

How to use Microsoft Teams

A guide on how to get around Teams and be able use it remotely.

Lesson Objectives and Content



- What is Microsoft Teams?
- Logging into Office 365
- How to log into Microsoft Teams
- Download Microsoft Teams App
- Classes in Microsoft Teams
- Getting around - Topics in Class
- Files and Documents
- Assignments and Quizzes
- The App Bar and Menus
- Activities and App Bar
- Overview of App Bar
- Overview of Teams
- Calendars and Lessons in Teams
- Command Box and Searching
- Useful Resources



What is Microsoft Teams?

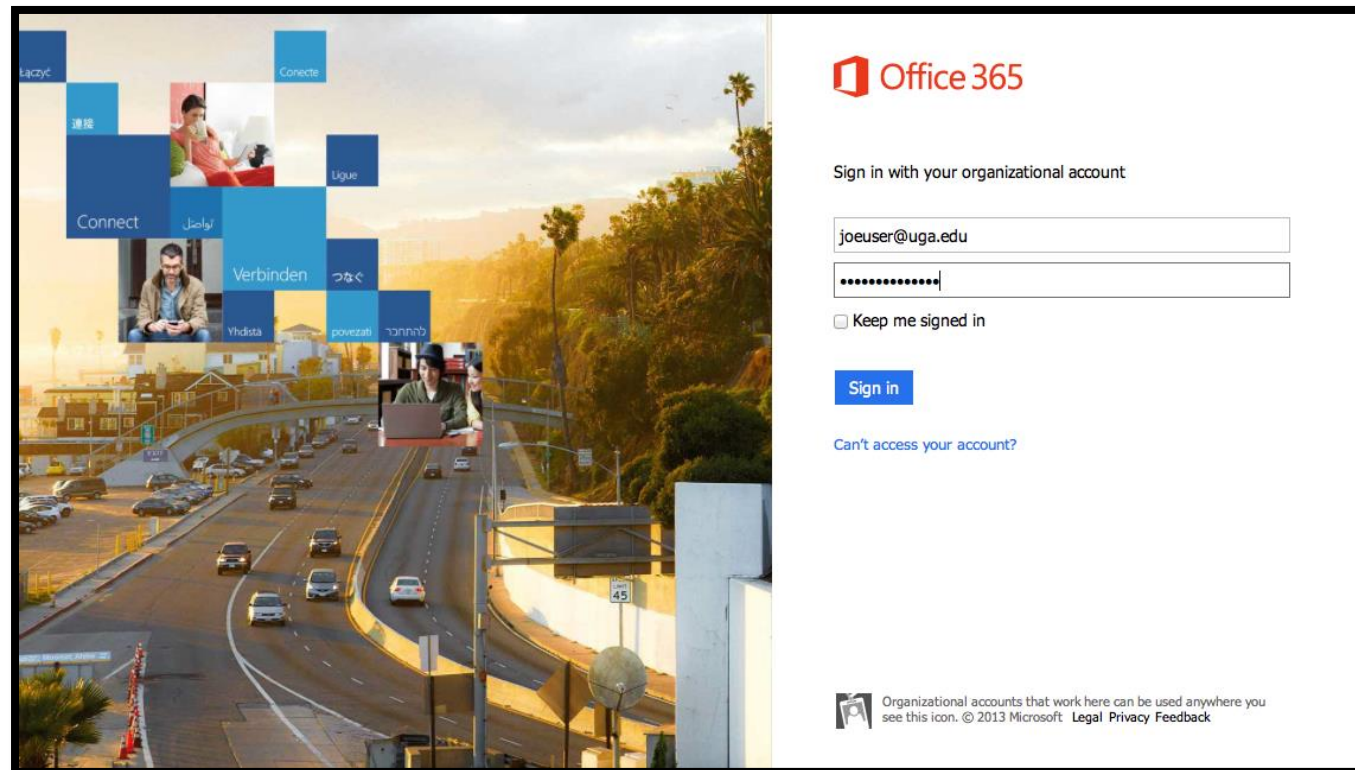


- Microsoft Teams is available for all students and teachers at Corsham School using Office 365.
- It allows students to see resources and be able to interact with the teachers and other students.
- Teachers can upload homework, documents, presentations, videos and can also teach online classes.
- Teams can be accessed from a web browser, a desktop app or a mobile phone app.



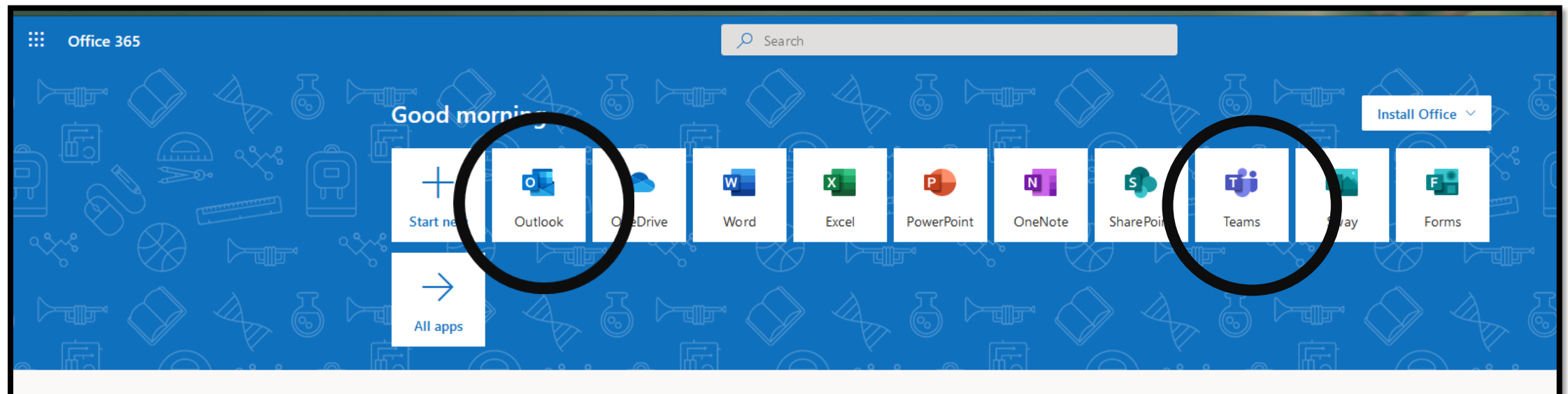
Logging into Office 365 – www.office.com

- On a web browser, go to www.office.com and sign in with your **Corsham School Username and Password**



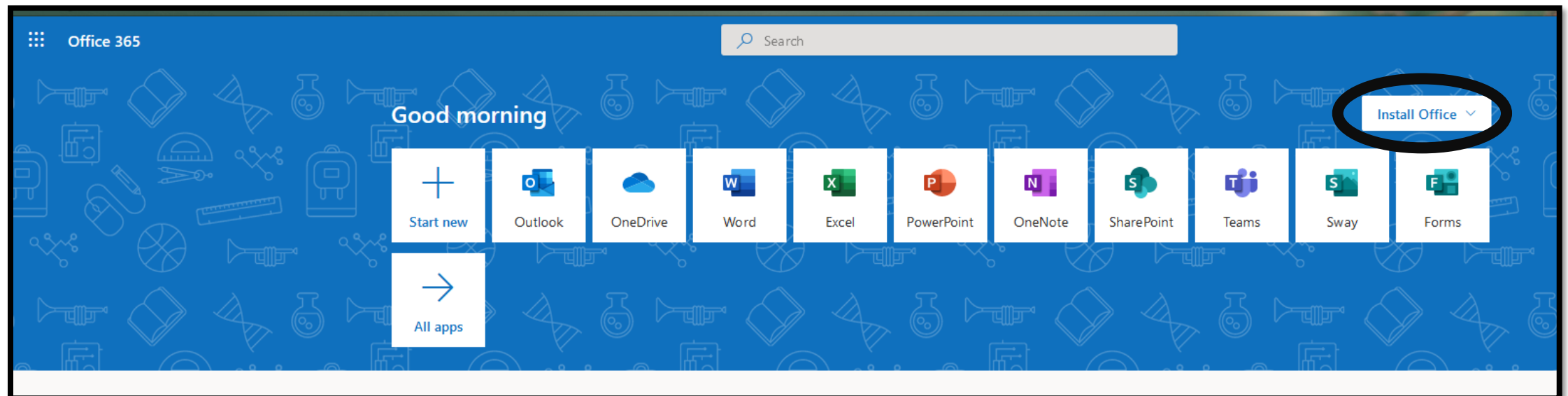
How to Log into Microsoft Teams

- On a web browser, go to www.office.com and sign in with your **Corsham School Username and Password**
- Open up Outlook, to see if you have a link from your teacher to open up a class team. If you do not have a link, click on the Teams App.



How to Log into Microsoft Teams


- Also note, if you wish to download the program to a PC or Mac, use the button highlighted below.
- You can download many of the programs we use at school. Just make sure to use your school username and password for access.
- In the school itself, we already have Teams installed, so just search for it!!!



Downloading the Microsoft Teams App

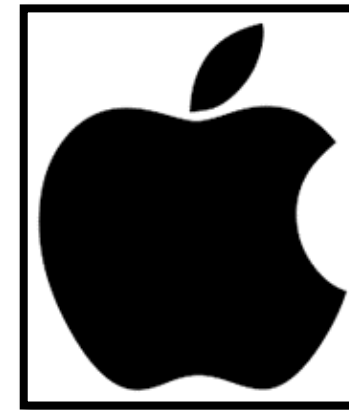
Go onto your Mobile Phone or Tablet. Go to the Apple App Store or Google Play Store if you have an Android Phone. Download from there.

Available across Mobile platforms

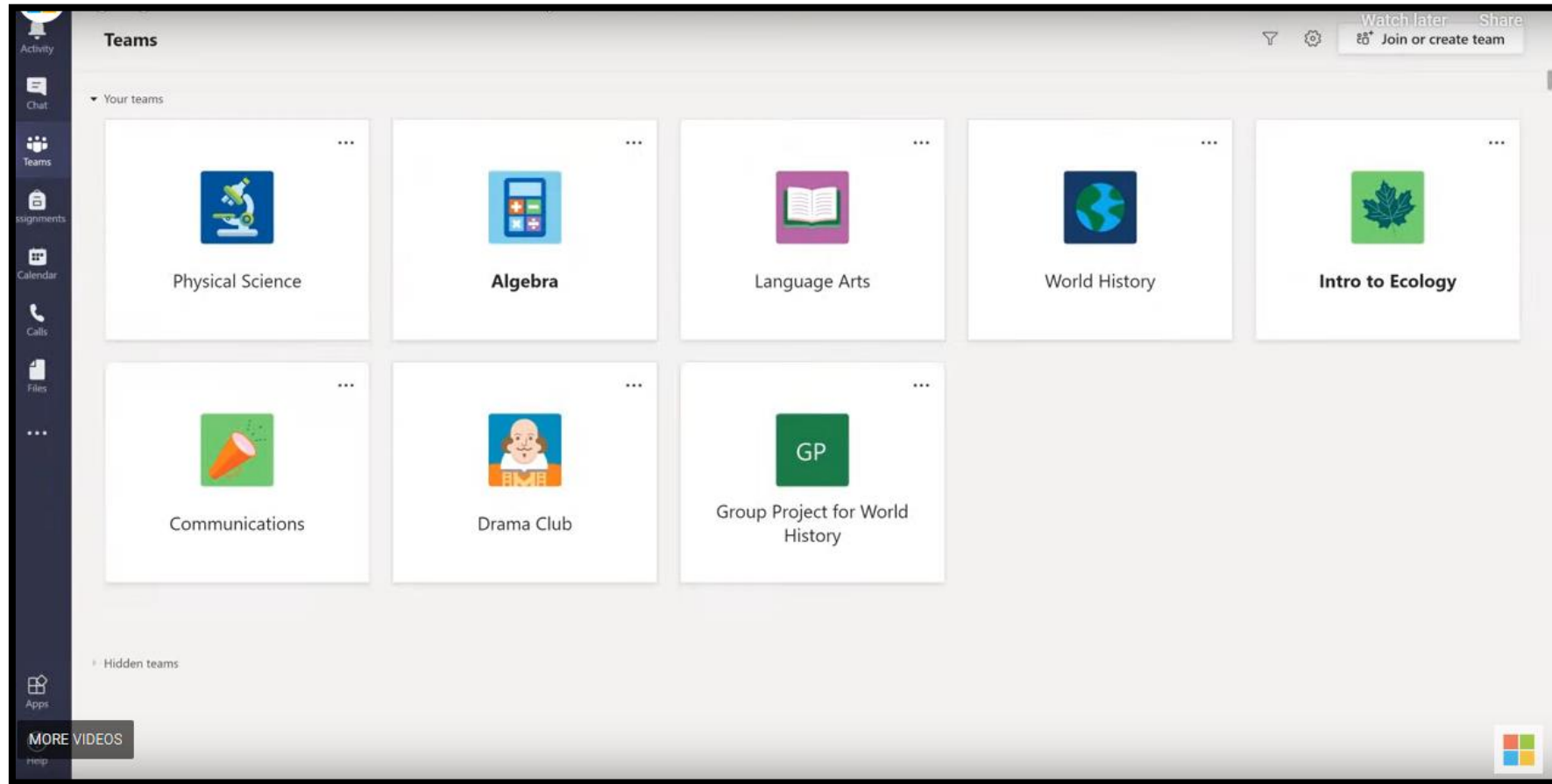


iPad iPhone Android WP

Available in 181 markets and 25 languages to empower every individual to achieve more together

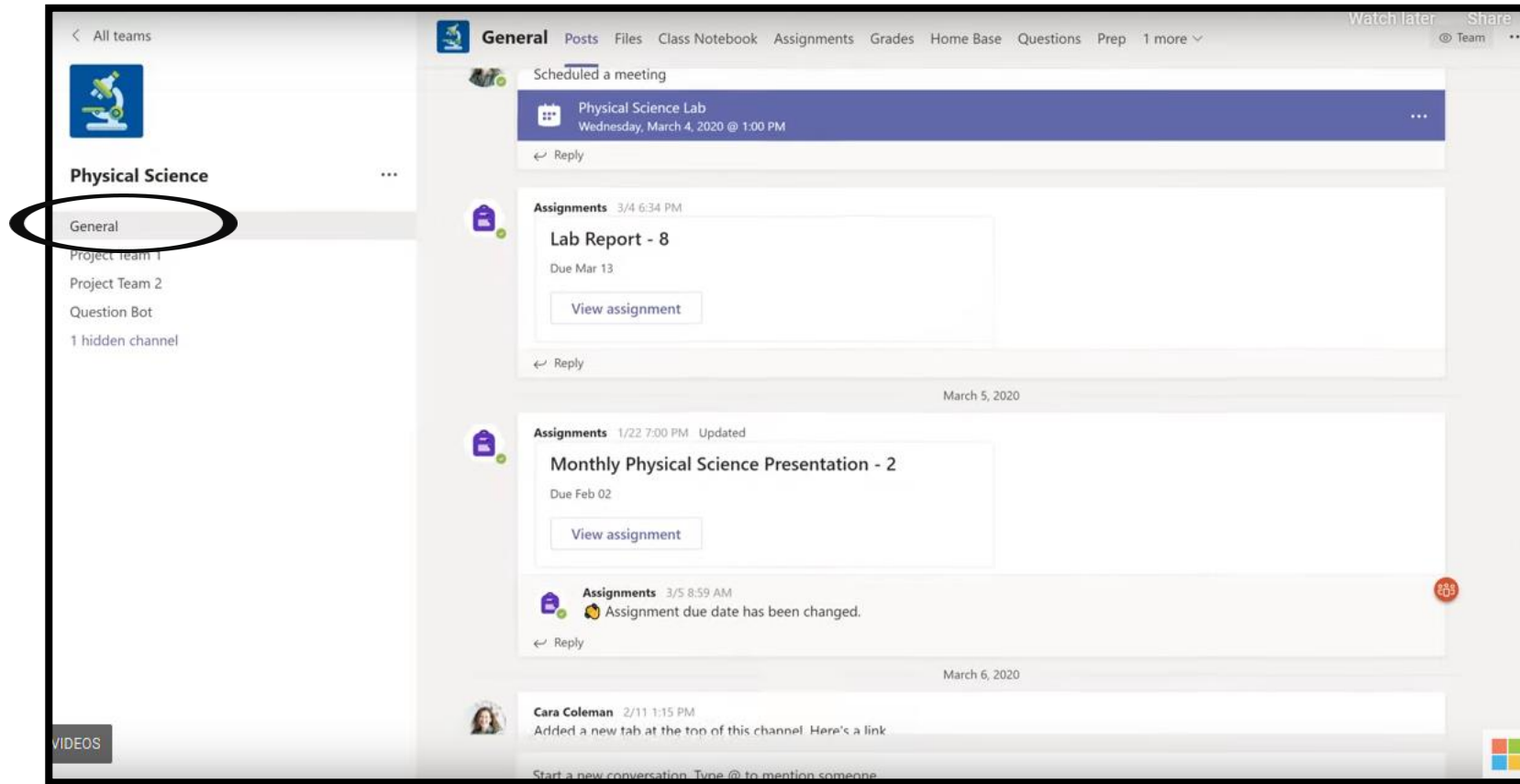


Classes in Microsoft Teams



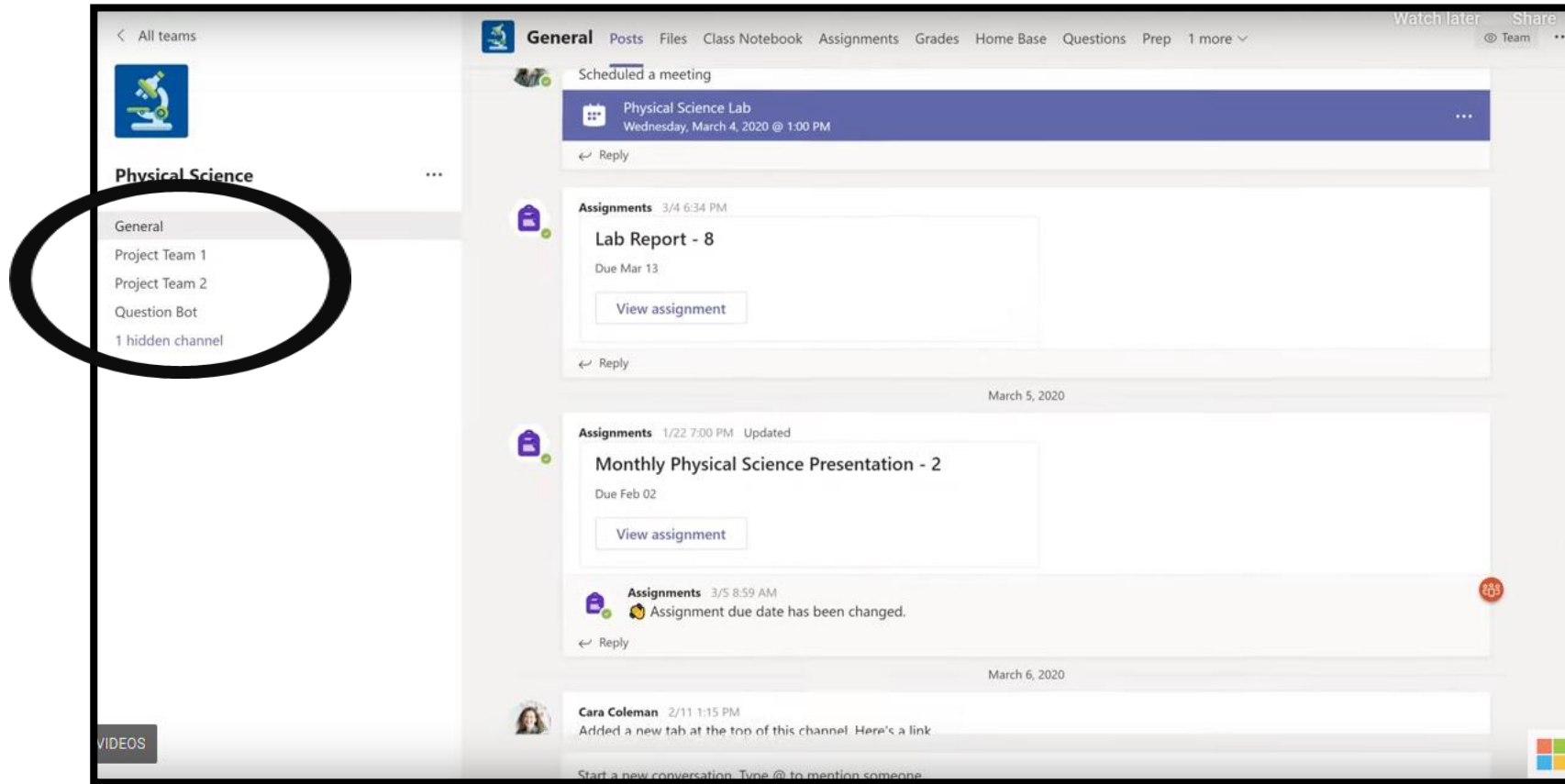
- Every class in school with have its **own team**.
- To enter a team, select it by clicking on the **icon**.

Classes in Microsoft Teams



Every class has a **General** tab. This is the main discussion area you share with your teacher and classmates. Notice here in the discussion area, chats, assignments being set.

Getting around Teams – Topics in Class



You may also have additional channels that the teacher has created to organise groups or topics.

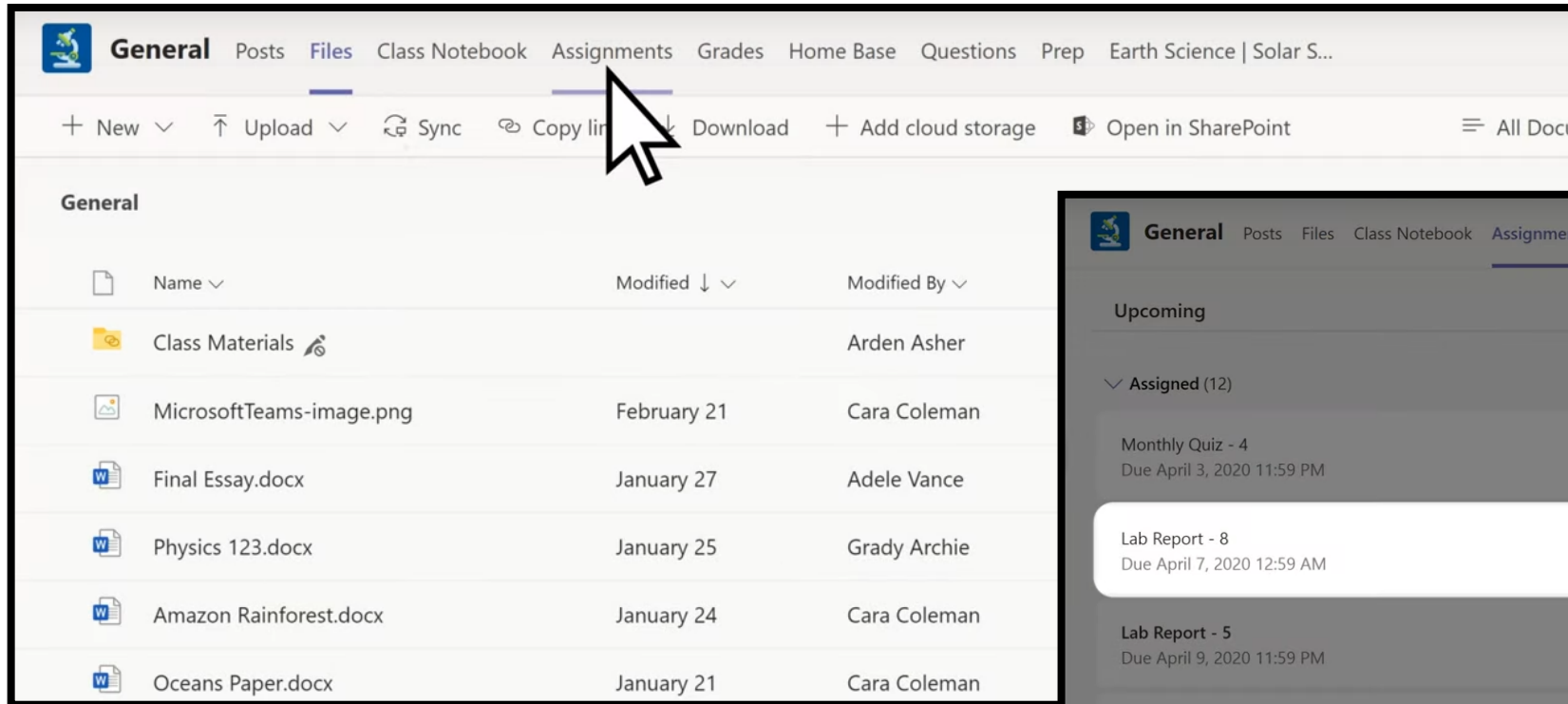
Getting Around Teams – Files and Documents

The left screenshot shows the Microsoft Teams interface for the 'Physical Science' team. The top navigation bar includes 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', 'Grades', 'Home Base', 'Questions', 'Prep', and '1 more'. The 'Files' tab is highlighted. The main content area shows a list of assignments, including 'Lab Report - 8' and 'Monthly Physical Science Presentation - 2'. The right screenshot shows the 'Files' tab interface. The top navigation bar includes 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', 'Grades', 'Home Base', 'Questions', 'Prep', and 'Earth Science | Solar S...'. The 'Files' tab is highlighted. The main content area shows a list of files and folders, including 'Class Materials', 'MicrosoftTeams-image.png', 'Final Essay.docx', 'Physics 123.docx', 'Amazon Rainforest.docx', 'Oceans Paper.docx', and 'Oceans Presentation PowerPoint.pptx'.

Name	Modified	Modified By
Class Materials		Arden Asher
MicrosoftTeams-image.png	February 21	Cara Coleman
Final Essay.docx	January 27	Adele Vance
Physics 123.docx	January 25	Grady Archie
Amazon Rainforest.docx	January 24	Cara Coleman
Oceans Paper.docx	January 21	Cara Coleman
Oceans Presentation PowerPoint.pptx	January 13	Bruno

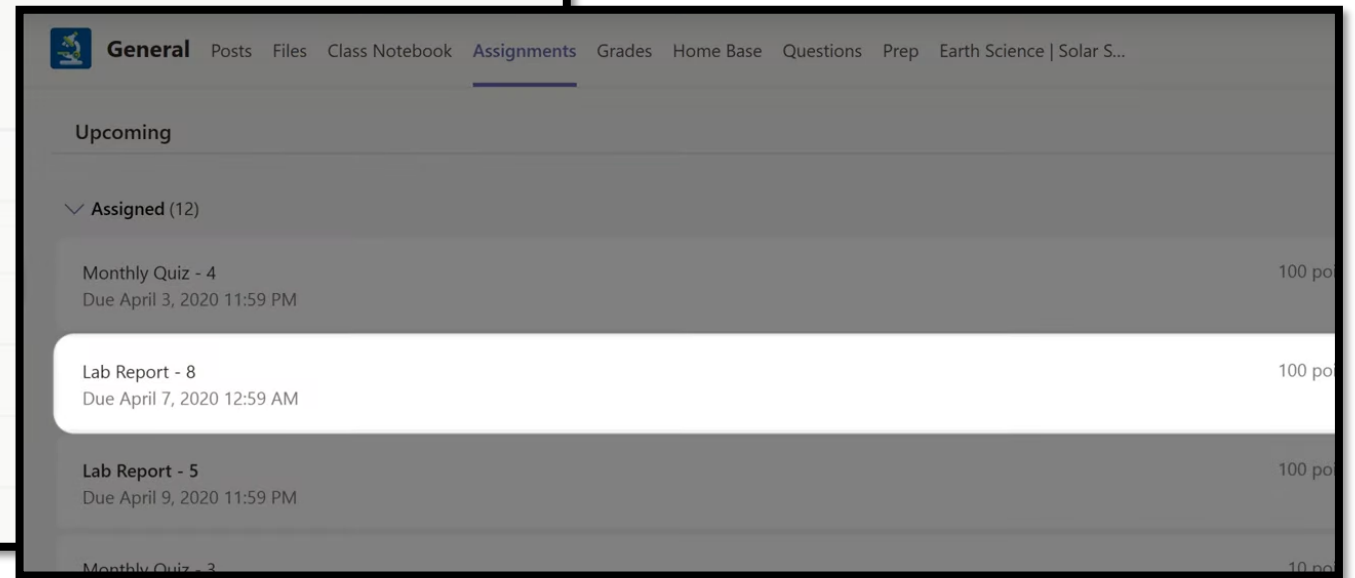
There is also a menu at the top. If you wish to see all of the documents shared by your classmates or teacher, click on the **Files** submenu.

Getting Around Teams – Assignments and Quizzes



The screenshot shows the Microsoft Teams interface for a class named 'Earth Science | Solar S...'. The 'Assignments' sub-menu is highlighted in the top navigation bar, and a mouse cursor is pointing at it. Below the navigation bar, the 'General' tab is selected, displaying a list of files and folders. The list includes 'Class Materials', 'MicrosoftTeams-image.png', 'Final Essay.docx', 'Physics 123.docx', 'Amazon Rainforest.docx', and 'Oceans Paper.docx'. Each item shows its name, modification date, and the user who modified it.

Name	Modified	Modified By
Class Materials		Arden Asher
MicrosoftTeams-image.png	February 21	Cara Coleman
Final Essay.docx	January 27	Adele Vance
Physics 123.docx	January 25	Grady Archie
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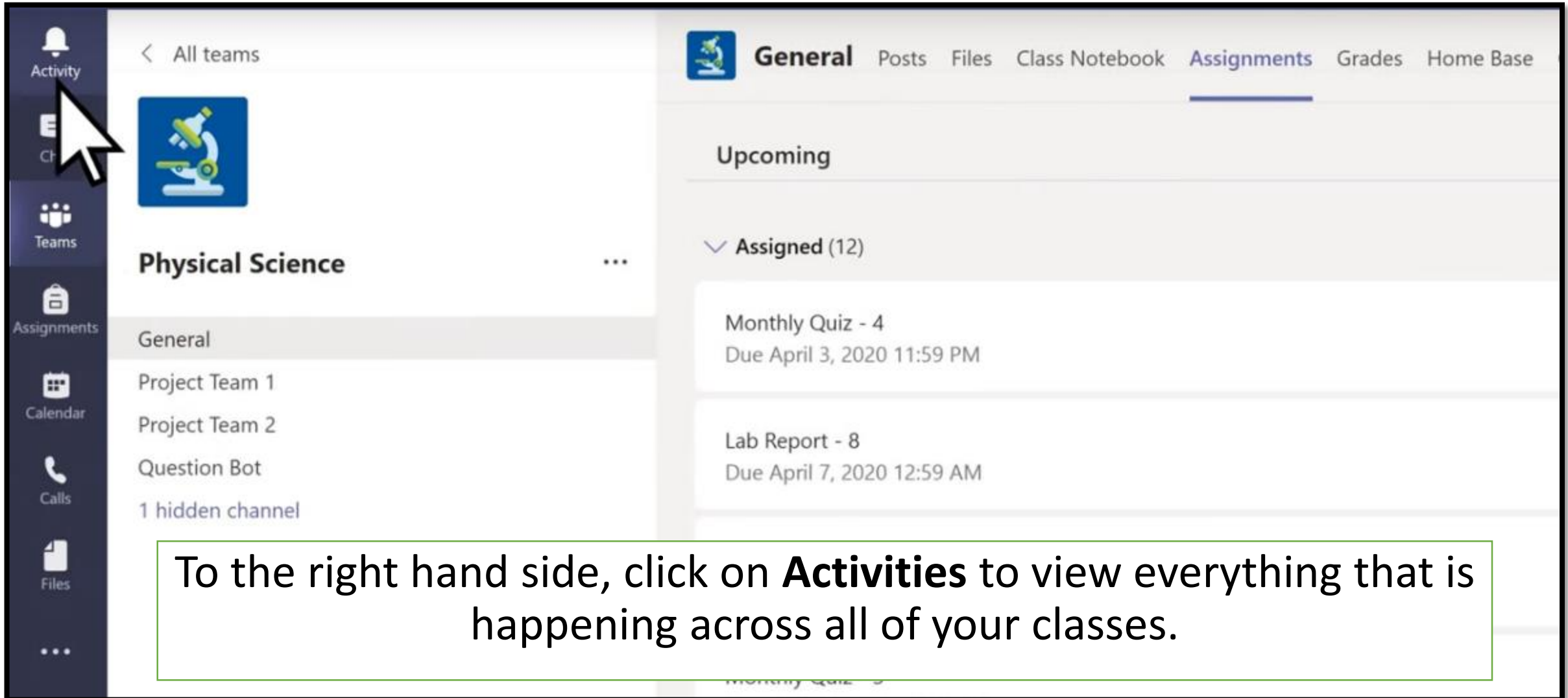


The screenshot shows the 'Assignments' sub-menu in the Microsoft Teams interface. It displays a list of upcoming assignments and quizzes. The list includes 'Monthly Quiz - 4' (100 points, due April 3, 2020 11:59 PM), 'Lab Report - 8' (100 points, due April 7, 2020 12:59 AM), 'Lab Report - 5' (100 points, due April 9, 2020 11:59 PM), and 'Monthly Quiz - 3' (10 points, due April 10, 2020 11:59 PM).

Assignment Name	Points	Due Date
Monthly Quiz - 4	100 points	Due April 3, 2020 11:59 PM
Lab Report - 8	100 points	Due April 7, 2020 12:59 AM
Lab Report - 5	100 points	Due April 9, 2020 11:59 PM
Monthly Quiz - 3	10 points	Due April 10, 2020 11:59 PM

You can view **Assignments** by clicking on the **Assignments** sub-menu. This will include all of the homework for this class. There also may be **Quizzes** here.

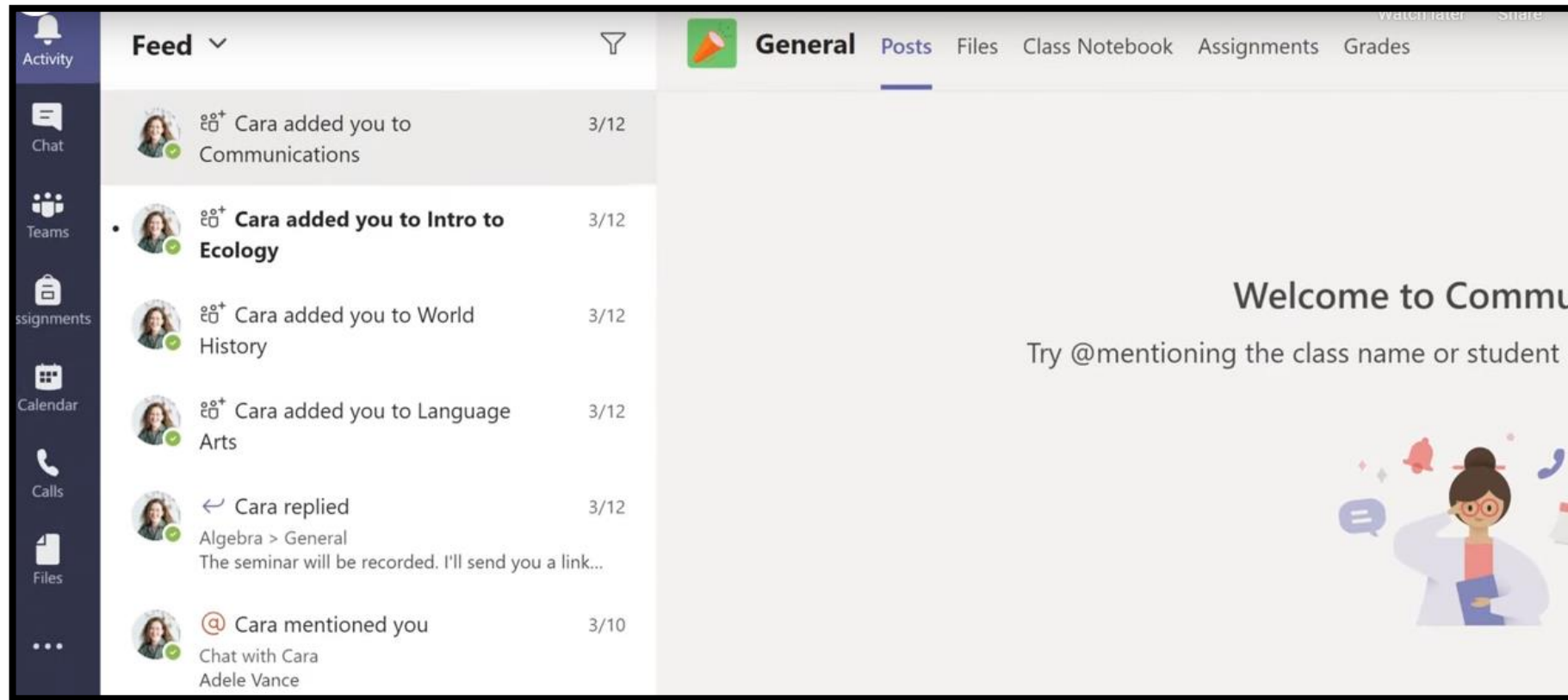
Getting Around Teams – The App Bar



The screenshot displays the Microsoft Teams application interface. On the left is a dark blue vertical navigation bar (the App Bar) containing icons and labels for 'Activity', 'Channels', 'Teams', 'Assignments', 'Calendar', 'Calls', 'Files', and a three-dot menu. A white mouse cursor is pointing at the 'Activity' icon. The main area is divided into two sections. The left section shows a list of teams under the heading '< All teams', with 'Physical Science' selected and highlighted. Below the team name are options for 'General', 'Project Team 1', 'Project Team 2', 'Question Bot', and '1 hidden channel'. The right section shows the 'General' channel for 'Physical Science'. At the top of this section are tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', 'Grades', and 'Home Base', with 'Assignments' currently selected. Below the tabs, there is an 'Upcoming' section followed by a collapsed 'Assigned (12)' section. Two assignment cards are visible: 'Monthly Quiz - 4' due April 3, 2020 at 11:59 PM, and 'Lab Report - 8' due April 7, 2020 at 12:59 AM.

To the right hand side, click on **Activities** to view everything that is happening across all of your classes.

Getting Around Teams – Activities App Bar



To the right hand side, click on **Activities** to view everything that is happening across all of your classes.



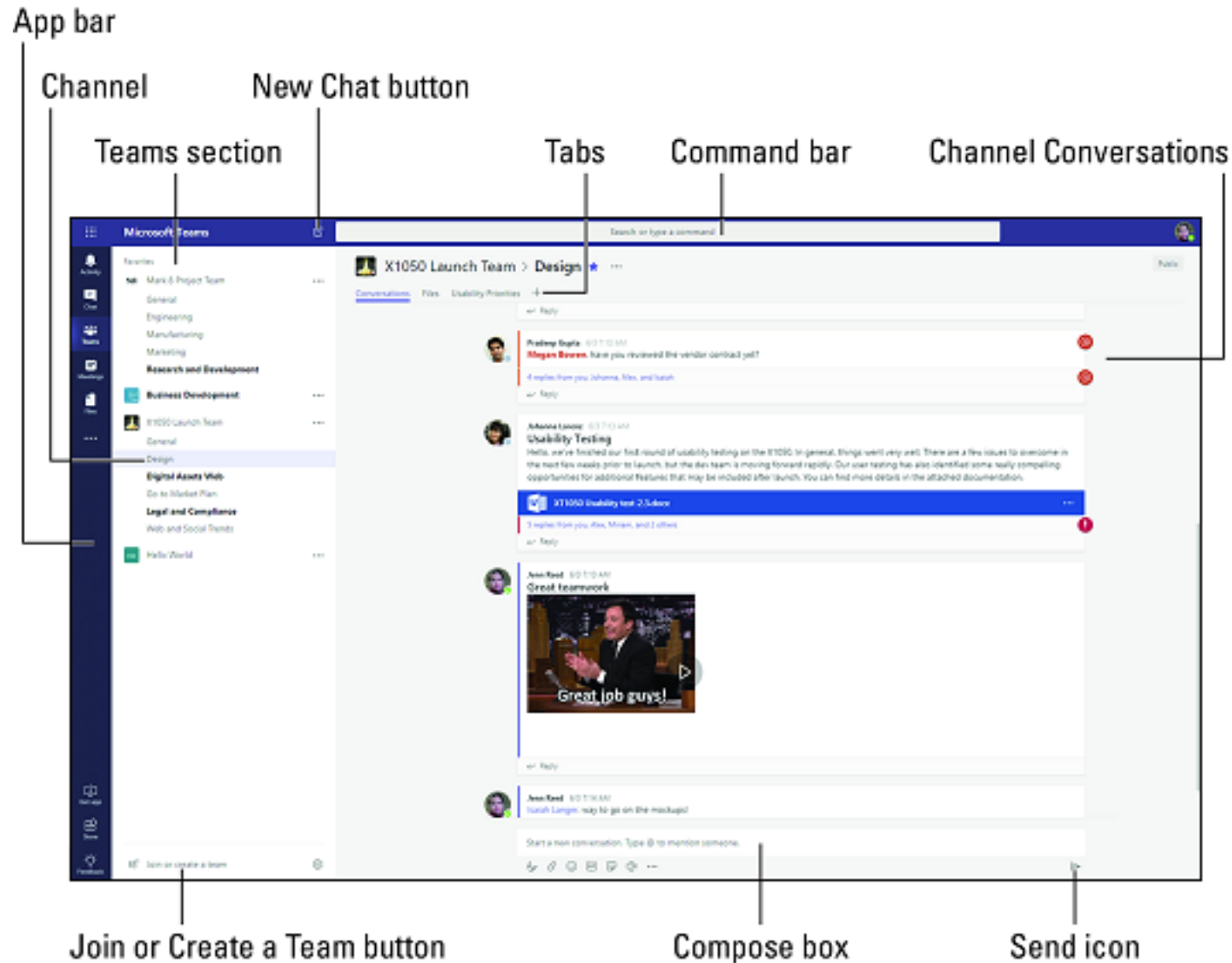
Getting Around Teams – Overview of App Bar



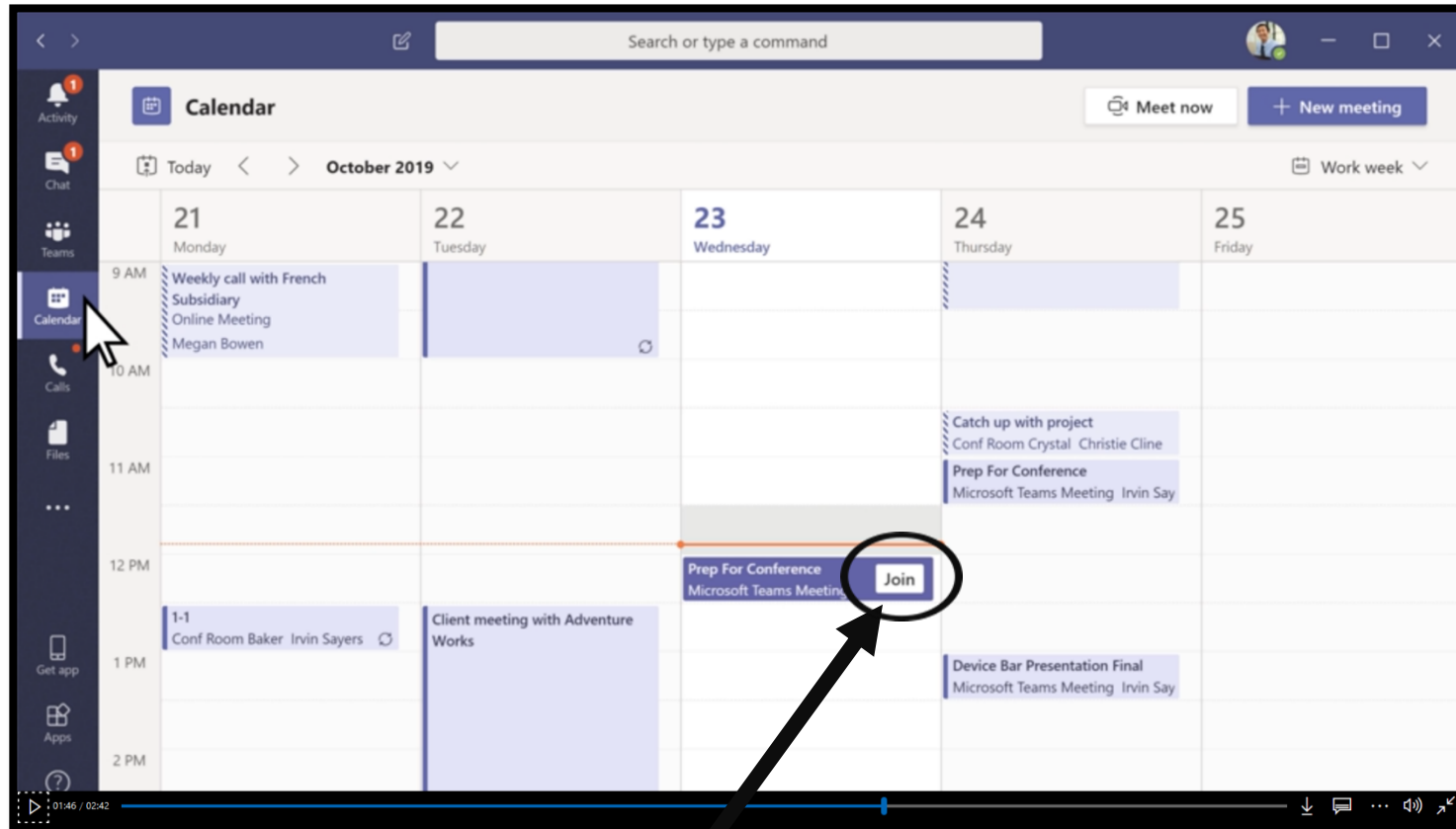
The **App Bar** includes all of the following:

- **Activity** is where you'll find mentions, replies, and other notifications.
- **Chat** is where you'll see your recent one-on-one or group chats
- **Teams** displays all the Teams you are a member of.
- **Meetings** is synched with your Outlook calendar and displays all your upcoming meetings.
- **Files** is where you access your files from your computer.

Getting Around Teams – Overview of Teams



Calendar and Lessons in Teams

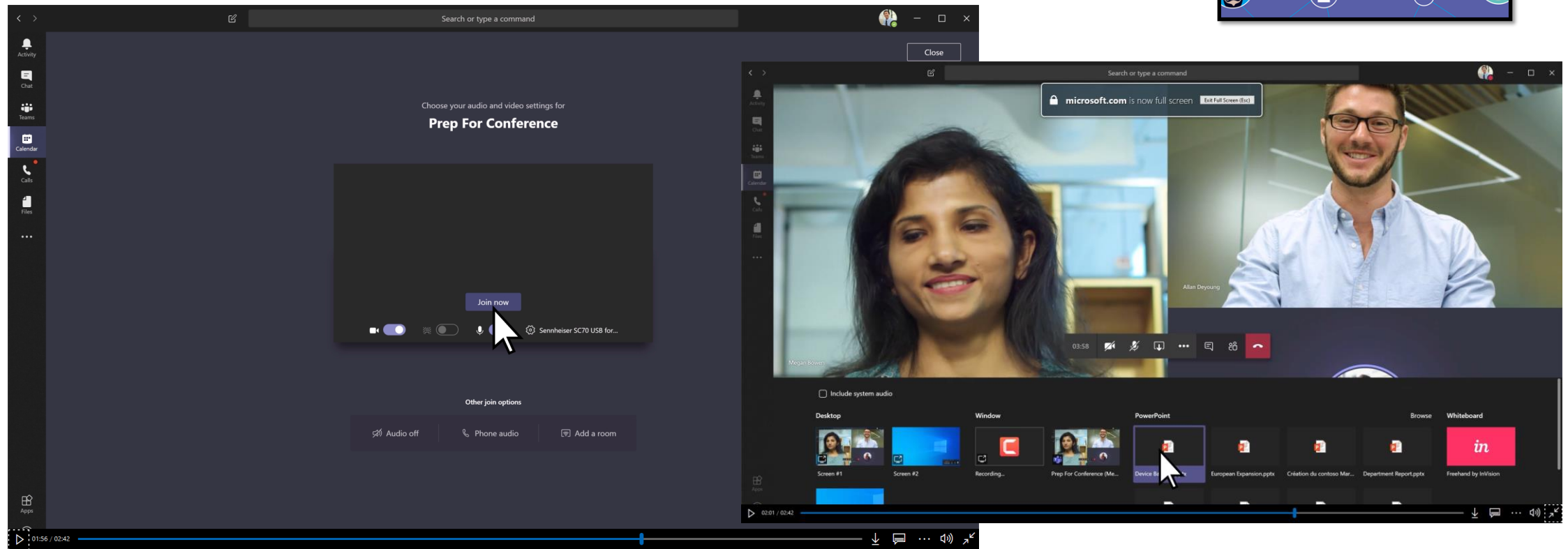
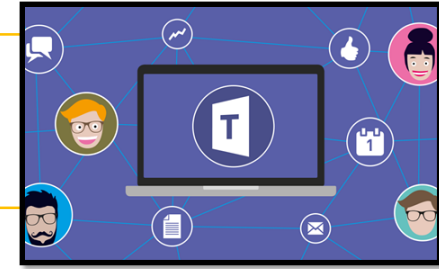


In the App Bar, there is a sub-menu called **Calendar**. Here you can see all of the meetings and lessons that have been set up. This may include online lessons (depending if your teacher has set these up)

Just click on **Join**, if you wish to go onto a lesson.

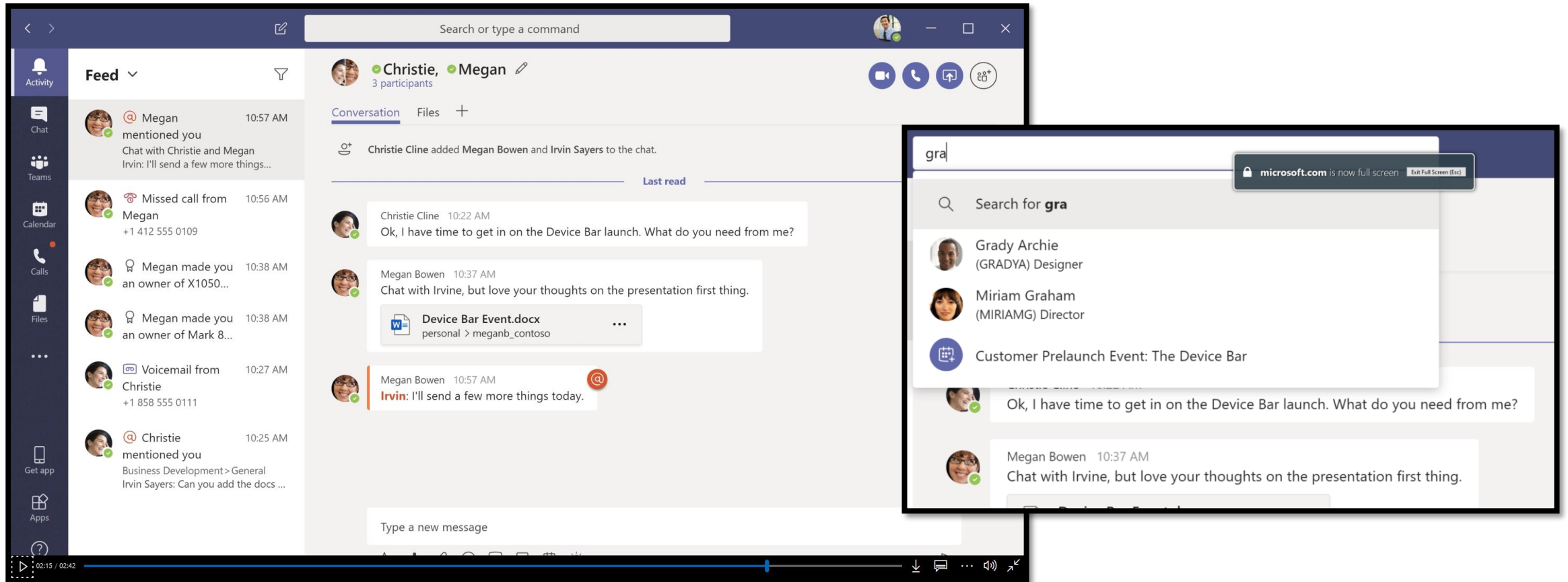


Calendar and Lessons in Teams



It is possible for your teacher to **share resources** and show you **presentations** during a lesson. You can choose to have sound and video **on or off!**

Command Box and Searching



At the top of the screen is a command box, use this to search for teachers, students or resources.

Useful Resources



Here is a list of Useful Resources to help you use Microsoft Teams.

Dummies Guide to Teams -

<https://www.dummies.com/software/microsoft-office/how-to-use-microsoft-teams/>

Microsoft Teams Video Training - <https://support.microsoft.com/en-gb/office/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>

Microsoft Teams – A Cheat Sheet

<https://www.techrepublic.com/article/microsoft-teams-the-smart-persons-guide/>