



# Microsoft Teams for Education


Quick Start guide for students



# Get started

How to sign in

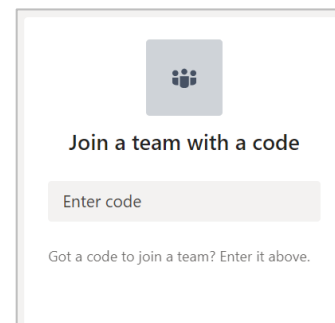
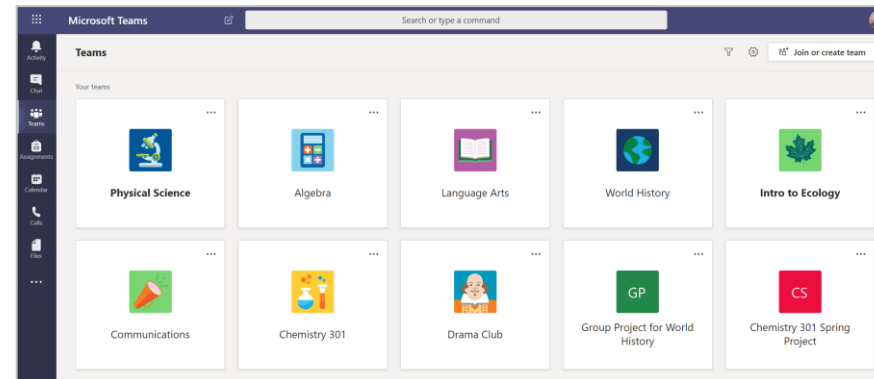
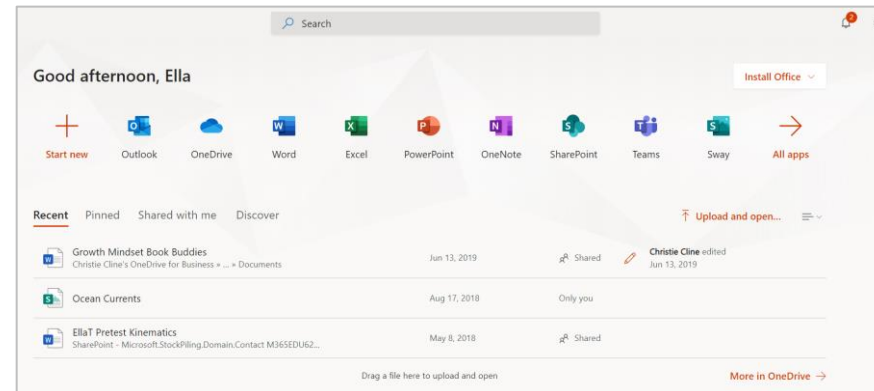
# Sign in to Teams

1. Go to [Office.com](https://Office.com) and sign in with your school email and password.
2. From your [Office.com](https://Office.com) homepage, click on the **Teams** app to open it right in your browser.
3. Select  Teams to see which class teams you're in. If your teacher has already set up the class team and added you, you'll see one of more (depending on how many classes you have) class team tiles.

**Note:** Don't see any class team tiles? Your teacher may have invited you to join your class team with:

- A join code (from the Teams page, select **Join or create team** and enter the code)
- A link (check your email!)

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



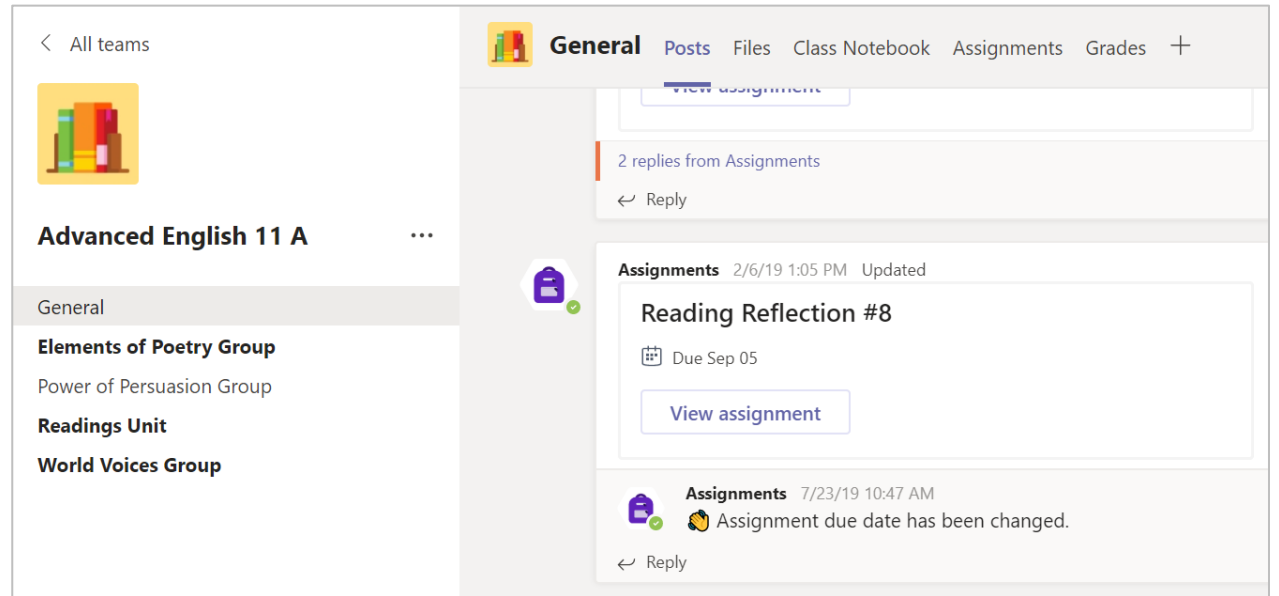
# Get organized

Find and organize conversations, files, assignments, and notes in your class teams.

# Channels

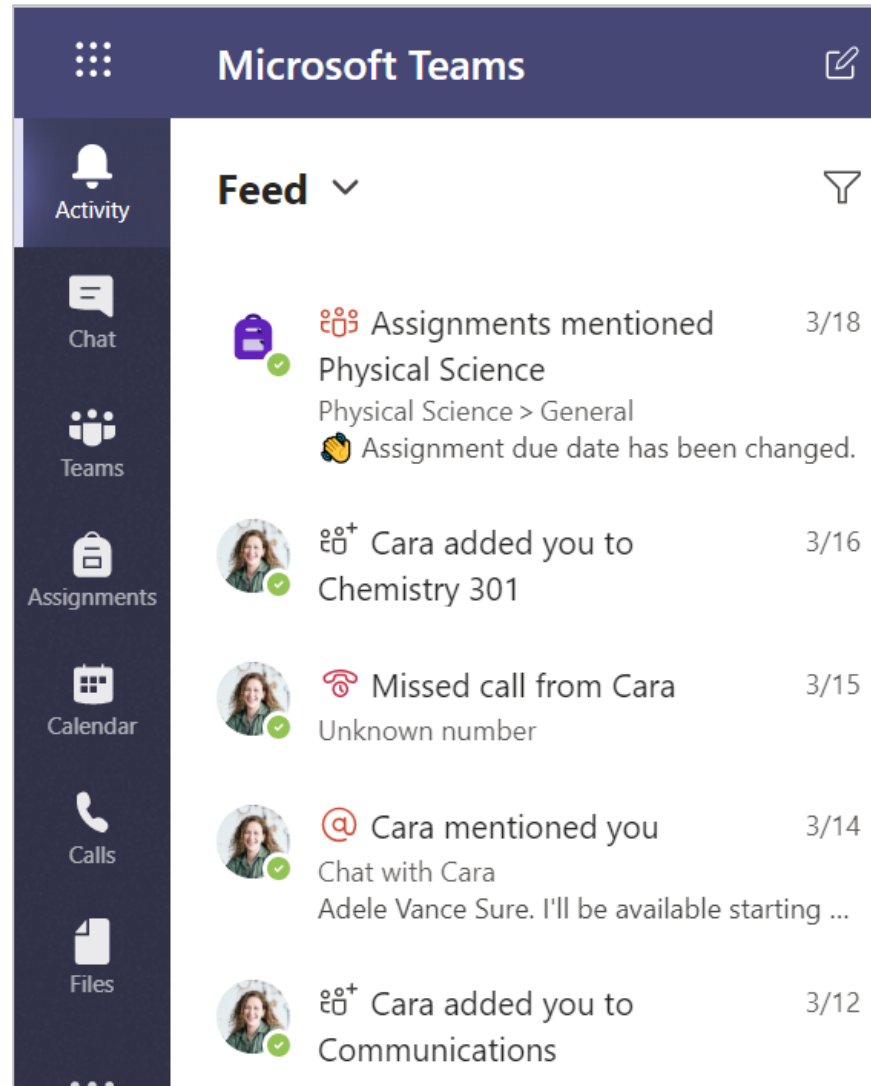
Every class team has a main discussion area, the **General** channel. Under **General**, your teacher may create more channels to organize topics, projects, and more.

- All channels include a **Posts** and a **Files** tab.
- The **Posts** tab is where you, your classmates, and your teacher can all start and reply to conversations.
- Look for shared documents in the **Files** tab.
- Along with **Posts** and **Files** tabs, the **General** channel has **Assignments**, **Class Notebook**, and **Grades** tabs.



## Notifications

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




# Communicate

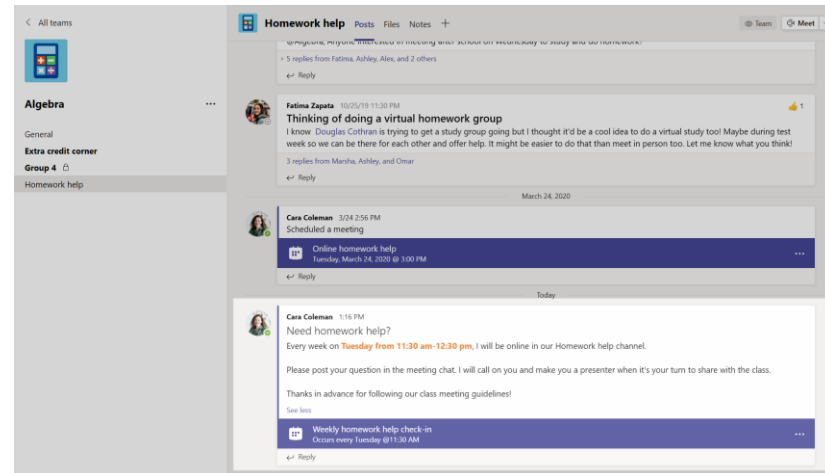
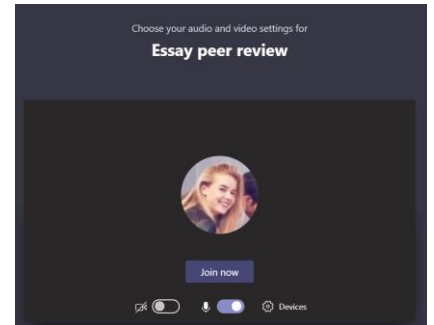
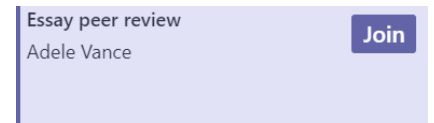
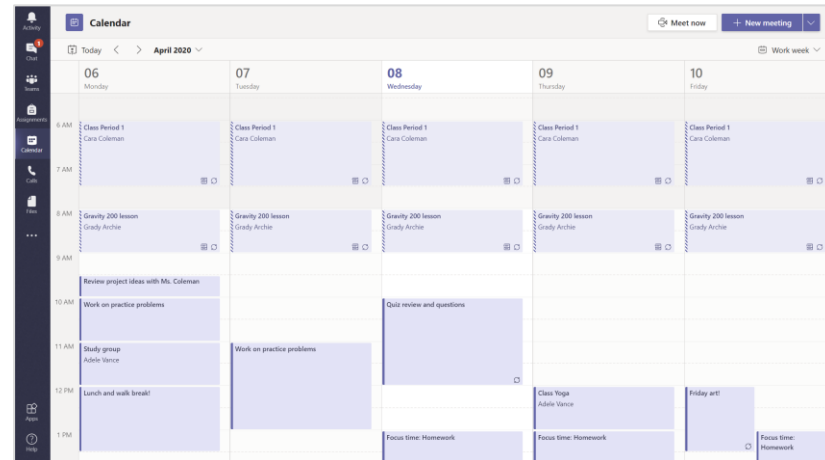
Create and respond to messages in Teams.

## Connect with video

Use meetings in Teams to virtually join your teacher and classmates in online classes, study groups, presentations, and whenever you need to learn face-to-face.

1. Select  **Calendar** to see any meetings your teacher or classmates have added you to, or any you've created yourself. Click **Join** when it's time to meet.
2. Adjust your audio and video settings, then click **Join now**.

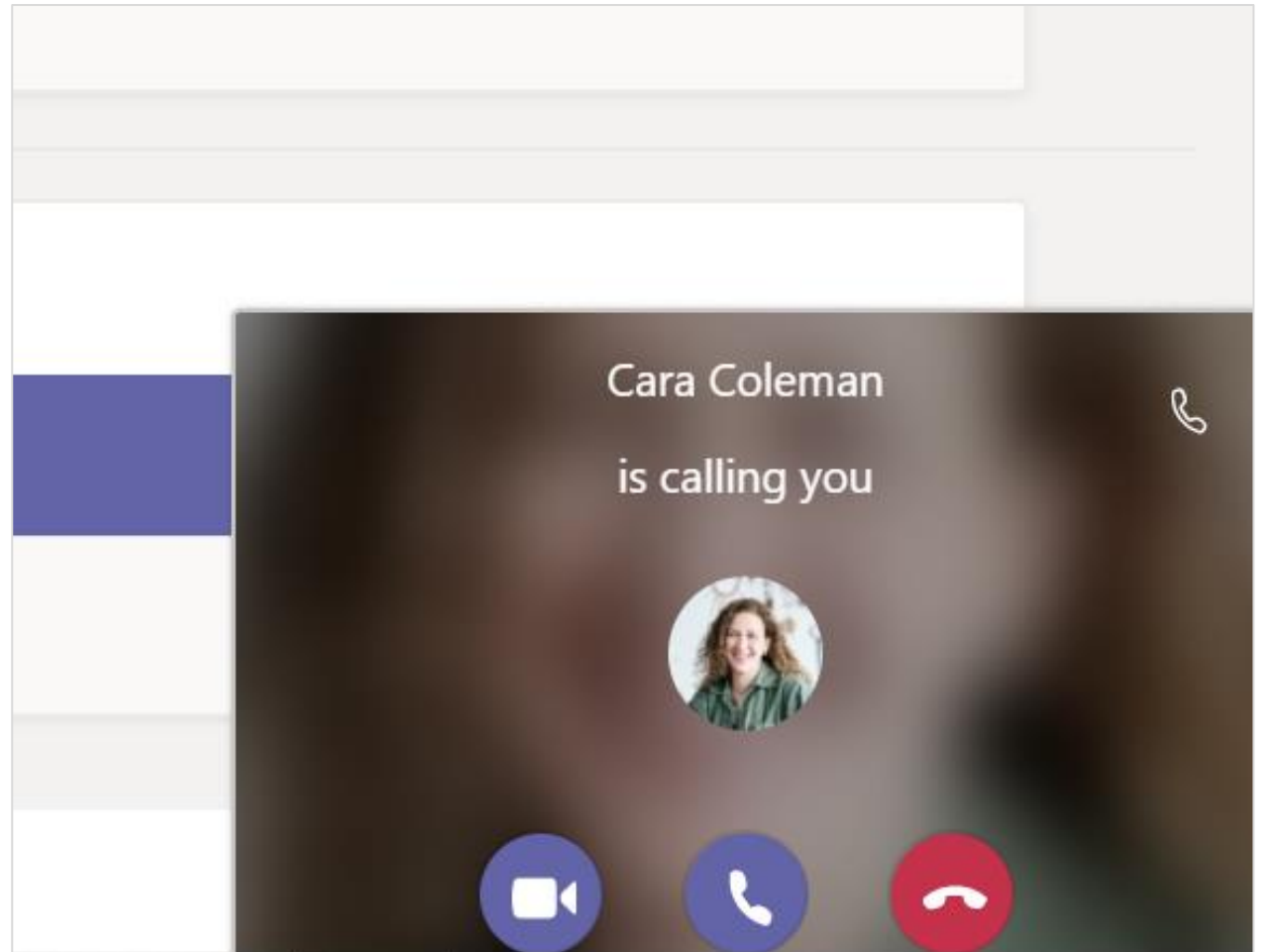
**Note:** You can also see scheduled meetings in any of your class team channels.



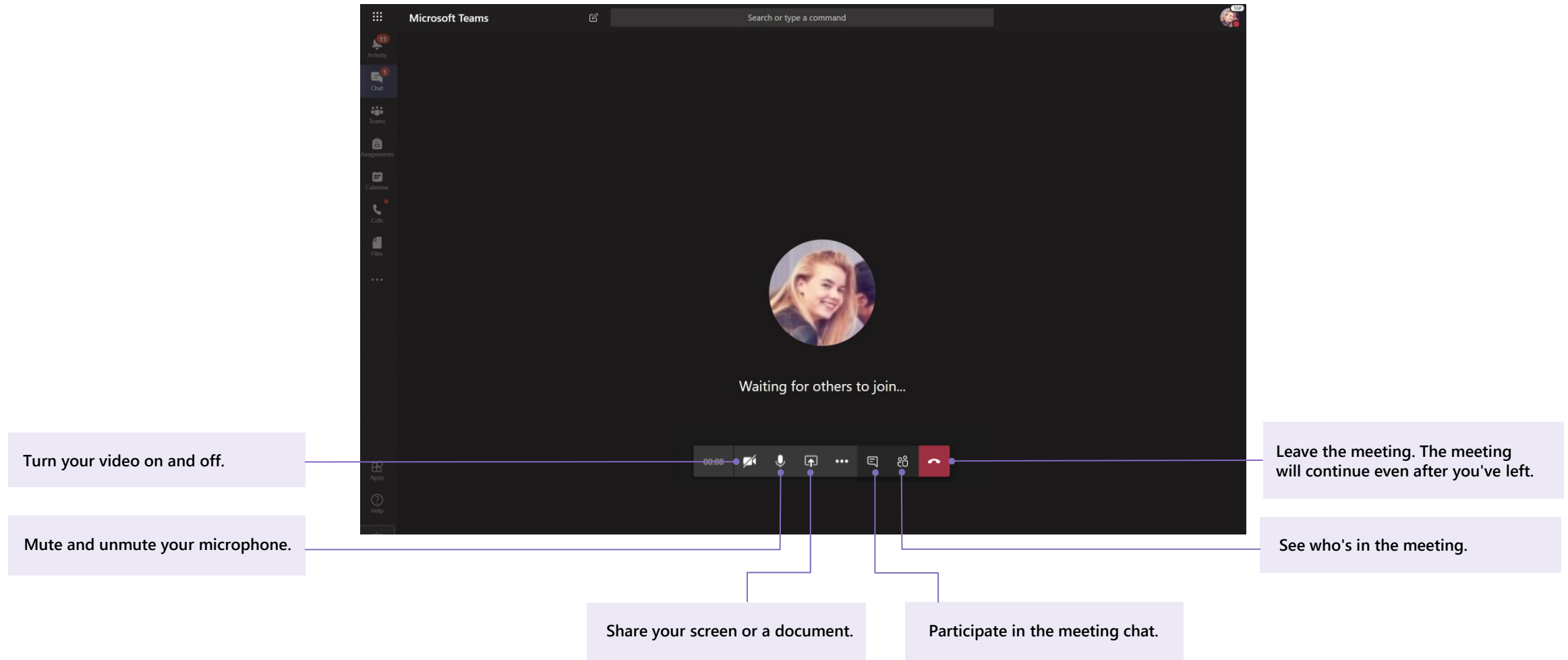


## Answer a call

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





## How to use the toolbar during the meeting

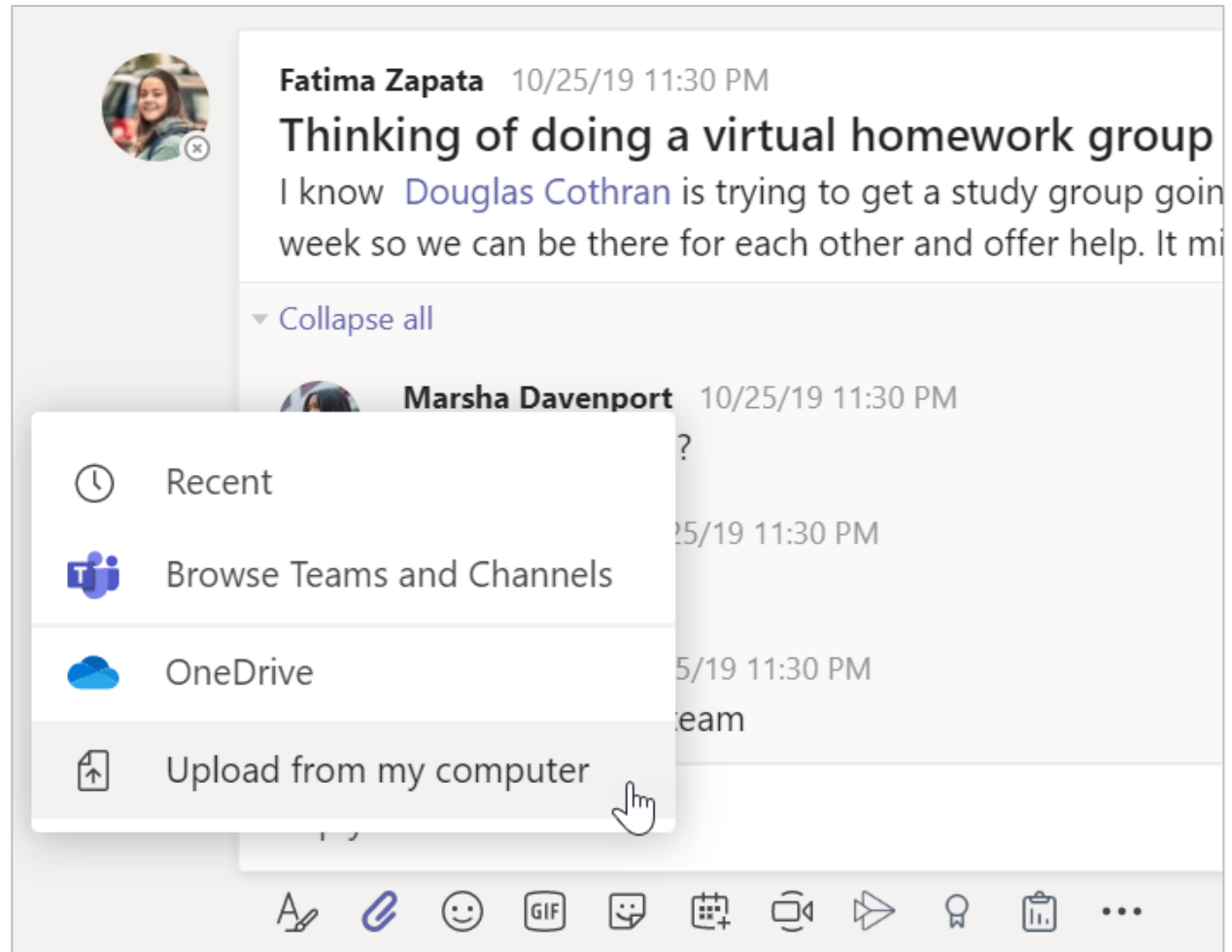


# Share and organize files

Share files in conversations and use the Files tab to keep track of them.

## Share a file in a channel or chat

1. In a new message or reply, click **Attach** .
2. Choose a file you'd like to share.
3. Include a message if you want, then click **Send** .




# Find or create a file

See the files that you, your classmates, and your teacher have shared in a chat or a channel by selecting the **Files** tab.

While in **Files**, you can create a new Word, Excel, or PowerPoint document for you and your classmates to collaborate in.

## Class Materials

In the **Files** tab of every class team's **General** channel, your teacher might add read-only resources to the **Class Materials** folder. Look here for important documents that can help you with assignments, projects, or just staying up to date on class expectations.



General

Posts

Files

Class Notebook

Assignments

Grades

+ New

↕

↶ Upload

↕






↻ Sync

🔗 Copy link

⬇ Download

+ Add cloud storage

General

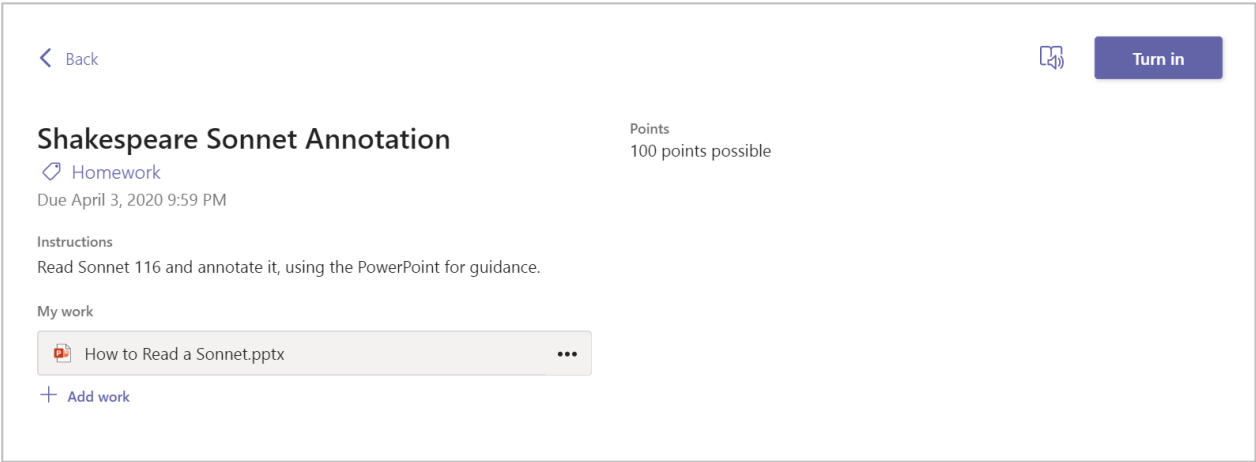
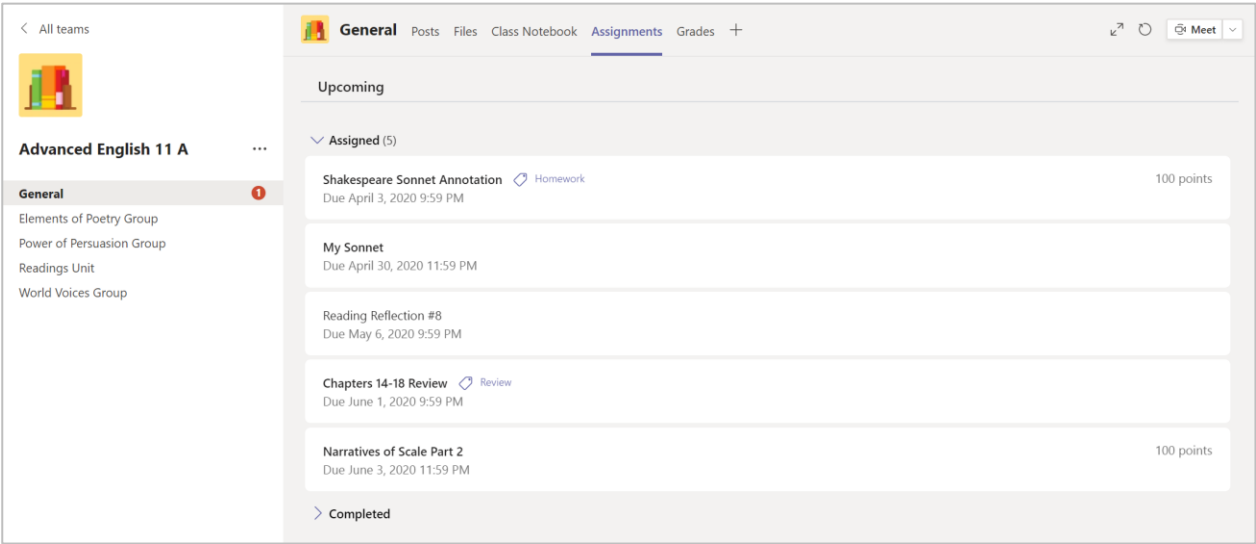
	Name ↕	Modified ⬇ ↕	Modified By ↕
	Class Materials 📎		System Administrat...
	Stickers_SillySupplies_Crayon.png	October 25, 2019	Cara Coleman
	Introduction to Algebra (1).pptx	October 25, 2019	Cara Coleman
	Evaluate the expressions - Friday.docx	October 25, 2019	Cara Coleman

# Assignments and grades

View and turn in your work. All from Teams.

# View and turn in assignments

- 1. Head to a class team and the **General** channel. Select the **Assignments** tab.
- 2. To view assignment details and turn in work, select the assignment.
- 3. Attach any required materials by clicking **+ Add work**.
- 4. Click **Turn in**.




# See your grades

To see grades for assignments your teacher has reviewed and sent back to you:

- 1. Select the **Grades** tab in the **General** channel.
- 2. All your assignments are listed here. View your status on each assignment as well as points you've received on graded work.

< All teams



Physical Science 9A

...

General

Posts

Files

Class Notebook

Assignments

Grades

+


2 replies from Assignments

← Reply

Assignments

12/11/19 4:50 AM Updated

Watch Waves and Friction in Science short film



Emma Garcia

Due date ▲	Assignment ▼	Status	Points
Feb 17	Anne Frank Read chapters 10-17 (pages 219-328)	⊘ Not turned in	No points
Feb 15	Essay 2 (including bibliography)	✓ Turned in	73/100
Tomorrow	Write the first page of your essay, include your outline and...	⊘ Not turned in	/100
Today	Finish your essay outline and bibliography	✓ Turned in	41/50
Yesterday	Anne Frank Read chapters 3-9 (pages 92-218)	✓ Turned in	No points
Feb 8	Complete the bibliography worksheet	✓ Turned in	9/10