

GETTING STARTED WITH MICROSOFT TEAMS

Hi students (and tutors), these are the step by step instructions to get you into the classroom using Microsoft Teams.

NOTE: Sometimes it takes up to 24-hours for Microsoft to finish setting up the accounts. We advise you to wait 12-hours before trying to log in for the first time. If you find that you can't progress through the sign up after 24-hours, please call us for help.

1. Teams will work on most computers, iPads and Android tablets and phones. It requires Windows 10 or 11, on Android devices with Android operating system version 8 or higher, and on the three most recent versions of Apple iOS. [For more information](#) here
2. Open the email from us to Log in to your Office 365 Account. I created one for a 'GMT Macpherson' and comes through like below. Now click the red **'Sign in to Office 365'**:

A user account has been created or modified

User name: test.address@gtc.ac.nz

Password: **Duf17191**

Here's what to do next:

- Share this information with your users.

Sign in to Office 365

3. In your internet browser, this box should appear. Enter the password came with it.



test.address@gtc.ac.nz

Enter password

Password

[Forgot my password](#)

[Sign in with another account](#)

Sign in

- Microsoft will then ask you to give more information in order to protect your account from being hacked. You can choose 'Skip for now', and in two-weeks it will ask you again.



test.address@gtc.ac.nz

More information required

Your organization needs more information to keep your account secure

[Skip for now \(14 days until this is required\)](#)

[Use a different account](#)

[Learn more](#)

Next

- If you choose 'Next' you will then be asked to download the 'Microsoft Authenticator app' from either the App Store (iPhone) or Play Store (Android).


Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 1 of 2: App

App ————— 2 Phone

Microsoft Authenticator

 Start by getting the app

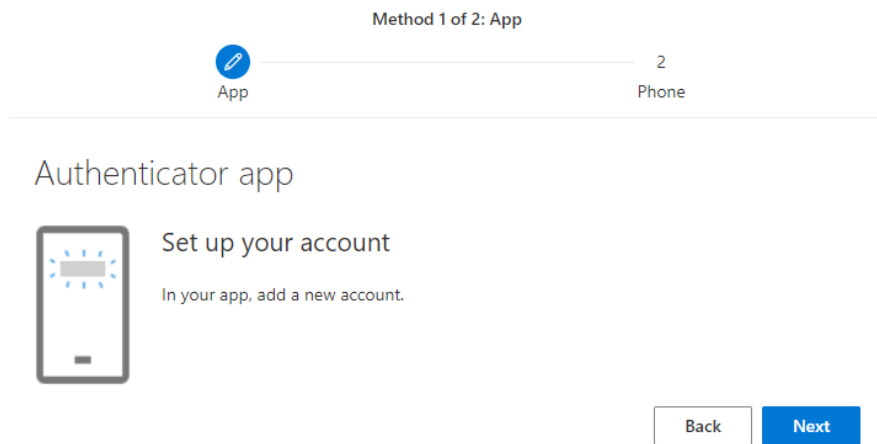
On your phone, install the Microsoft Authenticator app. [Download now](#)



After you install the Microsoft Authenticator app on your device, choose "Next".

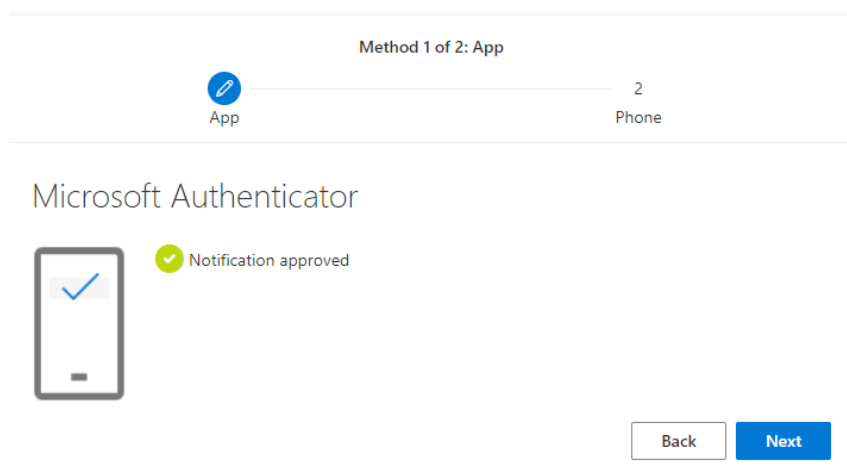
[I want to use a different authenticator app](#)

Next

Or, you can choose to use another authenticator app on your phone.



6. Click 'Next', open the App on your phone, select 'Verified IDs' in the bottom right corner of the app, and scan the QR code  that appears
7. After scanning the code, the Authenticator App will have added this account. You will find by pressing the 'Home'  button on the bottom left corner of the app. Select the account.
8. If this is successful, a notification will come come up on the App asking you to 'Approve' the login. Select 'Approve. On your computer or tablet, you should now see this screen. Select 'Next.'



9. You will now be asked to enter a mobile phone number. Make sure that you choose the correct country (New Zealand!). You can choose to use a personal email address if you prefer. To do that, select 'I want to set up a different method.'

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: Phone

App Phone

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

United States (+1)

Text me a code
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

[I want to set up a different method](#)

10. If you have registered your phone, you should get a text message with a 6-digit code. Enter the code into the space below, and select next.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: Phone

App Phone

Phone

We just sent a 6 digit code to +64 0277276711. Enter the code below.

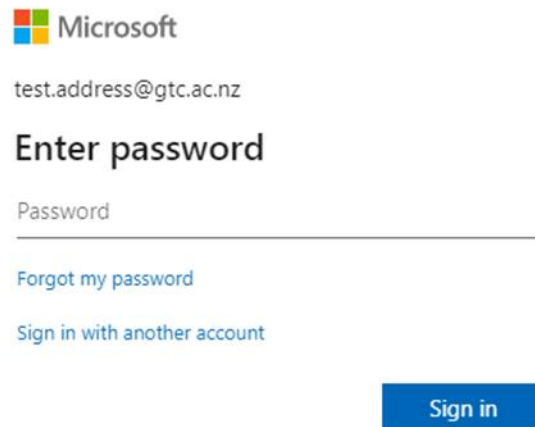
Enter code

[Resend code](#)

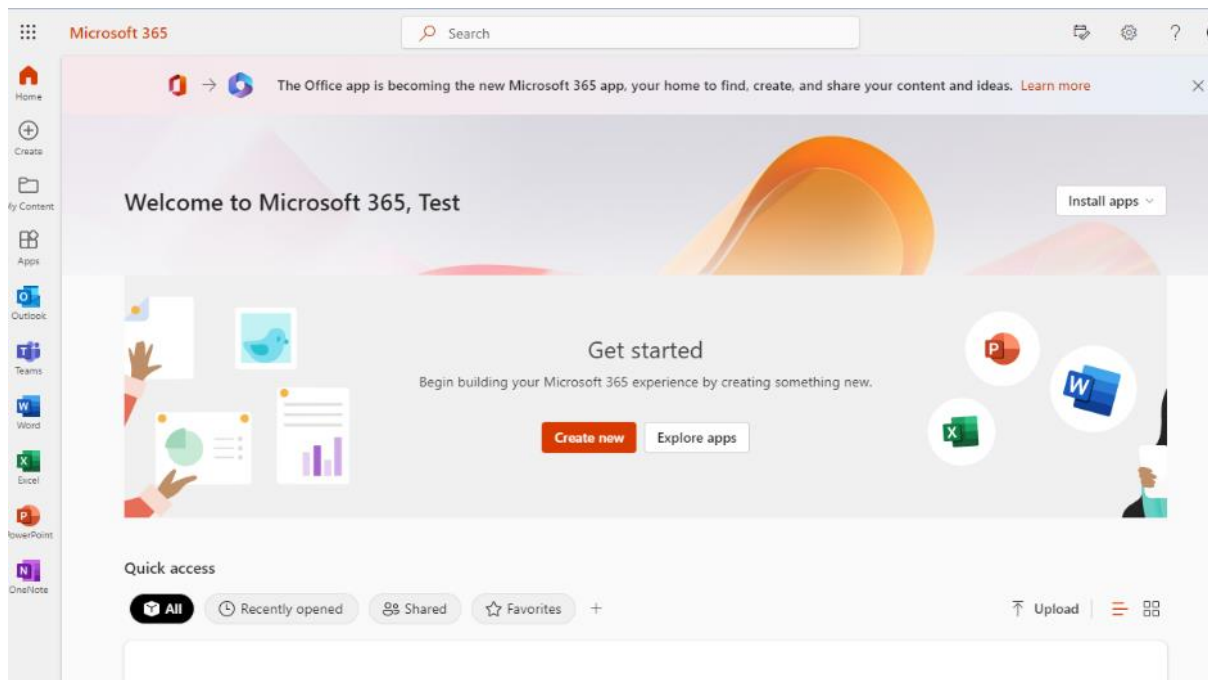
Back Next

[I want to set up a different method](#)

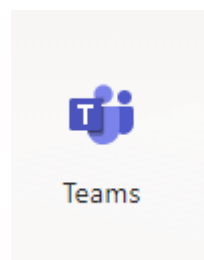
11. You will now be taken back to the original login page. Enter your password.



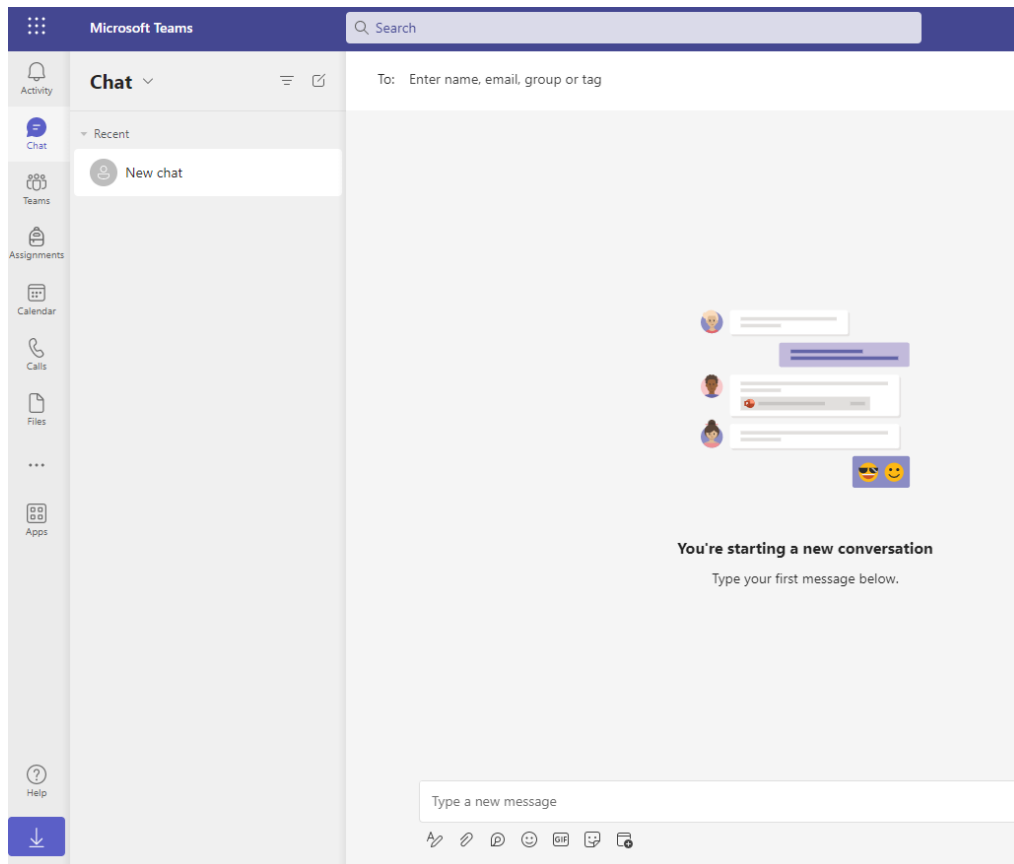
12. It will then take you to a welcome page that looks something like the image below.



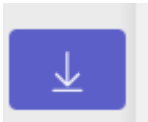
13. Now select the Teams icon:



14. It should launch something like:



15. Down on the **bottom left** of the Teams web app this icon allows you to download and install the Teams software on your computer. When It asks you to login in, use that same email address and password that you wrote down to log in.

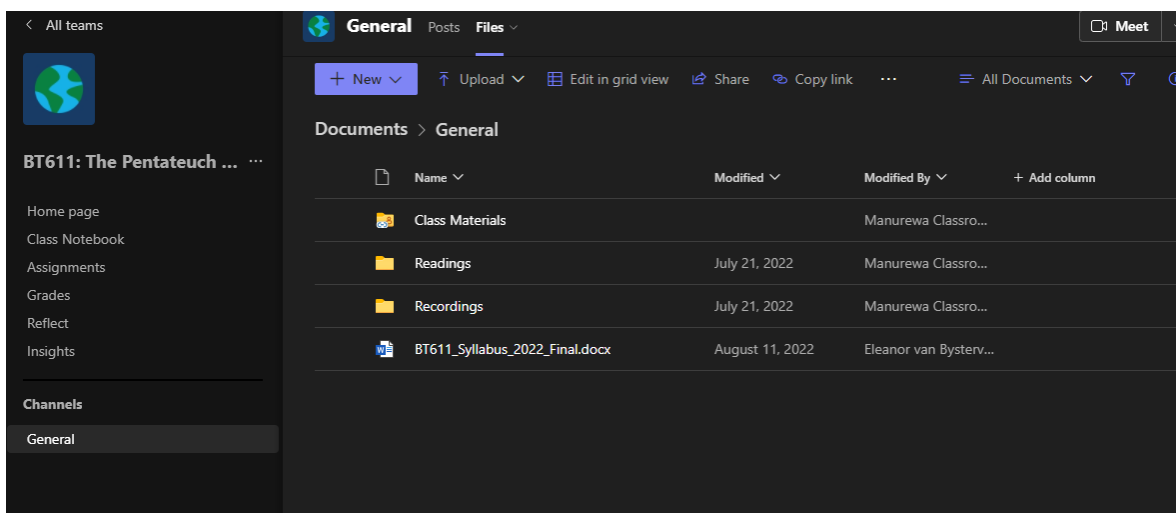


16. Finally, if you log into your user account using your GTC email address and password – which you wrote down

'Chat' allows you to direct message your teacher and fellow students.

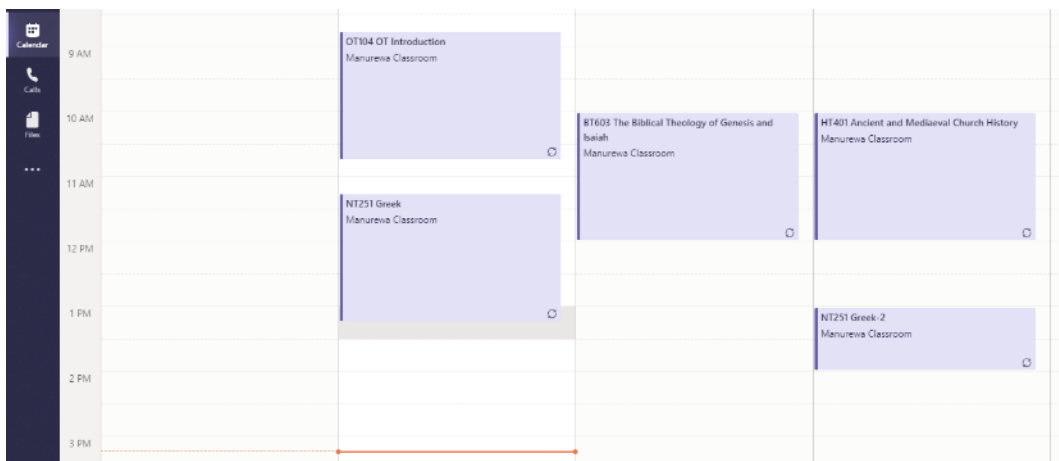
'Assignments' will show any work that you need to do. NOTE: Not all lecturers will use this feature.

'Teams' should allow you to see your class 'Team'. Click on the picture and you will see something like below:

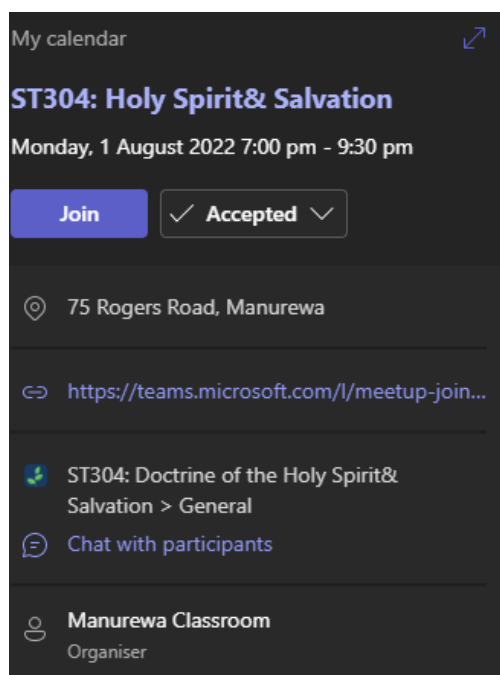


In your Team, the 'files' tab is where you can find assigned reading materials, recordings of lectures and other material.

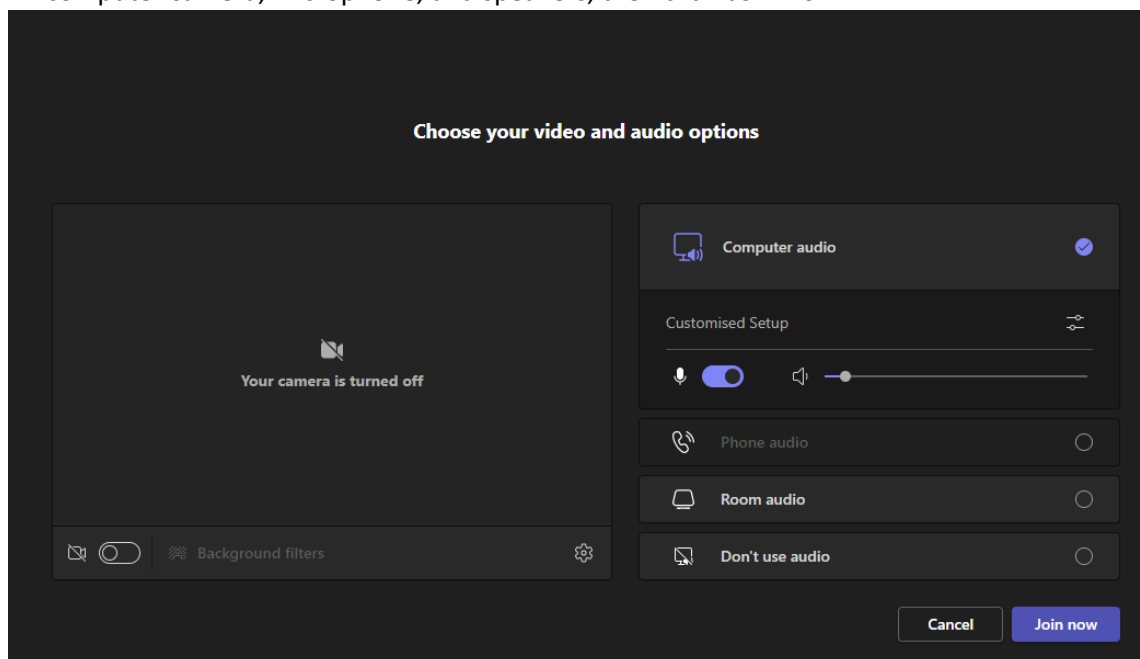
'Calendar' tab on the left. This will bring up the classes that you have been added too. When it is almost time for your class to begin, click on your class in the calendar, and it will take you to the video link.



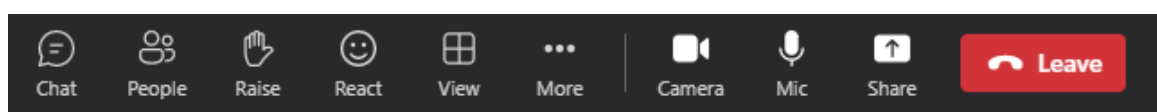
17. A box that looks something like this will then open. Click the 'Join' button.



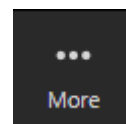
18. Then another box like this will open. Maybe check that your settings are correct for your computer camera, microphone, and speakers, then click 'Join Now.'



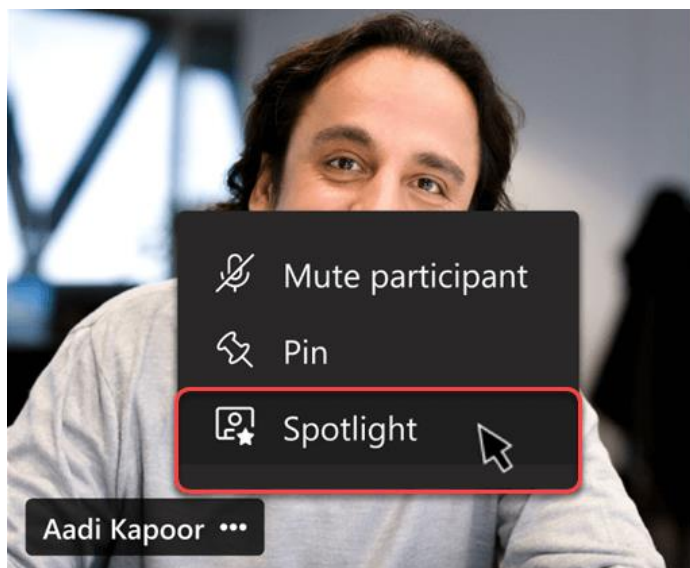
19. Make sure that your camera and microphone are turned on. NOTE: In this picture below both the camera and microphone are on.



20. If you have any issues connecting, you can go to the computer settings here . Select 'Settings' and 'Device Settings.' There you will see your speakers, webcam, and microphone settings.



21. To make sure that you have a clear view of the lecturer, you can right click on the lecturer and select 'Spotlight.' This makes their image the dominant one.



If you get stuck, lose your password (or your rag) email: either Alida - secretary@gtc.ac.nz, or Geoff-geoff.macpherson@gtc.ac.nz

Call: 0277276711