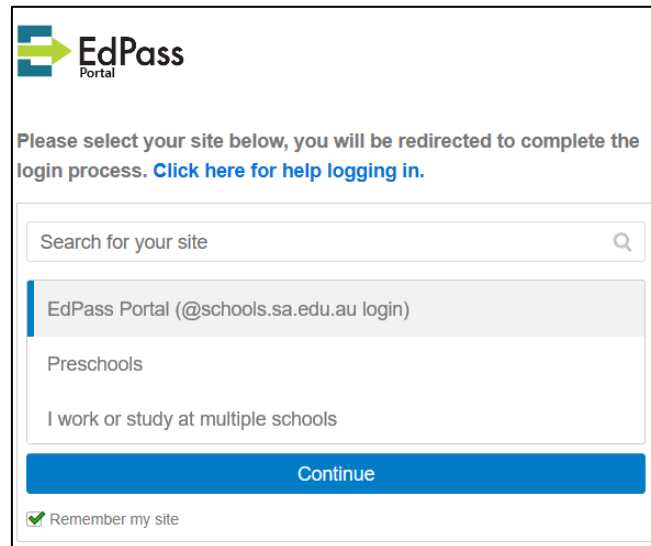


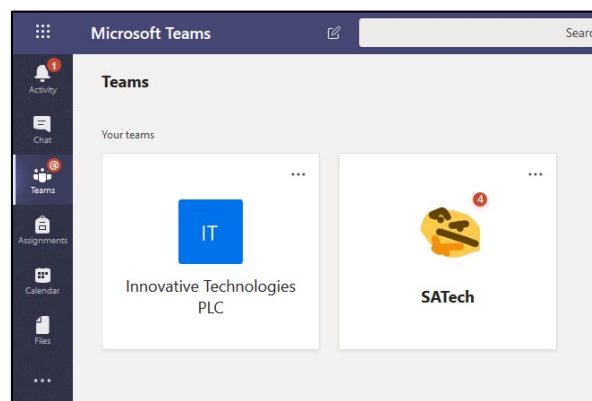
# Microsoft Teams Login and Install

## Login to Microsoft Teams Online

- Open a web browser and visit [teams.microsoft.com](https://teams.microsoft.com)
- Enter your full @schools email address (e.g. [John.Smith123@schools.sa.edu.au](mailto: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 EdPass Login Page
- If you see the following page select **EdPass Portal (@schools.sa.edu.au login)** and click **Continue**



- Enter your **@schools** 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

# Microsoft Teams Login and Install



- 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



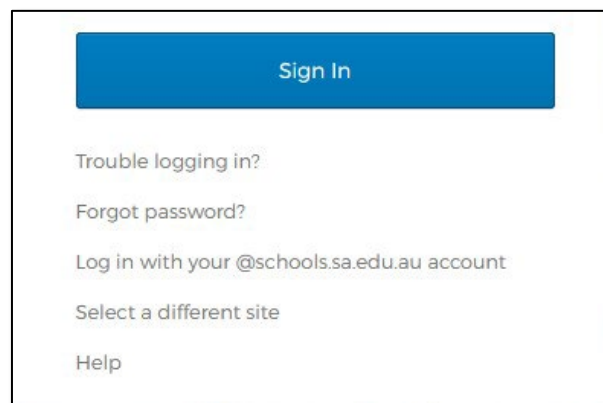
## Troubleshooting

### Don't know your login

- Send an email to [helpdesk@msc.sa.edu.au](mailto:helpdesk@msc.sa.edu.au) with the following details  
**Subject:** @schools 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 @schools **username** and **password**
- Try to **Login to Office 365 Portal** again and let us know if it still doesn't work

### Your login doesn't work

- Click **Trouble logging in?** link at the bottom of the login window
- Click **Select a different site** link



- Select **EdPass Portal (@schools.sa.edu.au login)** and click **Continue**
- Try your login again and if it still doesn't work contact Help Desk using the **Don't know your login** steps above