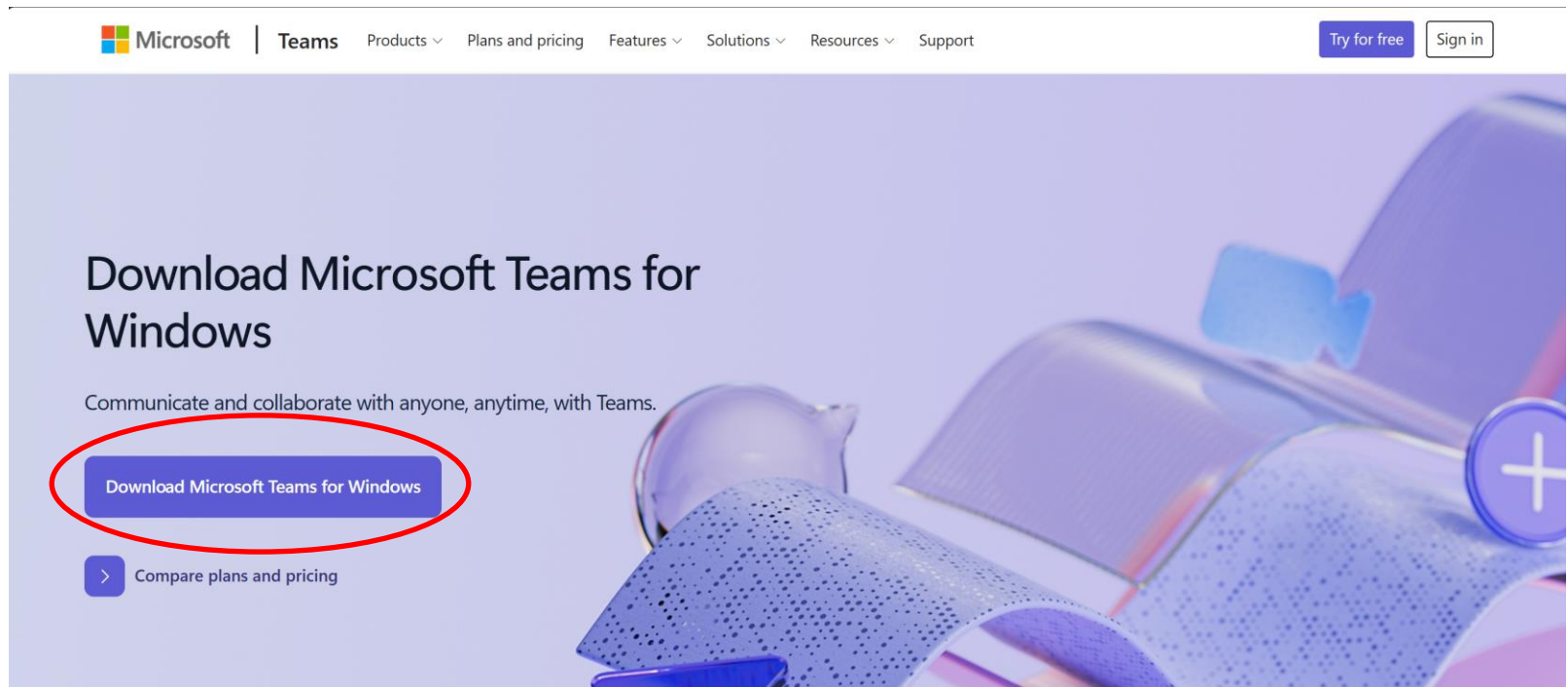
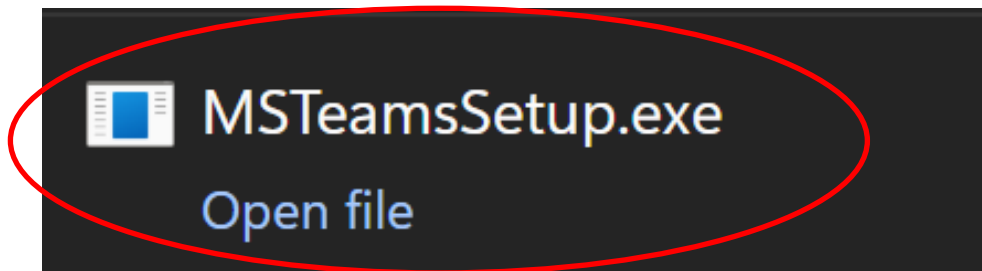


Guide to download and install **Microsoft Teams**

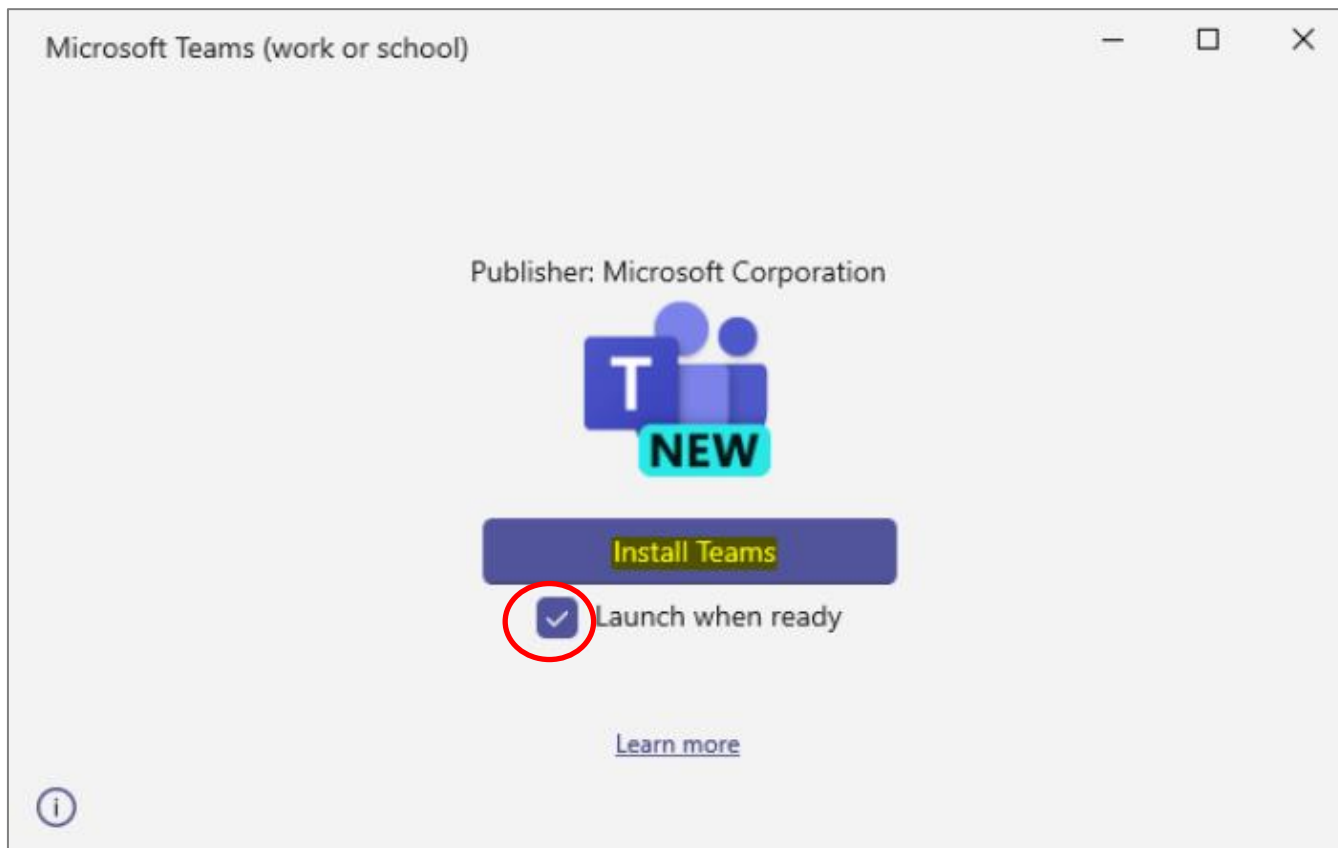
1. Go to www.microsoft.com/en-us/Microsoft-teams/download-app and click **“Download Microsoft Teams for Windows”**.



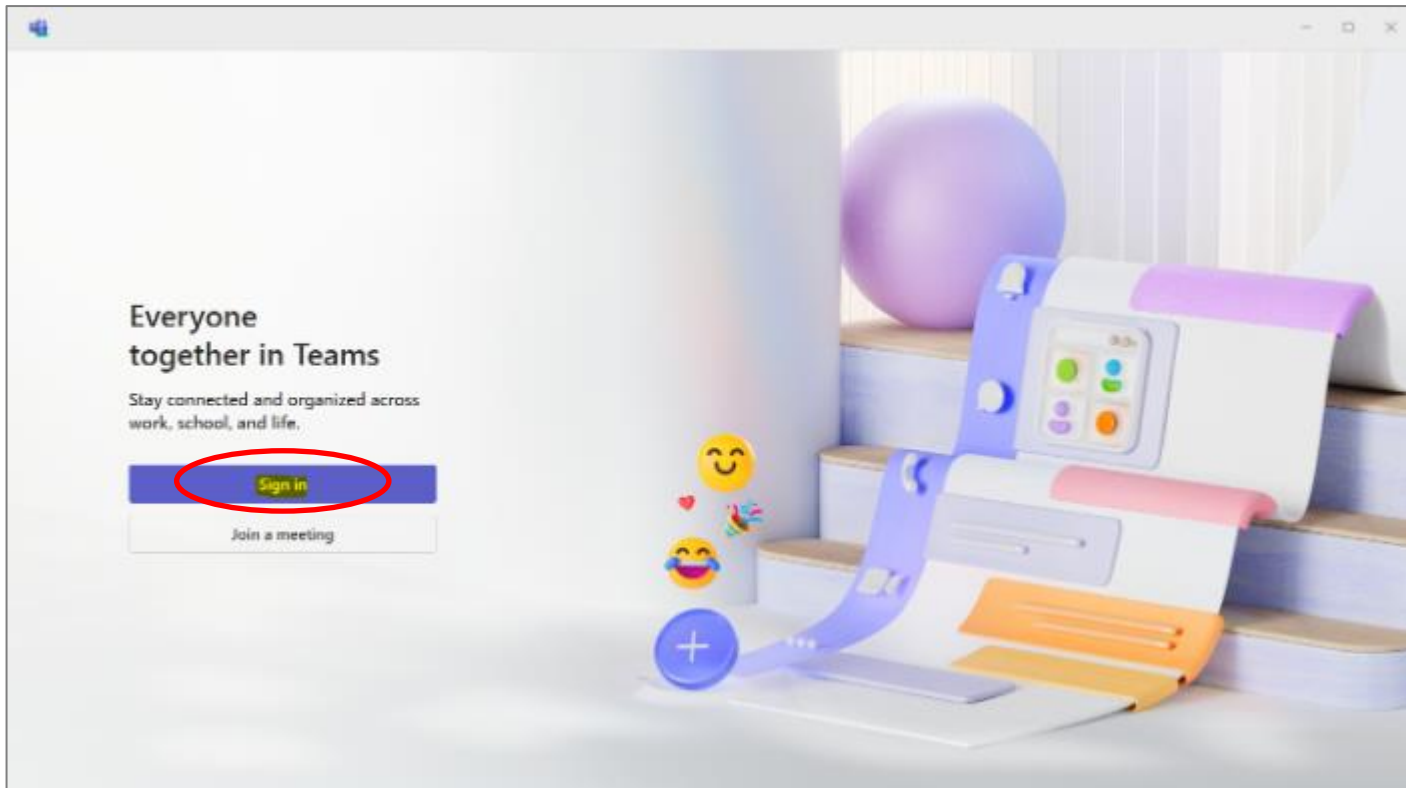
2. Click the downloaded file “**MSTeamsSetup.exe**”.



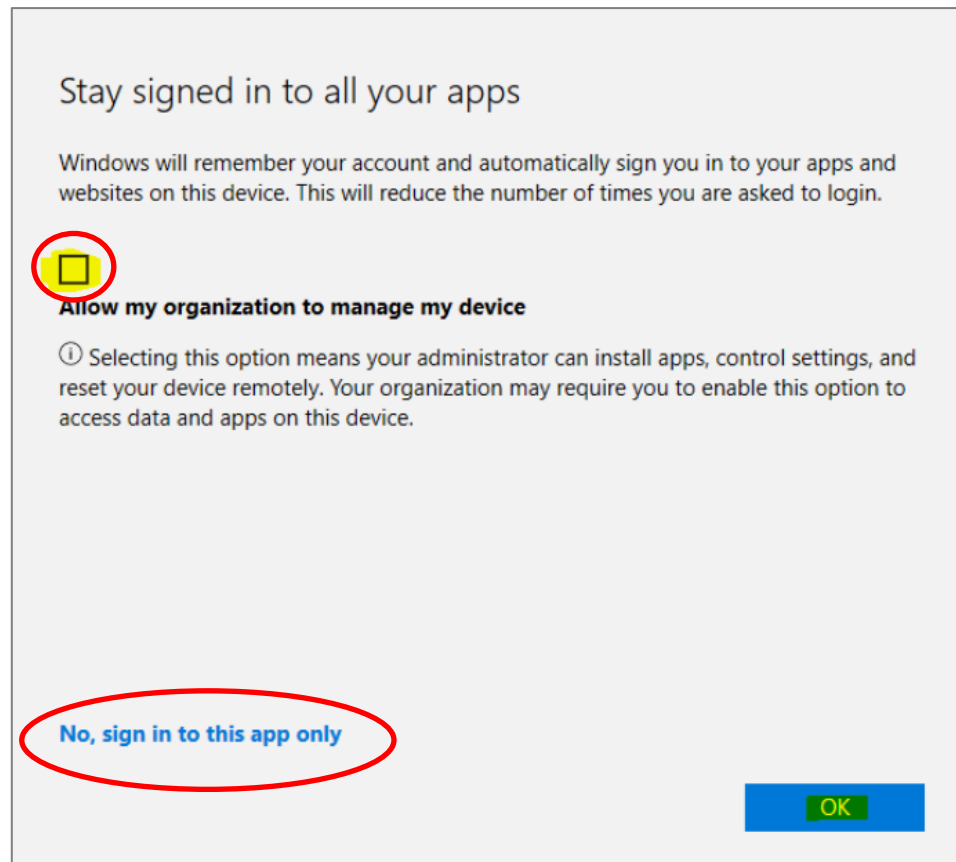
3. This prompt will then appear. Click **“Install Teams”**. Make sure **“Launch when ready”** is **checked**. Microsoft Teams will then be installed on your computer.



4. Select “**Sign in**”, then sign in with your **CPCE student email account** (“*[Your Student ID]*@common.cpce-polyu.edu.hk”).



5. Make sure to **uncheck** the box above **“Allow my organization to manage my device”**. Then select **“No, sign in to this app only”**. You will be logged into the Microsoft Teams application.



6. For more details, please refer to the **FAQs for online teaching (student)** at the website of **CPCE Information Technology Unit**: itu.cpce-polyu.edu.hk.

The screenshot displays the CPCE Information Technology Unit (ITU) website. At the top, there are logos for The Hong Kong Polytechnic University, College of Professional and Continuing Education, and the SPEED (School of Professional Education and Academic Development) unit. A navigation bar includes links for Home, About ITU, Service Hours, IT Policies, IT Security, Newsletter, Useful Links, Facilities & Services, and FAQs. Below the navigation bar, the 'Home' section is visible, featuring a list of FAQs for online teaching (staff), marking (staff), and teaching (student). The 'FAQs for online teaching (student)' link is circled in red. To the right of the FAQs list is a large section titled 'Welcome to CPCE ITU' with a detailed paragraph about the ITU's responsibilities and services. A 'Top' button is located in the bottom right corner.

THE HONG KONG POLYTECHNIC UNIVERSITY 香港理工大學

COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION 專業及持續教育學院

HONG KONG COMMUNITY COLLEGE 香港專上學院

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Home

FAQs for online teaching (staff)

FAQs for online marking (staff)

FAQs for online teaching (student)

Facilities and Services

3D Printing

AI Lab

STEM EdTech Lab

Welcome to CPCE ITU

The CPCE Information Technology Unit (ITU) is responsible for formulating IT strategies, policies, budgets, standards, procedures, and implementation plans for the College. Supporting over 12,000 students (from HKCC and SPEED) and more than 700 staff members, ITU designs and implements the IT infrastructure and e-learning platforms to facilitate teaching, learning, and administrative activities. It provides computer facilities and comprehensive IT services at PolyU's West Kowloon Campus. The services of ITU are delivered by approximately 40 team members across five dedicated teams—Network, Server Administration, User Support, System Development, and E-learning—and two functional groups, Training and Multimedia.

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