Simple Guide of Using Instant Messages in ZOOM and Microsoft Teams

Adviser can use the individual and group instant messaging functions in ZOOM and Microsoft Teams to connect with an individual advisee and/or a group of advisees, meanwhile, the personal privacy (e.g. personal phone mobile) can be protected. These are the steps.

ZOOM	
Individual Instant Message	Group Instant Message
Step 1. Sign in your HKU ZOOM account	Step 1. Sign in your HKU ZOOM account
Step 2. Select the "Chats" at the home screen	Step 2. Select the "Chats" at the home screen
C. Search Thus CHU (you)	Q, Search
Own ZOOTTI O Group Messaging & Mobile Meetings Meetings Meetings	Construction of the state of th
Step 3. Type the name or email address of	Step 3. Select the "New Chat" icon and type
your advisee in the "Search" field and	the name or email of your advisee in the
select the name to open the new chat.	"To" field. Select the advisee you want to
Netion Chau	add in your group.
View More	Q. Search To review
Search Messages includes "Netion chau" >	New Chat O Selson Chau o Titus CHU (you) O Imison Chong o
-	Referen Chau Hefer Hefe
Crafts Sary 'Hi (<mark>1)</mark> " to Netson Chau (5)	2 Wordy Yip 256/2020 C R Nelson Ng *
Medrop	Grad message Send
Step 4. Type your message in the text field,	Step 4. Repeat the above step and invite all
and press enter on your keyboard to send	the advisees. Type your message in the text
it. Your advisee will receive the notification.	field, and press enter to send the message.
Close 0 Netson Chau Close 0 Netson Chau - Cl	C Chats C Cancel New Chat (3) C Q, Sparch
View More C C C	New Chat A ·
Search Messages includes "Nelson chau" >	Titus CHIU (you) C A C O A C O
Hvm. Search files includes "Nelson chau"	Image: Second
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Step 5. Leave the chat by pressing "Close"	Step 5. Leave the chat by pressing "Close"
or close the window.	or close the window.
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Traus CHIU (you)	
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Microsoft Teams

Individual Instant Message	Group Instant Message
Step 1. Sign in your HKU Microsoft Teams account	Step 1. Sign in your HKU Microsoft Teams account
Step 2. Select the "Chats" at the home screen	Step 2. Select the "Chats" at the home screen
Step 3. Type the name or email address of your advisee in the "Search" field and select the name to open the new chat.	Step 3. Type the name or email address of your advisee in the "Search" field and select the name to open the new chat. Repeat this step to all the advisees.
Step 4. Type your message in the text field, and press enter on your keyboard to send it. Your advisee will receive the notification.	Step 4. Type your message in the text field, and press enter to send the message.