


Teams includes many ways for students and teachers to interact. Students can engage by posting, attaching files, adding pictures, selecting gifs, choosing stickers, giving praise, linking videos, and starting virtual meetings.

Access Teams:

1. Log on to Teams.
2. Select the course you wish to work on from the class list.

To Post:

1. Type messages into the chat box at the bottom of the screen. Click the send arrow. 
2. To give a shoutout to someone, to draw their attention to your post, put @ before typing their first name and select their full name when it pops up. Their name appears in blue and then type the message. Click the send arrow.
3. Posts and shoutout messages are visible to everyone in the channel.
4. Make sure your notifications are enabled in settings to be alerted to posts in the activity feed.
5. Choose the reply button beneath the message to post a reply.
6. Hovering over a post allows you to react to it by choosing an emoji.

To Post a File:

1. Choose the paper clip icon under the chat box.
2. Upload the file from Onedrive, Teams, or from My Computer.
3. When the file appears in the chat box, type a message, and click the send arrow.

Additional Features to post:

Beneath the chat box:

1. Click the smiley face to post an emoji.
2. Click the Gif box to select a gif.
3. Click the post-it to select a sticker.
4. Click the arrow to post a video Stream link.
5. Click the lightbulb to select a praise icon.
6. Click the three dots to see more options for apps to post including Youtube links or Microsoft forms

<https://www.youtube.com/watch?v=Nt70UojrxN8&list=PLni1JlcV35kZFhjEduk0bd5GDm6DKSe5Z&index=5>