

# Guide to Using Microsoft Teams

**FOR SP STUDENTS**

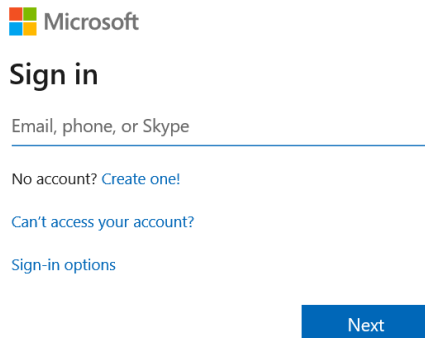
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## 1. At Start of Semester

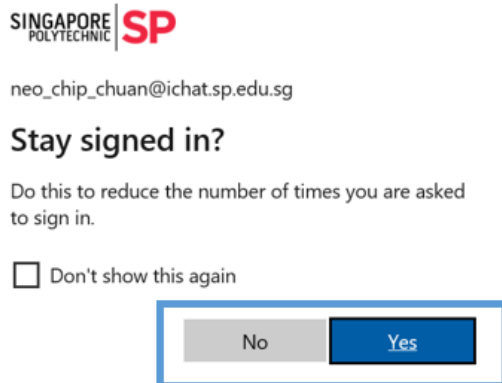
### 1.1 Download and install Microsoft Teams

**Step 1:** Go to <https://teams.microsoft.com/> and login with your @ichat.sp.edu.sg account.

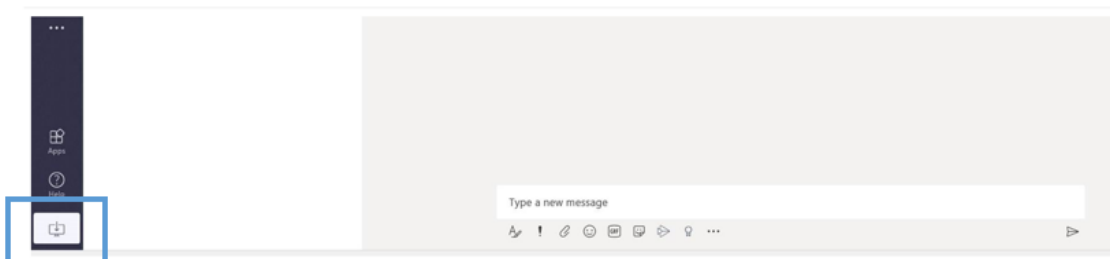
Example, if your SP email account is `XX_YY_ZZ@sp.edu.sg`, your ichat account will be `XX_YY_ZZ@ichat.sp.edu.sg`.



**Step 2:** Click **Yes** if prompted to stay signed in.

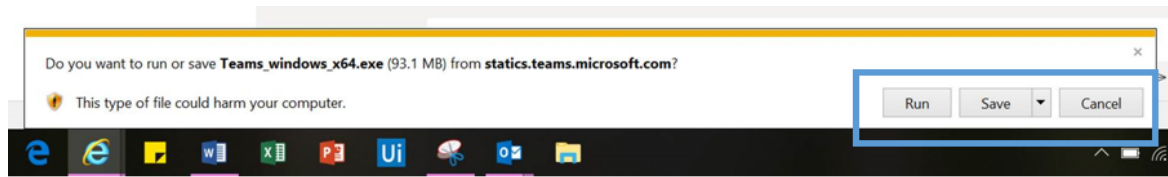


**Step 3:** Scroll to the bottom and on the left hand panel, select the **Download Desktop App** as shown below.



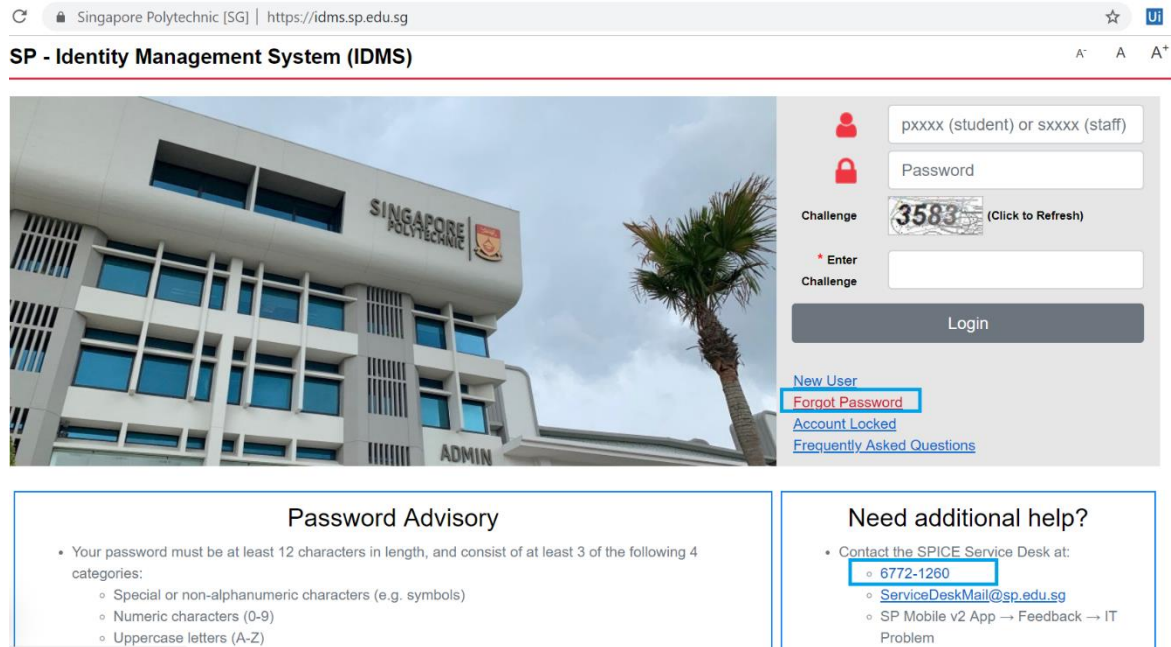
## Official (Closed), Non-Sensitive

**Step 4:** Click **Run** when prompted to download Microsoft Teams.



## 1.2 Forgot SPICE Password

In the event that you have forgotten your SPICE password, go to [IDMS](#) and click on **Forgot Password**. Alternatively, call SPICE Service Desk at 6772-1260



Singapore Polytechnic [SG] | <https://idms.sp.edu.sg>

**SP - Identity Management System (IDMS)**

xxxxx (student) or sxxxx (staff)

Password

Challenge 3583 (Click to Refresh)

\* Enter Challenge

Login

[New User](#)  
[Forgot Password](#)  
[Account Locked](#)  
[Frequently Asked Questions](#)

### Password Advisory

- Your password must be at least 12 characters in length, and consist of at least 3 of the following 4 categories:
  - Special or non-alphanumeric characters (e.g. symbols)
  - Numeric characters (0-9)
  - Uppercase letters (A-Z)

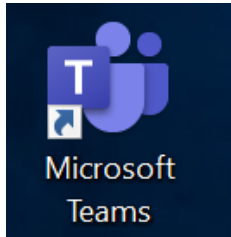
### Need additional help?

- Contact the SPICE Service Desk at:
  - 6772-1260
  - [ServiceDeskMail@sp.edu.sg](mailto:ServiceDeskMail@sp.edu.sg)
  - SP Mobile v2 App → Feedback → IT Problem

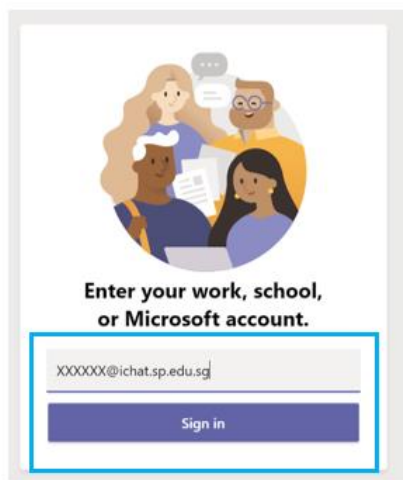
## 2. At Start of Every Online Class

### 2.1 Log on to Microsoft Teams

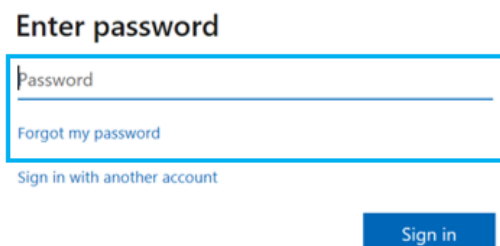
**Step 1:** Attend your online class based on your timetable. To attend your online class, access Microsoft Team from your laptop or desktop.



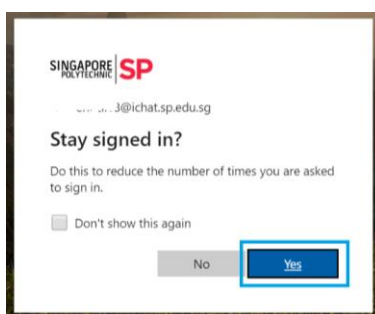
**Step 2:** Enter your iChat email address



**Step 3:** Enter your password

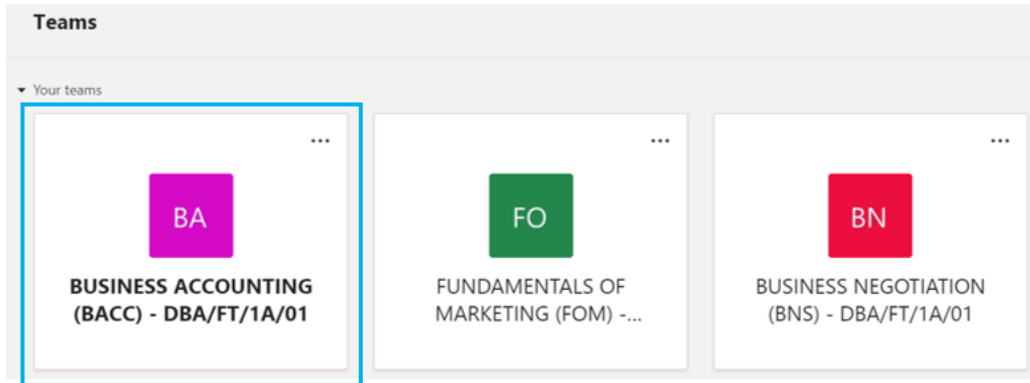


**(Optional)** Select **Yes** to stay signed in so that you do not have to keep logging in.

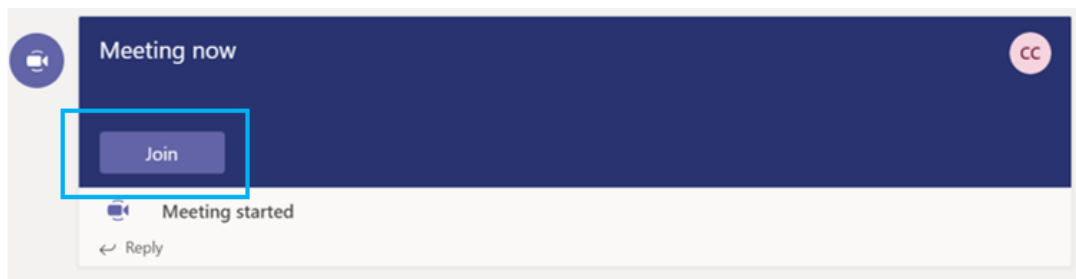


## 2.2 Access the Online Class for your Module

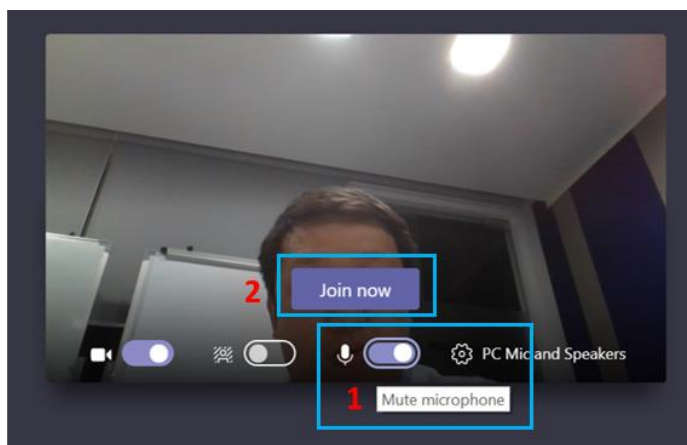
**Step 1:** As a student, you will be enrolled in multiple modules. Ensure that you select the right module which you are attending the online class for based on your timetable.



**Step 2:** Click **Join** to access your online class.



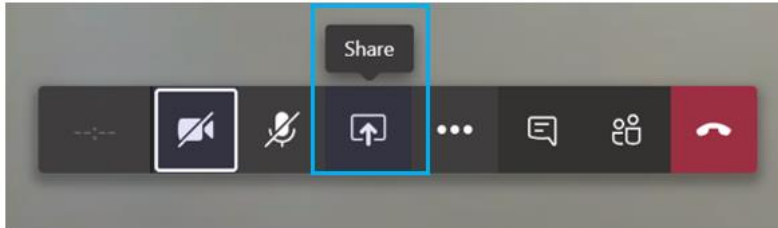
**Step 3:** Before entering your online class, remember to **Mute** your microphone followed by clicking **Join now**.



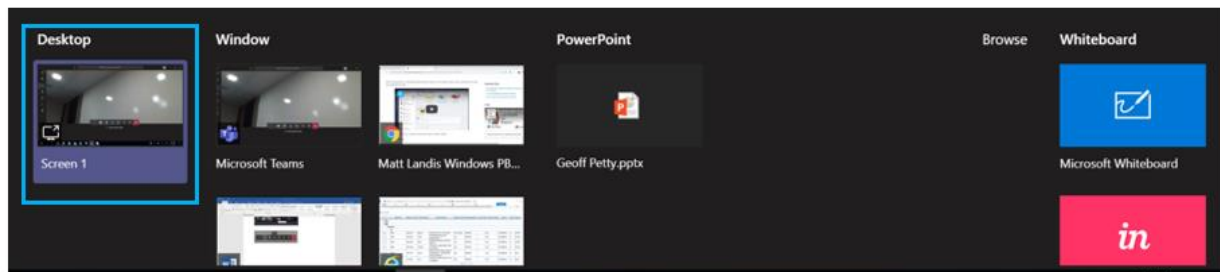
**IMPT:** When student join the online class following the above steps, the student is joining as a **Presenter**. As a presenter, the student is able to remove other student from the online class or even mute the lecturer. Students are warned that they should not do any of this as it will affect the class learning.

### 2.3 Presenting your Tutorial Answers

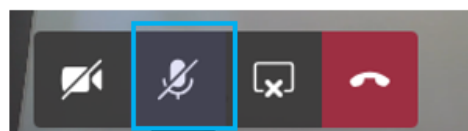
**Step 1:** Your tutor may randomly ask student to present his/her tutorial answers to the class and tutor. If asked to do so, click **Share**.



**Step 2:** There are many options to share your tutorial answers. We recommend that you choose **Desktop** as it allows you to then open any documents/files/photos from your computer to present your answers to the class and tutor.



**Step 3:** Remember to click **Unmute** so that the class and tutor can hear you on your presentation.

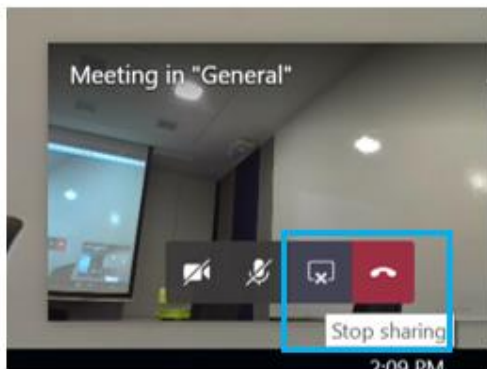
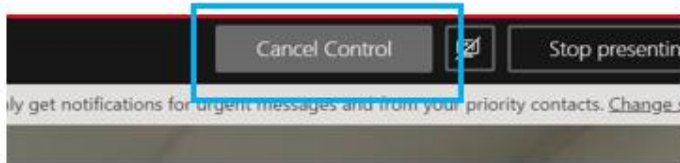


**[Optional] Step 4:** If you and your groupmate are presenting different parts of the same question, after you have completed your part, you can move your cursor to the top of the presentation screen and click **Give control** to your selected groupmate for him/her to continue with the next part of the question.





**Step 5:** After your groupmate had finished presenting his/her part, you can click **Cancel Control** followed by **Stop sharing** so as to hand back the presentation to your lecturer or the next student/group who is presenting.



## 2.4 Exiting the Online Class

At the end of the online class, you can exit by clicking "Hang up".

