



Microsoft

Teams for Education

Quick Start guide for students



Get started

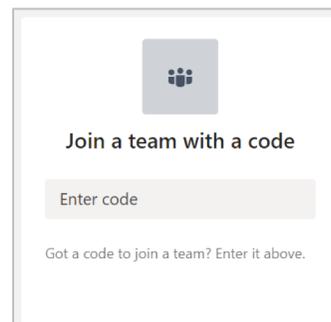
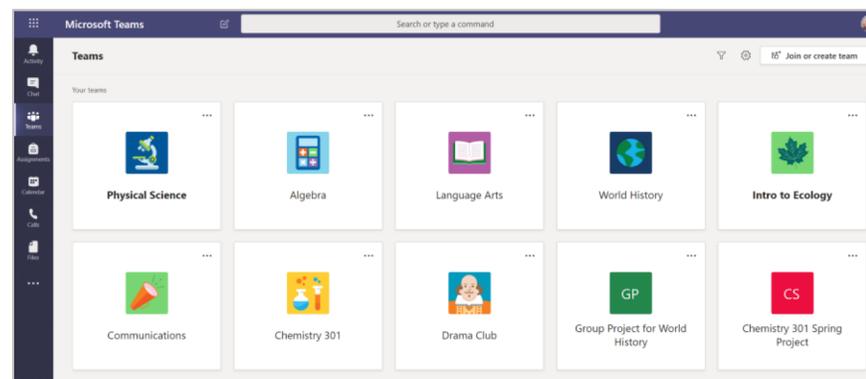
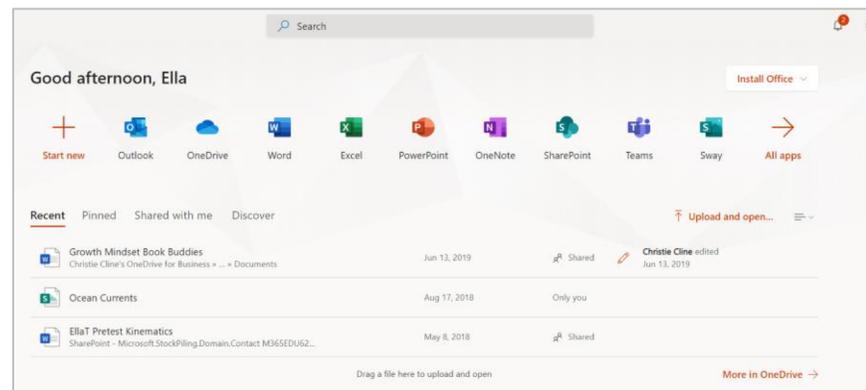
How to sign in

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.

Please do not hesitate to reach out to your teacher with questions related to Microsoft Teams.

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



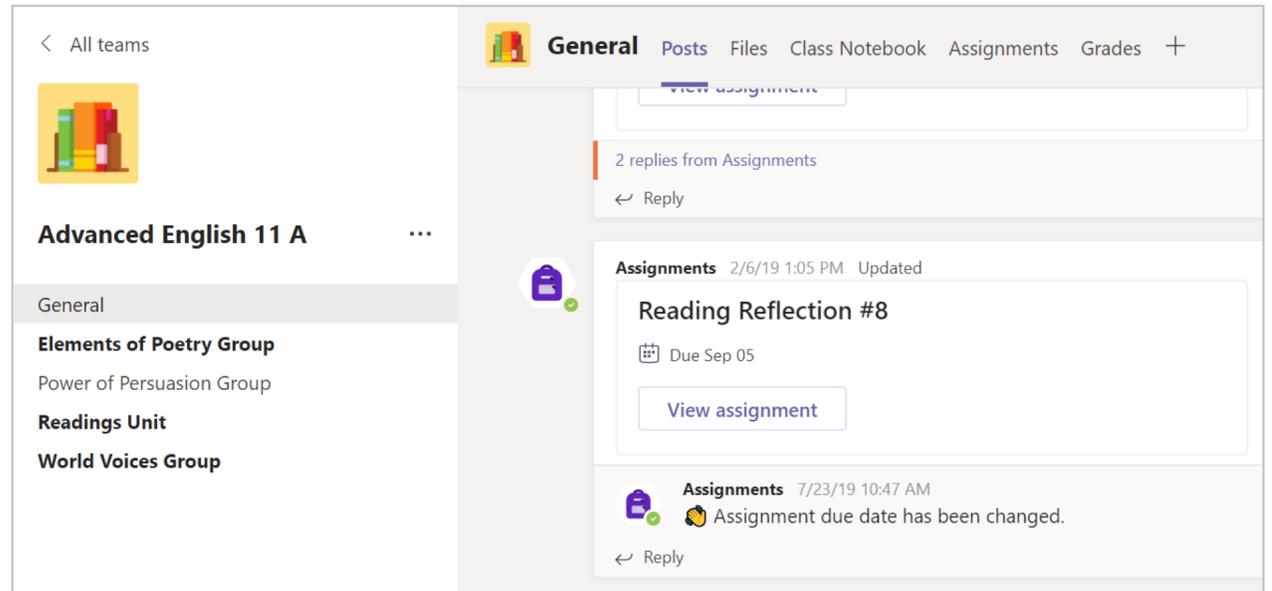
Get organized

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.
- You will also have a **Clever Login tab** or **Channel** for quick access to the **Clever** portal inside of your class **Teams**.



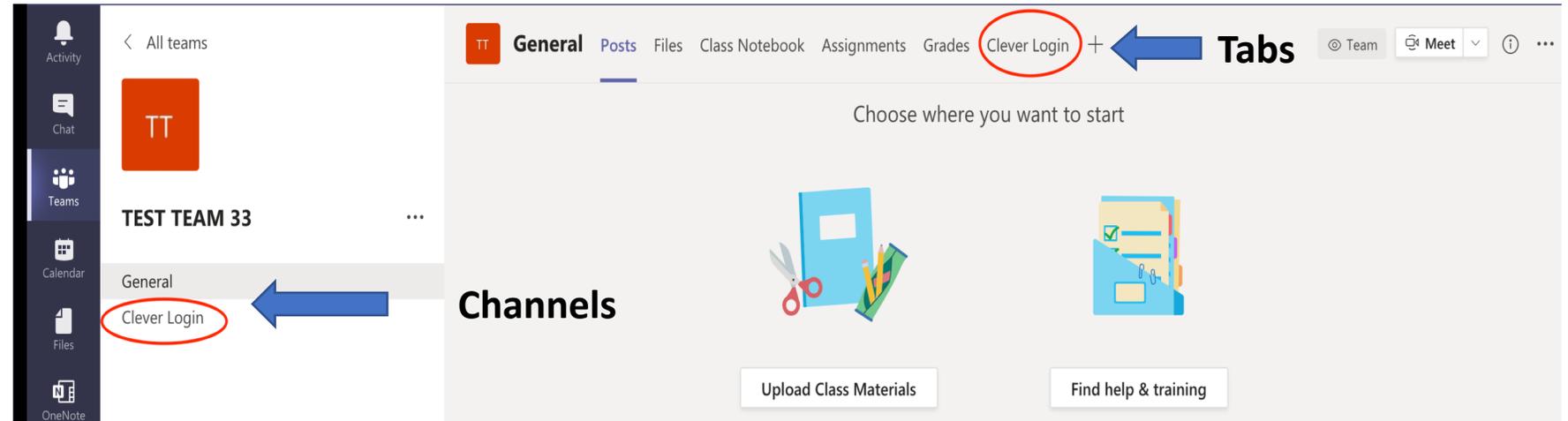


Clever

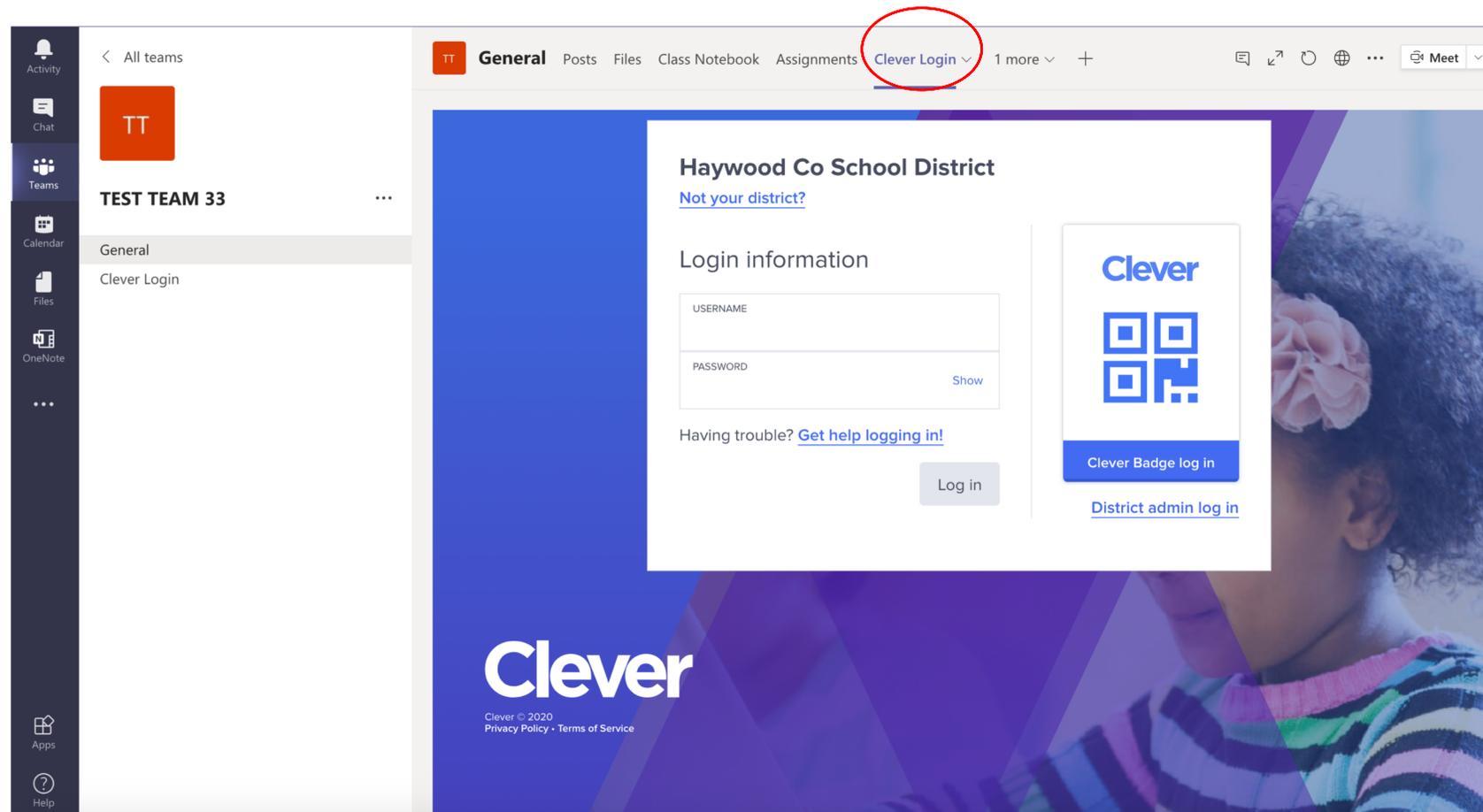
Find and Access Curriculum-Related Applications Used Throughout the District

How To Locate The Clever Login Page In Microsoft Teams

- Your Teams may have a Clever Login Channel.
 - **Click** on the Clever Login channel, **then click** on the Clever **tab** across the top of the page.
- If you **do not see** a Clever Login **channel** in your team, your teacher may have added the Clever Login page as a **tab** across the top of the **General Channel**. Check there.

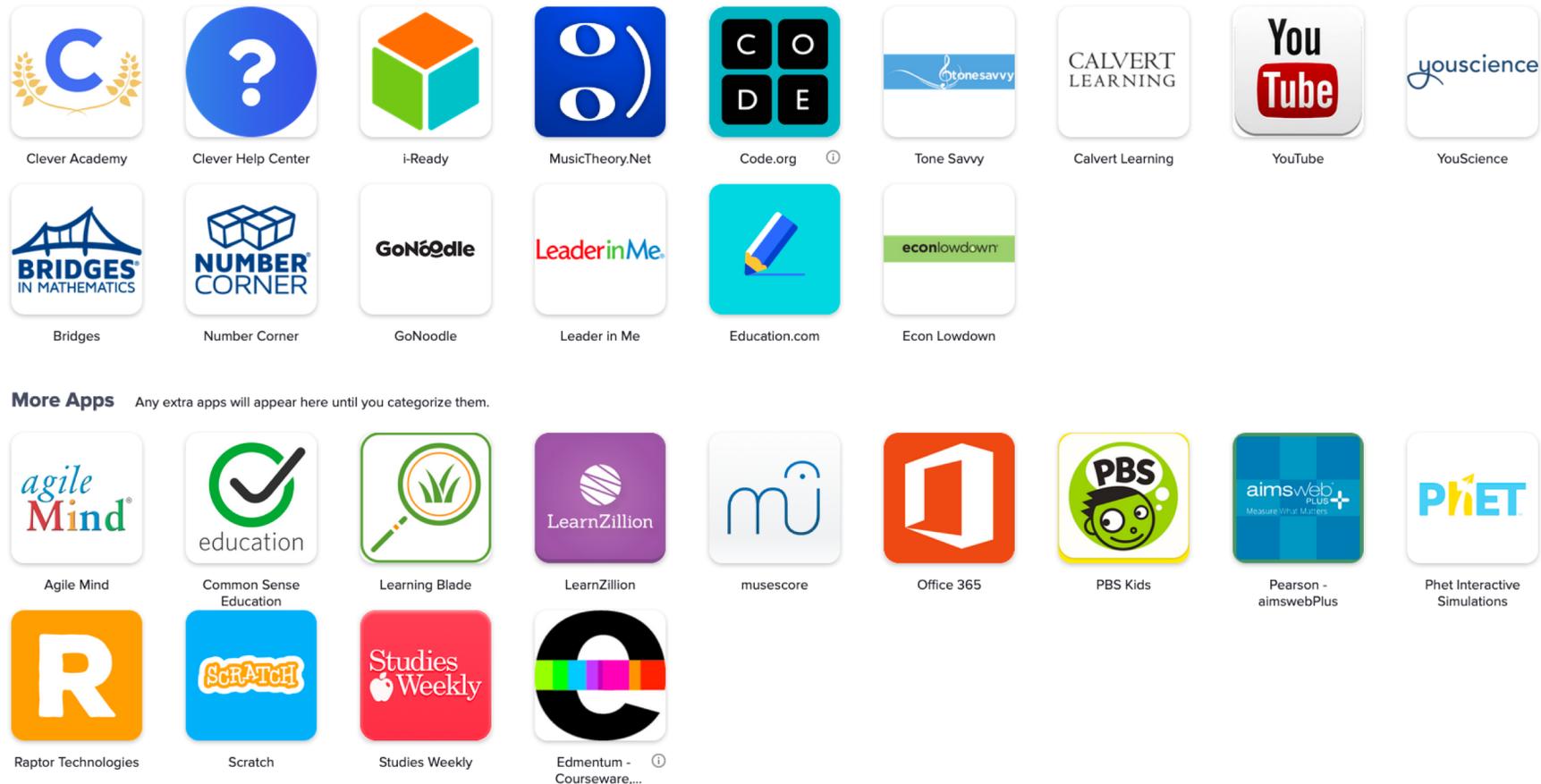


Once you click the Clever Login **tab** at the top of the **channel**, enter your login information and **click** Log in. Once you log into the Clever portal in each of your Teams, your username and password will be automatically saved on your computer.



NOTE: Badges/QR Codes will not work inside Teams for Clever, you will have to access Clever through Google Chrome to use the badges. If you want to access Clever through Teams, but do not have your login information, please contact your teacher.

Once in Clever you will see all the applications you have access to. This includes access to Edmentum and Calvert Learning for virtual curriculum and links to other supplemental resources for education.

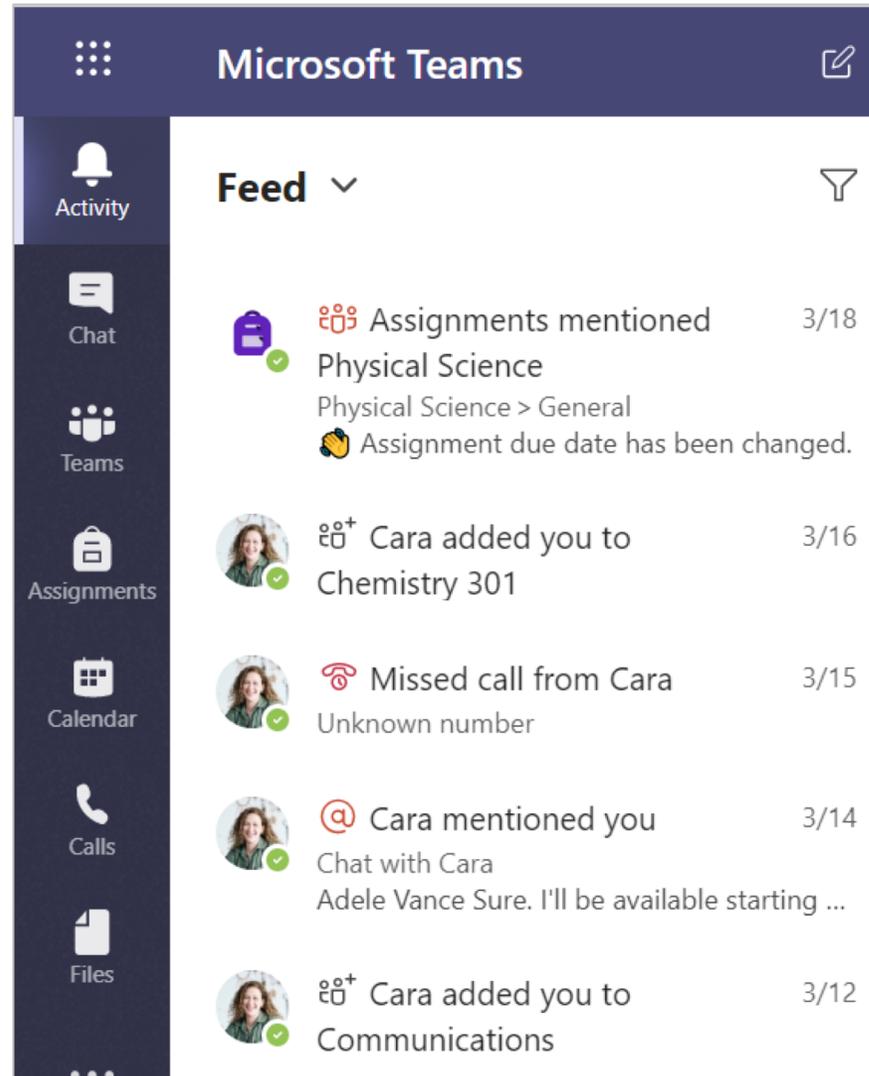


Communicate

Create and respond to messages in Teams.

Notifications

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



Create and send a message in a chat or 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.

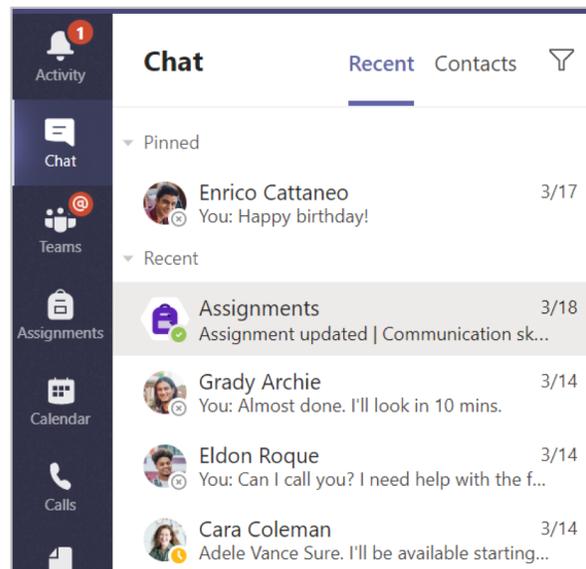
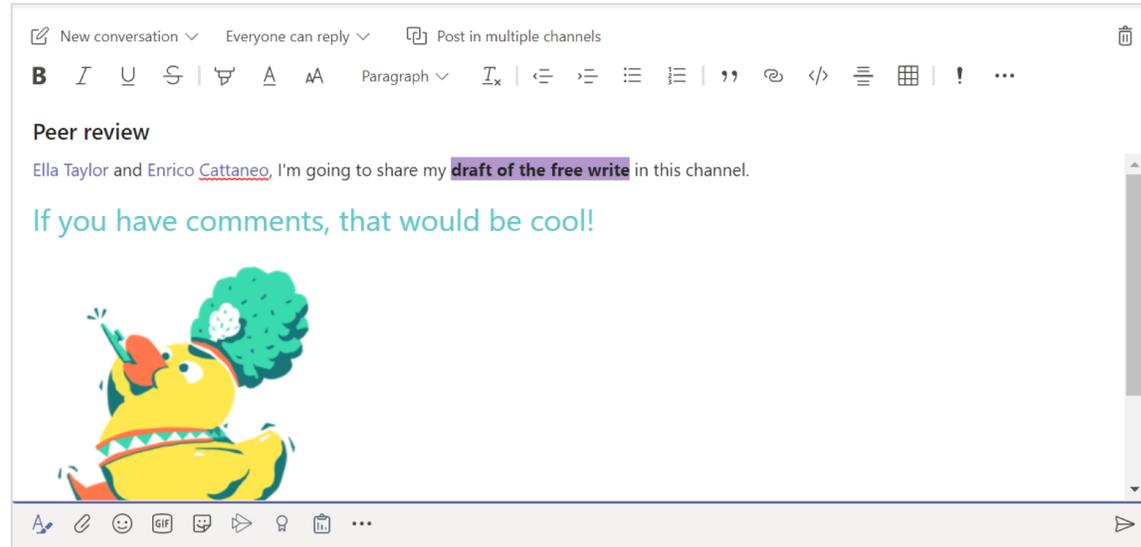
Select **Format**  and use rich text to make your message stand out.

Format your message with bullets or make a numbered list.

@mention your teacher or a classmate.

To switch from a conversation in a team channel to a private chat group, select  **Chat**.

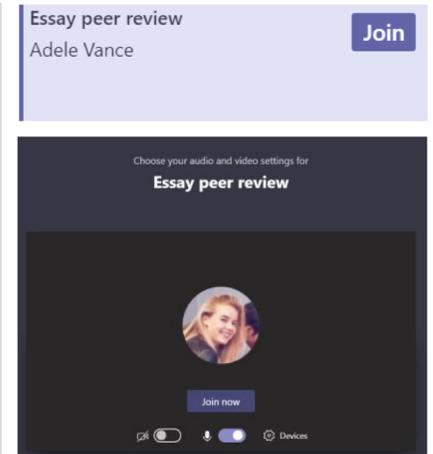
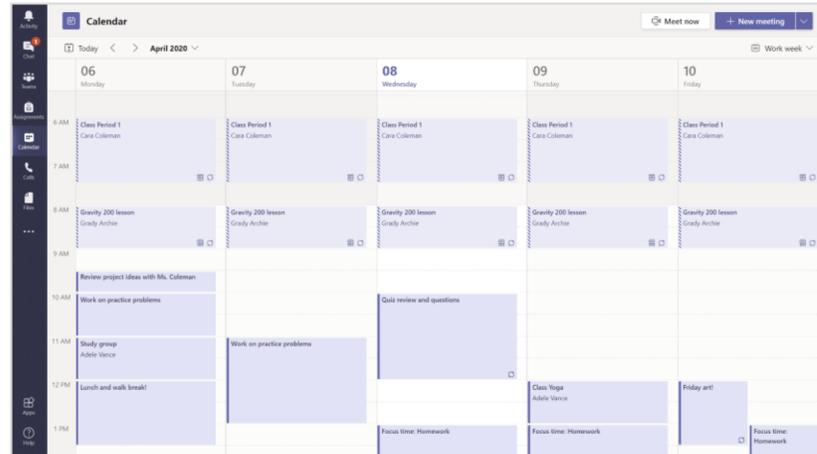
NOTE: The Chat feature has been disabled for students. You may use the conversation box in your Teams channels for group conversations and your email your teacher for private conversations.



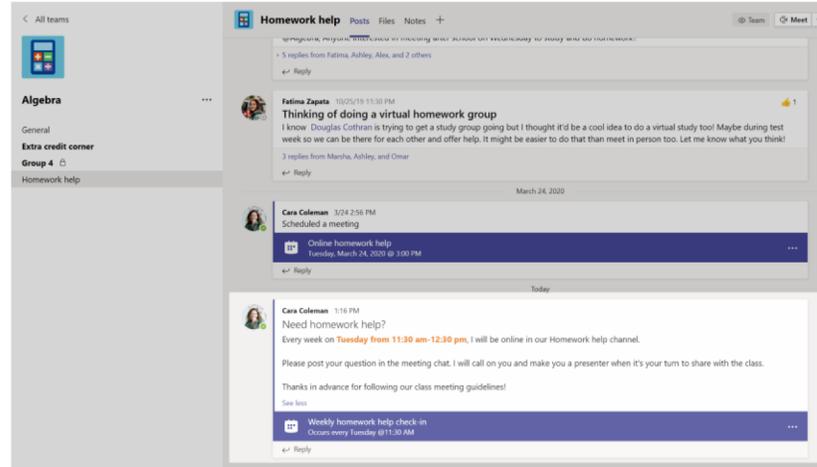
Connect with video

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**.

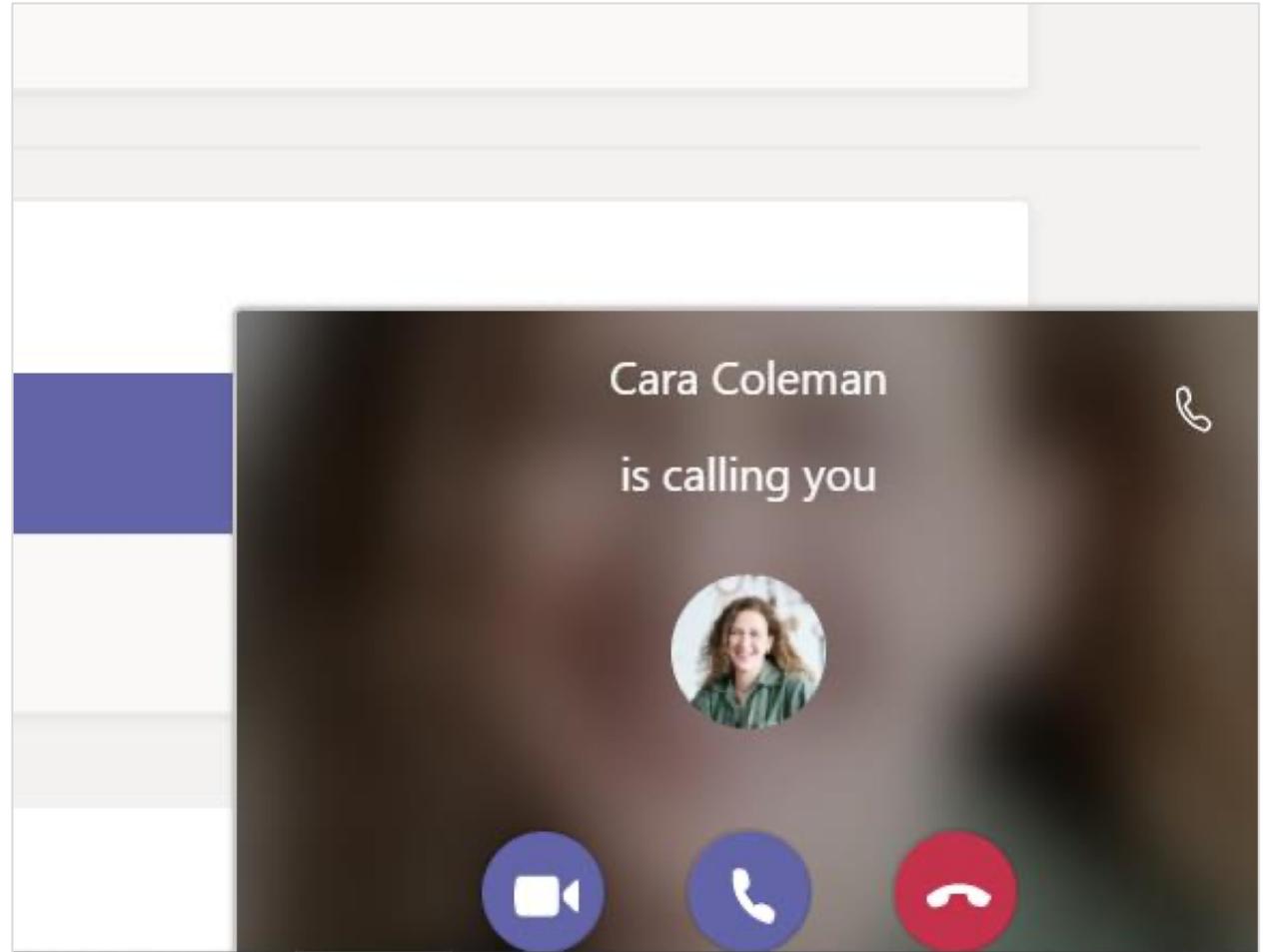


Note: You can also see scheduled meetings in any of your class team channels.

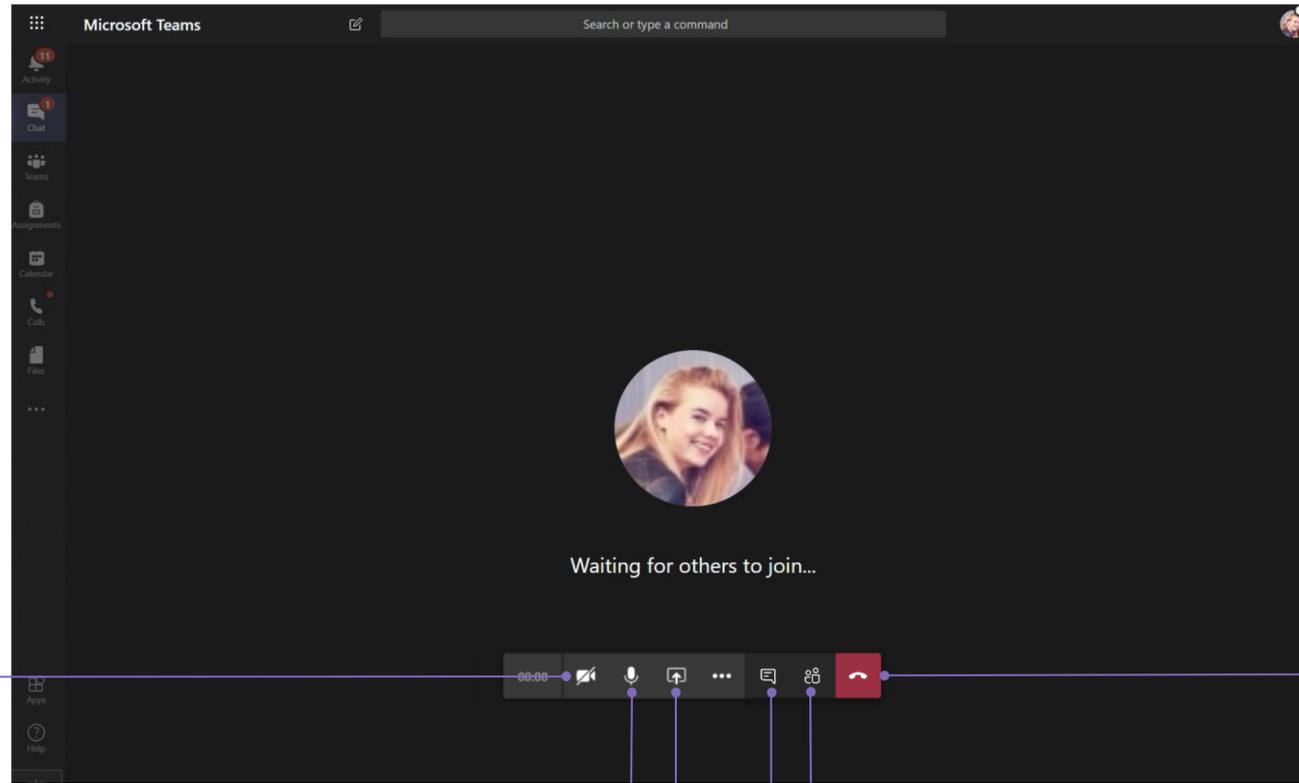


Answer a call

When your teacher  calls you in Teams, you'll get a notification where you can decide how to answer. You can accept with video, accept with audio, or decline.



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.

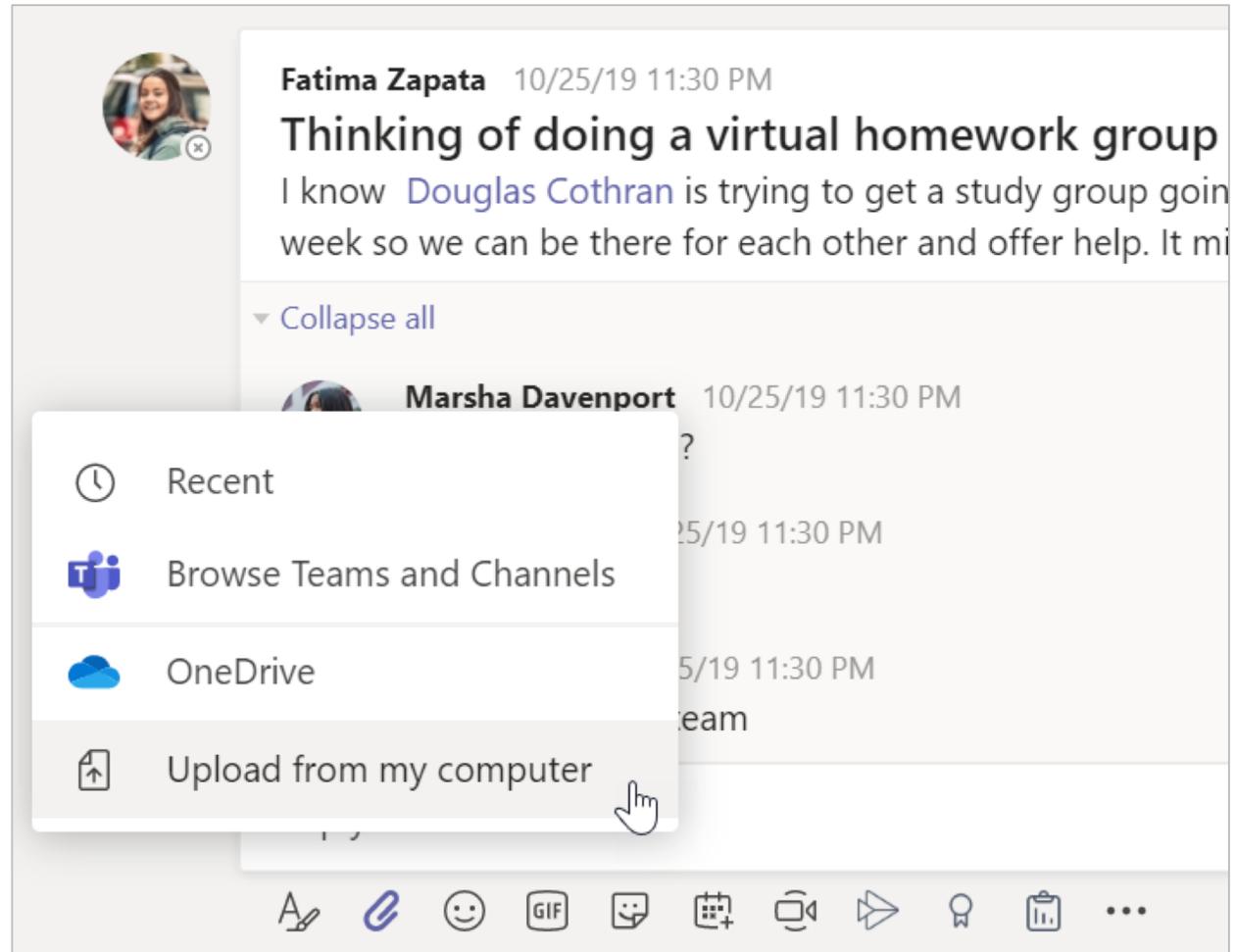
See who's in the meeting.

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			
	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

Class Notebook in Teams

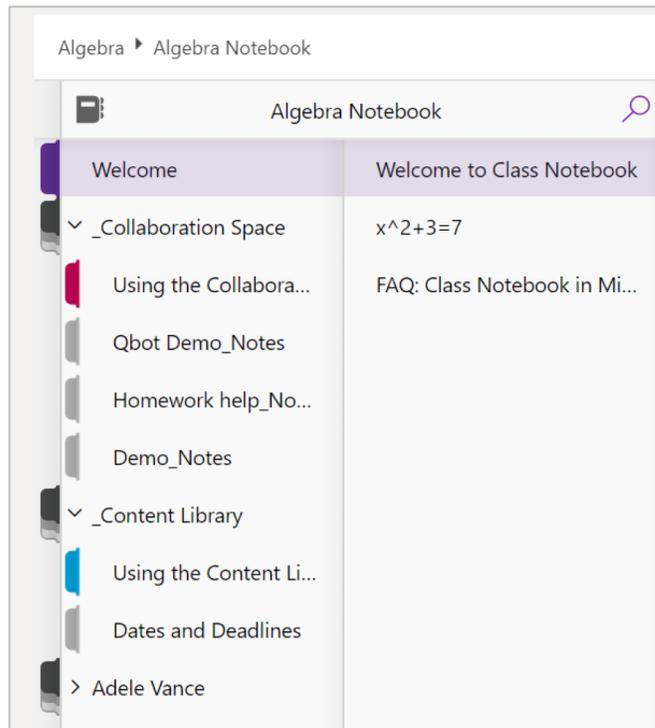
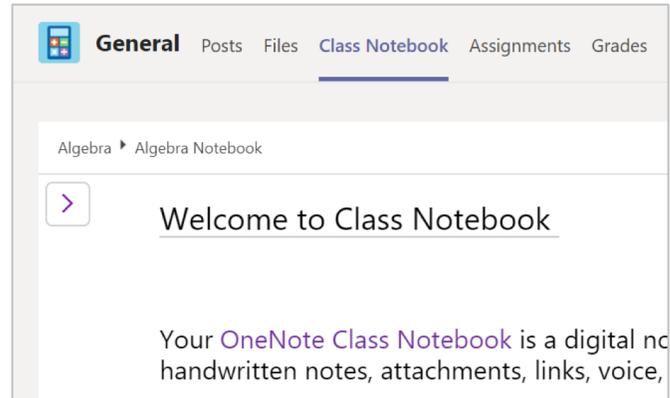
Use your class team's built-in Class Notebook for more class work, activities, and collaboration.

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.

