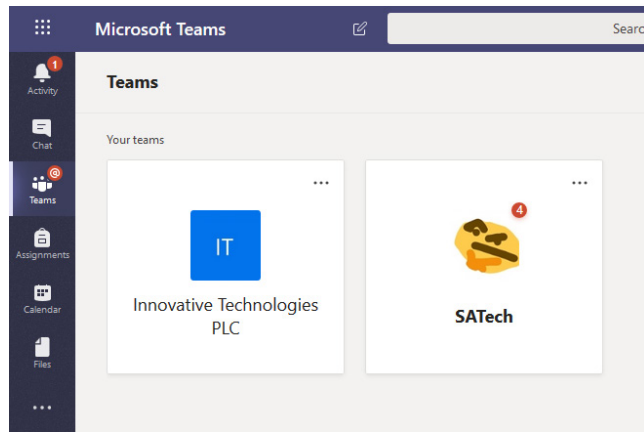


Microsoft Teams Login and Install

Login to Microsoft Teams Online

- Open a web browser and visit teams.microsoft.com
- Enter your full LearnLink email address (e.g. John.Smith123@schools.sa.edu.au) and click **Next** to login to Microsoft Teams
(If you don't know your login or it doesn't work refer to Troubleshooting section on page 2)
- If you have not already been authenticated, you will be redirected to the LearnLink Login Page
- Enter your LearnLink email address and password then click **Sign In**
- Once authenticated, you will be logged into Microsoft Teams



Install Microsoft Teams Desktop Client

School Laptop or Desktop

- Open the shortcut at **Start Menu > Microsoft Office > Microsoft Teams**
- Use the same login details as above
- Microsoft Teams will start automatically each time you start your computer

Personal Laptop or Desktop

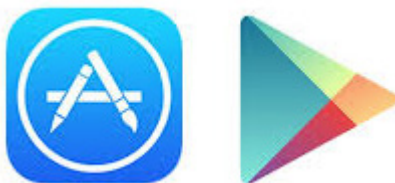
- Login to Microsoft Teams online using the instructions above
- Click the Download desktop app at the bottom left of the page



- Install the program and use the same login details as above
- Microsoft Teams will start automatically each time you start your computer

Mobile Devices

- Install the Microsoft Teams app from the Google Play Store or Apple App Store
- Login to Microsoft Teams online using the instructions above



Microsoft Teams Login and Install

Troubleshooting

Don't know your login or login doesn't work

- Send an email to helpdesk@msc.sa.edu.au with the following details
 - Subject:** LearnLink Login
 - Body:** Firstname Surname
Student ID (eg. 190123 from your Time Table or Student ID card)
Description of the problem
- We will reply to the email with your current LearnLink **username** and **password**
- Try to **Login to Microsoft Teams Online** again and let us know if it still doesn't work

Your password has expired

- Click the **Change your password** link
- Enter your current **username** and **password** then click **OK** button
- Enter your **new password** and **confirm new password**
- Click **Change Password** button
- Click **OK** button
- Try the **Login to Microsoft Teams Online** steps again