

# How to Set Up Microsoft Teams

- [Computer or Laptop](#)
- [Mobile Devices \(iPhone and Android\)](#)

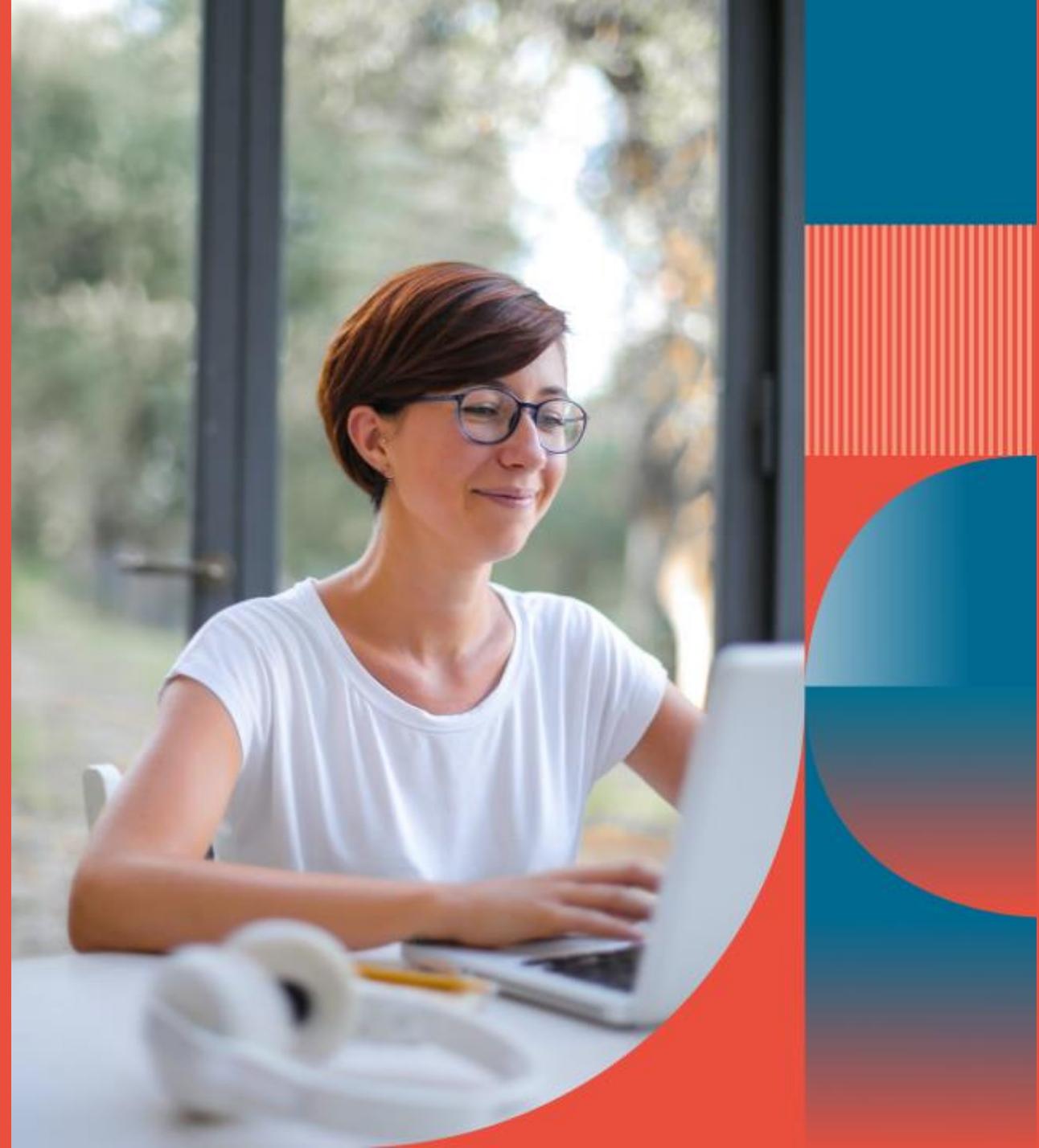


# WHY DO I NEED TO USE MICROSOFT TEAMS?

## Online class sessions

Microsoft Teams is the software your teachers will use to communicate with you. It is also the app that is used to run Live Lessons.

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



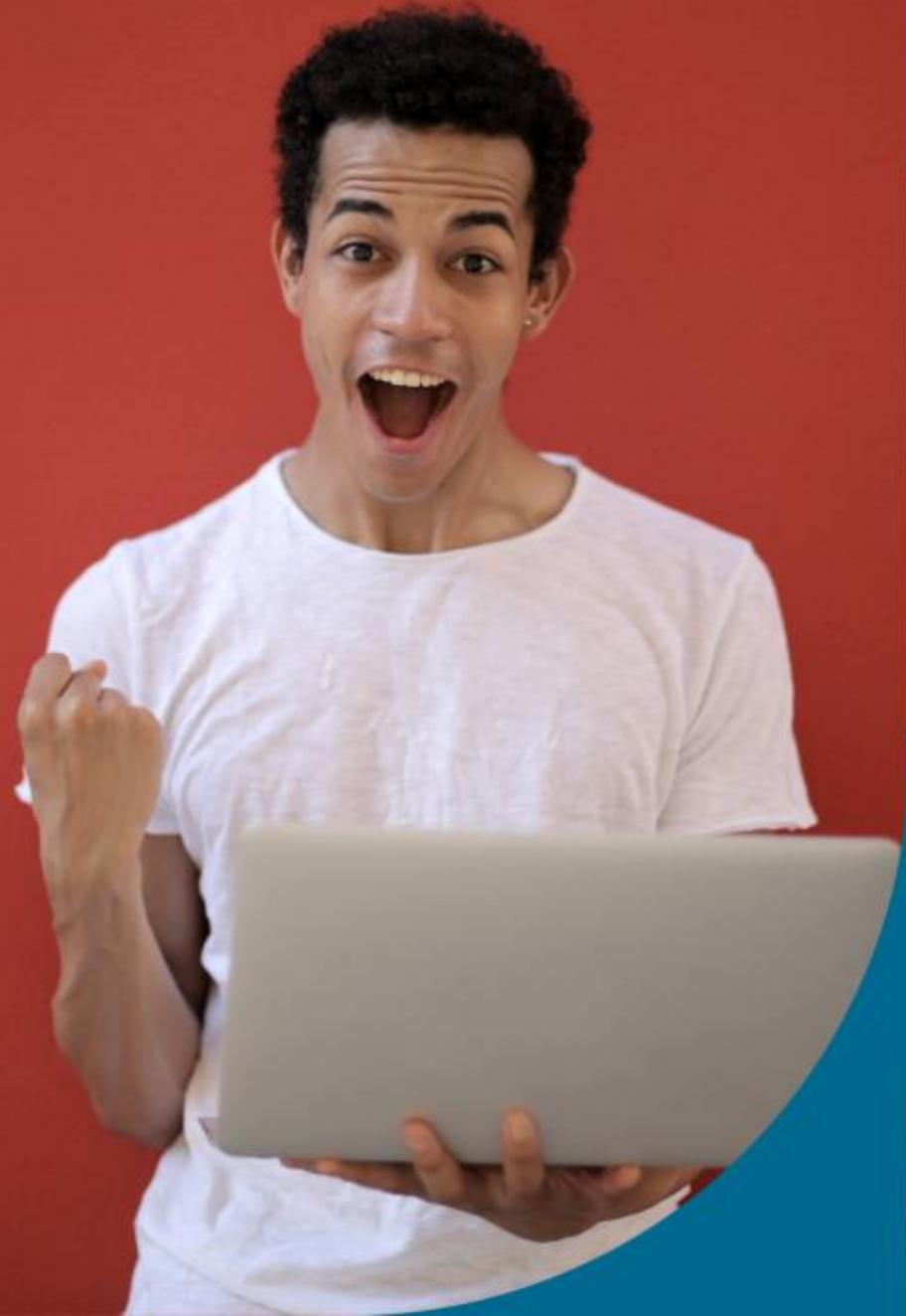
# WHAT YOU WILL NEED

You will need your school username and password.

Example:

Username: 270\*\*\*\*\*@upstudent.org

Password: \*\*\*\*\*



# WHAT YOU WILL NEED



## Laptop

Phone or iPad  
You can download these the software  
on all your personal devices



## Google Chrome

You will need Google Chrome to  
access the website



## Internet Connection

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



## School Emails

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

# HOW TO INSTALL MICROSOFT TEAMS

Home computer or Laptop



# STEP 1

Open [Google Chrome](https://teams.microsoft.com/downloads) and type in:  
<https://teams.microsoft.com/downloads>

**2** Click on: Switch to New Zealand – English

**3** Click on “Download for Desktop”

## Download Microsoft Teams on a

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

2

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](#)

## Download Microsoft Teams

Connect and collaborate with anyone from anywhere on Teams.

[Download for desktop](#)  
[Download for mobile](#)

3



## STEP 2

Enter your school email address.

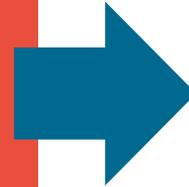
student id@upstudent.org

example: *2700\*\*\*\*\*@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?

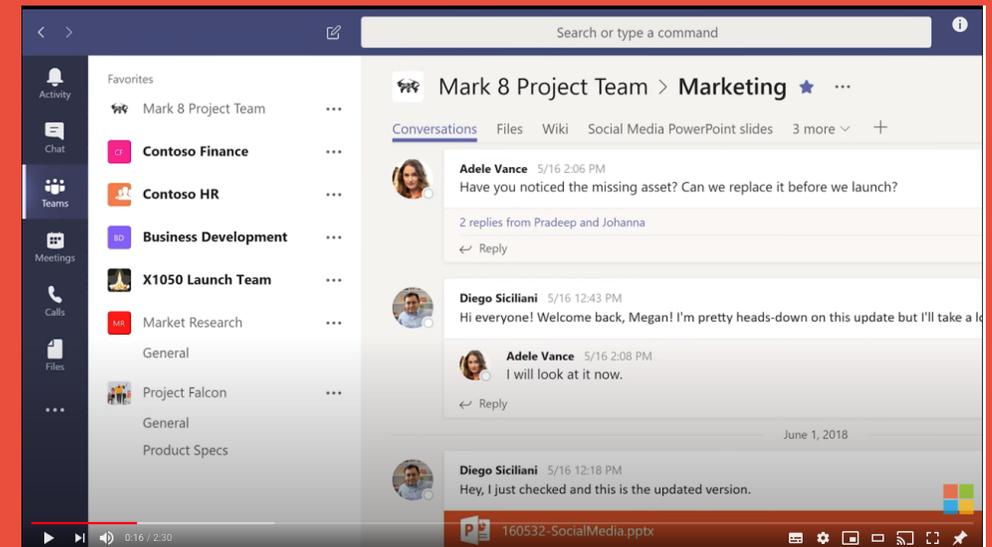
It does not work on my device,  
what do I do?

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.

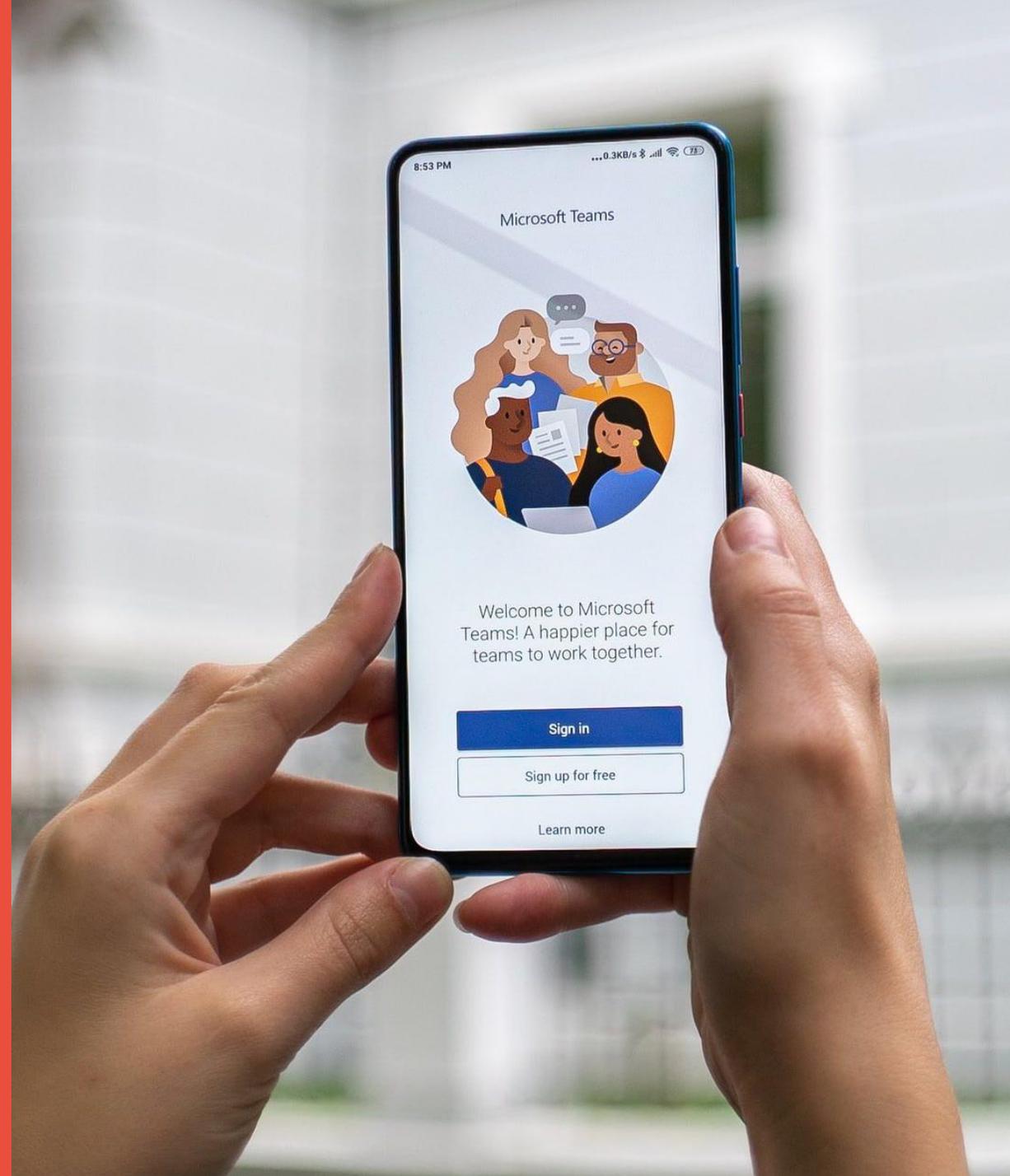
You can also play this 3-minute video as an introduction  
to the app

[https://youtu.be/jugBQqE\\_2sM](https://youtu.be/jugBQqE_2sM)



# HOW TO INSTALL MICROSOFT TEAMS

## Mobile Devices





# WHAT YOU WILL NEED

You will need your school username and password.

Example:

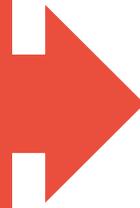
Username: 270\*\*\*\*\*@upstudent.org

Password: \*\*\*\*\*



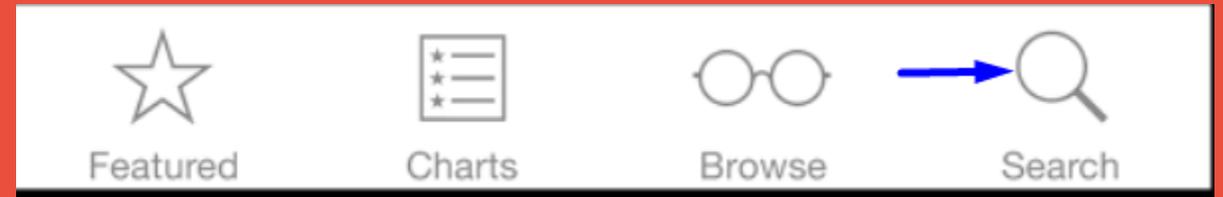
1. Tap the App Store icon or the Google play icon depending on the type of mobile device you have.

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

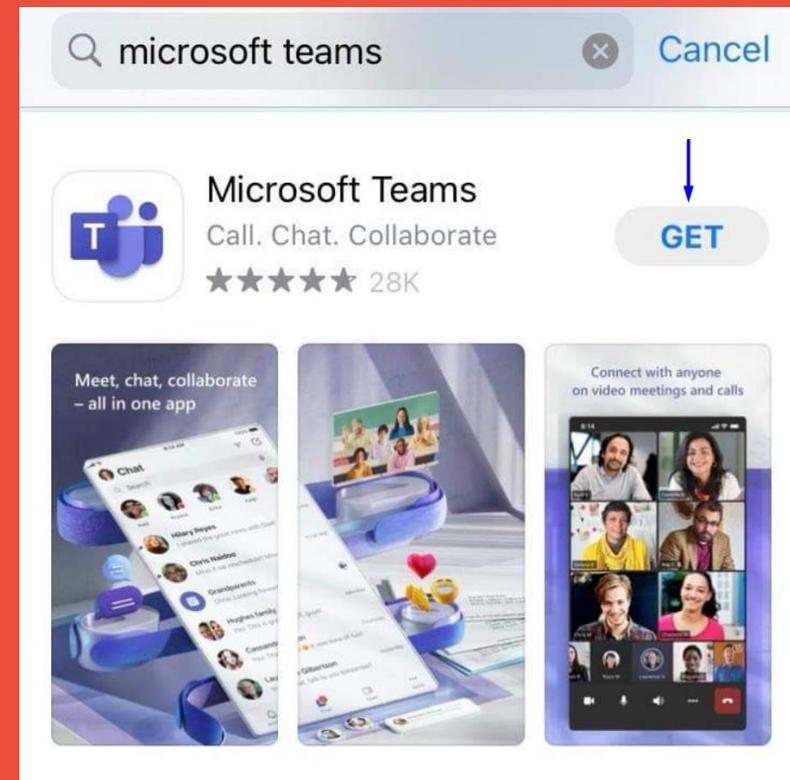


<https://www.microsoft.com/en-us/microsoft-teams/download-app>

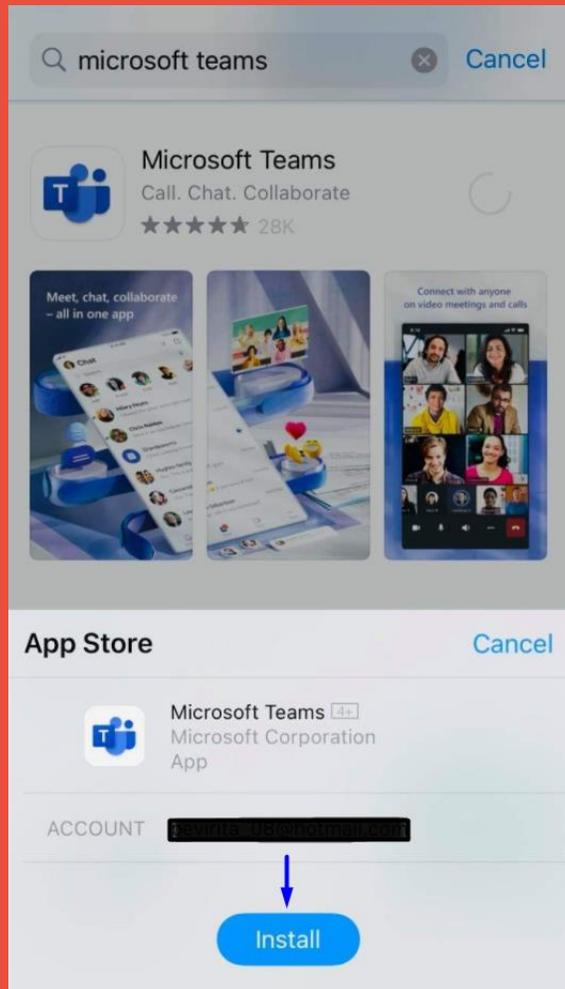
3. In the search button, type in  
**Microsoft Teams**



4. Press **“Get”** to download  
Microsoft Teams

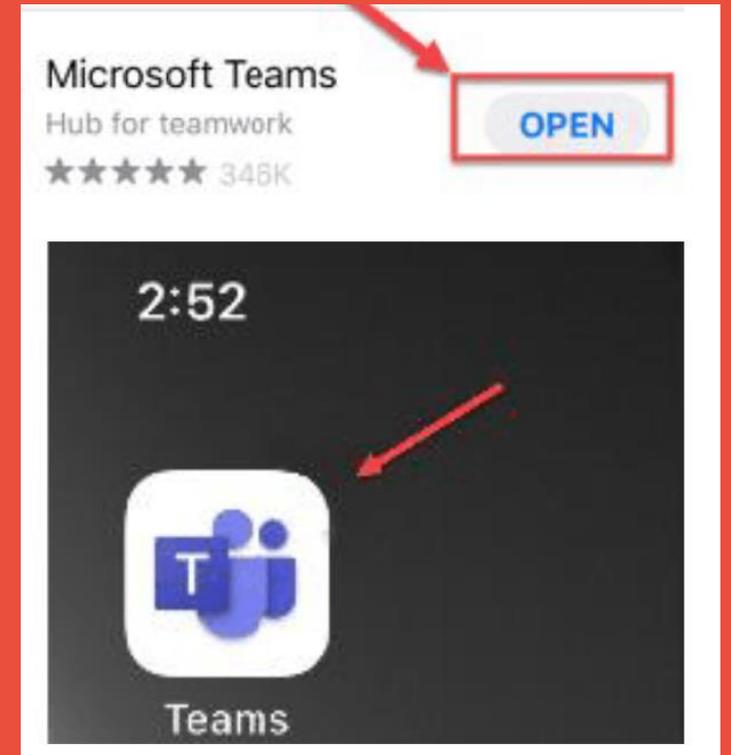


4. Press **“Install”**



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

6. 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: 2700\*\*\*\*\*@upstudent.org

2. Click the “Sign in”



## Microsoft Teams



Get started with your work, school or personal Microsoft account

2700XXXXX@upstudent.org

Sign in

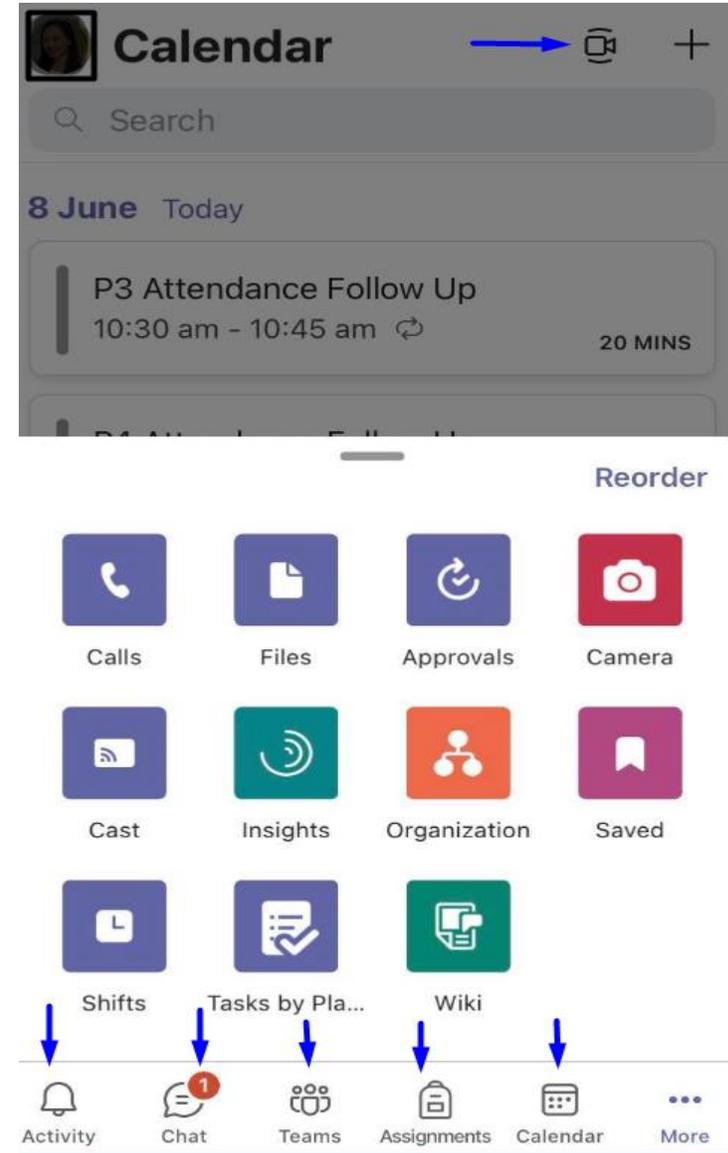
[Get help with signing in](#)

You are now logged in and set up with Microsoft Teams on your mobile device. Great work!

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

- Activity
- Chat
- Teams
- Assignments
- Calendar

If you are an offshore student studying online, you must have your cameras on during online live class lessons, (Camera top right) and you must have your audio on for the roll call.





# How to Find your way around Teams

- Teams
- Channels
- Tabs
- Chat

Click [here](#) to watch a 20-minute video that gives a comprehensive overview.



# IF YOU NEED HELP

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

Student IT support





**EDUCATION**

**Amplify  
your  
potential**