Instructions on How to Install Microsoft Teams

for Students

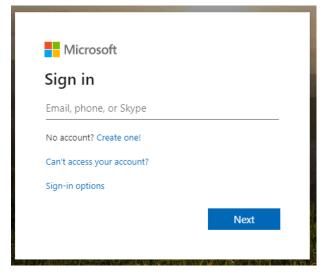
Joining a MGS Webinar

A Webinar can be accessed using the following method:

- Microsoft Teams App on iPhone/ Android (download and install from App Store / Play Store)
- Microsoft Team Desktop App on Windows (download application from https://team.microsoft.com then execute the installer and follow the installation Wizard)
- Or modern browser on desktop computer

The instructions below for using Microsoft Teams Desktop App and Microsoft Teams in the cloud

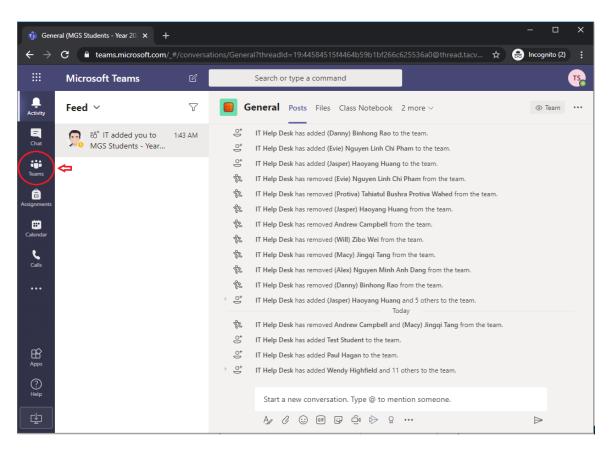
- 1. Use a compatible browser (Chrome, Edge) and go to <u>https://teams.microsoft.com/</u> *or* Open Microsoft Teams Desktop App
- 2. Enter your *Email address* and click on the *Next button*. E.g <u>12345678@stu.mgs.edu.au</u>



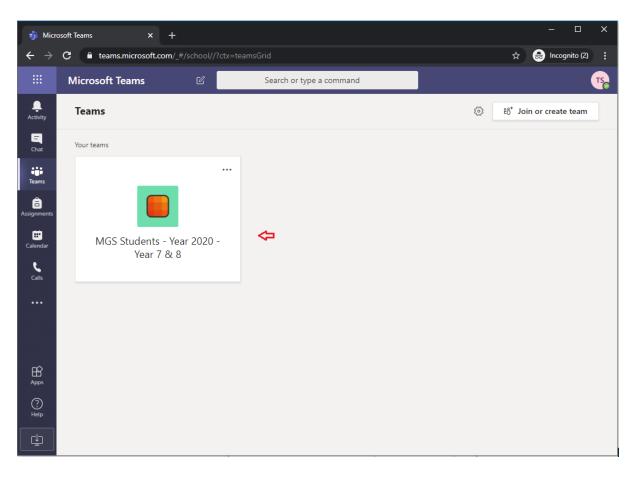
3. Enter your Password and click on the Sign in button

Sign in

4. Click on Teams on the left side of the menu bar



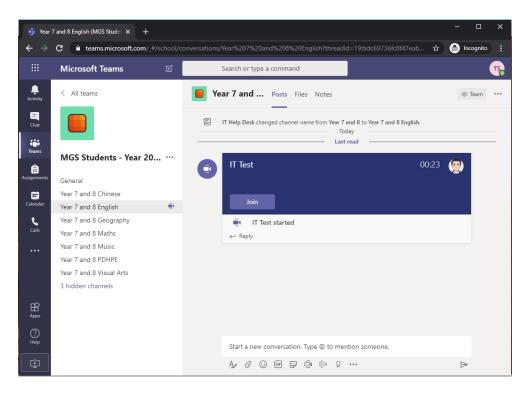
5. Select the Academic Year that you are in, if it is not selected by default



6. *A channel list* will show within the selected *Academic Year (team)*. Select a class that you want to attend by clicking on the *Subject name*. If a subject is not listed, then it could be hidden, in this case click on the **hidden channels** and then select a subject.

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Chat Chat Teams	MGS Students - Year 20	C* IT Help Desk has added (Evie) Nguyen Linh Chi Pham to the team. C* IT Help Desk has added (Jasper) Haoyang Huang to the team. IT Help Desk has removed (Evie) Nguyen Linh Chi Pham from the team. IT Help Desk has removed (Evie) Nguyen Linh Chi Pham from the team. IT Help Desk has removed (Protiva) Tahiatul Bushra Protiva Wahed from the team. IT Help Desk has removed (Jasper) Haoyang Huang from the team.		
Assignments	General	8 IT Help Desk has removed Andrew Campbell from the team.		
Calendar Calls	Year 7 and 8 Chinese Year 7 and 8 English Year 7 and 8 Geography Year 7 and 8 Maths Year 7 and 8 Music	 IT Help Desk has removed (Will) Zibo Wei from the team. IT Help Desk has removed (Macy) Jingqi Tang from the team. IT Help Desk has removed (Alex) Nguyen Minh Anh Dang from the team. IT Help Desk has removed (Danny) Binhong Rao from the team. IT Help Desk has added (Jasper) Haoyang Huang and 5 others to the team. 		
Apps	Year 7 and 8 PDHPE Year 7 and 8 Visual Arts 3 hidden channels	MGS Students - Year 2020 - Year and (Macy) Jingqi Tang from the team. Year 7 and 8 History Year 7 and 8 Science Year 7 and 8 TAS Openn Thep Desk changed team description.		
? Help ↓		Start a new conversation. Type @ to mention someone. Age & :: (한 때 당 현 양 ?	⊳	

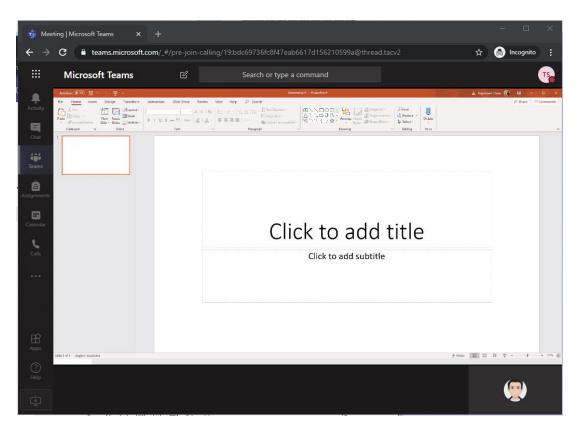
7. If the webinar has started, the *Join button* will be available for you to join the webinar. If the Join button is not available, please wait for the teacher to start webinar (Lesson).



8. Enable the *Video Camera and Microphone* in order to communicate with your teacher during the webinar, then click on the *Join now button*.

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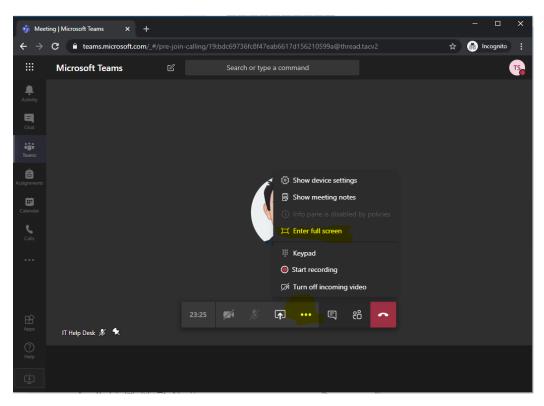
9. You are now in the webinar and you are part of the lesson!!



Quick Tips

Viewing the organizer display in full screen

1. Click on the *more options button* and click on *Enter full screen*.



Disable view splitting into multiple frames

1. Right Click on the view and select Pin

