



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

V1.0

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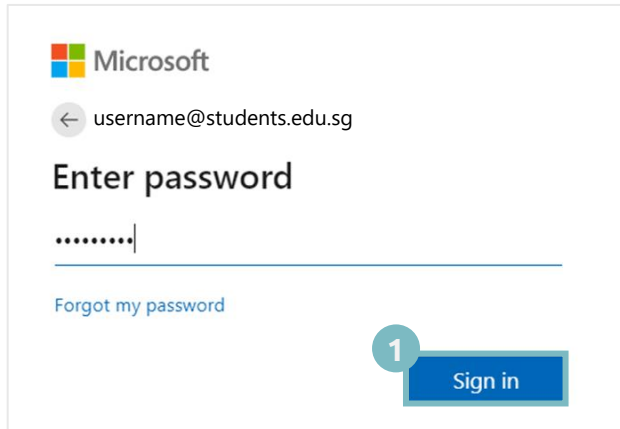


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How to sign in to Teams (via MIMS account)



Microsoft

← username@students.edu.sg

Enter password

.....|

[Forgot my password](#)

1

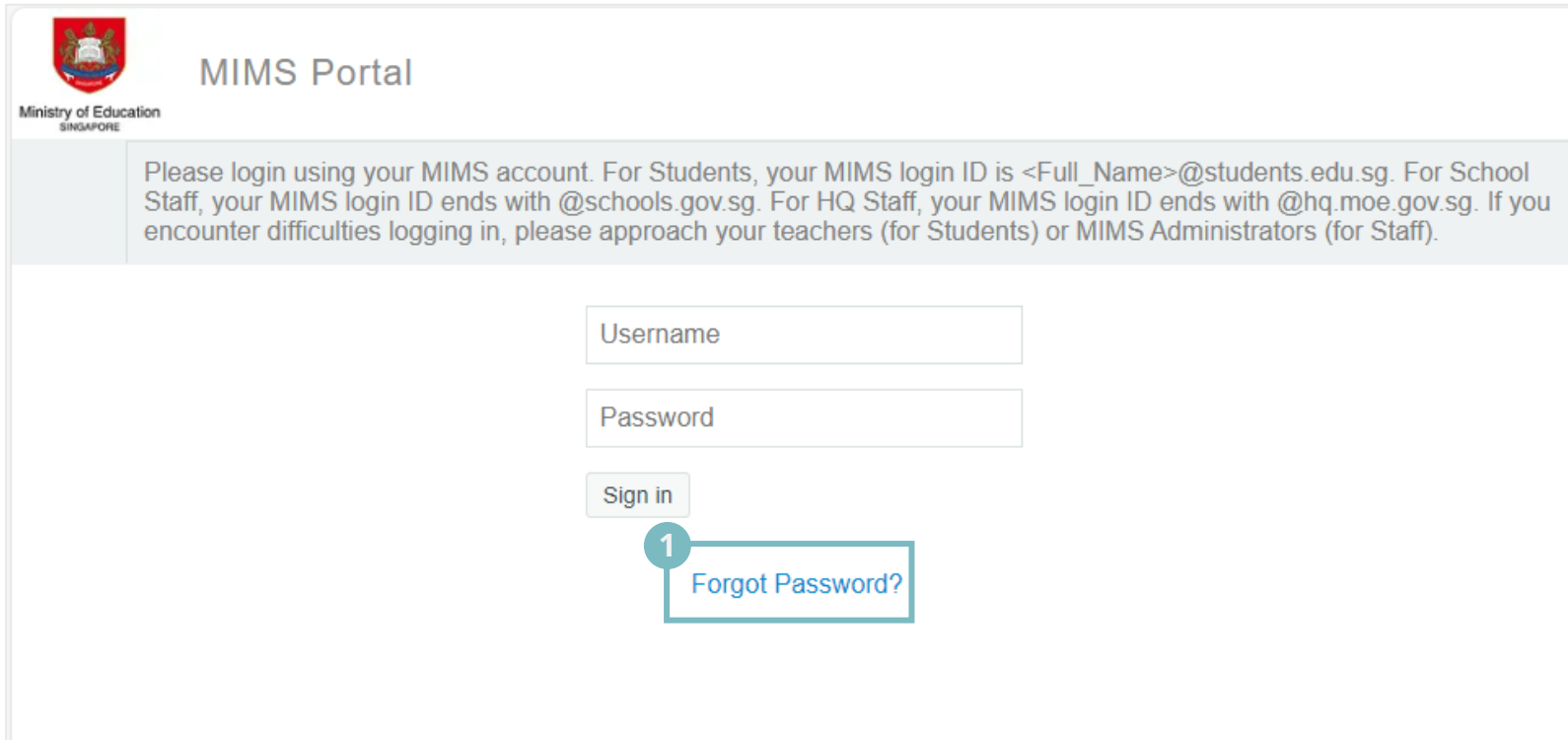



Only on school devices

- 1 Go to [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, there's a 'Planner' sidebar with 'Personal' selected. The main area displays 'Event Details' for a 'Teacher scheduled meeting with Students'. A red circle with the number '1' highlights the 'Click here to join the meeting' link. Below this, meeting details are provided: Meeting ID: 452 754 695 406, Passcode: ekcpzz, and a link to 'Download Teams | Join on the web'. The email body ends with 'Thanks, Teacher' and a 'Read Less' link. To the right, there are sections for 'Assignment' (ATTACH) and 'Self-Study Tasks' (ATTACH), both showing 'No Attachments attached'.

Below the SLS screenshot is an email from 'MOE Meeting hosted by Teacher to student' received from 'NCS O365test Teacher (SCHOOLS)'. The email contains a calendar event for 'MOE Meeting hosted by Teacher to student' on 'Fri 16 Aug 2024' from 3pm to 3:30pm (SGT) at 'Microsoft Teams Meeting'. The agenda is 'All day'. At the bottom, there is a red circle with the number '2' highlighting the 'Join the meeting now' link. Meeting details include Meeting ID: 430 400 372 88 and Passcode: mAbxeg. A link for 'Meeting options' is also provided.

The screenshot shows a Microsoft Teams meeting join prompt. At the top, there's a Teams icon and the text 'Join your Teams meeting'. Below this, there are two buttons: 'Continue on this browser' (highlighted with a red circle and the number '3') and 'Join on the Teams app'. At the bottom, there's a link for 'Download it now' under the heading 'Don't have the app?'.

- 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.

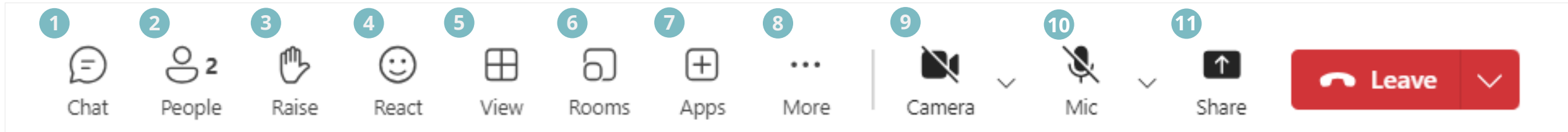
- 2 Or launch your ICON Email and open the email from your teacher that contains the meeting link.

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.

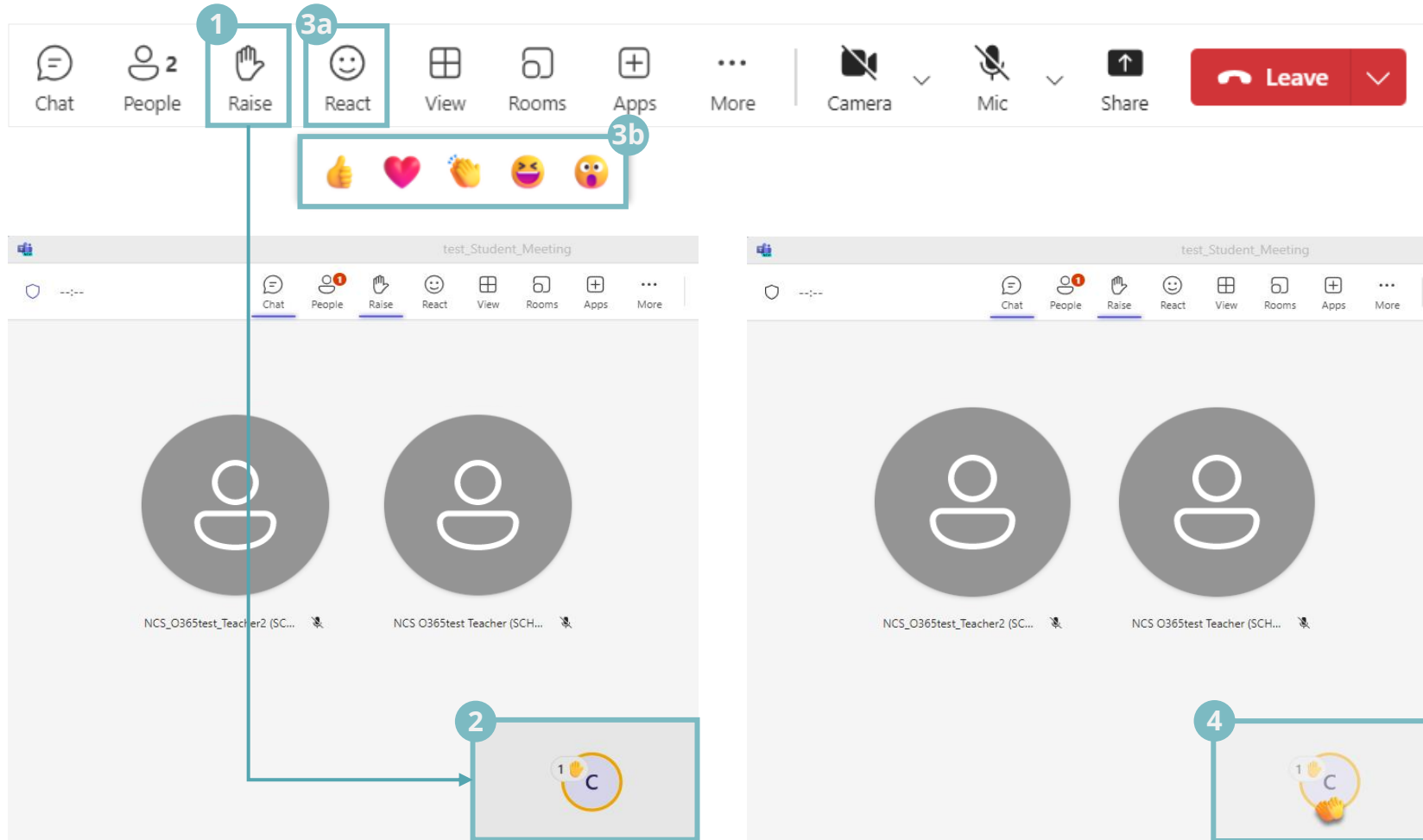
Use meeting controls during meeting



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



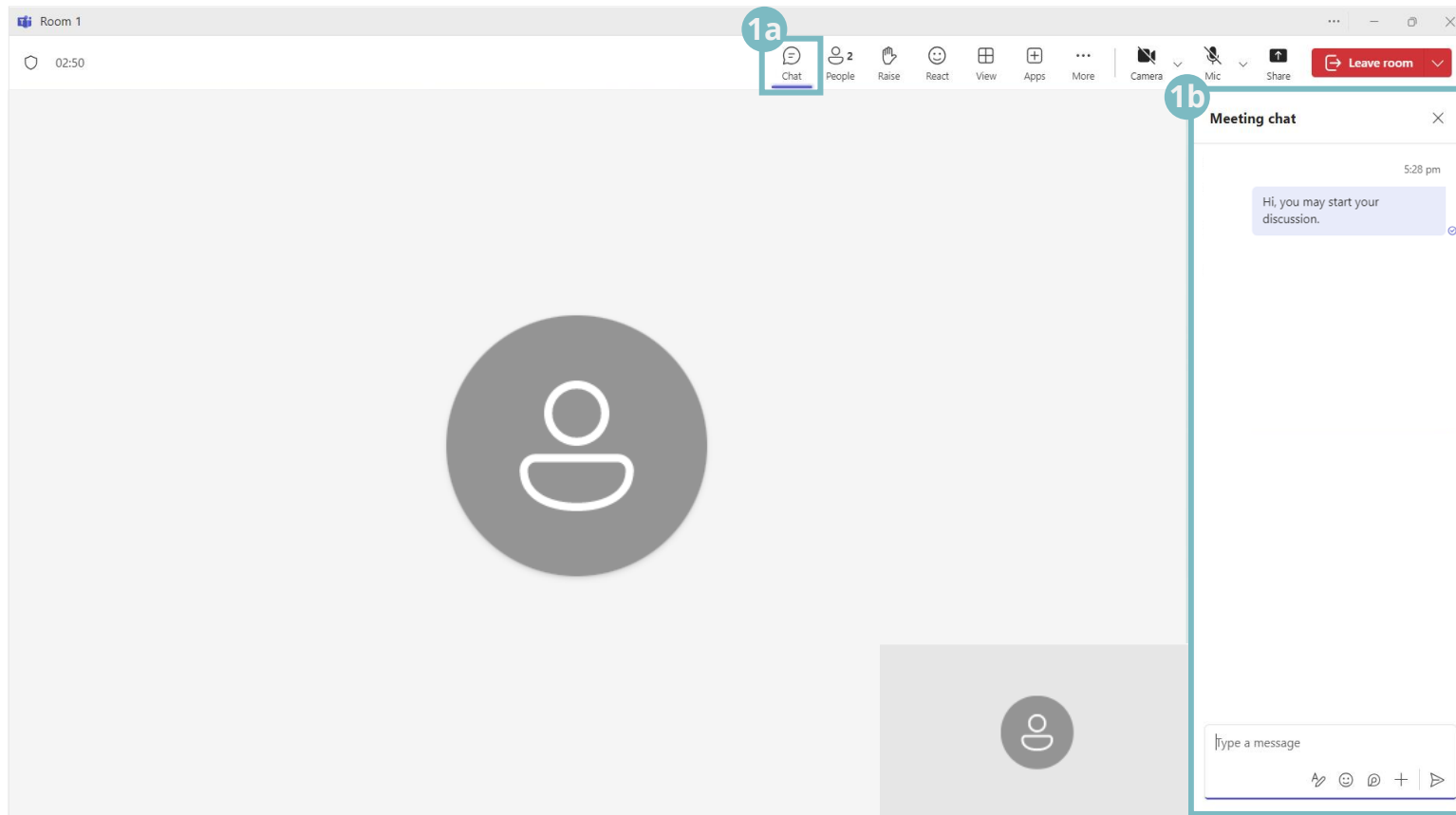
Raise hand

- 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

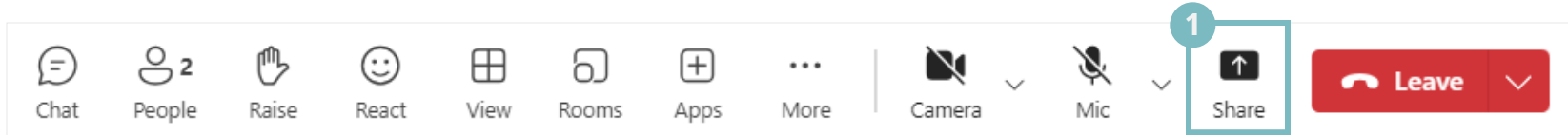


During meeting

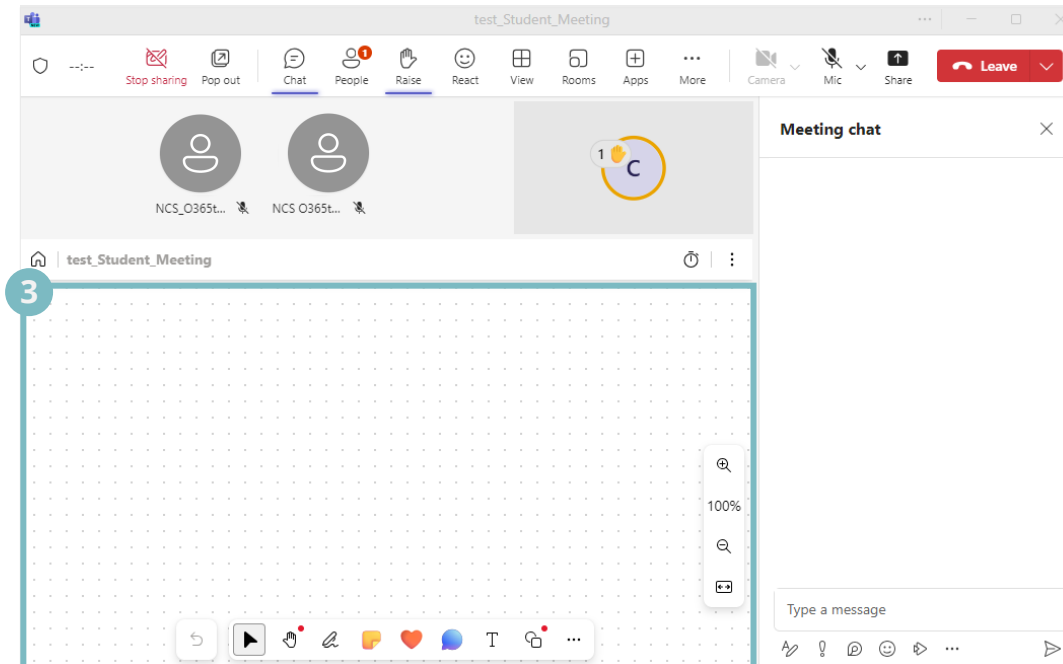
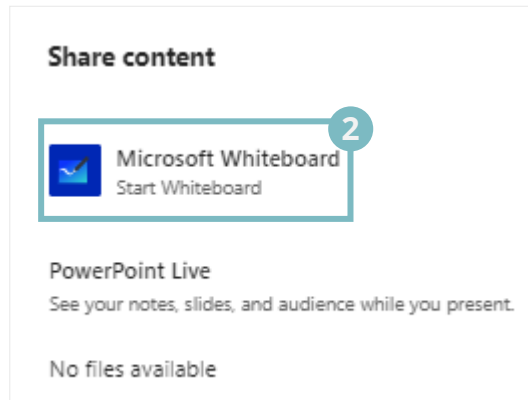
- 1 Select '**Chat**' from the meeting controls. The '**Meeting chat**' for meeting or each breakout room will appear on the right panel.

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

Share whiteboard



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

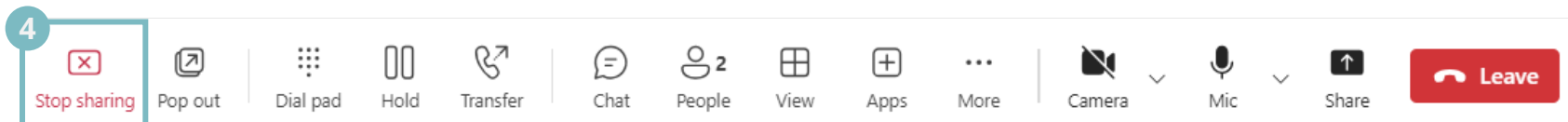


To share a whiteboard

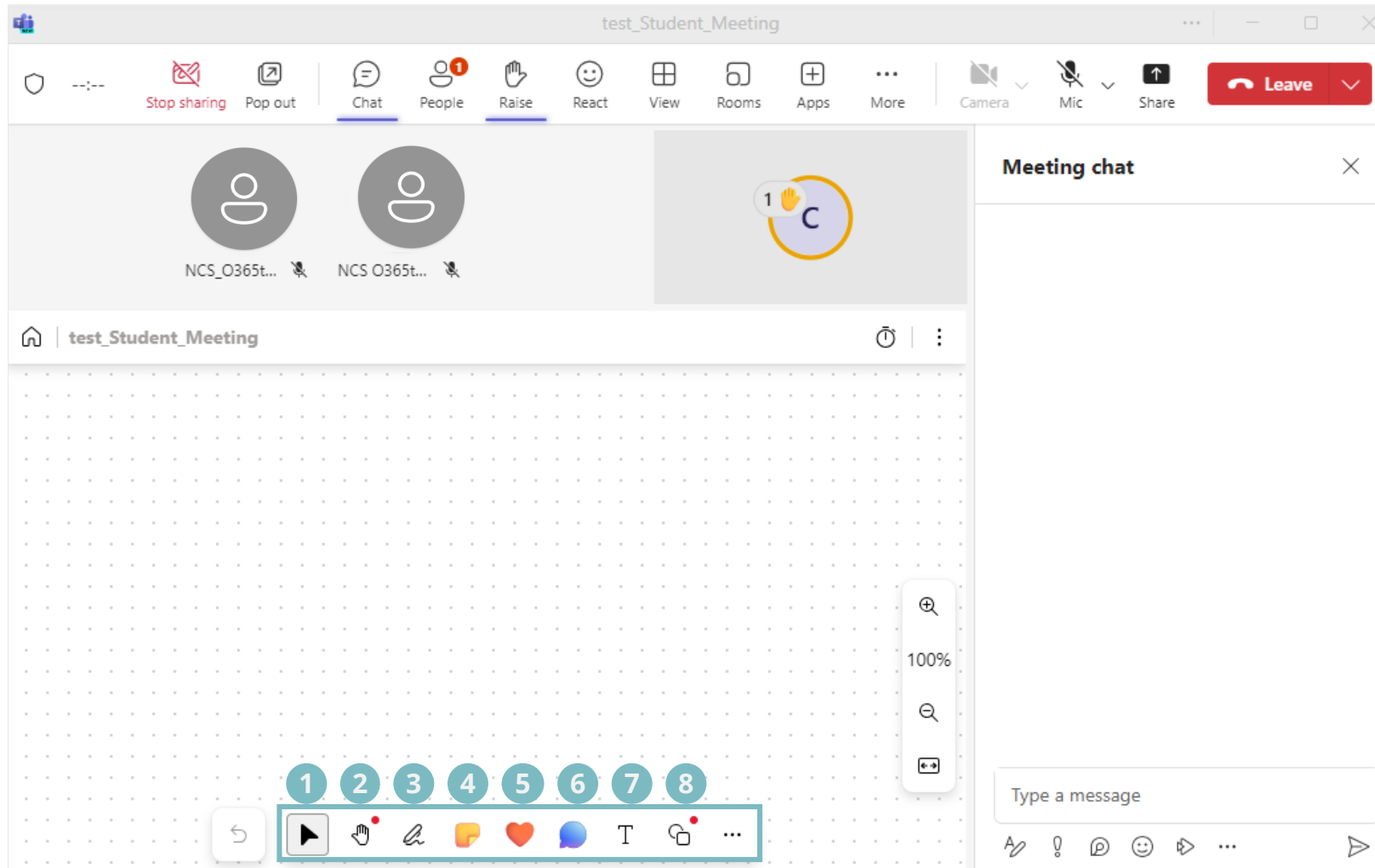
- 1 Select 'Share' from the meeting controls.
- 2 Select 'Microsoft Whiteboard'.
- 3 You have successfully shared the whiteboard.

To stop sharing whiteboard

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

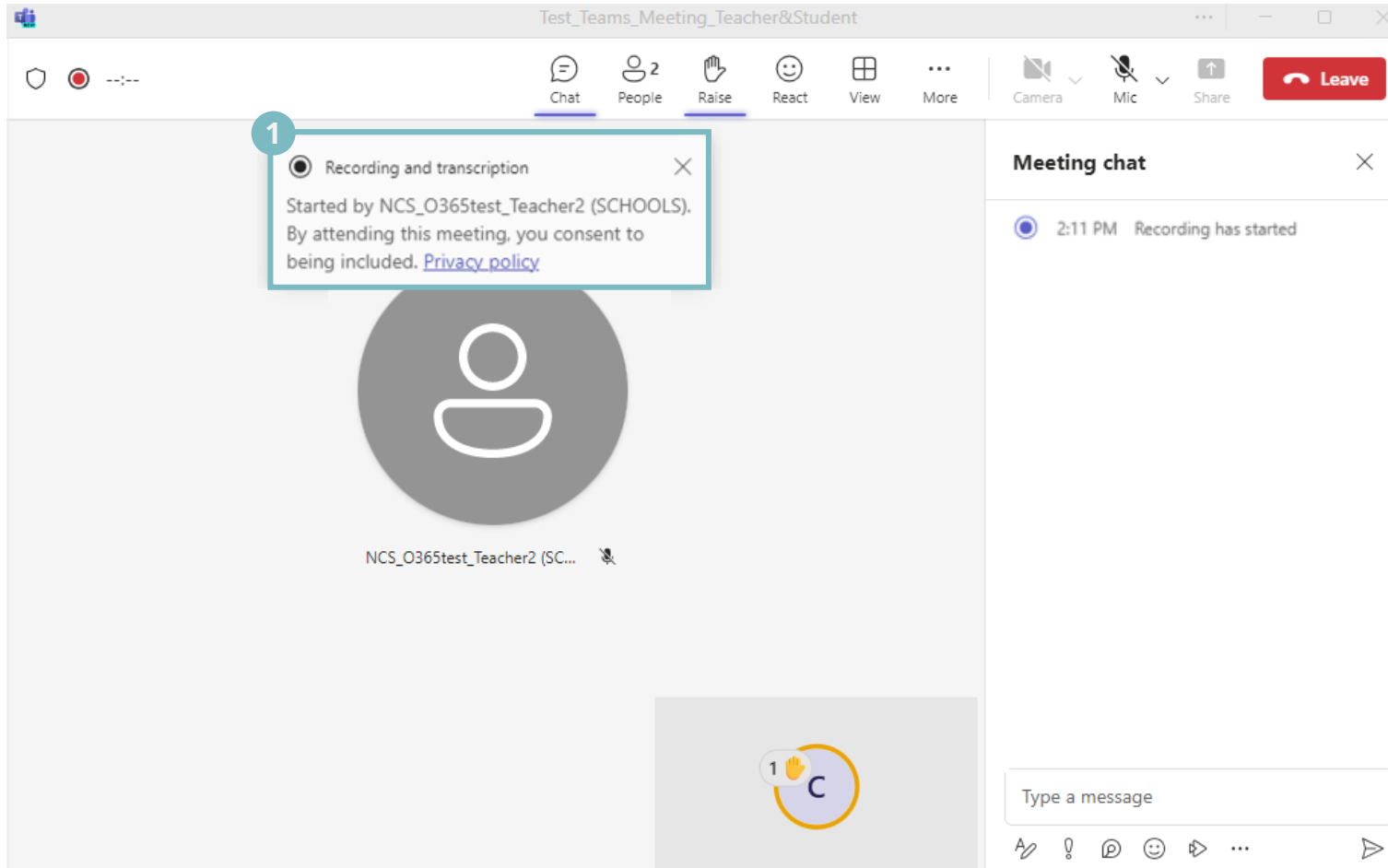


Whiteboard menu



- 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

The image is a composite of three screenshots illustrating the process of viewing a recorded meeting.
1. The top-left screenshot shows a Gmail interface. An email from 'School1_Teacher1' is open, showing a file sharing notification: 'School1_Teacher1 shared a file with you'. Below this, there is a document preview for 'MOE Teacher to Student-20240816_163425-Meeting Recording'. A blue box with a play icon and the word 'Open' is highlighted with a callout '2'.
2. The top-right screenshot shows a Microsoft OneDrive 'Verify Your Identity' screen. It prompts the user to enter their email address to open a secure link. A text input field labeled 'Enter email' is highlighted with a callout '3'. A blue 'Next' button is visible below the field.
3. The bottom screenshot shows a video player interface. A large play button is centered on the screen, highlighted with a callout '4'. Below the video player, a 'Download' button is highlighted with a callout '5'. The video player also shows 'Comments' and 'Analytics' options at the bottom.

- 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.



