ALC Online Japanese School

https://nihongo.alc.co.jp/en/

Preparation Manual for Teams

From Microsoft Teams Registration to Course Attendance





Copyright ©2025 ALC Online Japanese School All Rights Reserved.

Table of Contents

1. Install Teams (First Time Only) ・・・・・p.3－4

2. Sign in with Microsoft Account ・・・・ ・・・p.4

3. Check Privacy Settings ・・・・・・・・・ ・・・ ・・・・ ・・・・p.4

4. Obtain and Register Teams Invitation URL (First Time Only) ・・・・p.5-6

5. Add Instructor’s Contact Information①② ・・・・・・・・・・・・・p.7-8

6. Receive Teams Call from Instructor ・・・・・ ・・・・ ・ ・・・・・ ・・p.9

7. Audio and Video Settings ・・・・・・・・・ ・・・・ ・ ・・・・・ ・・p.10

8. Screen Switching and Chat Function ・・・・ ・・・・ ・・・・・・・p.11－12

9. Transitioning from Skype Screen to Teams・・ ・・・・ ・・・・・p.13

Copyright ©2025 ALC Online Japanese School All Rights Reserved.

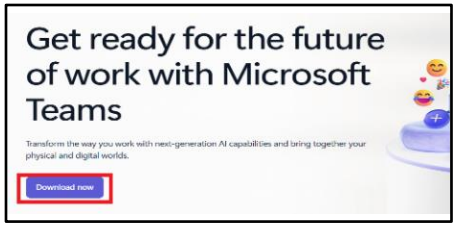
1. Install Teams (First Time Only)

※This service does not support the use of 'Teams' with Microsoft accounts from workplaces and schools (including paid accounts). Please prepare 'Teams' using a Microsoft personal account. For obtaining a Microsoft account, please refer to '2. Sign in with Microsoft Account'.

● **Download Microsoft Teams for free**：https://www.microsoft.com/en/microsoft-teams/group-chat-software

【PC】

Click 'Download now' to open the download page for PC. From there, download the file, open it, and proceed with the installation.



【Smartphones and Tablets】

To download the Teams mobile app, go to your mobile device and follow the link on our download page. Or download it from the iOS App Store or Google Play Store.



Copyright ©2025 ALC Online Japanese School All Rights Reserved.

【Teams on the web】

To use Teams on the web, please log in at the following URL.
https://learn.microsoft.com/en-us/microsoftteams/new-teams-web#prerequisites

●**Teams on the web**： https://teams.microsoft.com
For information about supported browsers for Teams on the web, you can review the latest browser prerequisites.

2. Sign in with Microsoft Account

Launch Teams and sign in with your Microsoft account. If you are already using Teams or have a Microsoft account, please “sign in” with your login information for Microsoft account.

Note: If you wish to transfer your Skype contact details, sign in with your Skype login details. If you wish to transfer your Skype contacts to Teams, please refer to “9. How to transfer Skype contacts to Teams”.

★If you do not have a Microsoft account, please create one (free of charge).

3. Check Privacy settings

If you do not want your Teams account ID (email address) to be visible to the instructor, please set your email address to private in the Teams settings.

Procedure:

1) Go to Settings → Privacy → My Profile → Manage Profile → Change the Email Address setting to Hidden.

2）Go to Settings → Privacy → Manage how others find you → Manage Contact Information → Change the relevant options to Off.

Copyright ©2025 ALC Online Japanese School All Rights Reserved.

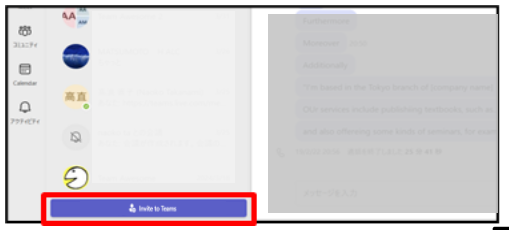
4.Obtain and Register Teams Invitation URL (First Time Only)①

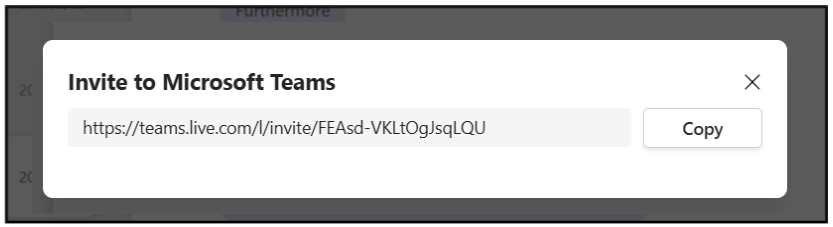
Students of ALC Online Japanese School will register the 'Teams Invitation Link.' The instructor will verify the link and send a request prior to the lesson time. Then, at the scheduled lesson time, the instructor will initiate the call.

【 Invite to Microsoft Teams ：PC・ Teams on the web 】

Select **Invite to Teams** at the bottom of the **Chat** tab.

From the Invite to Microsoft Teams window, you'll see a link. Select **Copy** to share that link with your contacts.





【 Invite to Microsoft Teams ：Mobile】

Tap your profile picture.

Select **Invite to Teams**. And select **Copy** to share that link with your contacts.



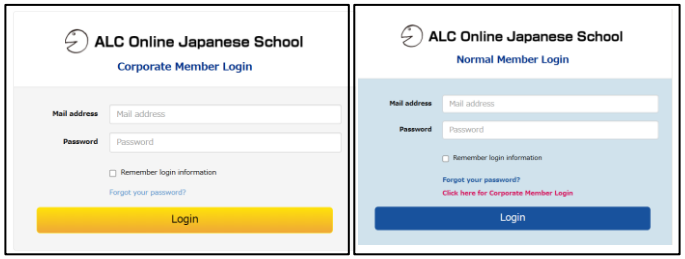
Copyright ©2025 ALC Online Japanese School All Rights Reserved.

4.Obtain and Register Teams Invitation URL (First Time Only)②

Students of ALC Online Japanese School register “Teams Invitation Link”. The instructor will check that link and send a request before the lesson time. Then, when it is time for the lesson, the instructor will call the student.

【 Register for Invite to Microsoft Teams URL 】

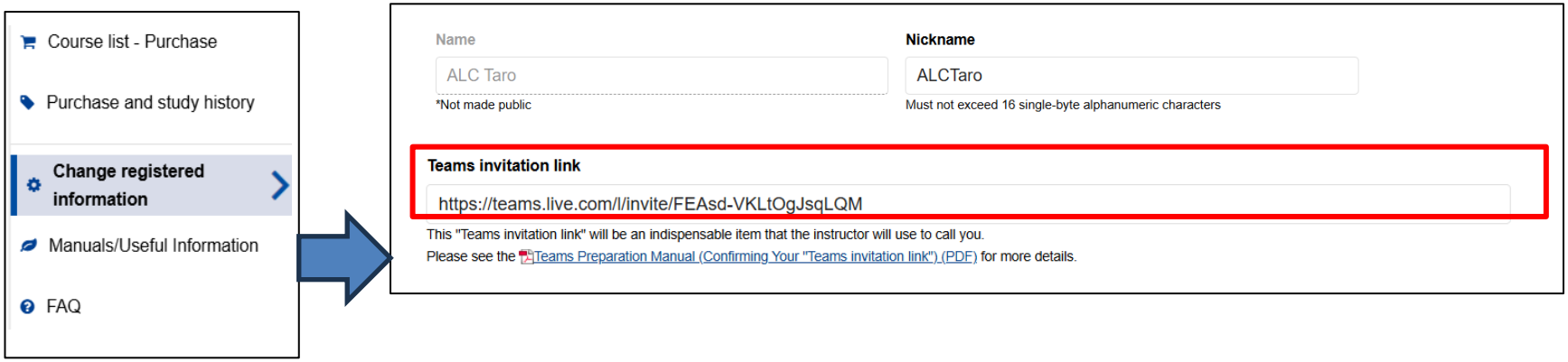
① Log in to “My Page” of ALC Online Japanese School.



- **Corporate Member Login**
  https://nihongo-student.alc.co.jp/en/user/enterprise_student_login

- **Normal Member Login**
  https://nihongo-student.alc.co.jp/en/user/login

② Select the menu “Change registered information”. Paste the copied “Invite to Microsoft Teams URL” into “Teams Invitation Link” in “Basic information” and press the “Update” button to register.

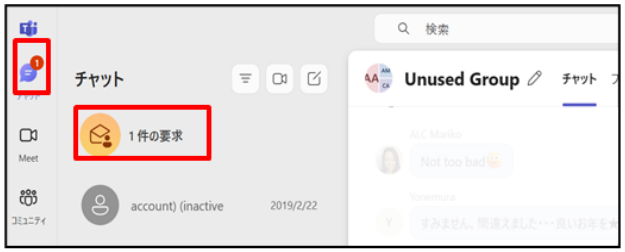


Copyright ©2025 ALC Online Japanese School All Rights Reserved.

5. Add Instructor’s Contact Information①

When a lesson is reserved, the instructor will send a “chat request” and a “message” to the student's Teams chat screen by the time before the lesson starts. Before the lesson starts, be sure to “accept” the “chat request” from the tutor and add the tutor's contact information to the chat list.

【 PC・ Teams on the web 】







1. When you have received a “chat request” from your instructor, please click on the “Request” notice in the “Chat” section on the left side of the screen.

2. Please select the instructor’s name from the “Chat Request” list. ALC Online Japanese School instructors will always have the letters ALC in their name.　Ex.）**ALC Hana**

3. Click “Allow.”
   ※Before “Allow,” you can also click “Preview message” to see the message from the instructor before “Allow. to check the message from the instructor before “Allow” is clicked.

※If you do not “allow” the request, the instructor will not be able to call you. Be sure to click “Allow” before the lesson starts.

Copyright ©2025 ALC Online Japanese School　All Rights Reserved.

5. Add Instructor's Contact Information②

【スマホ・タブレット】



1. When you receive a "Chat Request" from your instructor, you will see a "Request" notice in the upper right corner of the "Chat" section of the screen.

2. Please select the instructor's name from the "Chat Request" list. ALC Online Japanese School instructors will always have the letters ALC in their name.

   Ex.) **ALC Hana**

3. Click "Allow."
   ※Before "Allow," you can also click "Preview message" to see the message from the instructor before "Allow. to check the message from the instructor before "Allow" is clicked.

※If you do not "allow" the request, the instructor will not be able to call you. Be sure to click "Allow" before the lesson starts.

Copyright ©2025 ALC Online Japanese School All Rights Reserved.

6. Receive Teams Call from Instructor

When it is time to start the lesson, the tutor will call you on the Teams chat. Answer the call and take the lesson.

【PC・ Teams on the web 】



1. When the instructor calls you in the Teams chat, click 

※The camera can be temporarily turned off on the screen.

【スマホ・タブレット】



1. When the instructor calls you in the Teams chat, click 
2. The camera is either on or off, as it is not possible to select on/off before receiving an incoming call. Please switch the desired setting on the video call screen.

Copyright ©2025 ALC Online Japanese School All Rights Reserved.

7. Audio and Video Settings

To prevent audio and image problems during the lesson, please set up audio and video settings for your device (PC/smartphone, etc.) and Teams before the lesson starts.

【PC・ Teams on the web 】 

●Device Settings
Under “Settings”, go to “Apps”, select “Teams” and activate “Camera” and “Microphone”.

【 Smartphones and Tablets 】 

●Device Settings
In “Settings”, go to “Privacy & Security”, select “Camera” and “Microphone”, and turn on the “Teams” application for each.

●Setting in Teams
Click “...” next to the icon in the upper right corner of the screen, select “Devices” under “Settings” and configure the settings.

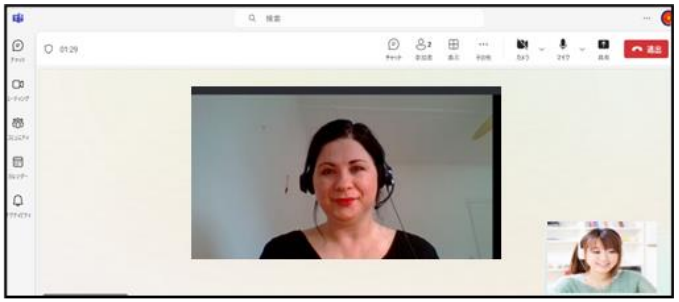
If it does not work properly, please check if the following are set up correctly.
・Is the headset, speakers, microphone, and camera properly connected?
・Is the volume on the computer or device muted?

Copyright ©2025 ALC Online Japanese School All Rights Reserved.

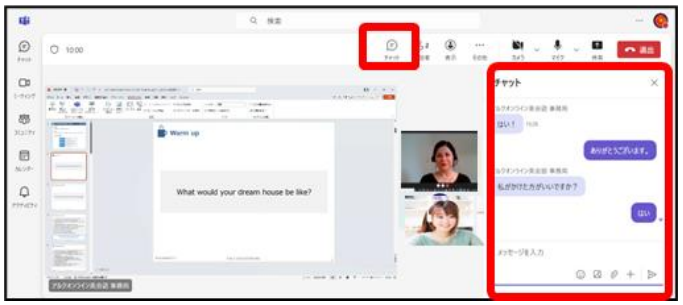
8. Screen Switching and Chat Function

The instructor will share the lesson materials (PDF) on the screen according to the lesson situation.In addition, both the instructor and the student can enter comments in the chat during the lesson, which will be kept in the history after the lesson.

【PC・ Teams on the web 】







1. The instructor's image is displayed as the main image, and your image is displayed in a smaller size in the lower right corner.

2. When the instructor shares a slide, the images of the instructor and yourself are displayed in a small size on the right side.

3. To view the chat, click on the 

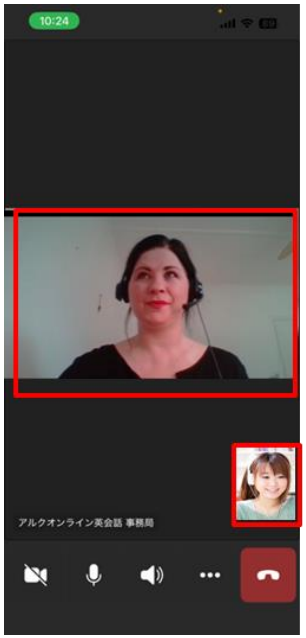
on the screen to enlarge the chat screen.

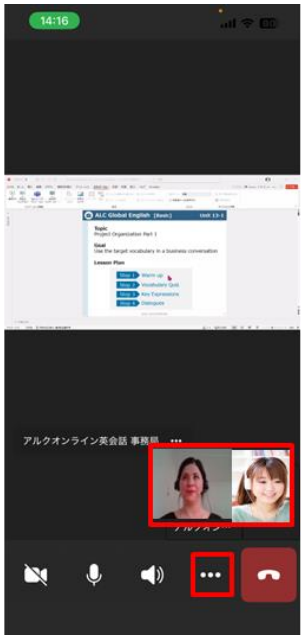
4. To close the chat screen, click the “X” in the upper right corner of the chat screen.

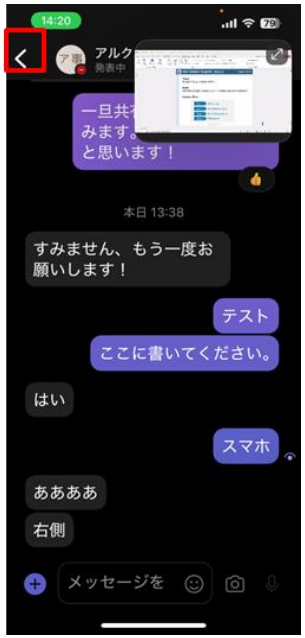
Copyright ©2025 ALC Online Japanese School All Rights Reserved.

8. Screen Switching and Chat Function ②

【 Smartphones and Tablets 】







1. The instructor's image is displayed as the main image, and your image is displayed in a smaller size in the lower right corner.
2. When the instructor shares teaching materials, a small image of the instructor and yourself will appear in the lower right corner.
3. To view the chat, select Chat from “...” at the top or bottom of the screen, and the chat screen will appear larger.
4. To return to the main screen from the chat screen, tap “<” on the chat screen.

Copyright ©2025 ALC Online Japanese School All Rights Reserved.

9. Transitioning from Skype Screen to Teams

Skype service will be terminated on May 5, 2025. Accordingly, the lesson tool of ALC Online Japanese School will be shifted to “Microsoft Teams”.

【Skype Desktop・ Smartphones and Tablets 】

Skype will prompt you to sign in to Teams. [Select Start using Teams, then continue and select Continue, or sign in to Teams with your Skype account if you already have Teams installed.

If you do not already have the Teams app installed, you can download and install it. Alternatively, you can use the desktop Teams on the Web.

※ Skype data migration and export will be available until January 2026.





Copyright ©2025 ALC Online Japanese School All Rights Reserved.