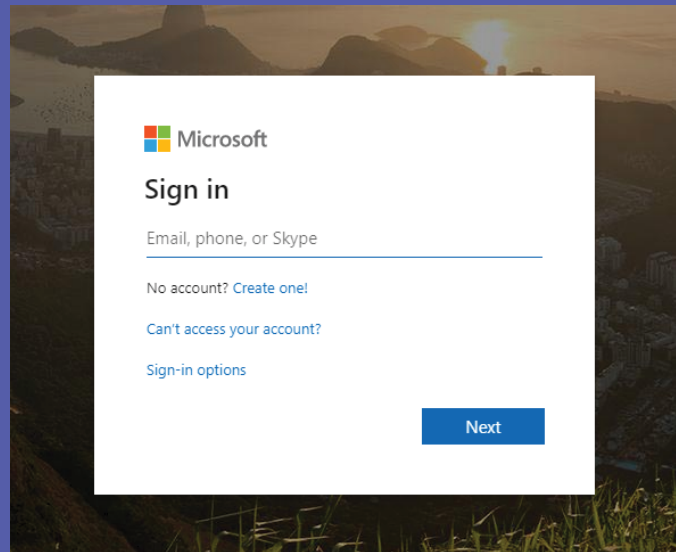


- Click the link : <https://login.microsoftonline.com>

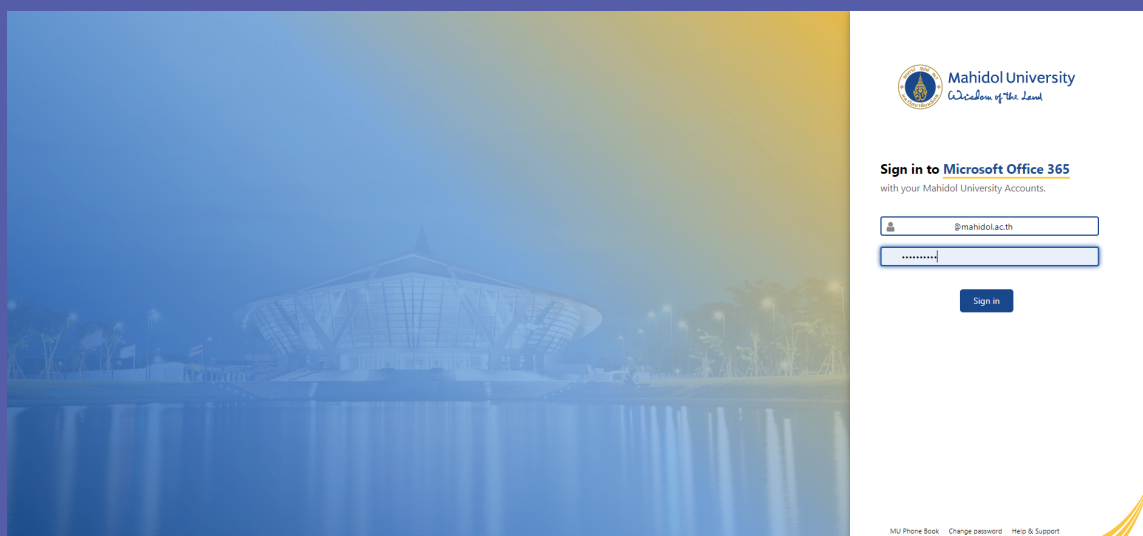
\* If you just make a new request it will take 1 business day to approve your request.



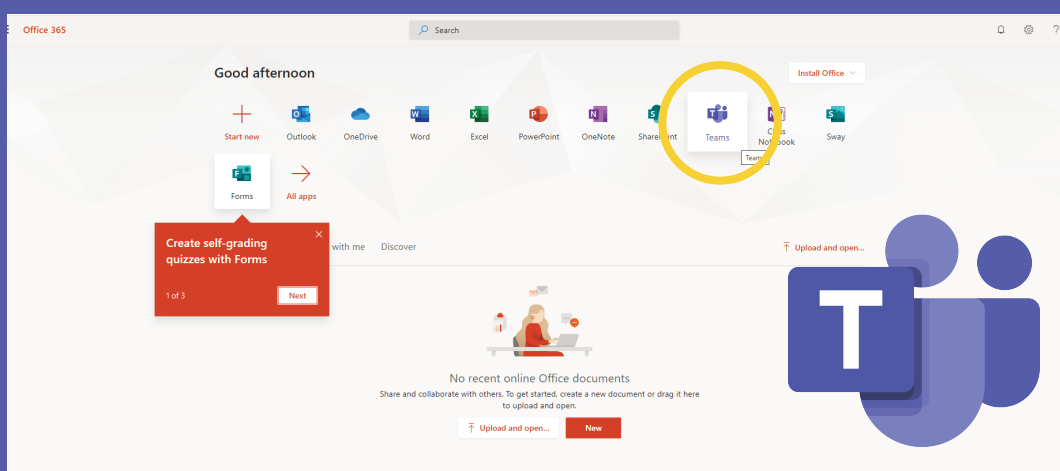
- Sign in with your mahidol account then click 'Next'



- Sign in again to Microsoft Office 365



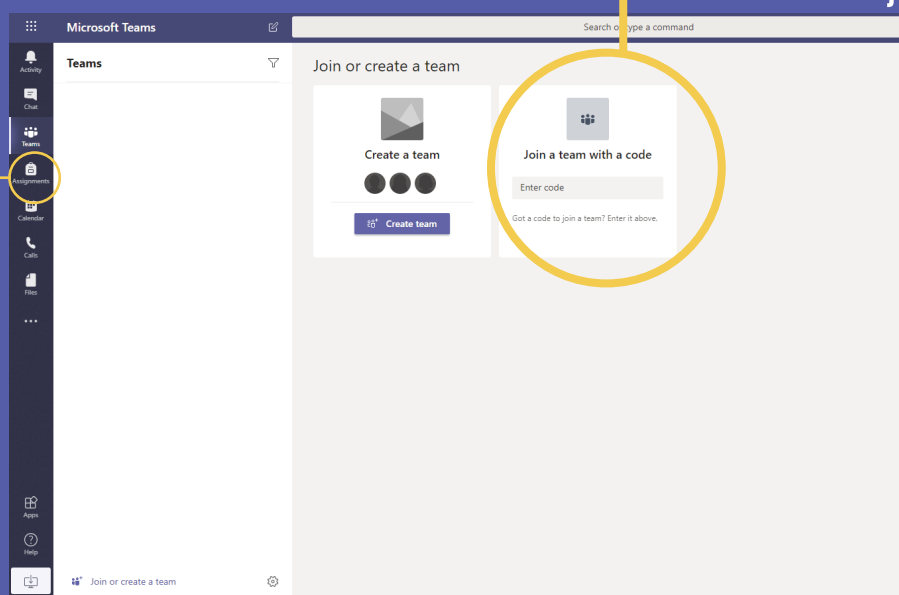
- Click 'Teams' to explorer



Teams's icon

# Microsoft Team Home & Meeting screen

Get an assignment from TEAM



Fill the code from Leader (lecturer) to join class (TEAM)

Team member



Get notification from Leader

Chat with team

See member

Meeting calendar

Make a call

look at file

Setting

Video ON/OFF

Voice ON/OFF

Setting

Screen sharing

End Meeting

source : <https://muit.mahidol.ac.th/vcf/microsoft-teams-thai.pdf>