

Install and Setup Microsoft Teams for GJU

Instructors and Students

Information Systems and Technology Center (ISTC)
German Jordanian University (GJU)



الجامعة الألمانية الأردنية
German Jordanian University

Getting started with Microsoft Teams (for students)

- Download and install Microsoft Teams on your device.
- Set up and log in using GJU credentials.
- Join the online lecture.

Let's get started with the installation process!

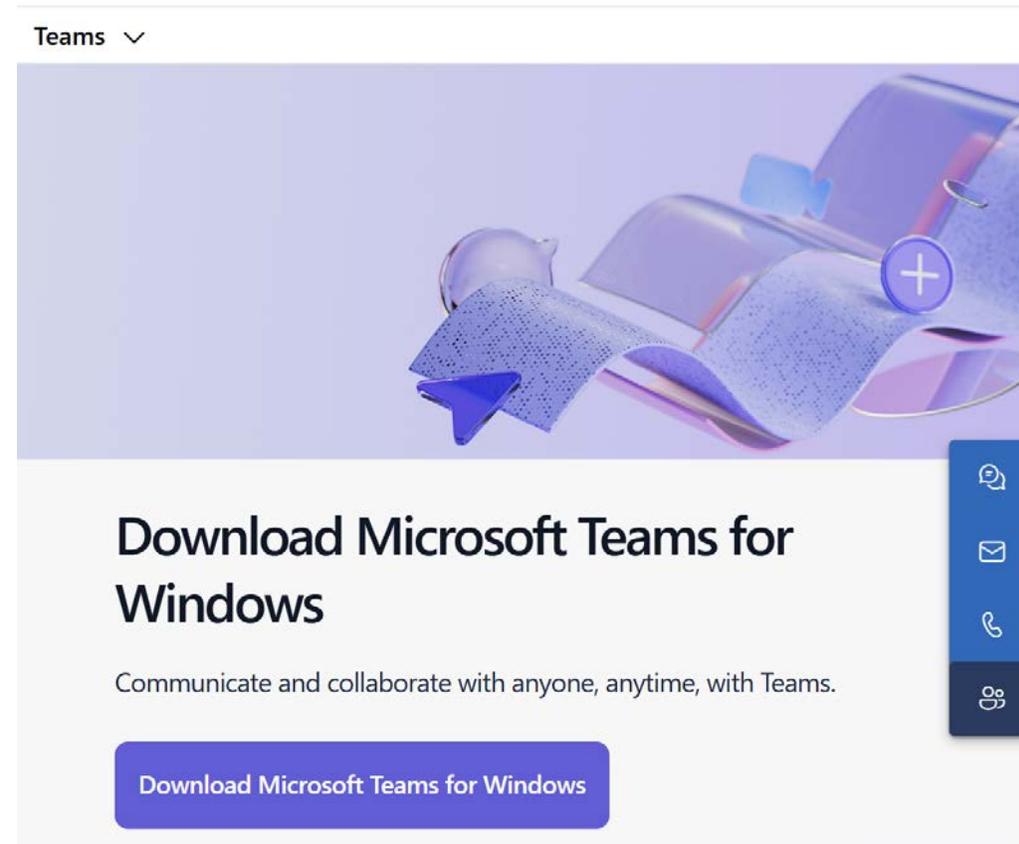
Download and install Microsoft Teams on your **Windows** device.

Step 1

Go to the Microsoft Teams website to download the app:

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

Do not select Teams for home.

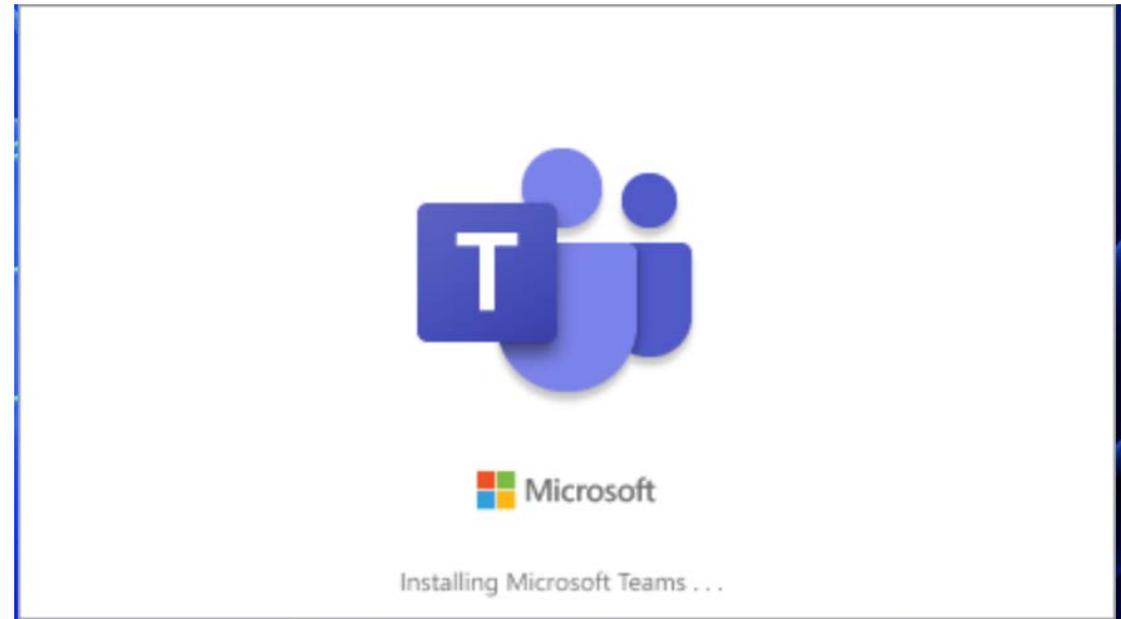


Download and install Microsoft Teams on your **Windows** device.

Step 2

After downloading the installer, double-click on **Teams_windows_x64.exe** to begin the installation.

Microsoft Teams will start installing, as shown in the screenshot.



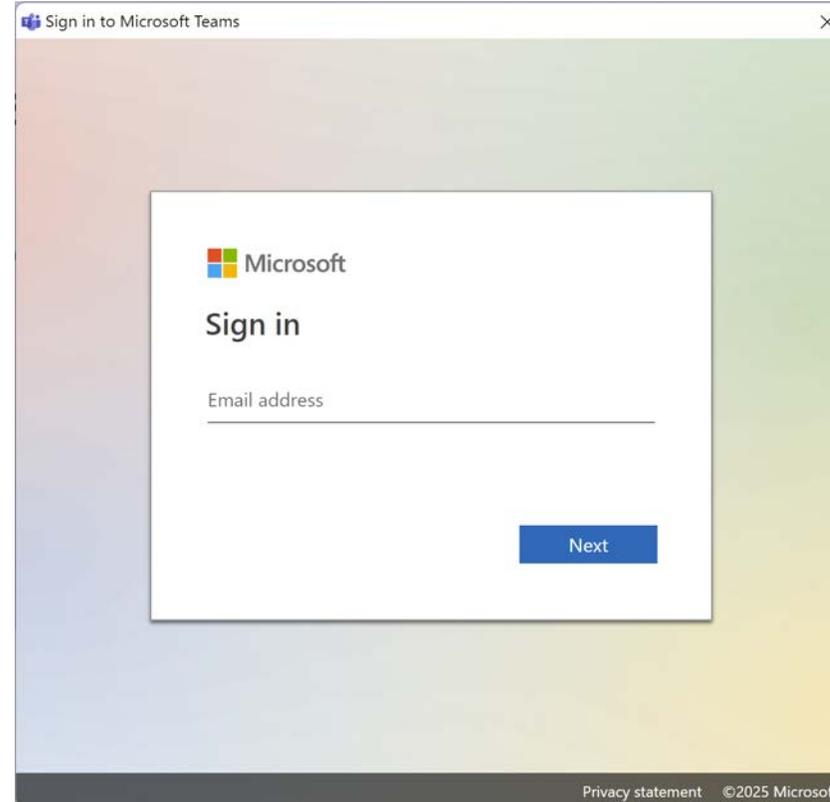
Setup Microsoft Teams on your device.

Step 3

Log in using your GJU email address and password e.g.

Your.Alias@gju.edu.jo

Choose Work or School Account and proceed.

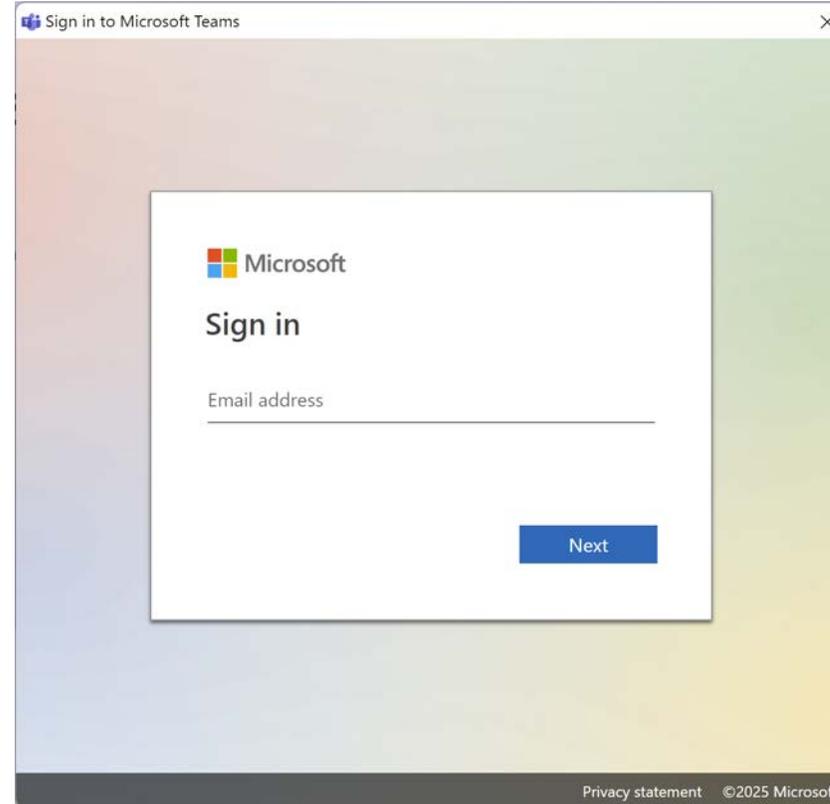


Setup Microsoft Teams on your device.

Step 4

Access Microsoft Teams at any time simply click the icon on your task bar or Windows Apps.

Note: You will remain logged in and will not have to follow the above steps after doing it once.

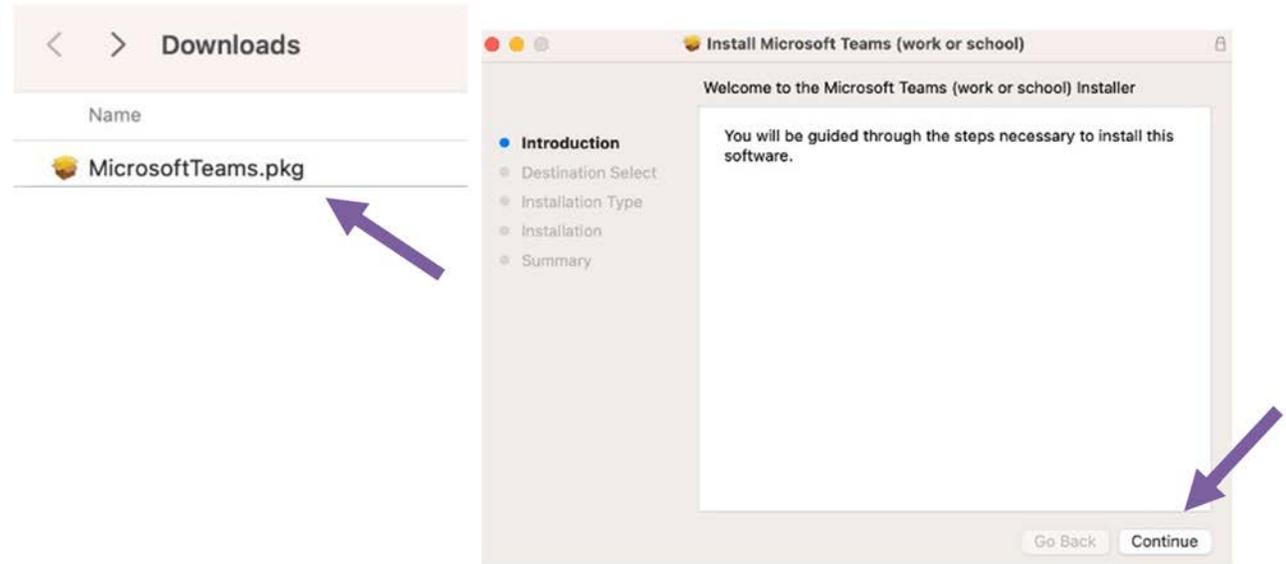


Download and install Microsoft Teams on your Mac device.

Proceed with Step 1 for

After downloading the installer, double-click on **MicrosoftTeams.pkg** to begin the installation.

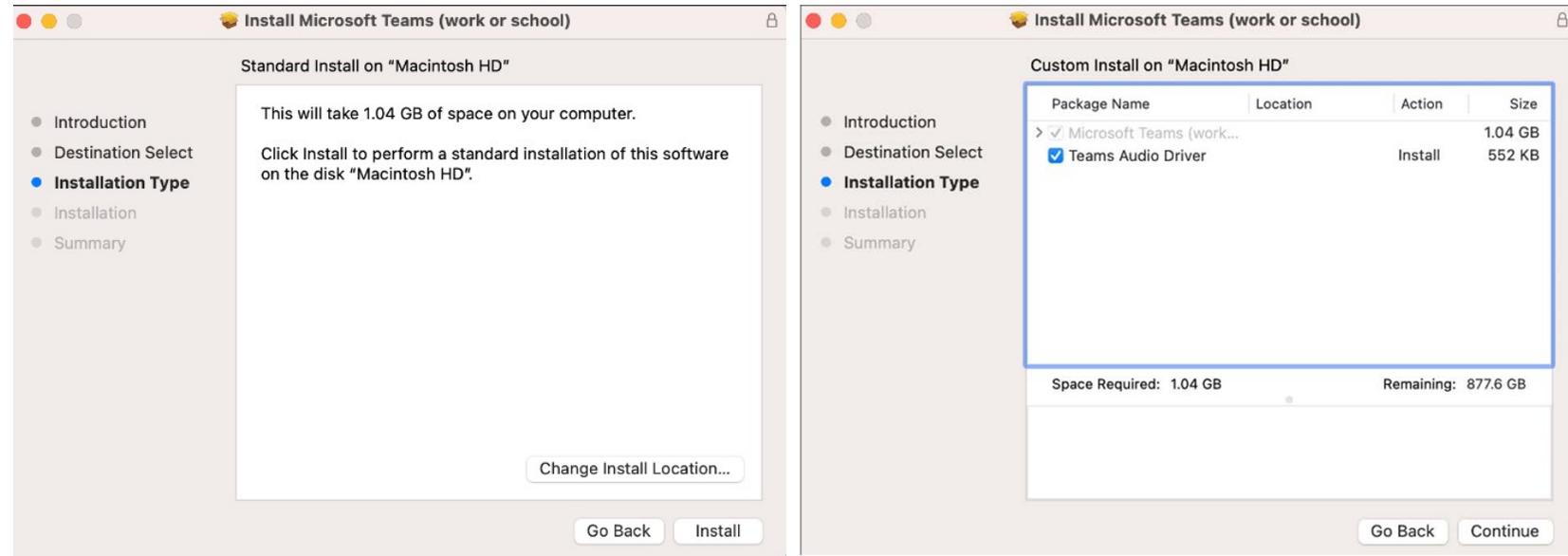
Microsoft Teams will start installing, as shown in the screenshot.



Download and install Microsoft Teams on your Mac device.

Select Install and then Continue to install Microsoft Teams.

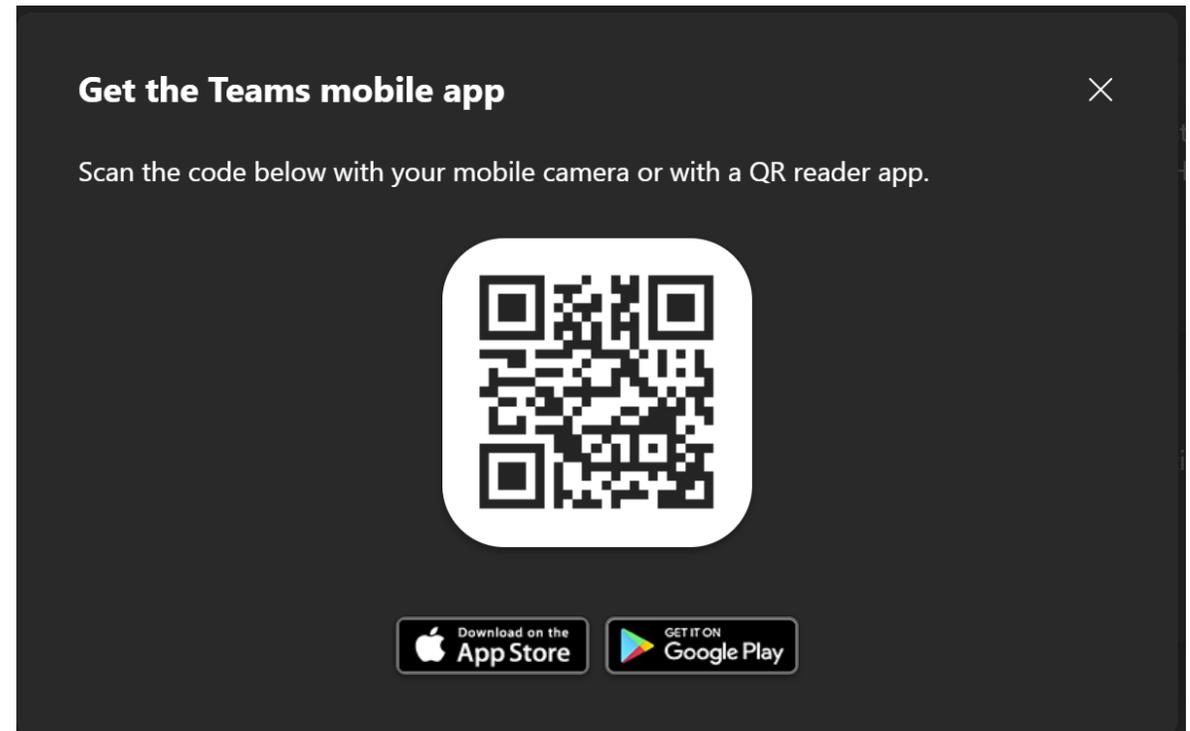
Microsoft Teams will start installing, as shown in the screenshot.



Download and install Microsoft Teams on your **Mobile** device.

Scan the QR Code in the screenshot from your Android or Apple mobile device and proceed with installing Microsoft Teams accordingly.

- **Android:** [Google Play Store - Microsoft Teams](#)
- **iPhone/iPad:** [App Store - Microsoft Teams](#)



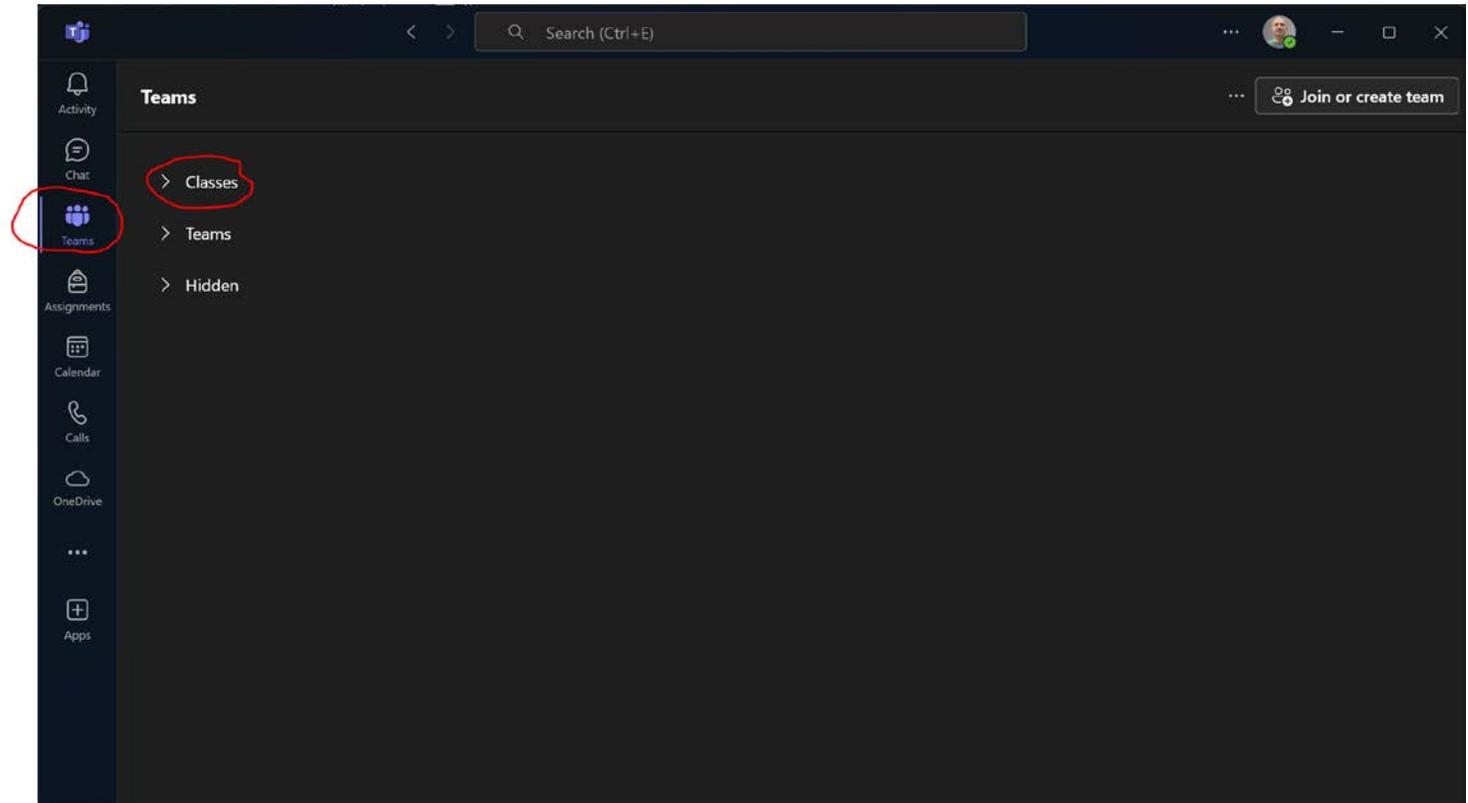
Attending Lectures online

After successful login, click on Teams.

Expand **Classes**,

Select your course
Class Team

Click on **General**

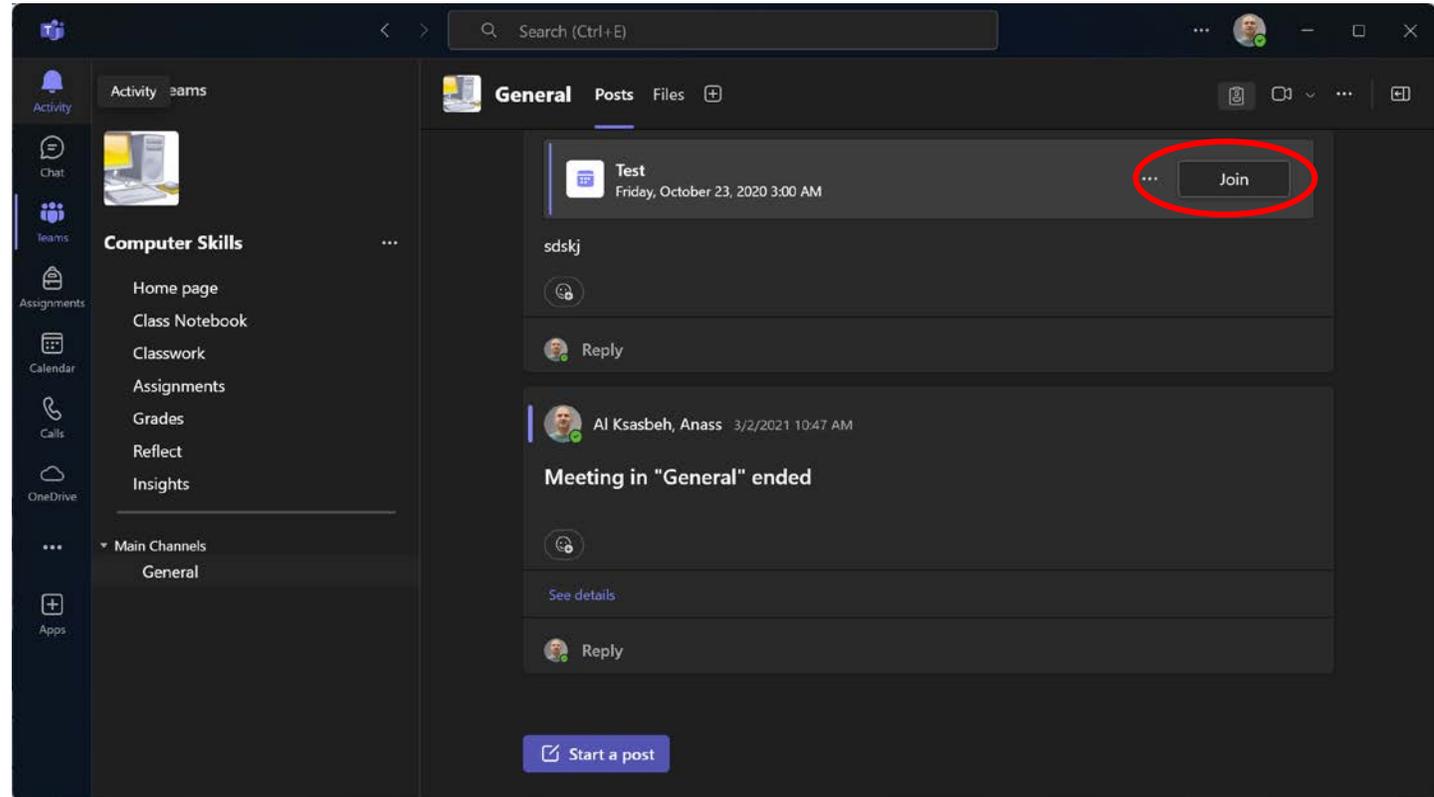


Attending Lectures online

Click on **Join**.

You will get connected to the online lecture.

Make sure your mic and camera are ready for any lecture interactivity!





Thank You!
All the best

