



**INTERNATIONAL
COLLEGE
IMPERIA**

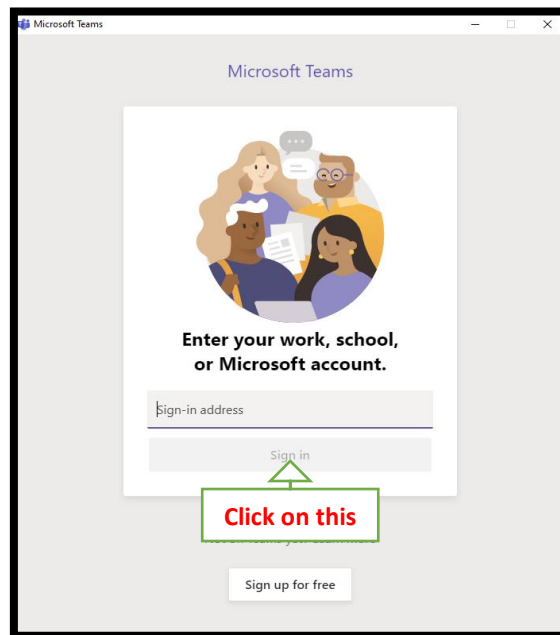
MICROSFT TEAM APPLICATION

➤ HOW TO SETUP?

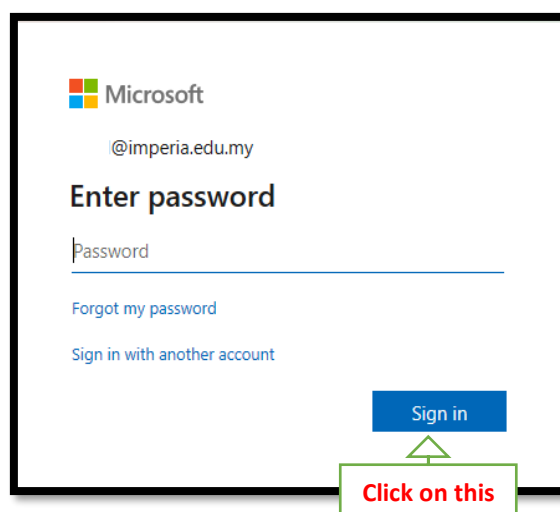
1. Please download the apps at the website such as below: -

<https://www.microsoft.com/en-my/microsoft-365/microsoft-teams/download-app>

2. Please sign in with your email, ex: aaaa@imperia.edu.my, and after that click on Sign-in as shown in picture below:



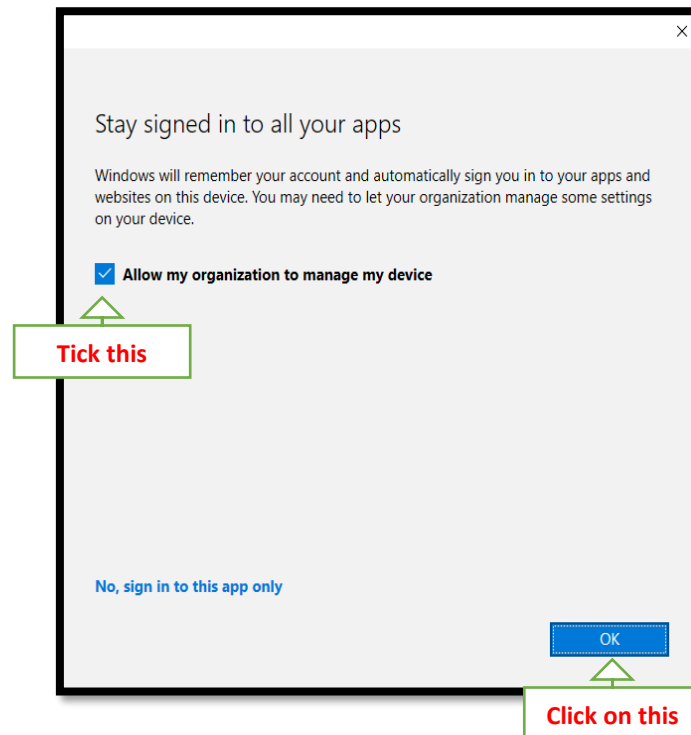
3. Please use your temporary password that was given by IT department. Kindly check your email. Then, click on Sign-in button.



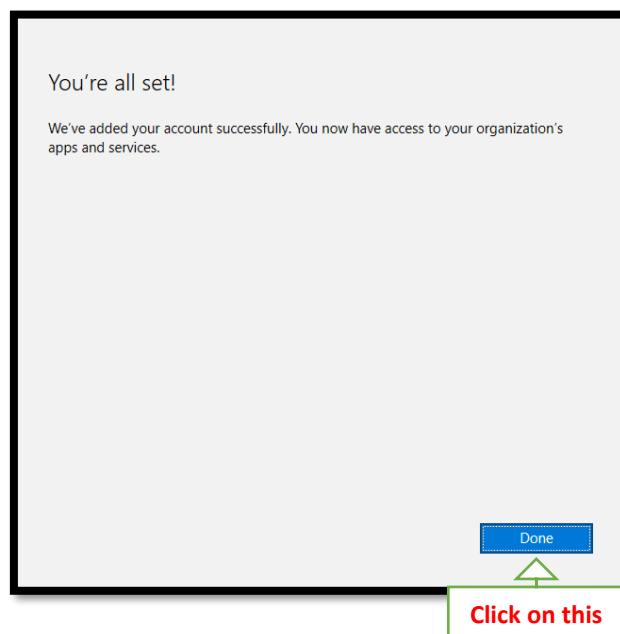
Note: Don't forget to change your password and remember it. Your password must contain mix of number, capital and small letters, and minimum word length is 8.

MICROSOFT TEAM QUICK GUIDELINE

4. Tick the box and click OK button.

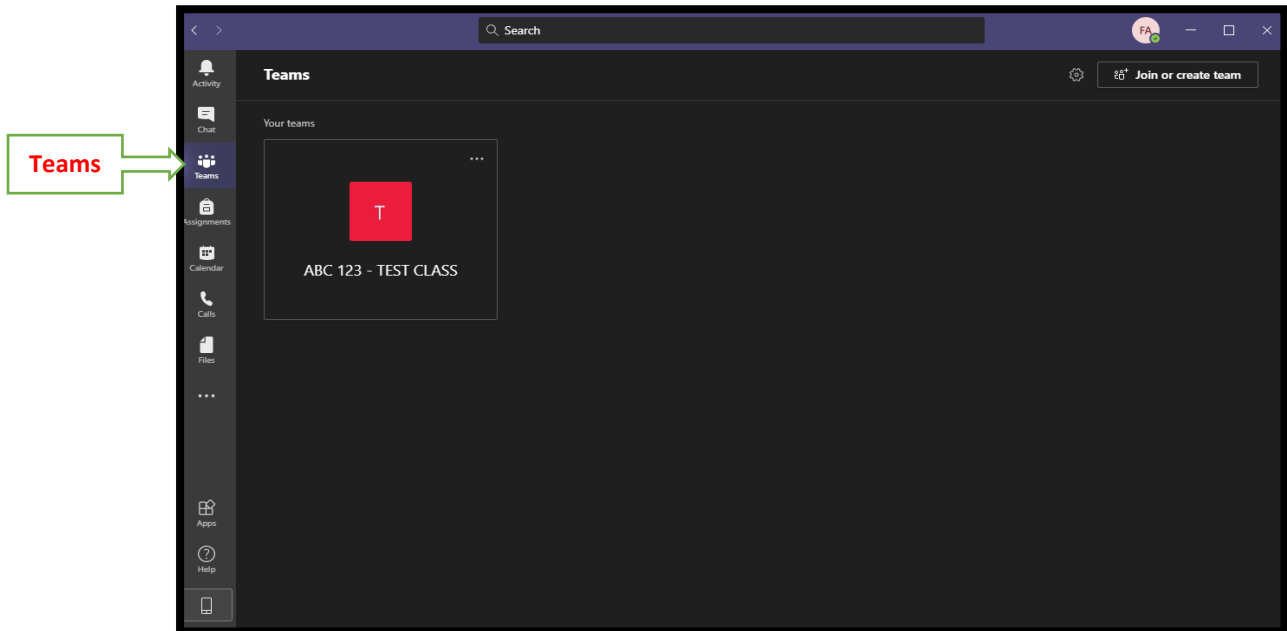


5. Now, you are completed do the setup for your MT account. Just click Done button.

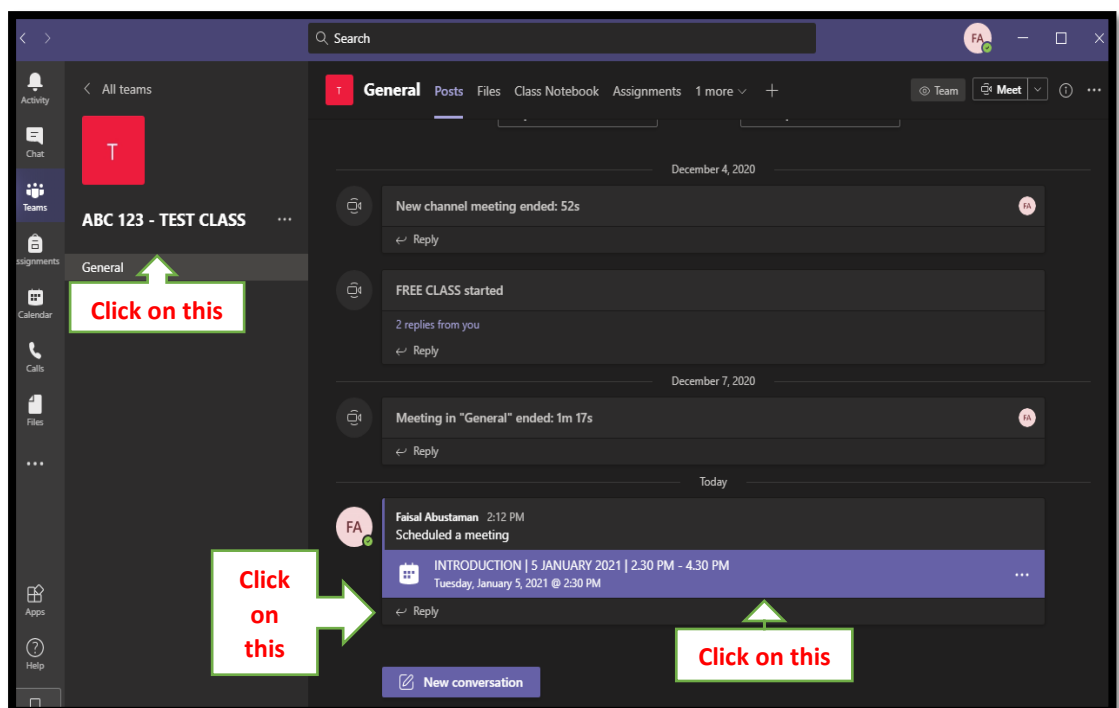


➤ HOW TO JOIN THE CLASS?

6. Your lecturer will be assigning you into the subject course and you can see your subject course under “Teams” as per shown in picture below.

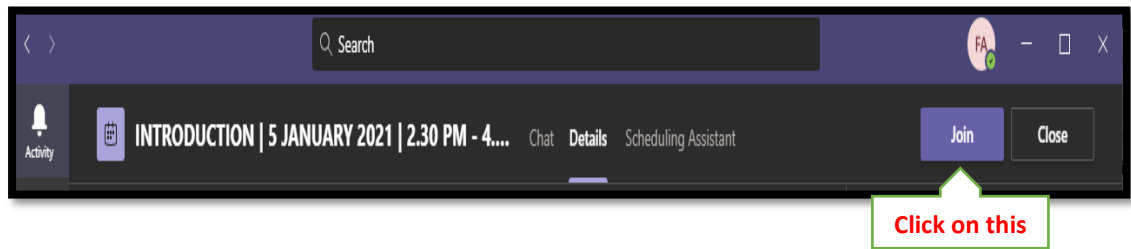


7. If you want to join the class, click on the subject course and click the link or any related at the post area such as shown in picture below. You also can chat with your lecturer by click the reply on that post.



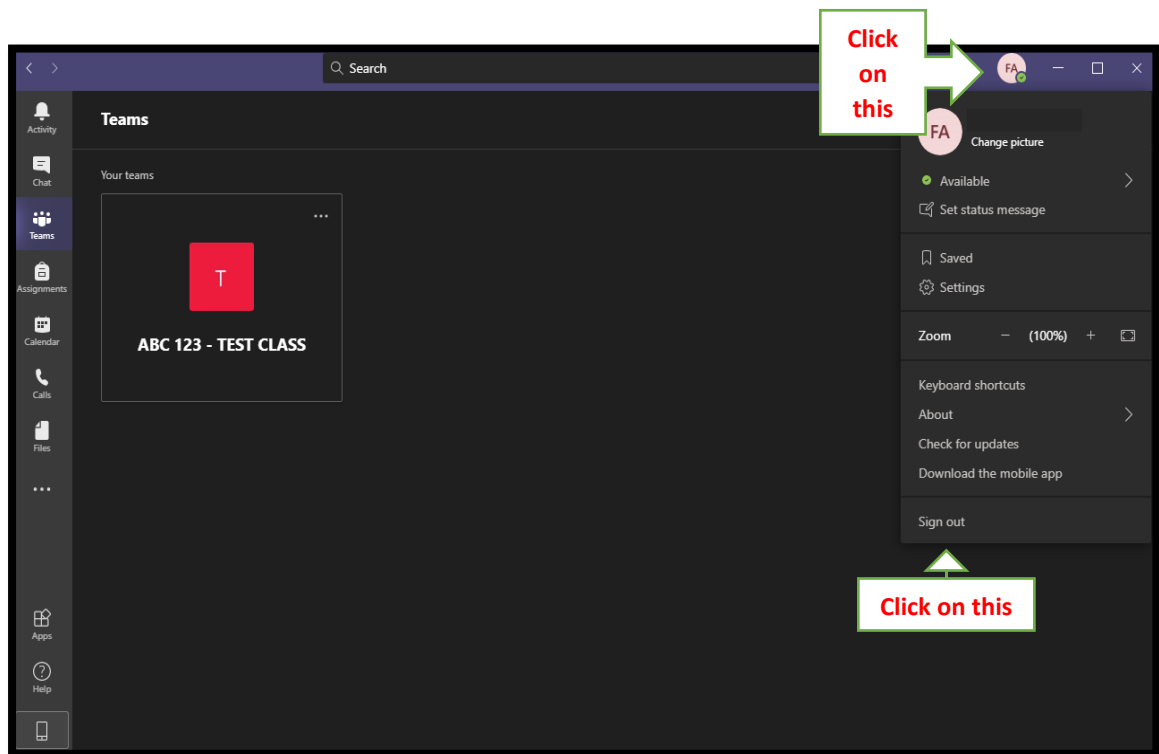
MICROSOFT TEAM QUICK GUIDELINE

- Now you can join your class by click the Join button at the top right corner and please follow the next instruction by your lecturer.



➤ HOW TO SIGN OUT?

You can click on your name at the top right corner and click on Sign out as shown in picture below. DONE.



Note: You can get the link to join the class at each of module in Moodle that provide by the lecturer.

GOOD LUCK AND ENJOY YOUR CLASS !!!!