



SSOE 2 – **Microsoft Teams (Student)** **Quick Guide**

V1.0

OVERVIEW



Getting started

- How to sign in to Teams (via MIMS account)
- MIMS account password reset

<i>Page</i>
4
5



Joining a call

- Join a scheduled meeting (from SLS/ICON Email)

<i>Page</i>
6



During a call

- Use meeting controls during meeting
- Raise hand and reactions
- Meeting chat
- Share whiteboard
- Whiteboard menu

<i>Page</i>
7
8
9
10
11

Proceed to next page for more topics >>

OVERVIEW



After a call

Notification for meeting recording

View/download a recorded meeting

Page

12

13

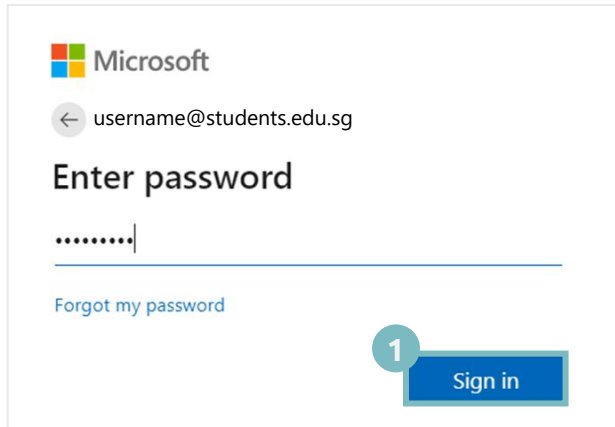


Support options

14



How to sign in to Teams (via MIMS account)



Microsoft

← username@students.edu.sg

Enter password

.....|

[Forgot my password](#)

1 **Sign in**

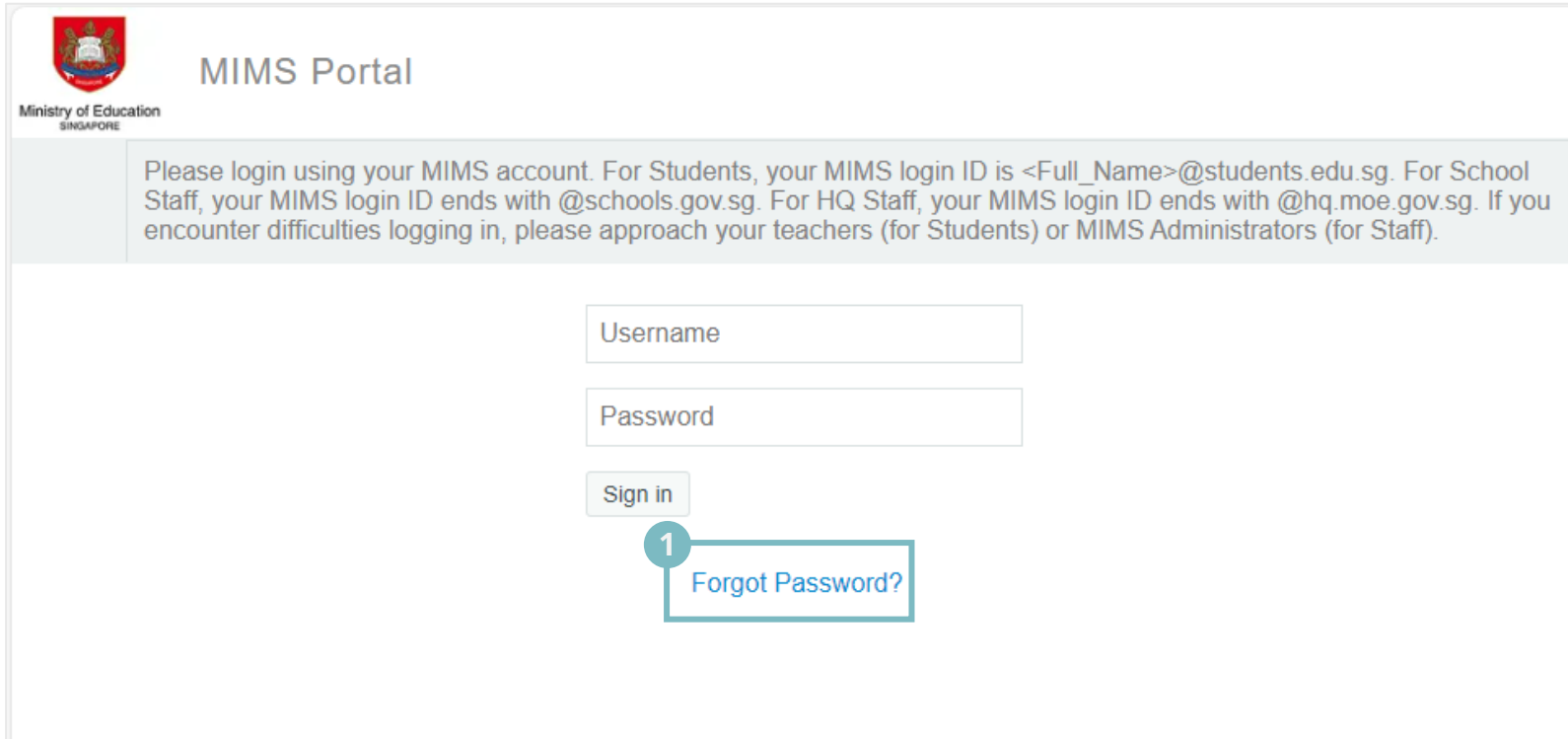
Only on school devices

- 1 Go to [Office.com](https://office.com) on your browser and sign in with your **MIMS account username** and **password**.
- 2 Select the **Microsoft Teams** app.

Note: You will need to use **your school's SSOE 2 ACAD devices** (i.e, school laptops) to access Microsoft Teams.



MIMS account password reset



MIMS Portal

Ministry of Education
SINGAPORE

Please login using your MIMS account. For Students, your MIMS login ID is <Full_Name>@students.edu.sg. For School Staff, your MIMS login ID ends with @schools.gov.sg. For HQ Staff, your MIMS login ID ends with @hq.moe.gov.sg. If you encounter difficulties logging in, please approach your teachers (for Students) or MIMS Administrators (for Staff).

Username

Password

Sign in

1 [Forgot Password?](#)

- 1 Go to MIMS Portal and click on **'Forgot Password?'**.

Note:

(New MIMS users)

- The **'Forgot Password'** function will not work if you are a **new MIMS user** who is logging in to MIMS for the first time.
- Please approach your teachers to obtain your password.

(Existing MIMS users)

- You may also **reset your MIMS account** if you have forgotten your password.
- If you encounter any difficulties logging in, please approach your teachers.

Join a scheduled meeting (from SLS/ICON Email)

The screenshot shows the Student Learning Space (SLS) interface on the left and an email interface on the right. In the SLS 'Planner' section, a meeting titled 'Teacher scheduled meeting with Students' is displayed. A red circle with the number '1' highlights the 'Click here to join the meeting' link. The email interface shows an inbox with a message from 'NCS O365Test Teacher (SCHOOLS)'. A red circle with the number '2' highlights the 'Join the meeting now' link in the email body. Below the email, a red circle with the number '3' highlights the 'Join the meeting now' link in the email body.

- 1 Either launch SLS and open the calendar invite from your teacher that contains the meeting link.

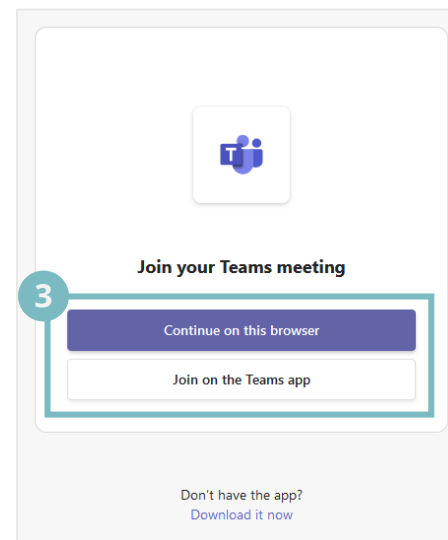
Click on the '**Click here to join the meeting**' link to automatically launch the meeting in Microsoft Teams.

- 2 Or launch your ICON Email and open the email from your teacher that contains the meeting link.

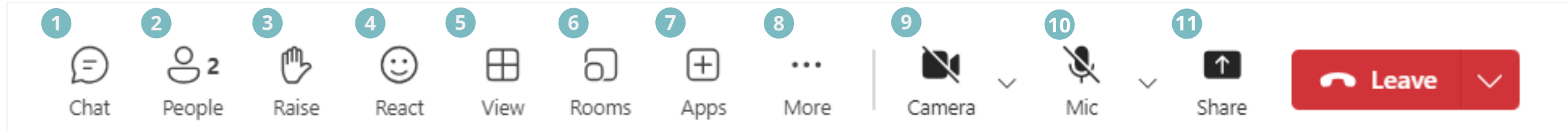
Click on the '**Join the meeting now**' link to automatically launch the meeting in Microsoft Teams.

- 3 You can choose to either click on '**Continue on this browser**' button join via your current Internet browser; or

If you have the Teams app installed, click on '**Join on the Teams app**' button to launch Teams.



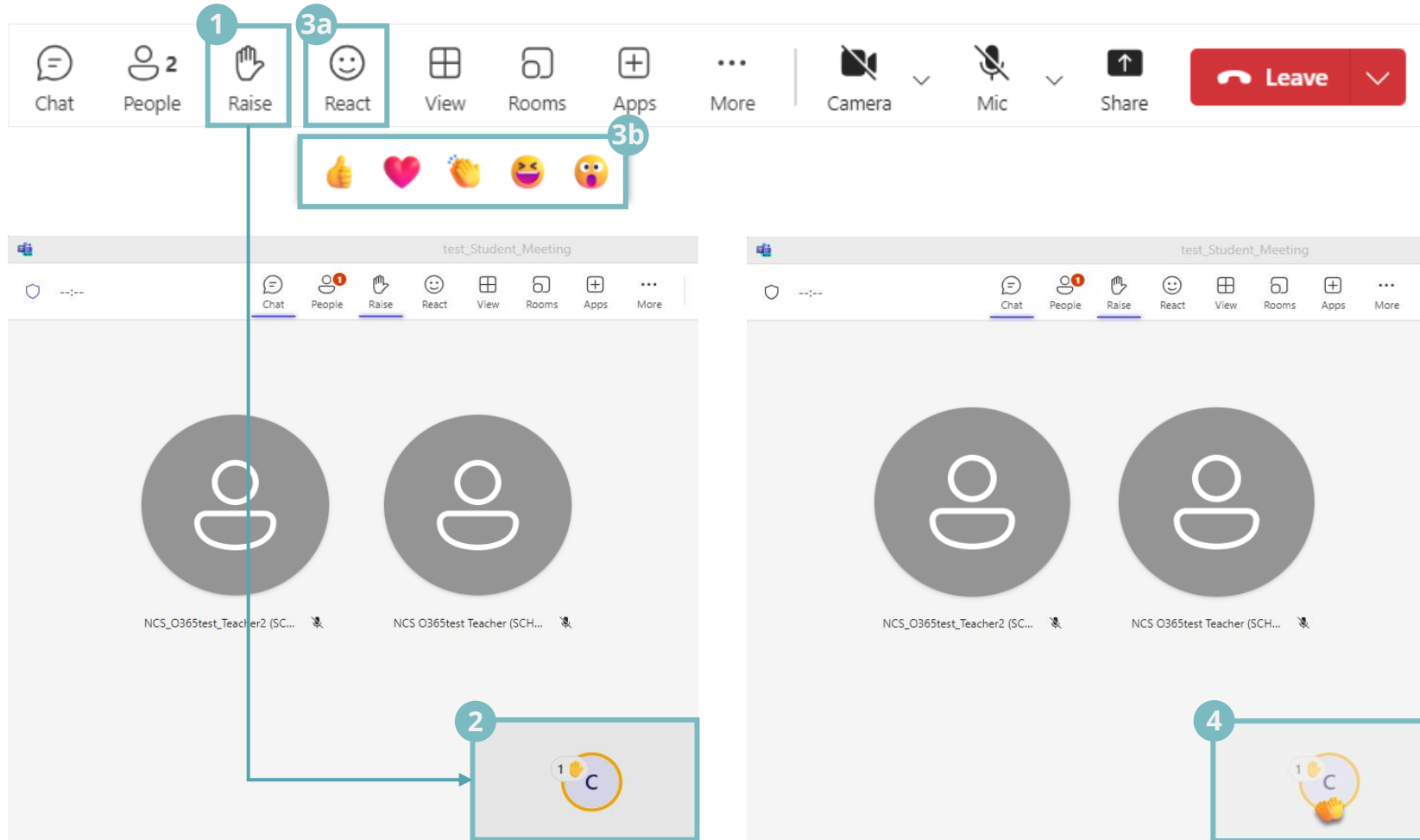
Use meeting controls during meeting



How to use meeting controls

- 1 Chat** – Click the '**Chat**' icon to open the chat panel and participate in real time conversations during the meeting.
- 2 People** – Click the '**People**' icon to view participants in the meeting, allowing you to see who's present and their roles.
- 3 Raise** – Use the '**Raise Hand**' feature to signal that you have a question or want to speak.
- 4 React** – Click the '**React**' icon and choose among the available emoticons for reactions.
- 5 View** – Select the '**View**' icon to adjust your layout and display participants based on your preference.
- 6 Rooms** – Access breakout rooms for focused discussions during the meeting.
- 7 Apps** – Use the '**Apps**' icon to access and integrate additional tools (i.e. [polls](#)) that enhance your meeting experience.
- 8 More** – Access additional meeting options.
- 9 Camera** – Click '**Camera**' icon to toggle camera access.
- 10 Mic** – Click '**Mic**' to toggle microphone access.
- 11 Share** – Click the '**Share**' icon in Microsoft Teams to display a specific window to all meeting participants.

Raise hand and reactions



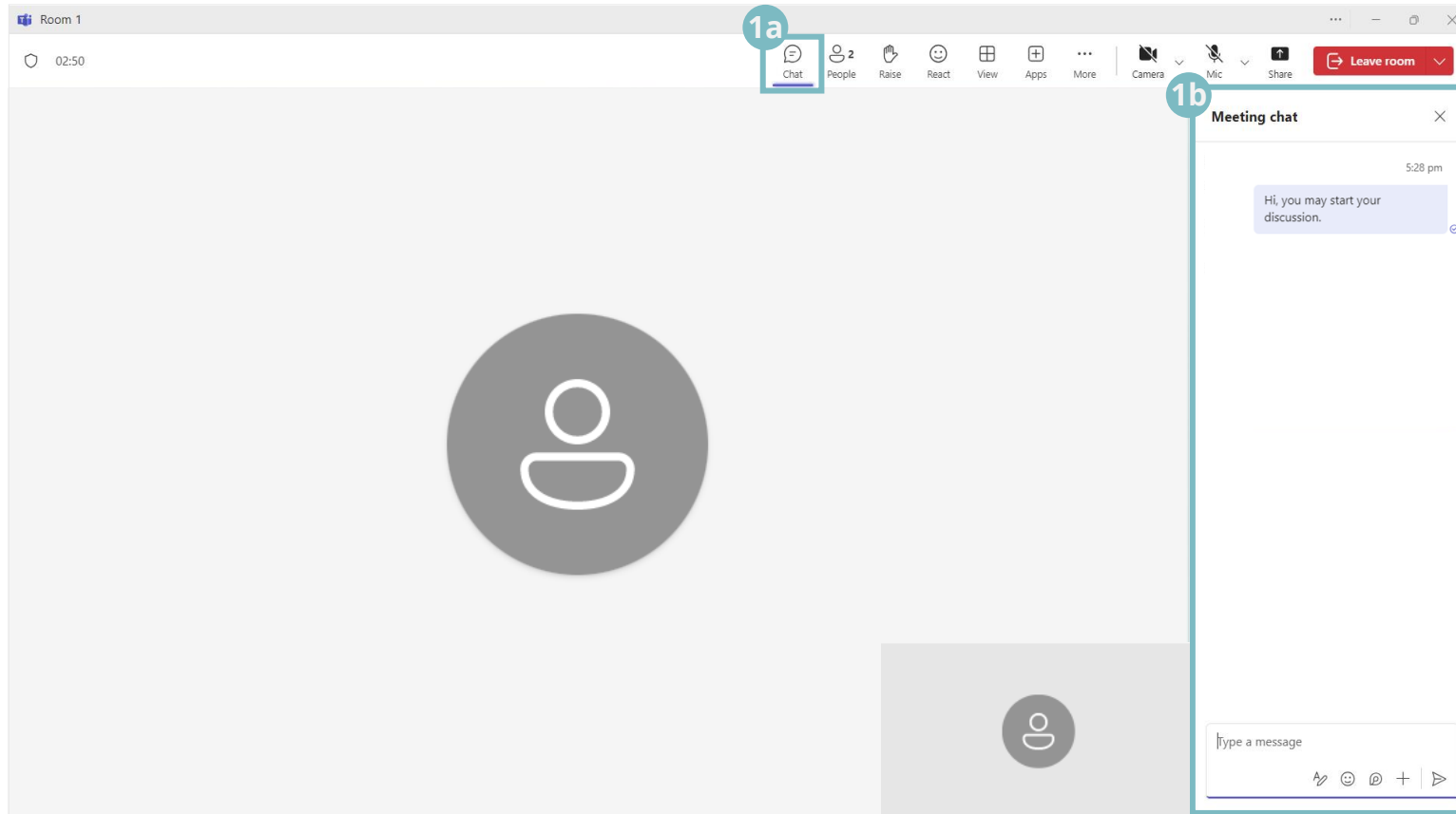
Raise hand

- 1 To signal that you have a question or want to speak, click the **Raise hand icon**.
- 2 **Your hand will appear raised** in the meeting, indicating you have a question or wish to contribute.

Send a reaction

- 3 Select **'React'** from the meeting controls and choose among the available emoticons for reactions.
- 4 **Your selected emoticons will briefly appear on your video** or as a notification, showing your feedback or reaction.

Meeting chat



During meeting

- 1 Select '**Chat**' from the meeting controls. The '**Meeting chat**' for meeting or each breakout room will appear on the right panel.

Note: After a meeting ends or a breakout room is closed, no more messages can be sent.

Share whiteboard

1

2

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Share content

Microsoft Whiteboard
Start Whiteboard

PowerPoint Live
See your notes, slides, and audience while you present.

No files available

test_Student_Meeting

Stop sharing Pop out Chat People Raise React View Rooms Apps More Camera Mic Share Leave

Meeting chat

test_Student_Meeting

100%

Type a message

Stop sharing Pop out Dial pad Hold Transfer Chat People View Apps More Camera Mic Share Leave

Note: The teacher or meeting organizer will have to provide you with Presenter rights before you can share your whiteboard.

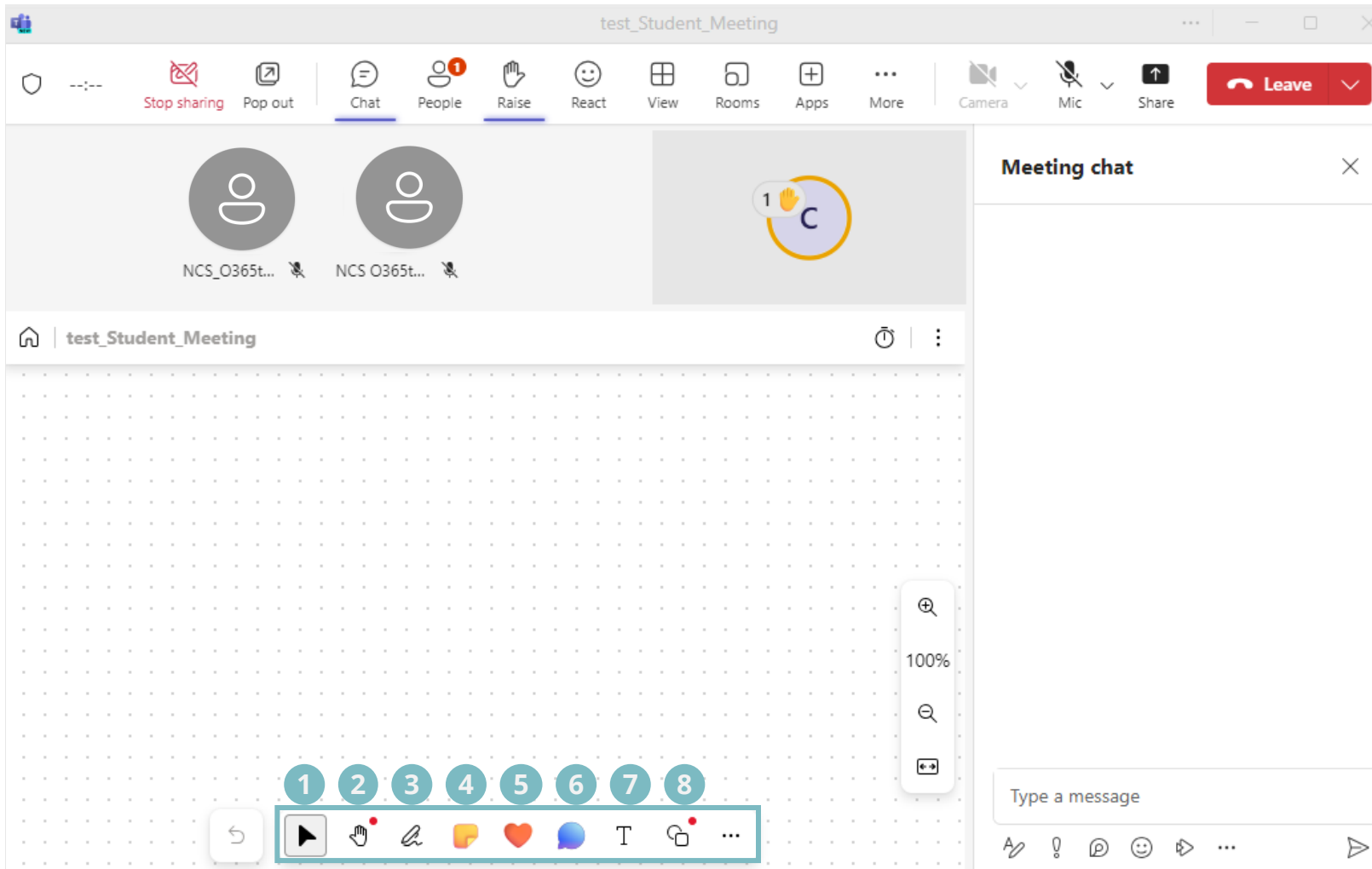
To share a whiteboard

- 1 Select **'Share'** from the meeting controls.
- 2 Select **'Microsoft Whiteboard'**.
- 3 You have successfully shared the whiteboard.

To stop sharing whiteboard

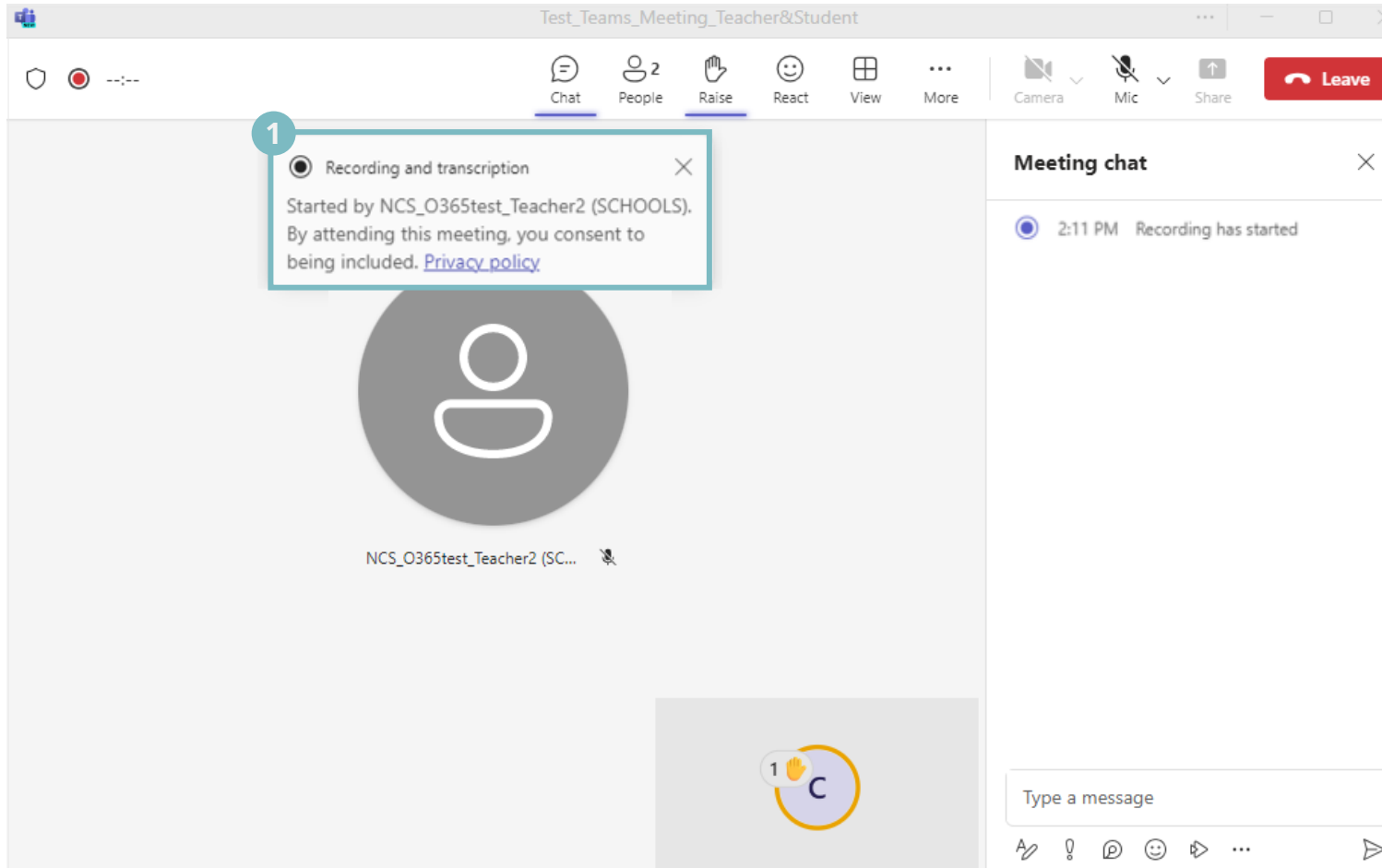
- 4 Select **'Stop sharing'** to stop sharing your screen.

Whiteboard menu



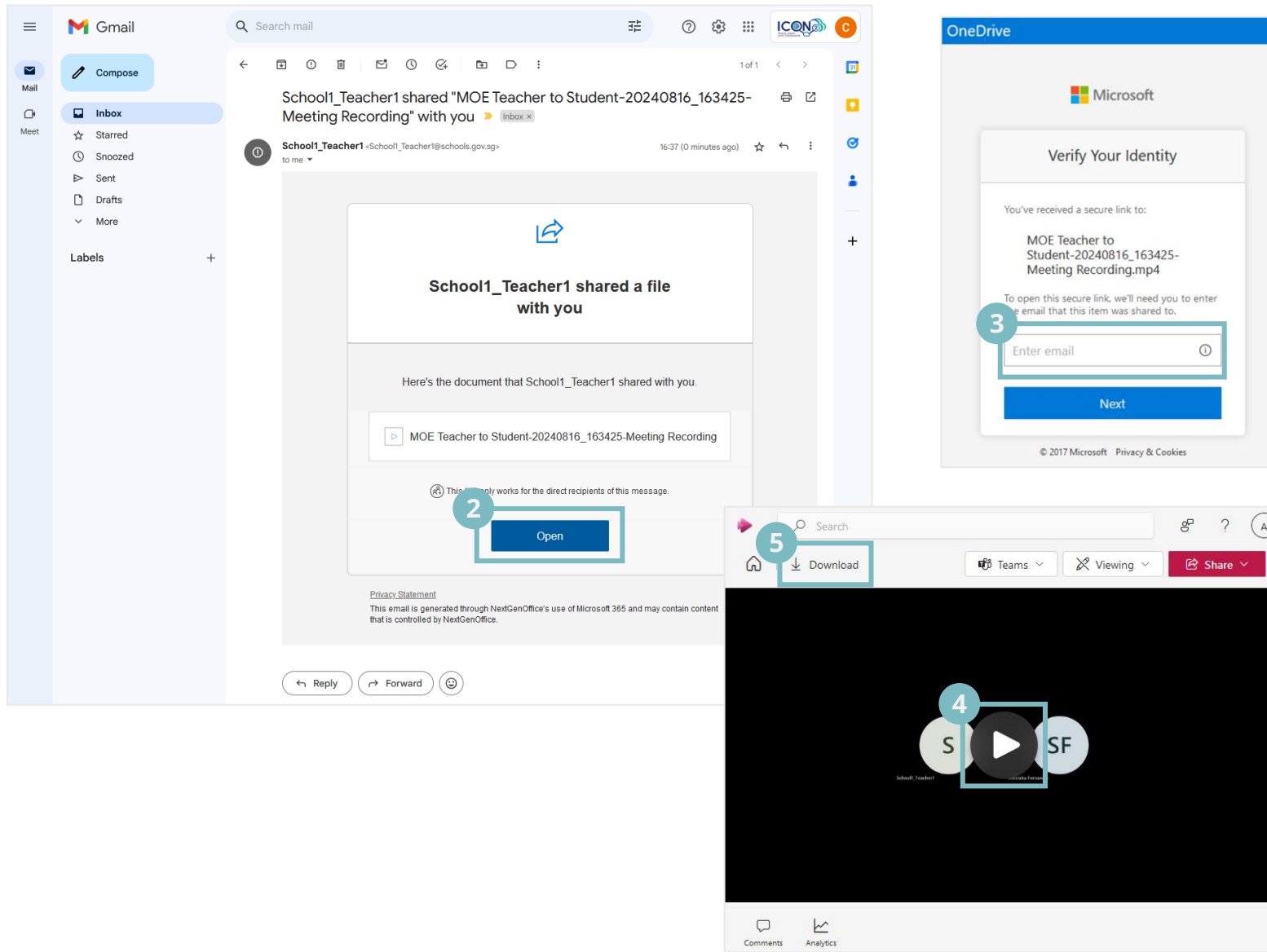
- 1 **Select** – Move or resize objects on the whiteboard.
- 2 **Pan** – Use the Pan tool to navigate around the Whiteboard by clicking and dragging.
- 3 **Draw** – Click this to draw or write on the Whiteboard. Choose different colors and pen thicknesses.
- 4 **Sticky note** – Select this to add sticky notes or a grid of notes for brainstorming.
- 5 **Emoticons** – Click to insert reactions or emoticons on the whiteboard.
- 6 **New comment** – Click this to add comments anywhere on the whiteboard.
- 7 **Text** – Use this to insert text boxes.
- 8 **Add shape or line** – Click to draw shapes or lines.

Notification for meeting recording



- 1 A **recording notification** will appear when your teacher has started recording.

View/download a recorded meeting



- 1 Launch your ICON Email and open the email from your teacher that contains the meeting recording.
- 2 Click on the **'Open'** link launch the recording.
- 3 Sign in with your **MIMS account username** and **password**.
- 4 Click on the play button to commence the playback.
- 5 Click on the **'Download'** button to save a copy of the recording.

Support Options

Please contact **your teacher** should you want further information regarding Microsoft Teams or if you encounter any issues.



