

# WOCC2021 Tutorial of Microsoft Teams

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## Workflow

First : Receive your Microsoft Teams account

Second.1: Login your Microsoft Teams account  
(P.S. If you have registered the Microsoft Teams account)

Second.2: Register your Microsoft Teams account  
(P.S. You not yet registered the Microsoft Teams account)

Third : Switch your organization

Fourth : Join into WOCC 2021 Team

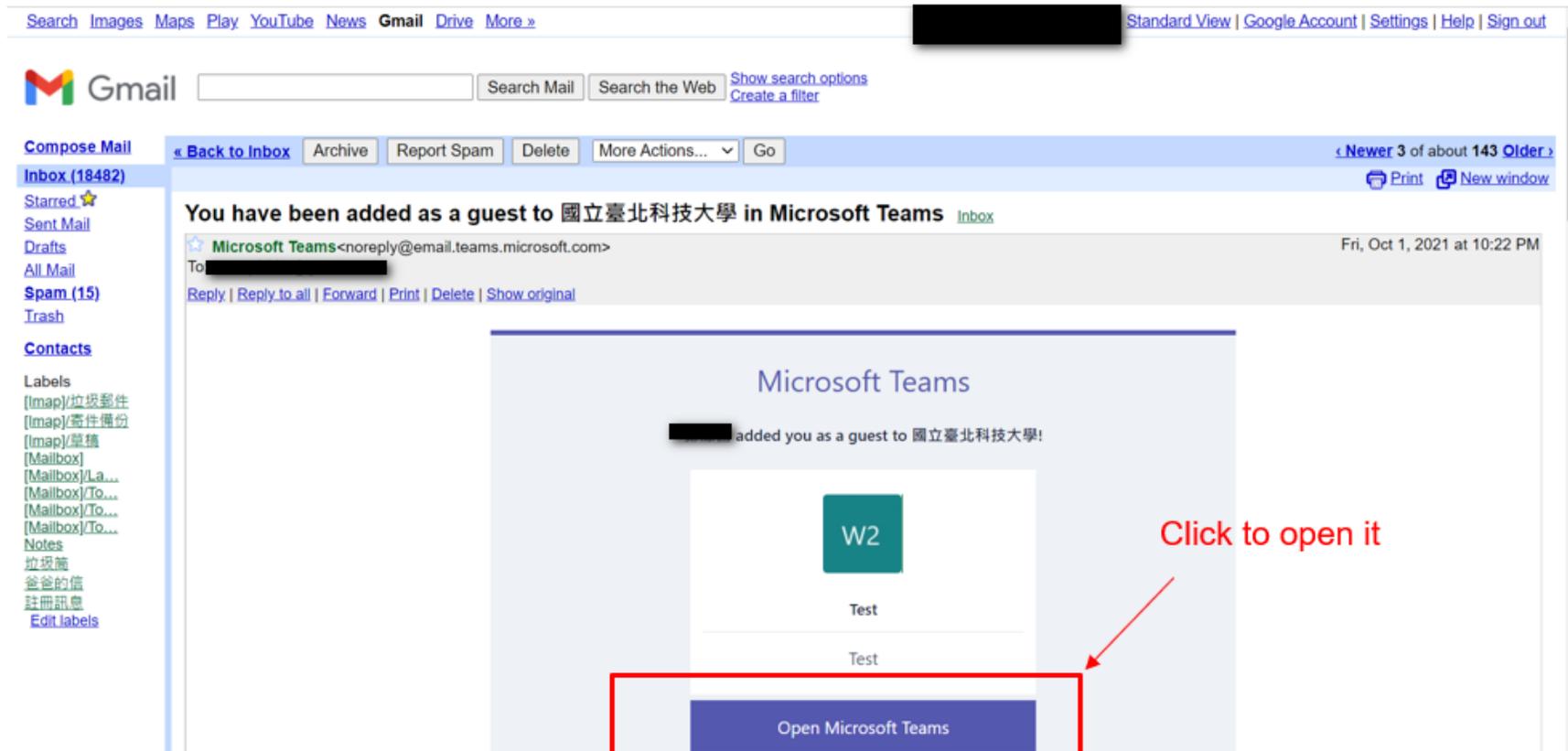
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# Receive your Microsoft Teams account

# WOCC2021 Tutorial of Microsoft Teams

## Receive your Microsoft Teams Invitation

In WOCC 2021, all attenders will receive a invitation sending from Microsoft Teams in the **Microsoft Teams ID** that you register into WOCC 2021 before the WOCC activity starts.



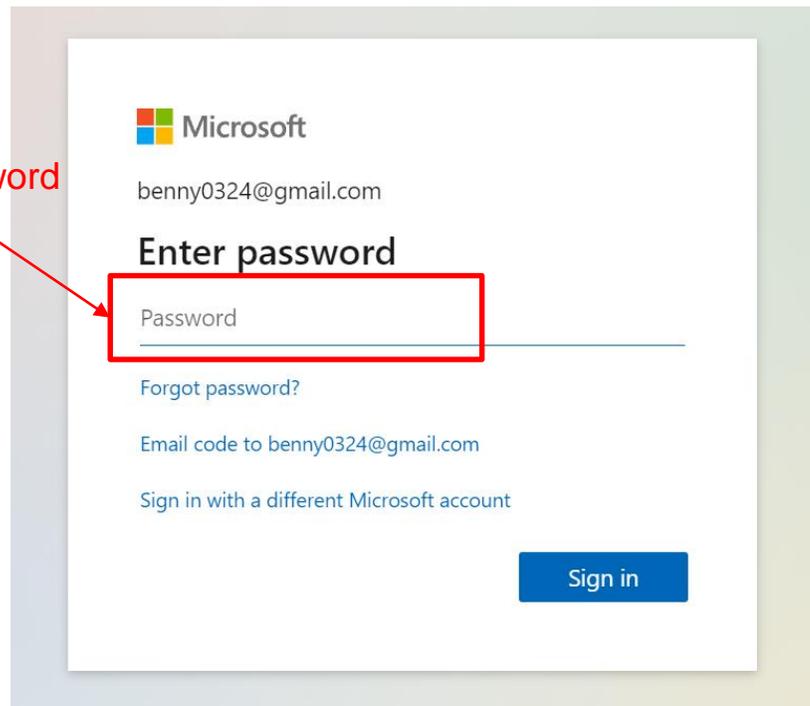
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Login your Microsoft Teams account

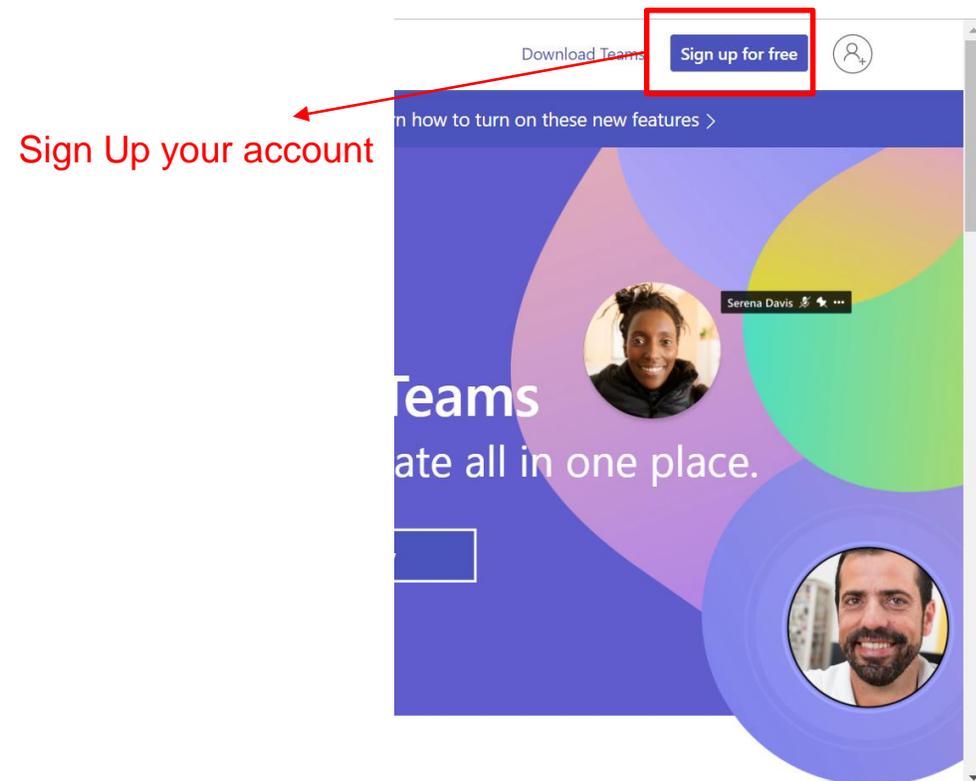
# WOCC2021 Tutorial of Microsoft Teams

## Your Microsoft Teams account

If you are asked to input the password (you have already had a Microsoft Teams account), just please input your password.



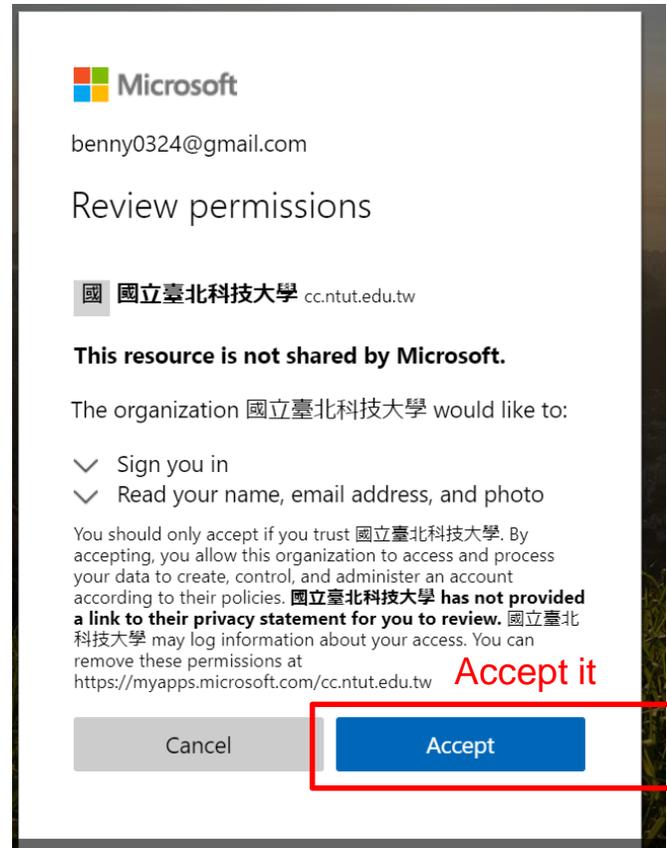
If you don't have Microsoft Teams account, please go to Teams website and sign up Microsoft Teams. Jump to “Register your Microsoft Teams account” chapter.



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## Login your Microsoft Teams account

Click “Accept” button and wait a few minutes.

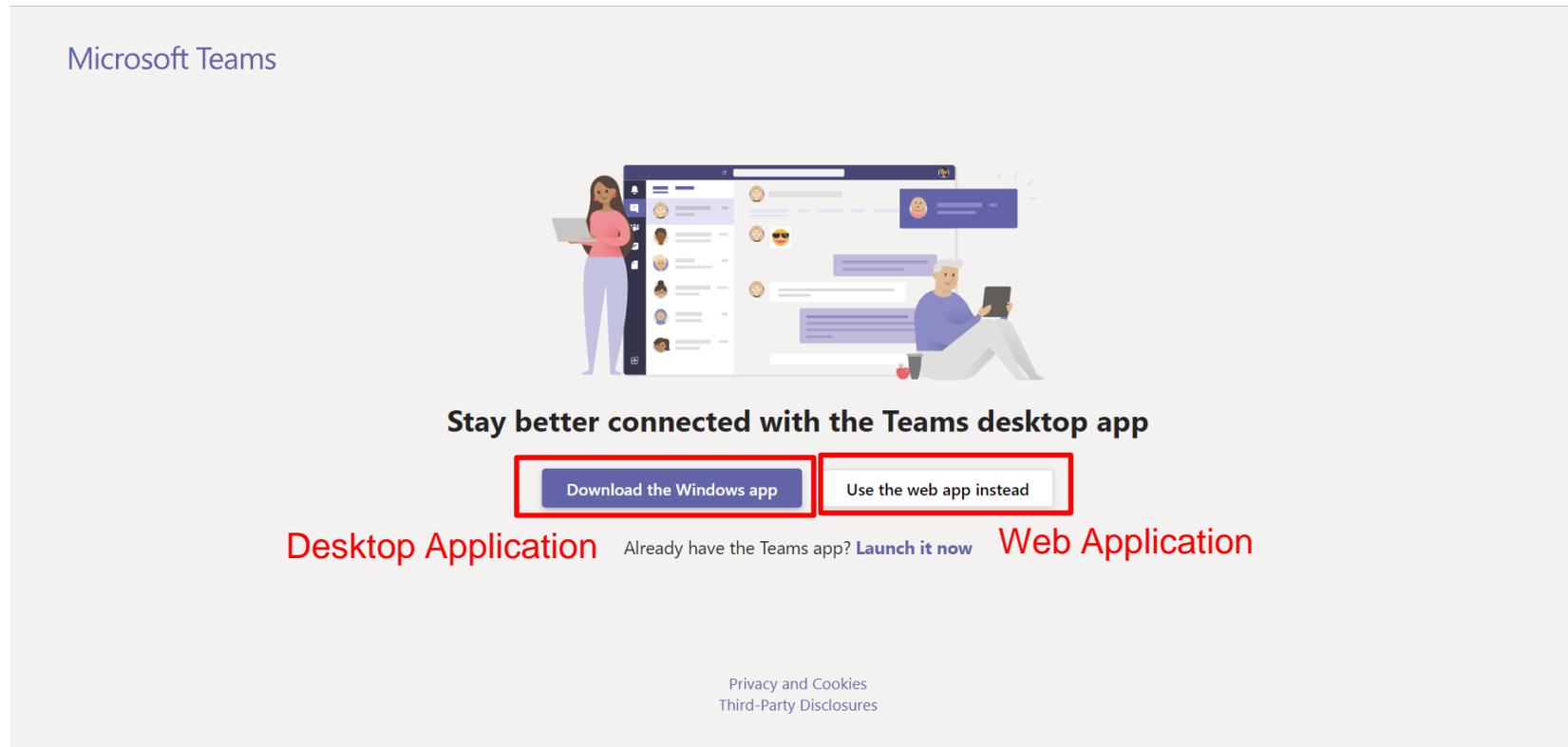


# WOCC2021 Tutorial of Microsoft Teams

## Login your Microsoft Teams account

You can select the desktop application or web application of Microsoft Teams to attend the WOCC 2021. We recommend one to use desktop application that makes for your good experience.

This example is web application, please don't use "Inprivate mode" in your browser.



Microsoft Teams

Stay better connected with the Teams desktop app

Download the Windows app Use the web app instead

Desktop Application Already have the Teams app? [Launch it now](#) Web Application

[Privacy and Cookies](#)  
[Third-Party Disclosures](#)

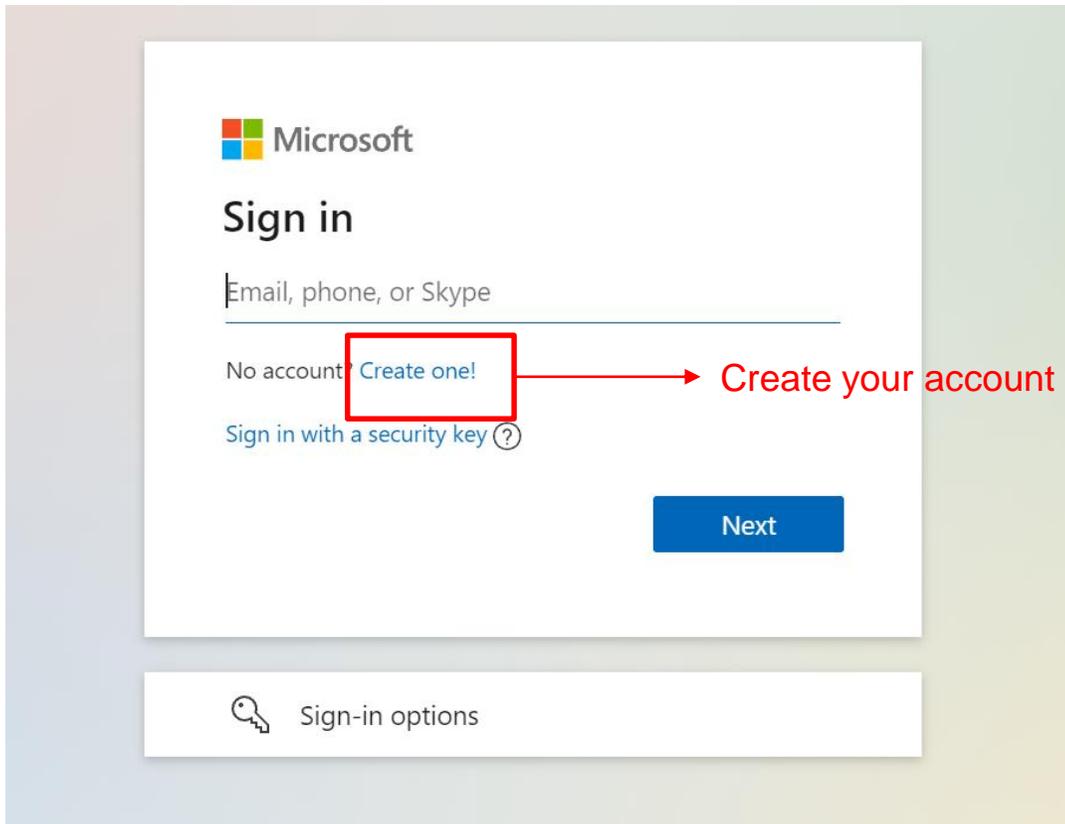
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# Register your Microsoft Teams account

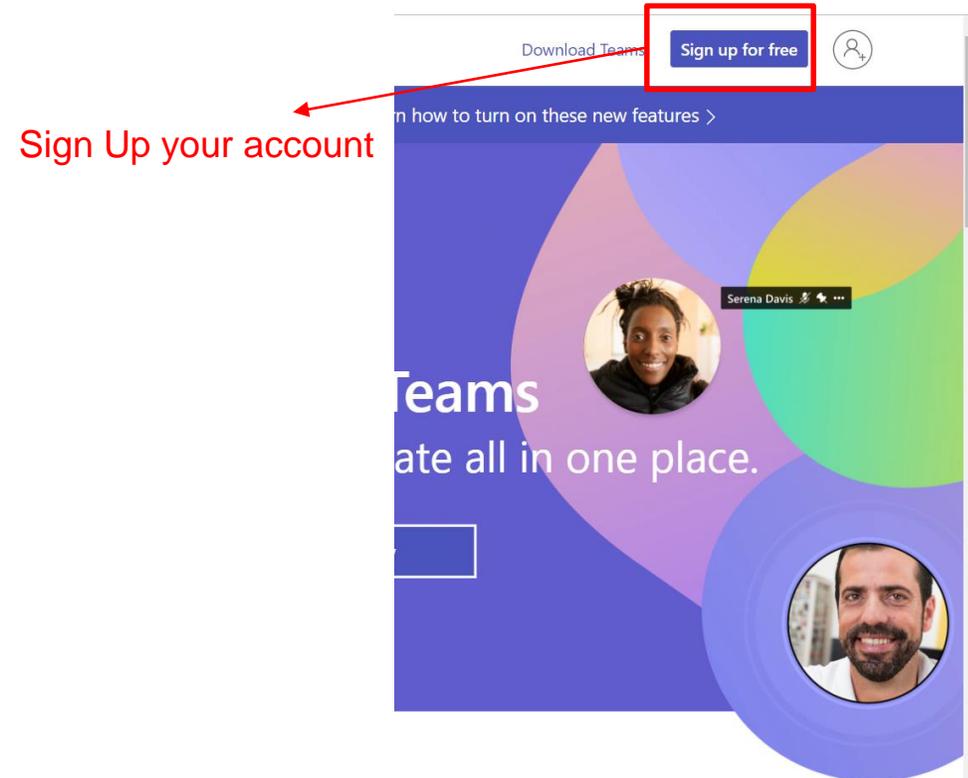
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## Register your Microsoft Teams account

Please click “Create one” if this window is shown.



Or, you can just click “sign up for free” in Microsoft Teams website.



# WOCC2021 Tutorial of Microsoft Teams

## Register your Microsoft Teams account

Please Enter your email and click next

### Microsoft Teams



**Microsoft**

### Enter an email

We'll use this email to set up Teams. If you already have a Microsoft account, feel free to use that email here.

someone@example.com

This is required

Next

Select the second choice “For friends and family” and click next.

### Microsoft Teams



**Microsoft**

### How do you want to use Teams?

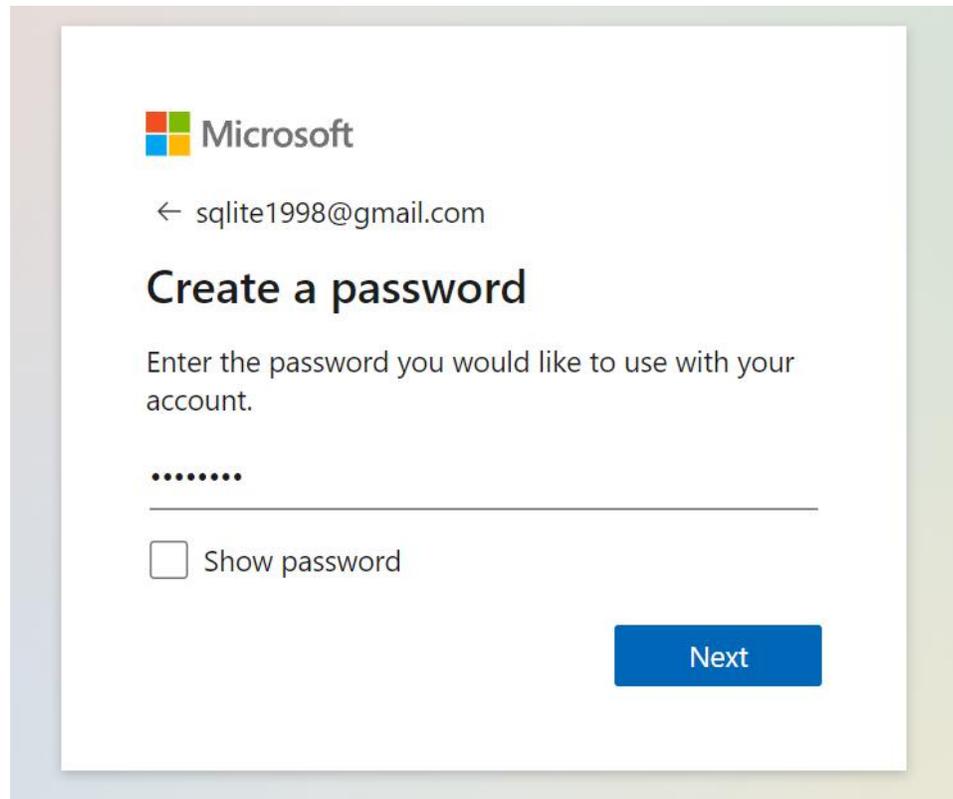
- For school**  
 To connect students and faculty for courses and projects, in a classroom or online
- For friends and family**  
 For everyday life, to make audio or video calls
- For work and organizations**  
 To work with teammates wherever they are

Next

# WOCC2021 Tutorial of Microsoft Teams

## Register your Microsoft Teams account

Create your password.



Microsoft

← sqlite1998@gmail.com

### Create a password

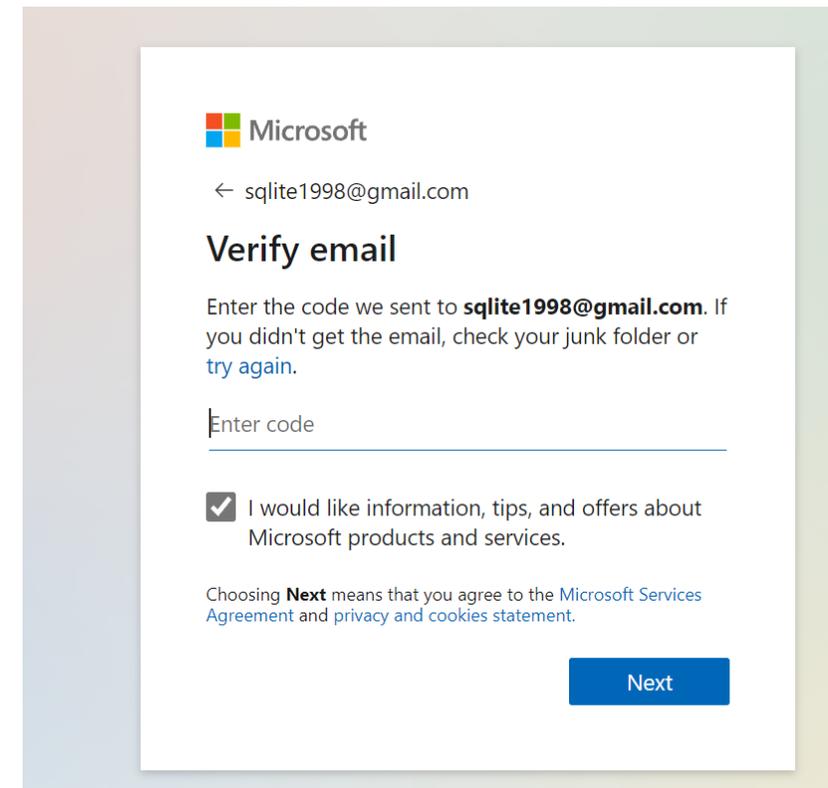
Enter the password you would like to use with your account.

.....

Show password

Next

Verify if your email exists or not. Then go to your mailbox and fill the code number.



Microsoft

← sqlite1998@gmail.com

### Verify email

Enter the code we sent to **sqlite1998@gmail.com**. If you didn't get the email, check your junk folder or [try again](#).

Enter code

I would like information, tips, and offers about Microsoft products and services.

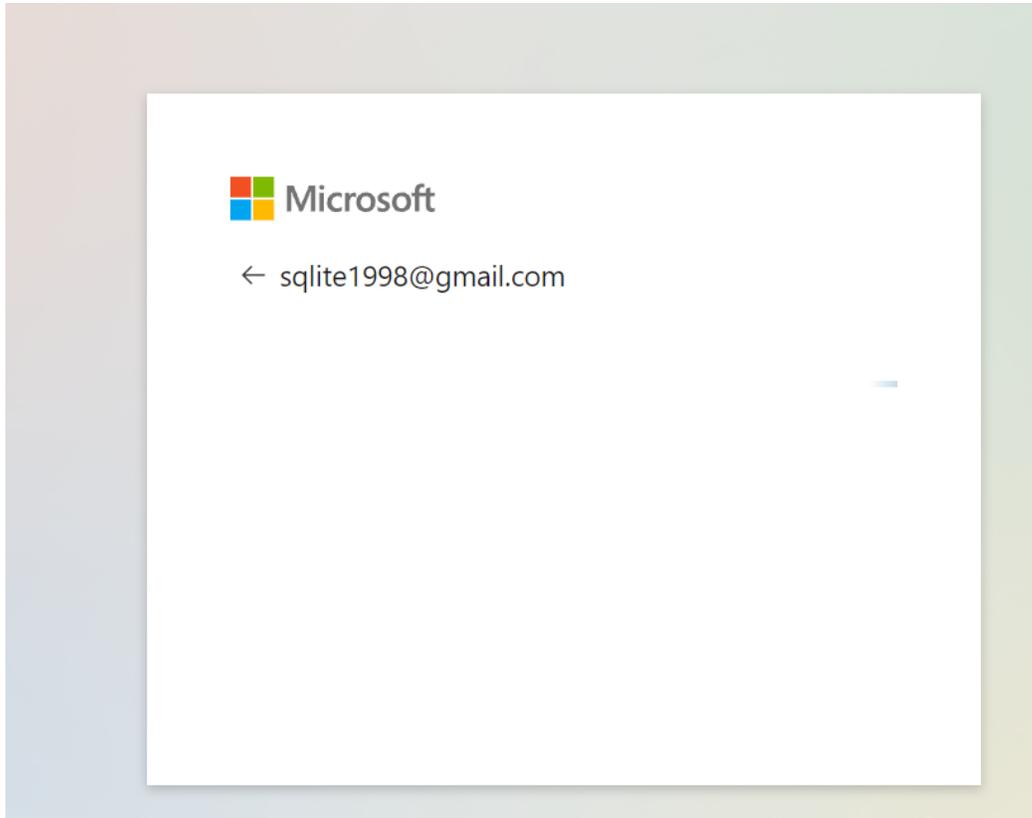
Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next

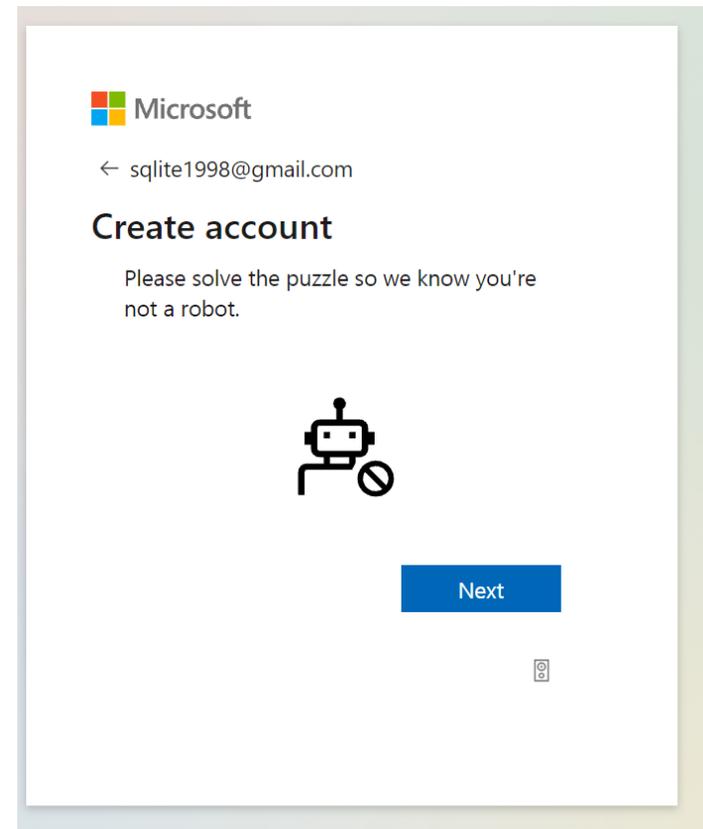
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## Register your Microsoft Teams account

Take a few seconds to wait.



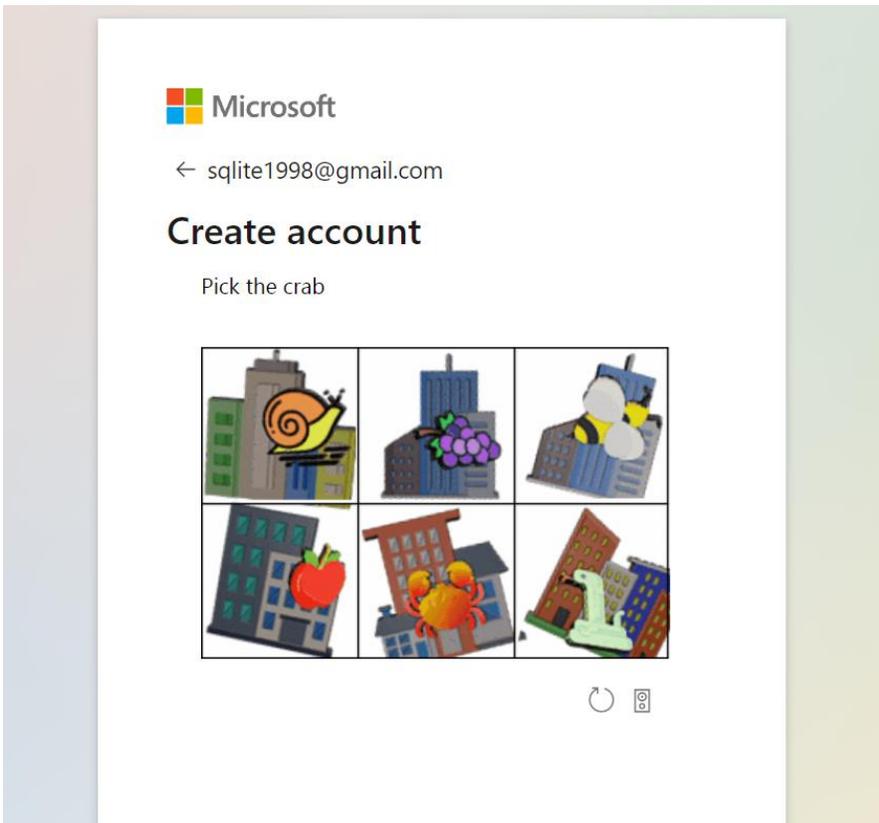
Just click “next”.



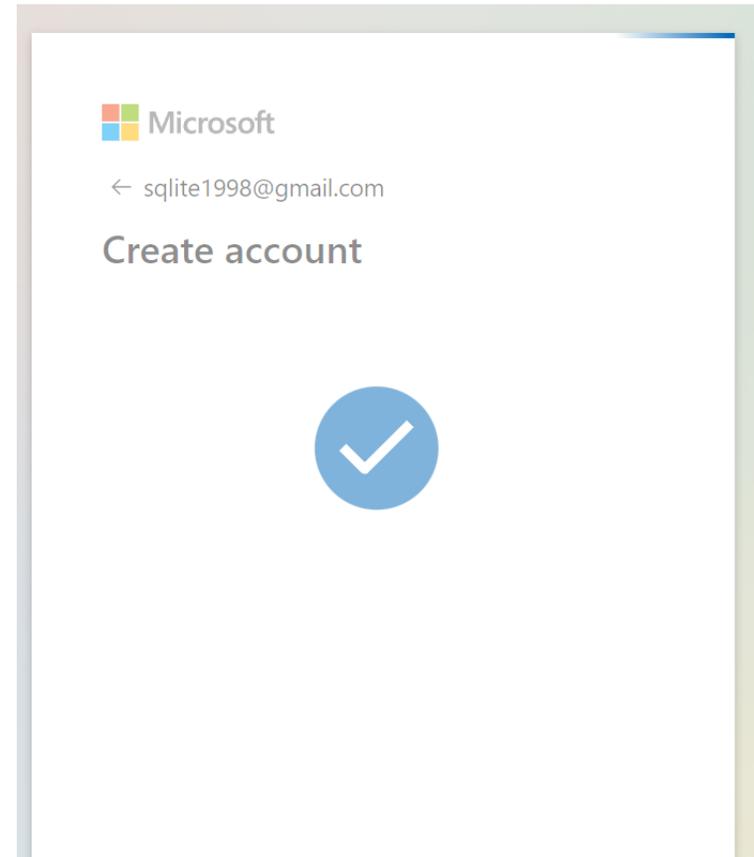
# WOCC2021 Tutorial of Microsoft Teams

## Register your Microsoft Teams account

This is a CAPTCHA. Just select what it asks for.



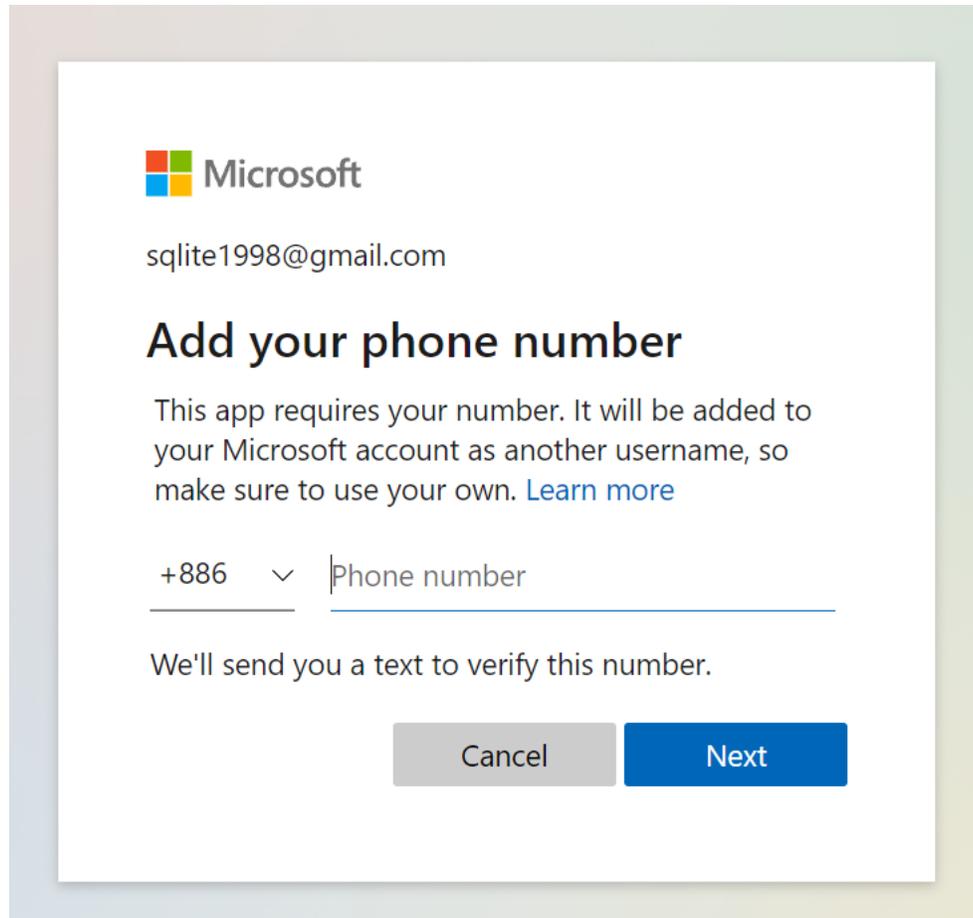
Choose correct and wait a few seconds.



# WOCC2021 Tutorial of Microsoft Teams

## Register your Microsoft Teams account

This is a phone check. Leave your phone number then it will return a **code** by message.



Microsoft

sqlite1998@gmail.com

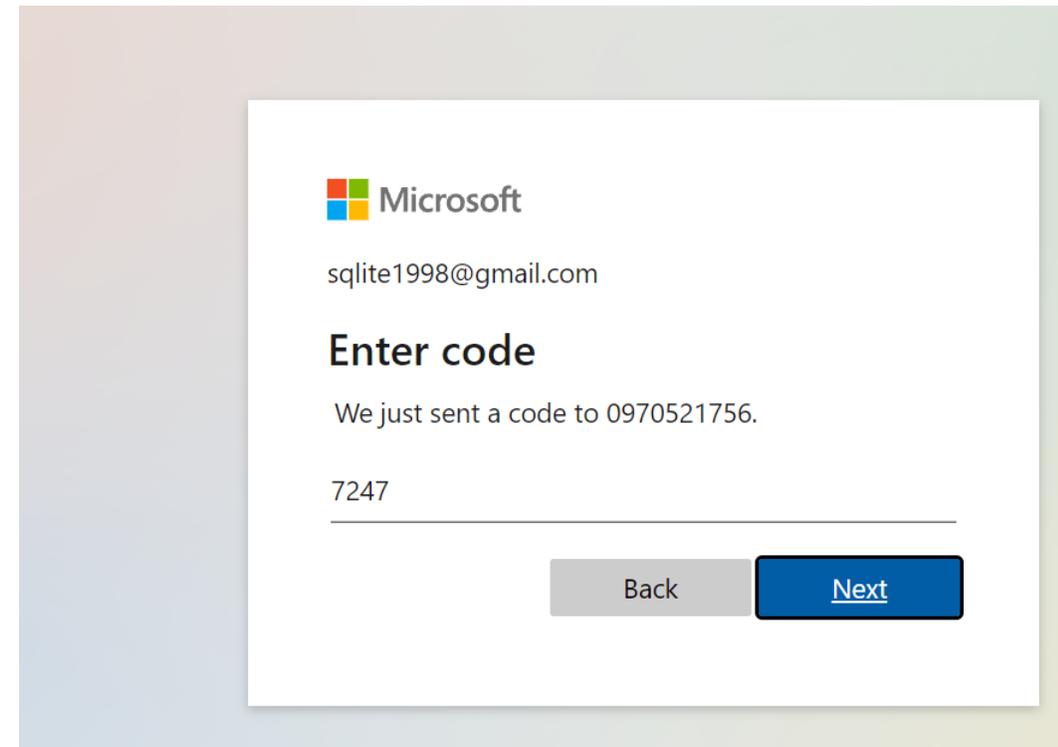
### Add your phone number

This app requires your number. It will be added to your Microsoft account as another username, so make sure to use your own. [Learn more](#)

+886

We'll send you a text to verify this number.

Input **code** and click “next”.



Microsoft

sqlite1998@gmail.com

### Enter code

We just sent a code to 0970521756.

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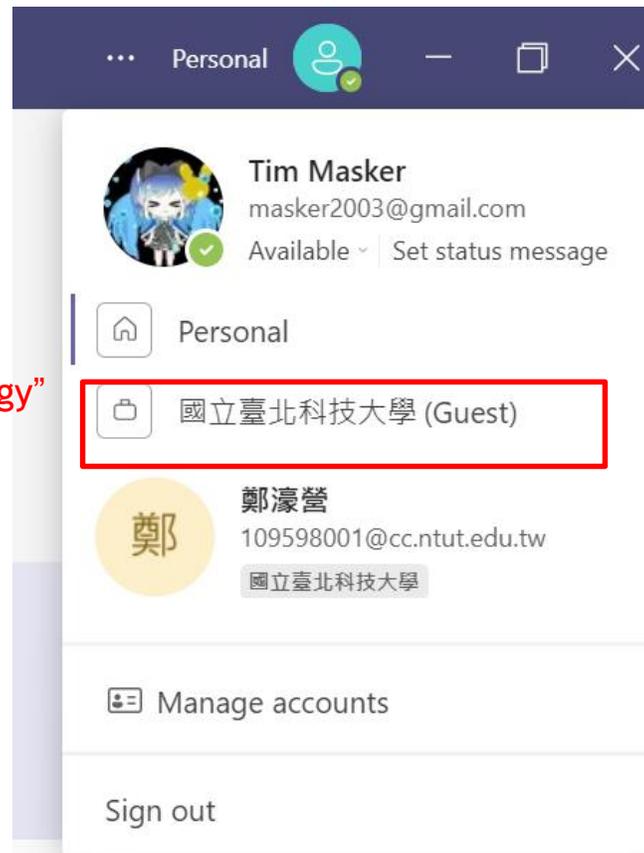
# Switch your organization

# WOCC2021 Tutorial of Microsoft Teams

## Switch your organization

On the top of the right hand, you can click your avatar then show what organization you belongs. Please switch your organization to “**National Taipei University of Technology**”.

Switch to “National Taipei University of Technology” Organization



# WOCC2021 Tutorial of Microsoft Teams

## Join into WOCC 2021 Team

The screenshot shows the Microsoft Teams interface. On the left sidebar, the 'Teams' icon is selected. The main area displays the 'WOCC 2021' team with a 'General' channel selected. The 'General' channel is highlighted with a red box, and its name is also highlighted with a red box. Below the team name, a list of channels is shown, with 'WOCC Service Counter' highlighted by a red box. The right side of the screen shows the 'General' channel content, which includes a welcome message and a list of channels.

**WOCC 2021 Teams**

**WOCC 2021 session channel for attenders to chat**

**If any questions, you can leave your questions in this channel. Our staff will solve your questions**

**Let's get the conversation started**  
Try @mentioning a student or teacher to begin sharing ideas.

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Join into WOCC 2021 Team

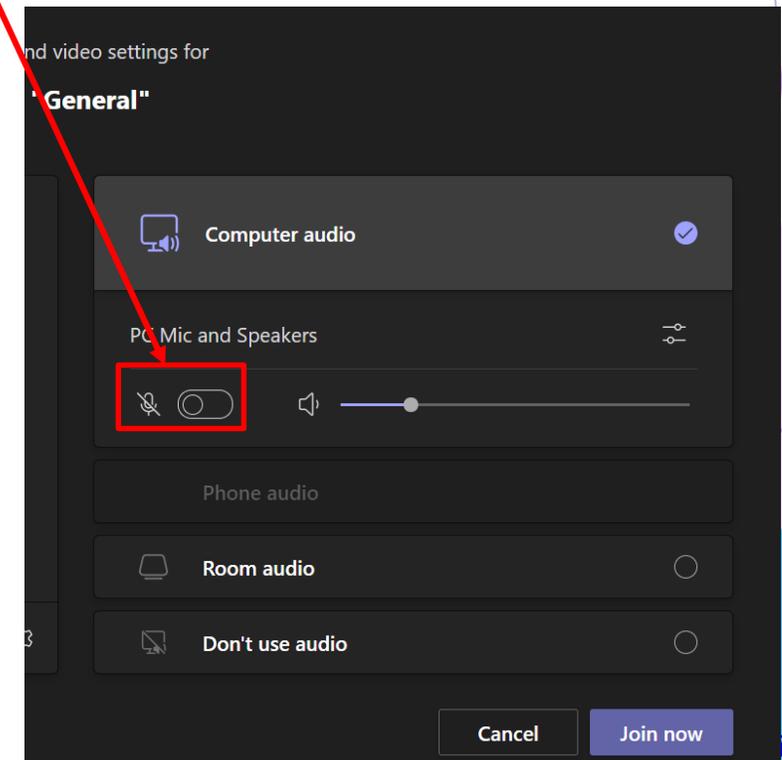
# WOCC2021 Tutorial of Microsoft Teams

## Join into WOCC 2021 Team

After our staff starts the session, please click “Join” button then you could join into this session.

Note: If you don't still see anything, please refresh your browser if you use the web application of Microsoft Teams. Join into session please close your microphone.

Join into session



Thanks for your watching !!  
 Welcome to WOCC 2021 and  
 Wish all have fun.



AEE, Taipei Tech  
 國立臺北科技大學 電子系系友會

Purdue Taiwan Alumni Association  
 中華民國普渡大學台灣校友會 (PTAA)



教育部智慧創新跨域人才培育計畫：  
 智慧感知與互動體驗聯盟中心

