



# Microsoft Teams Distance Learning Manual for Faculty (English Version)

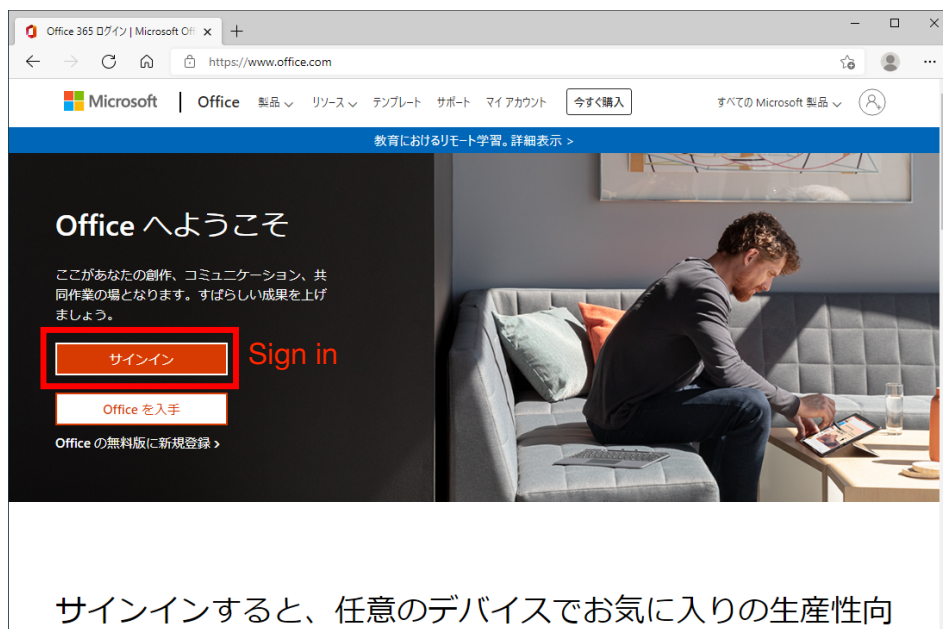
## ~Initial setup~

Before you begin, check the following:

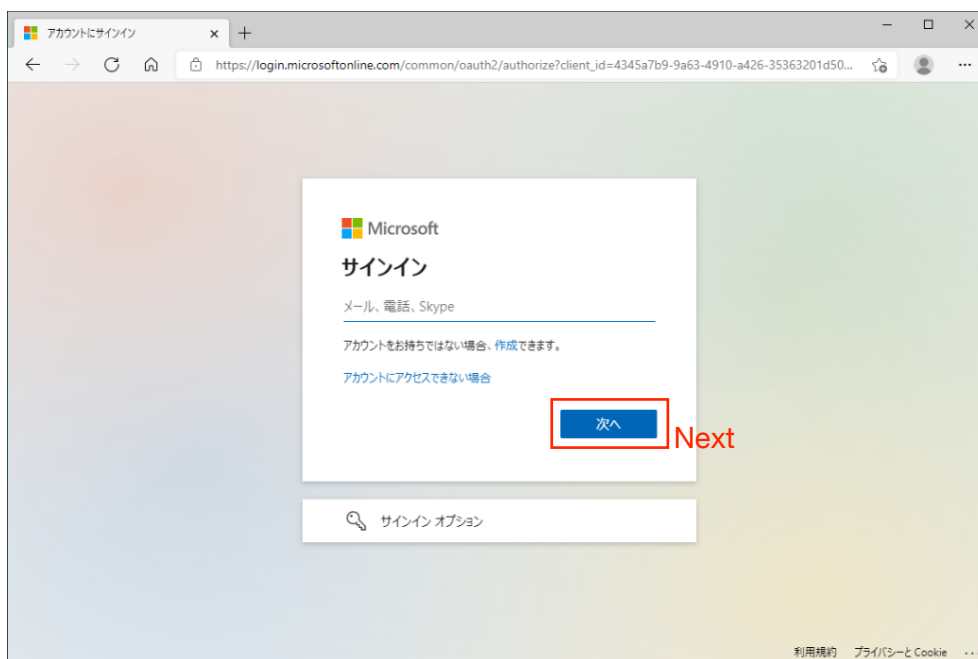
- Is your computing device connected to the internet?*  
Be careful when using the service in an environment with limited connective capacity, such as a mobile connection
- Are you already using a Microsoft account other than the University of Toyama?*  
If so, you will need to sign out first.
- Is a microphone and camera properly connected?*  
Refer to the operating system settings of your device to make sure the microphone and camera work properly.
- Confirm your University of Toyama Microsoft account, as you will need it to download and install the Teams application.*  
Recommended browsers: Microsoft Edge (Windows) or Safari (Mac).

## I. How to set up your University of Toyama Microsoft Teams account

1). Go to the Office 365 website (<https://www.office.com>) and click **Sign In**



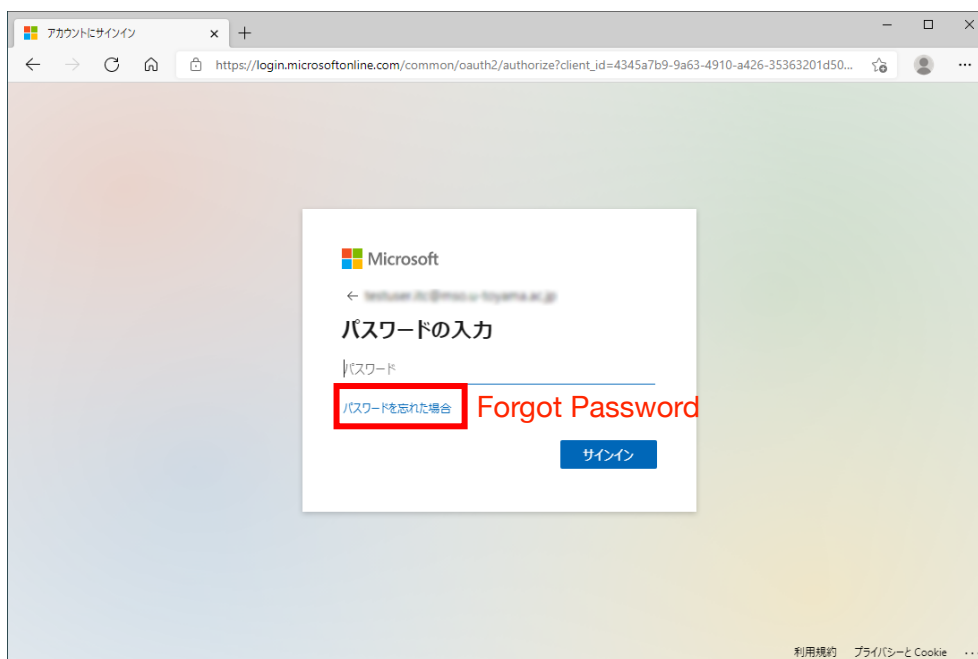
2). When the sign-in screen appears, **enter your University of Toyama Microsoft account name**, then click **Next**.



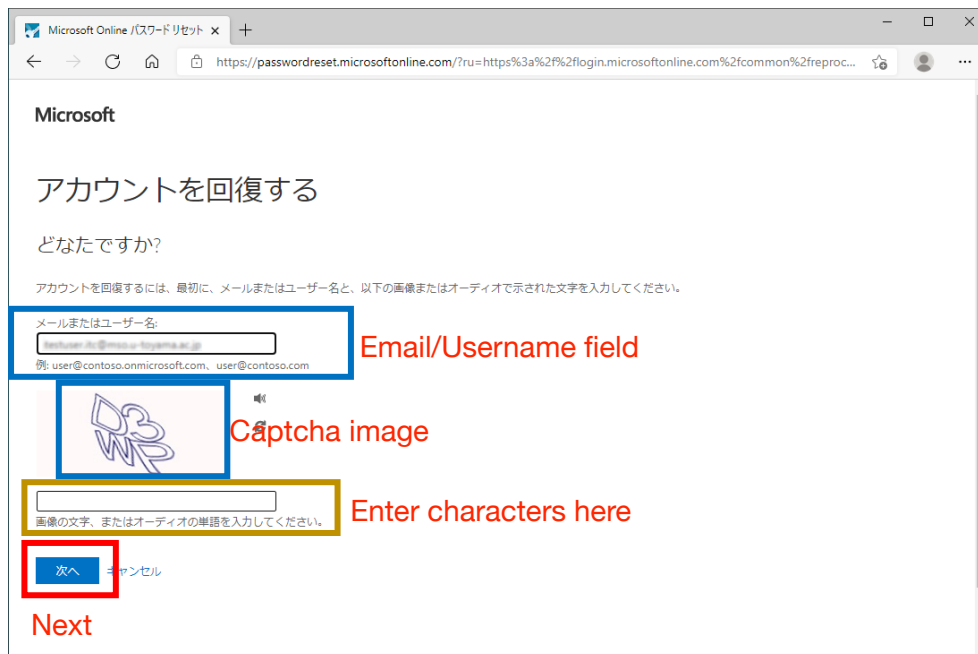
**Note:** If you are not sure of your Microsoft account name, click on the following link to access a chart containing the correct pattern:

[https://www.itc.u-toyama.ac.jp/inside/pdf/ms365account\\_faculty\\_staff.pdf](https://www.itc.u-toyama.ac.jp/inside/pdf/ms365account_faculty_staff.pdf)  
[on-campus only]

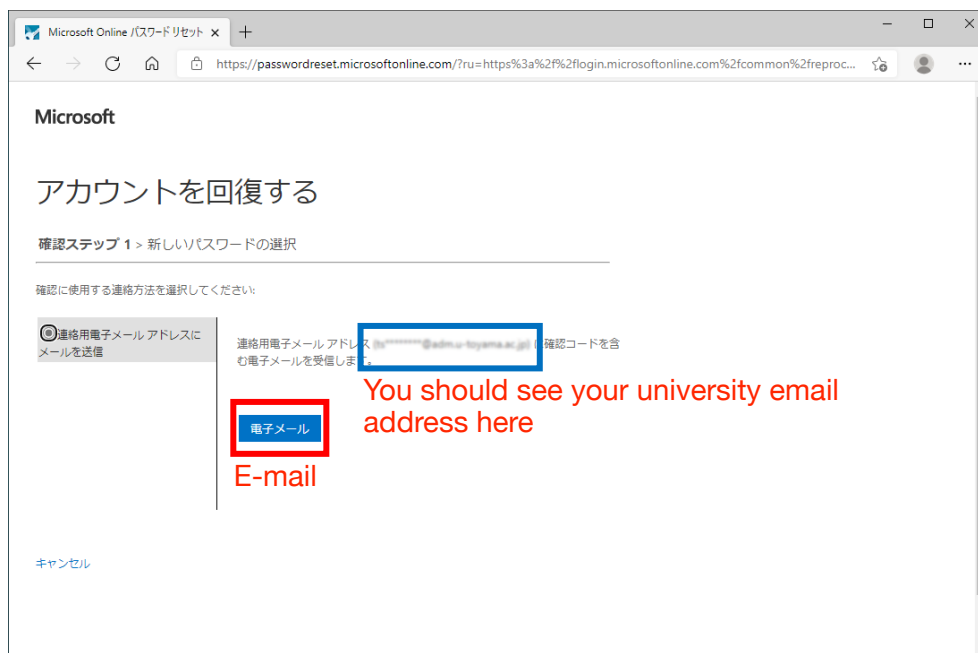
3). When the password entry screen appears, click **Forgot Password**



4). When the account recovery screen appears, **confirm that the University of Toyama Microsoft account** you have just entered appears in the "E-mail or User Name" field. Then, enter the characters in the image **in the Captcha text box** and click **Next**

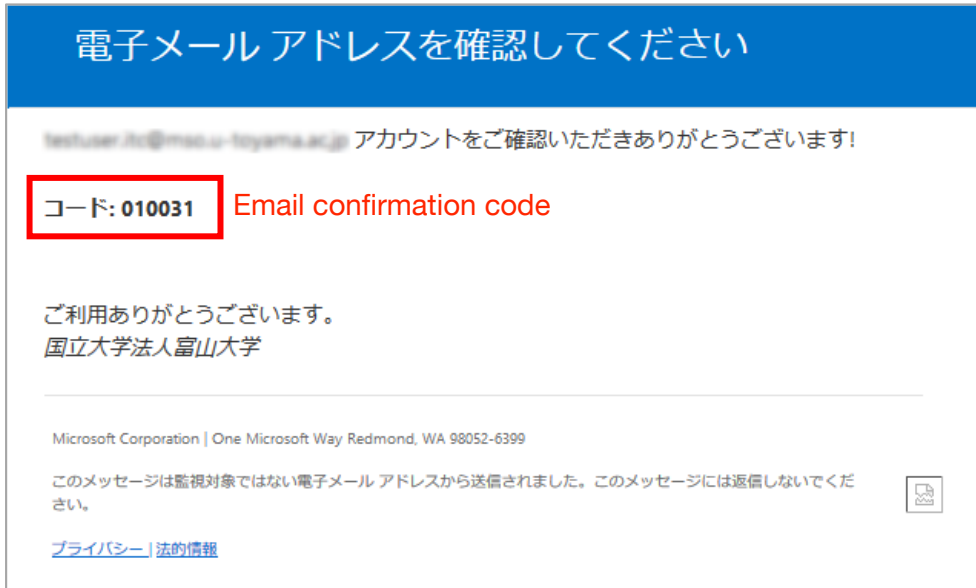


5). Confirm that your **university e-mail address is displayed in the "Contact e-mail address" field**, and click **E-mail**

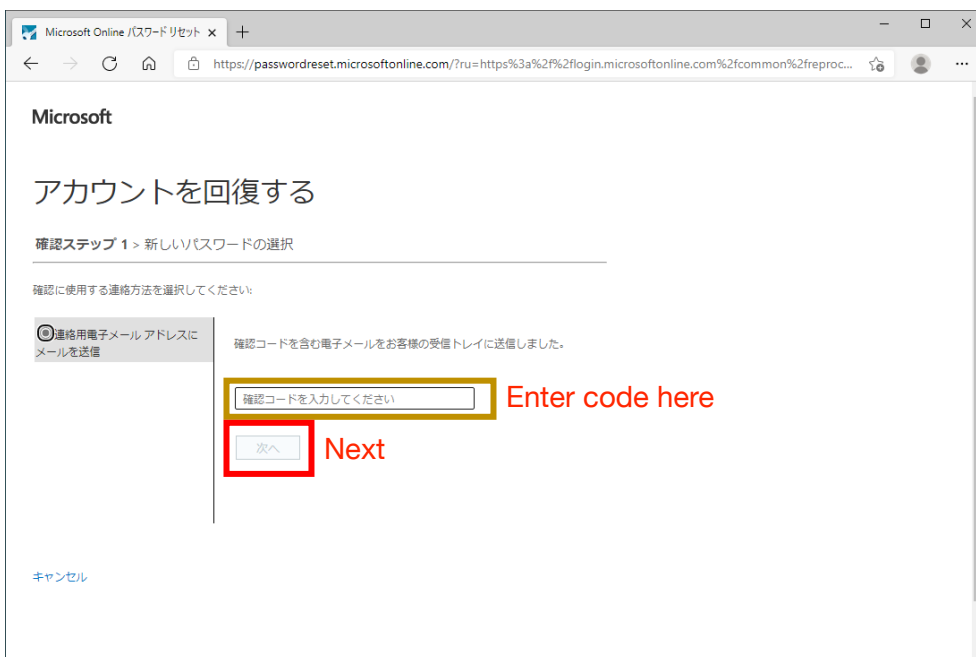


6). Microsoft will send an account confirmation e-mail to your **university e-mail address**. Access this message and confirm the **code number**

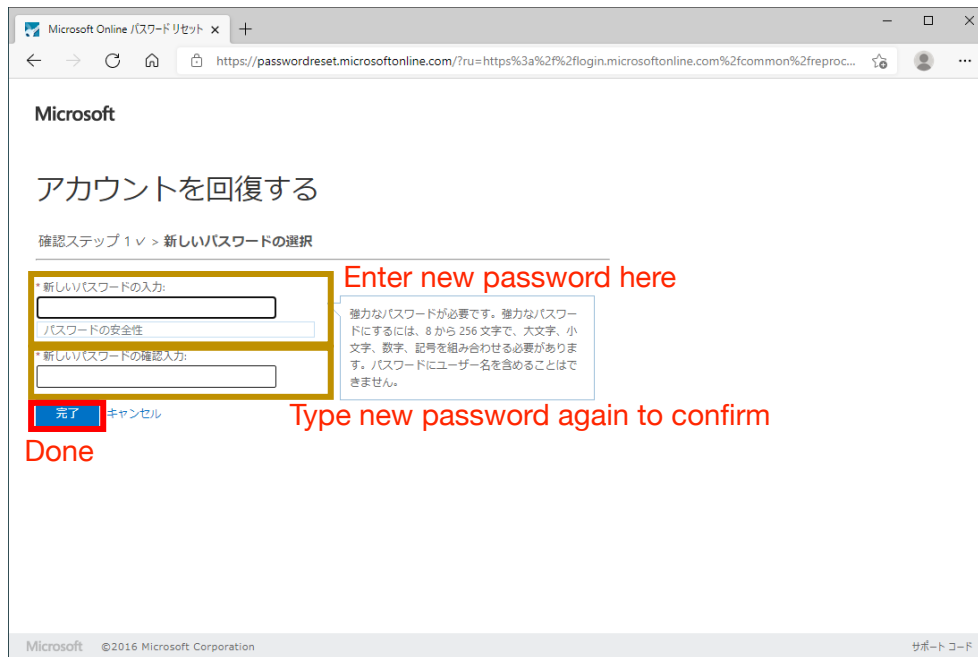
Subject: **Email confirmation code for University of Toyama account**  
Sender: **msonlineservicesteam@microsoftonline.com**



7). Return to the *Account Recovery* screen, enter the **Code** from the email message you received, then click **Next**



8). A new password screen will appear. **Enter a new password once, enter it again to confirm**, then click **Done**



(9) If the process is completed successfully, a message will be displayed indicating that the password has been reset.

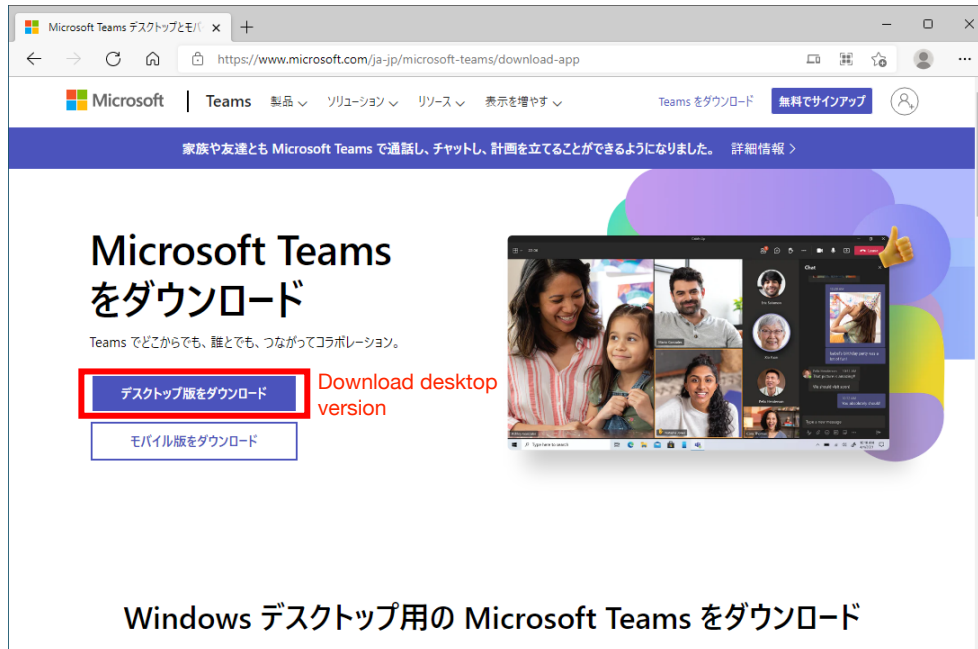


This completes the preparation of your University of Toyama Microsoft account

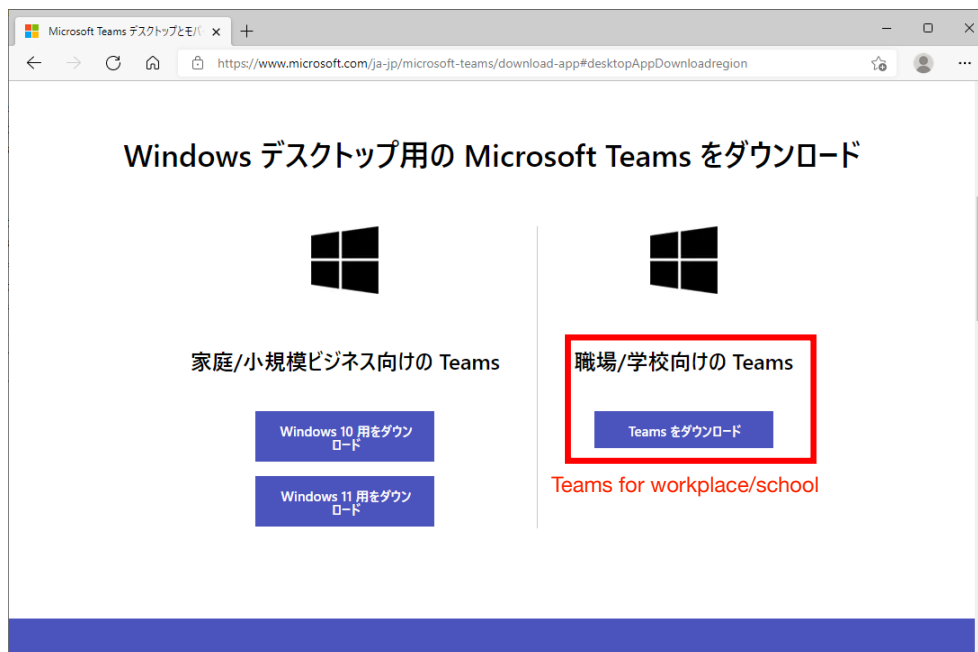
## II. How to install the Microsoft Teams application

### <For Windows PC>

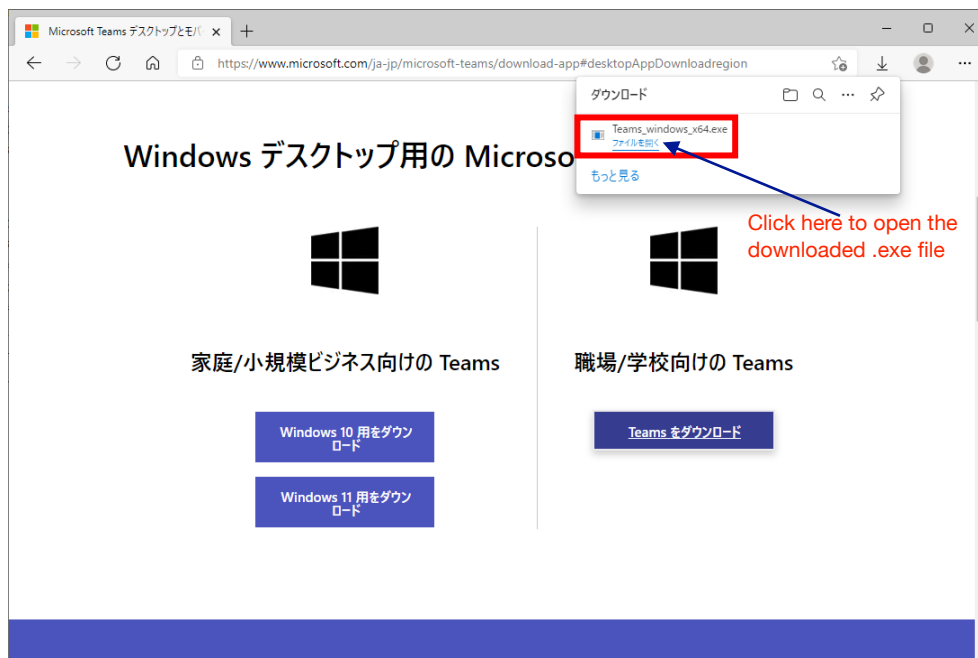
- 1). Go to the Microsoft Teams website (via the recommended Microsoft Edge browser) and click on **Download Desktop Version**: <https://www.microsoft.com/ja-jp/microsoft-teams/download-app>



- 2). When the download selection screen appears, click **Download Teams** under Teams for Workplace/School.



3). After the download is complete, click **Open** on the *Teams\_windows\_x64.exe* file:



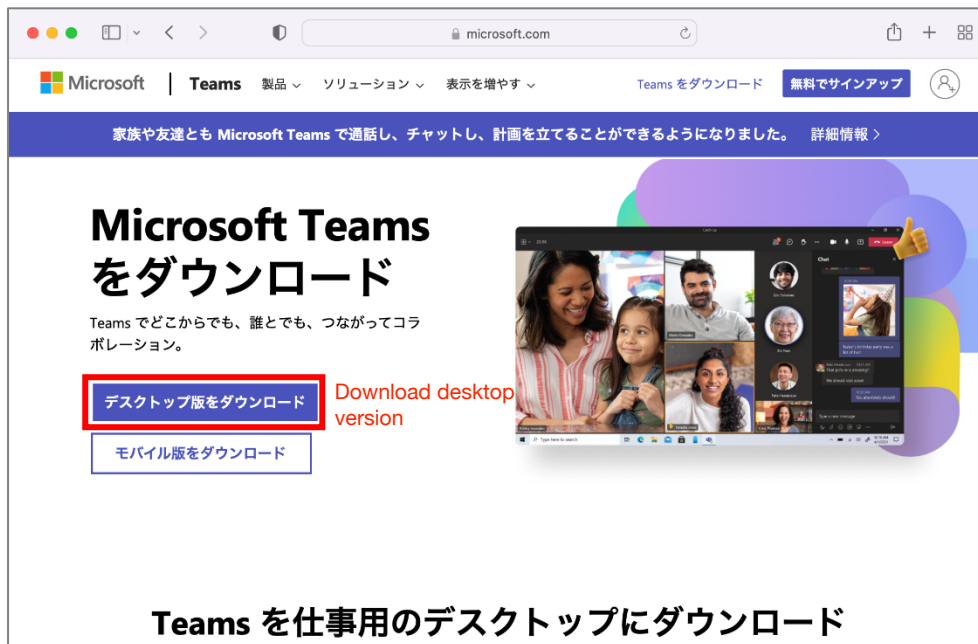
4). When the installation is successfully completed, the Teams application will automatically launch.



This completes the installation of the Teams application  
(Windows)

## <For Apple computers (MacOS)>

1). Go to the Microsoft Teams website (via the recommended Safari browser) and click on **Download Desktop Version**: <https://www.microsoft.com/ja-jp/microsoft-teams/download-app>

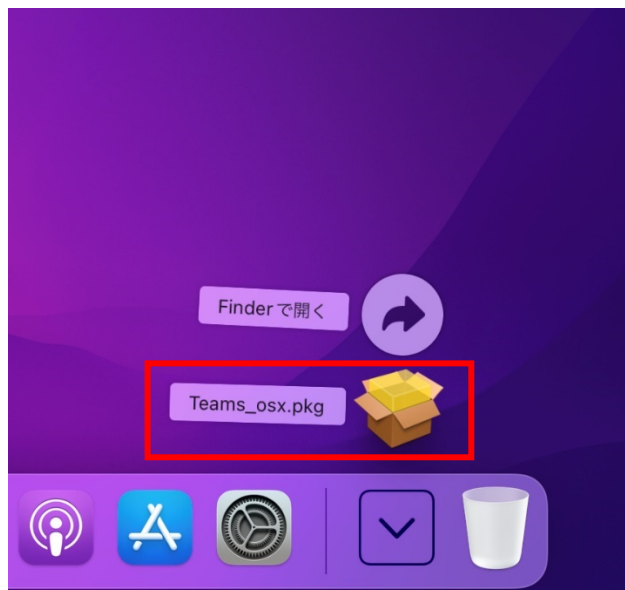


2). When the download screen appears, click **Download Teams**

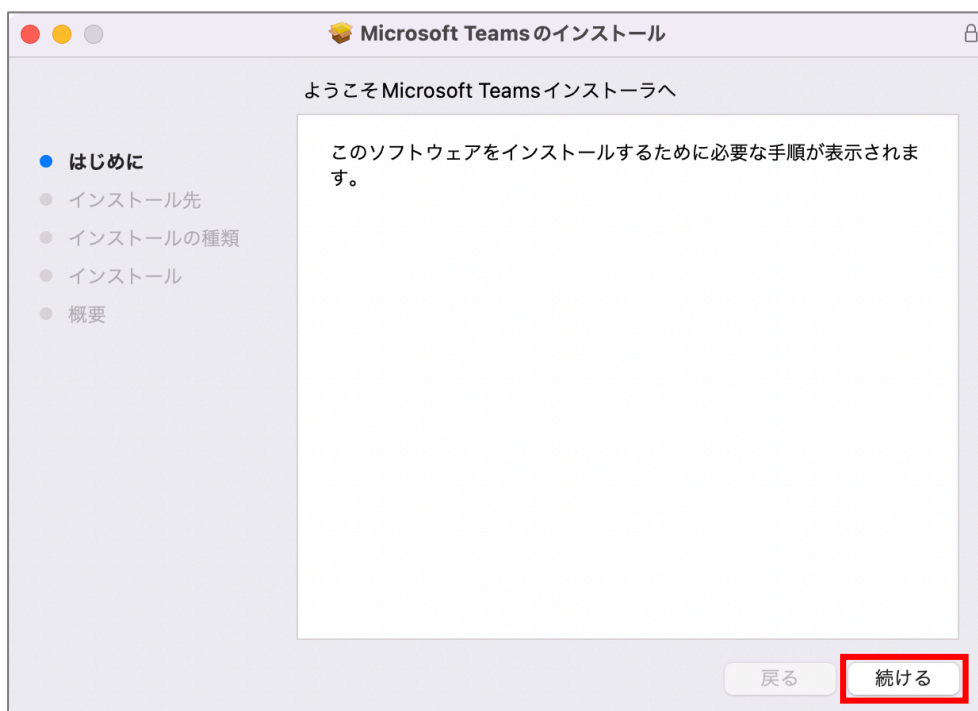




3). Click on the **Teams\_osx.pkg** file in your *Downloads* folder. This will begin the installation process.

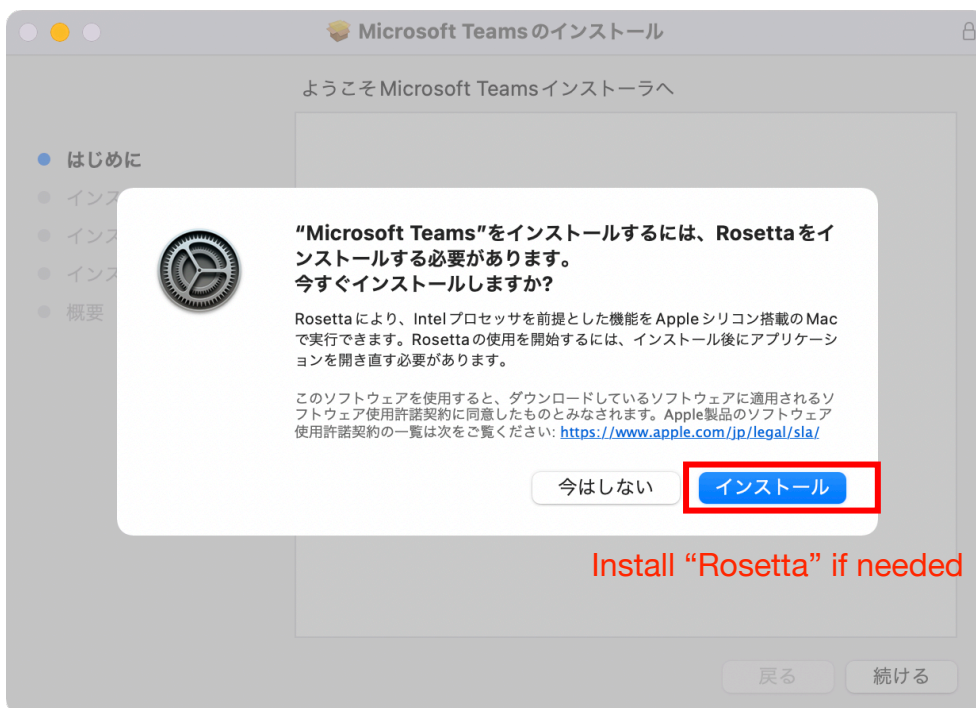


4). Click **Continue** and follow the on-screen instructions to complete installation of the application.



Continue

**Note:** If you are using a Mac computer with a newer Apple silicon chip, you may be prompted to install “Rosetta”, which will enable you to install software designed for machines using older Intel-based processors. Simply follow the on-screen instructions to install.



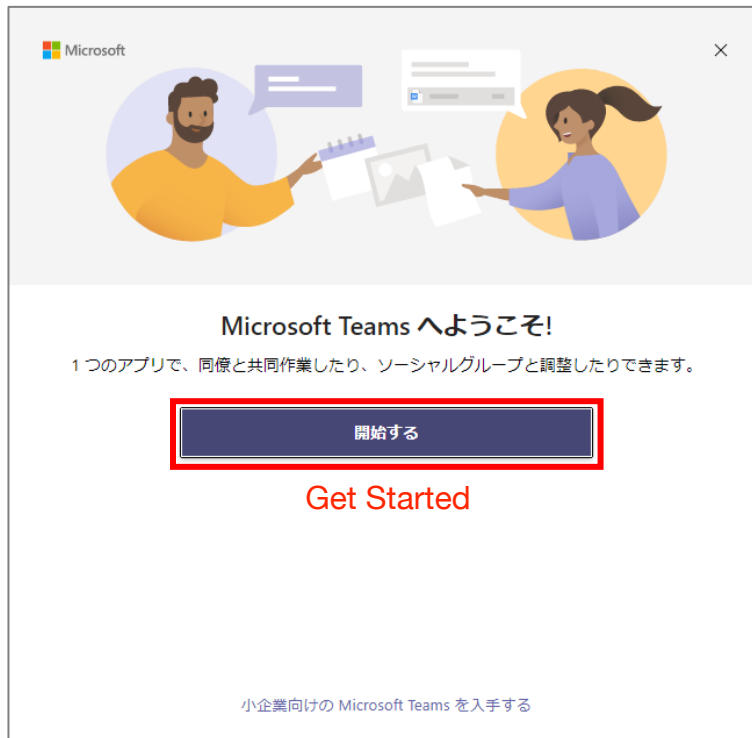
5). When installation is successfully completed, the Teams application will automatically launch.



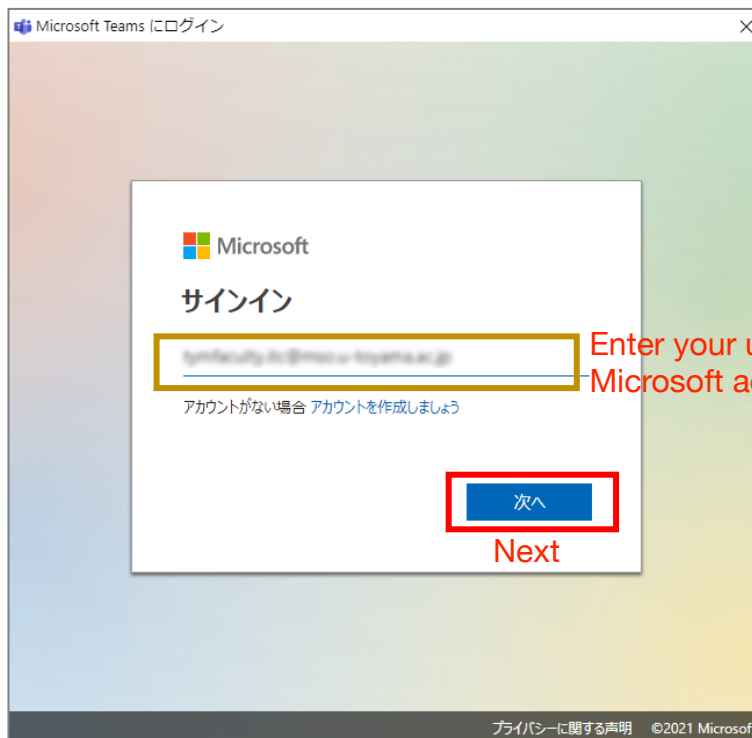
This completes the installation of the Teams application (MacOS)

### III. How to sign into Microsoft Teams

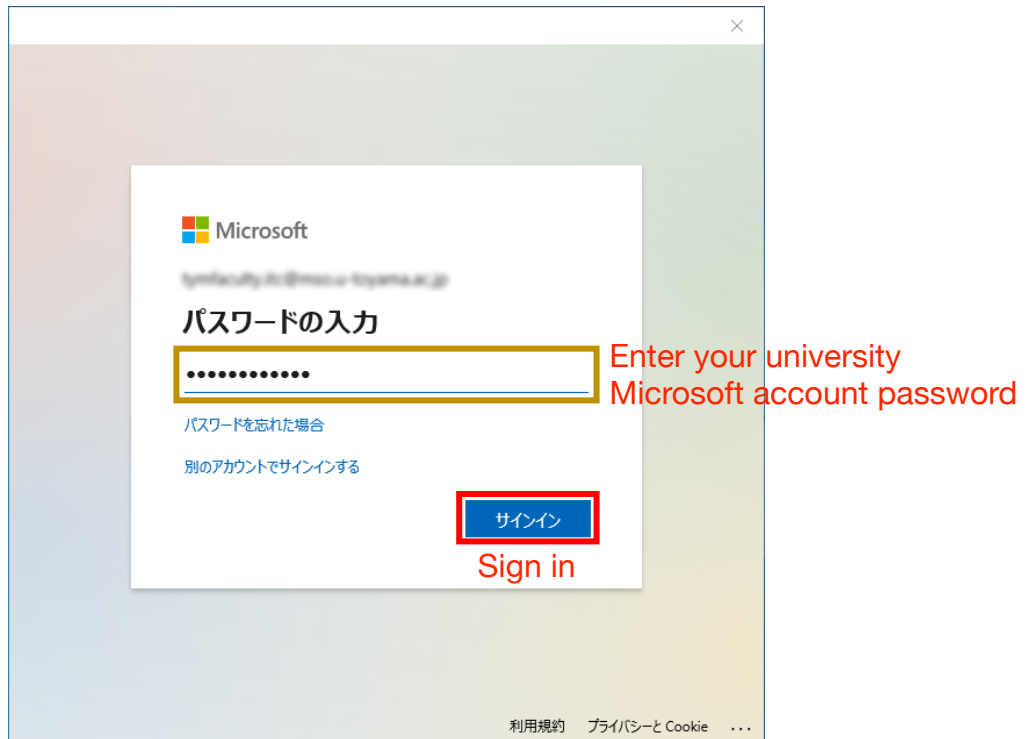
1). Start the Teams application on your computer and click **Get Started**



2). When the sign-in screen appears, enter your **University of Toyama Microsoft account name**, then click **Next**



3). When the password input screen is displayed, **enter your password** and click **Sign In**



**WARNING:** If the following sign-in options appear, **uncheck** *Allow the organization to manage the device* and click *No, only this app will sign in*. **Do NOT press “OK”!** If you do by mistake, please follow the procedure on page 13 to cancel this setting.



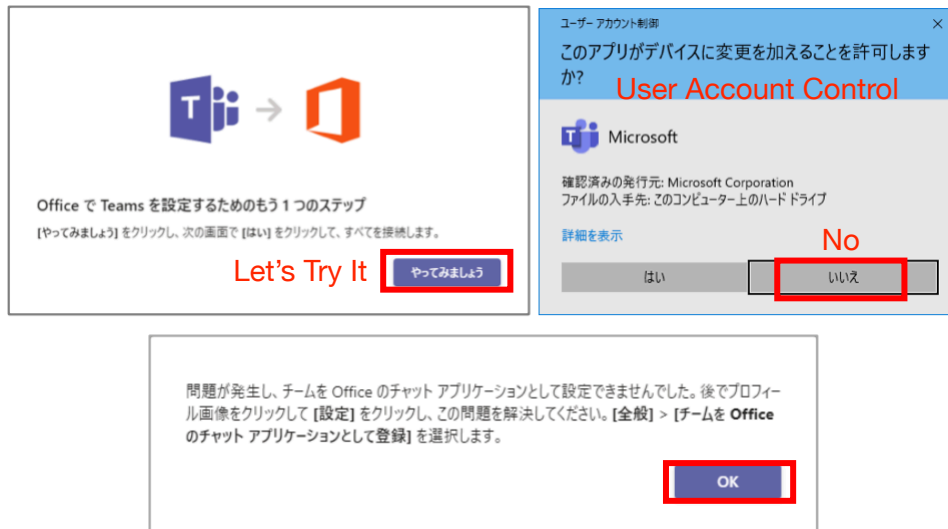
This completes the Teams sign-in process

## Notes

I. If Office applications (Word, Excel, Outlook, etc.) are installed on your computer, the following message may appear when Teams is launched for the first time. We are working to set up a way to link your presence on Teams (e.g., being taken in) to *Outlook*. To disable this message, do the following:

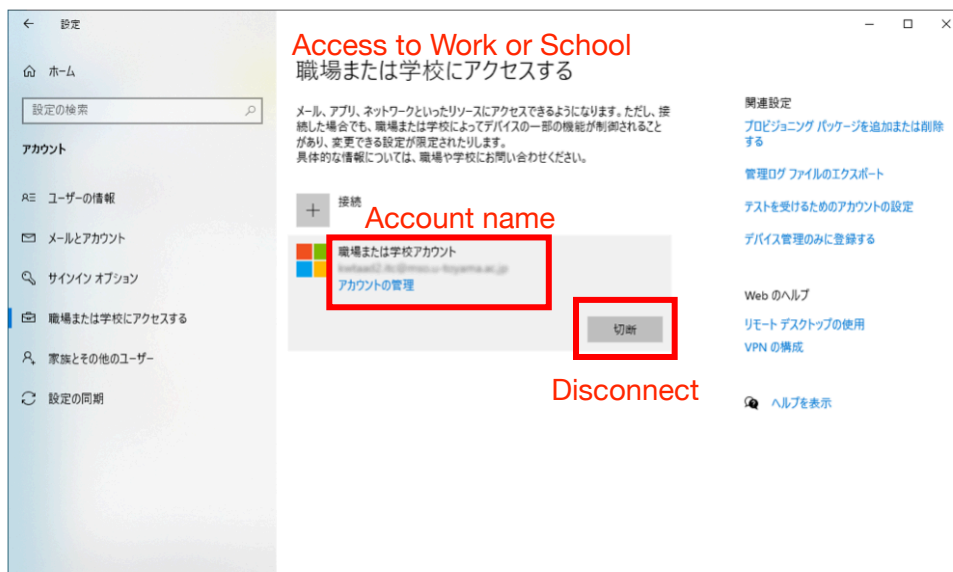
1. Click **Let's Try It**, then **No** in the *User Account Control* window.
2. In the following screen, click **OK**.

You can change this setting later as you wish from the *Settings* menu in the Teams app.



II. If you pressed **OK** accidentally in Step 3 of the sign-in process, do the following to cancel this setting:

1. Navigate to **Windows Settings > Accounts > Access to Work or School**. The University of Toyama Microsoft Account you entered previously will be displayed.
2. Click **Disconnect**



3. Navigate to **Microsoft Edge Settings > Profiles**

The University of Toyama Microsoft account you previously entered will be displayed.

4. Click **Sign Out**, then when the confirmation dialog box appears, click **Sign Out** again. Leave the **Clear from this device** checkbox empty.

