

Microsoft Teams for Education

Quick Start Guide

New to Microsoft Teams for Education? Use this guide to learn the basics

Navigate Microsoft Teams
Use these buttons to switch between Activity Feed, Chat, your Teams, Assignments, Calendar, and Files.

View and organize teams
Click to see your teams. Drag team tiles around to reorder them.

Manage profile settings
Change app settings, change your pic, or download the mobile app.

View your team
Click to open your class or staff team.

What is a team?
You can create or join a team to collaborate with a certain group of people. Have conversations, share files and use shared tools with the group – all in one place. That group could consist of a class of students and educators, a group of staff and educators collaborating on a topic, or even a group for a student club or other extracurriculars.

The screenshot shows the Microsoft Teams interface with a search bar at the top and a navigation pane on the left. The main area displays 'Your teams' with tiles for Physical Science, Health Research, Pineview School Staff, and Pineview School Science Teachers. An Algebra tile is partially visible below. A 'Join or create team' button is in the top right of the main area.

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Class teams

Class teams provide special capabilities tailored for teaching and learning

Every team has channels
Click one to see the files and conversations about that topic, class unit or week in the course. You can even have private channels for group projects!

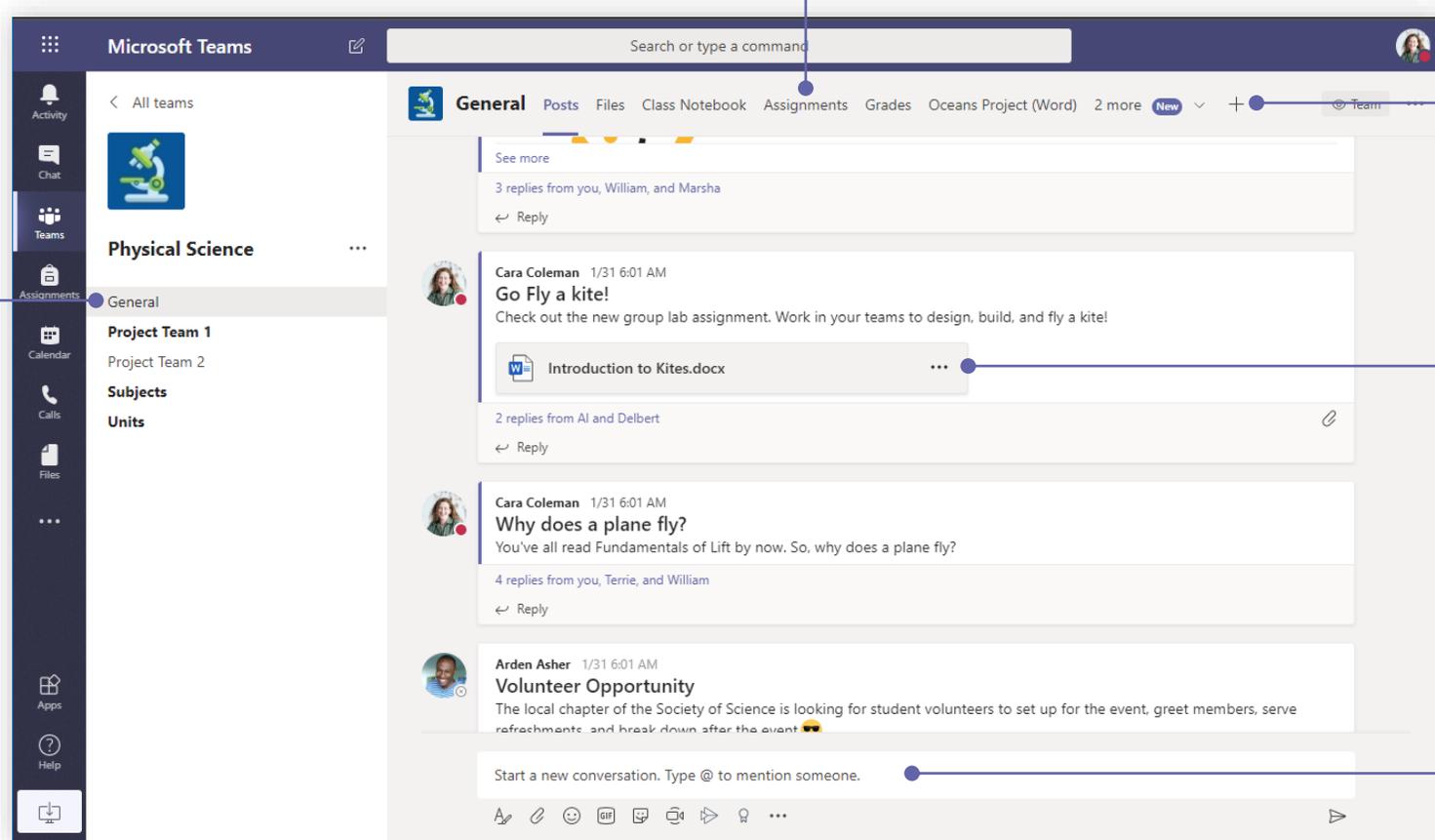
Every team comes with a General channel. Open channel settings to add new channels, manage notifications and other settings.

Open Assignments
Assignments allows educators to create and distribute assignments. Students can complete and turn their assignments in without leaving the app. Educators can use the Grades tab to provide feedback on assignments and track student progress. Students can see their progress, too.

Add tabs
Explore applications, tools, documents and more. We're constantly adding more education specific tabs. Check back often.

Share files
View a file or work on it together.

Start a discussion with the class
Type and format your message or announcements here.



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[Learn more about Teams](#)

Join a meeting

Hold classes, staff collaboration meetings or trainings over online meetings

A screenshot of a chat message in a Teams channel. The message is from Cara Coleman, sent at 12:32 PM. The text says "Scheduled a meeting". Below the text is a meeting card for "Physical Science Lab" on Wednesday, March 4, 2020, at 1:00 PM. The card has a "Reply" button at the bottom left.

A screenshot of the Teams calendar interface. The calendar is for March 2020, showing days 02 (Monday) through 06 (Friday). A meeting titled "Physical Science Lab" by "Cara Coleman" is scheduled for Wednesday, March 4, 2020, from 1:00 PM to 1:30 PM. The interface includes "Meet now" and "New meeting" buttons at the top right.

Find the meeting invitation in the channel of your team or on your Teams calendar

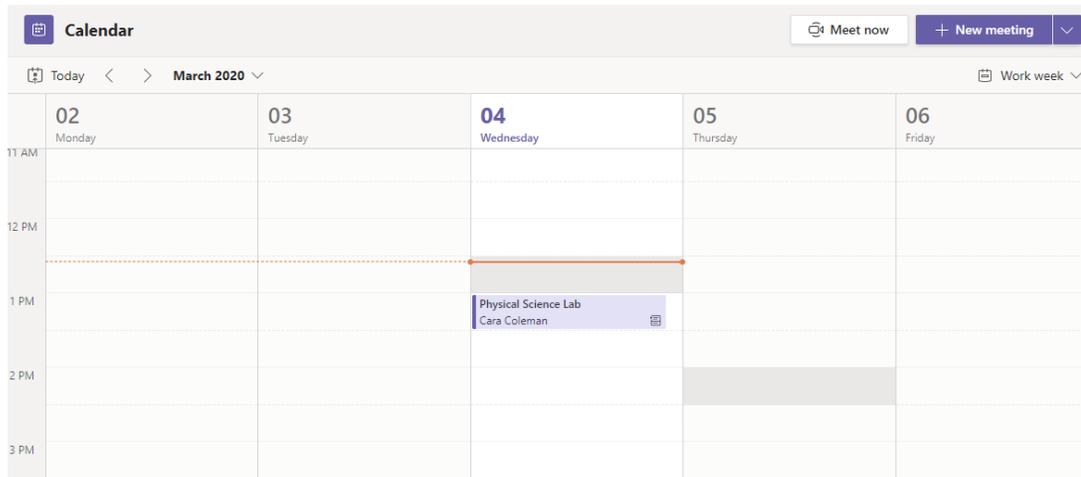
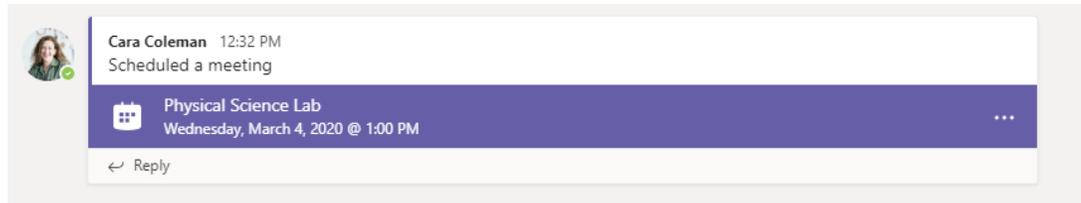
A screenshot of the Microsoft Teams meeting details page for "Physical Science Lab". The page has tabs for "Chat", "Details", "Scheduling Assistant", "Meeting notes", and "Whiteboard". A "Join" button is in the top right corner. The main content area includes fields for the meeting name, attendees, date and time (Mar 4, 2020, 1:00 PM to 1:30 PM, 30m), and a "Join Microsoft Teams Meeting" link with a phone number (+1 469-297-6880) and a conference ID (325 583 673#). A "Tracking" sidebar on the right shows the organizer as Cara Coleman.

Click **Join** to join the meeting.

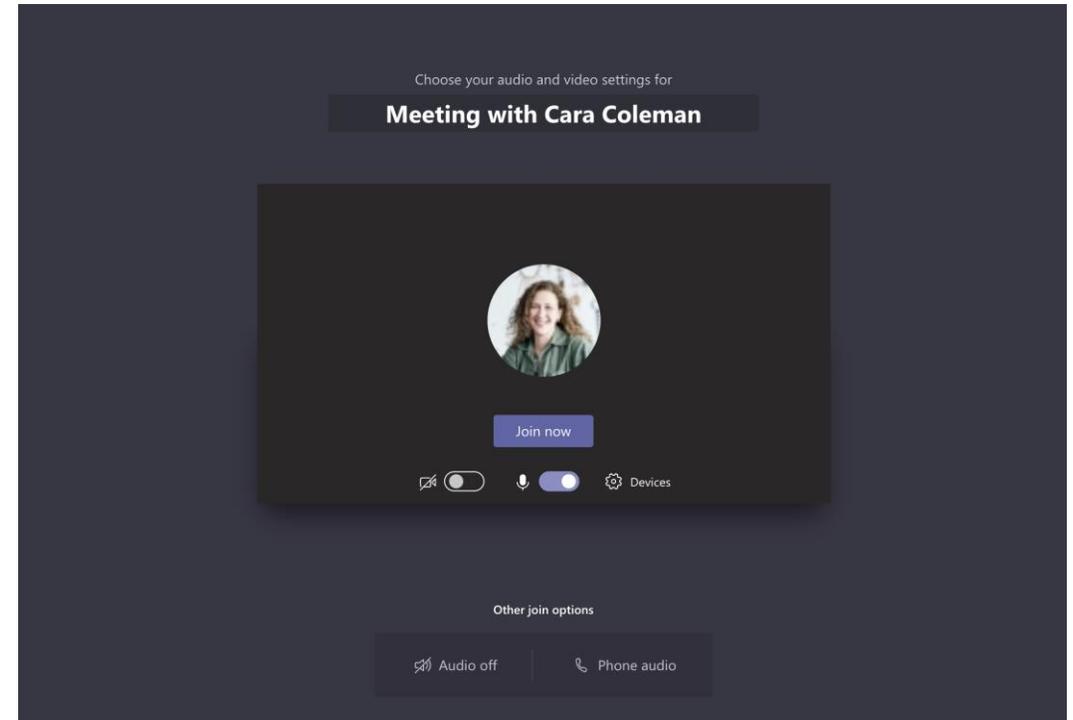
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Join a meeting

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Find the meeting invitation in the channel of your team or on your Teams calendar. Click to open the meeting item and select **Join**.



Double-check your audio and video input, turn on the camera, and unmute your microphone to be heard. Select **Join now** to enter the meeting.

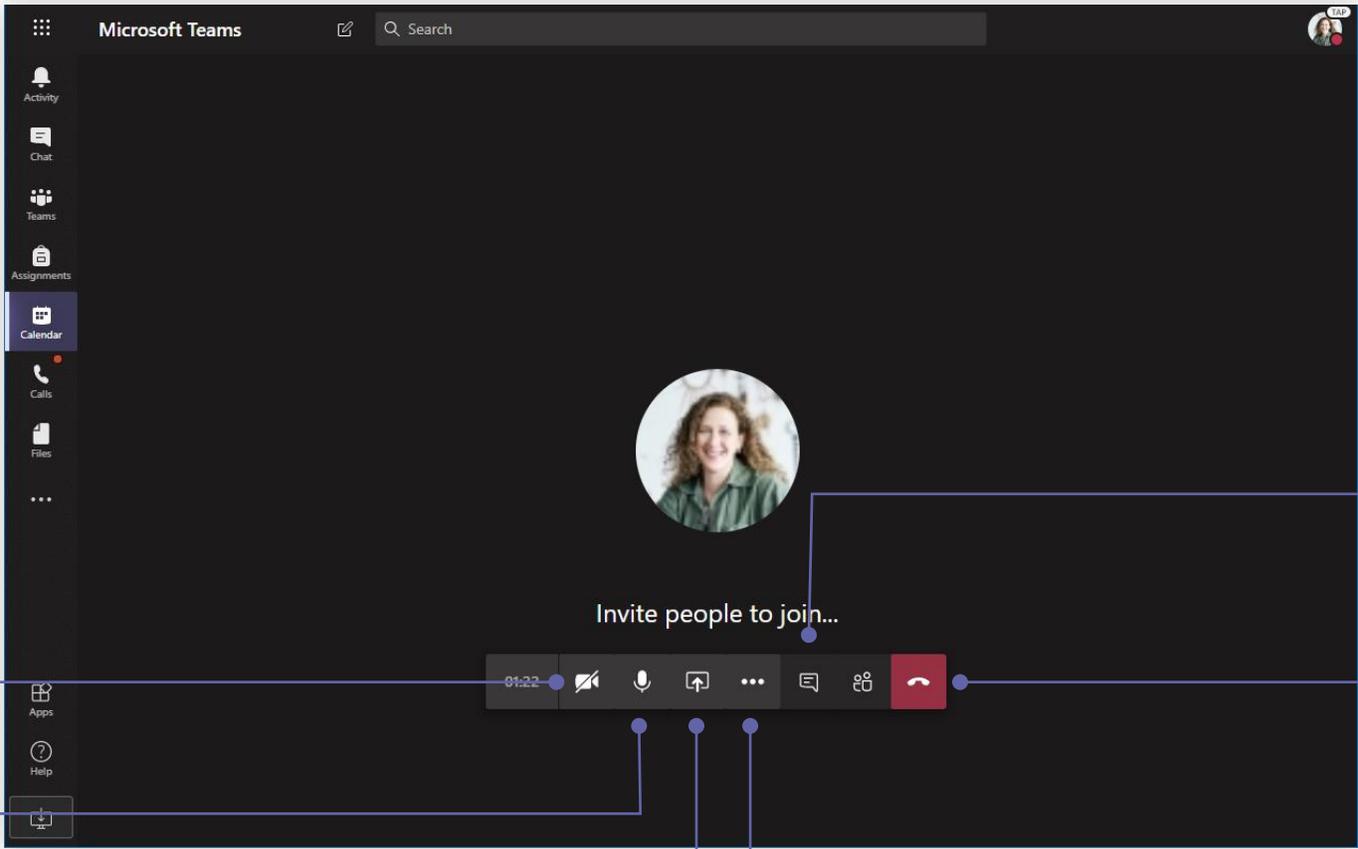
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[Learn more about Teams](#)

Participate in a meeting

Share video, voice, or your screen during the online call.



Turn your video feed on and off.

Mute and unmute yourself.

Share your screen and sounds from your computer.

Access additional call controls
Start a recording of the meeting, change your device settings, and more.

Send chat messages
Send chat messages, share links, add a file, and more. Resources you share will be available after the meeting.

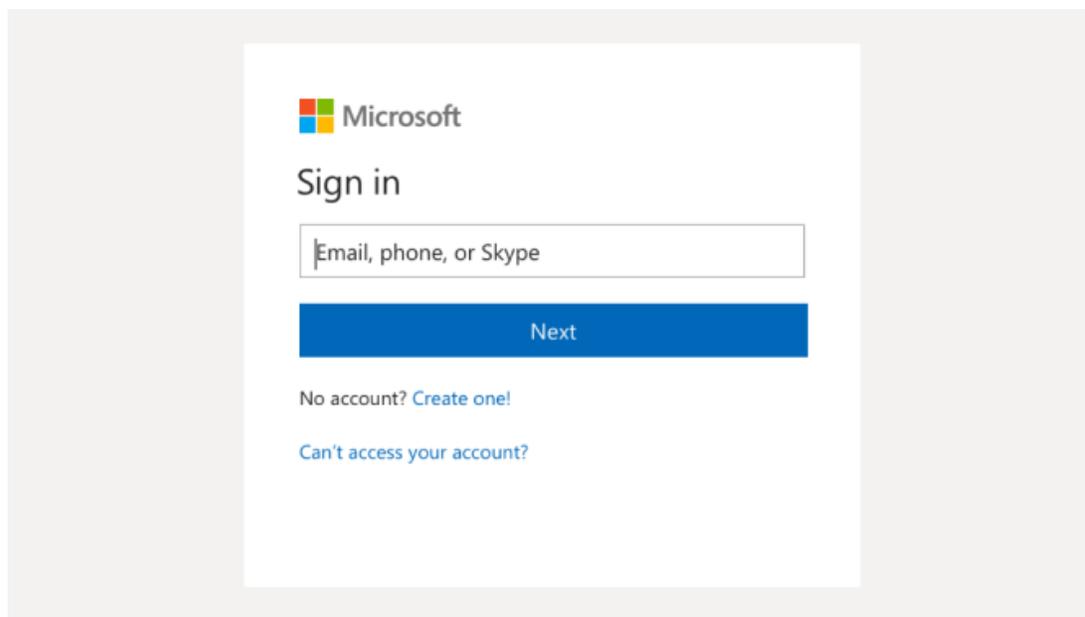
Leave the meeting
The meeting will continue even after you have left.

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Sign in

In Windows, click **Start > Microsoft Teams**.

On Mac, go to the **Applications** folder and click **Microsoft Teams**. On mobile, tap the **Teams** icon. Then, sign in with your school email and password.



Start a conversation

With the whole team... Click **Teams**, pick a team and channel, write your message, and click **Send**.

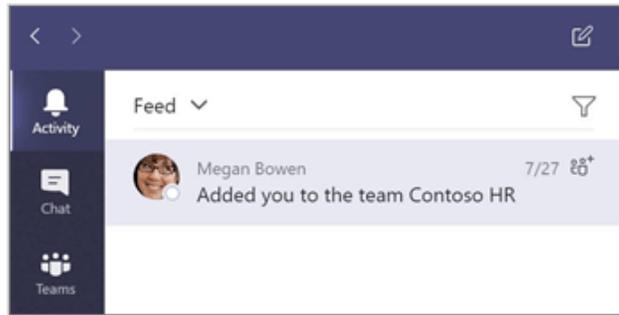
With a person or group... Click **New chat**, type the name of the person or group in the **To** field, write your message, and click **Send**.



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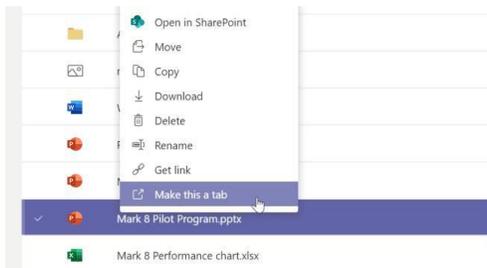
Stay on top of things

Click **Activity** on the left. The **Feed** shows you all your notifications and everything that's happened lately in the channels you follow. This is also where you'll see notifications about your assignments.



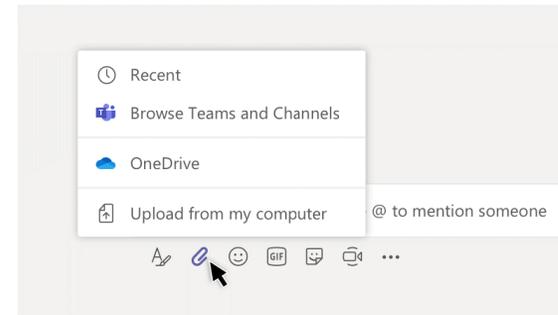
Work with files

Click **Files** on the left to see all files shared across all of your teams. Click **Files** at the top of a channel to see all files shared in that channel. Click **More options ...** next to a file to see what you can do with it. In a channel, you can instantly turn a file into a tab at the top!



Share a file

Click **Attach** under the box where you type messages, select the file location and then the file you want. Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share.



Search for stuff

Type a phrase in the command box at the top of the app and press Enter. Then select the **Messages**, **People**, or **Files** tab. Select an item or click **Filter** to refine your search results.

