



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?

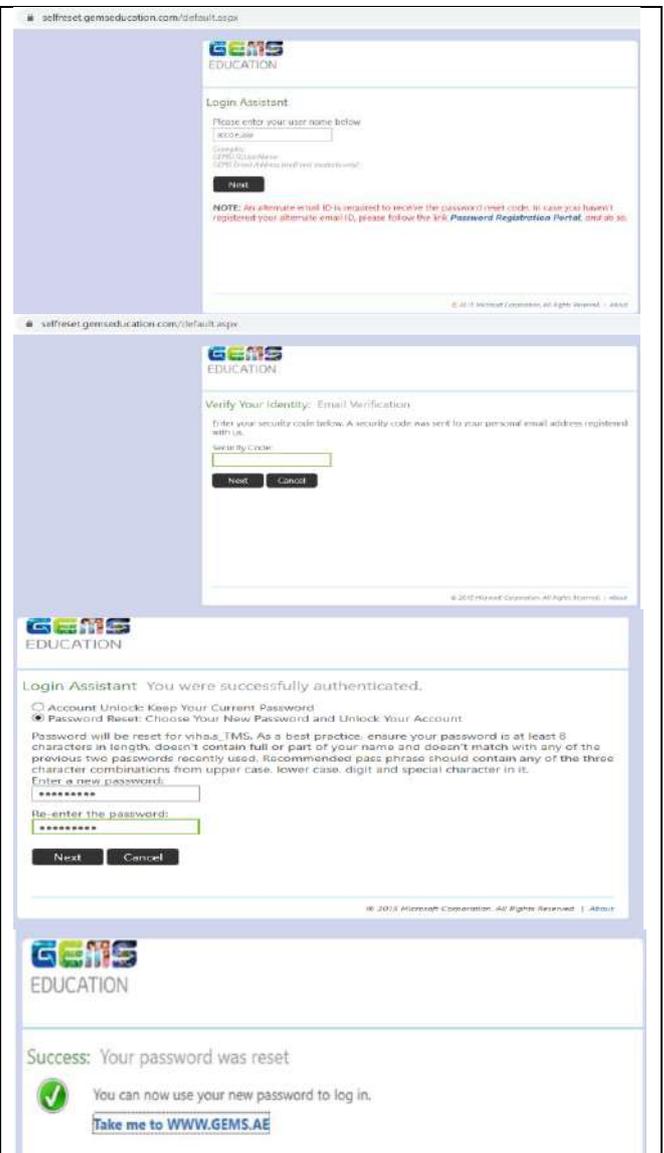
Microsoft Teams is a digital hub that brings conversations, meetings, files, and apps together in one place. Teams is built on Office 365 making integration easier as an E-learning platform for Teachers and Students as they already have a GEMS ELearning account. It delivers enterprise-grade security 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=i0TIQXmFGdQ>

Student Password Account and Reset

- Each student will have a GEMS Elearning account which will be [name.surname_schoolcode@gemselearning.com](mailto:abcde.aaa@gemselearning.com) as an example (abcde.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 "abcde.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.

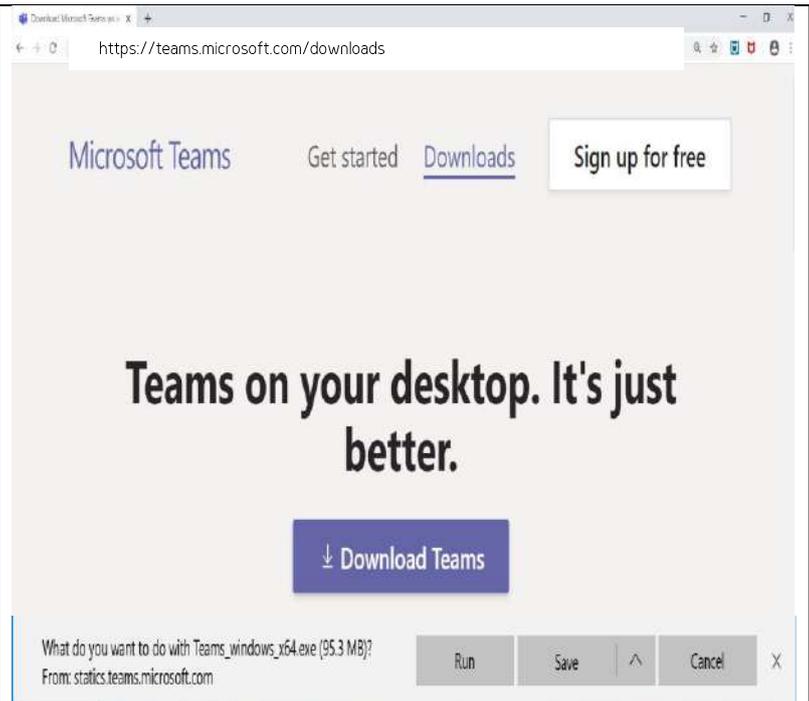


The screenshot displays the GEMS Education self-reset password process in four stages:

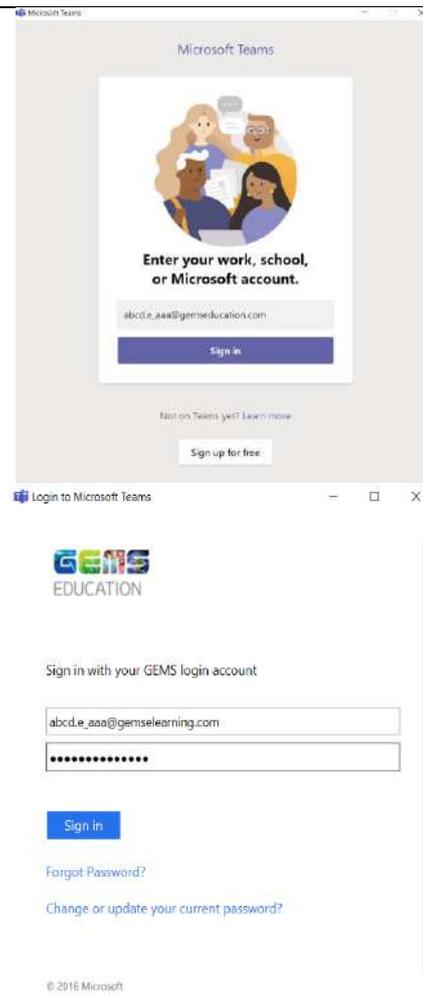
- Login Assistant:** A form titled "Login Assistant" with the instruction "Please enter your user name below". It includes a "Username" input field, a "Remember Me" checkbox, and a "Next" button. A note states: "NOTE: An alternate email ID is required to receive the password reset code, in case you haven't registered your alternate email ID, please follow the link Password Registration Portal, and so on."
- Verify Your Identity: Email Verification:** A form titled "Verify Your Identity: Email Verification" with the instruction "Enter your security code below. A security code has sent to your personal email address registered with us". It includes a "Security Code" input field and "Next" and "Cancel" buttons.
- Login Assistant:** A form titled "Login Assistant" with the message "You were successfully authenticated." It offers two options: "Account Unlock: Keep Your Current Password" (unselected) and "Password Reset: Choose Your New Password and Unlock Your Account" (selected). Below, it provides instructions on password requirements and includes "Enter a new password:" and "Re-enter the password:" fields with "Next" and "Cancel" buttons.
- Success:** A message titled "Success: Your password was reset" with a green checkmark icon and the text "You can now use your new password to log in." It includes a "Take me to WWW.GEMS.AE" button.

2. Windows Platform:

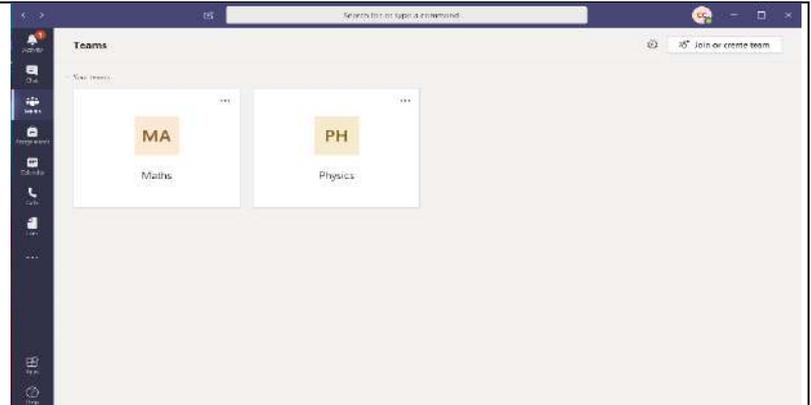
- To Install Microsoft Teams on your Windows operating system device, go to <https://teams.microsoft.com/downloads>
- Click on "Download Teams"
- Select "Run" on the pop up shown at the bottom of the browser.



- 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.



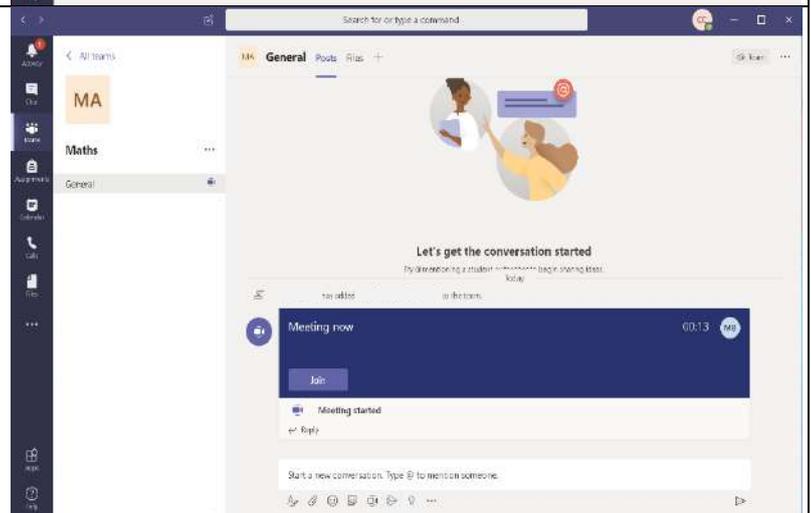
- Based on the Subject the teacher will initiate a meeting and students can click on "Join". Once the students join the meeting they can hear the presentation and view the slides shared by the Teacher.

-  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 

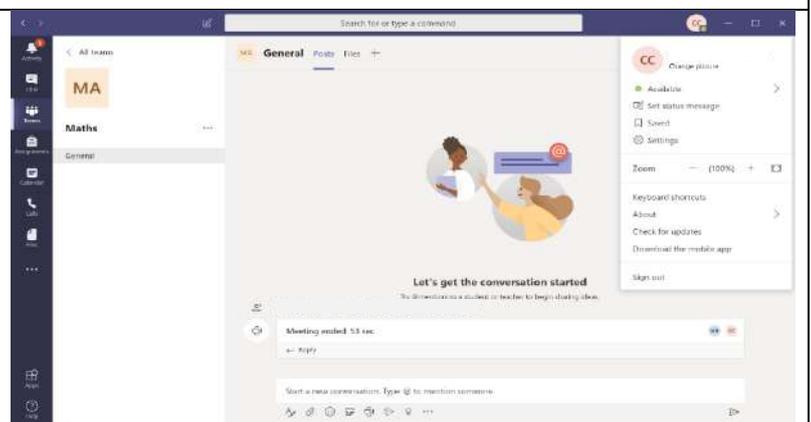
-  The speaker icon needs to be kept on so that the teacher's audio can be heard.

- Once the session is complete, the students can exit and go to  "Teams" menu and attend the next subject class session.



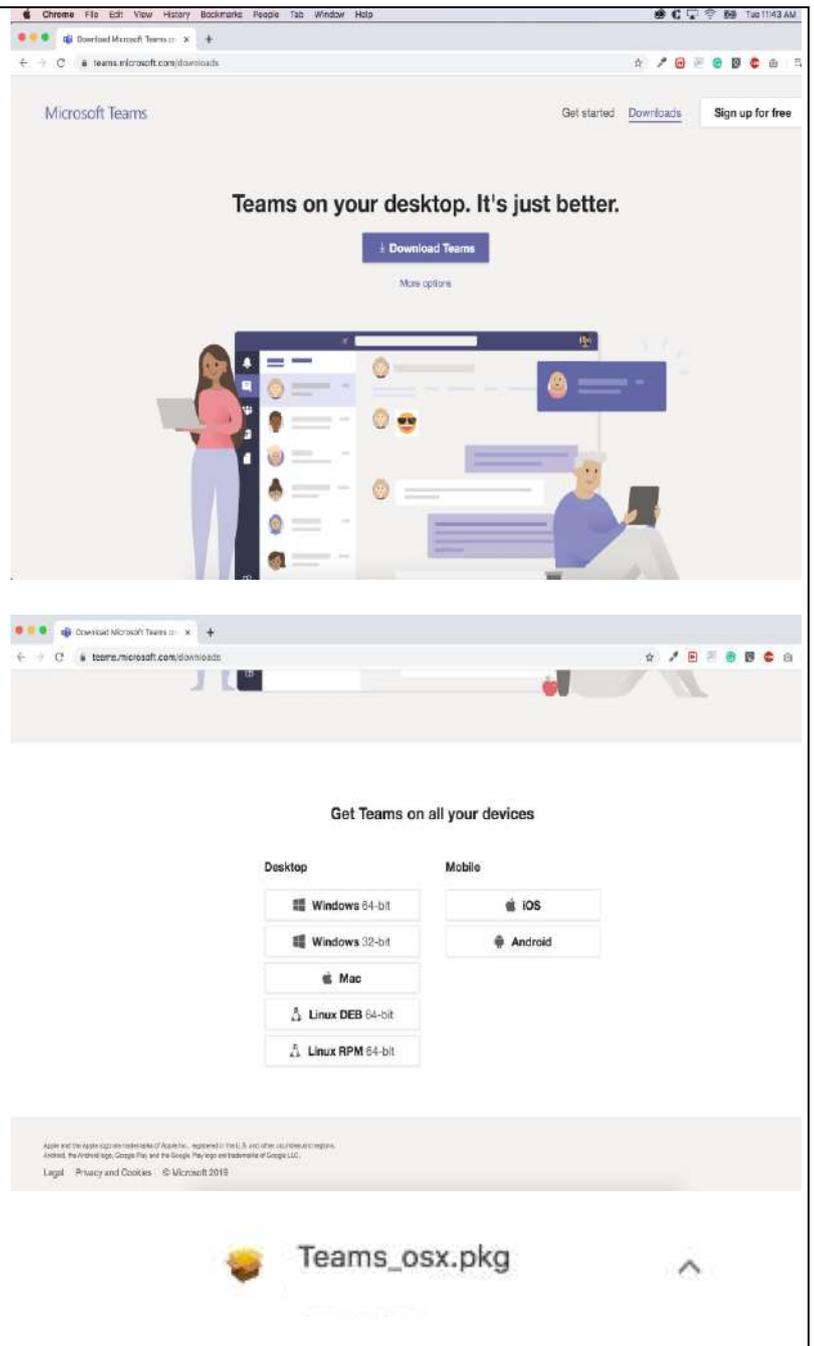
- After the subject class teacher's session is complete for the day, the students can sign out from Teams.

- To sign out click on the  "profile icon" and click on "Sign out".



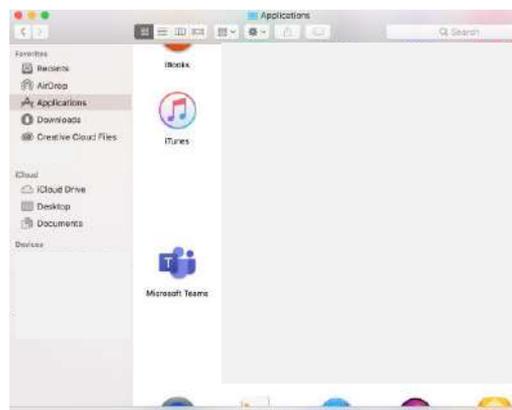
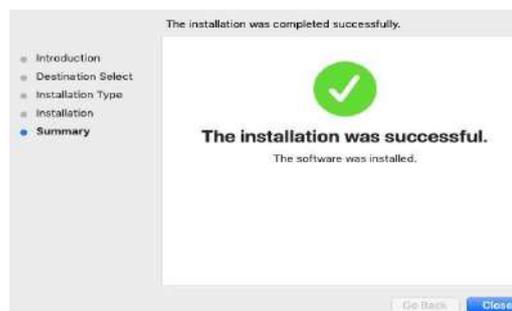
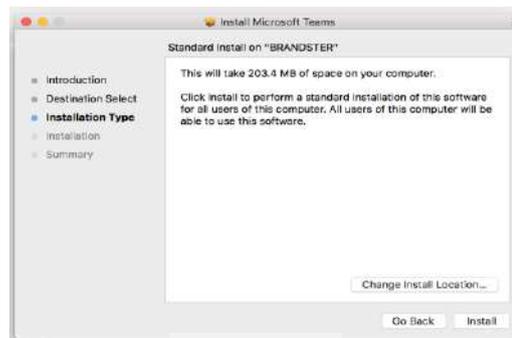
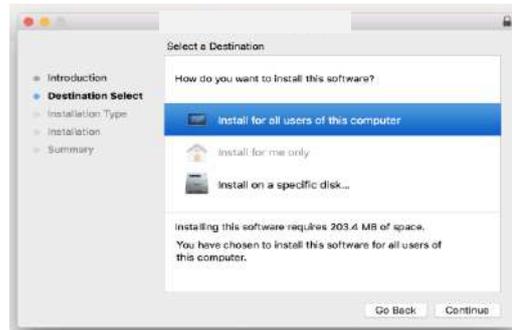
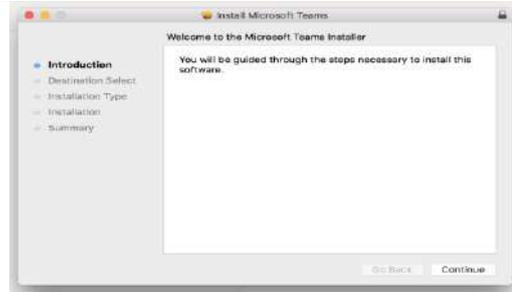
3. Mac OS Platform:

- 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.

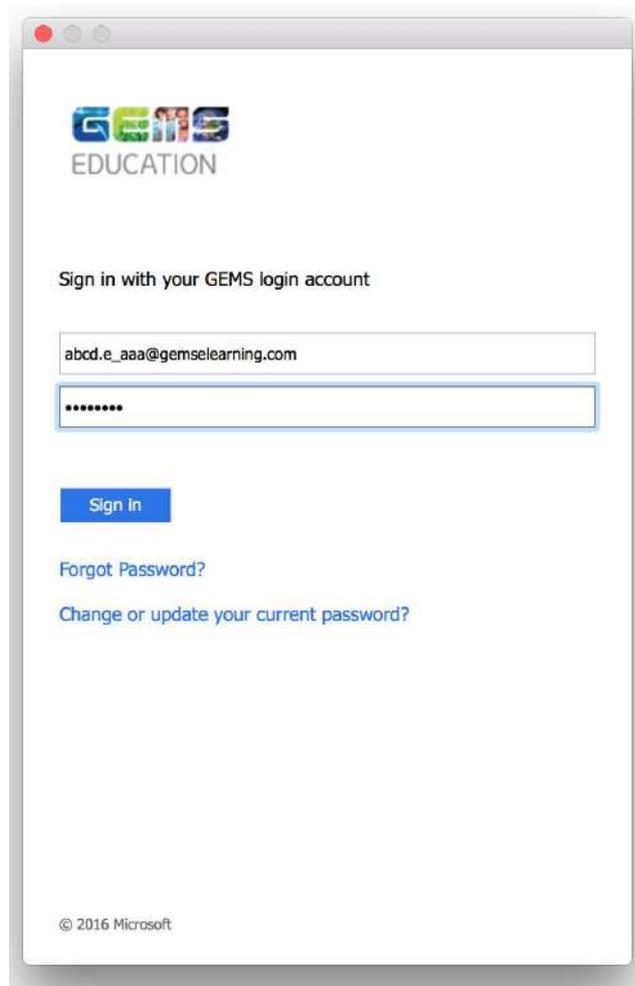
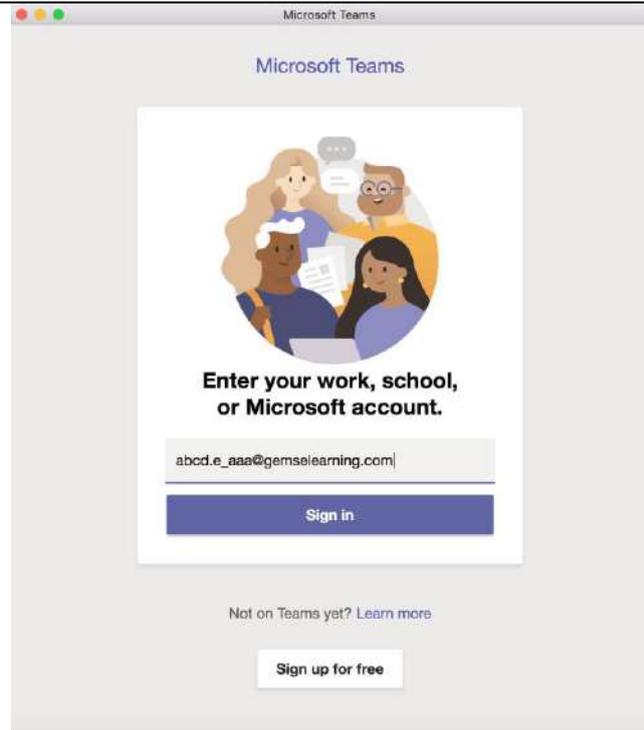


The screenshot shows a web browser window displaying the Microsoft Teams download page. The page title is "Microsoft Teams" and the main heading is "Teams on your desktop. It's just better." Below this is a prominent "Download Teams" button. Underneath, there is an illustration of a woman and a man using Teams. The page is divided into two sections: "Get Teams on all your devices" and "Get Teams on all your devices". The "Desktop" section lists several operating systems: Windows 64-bit, Windows 32-bit, Mac, Linux DEB 64-bit, and Linux RPM 64-bit. The "Mobile" section lists iOS and Android. At the bottom of the page, there is a download progress bar for "Teams_osx.pkg" with a progress indicator and an upward arrow.

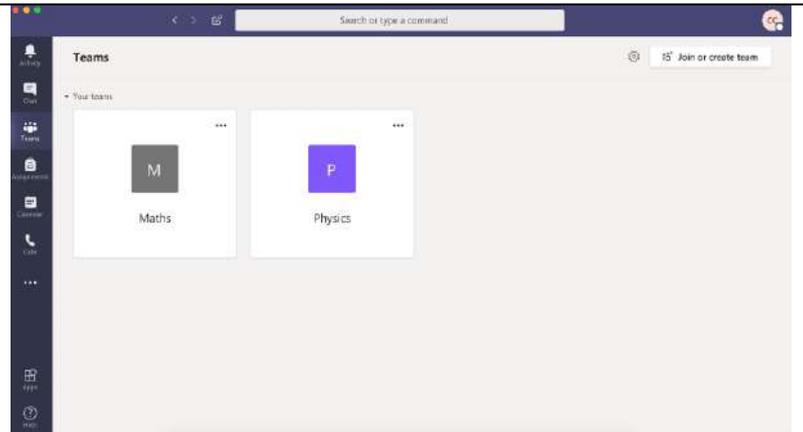
- Install the downloaded file "Teams_osx.pkg"
- Once installation is complete go to "Finder" 
- Search for the installed application "Teams" 



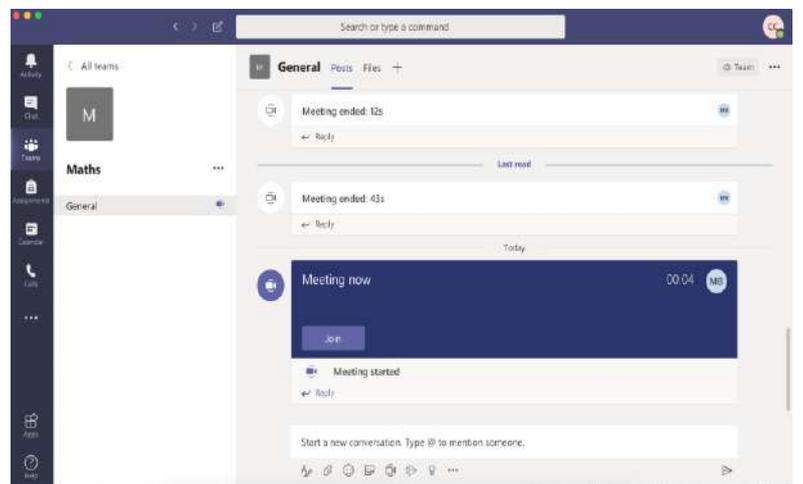
- Key in the Student details which will be name.surname_schoolcode@gemselearning.com as an example (abcd.e_aaa@gemselearning.com) and "Sign in".
- This will open the GEMS Login authentication page.
- Key in the Student user id (abcd.e_aaa@gemselearning.com) and password.
- Click on "Sign in"



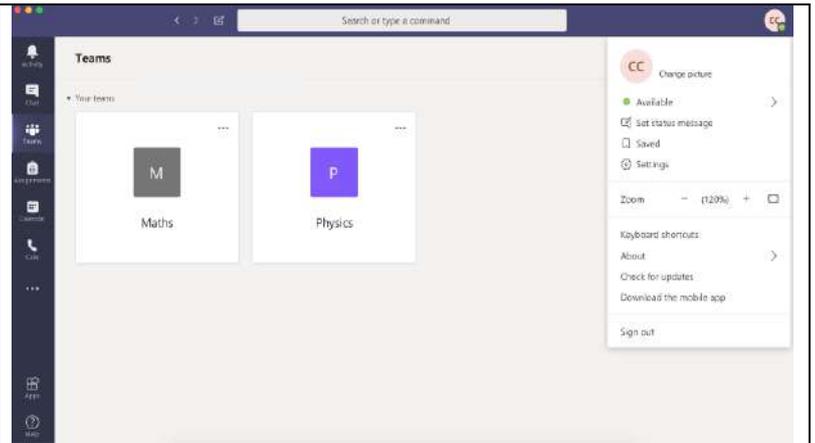
- Once the Student logs into Microsoft Teams, they will be able to view the respective subject's names under the  "Teams" menu.
- The Student can open the respective subject team group (example Maths or Physics) based on the class timing or meeting scheduled by the Teacher.



- 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.

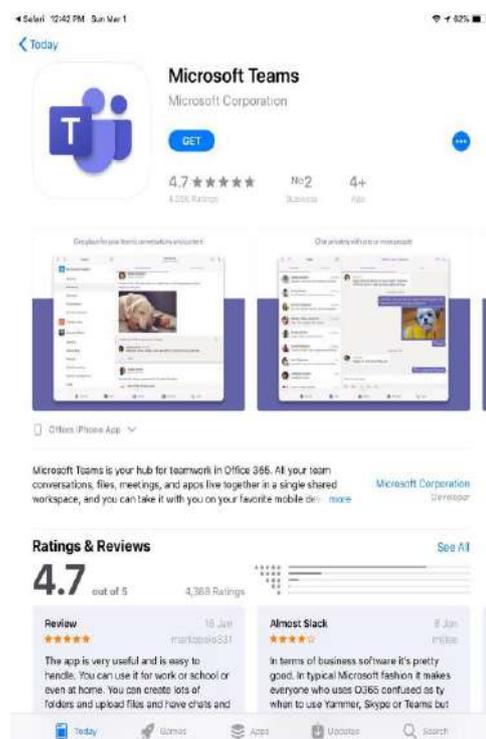
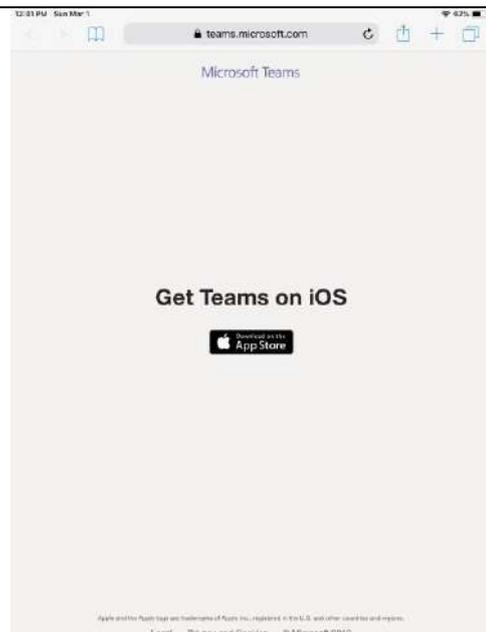


- After the subject class teacher's session is complete for the day, the students can sign out from Teams.
- To sign out click on the  "profile icon" and click on "Sign out".

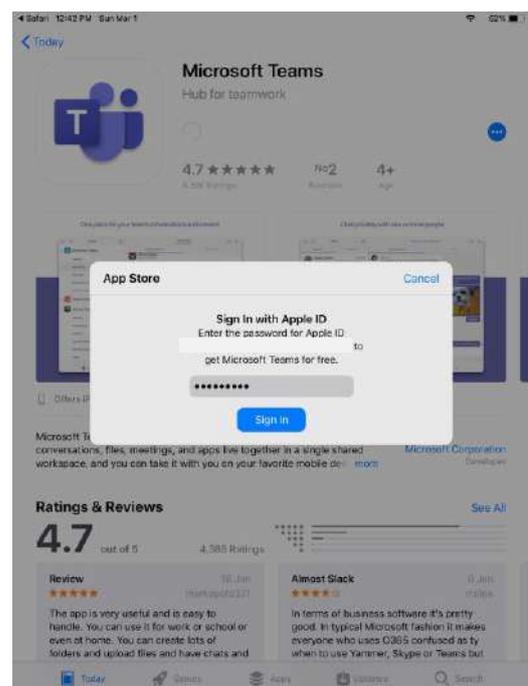
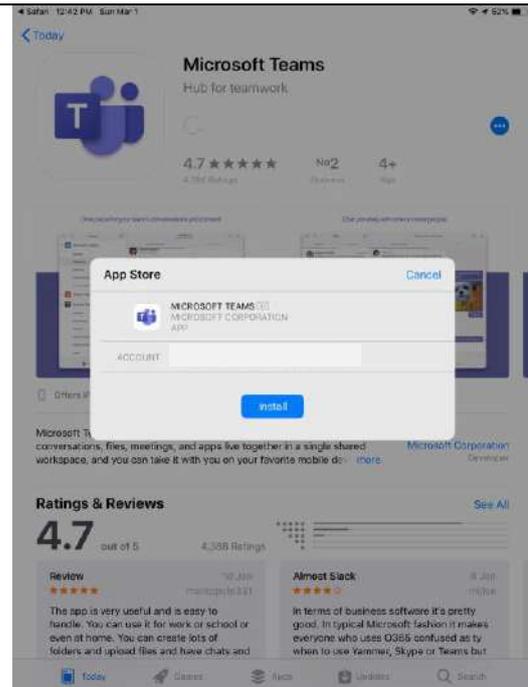


4. Apple iOS Platform:

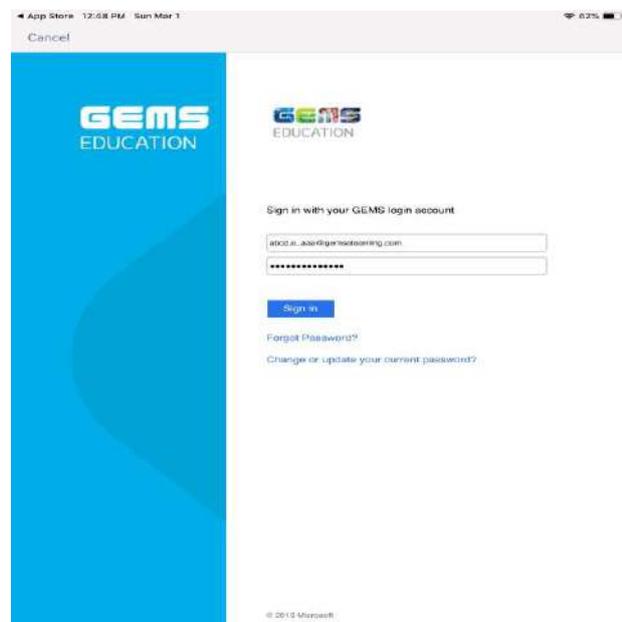
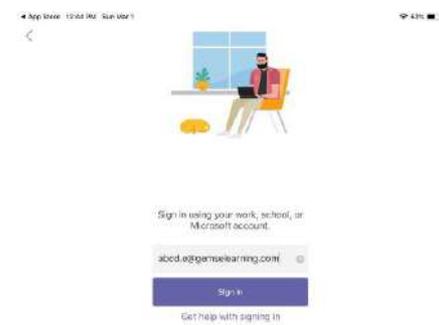
- To Install Microsoft Teams on your apple iPad device, go to <https://teams.microsoft.com/downloads>
- Click on “Download on the App Store”
- Microsoft Teams can be searched and installed from the App Store directly as well.
- Click on “Get” to install Microsoft Teams on the device.



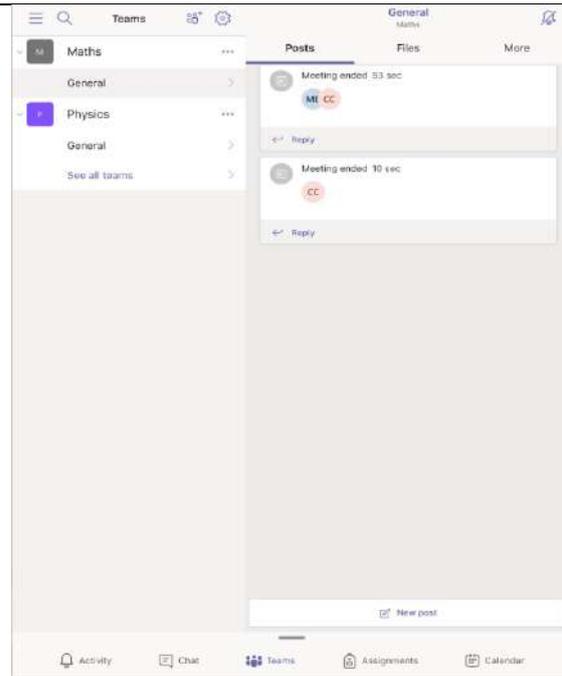
- For installation of an app on an apple iPad device, it will prompt for the apple account.
- Key in your apple account user details and password.



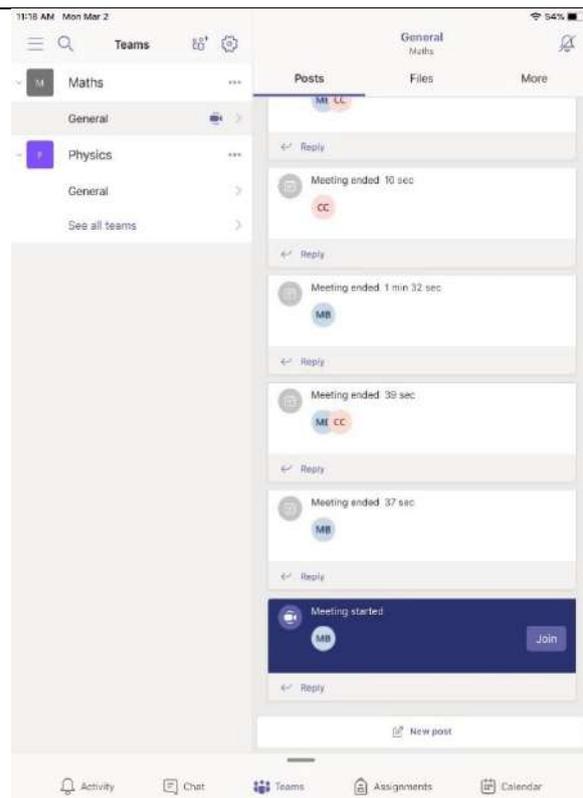
- Once Teams installation is complete, open the Teams app and click on “Sign in”
- Key in the Student details which will be name.surname_schoolcode@gemselearning.com as an example (abcd.e_aaa@gemselearning.com) and “Sign in”.
- This will open the GEMS Login authentication page.
- Key in the Student user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



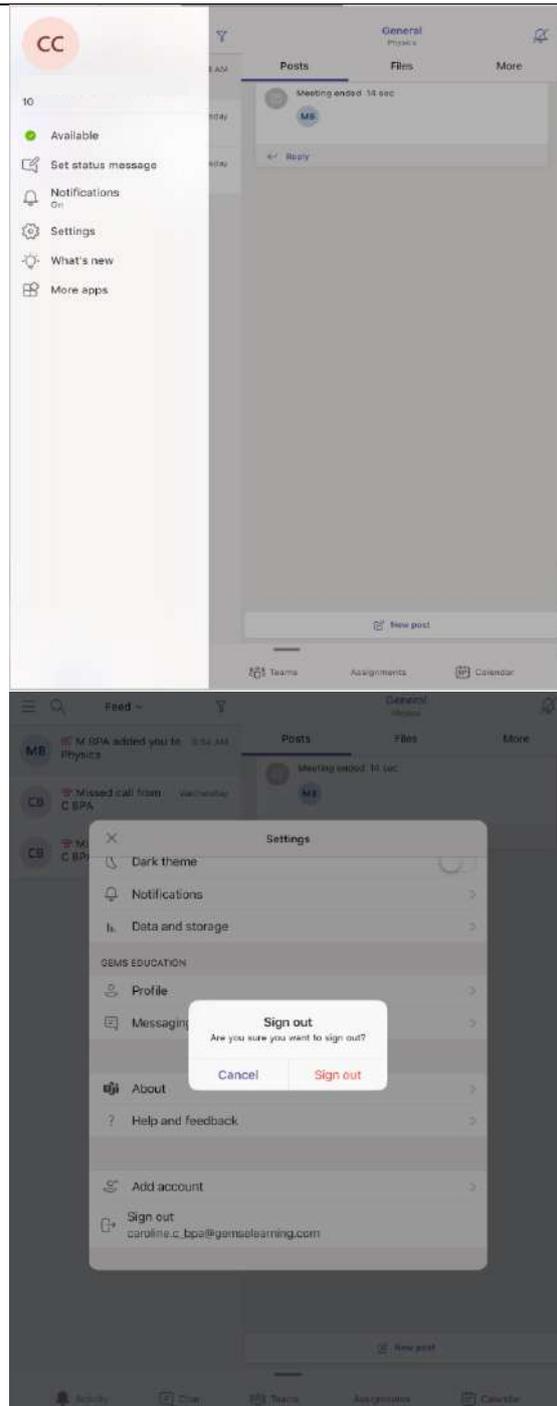
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- Once the session is complete, the students can exit and go to  "Teams" menu, so as to attend the next subject class session.

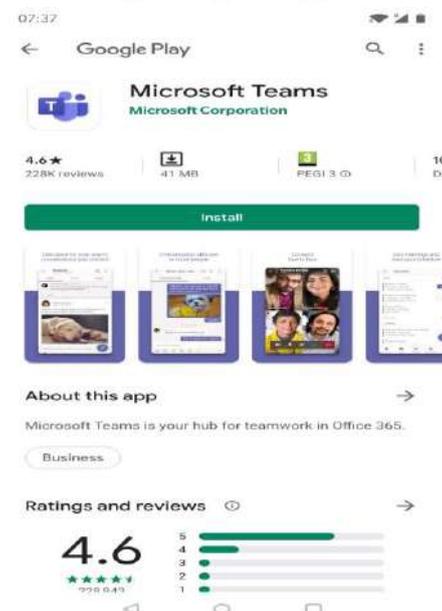
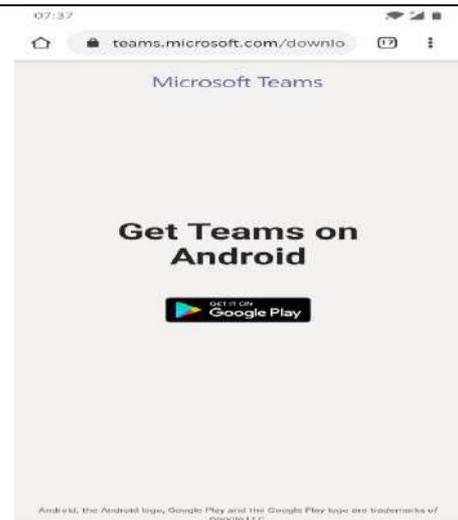


- After the subject class teacher's session is complete for the day, the students can sign out from Teams.
- To sign out click on the menu icon  which will open the student profile and click on  "Settings"
- On settings page click on "Sign out" and confirm the "Sign out" on the prompt screen.

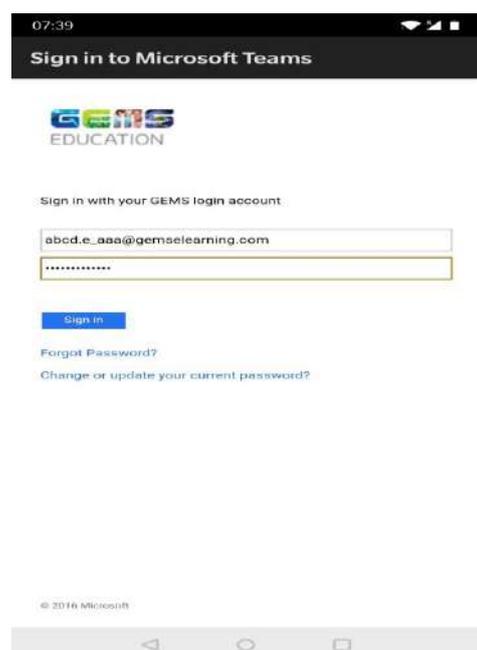
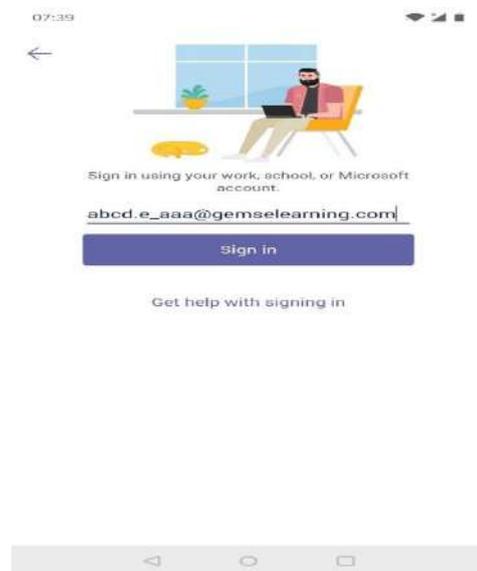


5. Android Platform:

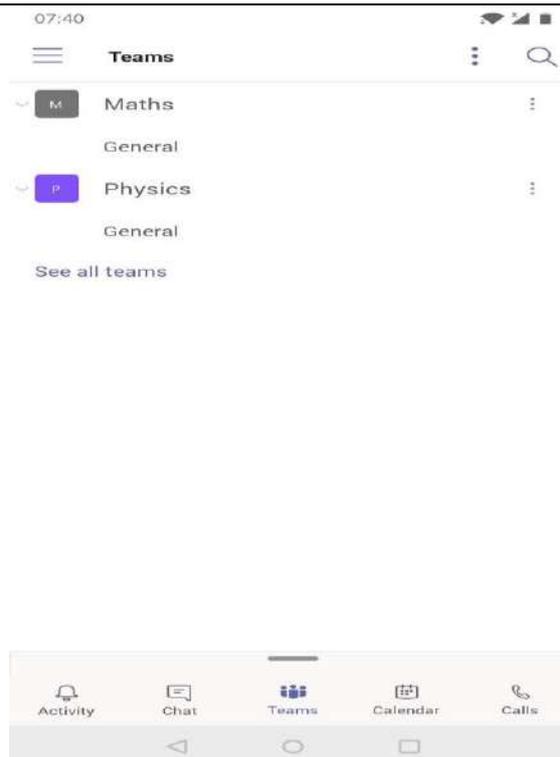
- To Install Microsoft Teams on your android device, go to <https://teams.microsoft.com/downloads>
- Click on "Get it on Google Play"
- Microsoft Teams can be searched and installed from the Play Store directly as well.
- Click on "Install" so as to setup Microsoft Teams on the device.
- Once Installed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



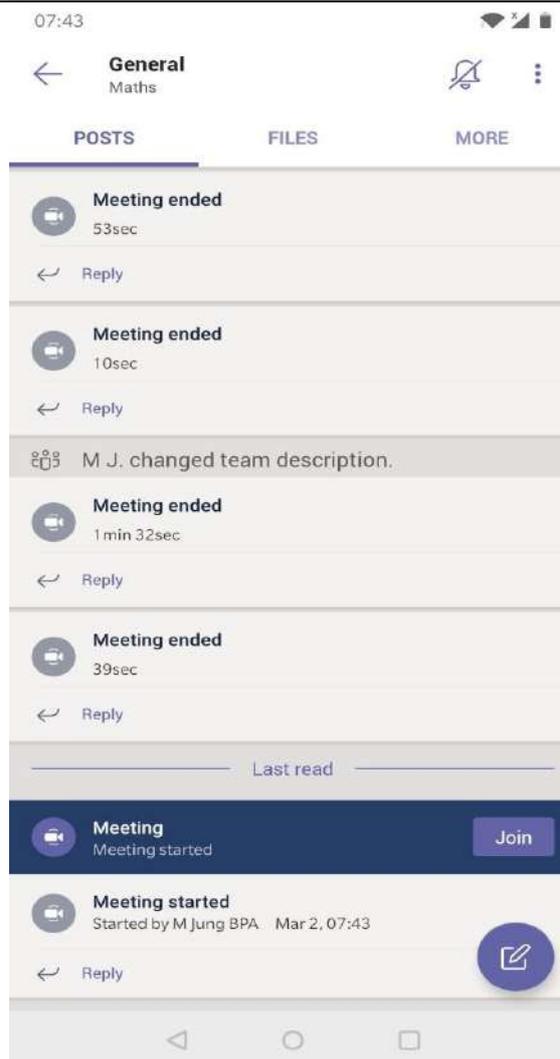
- Once Teams installation is complete, open the Teams app and click on "Sign in"
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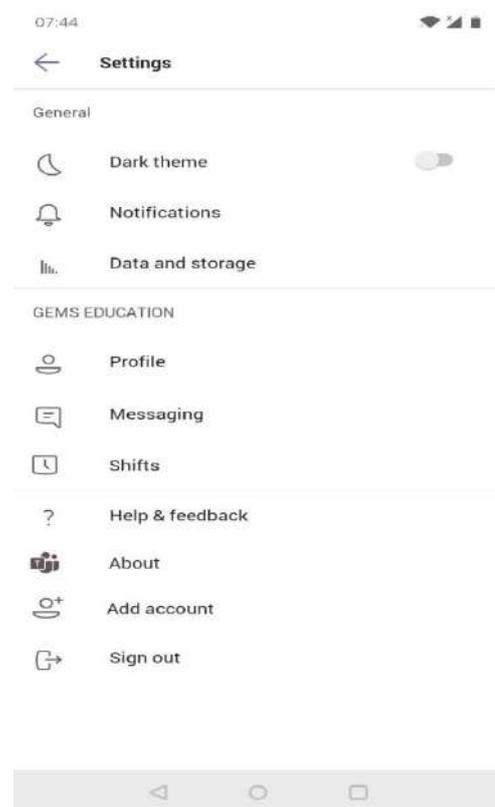
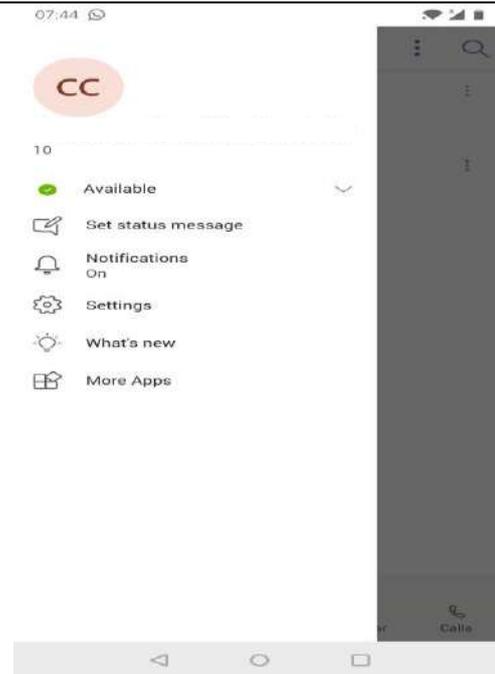
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-  This icon means the student device mic is turned off, only turn on in case to raise questions to the teacher click on the icon 
-  The speaker icon needs to be kept on so that the teacher's audio can be heard.
- Once the session is complete, the students can go back to "Teams" menu by click on the   back arrow next to "General" so as to attend the next subject class session.

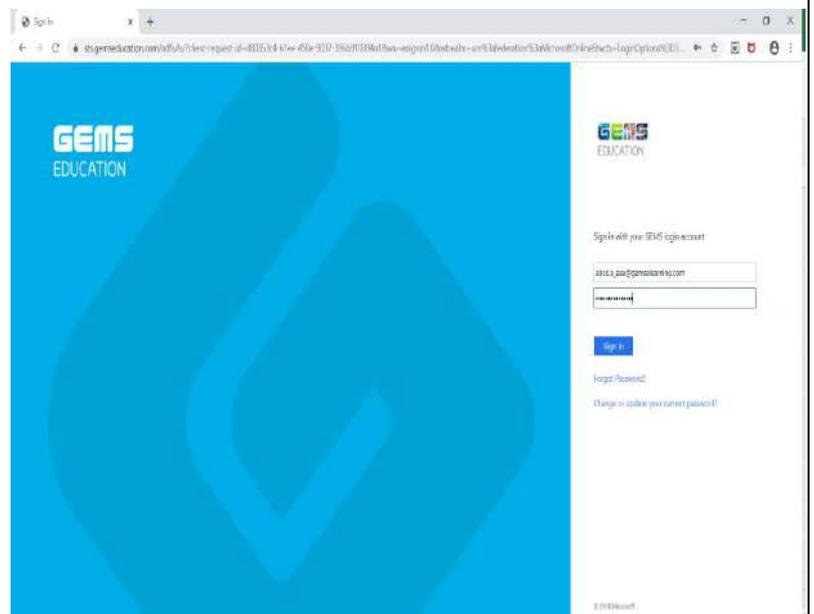
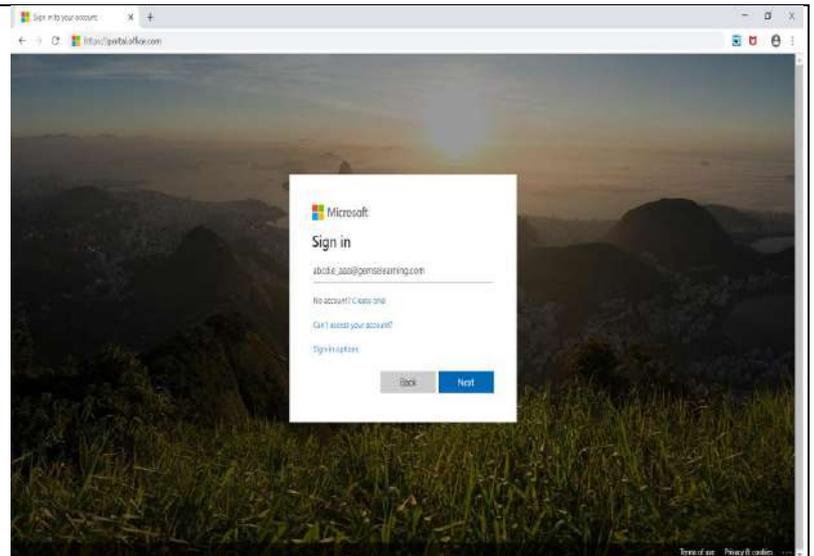


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- On settings page click on "Sign out"



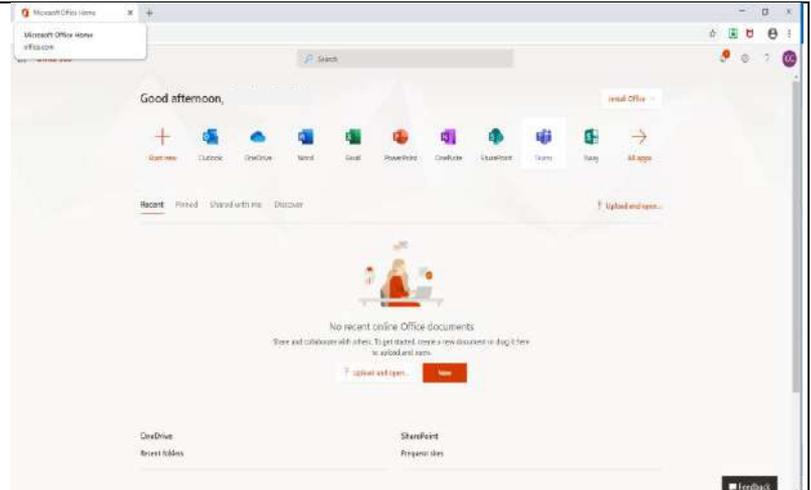
6. Teams via Browser:

- 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](mailto:abcd.e_aaa@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.



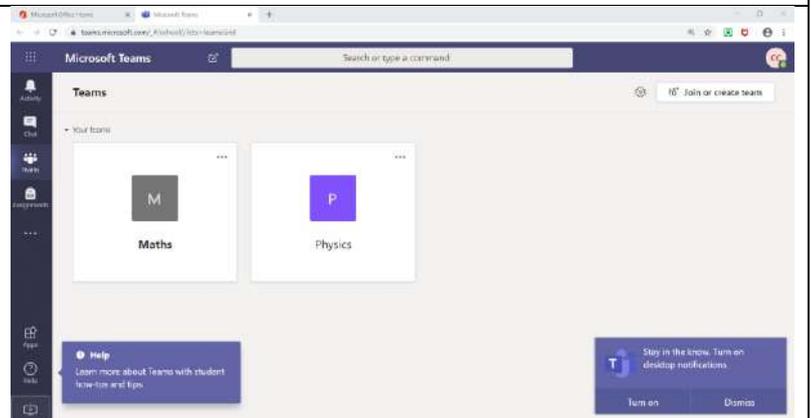
- This will open the Student account office home page.

- 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.

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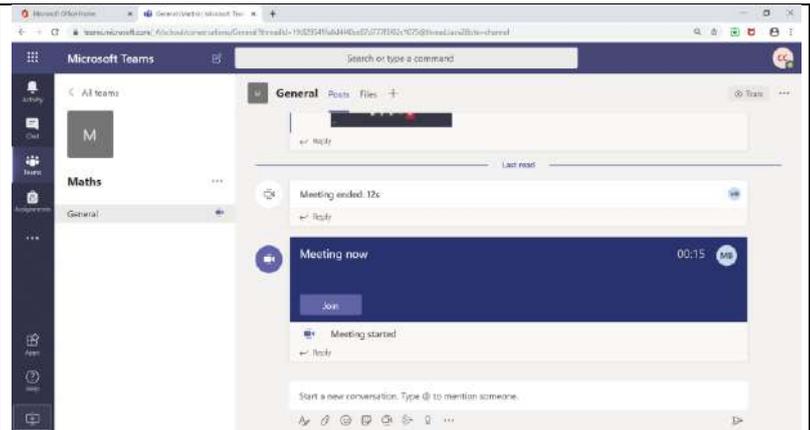
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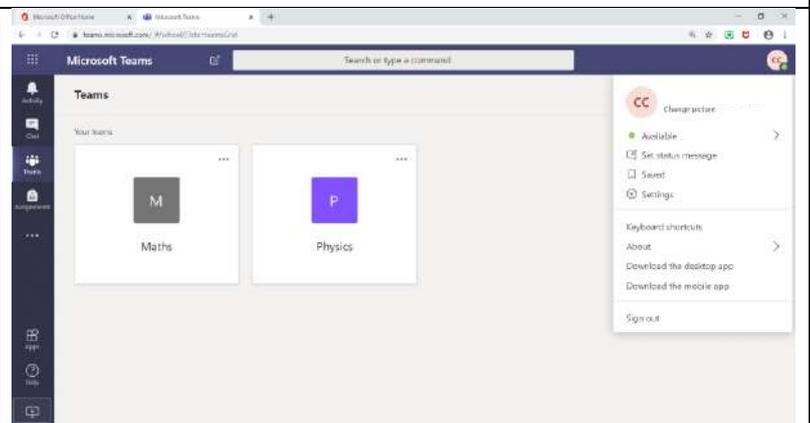
-  The speaker icon needs to be kept on so that the teacher's audio can be heard.

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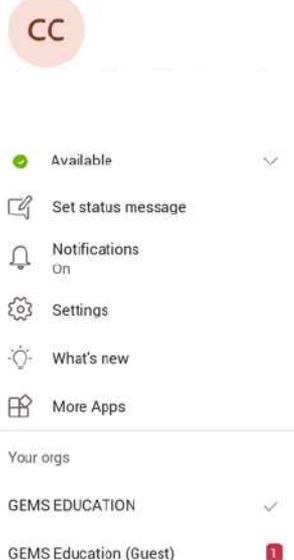


- After the subject class teacher's session is complete for the day, the students can sign out from Teams.

- To sign out click on the  "profile icon" and click on "Sign out".



7. Student access to Teams as Guest:

<ul style="list-style-type: none"> 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" <div data-bbox="252 936 438 1012" style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>Redeem invite</p> <p>Redeem invite to the GEMS Education org?</p> <p style="text-align: center;">CANCEL OK</p> </div> iPad will request for confirmation to "Switch to GEMS Education" <div data-bbox="252 1115 411 1169" style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>Switch to GEMS Education?</p> <p style="text-align: center;">Cancel OK</p> </div> 	<p style="text-align: center;">Windows, Mac OS and Teams browser</p>  <p style="text-align: center;">Android and iPad device</p> 
<ul style="list-style-type: none"> 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. 	
<ul style="list-style-type: none"> To go back to the main Teams homepage click on Profile  or  menu and select "GEMS Education" or sign out. 	