

# How to use Microsoft Teams online

Microsoft Teams online is now many people choose to replace Zoom when this software is having information security problems.

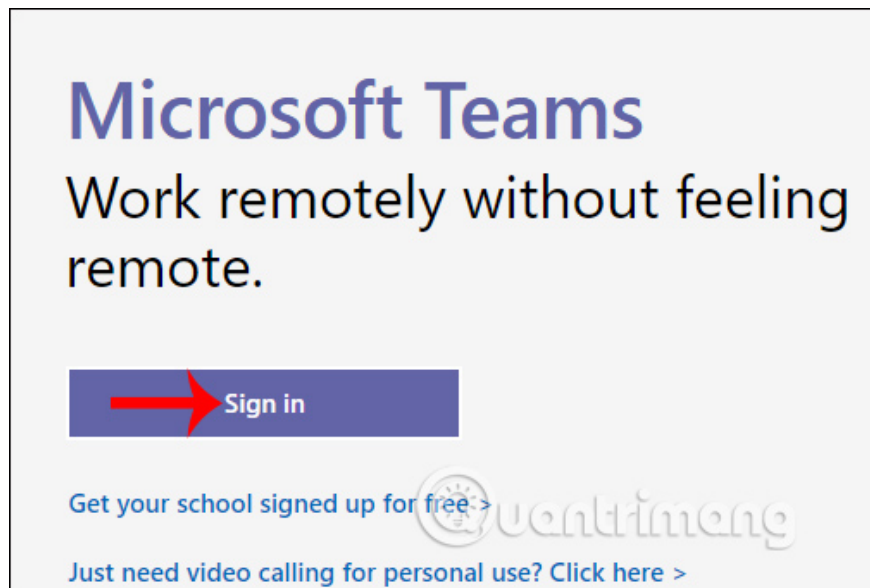
Along with Zoom learning online, now Microsoft Teams is also selected by many teachers or companies to conduct online exchange. Microsoft Teams supports users to teach and learn on a variety of platforms, from Microsoft Teams on PCs, Microsoft Teams on phones to using Microsoft Teams online in browsers. Using Microsoft Teams online is useful when you do not want to install Microsoft Teams on your computer, but some features are similar when using on a computer or phone. The process of registering a Microsoft Teams online account is also very simple and is guided in the article below.

## Instructions for creating an online Microsoft Teams account

### Step 1:

First, users access the link below and then **click Sign in** to sign in to your Microsoft account.

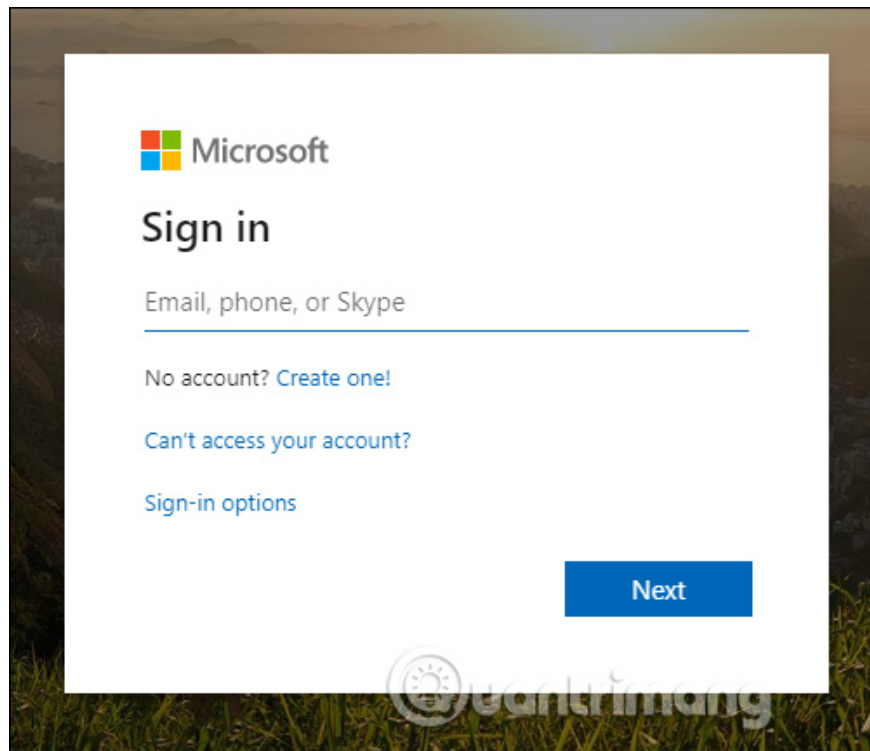
1. Access Microsoft Teams



Next, you **log into your Microsoft account** to use Microsoft Teams online. If you do not have a Microsoft account, click Create one to create a new account.

How to create a Microsoft Teams account refer to the article How to create a Microsoft account.


Note to teachers, if the school has an Office 365 package, using the email provided by the school will use the more advanced version of Teams.



**Step 2:**

After successful login, users click on **Use the web app instead** to use the online version of Microsoft Teams in the browser.

Microsoft Teams



Download the Teams desktop app  
and stay better connected.

[Get the Windows app](#)

Use the web app instead

Next, you are asked to use Microsoft teams for what purpose, then click Next below and fill in the personal information to complete the account creation.



## Bạn muốn sử dụng Teams như thế nào?



### Cho trường học

Để kết nối học viên và giảng viên tham gia vào các khóa học và dự án, trong lớp học hoặc trực tuyến



### Cho bạn bè và gia đình

Dùng để gọi thoại hoặc gọi video trong cuộc sống hàng ngày



### Cho công việc

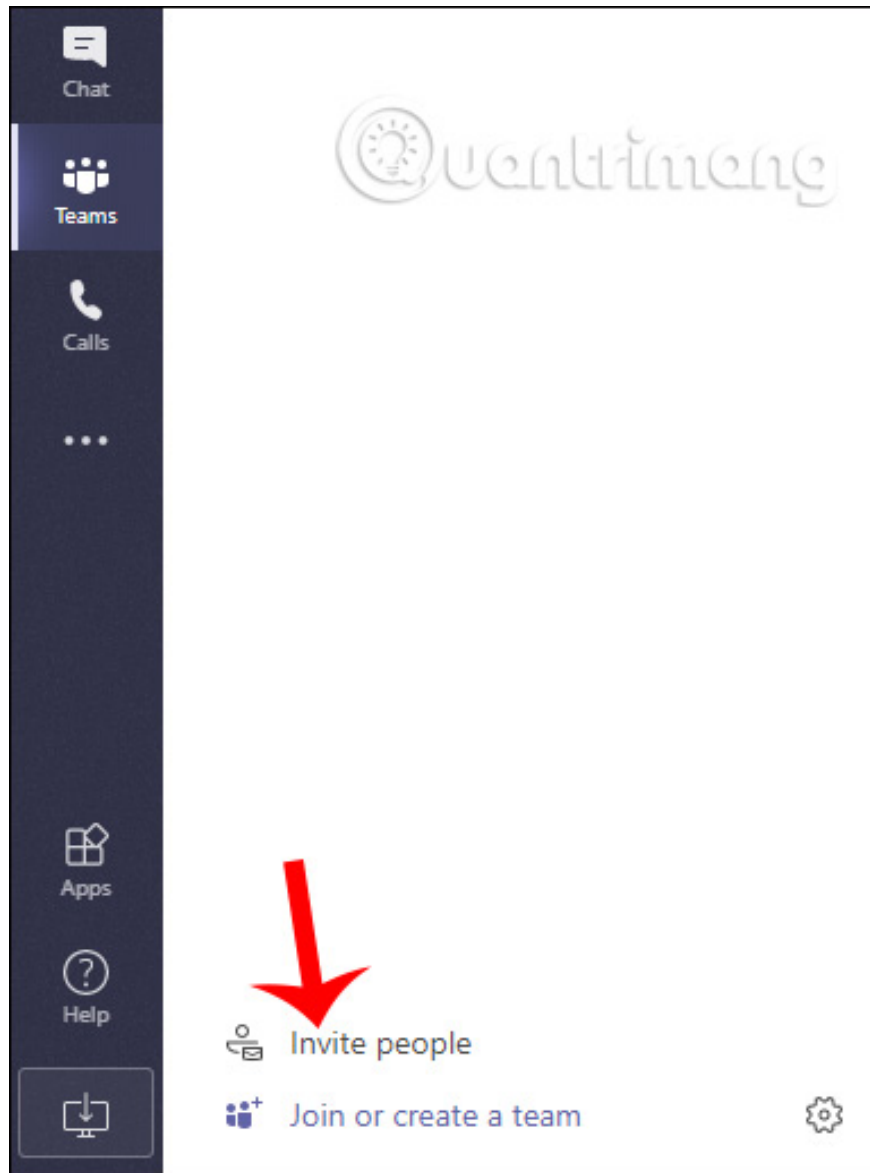
Để phối hợp với bạn cùng nhóm bất kể họ ở đâu



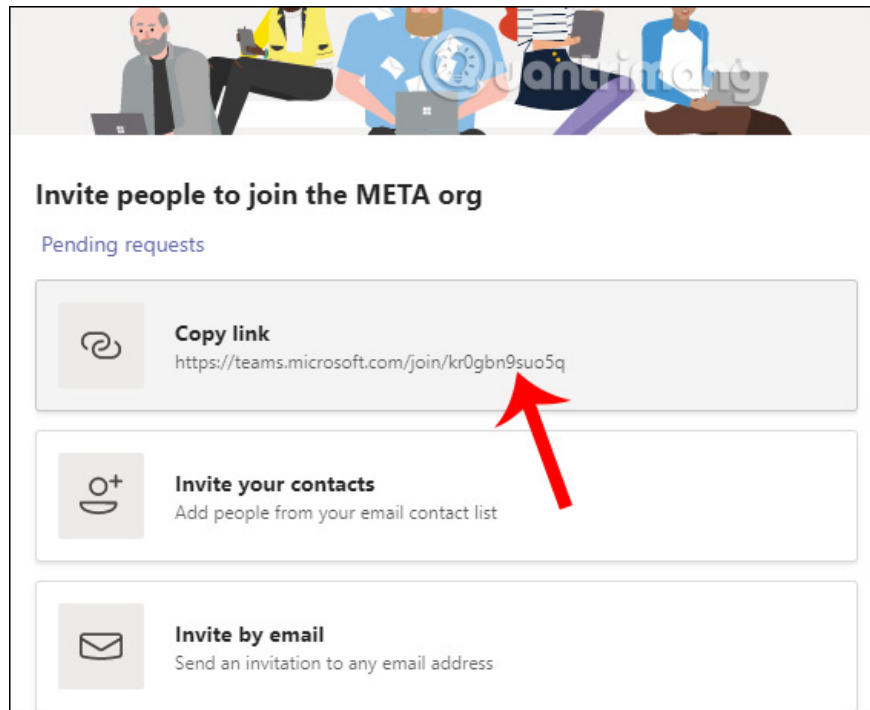
Tiếp theo

### Step 3:

In the Microsoft Teams interface to invite others to join Teams, click **Teams** and select **Invite people** .

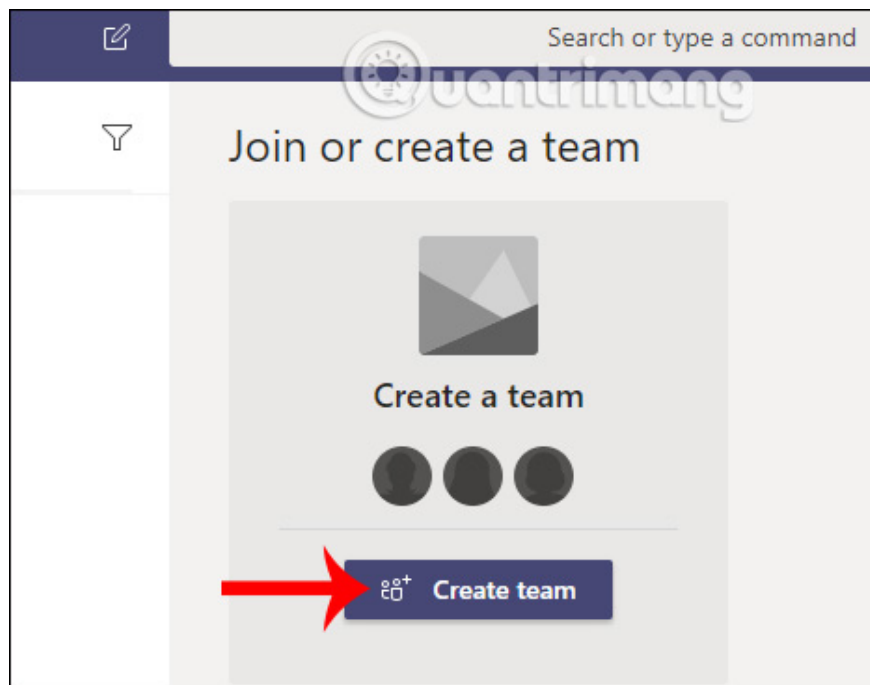


Display interface with **copy link** for you to send to those who want to join Teams. People who receive the link to join Teams will have an email sent to them to join Teams.

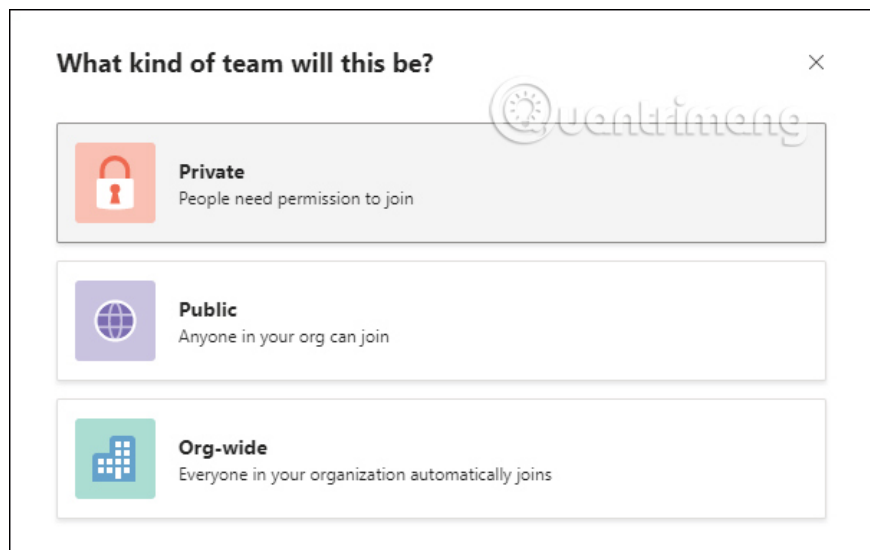


#### Step 4:

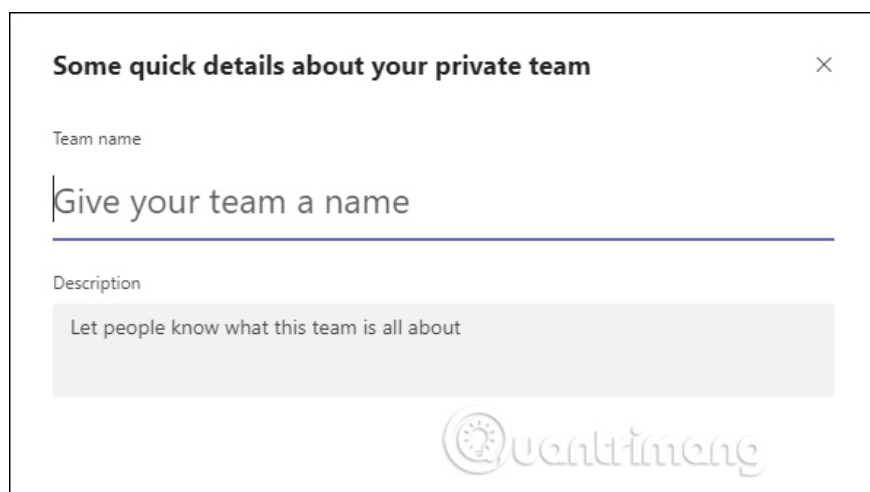
To create a class or group, we click on **Create team** as shown below.



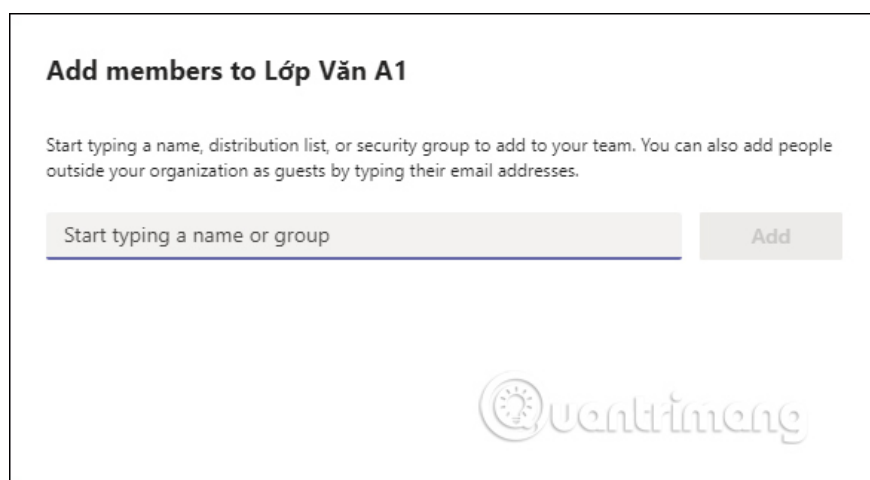
Next, **choose the type of group of classes** : Private (need Host to join), Public (everyone can join) and Org-wide (everyone in the organization automatically joins).



Then **create a group name** and **click Create** to create the group.

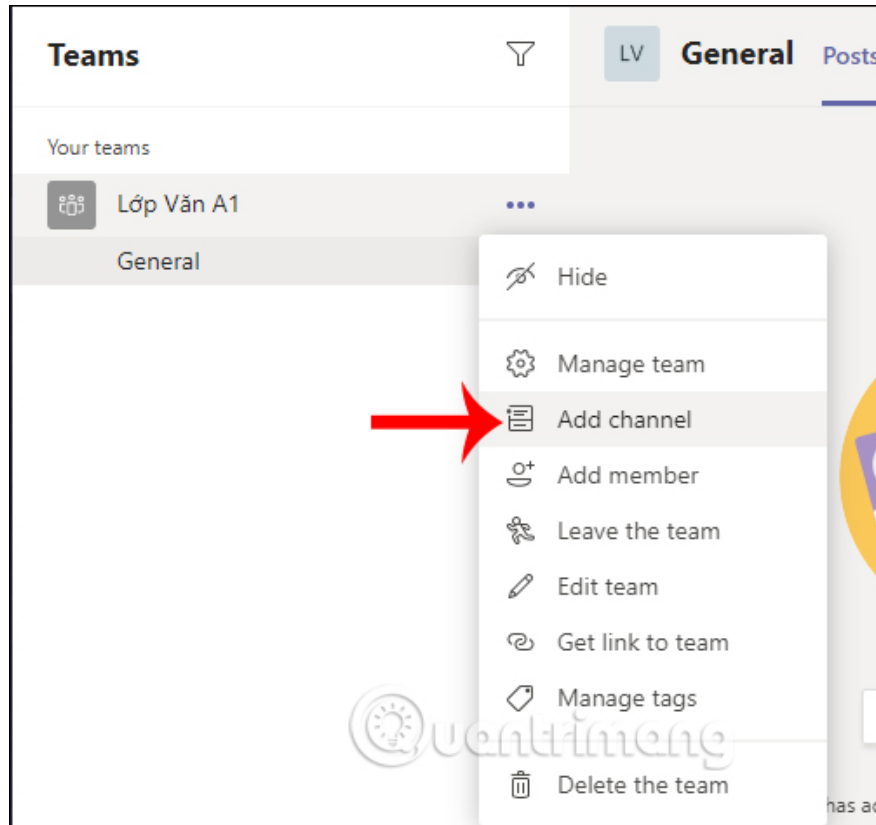


Continue **adding class members** to the study group, **click Add** to add.

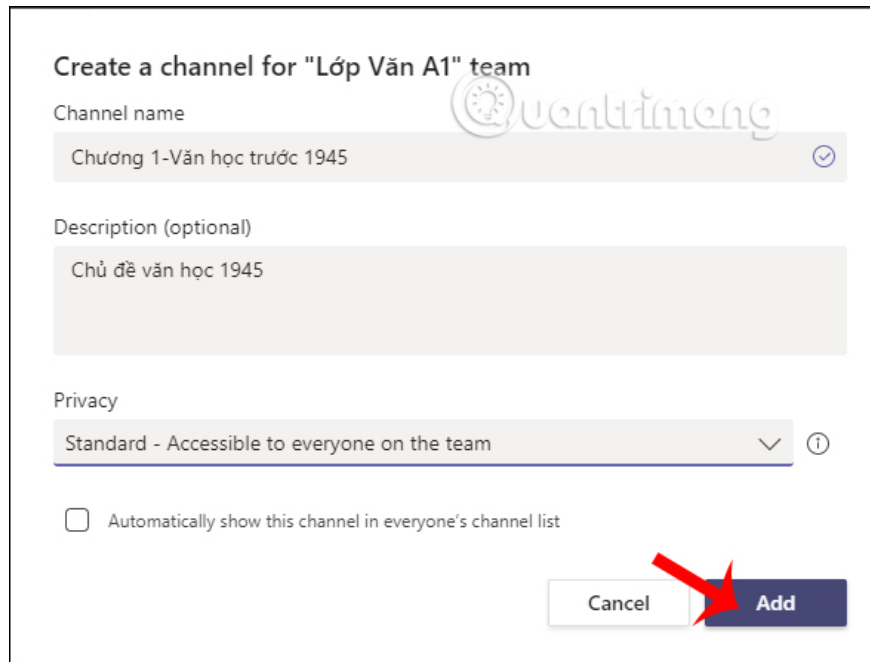


### Step 5:

So you have created a class in Microsoft Teams. You can now **create a separate channel in the classroom**. Click on **the 3-dot icon at the classroom group** and select **Add channel** .

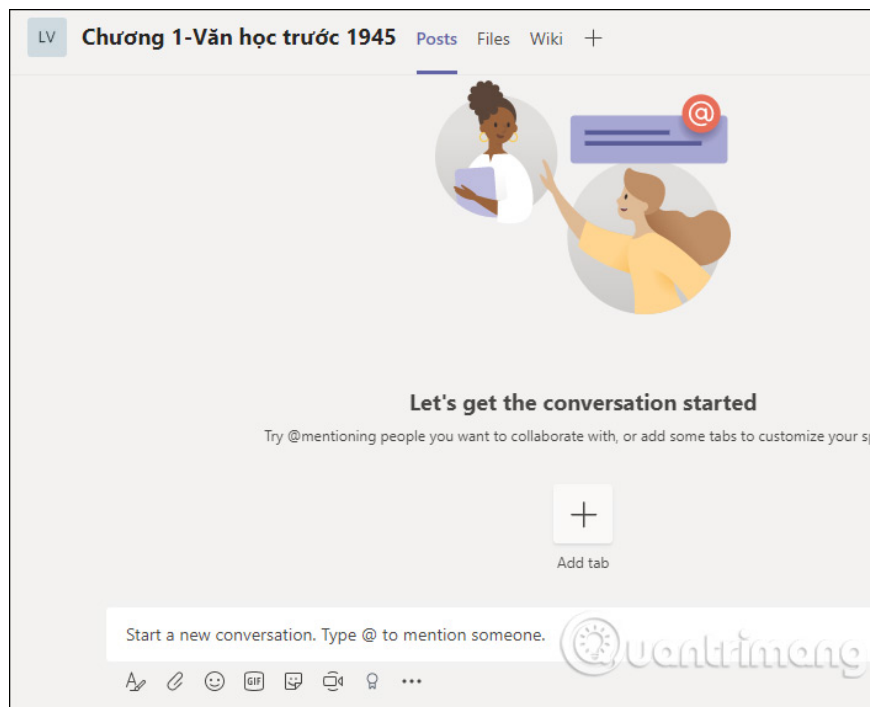


Then you also fill out the channel information for the class with the following content. **Click Add** to add channels for the class.



**Picture 6:**

Now in the classroom interface, teachers can download study files and lectures.



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