

DAISY Microsoft Teams Teachers Login Procedure

This year 2021-22 we are going to use Microsoft Teams software to run Daisy classes online.

How to login and start online sessions:

- Download Teams software on your computer, Mac, iPad, Android or iPhone devices from:
- <u>https://www.microsoft.com/en-us/microsoft-teams/download-app</u>
- Once downloaded then launch Teams software you will see a sign In Screen as below.

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• Enter your Daisy provided email address, which might be like:

Username: [youremail]@jaffarischool.org

• And press enter

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Microsoft	
nazira zaidali-de@yaffarischool.org	
Enter password	
Forget my password	
Sign in with another account	
Sign in	
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- Then enter your default password: yaali.786
- You will be able to change your password after you have logged in using default password.
- Following Screen will be shown.

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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 topin.	You're all set! We've added your account successfully. You now have access to your organization's appe and services.	
Allow my organization to manage my device		
No, sign in to this app only		
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- Press Enter.
- Press Enter again.
- Following Screen will be shown.

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- Here, see on left side controls and click Calendar
- Following Screen will be shown.
- Drop down Work week and select week, under Sep 18, at 11am you will see your meeting.

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- Click the meeting to start the meeting on your computer.
- You will see a JOIN button on your left, click Join.
- You will see a screen as below.

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Choose your video and	audio options	
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- Here there are many control buttons to select your camera, microphone etc.
- Select the needed controls and press Join Now.
- You will see screen as below.



- Here are a number of control button on top line like, participants, chat, camera on/off, mic on/off, screen share like an upward arrow and red button to leave a meeting.
- Click Participants button at top which will show you the class students on right side.
- Start your camera, mic and you are in the class.