

1 Using Microsoft Teams on Edge Browser

We recommend you to use Microsoft Edge Browser to access Microsoft Teams.
Kindly Open Edge in your computer by:



In Windows

click Start Start button > Edge



Go to the below link:

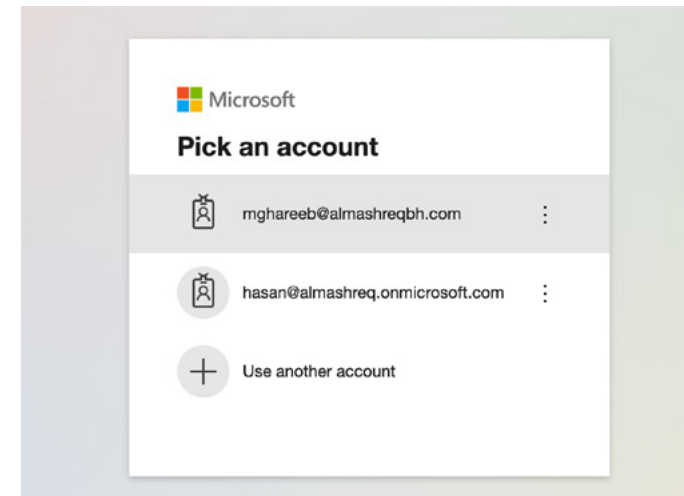
<https://teams.microsoft.com>

You Will be promoted to sign in

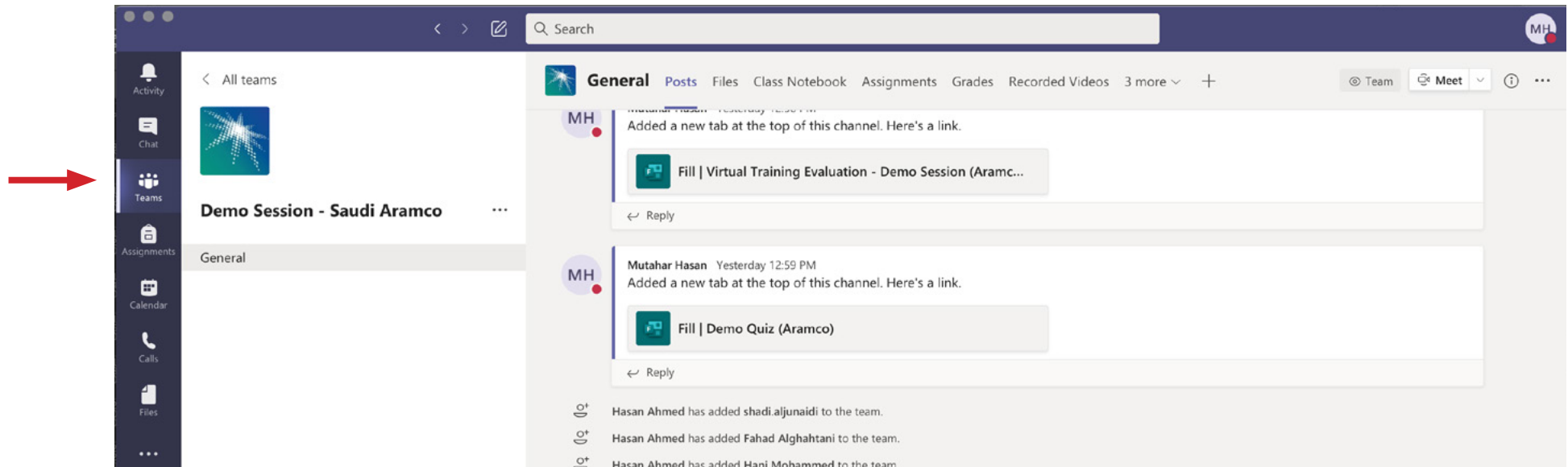
Al Mashreq Training will create a **Microsoft 365 username and password** and send it to you in your personal email.

- 1- Select Use another account
- 2- Enter the email address which we sent to you
(XXXXXX@almashreqbh.com)
- 3- Enter the Password and Click Sign in

The browser will ask you if you want to **Stay signed in?**
you can click yes if you want to save the login or No to sign in every time you open the website.



2 Start using Teams



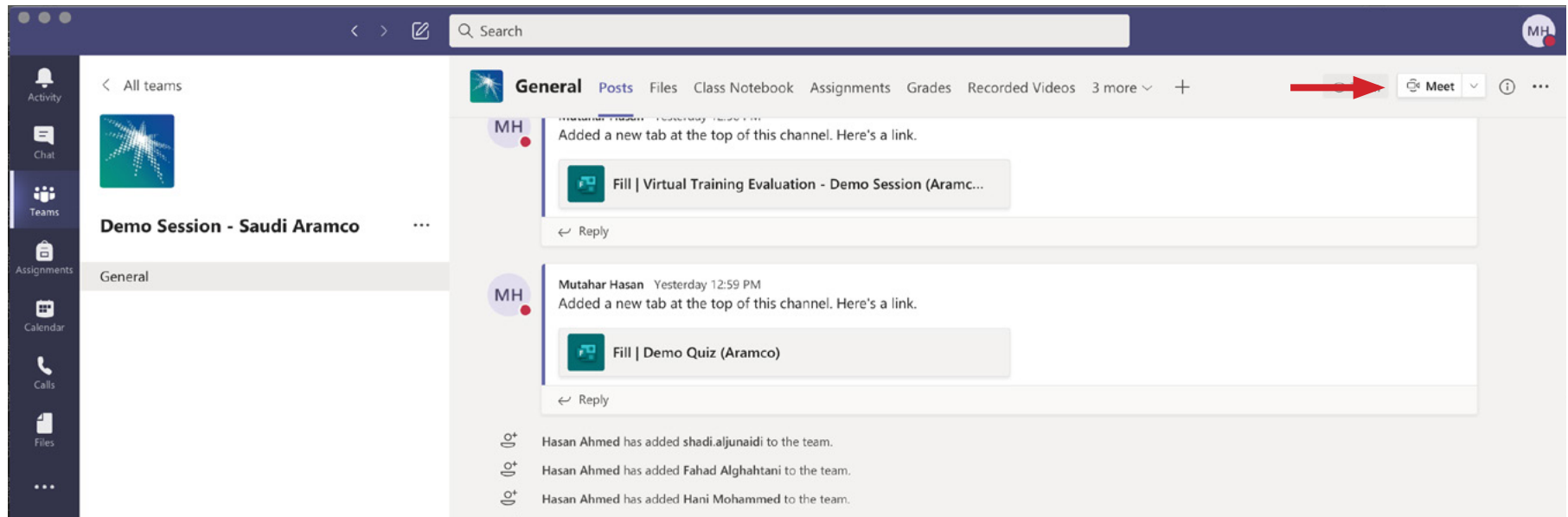
You will be redirected to specific class

If you click the **(Teams)** icon in the left sidebar you will be able to see the

- Chat Logs & Posts.
- Class Shared Files.
- Assignments
- Attendance form
- And other contents related to the class

The instructor will guide you.

3 Start using Teams



You can join to the **Video Call** by clicking 

If you need any assessment kindly contact **Al Mashreq Training IT Support**.

Tel: +973 17 140 144

email: info@almashreqbh.com

For further details about Microsoft Teams App kindly check (Microsoft Teams App Guide) in the below Link:

<https://support.microsoft.com/en-us/office/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>