

Microsoft Teams

Salamah College



Version Control

Version	Date Released	Change Notice	Pages
1.0	5 – 4 – 2020	NA	All
1.1	10 – 7 – 2021	Join a team	Add page 5

What is Microsoft Teams?

Microsoft teams is a platform used as a collaboration medium to host meetings and access shared resources. It is part of Office 365 to which Microsoft Outlook (Students’ Email) belong.

Moreover, Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place called virtual classroom.

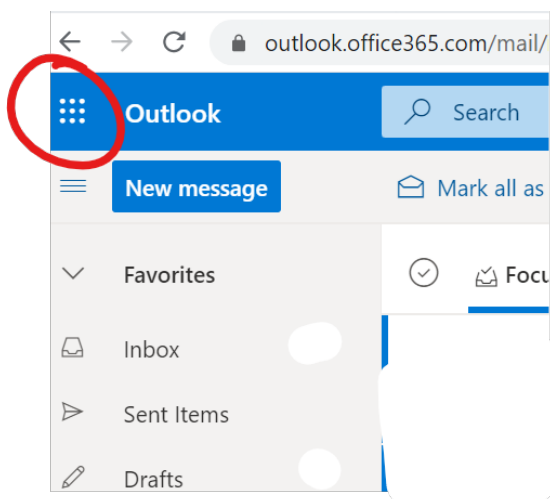
To log on to Microsoft Teams, please follow the steps below.

- 1- Log on to the School email as demonstrated in the Email Login Instructions for Parents.

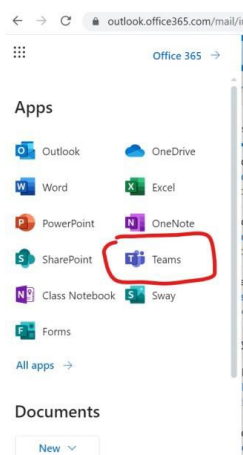
Explanation

One way to log on to Microsoft Teams is to log on to the student email and then follow 2 simple steps to access Microsoft Teams.

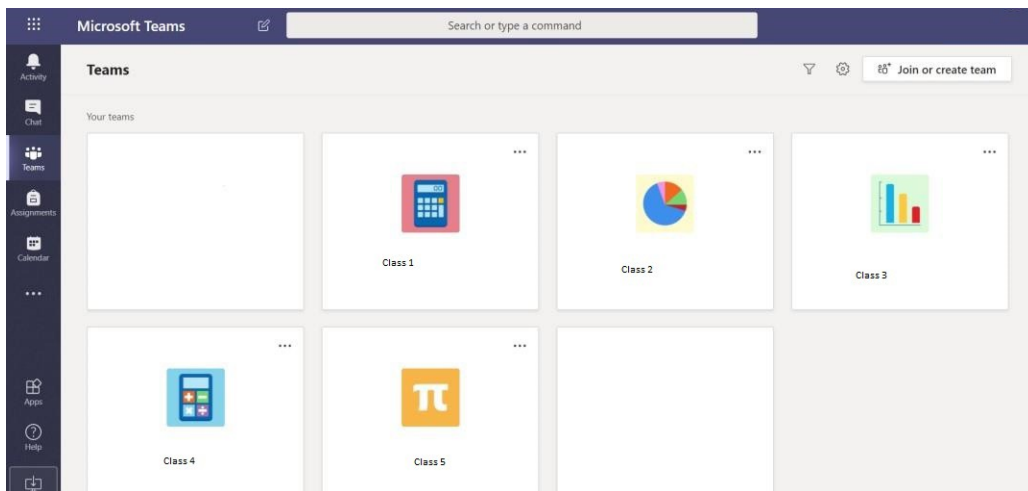
- 2- Click the 3x3 box located at the top left hand corner as indicated in the image below



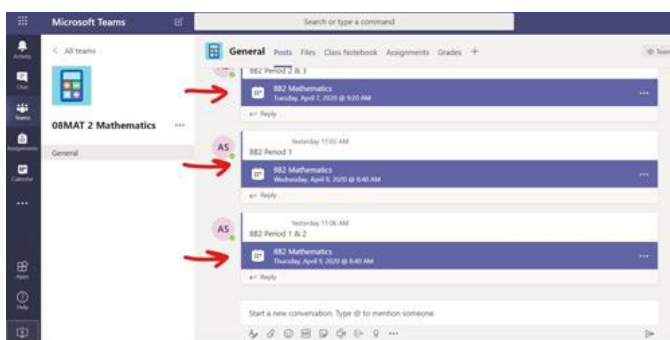
- 3- Click on Teams located on the page that pops out as indicated in the image below. If Teams is not visible within the list of apps then please click on “All apps” and you will be able to find Teams.



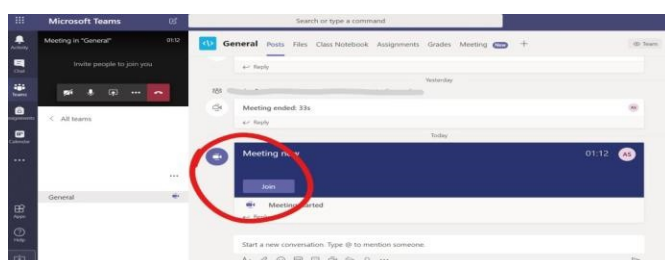
- The page will reload and you will be redirected to Microsoft Teams page as indicated in the image below. If the page opened on the chat window, you will need to press Teams.



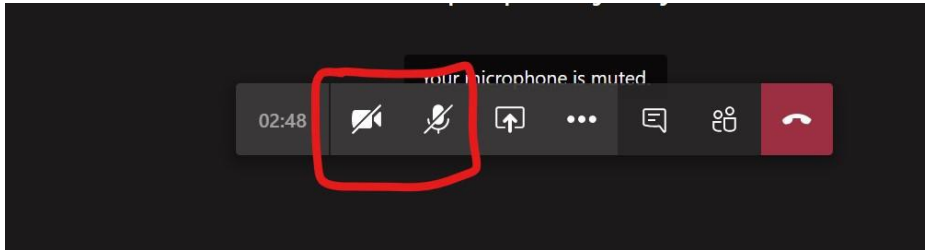
- You may click on the button at the bottom left corner of the page under the help icon to download the Microsoft Teams application and get access to it without going through the whole previous procedure. After installing the application you will be able to sign in to it using your email credentials.
- To access a class, you will need to click on the relevant class and you will be redirected to the class's page as illustrated below. The red arrow shows an appointment that has been set for students to click on and join an online meeting.



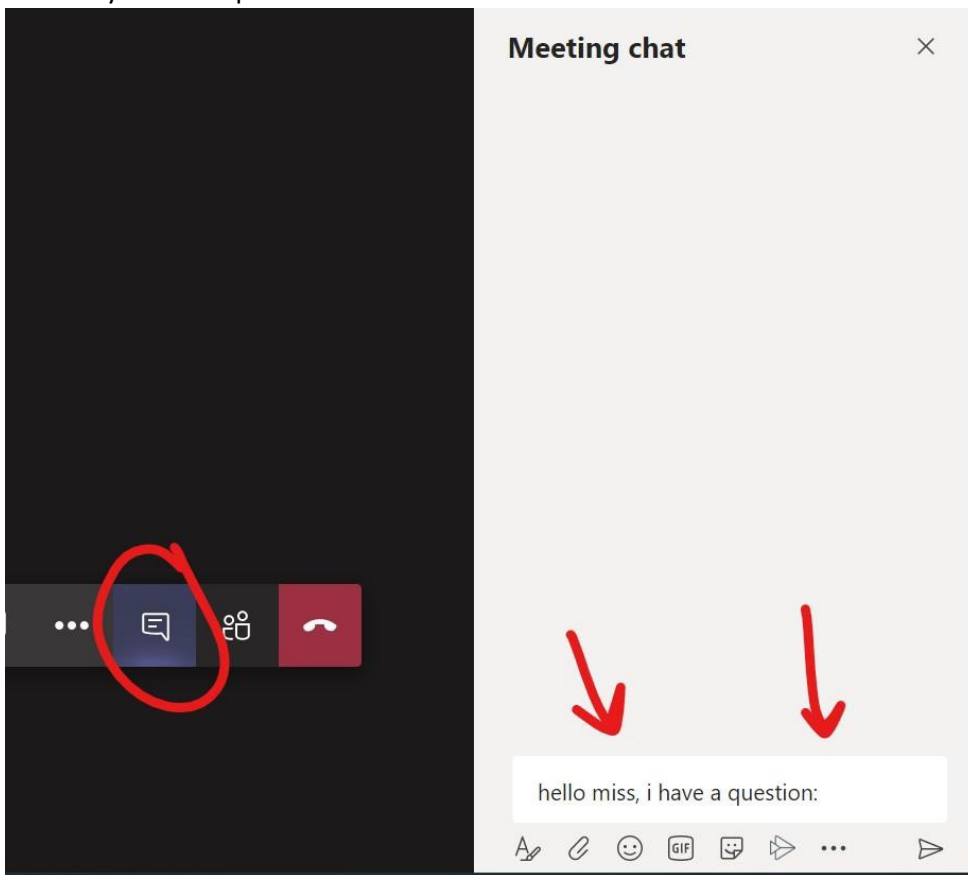
- When the students access a class when the meeting is scheduled they will notice the following as indicated in the image.



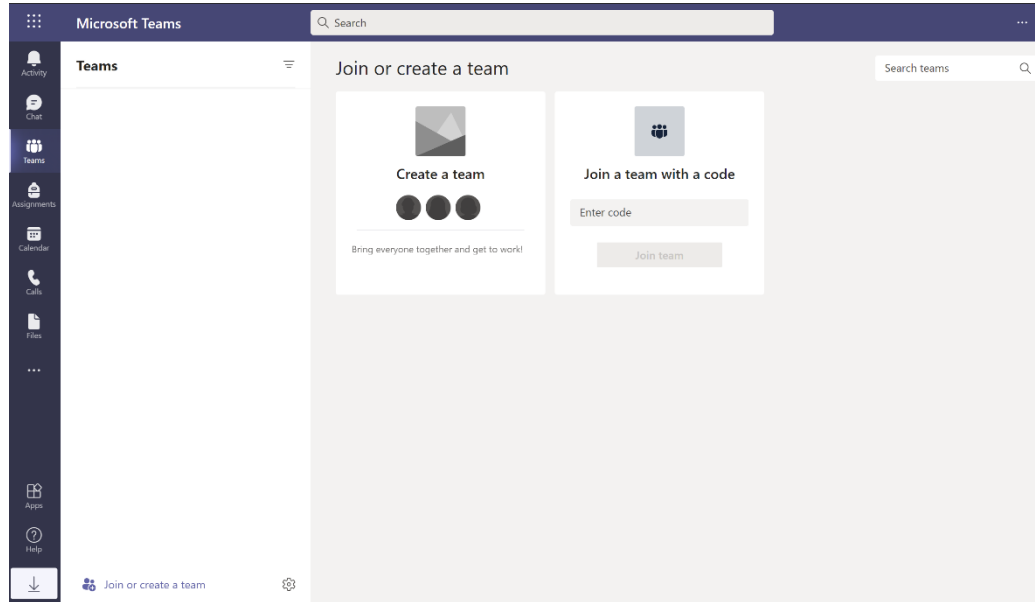
- 8- Click "Join" and ensure your camera is switched off and your microphone is muted as indicated below.



- 9- To ask a question, please use the chat function and wait for the teacher to ask you to unmute your microphone. If the teacher called you to participate, you will also be able to unmute your microphone.



10- If you have not joined a Microsoft Team before, then you will encounter the screen below.



11- Input the joining code of a team to access your virtual class. Your teacher will provide you with the code then hit Join team. A similar screen to the below will show below.

