

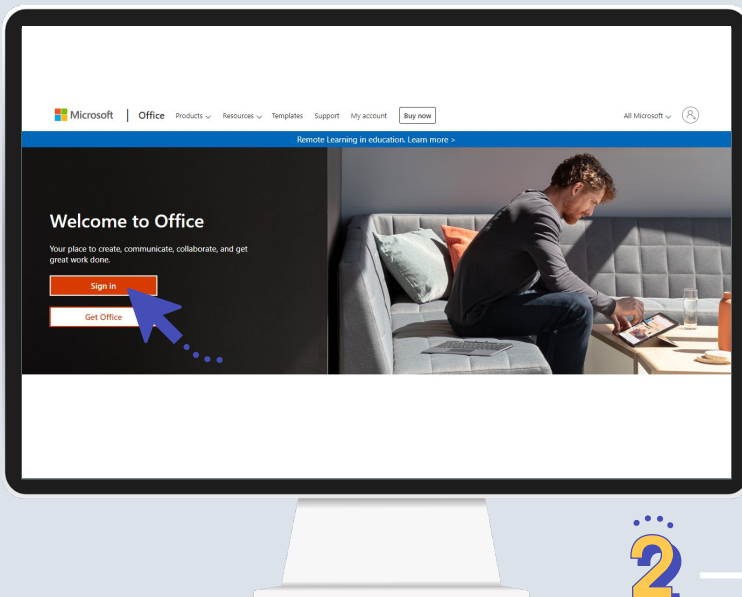


# HOW TO ACCESS MICROSOFT TEAMS



1

Go to <https://www.office.com/>  
Click "Sign in" button on homepage.



2

Sign in by entering your Microsoft 365  
username and password in field.  
For username, enter your student ID number  
with "**@dtc.ac.th**"

and password, start with "**Dtc**"  
and follow by your student ID number.

Username is **student ID number@dtc.ac.th**  
Password is **Dtcstudent ID number**

## FOR EXAMPLE

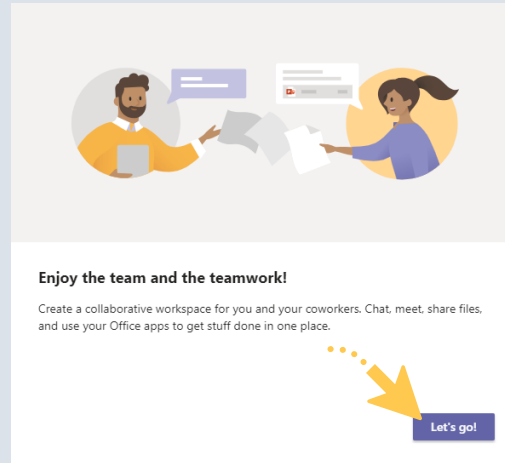
Username is **2xxxxxxxxxxx@dtc.ac.th**  
Password is **Dtc2xxxxxxxxxxx**



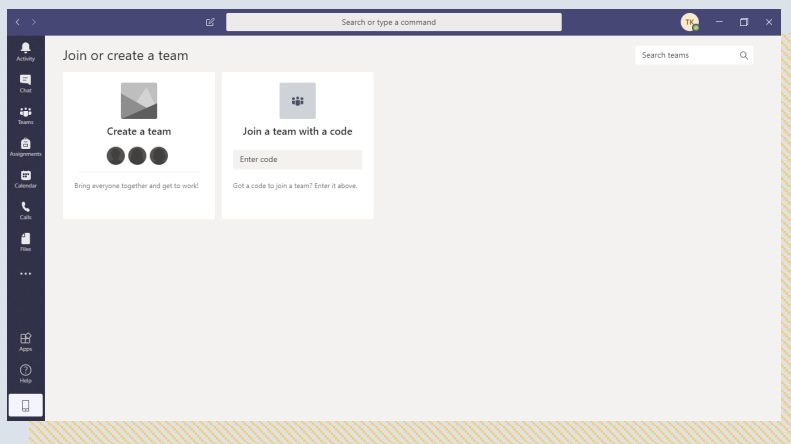
If there is any problem accessing the app or signing in, please contact Information Technology Unit

3

Click "Let's go" button  
for getting started with Teams.



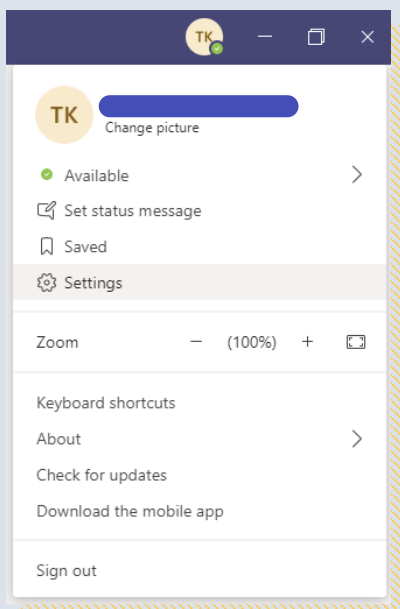
The system will bring you to main page of workspace.



4

In case students prefer to apply "Thai" language  
(The default is English).

Follow these steps;



1

Click your profile picture at the top of the app, then select Settings > General and go to the Language section.

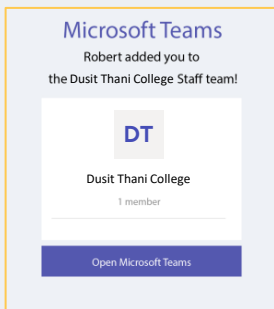
2

Selecting "Thai (Thai)"  
(App language determines the date and time format.)  
then click "Save and restart"

# HOW TO JOIN CLASS TEAMS

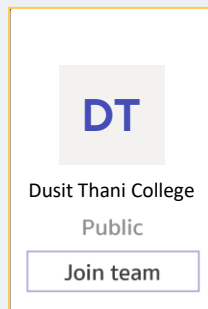
5

Staff / Students can join Class Teams by these 3 ways



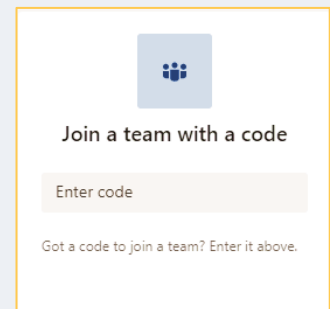
1

Joining by getting the invitation from instructor/team owner (Leader).



2

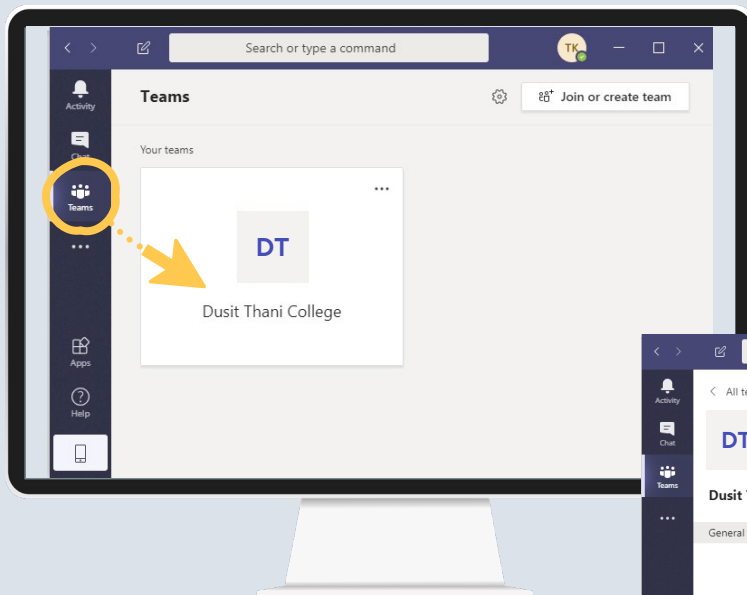
For public team, just click "Join Team" for joining.



3

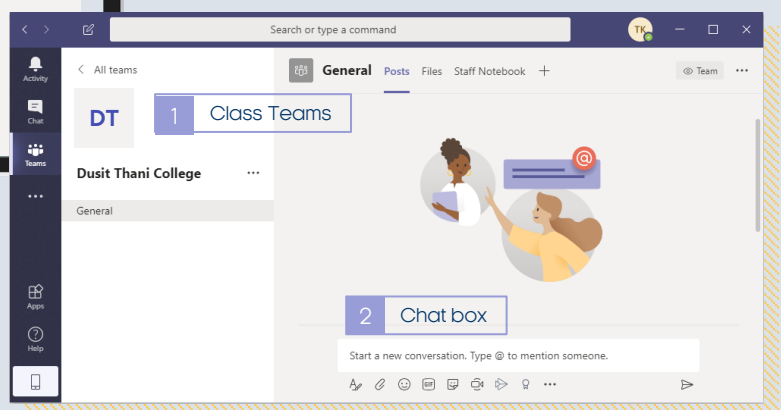
Joining by enter "Team Code" that received from Leader.

On "Teams" page, all team that you join will be shown.



6

Select "Teams" button on the left side of the app and then pick your class team.  
(Date and time are set by instructor)

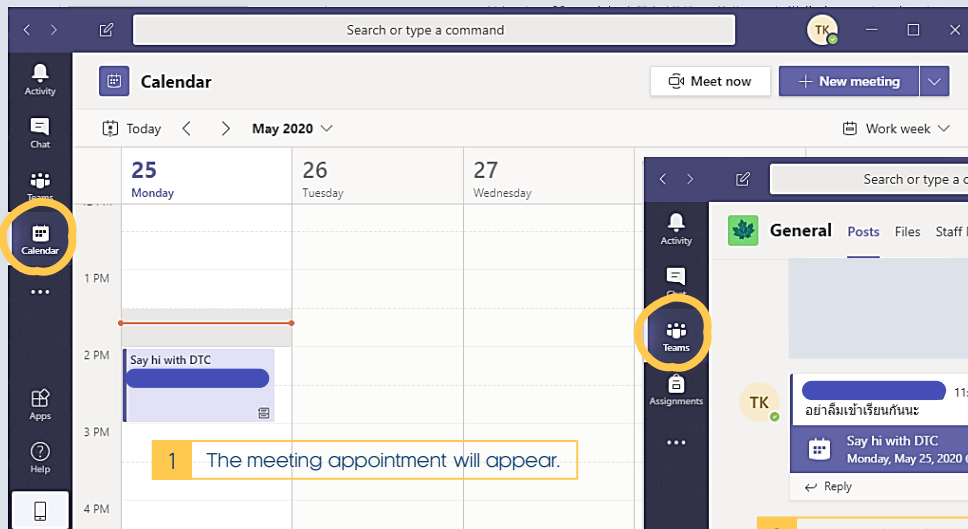


7

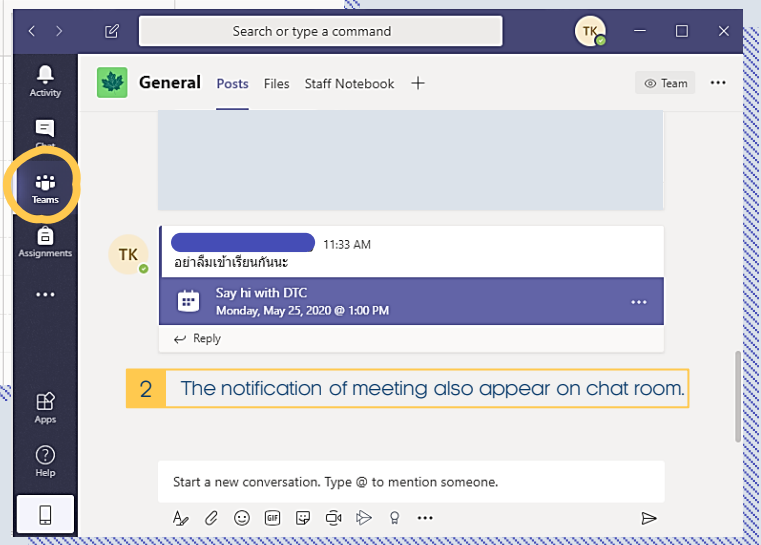
View all upcoming meetings and appointments by selecting "Calendar" on the left side of the app.

# HOW TO JOIN CLASS TEAMS

"Calendar" page



"Teams" page

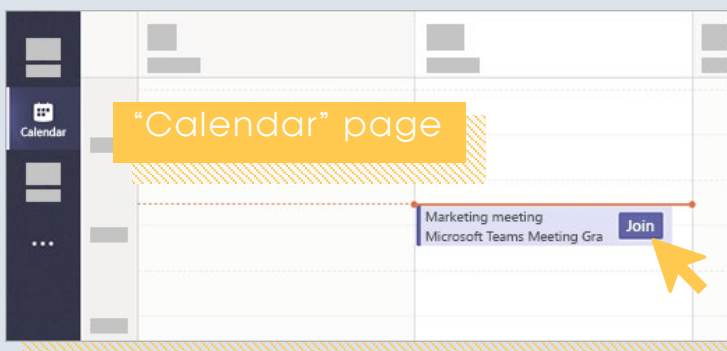


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## Join a meeting in Teams

- 1 Join from calendar  
Select **Calendar** button on the left side of the app to see your meetings. Find the meeting you want, and then select **Join**.  
Or, if someone starts the meeting, you'll get a notification you can use to join.
- 2 Join from chat  
If the meeting has already begun, it appears in your recent chat list. Select the meeting in your chat list and then select **Join** at the top of the chat.

"Teams" page

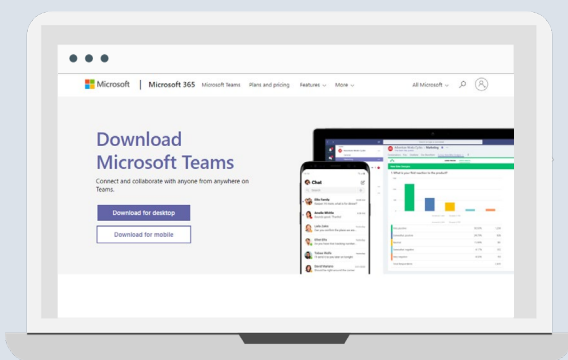




# ANY INFORMATIONS

1

"Microsoft Teams" can be downloaded and installed on both smartphone or PC.



2

## Line Ads Platform

If there is any problem using the app, please scan QR code for contacting IT Unit.

3

Summary of all DTC accounts and how to access it.

DTC Education System (reg.dtc.ac.th)

Username : Student ID

Password : Student ID

### Microsoft Outlook

Gmail : Student ID@dtc.ac.th

Password : **Dtc**Student ID

### Moodle (learn.dusit.com) (Join from Microsoft)

Username : Student ID@dtc.ac.th

Password : **Dtc**Student ID

### Microsoft Teams

Email : Student ID@dtc.ac.th

Password : **Dtc**Student ID

DTC Online Support



LINE

IT & Blended Learning Unit