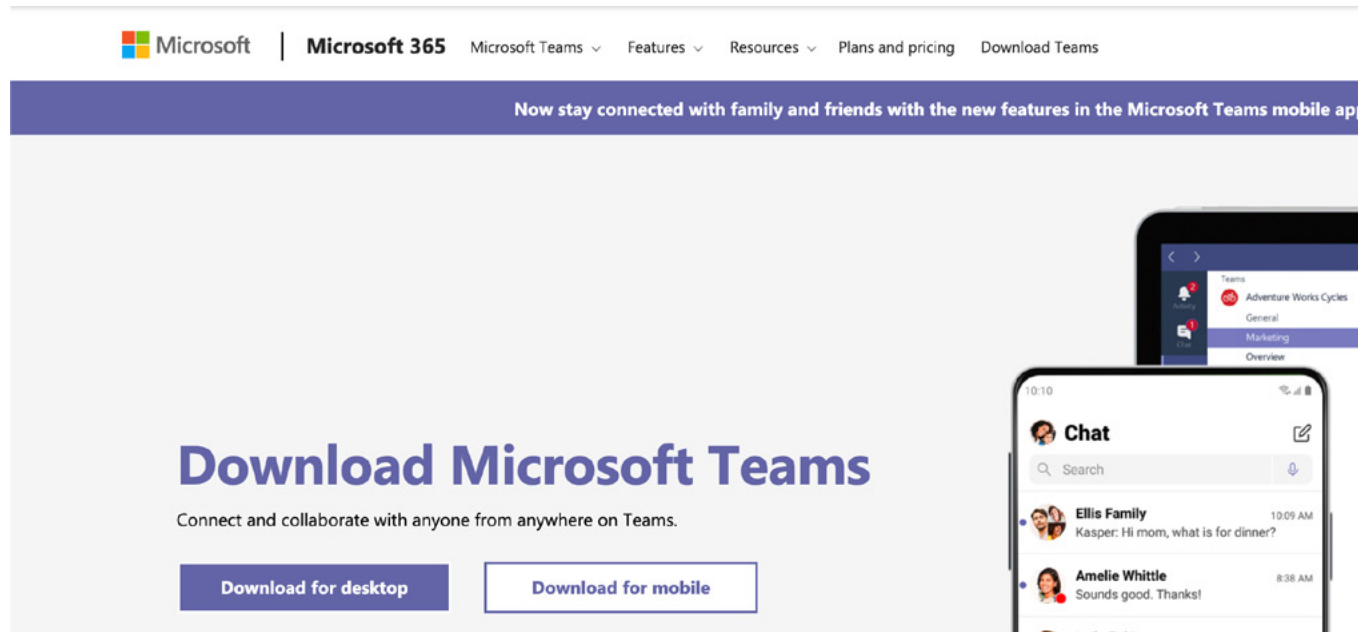


1 Microsoft Teams Installation

kindly opten the link below and download Microsoft Teams

<https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>



We recommend you to use the **Desktop version** of Microsoft Teams.

Click **Download for Desktop** and run the installation.

2 Start & Sign in to Microsoft Teams



In Windows

click Start button > Microsoft Teams.



On Mac

Go to the Applications folder and click Microsoft Teams.



The company will create a **Microsoft 365 username and password** and send it to you in your personal email.

When you start the **Microsoft Teams App** you should use the **Microsoft 365 username and password** to sign in, and select **Work or School Account**.

After signing in to Microsoft Teams you will redirect to a specific Channel (Class), If you don't see you should click [Join](#) to Start to Class, Or you can join to the class from the Calendar as well.

You can switch on the Camera & Mic to let the attendees hear you & see you.

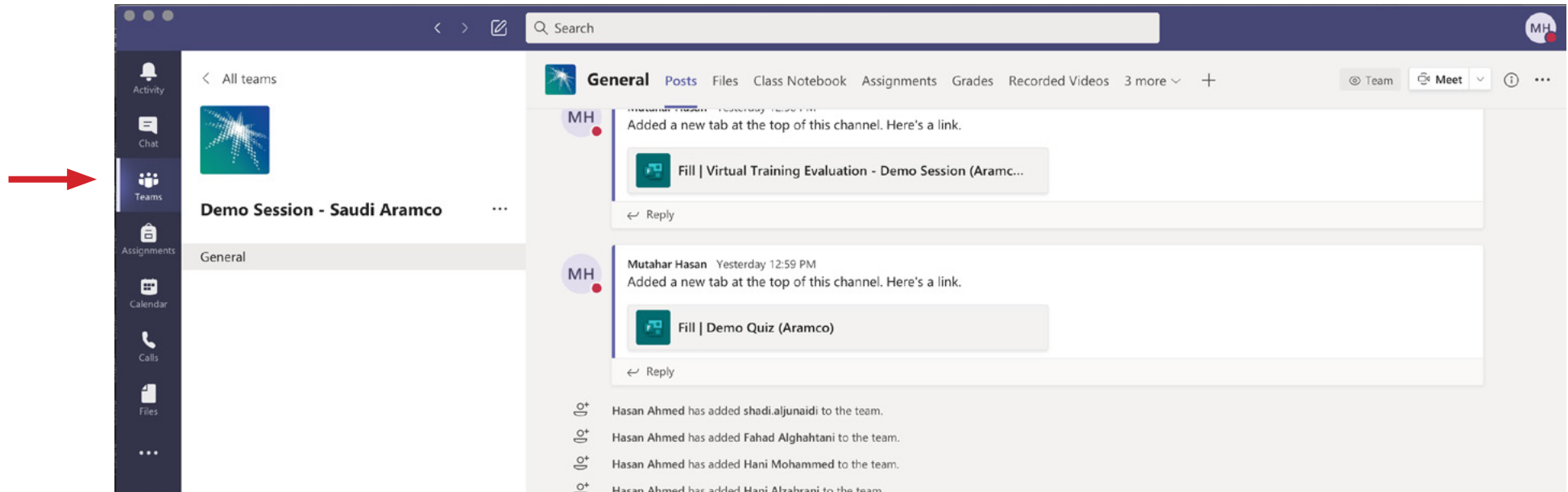


**Enter your work, school,
or Microsoft account.**

Sign-in address

Sign in

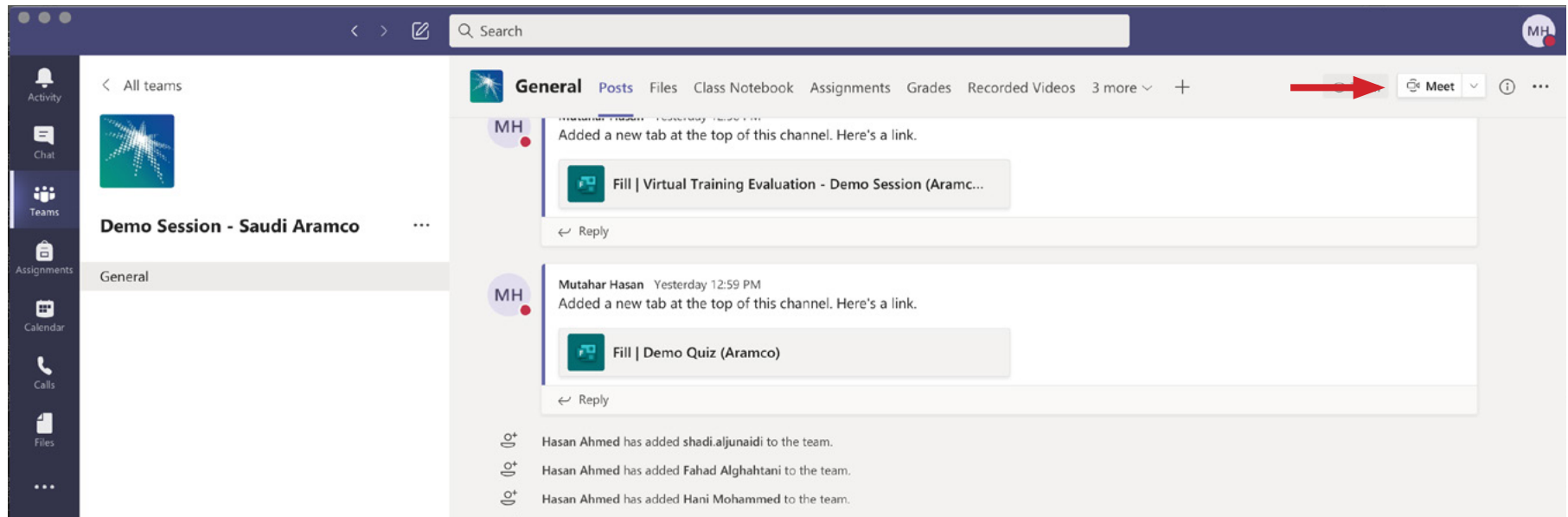
2 Start using Teams



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

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>

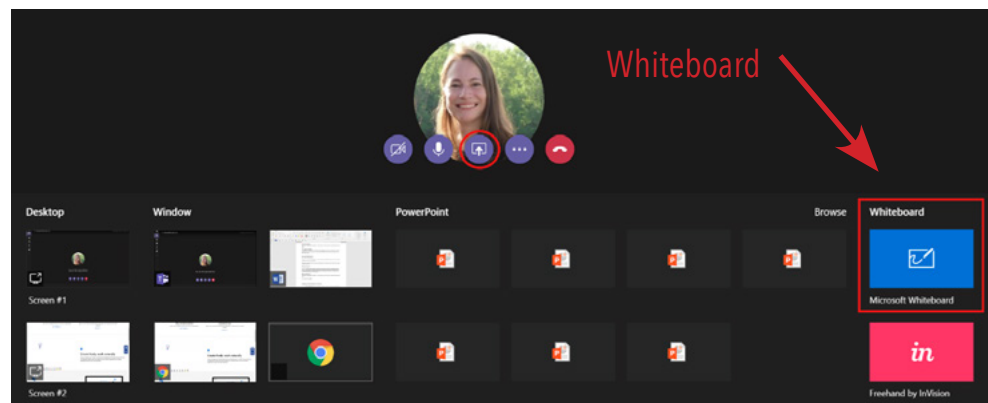
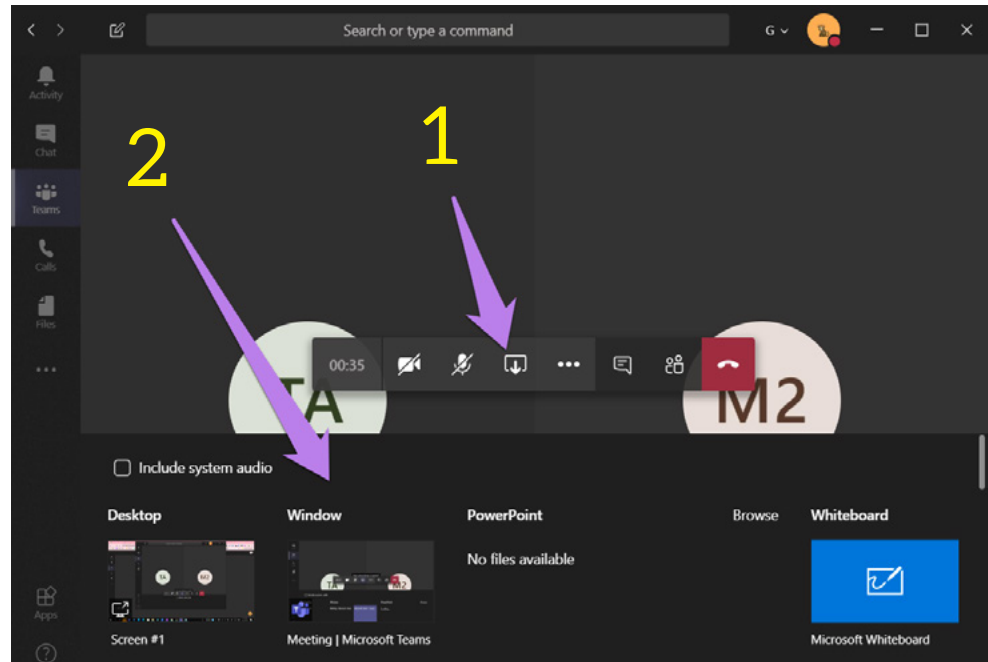
4 Share Your Screen in Ms Teams

While you are in a **Video Call** you can share your screen to show your presentation to all attendees by clicking the the Share icon (Figure 1)

- Click the **Share** icon 
- Select the screen you want to share with others
- If you need to shre a video with an audio check the (Include System Audio)
- Once you finish you can stop sharing your screen by clicking the below icon




You may use the **Whiteboard** to write some notes using the **Whiteboard App** in the screen.



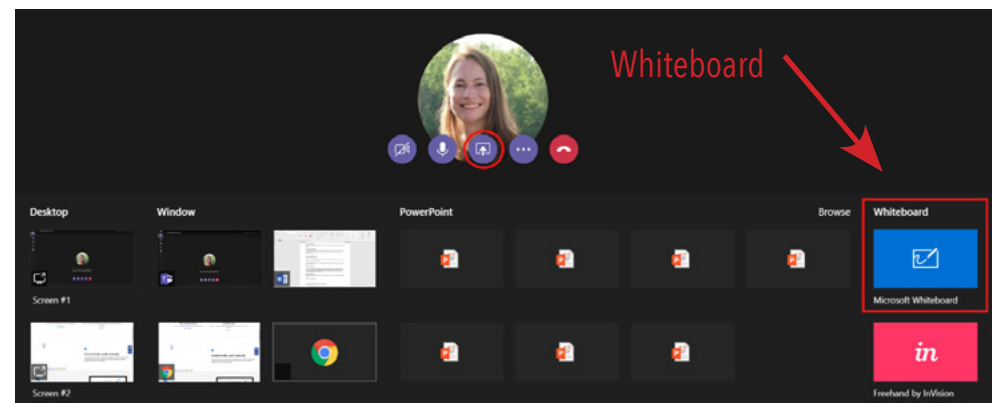
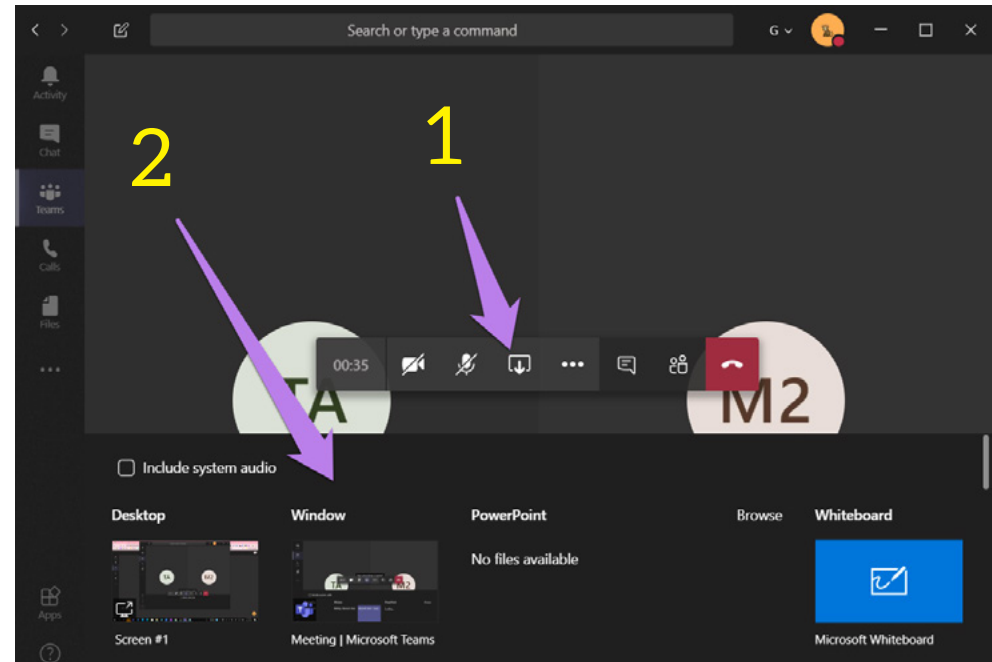
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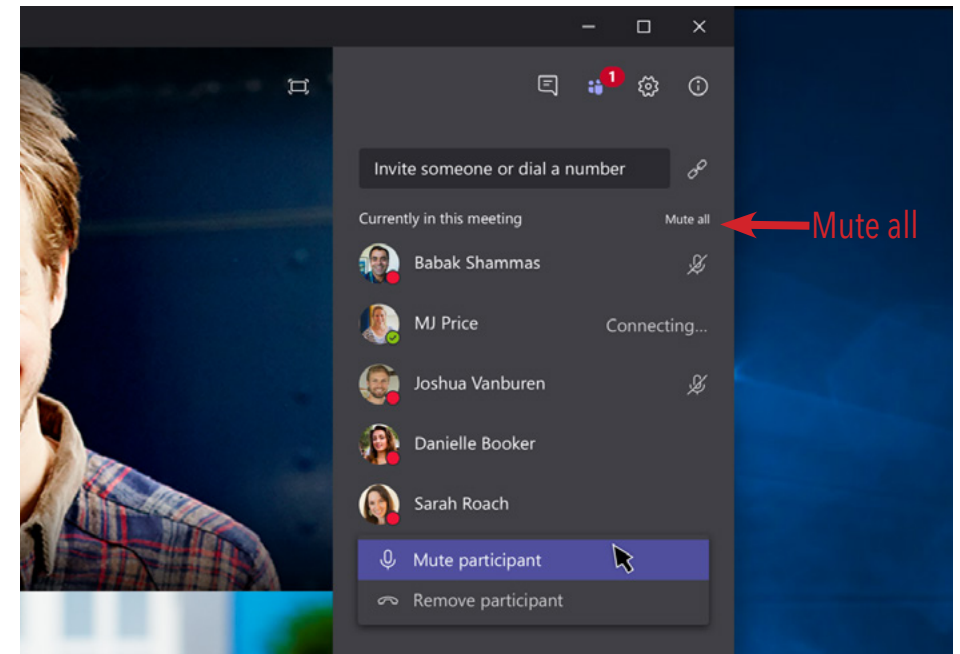
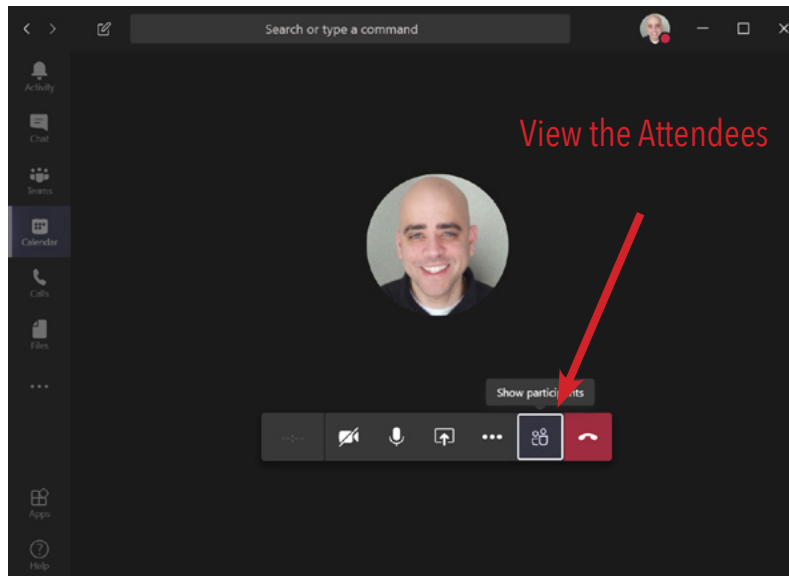
- Click the **Share** icon 
- Select the screen you want to share with others
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- Once you finish you can stop sharing your screen by clicking the below icon



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5 Manage the attendees

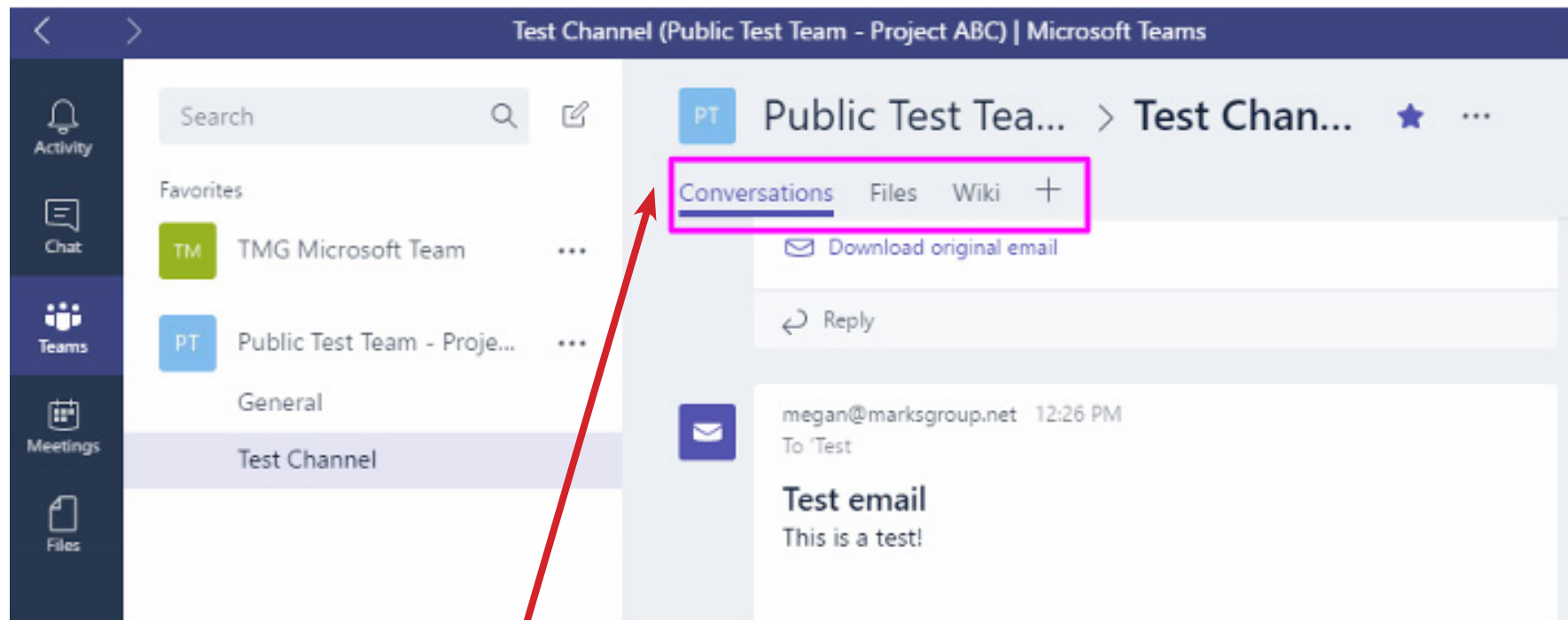


You can see and manage the attendees by clicking the attendees icon in the bottom, you will see the list of attendees.

You may also:

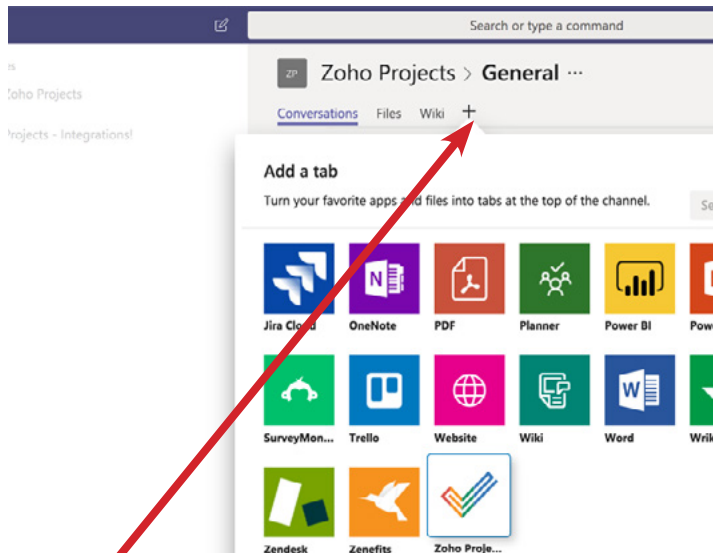
- Mute all attendees
- Mute one attendee
- Remove an attendee from the Class.

6 Add new Tab in the Channel

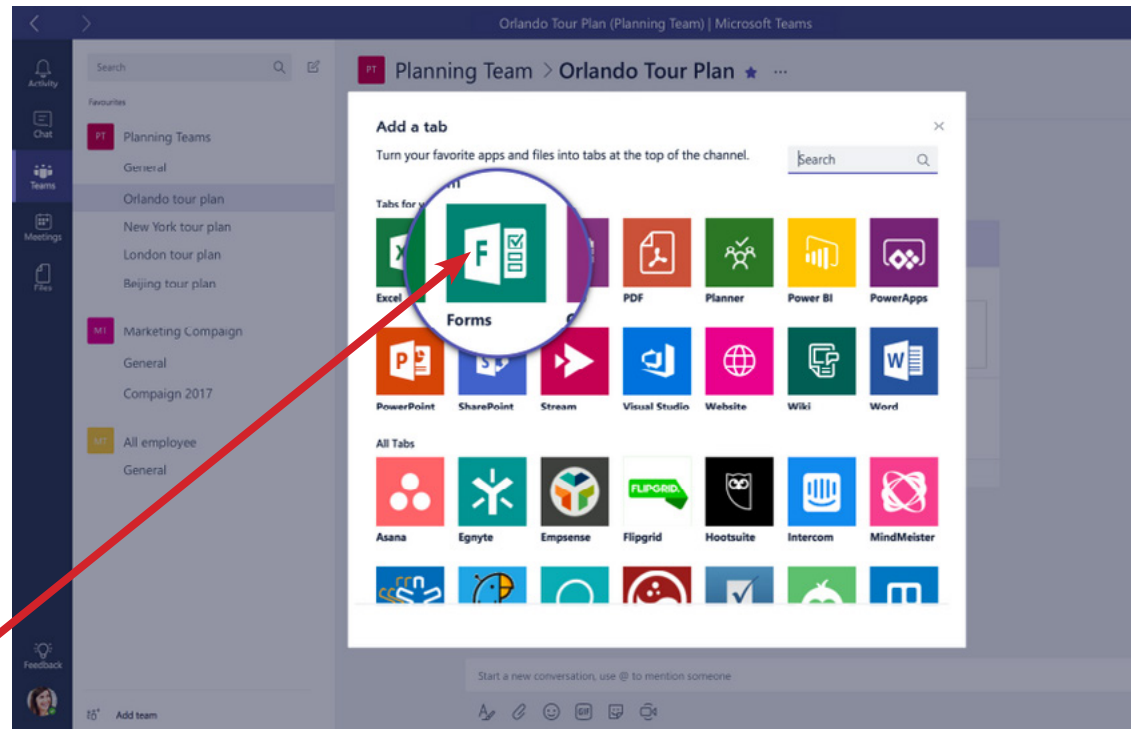


- You can see the list of tabs in top of each channel
- you can also add a new tab such as Forms, Videos or Quizess.. etc
- you can click the + icon to add more tabs

7 Add Forms



1



2

You can use forms for Quizzes, Exams or Surveys

- Click + in the tabs
- Search for Forms
- You can add new form or select an existing form.
- the form will be added as a Tab and will be available in the post as well.