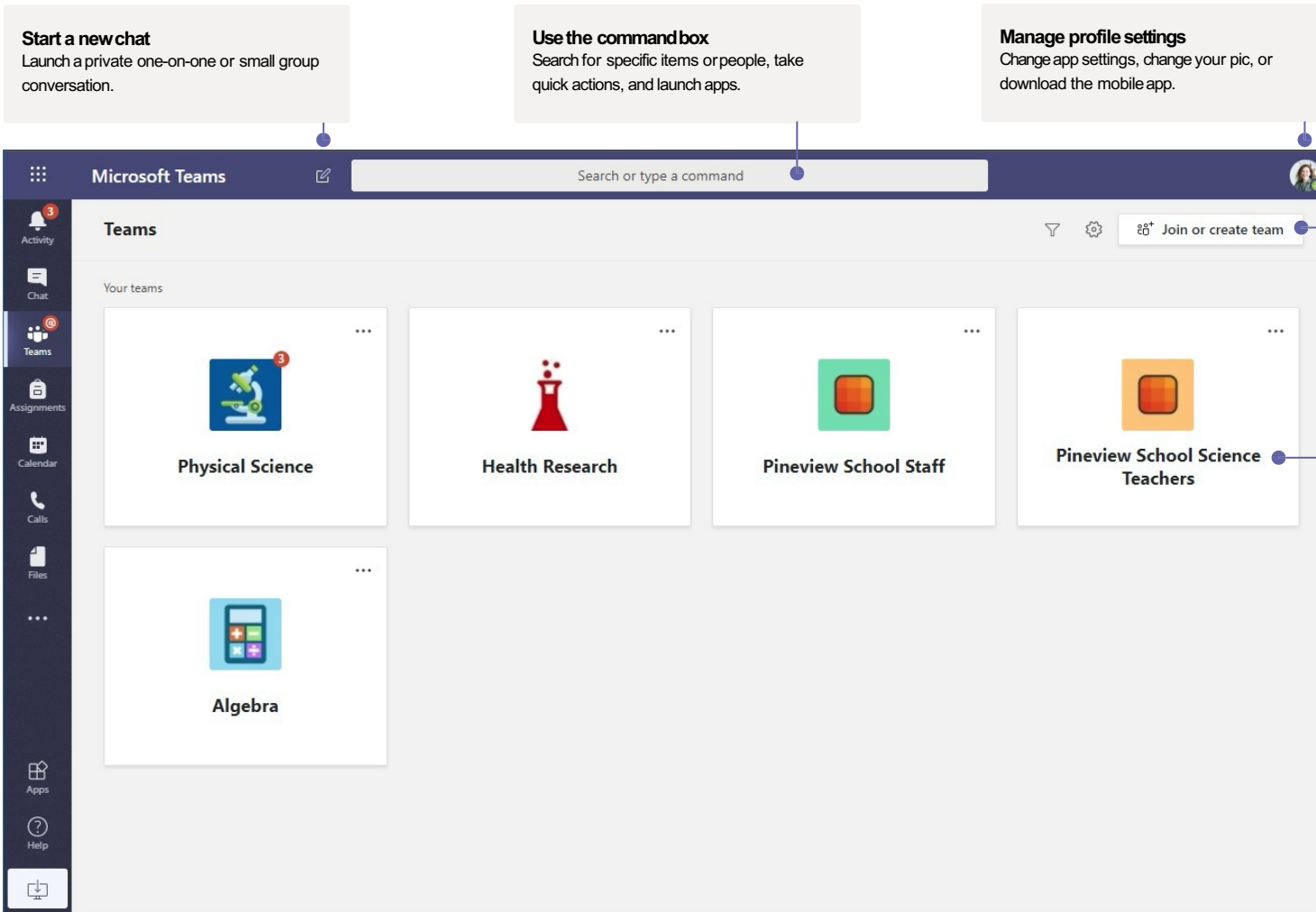


Microsoft Teams for Education

Quick Start Guide

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



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 a team
Find the team you're looking for or join with a code.

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

What is a team?
You can 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.

Microsoft Teams for Education



[Learn more about Teams](#)

Join a meeting

Participate in virtual classes or collaboration meetings

A screenshot of a Teams chat message. The message is from Cara Coleman, sent at 12:32 PM. The text says "Scheduled a meeting". Below the text is a meeting card for "Physical Science Lab" on Wednesday, March 4, 2020, at 1:00 PM. The card has a "Reply" button at the bottom left.

A screenshot of the Teams calendar interface. The calendar is for March 2020, showing days 02 (Monday) through 06 (Friday). A meeting titled "Physical Science Lab" by Cara Coleman is scheduled for Wednesday, March 4, 2020, from 1:00 PM to 1:30 PM. The interface includes "Meet now" and "New meeting" buttons at the top right.

Find the meeting invitation in the channel of your team or on your Teams calendar.

A screenshot of the Teams meeting details page for "Physical Science Lab". The page has tabs for "Chat", "Details", "Scheduling Assistant", "Meeting notes", and "Whiteboard". A "Join" button is in the top right. The "Details" tab is active, showing meeting options: "Cancel meeting", "Time zone: (UTC-08:00) Pacific Time (US & Canada)", and "Meeting options". The meeting title is "Physical Science Lab". There is a field for "Add required attendees" with a "+ Optional" link. The meeting is scheduled for "Mar 4, 2020" from "1:00 PM" to "1:30 PM" for "30m", with an "All day" toggle. It is set to "Does not repeat". The meeting is in the "Physical Science > General" channel. There is a field for "Add location". A rich text editor is visible below. At the bottom, there is a "Join Microsoft Teams Meeting" link, a phone number "+1 469-297-6880 United States, Dallas (Toll)", and a "Conference ID: 325 583 673#". A "Tracking" sidebar on the right shows "Cara Coleman Organizer".

Open the meeting and click **Join** to join the meeting.

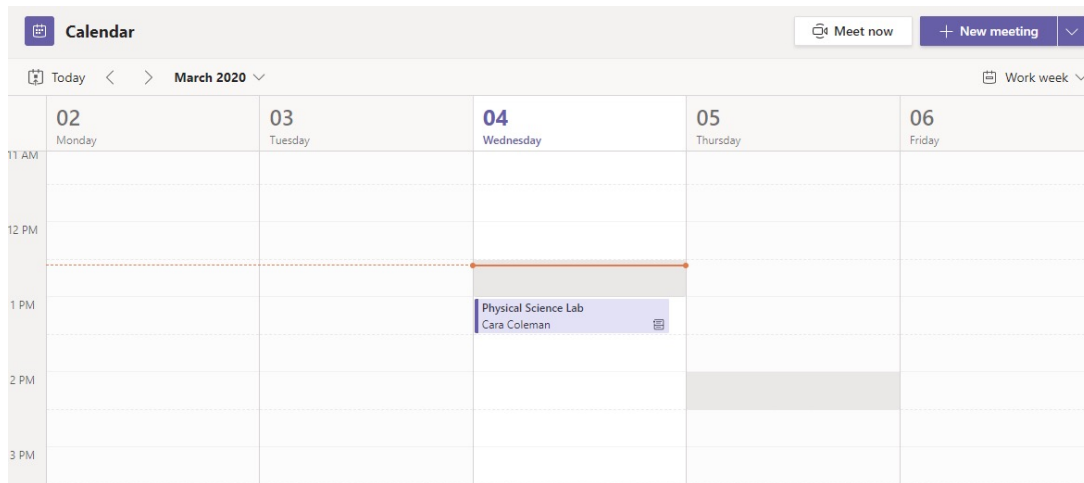
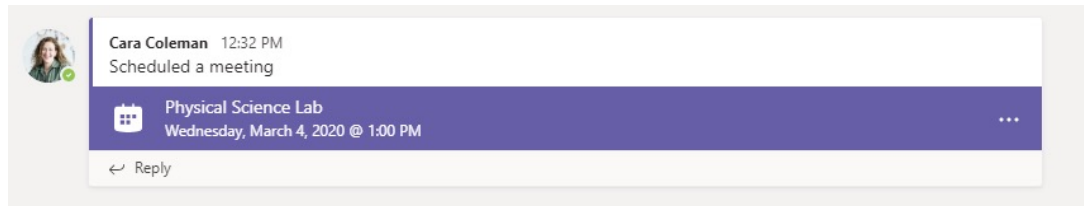
Microsoft Teams for Education



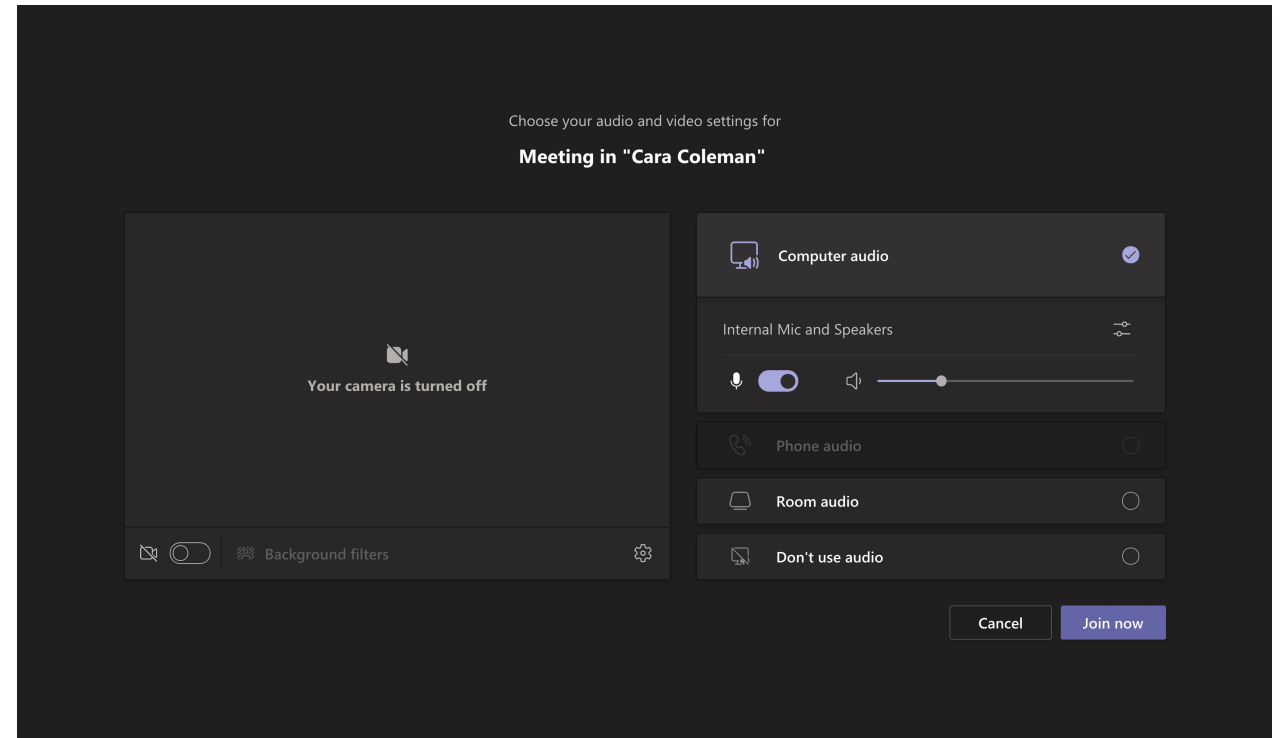
[Learn more about Teams](#)

Join a meeting

Participate in virtual classes or collaboration 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.

Microsoft Teams for Education



[Learn more about Teams](#)

Participate in a meeting

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

The screenshot shows the Microsoft Teams meeting interface. At the top, it says "Meeting in 'Cara Coleman'" and "00:47". Below the title bar is a toolbar with icons for participants, chat, reactions, screen sharing, and a menu. Below the toolbar are icons for video, microphone, and screen sharing, followed by a red "Leave" button. Below the toolbar is a circular video feed of a woman. At the bottom, it says "Invite people to join you".

View list of participants in the meeting

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

Live reactions
Provides audience visual responses e.g. raise hand

Breakout Rooms (if enabled by your instructor)
Form groups to split off from the main meeting for collaboration and discussion

Leave the meeting
The meeting will continue even after you have left.

Access additional call controls
Change your device settings, and more.

Turn your video feed on and off.

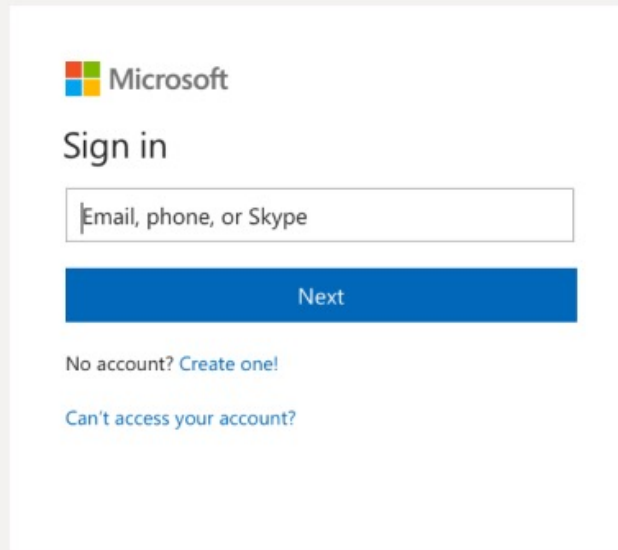
Mute and unmute yourself.

Share your screen and sounds from your computer. (if enabled by your instructor)

Sign in

In Windows, click **Start > Microsoft Teams**.

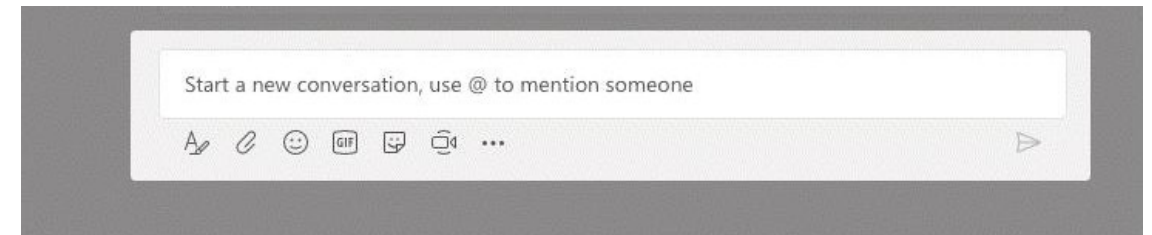
On Mac, go to the **Applications** folder and click **Microsoft Teams**. On mobile, tap the **Teams** icon. Then, sign in with your school email and password.



Start a conversation

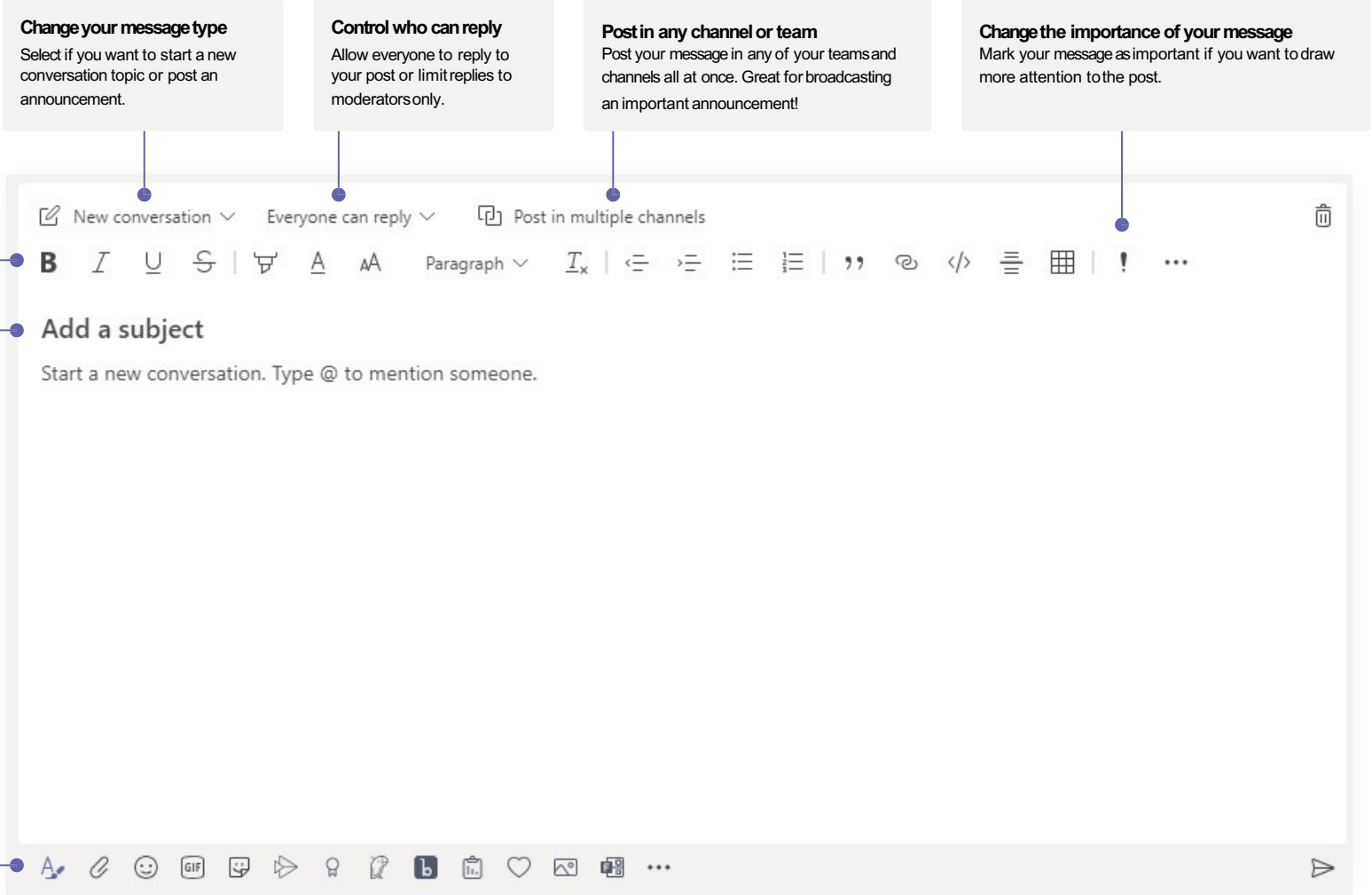
With the whole team... Click **Teams**, pick a team and channel, write your message, and click **Send**.

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**.



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.

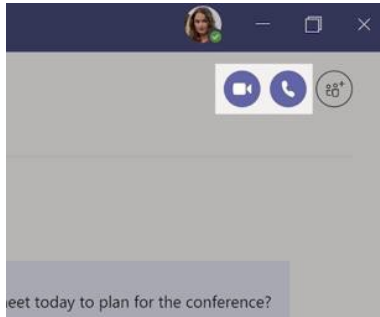
Format your text
Change text color, format, and style.

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.

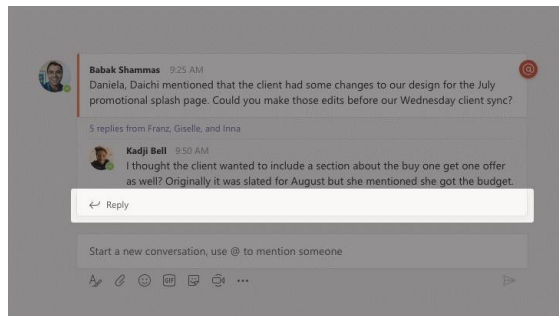
Make video and audio calls

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.



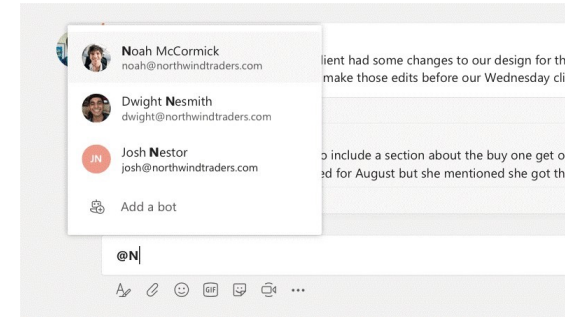
Reply to a conversation

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**.



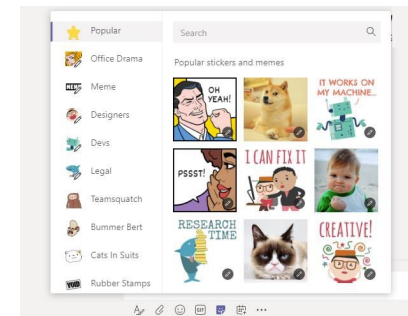
@mention someone

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 favorited that channel.



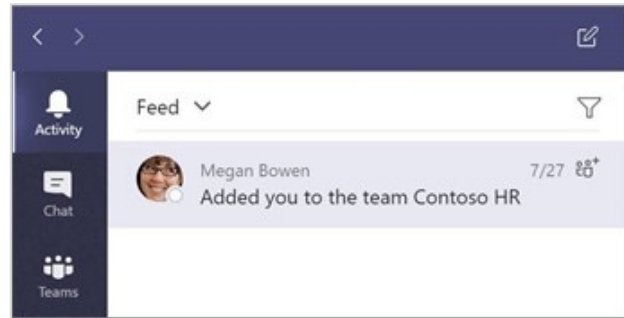
Add an emoji, meme, or GIF

Click **Sticker** under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF. Search for MicrosoftEDU in the GIF search box for extra fun!



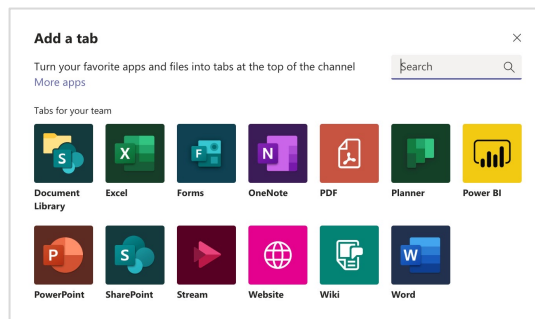
Stay on top of things

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.



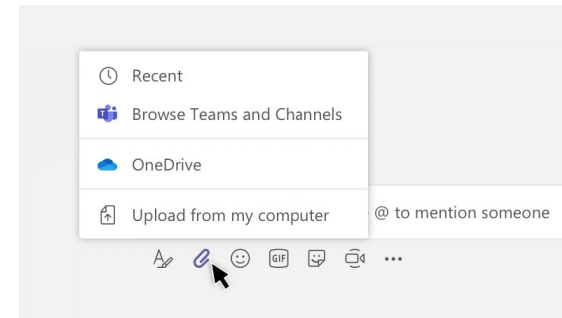
Add a tab in a channel

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.



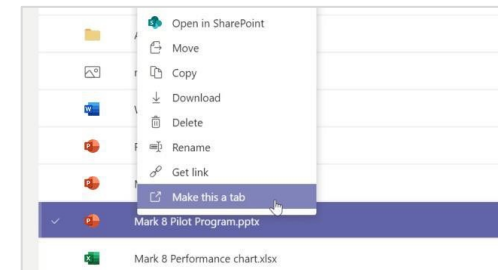
Share a file

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.



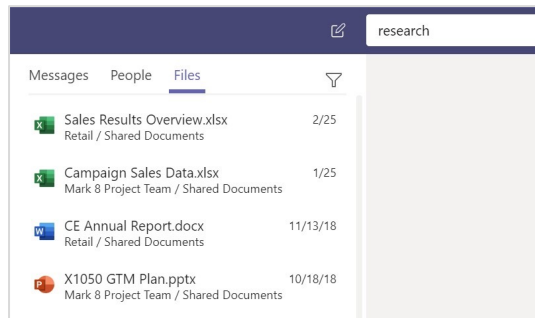
Work with files

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!



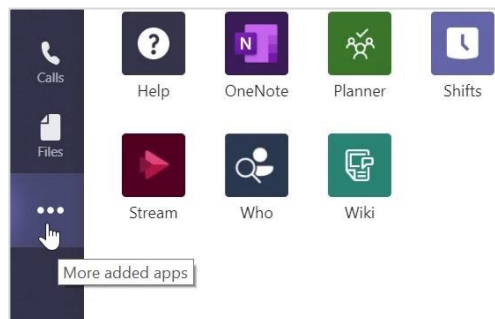
Search for stuff

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**.

