Using Microsoft Teams on a Home Device
March 2020

Intro

Using MS Teams works best when installing the dedicated software on the device you are using. Because of the variety and nature of devices out there, it's hard to describe a single install guide for all users. The following is an example of two options:

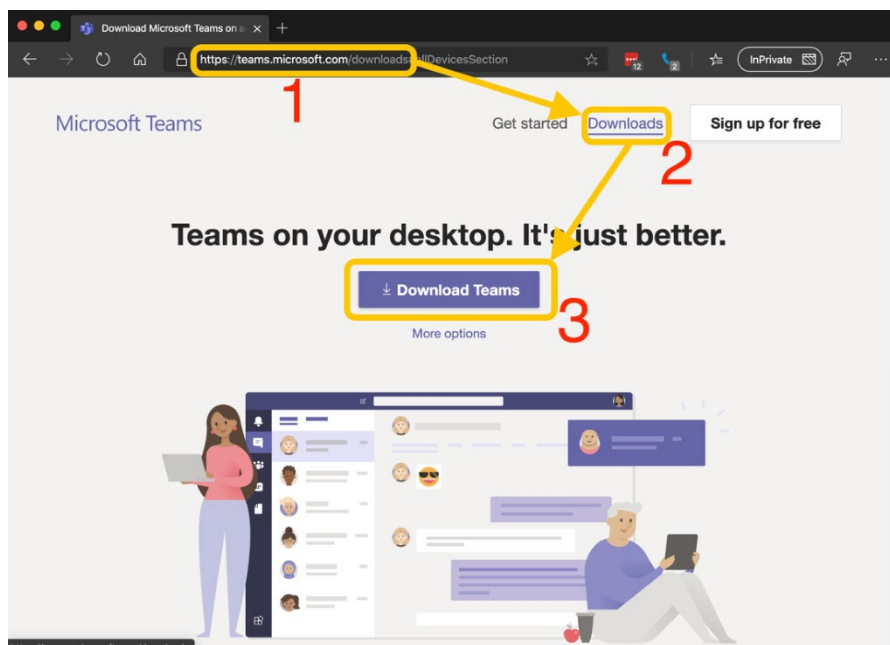## Option 1 (preferred) - Full Install

Pre-Requisites

- A PC, Mac or iPad with built in camera and microphone, or external webcam and mic attached. Without a camera and mic, you can still access a conference session and see the teacher, but they will not be able to hear or see the student.
- A reasonable internet connection with sufficient data allowance. This will use data and bandwidth similar to watching YouTube.
- Student GPCC Office 365 user account and password. This is in the form of an email address eg 1stname.lastname@students.gpcc.nsw.edu.au . Students should already know this.

Downloading and Installing for the 1st Time

If using a PC or Mac, open a web browser and go to https://teams.microsoft.com/downloads
If using an iPad, go to the App Store and search for Microsoft Teams
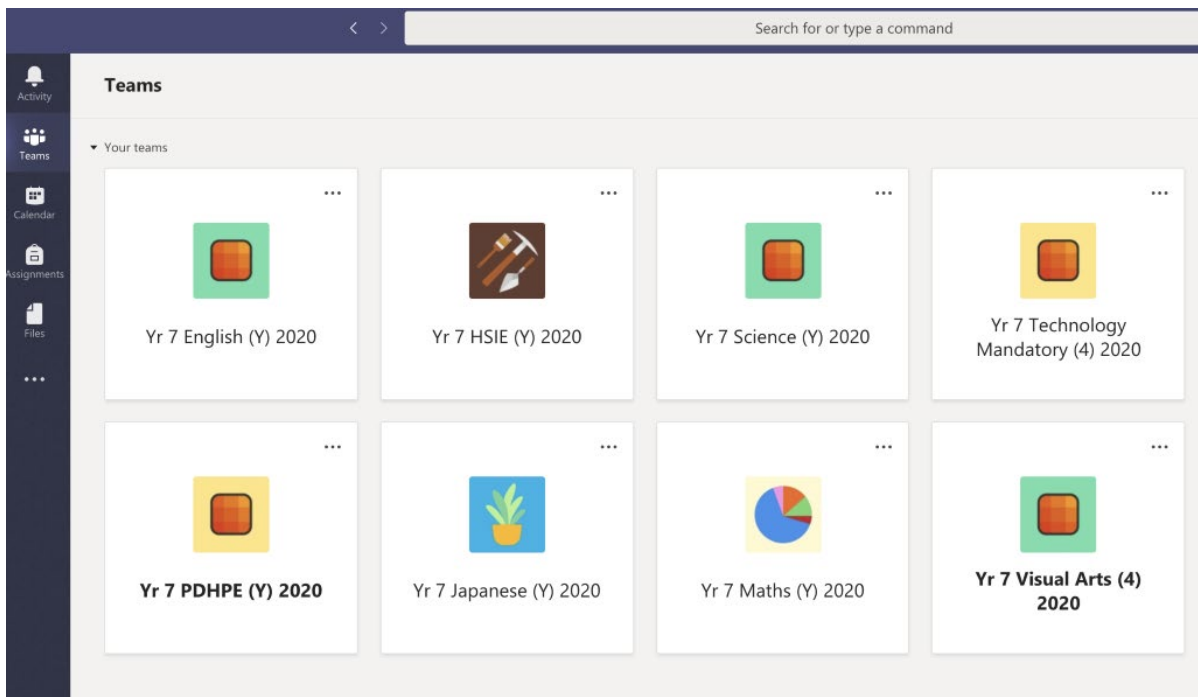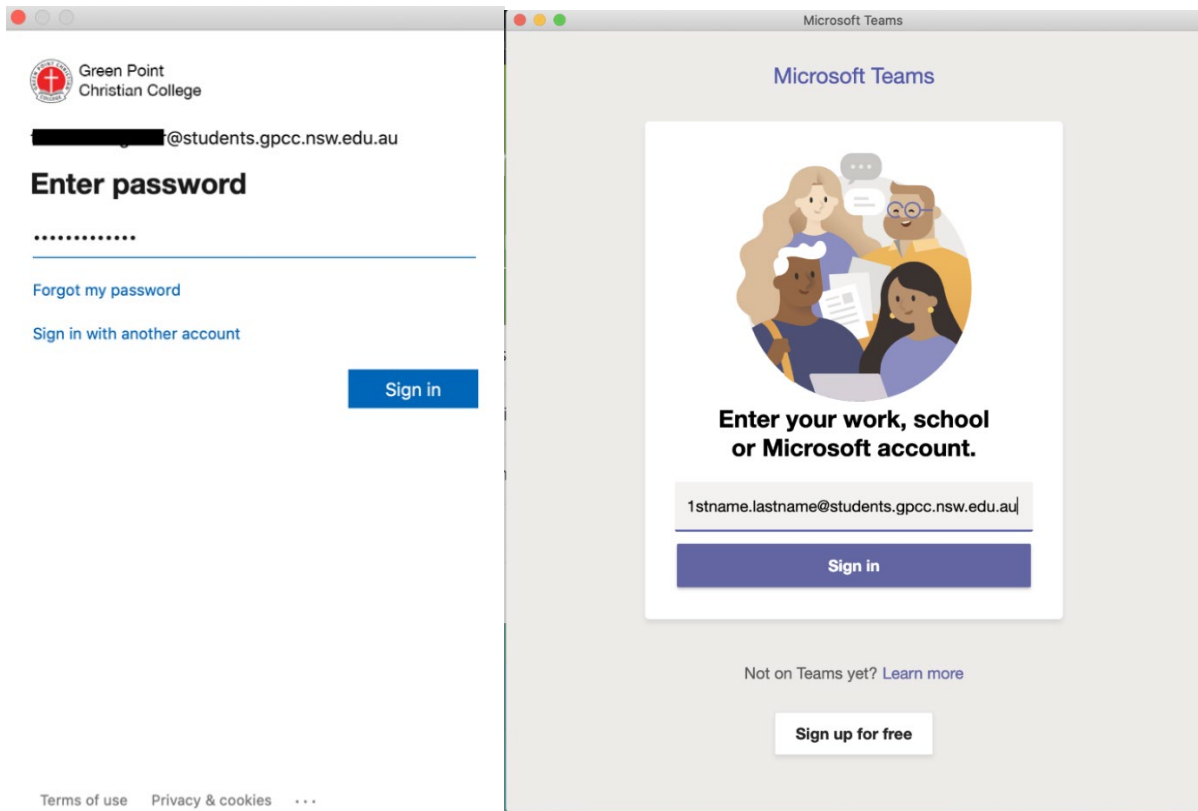Example screen shot using a web browser:

Download and install to your respective devices. This part is where it gets hard to describe all scenarios for all devices out there. Most installations are self-guided, and you should be prompted on what to do.

Tip – when asked to use microphone or camera you should give your device permission to access.

Launching and using Teams

Start the Teams app. If you already have Teams on your computer with an existing account, you must sign out of this and then log in with the student account instead. This will be in the form of the student email address eg 1stname.lastname@students.gpcc.nsw.edu.au + password.

Option 2 (alternative in case issues with option 1) – Using a Web Browser
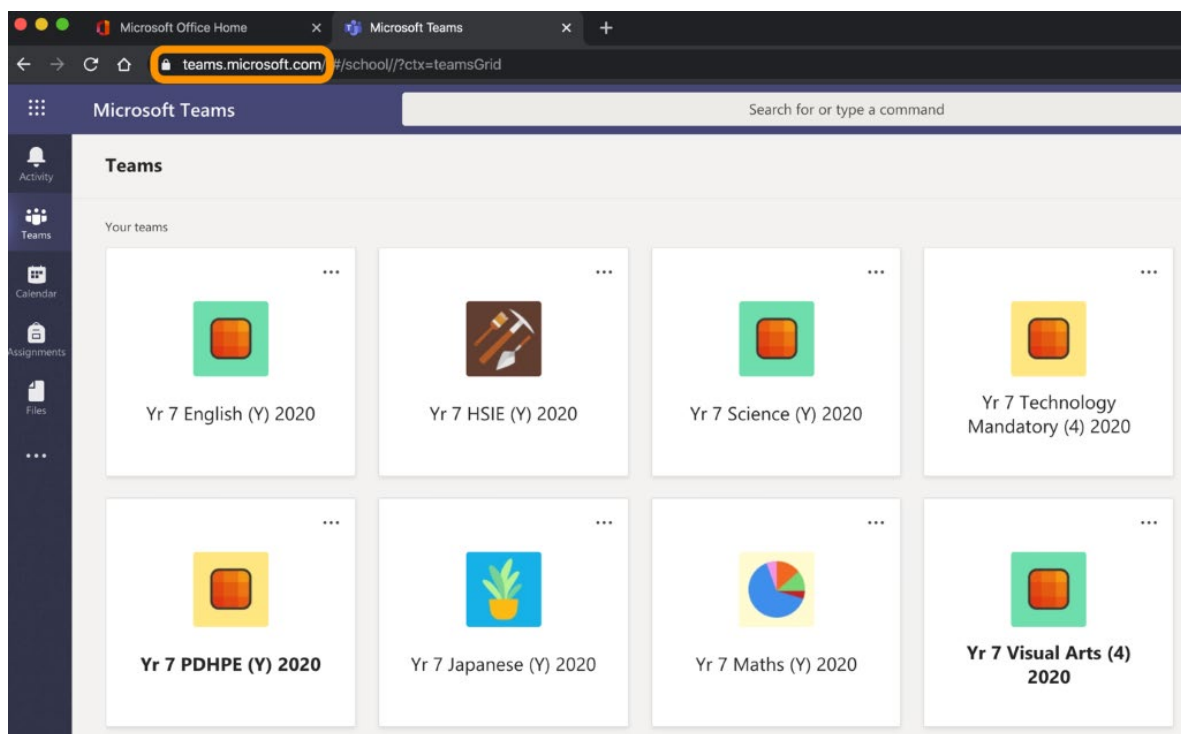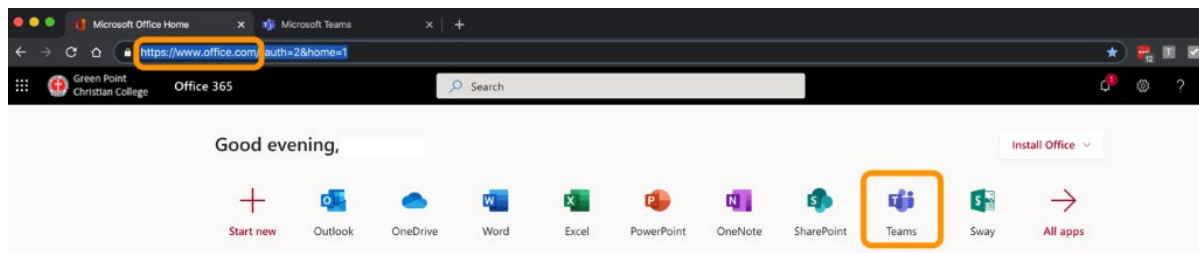
Teams can also be accessed via a web browser, and works on
- Microsoft Edge (Chromium-based)
- Google Chrome

The browser versions look and behave very similar to the full software version except for a couple of minor features.

Students can log in via a Browser using either of the following web addresses:
- www.office.com , then clicking on the Teams icon link
- https://teams.microsoft.com

Students sign in using full email address and password eg 1stname.lastname@gpcc.nsw.edu.au
Further detailed explanations can be found directly from Microsoft
at https://docs.microsoft.com/en-us/microsoftteams/get-clients.
If you require assistance please email covid19@gpcc.nsw.edu.au .