



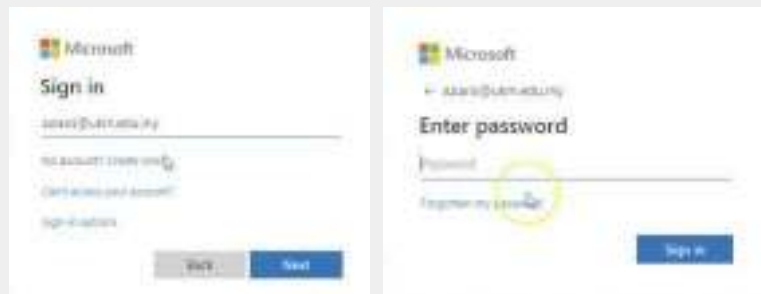
## LANGKAH-LANGKAH PENGUNAAN “MICROSOFT TEAMS”

1 Masukkan URL **office.com**

2 Klik “Sign in”



3 Masukkan **emel**  
dan **katalaluan**



4 Klik ikon “Teams”



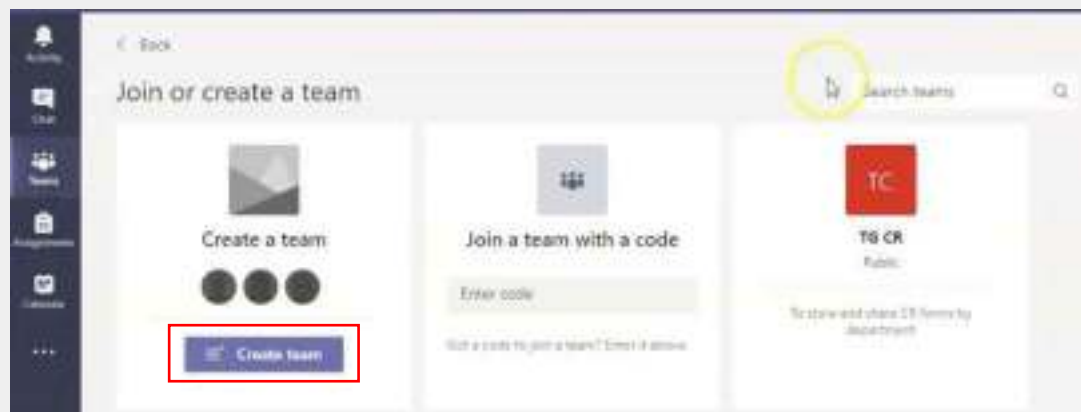


## LANGKAH-LANGKAH PENGUNAAN “MICROSOFT TEAMS”

### 5 Klik “Join or create team”



### 6 Klik “create team”









## LANGKAH-LANGKAH PENGUNAAN “MICROSOFT TEAMS”

### 7 Pilih “Class”

Select a team type

 <b>Class</b> Discussions, group projects, assignments	 <b>Professional Learning Community (PLC)</b> Educator working group	 <b>Staff</b> School administration and development	 <b>Other</b> Civilic study groups, after-school activities
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Cancel

### 8 “Create your team”

Create your team

Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook.

Name  
PTM 2

Description (optional)

Create a team using an existing team as a template

Cancel



## LANGKAH-LANGKAH PENGUNAAN “MICROSOFT TEAMS”

### 9 Tambah alamat emel “Students”



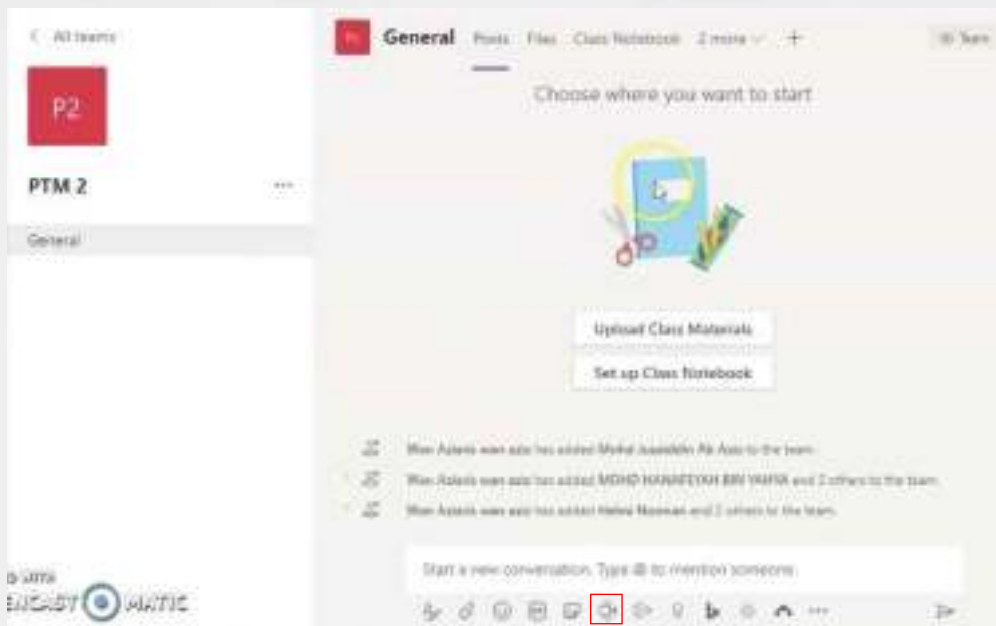
### 10 Tambah alamat emel “Teachers”



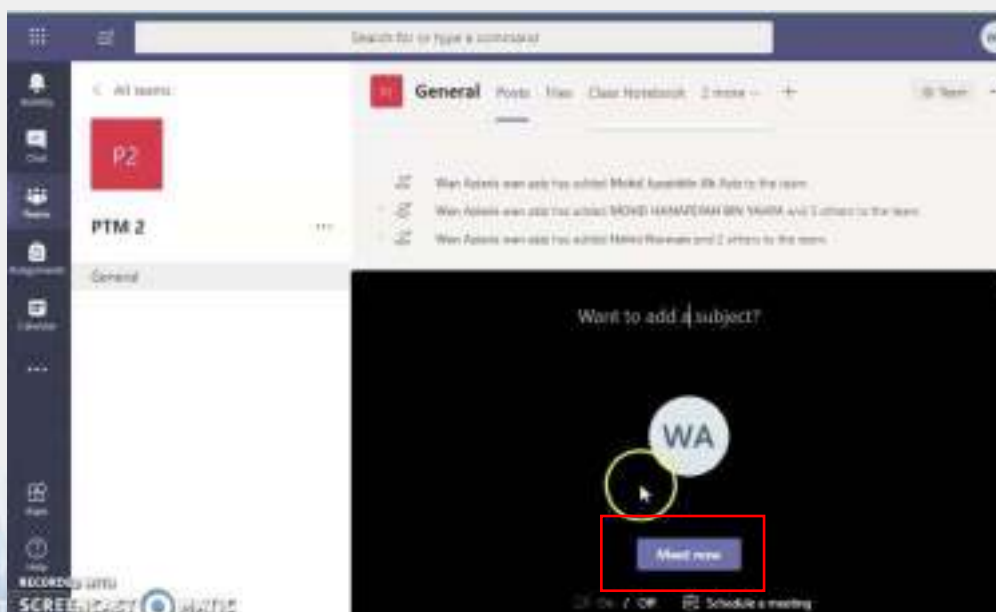


## LANGKAH-LANGKAH PENGUNAAN “MICROSOFT TEAMS”

### 11 Klik ikon “Video Conferencing”



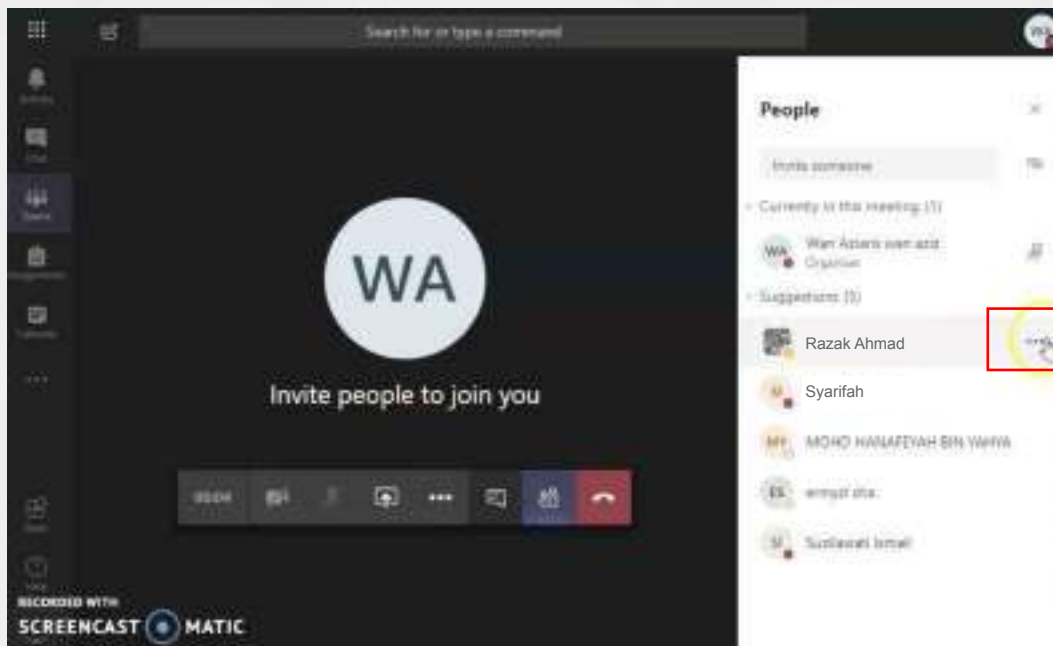
### 12 Klik “Meet now”



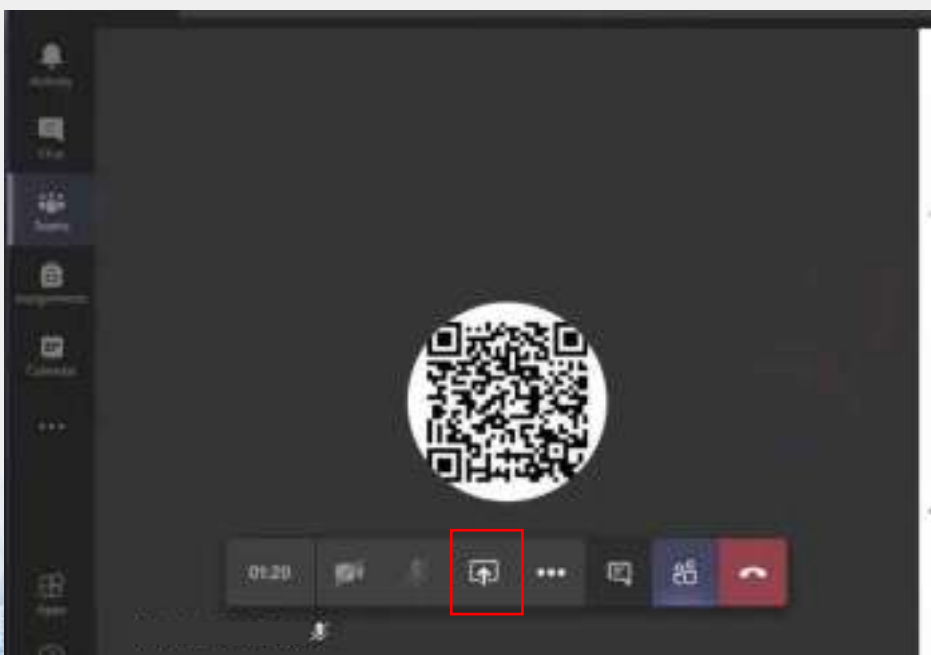


## LANGKAH-LANGKAH PENGGUNAAN “MICROSOFT TEAMS”

**13** Klik ikon ●●● “Invite people to join you”



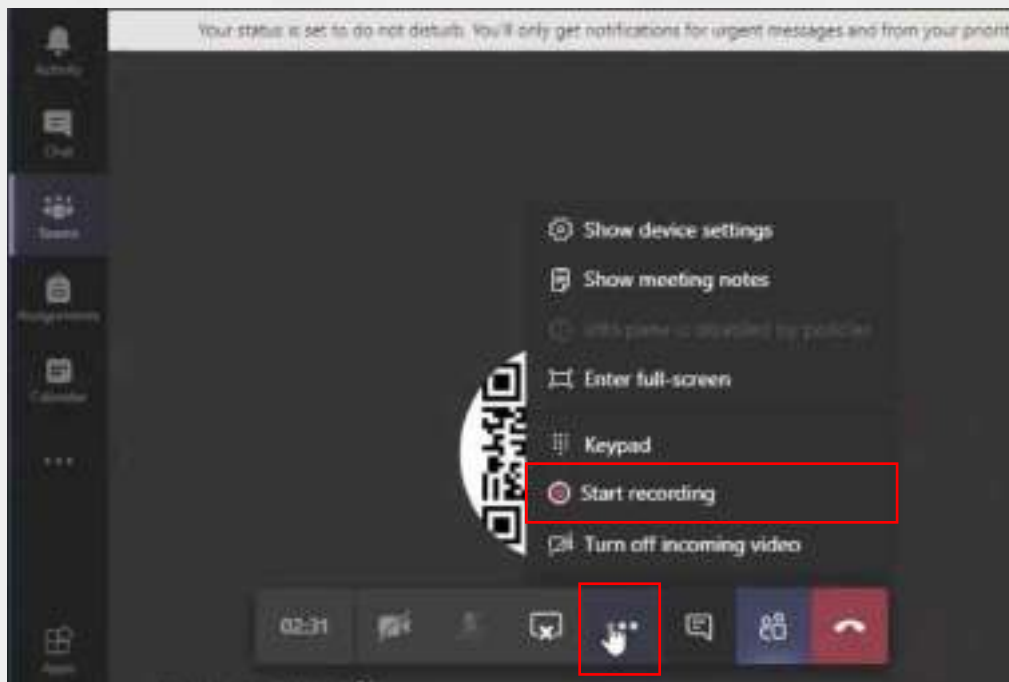
**14** Klik ikon “Share” untuk berkongsi skrin destop/powerpoint/excel





## LANGKAH-LANGKAH PENGUNAAN “MICROSOFT TEAMS”

**15** Klik ikon ●●● dan pilih Butang “Start recording”



Sebarang bantuan teknikal, sila emel :  
[helpdeskptm@ukm.edu.my](mailto:helpdeskptm@ukm.edu.my)