



## INSTRUCTIONS FOR ACCESSING MICROSOFT TEAMS

### Microsoft Teams through App

Step 1 : Download the app as IOS / Android user on your phone / tablet.

Step 2 : Sign in using the email address and **temporary** password provided by your course instructor(s).

Step 3 : Create the new password that you would like to sign into your account with.

Step 4 : You're done!

### Microsoft Teams through Website

Step 1 : Go to <https://www.office.com/> through your laptop / desktop computer.

Step 2 : Click "Sign In".

Step 3 : Use the email address and **temporary** password provided by your course instructor(s).

Step 4 : Create the new password that you would like to sign into your account with.

Step 5 : Choose "Teams" located to the right on the dashboard.

Step 6 : Download the app (if you want) or just click "Use the Web App Instead" at the bottom of the screen.

Step 7 : You're done!

The classes that you are enrolled in this semester **will pop up automatically** when you tap "teams". If any of your classes are missing, please email IT Head at [said.hamzi@acd.ae](mailto:said.hamzi@acd.ae) for further assistance.

### **Important Note**

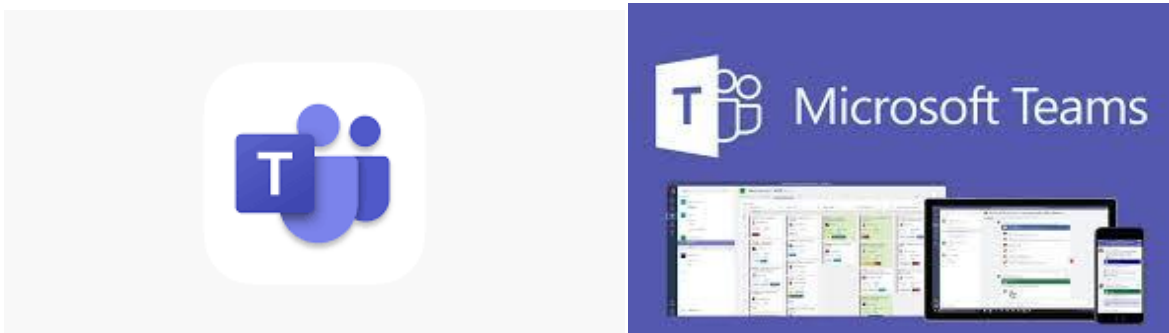
**Make sure that you are regularly checking your email and Microsoft Teams account, especially 15 minutes before your scheduled lecture time.**



## INSTRUCTIONS WHEN USING MICROSOFT TEAMS

### Microsoft Teams through App and Website

- 1) Make sure your internet **connection is strong**.
- 2) Remain active on your WhatsApp group, email, and Microsoft Teams account.
- 3) Be respectful of others in the call. Do not use the mic or video feature to talk with another unnecessarily. It is expected during **class discussions only**.
- 4) Instructions on where to upload and download files and submissions will be provided by your specific course professor.
- 5) Lectures will follow the same timings as mentioned in your time tables taken on the first day of this semester.

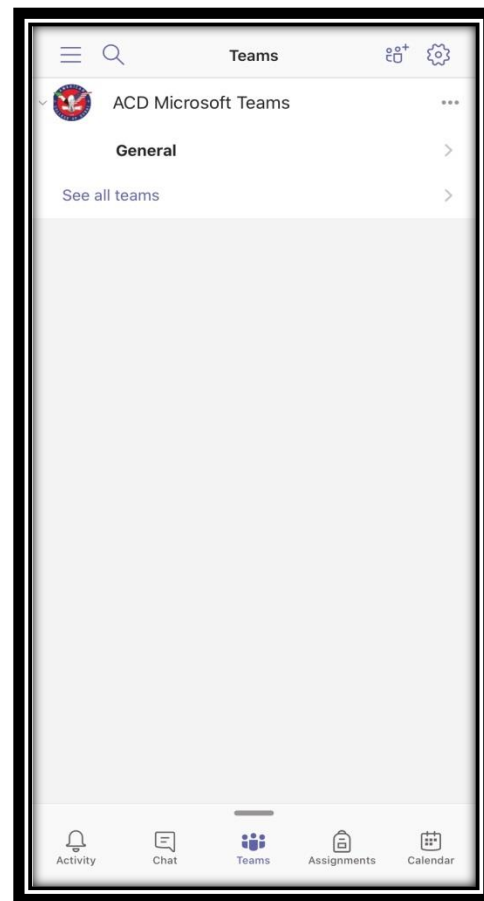
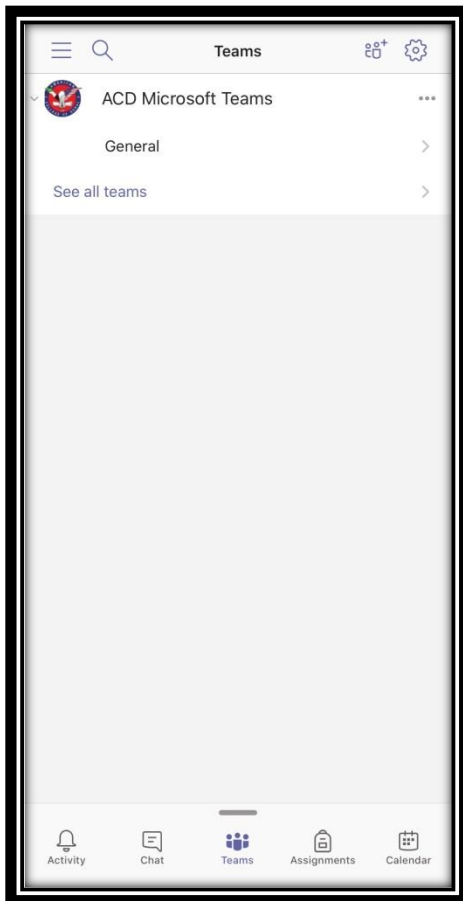


Microsoft Teams Help

<https://support.office.com/en-us/article/video-welcome-to-microsoft-teams-b98d533f-118e-4bae-bf44-3df2470c2b12>



## ON PHONE / TABLET

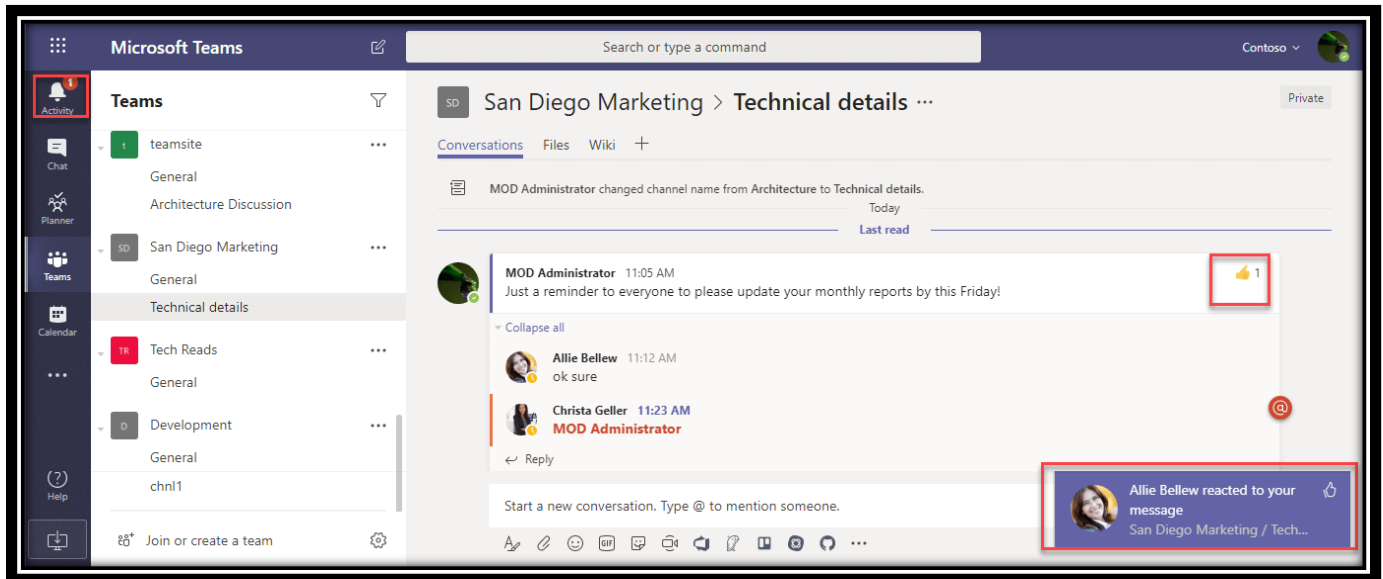


- “GENERAL” NOT BOLDED.
- NO CALL / COURSE UPDATE FROM PROFESSOR.
- “GENERAL” **BOLDED**.
- CALL / COURSE UPDATE FROM PROFESSOR.

For course assistance, please email your respective course instructor.



## ON LAPTOP / DESKTOP COMPUTER



### Important Note

**The screenshots above are for example purposes only.**

The team names and specific information in the pictures **will not** be the same on your screens. Your courses enrolled for the semester will be visible instead.

For course assistance, please email your respective course instructor.