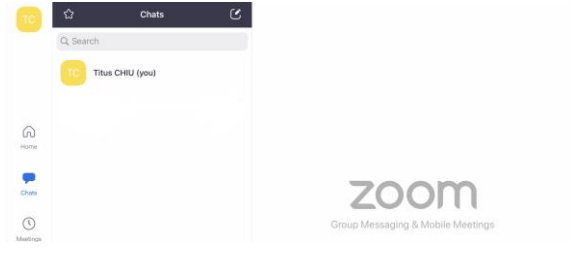
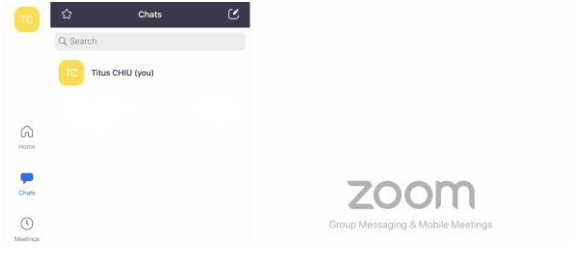
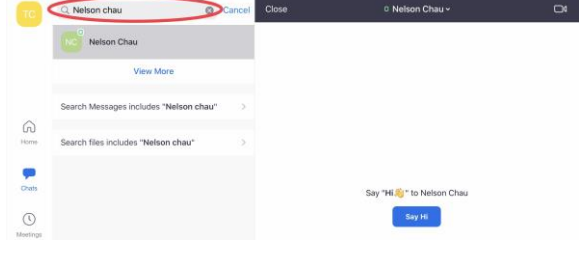
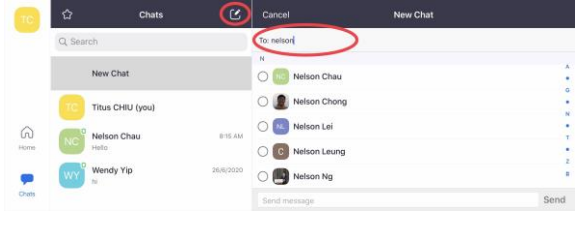
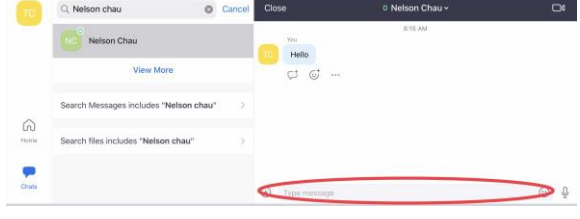
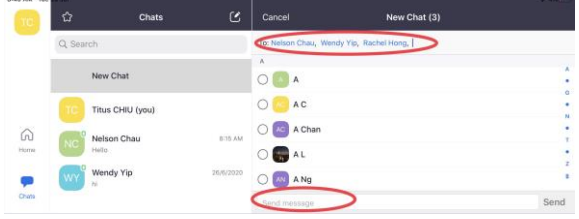
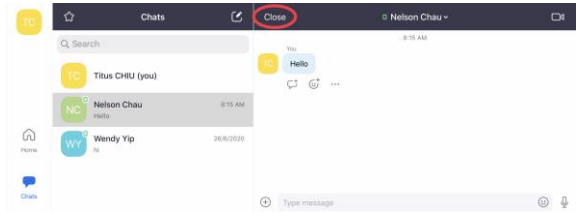


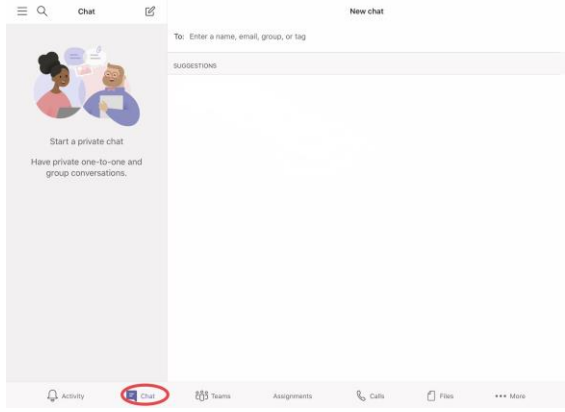
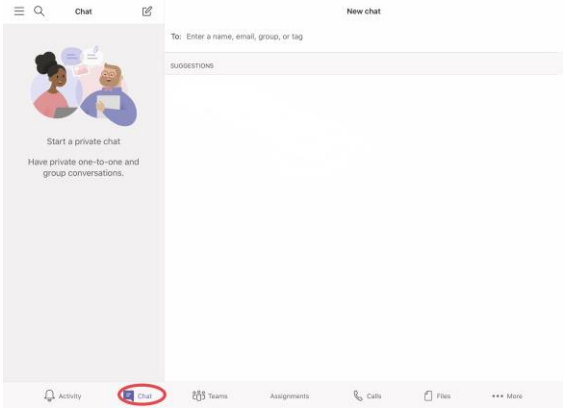
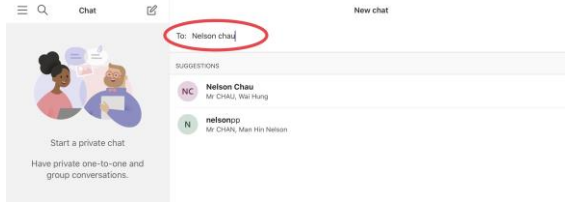
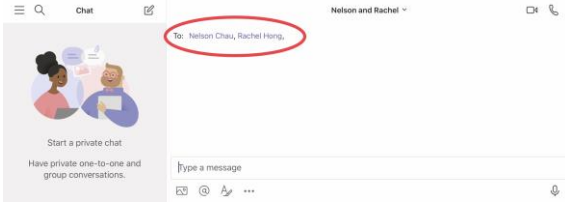

## Simple Guide of Using Instant Messages in ZOOM and Microsoft Teams

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

<u>Individual Instant Message</u>	<u>Group Instant Message</u>
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 
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. Select the “New Chat” icon and type the name or email of your advisee in the “To” field. Select the advisee you want to add in your group. 
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. Repeat the above step and invite all the advisees. Type your message in the text field, and press enter to send the message. 
Step 5. Leave the chat by pressing “Close” or close the window. 	Step 5. Leave the chat by pressing “Close” or close the window.

## Microsoft Teams

<b>Individual Instant Message</b>	<b>Group Instant Message</b>
<p>Step 1. Sign in your HKU Microsoft Teams account</p>	<p>Step 1. Sign in your HKU Microsoft Teams account</p>
<p>Step 2. Select the “Chats” at the home screen</p> 	<p>Step 2. Select the “Chats” at the home screen</p> 
<p>Step 3. Type the name or email address of your advisee in the “Search” field and select the name to open the new chat.</p> 	<p>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.</p> 
<p>Step 4. Type your message in the text field, and press enter on your keyboard to send it. Your advisee will receive the notification.</p> 	<p>Step 4. Type your message in the text field, and press enter to send the message.</p> 