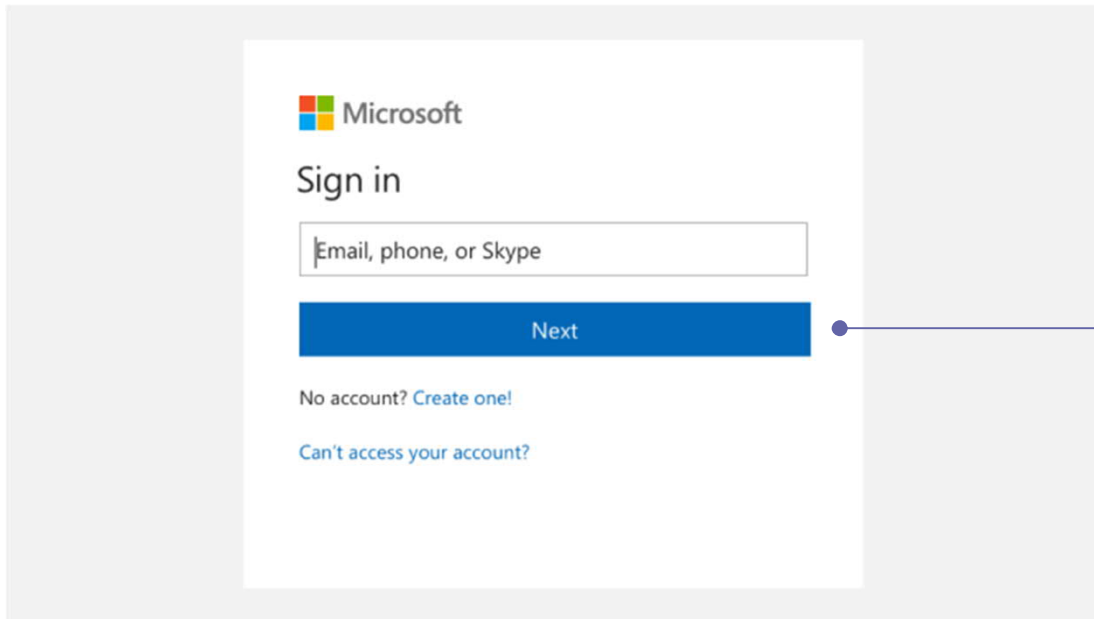# Microsoft Teams for Education

Quick Start Guide

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

Teams is available as an app for Windows, Mac, Linux, Android, and iOS. You can also open Teams on the web without any download necessary, although the apps provide expanded features in comparison to the web version.

Navigate to this link to get started. You can either download Teams directly to your desktop or receive a link to download the mobile app.

Microsoft

Sign in

Email, phone, or Skype

Next

No account? Create one!

Can't access your account?

Sign in
Once you've installed the app, you'll need to sign in with your university email and password.
- In Windows, click Start > Microsoft Teams.
- On Mac, go to the Applications folder and click Microsoft Teams.
- On mobile, tap the Teams icon.

Microsoft Teams for Education

Microsoft

The basics

Teams is divided into tabs on the left side of your screen.

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.

Access assignments
Keep track of class assignments your students have submitted.

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.

Search or type a command

Teams

Join or create team

Your teams

Biology 110

Ecology 224

Biology Faculty

Scholarship Committee

Activity
Chat
Teams
Assignments
Calendar
Calls
Files
Apps
Help

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 faculty, a group of staff and faculty collaborating on a topic, or even a group for a student club or other extracurriculars.

# Microsoft Teams for Education

Start a conversation

With the whole team... Click Teams, pick a team and channel, start your message with an @ mention and write your message then click Send.

Mentions direct the communication notifications to:
@person's name sends each person mentioned a notification
@channel sends all who have the channel as 'show' a notification
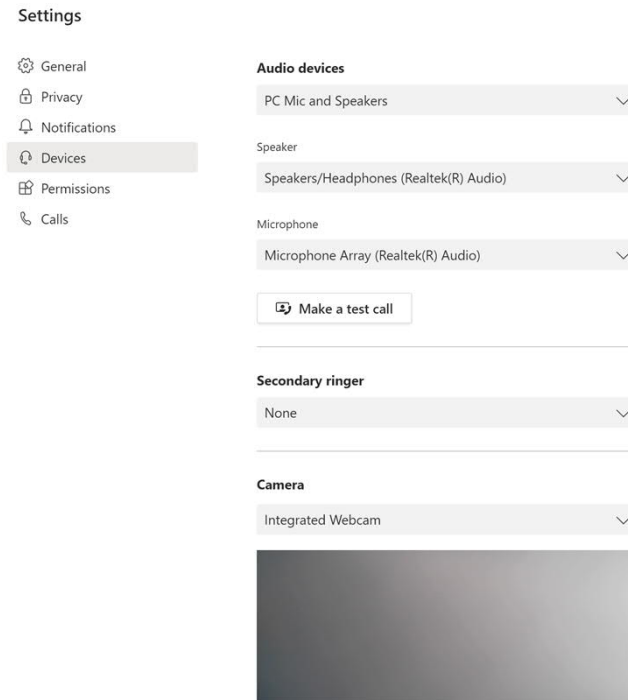@team sends everyone in the team a notification

Start a new conversation, use @ to mention someone
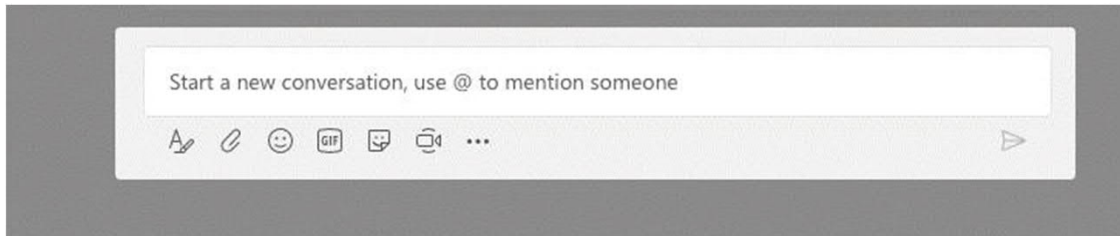
With a person or group... Click Chat, select new chat and type the name of the person or multiple people in the To field, write your message, and click Send.

To: Enter name, email, group or tag
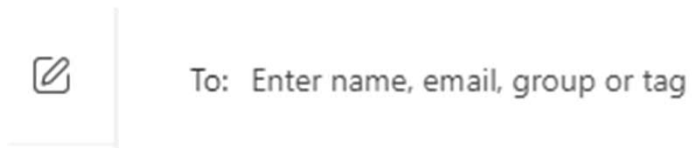
Make a test call before meetings

Click your profile icon in the top left, navigate to Settings, click Devices, and click Make a test call. This will ensure that your microphone and speakers are working before you join a meeting or class session. You can also test your webcam in this tab. Make a test call requires you use the installed app on your laptop or desktop—download here.

Settings

General
Privacy
Notifications
Devices
Permissions
Calls

Audio devices

PC Mic and Speakers

Speaker

Speakers/Headphones (Realtek(R) Audio)

Microphone

Microphone Array (Realtek(R) Audio)

Make a test call

Secondary ringer

None

Camera

Integrated Webcam

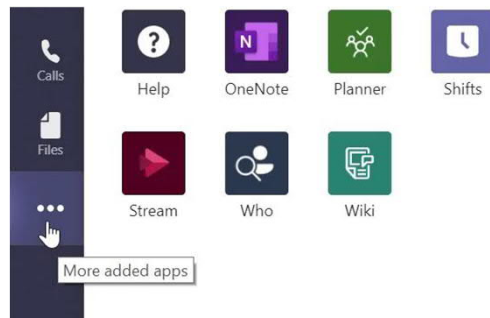# Microsoft Teams for Education

Search for things

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.
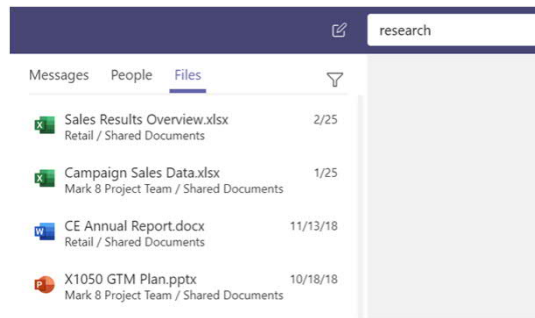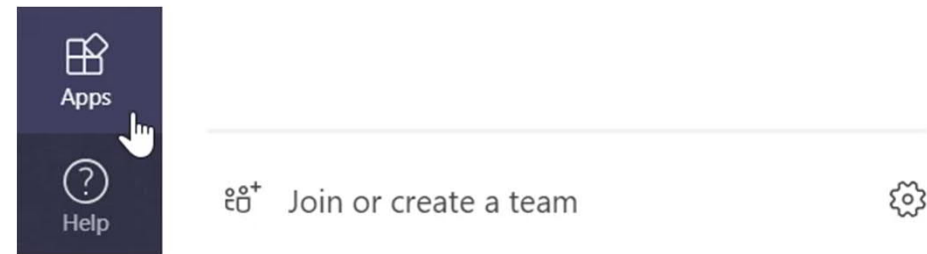

Find your personal apps

Click More added apps to see your personal apps. You can open or uninstall them here. Add more apps under Apps.

Add apps

Click Apps on the left. Here, you can select apps you want to use in Teams, choose the appropriate settings, and Add.

Useful apps for Higher Education include...

- GitHub to browse issues and pull requests for your GitHub repositories
- Kahoot to share interactive learning content with colleagues and students
- Adobe Creative Cloud to find, view, and share Adobe CC assets within Teams
- ClickView to manage all of your institutions video content
- Quizlet to make simple learning tools that let your students study anything
- MindMeister for professional, versatile mind mapping software

And many more you can explore on the web here!

Microsoft Teams for Education

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 .

Access files
View files that have already been shared in your channel.

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 professors to create and distribute assignments. Students can complete and turn in their assignments without leaving the app. Professors can use the Grades tab to provide feedback on assignments and track student progress.

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.

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.

Share files
If you upload a file in a chat message, Teams automatically creates a live version everyone can collaborate on.

Start a discussion with the class
Type and format you message or announcements here. Add a file, emoji, GIF, or sticker to liven it up!

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

Teams app interface

Search or type a command

General   Posts   Files   Class Notebook   Assignments   Grades   Oceans Project (Word)   1 more ⌄   +

All teams

Ecology 224

- General
- **Project Team 1**
- Project Team 2
- Subjects
- Units

Has anyone read ahead to checkout Intro to Rainforests yet?

▾ Collapse all

Douglas Cothran 6/5 4:30 PM
Dude, why do you have to make us all look bad? Lol jk.

Enrico Cattaneo 6/5 4:30 PM
Nope, still trying to sail my way through Oceans... 👍 3

↩ Reply

Fatima Zapata 6/5 4:30 PM 👍 4
Hey I found a site that talks about bioluminescence from the Smithsonian and I thought it was a cool way to explain it.
https://ocean.si.edu/ocean-life/fish/bioluminescence

Bioluminescence
ocean.si.edu

▾ Collapse all

James Hobbs 6/5 4:30 PM
I thought the section about squids using bioluminescence ink to divert enemies was really cool.

Adele Vance 6/5 4:30 PM 👍 5
I cannot stop thinking about the Angler fish from Nemo...

↩ Reply

Yesterday

Start a new conversation. Type @ to mention someone.
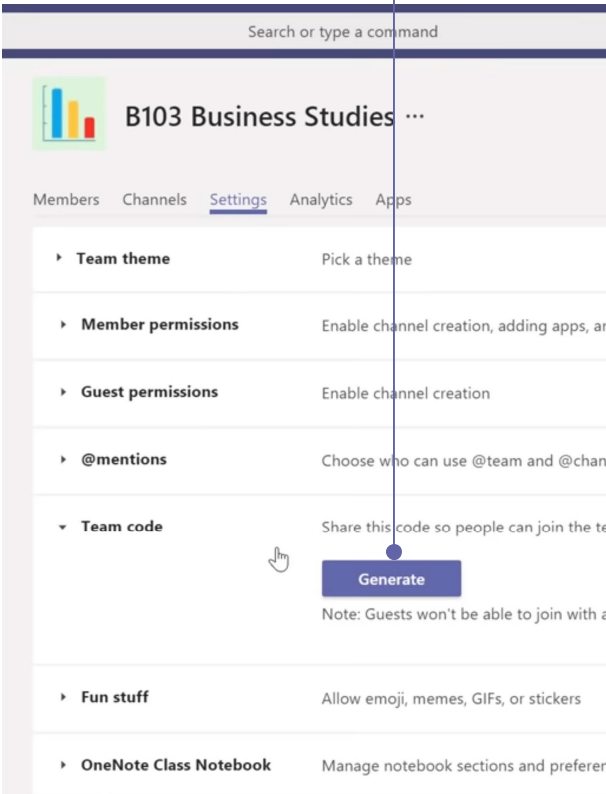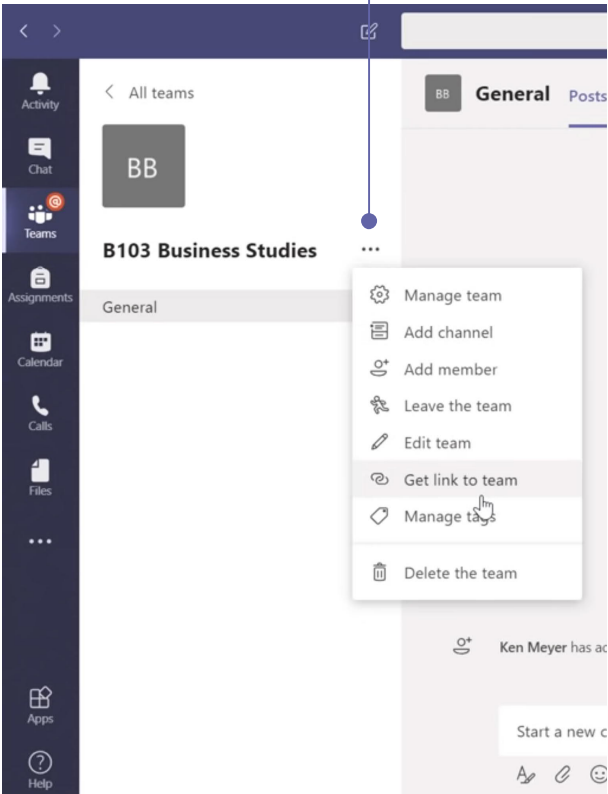
Microsoft Teams for Education

Creating class teams

Class teams provide capabilities tailored for teaching and learning

Send join link
Click the ellipsis and select **Get link to team**

Create team code
Under Settings, select **Team code** and click **Generate** for a 6-character join code

Rely on teams created automatically by IT
Your IT Admin may create groups based on your classes and their rosters using School Data Sync (SDS) or another method. Choose the group as you create your team to automatically add students and set up your class team.

Microsoft Teams for Education

Schedule a meeting with your team or class

Hold classes, staff collaboration meetings, or trainings over online meetings

Start a meeting right away
Add participants directly to a meeting that starts right away.

Add new meeting
Schedule a new meeting for live discussion with up to 250 people or schedule a live event for a broadcasted event with a wider audience.

Invite individuals to a meeting
Invite one or more individuals to your meeting. Meeting recordings and resources shared during the meeting will be organized within the meeting history item in your Chat view.

Invite a channel to a meeting
Invite your whole class or working group to a meeting by selecting a channel to host the meeting. Meeting recordings and resources shared during meetings will be organized within the selected channel.
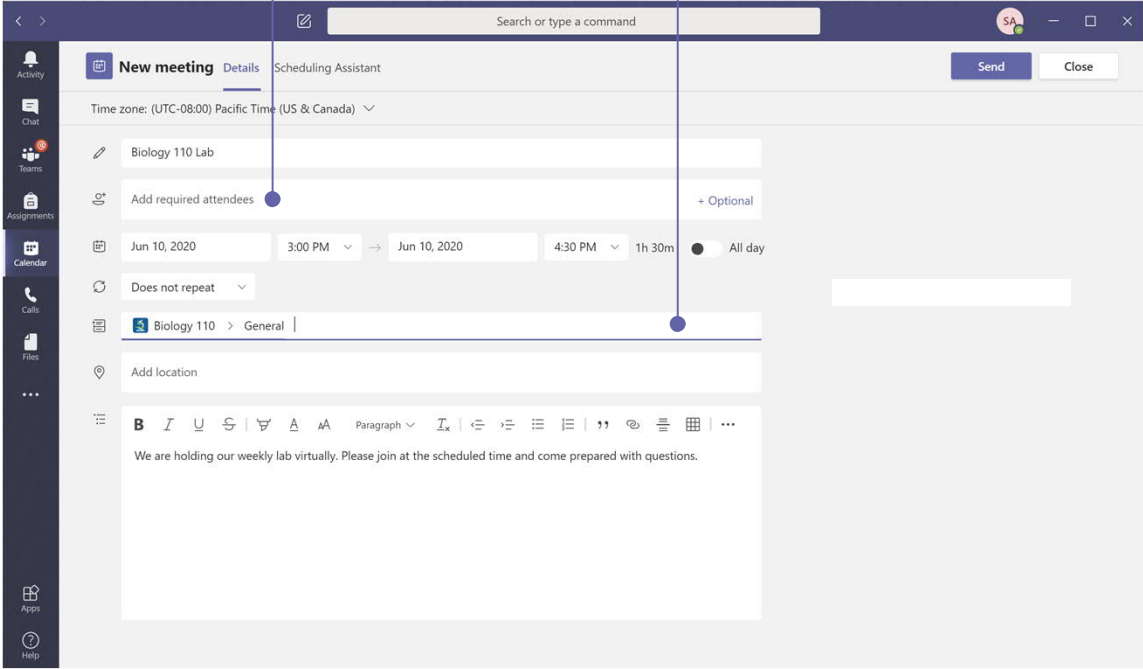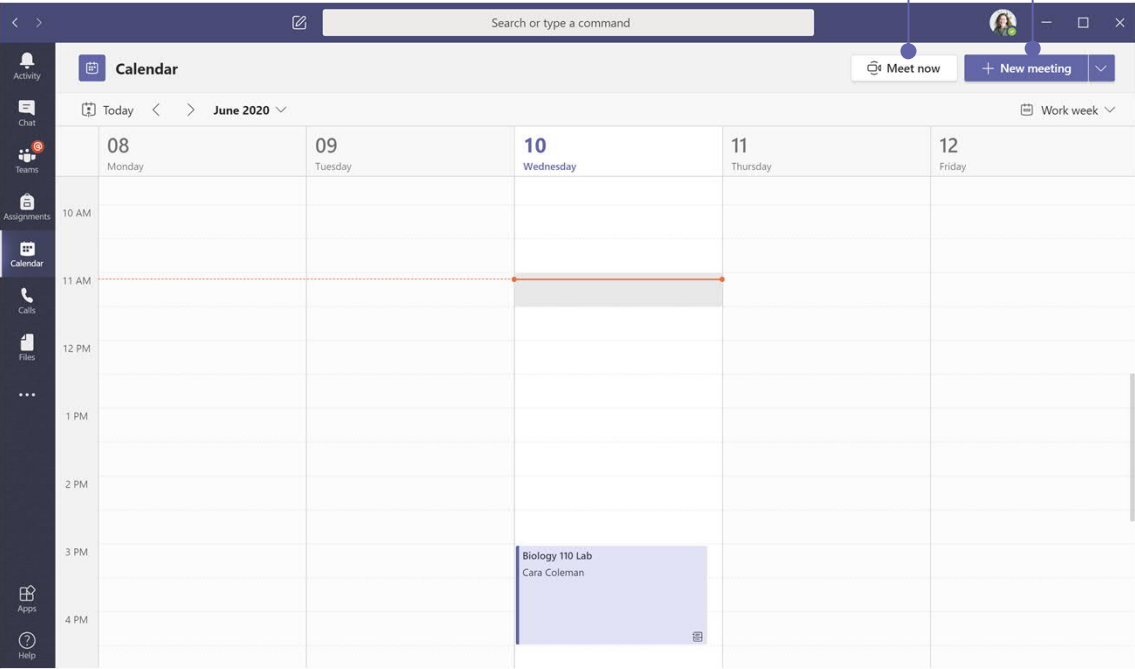
Microsoft Teams for Education

Schedule a meeting with your team or class

Hold classes, staff collaboration meetings, or trainings over online meetings
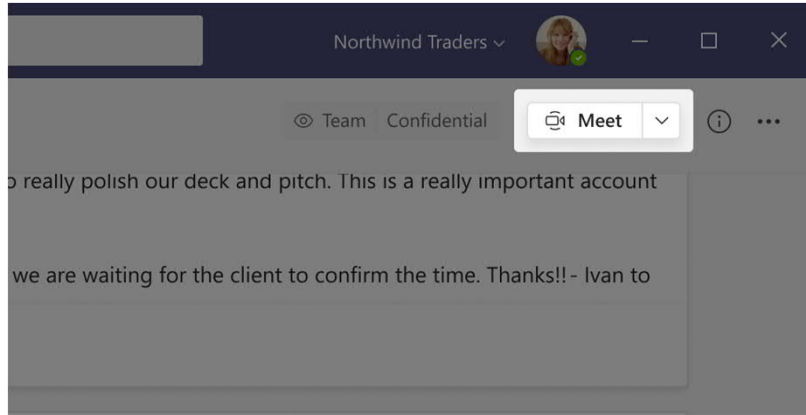
Click Meet now at the top of the Channel header to start a live meeting in a channel.

If you click Reply to a message, then the meeting will be attached to that conversation. If you wish to start an independent meeting that is not tied to a channel, then follow the instructions on the previous page by selecting Calendar > New Meeting.

You can invite people to the meeting or ask them to join it directly from the channel.
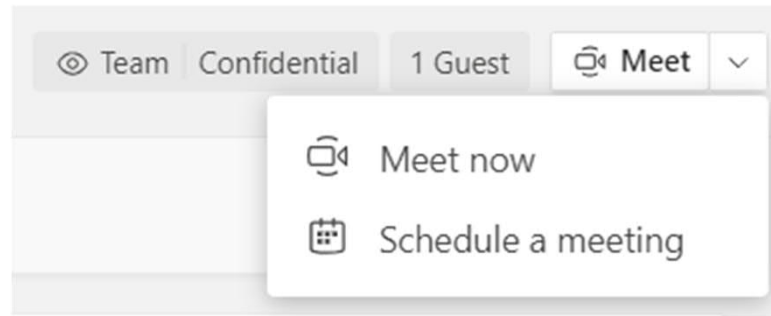
Select Meet now to start the meeting right away or Schedule a meeting to schedule the meeting for the future. Members of the channel will see an invitation for the meeting in their calendar if you decide to schedule it for later.

Microsoft Teams for Education

Roles in an online meeting

Every participant in a meeting is assigned a role as a presenter or attendee. A participant's role controls what they can do while in a meeting.

Capabilities	Organizer/Presenter	Attendee
Speak and share video	✓	✓
Participate in meeting chat	✓	✓
Privately view a PowerPoint file shared by someone else	✓	✓
Share content	✓	
Mute other participants	✓	
Remove participants	✓	
Admit people from the lobby	✓	
Change the roles of other participants	✓	
Start or stop recording	✓	
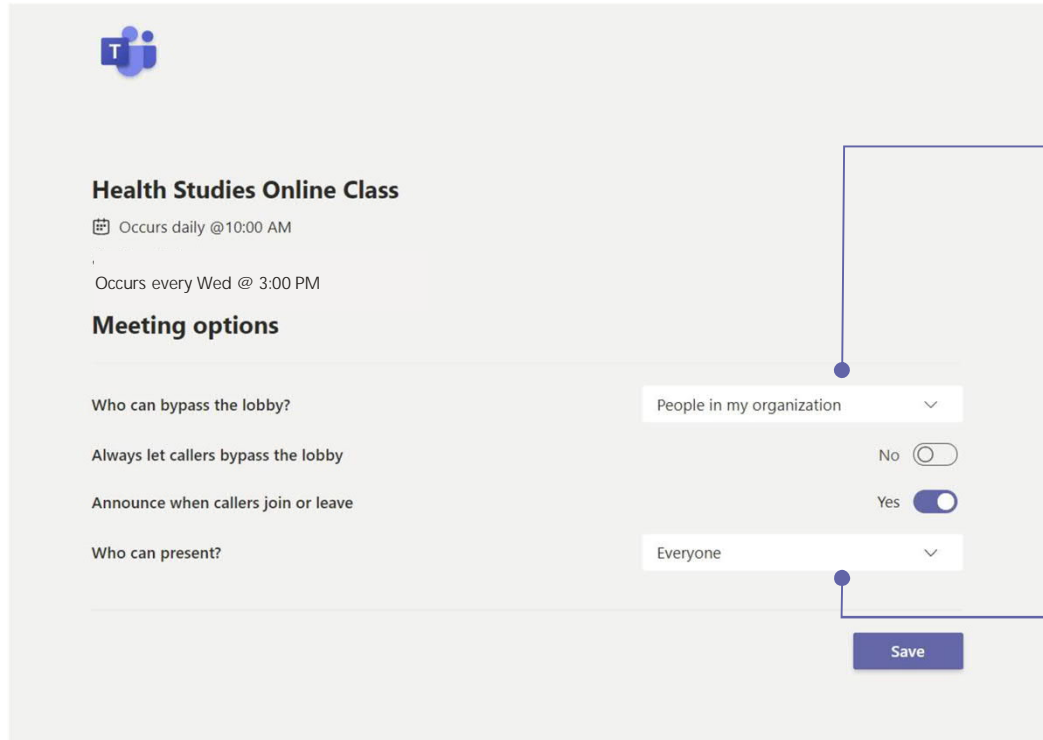
Set meeting roles through your Meeting options

Meeting options allow you to control if meeting participants join your meetings as attendees or presenters.

Join Microsoft Teams Meeting

Local numbers | Reset PIN | Learn more about Teams | Meeting options

Go to your Calendar and navigate to the meeting you'd like to update. Click or tap Meeting options near the meeting join link to open your Meeting options.

Health Studies Online Class

Occurs daily @10:00 AM

Occurs every Wed @ 3:00 PM

Meeting options

Who can bypass the lobby?	People in my organization ∨
Always let callers bypass the lobby	No ⊘
Announce when callers join or leave	Yes ⬤
Who can present?	Everyone ∨

Save

Meeting options may be controlled by your IT administrator's policy settings.

Control who can enter the meeting directly.
Use the virtual meeting lobby so that participants wait to be admitted to the meeting instead of joining immediately.

Control who joins the meeting as a presenter or attendee.
Select Only Me to designate all other participants as attendees. This is the safest set-up for meetings held in a classroom setting.

If you expect to have more than one presenter in your meeting, select Specific people and pick the other participants who should join as presenters. Select Everyone if you want all participants to join the meeting as a presenter.

Change roles during a meeting

Every participant in a meeting is assigned a role as a presenter or attendee. A participant's role controls what they can do while in a meeting.
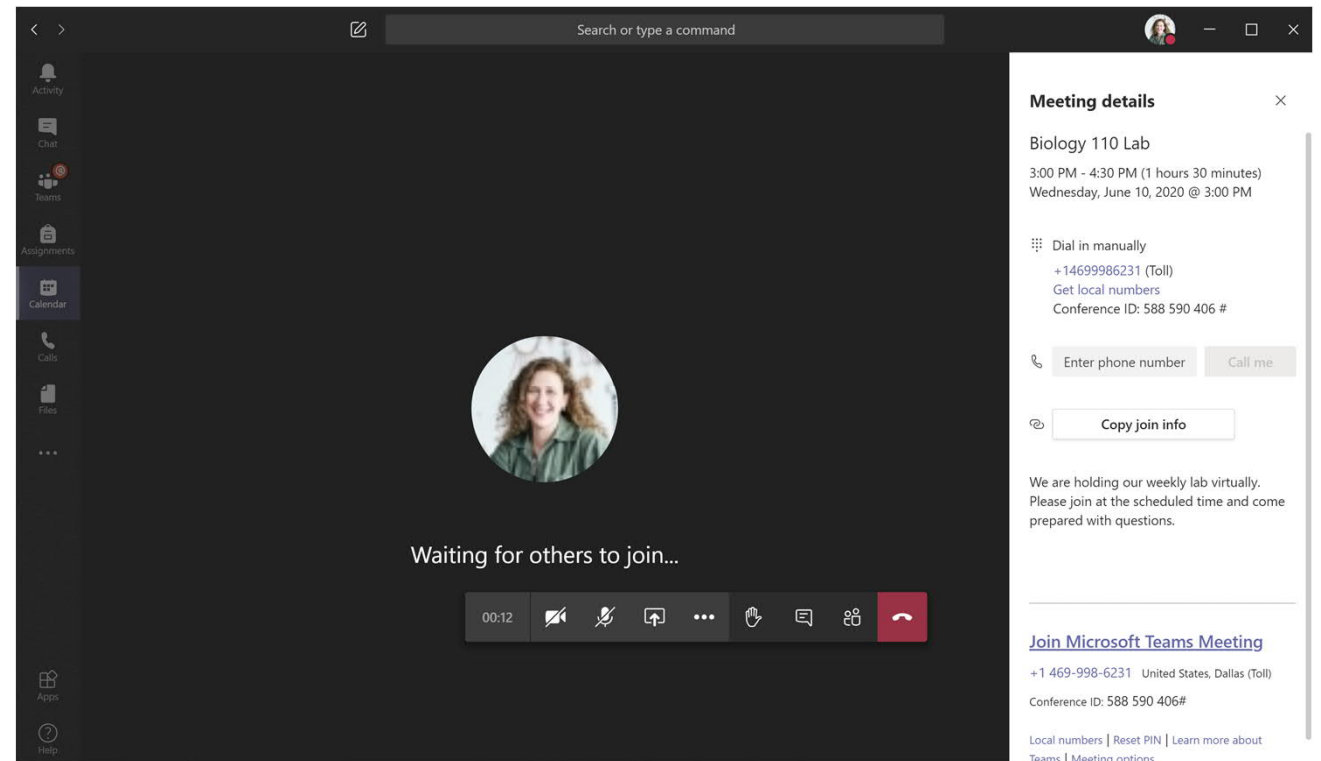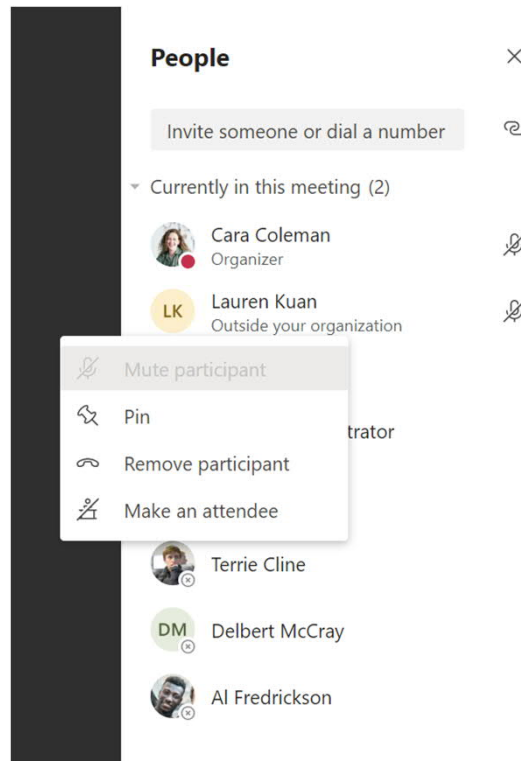
To change a participant's meeting role, click or tap Show participants in your call controls. Right-click on the participant whose role you want to change. Select Make an attendee or Make a presenter.

To quickly access your Meeting options and change the meeting role settings for both current participants and anyone joining your meeting in the future, click or tap More actions in your call controls, then Show meeting details. You can find the link to your Meeting options near the join link for the meeting.

Join a meeting

Hold classes, staff collaboration meetings, or trainings over online meetings

Cara Coleman 11:05 AM
We are holding our weekly lab virtually. Please join at the scheduled time and come prepared with questions.

📅 Biology 110 Lab
Wednesday, June 10, 2020 @ 3:00 PM   ...

📹 Biology 110 Lab ended: 1m 10s

↩ Reply

📅 Calendar   🎥 Meet now   + New meeting ⌄

📅 Today < > June 2020 ⌄   📅 Work week ⌄

	08 Monday	09 Tuesday	10 Wednesday	11 Thursday	12 Friday
10 AM					
11 AM					
12 PM					
1 PM					
2 PM					
3 PM			Biology 110 Lab Cara Coleman		
4 PM					
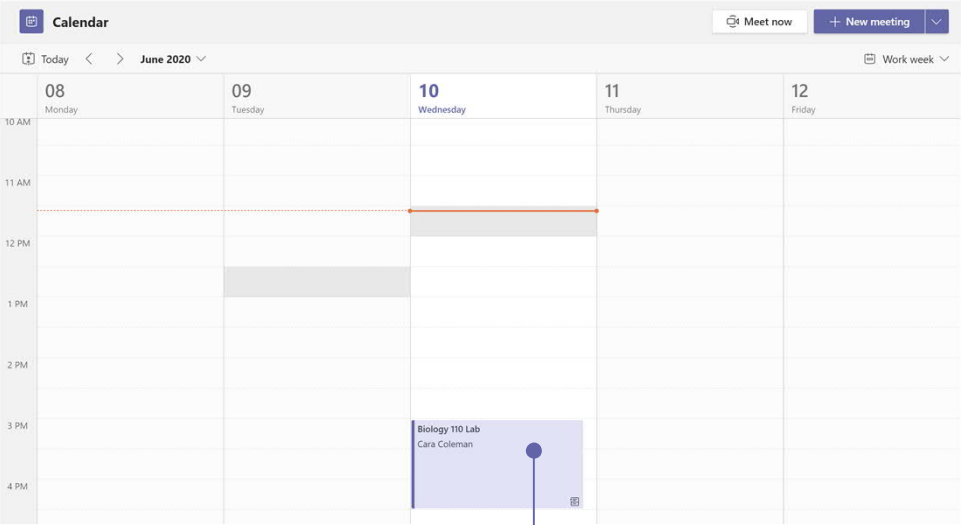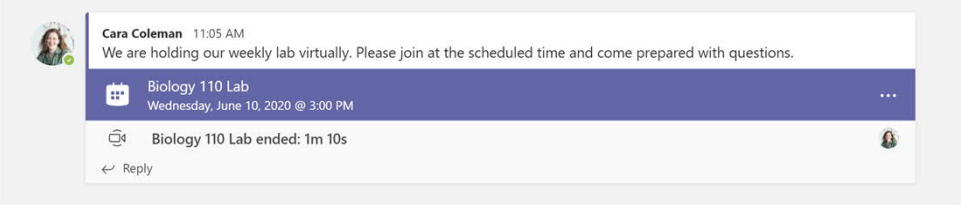
Find the meeting invitation in the channel of your team or on your Teams calendar.

Open the meeting and click Join to join the meeting.

📅 **Biology 110 Lab** Chat Details Scheduling Assistant   Join   Close

✕ Cancel meeting   Time zone: (UTC-08:00) Pacific Time (US & Canada)   Meeting options   **Tracking**

✏ Biology 110 Lab   Cara Coleman
                                                          Organizer

👤 Add required attendees   + Optional

📅 Jun 10, 2020   3:00 PM ⌄ → Jun 10, 2020   4:30 PM ⌄ 1h 30m ⬤ All day

Choose your audio and video settings for
Meeting with Cara Coleman

Join now

📹 ⬤ 🎤 ⬤ ⚙ Devices

Other join options

🔇 Audio off   📞 Phone audio

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.

Participate in a meeting

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

Microsoft Teams

Q Search

Activity
Chat
Teams
Assignments
Calendar
Calls
Files
...
Apps
Help

Invite people to join...

01:22
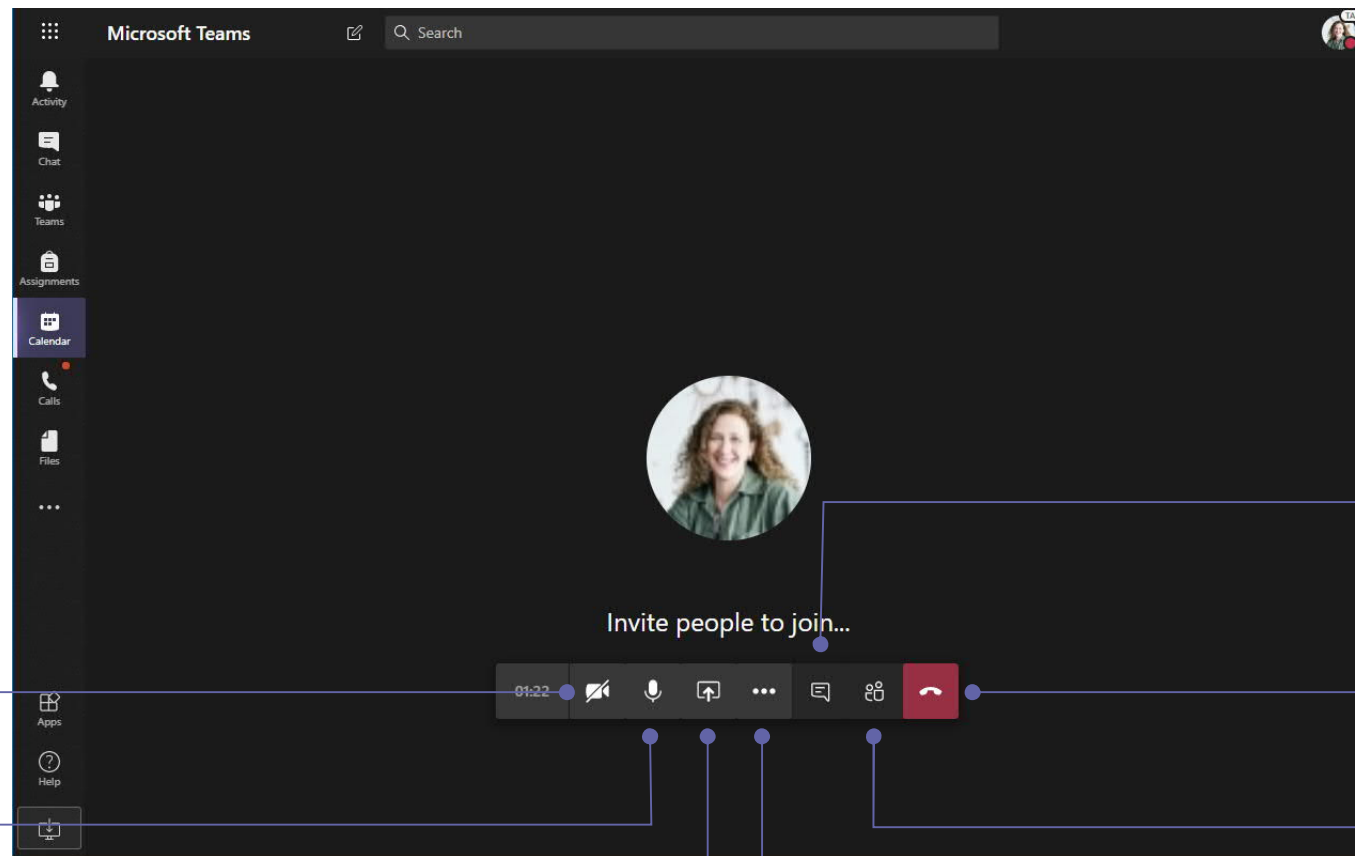
Turn your video feed on and off.

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.

Microsoft Teams for Education

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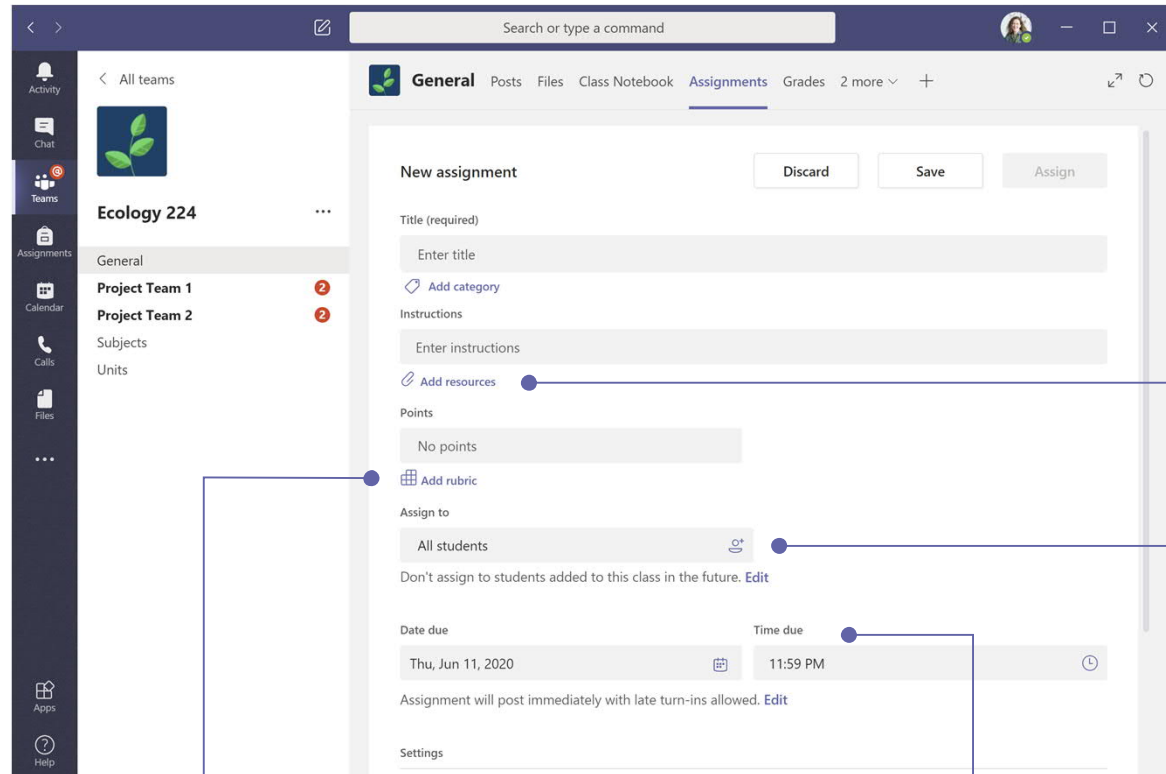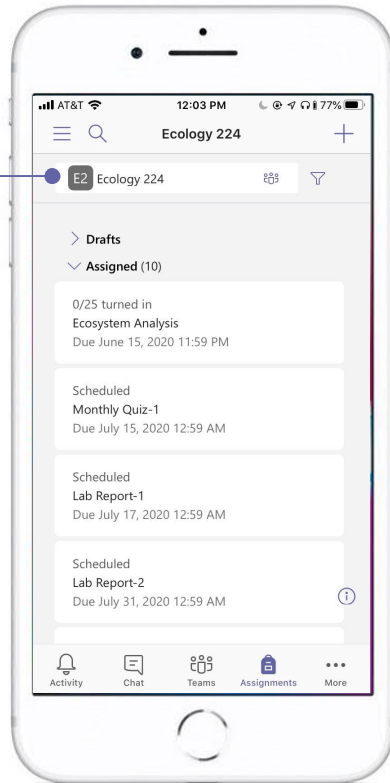
Add resources
Customize the assignment with content from OneDrive, your device, links, and more.

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

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

Edit due dates, close date, and schedule to assign
Customize all the dates and times that are important to the assignment.

Microsoft Teams for Education

Grades

Leave feedback for students, grade, and track student progress in the Grades tab.

See grades across all assignments and students
Each of your class teams has a Grades tab where you can view assignments at a glance, as well as track how individual students in your class are progressing.

Return and review assignments using the feedback loop
Leave comments, make edits, grade with criteria/standards, check for similarity, and more in the grading view.

Microsoft Teams for Education

Get insights

Coming Calendar Quarter 4 2020: Monitor class statistics like digital activity, preferred study times, discussion participation, grade trends, late submissions, and more.

Click "Insights"
Get an initial overview of important engagement and assignment statistics

Explore each category
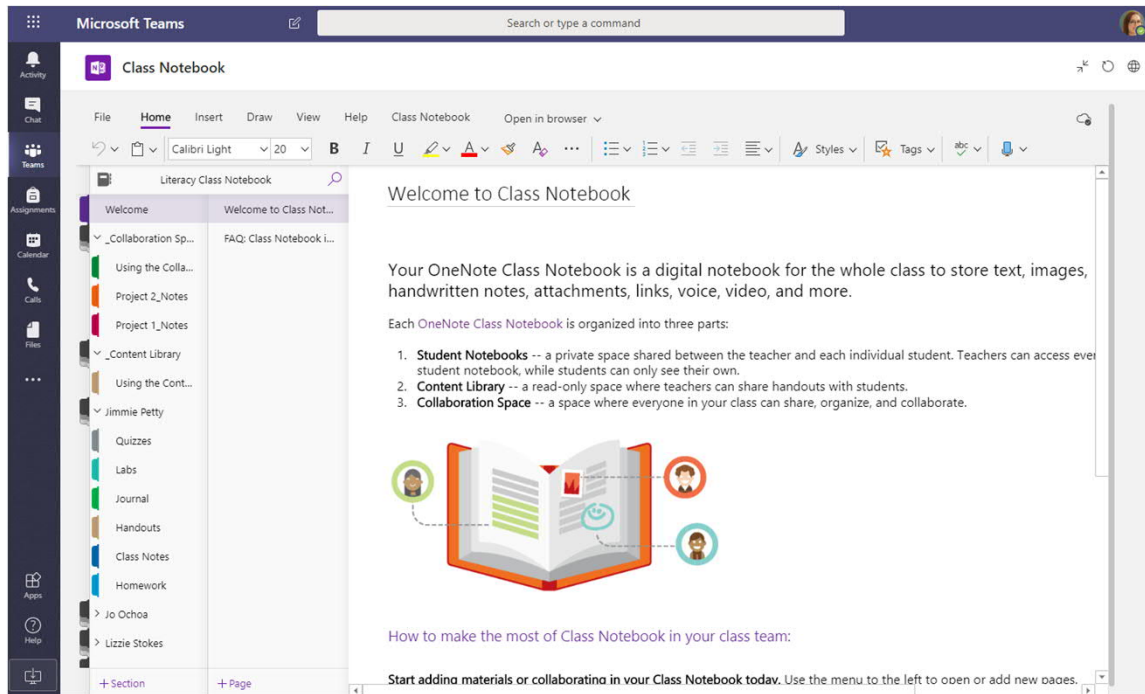Click the link at the bottom of each box to dive deeper into the statistics or take other next steps
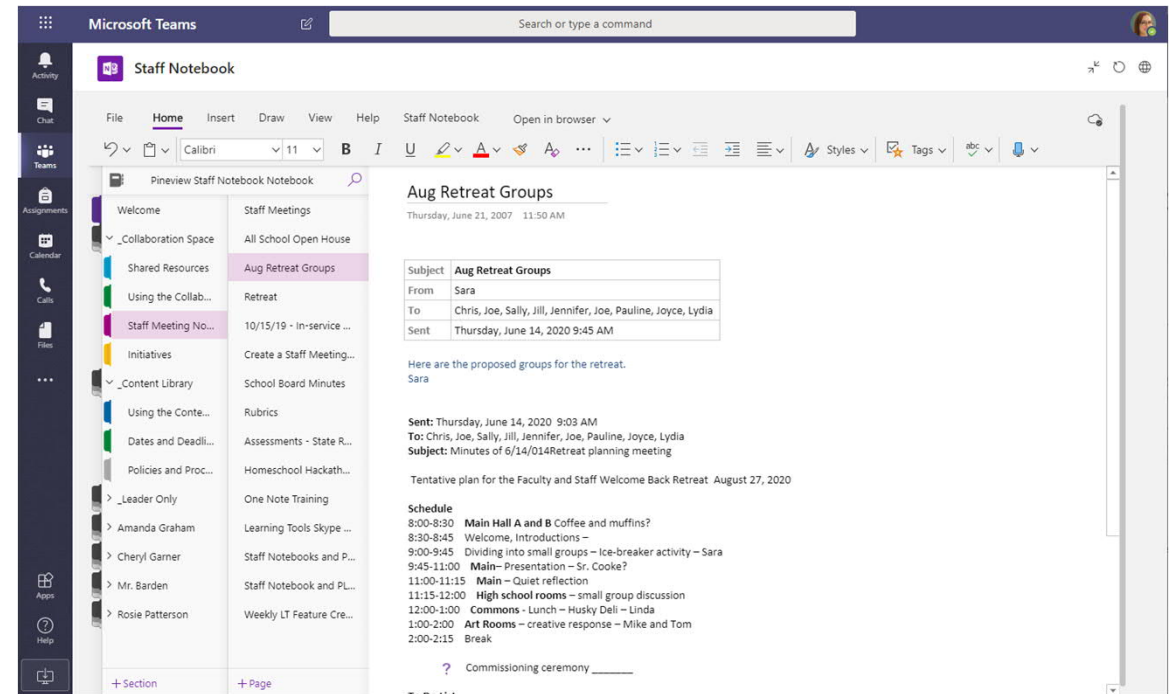
Microsoft Teams for Education

OneNote Class and Staff Notebooks

A digital binder to use in your class 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.
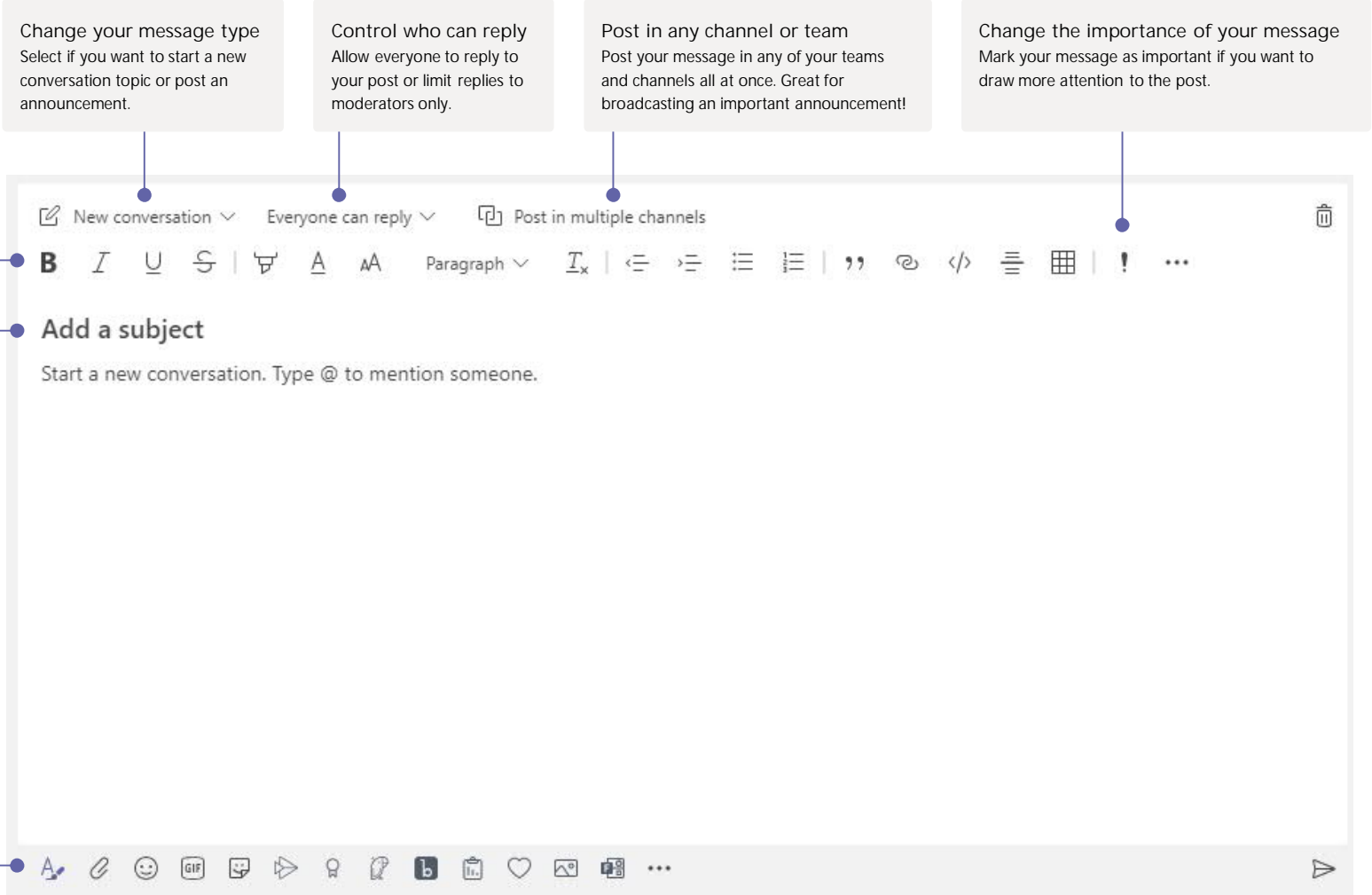
Great for staff meeting notes, brainstorming, and classroom observations
OneNote Staff Notebooks have a personal workspace for every staff member or instructor, a Content Library for shared information, and a Collaboration Space for everyone to work together, all within one powerful notebook.

Microsoft Teams for Education

Enrich your channel posts

Create classroom announcements and posts. Edit your post to get your students' attention, control who replies, and post across multiple channels.

Change your message type
Select if you want to start a new conversation topic or post an announcement.

Control who can reply
Allow everyone to reply to your post or limit replies to moderators only.

Post in any channel or team
Post your message in any of your teams and channels all at once. Great for broadcasting an important announcement!

Change the importance of your message
Mark your message as important if you want to draw more attention to the post.

Format your text
Change text color, format, and style.

Add a subject
Keep the topic of your new post clear by adding a subject.

Add a subject
Click here to enter a rich format mode for your message.

New conversation ⌄   Everyone can reply ⌄   Post in multiple channels

B *I* U S | A AA   Paragraph ⌄

Add a subject

Start a new conversation. Type @ to mention someone.

# Microsoft Teams for Education

Microsoft

Make video and audio calls

Click Video call or Audio call to call someone from a chat. To dial a number, click Calls on the left and enter a phone number. View your call history and voicemail in the same area.
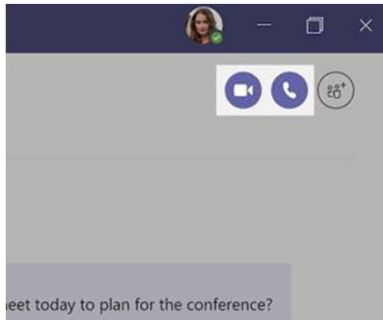
Reply to a conversation

Channel conversations are organized by date and then threaded. Find the thread you want to reply to, then click Reply. Add your thoughts and click Send.
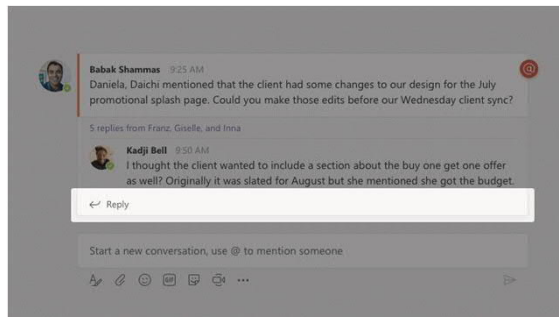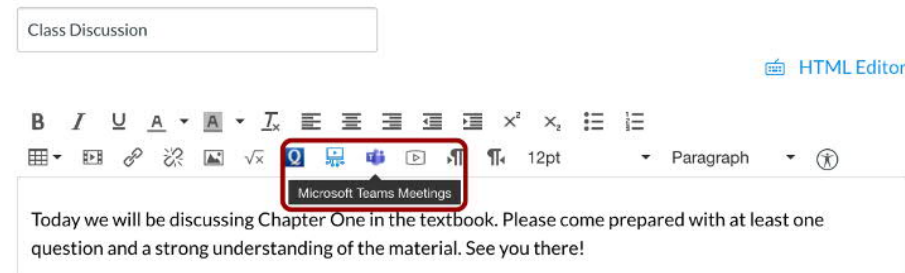
@mention notifications

To get someone's attention, type @, then their name (or pick them from the list that appears). Type @team to message everyone in a team or @channel to notify everyone who has that channel set to 'show'.
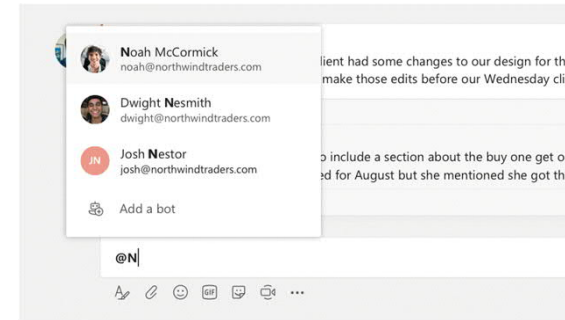
Add Teams meetings to your LMS

Teams meetings can be added to Blackboard, Moodle, Canvas, Schoology, Brightspace by D2L, and itsLearning. Look for the Create meeting link button in your LMS, and read this guide to learn more about where to find it in each platform.

Microsoft Teams for Education

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.
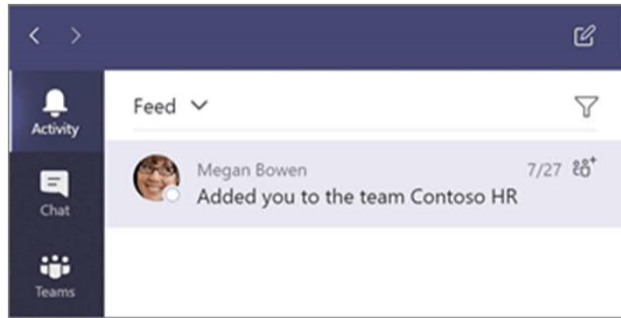

Add a tab in a channel

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.
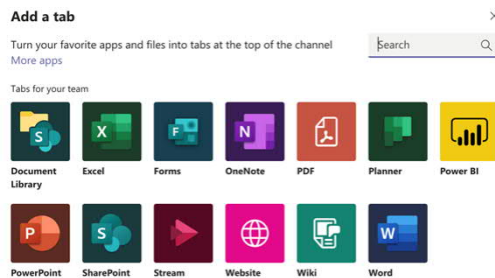

Share a file

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.
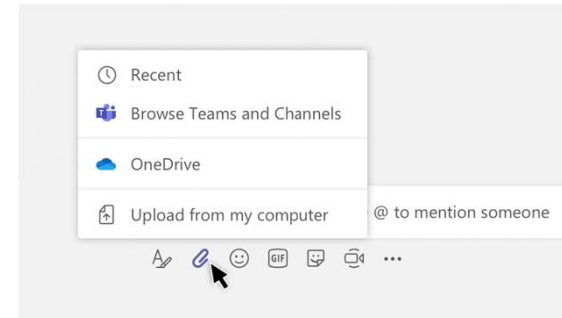

Work with files

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!
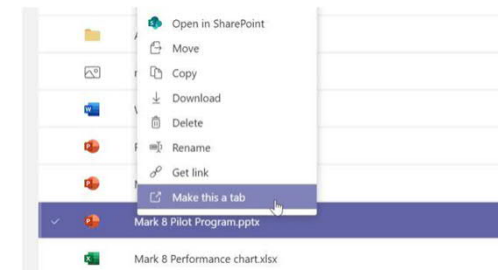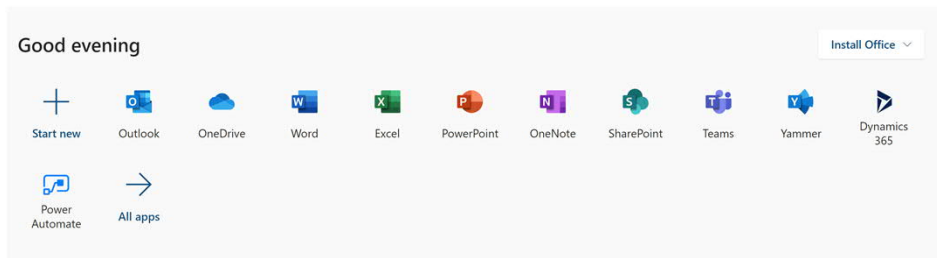
Microsoft Teams for Education

Collaborate with Office 365 apps

Open apps for Office 365 solutions like Word, Excel, PowerPoint, and more to collaborate on live versions of files within Teams.
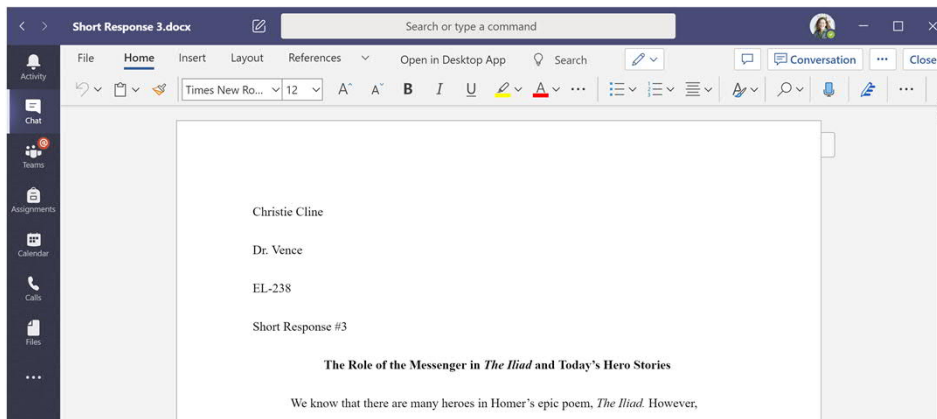
Access the web version

Navigate to office.com to access the online version of Office 365 apps, including Teams, in situations where you can't access desktop or mobile apps.

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.