In this guide, you will be able to:

- Setup and Login to MS Teams for the first time
- Navigate through your own Teams (Enrolled Modules)
- Accessing Posts & Files
- Join a Team using Code
- Join a Meeting / Call
- Get Help on Teams

SETUP AND LOGIN TO MS TEAMS FOR THE FIRST TIME

Please read this information carefully and follow the steps to ensure you have a smooth experience.

Click here to **Download Microsoft TEAMS (for work or school)** App on Desktop

Once it download completely, open the installer file and allow it to install MS Teams.

TeamsSetup_c_w_.exe

Download Microsoft Teams for Windows desktop
Teams for work or school

Download Teams
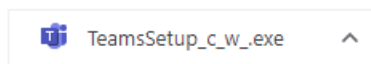
For initial setup, it is advisable to have 2 devices – one device to login to MS Teams on a browser/app and another device to open Microsoft Authentication app or receive SMS or call.
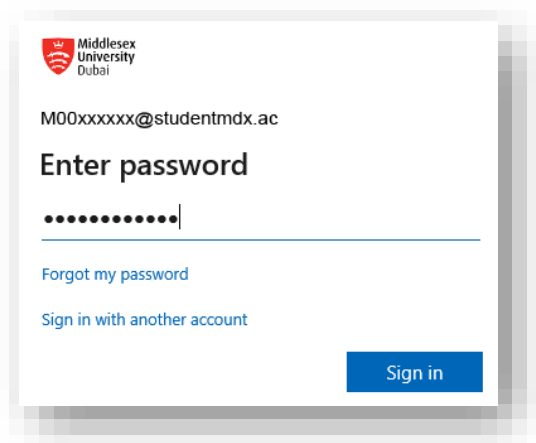
Login to MS Teams either through a web browser:

Microsoft Teams

- https://www.microsoft.com/en-ww/microsoft-teams/log-in
- OR click the Microsoft Teams icon

Use your own **Microsoft Teams** credentials following the format below:

Middlesex University Dubai

M00xxxxxx@studentmdx.ac

Enter password

••••••••••••

Forgot my password

Sign in with another account

Sign in
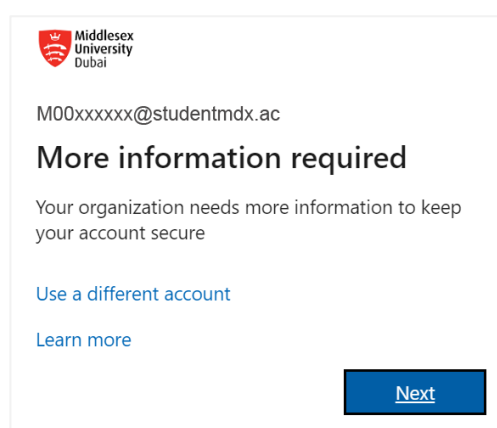
Username: **M00xxxxxx@studentmdx.ac**
- *M00xxxxxx should be your own Student/MISIS number*
- *This is not an email account, but only username for local login (Teams, Campus WIFI & Campus Computers)*

Password: **<your local login password>**
- *Initially sent to your student email*
- *If you have forgotten your password or would like to reset it, click on* ***https://changepassword.mdx.ac.ae***

For first time logging in, you will be asked to setup **Two-Factor Authentication (2FA)** for your Teams.

Click on **Next** on this page.

Middlesex University Dubai

M00xxxxxx@studentmdx.ac

More information required

Your organization needs more information to keep your account secure

Use a different account

Learn more
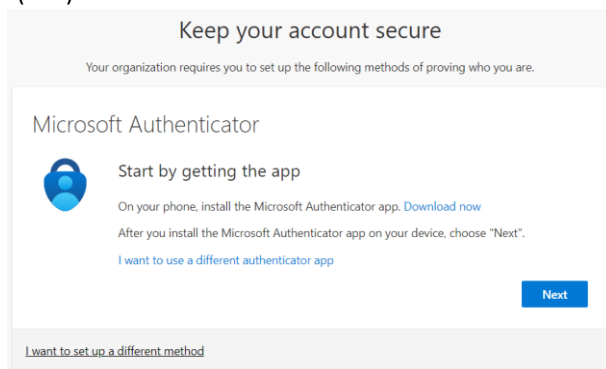
Next

Two-Factor Authentication (2FA) Option 1: Use of Microsoft Authenticator App

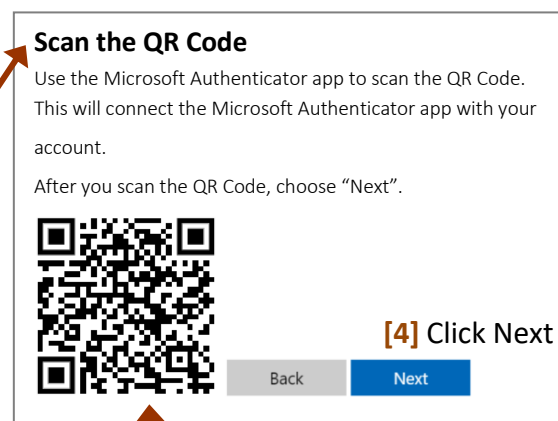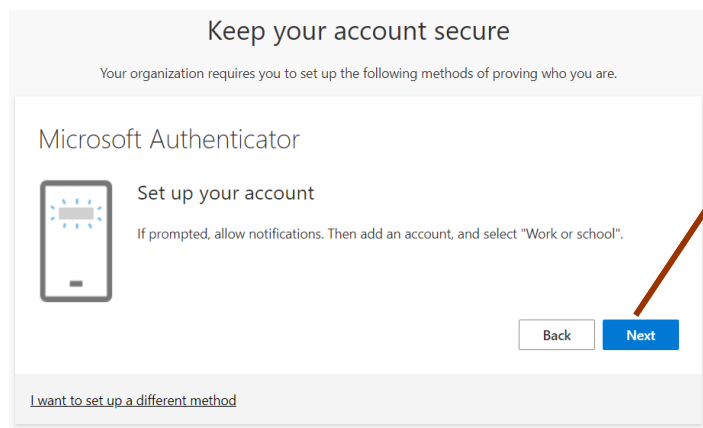### [Step 1: Install Microsoft Authenticator App on your Mobile Device]

*The **Microsoft Authenticator** app is the University's recommended and supported application for Two-Factor Authentication (2FA).

a. Download and install the **Microsoft Authenticator app**
   - **Google Android**
     On your Android device, go to Google Play to download and install the Microsoft Authenticator app.
   - **Apple iOS**
     On your Apple iOS device, go to the App Store to download and install the Microsoft Authenticator app.

b. Click on **'I agree'** to the Privacy statement *(if prompted)*

c. On the top right of the app – Click **'Skip'**

d. click Next on the screen.

[Step 2: Setup your Campus User account on your Microsoft Authenticator App]

You can see these on your browser's screen, click Next to display QR Code.

Scan the QR Code

Use the Microsoft Authenticator app to scan the QR Code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR Code, choose "Next".

[4] Click Next

Open the Microsoft Authenticator App on your Mobile Device and follow these steps.
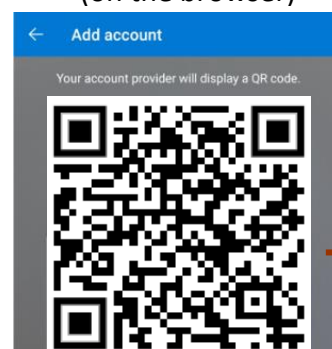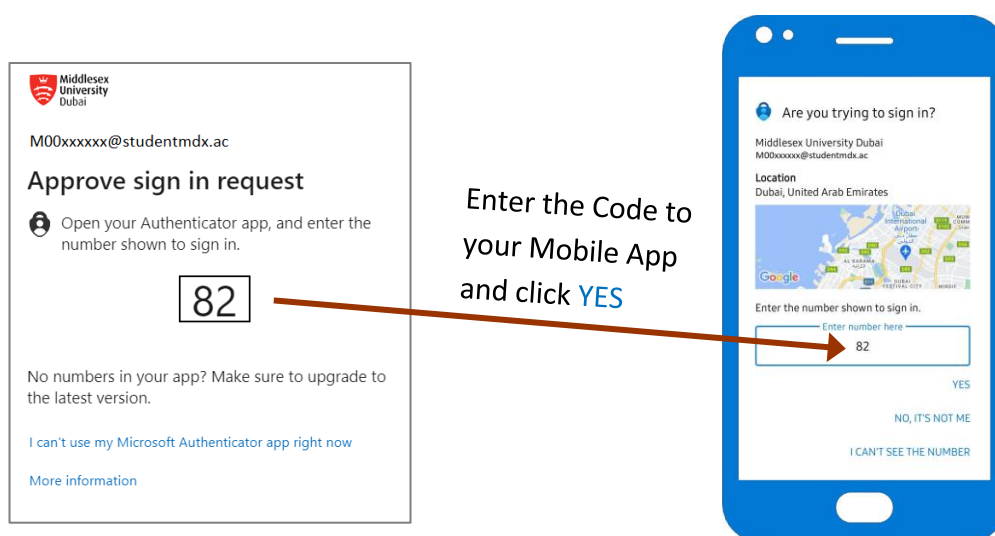
[1] Add Account
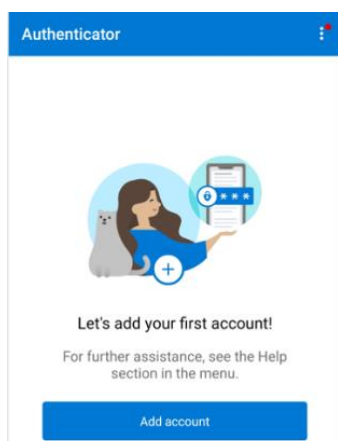
[2] Work or School
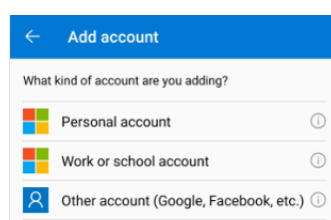
[3] Scan QR Code (on the browser)

*On successful addition of the account, you will see your **M00xxxxxx@studentmdx.ac** on your Microsoft Authenticator. Click Next button on the browser*

Approve the pop-up notification on your mobile device – as Teams sends a code to your Authenticator App.

Enter the Code to your Mobile App and click YES

Two-Factor Authentication (2FA) Option 2: Mobile Number as Alternative Method

If Microsoft Authenticator App cannot be installed, there are other options for Authenticating such as the use of your mobile number.
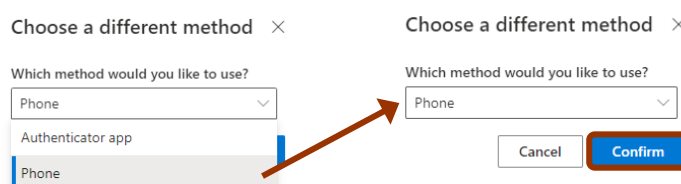
You can go back to signing in again using your Microsoft Teams credentials (M00xxxxxxx@studentmdx.ac) and your password.

Once you are on this screen, click
[1] Click **'I want to set up a different method'**
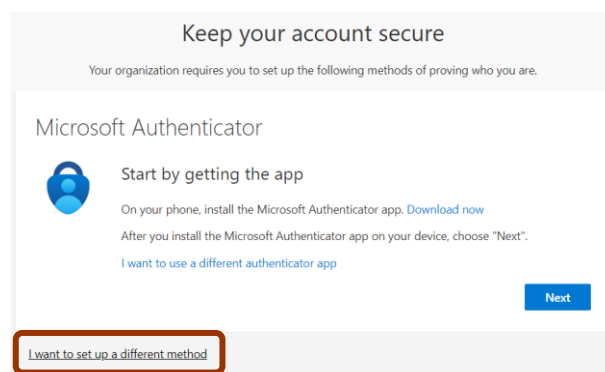
[2] Select **'Phone'** and **Confirm** to proceed

[3] Select the Country and enter the Mobile number
It is advisable to use a UAE number that is always with you to avoid any connection or communication issues such as unreachable calls & not receiving SMS.
For UAE, remove the 0 at the beginning of your mobile number.

For Example: United Arab Emirates (+971) **501234567**

If you have selected **'Text me a code'**, you will get a code through SMS and enter it on the browser.

If you have selected **'Call me'**, you will get a call. Listen to the instructions and press the correct key on your mobile to confirm.

Once successfully authenticating, click the next few buttons and you are done!

Navigate through your own Teams (Enrolled Modules)

Once you logged in successfully, you will see different options on the left side.
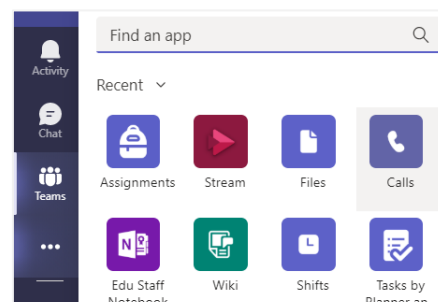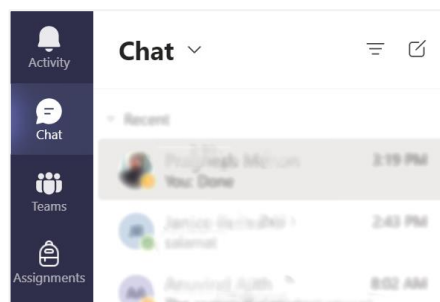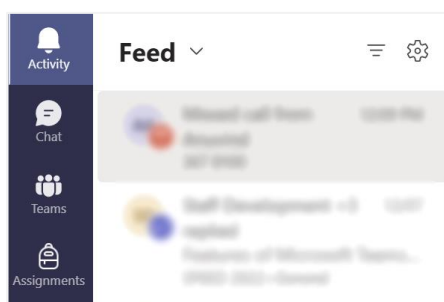
Under **Teams**, your modules should be visible if teacher has added you.
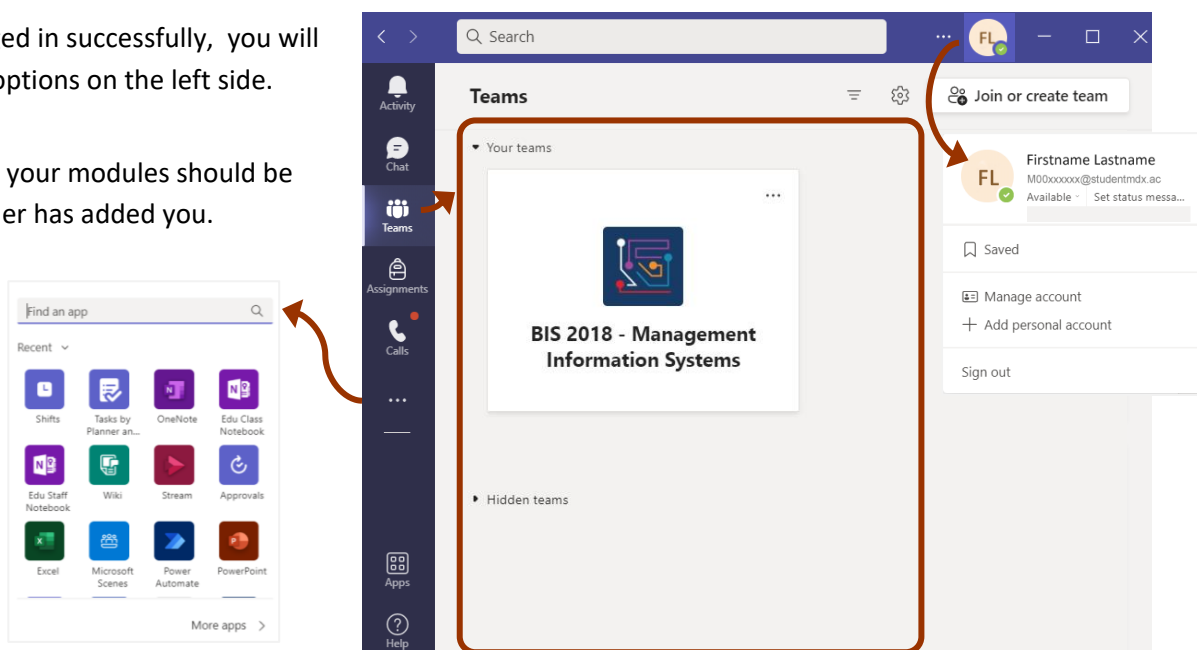
Activity feed contains notifications for assignments or an @mention

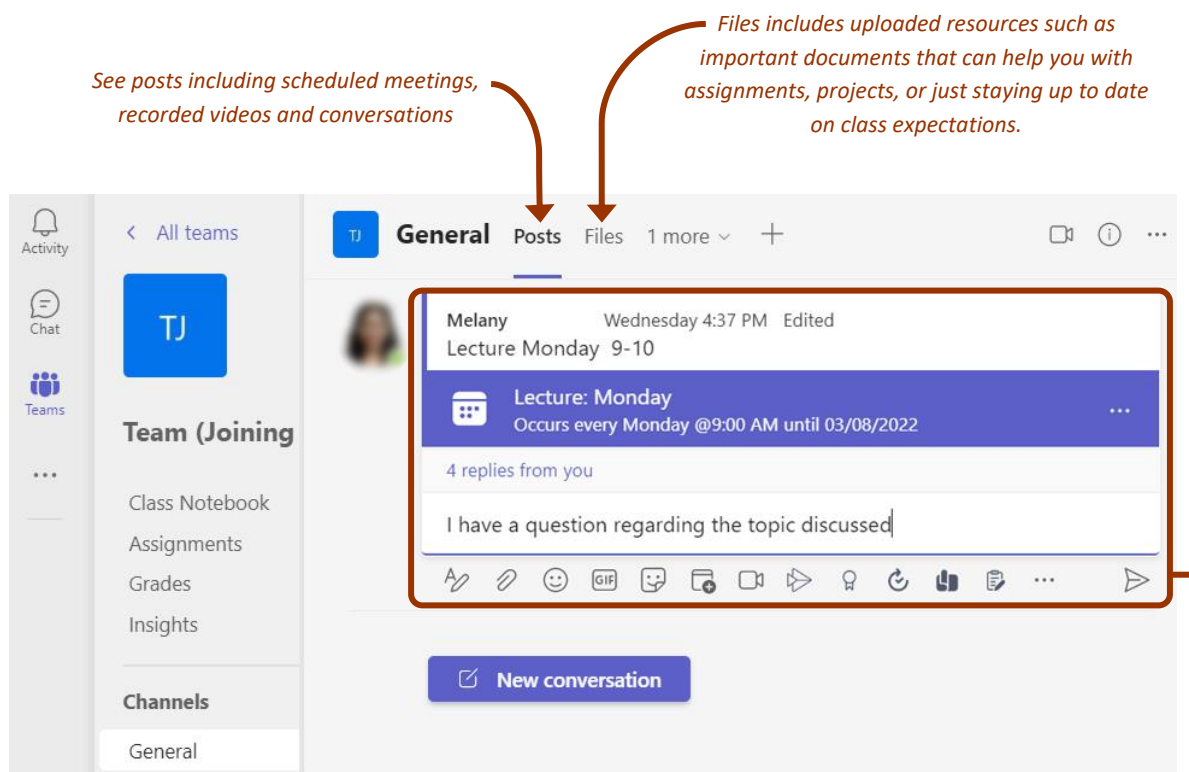You can compose message with either individuals or groups through chat

If enabled, you can select personal App from other options '…'

Accessing Posts & Files

If you click on your Teams, there is always a General channel where you can see Posts, Files and other Apps that is added by your teacher. Enabled apps may vary visibility on your Teams depending on settings.

Files includes uploaded resources such as important documents that can help you with assignments, projects, or just staying up to date on class expectations.

See posts including scheduled meetings, recorded videos and conversations

Posts are organized by conversations to easily managed each meetings. You can view chats, posted videos and reply on these as well.

Join a Team using Code

You can Join team with a code sent by your teacher. Please check your student emails for these details.

Enter Code here

You are now joined in the team!
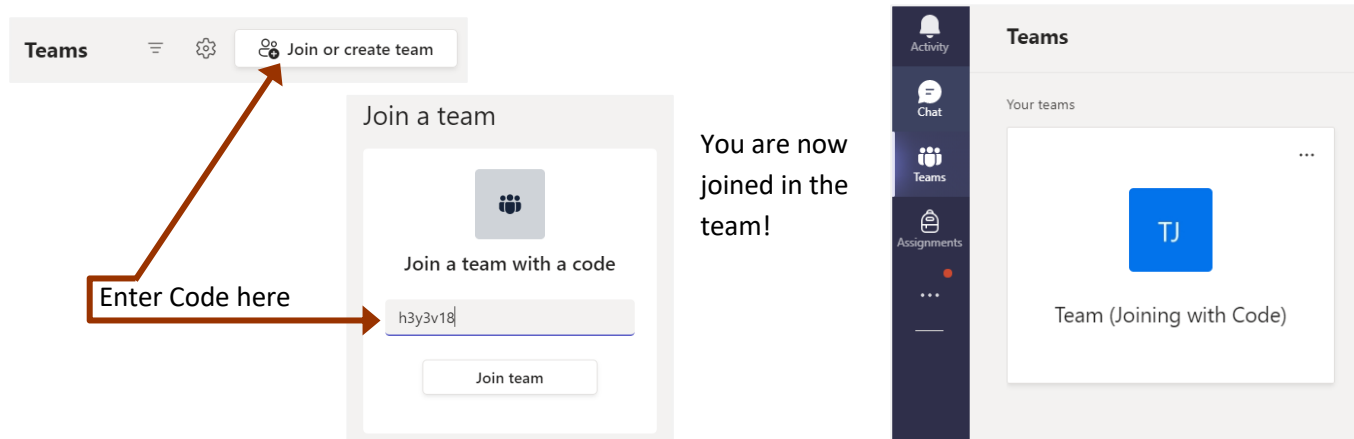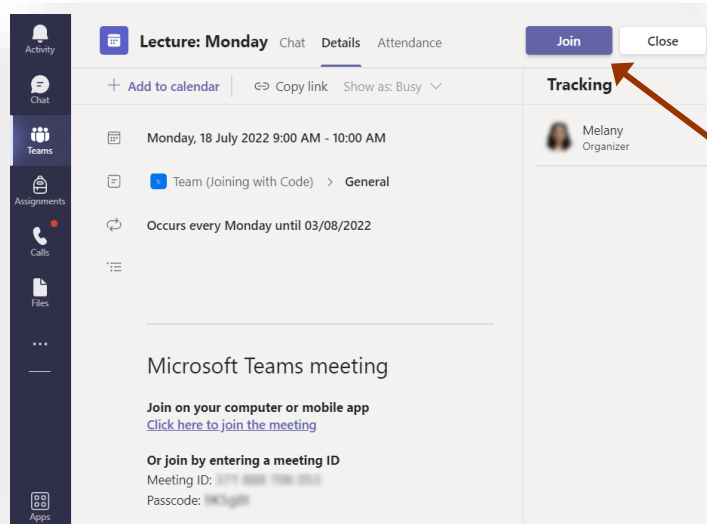
Join a Meeting / Call

Go to your **Teams tab** on the left, select your **Team (Module).** Under **General,** click on the **Posts tab**, you will see a Meeting like this

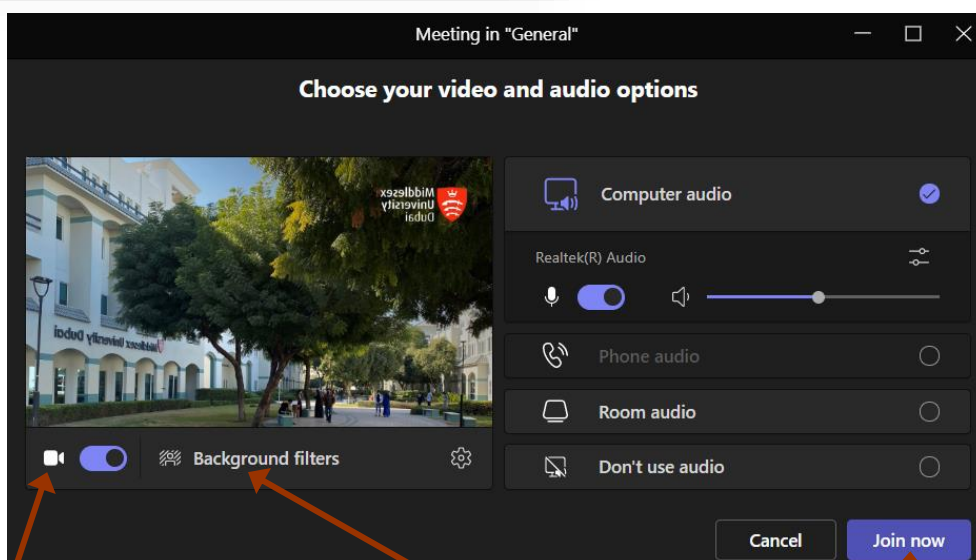Check whether this meeting schedule is correct before clicking it.
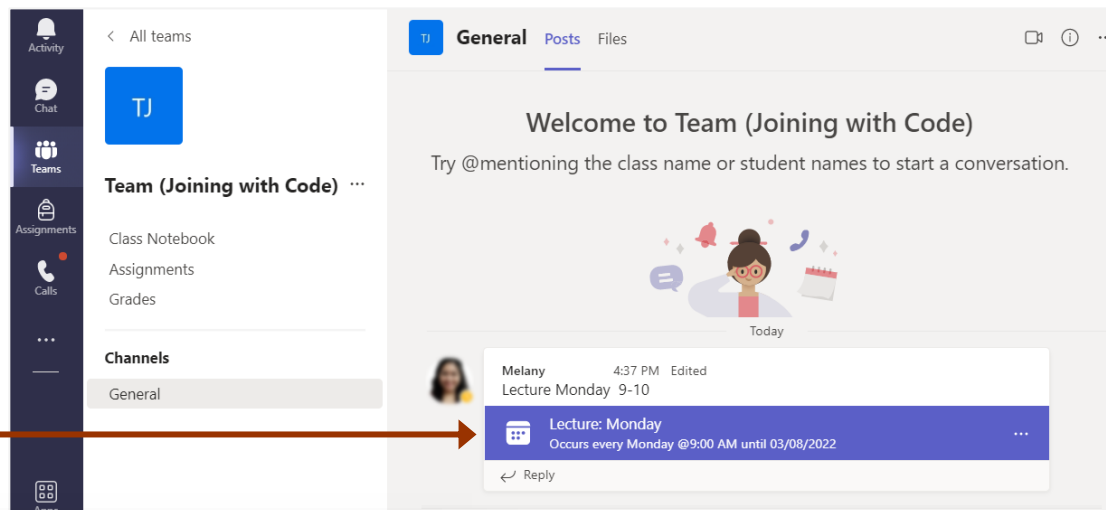
You can click on the Meeting and see more details such as date, time, occurrence, meeting ID, passcode and organizers.

Click this to JOIN the meeting.

Select to enable Audio/Microphone

Select to enable Webcam
Recommended to be OFF unless required

Choose Background filters for initial Web Cam setup
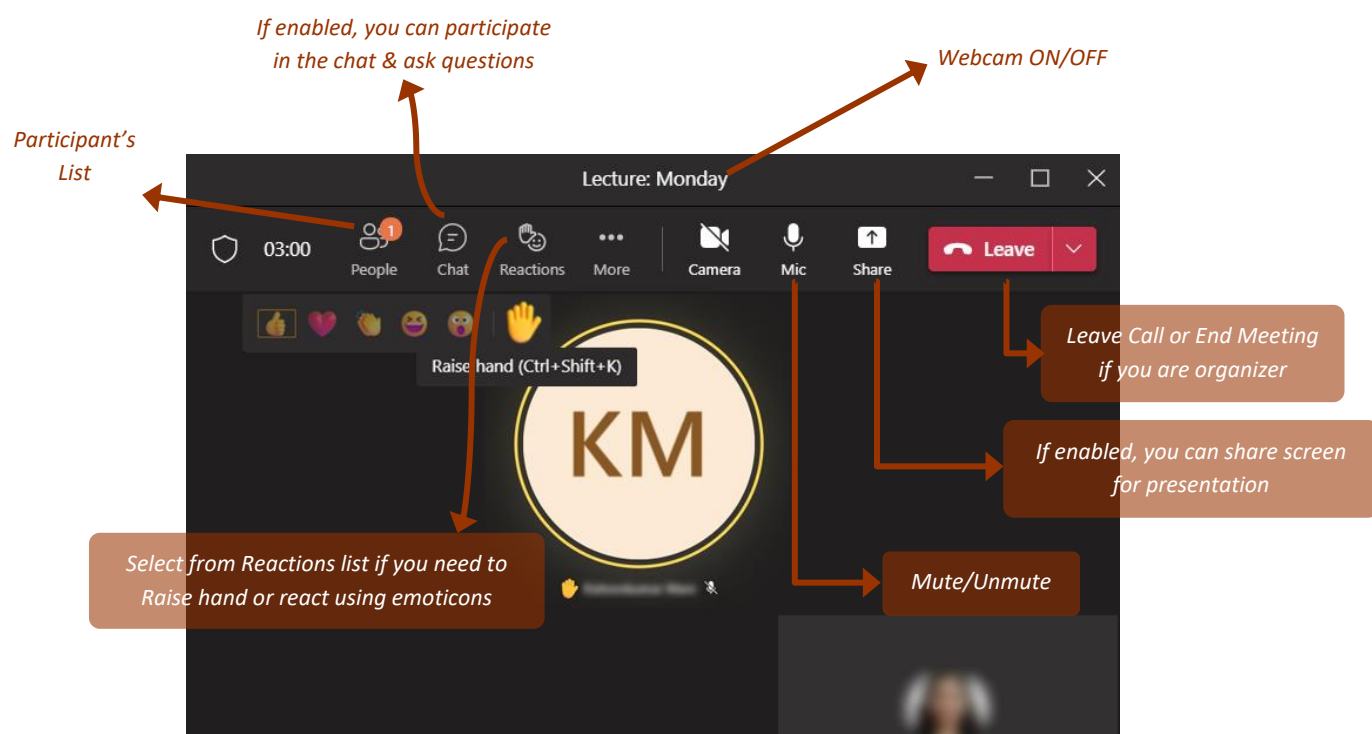
After checking all settings, Click here to JOIN!

There will be a notification like this:

When the meeting starts, we'll let people know you're waiting.

Meeting will automatically load once the teacher has approved your access.

Please make sure to join the meeting at least 5-10 minutes before the start to avoid disruptions and resolve any technical issues that may occur.

You can now navigate through your meeting window, find useful tools on collaborations & other settings.

If enabled, you can participate in the chat & ask questions

Webcam ON/OFF

Participant's List

Leave Call or End Meeting if you are organizer

If enabled, you can share screen for presentation

Select from Reactions list if you need to Raise hand or react using emoticons

Mute/Unmute

More about Microsoft Teams

Explore more guides on the Teams for Education support website.

Visit the What's New with Teams website for more information.

For help in resetting your Teams password, you can contact:

Middlesex University Dubai I.T. Help Desk
☎ **+971 (04) 3678126**
✉ **helpdesk@mdx.ac.ae**