



# Microsoft

# Teams for Education

Quick Start guide for students



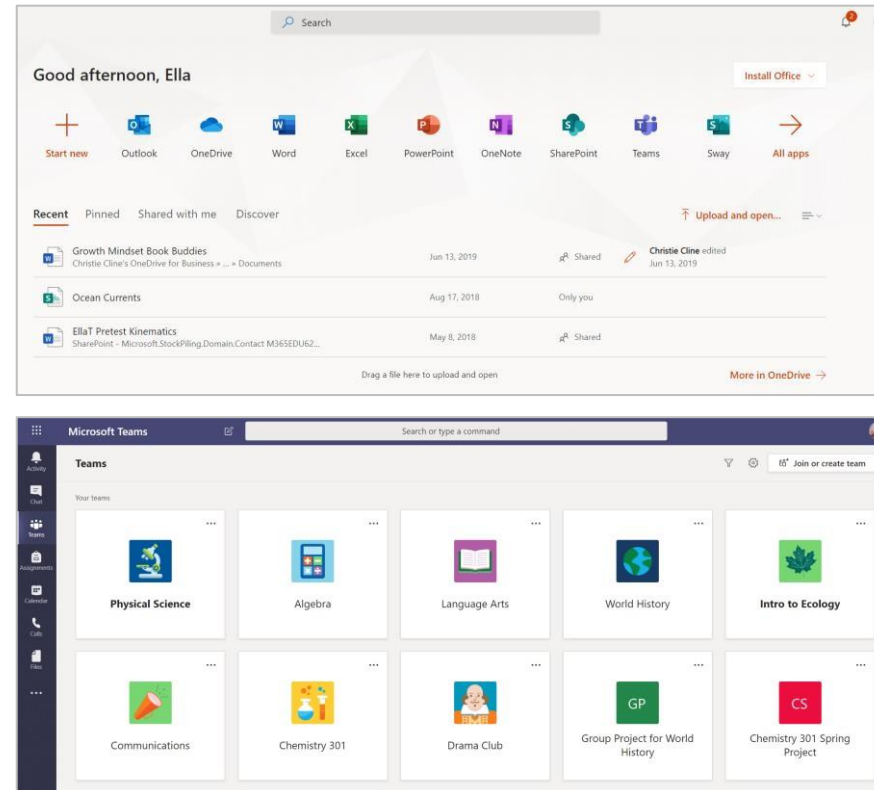
# Get started

How to sign in

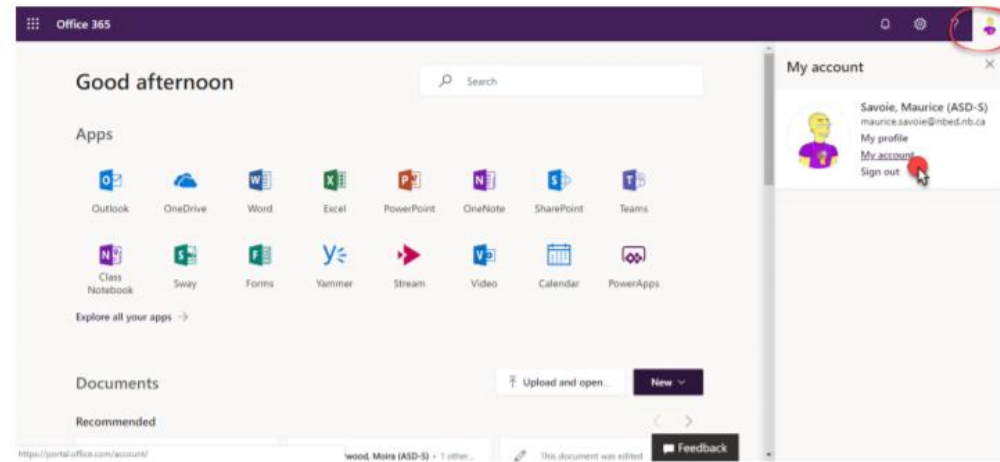
## Sign in to Teams

1. Go to [Office.com](https://Office.com) and sign in with your school email and password.
2. From your [Office.com](https://Office.com) homepage, click on the **Teams** app to open it right in your browser.
3. Select Teams to see which class teams you're in. If your teacher has already set up the class team and added you, you'll see one of more (depending on how many classes you have) class team tiles.

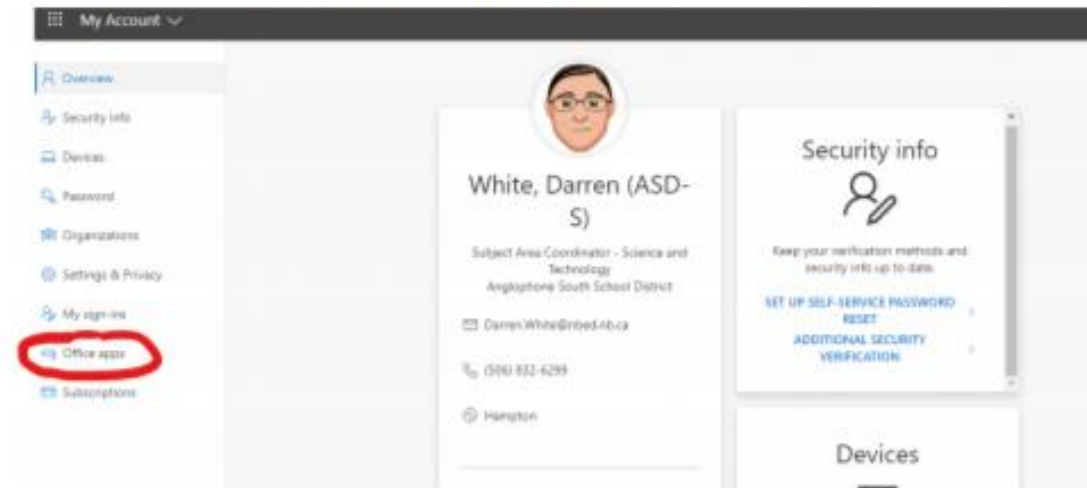
When you see your class tiles, click on one to start connecting with your teacher and classmates!



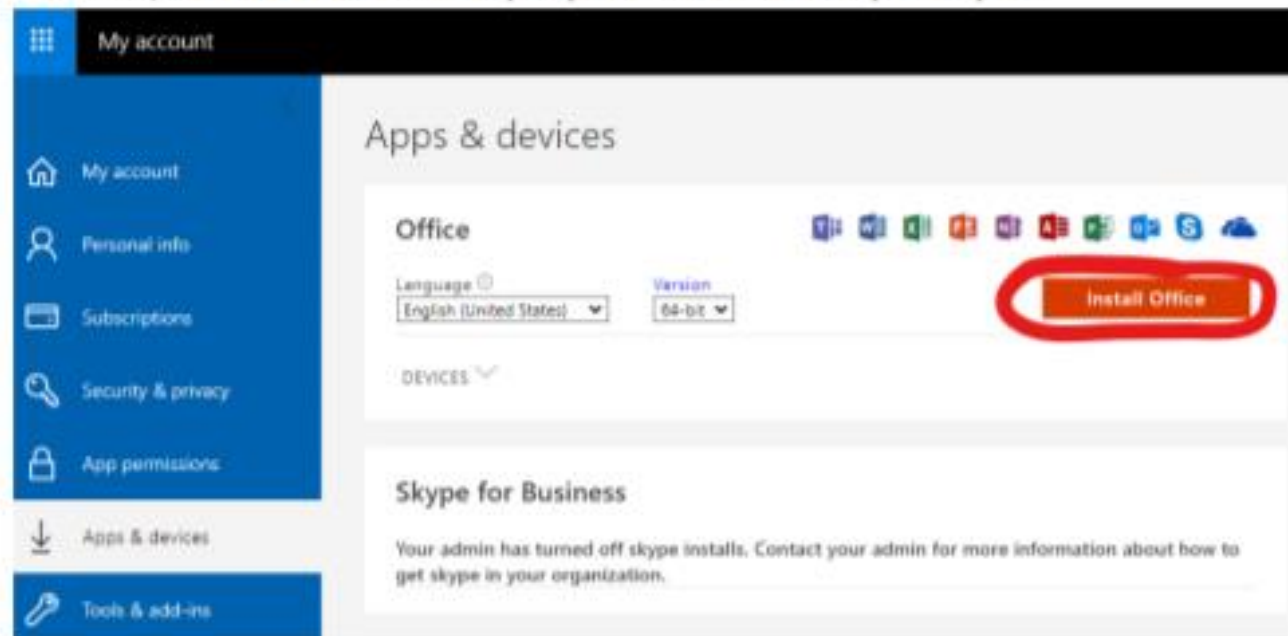
4. The Office 365 homepage will open. Click the icon for your account at the top right of the screen. Then click on **My Account**.



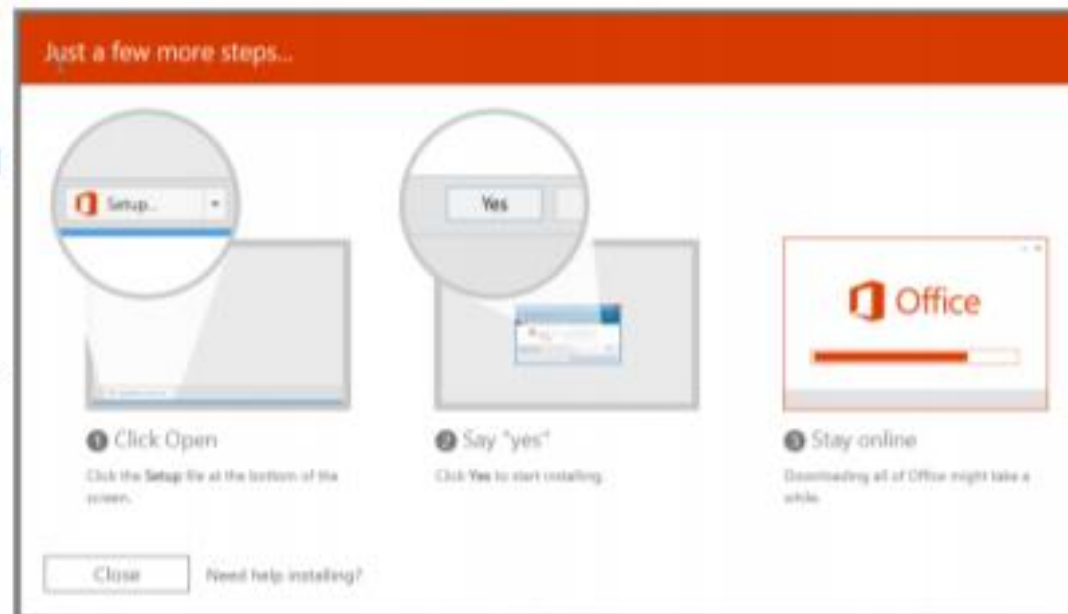
5. On the next screen, click "Office apps" on the left menu.



6. Then, click **Install Office**. You will be prompted to save a small file to your computer.



7. **Open the file** that you downloaded and follow the onscreen instructions.



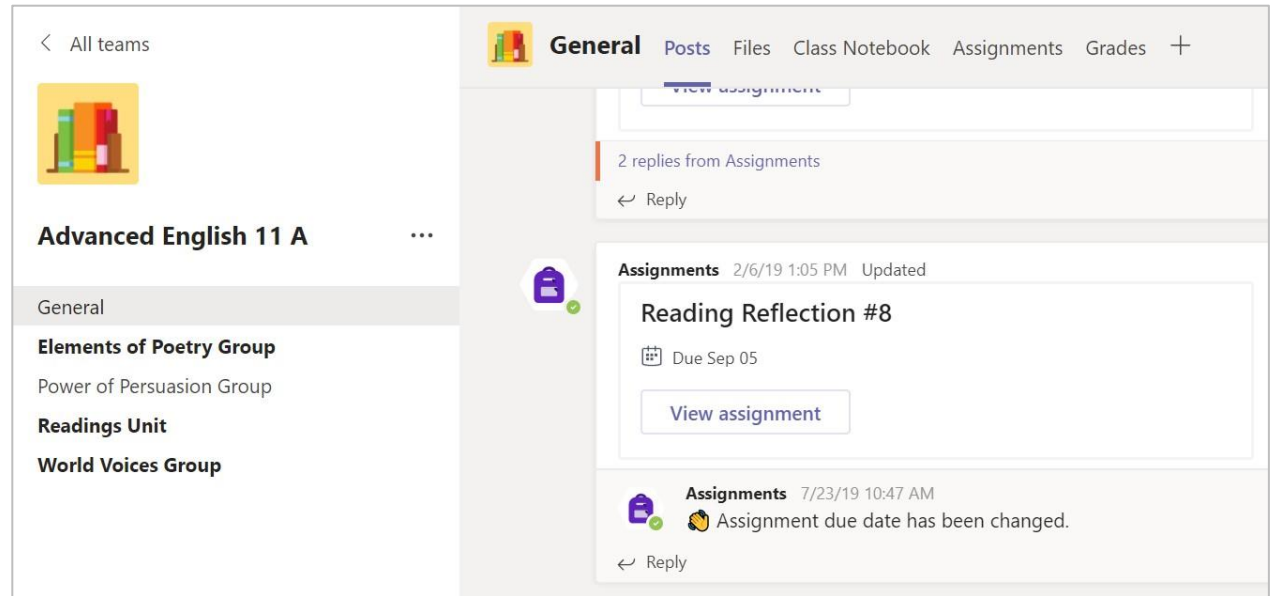
# Get organized

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

# Channels

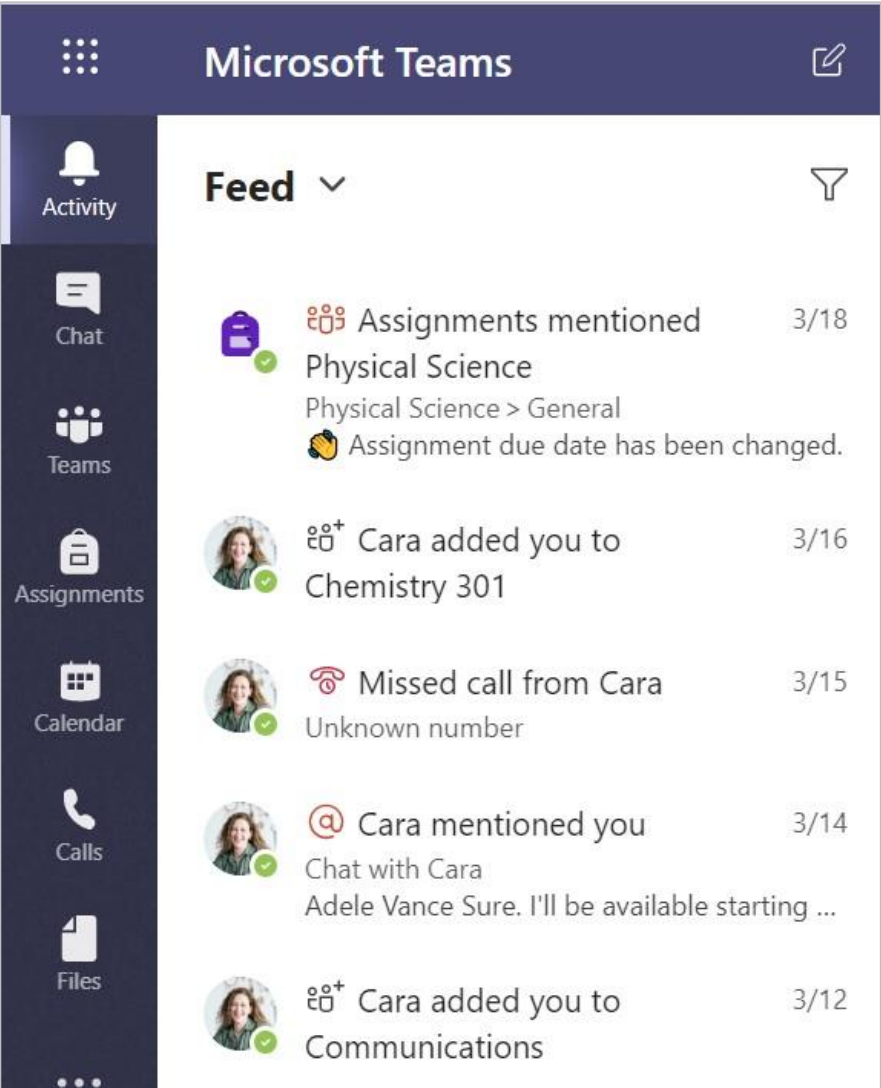
Every class team has a main discussion area, the **General** channel. Under **General**, your teacher may create more channels to organize topics, projects, and more.

- 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.



# Communicate

Create and respond to messages in Teams.

## Create and send a post in a channel

Click the compose box to create a message. You can type out a simple message or add on.

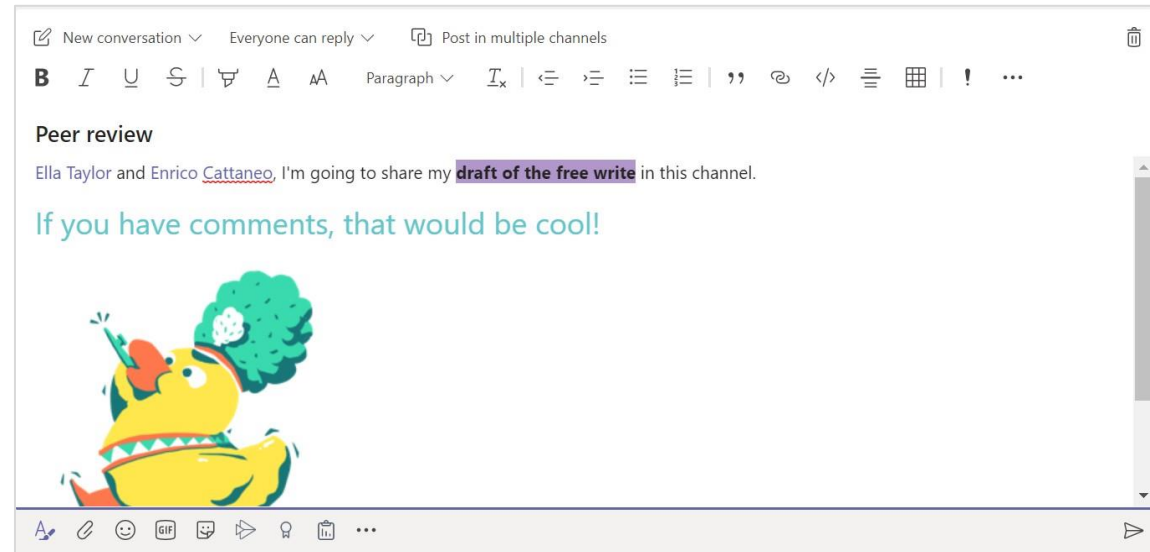
Attach an image, gif, sticker, or file.

Select Format  and use rich text to make your message stand out.

Format your message with bullets or make a numbered list.


Don't forget to @ mention your teacher or a classmate to make sure they see your post.

If this is greyed out for you, that means your teacher has turned off that setting for the class.

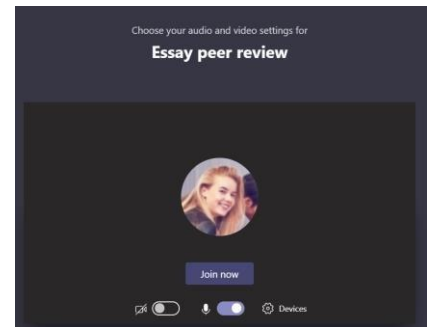
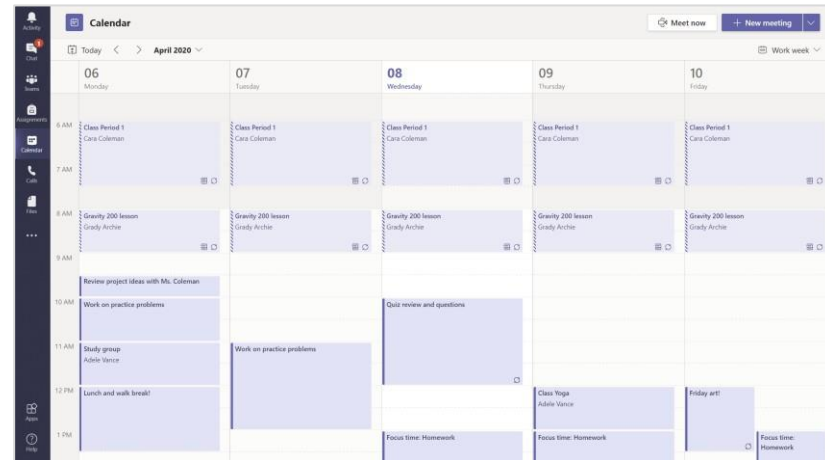


## Connect with video

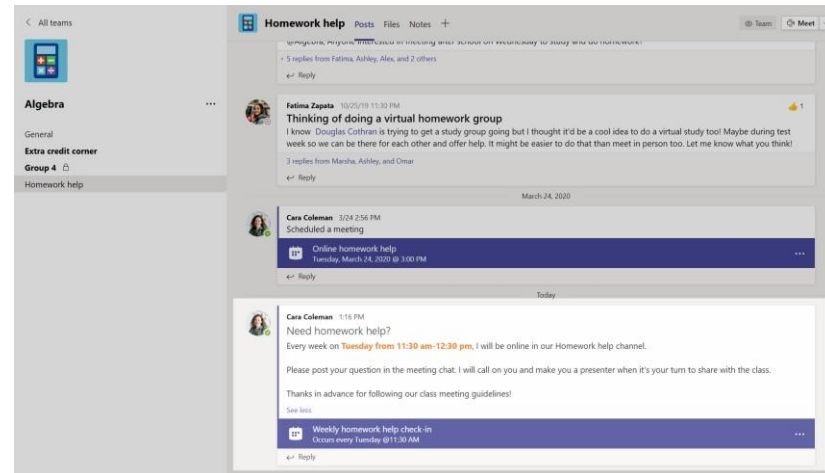
Use meetings in Teams to virtually join your teacher and classmates in online classes, study groups, presentations, and whenever you need to learn face-to-face.

1. Select  Calendar to see any meetings you have been added 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

Turn your video on and off.


Mute and unmute your microphone.

00:11

Meeting with Rankin, Sarah (ASD-S)

See who's in the meeting.

Participate in the meeting chat.

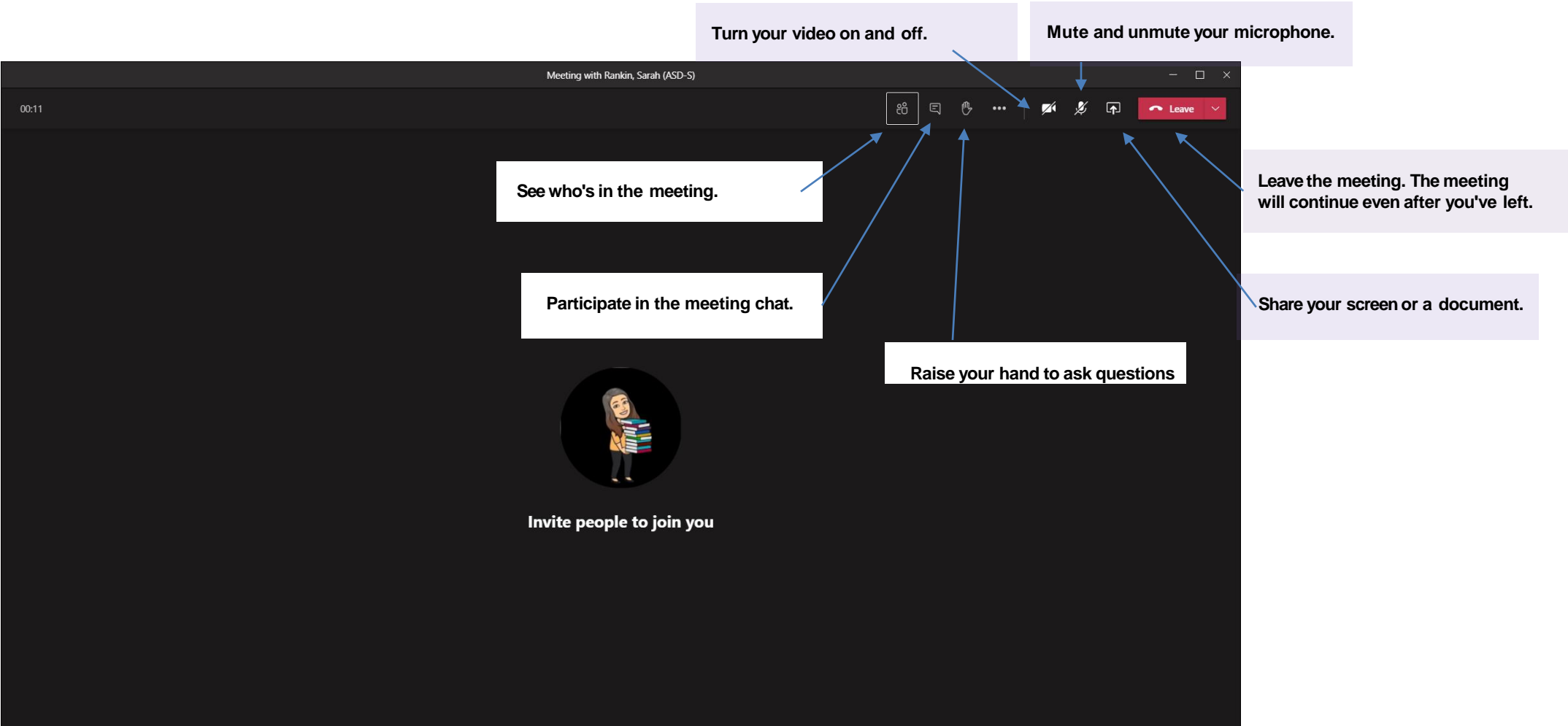


Invite people to join you

Raise your hand to ask questions

Share your screen or a document.

Leave the meeting. The meeting will continue even after you've left.





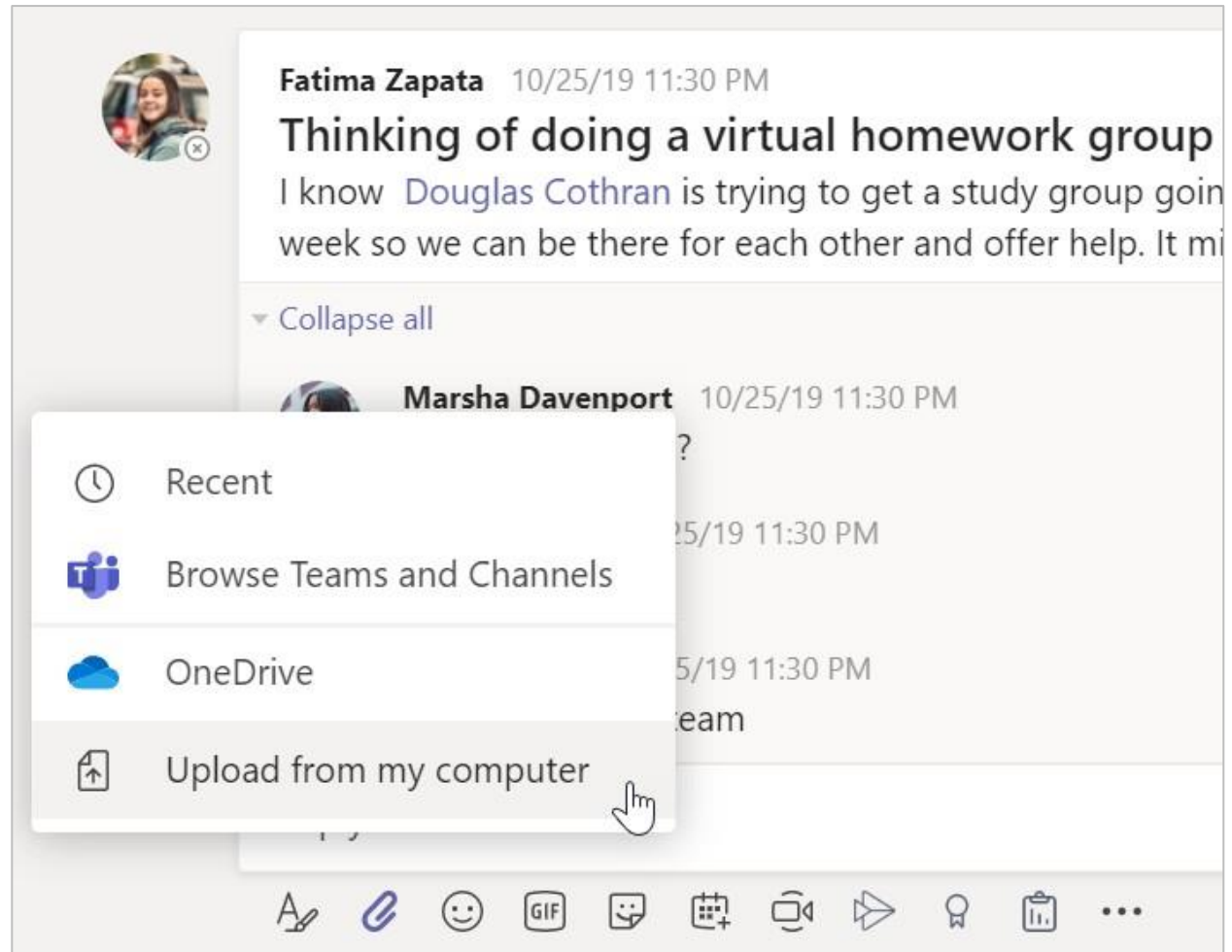
The image shows a screenshot of the Microsoft Teams meeting interface. At the top, the title bar reads "Meeting with Rankin, Sarah (ASD-S)". Below the title bar is a toolbar with several icons. Callout boxes with arrows point to these icons, explaining their functions: "Turn your video on and off." points to the video camera icon; "Mute and unmute your microphone." points to the microphone icon; "See who's in the meeting." points to the people icon; "Participate in the meeting chat." points to the speech bubble icon; "Raise your hand to ask questions" points to the hand icon; "Share your screen or a document." points to the screen/document icon; and "Leave the meeting. The meeting will continue even after you've left." points to the red "Leave" button. In the bottom left corner, there is a circular avatar of a person with a bookshelf, with the text "Invite people to join you" below it. The background of the meeting window is dark.

# Share and organize files

Share files in conversations and use the Files tab to keep track of them.

## Share a file in a channel or chat

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.



General

Posts

Files

Class Notebook

Assignments

Grades

+ New

↑ Upload







↻ Sync

🔗 Copy link

↓ Download

+ Add cloud storage

General

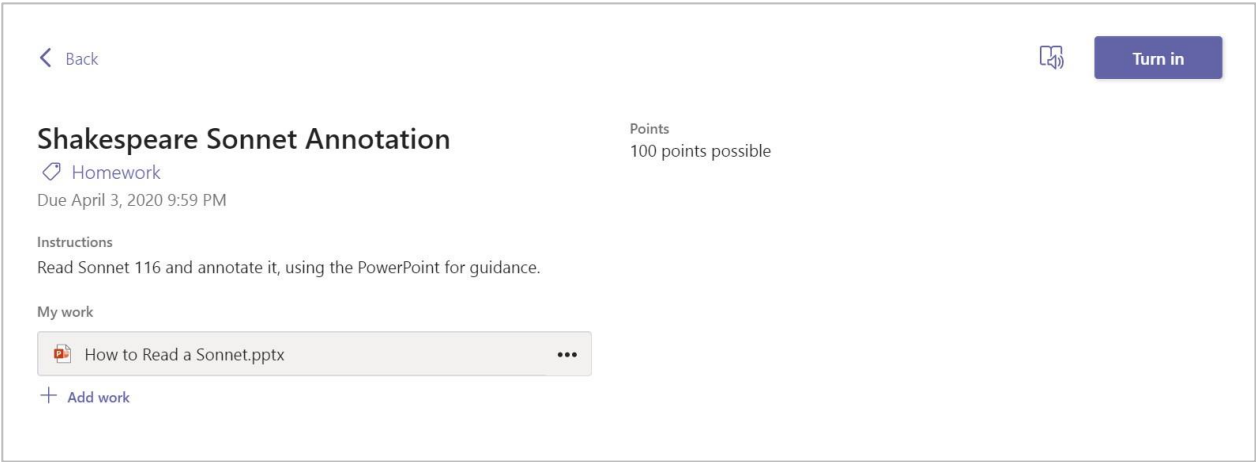
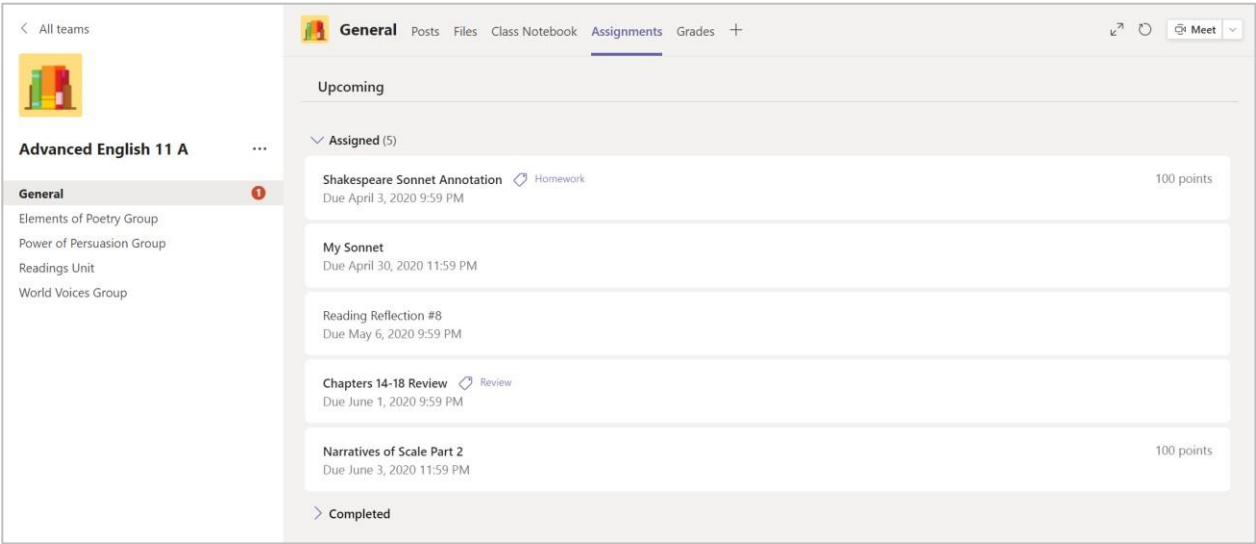
 Name	Modified ↓	Modified By
 Class Materials 		System Administrat...
 Stickers_SillySupplies_Crayon.png	October 25, 2019	Cara Coleman
 Introduction to Algebra (1).pptx	October 25, 2019	Cara Coleman
 Evaluate the expressions - Friday.docx	October 25, 2019	Cara Coleman

# 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**.




# See your grades

To see grades for assignments your teacher has reviewed and sent back to you:

- 1. Select the **Grades** tab in the **General** channel.
- 2. All your assignments are listed here. View your status on each assignment as well as points you've received on graded work.

< All teams



Physical Science 9A

...

General

Posts

Files

Class Notebook

Assignments

Grades

+


2 replies from Assignments

← Reply

Assignments

12/11/19 4:50 AM Updated

Watch Waves and Friction in Science short film



Emma Garcia

Due date ▲	Assignment ▼	Status	Points
Feb 17	Anne Frank Read chapters 10-17 (pages 219-328)	⊘ Not turned in	No points
Feb 15	Essay 2 (including bibliography)	✓ Turned in	73/100
Tomorrow	Write the first page of your essay, include your outline and...	⊘ Not turned in	/100
Today	Finish your essay outline and bibliography	✓ Turned in	41/50
Yesterday	Anne Frank Read chapters 3-9 (pages 92-218)	✓ Turned in	No points
Feb 8	Complete the bibliography worksheet	✓ Turned in	9/10

# Class Notebook in Teams

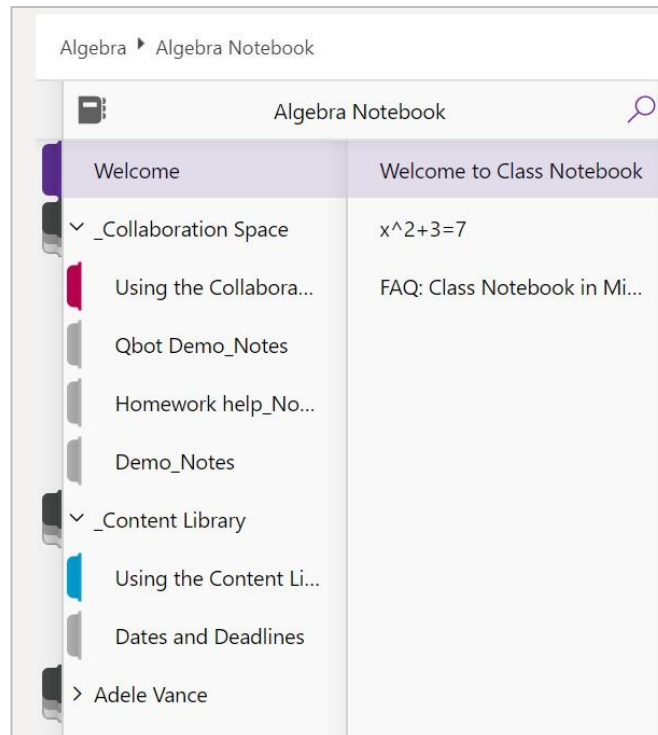
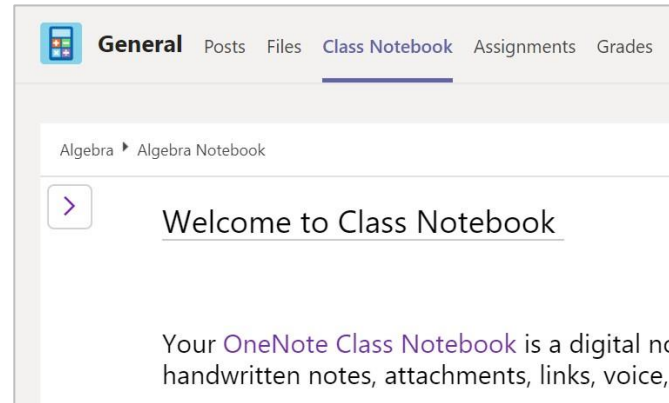
Use your class team's built-in Class Notebook for more classwork, activities, and collaboration.

## Use Class Notebook in Teams

Need to take private notes or brainstorm with classmates? The **Class Notebook** tab lives in your class team's **General** channel. If your teacher has set up the notebook and directed the class to use it, click the tab and explore.

1. Select **>** to expand the notebook and see all your sections: a **Collaboration Space** for developing ideas and projects with classmates, a **Content Library** where your teacher can save important resources, and a private notebook section that's just for your work.

2. Note the section at that bottom with your name—that's your private notebook! Only you and your teacher can see it.



# More resources

## Get help on Office 365 and Teams

Explore the [Student help center](#) for inspiration and help using Office 365 with your school work.

