



EDUCATION

Microsoft Teams Installation Guide

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1. Microsoft Teams and Account

What is Microsoft Teams?

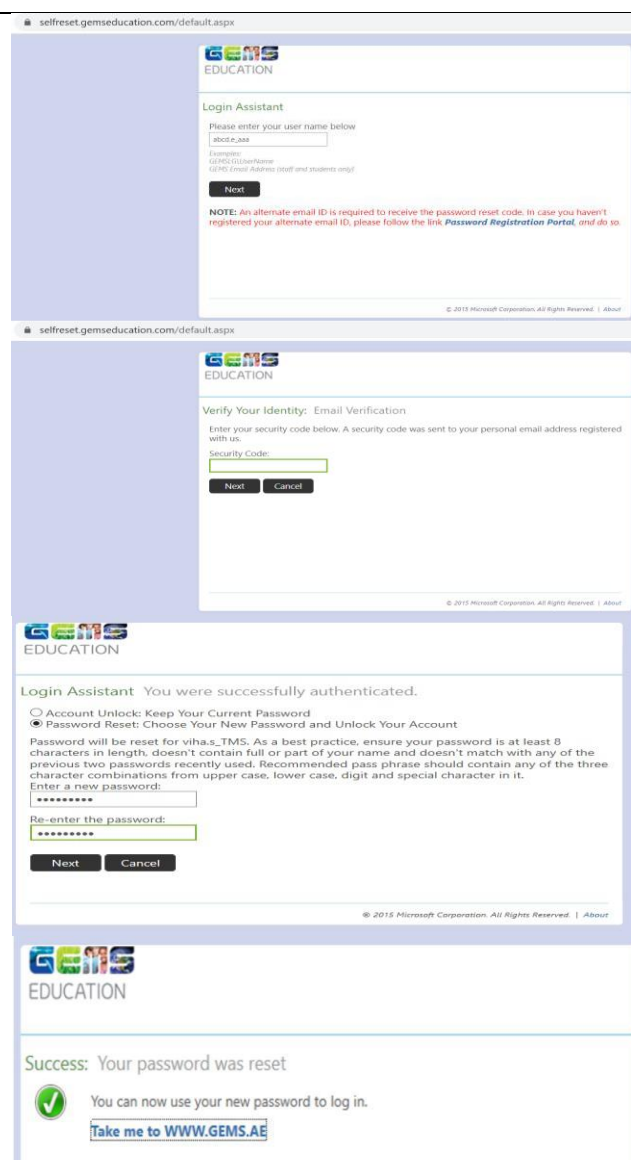
Microsoft Teams is a digital hub that brings conversations, meetings, files, and apps together in one place. Teams is built on Office 365 making integration easier as an E-learning platform for Teachers and Students as they already have a GEMS ELearning account. It delivers enterprise-grade security and compliance that is extensible and customizable to fit the needs of every school.

Video links explaining Teams:

- <https://support.office.com/en-us/article/video-welcome-to-microsoft-teams-b98d533f-118e-4bae-bf44-3df2470c2b12?ui=en-US&rs=en-US&ad=US>
- <https://support.office.com/en-us/article/video-what-is-microsoft-teams-422bf3aa-9ae8-46f1-83a2-e65720e1a34d>
- <https://www.youtube.com/watch?v=i0TIQXmFGdQ>

Student Password Account and Reset

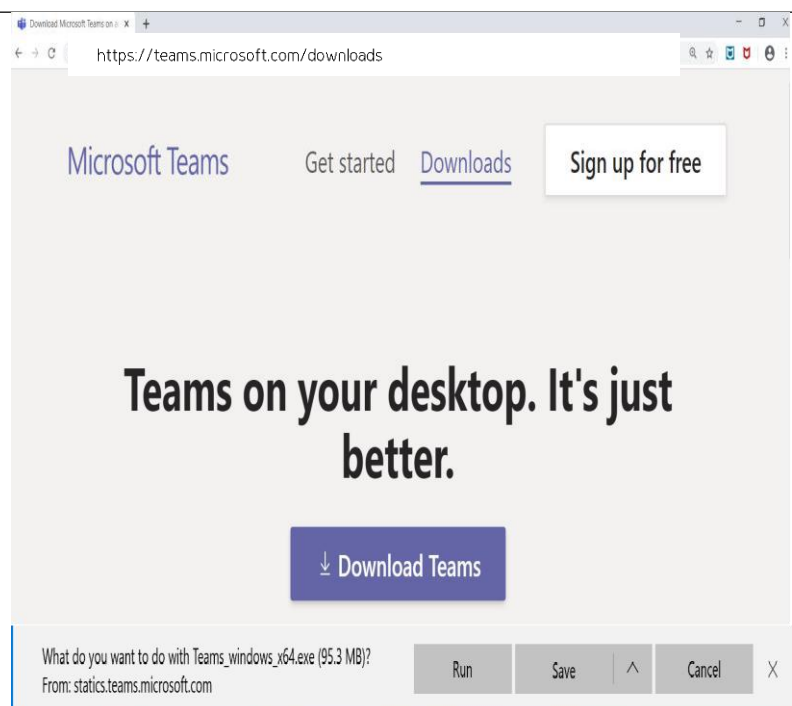
- Each student will have a GEMS ELearning account which will be name.surname_schoolcode@gemselearning.com as an example (abcd.e_aaa@gemselearning.com)
- The Parent or Students can reset the password by going to the following URL <https://selfreset.gemseducation.com/default.aspx>
- Key in the Student id "abcd.e_aaa" and click next.
- A security code containing a sequence of random numbers will be sent as an email to the parent registered email address with the school.
- After code input click next, to open the password reset page.
- Type in the preferred password and click next to update the system with the new password.
- If any issues with password reset or account please contact the help line **helpline_tws@gemsedu.com**.



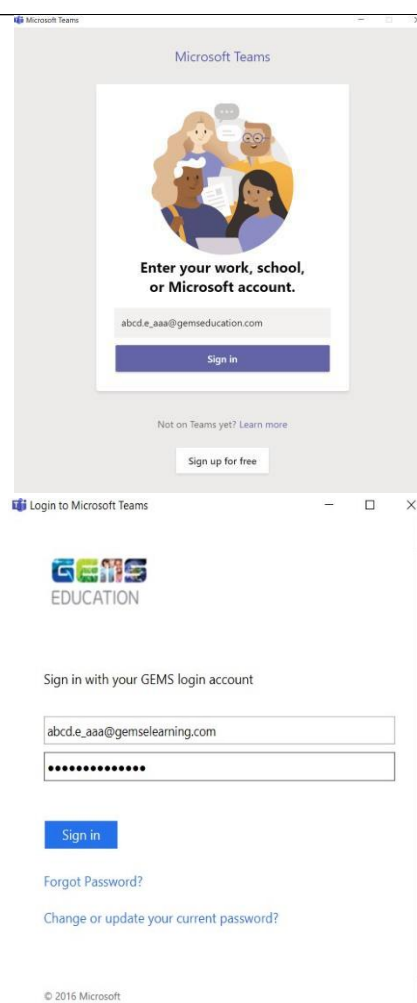
The image displays three sequential screenshots of the GEMS Education self-reset password interface. The first screenshot shows the 'Login Assistant' page where a user enters their username (e.g., 'abcd.e_aaa') and clicks 'Next'. A note indicates that an alternate email ID is required for password reset codes. The second screenshot shows the 'Verify Your Identity: Email Verification' page, where the user enters a security code received via email and clicks 'Next'. The third screenshot shows the 'Login Assistant' page after successful authentication, where the user chooses to 'Reset Password'. It prompts the user to enter a new password (at least 8 characters, including upper case, lower case, digit, and special character) and re-enter it, then clicks 'Next'. The final part of the image shows a 'Success' message: 'Your password was reset. You can now use your new password to log in.' with a button to 'Take me to WWW.GEMS.AE'.


2. Windows Platform:

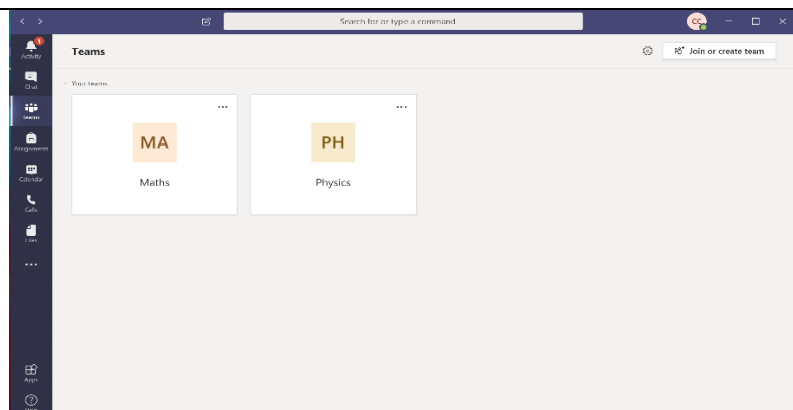
- To Install Microsoft Teams on your Windows operating system device, go to <https://teams.microsoft.com/downloads>
- Click on "Download Teams"
- Select "Run" on the pop up shown at the bottom of the browser.








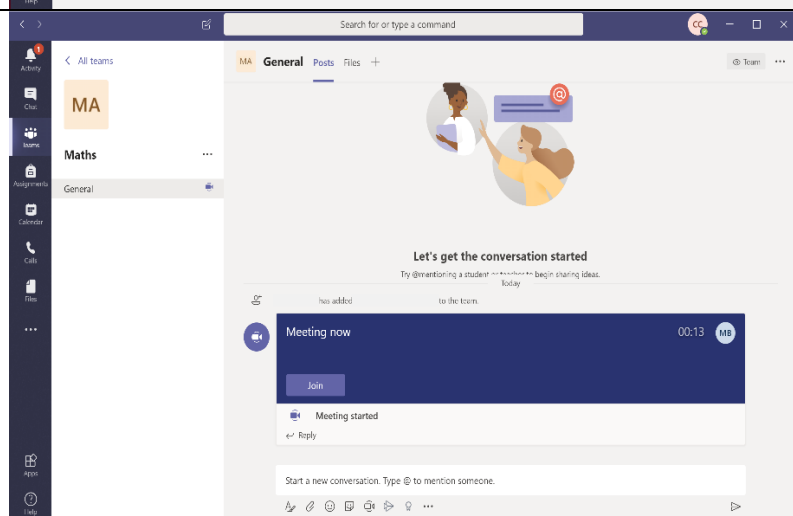
- Once Teams installation is complete, Teams will ask for the login user credentials.
- Key in the Student details which will be [name.surname_schoolcode@gemselearning.com](mailto:abcd.e.aaa@gemselearning.com) as an example (abcd.e.aaa@gemselearning.com) and "Sign in".
- This will open the GEMS Login authentication page.
- Key in the Student user id (abcd.e.aaa@gemselearning.com) and password.
- Click on "Sign in"




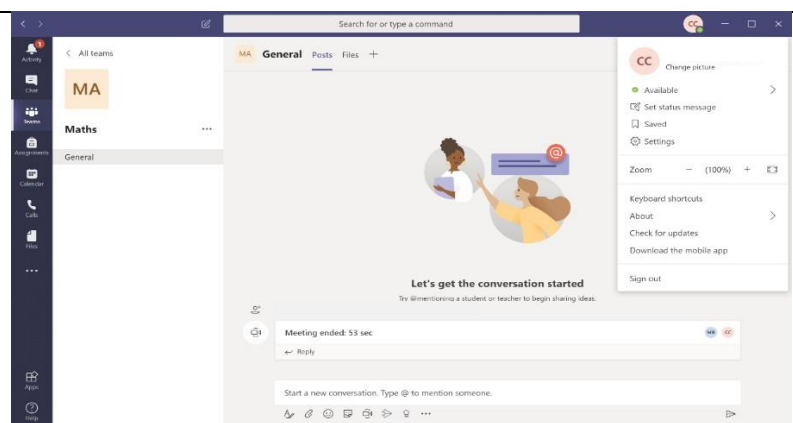
- Once the Student logs into Microsoft Teams, they will be able to view the respective subject's names under the  "Teams" menu.
- The Student can open the respective subject team group (example Maths or Physics) based on the class timing or meeting scheduled by the Teacher.




- Based on the Subject the teacher will initiate a meeting and students can click on "Join". Once the students join the meeting they can hear the presentation and view the slides shared by the Teacher.
-  This icon means the student device camera is turned off when they have joined the teacher's meeting session.
-  This icon means the student device mic is turned off, only turn on in case to raise questions to the teacher click on the icon .
-  The speaker icon needs to be kept on so that the teacher's audio can be heard.
- Once the session is complete, the students can exit and go to  "Teams" menu and attend the next subject class session.

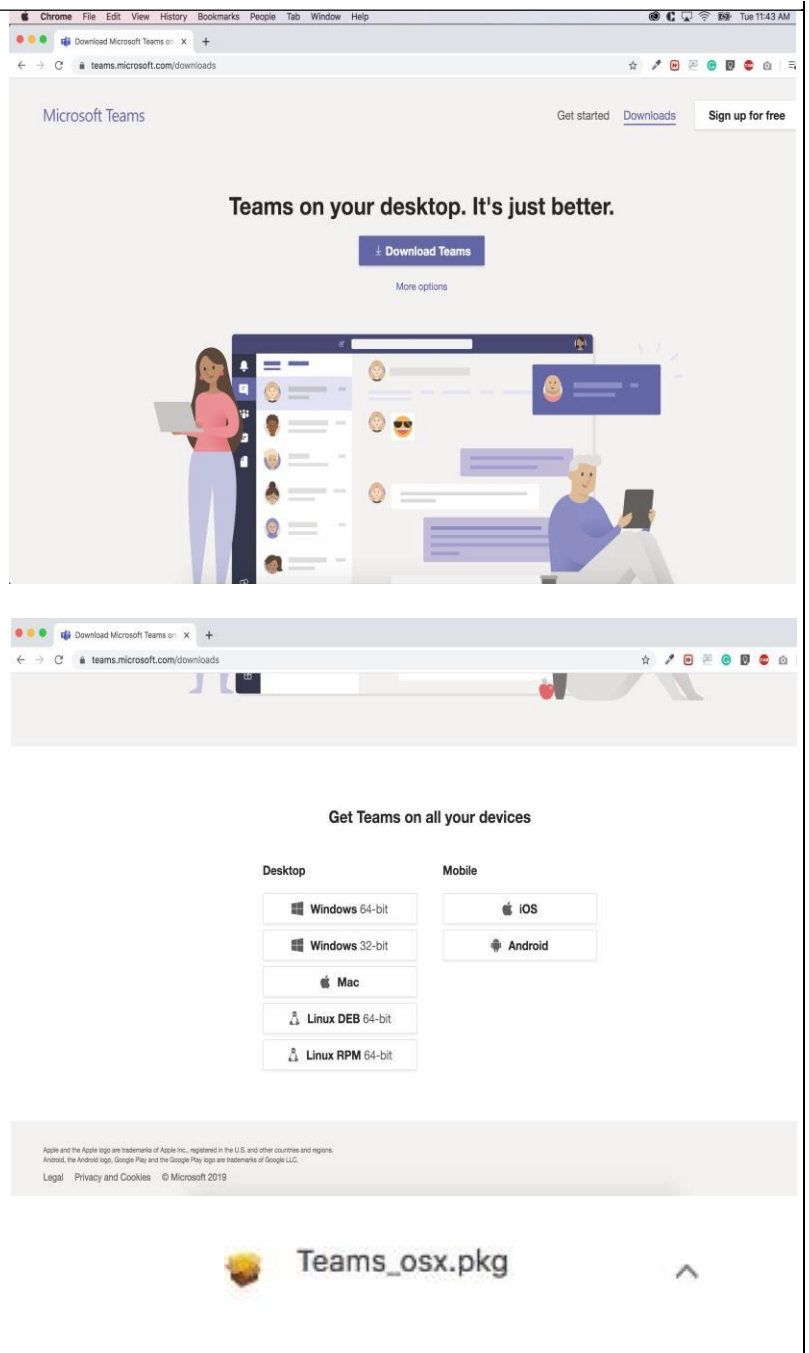


- After the subject class teacher's session is complete for the day, the students can sign out from Teams.
- To sign out click on the  "profile icon" and click on "Sign out".





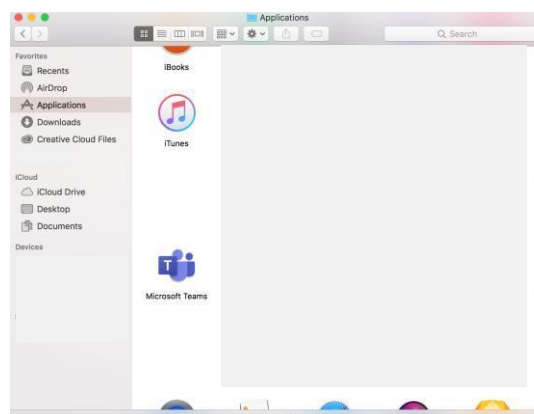
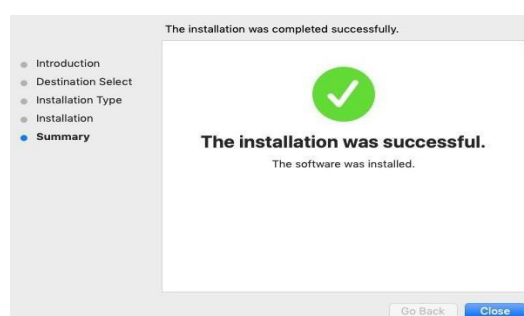
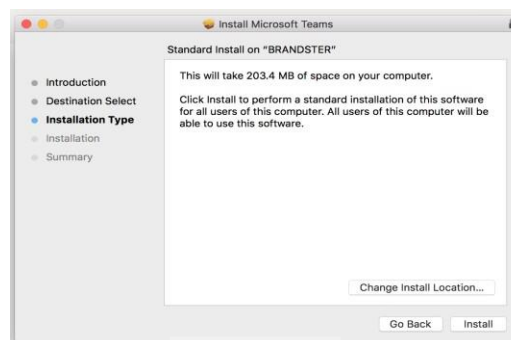
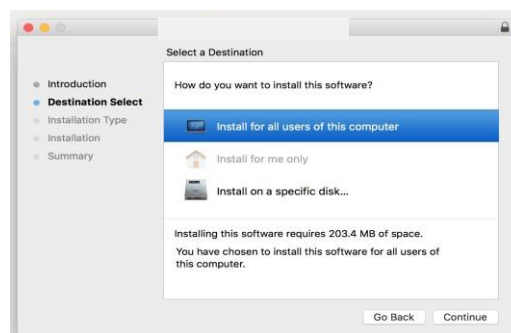
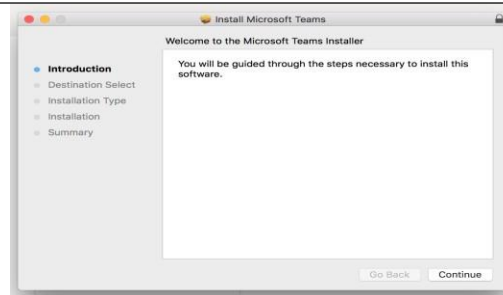
3. Mac OS Platform:

- To Install Microsoft Teams on your Mac book, go to_ <https://teams.microsoft.com/downloads>
- Click on "Download Teams"
- Based on the list of options shown click on  **Mac** "Mac" to download the "Teams_osx.pkg" application.

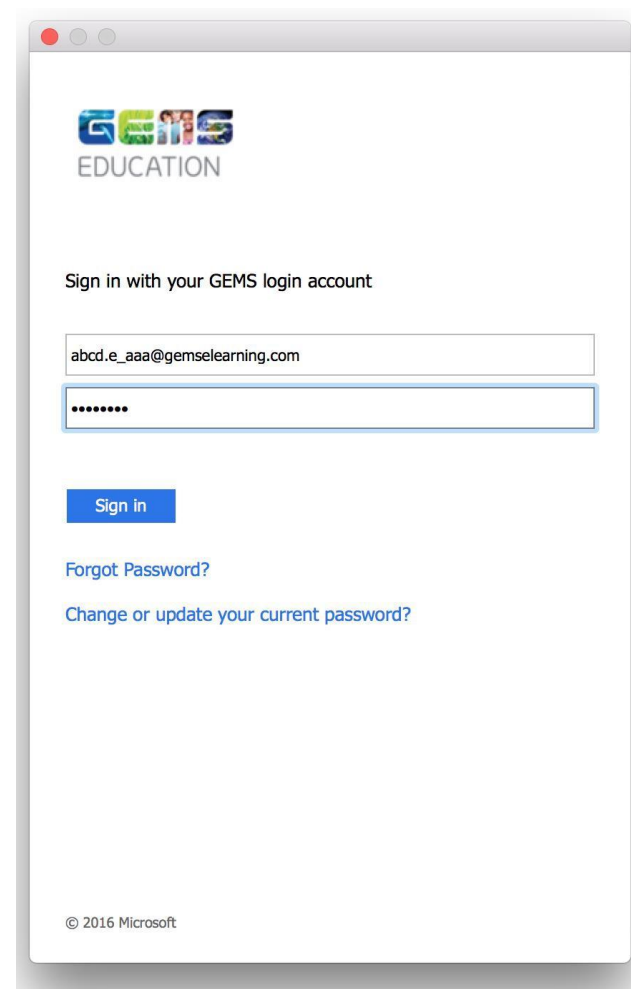
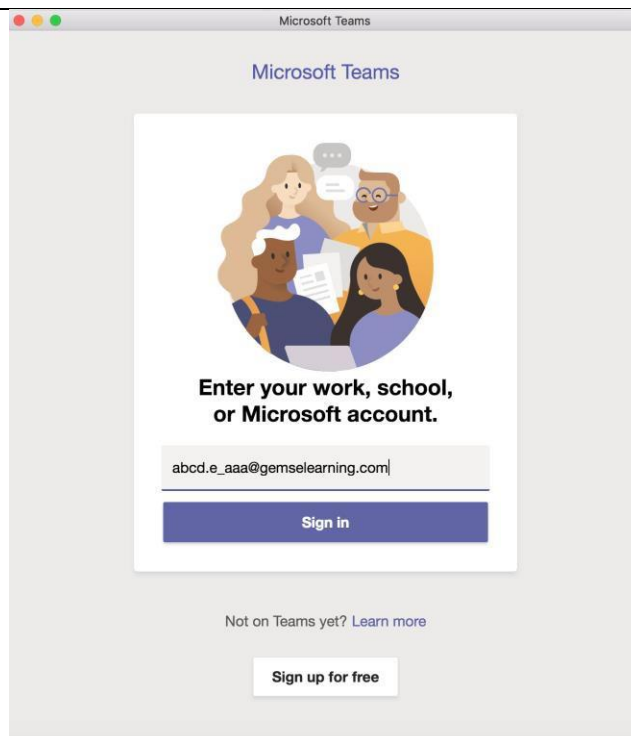



The screenshot shows the Microsoft Teams download page in a Chrome browser. The page title is "Microsoft Teams" and the URL is "teams.microsoft.com/downloads". The main heading is "Teams on your desktop. It's just better." with a "Download Teams" button. Below this, there is an illustration of a woman and a man using Teams. The page also features a section titled "Get Teams on all your devices" with two columns: "Desktop" and "Mobile". Under "Desktop", there are buttons for "Windows 64-bit", "Windows 32-bit", "Mac", "Linux DEB 64-bit", and "Linux RPM 64-bit". Under "Mobile", there are buttons for "iOS" and "Android". The "Mac" button is highlighted. At the bottom, there is a footer with legal information and a "Teams_osx.pkg" download link.

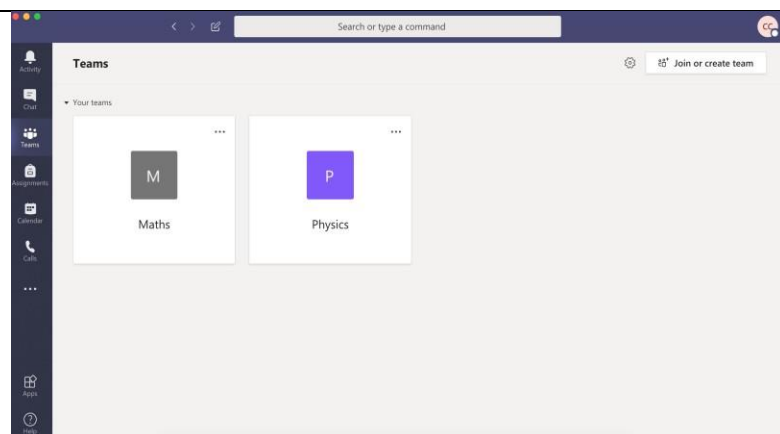
- Install the downloaded file
"Teams_osx.pkg"
- Once installation is complete go to
"Finder" 
- Search for the installed application
"Teams" 








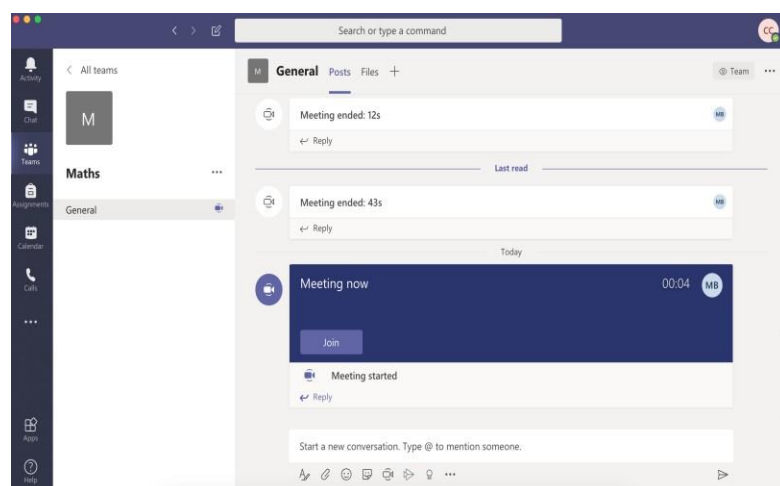
- Key in the Student details which will be [name.surname_schoolcode@gemselearning.com](#) as an example ([abcd.e_aaa@gemselearning.com](#)) and "Sign in".
- This will open the GEMS Login authentication page.
- Key in the Student user id ([abcd.e_aaa@gemselearning.com](#)) and password.
- Click on "Sign in"




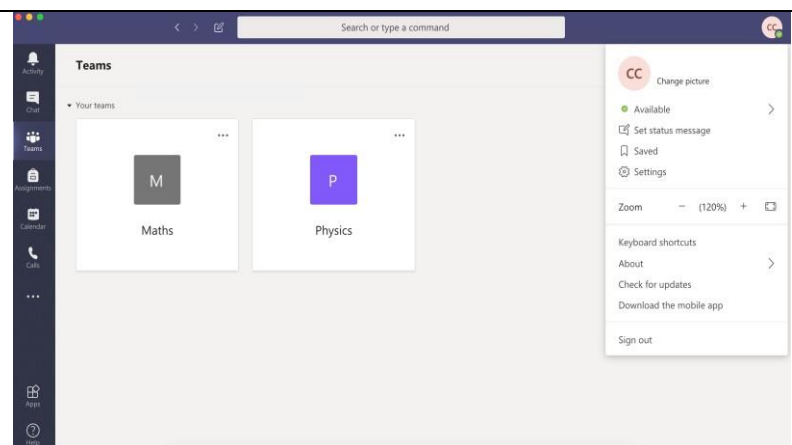
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- Once the session is complete, the students can exit and go to  "Teams" menu, to attend the next subject class session.

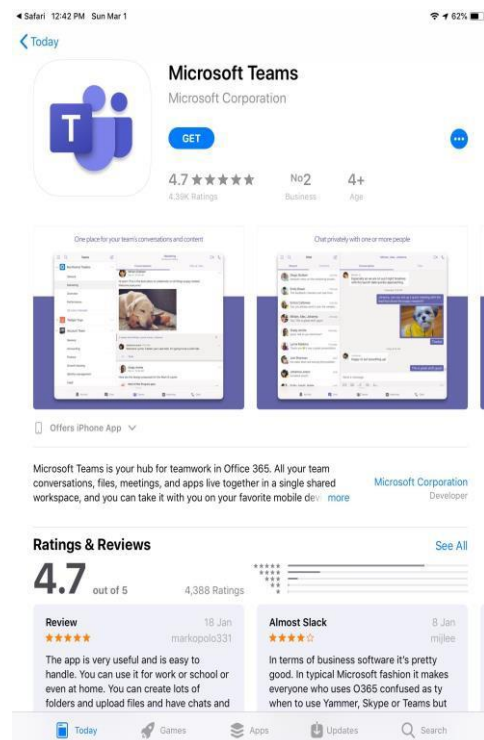
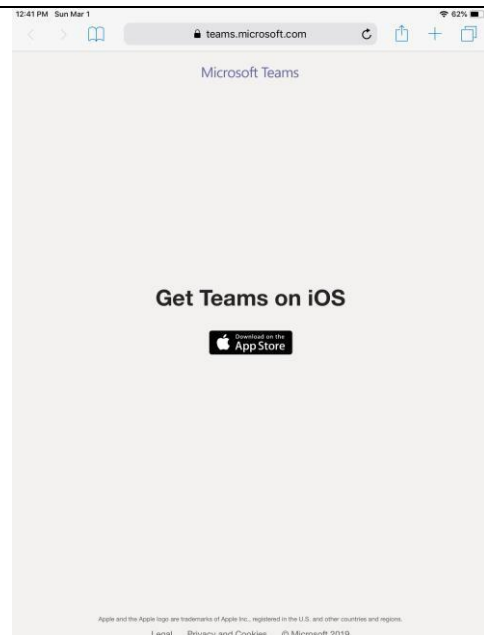


- After the subject class teacher's session is complete for the day, the students can sign out from Teams.
- To sign out click on the  "profile icon" and click on "Sign out".

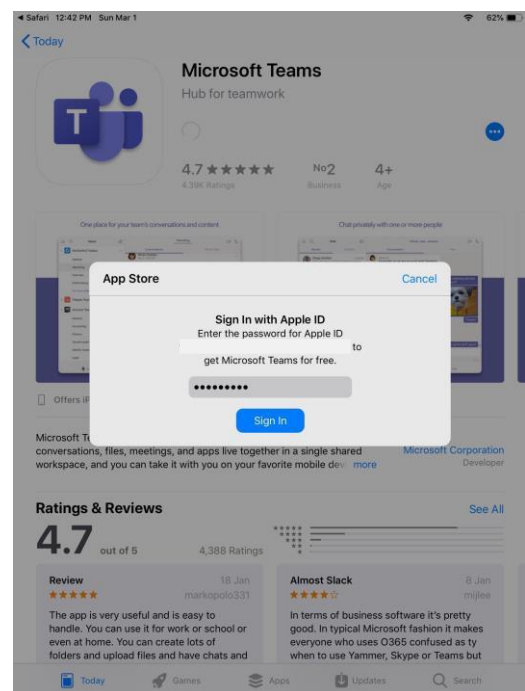
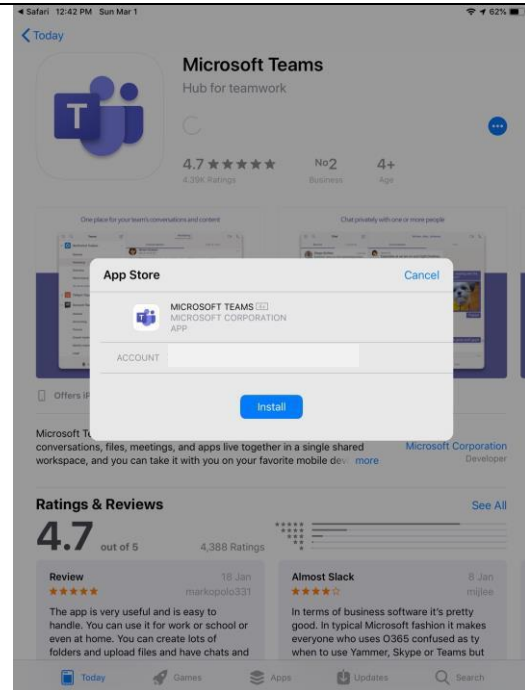


4. Apple iOS Platform:

- To Install Microsoft Teams on your apple iPad device, go to <https://teams.microsoft.com/downloads>
- Click on "Download on the App Store"
- Microsoft Teams can be searched and installed from the App Store directly as well.
- Click on "Get" to install Microsoft Teams on the device.



- For installation of an app on an apple iPad device, it will prompt for the apple account.
- Key in your apple account user details and password.



- Once Teams installation is complete, open the Teams app and click on "Sign in"
- Key in the Student details which will be name.surname_schoolcode@gemselearning.com as an example (abcd.e_aaa@gemselearning.com) and "Sign in".
- This will open the GEMS Login authentication page.
- Key in the Student user id (abcd.e_aaa@gemselearning.com) and password.
- Click on "Sign in"

App Store 12:44 PM Sun Mar 1 62%

Microsoft Teams



Welcome to Microsoft Teams!
A happier place for teams to work together.

Sign in

Sign up for free

App Store 12:44 PM Sun Mar 1

62%



Sign in using your work, school, or Microsoft account.

Sign in

[Get help with signing in](#)

App Store 12:48 PM Sun Mar 1

62%

Cancel

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GEMS
EDUCATION

Sign in with your GEMS login account

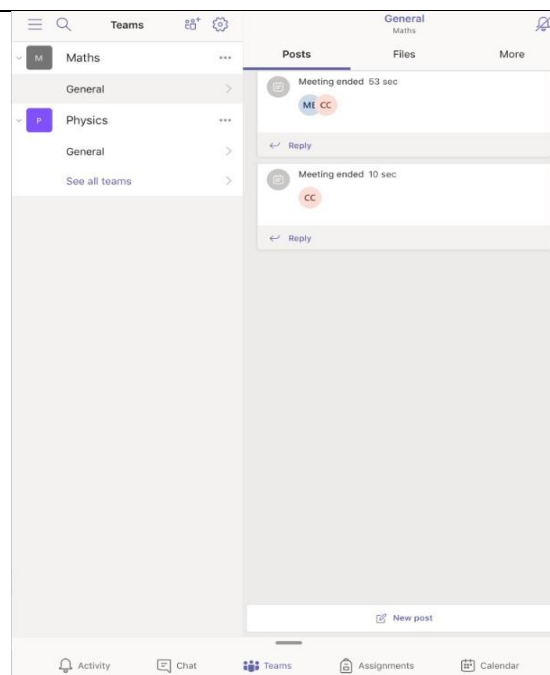
Sign in






[Forgot Password?](#)

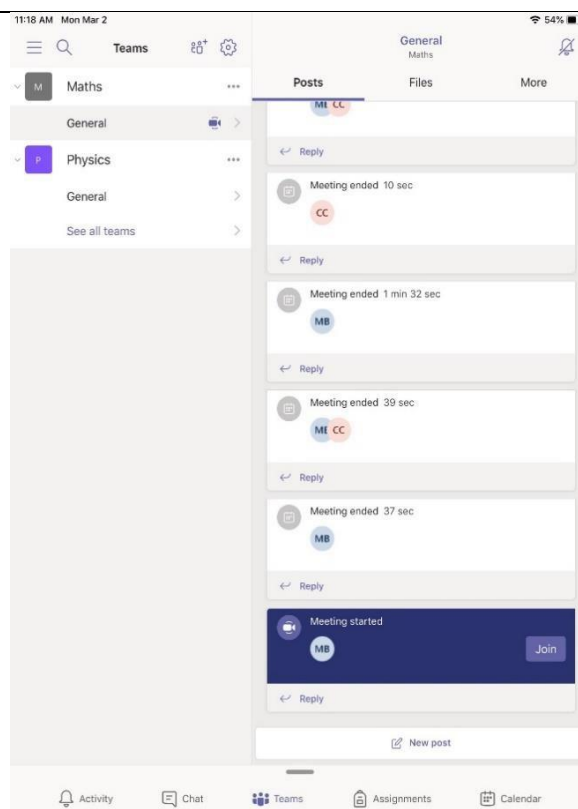
[Change or update your current password?](#)



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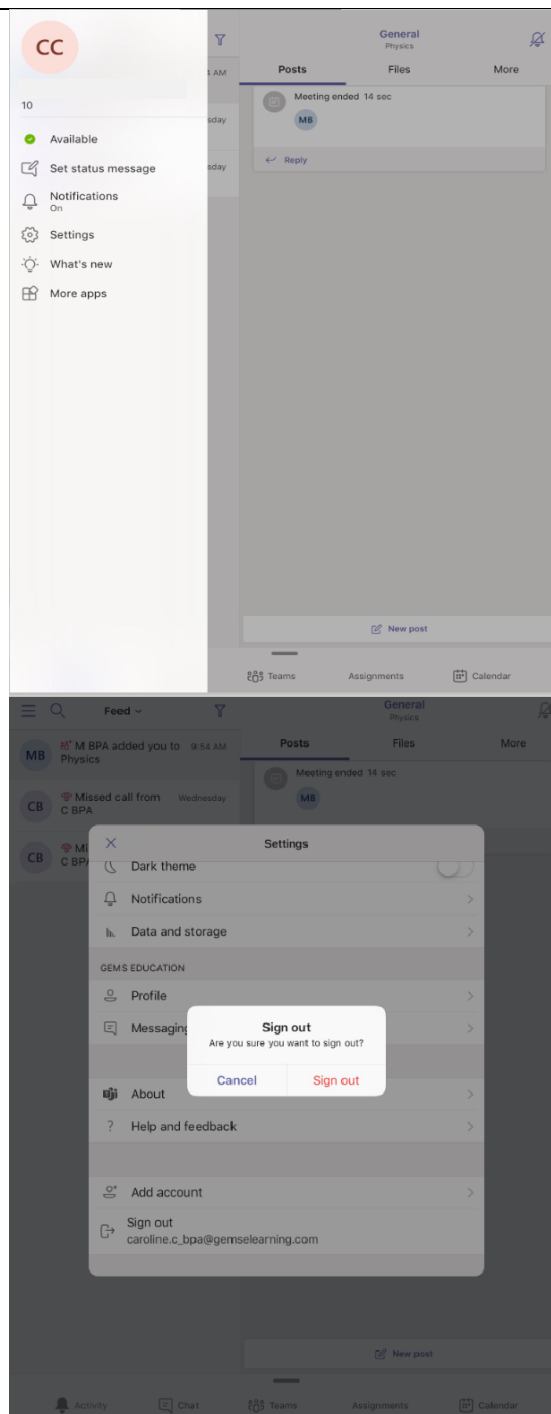
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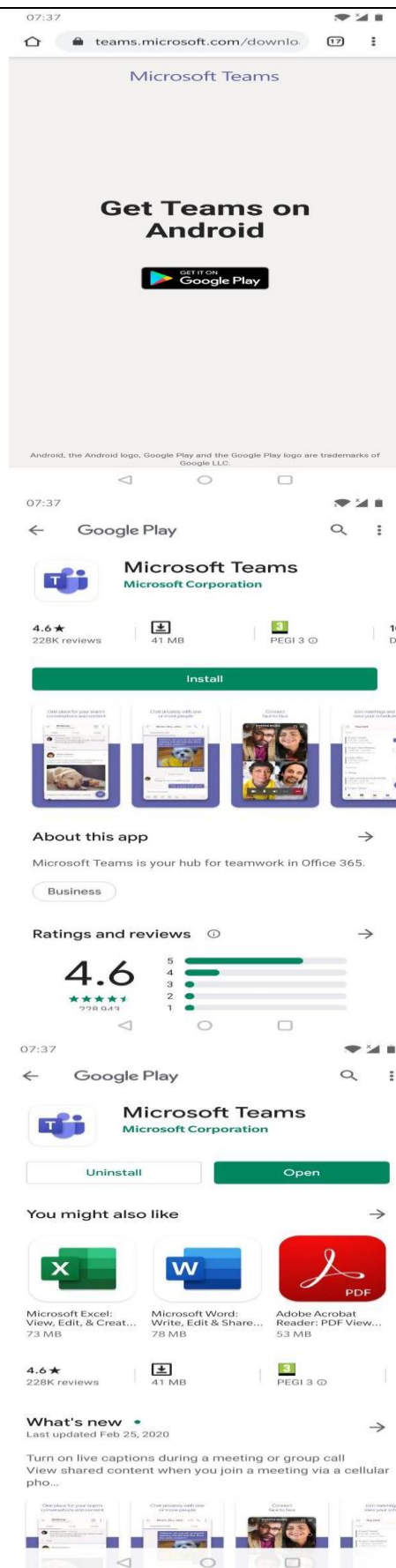


- After the subject class teacher's session is complete for the day, the students can sign out from Teams.
- To sign out click on the menu icon  which will open the student profile and click on  "Settings"
- On settings page click on "Sign out" and confirm the "Sign out" on the prompt screen.

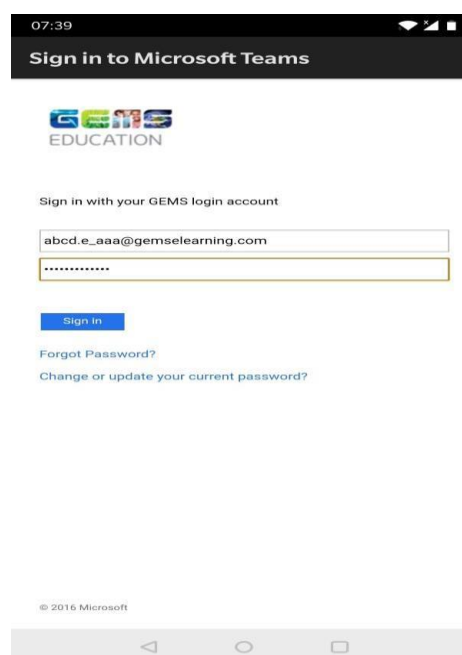
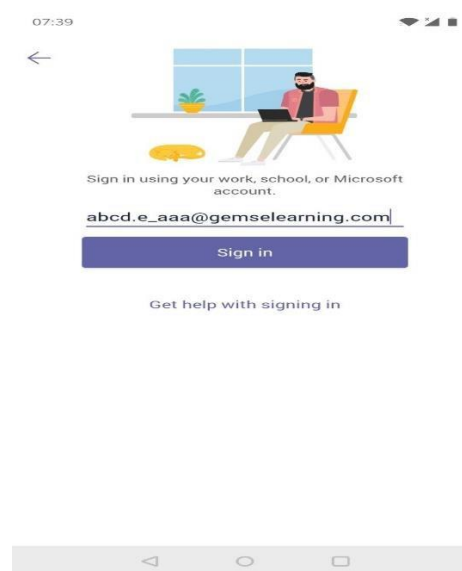


5. Android Platform:

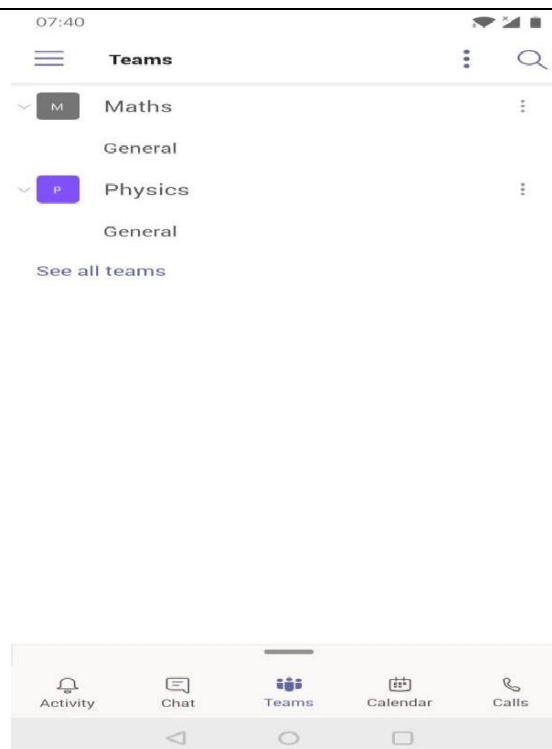
- To Install Microsoft Teams on your android device, go to <https://teams.microsoft.com/downloads>
- Click on "Get it on Google Play"
- Microsoft Teams can be searched and installed from the Play Store directly as well.
- Click on "Install" so as to setup Microsoft Teams on the device.
- Once Installed click on "Open"








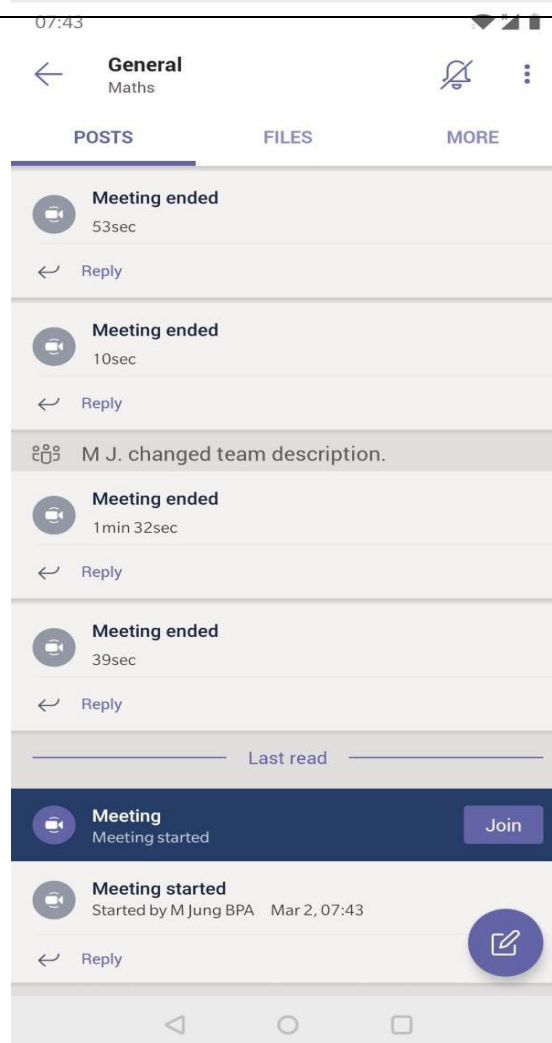
- Once Teams installation is complete, open the Teams app and click on "Sign in"
- Key in the Student details which will be name.surname_schoolcode@gemselearning.com as an example (abcd.e_aaa@gemselearning.com) and "Sign in".
- This will open the GEMS Login authentication page.
- Key in the Student user id (abcd.e_aaa@gemselearning.com) and password.
- Click on "Sign in"





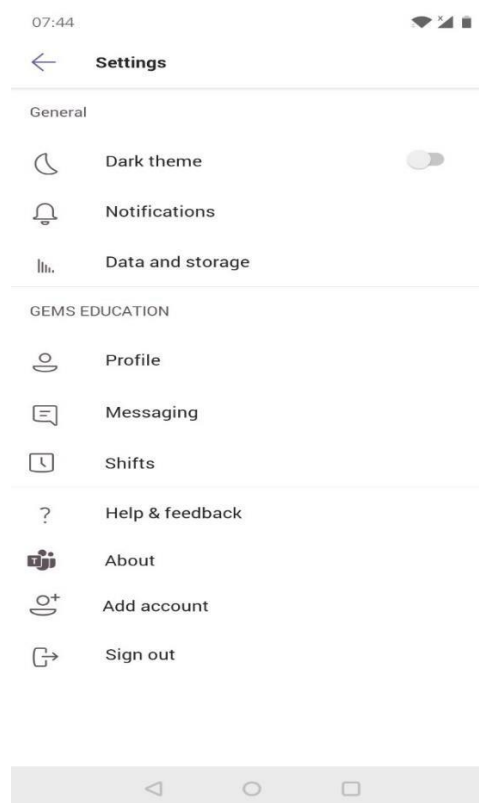
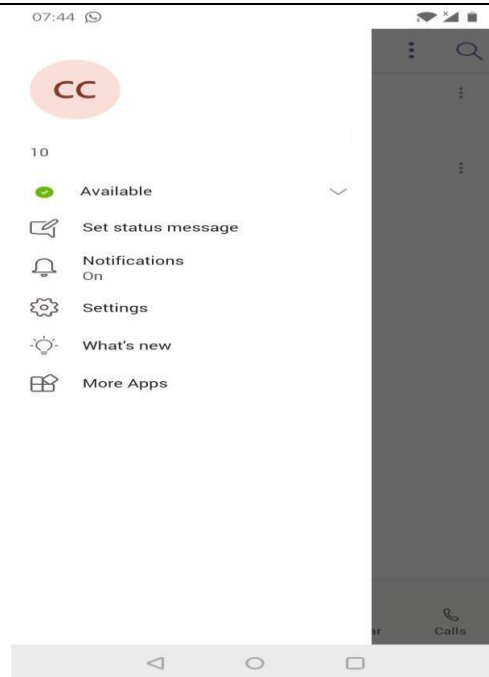
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-  This icon means the student device mic is turned off, only turn on in case to raise questions to the teacher click on the icon .
-  The speaker icon needs to be kept on so that the teacher's audio can be heard.
- Once the session is complete, the students can go back to "Teams" menu by click on the  **General Maths** back arrow next to "General" so as to attend the next subject class session.

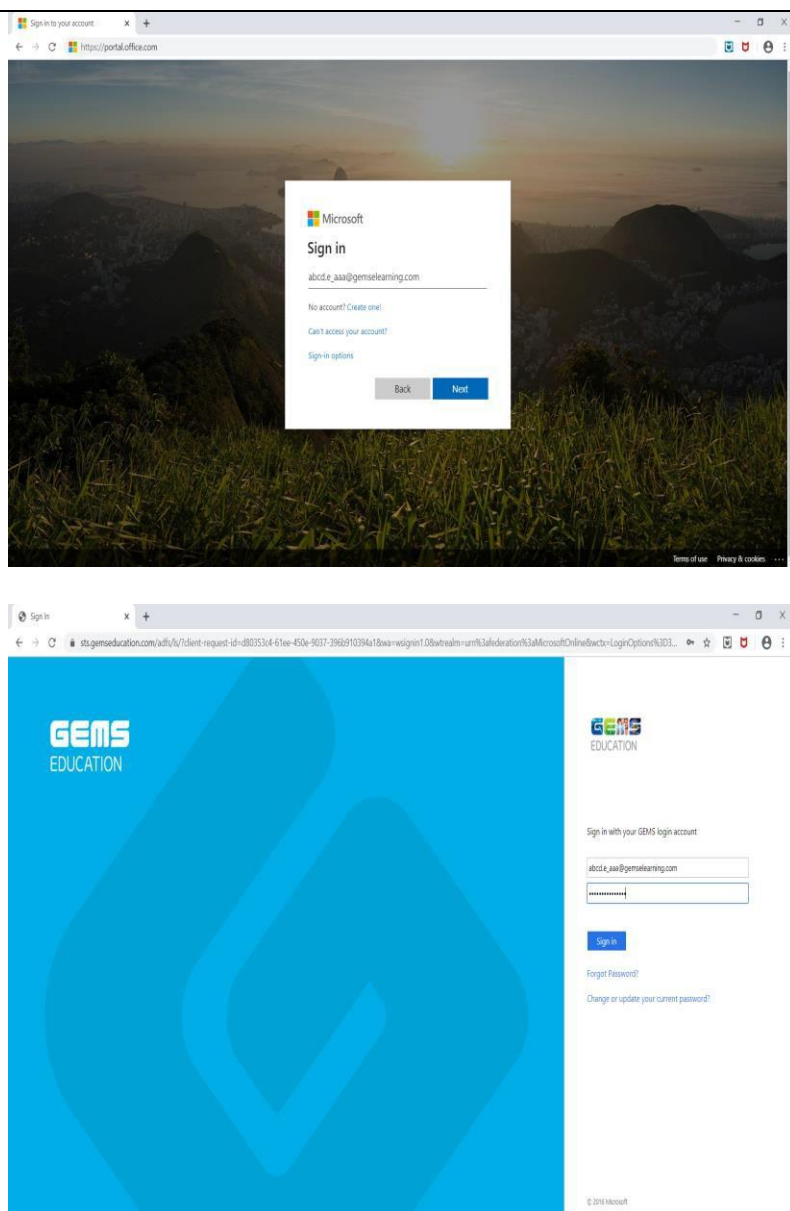



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- On settings page click on "Sign out"

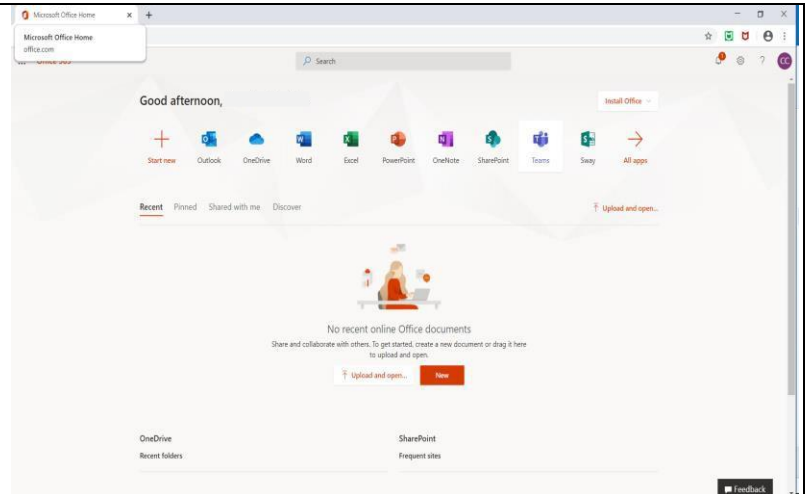


6. Teams via Browser:

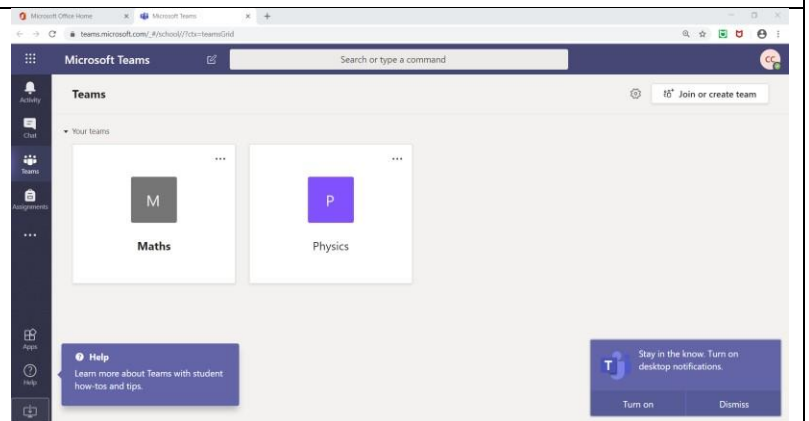
- If installation of Teams is not preferred, Students can also use the browser (Google Chrome or Microsoft Edge) to access Microsoft Teams by going to the <https://portal.office.com>
- Log in with the Student details, which will be name.surname_schoolcode@gemselearning.com as an example [\(abcd.e_aaa@gemselearning.com\)](mailto:abcd.e_aaa@gemselearning.com)
- This will open the GEMS Login authentication page.
- Key in the Student user id [\(abcd.e_aaa@gemselearning.com\)](mailto:abcd.e_aaa@gemselearning.com) and password.








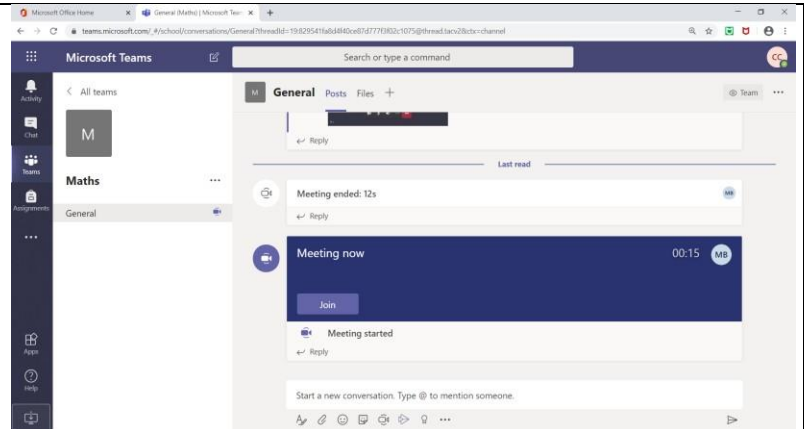
- This will open the Student account office home page.
- Click on the  "Teams" icon to open the Teams application on the browser.




- Once the Student logs into Microsoft Teams, they will be able to view the respective subject's names under the "Teams" menu.
- The Student can open the respective subject team group (example Maths or Physics) based on the class timing or meeting scheduled by the Teacher.



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