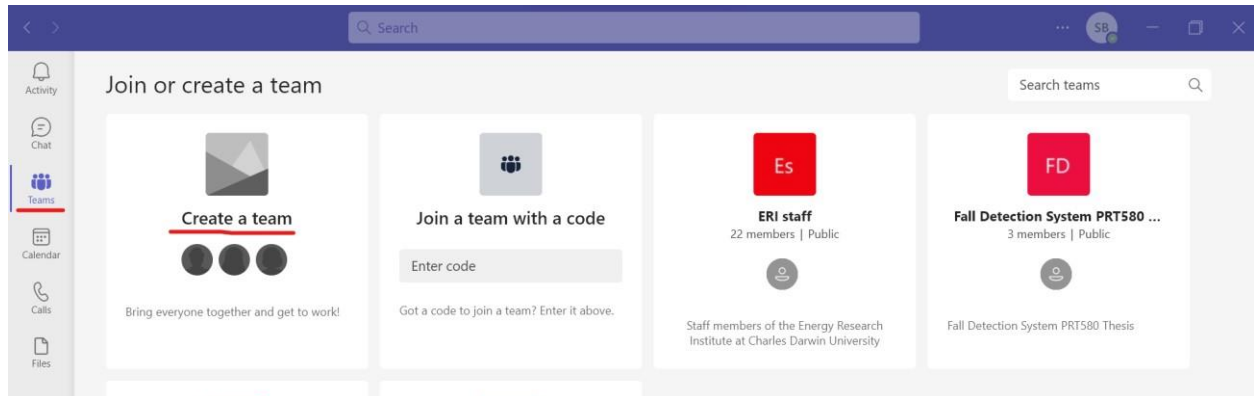


Microsoft Teams Setup for HIT137 – Software Now

Step 1: Finalize your group members.

Step 2: Download Microsoft Teams

Step 3: Create a new team by any one of the members invite others including one of the tutors.

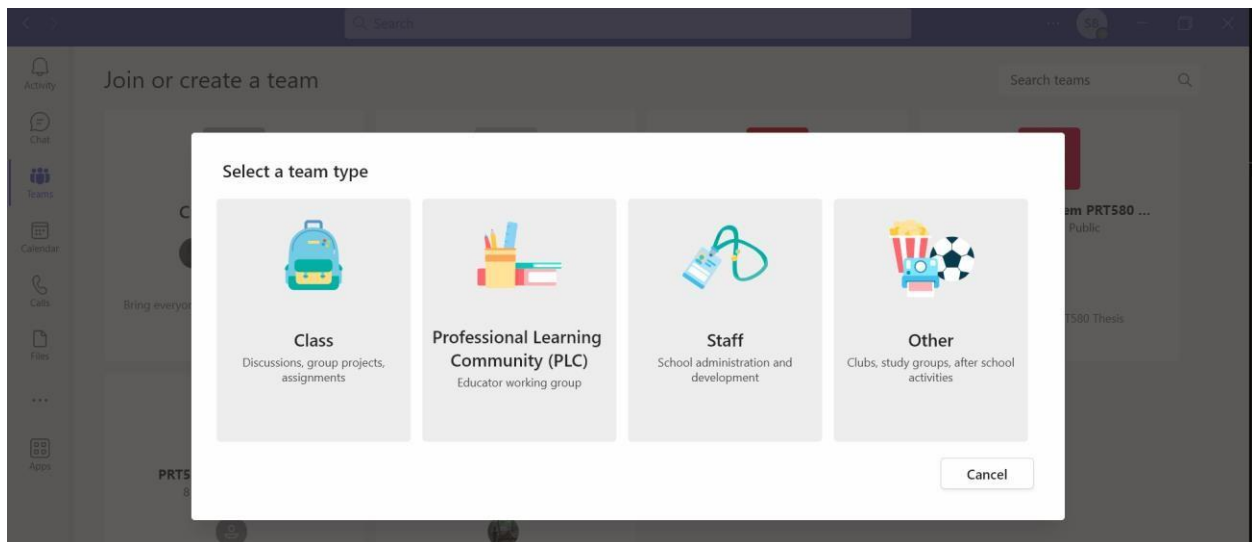


Md Al Amin Sarker (mdalamin.sarker@cdu.edu.au)

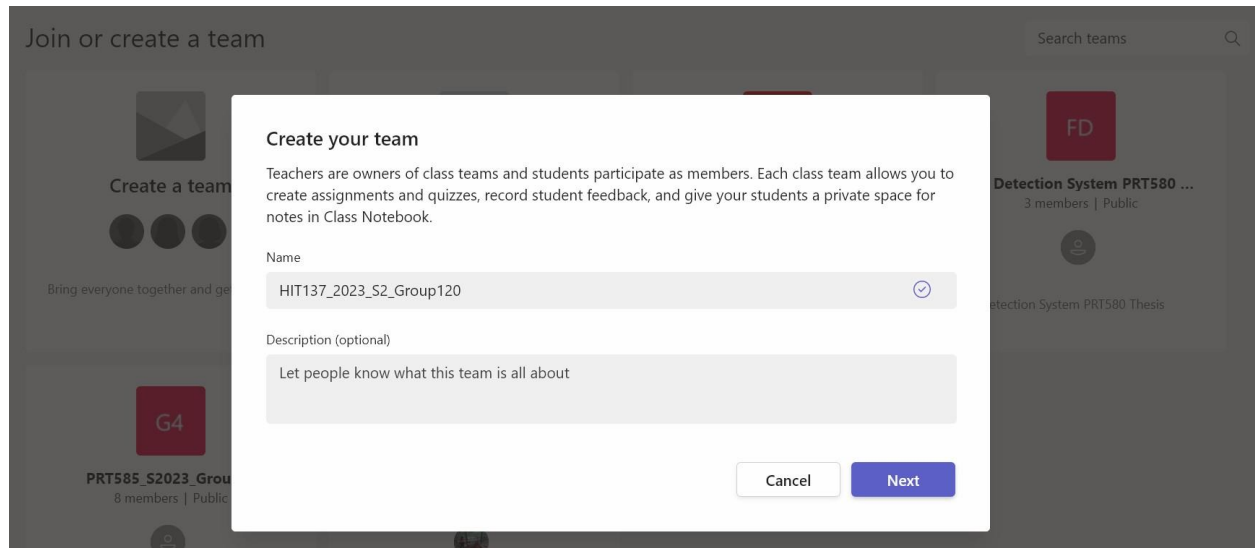
Luka Wang (zhaohui.wang@cdu.edu.au)

Please note: For CDU-Sydney students please invite your Sydney lecturer.

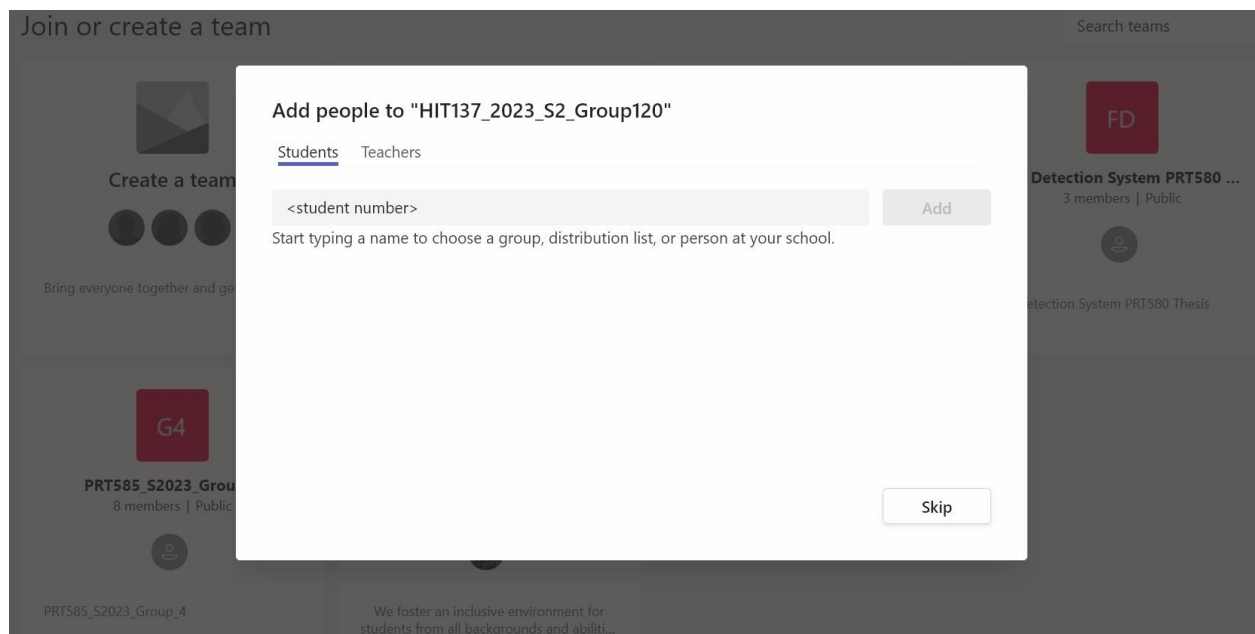
Step 4: Select “Class” in the next wizard.



Step 5: Enter your team name as HIT137_2023_S2_Group<GroupNumber> and add the description of your choice and click Next. See Example Below.



Step 6: Invite your group members here. Search using the student number. And also invite a tutor which is assigned to your group. After that close this wizard.



Step 7: Make sure all the team members are listed correctly and assigned tutors are available in the team.