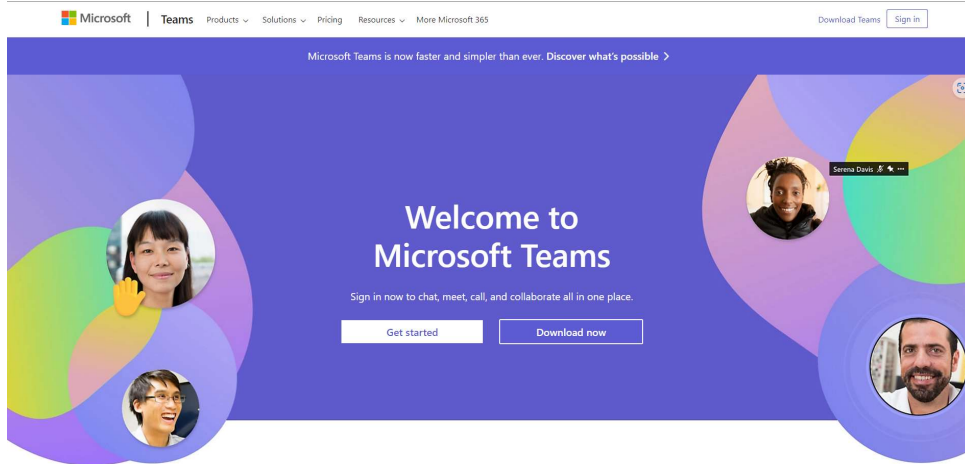


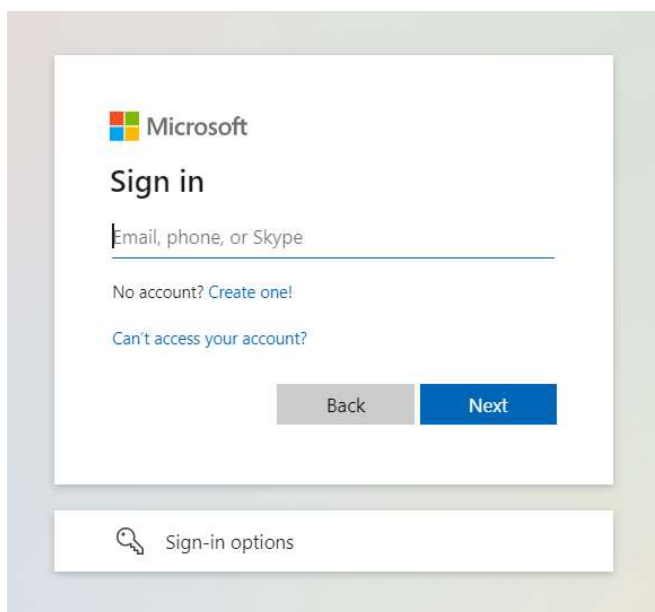
Microsoft Teams Login (CET Student)

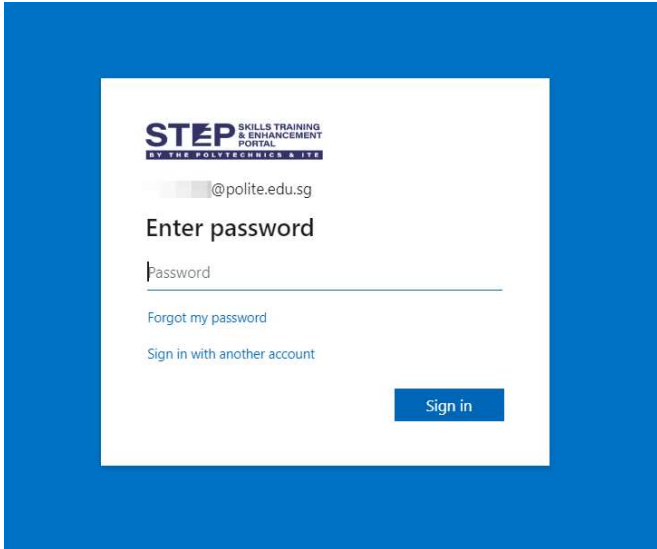
1. Enter Microsoft Teams URL in browser: <https://www.microsoft.com/en-us/microsoft-teams/log-in>



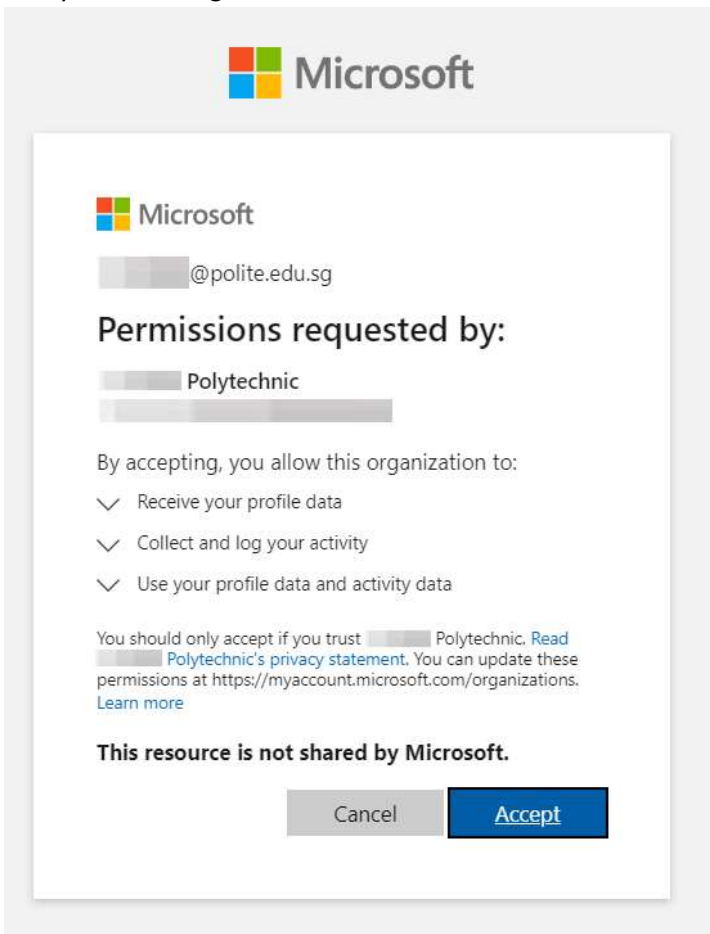
2. Select Sign in. Enter your Student ID: NNNNNNNC@polite.edu.sg, click Next.

3. Enter password and select Sign in.



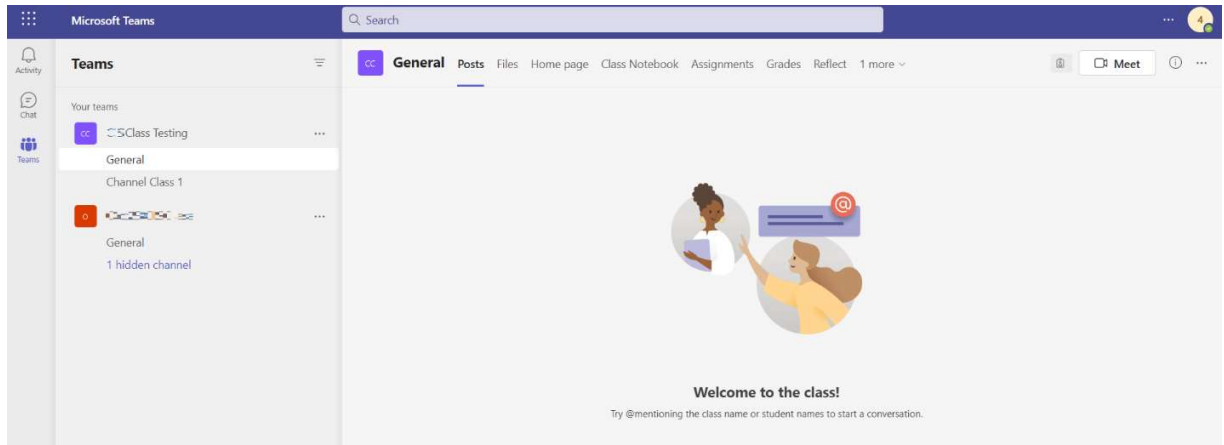


- During your first sign in using your student account, please accept the policy from the respective IHL that you are taking courses with.



4. Upon successful sign-in, ensure that you are in the right IHL profile. Otherwise, switch your profile to the respective IHL profile. Upon switching to the IHL teams, you will see the relevant Teams channel that you have access to.

5. Please reach out to your lecturer if you require access to Teams channel for your class.

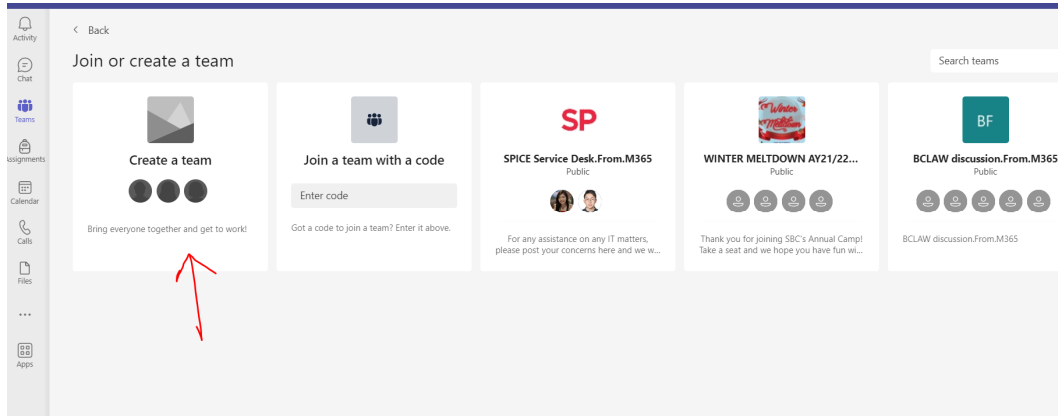


MS Teams Lecturer-Student Collaboration Setup (CET Lecturer)

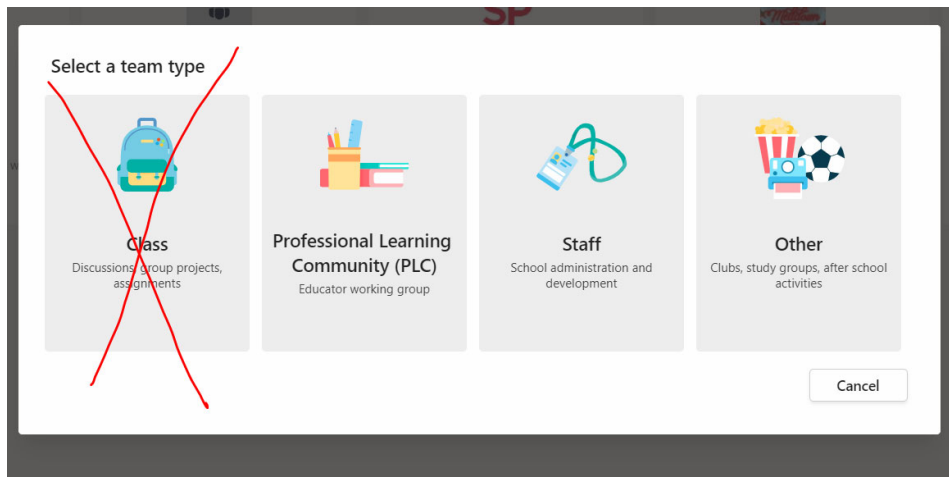
1. Lecturer creates new Teams channel.
2. Lecturer adds members (adding students) to channel.
 - When adding students to the channel, add their full Student UPN (NNNNNNNC@polite.edu.sg), these students will be added to IHL tenant as guest accounts.
3. Lecturer informs students through alternative methods outside this flow (depending on individual IHLs).
4. Lecturer can share files/videos within the channel.

How to add CET students to MS Team with their StudentID@polite.edu.sg account

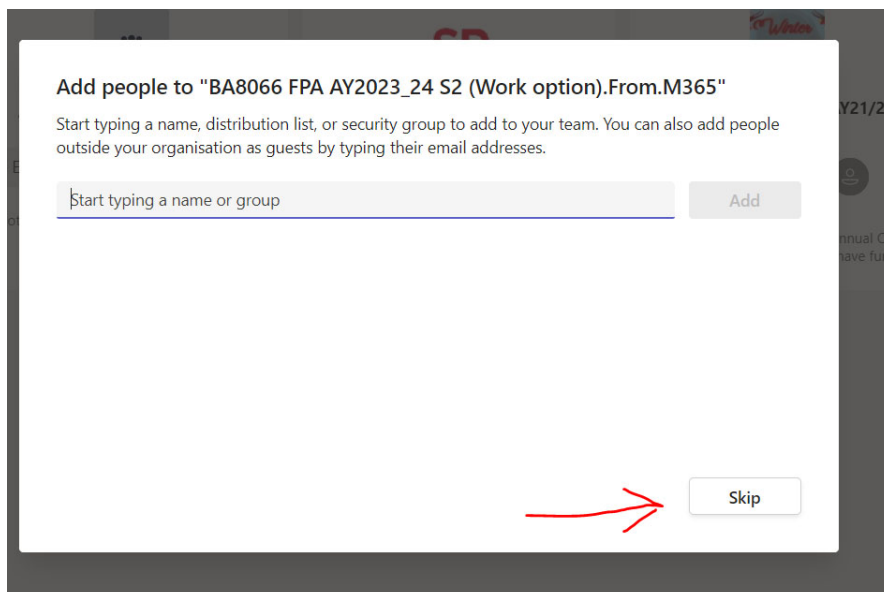
1. Create a new MS Team



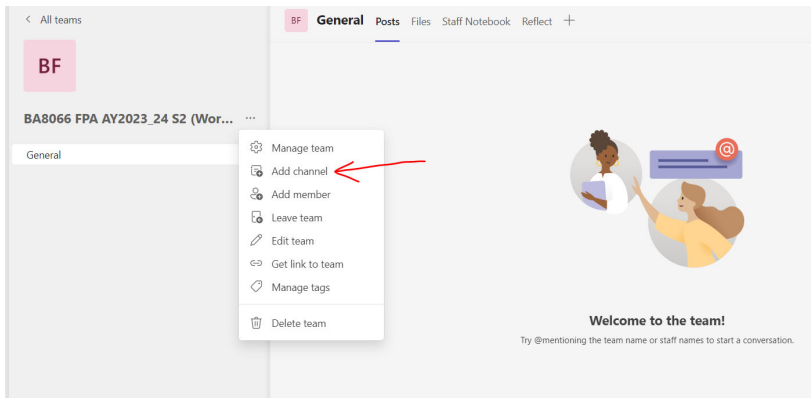
2. Do not choose the first one as it does not allow for participants outside SP. Do experiment with the other 3 options to see whether they have the features you need.



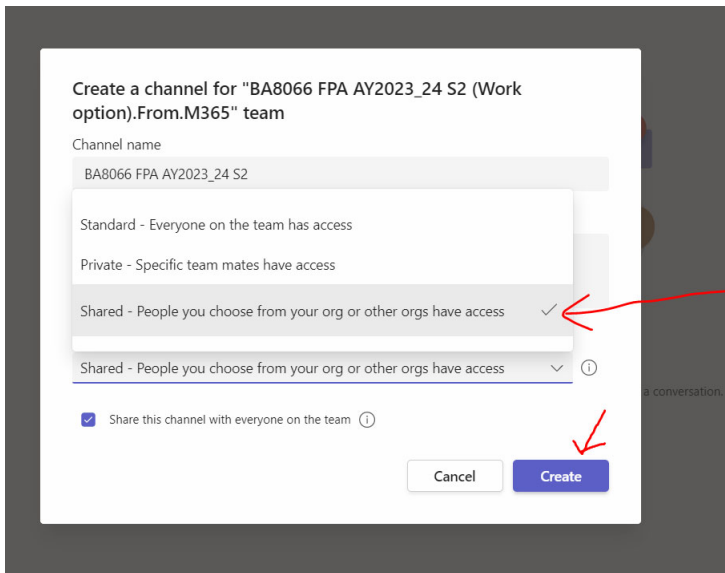
3. Skip this first as cannot add outside members here



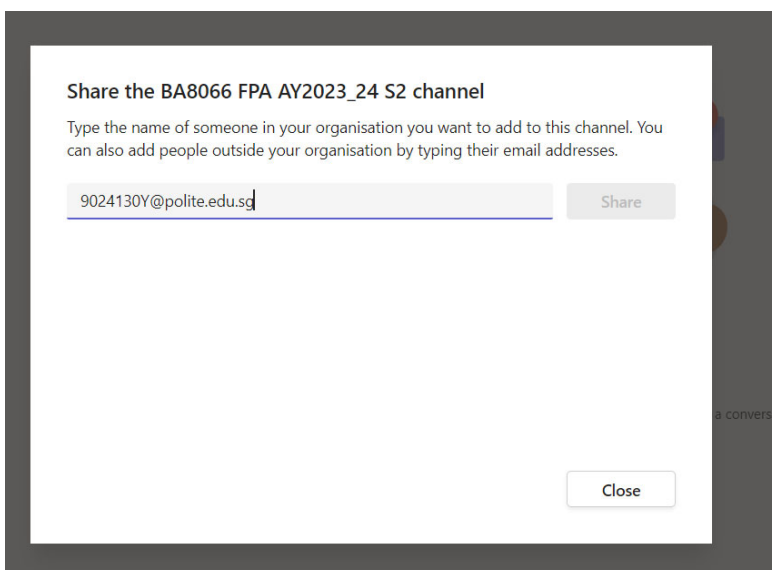
4. Add a "Channel" by clicking on the 3 dots "..."



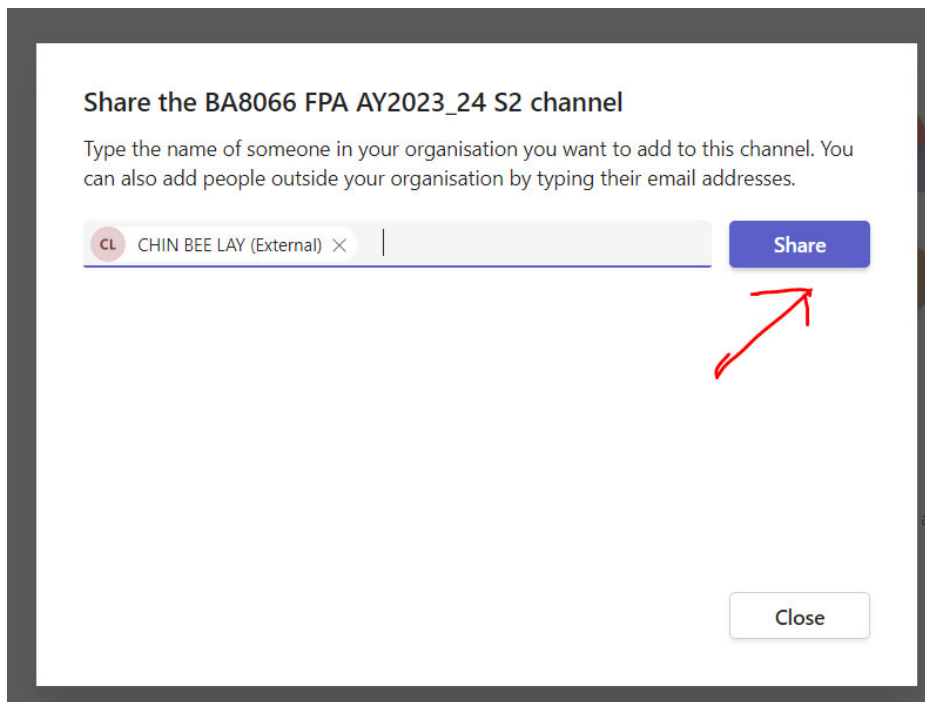
5. Use "Shared – People you choose from your org or other orgs have access", and Create



6. Key in the student [id@polite.edu.sg](mailto:9024130Y@polite.edu.sg) to add members



7. Click on share once the student is identified by the system



8. Need to use the created channel to communicate with CET Students, and not the "General" group

