


- Please make sure your login and password are working
- Check your calendars! Make sure the correct classes during the correct periods match up to your regular class schedule (applies to specific grade levels)
- If you have questions, please contact the office.

Microsoft Teams for Education | Quick Start Guide for Students

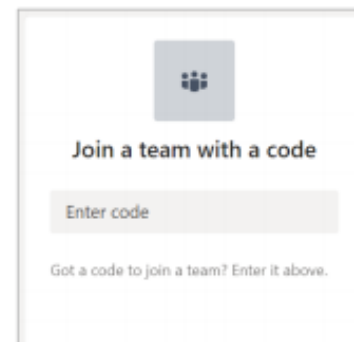
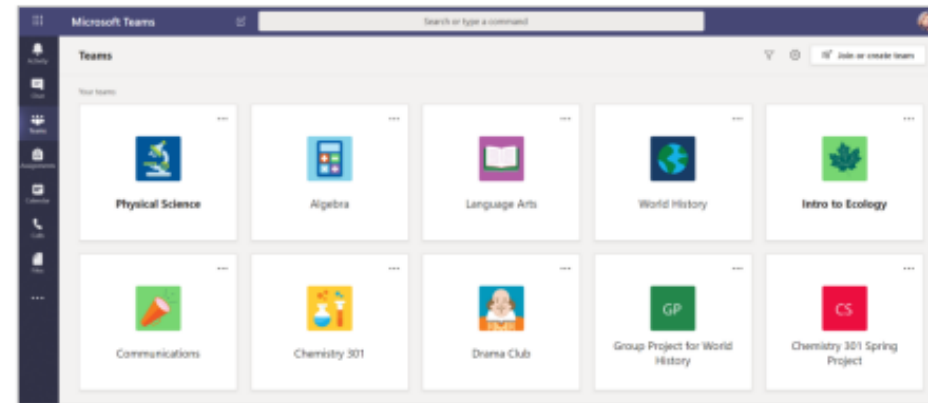
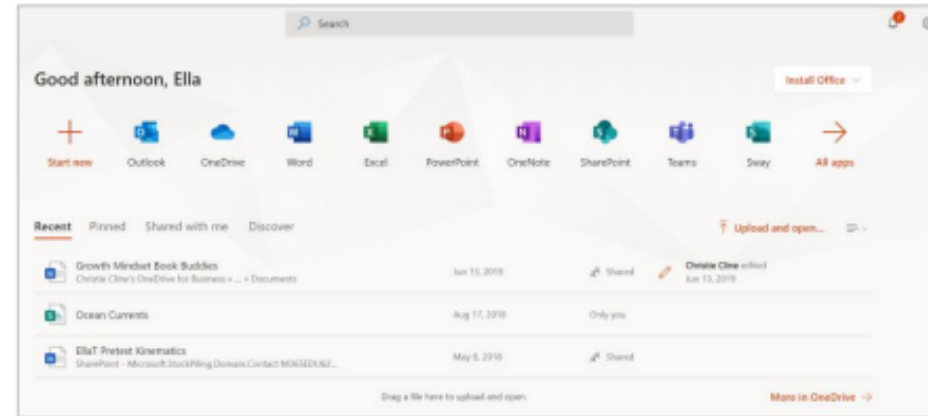
Sign in to Teams

1. Go to [Office.com](https://office.com) and sign in with your school email and password.
2. From your [Office.com](https://office.com) homepage, click on the **Teams** app to open it right in your browser.
3. Select  Teams to see which class teams you're in. If your teacher has already set up the class team and added you, you'll see one of more (depending on how many classes you have) class team tiles.

Note: Don't see any class team tiles? Your teacher may have invited you to join your class team with:

- A join code (from the Teams page, select **Join or create team** and enter the code)
- A link (check your email!)

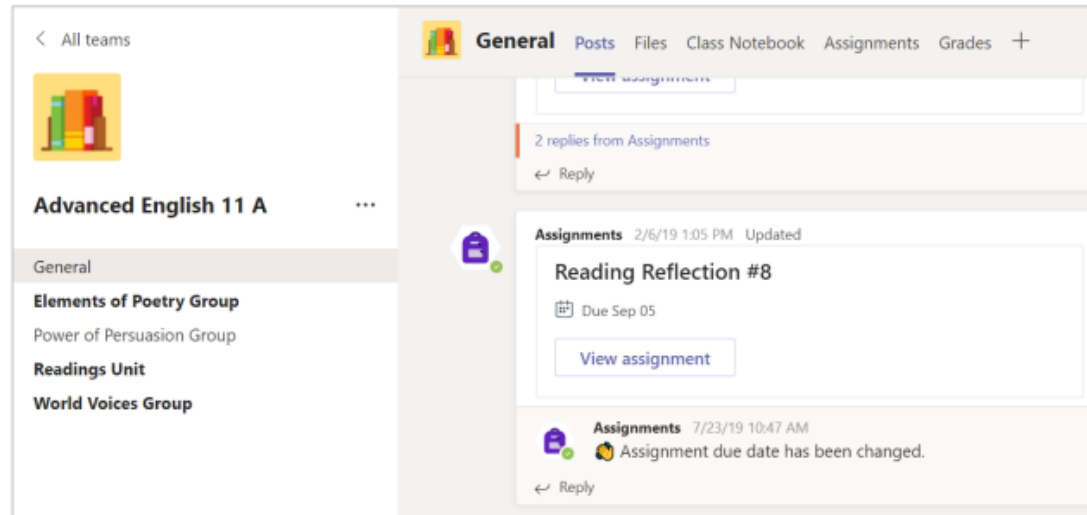
When you see your class tiles, click on one to start connecting with your teacher and classmates!




Channels

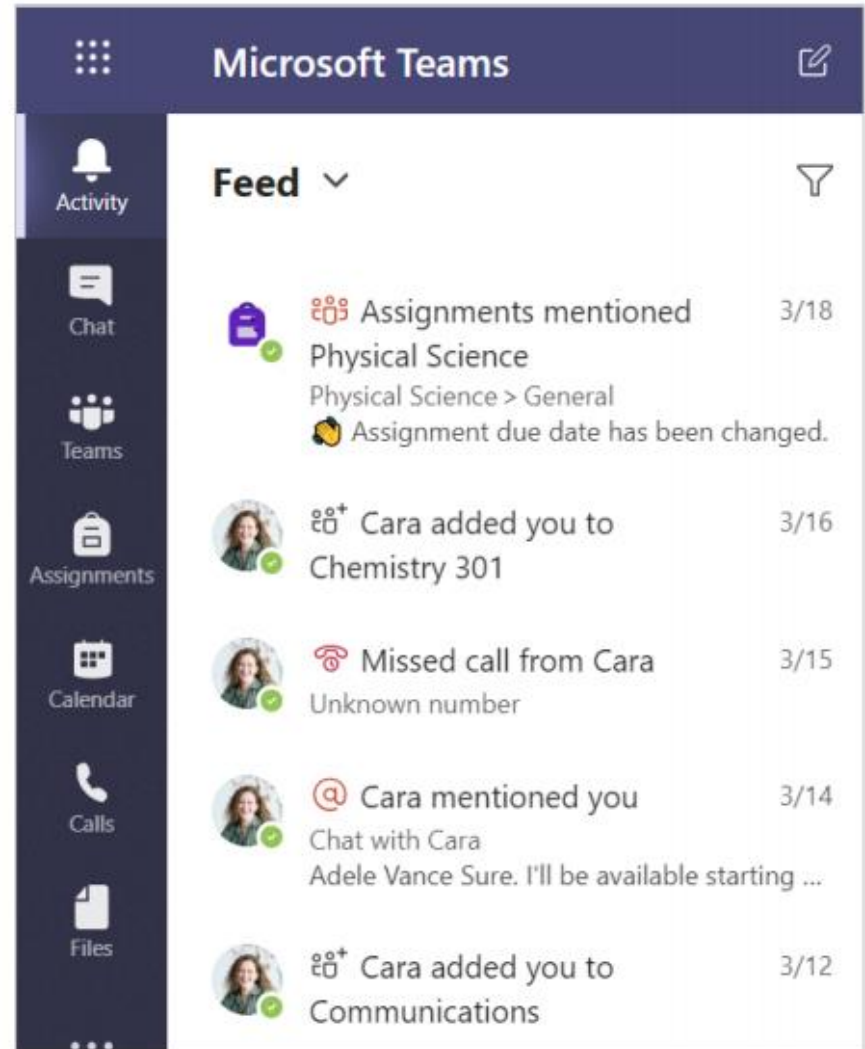
Every class team has a main discussion area, the **General** channel. Under **General**, your teacher may create more channels to organize topics, projects, and more.

- All channels include a **Posts** and a **Files** tab.
- The **Posts** tab is where you, your classmates, and your teacher can all start and reply to conversations.
- Look for shared documents in the **Files** tab.
- Along with **Posts** and **Files** tabs, the **General** channel has **Assignments**, **Class Notebook**, and **Grades** tabs.




Notifications

Check the  **Activity** feed to make sure you don't miss a new assignment or an @mention.

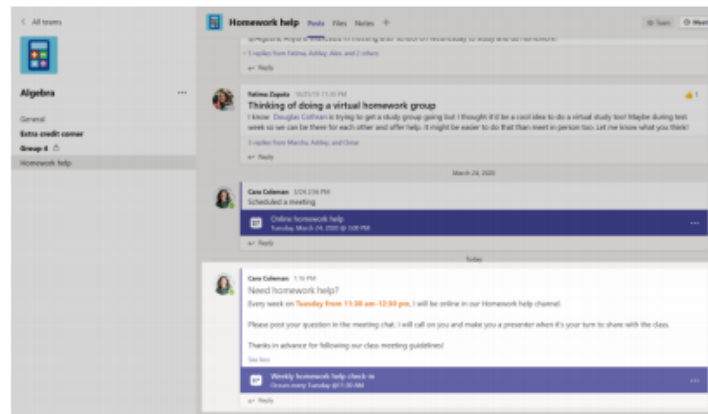
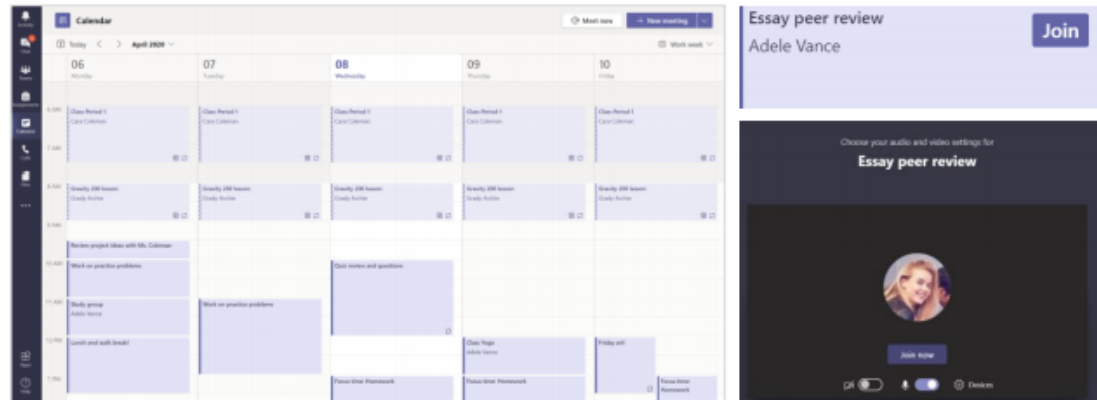


Connect with video

Use meetings in Teams to virtually join your teacher and classmates in online classes, study groups, presentations, and whenever you need to learn face-to-face.

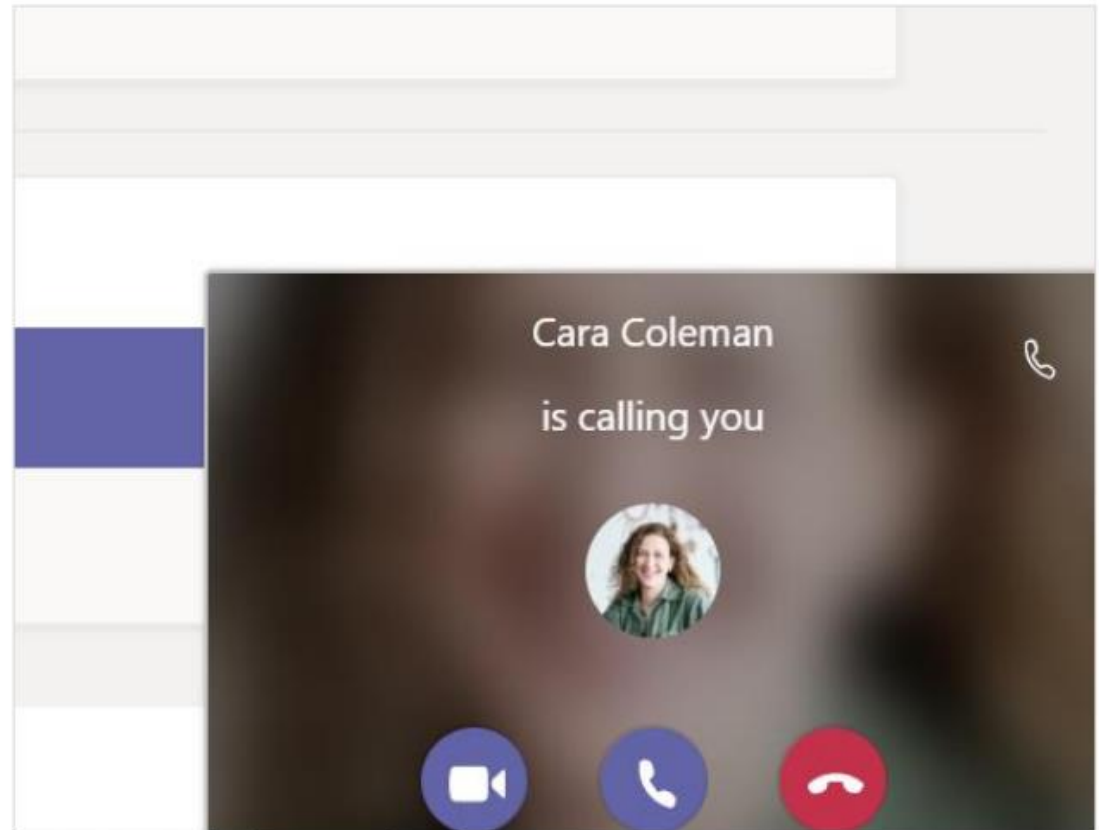
1. Select  **Calendar** to see any meetings your teacher or classmates have added you to, or any you've created yourself. Click **Join** when it's time to meet.
2. Adjust your audio and video settings, then click **Join now**.

Note: You can also see scheduled meetings in any of your class team channels.



Answer a call

When your teacher or a classmate calls you in Teams, you'll get a notification where you can decide how to answer. You can accept with video, accept with audio, or decline.



How to use the toolbar during the meeting

