<u>Download</u>下载

在个人 PC 安装 Microsoft Teams

1. Go to your **computer** and download Microsoft Teams, choose "Teams for work or school" 在你的电脑在以下链接下载 Microsoft Teams,选择"工作或学校"

Download Link 下载链接: <u>https://www.microsoft.com/en-my/microsoft-teams/download-app</u>

Download Microsoft Teams f	or Windows desktop
Teams for home or small business Download Teams	Teams for work or school Download Teams

2. Install the software 安装 Microsoft Teams 软件.

<u>Setup 安装</u>

步骤 Step 1

1. Start Teams. 启动 Microsoft Teams

- 微软 In Windows, click Start 鱦 > Microsoft Teams.
- 苹果 On Mac, go to the **Applications** folder and click **Microsoft Teams**.
- 手机 On mobile, tap the **Teams** icon.

2. Sign in with your Microsoft 365 **username** and **password** that **given by MBTS**.用 MBTS 提供给你的用户名及暂时性密码登入



Step 2: Update your password. 更改你的暂时性密码

Microsoft				
linming@mbtsorg.onm	crosoft.com			
Update your p	assword			
You need to update you the first time you are sig password has expired.	ir password becau gning in, or becau	use this is se your		
Current password				
New password				
Confirm password				
		Sign in		
		o.g.		
		Sign		
Microsoft				
Microsoft @mbtsorg.onr	nicrosoft.com		1	
Microsoft @mbtsorg.onr Help us prote	nicrosoft.com •ct your acc	ount		
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Microsoft Microsoft Microsoft has enabled account secure. Learn Security Defaults Skip for now (14 days Use a different accour	nicrosoft.com ct your acc Security Defaults more about the be until this is require t	rount to keep your enefits of ed)		

步骤 Step 3

You will see the screen below, before you click on the "Next" button, please go to your phone and install Microsoft Authenticator App. 当你看到以下弹出时,请不要先按 "Next 下一步"。你应该先在你的手机安装 Microsoft Authenticator App 验证 器。



Microsoft AuthenticatorApp 验证器



Go to your **smart phone** and download Microsoft Authenticator app. 在你的手机下载及安装 Microsoft AuthenticatorApp 验证器

Android: https://play.google.com/store/apps/details?id=com.azure.authenticator

IOS: <u>https://apps.apple.com/app/azure-authenticator/id983156458</u>

Windows phone: <u>https://www.microsoft.com/en-my/p/azure-</u> authenticator/9nblgggzmcj6?rtc=1&activetab=pivot:overviewtab

中国:在不同软件的商店、应该都能下载。若有困难、请与我们联系。

Now you can go back to your laptop and click "Next". 现在你可以按"Next 下一步"

步骤 Step 4 你会看到以下视窗

MALAYSIA B	APTIST THEOLOGICAL SEMINARY	?
Your organ	Keep your account secure ization requires you to set up the following methods of proving who you are.	
Microso	ft Authenticator Set up your account If prompted, allow notifications. Then add an account, and select "Work or school".	Click "Next" 按"下一步"

Wait for configuration pop-up box.

You should see a window on your computer that looks like this.







Now go to your phone for the **Microsoft Authenticator App.**

现在到你的手机打开 Microsoft Authenticator App 验证器

步骤 Step 5

Add account to Microsoft Authenticator 在验证器加入 MBTS 的户口

- 1. Open the Microsoft Authenticator app on your phone. 打开验证器
- 2. Tap the + > Work or school account.

选择"工作或学校"

3. Use your phone to scan the QR square that is on your computer screen.

用你的手机扫描二维码

Notes:

- iPhone users may have to enable the camera in Settings in order to scan.
- If you can't use your phone camera, you'll have to manually enter the 9 digit code and the URL.



4. Your account will be added automatically to the app and will display a six-digit code. 扫描后, MBTS 的户口将出现在你的验证器上, 并且应该会弹出"6个号码"

Step 步骤 6 (中国内或不能使用"推送"认证的方式)

Approve sign in on your phone 在手机批准你新的"登入"

- 1. Switch back to your phone and you'll see a notification for a new sign in.
- 2. Go to the Microsoft Authenticator app.
- 3. Tap Approve to allow it.

点击"批准"



Microsoft Azure
为了增加安全性,我们需要进一步验证你的帐户
希望我们如何验证你的帐户?
bsimon@billmathfabrikam.on 使用移动应用验证我的帐户
- 我们已将通知发送到你的移动设备。请 回复以继续。
使用不同的验证选项 选择不同选项
注销并使用不同的帐户登录
其他信息

使用验证码登录 Microsoft Authenticator 应用

如果使用 Microsoft Authenticator 应用获取验证码,则打开应 用时,帐户名称下显示一个数字。此数字每隔 30 秒更改一 次,因此不会使用相同的数字两次。当系统要求你提供验证 码时,请打开应用并使用当前显示的任何编号。



步骤 Step 7

Confirm activation status on your computer.

MALAYSIA BAPTIST THEOLOGICAL SEMINARY 转到你的电脑,确定你	的登入状态
Keep your account secure Your organization requires you to set up the following methods of proving who you are.	
Microsoft Authenticator	
	Click "Next"
Back Next	点击"下一步"
MALAYSIA BAPTIST THEOLOGICAL SEMINARY	?
Keep your account secure Your organization requires you to set up the following methods of proving who you are.	
Success!	
Great Job! You have successfully set up your security info. Choose "Done" to continue signing in: Default sign-in method:	Click "Done"
	── 点击"完成"

Done

步骤 Step 8: Finish Set Up

	×
Stay signed in to all your apps	
Stay signed in to all your apps Windows will remember your account and automatically sign you in to your apps and websites on this device. This will reduce the number of times you are asked to login.	
No, sign in to this app only OK	Click 点击 "OK"
	×
You're all set!	
We've added your account successfully. You now have access to your organization's apps and services.	
	Click 点击 "Done 完成"
Done	

Finish set up

- Back on the computer, follow any prompts that you might see such as adding a mobile number.
- 2. You're good to go!

From now on, whenever you have a new sign in or add your Microsoft 365 work or school account to an app, you'll open the Authenticator app on your phone and tap **Approve**.



1. For better experience, you also need to install Microsoft Teams to your smart phone.

你也必须在手机也安装 Microsoft Teams

Android:

https://play.google.com/store/apps/details?id=com.microsoft.teams&lm=deeplink&lmsrc=dow nloadPage&cmpid=downloadAndroidGetApp

IOS:

https://apps.apple.com/app/id1113153706?cmpid=downloadiOSGetApp&Im=deeplink&Imsrc=d ownloadPage

2. Learn how to use. 使用指南

Demo: https://teamsdemo.office.com/index.html#/