

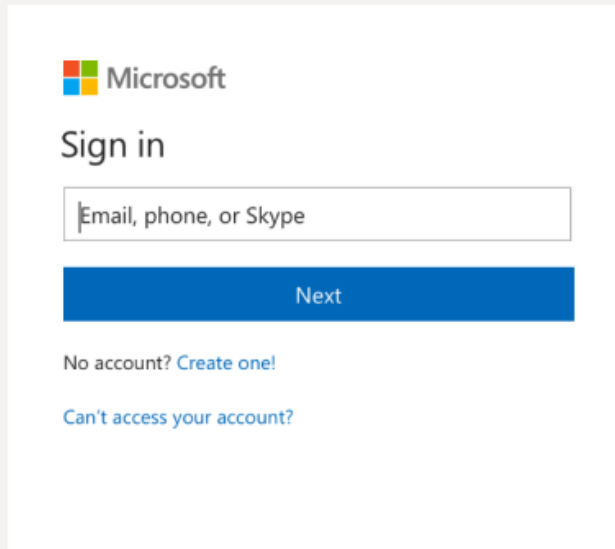
Microsoft Teams for Education

Sign in

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

On Mac, go to the **Applications** folder and click **Microsoft Teams**.

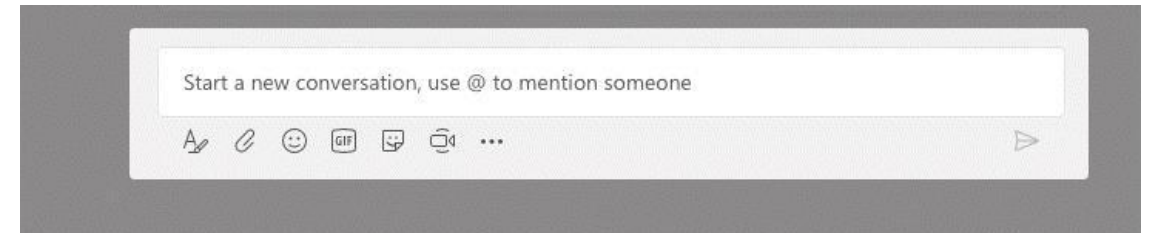
On mobile, tap the **Teams** icon. Then, sign in with your school email and password.



Start a conversation

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

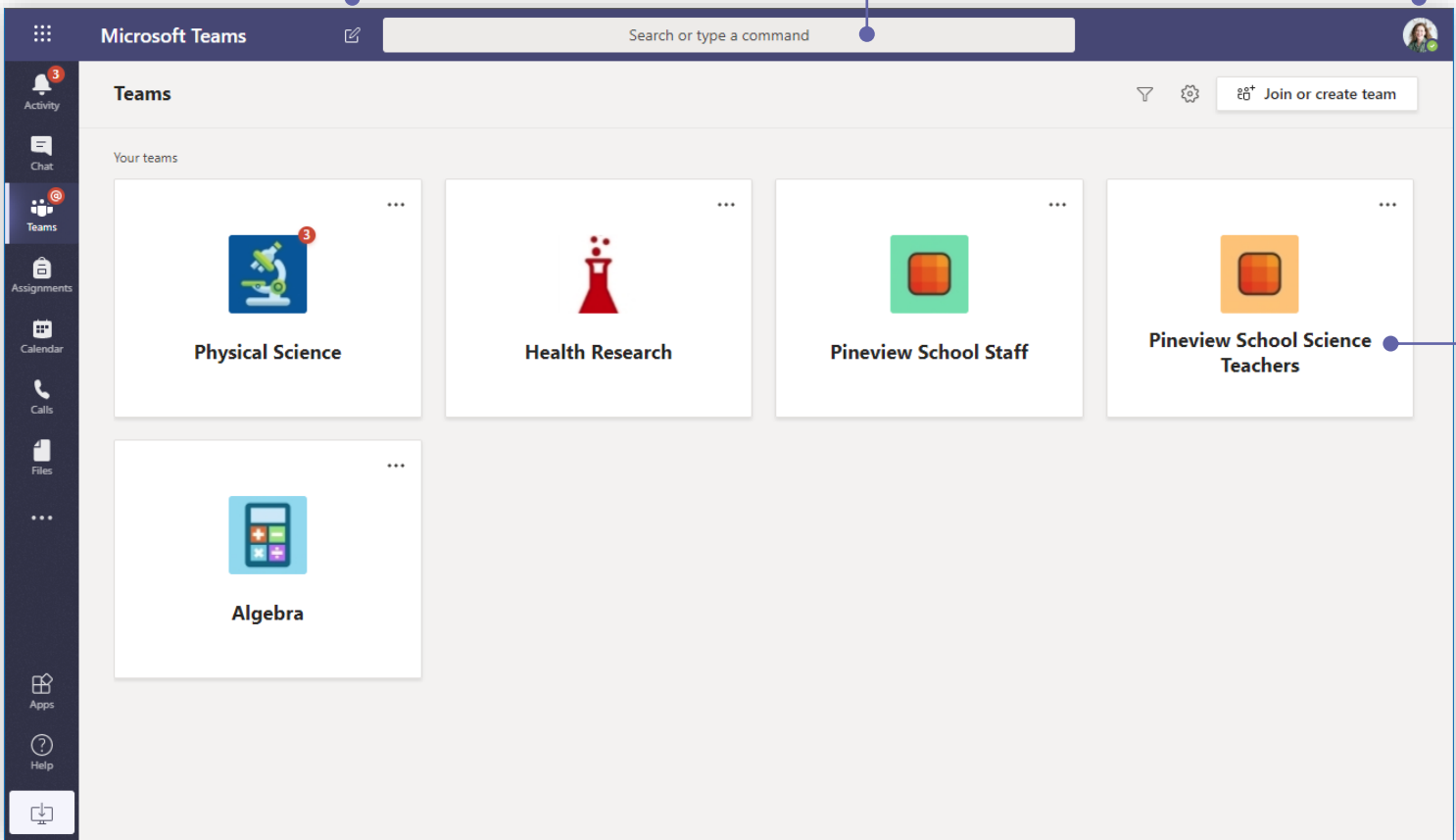
With a person or group... Click **New chat**, type the name of the person or group in the **To** field, write your message, and click **Send**.



Microsoft Teams for Education

Quick Start Guide

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



The screenshot shows the Microsoft Teams application interface. On the left is a vertical navigation bar with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main area displays a list of teams: Physical Science, Health Research, Pineview School Staff, and Pineview School Science Teachers. Below these is an Algebra team. A search bar at the top right allows users to search for commands or people. A 'Join or create team' button is also visible.

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

Start a new chat
Launch a private one-on-one or small group conversation.

Use the command box
Search for specific items or people, take quick actions, and launch apps.

Manage profile settings
Change app settings like theme, layout, notifications, languages settings, and more.

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

View your assignments
Click to see your assignments from all Teams assigned to you.

View your team
Click to open your class.

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.

Microsoft Teams for Education



[Learn more about Teams](#)

Class teams

Class teams provide special capabilities tailored for learning

Open Class Notebook

Class Notebook is a digital binder you can use in your class to take notes and collaborate

Open Assignments and Grades

You can complete and turn assignments in without leaving the app. Educators can use the Grades tab to provide feedback on assignments and track your progress.

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.

Format your message

Add a subject and format your text here. You can make them bold, italicize them, create bullet points, and more.

Pinned tabs

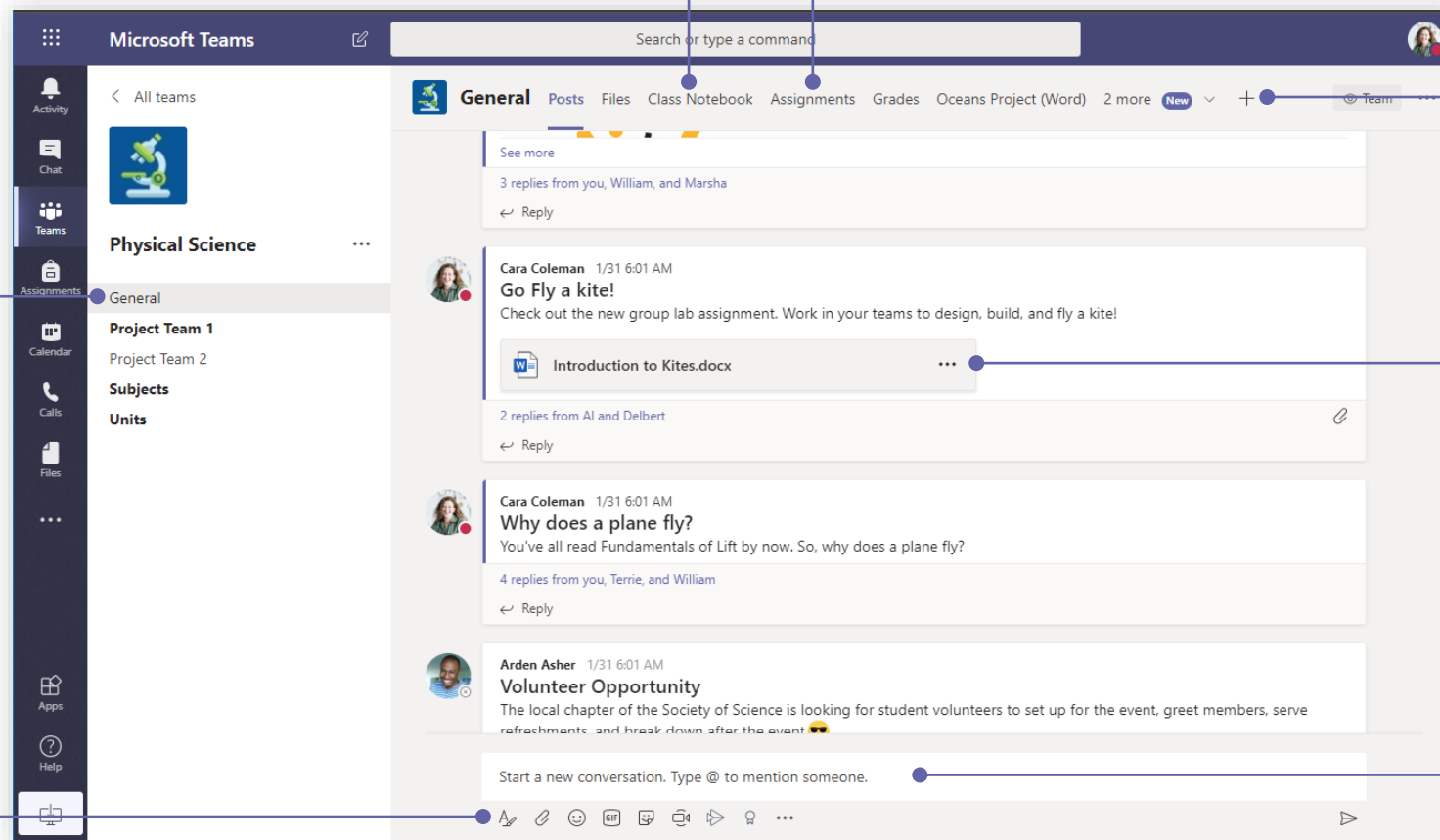
Explore pinned applications, tools, documents and more.

Share files

View shared files or work on it together.

Start a discussion with the class

Type and format your message or announcements here. Add a file, emoji, GIF, or sticker to liven it up!



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Join a meeting

Hold classes or training over online meetings



Cara Coleman 12:32 PM

Scheduled a meeting



Physical Science Lab

Wednesday, March 4, 2020 @ 1:00 PM

...

← Reply

Calendar

Today < > March 2020 Work week

	02 Monday	03 Tuesday	04 Wednesday	05 Thursday	06 Friday
11 AM					
12 PM					
1 PM			Physical Science Lab Cara Coleman		
2 PM					
3 PM					

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

Physical Science Lab Chat Details Scheduling Assistant Meeting notes Whiteboard

Join Close

Cancel meeting

Time zone: (UTC-08:00) Pacific Time (US & Canada) Meeting options

Physical Science Lab

Add required attendees + Optional

Mar 4, 2020 1:00 PM → Mar 4, 2020 1:30 PM 30m All day

Does not repeat

Physical Science > General

Add location

B I U S | A AA Paragraph Ix | < > ≡ ≡ | ' ' @ ≡ ...

Join Microsoft Teams Meeting

+1 469-297-6880 United States, Dallas (Toll)

Conference ID: 325 583 673#

Tracking

 Cara Coleman Organizer

Click **Join** to join the meeting.

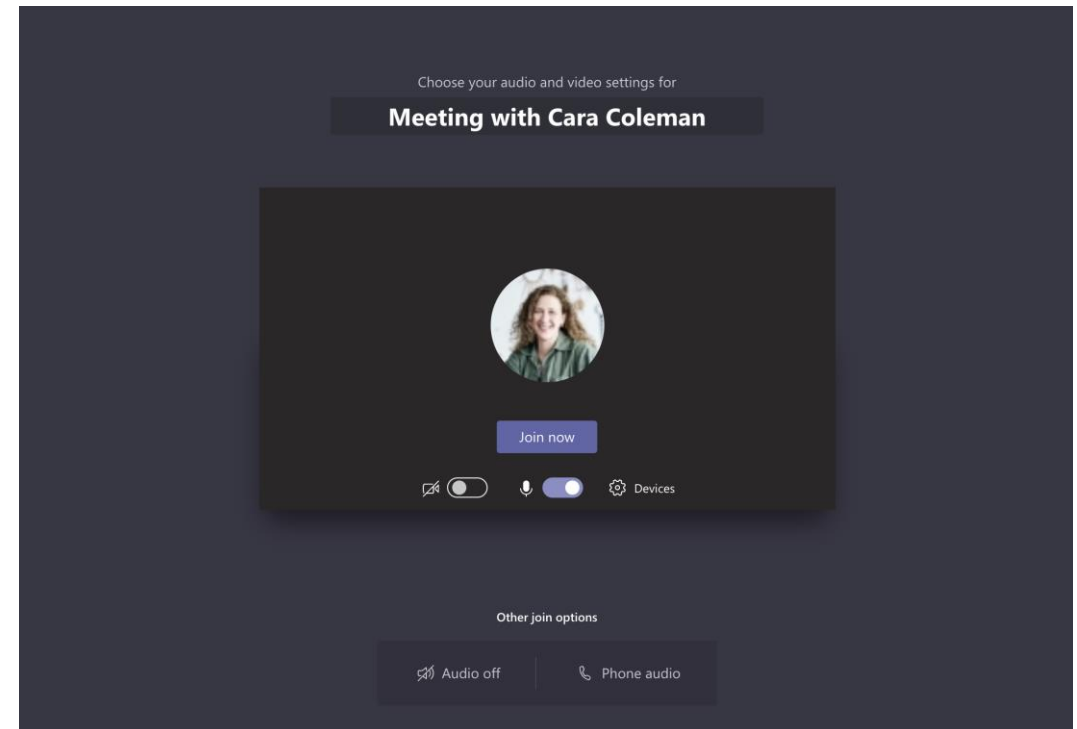
Microsoft Teams for Education

Join a meeting

Hold classes or training over online meetings



If a meeting takes place in a channel, you'll see an invitation to join, relevant content, and who's in the meeting right in the channel. Just select Join.

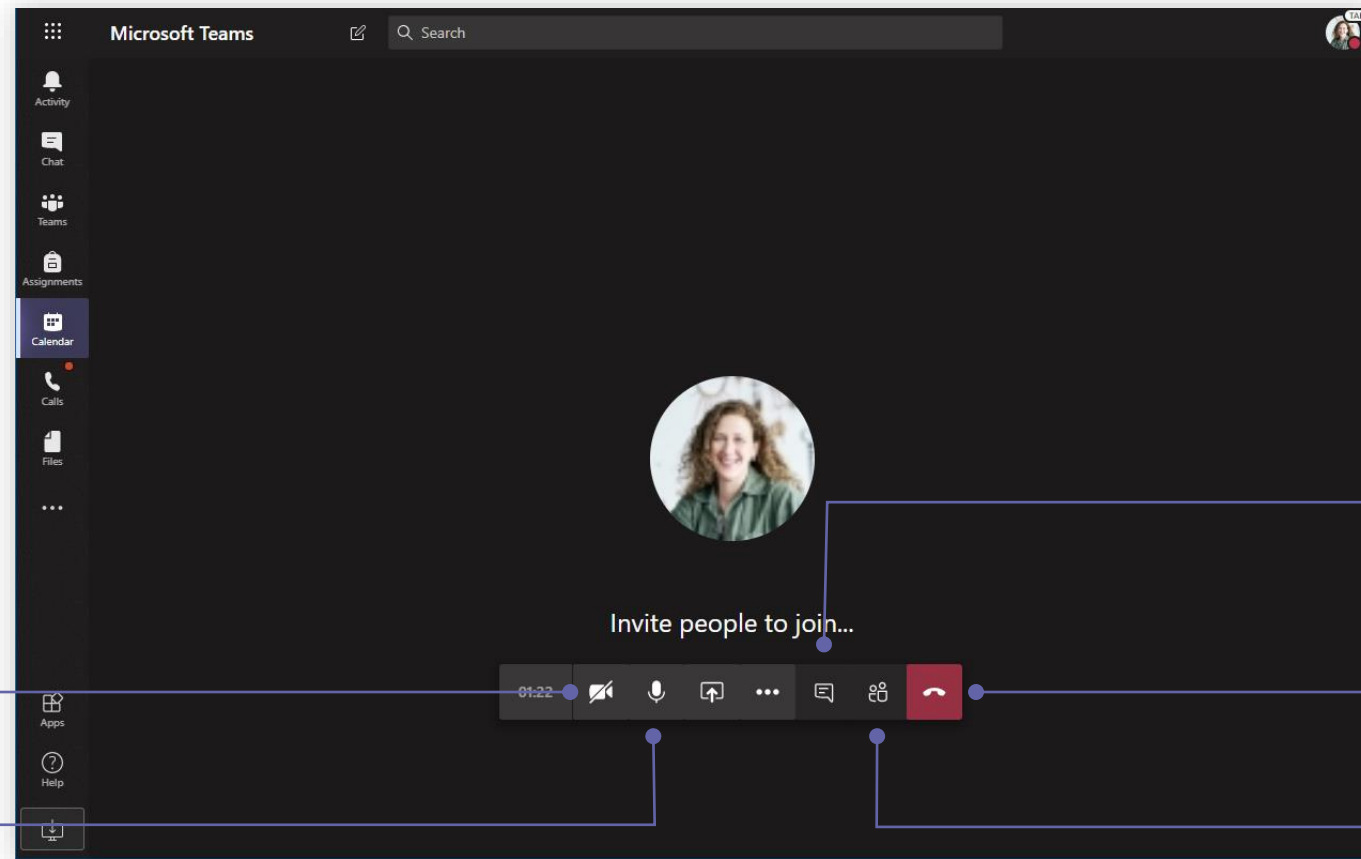


Double-check your audio and video input, turn on the camera. Select **Join now** to enter the meeting.

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Participate in a meeting

Video, voice, or your screen can be shared during the online call.



Turn your video feed on and off.

Mute and unmute yourself.

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.

See who is in the meeting.

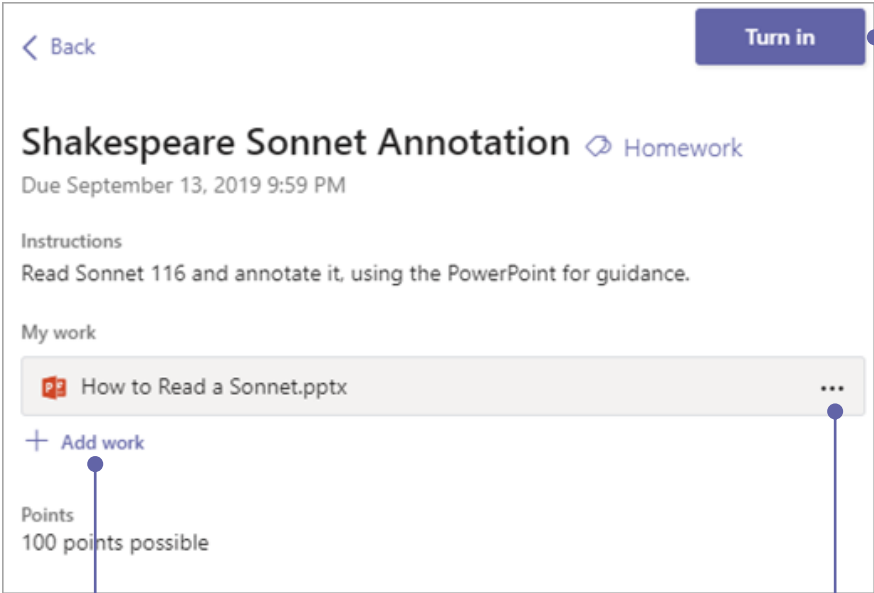
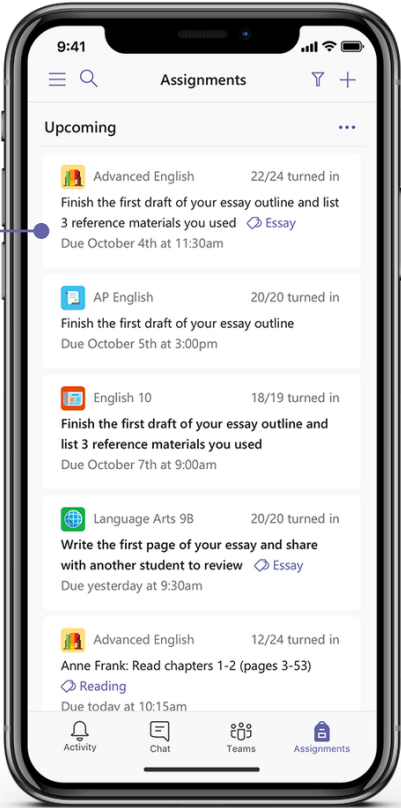
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Assignments

Learning activities for students with integrated Office applications

View upcoming assignments

View both upcoming and turned in assignments by class, or view them across all your classes. Selecting an assignment will allow you to turn it in or view feedback and scores.



Turn in Assignments

Select the Turn in button to turn in an assignment before its deadline. The button will change depending on the status:

Turn in again if you're editing an assignment you've already turned in and need to submit work again.

Turn in late if you're turning in your assignment after the due date, but your teacher has allowed late turn-ins or asked for a revision.

Not turned in if the assignment is past due and your teacher is no longer accepting turn-ins. You cannot turn in work.

Undo turn in if you decide you want to edit your assignment before the due date. You'll need to turn it in again after you make your edits.

Add Work

Add additional documents or files in addition to the resources assigned to you.

Open Assigned Resources

Open directly in Teams, in a browser application, or on the desktop application assigned resources, files, and documents associated with the assignment.

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Grades

Leave feedback for students, grade, and track student progress in the Grades tab.

Upcoming ...

Reading Reflection #8

Due September 5, 2019 9:59 PM

Shakespeare Sonnet Annotation

Due September 13, 2019 9:59 PM

Homework

100 points

Chapters 14-18 Review

Due September 20, 2019 9:59 PM

Review

My Sonnet

Due October 4, 2019 11:59 PM

World Voices Essay #1 Outline

Due November 8, 2019 11:59 PM

Check Turned in Assignments
Your upcoming assignments will show in order of when they're due. Select any assignment card to open it and view the assignment's details.

General

Posts

Assignments

3 more

+

Upcoming

> Assigned (4)

> Completed (4)

Story Arc Mapping Project

✓

Shakespeare Sonnet Annotation

Due September 13, 2019 9:59 PM

Homework

Narratives of Scale

✓

Reading Journal #1

✓

View Finished Assignments
Assignments you've turned in will have a checkmark. Open one to view feedback and scores after your teacher has returned it.

 **Garcia, Emma**
2 parents/guardians receive weekly summary. [View](#)

Due date ▲	Assignment ▼	Status	Points
Jan 21	Take Home Waves Quiz	Viewed	/30
Jan 13	Watch Waves and Frictio...	Returned	5/5
Jan 9	Essay on space theory film	Returned	28/30
Jan 7	Submit your project prog...	Returned	33/40
Jan 6	Create a study guide for ...	Returned	17/20
Dec 20, 2019	Begin EM Waves project	Returned	39/30 <i>Extra credit!</i>
Dec 19, 2019	Review of Wave introduct...	Returned	26/30
Dec 19, 2019	Complete Wave Frequency	Returned	16/20

See Assignment Status
Here, you'll see all your assignments listed with the nearest due date at the top. View your status on each assignment as well as points you've received on graded work. Assignments without points will show as Returned after your teacher has reviewed them.

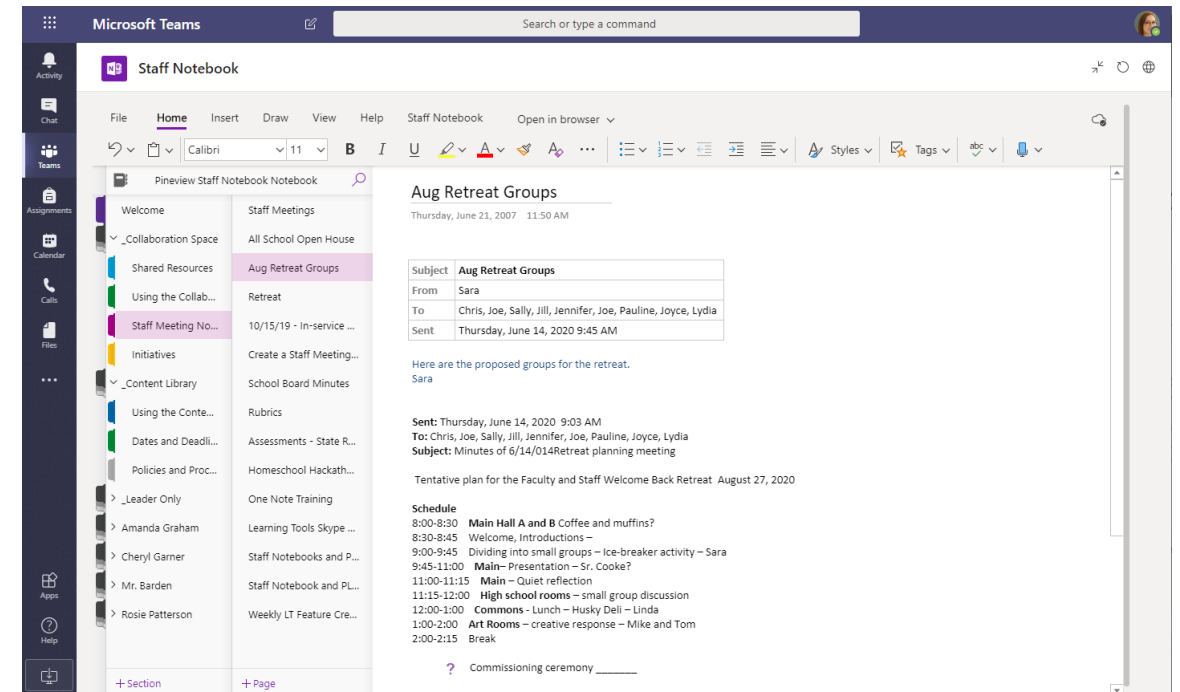
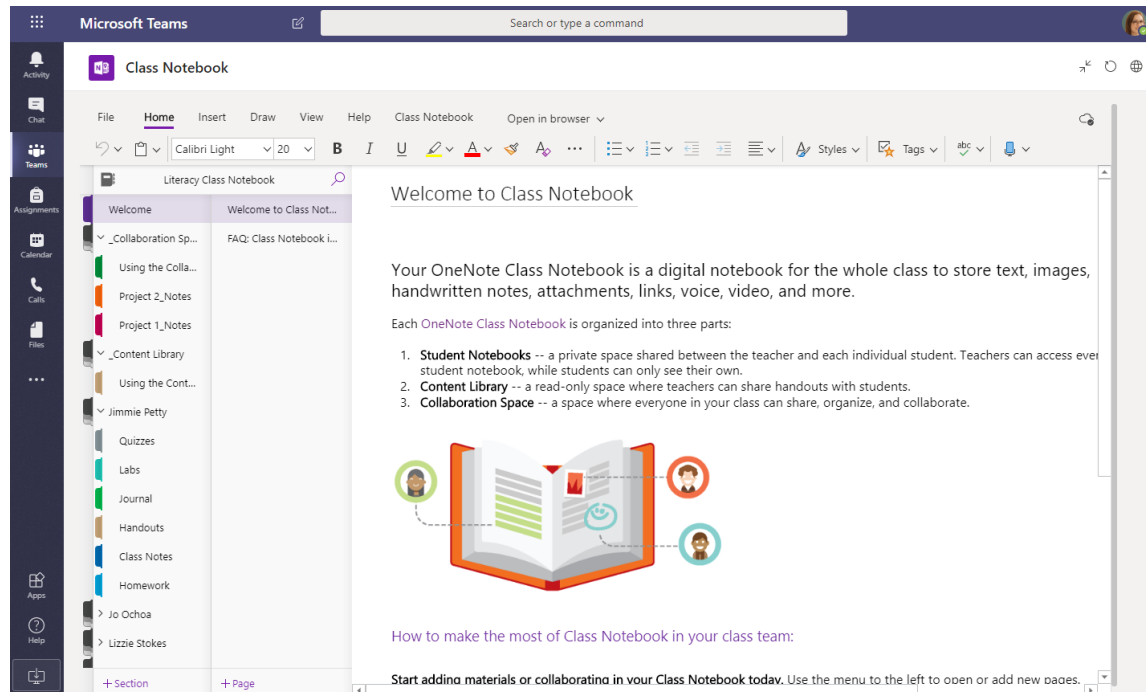
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[Learn more about Teams](#)

OneNote Class Notebooks

A digital binder to use in your class to take notes and collaborate



Personal notes, class notes, and collaboration

OneNote Class Notebooks have a personal workspace for every student, a Content Library for handouts, and a Collaboration Space for lessons and creative activities.

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Enrich your channel posts

Edit your post to convey a clear message

Format your text

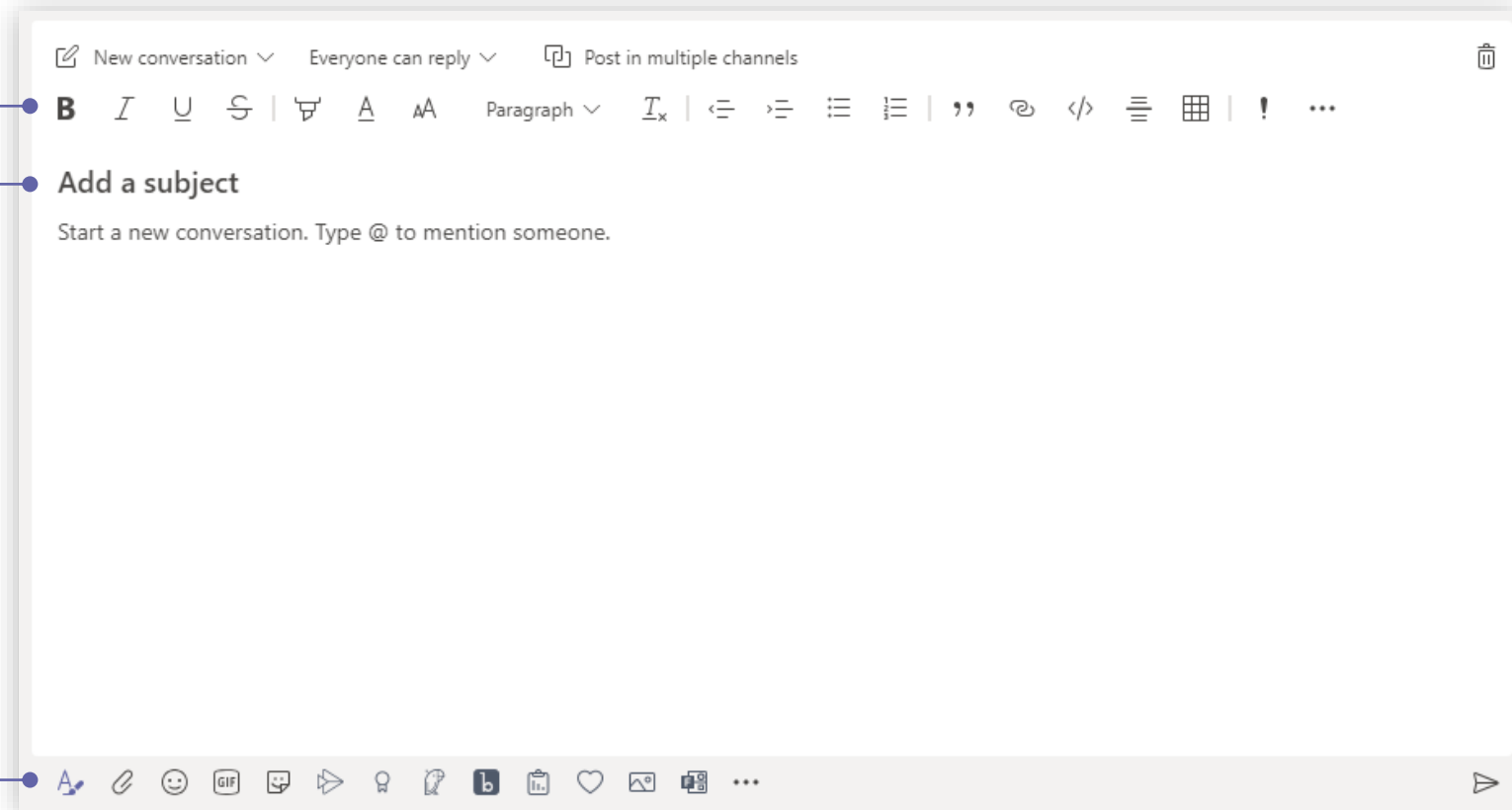
Change text color, format and style.

Add a subject

Keep the topic of your new post clear by adding a subject.

Add a subject

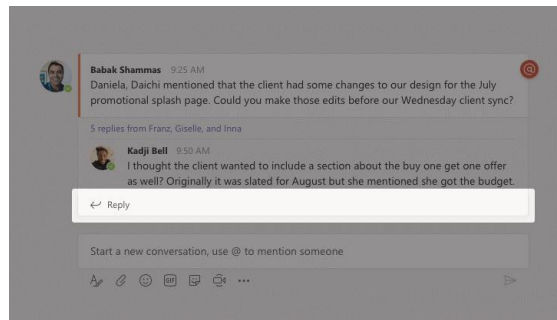
Click here to enter a rich format mode for your message.



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Reply to a conversation

Channel conversations are organized by date and then threaded. Find the thread you want to reply to, then click **Reply**. Add your thoughts and click **Send**.



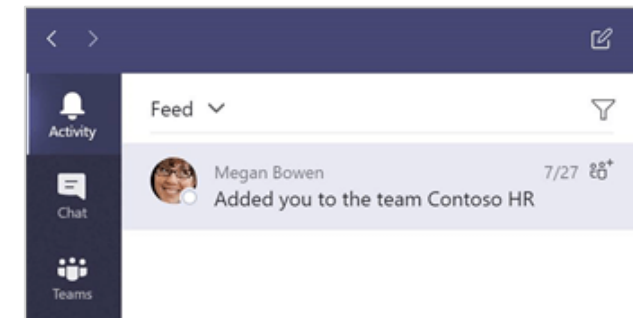
Add an emoji, meme, or GIF

Click **Sticker** under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF. (This may not be enabled in all Teams)



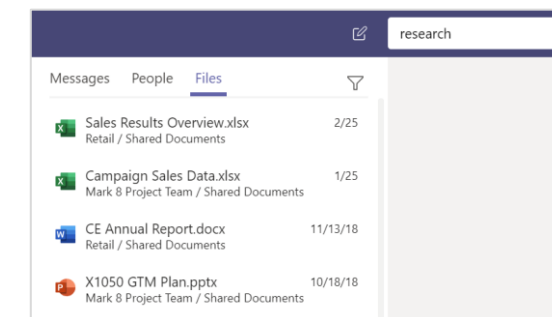
Stay on top of things

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.



Search for stuff

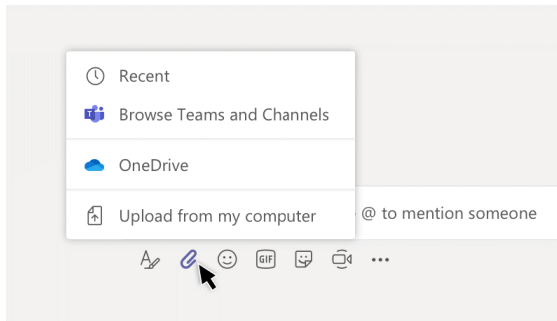
Type a phrase in the command box at the top of the app and press Enter. Then select the **Messages**, **People**, or **Files** tab. Select an item or click **Filter** to refine your search results.



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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.



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!

