Get to Know Teams

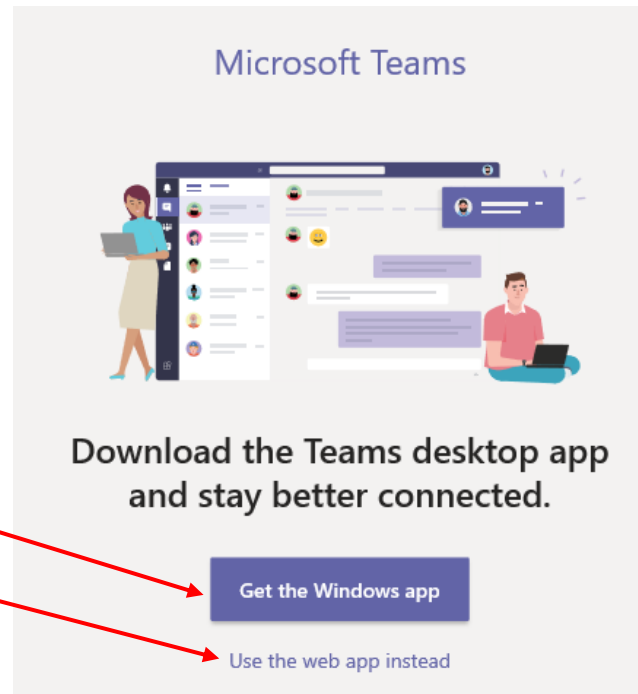First, log in to office.com

Office 365

Click the Teams icon on the sidebar.

This page will open.

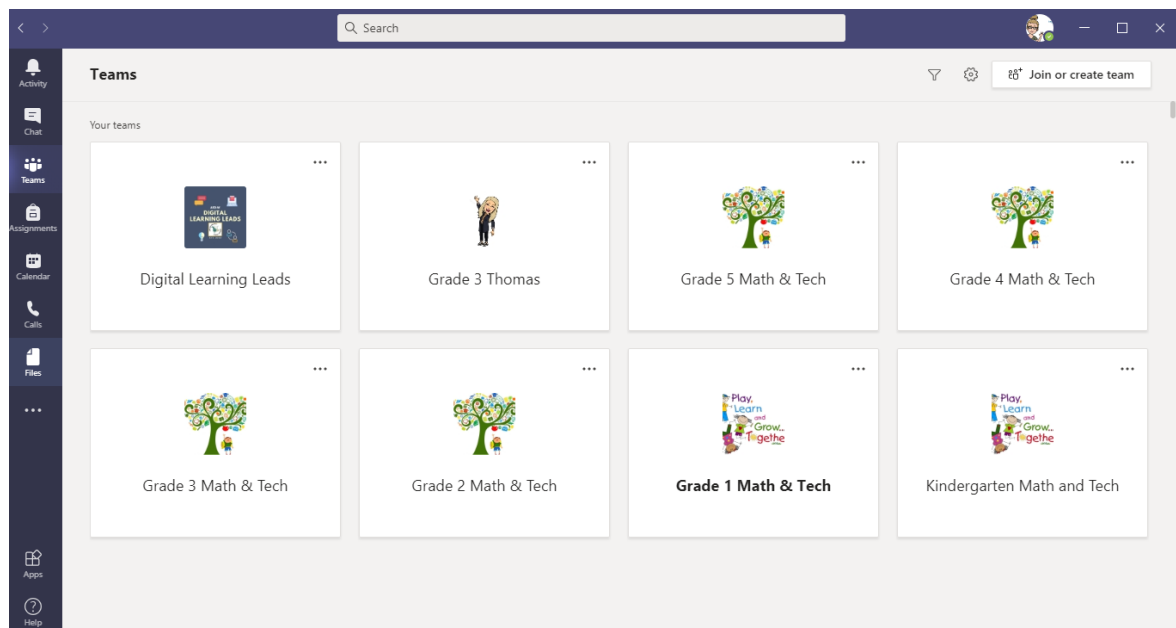You can choose to run / download the app for your device
(best for mobile)

or to continue on the web
(ok for laptops)

Teams will launch and you will see a team for each of your classes.

Teams with new information have **bolded** team names.

Click on "activity" to see what's new, or click on any of your teams to explore.

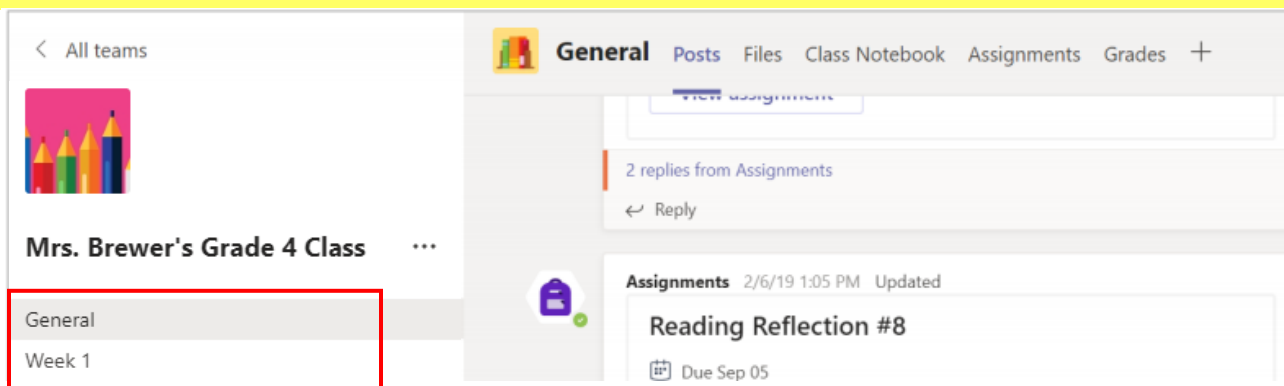Once you're in one of your teams, there's lots to see.

Get to Know Teams

Activity	**Activity** is where you will find any new things that have happened in your teams. New posts or messages will be here. The red number shows you how many new things there are to see.
Teams	When you click **Teams**, you'll come back to the main screen in the app, where all of your classes and groups are.
Calendar	Any meetings or Teams Calls you have coming up will be in your **calendar**, so you can stay organized.
Assignments	You can see **assignments** for all of your classes here, instead of checking in each Team
Calls	If you need to **call** a classmate to talk about an assignment or project, you can do that here
Chat	**Chat** is where you will be able to send messages to your teacher about the classes or assignments you're working on.
Files	The **files** tab shows any recent documents you've worked on.

Once you are in your Team, you will see a list of **channels** on the left side. **General** is where files and assignments will be, and your teacher might create other channels for groups of students, periods of time, or units of study.

< All teams

Mrs. Brewer's Grade 4 Class ...

General
Week 1

General Posts Files Class Notebook Assignments Grades +

View assignment

2 replies from Assignments
↵ Reply

Assignments 2/6/19 1:05 PM Updated
Reading Reflection #8
📅 Due Sep 05

You will also see posts from your teacher and classmates. You can start a conversation, or reply to one that is there.

Roach, Sarah (ASD-W) 10/27 9:07 AM

hey look at this

hi

↵ Reply

✏ New conversation
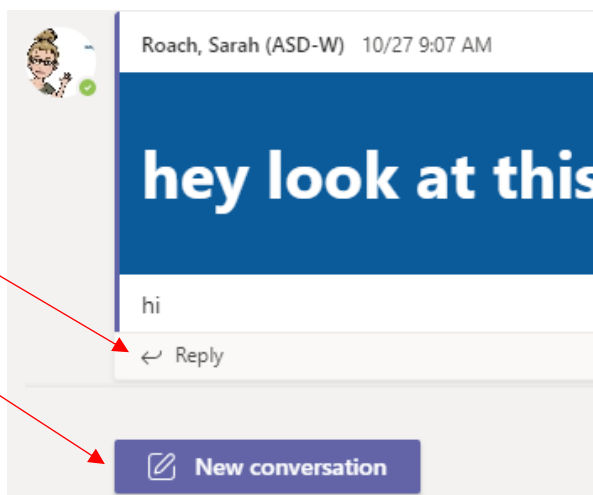
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In **assignments**, you'll see what work you have to do (or have already done) in that Team.

∨ Assigned	
The Truth About Doggos Due October 23, 2020 11:59 PM	Due Oct. 30
Talk about your writing Due October 30, 2020 11:59 PM	Due Feb. 11

Click on an assignment to see what you need to do.
Once you're done, add your work (a document or a web link), and then click turn in.

< Back   **Turn in**

Fun with FlipGrid
Due October 28, 2020 11:59 PM

Points
No points

Instructions
None

Reference materials

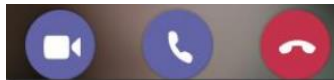➕ Please answer the following   •••   ← information about the assignment

My work

🖉 Add work

Calls and Meetings

If someone calls you or invites you to a meeting, you can answer by clicking the camera (video call) or phone (sound only) icon. Hang up with the red phone icon.

Once you are in a meeting, you have several options in the toolbar.

raise your hand

turn your camera on / off

mute / unmute

open the meeting chat

share your screen

see who is in the meeting

leave the meeting