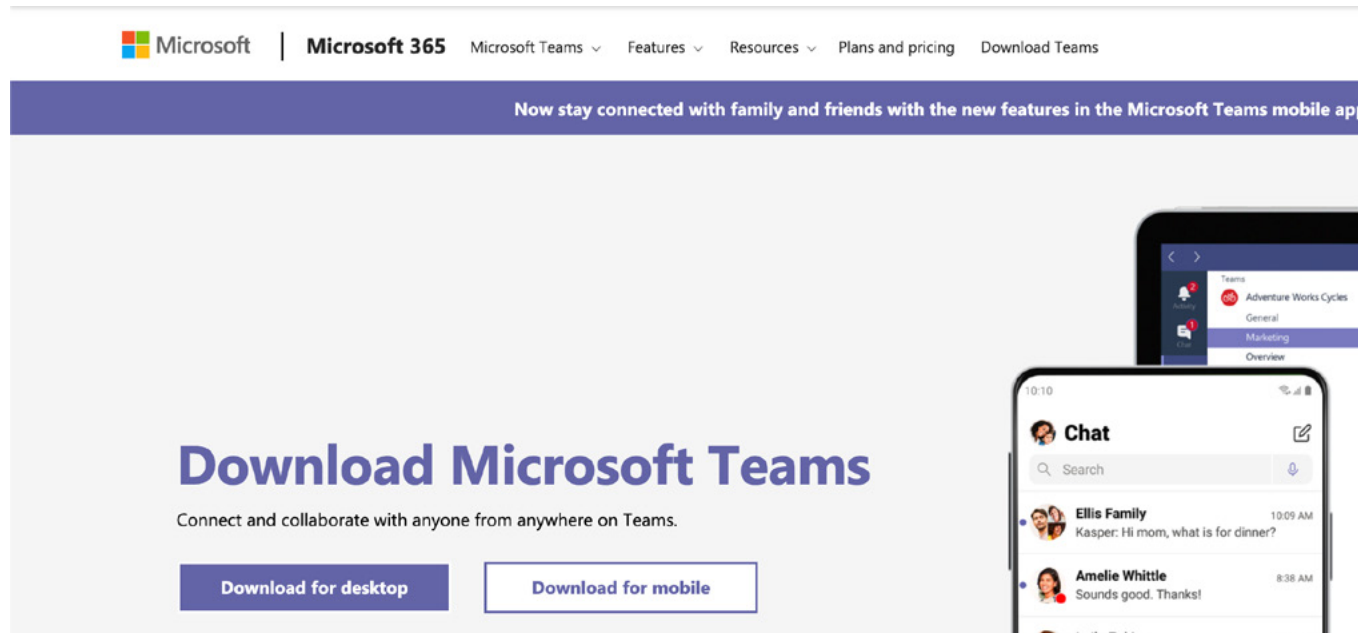


# 1 Microsoft Teams Installation

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.



### On mobile, tap the Teams icon.

Tap on the Ms Teams icon to start the app

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 the instructor you should click [Join](#)

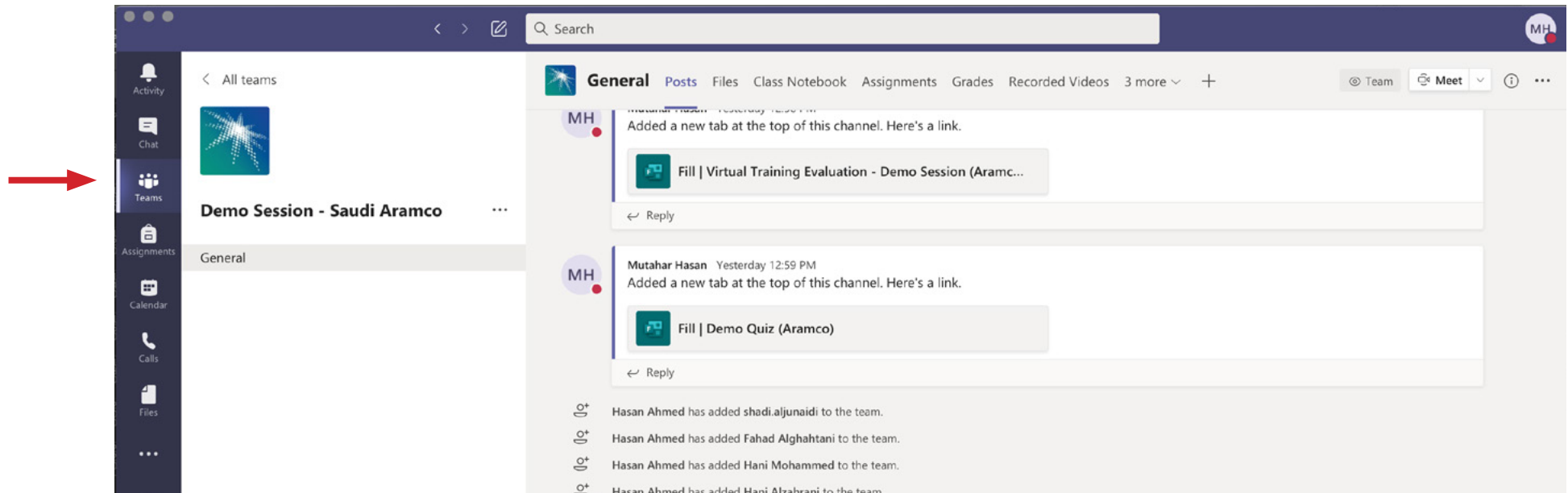
You may setup the Camera, Mic & Speakers before joining the class.

**We recommend you to switch off the Camera, and mute the Mic until you need to talk.**



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

## 2 Start using Teams

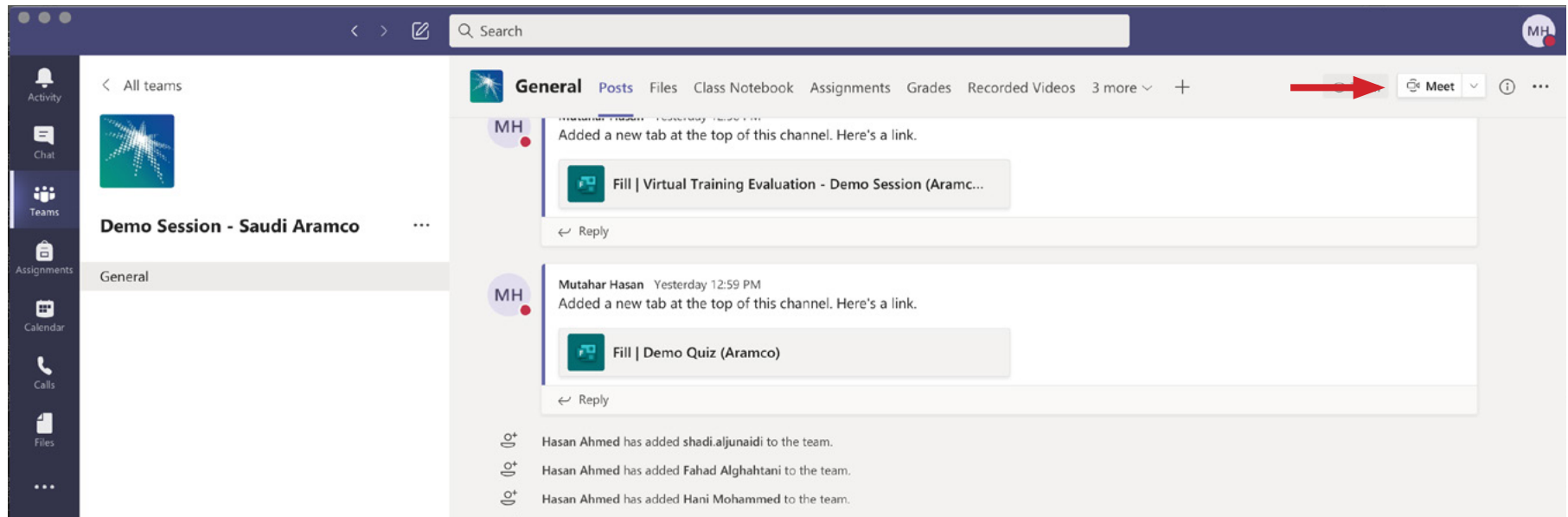


If you click the **(Teams)** icon in the left sidebar you will be able to see the

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

**The instructor will guide you about it.**

## 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>