

Accessing Microsoft Teams on a Windows Computer

Microsoft Teams (MS Teams) is a chat-based collaboration tool that provides an interactive online classroom environment for teachers and students working remotely.

Note: You will need your student's school email address, username and password ready. Prior to Tuesday 28 April, you will receive two emails from Catholic Education, advising you of your child's username and of their password. If you do not receive these emails, please check your spam folder. Further assistance is available from Monday 27/04/20 by phoning 1300 242 448 and selecting option 1.

This instruction walks you through how to access MS Teams on a Microsoft Windows computer.

Note: this instruction also lists the options and recommendations for using MS Teams in the CECG Remote Learning environment.

Pre-requisite: *Windows operating system version 8.1 or 10.*

1. Microsoft Teams - Options and Recommendations

For the best experience in using MS Teams for CECG Remote Learning, we recommend installing and using the full MS Teams App. on your PC or Mac. Alternatively, if you are using a Chromebook you can access MS Teams from a Chrome browser window (we recommend using the latest version of Google Chrome with the 'iFrame Allow' extension added to improve the experience).

Note: Other browsers like Microsoft Edge, Firefox and Safari can also be used, but will open additional browser tabs for some options, and single sign on screens may appear more frequently and require more windows to be open. This experience will vary slightly for each browser version.

If you plan to access MS Teams via a browser, we recommend installing Chrome.

If you do not have Chrome already installed:

1. Install Google Chrome from <https://chrome.google.com>
2. Start Chrome on your machine and install the 'iFrame Allow' browser extension:
<https://chrome.google.com/webstore/detail/iframe-allow/gifgpciglhhpmeefjdmplpboipkibhbjg?hl=en-GB>
3. Allow or confirm any requests to install the extension into Chrome.

Note: if you prefer to use the Microsoft Edge browser, you can install the same 'iFrame Allow' extension at step 2 above, but be aware that google classroom may need to open a different tab in the browser.

For Phone and Tablet Users:

For the best experience, we recommend you install the MS Teams app on your phone or tablet from the Apple or Android app store.

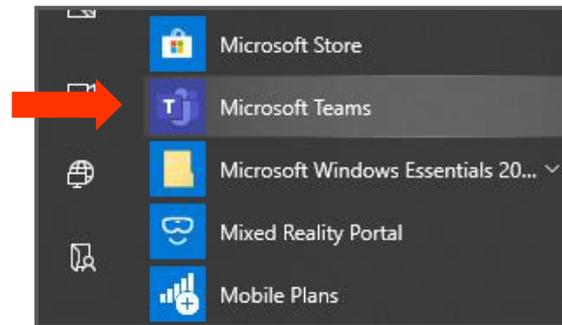
You will also need to install the apps for Google Classroom and/or SeeSaw if your class uses these applications within MS Teams.

The experience of using MS Teams is different for phones and tablets by the nature of these devices, and is designed to show less data at once on these smaller devices. When selecting some functions such as Google Classroom or SeeSaw, the phone will switch to the native app for that function rather than trying to keep it inside the MS Teams app.

You can also access MS Teams via a browser on the phone or tablet, but they may display the app differently on your device than on a full PC or mac screen. This is normal for mobile device versions of websites and tools.

2. Accessing Microsoft Teams on a Windows Computer

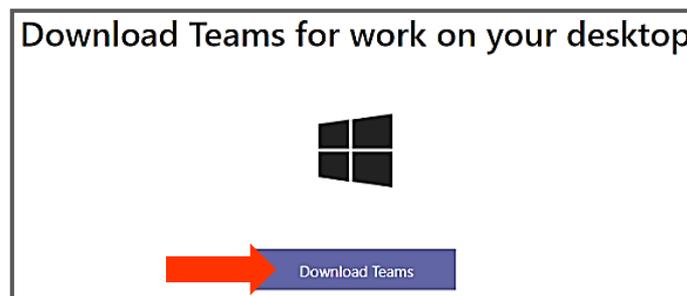
1. Check to see if Microsoft Teams is installed first. From the Start Menu, search for **Microsoft Teams**.



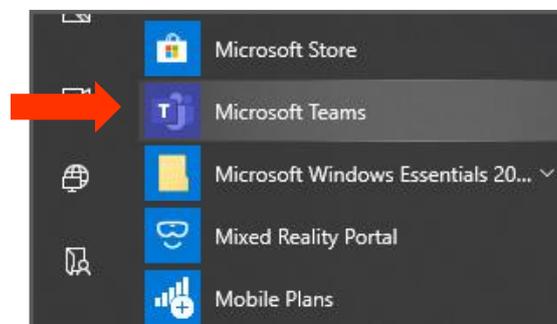
2. If Microsoft Teams isn't installed, open a web browser and go to <https://www.microsoft.com/en-au/microsoft-365/microsoft-teams/download-app>.
3. Click on **Download for Desktop**.



4. Click on **Download Teams**.



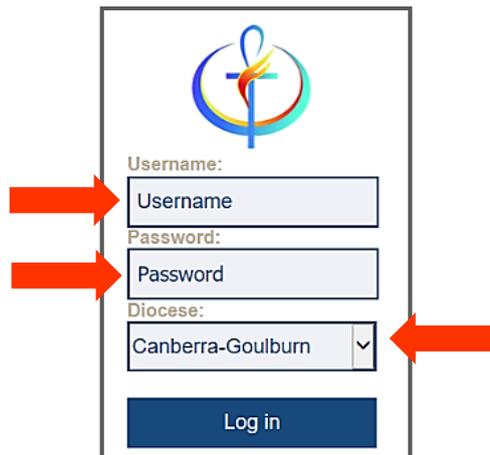
5. Wait while Microsoft Teams downloads to your computer.
6. Once the download is finished, open the file and Microsoft Teams will install onto your computer.
7. Once the install completes you should be able to select Microsoft Teams in the **Start Menu**.



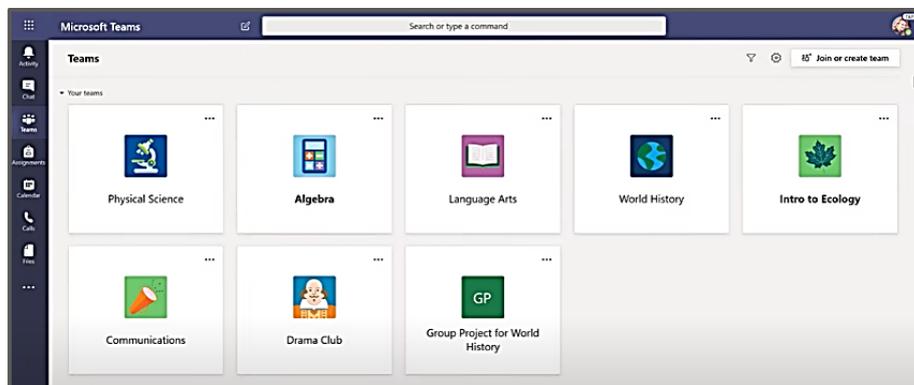
8. Microsoft Teams will ask you to log in. Type in your **CE student email address**.
9. Click on the **Sign in** button.



11. Enter your **Username** and **Password**.
12. Select your **Diocese** from the pull-down menu.
13. Click on the **Log in** button.



14. Microsoft Teams will now load and establish your classroom environment.
15. You are now ready to use Microsoft Teams.



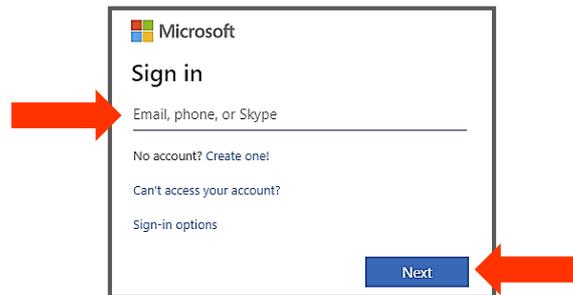
3. Accessing Microsoft Teams via a Web Browser

If you have been unable to download or install the Microsoft Teams app. (due to issues like an unsupported version of Windows), you can still access MS Teams via a web browser. Follow these steps:

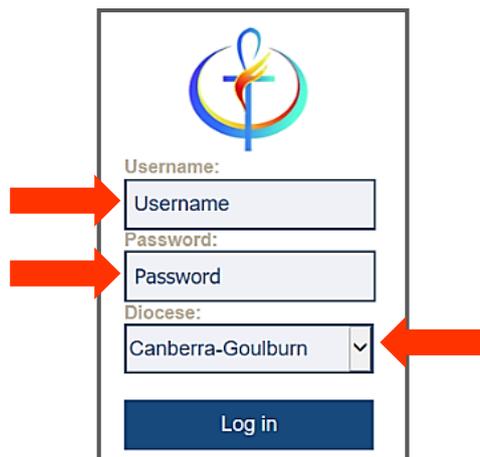
Open a web browser and go to <https://teams.microsoft.com/>

- check the 'iFrame Allow' extension has been installed (available for Chrome and Microsoft Edge)

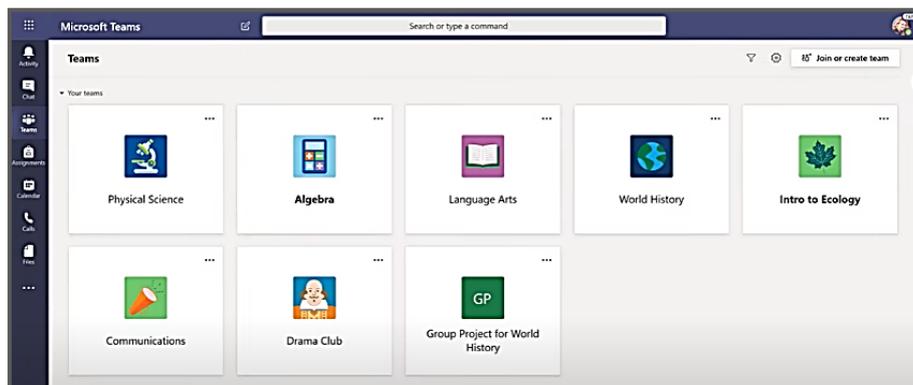
1. Sign into Microsoft with your **CE student email address** (if prompted select Work or School Account).
2. Click on the **Next** button.



3. Enter your **Username** and **Password**.
4. Select your **Diocese** from the pull-down menu.
5. Click on the **Log in** button.



6. If prompted, select **Stay signed in**.
7. Microsoft Teams will load and establish your classroom environment.
8. You are now ready to use Microsoft Teams.



Note: The Catholic Education ICT Help Desk will be available from Monday 27/04/20 between 8:30am-5pm EST (excluding Public Holidays) to assist you with any queries or problems. Contact the Help Desk on 1300 232 448, then select Option 1.