EDUCATION

Microsoft Teams Installation Guide

Table of Contents

1. Microsoft Teams and Account 3
2. Windows Platform: 4
3. Mac OS Platform: 6
4. Apple iOS Platform: 11
5. Android Platform: 16
6. Teams via Browser: 20
7. Student access to Teams as Guest: 23

1. Microsoft Teams and Account

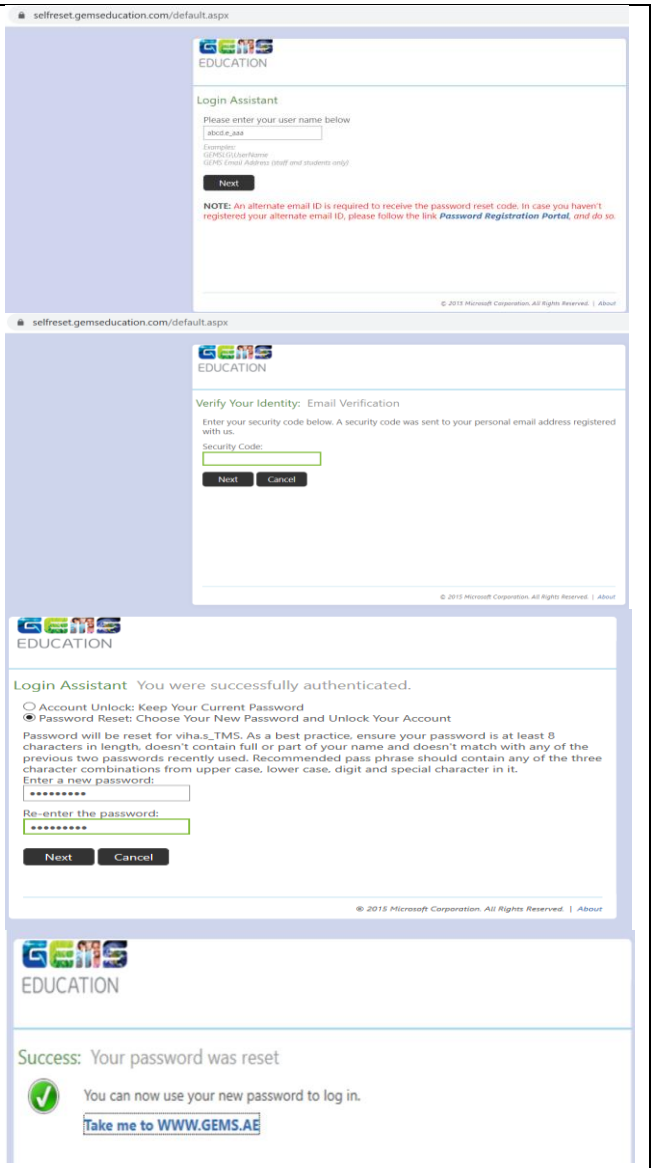
What is Microsoft Teams?
Microsoft Teams is a digital hub that brings conversations, meetings, files, and apps together in one place. Teams is built on Office 365 making integration easier as an E-learning platform for Teachers and Students as they already have a GEMS ELearning account. It delivers enterprise-grade security and compliance that is extensible and customizable to fit the needs of every school.

Video links explaining Teams:

- https://support.office.com/en-us/article/video-welcome-to-microsoft-teams-b98d533f-118e-4bae-bf44-3df2470c2b12?ui=en-US&rs=en-US&ad=US
- https://support.office.com/en-us/article/video-what-is-microsoft-teams-422bf3aa-9ae8-46f1-83a2-e65720e1a34d
- https://www.youtube.com/watch?v=i0TlQXmFGdQ

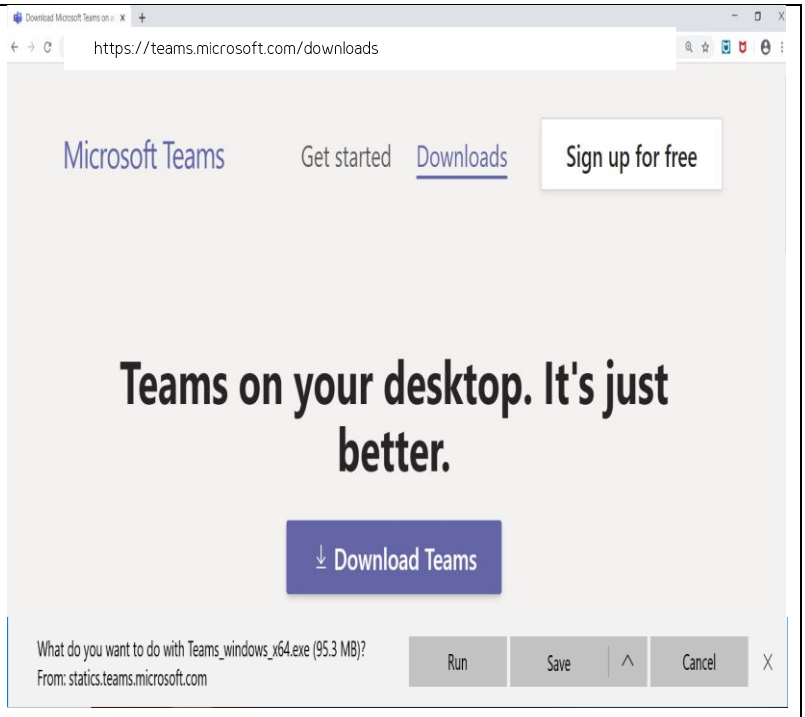
Student Password Account and Reset

- Each student will have a GEMS Elearning account which will be name.surname_schoolcode@gemselearning.com as an example (abcd.e_aaa@gemselearning.com)
- The Parent or Students can reset the password by going to the following URL https://selfreset.gemseducation.com/default.aspx
- Key in the Student id “abcd.e_aaa” and click next.
- A security code containing a sequence of random numbers will be sent as an email to the parent registered email address with the school.
- After code input click next, to open the password reset page.
- Type in the preferred password and click next to update the system with the new password.
- If any issues with password reset or account please contact the School IT Helpdesk.

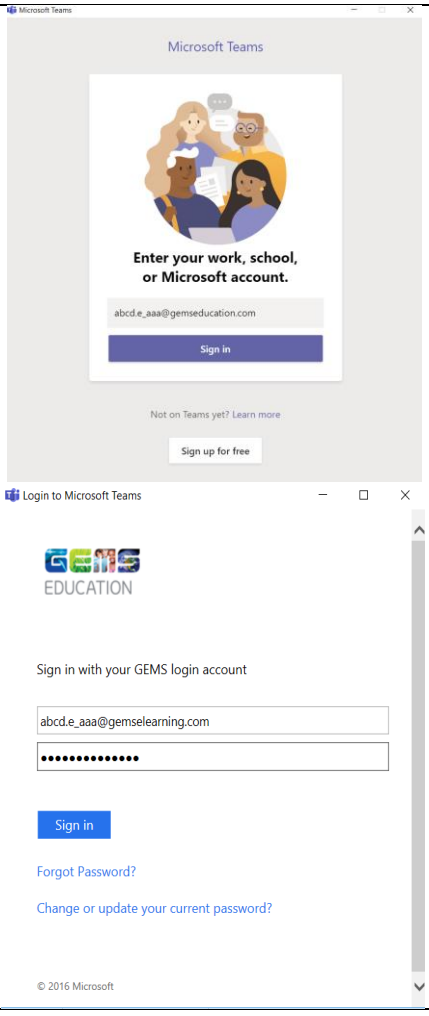


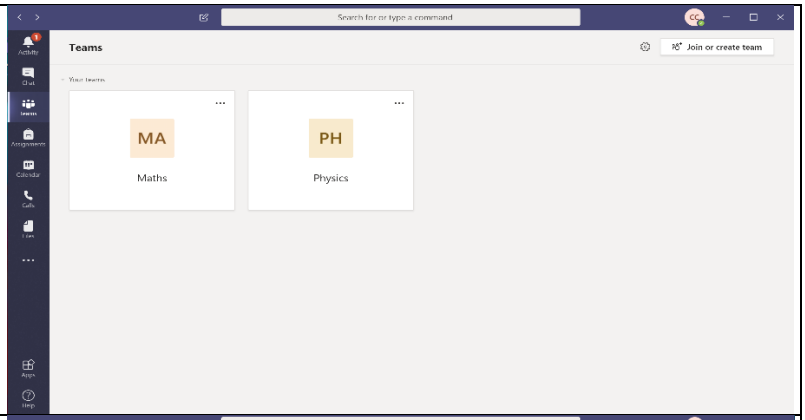
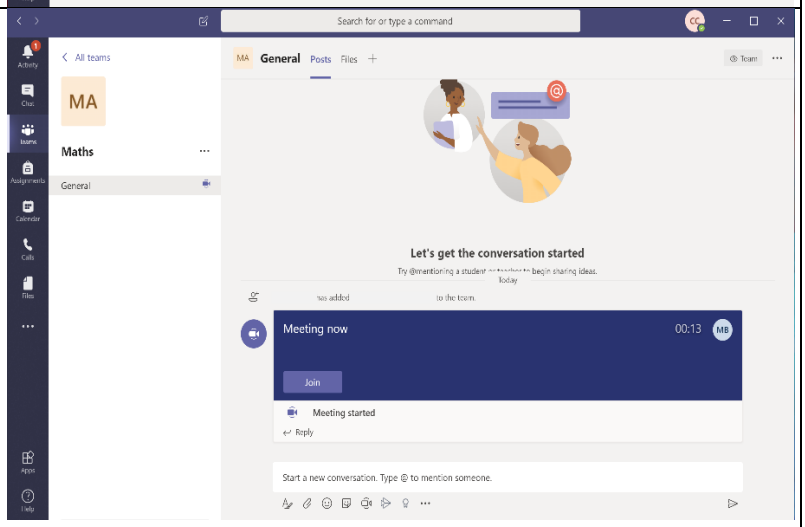
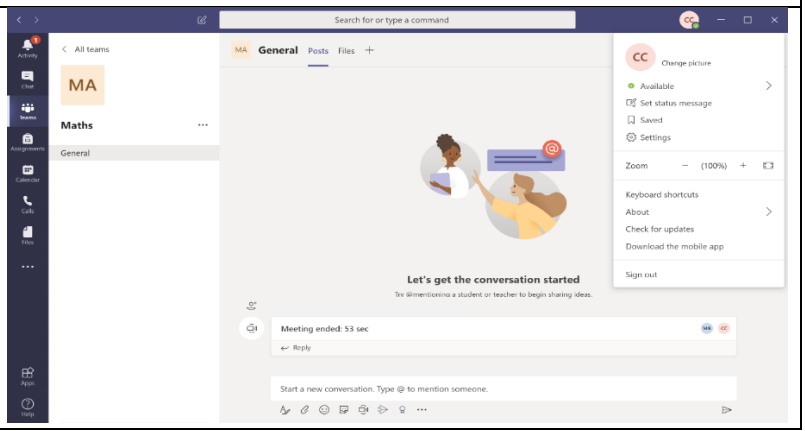
2. Windows Platform:

- To Install Microsoft Teams on your Windows operating system device, go to https://teams.microsoft.com/downloads
- Click on "Download Teams"
- Select "Run" on the pop up shown at the bottom of the browser.



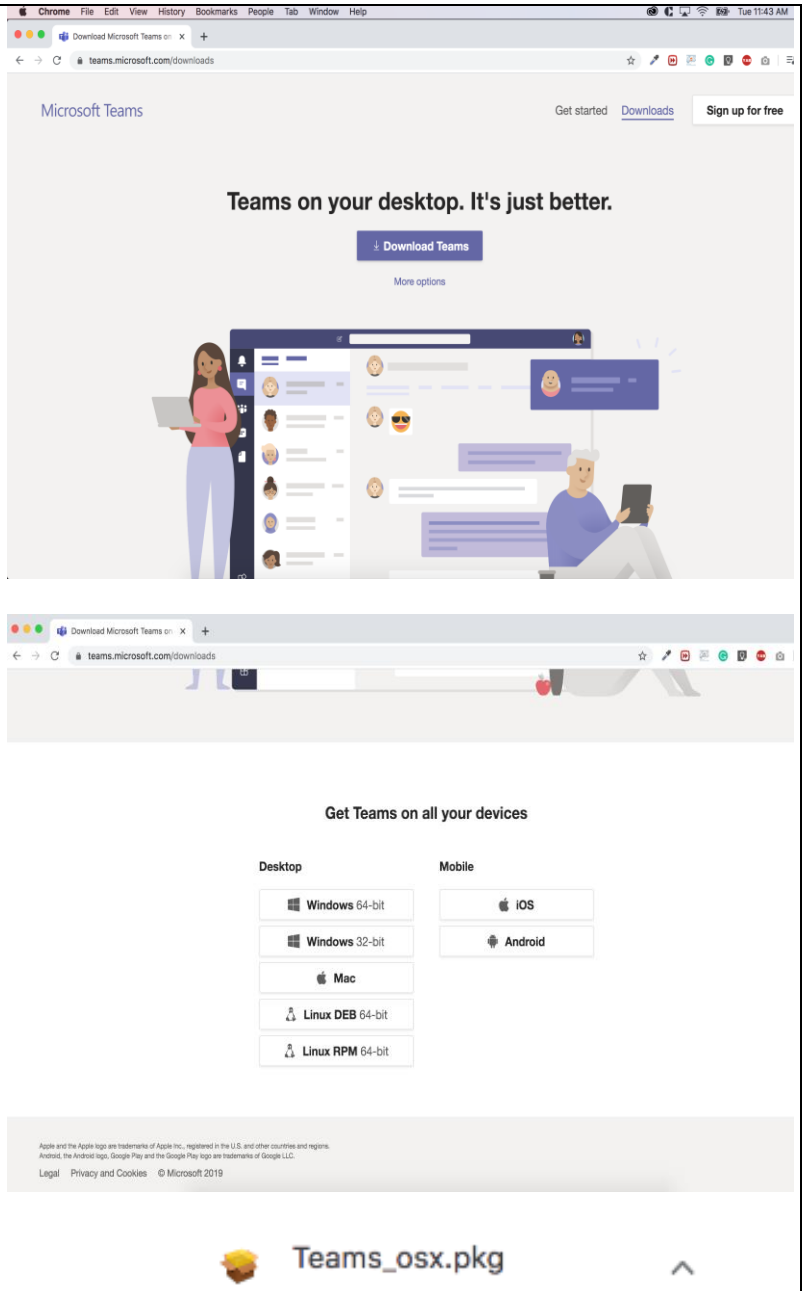
- Once Teams installation is complete, Teams will ask for the login user credentials.
- Key in the Student details which will be name.surname_schoolcode@gemselearning.com as an example (abcd.e_aaa@gemselearning.com) and "Sign in".
- This will open the GEMS Login authentication page.
- Key in the Student user id (abcd.e_aaa@gemselearning.com) and password.
- Click on "Sign in"



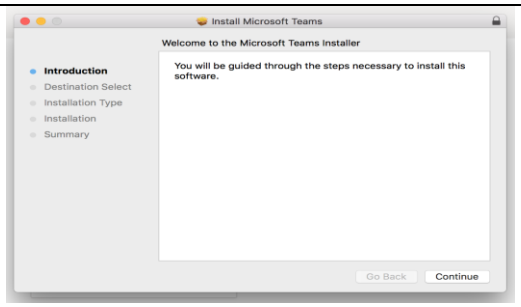
• Once the Student logs into Microsoft Teams, they will be able to view the respective subject's names under the "Teams" menu. • The Student can open the respective subject team group (example Maths or Physics) based on the class timing or meeting scheduled by the Teacher.	
• Based on the Subject the teacher will initiate a meeting and students can click on "Join". Once the students join the meeting they can hear the presentation and view the slides shared by the Teacher. • This icon means the student device camera is turned off when they have joined the teacher's meeting session. • This icon means the student device mic is turned off, only turn on in case to raise questions to the teacher click on the icon • The speaker icon needs to be kept on so that the teacher's audio can be heard. • Once the session is complete, the students can exit and go to "Teams" menu and attend the next subject class session.	
• After the subject class teacher's session is complete for the day, the students can sign out from Teams. • To sign out click on the "profile icon" and click on "Sign out".	

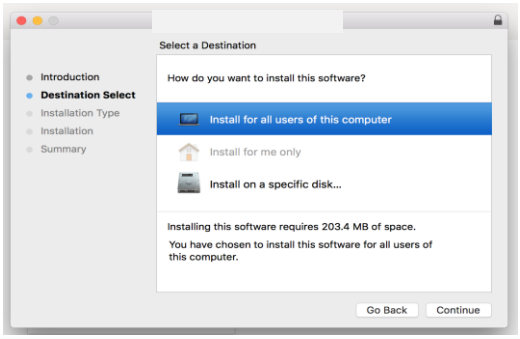
3. Mac OS Platform:

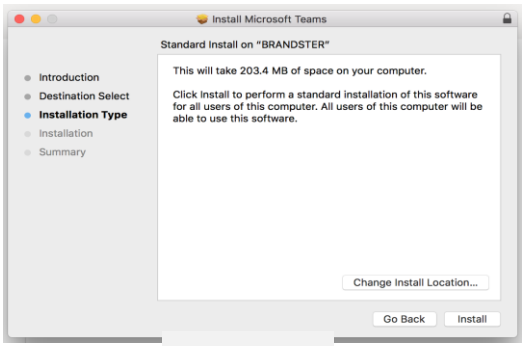
- To Install Microsoft Teams on your Mac book, go to https://teams.microsoft.com/downloads
- Click on “Download Teams”
- Based on the list of options shown click on Mac “Mac” to download the “Teams_osx.pkg” application.

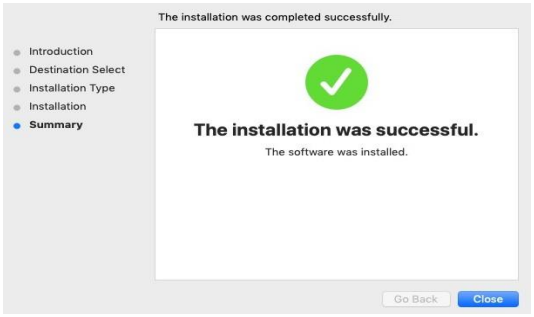


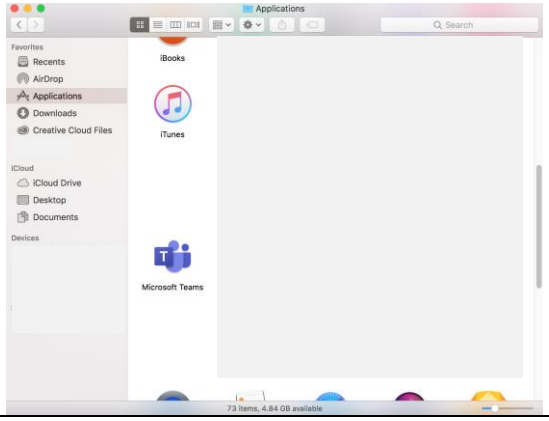
- Install the downloaded file “Teams_osx.pkg”
- Once installation is complete go to “Finder”
- Search for the installed application “Teams”



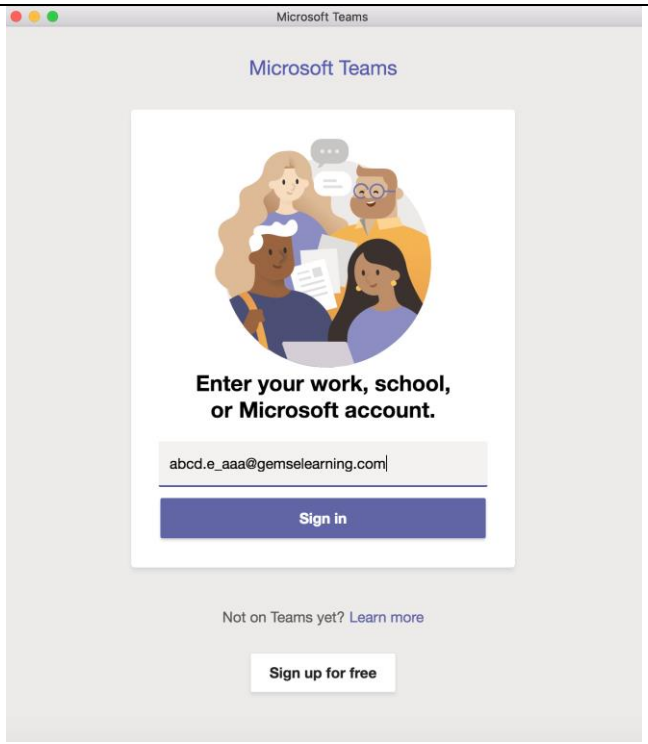


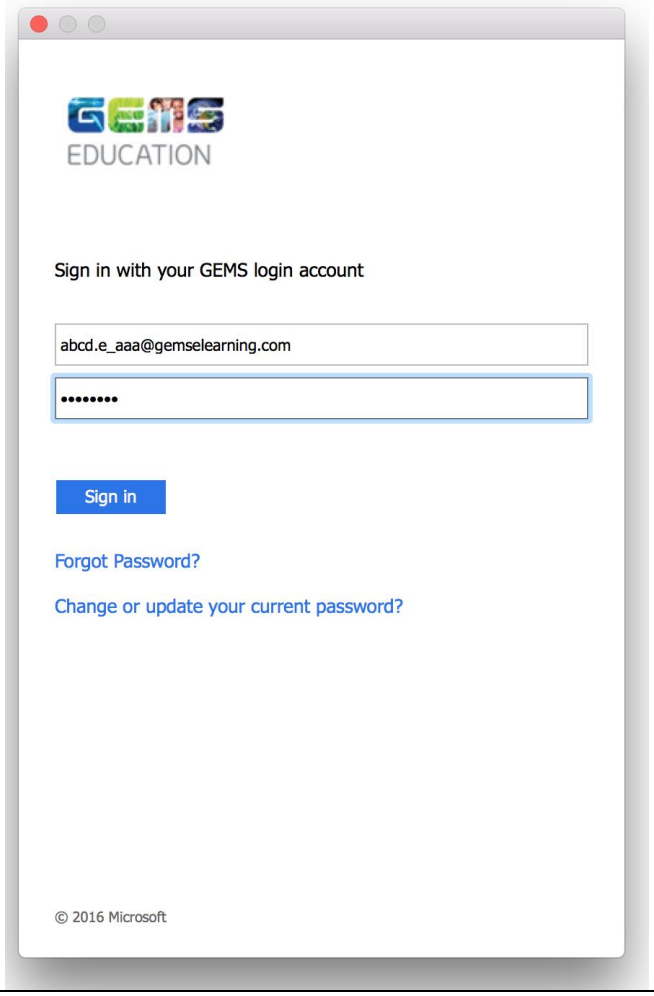


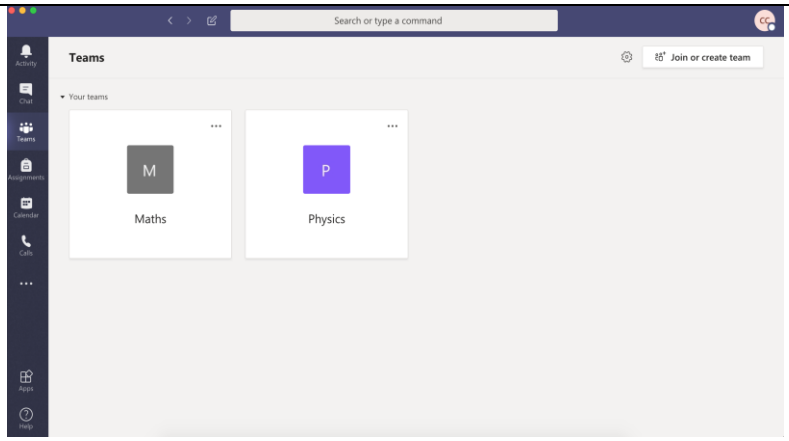
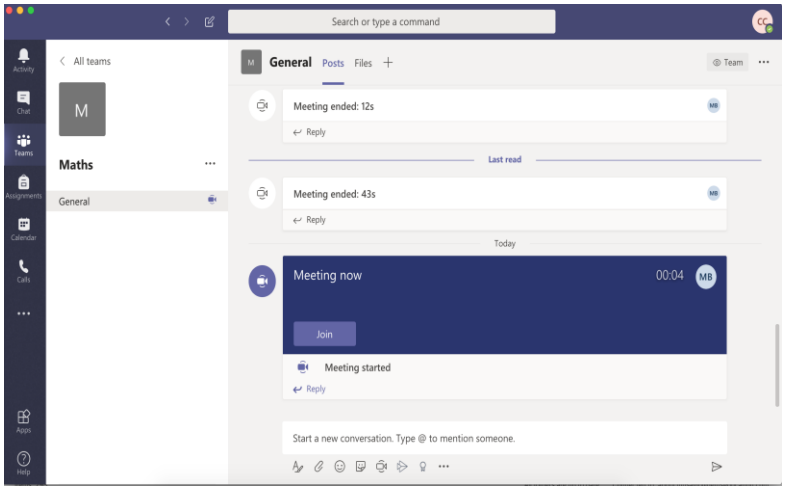


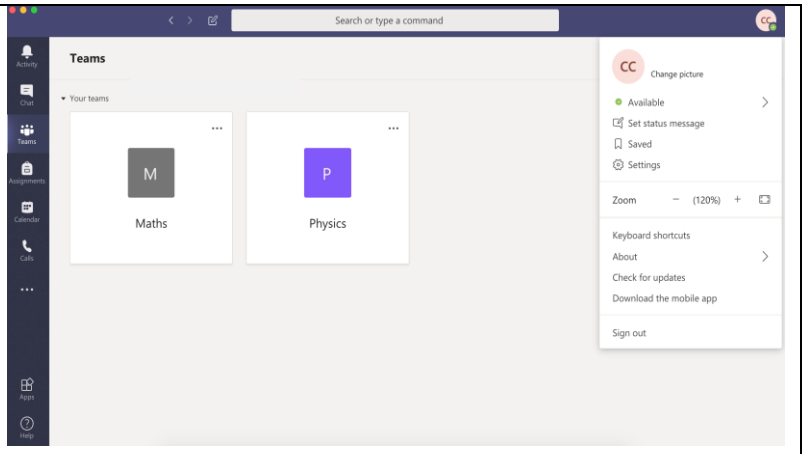


- Key in the Student details which will be name.surname_schoolcode@gemselearning.com as an example (abcd.e_aaa@gemselearning.com) and "Sign in".
- This will open the GEMS Login authentication page.
- Key in the Student user id (abcd.e_aaa@gemselearning.com) and password.
- Click on "Sign in"



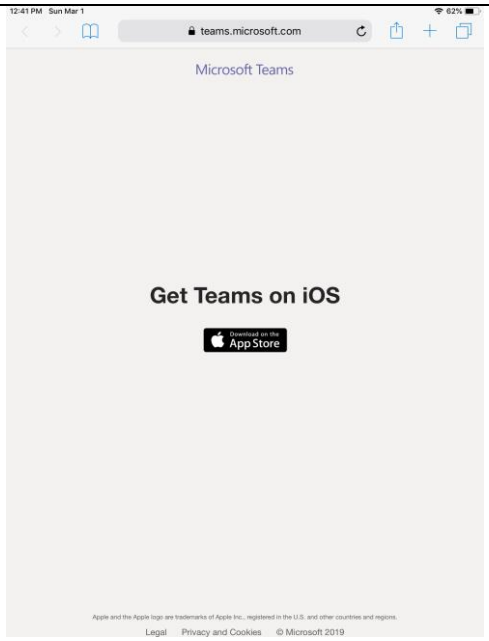


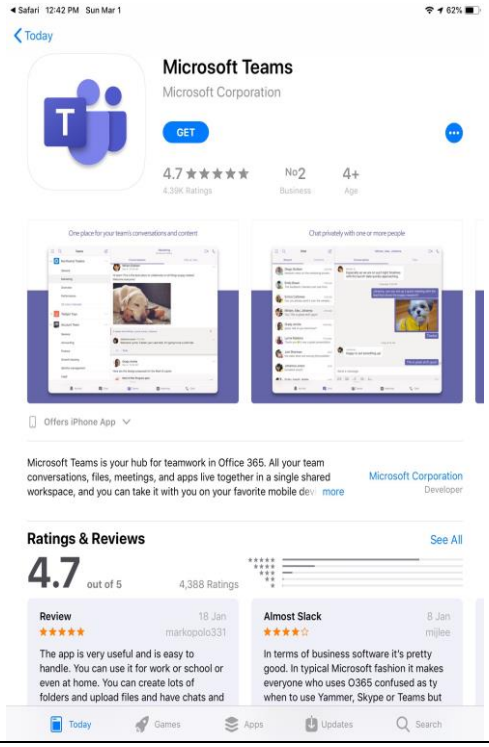
• Once the Student logs into Microsoft Teams, they will be able to view the respective subject's names under the "Teams" menu. • The Student can open the respective subject team group (example Maths or Physics) based on the class timing or meeting scheduled by the Teacher.	
• Based on the Subject the teacher will initiate a meeting and students can click on "Join". • Once the students join the meeting they can hear the presentation and view the slides shared by the Teacher. • This icon means the student device camera is turned off when they have joined the teacher's meeting session. • This icon means the student device mic is turned off, only turn on in case to raise questions to the teacher click on the icon • The speaker icon needs to be kept on so that the teacher's audio can be heard. • Once the session is complete, the students can exit and go to "Teams" menu, to attend the next subject class session.	

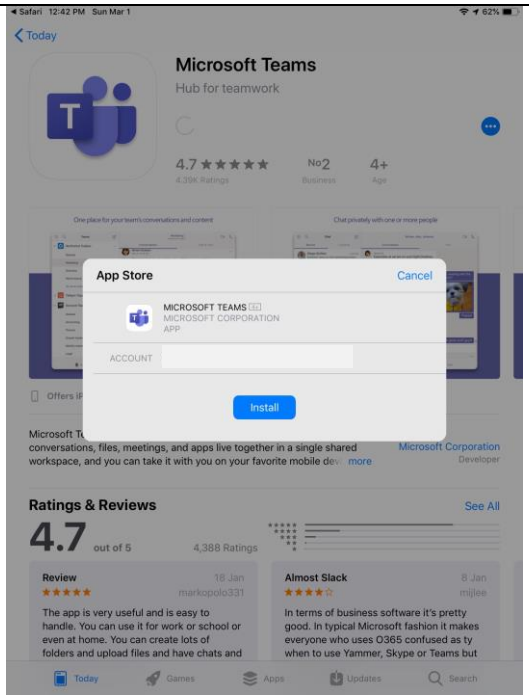
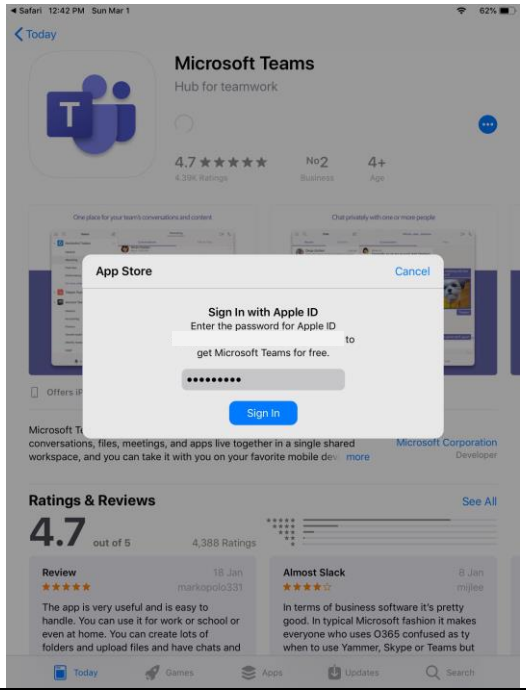
• After the subject class teacher's session is complete for the day, the students can sign out from Teams. • To sign out click on the "profile icon" and click on "Sign out".	

4. Apple iOS Platform:

- To Install Microsoft Teams on your apple iPad device, go to https://teams.microsoft.com/downloads
- Click on “Download on the App Store”
- Microsoft Teams can be searched and installed from the App Store directly as well.
- Click on “Get” to install Microsoft Teams on the device.





• For installation of an app on an apple iPad device, it will prompt for the apple account. • Key in your apple account user details and password.	 

- Once Teams installation is complete, open the Teams app and click on “Sign in”
- Key in the Student details which will be name.surname_schoolcode@gemselearning.com as an example (abcd.e_aaa@gemselearning.com) and “Sign in”.
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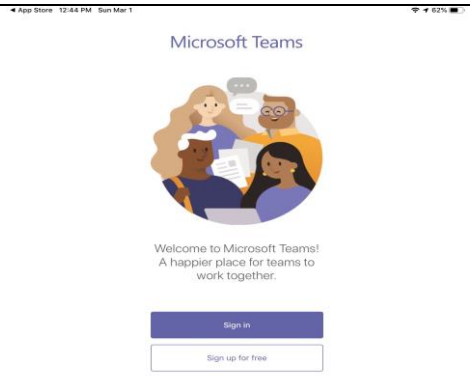
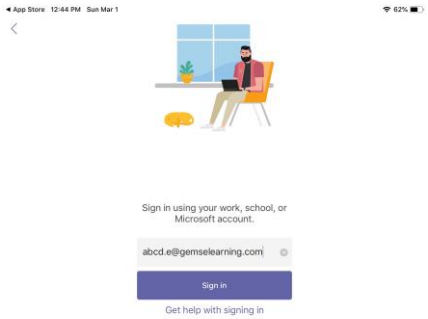
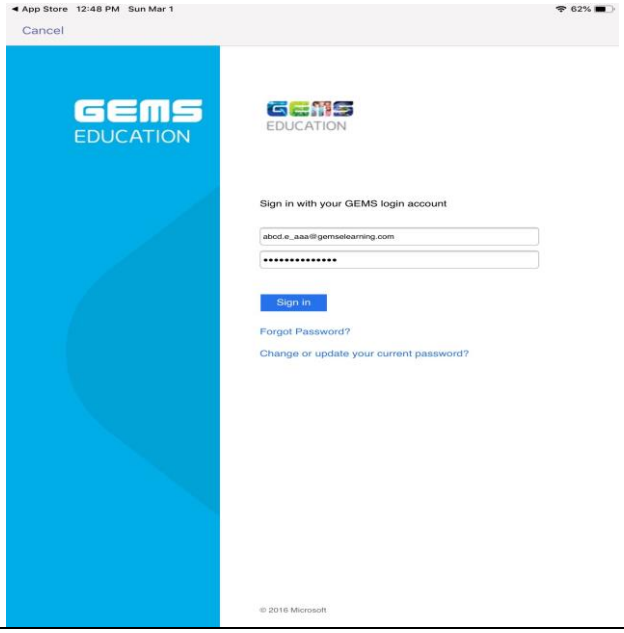
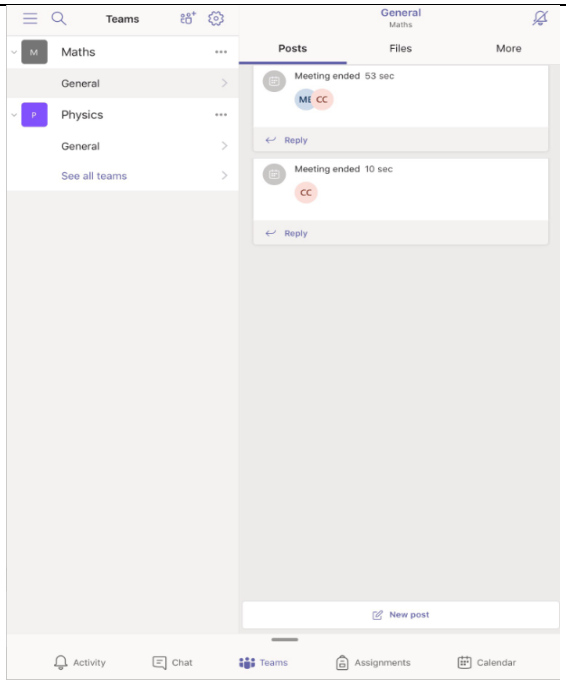
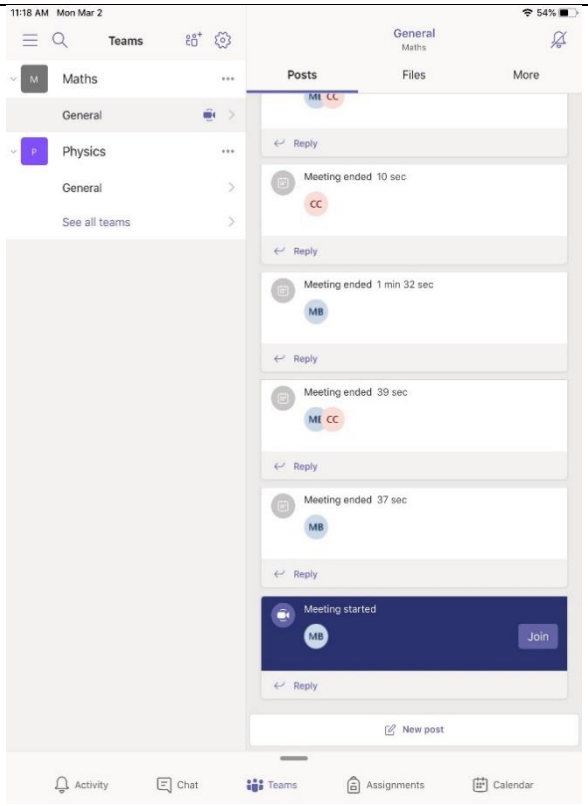
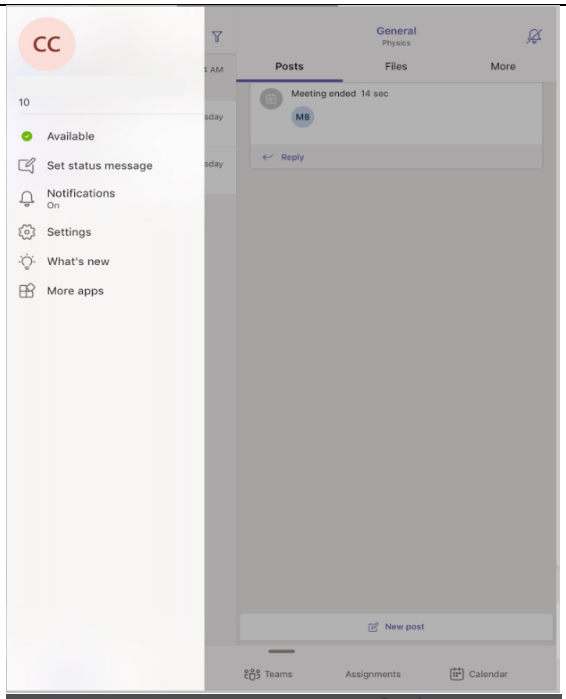


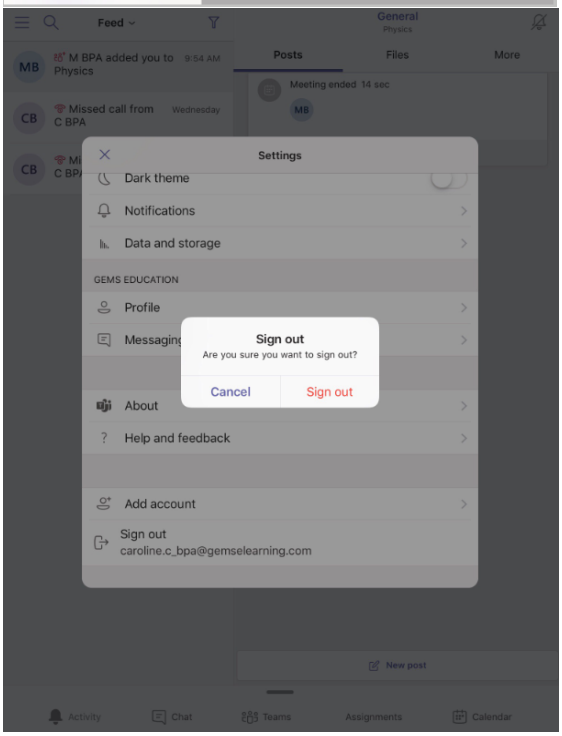




• Once the Student logs into Microsoft Teams, they will be able to view the respective subject's names under the "Teams" menu. • The Student can open the respective subject team group (example Maths or Physics) based on the class timing or meeting scheduled by the Teacher.	
• Based on the Subject the teacher will initiate a meeting and students can click on "Join". • Once the students join the meeting they can hear the presentation and view the slides shared by the Teacher. • This icon means the student device camera is turned off when they have joined the teacher's meeting session. • This icon means the student device mic is turned off, only turn on in case to raise questions to the teacher click on the icon • The speaker icon needs to be kept on so that the teacher's audio can be heard. • Once the session is complete, the students can exit and go to Teams "Teams" menu, so as to attend the next subject class session.	

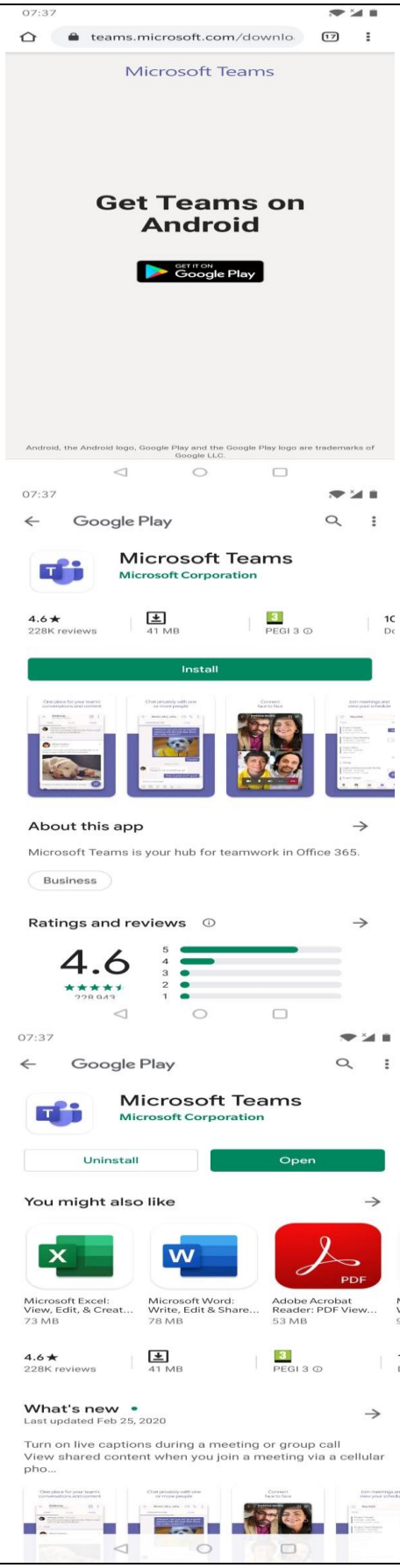
- After the subject class teacher's session is complete for the day, the students can sign out from Teams.
- To sign out click on the menu icon which will open the student profile and click on "Settings"
- On settings page click on "Sign out" and confirm the "Sign out" on the prompt screen.





5. Android Platform:

- To Install Microsoft Teams on your android device, go to https://teams.microsoft.com/downloads
- Click on “Get it on Google Play”
- Microsoft Teams can be searched and installed from the Play Store directly as well.
- Click on “Install” so as to setup Microsoft Teams on the device.
- Once Installed click on “Open”



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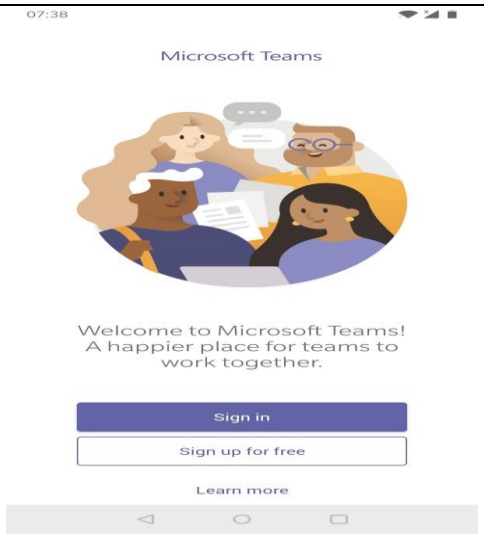

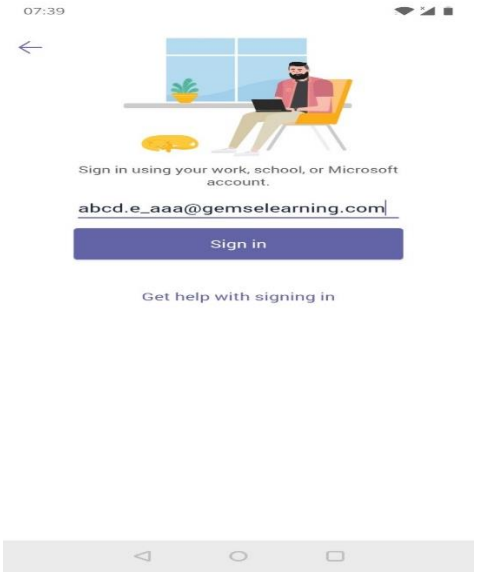

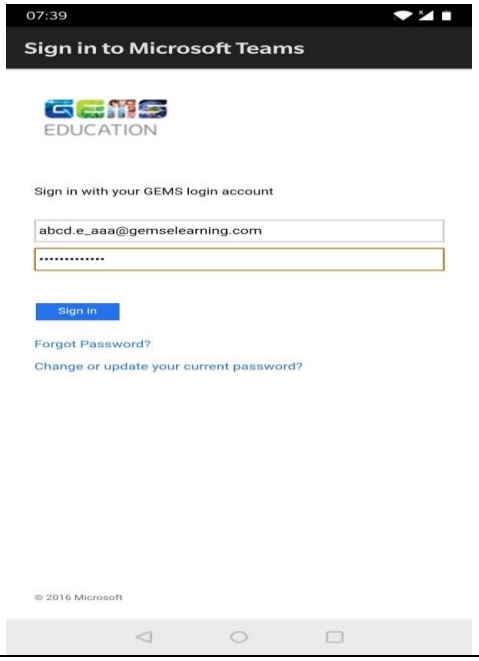

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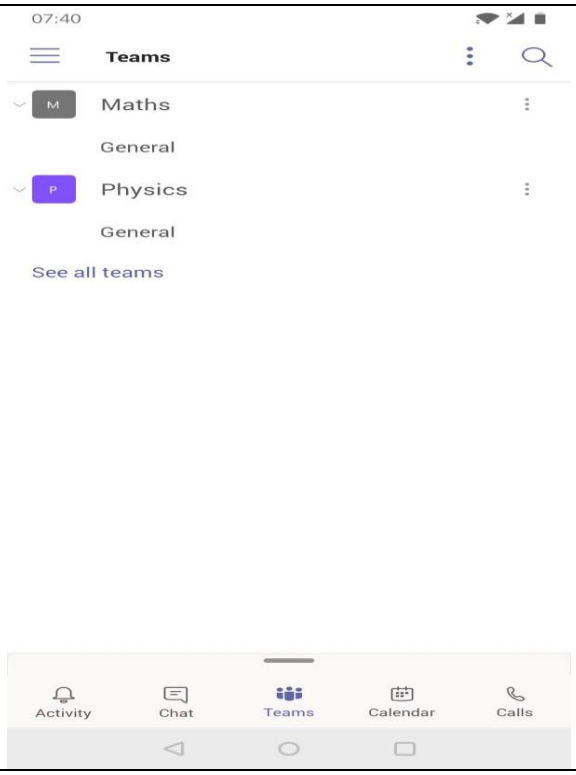
<td> 
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- The speaker icon needs to be kept on so that the teacher's audio can be heard.
- Once the session is complete, the students can go back to "Teams" menu by click on the

back arrow next to "General" so as to attend the next subject class session.

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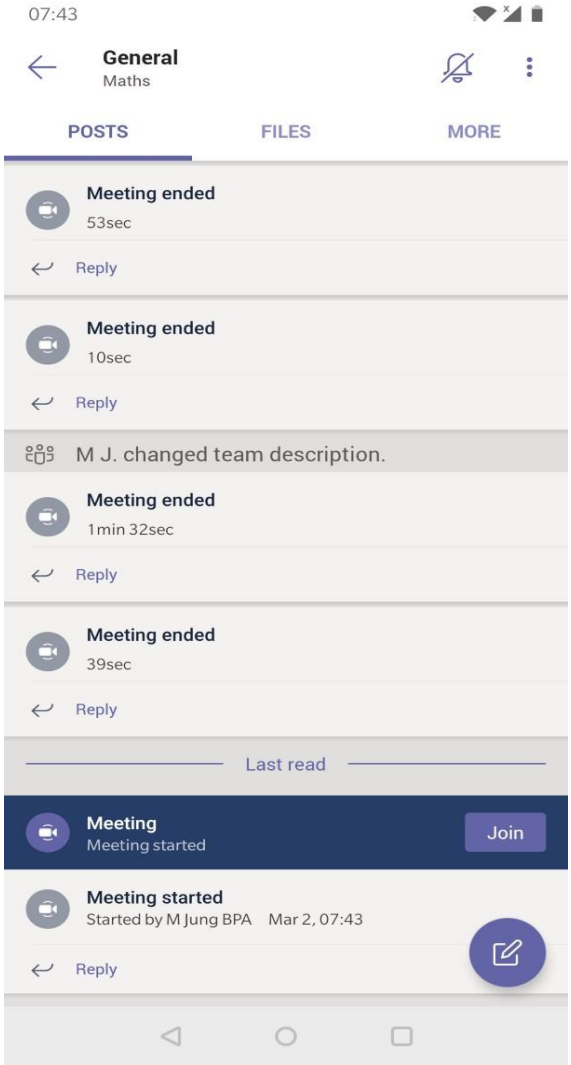
<td> 
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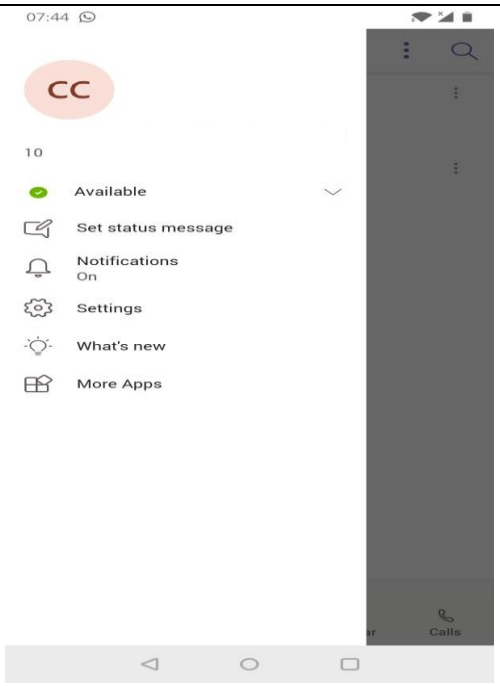
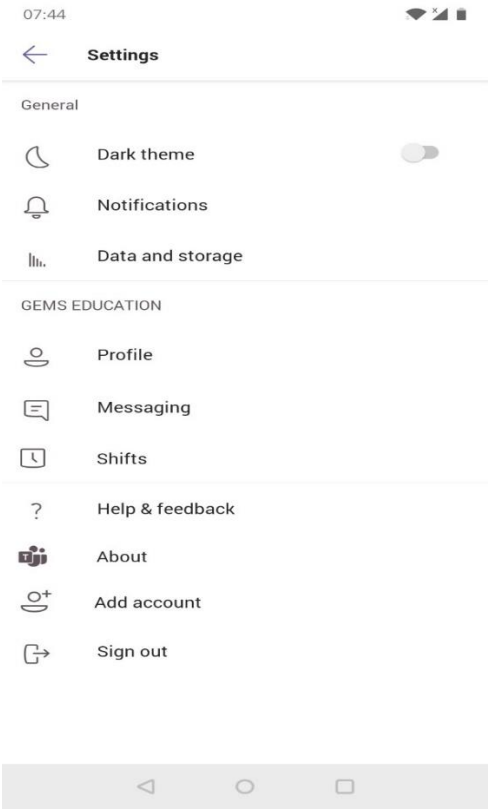
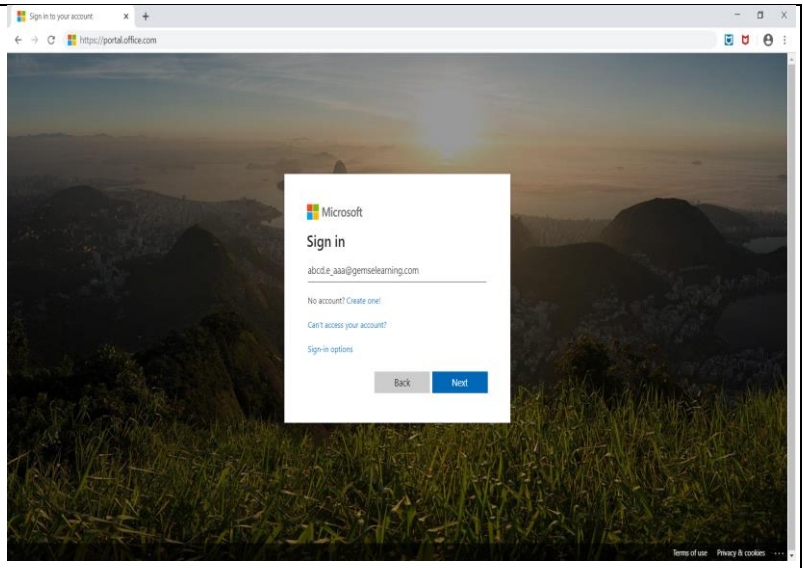
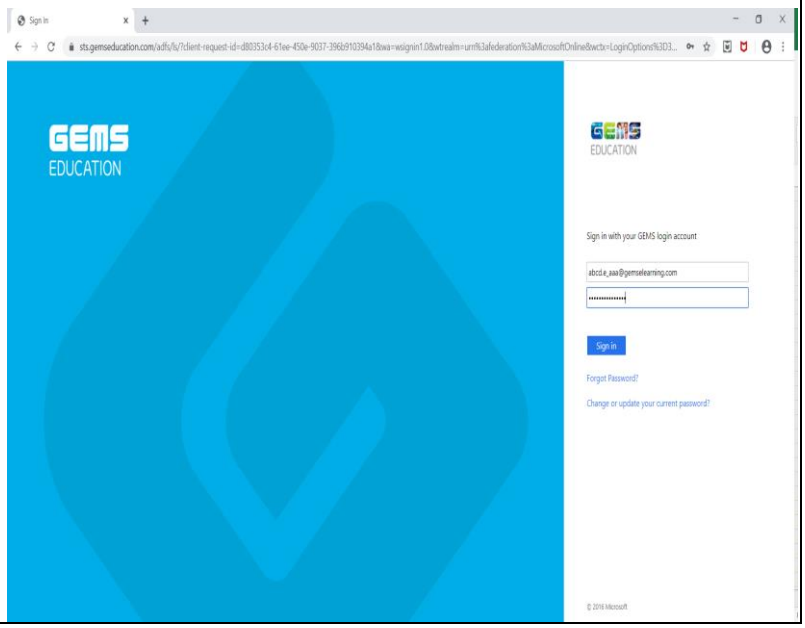


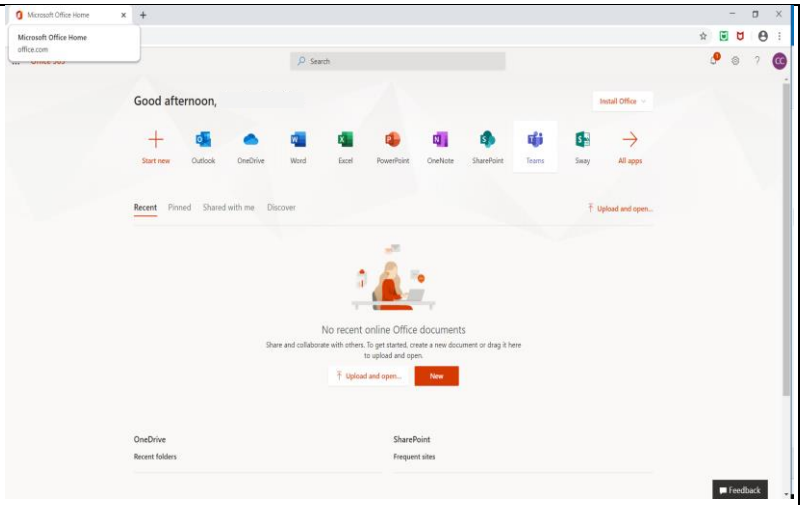
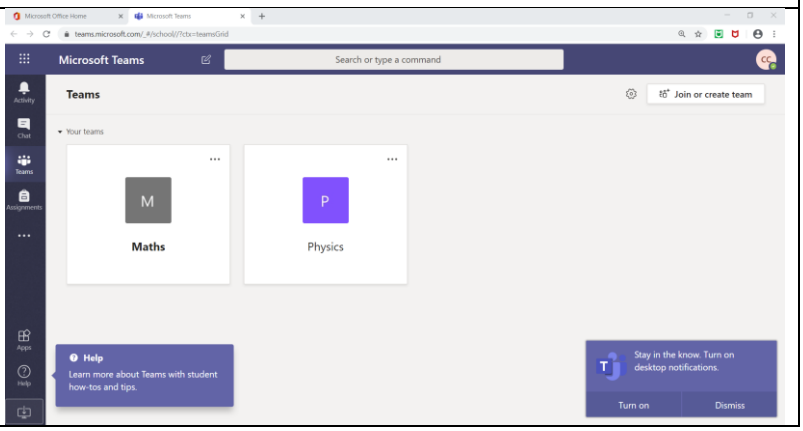


6. Teams via Browser:

- If installation of Teams is not preferred, Students can also use the browser (Google Chrome or Microsoft Edge) to access Microsoft Teams by going to the https://portal.office.com
- Log in with the Student details, which will be name.surname_schoolcode@gemselearning.com as an example (abcd.e_aaa@gemselearning.com)
- This will open the GEMS Login authentication page.
- Key in the Student user id (abcd.e_aaa@gemselearning.com) and password.

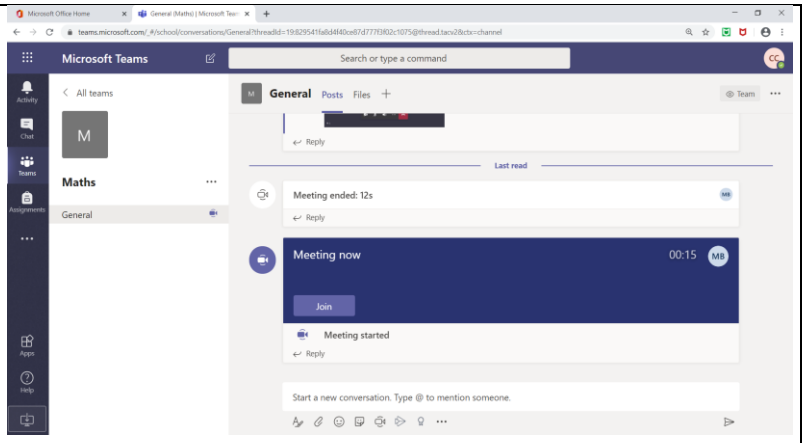




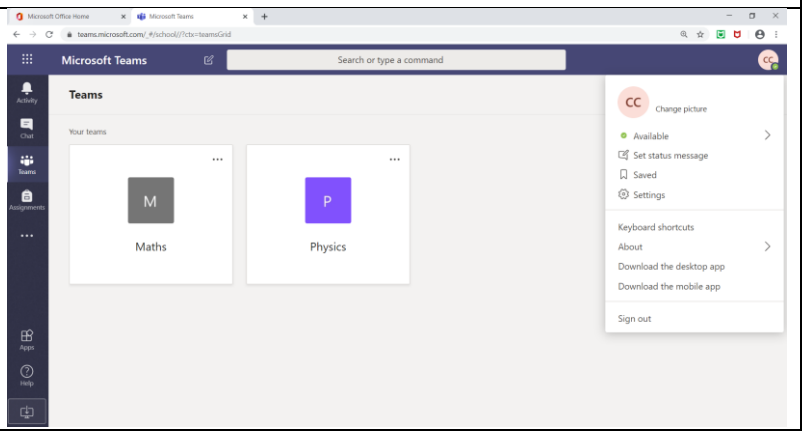
• This will open the Student account office home page. • Click on the "Teams" icon to open the Teams application on the browser.	
• Once the Student logs into Microsoft Teams, they will be able to view the respective subject's names under the "Teams" menu. • The Student can open the respective subject team group (example Maths or Physics) based on the class timing or meeting scheduled by the Teacher.	

- Based on the Subject the teacher will initiate a meeting and students can click on “Join”. Once the students join the meeting they can hear the presentation and view the slides shared by the Teacher.
- This icon means the student device camera is turned off when they have joined the teacher’s meeting session.
- This icon means the student device mic is turned off, only turn on in case to raise questions to the teacher click on the icon
- The speaker icon needs to be kept on so that the teacher’s audio can be heard.
- Once the session is complete, the students can exit and go to

“Teams” menu and attend the next subject class session.

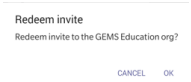


- After the subject class teacher’s session is complete for the day, the students can sign out from Teams.
- To sign out click on the “profile icon” and click on “Sign out”.

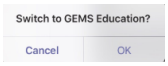


7. Student access to Teams as Guest:

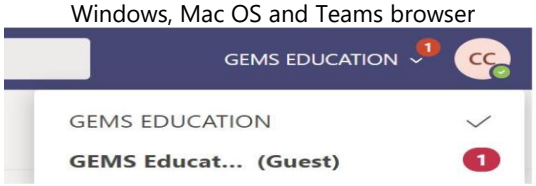
- Teachers can also add students as "guest" to Teams to access the subject group.
- If the student is added as guest, an alert will be shown next to the profile called "GEMS Education" with a drop down select "GEMS Education (Guest)".
- This mode will be same for Teams app installed on Windows and Mac OS Teams as well as Teams browser mode.
- For Android and iPad devices click on menu and under "Your orgs" click on "GEMS Education (Guest)"
- Android will request to "Redeem invite"



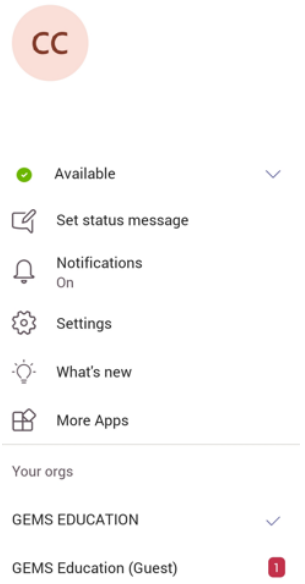
- iPad will request for confirmation to "Switch to GEMS Education"



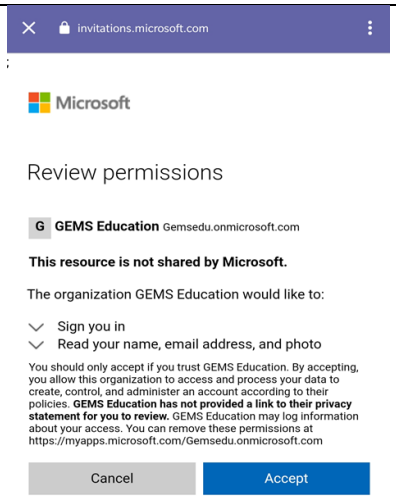
Windows, Mac OS and Teams browser



Android and iPad device



- When accessing "GEMS Education (Guest)" a Microsoft disclaimer will pop up as an initial confirmation to access the "Guest" teams.
- This is a one-time confirmation and needs to be accepted.
- If it prompts for a user name or password key in the student GEMS ELearning account details.
- Once logged in, it opens the Student access to Teams under "Guest" following the same steps as referred under the Table of contents 2,3,4,5&6 for usage.



- To go back to the main Teams homepage click on Profile or menu and select "GEMS Education" or sign out.