

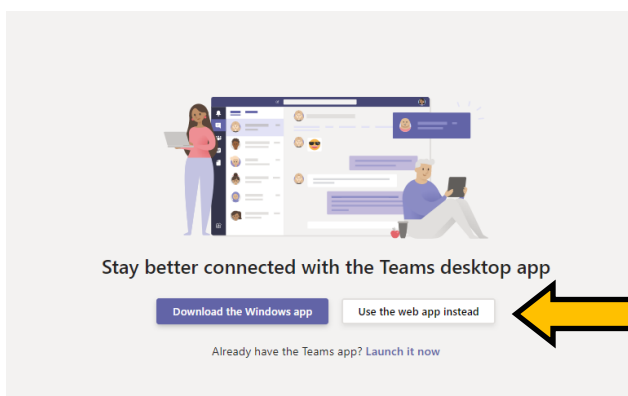


Microsoft Teams

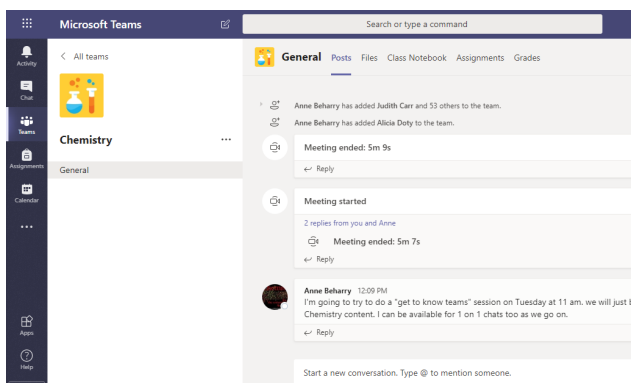
How to Get Started With Microsoft Teams

Welcome to Office 365's virtual meeting location! Microsoft Teams will allow you to video and chat conference with your teacher and classmates as well as receive and share valuable information and documents. It is Microsoft's collaboration center.

How to Begin

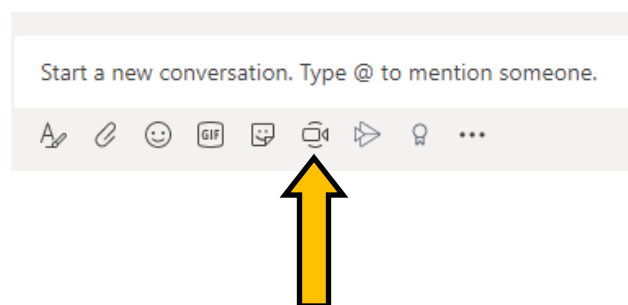


You probably received an invitation from your teacher to join a team. This email would have been sent from Microsoft Teams. If you click on the link Open Microsoft Teams inside of the email, you will see a screen like the one below. You are welcome to download the Windows app to your computer, but we will focus on the other option to Use the web app instead.

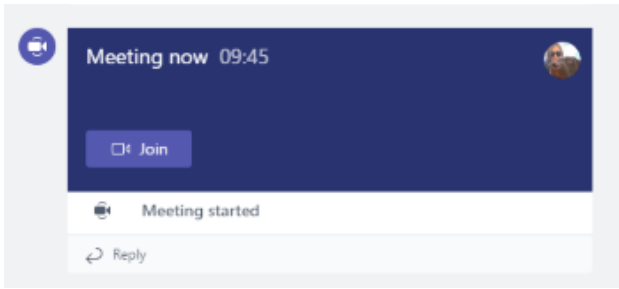


Once you open the web app, you will enter the teams portal. Navigate through the icons on the far left to see the Activity, Chat, Teams, Assignments, and Calendar. If you are in multiple teams, these icons will direct you to that particular focus.

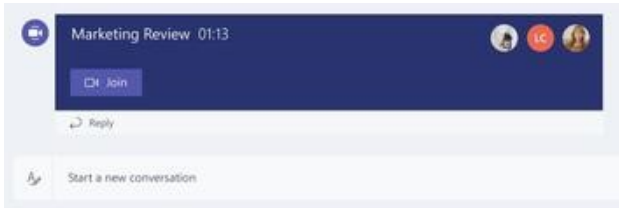
Clicking on an email link will enter you directly into the team. You will immediately see the Chat Posts for the group. Your teacher can communicate with you here. You can also ask questions, respond, read updates, etc.



To participate in the chat, simply type in the text bar. The icons below the chat allow you to contribute or participate further, including adding files, emojis/gifs/stickers, and participating in a video chat. The video icon will allow you to start a video/audio chat in the team.



If a meeting is in progress in the team, you will see a Meeting Now message in the chat. The participants of the chat will be indicated by their icons, and the duration of the chat so far is indicated next to the Meeting now title. Click Join to enter the video/audio chat.



If a meeting is recorded, you will see the recording in the chat so that you can revisit the conversation or catch up on a meeting you missed.

Additional Tips:

- ◆ When you enter a chat, turn off your microphone to avoid sound disruption.
- ◆ Keep your chats school appropriate. All entries are visible to all members, and you will not be able to delete them.
- ◆ If you are having connection problems, try to enter chats with only your audio. You will still be able to see the presentation, but your computer will not struggle with the connection as much.
- ◆ Keep replies within the same conversation so that your ideas remain organized.
- ◆ If you can't find a scheduled chat session, go to your calendar to locate the meeting.
- ◆ Microsoft Teams has a mobile app available for iOS and Android systems.
- ◆ If you have questions, just ask for help! This is a collaborative learning environment!

