

MS Teams Guide (for students and staff)

How to download and install the “MS Teams” App to your computer or mobile device?

Content:

- [How to download and install to your PC or laptop?](#)
- [How to install “Teams” to your mobile devices \(mobile phones or tablets\)?](#)
- [How to use “Teams” in your browser without using the app?](#)

Microsoft recommends installing the standalone app to the computer or mobile devices. However, one can use it within the internet browser without installation. The latter method will be introduced towards the end of this guidelines.

Team accounts:

Teams accounts for staff and students are the same as their institutional (or Eduroam) accounts as shown below. Use this account info when asked to sign in to Teams:

For staff:

Account name : [name.lastname@emu.edu.tr](#)

Password : your already existing password for “@emu.edu.tr” e-mail

For students:

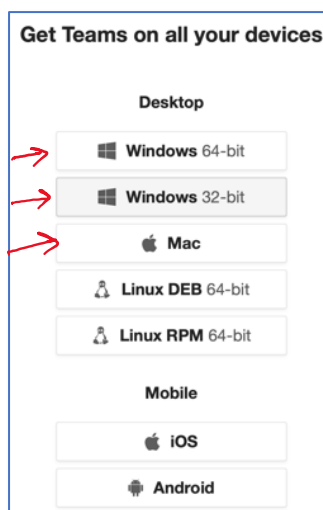
Account name : [studentnumber@emu.edu.tr](#)

Password : for International students: Passport number

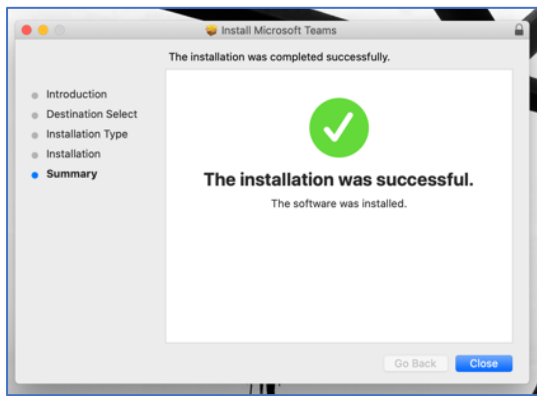
For tudents from Turkey or TRNC: National ID Card numbers

How to download and install to your PC or laptop?

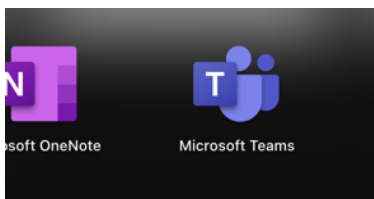
- Open the page: <https://teams.microsoft.com/downloads>
- Scroll down and choose your system:



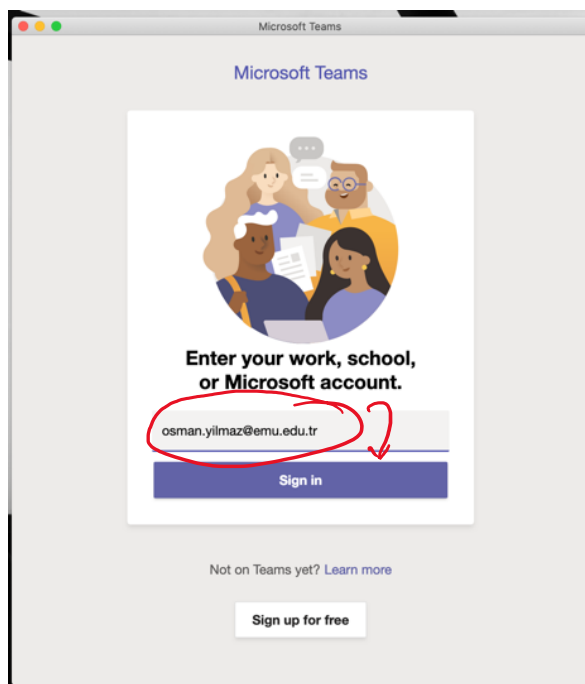
- Download and install it:



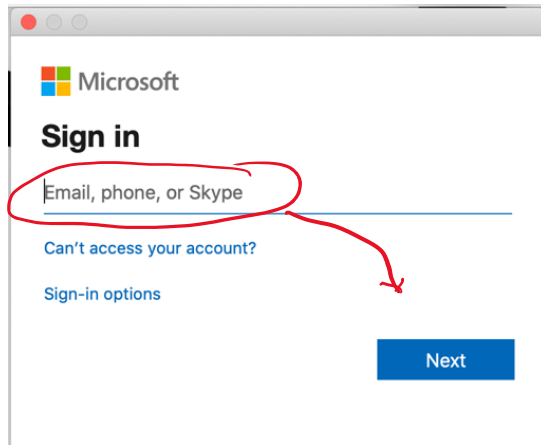
- Run the app:



- Sign in by using your e-mail account:



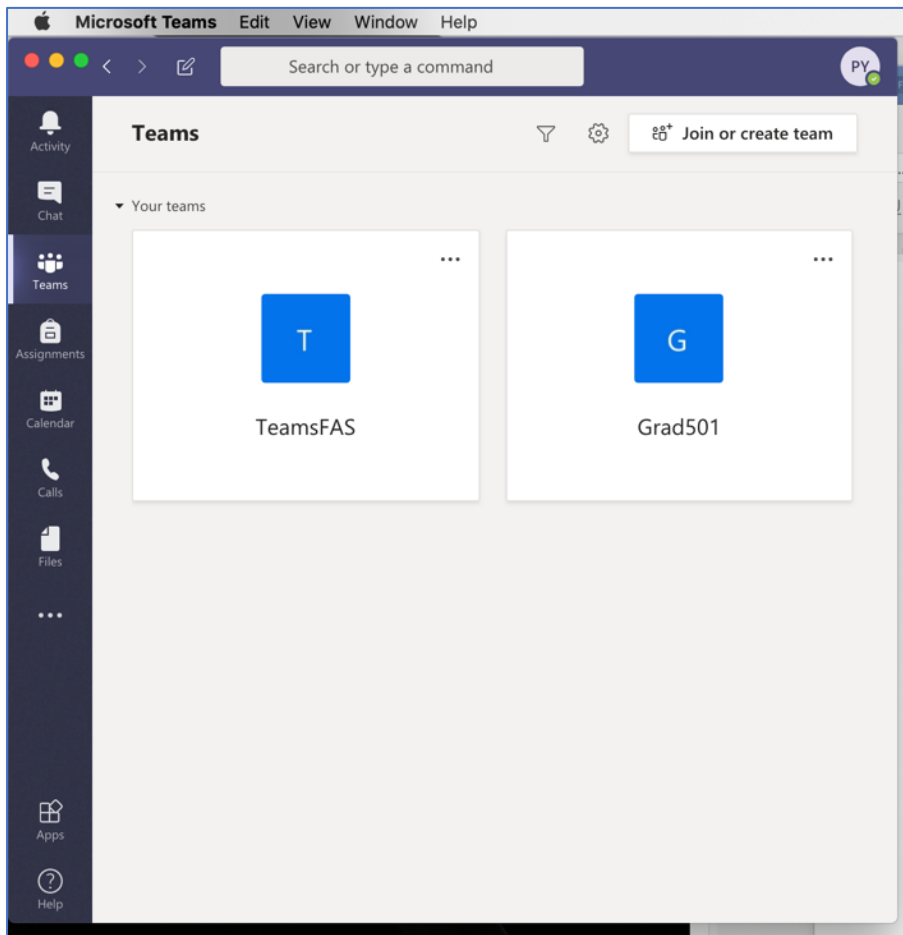
- If asked, type your e-mail address again in the opened window or frame and click “Next” to open the Teams Window:



- Allow the use of your camera and microphone when asked.

Here is a typical Teams window.

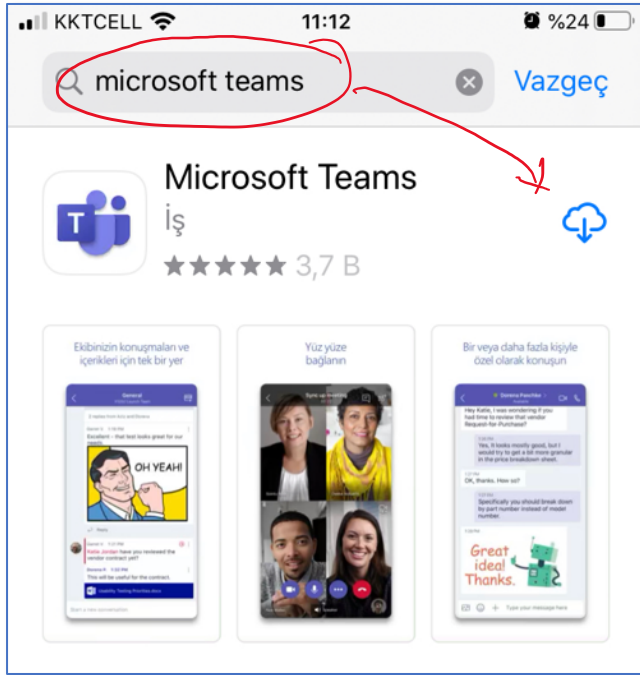
(TeamsFAS and Grad501 shown below are the teams for illustrative purposes. Your first Teams window naturally will have no team list.)



How to install “Teams” to your mobile devices (mobile phones or tablets)?

(This section is illustrated by using a phone using IOS system (iphone). The process is similar in Android devices)

- Open the app store and search for “Microsoft teams”.
- Download and install the app:

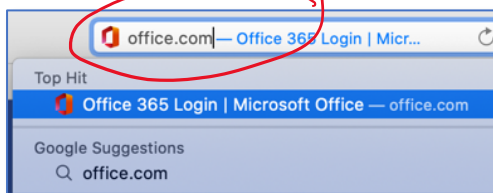


- Run the app and sign in by using your e-mail account.

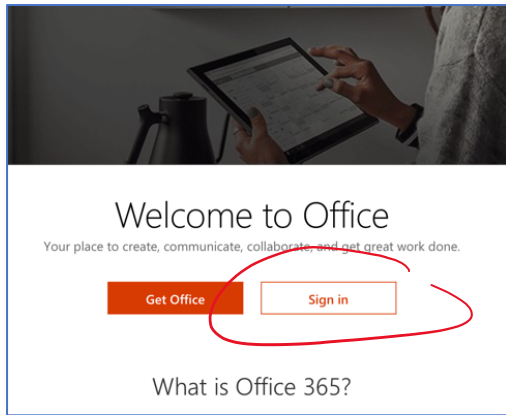
How to use “Teams” in your browser without using the App?

Alternatively, you can also use Teams through your browser (MS Internet Explorer, Chrome, Safari etc.,) without with or without installing the app. For this:

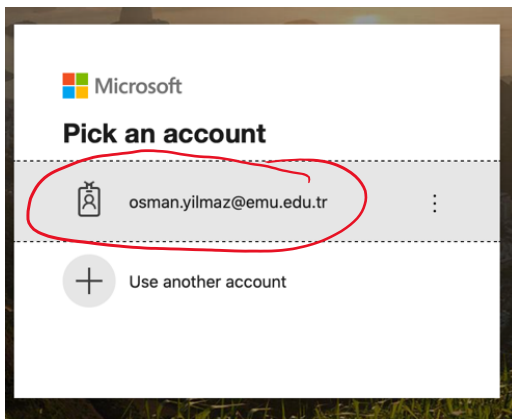
- Open office.com:



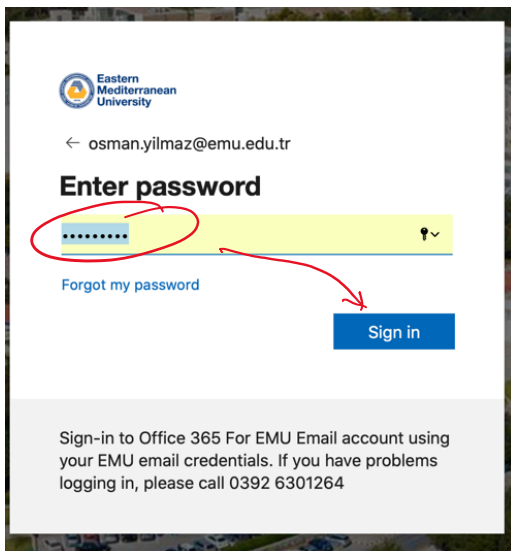
- Click “Sign in”



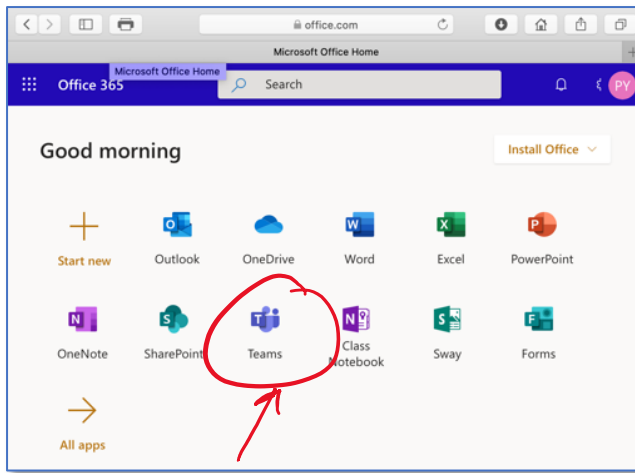
- If you are already logged in to “Office365” you will automatically see your e-mail address as shown below. If not, type it:



- Enter your password (it is the same as your institutional Eduroam or e-mail-address password) and click “Sign in”:



- This will take you to your Office365 page. Among the shown apps, click “Teams” icon to start your Teams session. Here Teams will be opened within your internet browser (Internet Explorer (for Windows) or Safari for Mac). You can use all capabilities of “Teams” here, but Microsoft recommends the use of standalone app installed to your computer.



See other guidelines on how to use the Teams