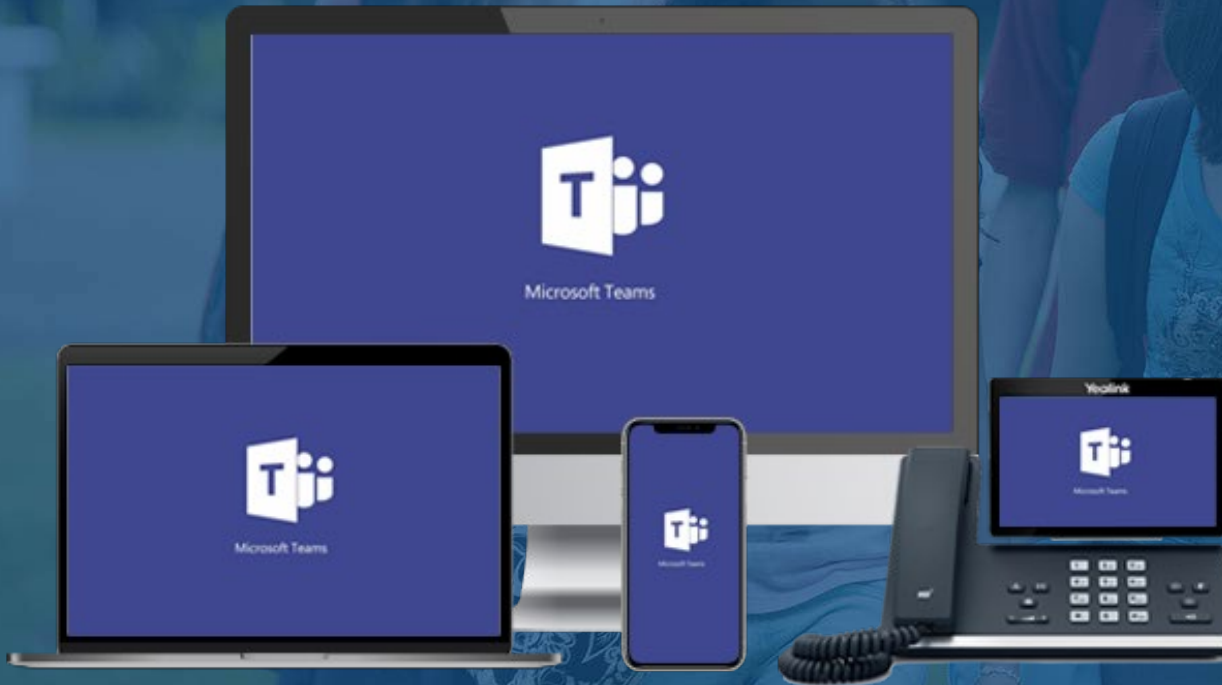


How to Set Up Microsoft Teams



1. Home Computer, Laptop
2. Mobile Devices: iPhone and Android

WHY DO I NEED TO USE MICROSOFT TEAMS?

Online class sessions

When you study with UP International College from home, your classes will be taught to you in a live “online” session.

Microsoft Teams is the software your Teachers will use to communicate with you face to face and during class time.

This will also help you see the faces of your class friends and get to know them.



WHAT YOU WILL NEED



You will need your School Username and Password.

Example: studentid@upstudent.org

Password: *****



Laptop

Phone or iPad

You can download these two software's on all your personal devices



Internet Connection

All your devices must be connected to the internet or unlimited Wi-Fi access



Google

You will need Google to access the website



School Emails

You need to have your school email open to access the link

HOW TO INSTALL MICROSOFT TEAMS

1. Home Computer or Laptop

Let's get started 😊



STEP 1:

Open Google Chrome and type in:

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

2 Click on: Switch to New Zealand – English

3 Click on “Download for Desktop”

2

3

Download Microsoft Teams on a

Connect on Teams anywhere with Windows devices, or bring remote participants with Teams.

You are currently viewing our website for: United States - English

Would you like to switch to New Zealand - English?

Switch to: New Zealand - English

Stay in: United States - English



Microsoft

Microsoft 365

Microsoft Teams

Plans and pricing

Features

Resources

Download Teams

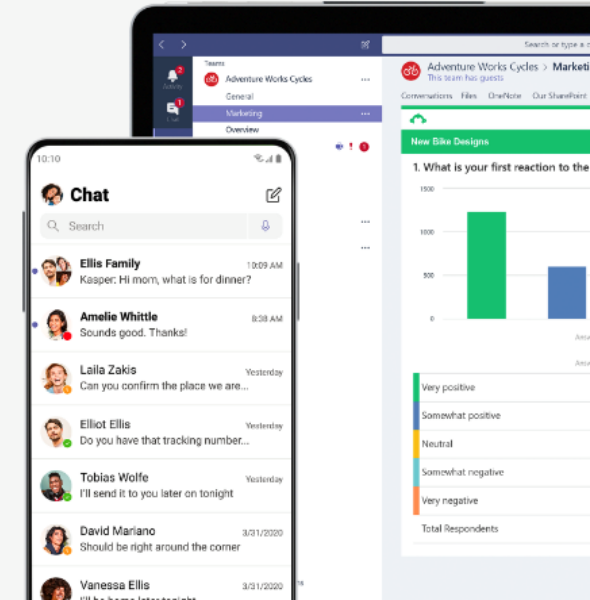
All Microsoft

Download Microsoft Teams

Connect and collaborate with anyone from anywhere on Teams.

Download for desktop

Download for mobile



STEP 2:

Enter your school email address.

student id@upstudent.org

Example: 2700869712@upstudent.org

Then click “Send Now”

Once you click “send now” you will then be sent a link to your school email.

Check your school email inbox for the “download” link

Get the Teams mobile app



Enter your email address and we'll send a download link.

2700869712@upstudent.org

Send now

How your email address is used. ⓘ



Click send now

STEP 3:

When you click send now you will get a message like this

Now go to your school emails and find the link to download and you are good to go 😊



[SEND NOW](#)

Thanks! Your message has been sent, please check your email shortly.

How your email address is used. ⓘ

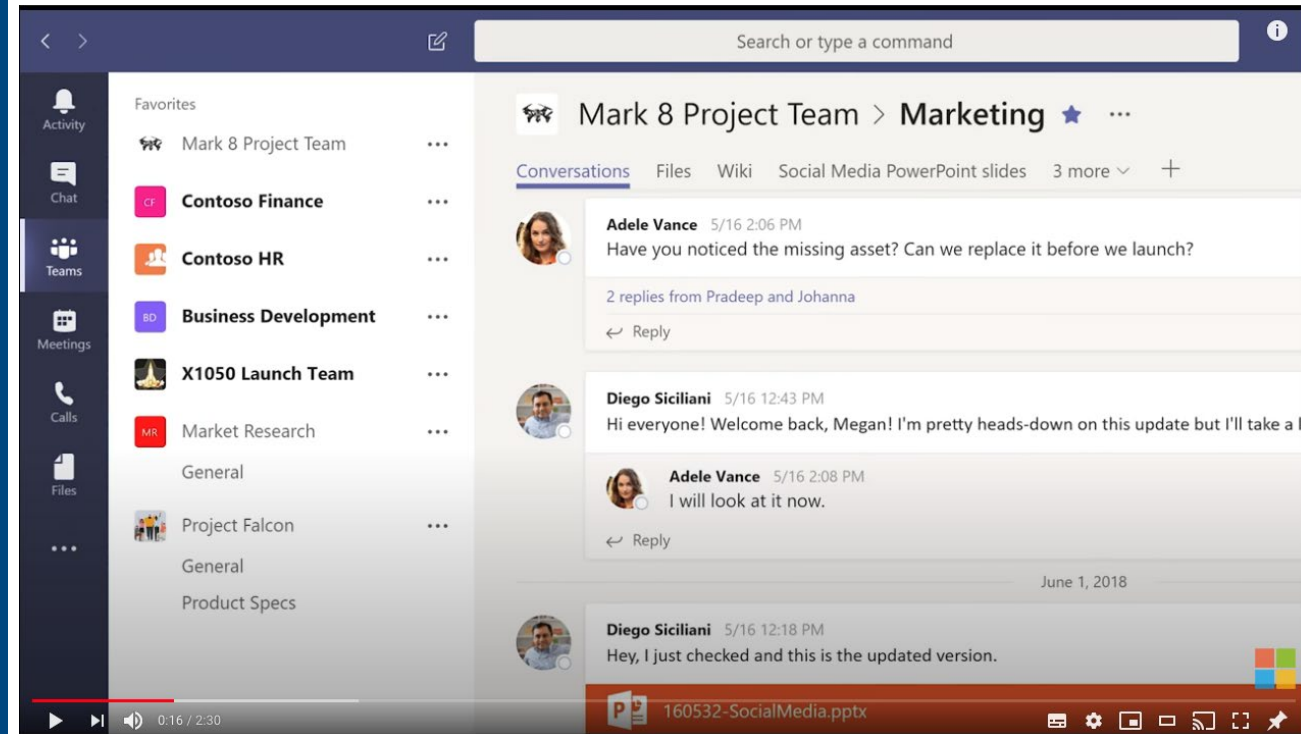
PROBLEMS WITH TEAMS?

It does not work on my device, what do I do?

If your device is not supported, please login to office.com and use the online version.

Download Teams from the store and then sign in with your student email address and password.

You can also play this 3-minute video as an introduction to the app https://youtu.be/jugBQqE_2sM



HOW TO INSTALL MICROSOFT TEAMS

2. Mobile Devices

Let's get started 😊



WHAT YOU WILL NEED

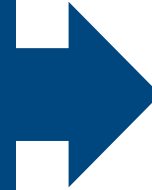
You will need your School Username and Password

Example: studentID@upstudent.org

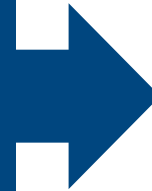
Password: *****



1. Tap the App Store icon or the Google play icon depending on the type of mobile device you have



2. Alternatively you can type this link into your mobile device and it will take you to the store that is applicable to your mobile device

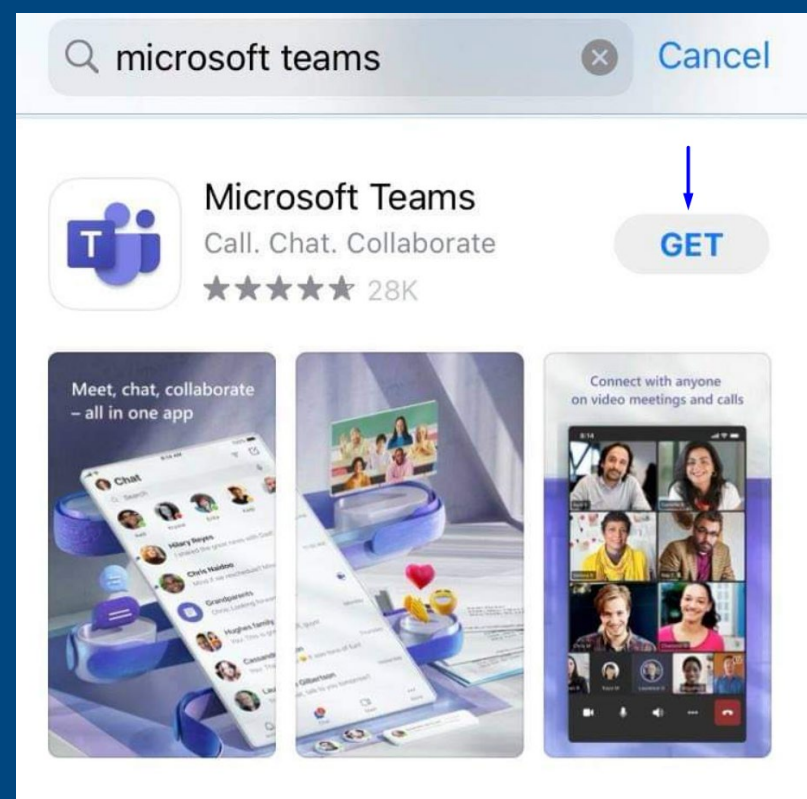


<https://www.microsoft.com/en-us/microsoft-teams/download-app>

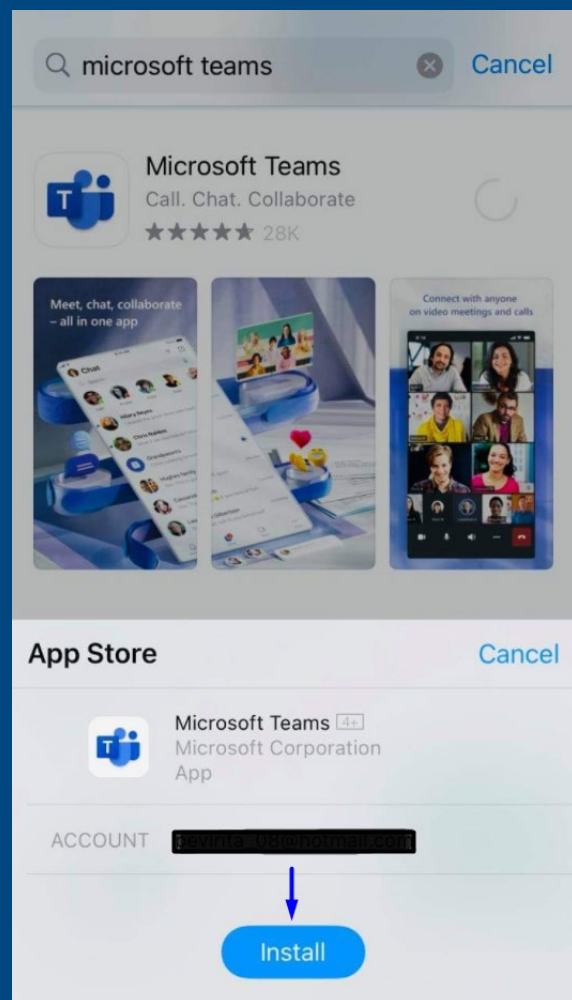
3. In the search button, type in Microsoft Teams



4. Press “Get” to download Microsoft Teams

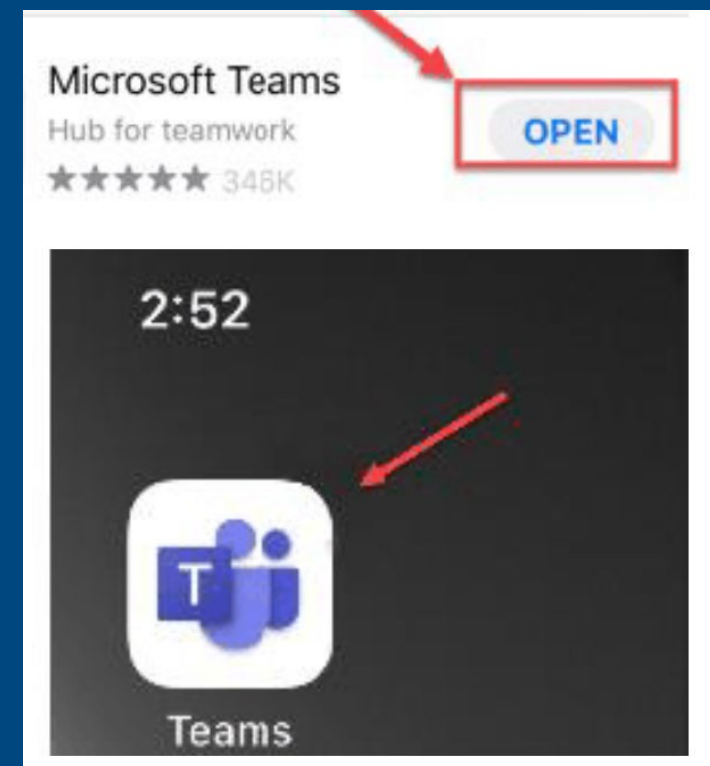


5. Press “Install”



6. Once fully downloaded, an option to Open the app appears on both iPhone and Android.

7. Tap Open or tap the Teams Icon to start Teams for the first time



The first time you launch Teams, you will be asked to sign in.

1. Sign in using your school email address

Your student ID number@upstudent.org
Example: 2700XXXXX@upstudent.org

2. Click the “Sign in”



Microsoft Teams



Get started with your work, school or personal Microsoft account

2700XXXXX@upstudent.org

Sign in

Get help with signing in

You are now logged in and set up with Microsoft Teams on your mobile device good job

Toolbar will show you the icons you will need to use often

Activity

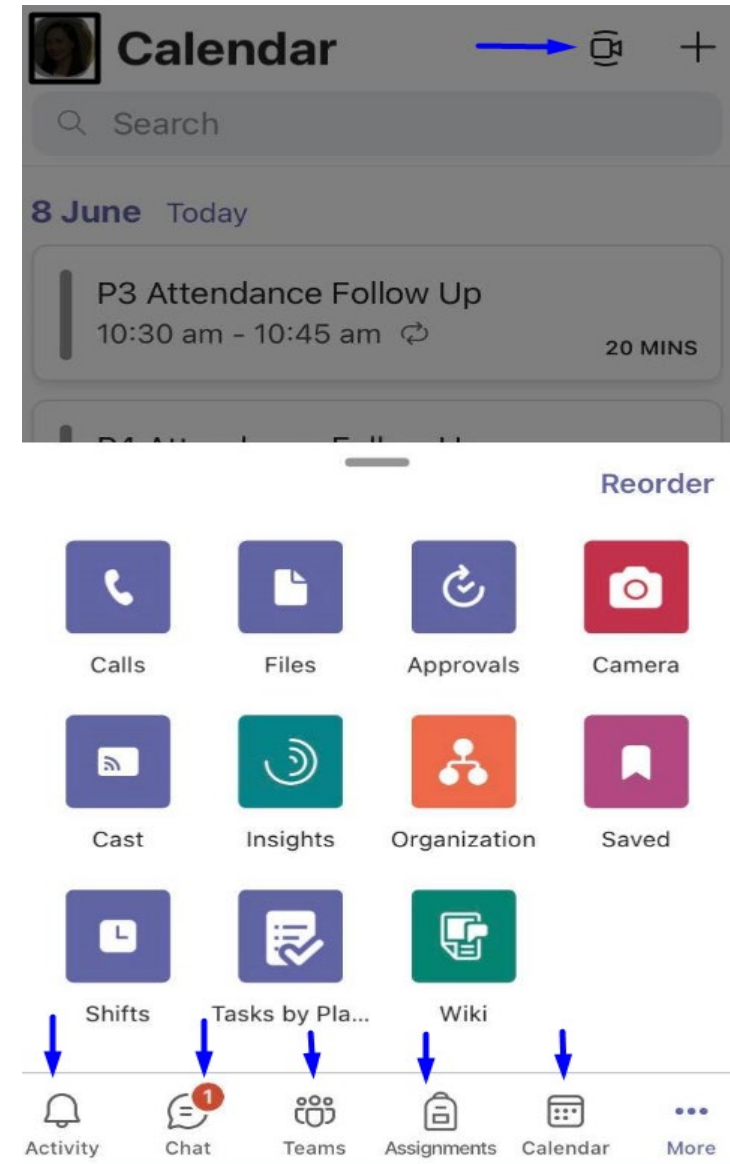
Chat

Teams

Assignments

Calendar

All offshore students studying online must have their cameras on during online live class lessons, (Camera top right) and you must have your audio on for the roll call.



HOW TO ADD LIVE LESSONS TO YOUR TEAMS CALENDAR

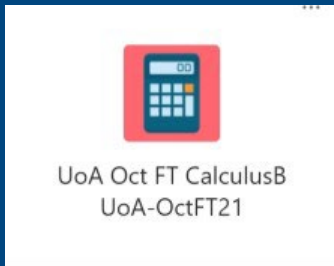
If you are a late arrival, you will need to manually add your Live Lessons to your Teams Calendar.

Please see the following steps to guide you through doing this 😊

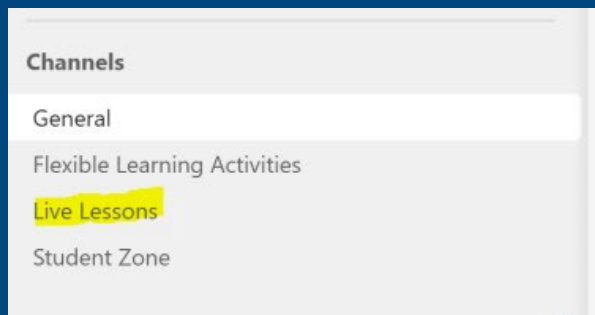


Your teacher will add you to the class Team.

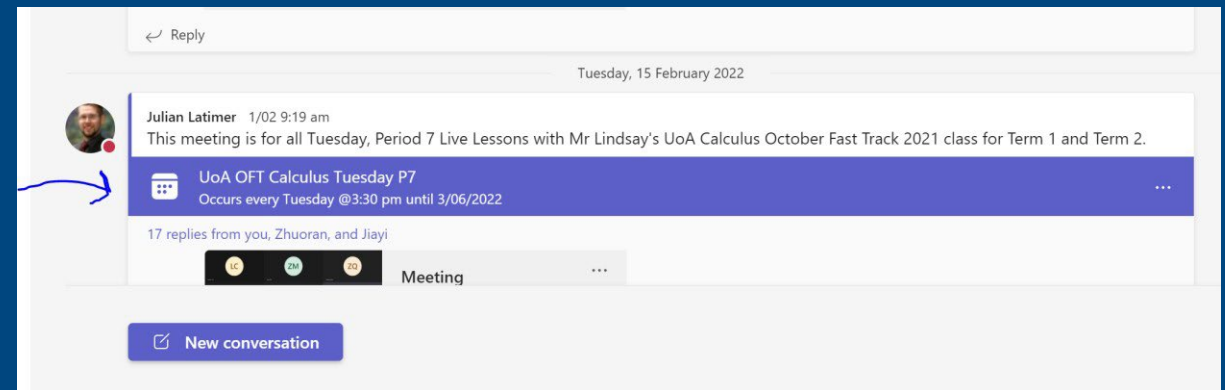
1. Open up Microsoft Teams.
2. On the left hand side, you will see your Teams.
You will have one for each class.
3. Open up a class by clicking on it



4. Click on the 'Live Lessons' Channel

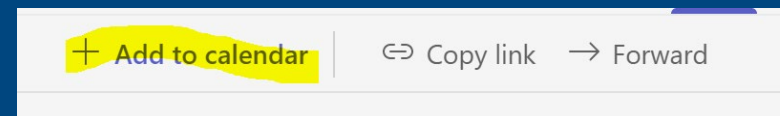


5. On the right hand side, you will see the place where Posts are made. Look for the Meeting Invitations (these are purple bar).



6. Click on the Meeting Invitation

7. On the top left, click '+add to calendar'.



8. Repeat this for every Meeting Invitation, in each class Team.

IF YOU NEED HELP



You can contact
Student IT support

<https://ITsupport.up.education/>



International College

Kāreti ki te Ao

YOU DID GREAT!
WELCOME TO
THE TEAM 😊





International College

Kāreti ki te Ao

Your journey with the
University of Auckland
begins here.