



Microsoft Teams for Education

Quick start guide for pupils and parents

Get started

How to sign in

First, download the Teams app. <https://teams.microsoft.com/>

Download Microsoft Teams

Connect and collaborate with anyone from anywhere on Teams.

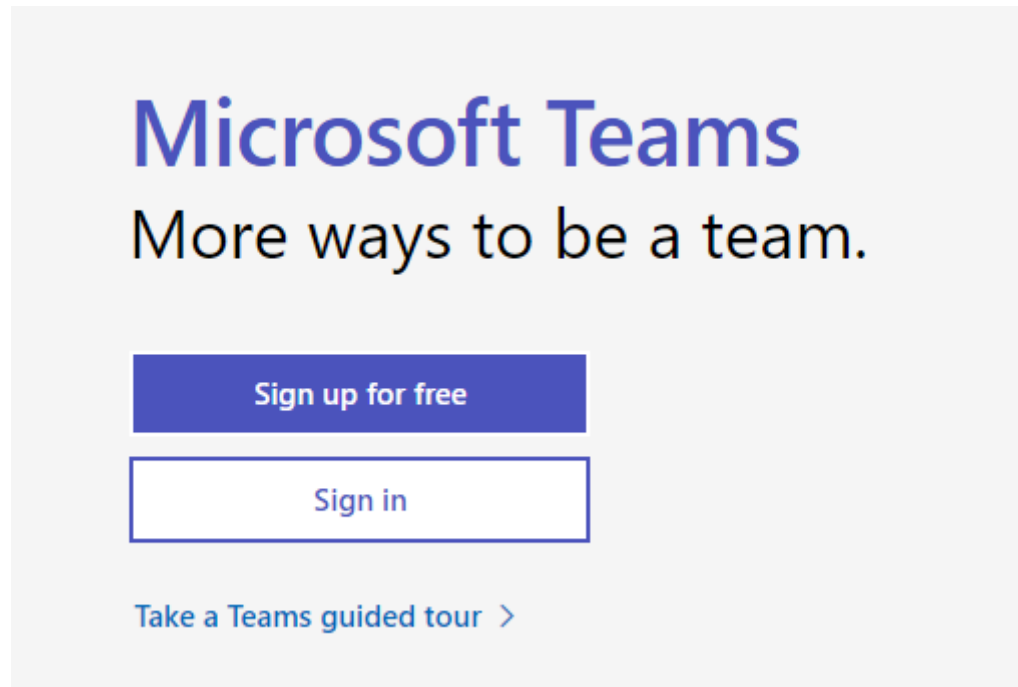
Download for desktop

Download for mobile


Then click the icon and login using your school username and password.

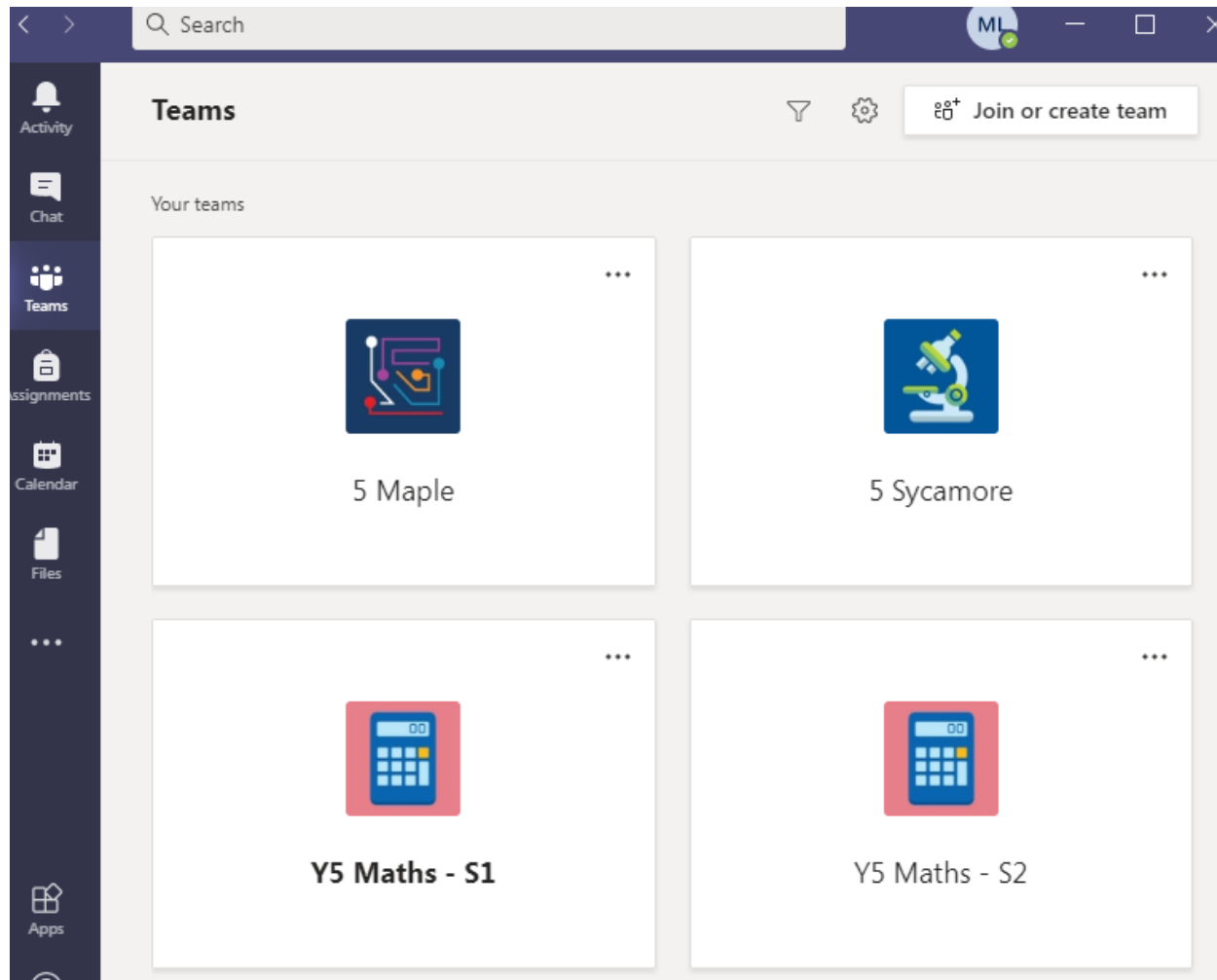
If you haven't downloaded the app you can access Teams through the web app.

<https://teams.microsoft.com/>



And sign in here instead.

Once you are logged in select Teams  to access your class teams.



When you see your class tiles, click on one and start connecting with your teacher.

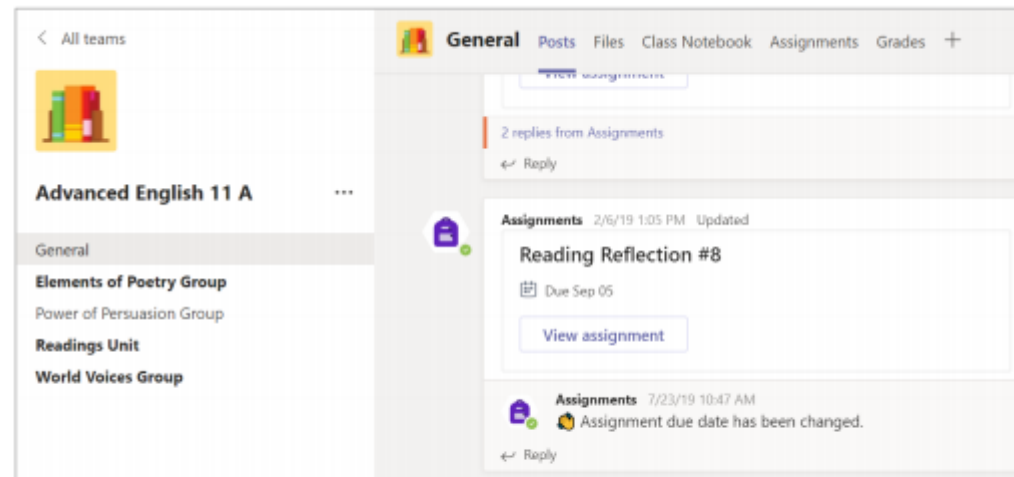
Get organized

Find and organize conversations, files, assignments, and notes in your class teams.


Channels

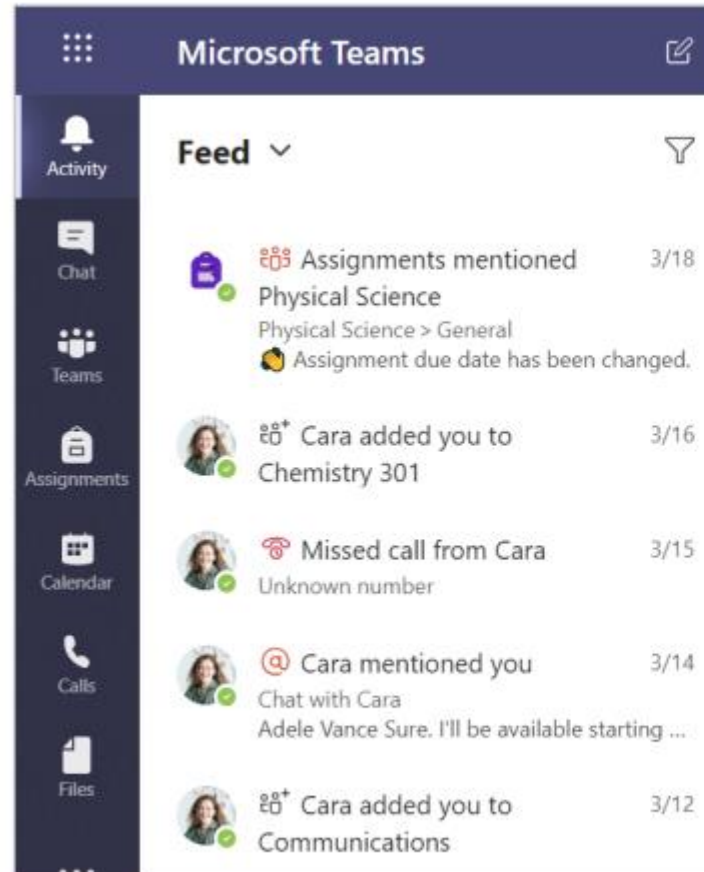
Every class team has a main discussion area, the **General** channel. Under **General**, your teacher may create more channels to organize topics, projects, and more.

- All channels include a **Posts** and a **Files** tab.
- The **Posts** tab is where you, your classmates, and your teacher can all start and reply to conversations.
- Look for shared documents in the **Files** tab.
- Along with **Posts** and **Files** tabs, the **General** channel has **Assignments**, **Class Notebook**, and **Grades** tabs.



Notifications

Check the  **Activity** feed to make sure you don't miss a new assignment or an @mention.



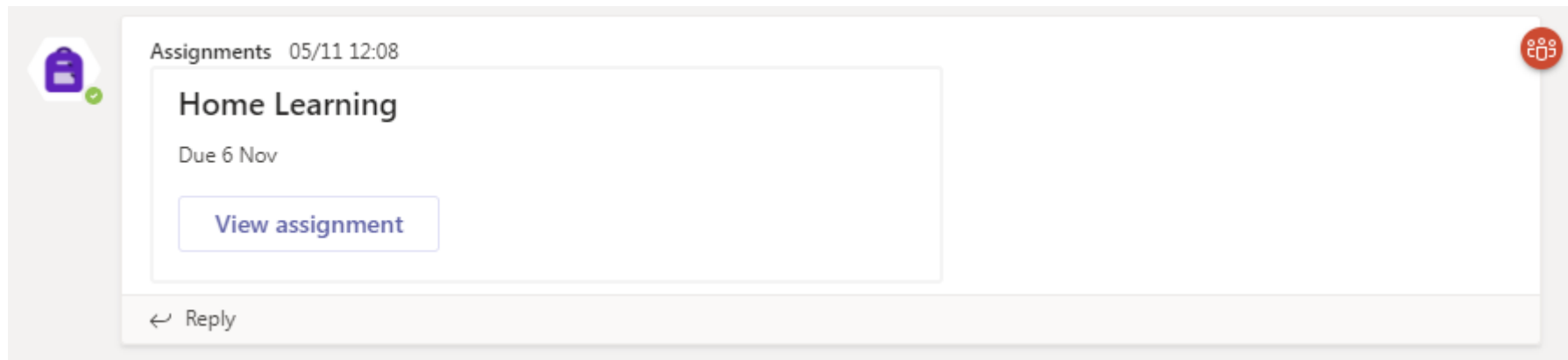
The screenshot shows the Microsoft Teams interface with the Activity feed selected. The left sidebar contains navigation options: Activity (selected), Chat, Teams, Assignments, Calendar, Calls, and Files. The main area displays a list of notifications in the Activity feed.

Notification	Date
Assignments mentioned Physical Science Physical Science > General Assignment due date has been changed.	3/18
Cara added you to Chemistry 301	3/16
Missed call from Cara Unknown number	3/15
Cara mentioned you Chat with Cara Adele Vance Sure. I'll be available starting ...	3/14
Cara added you to Communications	3/12

Communicate


Create and respond to messages in Teams.

Although chat is deactivated in our school account. You can still ask questions about tasks and assignments by adding a reply. Remember, these have to be relevant to the learning task.



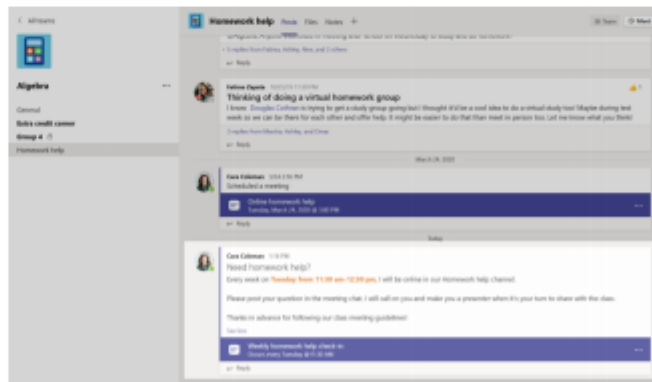
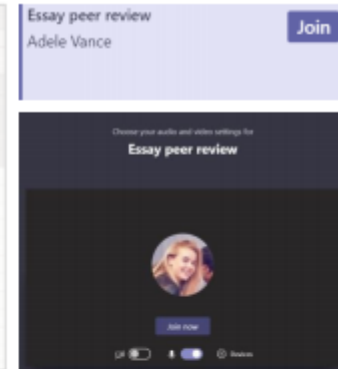
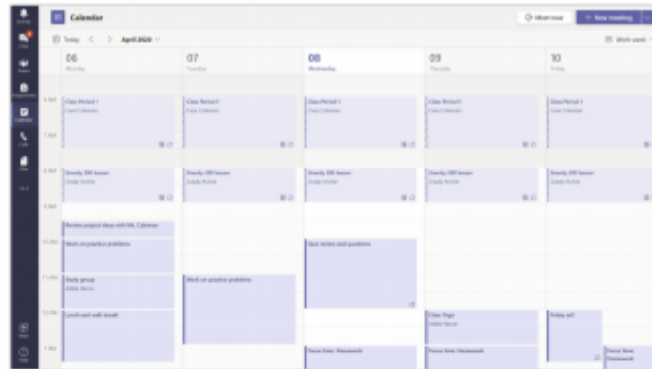
Connect with video

Use meetings in Teams to virtually join your teacher and classmates in online classes, study groups, presentations, and whenever you need to learn face-to-face.

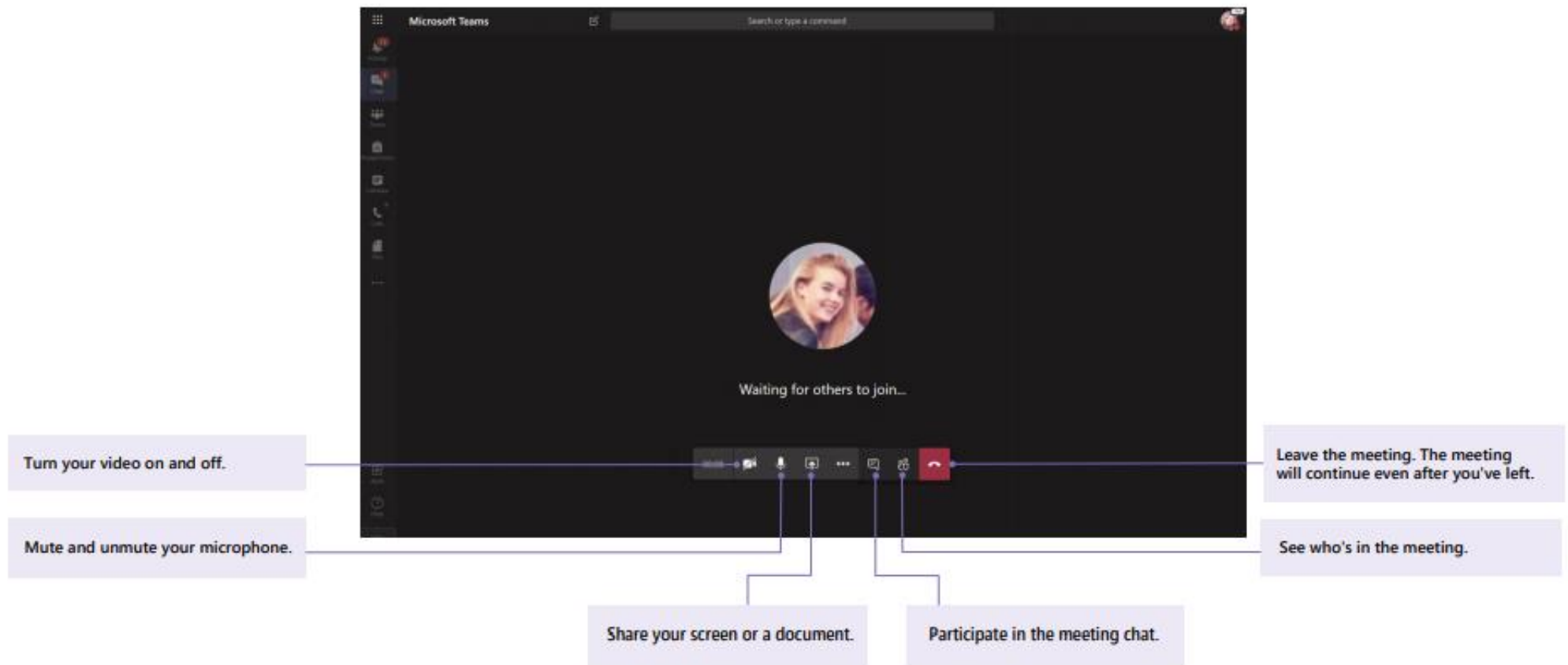
1. Select  **Calendar** to see any meetings your teacher or classmates have added you to, or any you've created yourself. Click **Join** when it's time to meet.

2. Adjust your audio and video settings, then click **Join now**.



Note: You can also see scheduled meetings in any of your class team channels.

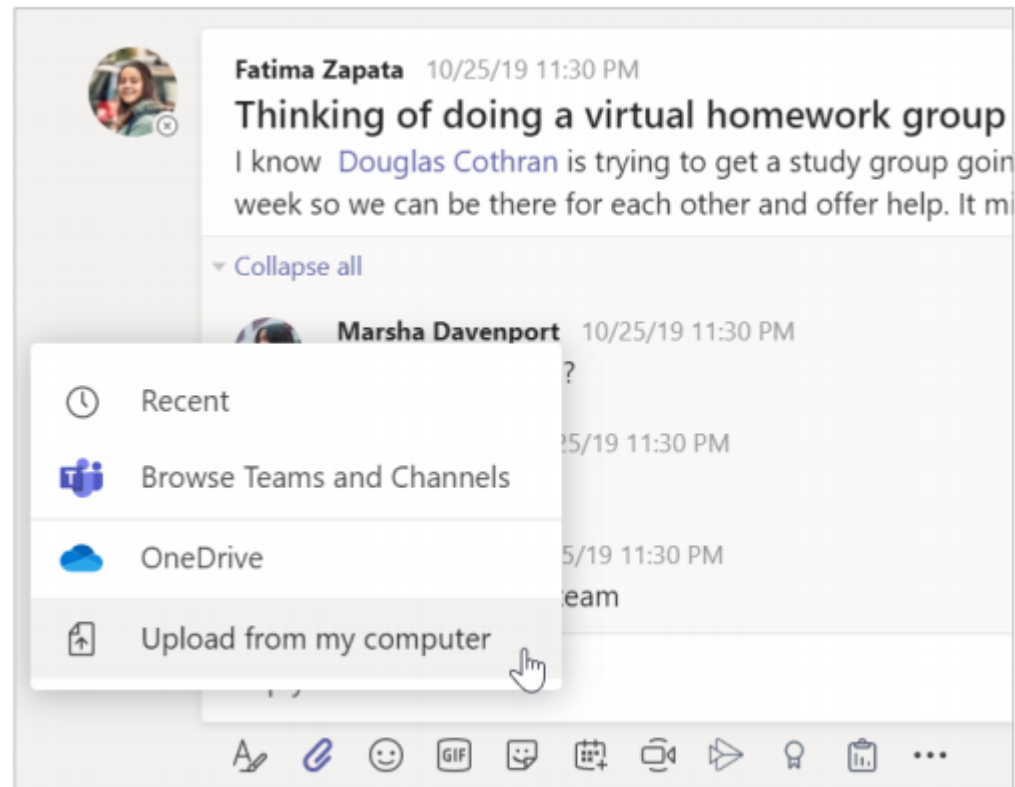


How to use the toolbar during the meeting



Share a file in a channel

1. In a new message or reply, click **Attach** .
2. Choose a file you'd like to share.
3. Include a message if you want, then click **Send** .



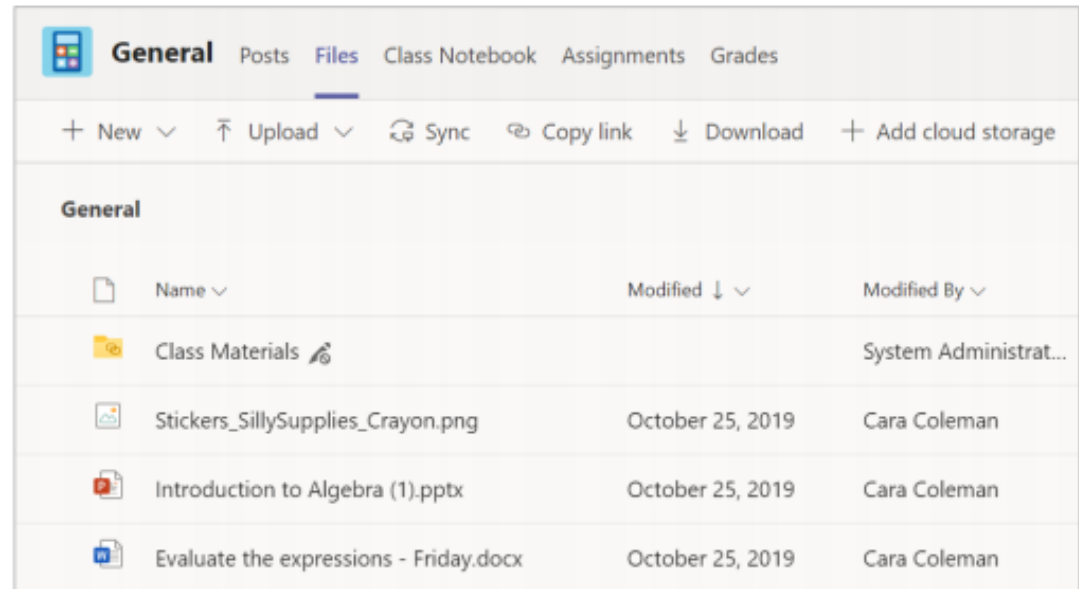
Find or create a file

See the files that you, your classmates, and your teacher have shared in a chat or a channel by selecting the **Files** tab.

While in **Files**, you can create a new Word, Excel, or PowerPoint document for you and your classmates to collaborate in.

Class Materials

In the **Files** tab of every class team's **General** channel, your teacher might add read-only resources to the **Class Materials** folder. Look here for important documents that can help you with assignments, projects, or just staying up to date on class expectations.



The screenshot shows the Microsoft Teams interface for a channel named "General". The "Files" tab is selected, and the "Class Materials" folder is expanded. The interface includes a top navigation bar with tabs for "General", "Posts", "Files", "Class Notebook", "Assignments", and "Grades". Below the navigation bar, there are action buttons: "+ New", "Upload", "Sync", "Copy link", "Download", and "Add cloud storage". The main content area displays a list of files and folders under the "Class Materials" folder. The list has columns for "Name", "Modified", and "Modified By".

Name	Modified	Modified By
Class Materials		System Administrat...
Stickers_SillySupplies_Crayon.png	October 25, 2019	Cara Coleman
Introduction to Algebra (1).pptx	October 25, 2019	Cara Coleman
Evaluate the expressions - Friday.docx	October 25, 2019	Cara Coleman

Assignments and grades

View and turn in your work. All from Teams.

View and turn in assignments

1. Head to a class team and the **General** channel. Select the **Assignments** tab.
2. To view assignment details and turn in work, select the assignment.
3. Attach any required materials by clicking **+ Add work**.
4. Click **Turn in**.

