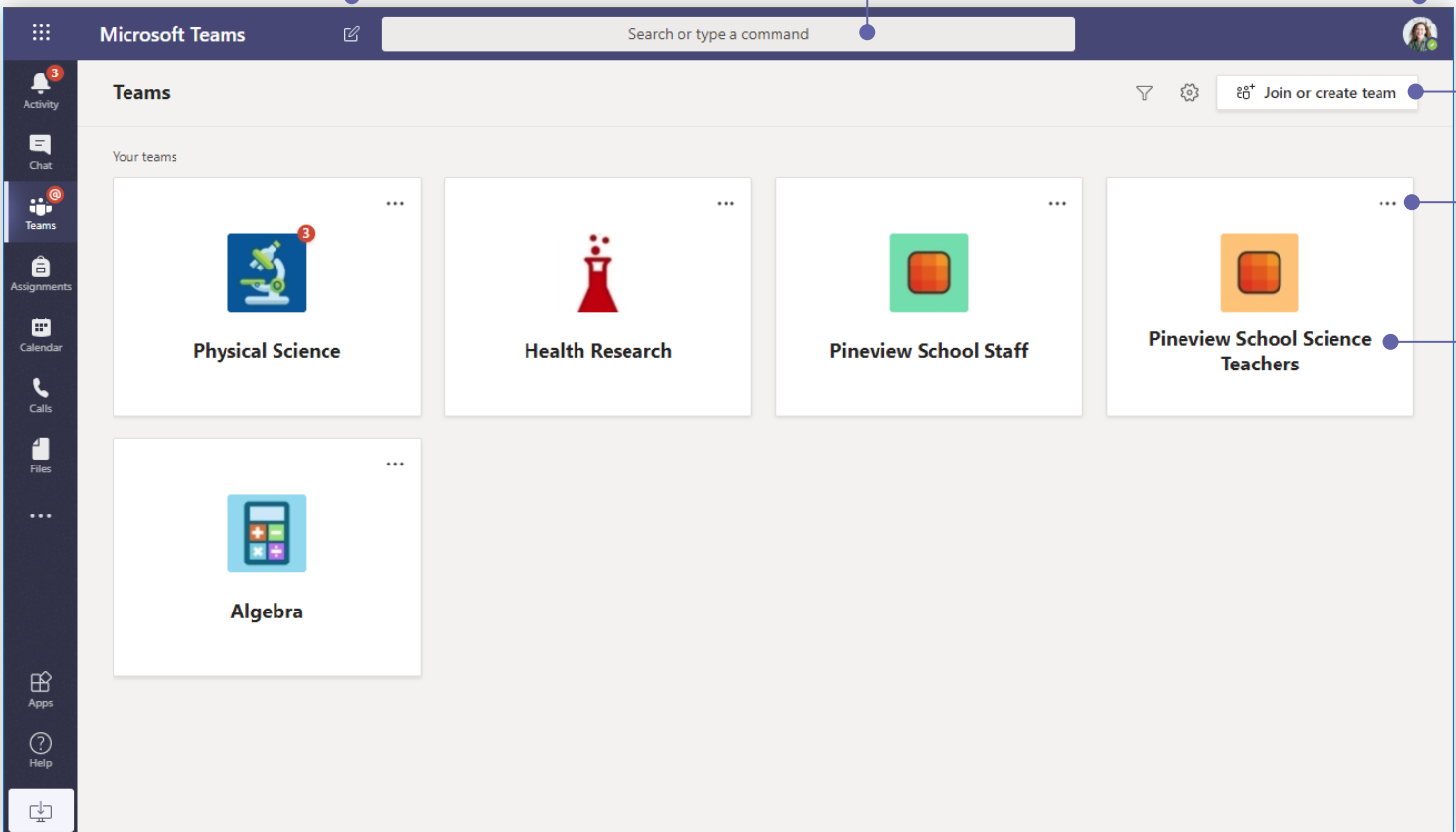


Microsoft Teams for Education

Quick Start Guide

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



The screenshot shows the Microsoft Teams application interface. At the top is a dark blue header bar with the 'Microsoft Teams' title, a search bar, and a user profile icon. Below the header is a left-hand navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main area displays 'Your teams' with five team tiles: Physical Science, Health Research, Pineview School Staff, Pineview School Science Teachers, and Algebra. Each tile has a unique icon and a three-dot menu. Callout boxes provide instructions for various features: 'Start a new chat' points to the top right; 'Use the command box' points to the search bar; 'Manage profile settings' points to the user profile icon; 'Navigate Microsoft Teams' points to the left navigation pane; 'View and organize teams' points to the team tiles; 'Find personal apps' points to the 'Apps' icon in the left pane; 'Add apps' points to the 'Apps' icon in the left pane; 'Join or create a team' points to the 'Join or create team' button in the top right; 'Manage your team' points to the three-dot menu on a team tile; 'View your team' points to a team tile; and 'What is a team?' points to the team tiles.

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, change your pic, or download the mobile app.

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

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

Find personal apps
Click to find and manage your personal apps.

Add apps
Launch Apps to browse or search apps you can add to Teams.

Join or create a team
Find the team you're looking for, join with a code, or make one of your own.

Manage your team
Add or remove members, create a new channel, or get a link to the team.

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

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

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[Learn more about Teams](#)

Class teams

Class teams provide special capabilities tailored for teaching and learning

Add channels and manage your team

You can change team settings, add members to the class team and add channels.

Open Class Notebook

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

Open Assignments and Grades

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

Every team has channels

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

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

Format your message

Add a subject, format text, convert the message to an announcement, post across multiple teams or control who can reply and more.

Add tabs

Explore and pin applications, tools, documents and more to enrich your class. We're constantly adding more education specific tabs. Check back often.

Share files

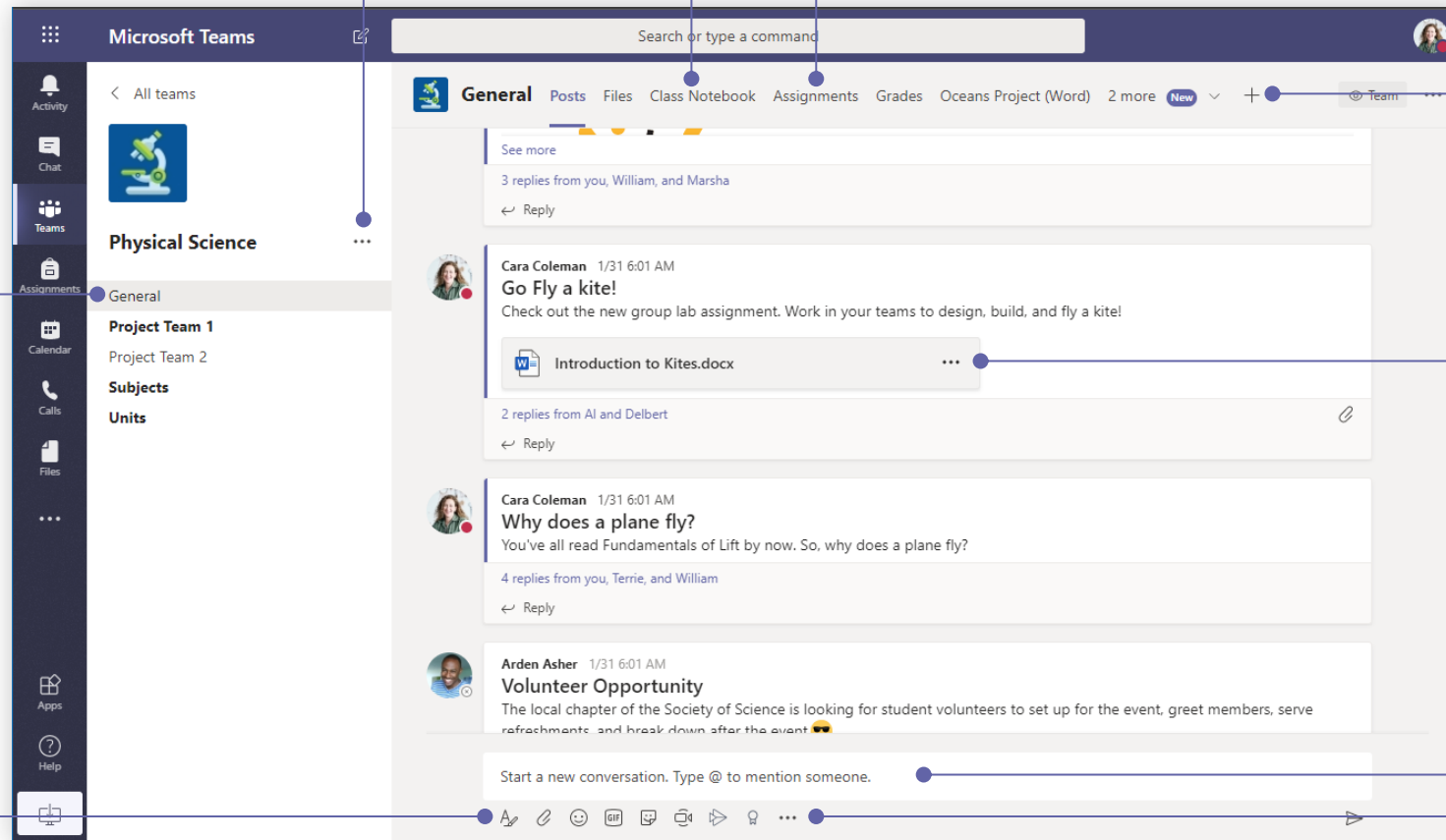
Let class members view a file or work on it together.

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!

Add more messaging options

Click here to add new messaging capabilities like polls, Praise, and more to enrich classroom discussion.



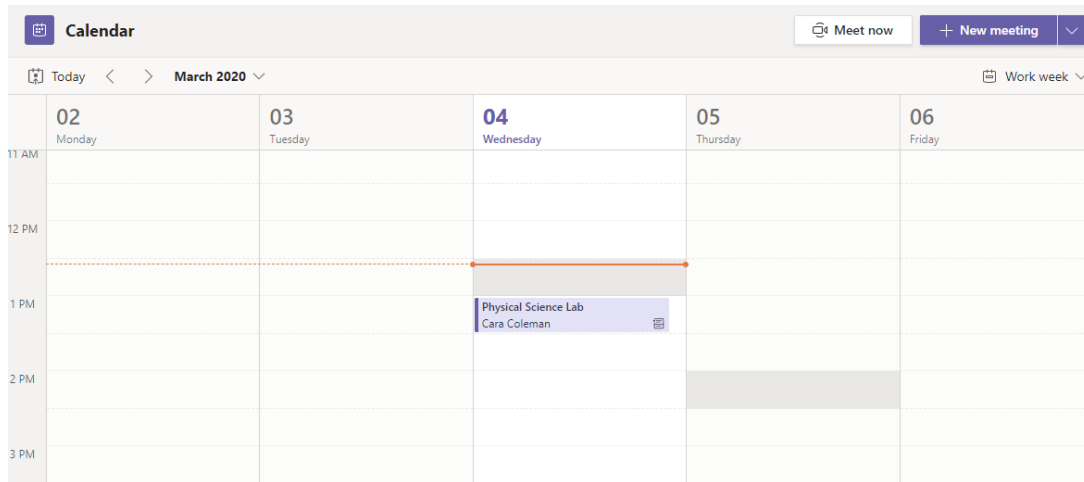
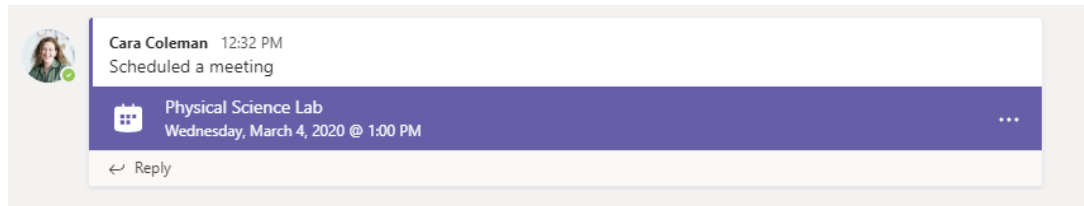
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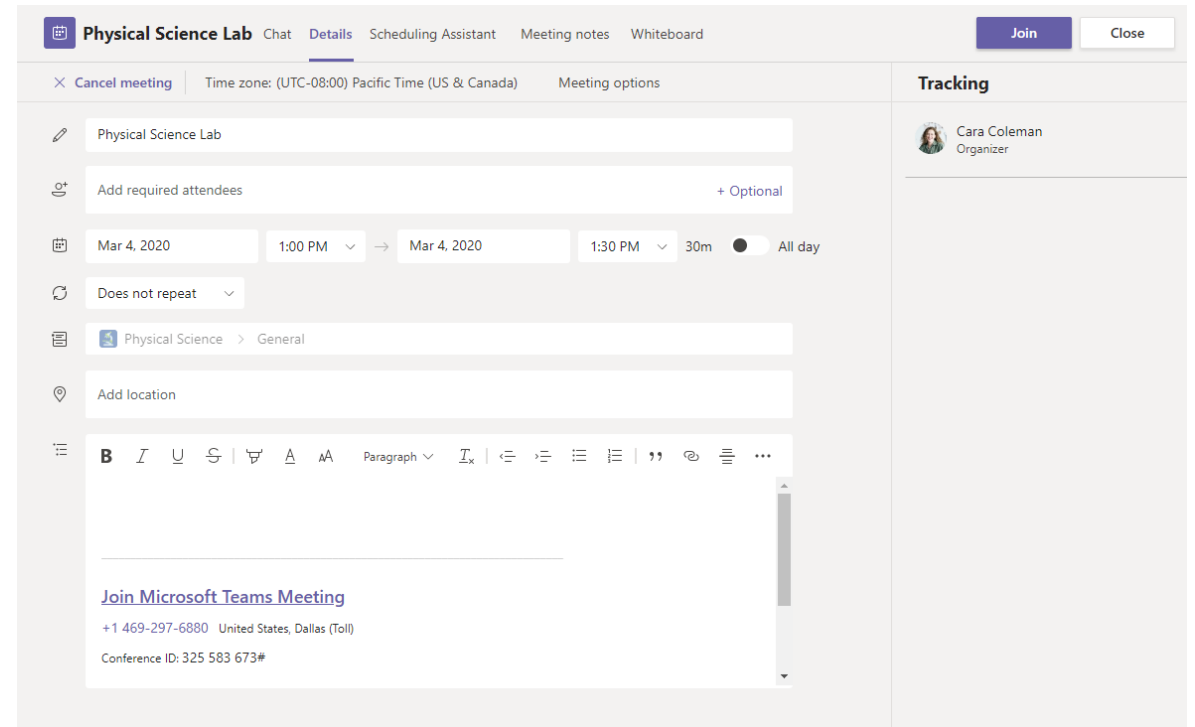
[Learn more about Teams](#)

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.

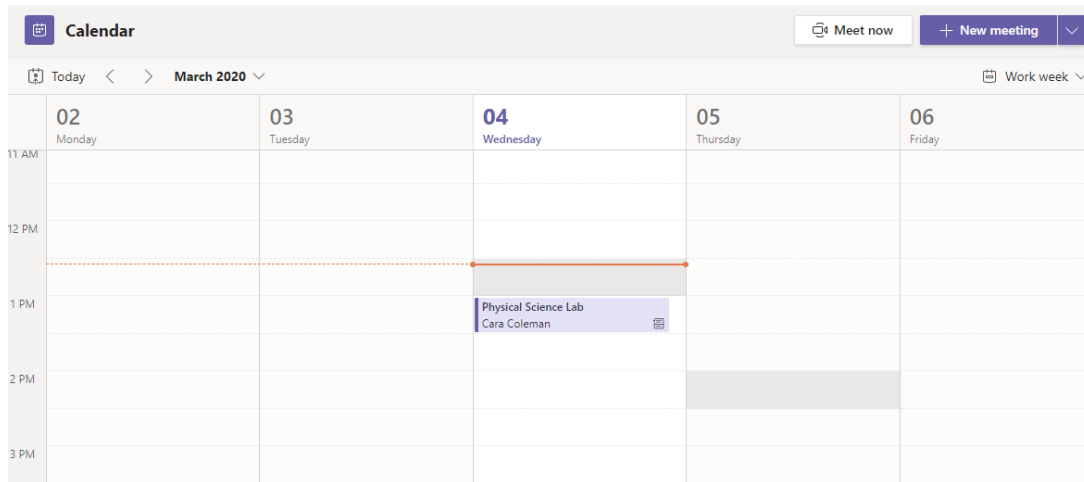
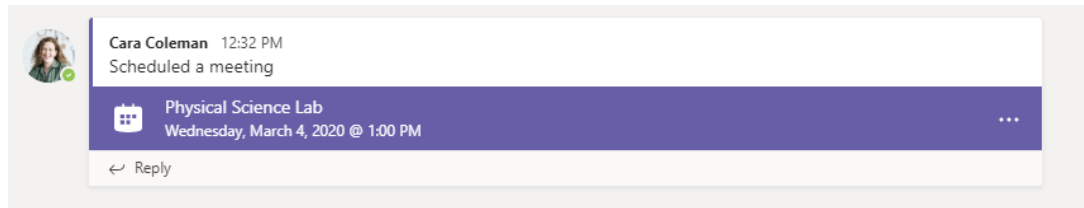
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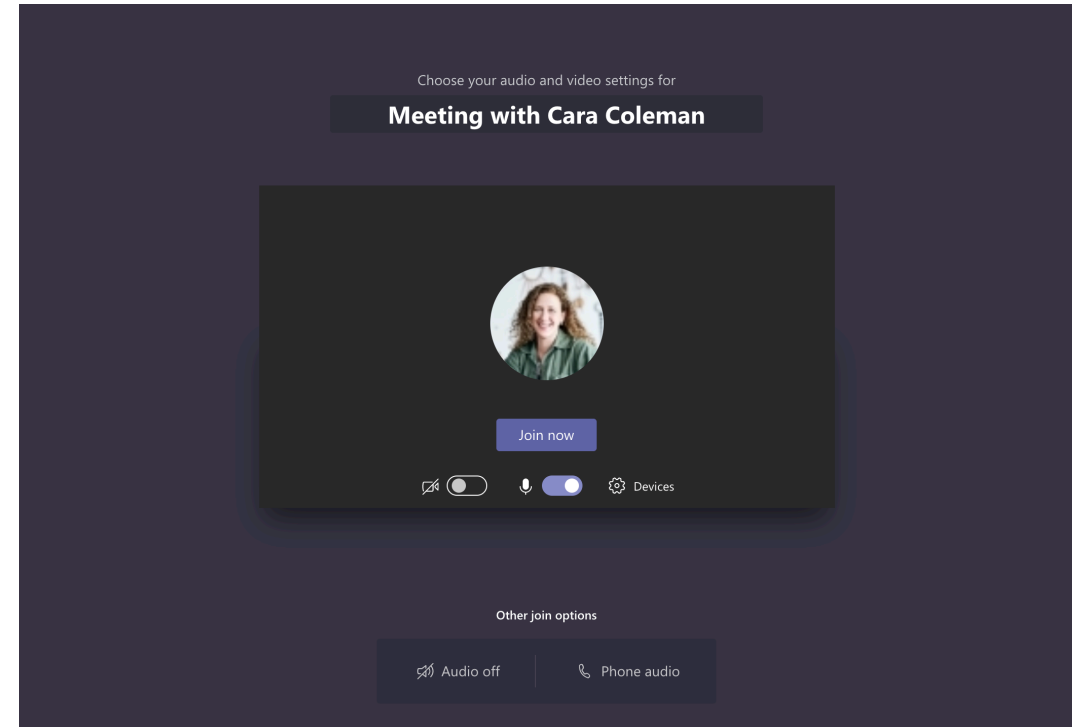
[Learn more about Teams](#)

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**.

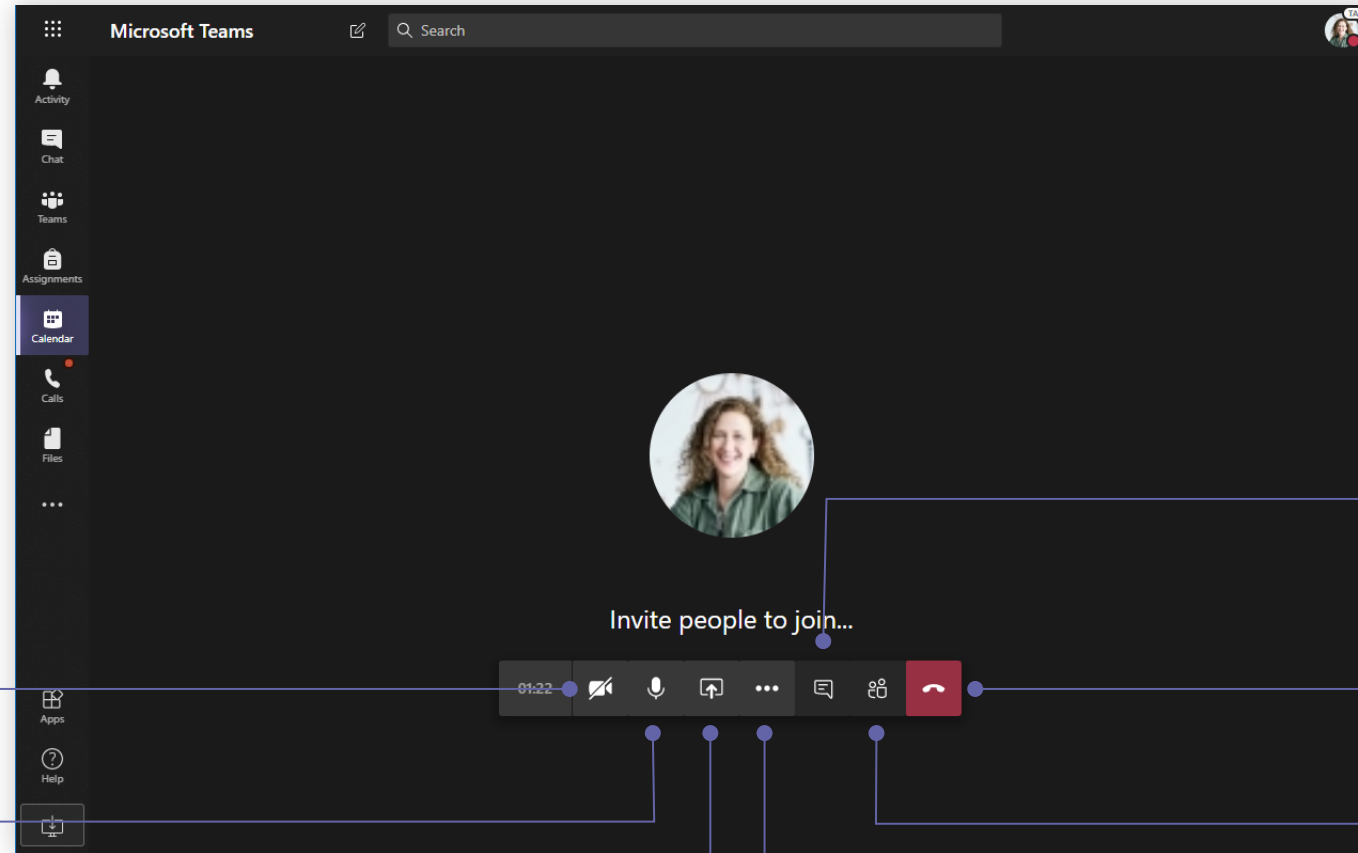


Double-check your audio and video input, turn on the camera, and unmute your microphone to be heard. Select **Join now** to enter the meeting.

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Participate in a meeting

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



Turn your video feed on and off.

Mute and unmute yourself.

Share your screen and sounds from your computer.

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

Send chat messages

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

Leave the meeting

The meeting will continue even after you have left.

Add participants to the meeting.

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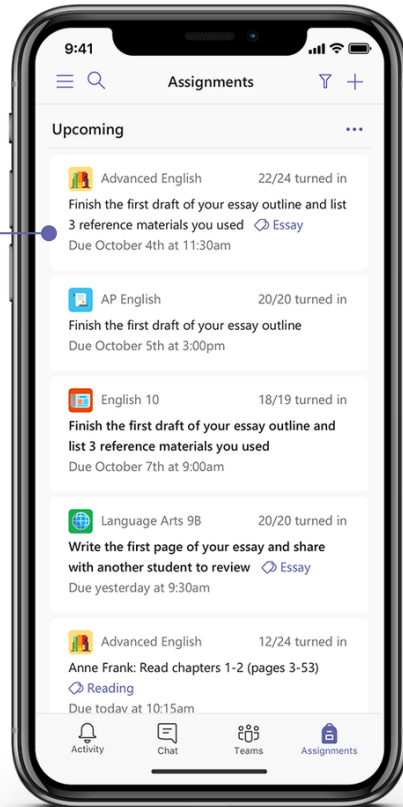
[Learn more about Teams](#)

Assignments

Create learning activities for students with integrated Office applications.

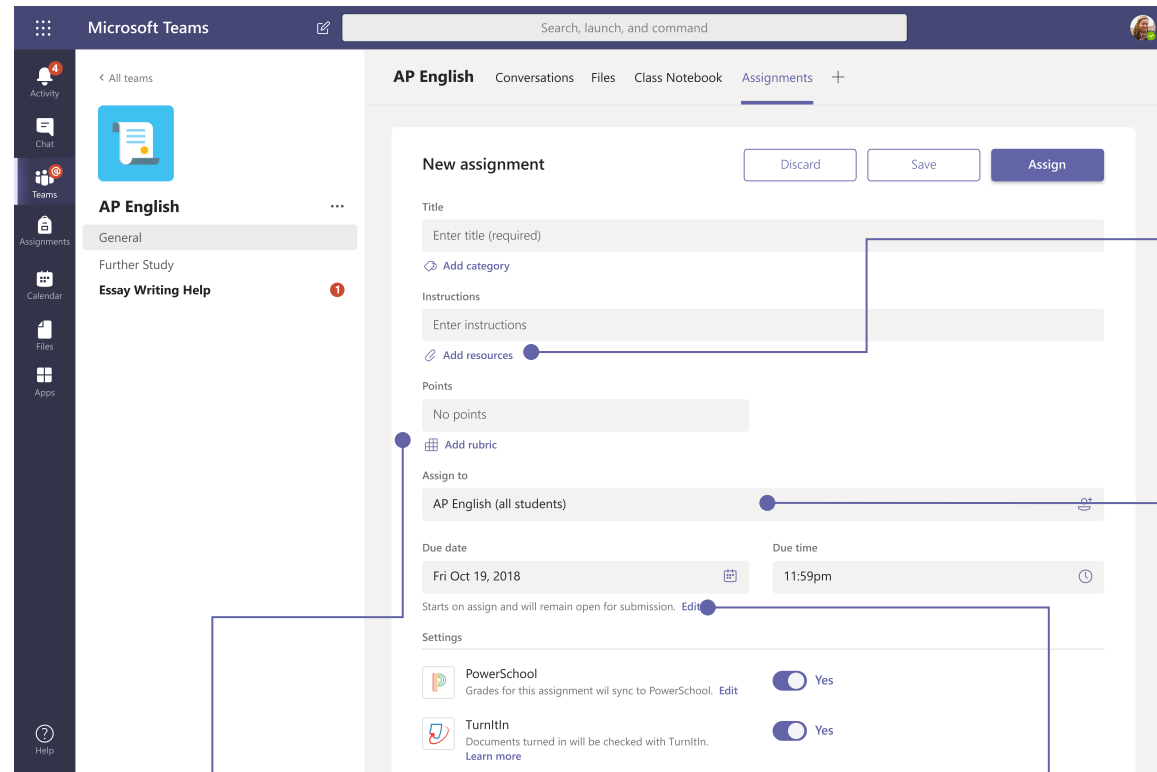
View upcoming assignments

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.



Add a grading rubric

Use the rubrics tool to create customizable, reusable rubrics for students to reference and for you to evaluate their work.



Add resources

Customize the assignment with content from OneDrive, your device, links, and more.

Assign to classes or individuals

Assignments can be distributed to multiple classes or personalized to the individual student.

Edit due dates, close date, and schedule to assign

Customize all the dates and times that are important to the assignment.

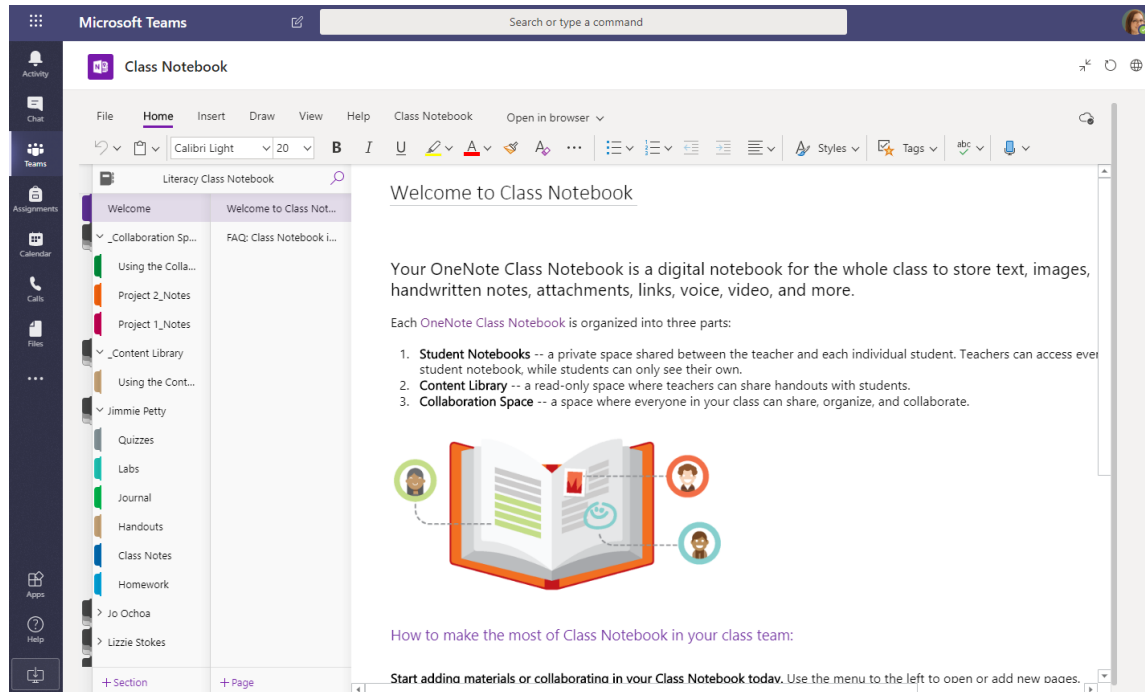
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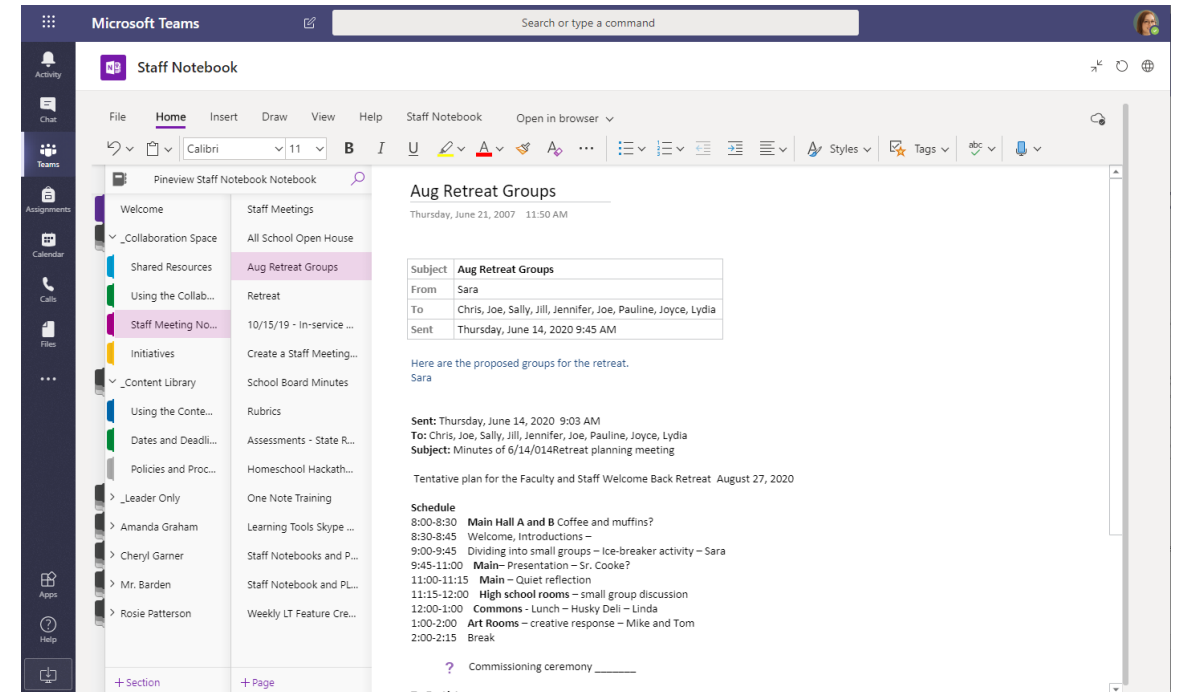
OneNote Class and Staff Notebooks

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.



Great for staff meeting notes, brainstorming, and classroom observations

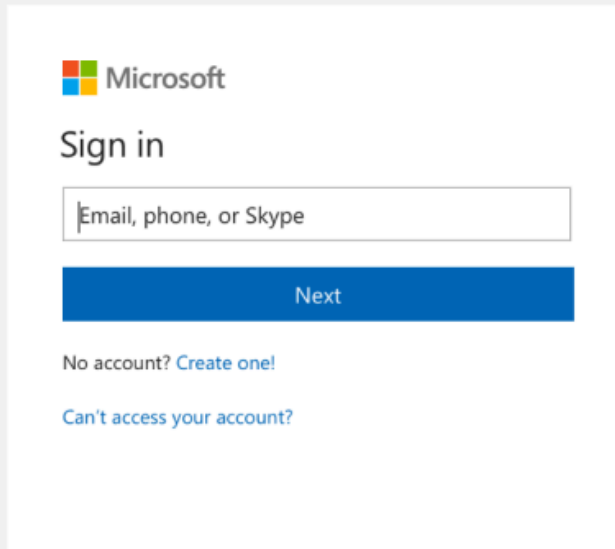
OneNote Staff Notebooks have a personal workspace for every staff member or teacher, a Content Library for shared information, and a Collaboration Space for everyone to work together, all within one powerful notebook.

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.

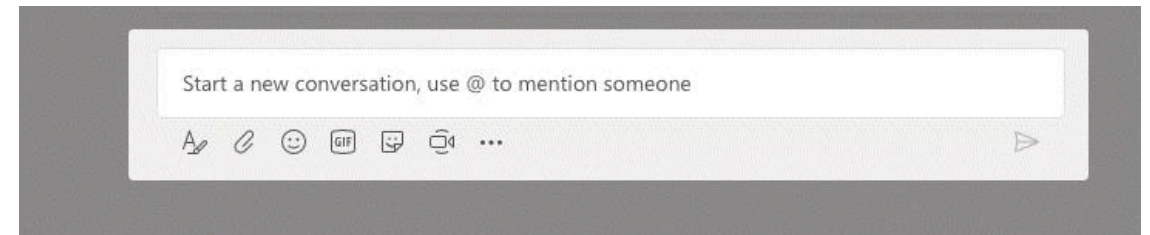


The image shows the Microsoft Teams sign-in interface. At the top is the Microsoft logo. Below it is the text "Sign in". There is a text input field with the placeholder text "Email, phone, or Skype". Below the input field is a blue button labeled "Next". At the bottom, there are two links: "No account? [Create one!](#)" and "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**.

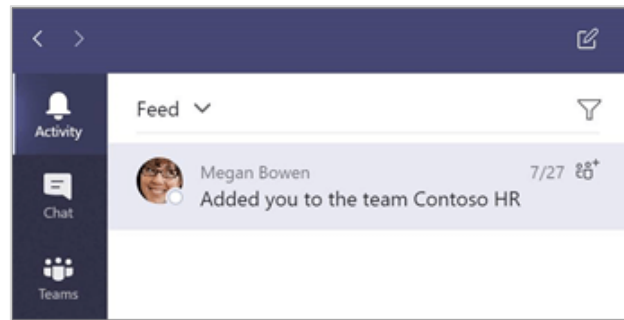


The image shows the "Start a new conversation" dialog in Microsoft Teams. It has a text input field with the placeholder text "Start a new conversation, use @ to mention someone". Below the input field is a row of icons: a speech bubble, a link, a smiley face, a GIF, a document, a video camera, and a three-dot menu. To the right of the icons is a blue send button.

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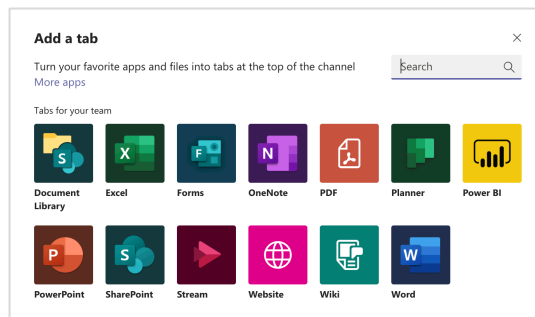
Stay on top of things

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



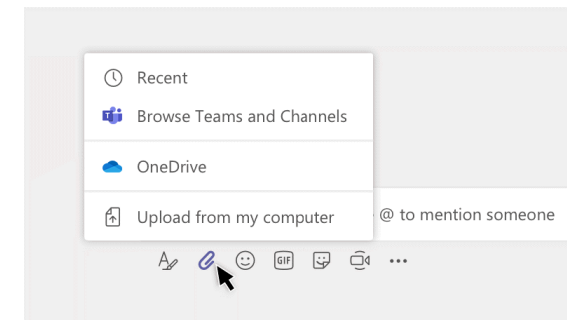
Add a tab in a channel

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.



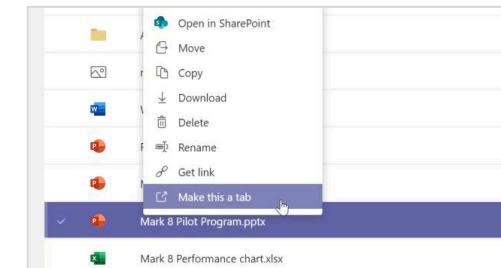
Share a file

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.



Work with files

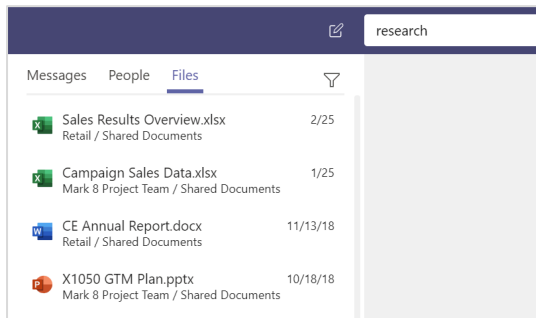
Click **Files** on the left to see all files shared across all of your teams. Click **Files** at the top of a channel to see all files shared in that channel. Click **More options ...** next to a file to see what you can do with it. In a channel, you can instantly turn a file into a tab at the top!



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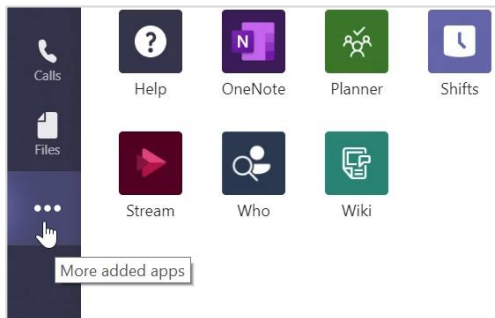
Search for stuff

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.



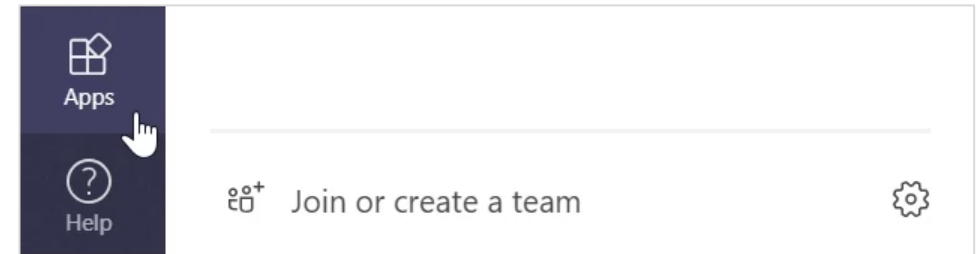
Find your personal apps

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- [Transform Learning with Microsoft Teams](#).
- Teaching in Class Teams-[Crafting a Collaborative Learning Environment with Class Teams](#).

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>.