

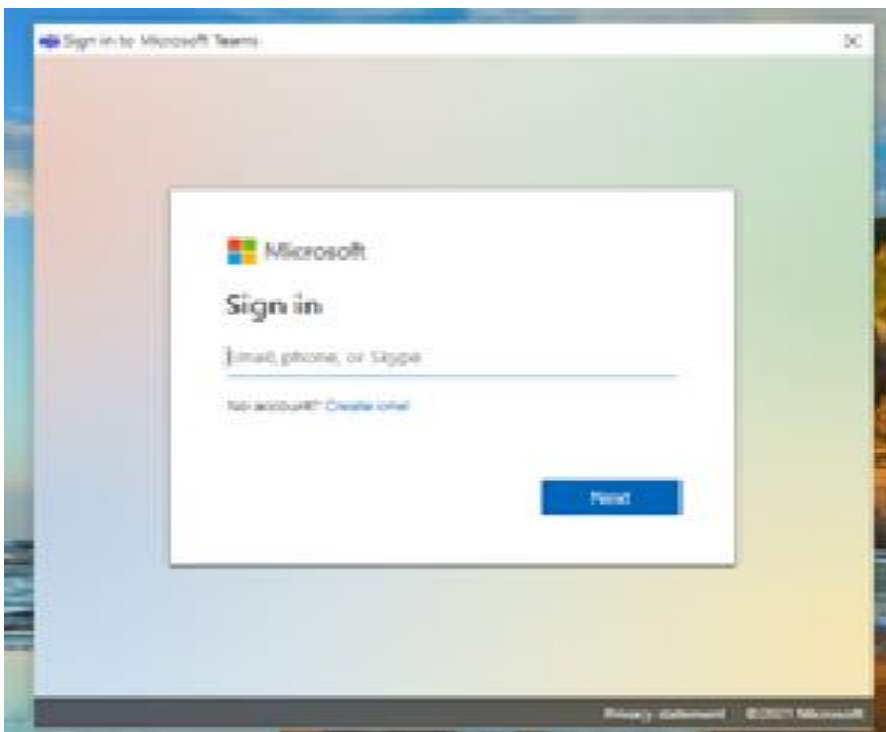


## DAISY Microsoft Teams Teachers Login Procedure

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

How to login and start online sessions:

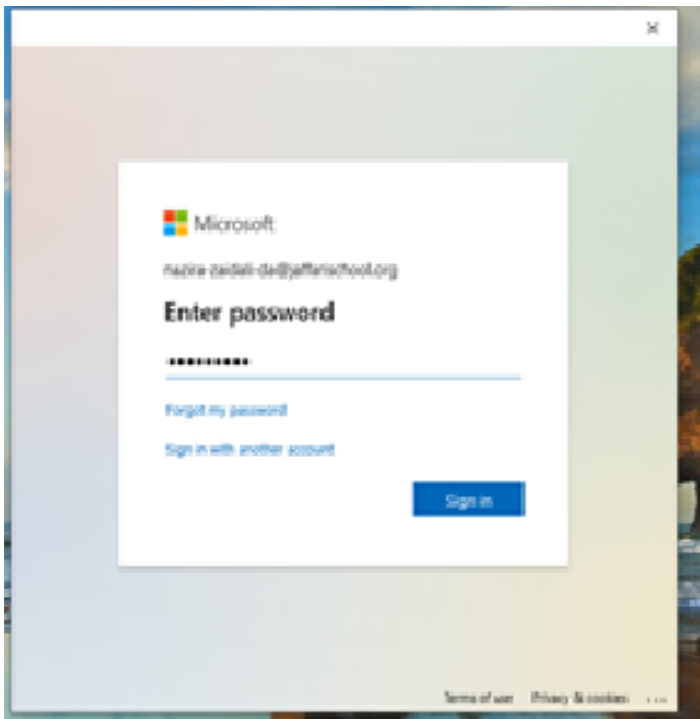
- Download Teams software on your computer, Mac, iPad, Android or iPhone devices from:
- <https://www.microsoft.com/en-us/microsoft-teams/download-app>
- Once downloaded then launch Teams software you will see a sign In Screen as below.



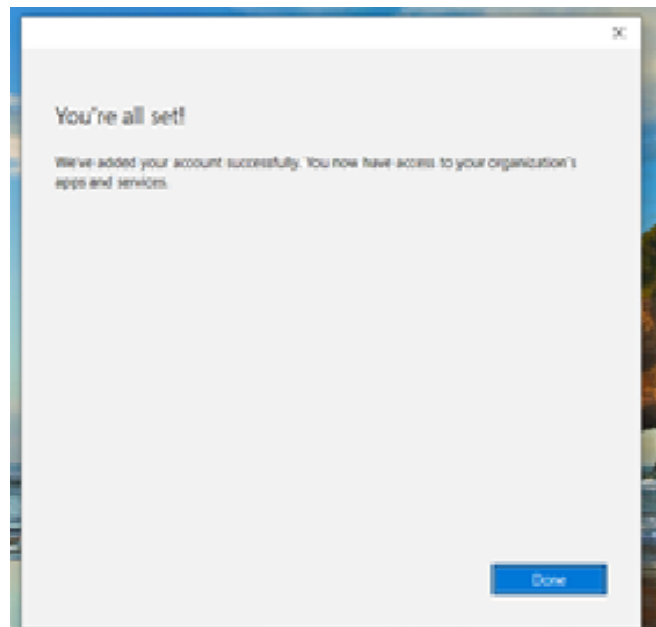
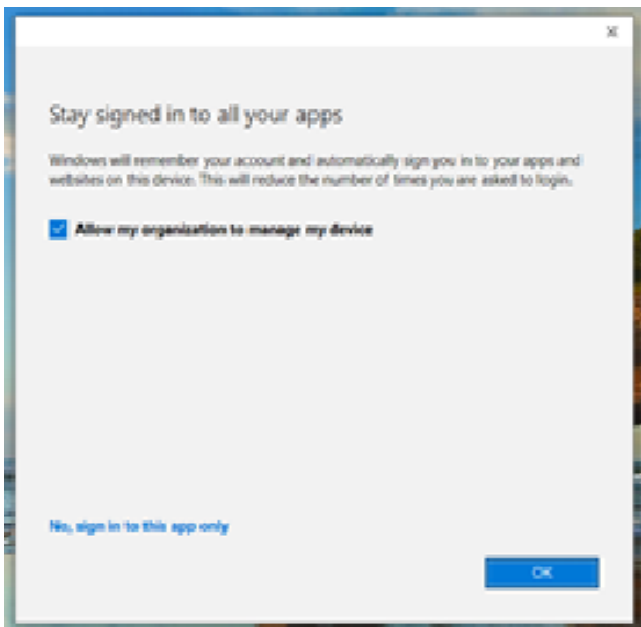
- Enter your Daisy provided email address, which might be like:

**Username: [youremail]@jaffarischool.org**

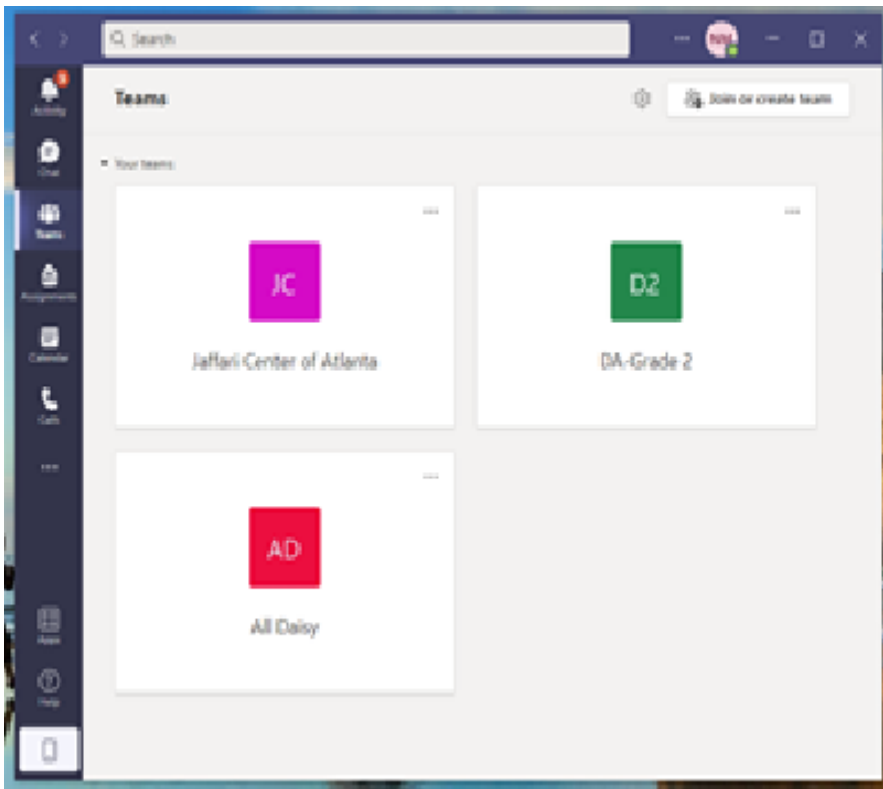
- And press enter



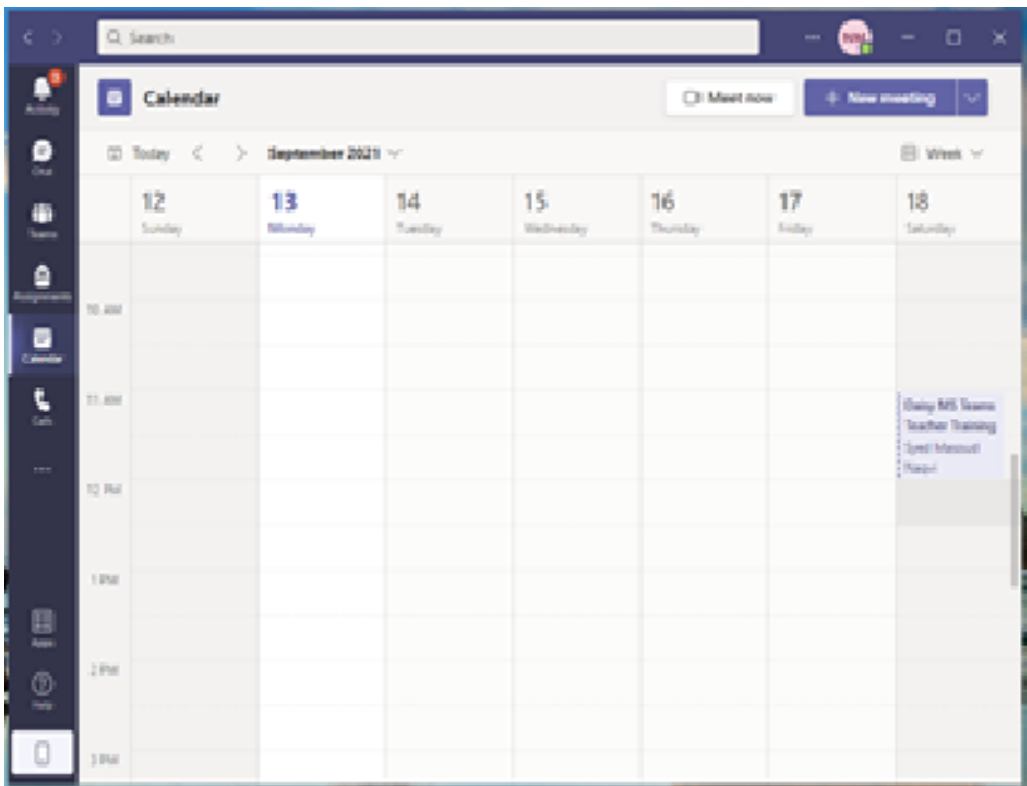
- Then enter your default password: yaali.786
- You will be able to change your password after you have logged in using default password.
- Following Screen will be shown.



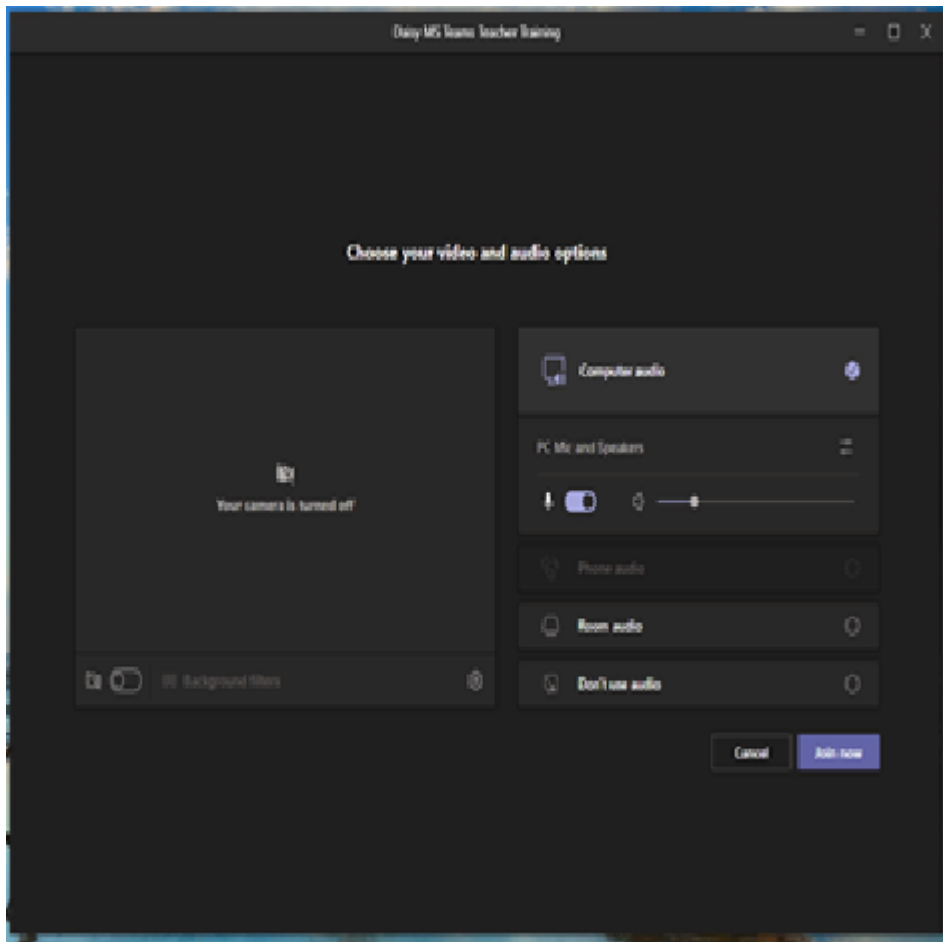
- Press Enter.
- Press Enter again.
- Following Screen will be shown.



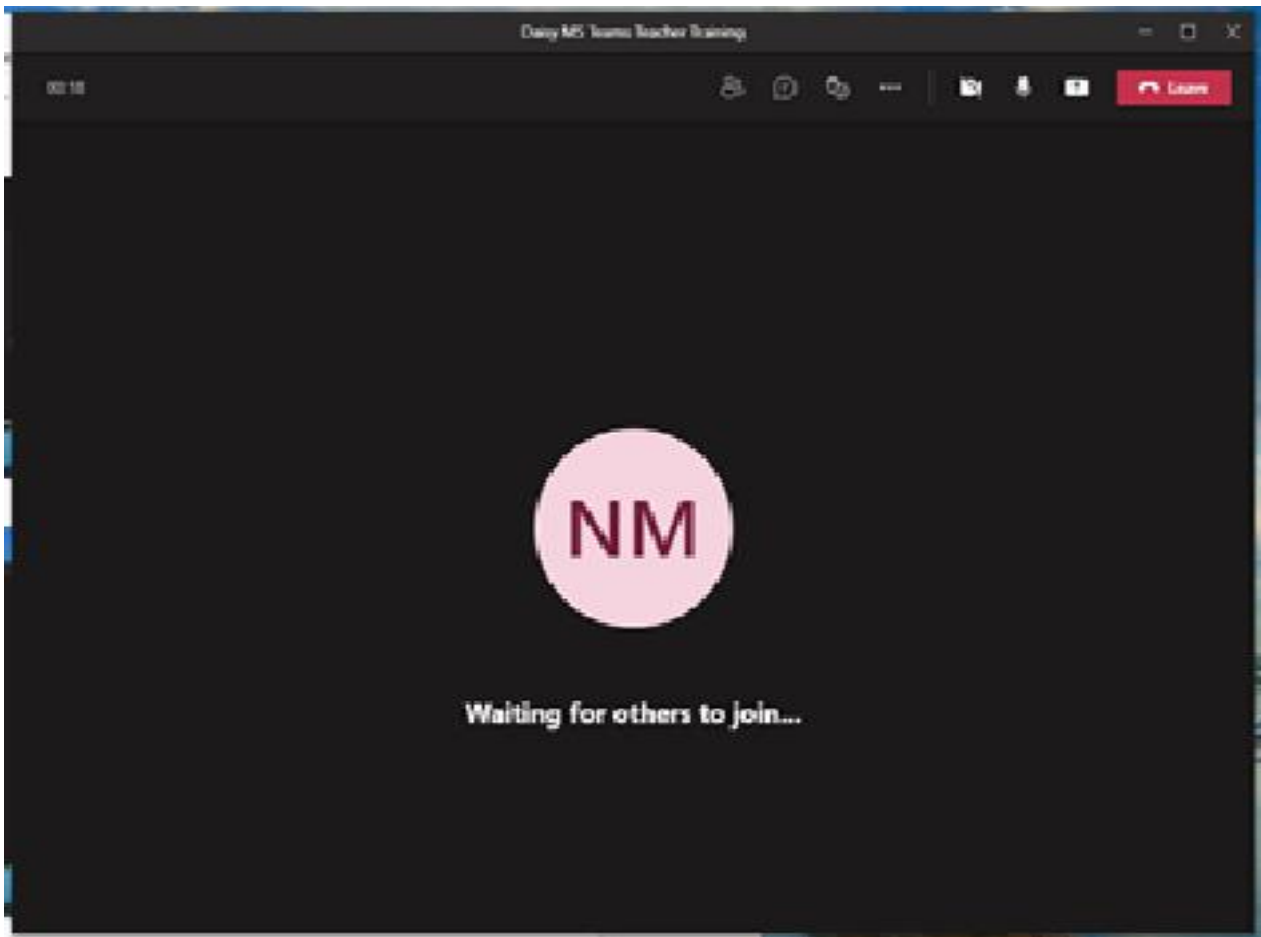
- Here, see on left side controls and click Calendar
- Following Screen will be shown.
- Drop down Work week and select week, under Sep 18, at 11am you will see your meeting.



- 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.



- 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.