

Instructions on How to Install Microsoft Teams for Students

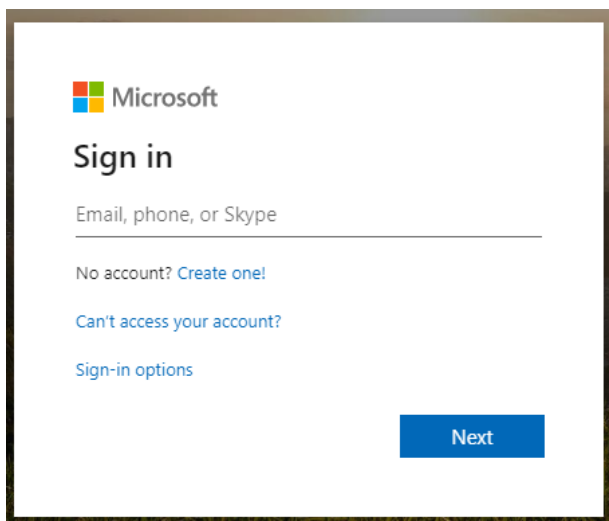
Joining a MGS Webinar

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

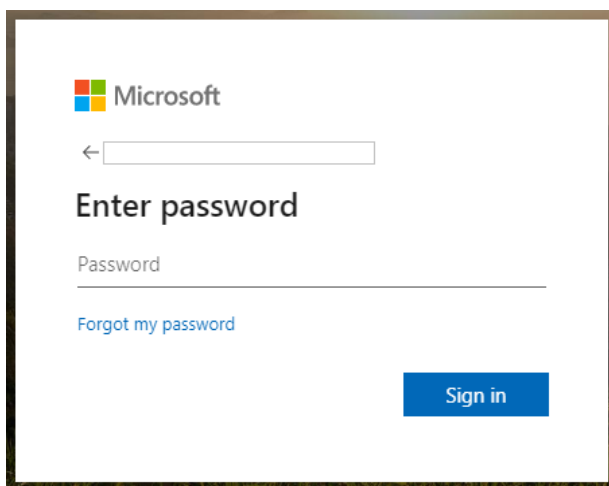
The instructions below for using Microsoft Teams Desktop App and Microsoft Teams in the cloud

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



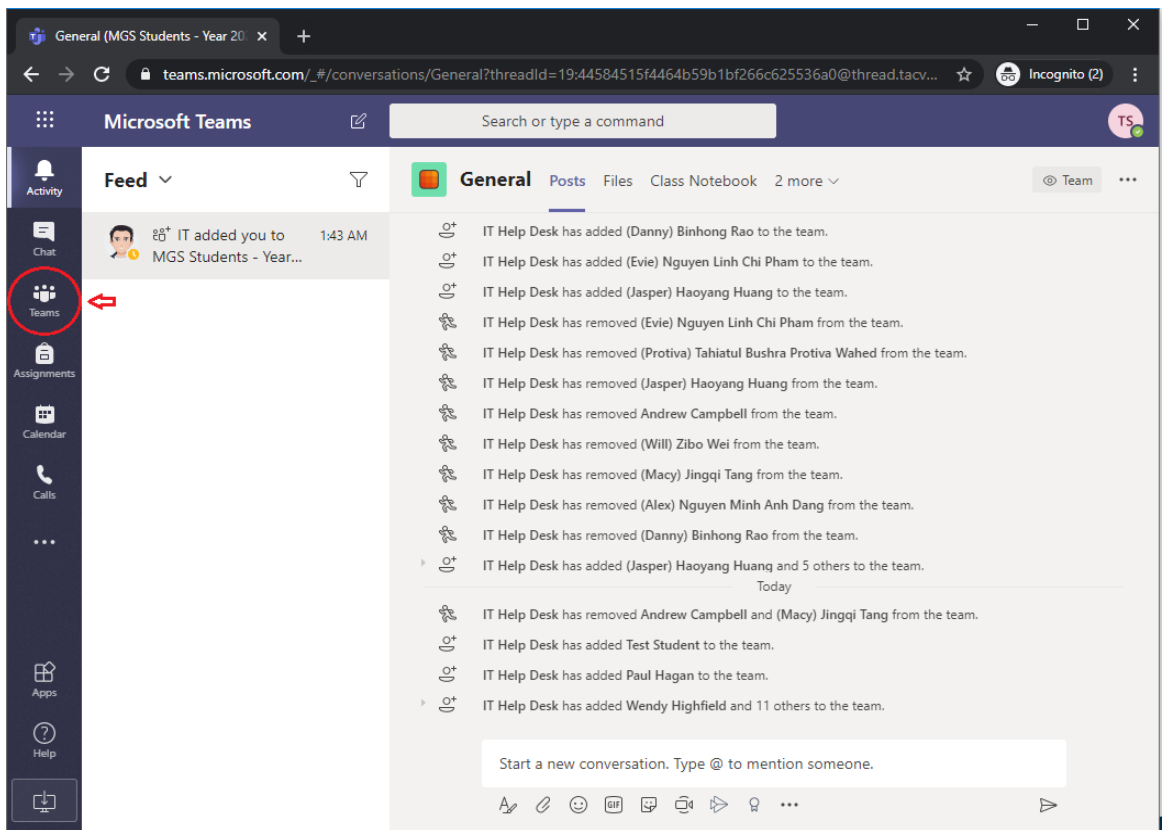
The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the heading "Sign in". There is a text input field with the placeholder text "Email, phone, or Skype". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right is a blue button labeled "Next".

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

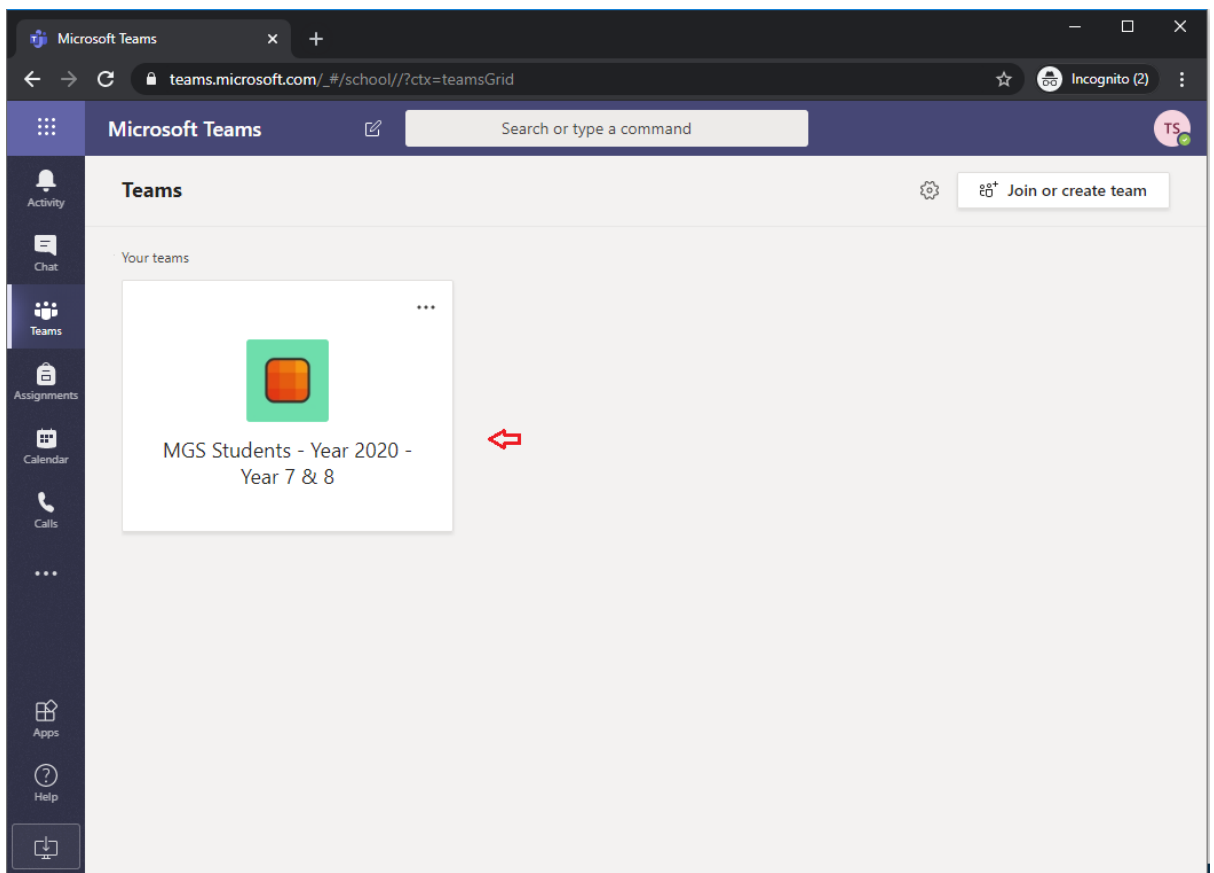


The screenshot shows the Microsoft password entry page. At the top left is the Microsoft logo. Below it is a back arrow and an empty text input field. The heading "Enter password" is centered. Below it is a text input field with the placeholder text "Password". Below the input field is a link "Forgot my password". At the bottom right is a blue button labeled "Sign in".

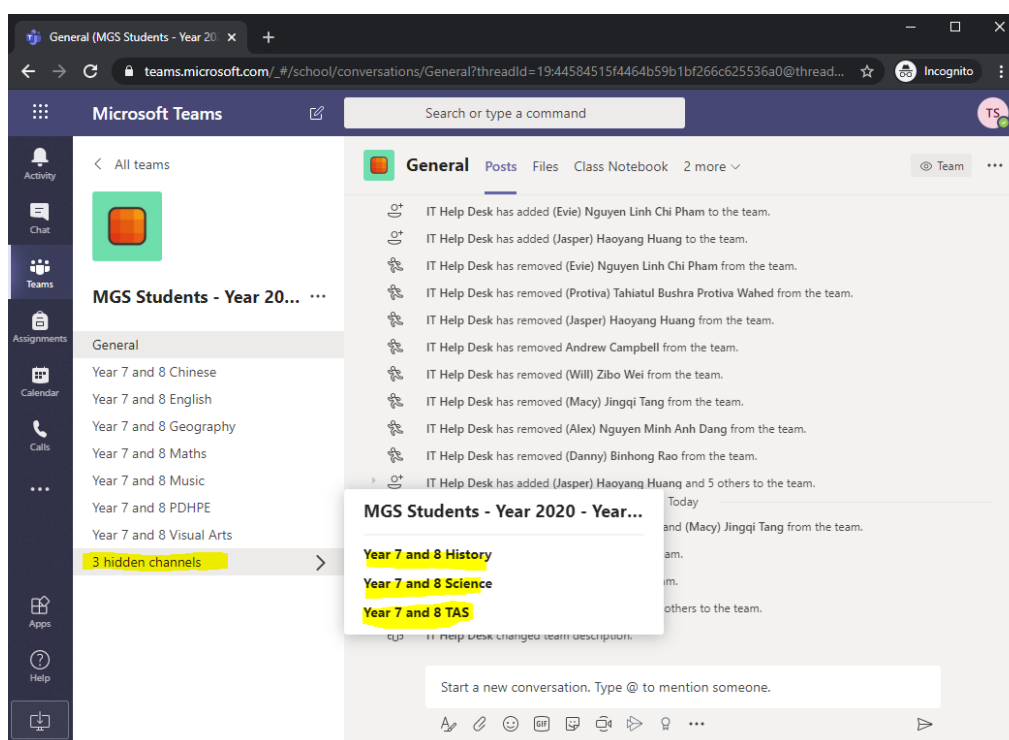
- Click on **Teams** on the left side of the menu bar



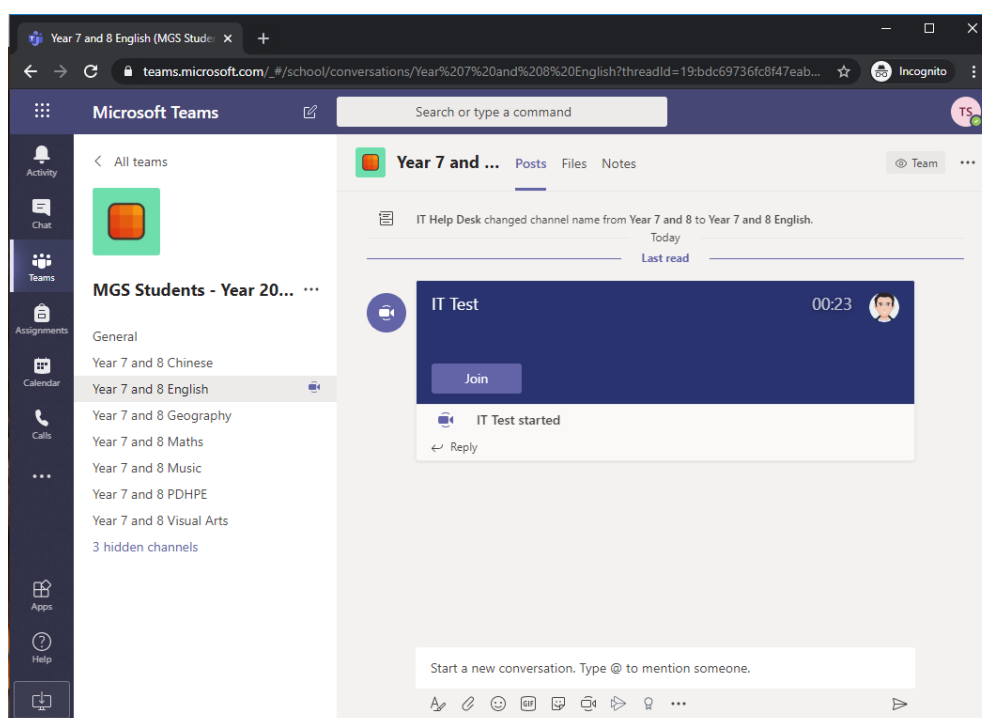
- Select the **Academic Year** that you are in, if it is not selected by default



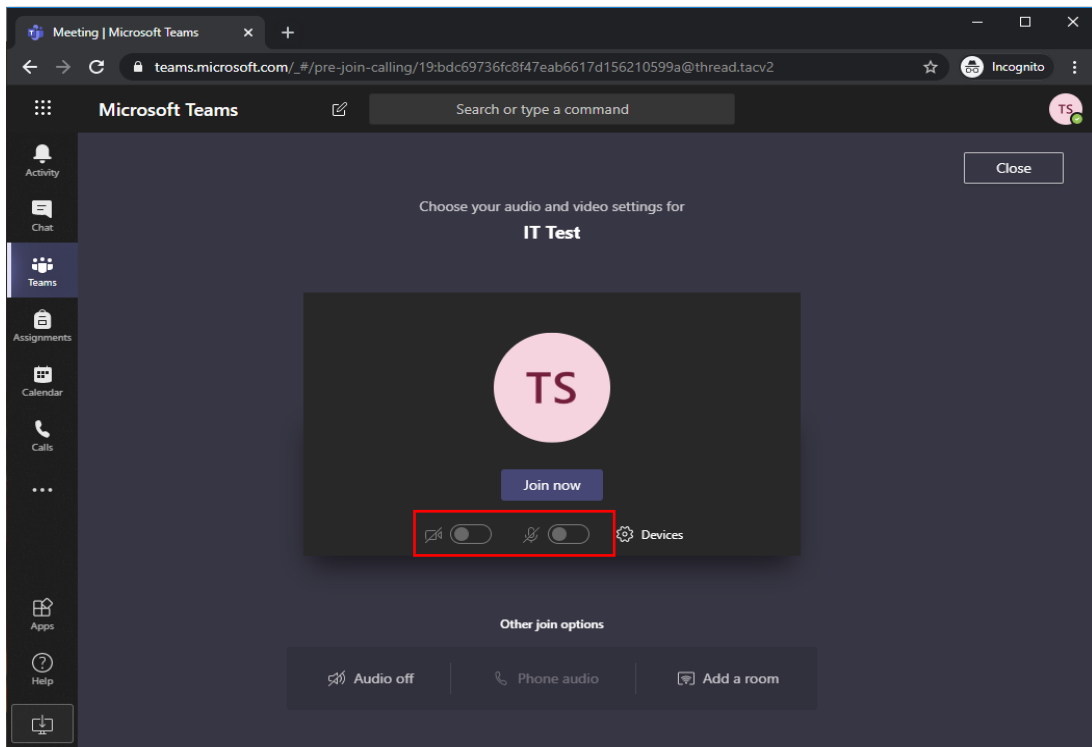
6. A **channel list** will show within the selected **Academic Year (team)**. Select a class that you want to attend by clicking on the **Subject name**. If a subject is not listed, then it could be hidden, in this case click on the **hidden channels** and then select a subject.



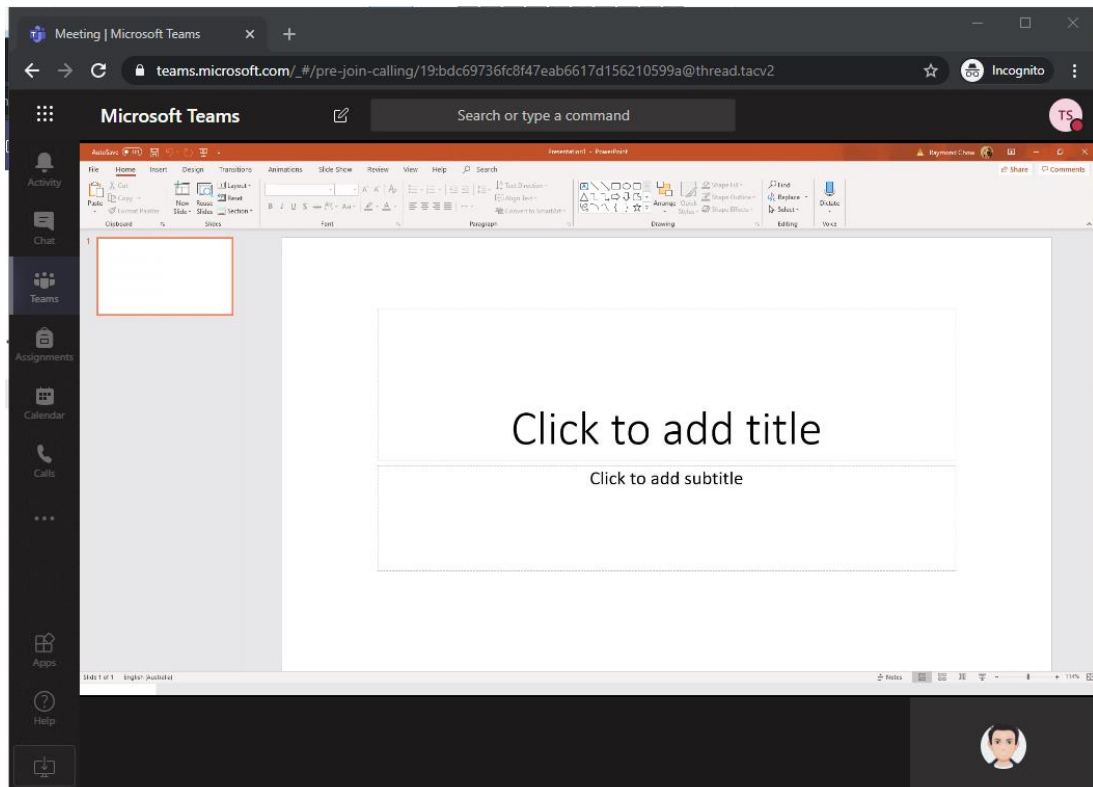
7. If the webinar has started, the **Join button** will be available for you to join the webinar. If the Join button is not available, please wait for the teacher to start webinar (Lesson).



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



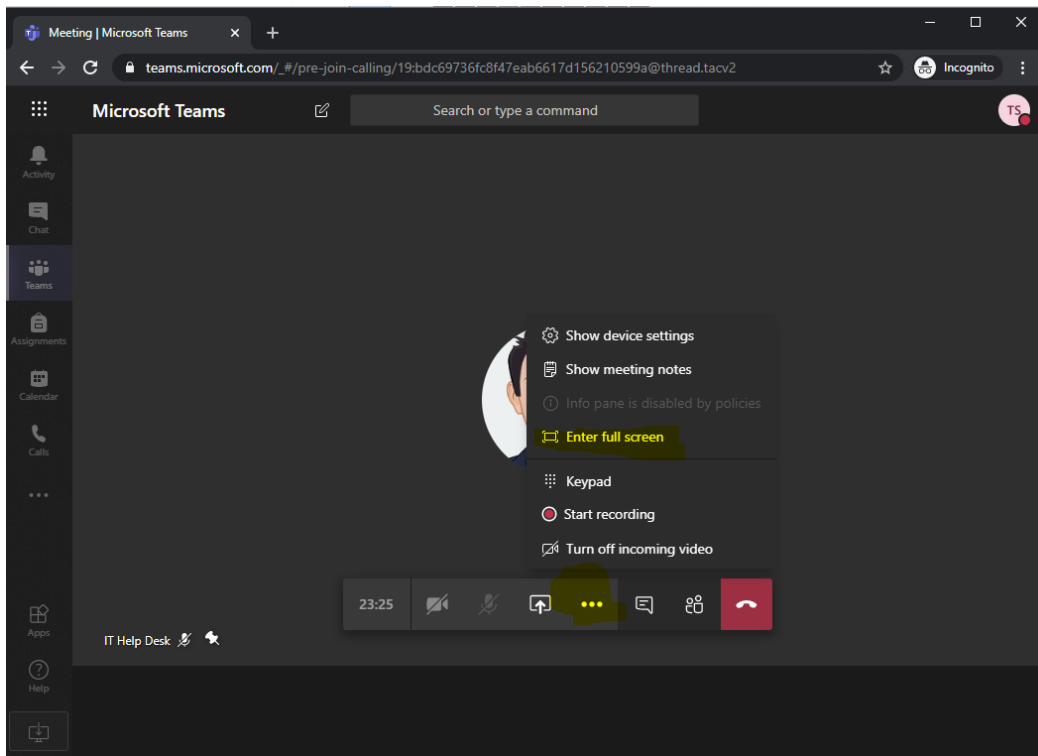
9. You are now in the webinar and you are part of the lesson!!



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**

