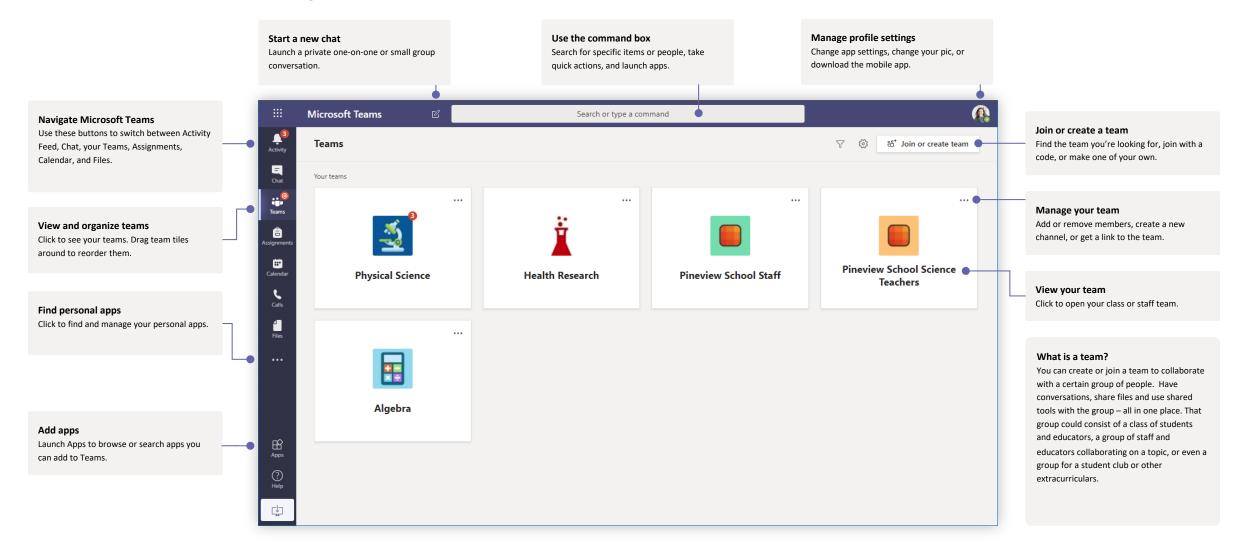
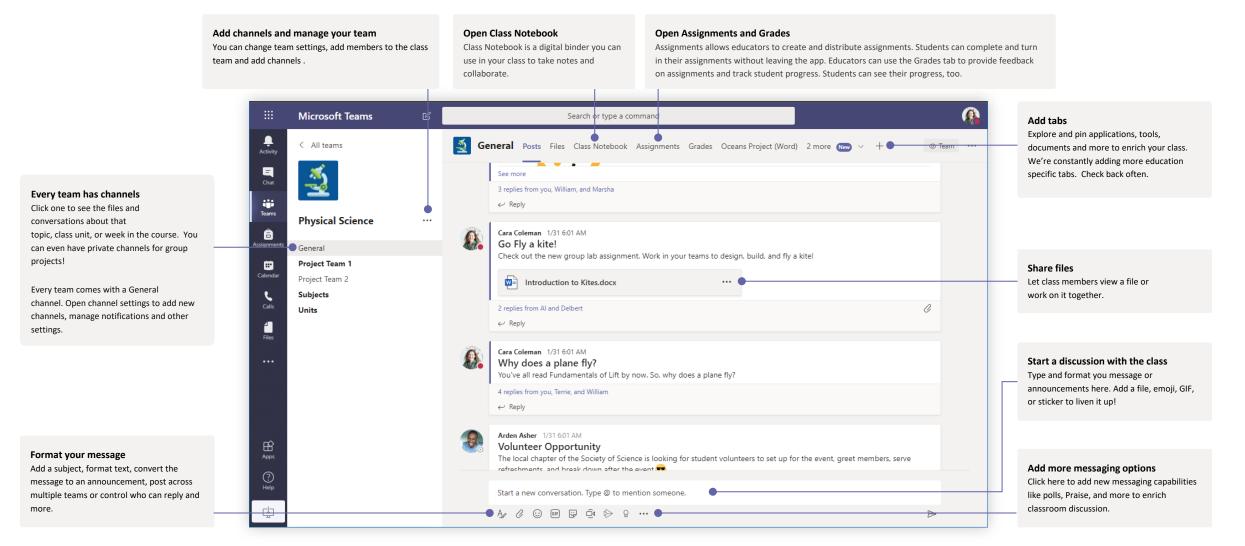
### **Quick Start Guide**

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



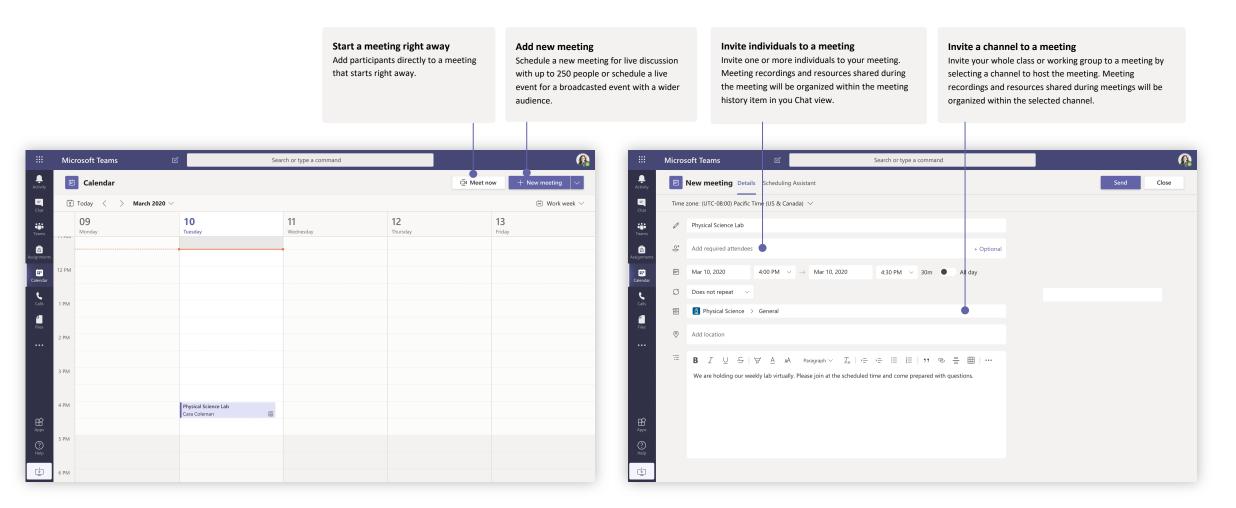
#### **Class teams**

Class teams provide special capabilities tailored for teaching and learning



### Schedule a meeting with your team or class

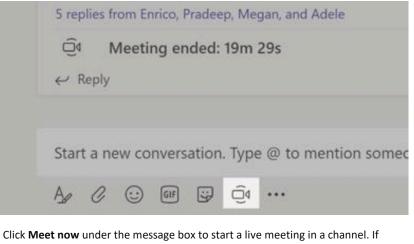
Hold classes, staff collaboration meetings, or trainings over online meetings





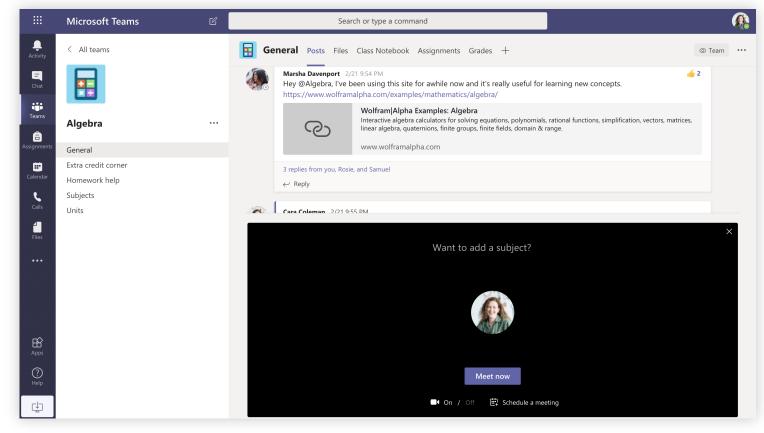
### Schedule a meeting with your team or class

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**.

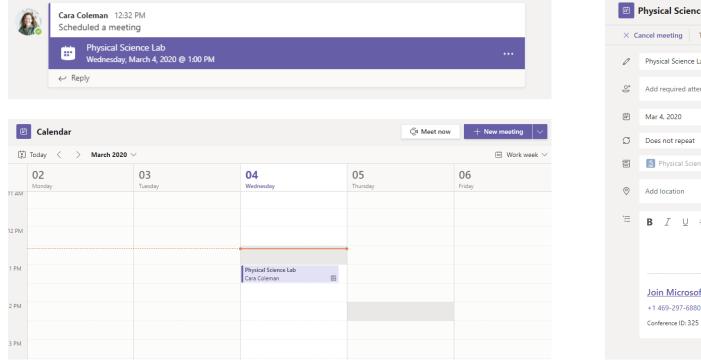
You can invite people to the meeting or ask them to join it directly from the channel.



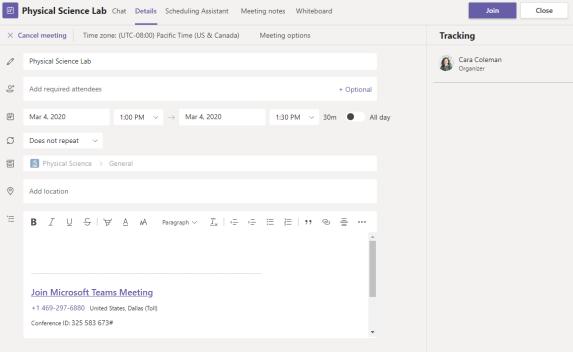
Select **Meet now** to start the meeting right away or **Schedule a meeting** to schedule the meeting for the future. Members of the channel will see an invitation for the meeting in their calendar if you decide to schedule it for later.

#### 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.

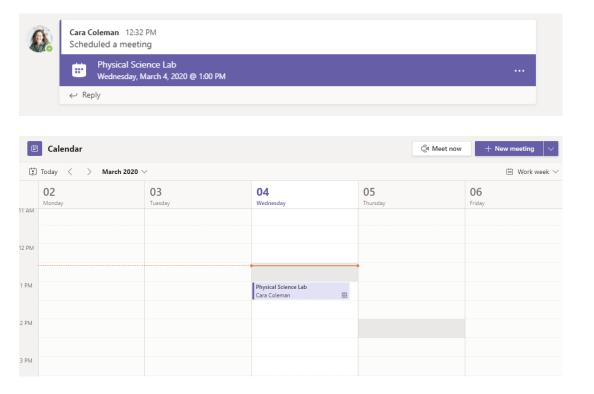


Open the meeting and click Join to join the meeting.

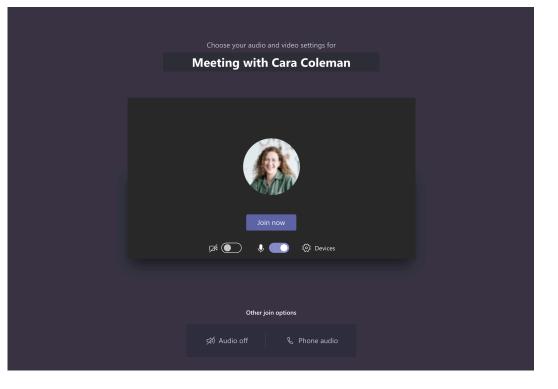


#### Join a meeting

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.** 

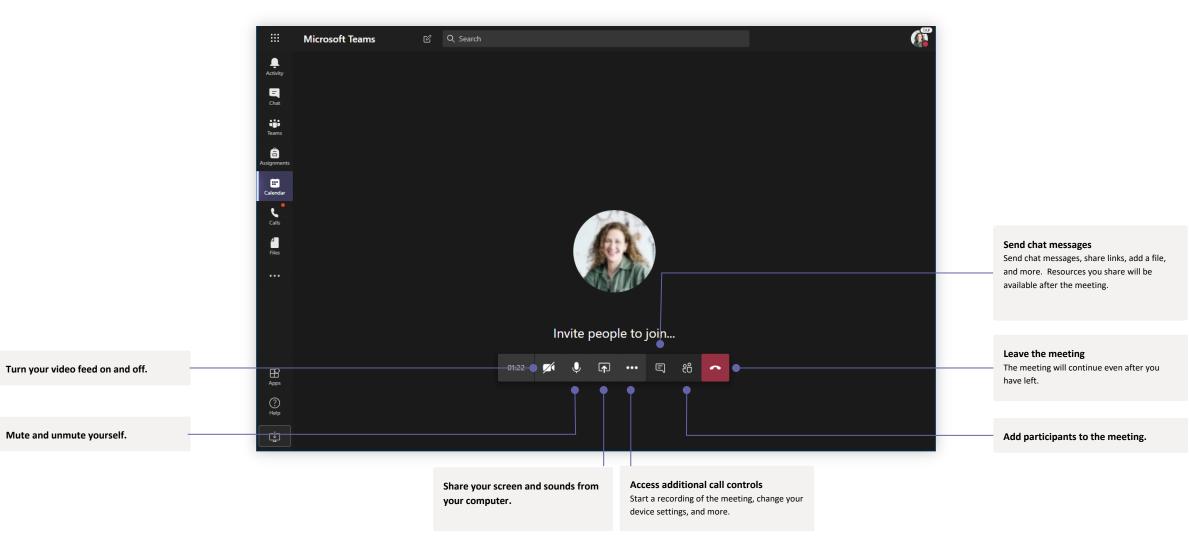


Double-check your audio and video input, turn on the camera, and unmute your microphone to be heard. Select **Join now** to enter the meeting.



#### Participate in a meeting

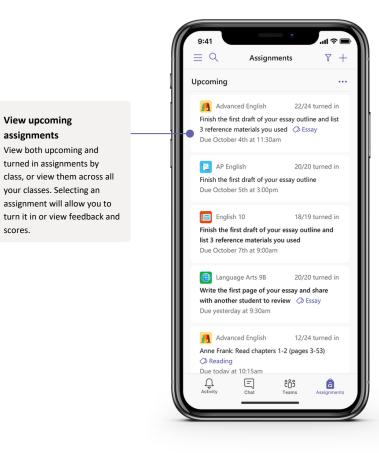
Share video, voice, or your screen during the online call.



### Assignments

scores.

Create learning activities for students with integrated Office applications.

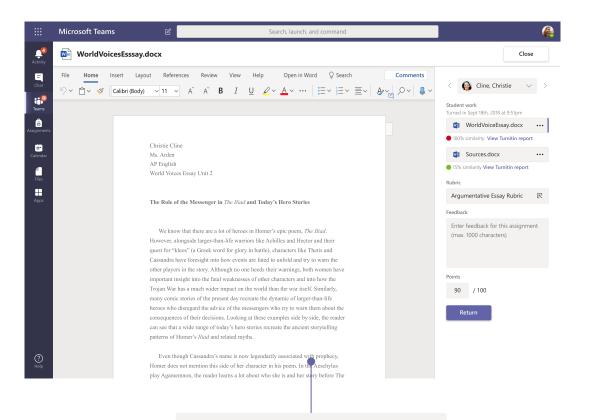


	Microsoft Teams	Ľ	Search, launch, and command	
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⊏ Chat			New assignment Discard Save Assign	
Teams	AP English		Title	Add resources
assignments	General		Enter title (required)	Customize the assignment w
÷	Further Study Essay Writing Help	0	⊘ Add category	content from OneDrive, your 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 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 Grades for this assignment wil sync to PowerSchool. Edit	
? Help			Ves	
	Add a grading rubric Use the rubrics tool to cre customizable, reusable ru		Edit due dates, close date, and schedule to assign 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 Finish the first draft of your essay outl Mar 20 · 50 points	Essay Write the first page of your essay and Mar 17 · 20 points	Anne Frank: Read chapters 10-17 Mar 15 - 20 points	Find 5 references to share with the class Mar 11 - 100 points	Anne Frank Read chapters 3-9 (page Mar 5 - 100 points	Complete bibliograp 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

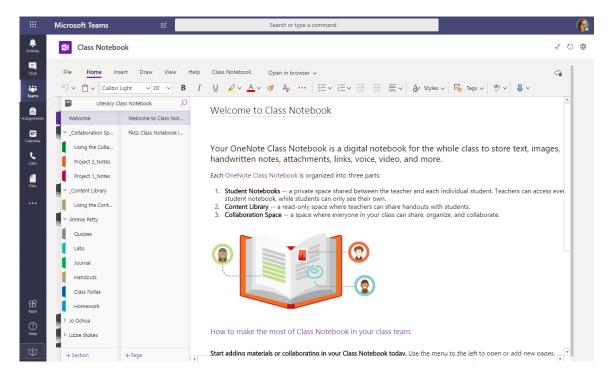


Return and review assignments using the feedback loop Leave comments, make edits, grade with criteria/standards, check for similarity, and more in the grading view.

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	
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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 To: Chris, Joe, Sally, Jill, Jennifer, Joe, Pauline, Joyce, Lydia 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? 8:30-8:45 Welcome, Introductions –	
	> Cheryl Garner	Staff Notebooks and P	9:00-9:45 Dividing into small groups – Ice-breaker activity – Sara 9:45-11:00 Main– Presentation – Sr. Cooke?	
Apps	> Mr. Barden	Staff Notebook and PL	11:00-11:15 Main - Quiet reflection 11:00-11:15 Main - Quiet reflection 11:15-12:00 High school rooms - small group discussion	
(?) Help	> Rosie Patterson	Weekly LT Feature Cre	12:00-1:00 Commons - Lunch - Husky Dell Linda 1:00-2:00 Art Rooms - creative response - Mike and Tom 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 Email, phone, or Skype Next No account? Create one! Can't access your account?	Sign in Email, phone, or Skype Next 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**.

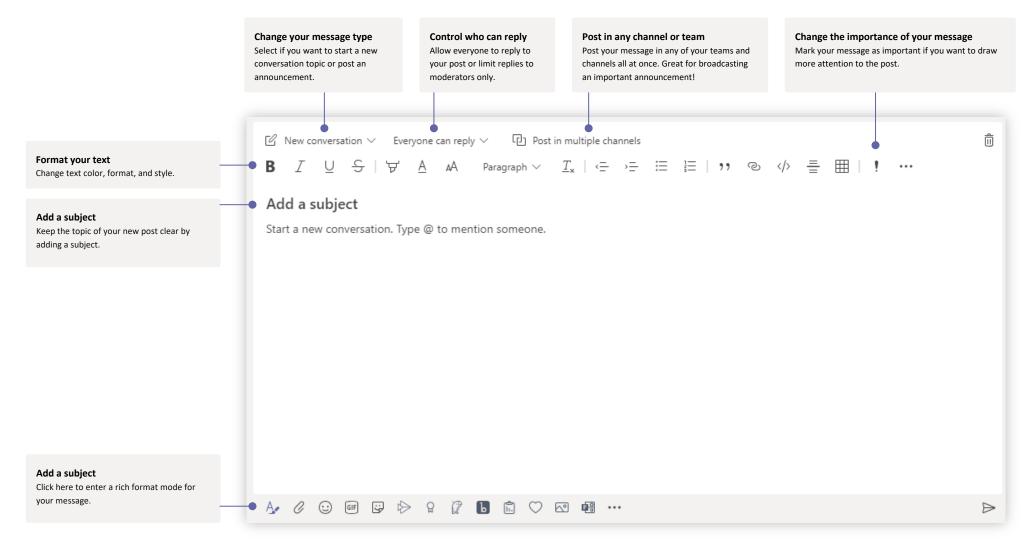
With a person or group... Click **New chat**, type the name of the person or group in the **To** field, write your message, and click **Send**.



A C 🙂 💷 😳 🍳 …

### Enrich your channel posts

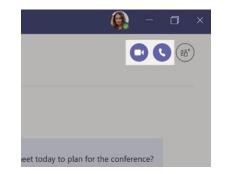
Create classroom announcements and posts. Edit your post to get your students' attention, control who replies, and post across multiple channels.





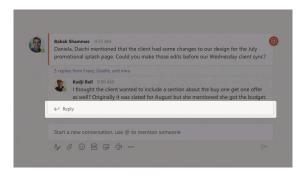
### Make video and audio calls

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.



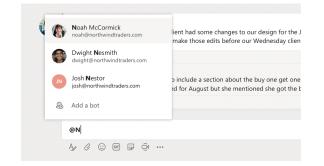
### Reply to a conversation

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

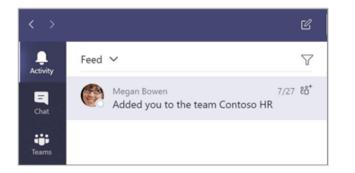
Click **Sticker** under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF. Search for MicrosoftEDU in the GIF search box for extra fun!





## 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.



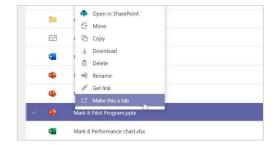
# Share a file

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

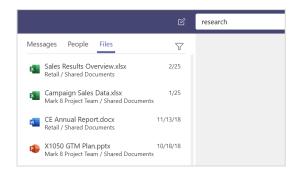
Click **Files** on the left to see all files shared across all of your teams. Click **Files** at the top of a channel to see all files shared in that channel. Click **More options** ... next to a file to see what you can do with it. In a channel, you can instantly turn a file into a tab at the top!





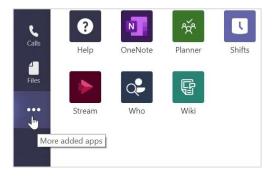
## Search for stuff

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.



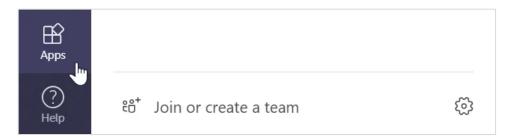
## Find your personal apps

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.

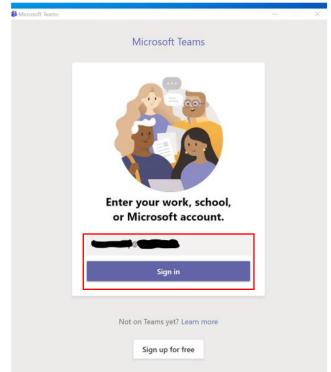
#### Start with Microsoft Teams

**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 Deams Connect and collaborate with anyone from anywhere on Teams 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.

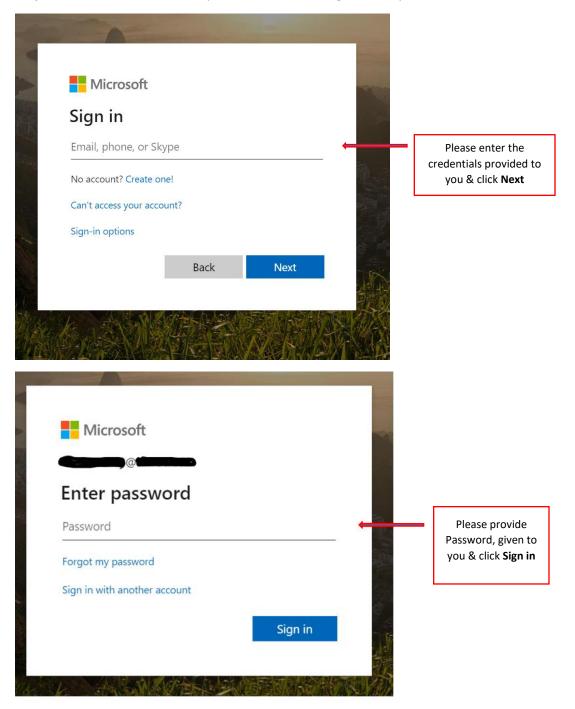


#### Start with Microsoft Teams

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.



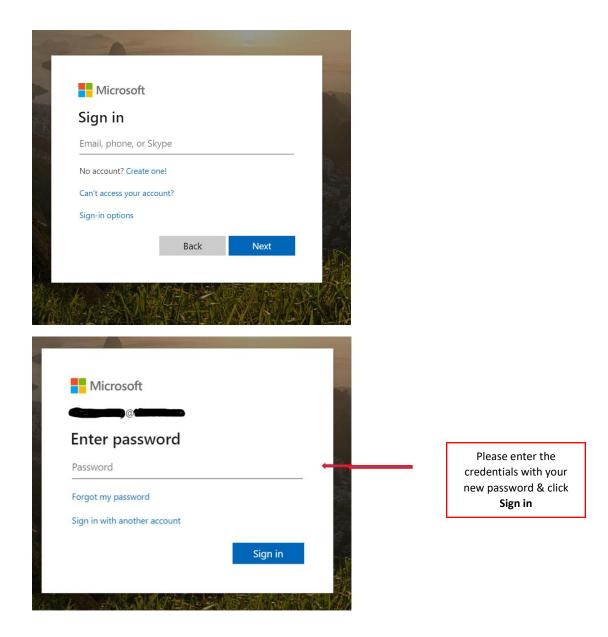
Microsoft	
Update your password	
You need to update your password because this is the first time you are signing in, or because your password has expired.	
	Please provide Password,
	given to you in first row, followed with new password (8 characters, complex) of

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

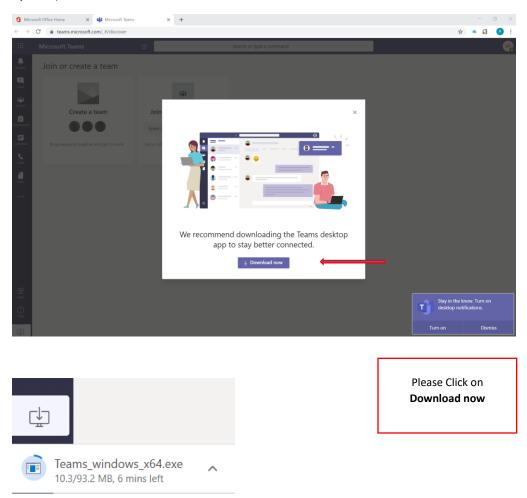
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#### Step 4 – Click on Teams

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	42	$\rightarrow$								Notebook					
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**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, or Microsoft account.	
Sign in	 Please enter the credentials & click <b>Sign</b> <b>in</b>
Not on Teams yet? Learn more Sign up for free	

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

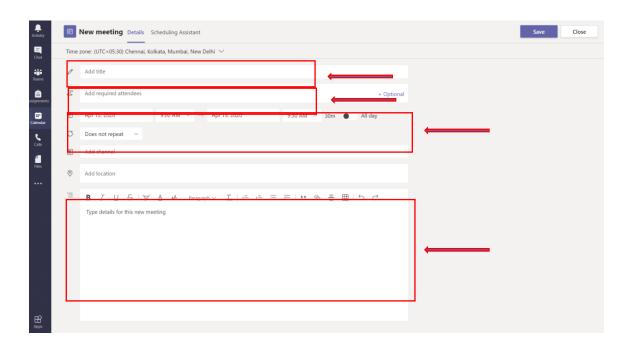
$\langle \rangle$		C C	Search or type a command	DF	-	o ×
Activity	Join or create a team					
Chat		-				
Teams	Create a team	Join a team with a code				
Assignments		Enter code				
Calendar	Bring everyone together and get to work!	Got a code to join a team? Enter it above.				
<b>C</b> alls						
files						
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#### Create Microsoft Teams Meeting & Join on the schedule Date and Time

>	e <b>e</b>	Search or type a command	DF2 - 🗆 ×	
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3 AM				
4 AM				
5 AM				
6 AM				
7 AM				
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MA C				

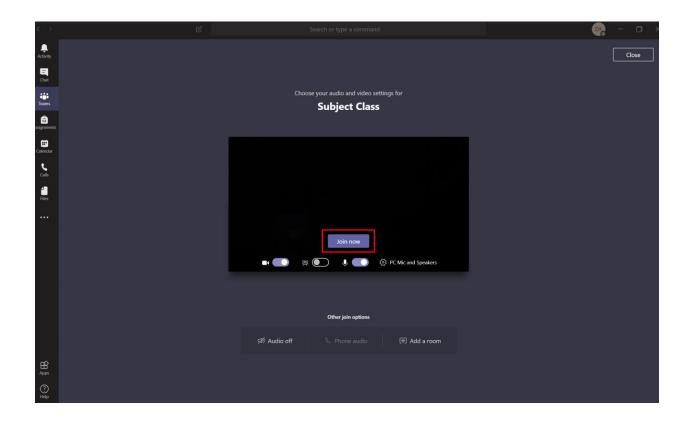
**Step 1** – After you login to Microsoft Teams, Click on Calendar to schedule the meeting.

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 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 $\sim$			
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	Join Microsoft Team			



#### Start with Microsoft Teams – Faculty Experience

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Microsoft Teams —	×
Microsoft Teams	
Enter your work, school, 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> Chat	Your teams			
Teams				
6 signments	SN			
Calendar	Subject Name			
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#### Step 2 – You will see the Subject Name, when you click Teams

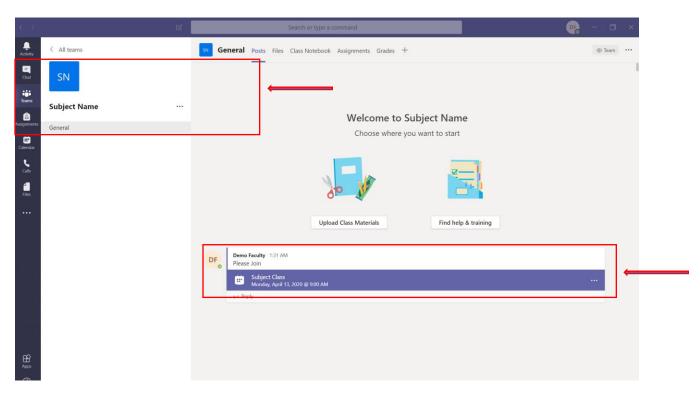
Step 3 – Click on Calendar to schedule the class

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😇 Calendar				G Meet now + New meeting	
🛱 Today < >	April 2020 🗸			Work week $\vee$	
13 Monday	14 <sub>Tuesday</sub>	15 Wednesday	16 Thursday	17 Friday	Click + Ne 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. Activity		New meeting Details Scheduling Assistant	Save Close	
<b>E</b> 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 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 E Calendar	++ 11	Apr 13, 2020 9:00 AM ∨ → Apr 13, 2020 9:30 AM ∨ 30m ● All day		
Calendar	Ø	Does not repeat v		
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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* Please Join		
Apps				

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



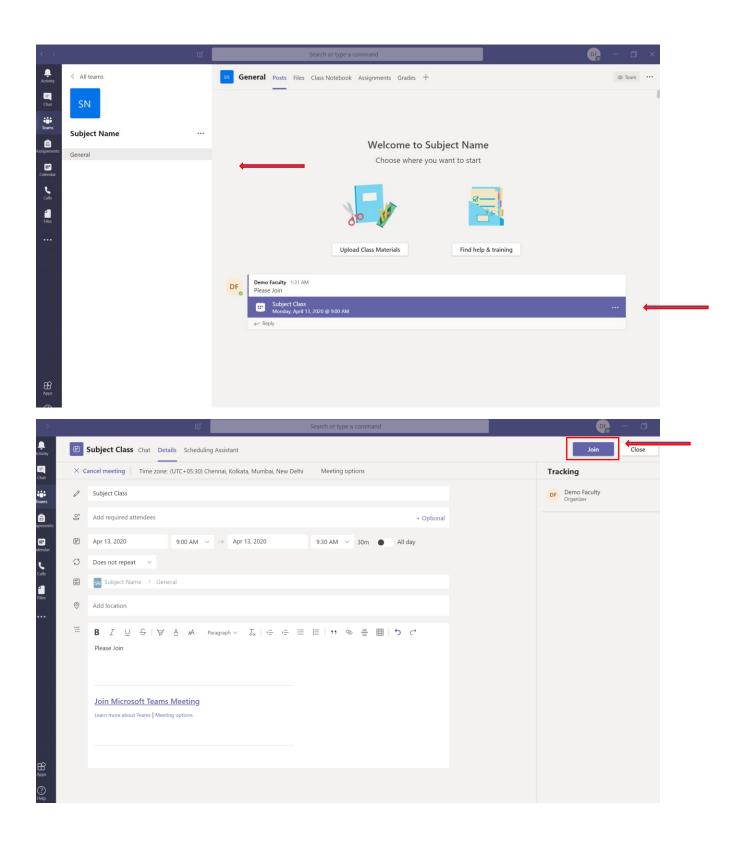
**Step 6** – To control the class environment, please double click the schedule meeting and select **Meeting Options** 

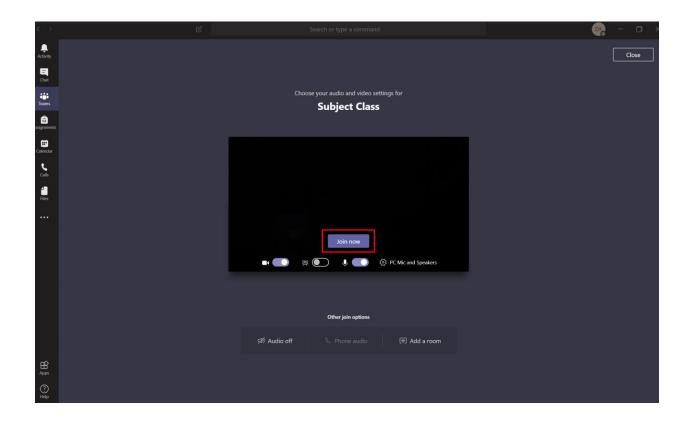
$\rightarrow$		C C	Search or type a command	
<b>Ļ</b> Activity	Ē	Subject Class Chat Details Scheduling Assistant		Join Close
E Chat	× ca	Time zone: (UTC+05:30) Chennai, Kolkata, Mumbai, New De	Ihi Meeting options	Tracking
iii Teams	Ø	Subject Class		DF Demo Faculty Organizer
â	0*	Add required attendees	+ 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		
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	Who can bypass the lobby?		People in my organization	~		
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	Who can bypass the lobby?	People in my organization	$\checkmark$
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Step 7 – You are good with the schedule of the meeting, on the specified schedule join the meeting





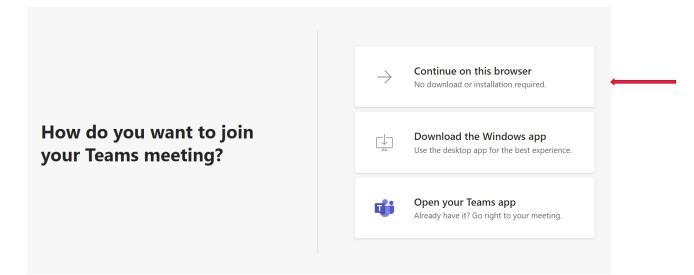
Joining Experience to the Meeting

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.

