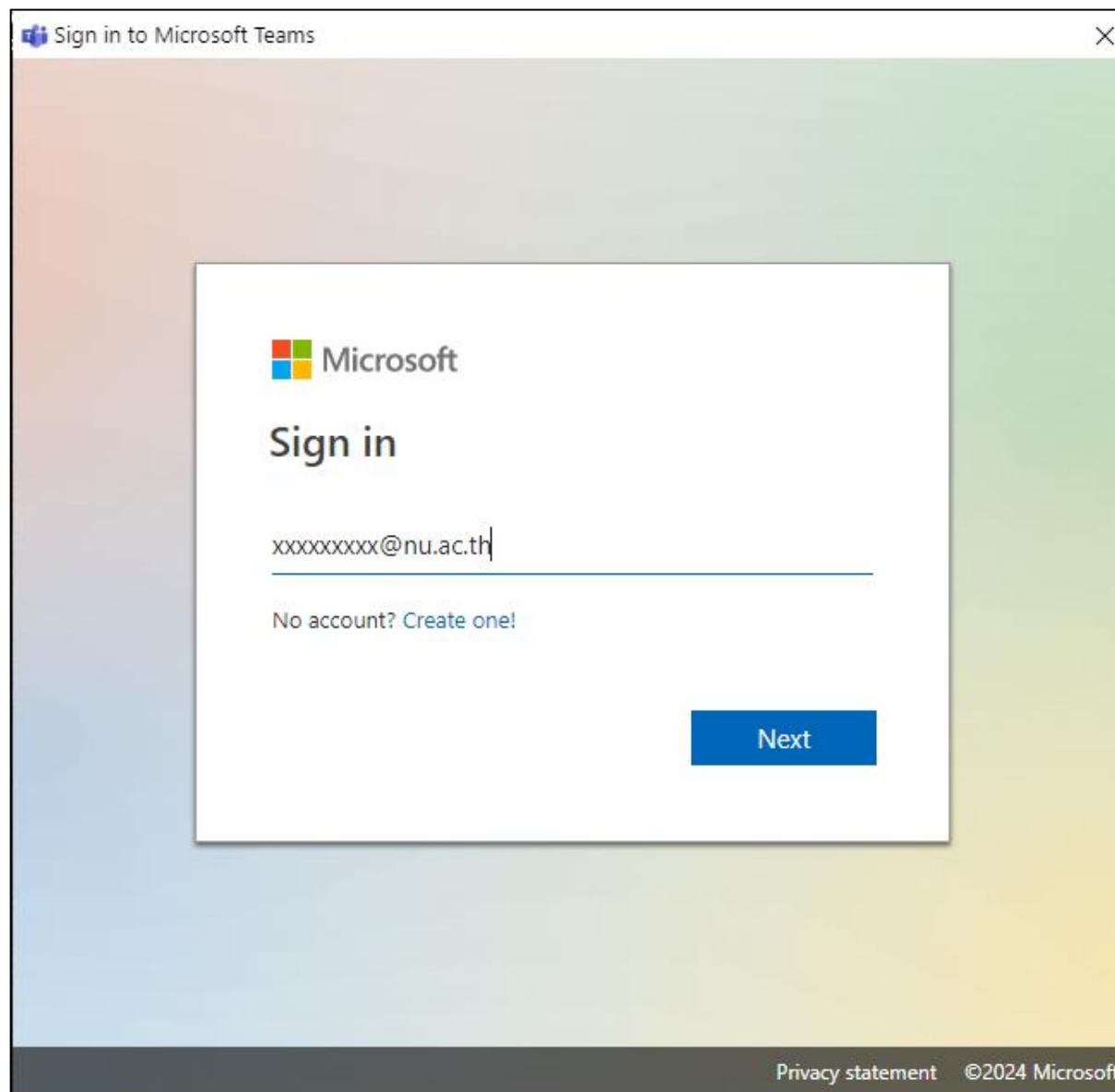


1. เข้าสู่ระบบโปรแกรม Microsoft Teams / Login Microsoft Teams



2. เมนูด้านซ้าย เลือก Teams / Choose Teams on left pane menu.

The screenshot displays the Microsoft Teams interface. On the left-hand navigation pane, the 'Teams' icon is circled in red, and a red arrow points to it from the text above. The main chat area shows a conversation with 'Apichai Rungruang' (AR) dated 02-Mar 12:34 PM. The message contains a meeting schedule table for 'EPE Pre-Intermediate' and two document attachments: 'Unit 1.docx' and 'Unit 2.docx'. Below the documents, there is a meeting notification: 'การประชุมใน หัวใจ ended: 13s'. Another message from 'Komsan Wongkethgarn' (KW) dated 23-Feb 1:31 PM states 'Scheduled a meeting' and includes a meeting card for 'EPE Pre-Intermediate 2 March 2024' on Saturday, March 2, 2024 @ 8:30 AM. The meeting card shows '29 replies from you, Komsan, NARUEBET, and 4 others' and a 'Meeting ended: 9s' notification. At the bottom of the chat area, there is a 'New conversation' button.

Week	Date	Time
1	Sun-Mar 3 March 2024	10:00 - 12:00 น. Sat 13:00 - 16:00 น.
2	Sun-Mar 4 March 2024	10:00 - 12:00 น. Sat 13:00 - 16:00 น.
3	Sun-Mar 10 March 2024	10:00 - 12:00 น. Sat 13:00 - 16:00 น.
4	Sun-Mar 17 March 2024	10:00 - 12:00 น. Sat 13:00 - 16:00 น.
5	Sun-Mar 24 March 2024	10:00 - 12:00 น. Sat 13:00 - 16:00 น.
6	Sun-Mar 31 March 2024	10:00 - 12:00 น. Sat 13:00 - 16:00 น.
Final exam (80%)	Sun-Apr 7 April 2024	10:00 - 12:00 น.

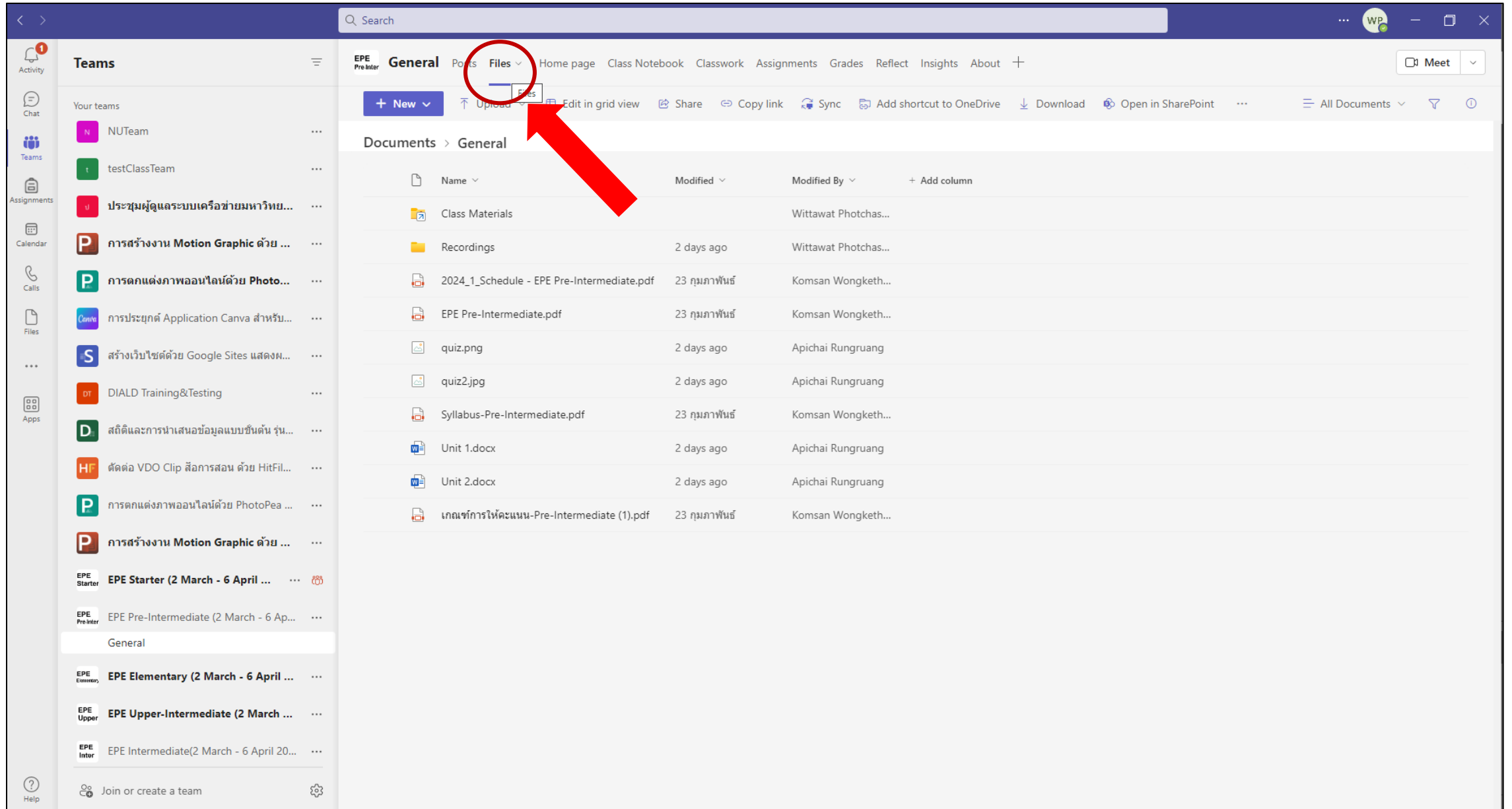
3. กดเลือกกลุ่มเรียน / Choose group class.

The screenshot shows the Microsoft Teams interface. On the left sidebar, under 'Your teams', there is a list of teams. A red arrow points to the 'EPE Pre-Intermediate (2 March - 6 April ...)' team, which is highlighted with a red circle. The main chat area shows a conversation with 'Apichai Rungruang' dated 02-Mar 12:34 PM. The message contains a calendar for 'สัปดาห์ที่ 2 มีนาคม - 20 เมษายน 2567' (Week 2, March - April 2024) for 'นักเรียนชั้น Pre-Intermediate' (Pre-Intermediate students). The calendar table is as follows:

Week	Date	Time
1	Sun-Mar 3 March 2024	11:00 - 12:00 น. Sat 1:00 - 16:00 น.
2	Sun-Mar 4 March 2024	11:00 - 12:00 น. Sat 1:00 - 16:00 น.
3	Sun-Mar 10 March 2024	11:00 - 12:00 น. Sat 1:00 - 16:00 น.
4	Sun-Mar 17 March 2024	11:00 - 12:00 น. Sat 1:00 - 16:00 น.
5	Sun-Mar 24 March 2024	11:00 - 12:00 น. Sat 1:00 - 16:00 น.
6	Sun-Mar 31 March 2024	11:00 - 12:00 น. Sat 1:00 - 16:00 น.
Final exam (80%)	Sun-Apr 7 April 2024	11:00 - 12:00 น. Sat 1:00 - 16:00 น.

Below the calendar, there are quiz details: 'Quiz 1 (10%) Sat 16 March, 20 questions, 30 minutes Units 1-4' and 'Quiz 2 (10%) Sat 30 March, 20 questions, 30 minutes Units 5-8 Grammar 10 questions Quiz time: 15:30-16:00'. The chat also shows a meeting scheduled for 'EPE Pre-Intermediate 2 March 2024 Saturday, March 2, 2024 @ 8:30 AM' and a meeting ended notification.

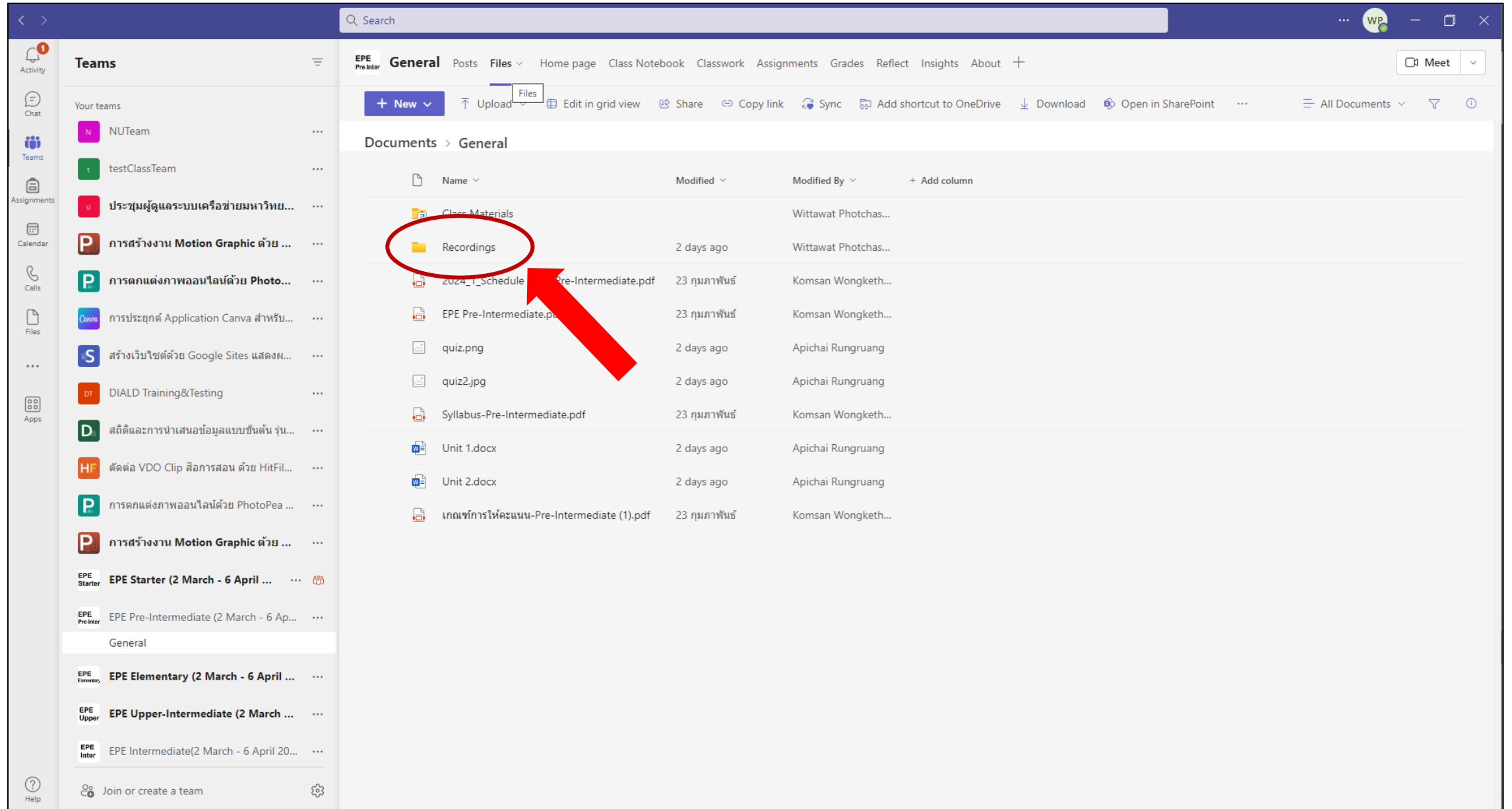
4. กดเมนู Files ด้านบน / Choose Files menu on upper pane menu.



The screenshot displays the Microsoft Teams interface. The top navigation bar includes a search bar, a 'Meet' button, and a list of tabs: 'General', 'Points', 'Files', 'Home page', 'Class Notebook', 'Classwork', 'Assignments', 'Grades', 'Reflect', 'Insights', and 'About'. The 'Files' tab is highlighted with a red circle, and a red arrow points to it from below. Below the navigation bar, the 'Documents > General' view is shown, featuring a table of files and folders.

Name	Modified	Modified By	+ Add column
Class Materials		Wittawat Photchas...	
Recordings	2 days ago	Wittawat Photchas...	
2024_1_Schedule - EPE Pre-Intermediate.pdf	23 กุมภาพันธ์	Komsan Wongketh...	
EPE Pre-Intermediate.pdf	23 กุมภาพันธ์	Komsan Wongketh...	
quiz.png	2 days ago	Apichai Rungruang	
quiz2.jpg	2 days ago	Apichai Rungruang	
Syllabus-Pre-Intermediate.pdf	23 กุมภาพันธ์	Komsan Wongketh...	
Unit 1.docx	2 days ago	Apichai Rungruang	
Unit 2.docx	2 days ago	Apichai Rungruang	
เกณฑ์การให้คะแนน-Pre-Intermediate (1).pdf	23 กุมภาพันธ์	Komsan Wongketh...	

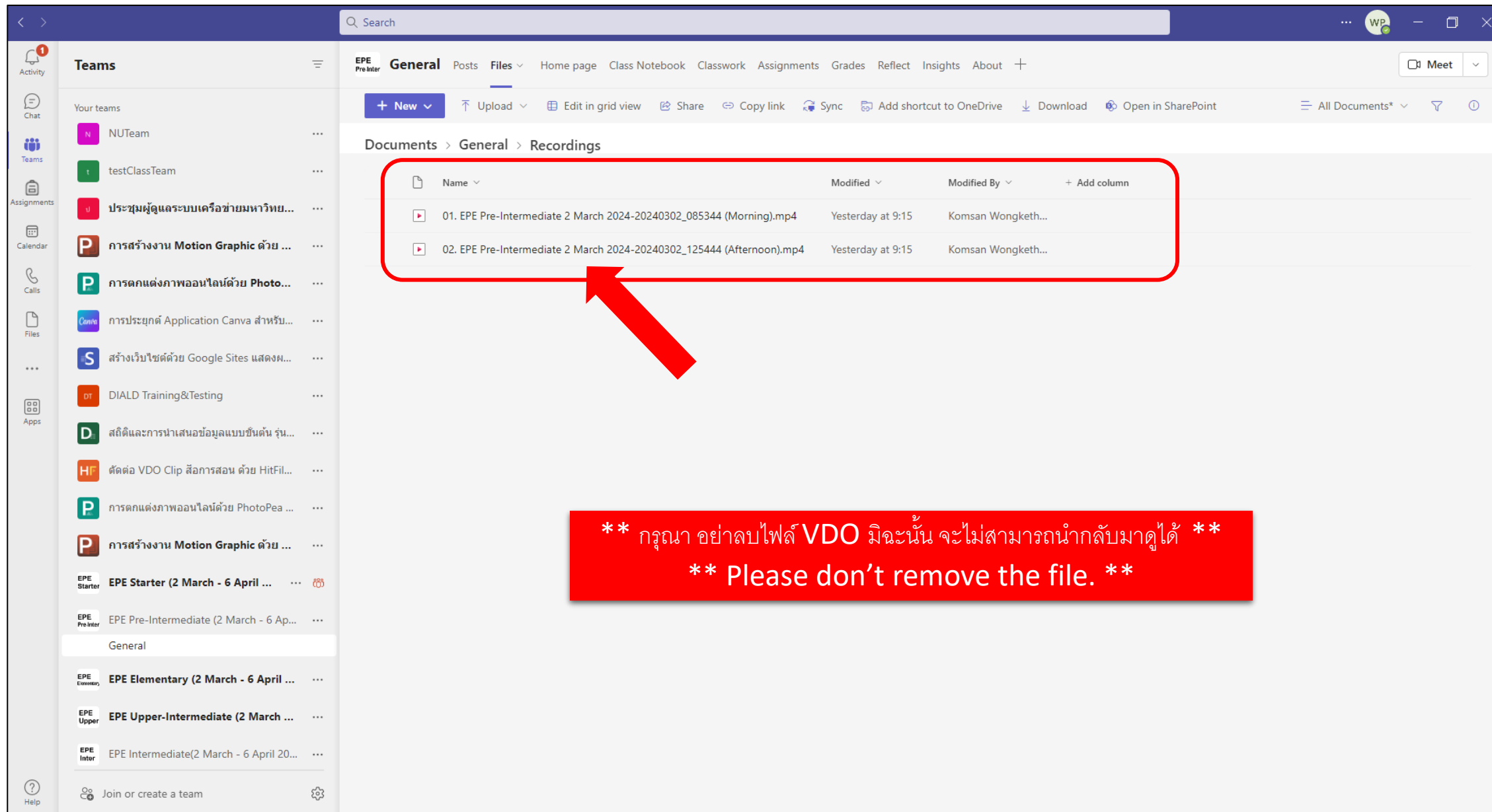
5. กดโฟลเดอร์ Recordings / Choose Recordings Folder.



The screenshot displays the Microsoft Teams interface. On the left sidebar, the 'Teams' section is visible, listing various teams. The main area shows the 'General' channel of a team named 'EPE Pre-Inter'. The 'Files' tab is active, displaying a list of documents and folders. A red circle highlights the 'Recordings' folder, and a red arrow points to it from the right side of the screen.

Name	Modified	Modified By
Class Materials		Wittawat Photchas...
Recordings	2 days ago	Wittawat Photchas...
2024_1_Schedule... Pre-Intermediate.pdf	23 กุมภาพันธ์	Komsan Wongketh...
EPE Pre-Intermediate.p...	23 กุมภาพันธ์	Komsan Wongketh...
quiz.png	2 days ago	Apichai Rungruang
quiz2.jpg	2 days ago	Apichai Rungruang
Syllabus-Pre-Intermediate.pdf	23 กุมภาพันธ์	Komsan Wongketh...
Unit 1.docx	2 days ago	Apichai Rungruang
Unit 2.docx	2 days ago	Apichai Rungruang
เกณฑ์การให้คะแนน-Pre-Intermediate (1).pdf	23 กุมภาพันธ์	Komsan Wongketh...

6. สามารถกดดาวน์โหลดไฟล์หรือคลิกเพื่อดูออนไลน์ได้ / Choose for download file or click for watch online.



The screenshot shows a Microsoft Teams interface with a file list in the 'General' channel. The file list is titled 'Documents > General > Recordings' and contains two entries:

Name	Modified	Modified By	+ Add column
01. EPE Pre-Intermediate 2 March 2024-20240302_085344 (Morning).mp4	Yesterday at 9:15	Komsan Wongketh...	
02. EPE Pre-Intermediate 2 March 2024-20240302_125444 (Afternoon).mp4	Yesterday at 9:15	Komsan Wongketh...	

A red box highlights the two rows in the table, and a red arrow points to the first row. Below the table, a red box contains the following text:

**** กรุณา อย่าลบไฟล์ VDO มิฉะนั้น จะไม่สามารถนำกลับมาดูได้ ****
**** Please don't remove the file. ****