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## Login to Microsoft Teams Online

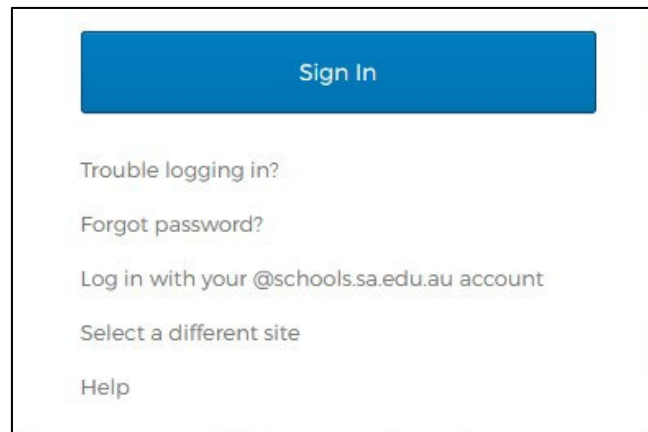
- Open a web browser and visit [teams.microsoft.com](https://teams.microsoft.com)
- Enter your full @schools email address (e.g. [John.Smith123@schools.sa.edu.au](mailto:John.Smith123@schools.sa.edu.au)) and click **Next** to login to Microsoft Teams  
*(If you don't know your login or it doesn't work 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**



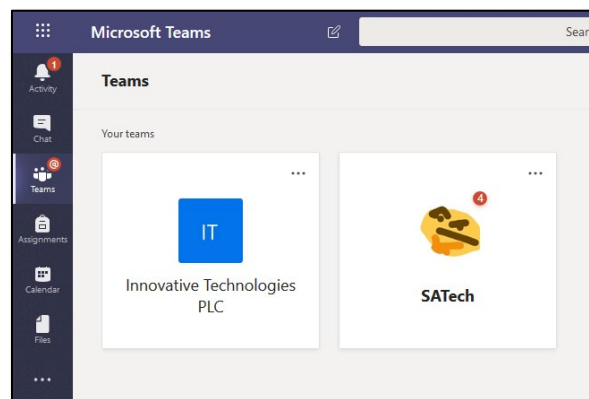
# Microsoft Team Student Instructions



- Select **Trouble logging in?** then select **Log in with your @schools.sa.edu.au account**



- Enter your **@schools** email address and **password** then click **Sign In**
- Once authenticated, you will be logged into Microsoft Teams



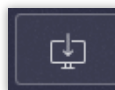
## Install Microsoft Teams Desktop Client

### 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



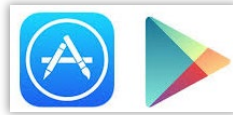
- Install the program and use the same login details as above
- Microsoft Teams will start automatically each time you start your computer

### 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 Team Student Instructions

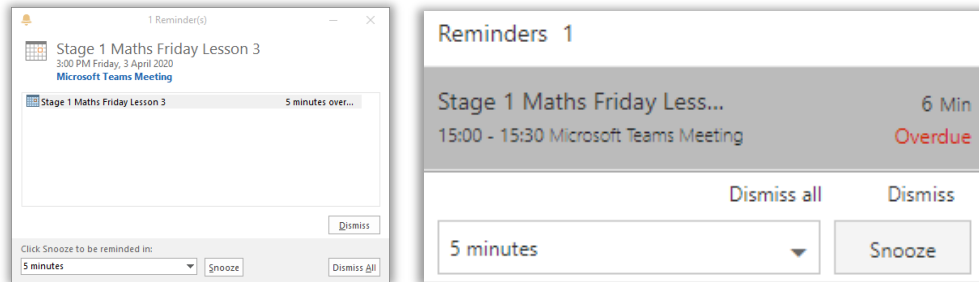



## Meetings

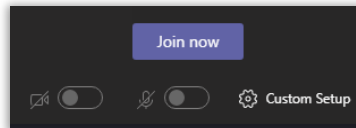
### Join a Meeting

#### Using Meeting Reminder

- Login to school email using Outlook 2019 or by going to [webaccess.msc.sa.edu.au](http://webaccess.msc.sa.edu.au)
- If you get a reminder about the meeting double click the latest meeting reminder

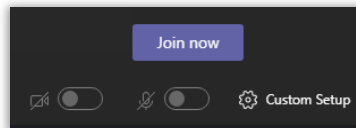


- If you don't see the reminder automatically click on the  at the top right and double click the latest meeting reminder
- Click on the link under the **Join Microsoft Teams Meeting**
- Click **Open Microsoft Teams** button on the message that shows up in the browser
- If you have not installed the **Microsoft Teams** client follow the instructions above
- Click the **Join now** button



#### Using School Email

- Open your school email by going to [webaccess.msc.sa.edu.au](http://webaccess.msc.sa.edu.au)
- Login with your username and password
- Find and open the Microsoft Teams meeting email
- Click on the link under the **Join Microsoft Teams Meeting**
- Click **Open Microsoft Teams** button on the message that shows up in the browser
- If you have not installed the **Microsoft Teams** client follow the instructions above
- Click the **Join now** button



## Links

- [Remote learning with Office 365 for students \(Website\)](#)

## Troubleshooting

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

- 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



# Microsoft Team Student Instructions



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 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

## Microphone Problems


### Solution 1

- If you are using a desktop computer, make sure that you have a microphone connected

### Solution 2

- Make sure that the microphone icon is not muted in the Meeting toolbar 

### Solution 3

- When you have joined the Meeting click the  option then select **Show device settings**
- Select **Custom Setup** in the selection box under **Audio devices**
- Make sure that the right device is selected in the **Microphone** selection box

## Speaker Problems



### Solution 1

- If you are using a desktop computer, make sure that you have a speaker connected

### Solution 2

- Make sure that your sound is not muted

### Solution 3

- When you have joined the Meeting click the  option then select **Show device settings**
- Select **Custom Setup** in the selection box under **Audio devices**
- Make sure that the right device is selected in the **Speaker** selection box
- Check the Speaker volume level is high enough 

## Camera Problems


### Solution 1

- If you are using a desktop computer, make sure that you have a camera connected


### Solution 2

- Make sure that your camera is enabled if it has a physical switch to disable the camera

### Solution 3

- Make sure that the camera icon is not disabled in the Meeting toolbar 

### Solution 4

- When you have joined the Meeting click the  option then select **Show device settings**
- Make sure that the right device is selected in the **Camera** selection box