User guide of Moodle Teams Integration (For students)

1. Before HKU students can see the corresponding Moodle Team site, they need to click at the link https://teams.microsoft.com/_?tenantId=42f9b54e-2477-41ba-bf09-7a0d2a83ff09 first, or click at the “Activate Moodle Teams” button in the My eLearning tab.

For guest students (non HKU students), they will find an invitation email sent by Microsoft with title “The University Of Hong Kong invited you to access applications within their organization” in the email address registered in a Moodle course. Open the email and accept the invitation.

2. Go to the “MS Teams” block in a Moodle course,
   a) Click the “Open team” link to go to the corresponding team site. If you have not signed in to any Microsoft app before, you will be asked to login Teams and please login with your student connect account, e.g. studentA@connect.hku.hk.
If you see the following screen, please click “Yes”.

Or you can switch to the “The University of Hong Kong (Guest)” manually anytime in Teams to see the Moodle team sites.
b) You can see the video files in the Moodle “MS Teams” block

Or click the “Open SharePoint folder” link in the Moodle “MS Teams” block to open the SharePoint site
Or click the “Files” tab in the Team site and then go into the “Recordings” folder. If you do not see the “Recordings” folder, then go into the “Course” folder.