



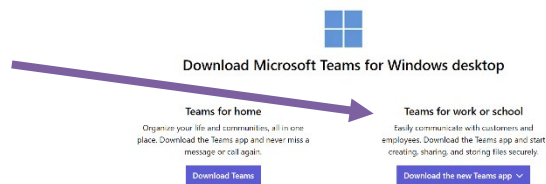
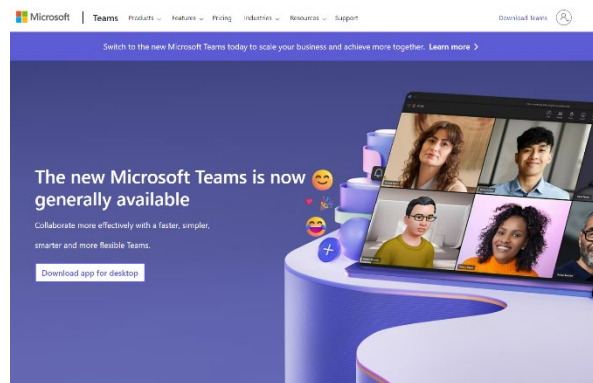
Getting started with Microsoft Teams (for students)

Using a Windows computer

Step 1

Go to the **Microsoft Teams website** to download the app:
<https://www.microsoft.com/en-au/microsoft-teams/download-app>

Do not select **Teams for home**.



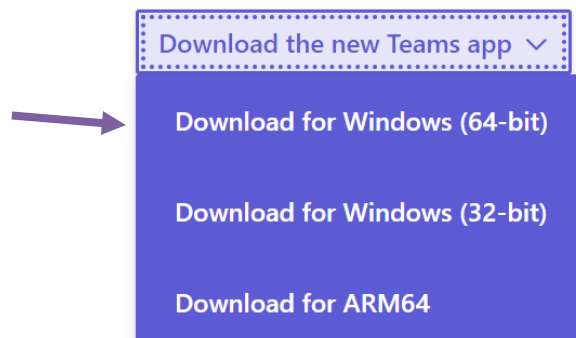
Step 2

Download **Microsoft Teams for work or school**.

Download the Windows (64 bit) installer.

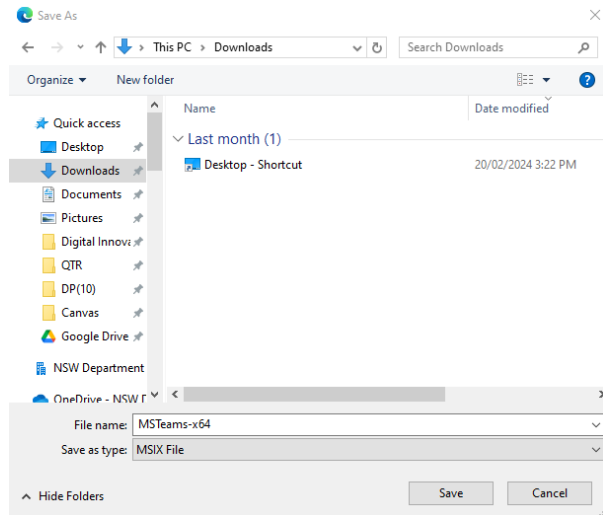
Teams for work or school

Easily communicate with customers and employees. Download the Teams app and start creating, sharing, and storing files securely.



Step 3

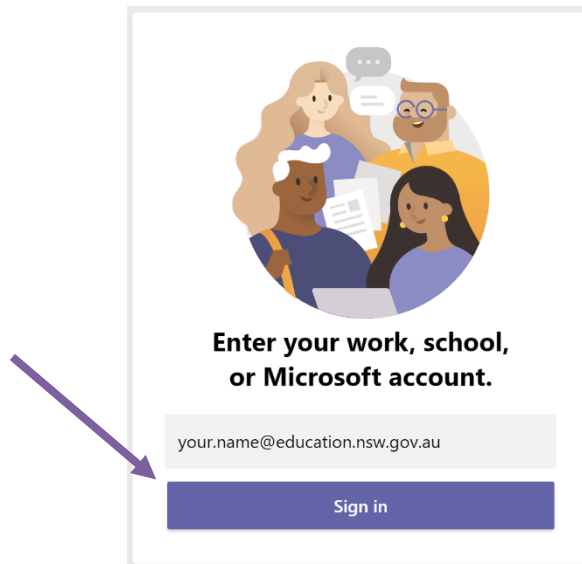
Save the installer to your desktop.



Step 4

Run the installer.

Log in using your **department email address and password** e.g. your.name@education.nsw.gov.au.



Step 5

Access Microsoft Teams at any time simply click the icon on your task bar.

Note: You will remain logged in and will not have to follow the above steps after doing it once.

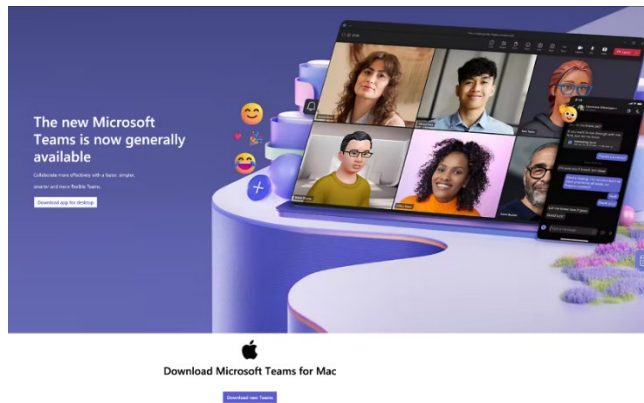


Using an apple device

Step 1

Go to the **Microsoft Teams website** to download the app:
<https://www.microsoft.com/en-au/microsoft-teams/download-app>

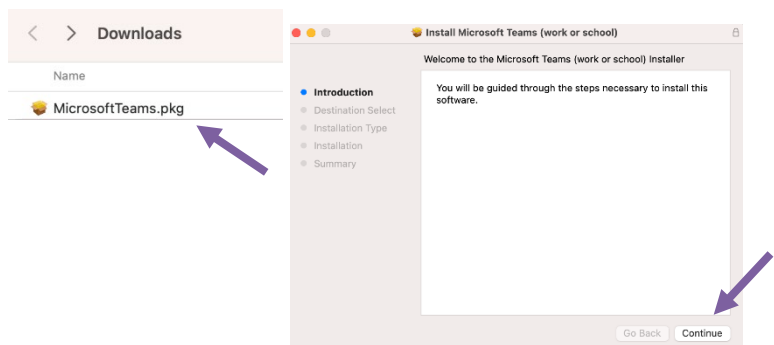
Select **Download for Teams**



Step 2

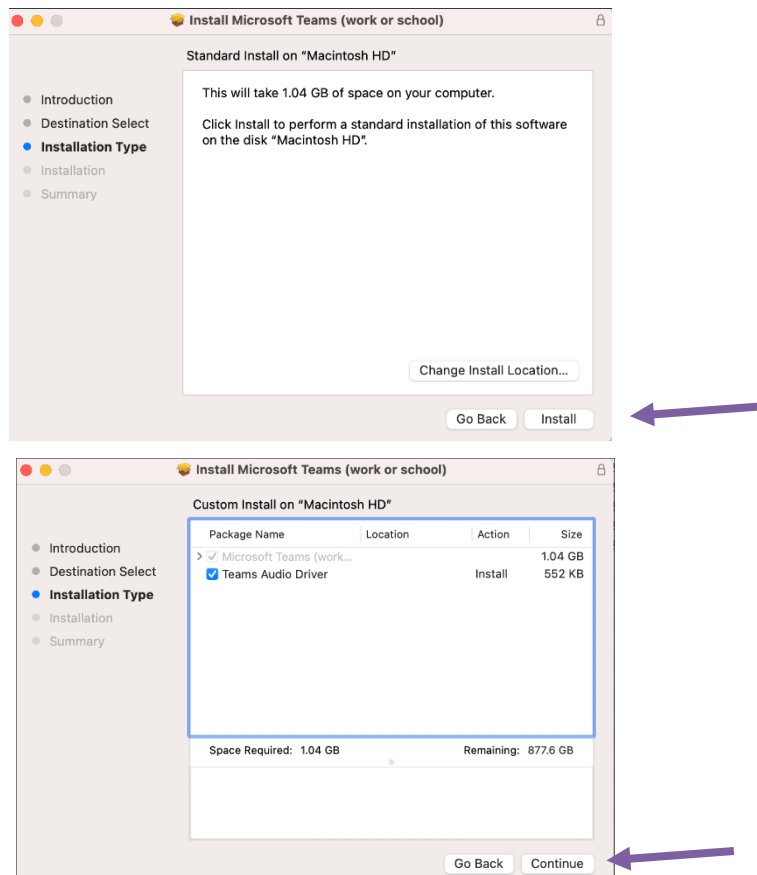
Open your Downloads and select **MicrosoftTeams.pkg**

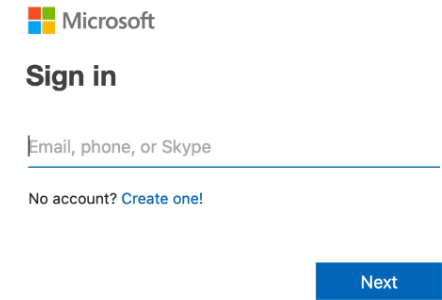
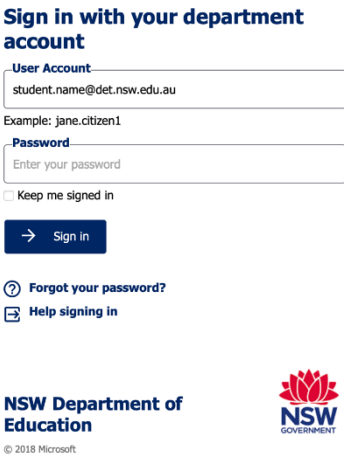

Follow steps to install Microsoft Teams



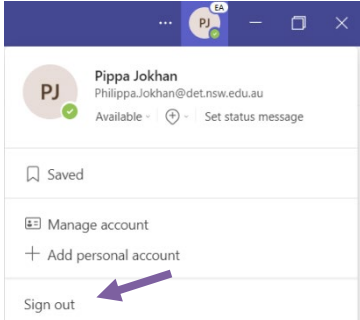
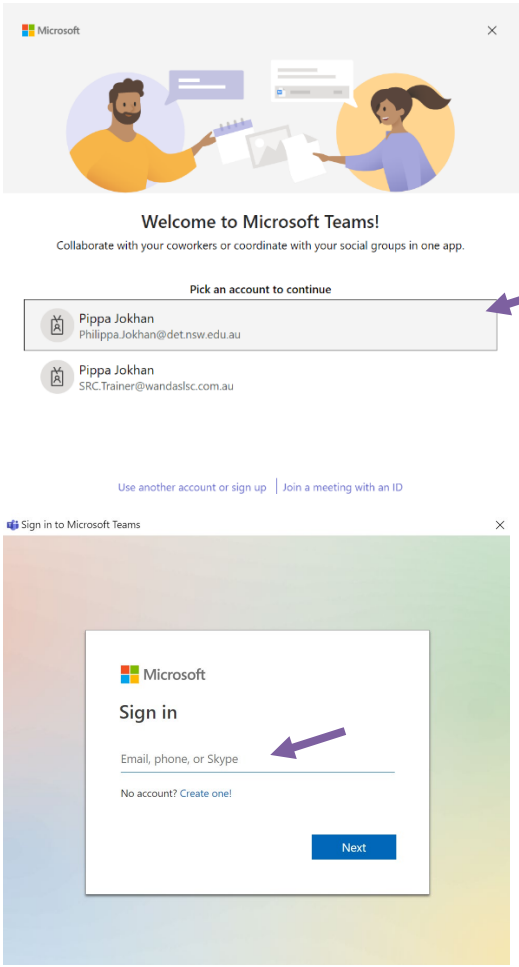
Step 3

Select **Install** and then **Continue** to install Microsoft Teams.



<p>Step 4 Enter your department email address e.g. your.name@education.nsw.gov.au.</p>	 <p>The screenshot shows the Microsoft sign-in interface. At the top is the Microsoft logo. Below it is the heading "Sign in". There is a text input field labeled "Email, phone, or Skype" with a blue underline. Below the field is a link that says "No account? Create one!". At the bottom right is a blue button labeled "Next".</p>
<p>Step 5 Enter your department User ID (eg your.name) and password.</p>	 <p>The screenshot shows the "Sign in with your department account" screen. It has a heading "Sign in with your department account". Below the heading is a "User Account" field with the example "student.name@det.nsw.edu.au". Below that is an "Example: jane.citizen1". Then is a "Password" field with the placeholder "Enter your password". Below the password field is a checkbox labeled "Keep me signed in". At the bottom left is a blue button with a right arrow and the text "Sign in". Below the button are two links: "Forgot your password?" and "Help signing in". At the bottom left is the "NSW Department of Education" logo and text, and at the bottom right is the "NSW GOVERNMENT" logo. At the very bottom left is the copyright notice "© 2018 Microsoft".</p>
<p>Step 6 Access your Microsoft Teams at any time by opening the app.</p> <p>Note: You will remain logged in and will not have to follow the above steps after doing it once.</p>	 <p>The screenshot shows the Microsoft Teams logo, which consists of a blue square with a white 'T' and three blue circles of varying sizes behind it.</p>

Single course students that use MS Teams in their home school

<p>Step 1</p> <p>Log out of your home school account.</p> <p>Open Microsoft Teams and select your initials in the top right-hand corner.</p> <p>Select Sign out</p>	 <p>A screenshot of the Microsoft Teams user profile menu. The menu is open, showing the user's name 'Pippa Jokhan' and email 'Phillippa.Jokhan@det.nsw.edu.au'. Below the name are options: 'Saved', 'Manage account', 'Add personal account', and 'Sign out'. A purple arrow points to the 'Sign out' option.</p>
<p>Step 2</p> <p>Open Teams using the App</p> <p>Select your department account to log in to Microsoft Teams.</p> <p>Select Use another account or sign up.</p> <p>Sign in using your department username and select Next</p>	 <p>A screenshot of the Microsoft Teams login flow. The top part shows the 'Welcome to Microsoft Teams!' screen with the text 'Collaborate with your coworkers or coordinate with your social groups in one app.' Below this is a 'Pick an account to continue' section with two account options: 'Pippa Jokhan (Phillippa.Jokhan@det.nsw.edu.au)' and 'Pippa Jokhan (SRC.Trainer@wandaslsc.com.au)'. A purple arrow points to the first account. Below this is a 'Sign in to Microsoft Teams' screen with a 'Sign in' section containing a text input field for 'Email, phone, or Skype' and a 'Next' button. A purple arrow points to the input field.</p>