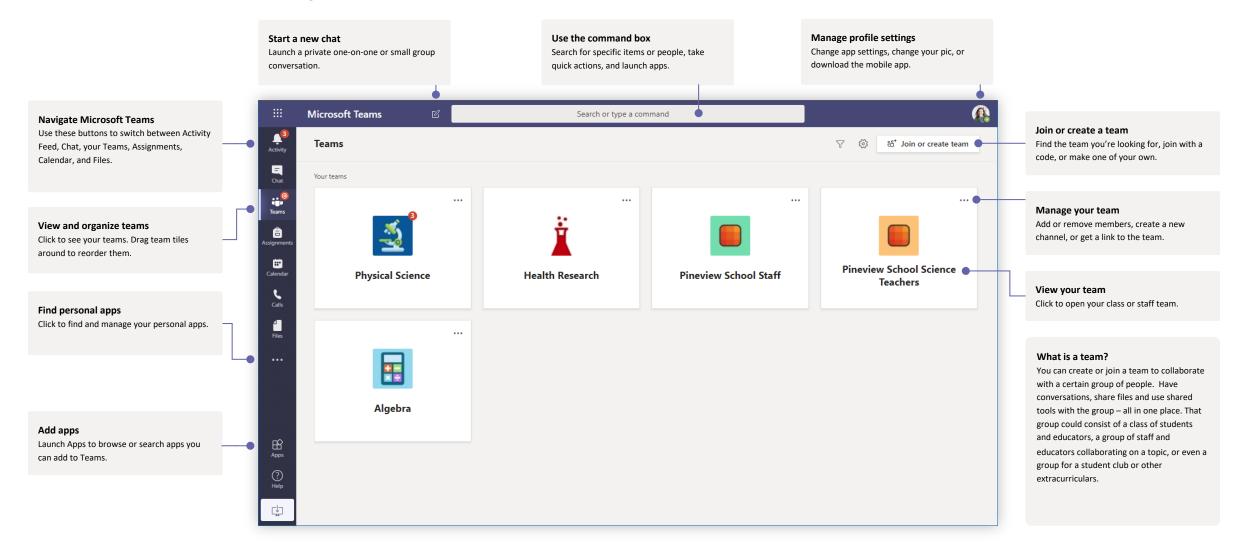
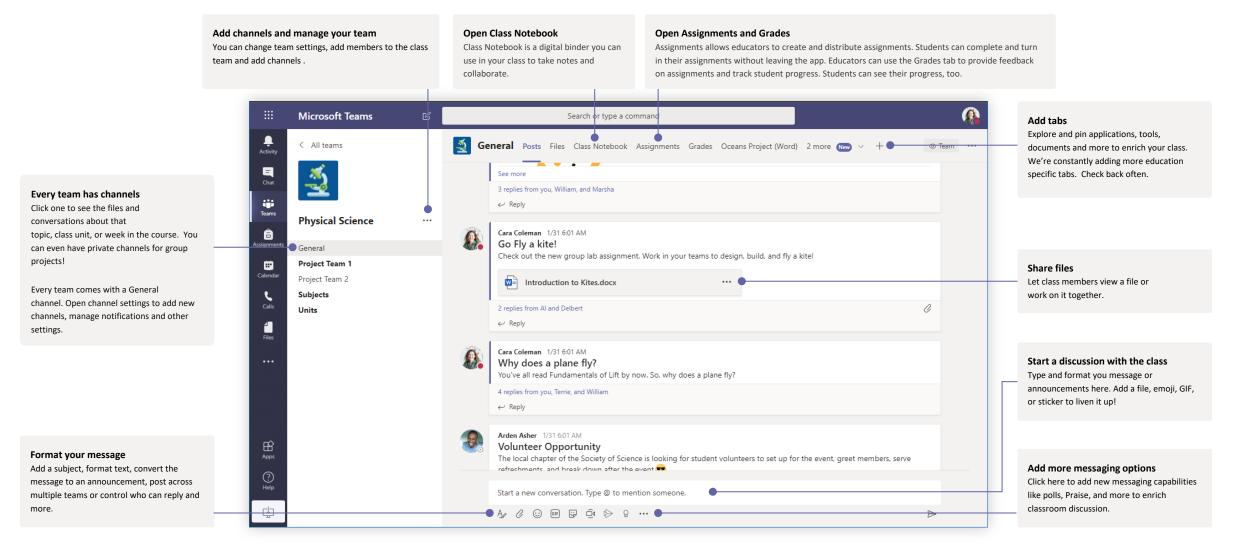
### **Quick Start Guide**

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



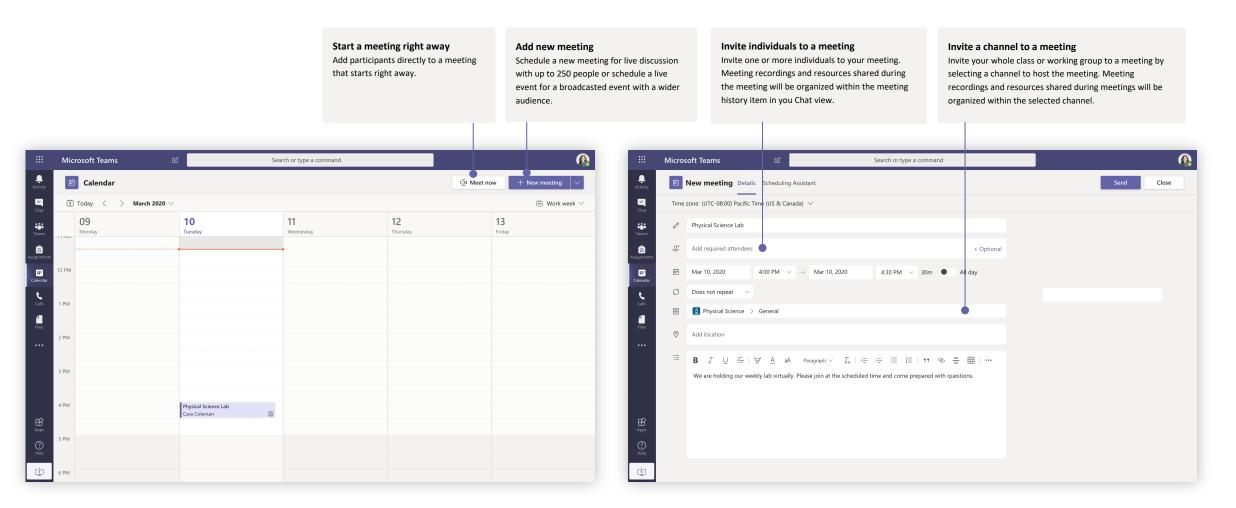
#### **Class teams**

Class teams provide special capabilities tailored for teaching and learning



### Schedule a meeting with your team or class

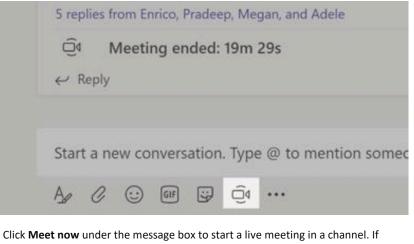
Hold classes, staff collaboration meetings, or trainings over online meetings





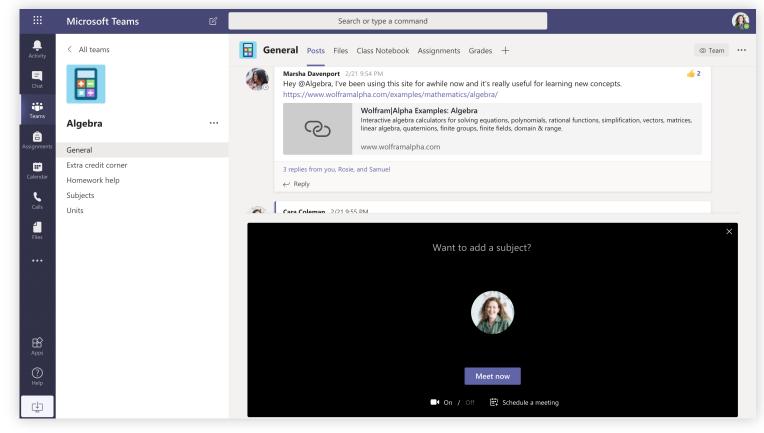
### Schedule a meeting with your team or class

Hold classes, staff collaboration meetings, or trainings over online meetings



you click **Reply** to a message, then the meeting will be attached to that conversation. If you wish to start an independent meeting that is not tied to a channel, then follow the instructions on the previous page by selecting **Calendar > New Meeting**.

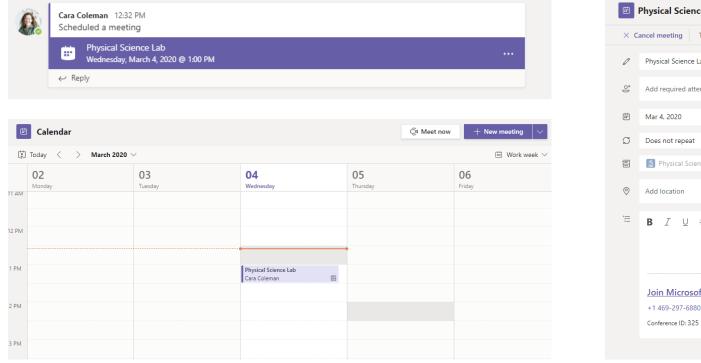
You can invite people to the meeting or ask them to join it directly from the channel.



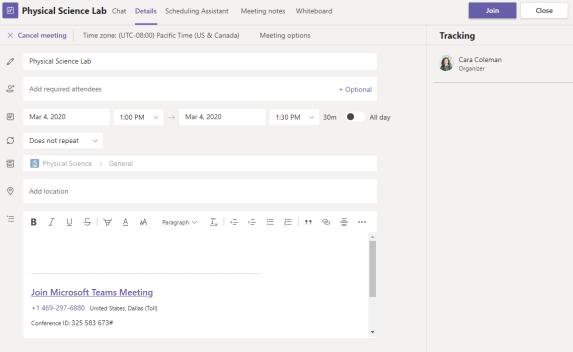
Select **Meet now** to start the meeting right away or **Schedule a meeting** to schedule the meeting for the future. Members of the channel will see an invitation for the meeting in their calendar if you decide to schedule it for later.

#### Join a meeting

Hold classes, staff collaboration meetings, or trainings over online meetings



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

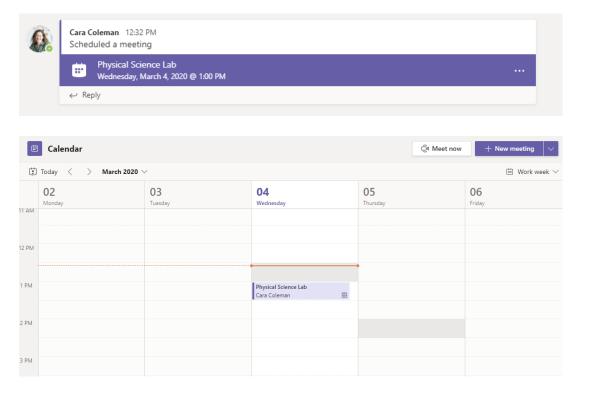


Open the meeting and click Join to join the meeting.

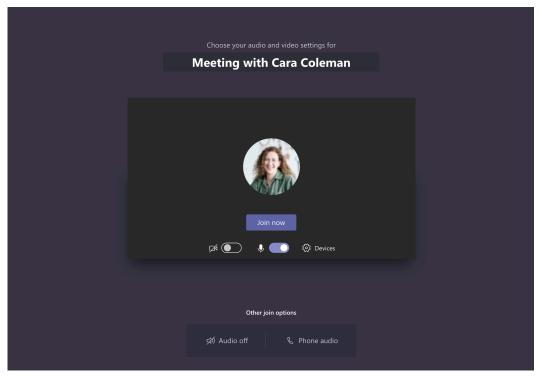


#### Join a meeting

Hold classes, staff collaboration meetings, or trainings over online meetings



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

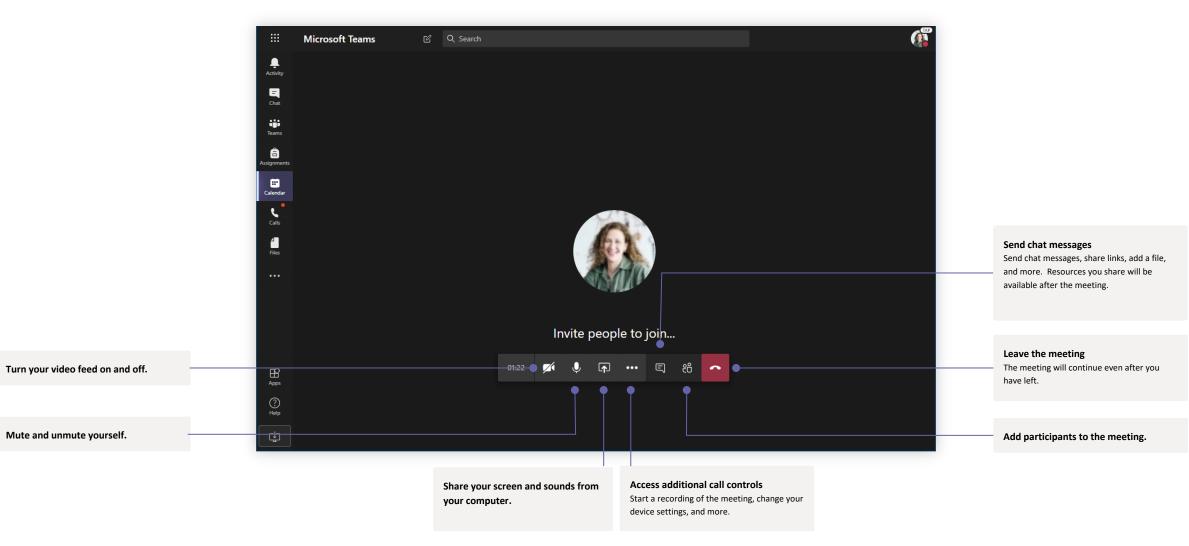


Double-check your audio and video input, turn on the camera, and unmute your microphone to be heard. Select **Join now** to enter the meeting.



#### Participate in a meeting

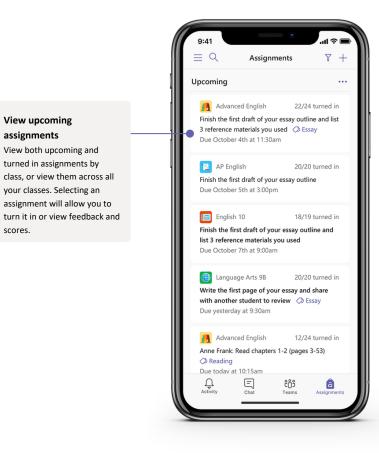
Share video, voice, or your screen during the online call.



### Assignments

scores.

Create learning activities for students with integrated Office applications.

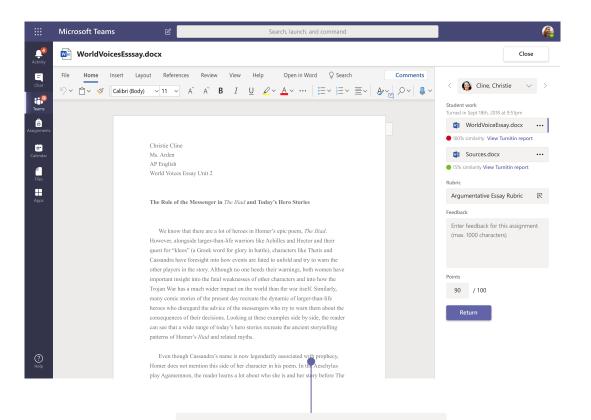


|   | Microsoft Teams  | Ľ         | Search, launch, and command   |   |
|---|--|-----------|---|---|
| <br>Activity                            | < All teams  |           | AP English Conversations Files Class Notebook Assignments +                                     |   |
| ⊏<br>Chat                               |  |           | New assignment Discard Save Assign  |   |
| Teams                                   | AP English   |           | Title   | Add resources   |
| assignments                             | General  |           | Enter title (required)  | Customize the assignment w  |
| ÷                                       | Further Study<br>Essay Writing Help  | 0         | ⊘ Add category  | content from OneDrive, your<br>device, links, and more.                     |
| Calendar                                | Essay writing Help   | •         | Instructions Enter instructions   |   |
| Files                                   |  |           | Add resources   |   |
| Apps                                    |  |           | Points  |   |
| ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, |  |           | No points   |   |
|   |  |           | 🕈 🌐 Add rubric  | Assign to classes or  |
|   |  |           | Assign to   | individuals   |
|   |  |           | AP English (all students)   | <ul> <li>Assignments can be distribut<br/>to multiple classes or</li> </ul> |
|   |  |           | Due date Due time   | personalized to the individua   |
|   |  |           | Fri Oct 19, 2018 🗰 11:59pm 🕚  | student.  |
|   |  |           | Starts on assign and will remain open for submission. Edit                                      |   |
|   |  |           | Settings  |   |
|   |  |           | PowerSchool<br>Grades for this assignment wil sync to PowerSchool. Edit                         |   |
| ?<br>Help                               |  |           | Ves   |   |
|   |  |           |   |   |
|   | Add a grading rubric<br>Use the rubrics tool to cre<br>customizable, reusable ru |           | Edit due dates, close date, and<br>schedule to assign<br>Customize all the dates and times that |   |
|   | students to reference and to evaluate their work.                                | d for you | are important to the assignment.  |   |

### Grades

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

| Microsoft Teams    | Ľ |                                | Search, launch, and   | d command  |  |   |   | 4                                     |
|--------------------|---|--------------------------------|---|--|--|---|---|---------------------------------------|
| < All teams        |   | <b>General</b> Conversations F | iles Class Notebook A   | ssignments Grades +  |  |   |   |                                       |
| AP English         |   | Q. Search students             | Essay<br>Finish the first draft<br>of your essay outl<br>Mar 20 · 50 points | Essay<br>Write the first page<br>of your essay and<br>Mar 17 · 20 points | Anne Frank: Read<br>chapters 10-17<br>Mar 15 - 20 points | Find 5 references to<br>share with the class<br>Mar 11 - 100 points | Anne Frank Read<br>chapters 3-9 (page<br>Mar 5 - 100 points | Complete<br>bibliograp<br>Feb 23 • 10 |
| General            |   |                                | Mar 20 • 50 points  | Mar 17 • 20 points   | Mar 15 • 20 points                                       | Mar 11 • 100 points   | Mar 5 • 100 points  | Peo 23 · Tu                           |
| Further Study      |   | Alanis, Juan                   | 45  | 18   | 17   | 81  | 81  | ŧ                                     |
| Essay Writing Help | 0 | Banis, Darius                  | 46  | 13   | 11   | 73  | 73  | 1                                     |
|                    |   | AB Buxton, Aaron               | 40  | 12   | 9  | 61  | 78  | é                                     |
|                    |   | Cline, Christie                | 43  | 19   | 6  | 90  | 90  | 1                                     |
|                    |   | BD Davis, Beth                 | 41  | 11   | 14   | 88  | 88  | :                                     |
|                    |   | Guibourd, Bernadette           | 44  | 8  | 15   | 79  | 79  | 1                                     |
|                    |   | Konceny, Jan                   | 45  | 10   | 10   | 97  | 97  | é                                     |
|                    |   | 🚱 Lando, Guy                   | 42  | 15   | 13   | 90  | 88  | :                                     |
|                    |   | Nestor, Wilke                  | 42  | 10   | 10   | 97  | 97  | ¢                                     |
|                    |   | Neva, Cardenas                 | 43  | 15   | 13   | 80  | 89  | 1                                     |
|                    |   | HS Schneider, Henry            | 39  | 13   | 13   | 70  | 78  | 5                                     |
|                    |   | BS Shamas, Babek               | 47  | 18   | 18   | 69  | 82  | ł                                     |
|                    |   | AS Simon, Adah                 | 48  | 19   | 11   | 80  | 80  |                                       |
|                    |   | Rodriguez, Elbert              | 42  | 19   | 15   | 70  | 91  | ę                                     |
|                    |   | Walters, Dallas                | 42  | 18   | 18   | 69  | 89  | ę                                     |

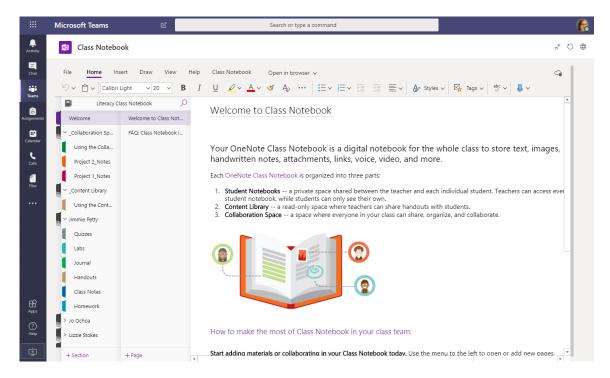


Return and review assignments using the feedback loop Leave comments, make edits, grade with criteria/standards, check for similarity, and more in the grading view.

Each of your class teams has a Grades tab where you can view assignments at a glance, as well as track how individual students in your class are progressing.

### **OneNote Class and Staff Notebooks**

A digital binder to use in your class or with your staff 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.

|             | Microsoft Teams     | Ľ                      | Search or type a command  |        |
|-------------|---------------------|------------------------|---|--------|
| Activity    | Staff Noteboo       | k                      |   | ಸ್ ರ ⊕ |
| Chat        | File Home Inse      | rt Draw View Help      |   | 9      |
| teams       | り、 🖞 、 Calibri      | ✓ 11 ✓ B 3             | $I  \underline{\cup}  \underline{\wedge} \lor \stackrel{\bullet}{\longrightarrow}  A_{\flat}  \cdots  \stackrel{\bullet}{\longmapsto} \lor \stackrel{\bullet}{\boxplus} \lor \stackrel{\bullet}{\boxplus}  \overline{\boxplus}  \overline{\boxplus}  A_{\flat}  Styles \lor  R_{\flat}  Tags \lor  \stackrel{\bullet}{\Longrightarrow} \lor  \bigcup  \downarrow \lor \lor$ |        |
| â           | Pineview Staff N    | otebook Notebook 🔎     | Aug Retreat Groups  |        |
| Assignments | Welcome             | Staff Meetings         | Thursday, June 21, 2007 11:50 AM  |        |
| Calendar    | Collaboration Space | All School Open House  |   |        |
|             | Shared Resources    | Aug Retreat Groups     | Subject Aug Retreat Groups  |        |
| Calls       | Using the Collab    | Retreat                | From Sara   |        |
|             | Staff Meeting No    | 10/15/19 - In-service  | To Chris, Joe, Sally, Jill, Jennifer, Joe, Pauline, Joyce, Lydia  |        |
| Files       |                     | 10/15/19 - In-service  | Sent Thursday, June 14, 2020 9:45 AM  |        |
|             | Initiatives         | Create a Staff Meeting | Here are the proposed groups for the retreat.   |        |
|             | Content Library     | School Board Minutes   | Sara  |        |
|             | Using the Conte     | Rubrics                |   |        |
|             | Dates and Deadli    | Assessments - State R  | Sent: Thursday, June 14, 2020 9:03 AM<br>To: Chris, Joe, Sally, Jill, Jennifer, Joe, Pauline, Joyce, Lydia<br>Subject: Minutes of 6/1/0/14Retreat planning meeting  |        |
|             | Policies and Proc   | Homeschool Hackath     | Tentative plan for the Faculty and Staff Welcome Back Retreat August 27, 2020   |        |
|             | Leader Only         | One Note Training      | Schedule  |        |
|             | > Amanda Graham     | Learning Tools Skype   | 8:00-8:30 Main Hall A and B Coffee and muffins?<br>8:30-8:45 Welcome, Introductions –   |        |
|             | > Cheryl Garner     | Staff Notebooks and P  | 9:00-9:45 Dividing into small groups – Ice-breaker activity – Sara<br>9:45-11:00 Main– Presentation – Sr. Cooke?  |        |
| Apps        | > Mr. Barden        | Staff Notebook and PL  | 11:00-11:15 Main - Quiet reflection<br>11:00-11:15 Main - Quiet reflection<br>11:15-12:00 High school rooms - small group discussion  |        |
| (?)<br>Help | > Rosie Patterson   | Weekly LT Feature Cre  | 12:00-1:00 Commons - Lunch - Husky Dell Linda<br>1:00-2:00 Art Rooms - creative response - Mike and Tom<br>2:00-2:15 Break  |        |
|             |                     |                        | ? Commissioning ceremony  |        |
| Ŀ₽          | + Section           | + Page                 | To Do List  | -      |

#### Great for staff meeting notes, brainstorming, and classroom observations

OneNote Staff Notebooks have a personal workspace for every staff member or teacher, a Content Library for shared information, and a Collaboration Space for everyone to work together, all within one powerful notebook.

D

## 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.

| Sign in<br>Email, phone, or Skype<br>Next<br>No account? Create one!<br>Can't access your account? | Sign in<br>Email, phone, or Skype<br>Next<br>No account? Create one! | Microsoft                  |
|--|--|----------------------------|
| Next No account? Create one!   | Next No account? Create one!   | Sign in                    |
| No account? Create one!  | No account? Create one!  | Email, phone, or Skype     |
|  |  | Next                       |
| Can't access your account?   | Can't access your account?   | No account? Create one!    |
|  |  | Can't access your account? |

## Start a conversation

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

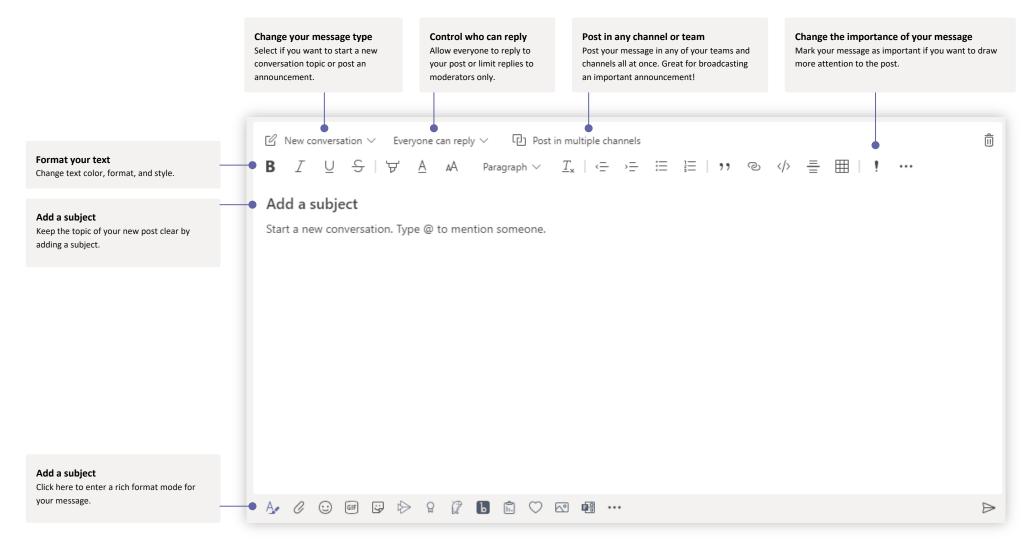
With a person or group... Click **New chat**, type the name of the person or group in the **To** field, write your message, and click **Send**.



A C 🙂 💷 😳 🍳 …

### Enrich your channel posts

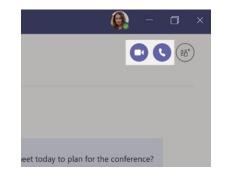
Create classroom announcements and posts. Edit your post to get your students' attention, control who replies, and post across multiple channels.





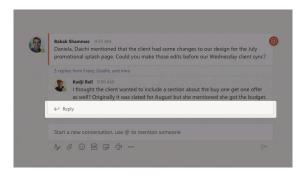
### Make video and audio calls

Click **Video call** or **Audio call** to call someone from a chat. To dial a number, click **Calls** on the left and enter a phone number. View your call history and voicemail in the same area.



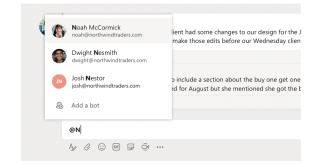
### Reply to a conversation

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**.



#### @mention someone

To get someone's attention, type *@*, then their name (or pick them from the list that appears). Type *@*team to message everyone in a team or *@*channel to notify everyone who favorited that channel.



### Add an emoji, meme, or GIF

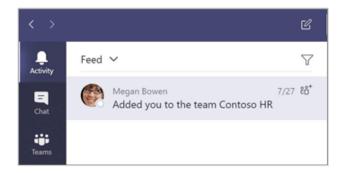
Click **Sticker** under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF. Search for MicrosoftEDU in the GIF search box for extra fun!





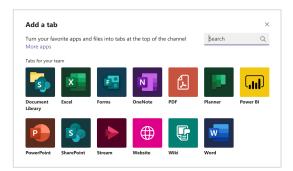
## Stay on top of things

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.



### Add a tab in a channel

Click + by the tabs at the top of the channel, click the app you want, and then follow the prompts. Use **Search** if you don't see the app you want.



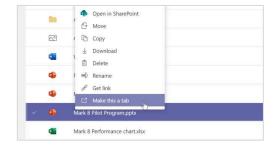
# Share a file

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.

| () Recent  |
|--|
| 📫 Browse Teams and Channels                      |
| OneDrive   |
| Upload from my computer     @ to mention someone |
|  |

## Work with files

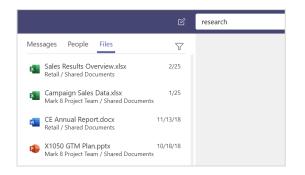
Click **Files** on the left to see all files shared across all of your teams. Click **Files** at the top of a channel to see all files shared in that channel. Click **More options** ... next to a file to see what you can do with it. In a channel, you can instantly turn a file into a tab at the top!





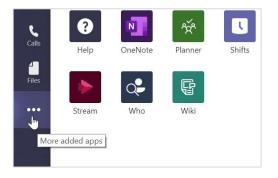
## Search for stuff

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.



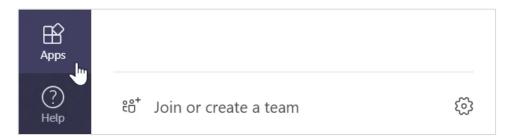
## Find your personal apps

Click **More added apps** to see your personal apps. You can open or uninstall them here. Add more apps under **Apps**. These apps provide an aggregate and global view of that content type.



## Add apps

Click **Apps** on the left. Here, you can select apps you want to use in Teams, choose the appropriate settings, and **Add**.



### Next steps with Microsoft Teams

Get how-to guidance for teaching and learning with Teams. You can also click the Help icon in Teams to access help topics and training.

Articles with how-to guidance for teaching in Teams.

1-hour online courses in the Microsoft Educator Center:

- How teachers use Teams in their professional lives- <u>Transform Learning with</u> <u>Microsoft Teams</u>.
- Teaching in Class Teams-<u>Crafting a Collaborative Learning Environment with Class</u> <u>Teams</u>.

### Get other Quick Start Guides

To download our free Quick Start Guides for your other favorite apps, go to https://go.microsoft.com/fwlink/?linkid=2008317.

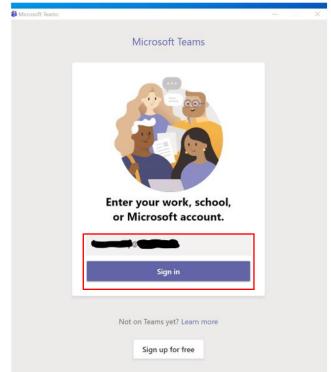
#### Start with Microsoft Teams

**Step 1** – Download Teams from - <u>https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app</u>

| Download desktop and mobile a: x +  |   |   | - 0                   |
|---|---|---|-----------------------|
| $\leftarrow$ $\rightarrow$ C $\triangleq$ microsoft.com/en-us/microsoft-365/microsoft-teams/download-app          |   |   | 📼 🚖 🔺 🌖 🕑             |
| Microsoft   Microsoft 365 Microsoft Teams Plans and pricing   | g Features v Resources v Download Teams   | All Microsoft ~ Searc   | h ,O Sign in (A)      |
| Download Microsoft<br>Deams<br>Connect and collaborate with anyone from anywhere on Teams<br>Download for desktop | Control         Control <td< th=""><th>Constraints     Constraints     Constrain</th><th>New Disc Designs v. 4</th></td<> | Constraints     Constrain | New Disc Designs v. 4 |

Download Teams for work on your desktop

**Step 2** – Please Login to the Teams app with the credentials provided to you.

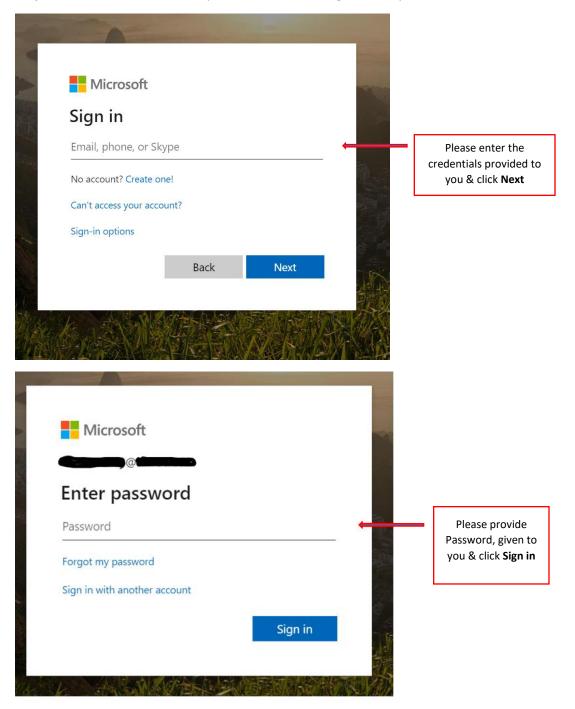


#### Start with Microsoft Teams

Step 1 - Please click on the URL below -

http://portal.office.com/

Step 2 – The below screen will open in the browser, sign in with your credentials.



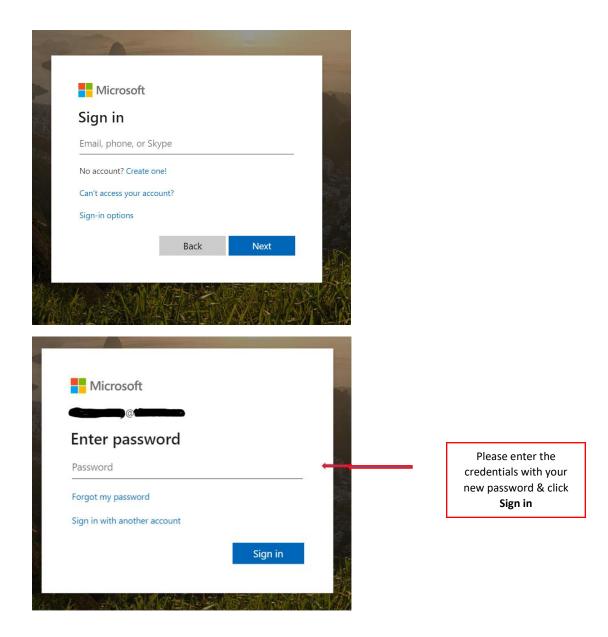
| Microsoft   |  |
|---|--|
|   |  |
| Update your password  |  |
| You need to update your password because this is<br>the first time you are signing in, or because your<br>password has expired. |  |
|   |  |
|   | Please provide Password,   |
|   | given to you in first row,<br>followed with new password<br>(8 characters, complex) of |

Step 3 – Below is the screen which will be visible, showing the list of applications you are entitled to

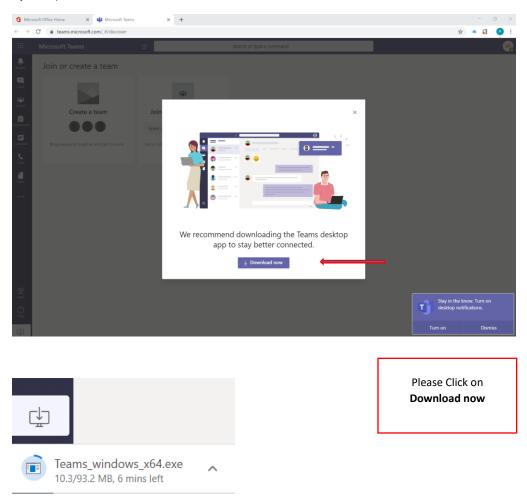
| Office 365 |            |                     |               | ₽ Sear | rch   |            |         |            |           |                   |                    | Q | ۵ | ? 📭 |
|------------|------------|---------------------|---------------|--------|-------|------------|---------|------------|-----------|-------------------|--------------------|---|---|-----|
|            | Good mo    | orning              |               |        |       |            |         |            |           | Ins               | tall Office $\vee$ |   |   |     |
|            | Start new  | Outlook<br>All apps | OneDrive      | Word   | Excel | PowerPoint | OneNote | SharePoint | <b>ti</b> | Class<br>Notebook | Sway               |   |   |     |
|            | Recent Pin | ned Shared          | I with me Dis | scover |       |            |         |            |           | T Upl             | oad and open       |   |   |     |
|            |            |                     |               |        |       | -10        |         |            |           |                   |                    |   |   |     |

#### Step 4 – Click on Teams

| Office 365 |            |               |             | ₽ Sear | rch   |            |         |            |       |               |                | Ω | ٢ | ? | DF |
|------------|------------|---------------|-------------|--------|-------|------------|---------|------------|-------|---------------|----------------|---|---|---|----|
|            | Good mo    | orning        |             |        |       |            |         |            |       | Ins           | tall Office $$ |   |   |   |    |
|            |            | Outlook       | OneDrive    | Word   | Excel | PowerPoint | OneNote | SharePoint | Teams | Class         | Sway           |   |   |   | 1  |
|            | 42         | $\rightarrow$ |             |        |       |            |         |            |       | Notebook      |                |   |   |   |    |
|            | Forms      | All apps      |             |        |       |            |         |            |       |               |                |   |   |   |    |
|            | Recent Pin | ned Shared    | with me Dis | scover |       |            |         |            |       | <b>T</b> Uple | oad and open   | L |   |   |    |
|            |            |               |             |        |       |            |         |            |       |               |                |   |   |   |    |



**Step 5** – Download of Teams app to your desktop / Laptop (Above Microsoft Win 8.1 > Operating System)



**Step 6** – Login to the app with your credentials

| B demonst hores - X                               |  |
|---|--|
| Enter your work, school,<br>or Microsoft account. |  |
| Sign in   | <br>Please enter the<br>credentials & click <b>Sign</b><br><b>in</b> |
| Not on Teams yet? Learn more<br>Sign up for free  |  |

**Step 7** – You have successful Logged in to the Teams app with your credentials

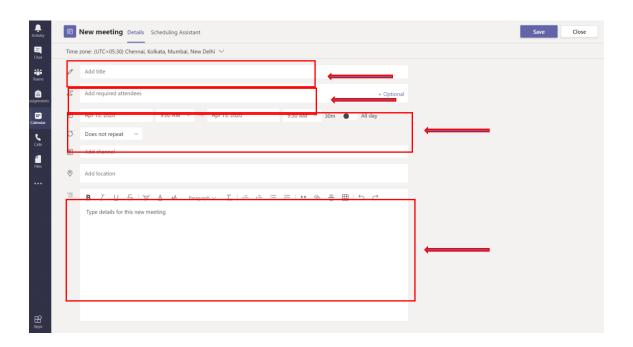
| $\langle \rangle$ |  | C C  | Search or type a command | DF | - | o × |
|-------------------|--|--|--------------------------|----|---|-----|
| Activity          | Join or create a team                    |  |                          |    |   |     |
| Chat              |  | -  |                          |    |   |     |
| Teams             | Create a team                            | Join a team with a code                    |                          |    |   |     |
| Assignments       |  | Enter code                                 |                          |    |   |     |
| Calendar          | Bring everyone together and get to work! | Got a code to join a team? Enter it above. |                          |    |   |     |
| <b>C</b> alls     |  |  |                          |    |   |     |
| files             |  |  |                          |    |   |     |
|                   |  |  |                          |    |   |     |
|                   |  |  |                          |    |   |     |
|                   |  |  |                          |    |   |     |
|                   |  |  |                          |    |   |     |
|                   |  |  |                          |    |   |     |
|                   |  |  |                          |    |   |     |
|                   |  |  |                          |    |   |     |
| -m                |  |  |                          |    |   |     |
| Apps              |  |  |                          |    |   |     |
| (?)<br>Help       |  |  |                          |    |   |     |
| Q                 |  | Microsoft Sto                              | re                       |    |   |     |

#### Create Microsoft Teams Meeting & Join on the schedule Date and Time

| >       | e <b>e</b>              | Search or type a command    | DF2 - 🗆 ×                 |       |
|---------|-------------------------|-----------------------------|---------------------------|-------|
| Calenda | r                       |                             | Q4 Meet now + New meeting | _     |
| Today < | $>~$ April 2020 $\sim~$ |                             | ⊜ Work week ∨             |       |
| 12 AM   | 14<br>Tuesday           | 15 16<br>Wednesday Thursday |                           | eting |
| ments   |                         |                             |                           |       |
| 8 2 AM  |                         |                             |                           |       |
| 3 AM    |                         |                             |                           |       |
| 4 AM    |                         |                             |                           |       |
| 5 AM    |                         |                             |                           |       |
| 6 AM    |                         |                             |                           |       |
| 7 AM    |                         |                             |                           |       |
| 8 AM    |                         |                             |                           |       |
| MA C    |                         |                             |                           |       |

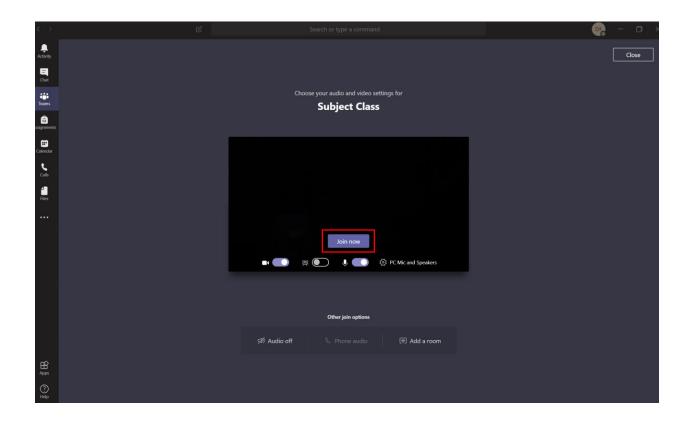
**Step 1** – After you login to Microsoft Teams, Click on Calendar to schedule the meeting.

Step 2 – Provide the details as when you want the Meeting, is it repetitive, Select the Recipients & Send



 $\ensuremath{\textbf{Step 3}}\xspace - \ensuremath{\textbf{On}}\xspace$  the schedule day, open Calendar and join the meeting

|            |                            | Ľ   | Search or type a command   |                              |
|------------|----------------------------|---|----------------------------|------------------------------|
| Ē          | Subject Class Chat De      | etails Scheduling Assistant                                       |                            | Join                         |
| × c        | Cancel meeting Time zon    | e: (UTC+05:30) Chennai, Kolkata, Mumbai, New Del                  | hi Meeting options         | Tracking                     |
| Ø          | Subject Class              |   |                            | DF Demo Faculty<br>Organizer |
| 0°*        | Add required attendees     |   | + Optional                 |                              |
| ŧ          | Apr 13, 2020               | 9:00 AM 🗸 → Apr 13, 2020  | 9:30 AM \vee 30m 🌒 All day |                              |
| Ø          | Does not repeat $\sim$     |   |                            |                              |
| <u>iii</u> | SN Subject Name > Ge       | neral   |                            |                              |
| 0          | Add location               |   |                            |                              |
| Ξ          | B I U S   ∀<br>Please Join | ' <u>A</u> aA Paragraph ∨ $I_{\mathbf{x}}$   $\leftarrow$ → $≃$ : | = ㅌ   ぃ @ 吾 囲   ち ぐ        |                              |
|            | Join Microsoft Team        |   |                            |                              |
|            |                            |   |                            |                              |



#### Start with Microsoft Teams – Faculty Experience

| Ste | р | 1 – | Please | Login | to | the | Teams | app |
|-----|---|-----|--------|-------|----|-----|-------|-----|
|-----|---|-----|--------|-------|----|-----|-------|-----|

| Microsoft Teams —   | × |
|---|---|
| Microsoft Teams   |   |
| Enter your work, school,<br>or Microsoft account.   |   |
|   |   |
| Sign in   |   |
|   |   |
| Not on Teams yet? Learn more  |   |
| Sign up for free  |   |
| C > 6/ Search or type a command   |   |
| Join or create a team         Image: Create a team <th></th> |   |
|   |   |
|   |   |

| < >                 |              | C | Search or type a command |                                       |
|---------------------|--------------|---|--------------------------|---------------------------------------|
| <b>A</b> ctivity    | Teams        |   |                          | 🔞 tố <sup>*</sup> Join or create team |
| <b>E</b><br>Chat    | Your teams   |   |                          |                                       |
| Teams               |              |   |                          |                                       |
| 6<br>signments      | SN           |   |                          |                                       |
| Calendar            | Subject Name |   |                          |                                       |
| <b>C</b> alls       |              |   |                          |                                       |
| files               |              |   |                          |                                       |
|                     |              |   |                          |                                       |
|                     |              |   |                          |                                       |
|                     |              |   |                          |                                       |
|                     |              |   |                          |                                       |
|                     |              |   |                          |                                       |
|                     |              |   |                          |                                       |
| ∰<br>Apps           |              |   |                          |                                       |
| Apps<br>(?)<br>Help |              |   |                          |                                       |
| Help                |              |   |                          |                                       |
| 8                   |              |   |                          |                                       |

#### Step 2 – You will see the Subject Name, when you click Teams

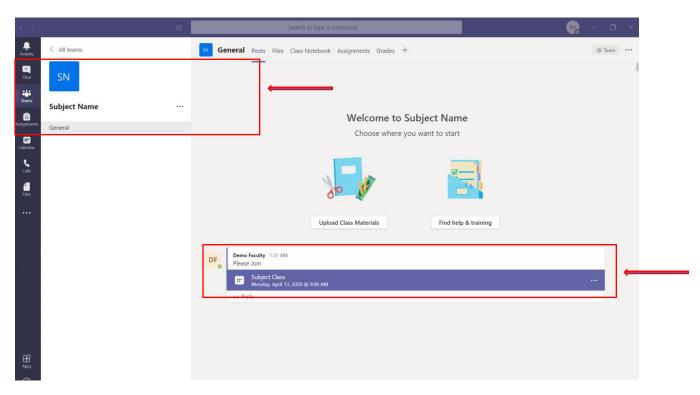
Step 3 – Click on Calendar to schedule the class

|              | Ľ                        | Search or type a command |                | - 🗆 🛛                    |                       |
|--------------|--------------------------|--------------------------|----------------|--------------------------|-----------------------|
| 😇 Calendar   |                          |                          |                | G Meet now + New meeting |                       |
| 🛱 Today < >  | April 2020 🗸             |                          |                | Work week $\vee$         |                       |
| 13<br>Monday | 14<br><sub>Tuesday</sub> | 15<br>Wednesday          | 16<br>Thursday | 17<br>Friday             | Click + Ne<br>meeting |
| 12 AM        |                          |                          |                |                          |                       |
| 1 M .        | -                        |                          |                |                          |                       |
| 2 AM         |                          |                          |                |                          |                       |
| 3 AM         |                          |                          |                |                          |                       |
|              |                          |                          |                |                          |                       |
| 4 AM         |                          |                          |                |                          |                       |
| 5 AM         |                          |                          |                |                          |                       |
| 6 AM         |                          |                          |                |                          |                       |
| 7 AM         |                          |                          |                |                          |                       |
|              |                          |                          |                |                          |                       |
| 8 AM         |                          |                          |                |                          |                       |
| 9 AM         |                          |                          |                |                          |                       |

Step 4 – Provide the details as when you want the class, is it repetitive, Select the Channel & Send

| L.<br>Activity              |          | New meeting Details Scheduling Assistant  | Save Close |                   |
|-----------------------------|----------|---|------------|-------------------|
| <b>E</b><br>Chat            | Time     | tone: (UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi \vee  |            |                   |
| Teams                       | 0        | Add title   |            |                   |
| assignments                 | đç       | Add required attendees + Optiona  |            |                   |
| Calendar                    | ÷        | Apr 13, 2020 9:00 AM ∨ → Apr 13, 2020 9:30 AM ∨ 30m ● All day   |            |                   |
| <b>C</b> alls               | ø        | Does not repeat V   |            |                   |
| Calls<br>Files              | ļij      | Add channel   |            |                   |
| Files                       | 0        | Add location  |            |                   |
| Арры                        | 10       | B $I \ \  \cup \  \odot \  \  \ominus \  \square \  \  \Box_x \ \  ( \  \ominus \  \boxdot \  \boxdot \  \boxdot \  \square \  ), \  \  \odot \  \  \ominus \  \blacksquare \  \  ( \  \ominus \  \Box \  )$ Type details for this new meeting  |            |                   |
| <                           |          | Image: Search or type a command           Image: Window Command | Send Close | Click <b>Send</b> |
| Teams                       | Ø        | Subject Class   |            |                   |
| â                           | jo       | Add required attendees + Optional   |            |                   |
| ssignments<br>E<br>Calendar | ++<br>11 | Apr 13, 2020 9:00 AM ∨ → Apr 13, 2020 9:30 AM ∨ 30m ● All day   |            |                   |
| Calendar                    | Ø        | Does not repeat v   |            |                   |
| Calls<br>Files              |          | SN Subject Name > General   |            |                   |
| Files                       | 0        | Add location  |            |                   |
|                             | 12       | B $I \ \cup \ \odot \   \forall \ A$ A Paragraph ∨ $I_x \mid \ominus = \exists \mid i \mid i : @ = \blacksquare \mid b$ C*<br>Please Join   |            |                   |
| Apps                        |          |   |            |                   |

Step 5 – You will be able to see schedule meeting in your Subject Class Team/ Channel



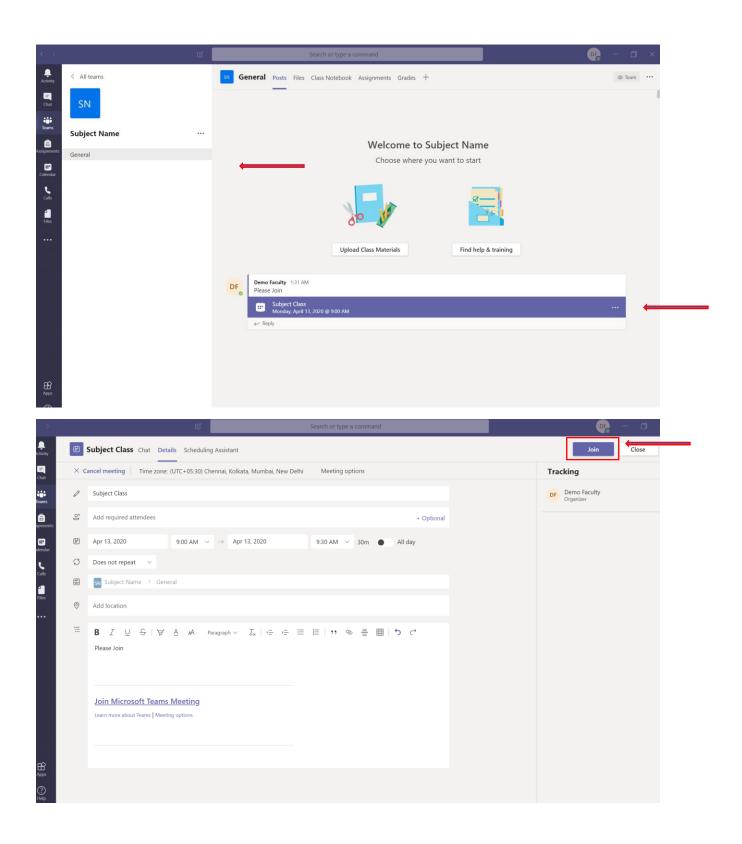
**Step 6** – To control the class environment, please double click the schedule meeting and select **Meeting Options** 

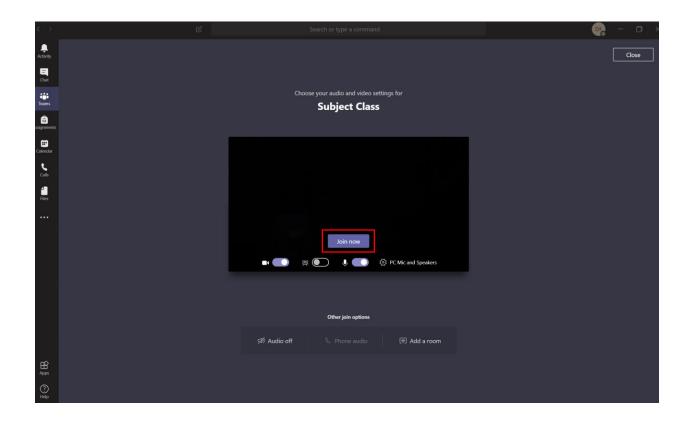
| $\rightarrow$        |       | C C   | Search or type a command   |                              |
|----------------------|-------|---|----------------------------|------------------------------|
| <b>Ļ</b><br>Activity | Ē     | Subject Class Chat Details Scheduling Assistant   |                            | Join Close                   |
| E<br>Chat            | × ca  | Time zone: (UTC+05:30) Chennai, Kolkata, Mumbai, New De   | Ihi Meeting options        | Tracking                     |
| iii<br>Teams         | Ø     | Subject Class   |                            | DF Demo Faculty<br>Organizer |
| â                    | 0*    | Add required attendees  | + Optional                 |                              |
| alendar              | (***) | Apr 13, 2020 9:00 AM $\vee ightarrow$ Apr 13, 2020  | 9:30 AM \vee 30m 🌒 All day |                              |
| <b>C</b> alls        | Ø     | Does not repeat V   |                            |                              |
|                      |       | sN Subject Name 🔿 General   |                            |                              |
| Files                | 0     | Add location  |                            |                              |
| Ĥ                    | Ϋ́Ξ   | <b>B</b> $I \sqcup \mathbb{S}   \forall A$ A Paragraph $\forall I_x   \oplus \oplus$<br>Please Join<br>Join Microsoft Teams Meeting<br>Learn more about Teams   Meeting options | E E   い @ 量 囲   り C        |                              |
| Apps<br>?<br>Help    |       |   |                            |                              |

| 📬 Meeting options 🛛 🗙 🕂                |  |                                    |                            |        |                            |   |
|--|--|------------------------------------|----------------------------|--------|----------------------------|---|
| ← → C 🔒 teams.microsoft.com/meetingOpt | ions/meetings/%7B"tenantId":"d5c5977f-36d4 | 4-41a3-b226-4ad8f0e79bbc","organiz |                            |        | 44","threadId":"19_f45cad5 | ☆ |
|  | <b>uji</b>                                 |                                    |                            |        |                            |   |
|  | Subject Class                              |                                    |                            |        |                            |   |
|  | 🖻 April 13, 2020, 9:00 AM - 9:30 AM        |                                    |                            |        |                            |   |
|  | 🐣 Demo Faculty                             |                                    |                            |        |                            |   |
|  | Meeting options                            |                                    |                            |        |                            |   |
|  | Who can bypass the lobby?                  |                                    | People in my organization  | ~      |                            |   |
|  | Who can present?                           |                                    | Everyone                   | $\sim$ |                            |   |
|  |  |                                    | Everyone                   |        |                            |   |
|  |  |                                    | People in my organization  |        |                            |   |
|  |  |                                    | Specific people<br>Only me |        |                            |   |
|  |  |                                    | Only me                    |        |                            |   |
|  |  |                                    |                            |        |                            |   |
|  |  |                                    |                            |        |                            |   |
|  |  |                                    |                            |        |                            |   |
|  |  |                                    |                            |        |                            |   |
|  |  |                                    |                            |        |                            |   |

| → C a teams.microsoft.com/meetingOption | ls/meetings/%78"tenantld":"d5c5977f-36d4-41a3-b226-4ad8f0e79bbc","organi: | zerid":"40ee3ed0-2589-45ec-8e7b-18 | 203cb9a144","threadId":"19_t45cad5 |
|---|---|------------------------------------|------------------------------------|
|   | <b>u</b> ji   |                                    |                                    |
|   | Subject Class   |                                    |                                    |
|   |   |                                    |                                    |
|   | Se Demo Faculty   |                                    |                                    |
|   | Meeting options   |                                    |                                    |
|   | Who can bypass the lobby?   | People in my organization          | $\checkmark$                       |
|   | Who can present?  | Only me                            | ~                                  |
|   |   | Sa                                 | ve e                               |
|   |   |                                    |                                    |

Step 7 – You are good with the schedule of the meeting, on the specified schedule join the meeting





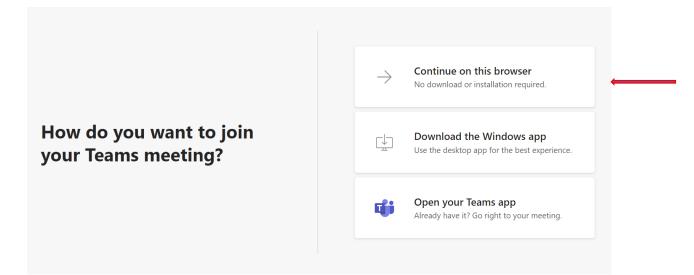
Joining Experience to the Meeting

Step 1 – Please click on the URL below received over the email

Join Microsoft Teams Meeting

Learn more about Teams | Meeting options

Step 2 – The below screen will open in the browser, select Continue on this browser



**Step 3** – Click **Allow** to use your computer microphone and camera.

