




Microsoft



Teams for Education

Quick Start guide for students

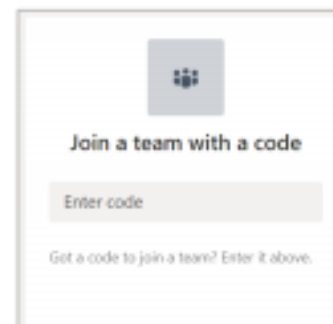
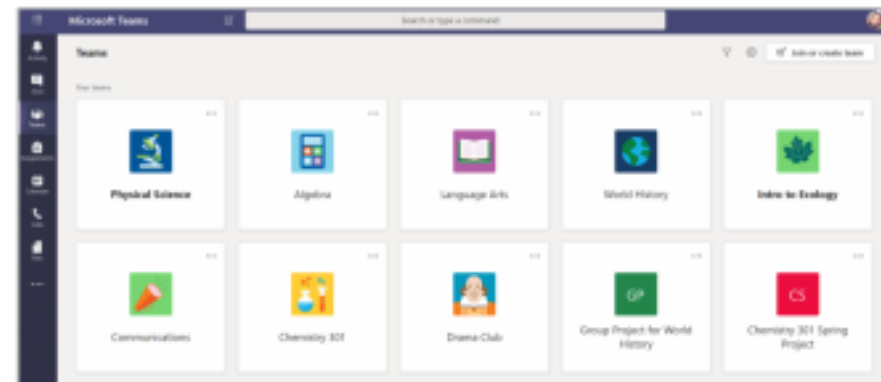
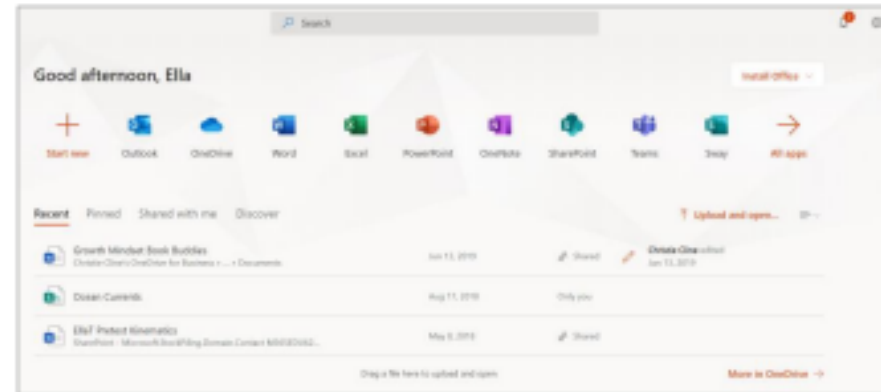
Sign in to Teams

1. Go to Office.com and sign in with your school email and password.
2. From your 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.

Note: Don't see any class team tiles? Your teacher may have invited you to join your class team with:

- A join code (from the Teams page, select **Join or create team** and enter the code)
- A link (check your email!)

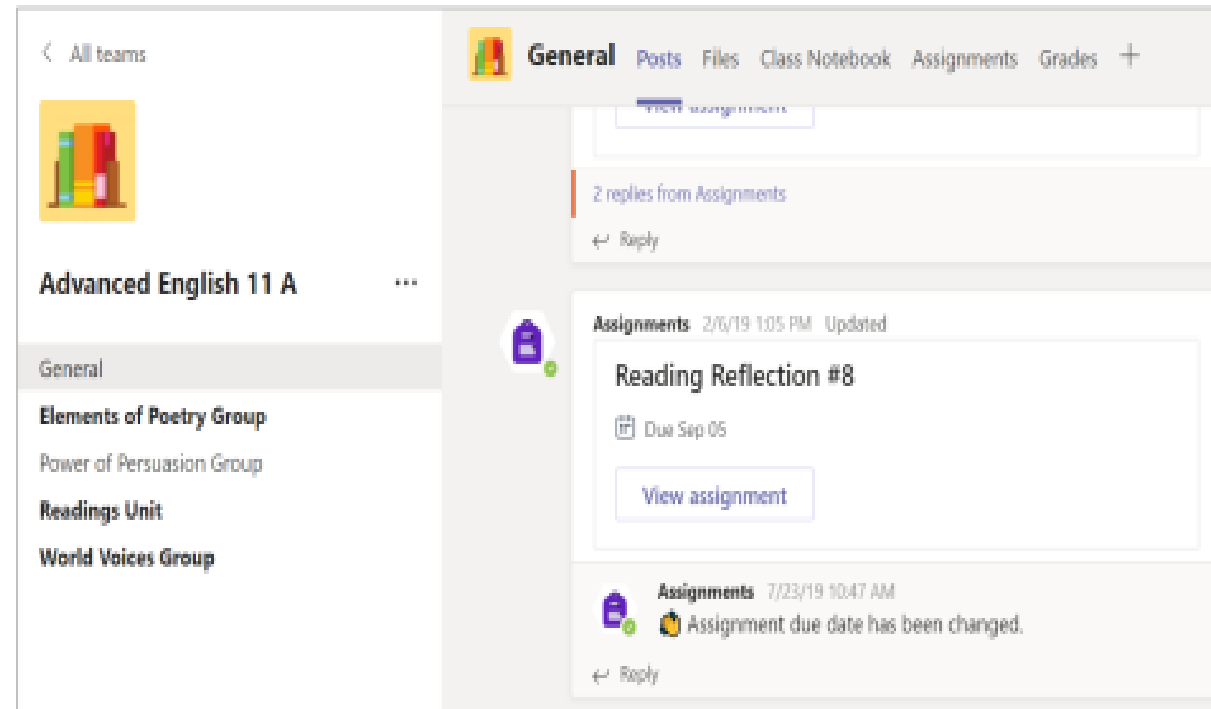
When you see your class tiles, click on one to start connecting with your teacher and classmates!




Channels

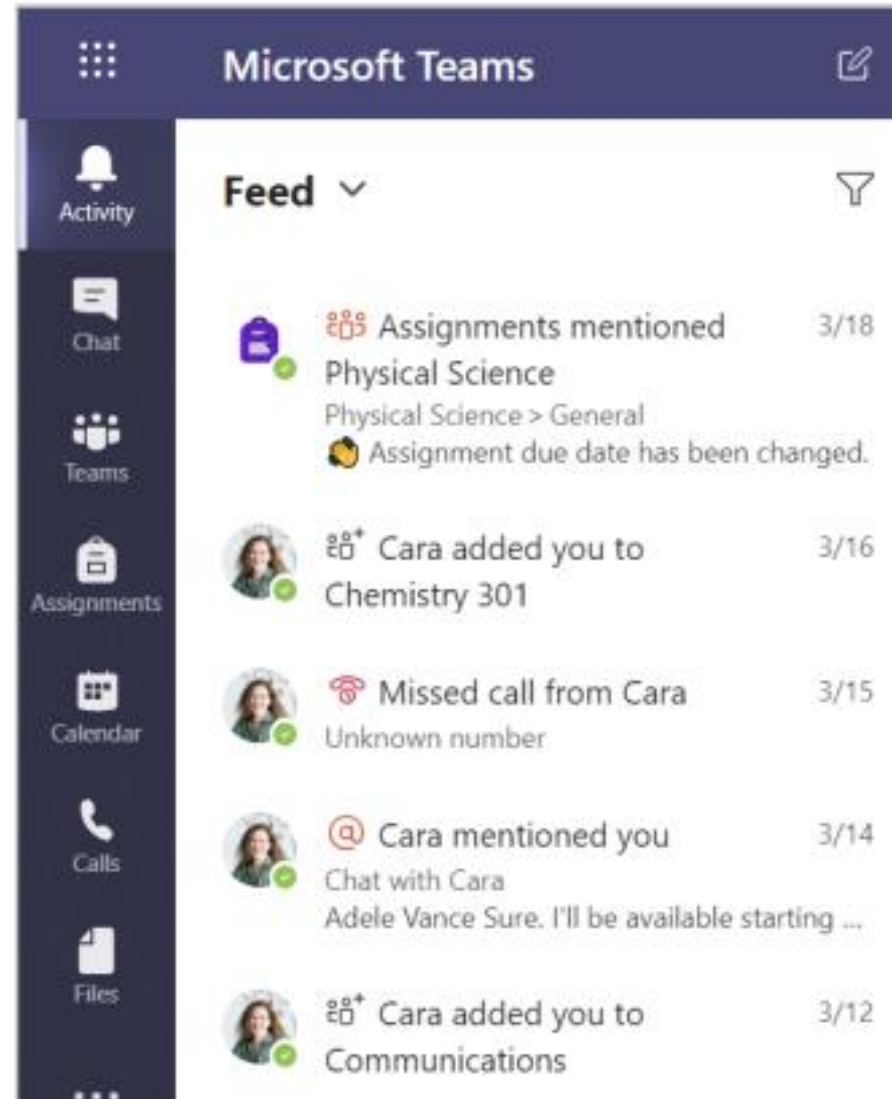
Every class team has a main discussion area, the **General** channel. Under **General**, your teacher may create more channels to organize topics, projects, and more.

- 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. At the top, there is a dark blue header with the Microsoft Teams logo and a pencil icon. Below the header is a vertical sidebar on the left with icons for Activity (selected), Chat, Teams, Assignments, Calendar, Calls, and Files. The main area displays a 'Feed' with a dropdown arrow and a filter icon. The feed contains five notification items, each with a profile picture, a green status indicator, and a date:

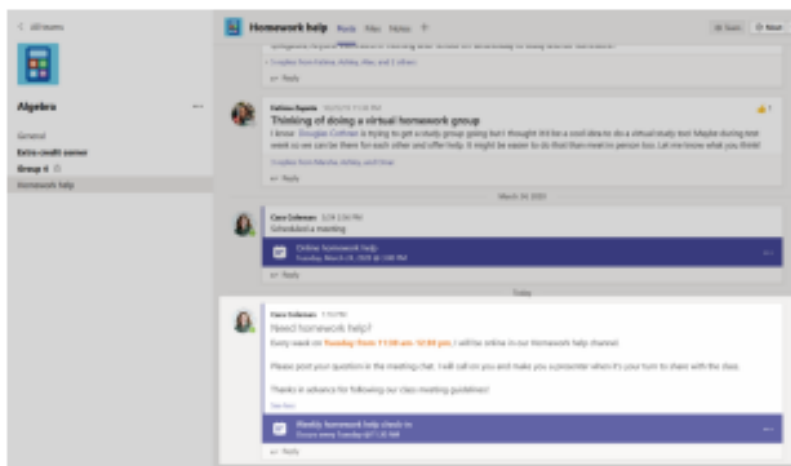
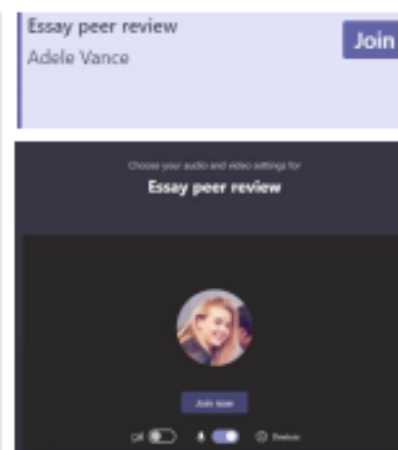
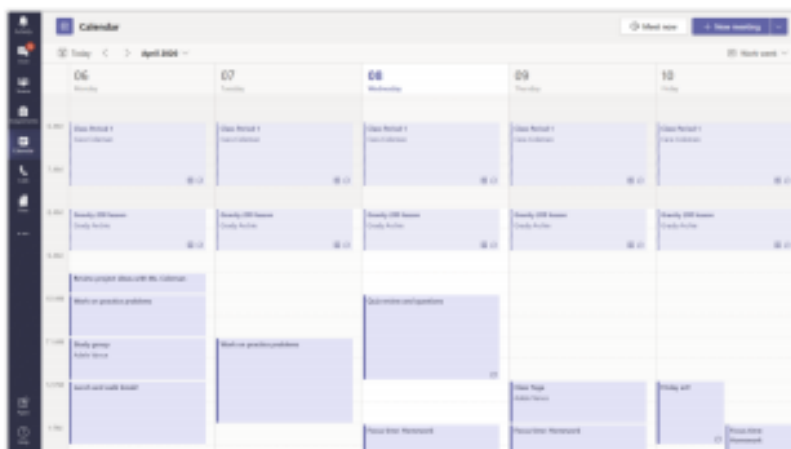
- Assignments mentioned** (3/18)
Physical Science
Physical Science > General
Assignment due date has been changed.
- Cara added you to** (3/16)
Chemistry 301
- Missed call from Cara** (3/15)
Unknown number
- @ Cara mentioned you** (3/14)
Chat with Cara
Adele Vance Sure. I'll be available starting ...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

Connect with video

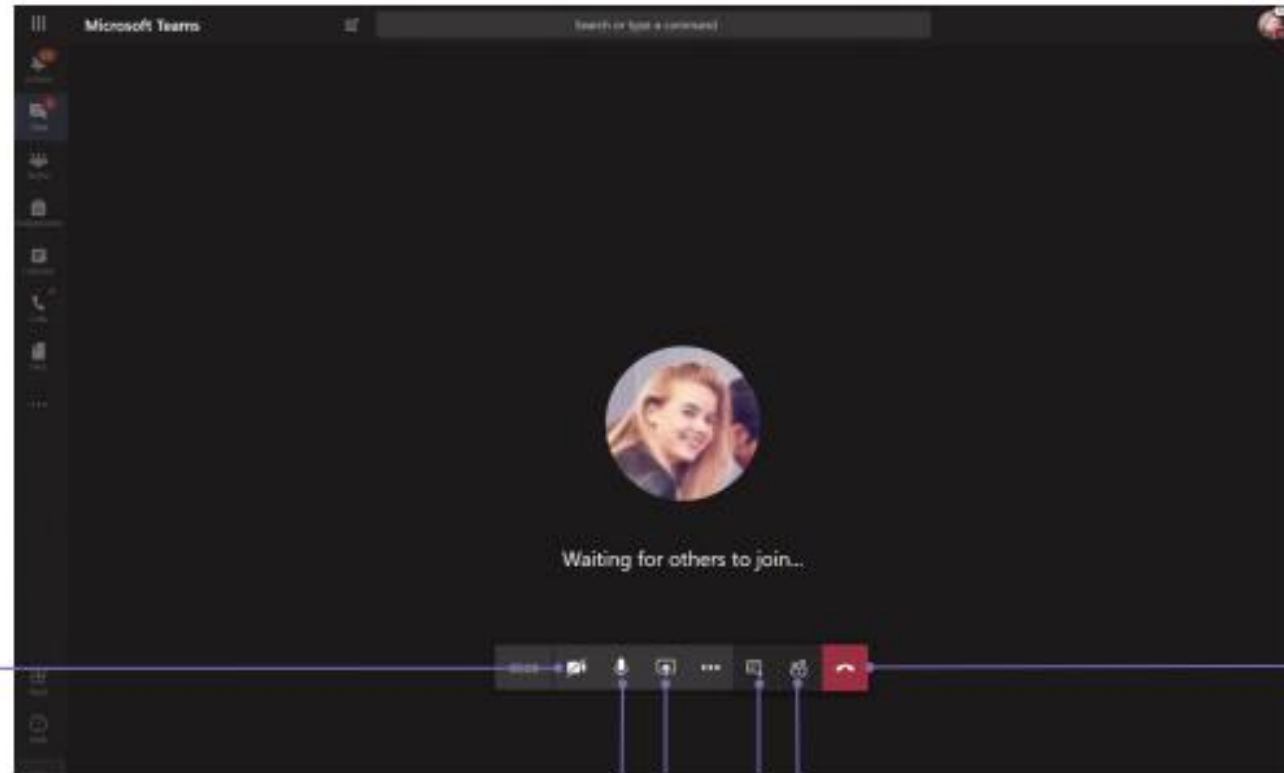
Use meetings in Teams to virtually join your teacher and classmates in online classes, study groups, presentations, and whenever you need to learn face-to-face.

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



Turn your video on and off.

Mute and unmute your microphone.

Share your screen or a document.

Participate in the meeting chat.

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

See who's in the meeting.