







In this guide, you will be able to:

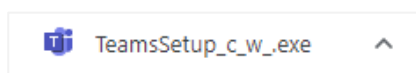
-  Setup and Login to MS Teams for the first time
-  Navigate through your own Teams (Enrolled Modules)
-  Accessing Posts & Files
-  Join a Team using Code
-  Join a Meeting / Call
-  Get Help on Teams

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.



Login to MS Teams either through a web browser:

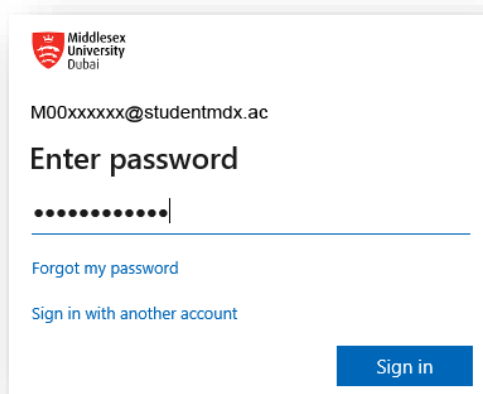


Microsoft Teams

- <https://www.microsoft.com/en-ww/microsoft-teams/log-in>

- OR click the Microsoft Teams icon

Use your own MS Teams credentials following the format below:



Username: **M00xxxxxx@studentmdx.ac**

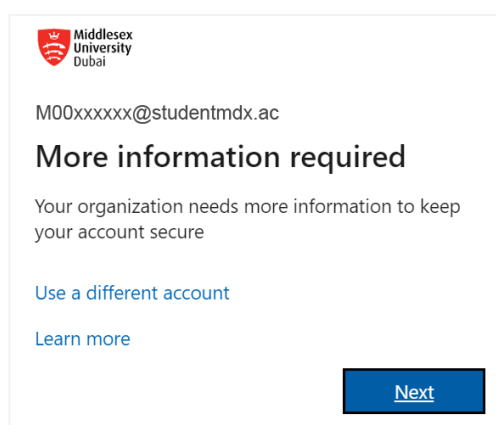
- M00xxxxxx should be your own Student/MISIS number
- This is not an email account, but only username for local login (Teams, Campus WIFI & Campus Computers)

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:8445/showLogin.cc>

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

Click on [Next](#) on this page.



Two-Factor Authentication (2FA) Option 1: Authentication Phone (use of Mobile Phone)

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Authentication phone

United Arab Emirates (+971)

Method

☒ Send me a code by text message

☐ Call me

[Next](#)

[Step 1: Authentication Phone] At this point, you need to select Authentication phone (Mobile Phone), select the Country Code and enter your mobile number starting with '5' instead of '0'.

For UAE, remove the 0 at the beginning of your mobile number.
For Example: United Arab Emirates (+971) **501234567**

Select either send code in text message or *call your mobile.

[Step 2: Authentication Phone] Click [Next](#) and you need to enter the code sent on your mobile. Click [Verify](#) to proceed.

*If you select 'Call me' as a verification method, you will receive a call from Microsoft and confirm by pressing a key from your mobile.

[Step 3: Authentication Phone] Click [Done](#) and [OK](#).

Step 2: We've sent a text message to your phone at +971 50xxxxxxx

When you receive the verification code, enter it here

[Cancel](#) [Verify](#)

Step 3: Keep using your existing applications

In some apps, like Outlook, Apple Mail, and Microsoft Office, you can't use a phone to secure your account. To use these apps, you'll need to create a new "app password" to use in place of your work or school account password. [Learn more](#)

Get started with this app password:

hmidgzhyileilgfthst



[Done](#)

Stay signed in to all your apps

Windows will remember your account and automatically sign you in to your apps and websites on this device. This will reduce the number of times you are asked to login.



Allow my organization to manage my device

① Selecting this option means your administrator can install apps, control settings, and reset your device remotely. Your organization may require you to enable this option to access data and apps on this device.

[No, sign in to this app only](#)

[OK](#)

Two-Factor Authentication (2FA) Option 2: Mobile App (use of Microsoft Authenticator App)

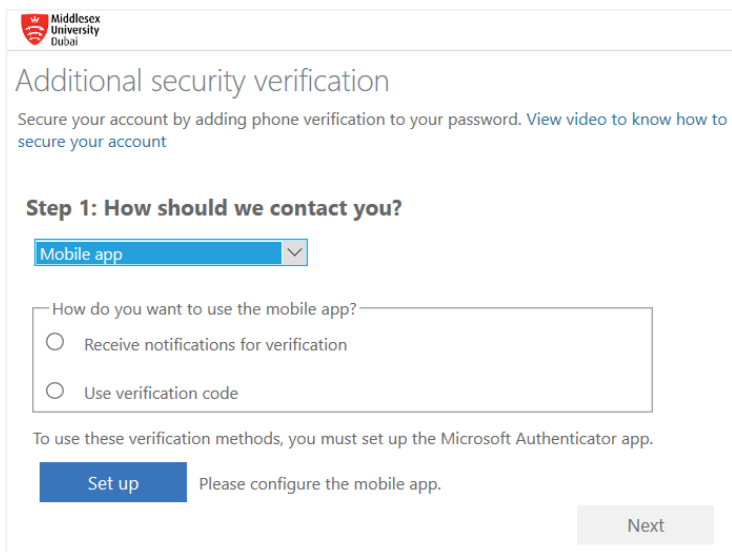
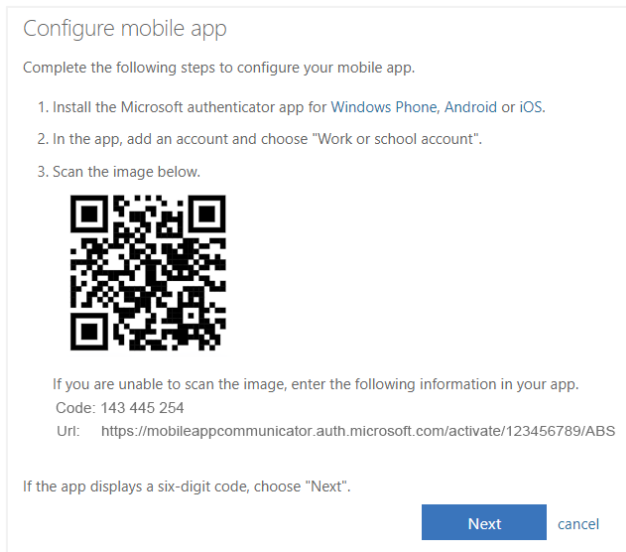
*The **Microsoft Authenticator** app is the University's recommended and supported application for Two-Factor Authentication (2FA).

- 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](#).
- Click on '[I agree](#)' to the Privacy statement (if prompted)
- On the top right of the app – Click '[Skip](#)'

Note: Do not do anything else with the app for the time being – do not try to login or click to the next screen

[Step 1: Mobile App] Select Mobile app and click on [Set up](#)

It will prompt a new page with a QR Code

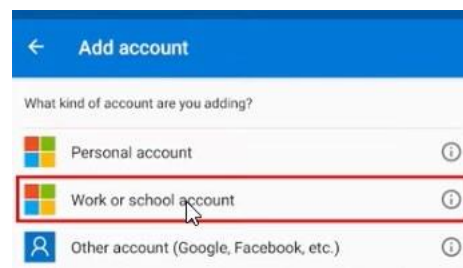
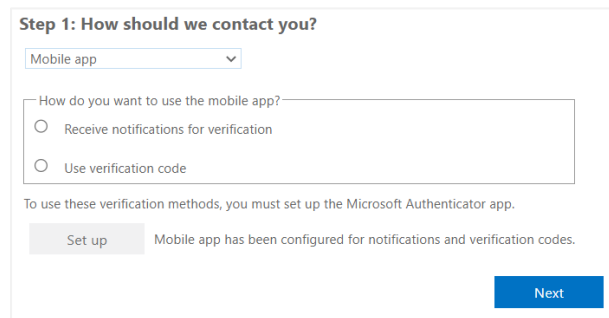



Open the Microsoft Authenticator app you have pre-installed on your device. If prompted, **Allow** notifications in the app.

In the app, click [Add account](#), then click **Work or School Account**

If it prompts you, select **Scan QR Code**

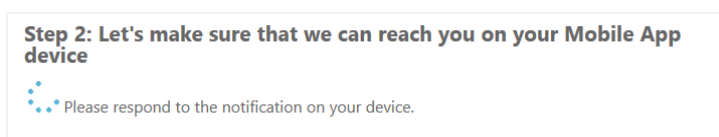
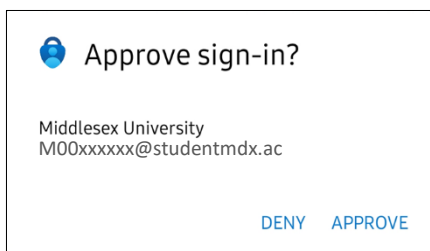
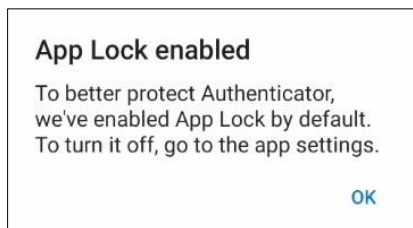
Scan the QR Code from Teams' window and wait it to be added.

Once you see on Authenticator App that your account (M00xxxxxx@studentmdx.ac) has been added, return to the Team's window and click [Next](#). It will return to Step 1.

You just need to click [Next](#) again to proceed to Step 2.

[Step 2: Mobile App] Approve the pop-up notification on your mobile device – as Teams communicates to your App.

Once successful, it will proceed to Step 3.

[Step 3: Mobile App] Select a 2nd authentication method

Select the Country (United Arab Emirates or the country code of your phone number) and enter the phone number beside the chosen country.

For UAE, remove the 0 at the beginning of your mobile number. *For Example:* United Arab Emirates (+971) **501234567**
Click **Next** to proceed to Step 4.

Step 3: In case you lose access to the mobile app

United Arab Emirates (+971)

Next

Step 4: Keep using your existing applications

In some apps, like Outlook, Apple Mail, and Microsoft Office, you can't use a phone to secure your account. To use these apps, you'll need to create a new "app password" to use in place of your work or school account password. [Learn more](#)

Get started with this app password:

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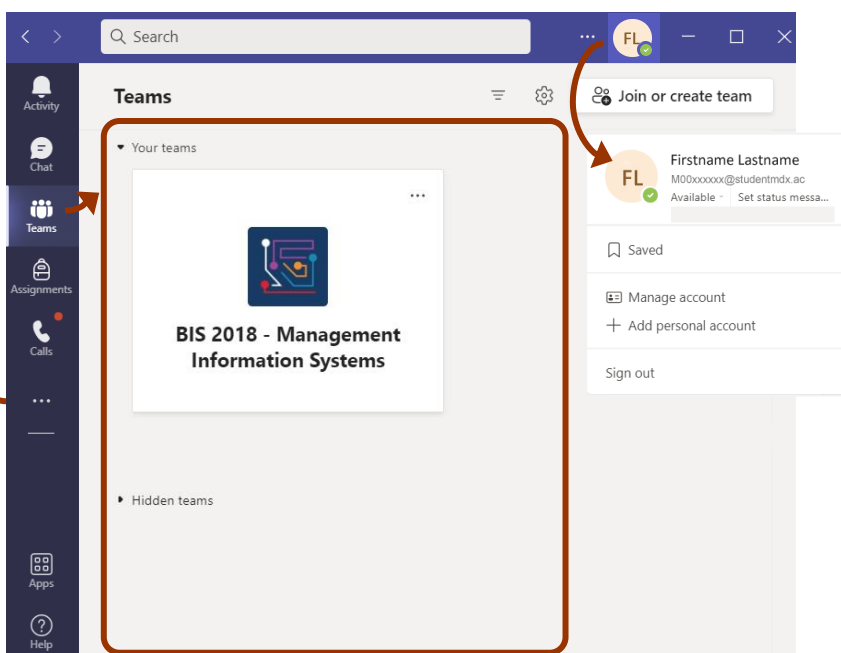
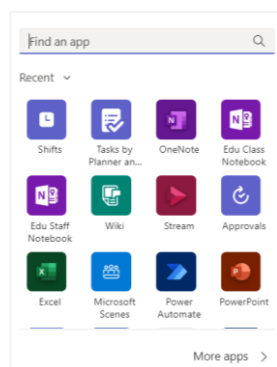
Done

[Step 4: Mobile App] Click on **Done** and everything is set!

Navigate through your own Teams (Enrolled Modules)

Once you logged in successfully, you will see different options on the left side.

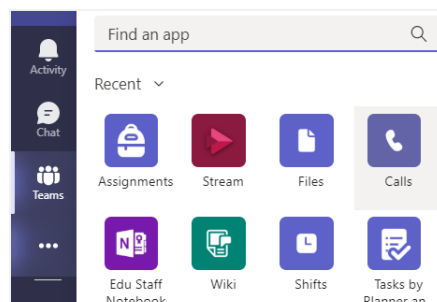
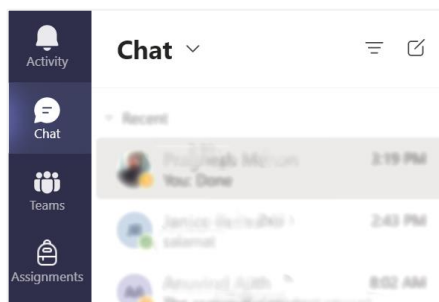
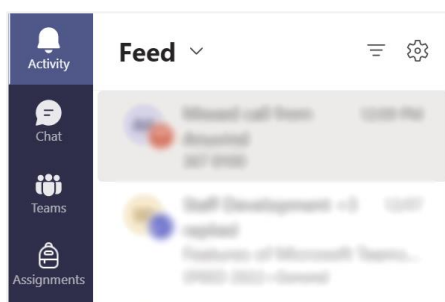
Under **Teams**, your modules should be visible if teacher has added you.



Activity feed contains notifications for assignments or an @mention

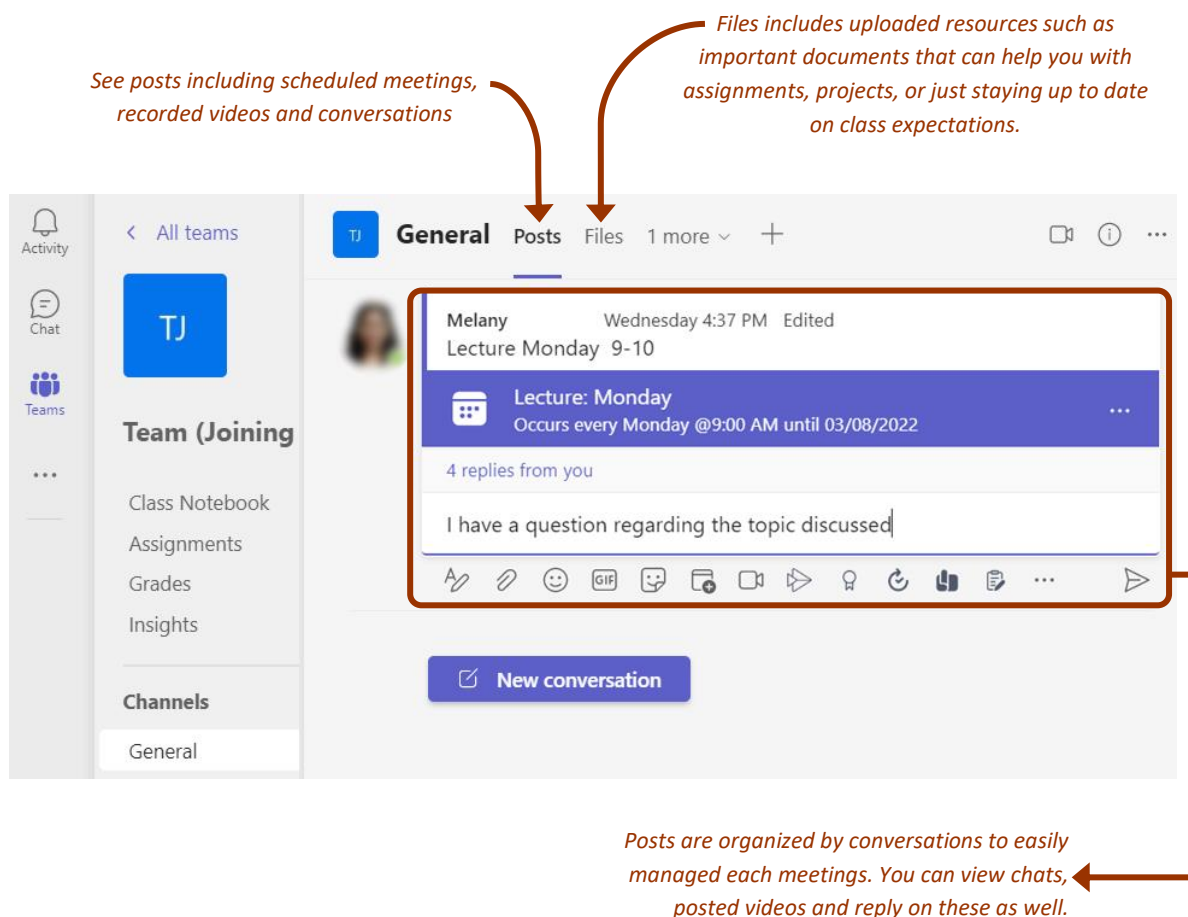
You can compose message with either individuals or groups through chat

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



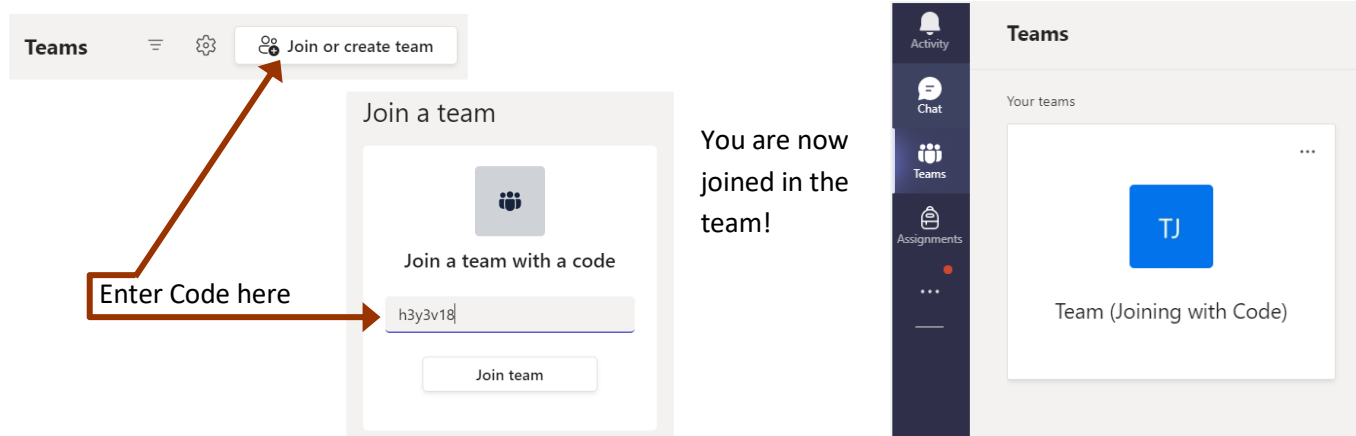
Accessing Posts & Files

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.



Join a Team using Code

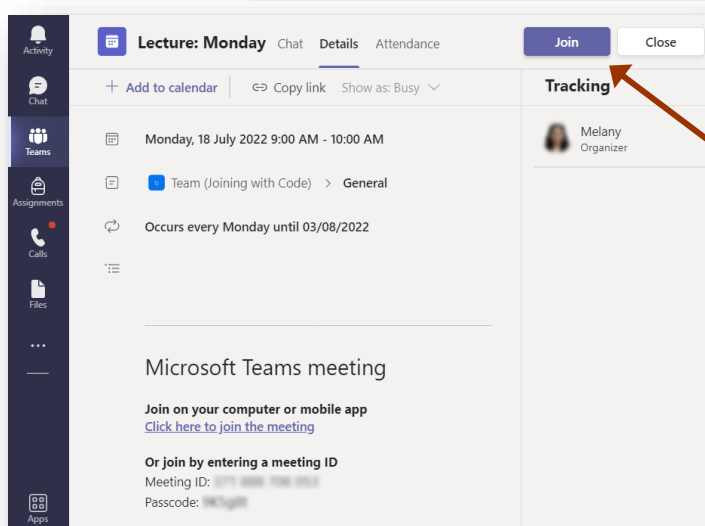
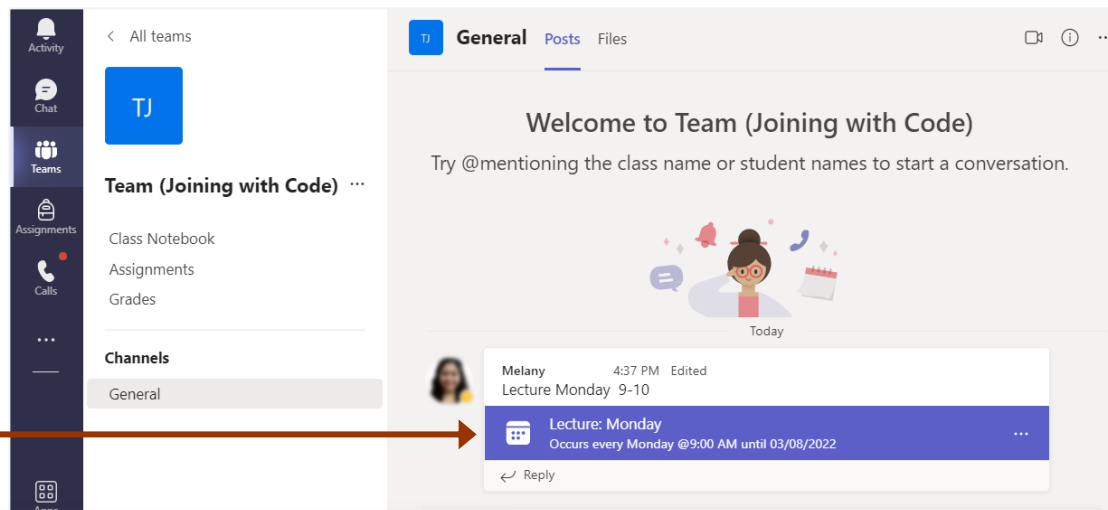
You can Join team with a code sent by your teacher. Please check your student emails for these details.



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

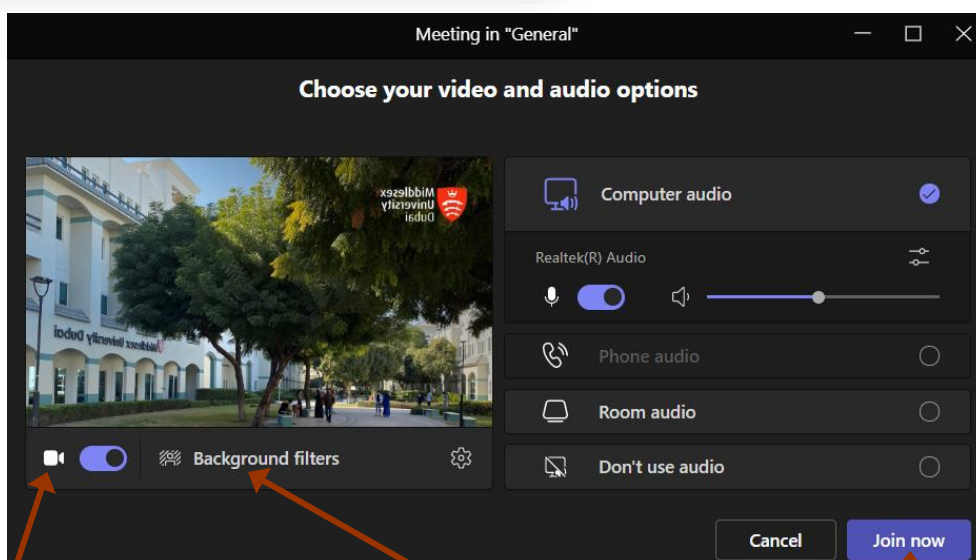
Check whether this meeting schedule is correct before clicking it.



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!

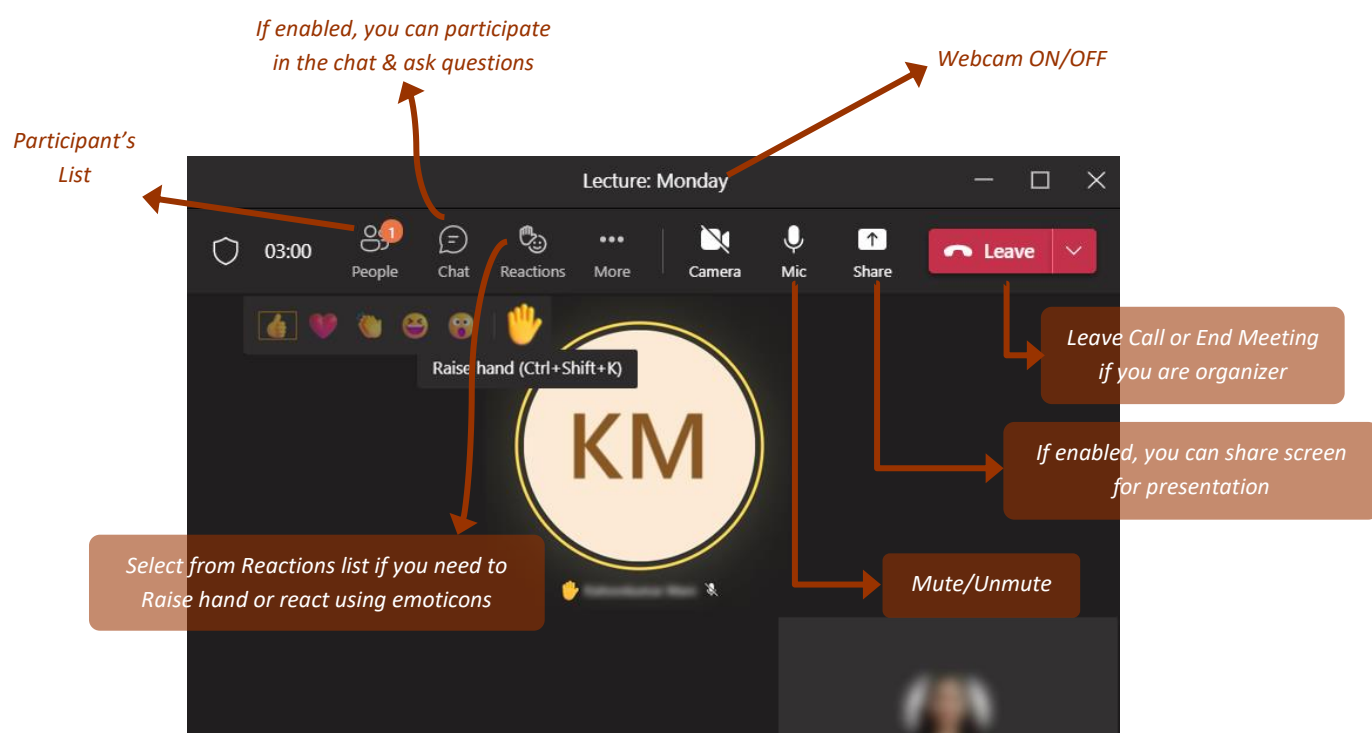
There will be a notification like this:

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.



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