



# Microsoft Teams



## HOW TO GUIDE



## **Contents**

**Getting started..... 3**

**Accessing your Classes (Teams)..... 4**

**Joining Live Sessions..... 5**

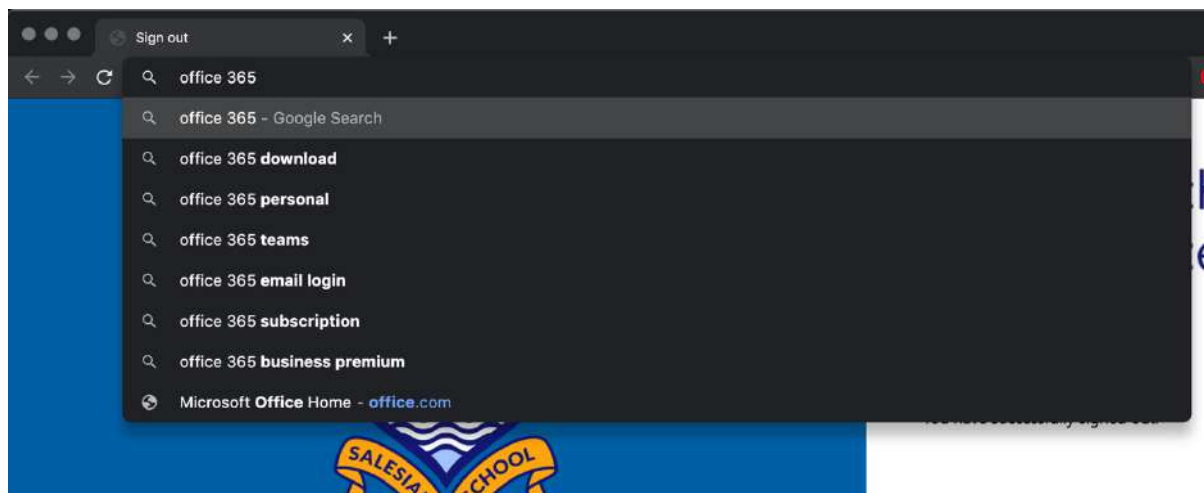
**Communicating with your Teacher.....6**

**Accessing & Editing Resources.....7-9**

**Sharing files with your Teachers..... 10-11**

## Getting Started

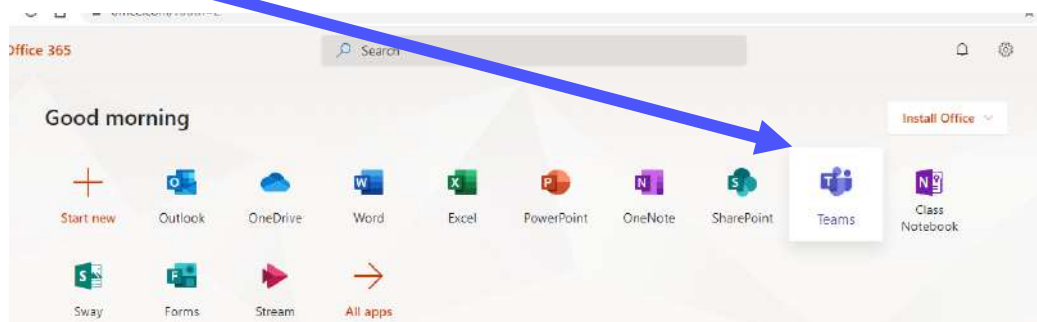
1. Open **Google Chrome** from your Computer
2. In the address bar at the top type in "Office 365"



3. Select the 1<sup>st</sup> link from the results

www.office.com ▾  
[Office 365 Login | Microsoft Office](#)  
Collaborate for free with online versions of Microsoft Word, PowerPoint, Excel, and OneNote. Save documents, spreadsheets, and presentations online, ...

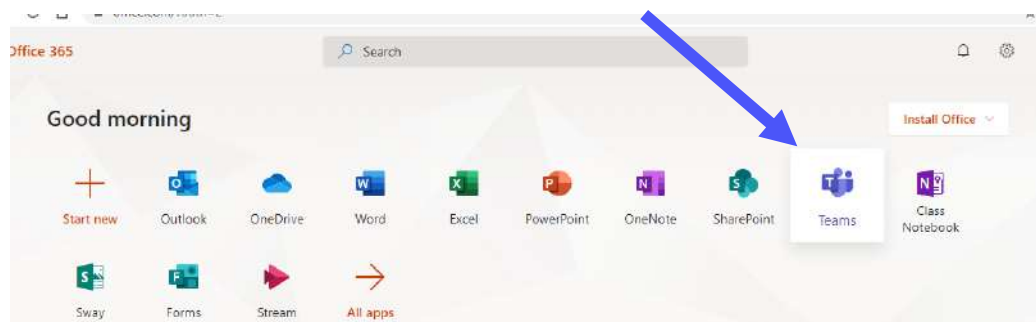
4. Click **Sign In** and enter your school email address & password (if prompted)
5. Select **Teams** from the app menu



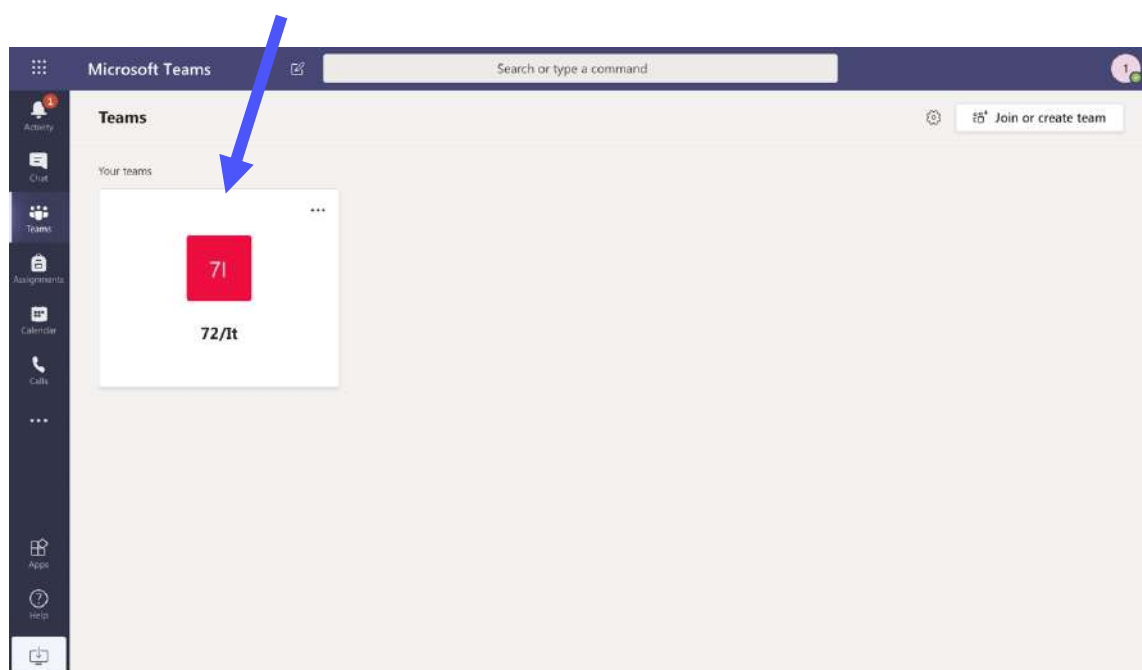
## Accessing your Classes (teams)

On your Teams menu you will see all your registered classes, you would usually see on your school timetable. When you have live session scheduled with your class teacher you should select the appropriate class from the Teams menu.

### 1. Open Teams from the **Office 365** menu



### 2. Select the class where your **live session is beginning**, by simply clicking on the class icon once.



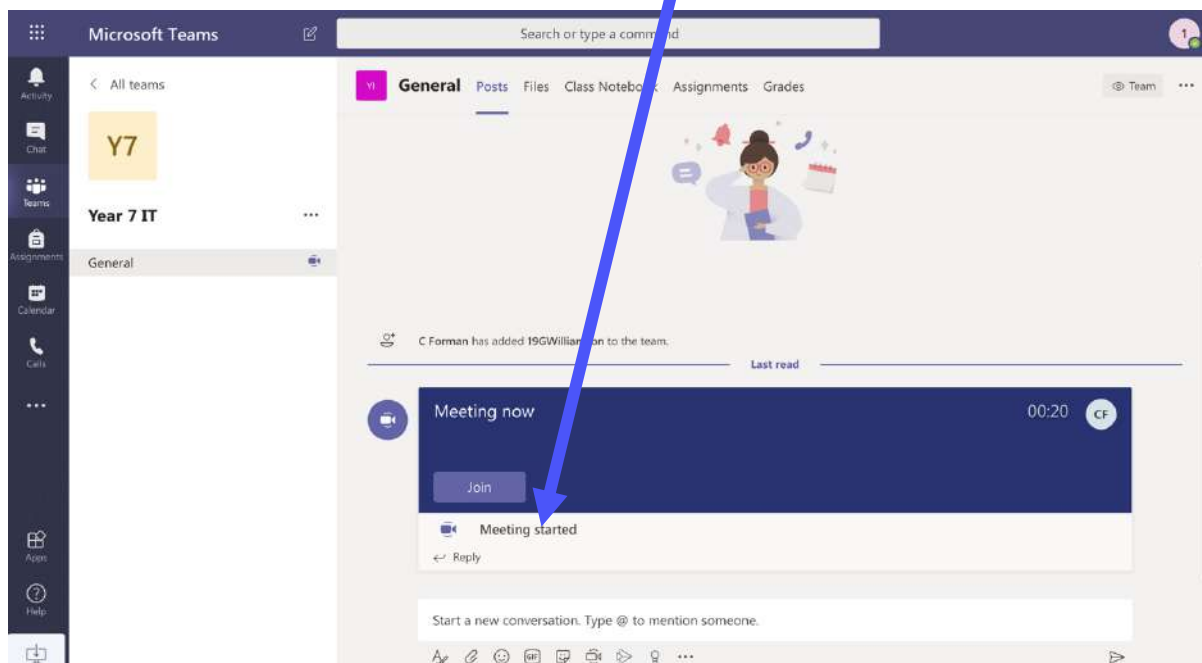
### Top Tip: Notifications

Make sure you **turn notifications on** so that you're updated when sessions are beginning, resources have been uploaded or someone is trying to communicate with you via Teams.

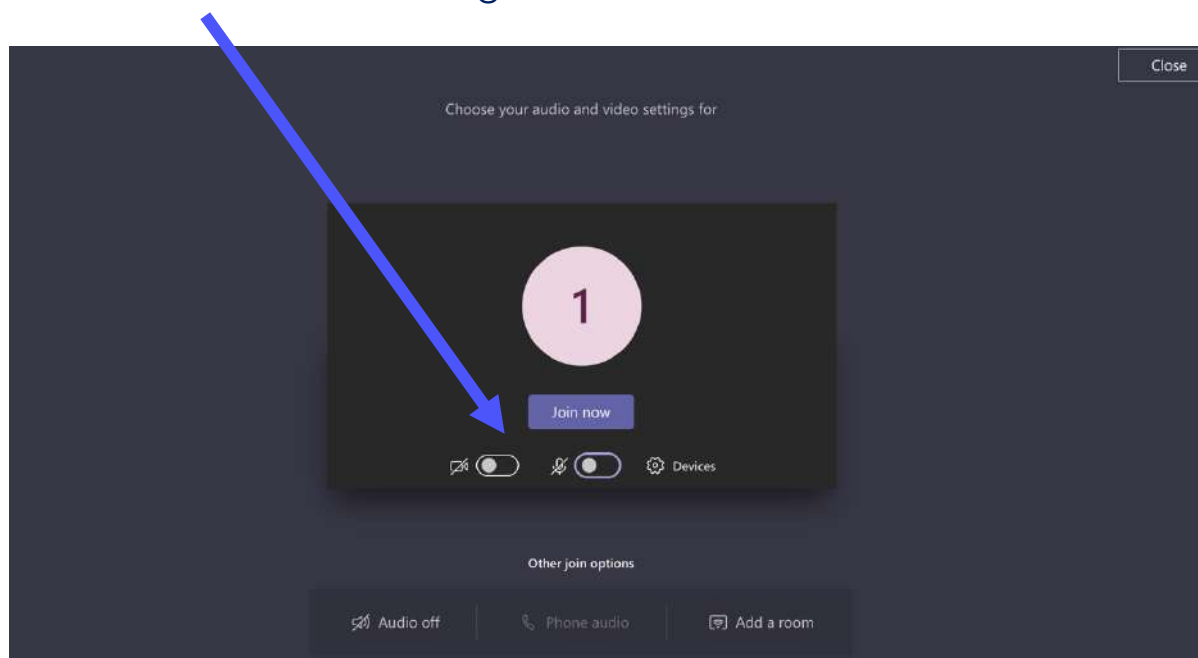


## Joining a Live Session

1. Once you open the class, you'll notice either a live session is starting, or you can access a pre-recorded one. If the lesson/session has begun, click **Join**.



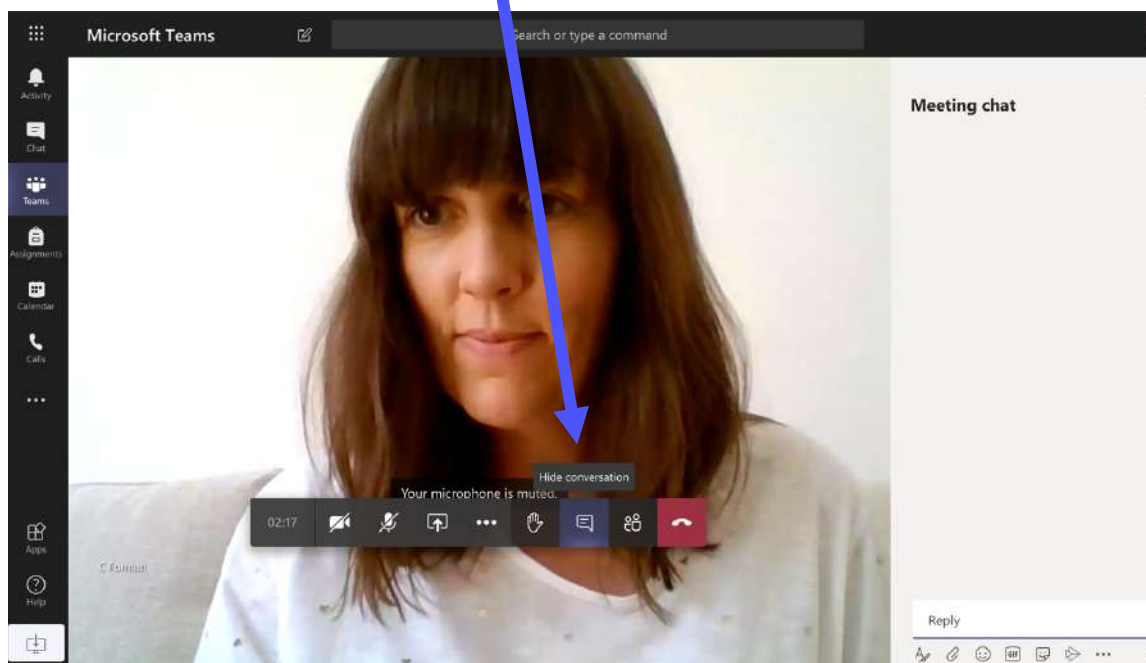
2. On the next screen you MUST disable your microphone and camera, before clicking **Join now**.



## Communicating with your teacher

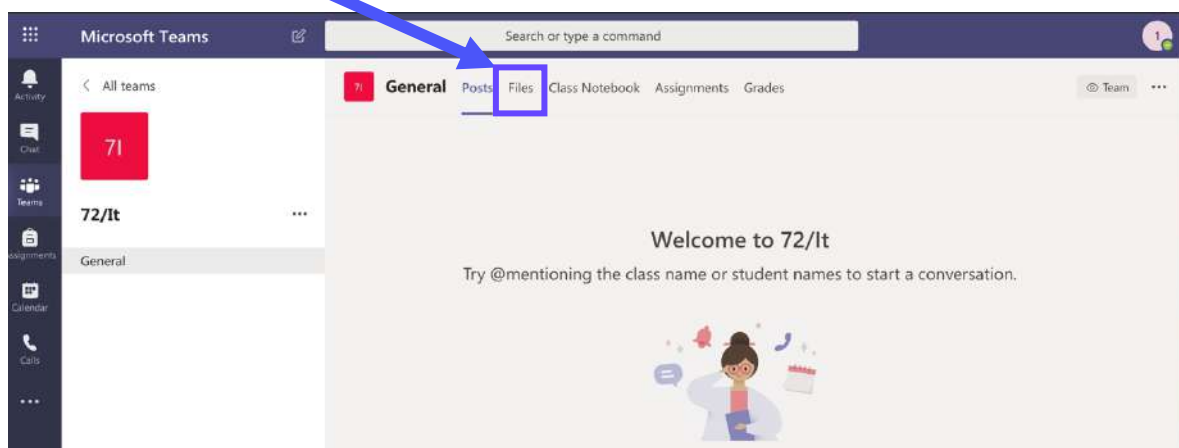
At times during your live sessions you may wish to ask the teacher a question. You can do by:

1. Clicking on the **open conversation** icon.
2. Typing your message into the **Reply** field & pressing **Enter**

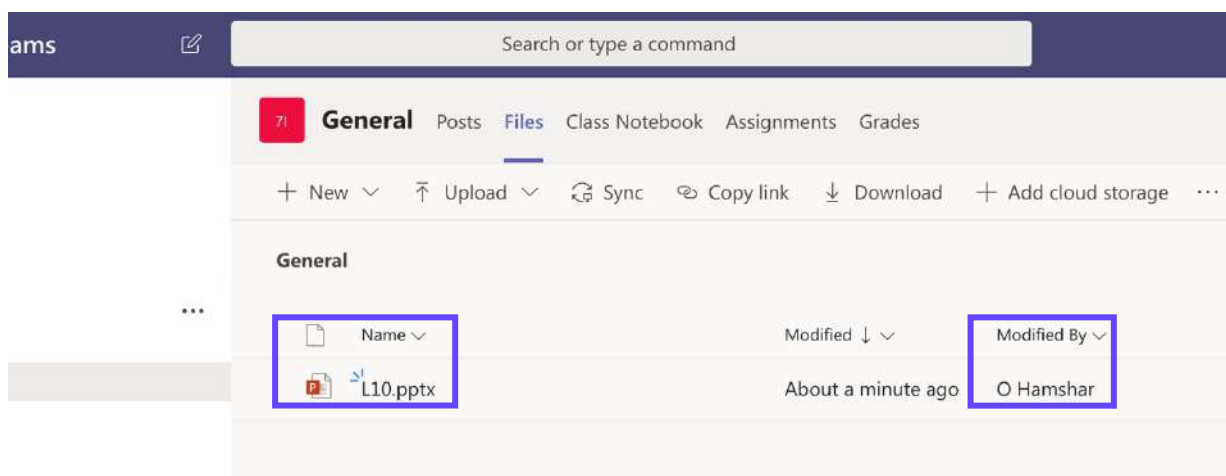


## Accessing & Editing Resources

1. Click on the Team (class) you need to get resources from
2. Select **Files** from the tab menu along the top.



3. On the **Files** menu you will likely see lots of resources your teacher has shared with you, before opening any, make sure of 2 things:
  - The file you are accessing has been **modified by** your teacher
  - The **name of the file** is the correct one that your teacher asked you to open/complete e.g. L10.pptx

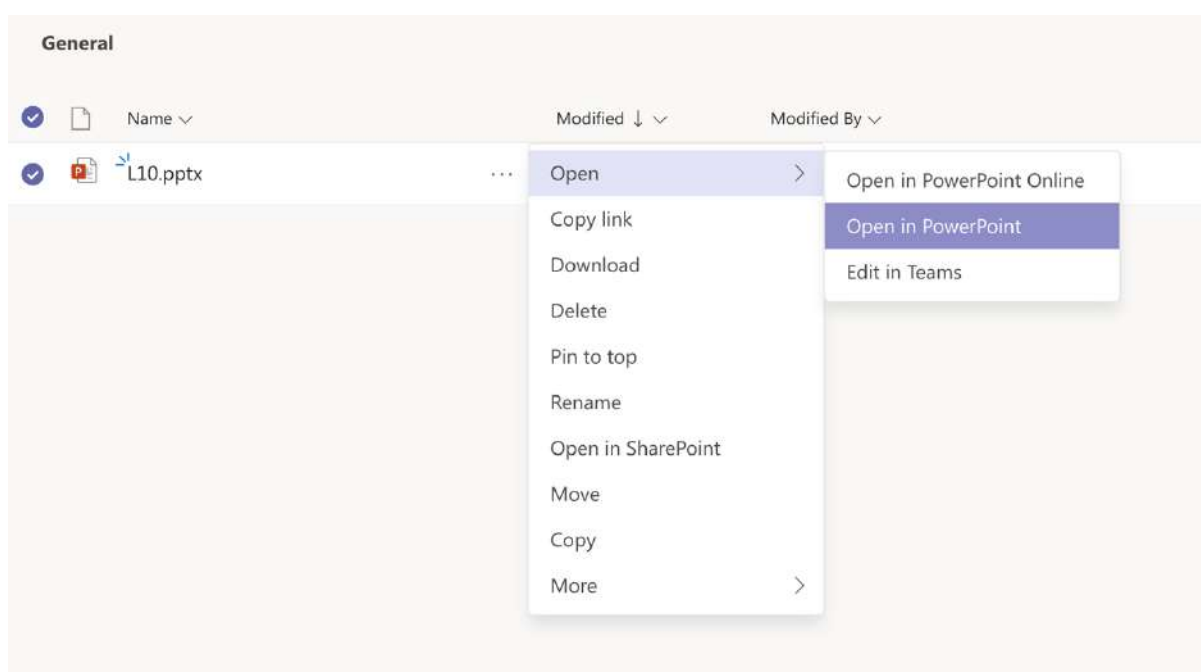




4. To open the file, you will need to hover your cursor over the file until the **3 dots appear** and click on them.



5. Here you will need to select **Open**, followed by **Open in Powerpoint**



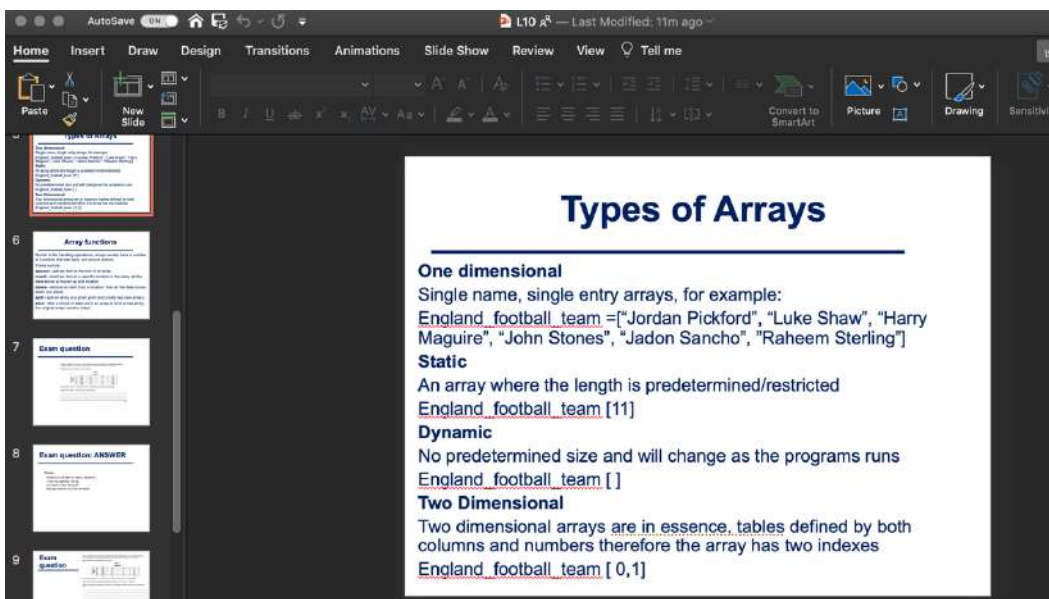
### Top Tip: Open in Word/Powerpoint/Excel Online

You can complete your work entirely online if you don't have access to Microsoft applications on your laptop or PC. It also saves your work remotely and allows you to **Share** access to that piece of work with your teacher(s).



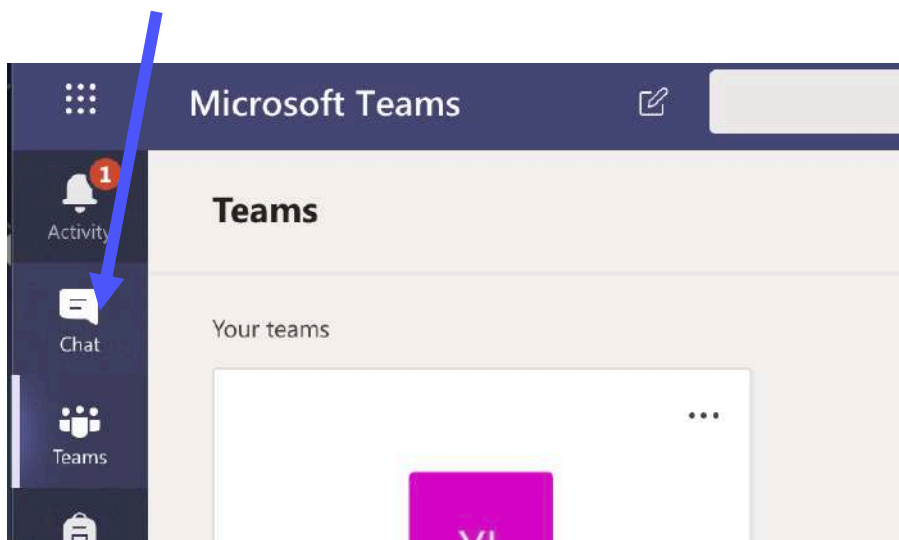


6. Once opened the worksheet/resource your teacher has shared with you will open in the appropriate program e.g. PowerPoint.

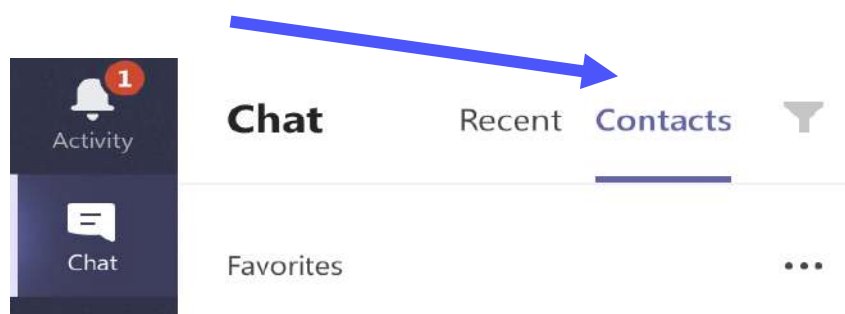


## Sharing files with your Teachers

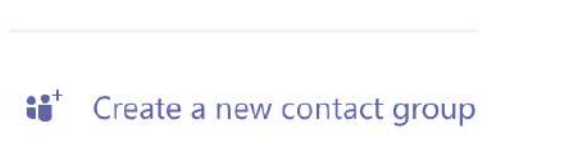
1. Select **Chat** from the Teams menu



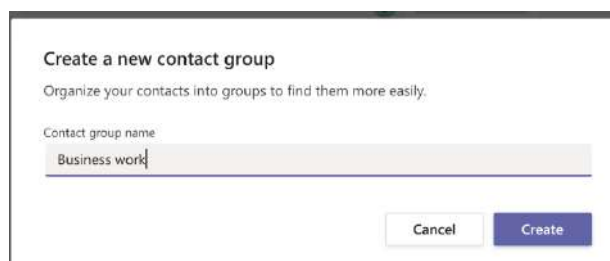
2. Select **Contacts**



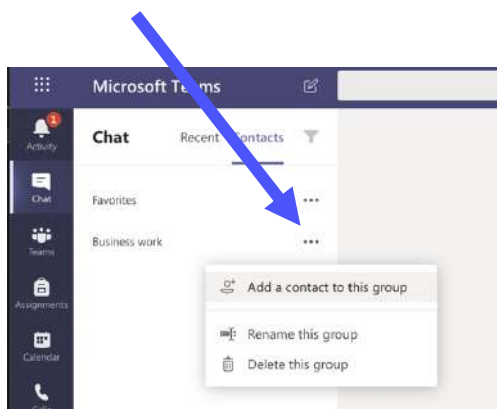
3. At the bottom click **Create a new contact group**



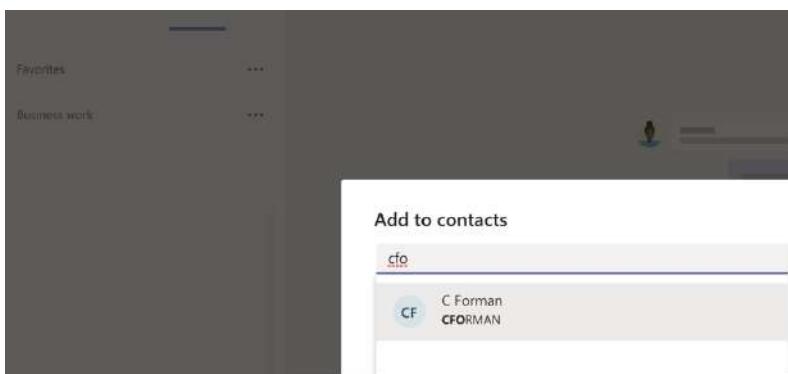
4. You will then be prompted to **create a name for the thread**, in the example (below) I have just called it "Business work".



5. Click on the **three dots** next to where your newly created thread name and select **Add a contact to this group**.



6. Begin to **type in the teachers initials** and their username should for you to add them



7. Select the **paperclip** icon and select to upload a document from either **your computer** or **OneDrive**

