



Microsoft Teams Guide

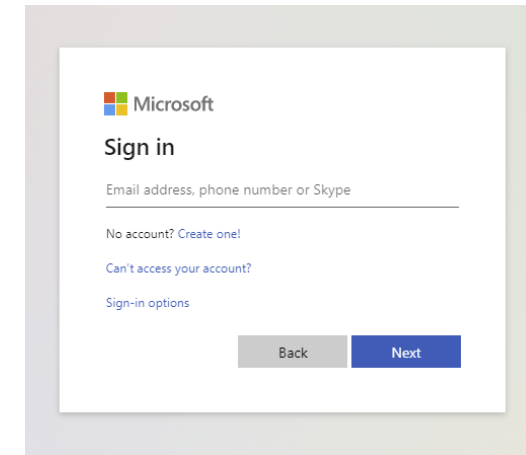
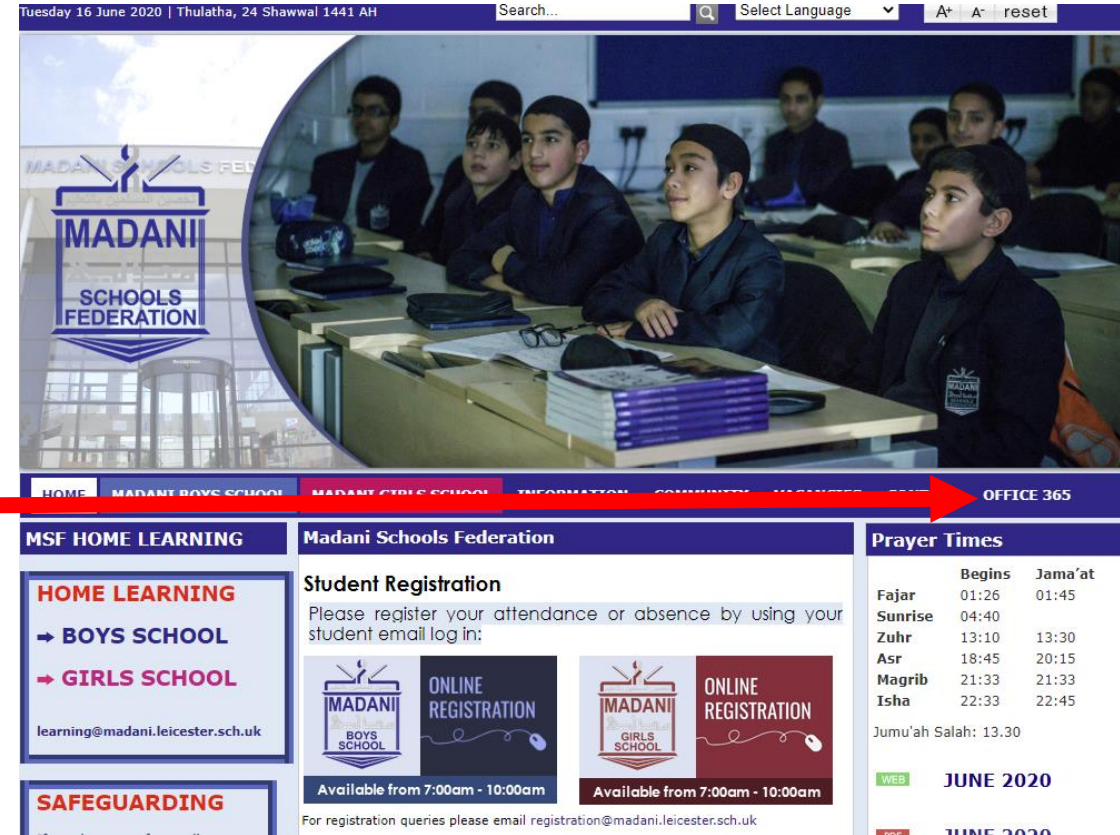
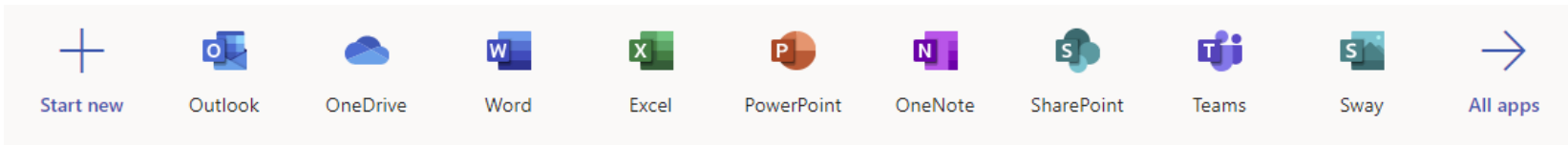
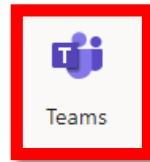
How to access Microsoft Teams

1. Go to the Madani School website
<http://www.madani.leicester.sch.uk/>

2. Click on the Office 365 button
located on the right

3. Once you have clicked on the Office 365 button, you will need to sign in using your school email and password

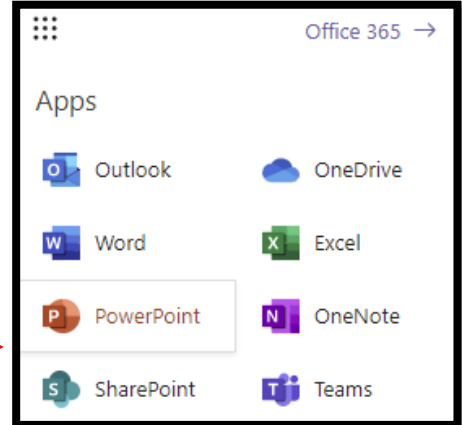
4. When signed in you will see these apps below, select the Teams icon



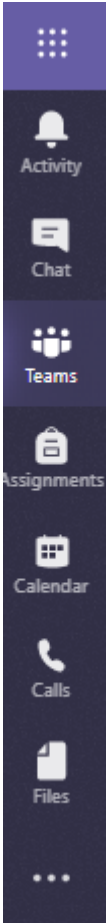
For support please contact IT@madani.leicester.sch.uk




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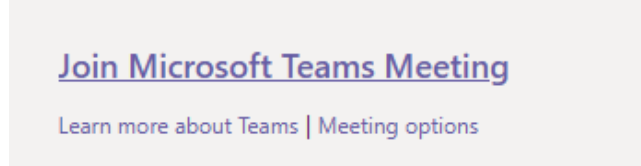
← App launcher – This will display your main apps you can use on Office 365 →



- Once you have signed on to Teams, locate this bar on the left hand side of your screen and select the Teams button.  Clicking on this Teams button will allow you to see a list of your Teams.
- Select a Team that you would like to go to and you will see a chat. This chat feature allows you to see any messages your Teacher has added to this Team. In this chat, if a teacher has scheduled a meeting it will be shown here. See example below.



- Click on the scheduled meeting and then click on the Join button

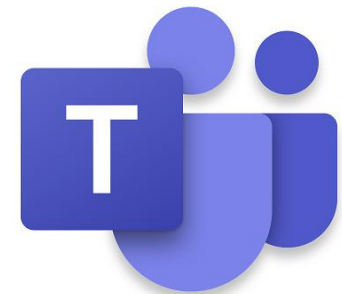


Note: You may also receive a similar email from your Teacher, you can easily Join the Meeting by clicking on Join Microsoft Teams Meeting as shown above

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Download the Microsoft Teams Application

- Another option you have is to download the Microsoft Teams app on your devices.
- Download the Desktop App > [Click Here](#)
- On Apple devices you can download from the app store by searching for Microsoft Teams
- On Android devices you can download the play store by searching for Microsoft Teams
- Use your email address / password to sign in



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