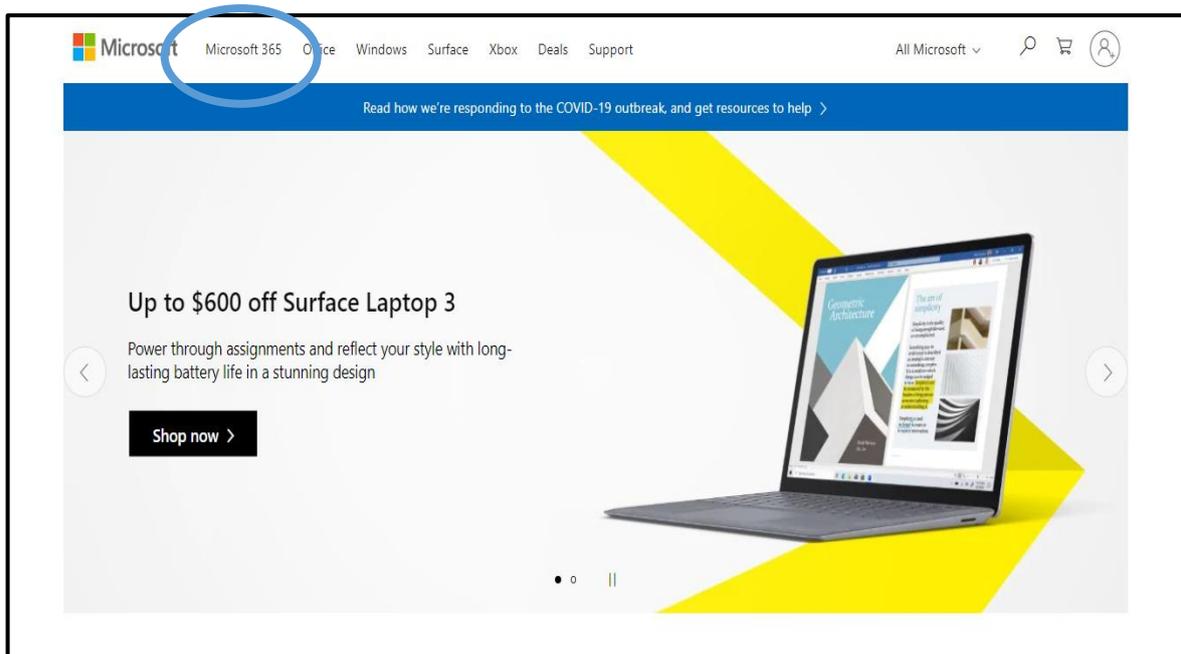


## Microsoft Teams

Microsoft Teams is a digital hub that brings conversations, content, assignments, and apps together in one place, letting teachers build collaborative classrooms, vibrant e-learning environment, and connect with students—all from a single experience.

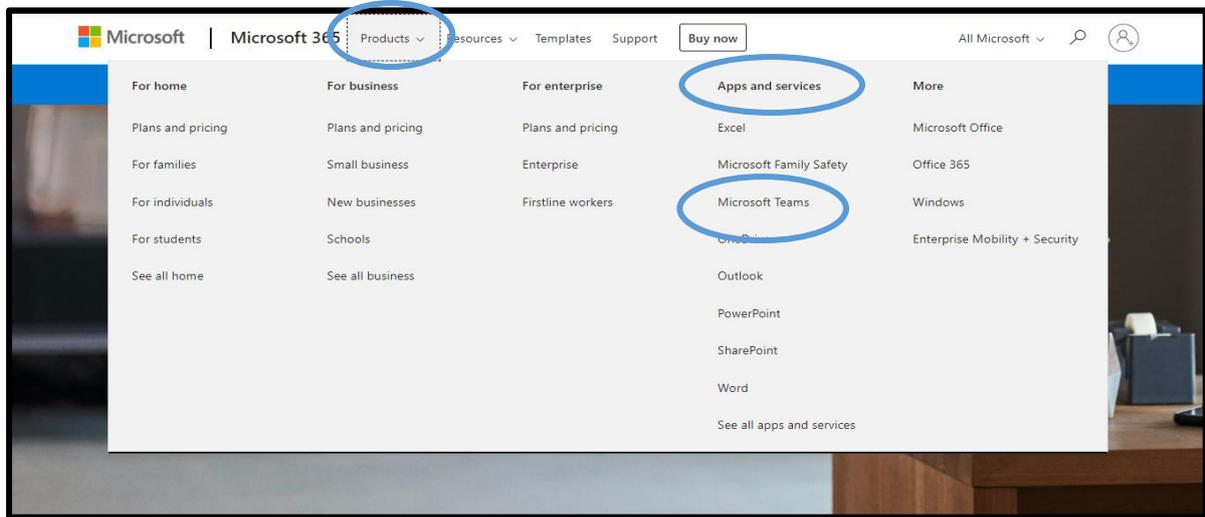
### How to download MS teams:

1. Use any browser to visit [www.microsoft.com](http://www.microsoft.com) to download MS Teams. The screenshot of the website is attached below. Click on Microsoft 365 tab shown at the top of the page.



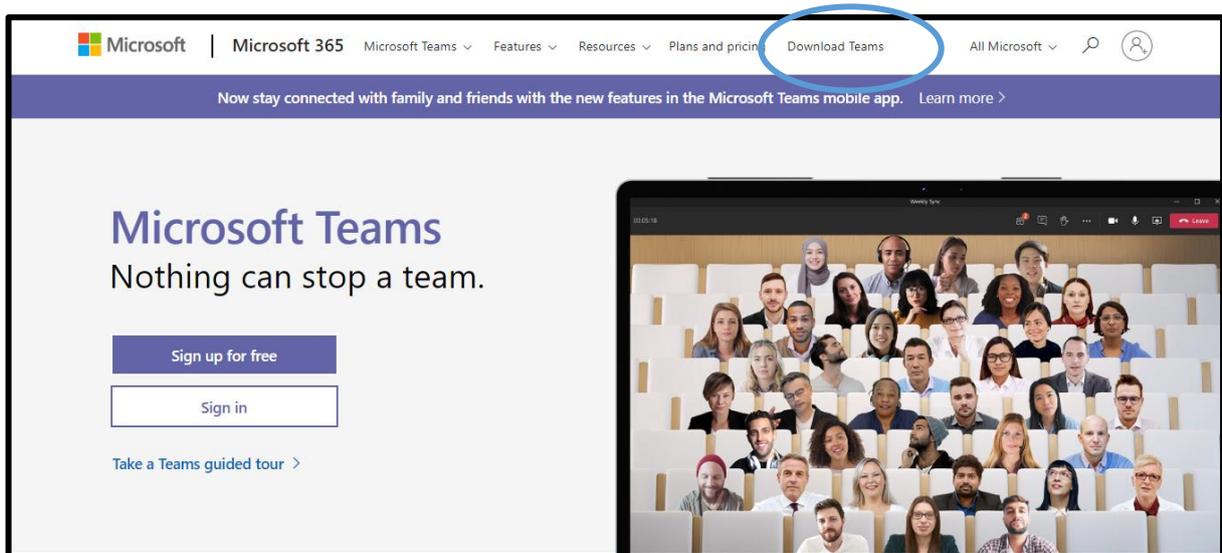
2. You will be redirected to the following page.

- Click on Products.
- Click on Apps and Services.
- Click on Microsoft Teams.

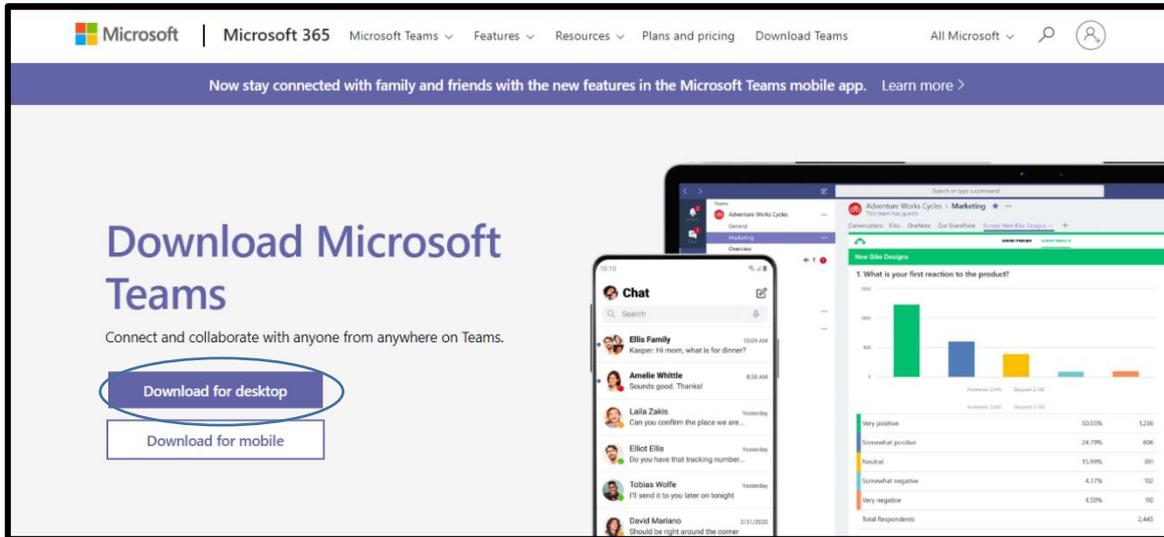


3. You will be redirected to the following page.

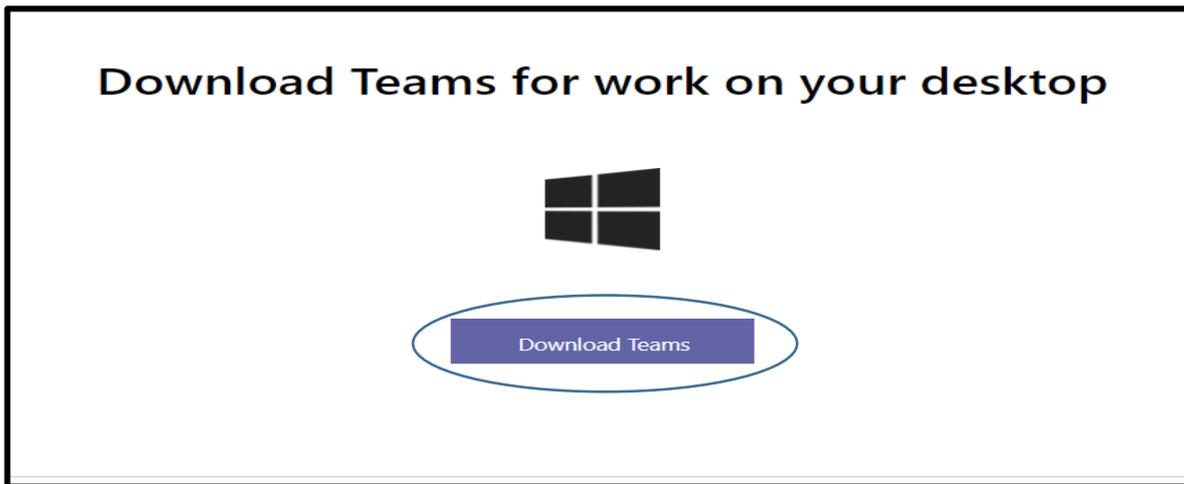
- Click on Download Teams.



4. You will be redirected to the following page:
  - Click on download for desktop.



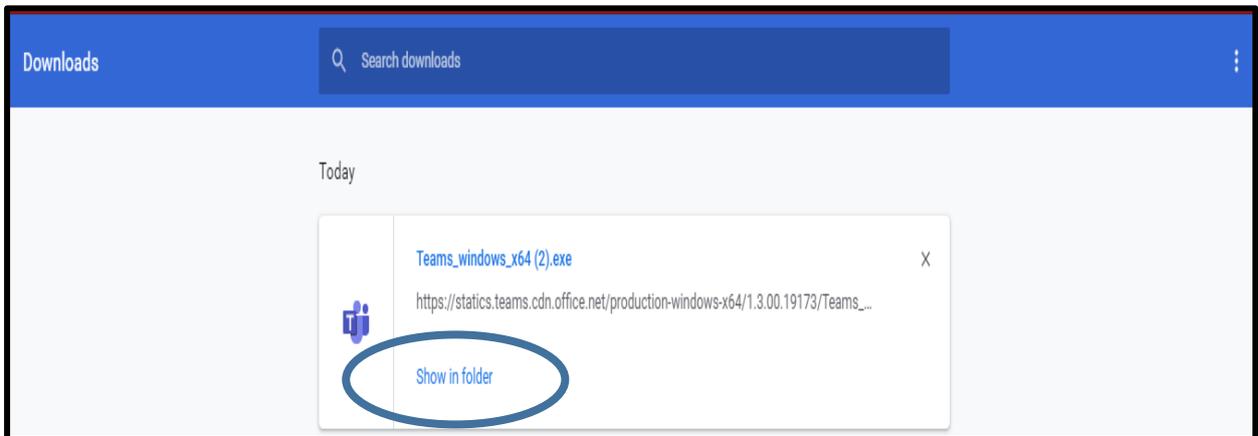
5. You will be redirected to the following page:
  - Click on Download Teams.



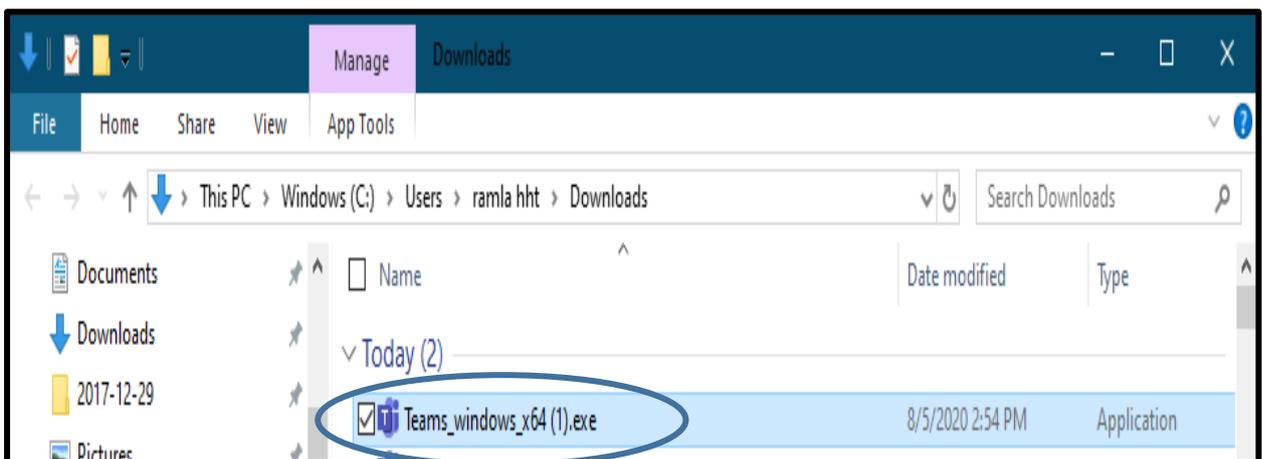
- Your download shall start within a few seconds. The ongoing download will be shown at the bottom of the browser page. The screenshot below is shown as an example.



- Click CTRL+J to check the downloaded file.
- You will be redirected to the following page:
  - Click on Show in folder.

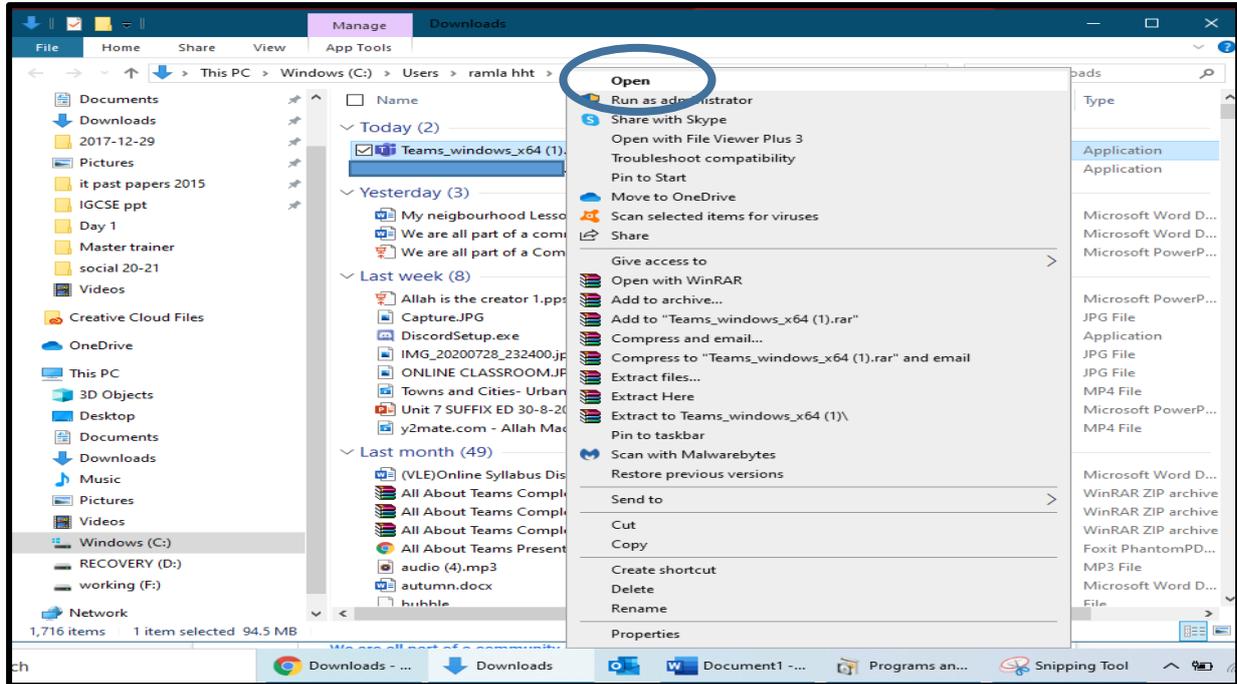


- Once you click on Show in folder, you will be redirected to the download folder where the executable file will be shown.

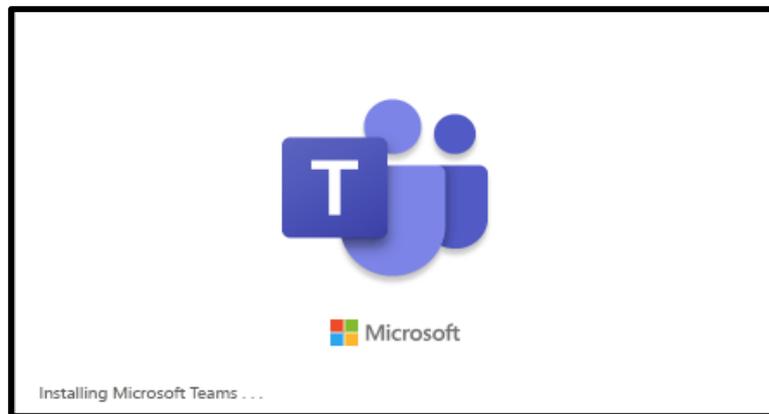


10. Right click on the file Teams\_windows\_x64.exe.

- Click on Open.



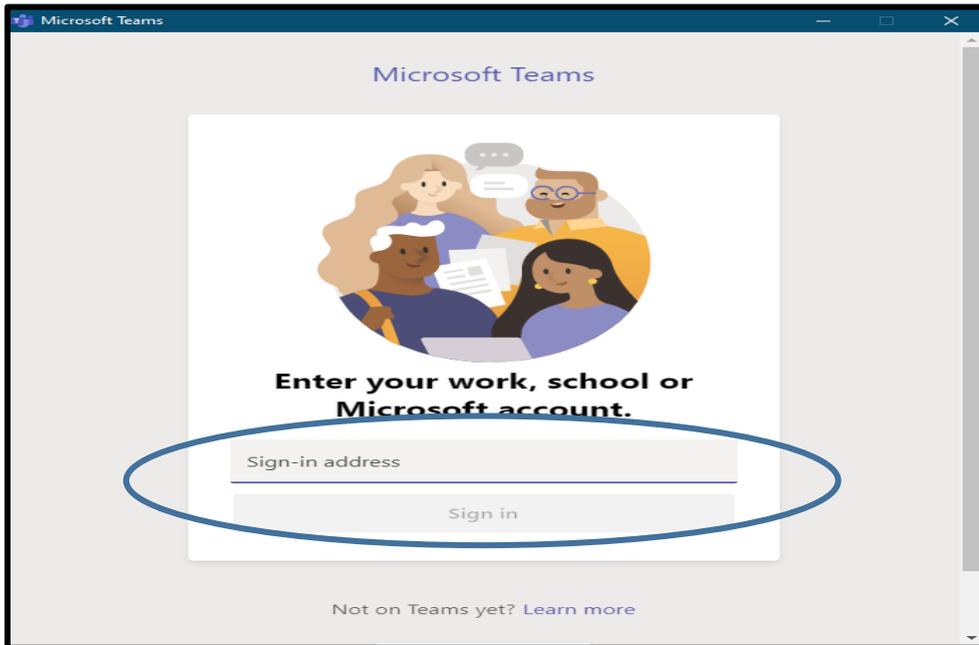
11. The installing may take a while and the following pop up will be displayed.



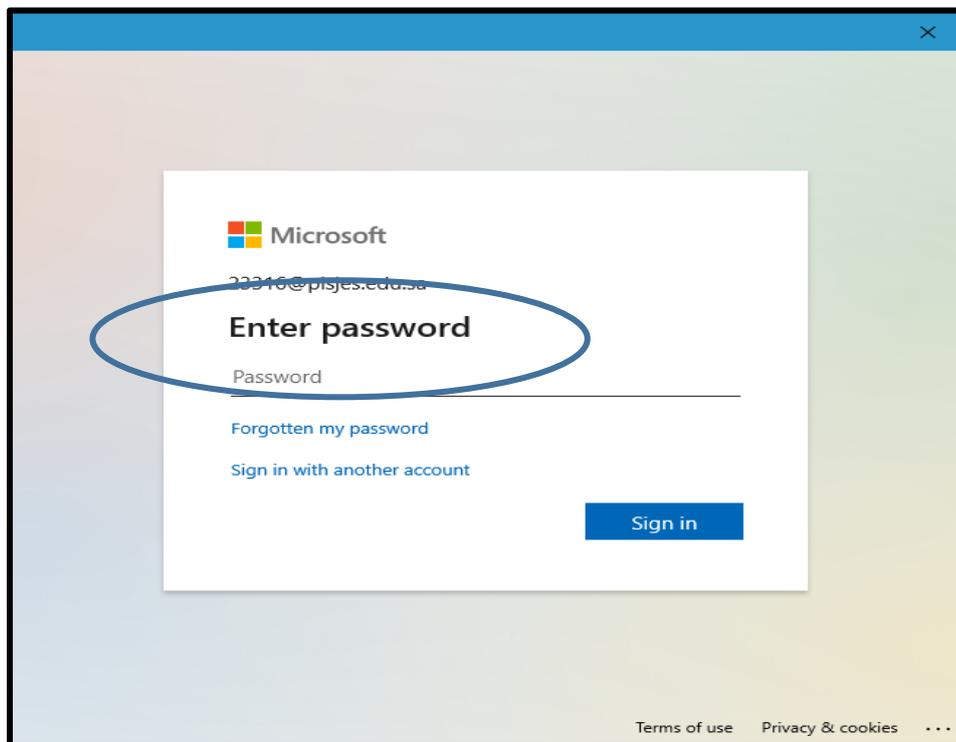
12. Once it has been installed, a pop-up message is shown to enter your school account and sign in to MS Teams. **Please visit the website (Parent Portal) to access your Microsoft credential.** The Microsoft school account has the student ID followed by pisjes.edu.sa with a default password. e.g. MS Username: 23316@pisjes.edu.sa and default password: Pisjes@123.

Note: You may get the guidelines from the following document.

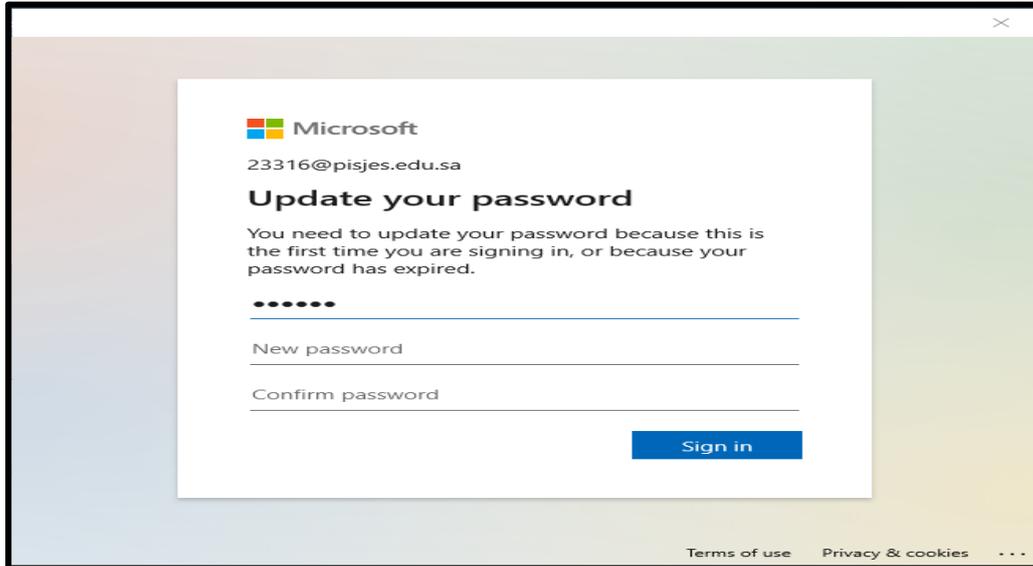
[How to access MS Credentials from Parent Portal](#)



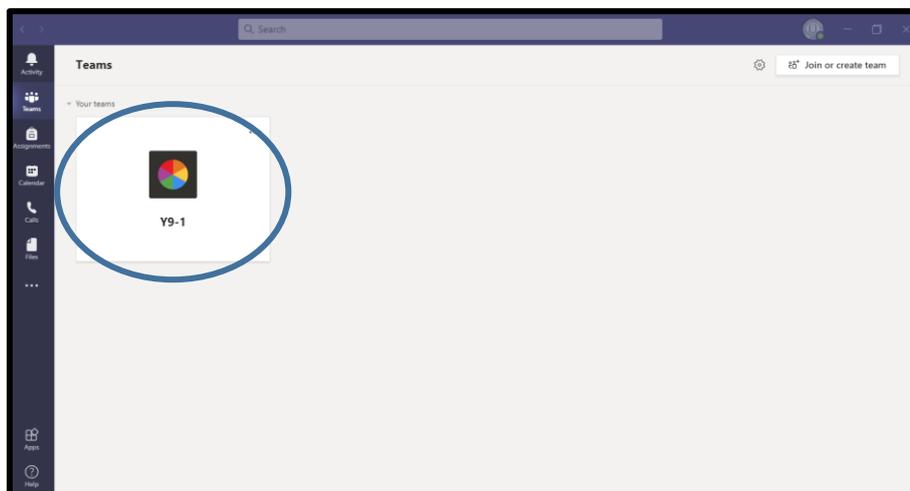
13. Enter your default password given by school.



14. You will be directed to a pop-up message to update your password for your ward's Teams account.
- Update your password by entering a new password for your ward's Teams account.
  - Re-enter the typed password to confirm it.
  - Click on Sign in.

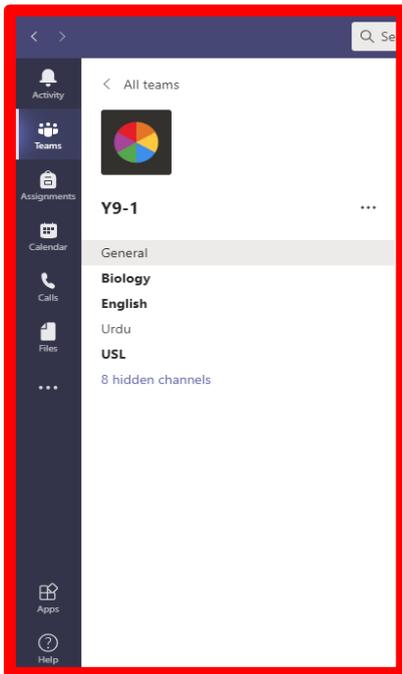


15. On successful login, your MS Teams dashboard will show up.
- Your ward's class will show up as follows on the dashboard.
  - Click on the class to enter it.

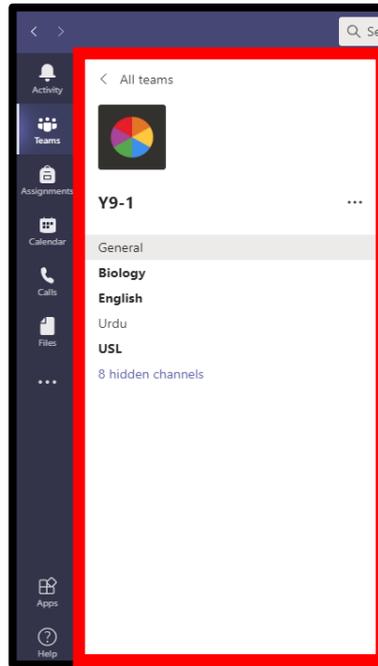


**Note:** The following space is called the me space, which displays the subject wise channels of the class in the left rail and the apps in the apps bar. You may navigate through any of the subjects by clicking on them to enter for details. (For PG- Y2 only General channel is shown as subject wise channels are only created for Y3 onwards).

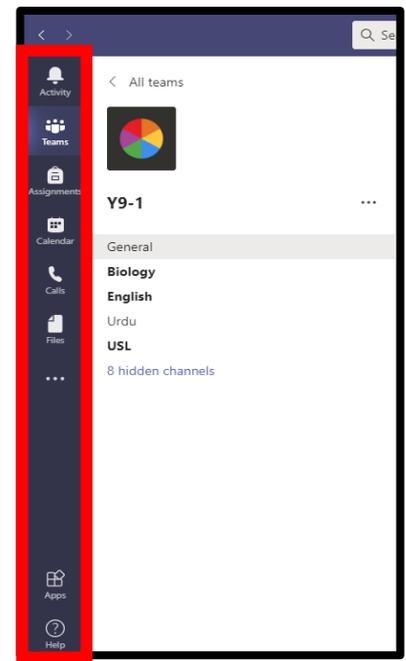
### Me Space



### Left Rail

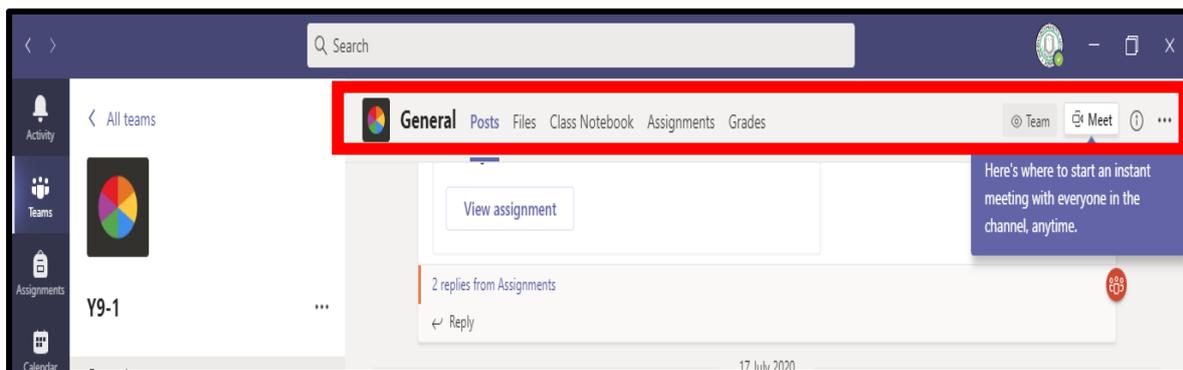


### Apps Bar



The following space is called the we space, where you may find the following tabs:

### We space



## Tips for MS Teams

- Keep your ward's Teams account logged in for daily use and updates.
- You may pin it to taskbar for quick access.
- Please use the desktop version only.
- Teams' mobile application is not recommended for attending online class.
- In case you need to change password, intimate the administration via email.
- In case of unsuccessful login, intimate the administration via email.
- Follow the steps shown above for successful download.