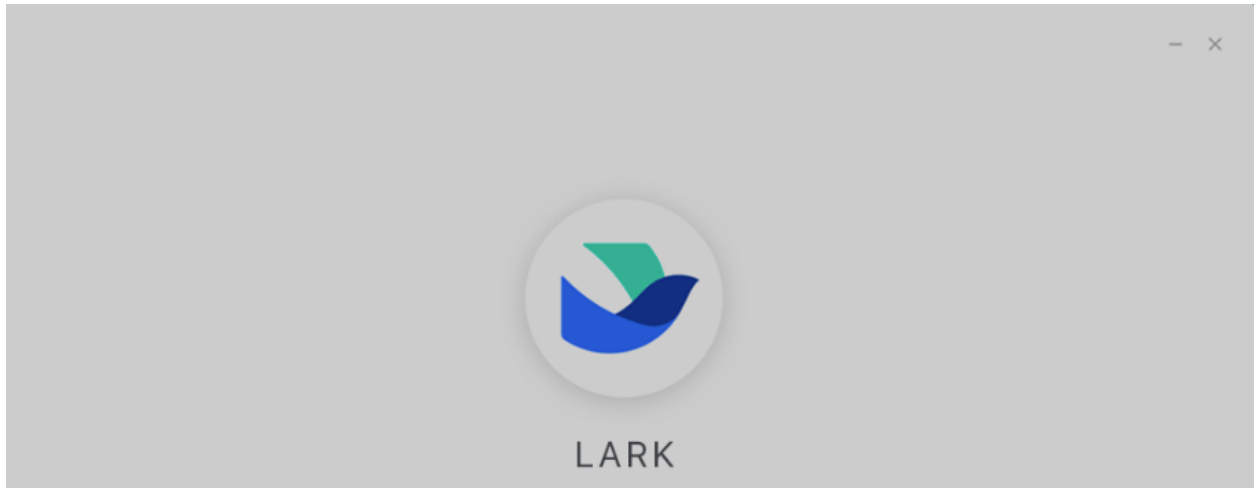
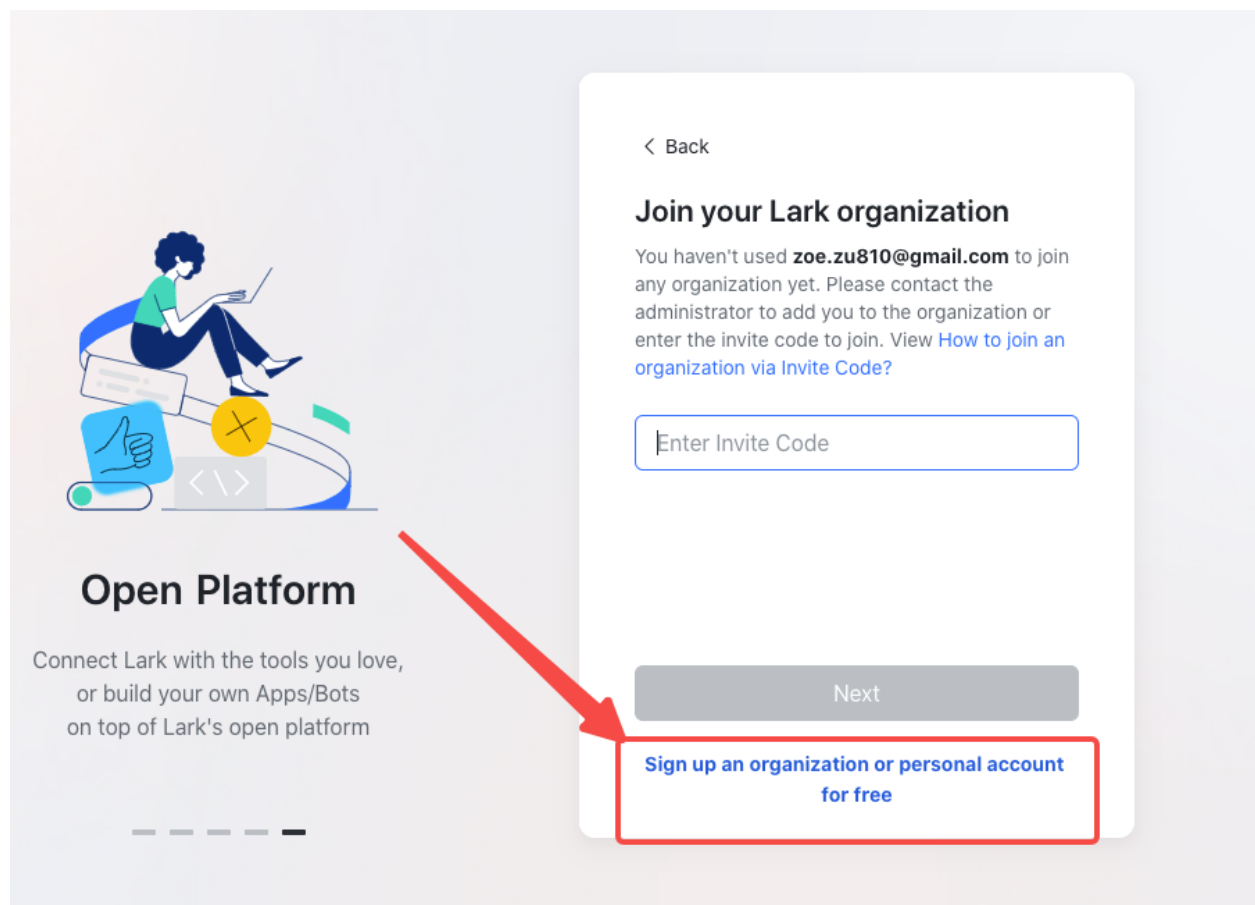


tool?

10. Click on website link:

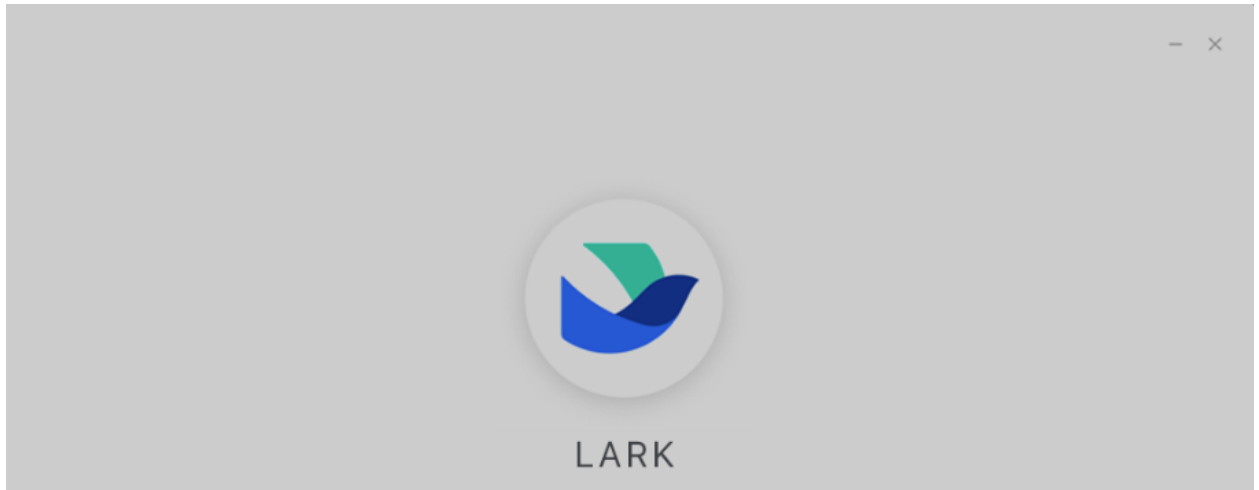


## How to install Lark communication



tool?

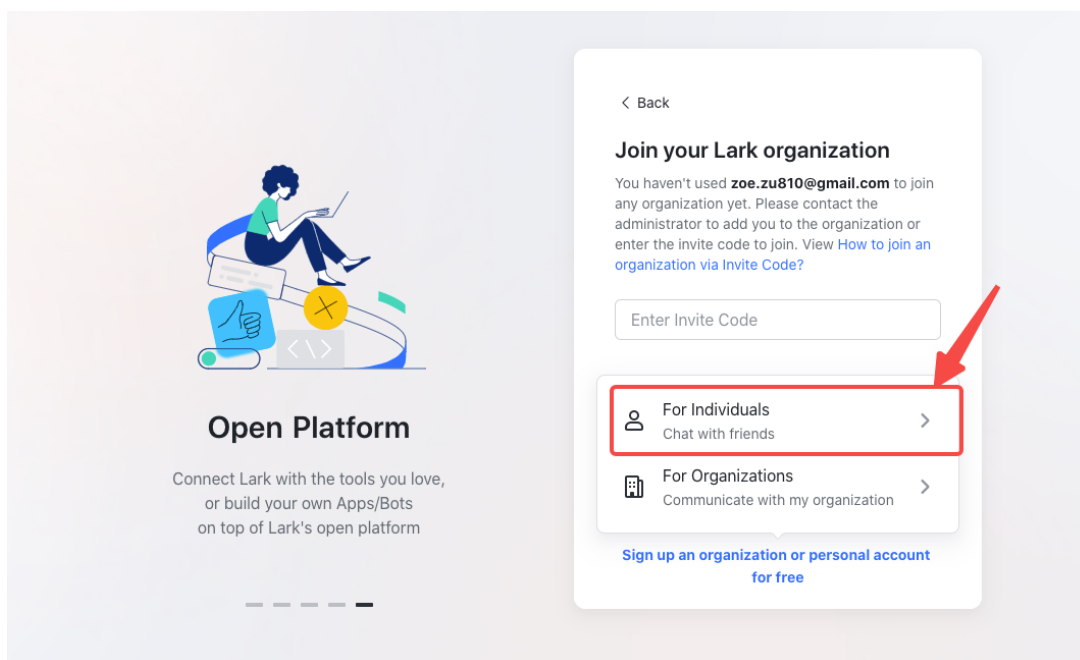
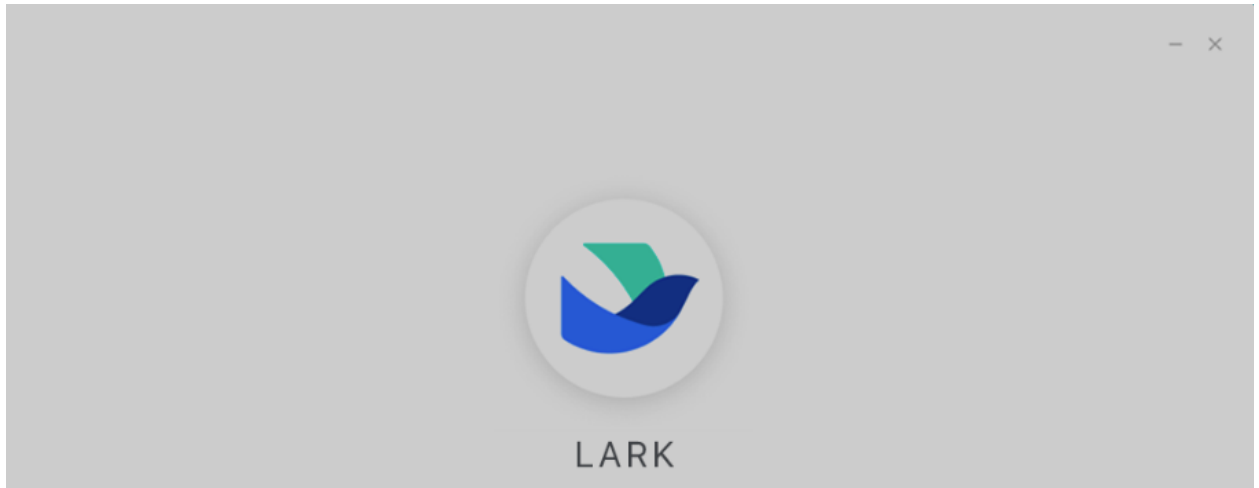
10. Click on website link:

A screenshot of the Lark welcome screen. On the left, there is an illustration of a person in a blue dress holding a tablet, with various icons floating around them. Below the illustration, the text "Work. Together." is displayed, followed by "The one suite for all teams". On the right, there is a white registration form titled "Welcome to Lark". The form has two tabs: "Email Address" (selected) and "Phone Number". The "Email Address" tab contains a text input field with the placeholder "Enter your email address", a "Next" button, and two checkboxes: "I have read and accept the Terms of Service and Privacy Policy." and "Keep me logged in for 30 days". Below the checkboxes, there is an "OR" separator and three buttons for social login: "Continue with SSO", "Continue with Google", and "Continue with Apple". At the bottom of the form, there is a link: "No organization account yet? Sign up now". Two red arrows point from the left towards the email input field and the checkboxes.

1. Enter your email address and tick the small box

tool?

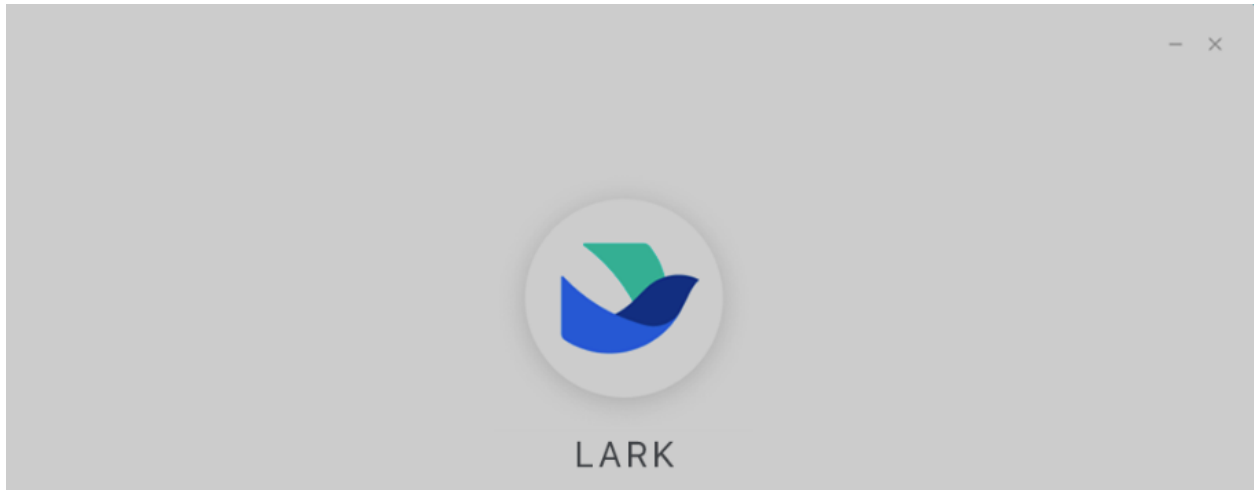
**10. Click on website link:**



**2. Click on next button, then enter the code (please check the code from your email)**

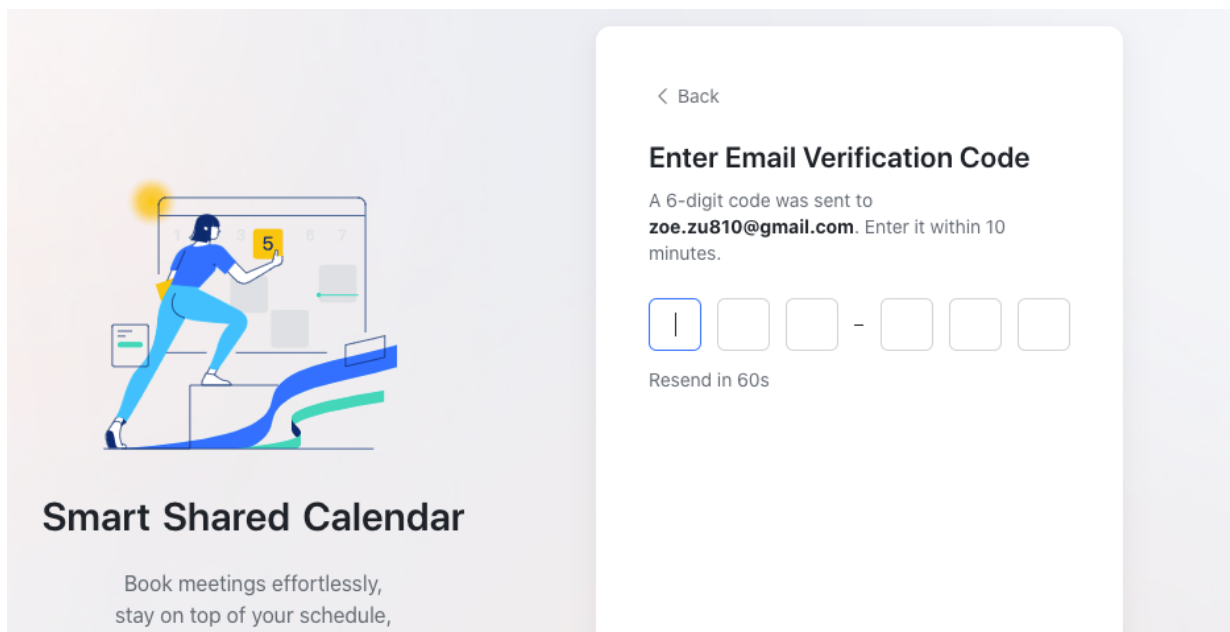
tool?

10. Click on website link:



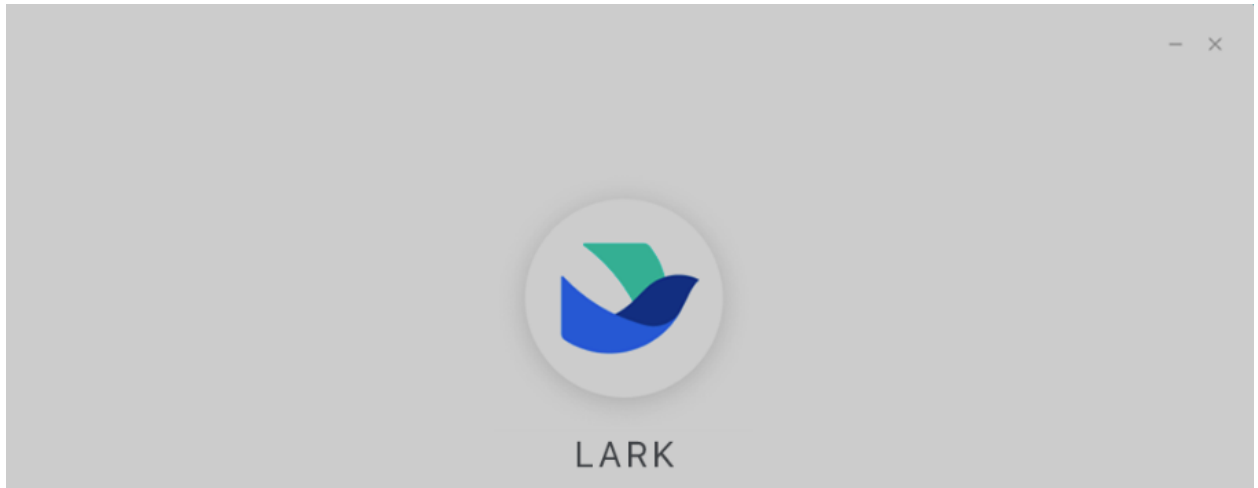
3. Click on “sign up an.....”

4. Then choose “For Individuals”

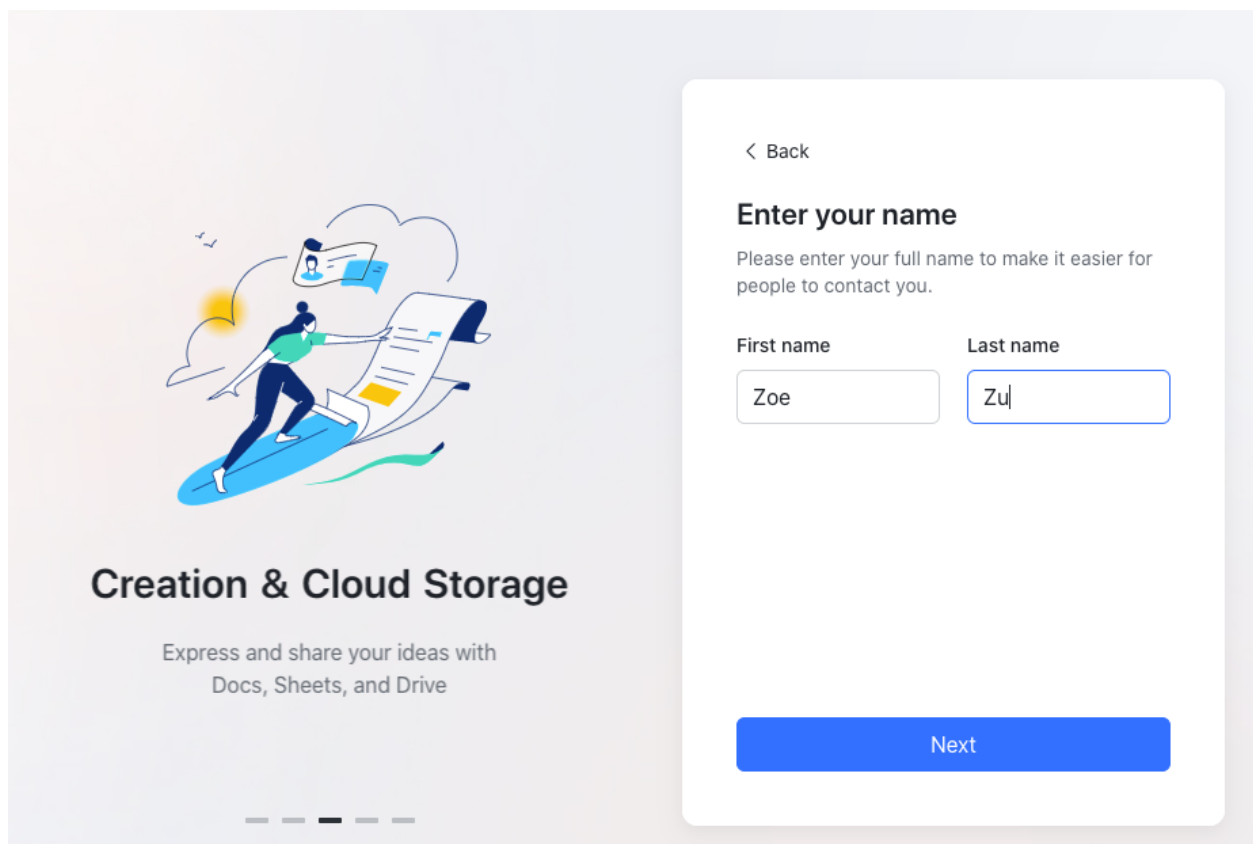


tool?

10. Click on website link:

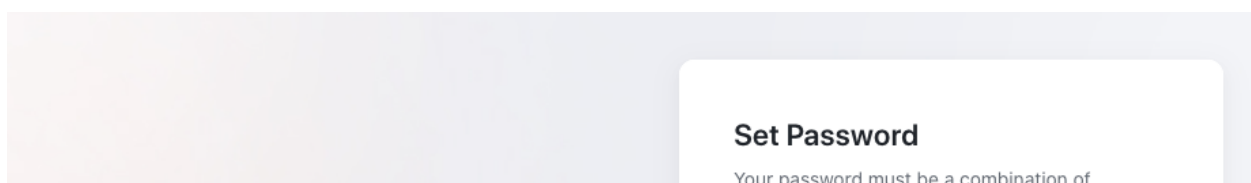


5. Enter first name&last name

A screenshot of the Google Workspace onboarding screen. On the left, there is an illustration of a person surfing on a blue wave, holding a tablet. Below the illustration, the text reads 'Creation & Cloud Storage' and 'Express and share your ideas with Docs, Sheets, and Drive'. On the right, there is a white card with a 'Back' link, the heading 'Enter your name', and a prompt: 'Please enter your full name to make it easier for people to contact you.' Below this, there are two input fields: 'First name' with the text 'Zoe' and 'Last name' with the text 'Zu'. At the bottom of the card is a blue 'Next' button.

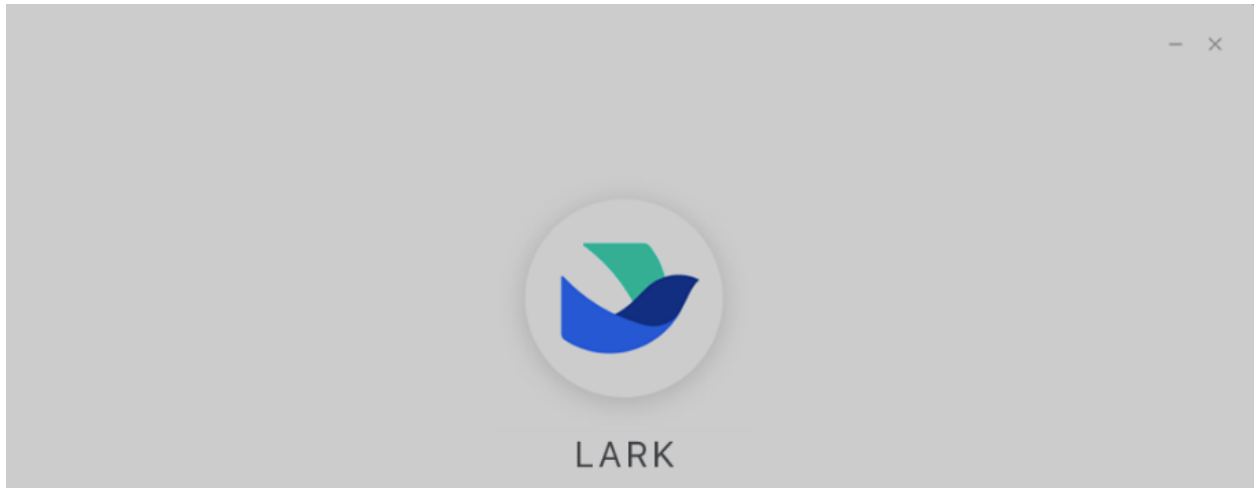
6. Enter password

q2

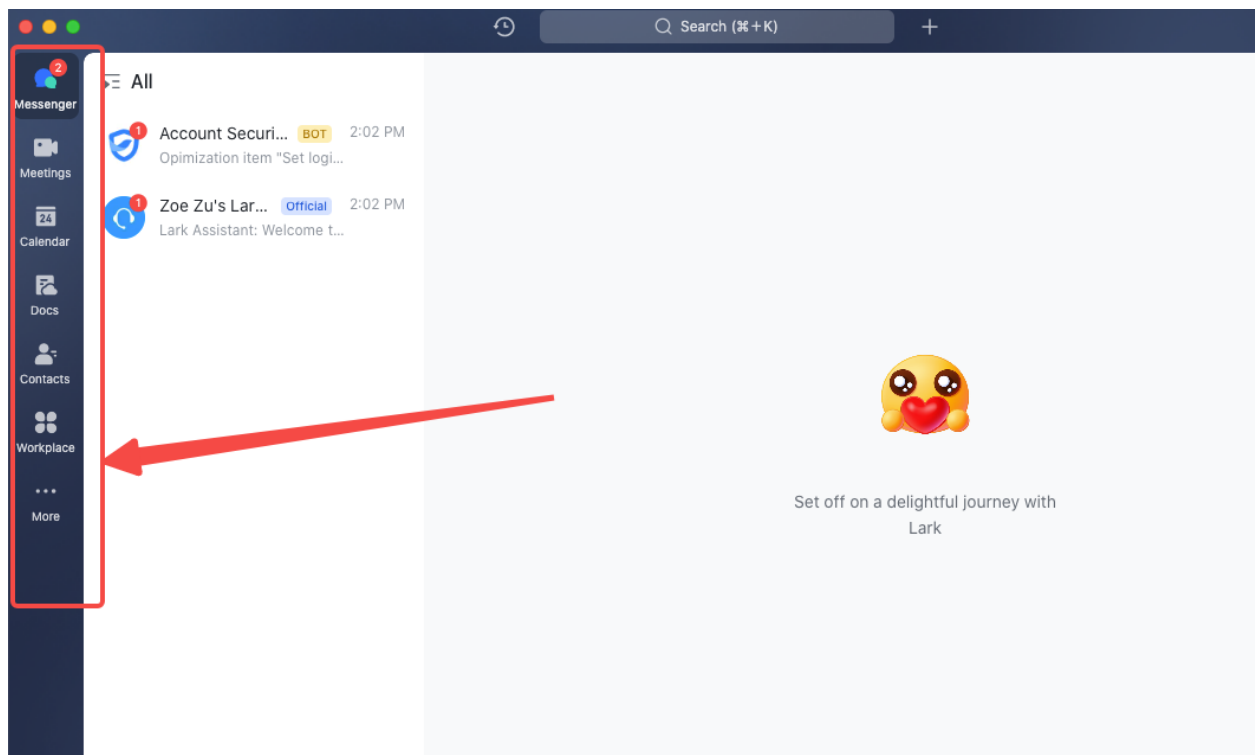
A screenshot of the 'Set Password' screen. The heading 'Set Password' is visible, followed by the text 'Your password must be a combination of'. The rest of the screen is cut off.

tool?

**10. Click on website link:**



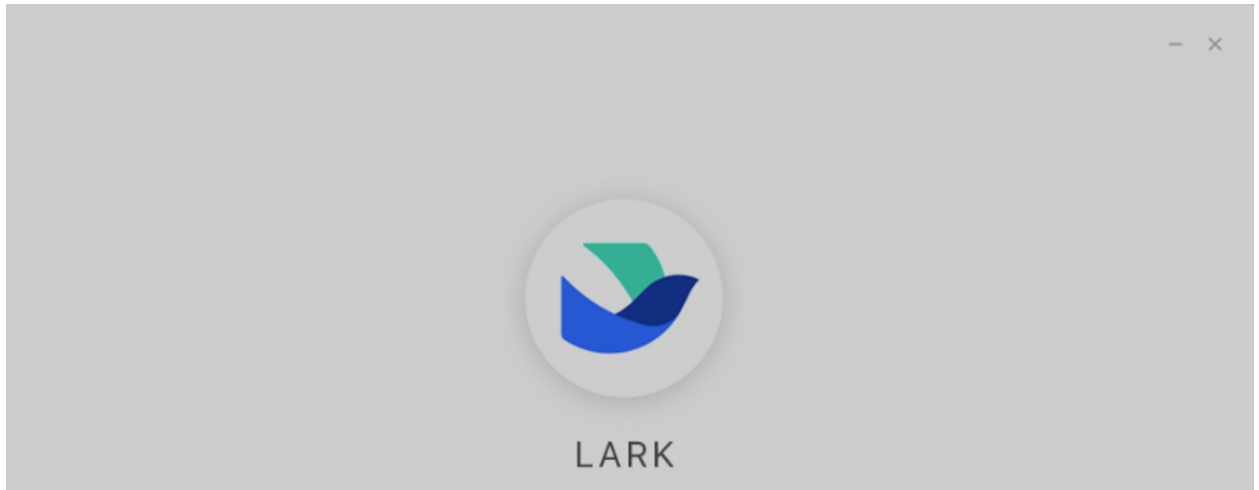
**7. Login Lark successfully**



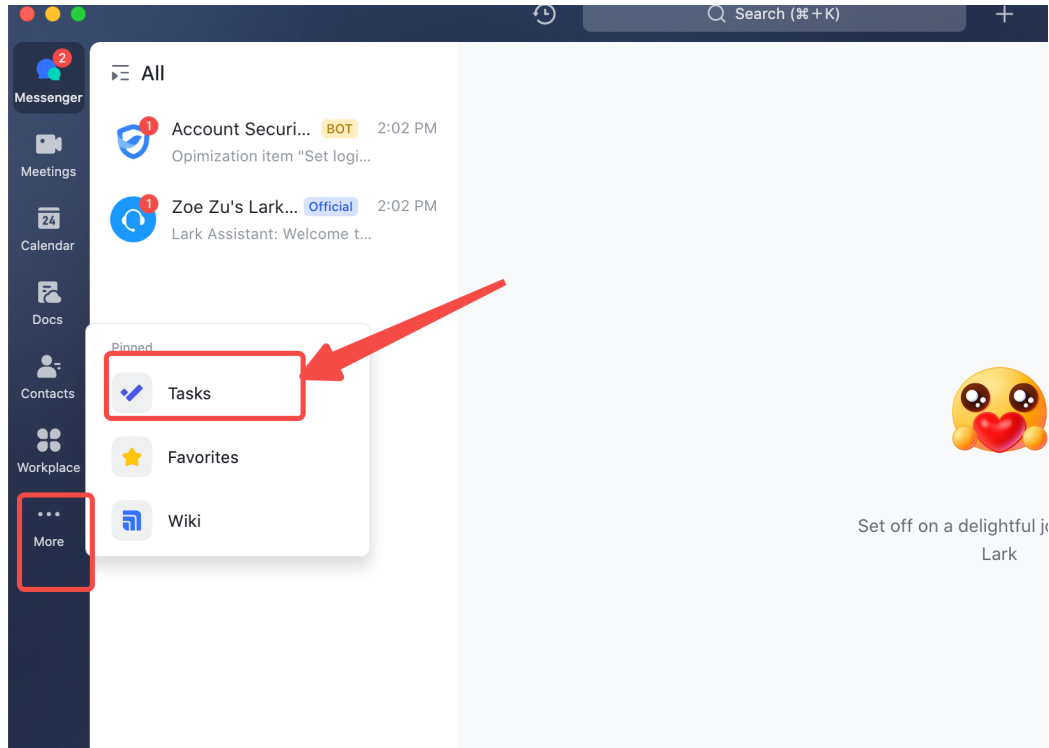
\*\*\*\*\* Please send your registered email address send to your team leader, then you will be invited to join our ShopVidi group on Lark.

tool?

10. Click on website link:

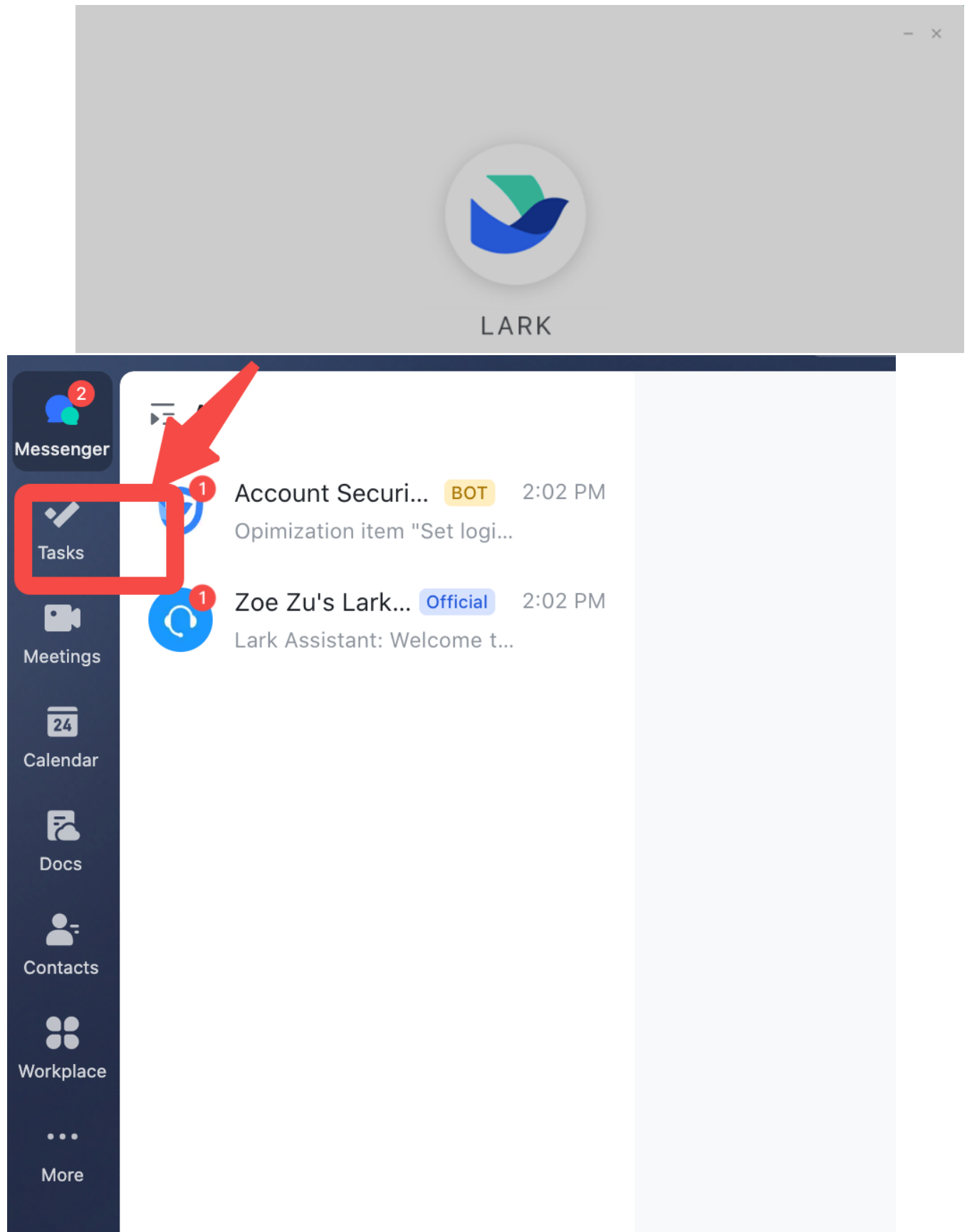


8. Please click on more button that you will see TASKs. Then you call click on tasks button to drag and put it under messenger tab.



tool?

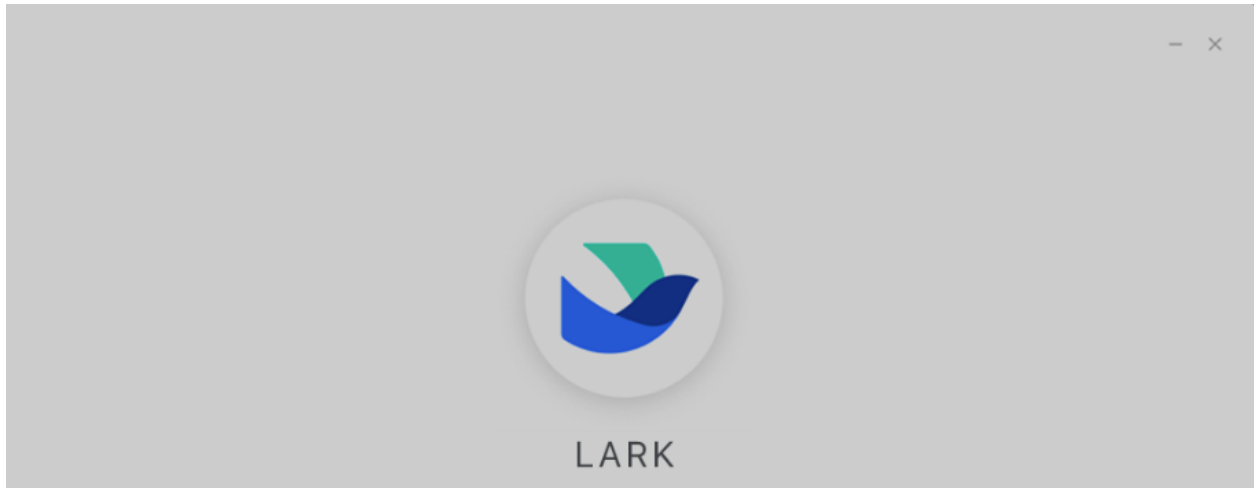
10. Click on website link:





tool?

**10. Click on website link:**



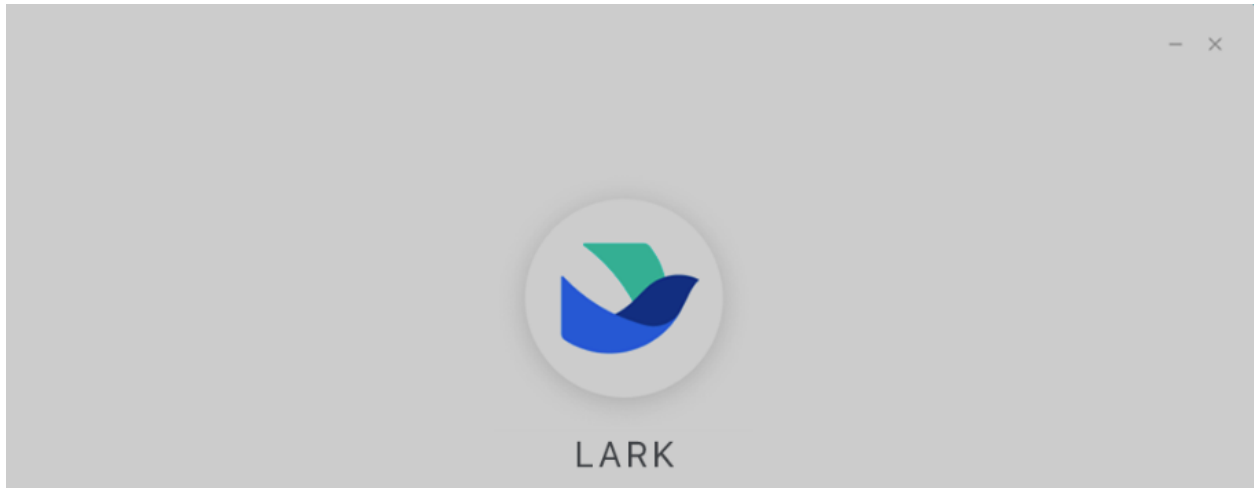
aHow to assign task to your team members.

1. Click on plus button to add task
2. Describe and type the task, then select task owner, task deadline, add other subscribers.

A screenshot of the Lark task creation interface. The interface is titled "Ongoing" and has a settings icon on the left. The main area contains a text input field with the placeholder "Type your task here and press Enter". Below this is a section for "Add notes" with three tabs: "Today", "Tomorrow", and "Other". The "Today" tab is selected. Below the tabs are three input fields: "Add owners" (highlighted with a red box), "Add task deadline" (highlighted with a blue box), and "Add Subscribers" (highlighted with a red box). The "Add owners" field has a red annotation "select the task owner" above it. The "Add task deadline" field has a blue annotation "select task deadline" next to it. At the bottom right are "Cancel" and "Create" buttons.

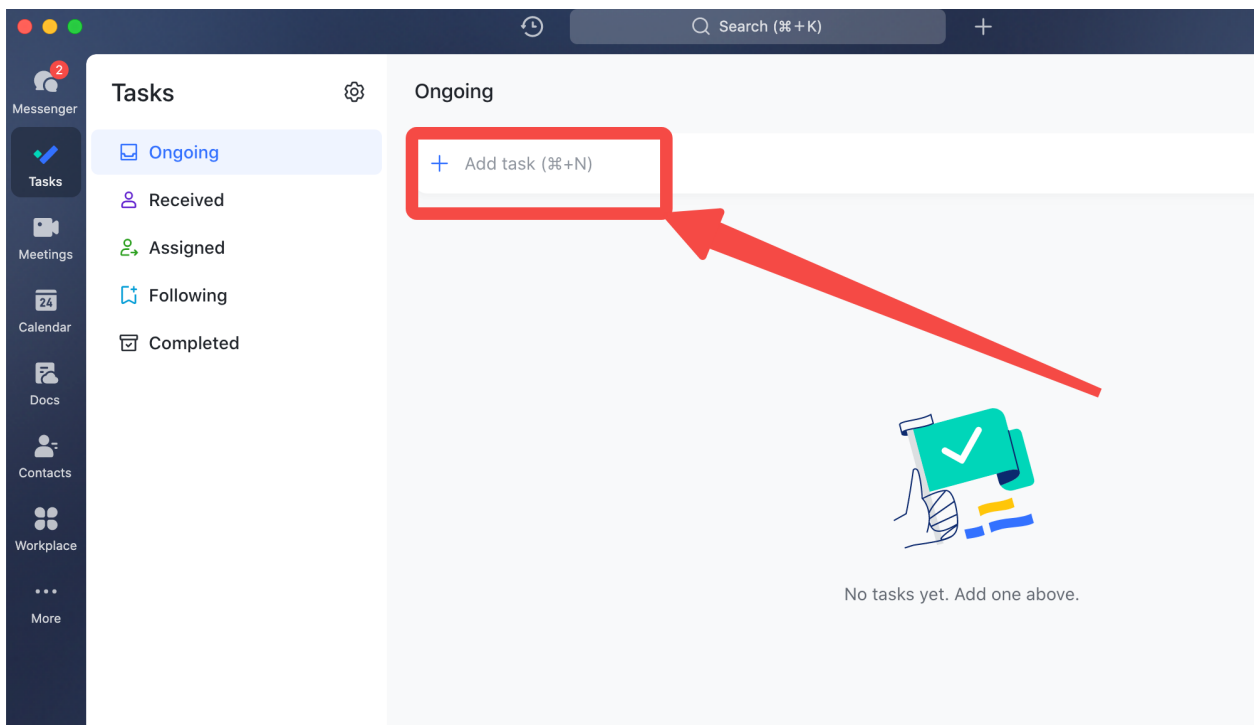
tool?

**10. Click on website link:**



How to send files on chat frame ?

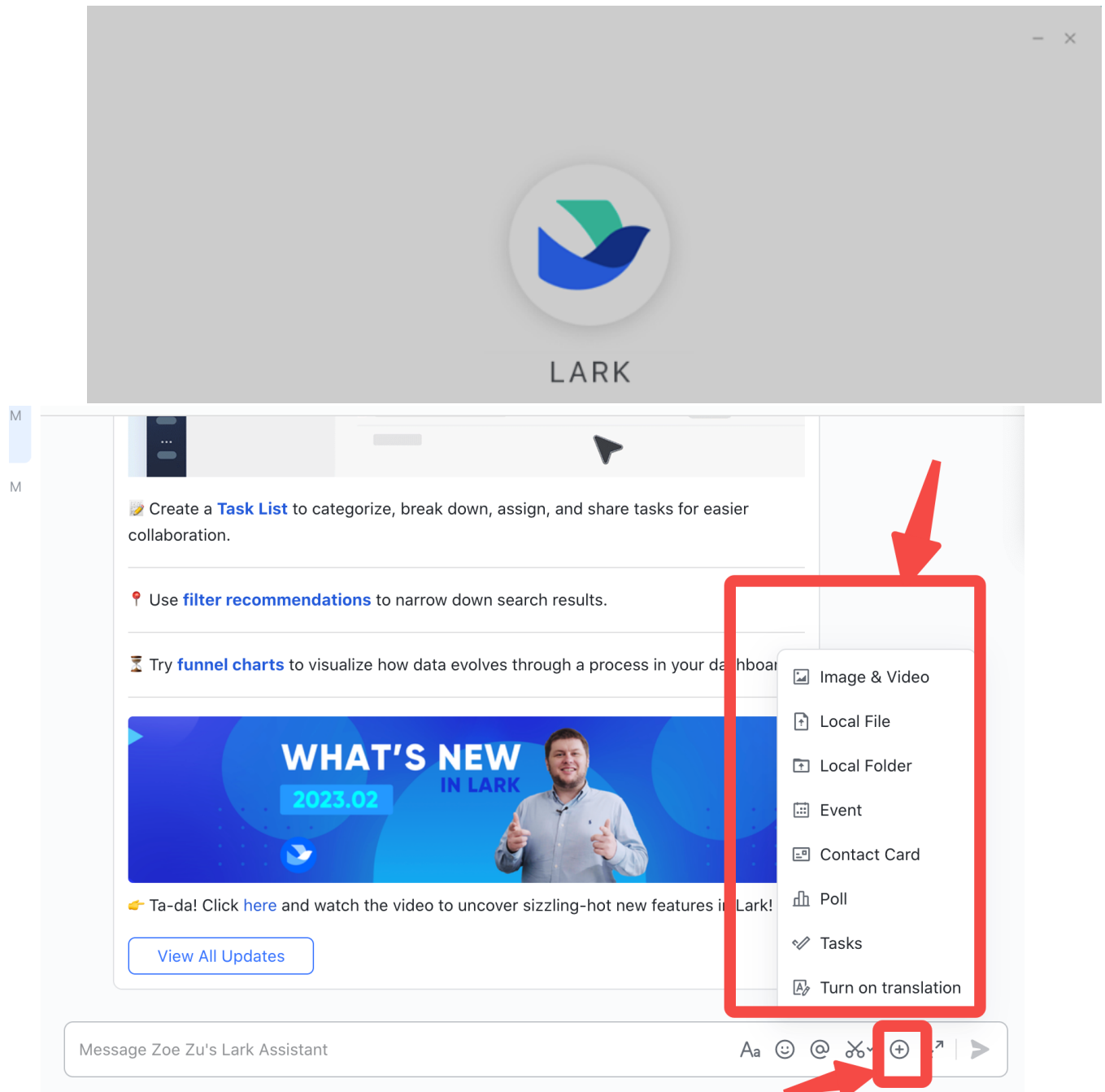
1. Click on plus button, then you will see it supports different types of files could be sent in chat frame.



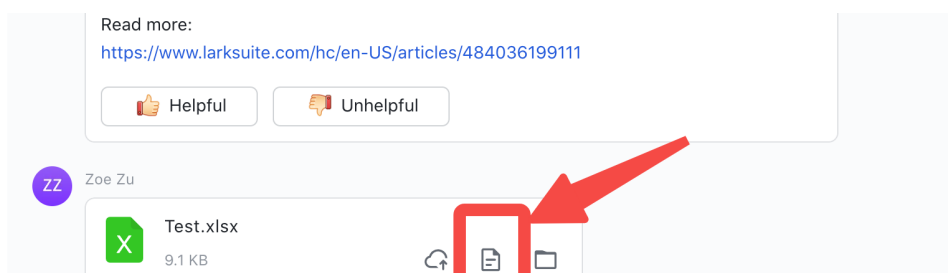
9.

tool?

**10. Click on website link:**



**2. Team members could edit file online. The editing will be saved automatically.**



tool?

10. Click on website link:

