

## MICROSOFT TEAMS - INSTALLATION GUIDE - STUDENTS

### KG TO GRADE 12

Dear parents,  
Greetings from GMS!

We are pleased to inform you that our school will be moving to another learning platform MICROSOFT TEAMS from September'20 to create a better learning environment for our students with more secure and exciting in-built applications.

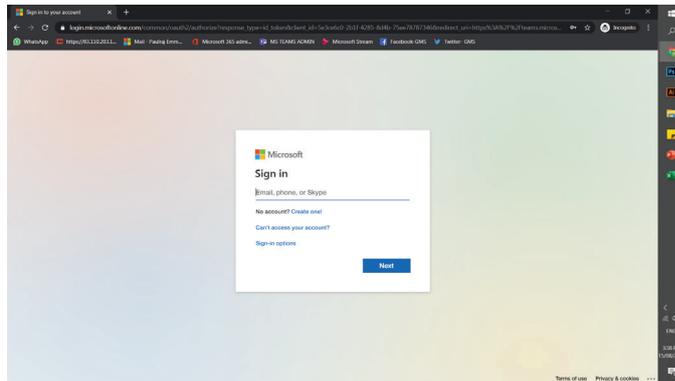
Please find below the steps to install the application. Detailed training will be provided by the class teacher on how to step into this new world of learning. We assure you that this is a very flexible and user-friendly platform, transition to it will be smooth and easy.

The user name and password will be shared with you by your class teacher. Please make sure that you change your password on your first login.

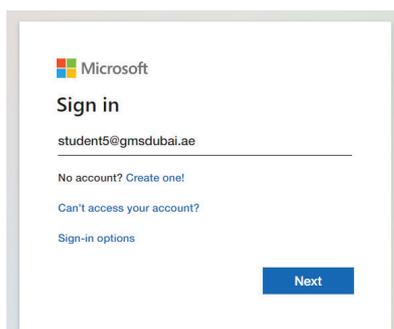
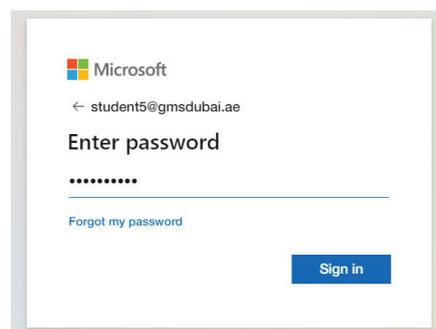
Do make sure that the password is strong enough to ensure maximum security during e learning.

**STEP 1:** Click on the link below or copy paste in to any browser, you will directed to a login page.

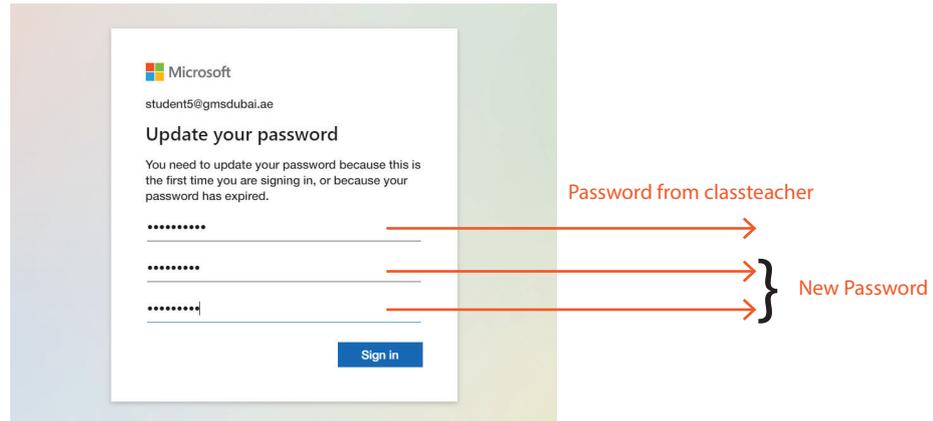
<https://teams.microsoft.com/>



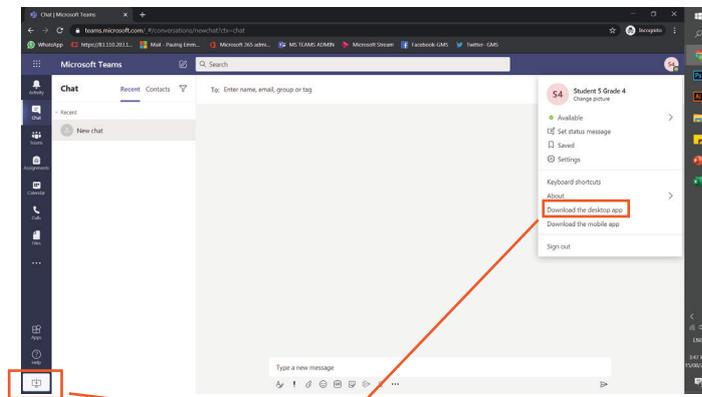
**STEP 2:** Enter the user name and password given by the class teacher.

A screenshot of the Microsoft Teams login page, similar to the previous one, but with the text "student5@gmsdubai.ae" entered into the "Email, phone, or Skype" field. The "Next" button is highlighted in blue.A screenshot of the Microsoft Teams login page, similar to the previous ones, but with the text "student5@gmsdubai.ae" in the header and "Enter password" in the main heading. The password field contains a series of dots. There is a blue "Forgot my password" link and a blue "Sign in" button at the bottom right.

**STEP 3:** Change/update the password with a stronger one.

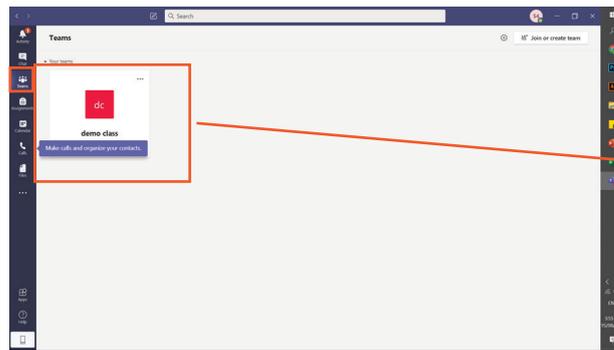


**STEP 4:** Microsoft Web application will open.



Download and Install Desktop Application and sign in with your user name and new password.

Desktop version



You can see your ward's classroom is already created in teams home page.

Please explore the downloaded version or you may wait for your class teacher to explain to you further. Please note that only age appropriate features will be made available according to the needs of your child.

**NOTE:**

Mobile / tab or ipad users may download the application from the Android play store or Apple store and follow the steps as mentioned above. Do not sign out from Teams at any time, keep it be running in your gadget's background, so you will get all notification and meeting schedules.



Microsoft Teams  
Microsoft Corporation

