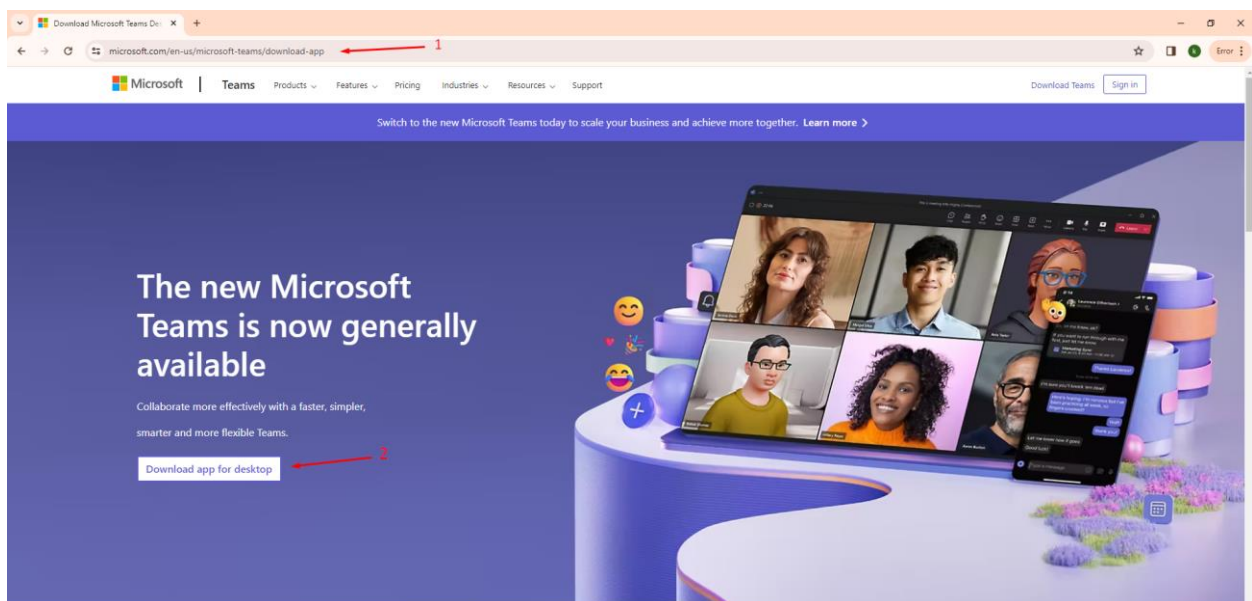




Guide to Downloading and Logging into Microsoft Teams

Welcome to ANAS Academy! Microsoft Teams is our primary platform for communication and collaboration. Follow the steps below to download Microsoft Teams, log in using your company account, and join our team's channels.



Step 1: Download Microsoft Teams

1. Open your web browser and go to the official Microsoft Teams website:

<https://www.microsoft.com/en-us/microsoft-teams/download-app>

2. Click on the "Download Teams" button.



Step 2: Install Microsoft Teams


For Windows:

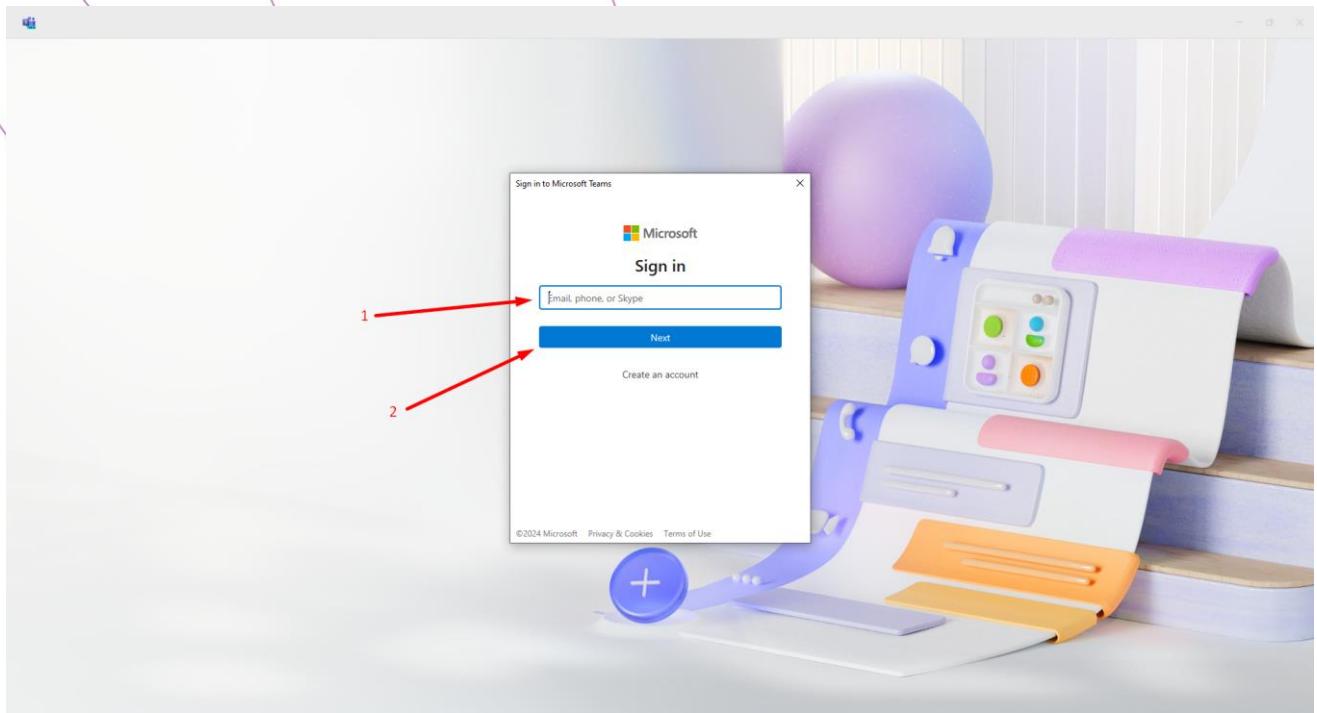
1. Once the installer is downloaded, double-click on the downloaded file to start the installation process.
2. Follow the on-screen instructions to complete the installation.
3. Once installed, launch Microsoft Teams from the Start menu or desktop shortcut.

For Mac:

1. Open the downloaded .dmg file.
2. Drag the Microsoft Teams icon to the Applications folder.
3. Once copied, navigate to the Applications folder and double-click on Microsoft Teams to launch it.

For Mobile Devices (iOS/Android):

1. Go to the App Store (iOS) or Google Play Store (Android) on your mobile device.
 2. Search for "Microsoft Teams" and download the app.
 3. Once downloaded, open the app.
- 



Step 3: Login to Microsoft Teams

After launching Microsoft Teams, you will be prompted to sign in.

1. Enter your company email address (employee_email@anasacademy.uk) and click "Next."
2. Enter your company password and click "Sign in."
3. If prompted, select "Work or school account" as the account type.
4. You may be asked to authenticate your identity using multi-factor authentication (MFA) if it's enabled for your account. Follow the on-screen instructions to complete the process.

Step 4: Download and install the Microsoft Authenticator app

Install the latest version of the Authenticator app, based on your operating system:

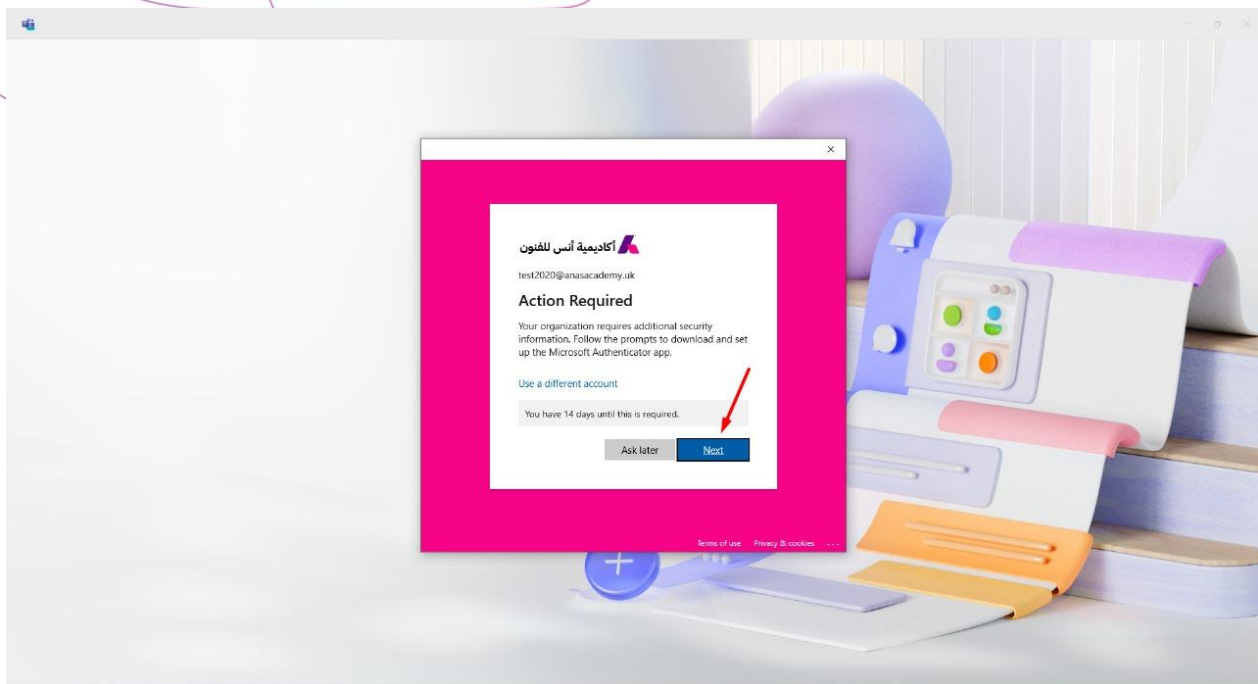
1. Install the latest version of the Authenticator app, based on your operating system:
2. Google Android. On your Android device, go to Google Play to [download and install the Authenticator app](#).
3. Apple iOS. On your Apple iOS device, go to the App Store to [download and install the Authenticator app](#).

Step 5: Set up the Authenticator app

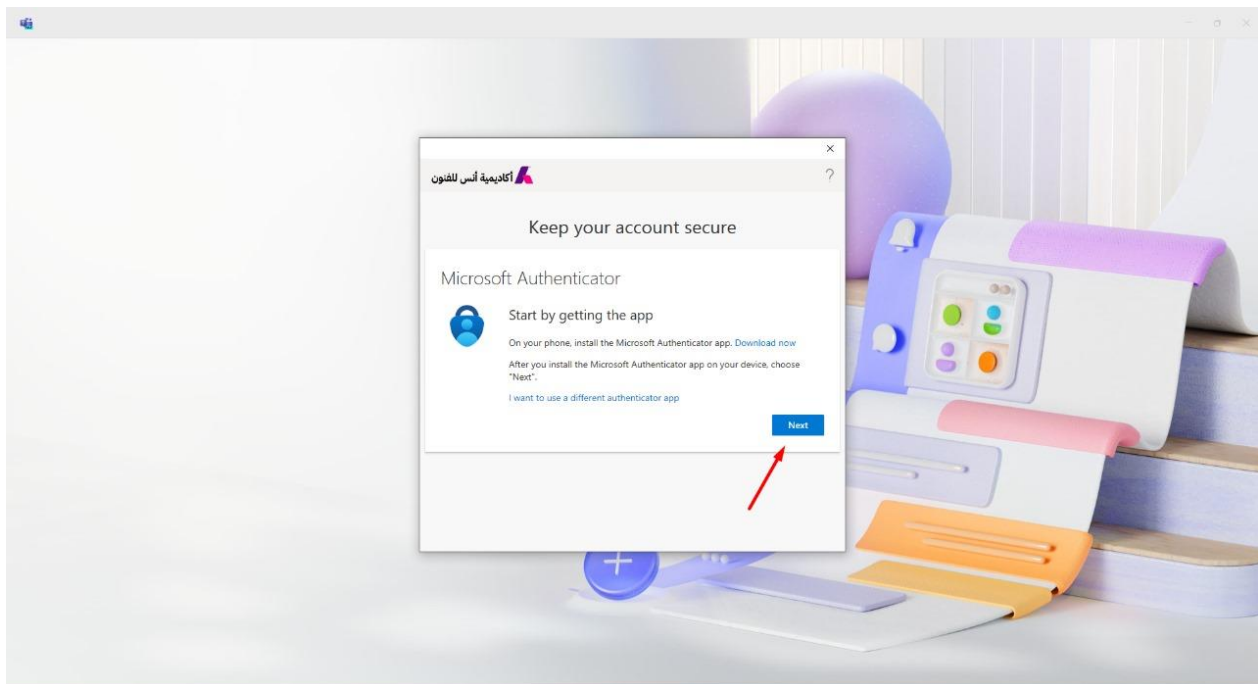
After you install the Authenticator app, follow the steps below to add your account:

1. Open the Authenticator app.
2. Select (+) in the upper right corner.
3. Point your camera at the QR code or follow the instructions provided in your account settings.

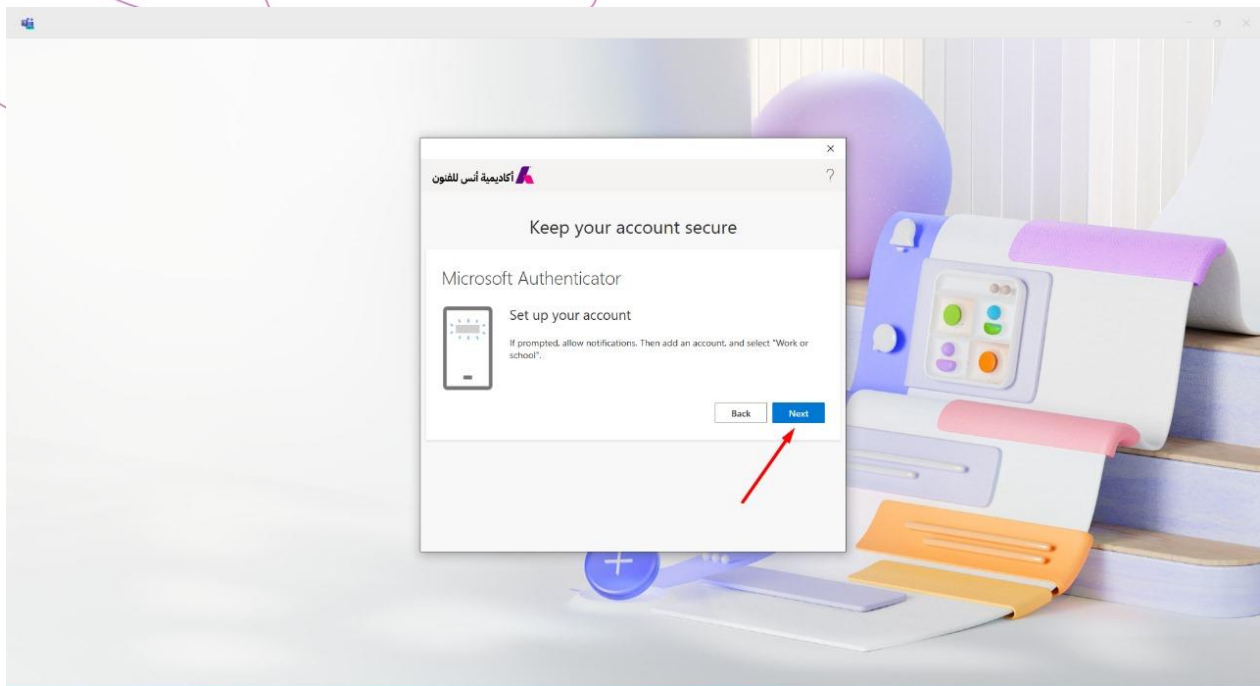
After your account appears in your Authenticator app, you can use the one-time codes to sign in. For more information and support on the Authenticator App, open the [Download Microsoft Authenticator](#) page.



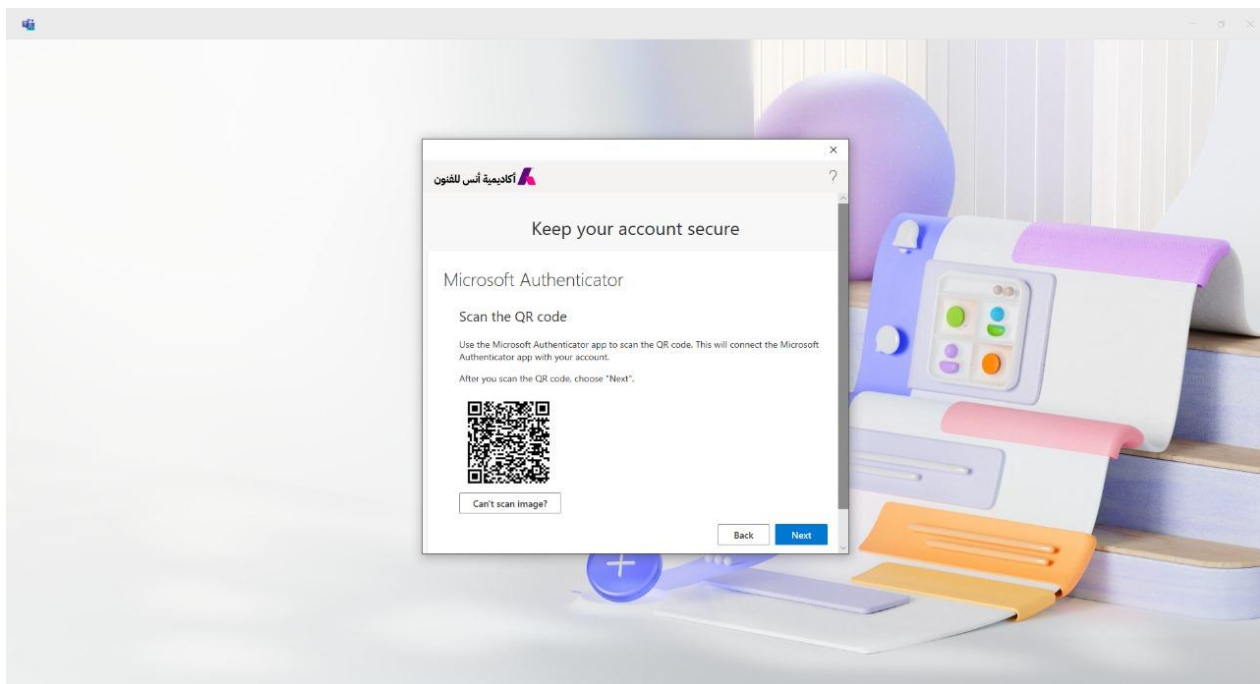
Click on Next



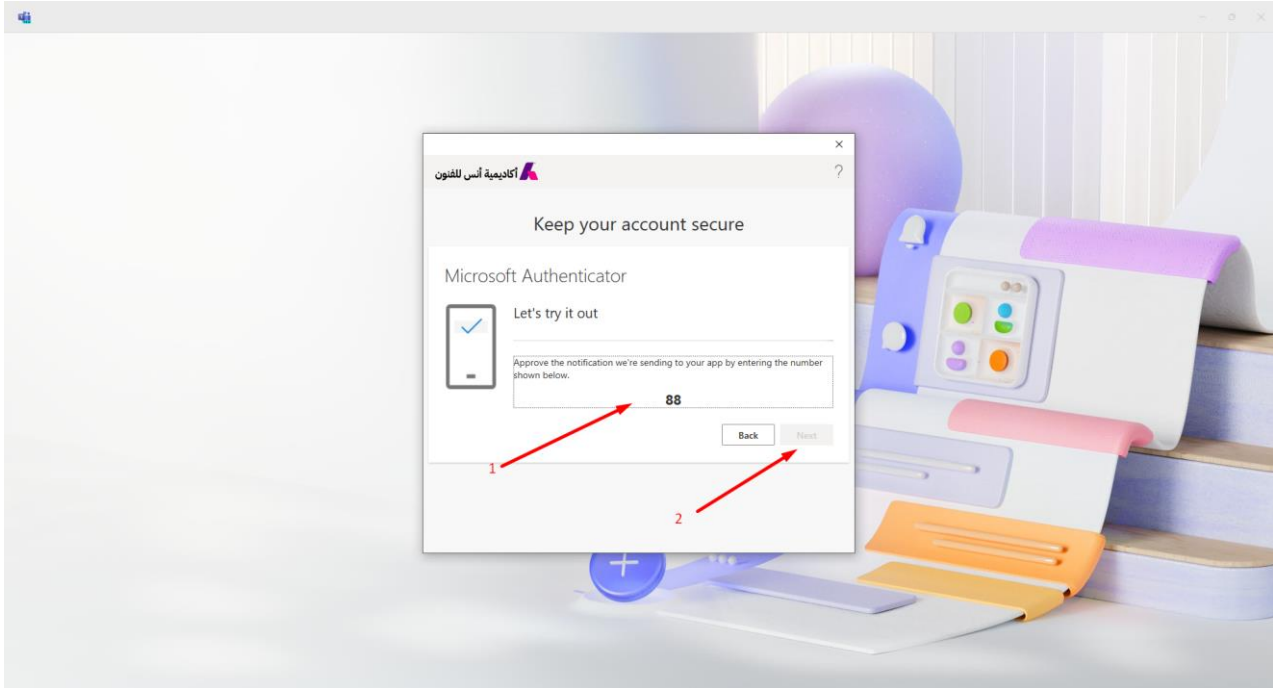
Click on Next



Click on Next



Point your camera at the QR code
And Scan QR code once Finished Click on Next

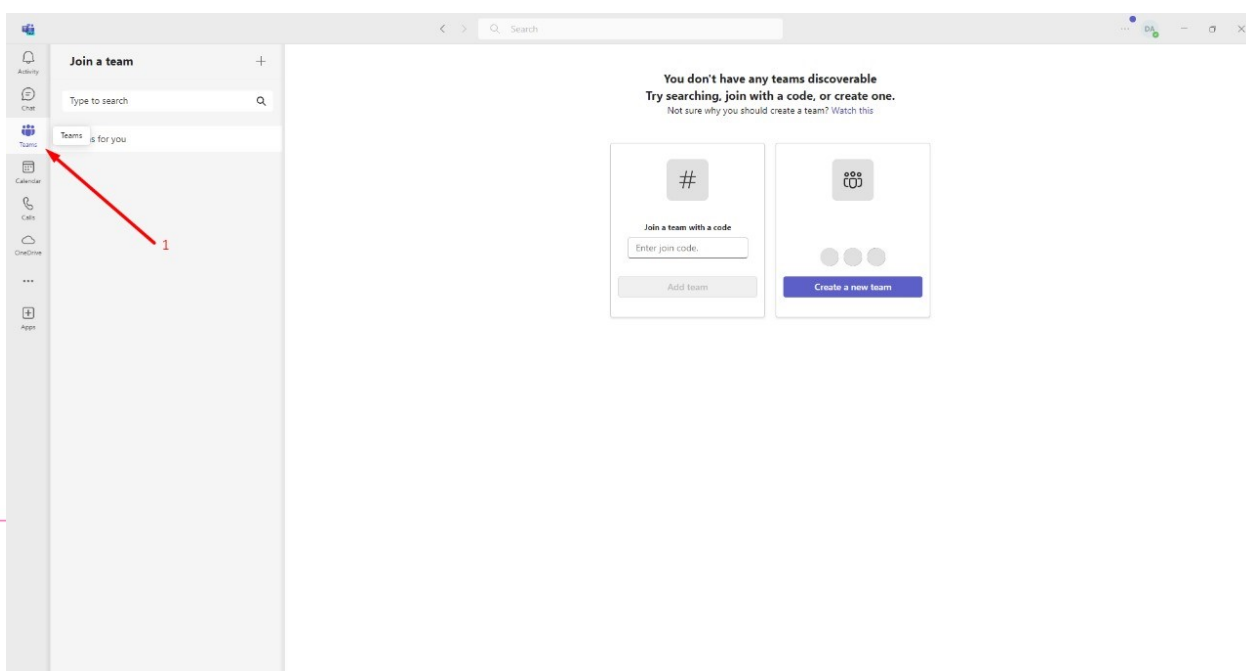


1. Add code on your notification authentication app and click on approve.
2. Click on next.

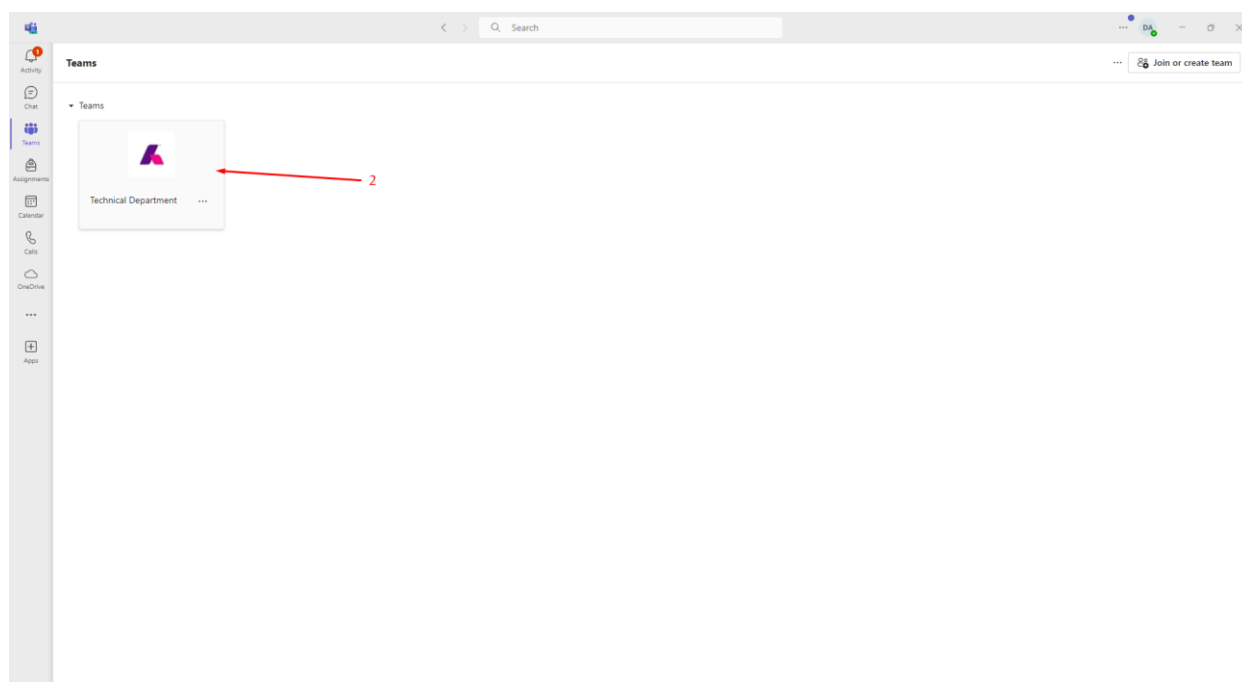
Step 6: Join Our Team and Access Channels

1. Once logged in, you will see the Teams interface.
2. Click on the "Teams" option in the sidebar.
3. You should see a list of teams you are a member of. Find and click on "Your Team Name" to open it.
4. Inside your team, you will see a list of channels. Click on the channel you want to join.
5. To join the channel Attendance meeting, click on the "Join" button.

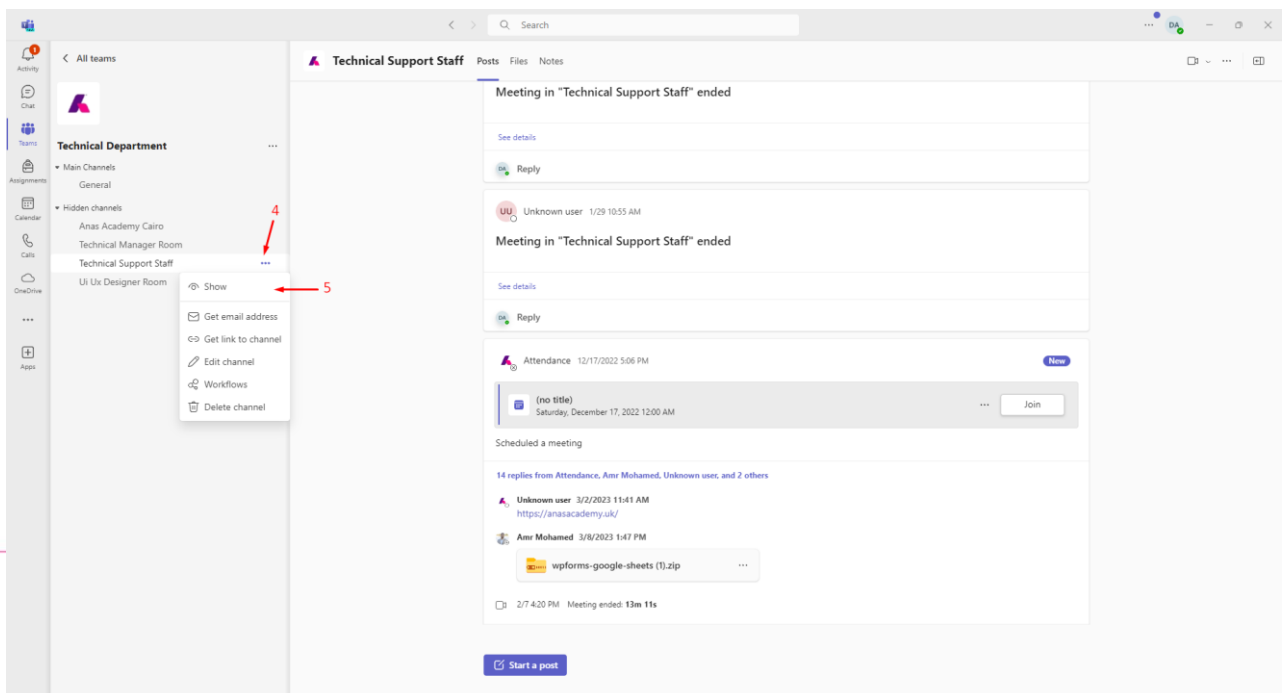
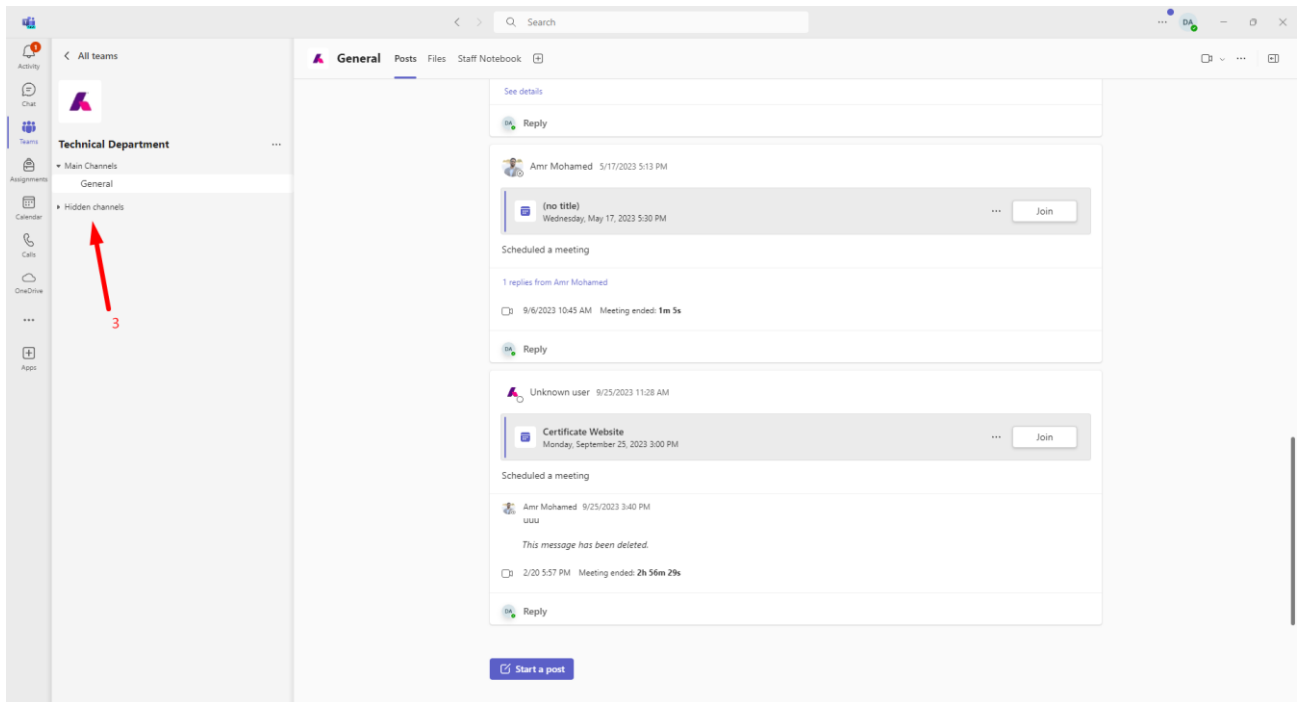
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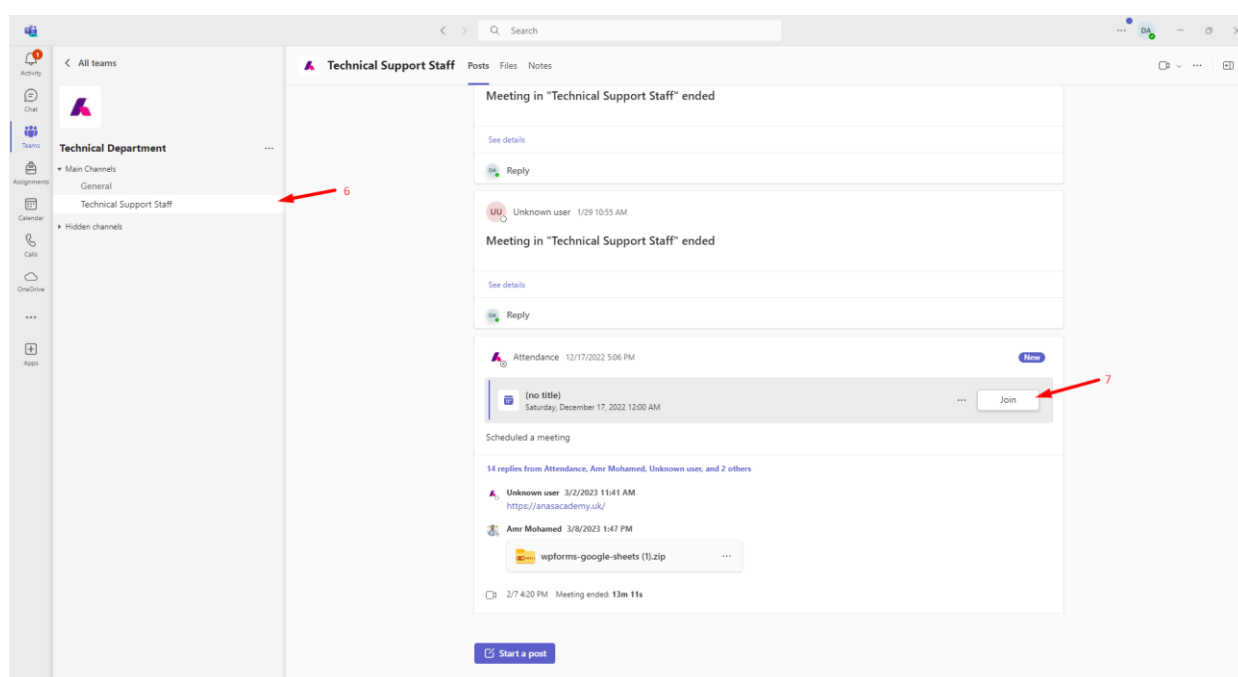
You should see a list of teams you are a member of. Find and click on "Your Team Name" to open it.



Inside your team, you will see a list of Hidden channels. Click on the channel you want to show.



Inside your team, you will see a list of channels. Click on the channel you want to join.



To join the channel Attendance meeting, click on the "Join" button.

