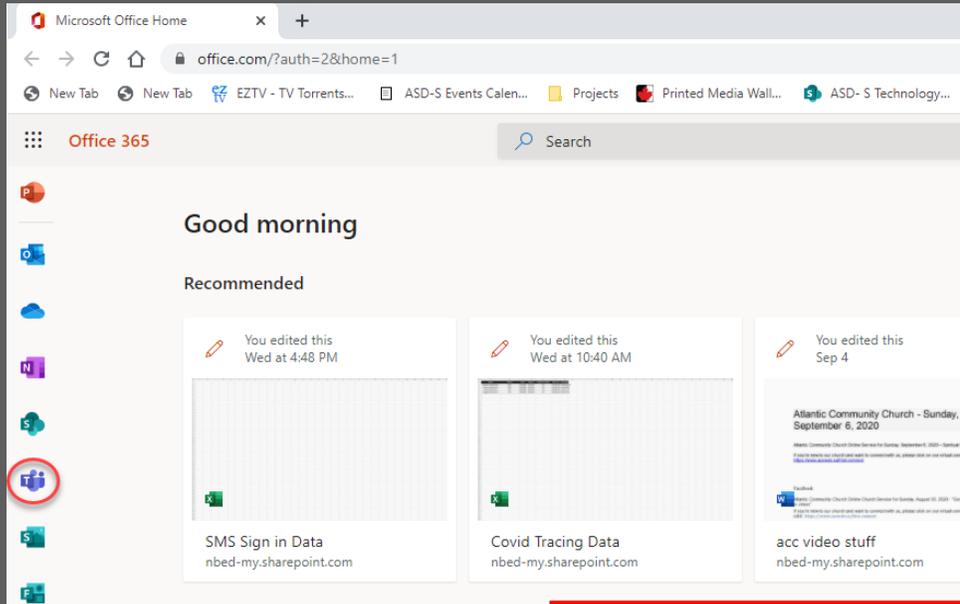




Getting Started with Microsoft Teams – Student

TEAMS – PC OR PHONE/TABLET

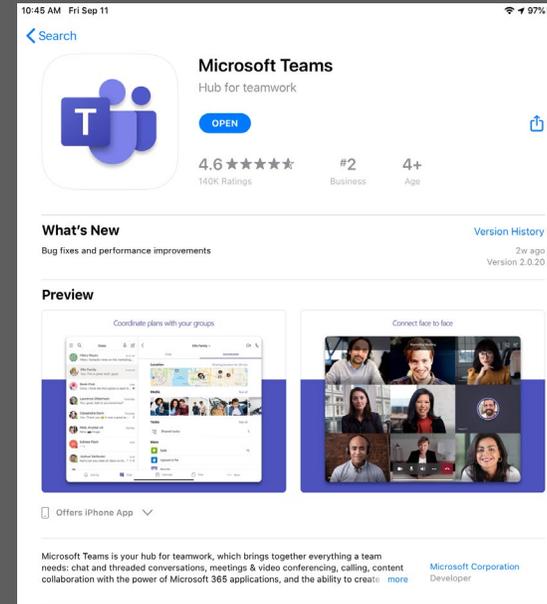
- Teams can be accessed from a PC or a tablet/phone through either an Internet browser or via the Microsoft Teams app (PC/Mac, Android or ios)



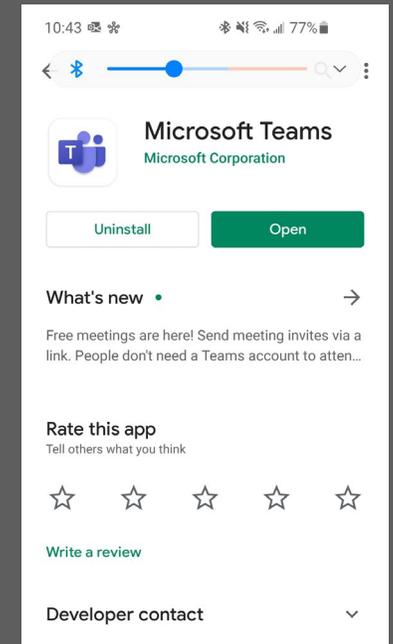
PC (Browser)

Discover
for Business

PC (App)



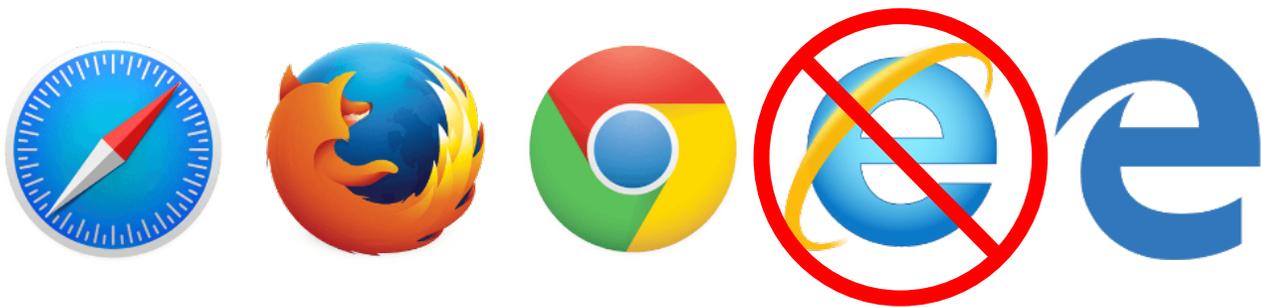
ios (iPad App)



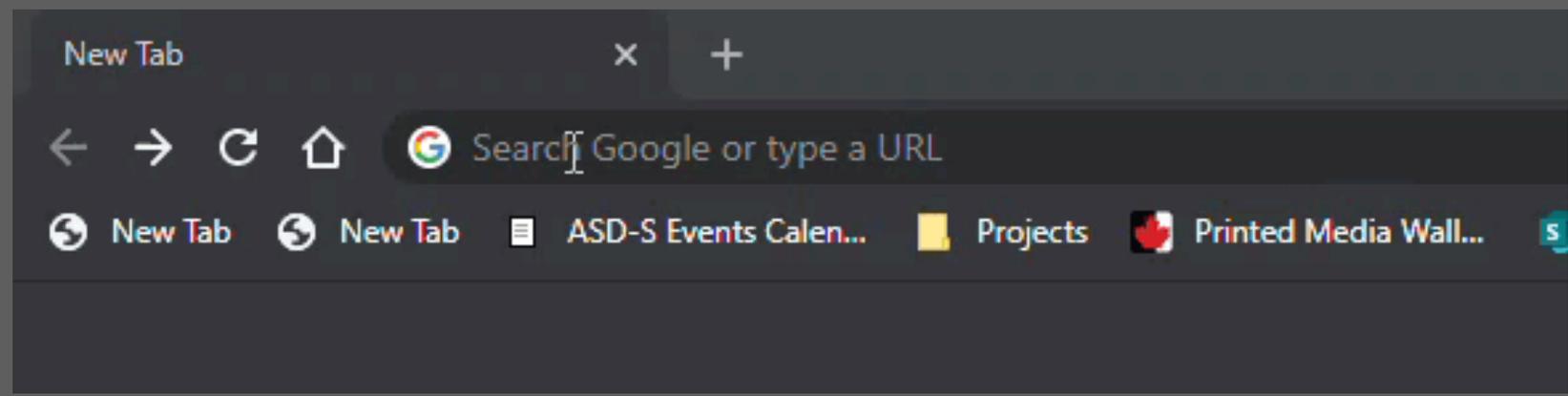
Android (Phone)

TEAMS FOR PC – LOGIN TO OFFICE 365

Open any internet browser (NOT Internet Explorer)



- Type **office.com** in the address bar.



STUDENT SIGN IN

- Student credentials for signing into Office 365 look like this:

username@nbss.nbed.nb.ca



What they use to log in to a school computer:

Ex. AyaSav00595

SIGN IN

- Use your school account password (*same password used to log in to school computers*).
- Choose Yes so you don't have to log in over and over.



Sign in with your organizational account

[Sign in](#)



maurice.savoie@nbed.nb.ca

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

[No](#) [Yes](#)

OFFICE 365 HOMEPAGE

The screenshot shows the Office 365 homepage in a web browser. The address bar displays the URL <https://www.office.com/?auth=2&home=1>. The browser's bookmark bar contains various sites like StumbleUpon, Exchange Email, PowerSchool, AliExpress, Tech Mentor, Pinterest, Tmart, and Cooking. The Office 365 header is purple and features the 'Office 365' text and a 'Waffle' icon (a 3x3 grid of squares) circled in red. Below the header, the page greets the user with 'Good morning' and a search bar. The 'Apps' section displays a grid of application icons: Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, Class Notebook, Sway, and Forms. A second row includes Stream, Yammer, and Video. A link 'Explore all your apps' with a right-pointing arrow is visible. The 'Documents' section is partially visible at the bottom, showing tabs for 'Recent', 'Pinned', 'Shared with me', and 'Discover'.

- On the Office 365 home page, you have icons to take you to all of the apps.
- When you click on an icon and open an app, you can always see your list of available apps by clicking the App Launcher (or waffle) at the top left of the window.

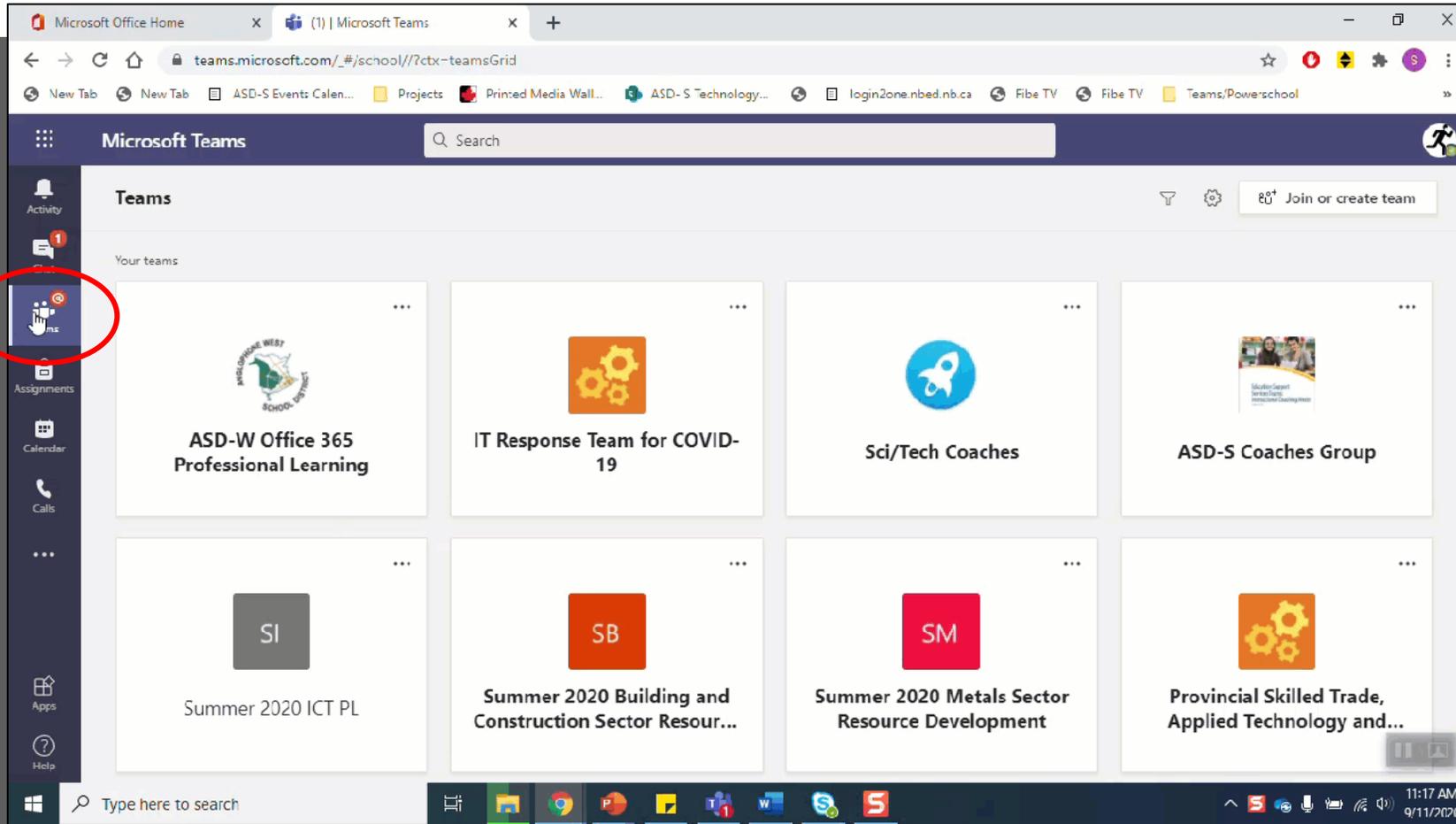
TEAMS



- From the Office 365 home page you can click on the Teams icon to get started.

A screenshot of the Office 365 home page. The top left corner shows the 'Office 365' logo. Below it is a navigation pane with icons for Home, Add, Word, Excel, PowerPoint, Outlook, OneDrive, OneNote, Skype, Teams, and a folder icon. The main content area displays a greeting 'Good afternoon' and a 'Recommended' section with five document thumbnails. Below that is a 'Recent' section with two document thumbnails. The bottom of the page shows a 'Feedback' button and a URL bar with 'https://aka.ms/mstfw'.

TEAMS



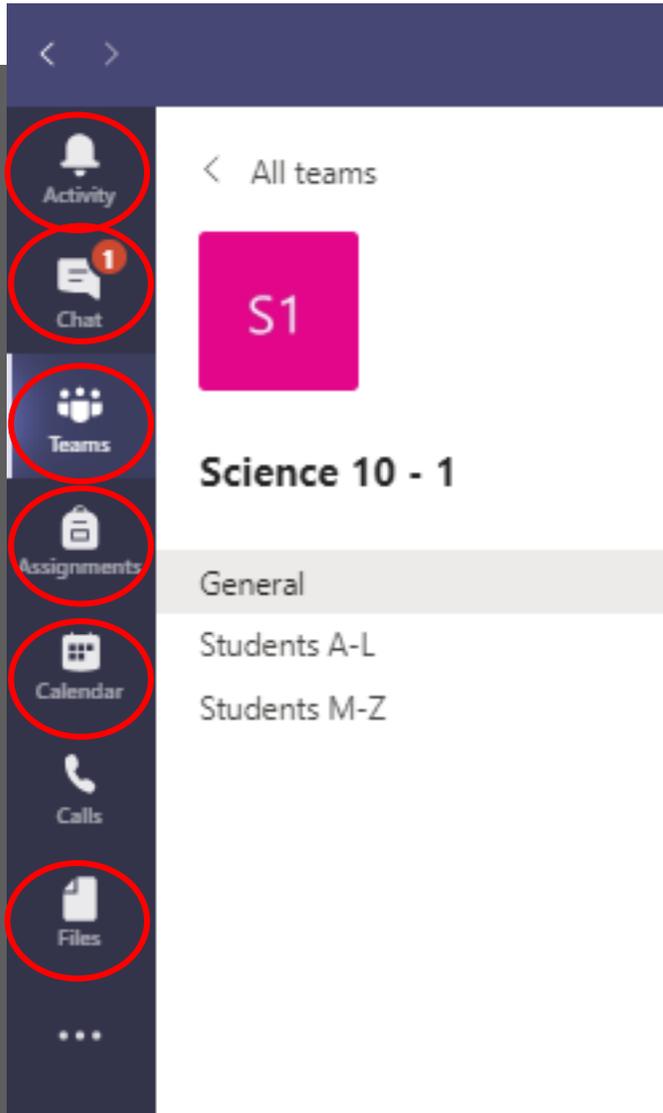
- When you click on the Teams icon on the sidebar you can view all of your Teams (created or activated by your Teachers).
- You can move your teams around (click & drag) and hide teams you do not need (Right Click and choose hide).
- Your hidden teams will be at the bottom of this screen (Hidden Teams)

THE TEAMS WINDOW

The screenshot displays the Microsoft Teams interface. On the left is a dark blue navigation sidebar with icons for Activity, Chat, Teams, Assignments, Calendar, Apps, and Help. The main area shows a team chat window for 'Science 10 - 1' with a pink 'S1' icon. The chat header includes 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', 'Grades', and '1 more' with a 'New' badge. A notification from 'MacEachern, Stephen (ASD-S)' is visible. A dark grey overlay box contains a white bullet point: 'Now we will breakdown all the sections and features of the main Teams window.' The chat history shows a message from 'MacEachern, Stephen (ASD-S)' dated 'Yesterday' and a 'New conversation' button at the bottom.

- Now we will breakdown all the sections and features of the main Teams window.

SIDEBAR – 'ME' SPACE



All the icons on the sidebar ('Me-Space') are connected to your Teams and they sum up the activity happening across all your active Teams.

- **Activity** – Any notifications you have received
- **Chat** – Chat from all of your class meetings (chat outside of meetings is currently disabled for students)
- **Teams** – A Summary view our Teams
- **Assignments** – Any assignment from your Teams
- **Calendar** – your Office 365 calendar including both Teams and Outlook
- **Files** – a view of the files sections you have access to – including your Teams & your Onedrive.

THE TEAMS WINDOW – 'WE SPACE'

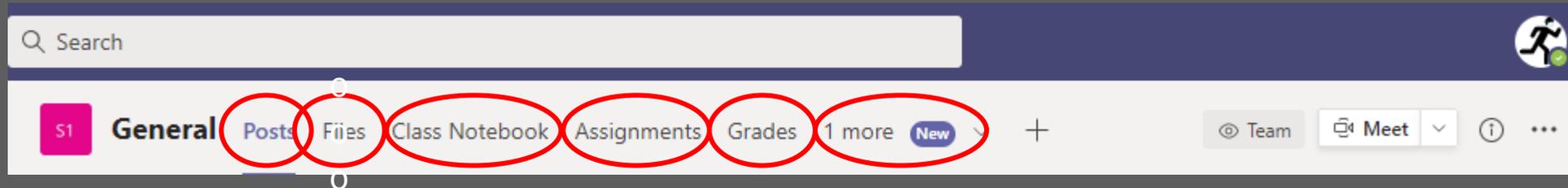
The screenshot displays the Microsoft Teams interface. On the left is a dark blue navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main area shows a team named 'HS' with a 'General' channel selected. The channel name 'General' is circled in red. A red dashed arrow points from the 'General' channel in the left pane to the 'General' channel name in the main window, with the text 'Navigation Where am I?'. At the top of the main window, there are tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', 'Grades', and 'Sussex Middle School ...'. The 'General' tab is active. Below the tabs, there is a header for the 'General' channel and a list of messages. A red bracket highlights the tabs area. A white text box on the right contains explanatory text. A white text box at the bottom left contains a bulleted list of points.

Navigation Where am I?

After you click on a Channel, the main window ('We-Space') opens. Every channel has different **Tabs** across the top of the main window. The General Channel is the channel where most class discussion/materials will be shared and take place.

- This side rail will have a list of your Team **channels**.
- Every Team includes the **General** channel - the main section of your Teams.
- Teachers may create other channels for different topics or for small groups of students

GENERAL CHANNEL – TABS



- **Posts** – Team communication/newsfeed space. Teachers will post messages and hold video meetings here.
- **Files** – File storage for your Class team. Teachers will upload class documents to this space
- **Class Notebook** – Your digital notebook/binder (Microsoft OneNote). You or your teachers can access this notebook, and add sections, pages, pictures, video/audio files & Office 365 files.
- **Assignments** – Class assignments as assigned by your teachers.
- **Grades** – A summary of your grades on any Teams assignments created by your teacher
- **More** – Any tabs hidden because of the screen size (possibly including the tabs above) and other tabs that can be created or added by you teacher.

GENERAL – POSTS

The screenshot displays the Microsoft Teams interface for a channel named 'General'. The 'Posts' tab is selected and circled in red. The channel header includes navigation options: 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', 'Grades', and '3 more'. On the right, there are buttons for 'Team', 'Meet', and a settings menu. The main content area shows a 'Meeting ended: 1m 58s' notification with a 'Reply' button. Below this is a date separator for 'June 9, 2020'. An 'Assignments' post from 6/8 3:53 PM is titled 'Untitled quiz (3)' with a due date of 'Jun 08' and a 'View assignment' button. A second 'Assignments' post from 6/9 10:58 AM states 'Assignment due date has been changed.' with a 'Reply' button circled in red. At the bottom, a text input field contains the prompt 'Start a new conversation. Type @ to mention someone.', which is also circled in red. The bottom toolbar includes icons for text, link, emoji, GIF, video, voice, and search.

- The Posts tab is a newsfeed for any Teams communication. Teachers can control this space and decide who can post messages.
- When a message is posted you can Reply to it and comment or ask questions.
- You may also be able to start a new message or conversation at the bottom of the newsfeed.
- If you use the '@' symbol and include the name of your teacher, they will receive a notification when you mentioned.

GENERAL – POSTS - TEAMS MEETINGS

The screenshot displays the Microsoft Teams interface. At the top, there is a search bar and a 'Meet now' button. Below this, a 'Calendar' tab is active, showing a meeting for 'September 16, 2020 12:00 PM - 12:30 PM' in the 'Science 10 - 2' channel. The meeting details include a 'Join Microsoft Teams Meeting' link, a phone number (+1 506-719-5200), and a conference ID (676 547 790#). A 'Join' button is circled in red in the top right corner of the meeting details pane. The 'Tracking' pane on the right shows the organizer as 'MacEachern, Stephen (ASD-S)'.

- Teams Meetings (Video) invites/join links, either Pre-scheduled or live/'meet now,' will be accessible from the posts section.
- Teams Meetings can also be found on the calendar on the left side bar ('Me' space)
- Clicking on either link will take you to the window where you can join the meeting

FILES

The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Apps, and Help. The main area displays a team channel for 'S1' with tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', 'Grades', and 'Flow'. The 'Files' tab is circled in red. Below the tabs is a toolbar with options: '+ New', 'Upload', 'Copy link', 'Download', 'Add cloud storage', and 'Open in SharePoint'. A table lists files and folders under the 'General' channel. The folder 'Class Materials' is circled in red, and a 'Read-only' label is circled in red next to it.

Name	Modified	Modified By
Class Materials	...	MacEachern, Steph...

- The files tab is Team file storage.
- This typically includes a folder named Class Materials which is read only.
- Teachers can store files and folders that are protected – Read only. Anything in Class Materials can not be altered (edited, changed, deleted) by students.

CLASS NOTEBOOK

Search

51 General Posts Files **Class Notebook** Assignments Grades

Science 10 - 2 Science 10 - 2 Notebook

Immersive Reader Open in app Help Give Feedback to Microsoft

Science 10 - 2 Notebook

Welcome Welcome to Class Notebook

_Collaboration Space

_Content Library

ASDS O36501

Welcome to Class Notebook

Your **OneNote Class Notebook** is a digital notebook with handwritten notes, attachments, links, voice, video, and more.

Each notebook is organized into three parts:

1. **Student Notebooks** — A private space shared between the teacher and every student notebook, while students can only see their own.
2. **Content Library** — A read-only space where teachers can share content with students.
3. **Collaboration Space** — A space where everyone in your class can collaborate on content.

- Class Notebook is a digital notebook using Microsoft OneNote
- If you click on the purple arrow on the Left-hand side you can see the index and navigate to different sections (Tabs, Pages)
- The Sections may include a **Collaboration Space** (editable by any team member (Student))
- **Content Library** (editable by Teachers – read only for students)
- **Personal Section** – With Your name – editable and viewable by both you and your Teacher

ASSIGNMENTS

The screenshot shows the Microsoft Teams interface. At the top, there is a search bar and a user profile icon labeled 'AO'. Below this is a navigation bar with tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', 'Grades', and 'Insights'. The 'Assignments' tab is highlighted with a red circle. To the right of the navigation bar are icons for 'Meet' and a dropdown arrow. Below the navigation bar, there is a 'Back' button with a left arrow, also circled in red. The main content area displays the assignment details for 'Getting to Know You Assignment', which is due on October 16, 2020, at 11:59 PM. It shows 100 points possible and a rubric titled 'Big Fake Project'. Under 'Reference materials', there is a document named 'Document.docx'. At the bottom, under 'My work', there is a red circle around the 'Add work' button. A 'Turn in' button is located in the top right corner of the assignment details area.

- The Assignments tab includes all assignments given by the Teacher in your Team
- This includes new Assignments that are not complete.
- This also includes a space for completed assignments, which can be seen by clicking the down arrow
- If you click on a new assignment you can see any materials your teacher has included.
- You can then add your work and submit your assignment

ASSIGNMENTS – TURN IN

The screenshot displays the Microsoft Teams interface. At the top, the 'Microsoft Teams' header includes a search bar and a user profile icon labeled 'AO'. The left sidebar contains navigation options: Activity, Chat, Teams (selected), Assignments, Calendar, Calls, and Help. The main content area shows the 'Class Team Training 2' team page. The 'Assignments' tab is active, displaying an assignment titled 'Getting to Know You Assignment' with a due date of October 16, 2020, at 11:59 PM. The assignment details include instructions ('Do this!'), reference materials (a document named 'Document.docx'), and a rubric titled 'Big Fake Project'. A 'Turn in' button is visible in the top right corner of the assignment card. The 'My work' section at the bottom shows an 'Add work' link.

GRADES

Search

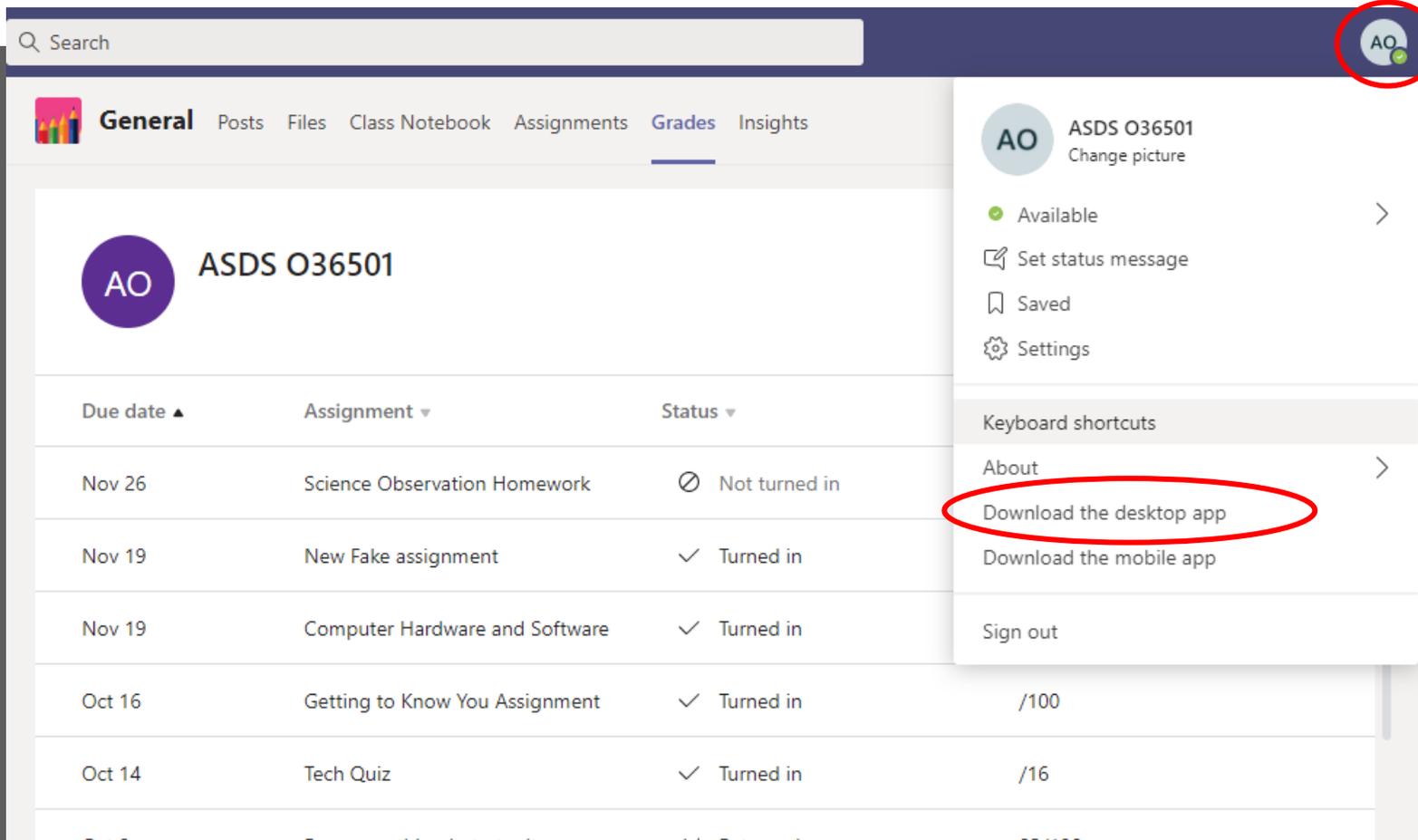
General Posts Files Class Notebook Assignments **Grades** Insights

AO ASDS O36501

Due date ▲	Assignment ▼	Status ▼	Points ▼
Nov 26	Science Observation Homework	⊘ Not turned in	No points
Nov 19	New Fake assignment	✓ Turned in	/4
Nov 19	Computer Hardware and Software	✓ Turned in	/0
Oct 16	Getting to Know You Assignment	✓ Turned in	/100
Oct 14	Tech Quiz	✓ Turned in	/16
Oct 8	Pass something in to try it	← Returned	83/100

- The last default tab is Grades. This includes a summary of any grades/marks that are given in Teams.
- This list is can only be viewed by the user - so each student will only be able to see their own grades summary

TEAMS APP – PC



The screenshot shows the Microsoft Teams interface. At the top, there is a search bar and a user icon labeled 'AO' circled in red. Below the search bar, there are tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', 'Grades', and 'Insights'. The 'Grades' tab is selected. The main content area shows a user profile for 'ASDS O36501' with a purple profile picture. Below the profile, there is a table of assignments:

Due date ▲	Assignment ▼	Status ▼	
Nov 26	Science Observation Homework	⊘ Not turned in	
Nov 19	New Fake assignment	✓ Turned in	
Nov 19	Computer Hardware and Software	✓ Turned in	
Oct 16	Getting to Know You Assignment	✓ Turned in	/100
Oct 14	Tech Quiz	✓ Turned in	/16
Oct 12

On the right side, a user menu is open for 'ASDS O36501'. The menu items are: Available, Set status message, Saved, Settings, Keyboard shortcuts, About, Download the desktop app (circled in red), Download the mobile app, and Sign out.

- You can download the Teams app for desktop (PC) by clicking on your user icon when you are in Teams choosing Download the desktop app.
- The app runs in the background on your computer, so you will get notifications and not miss any of your class's posts, assignments or meetings
- The app also gives you more control when in video meetings (virtual backgrounds etc..)

NOW YOU CAN GET STARTED WITH TEAMS!

