

S^tPETERS



LUTHERAN COLLEGE

Excellence in Christian Co-education

Teams Student Guide

A guide for students using MS Teams



How to use this guide:

This guide is best used on a device with an internet connection so that links to the best video tutorials and websites can be accessed.



Look out for this icon which links to quick and useful video tutorials.

Table of contents

| | |
|---|---|
| Table of Contents | 2 |
| What is it? | 3 |
| Teams | 3 |
| Teams Meetings | 3 |
| The benefits of Microsoft Teams for Students | 3 |
| How to..... | 4 |
| Start a new conversation... .. | 4 |
| Reply to a conversation | 4 |
| @mention someone | 4 |
| Share a file | 5 |
| Teams Meeting | 5 |
| How your teacher might use Teams with you: | 6 |
| An example of how instructions could be given | 6 |
| Accessing Teams: | 7 |
| Sign in and get started with Teams..... | 7 |

What is it?

Teams



Microsoft Teams is a collaboration platform. Educators can encourage conversations, share files, hold virtual meetings, and distribute assignments through their Class Team.

With Microsoft Teams on your PC, Mac, or mobile device, you can:

- Use chat instead of email
- Securely edit and share files at the same time
- See likes, @mentions, and replies with just a single tap
- Join Teams Meetings

Teams Meetings

Microsoft Teams. Meetings in Teams include **audio, video, and screen sharing**. They're one of the key ways to collaborate in Teams. And you don't need to be a member of an organization (or even have a Teams account!) to join a Teams meeting—just look in the invitation for instructions about calling in.

Tips for meetings

Enhance and customize your meeting experience in Microsoft Teams with these audio, video, and collaboration tips.


The benefits of Microsoft Teams for Students

- **Interact** with classmates in a familiar environment.
- Easily **upload** assignments and work in one place.
- Arrange additional help and **support** when you needed.
- **Collaborate** with other students on projects and homework.
- Simple and easy to use and students can **manage their time**.


How to...

Start a new conversation...

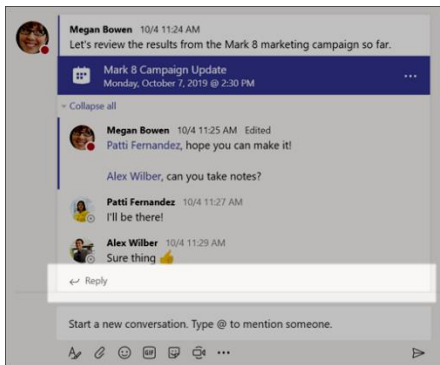
...with the whole team

1. Select **Teams**, then pick a team and a channel.
2. Select **New conversation**.
3. In the box where you type your message, say what's on your mind and select **Send** .


...with a person or group

1. Select **Chat > New chat**.
2. In the **To** field, type the name of the person or people you want to chat with.
3. In the box where you type your message, say what's on your mind and select **Send** .

Reply to a conversation



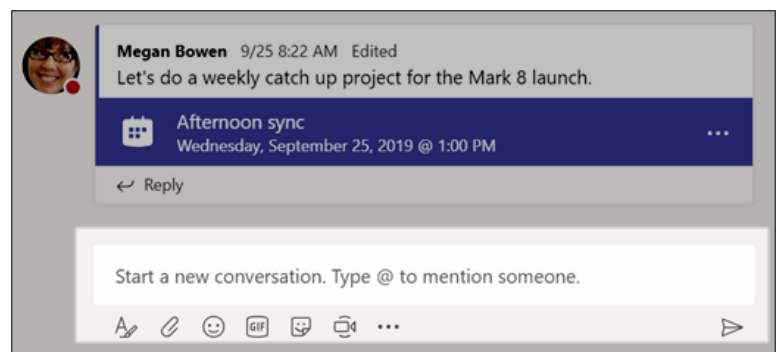
Channel conversations are organized by date and then threaded. The replies in threads are organized under the initial post so it's easier to follow multiple conversations.

1. Find the conversation thread you want to reply to.
2. Select **Reply**, add your message, and select **Send** .

@mention someone

An @mention is like a tap on the shoulder—a way to get someone's attention in a channel conversation or a chat.


1. In the box where you type your message, type @, then type the first few letters of the person's name. You can also @mention entire teams and channels.
2. Select the person. Repeat for as many people as you want to @mention.




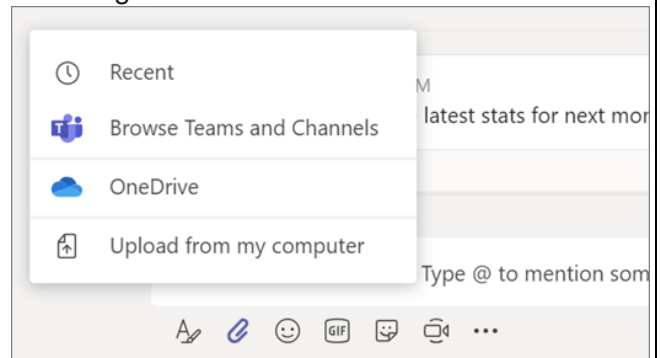
Each person you @mention gets a notification in their **Activity feed**.

Share a file

Tip: Teams works particularly well with [Microsoft Office documents](#).

1. In your channel conversation, select **Attach**  under the box where you type your message.
2. Select from these options:
 - **Recent**
 - **Browse Teams and Channels**
 - **OneDrive**
 - **Upload from my computer**
3. Select a file > **Share a link**.

If you're uploading a file from your computer, select a file, select **Open**, and then select **Send** .



Teams Meeting

Join a Teams Meeting via a link. You do not need a code.

The following options may be available (depending on Meeting Options set by your teacher) once you are in a meeting. If you have the option to share your video and speak, you can turn your camera on and off, or microphone on and off from the menu. The 'chat' button will allow you to send text chats to the class (visible to the teacher). Raise your hand or reactions will allow you to give a symbol reaction, visible to all participants.



How your teacher might use Teams with you:

Your teacher can organise content and assignments using OneNote classroom notebook, so that it is easily accessible to you. Teams allows teachers to link to that OneNote, and organise you into your classes.

Students can chat and ask questions using the *Posts* channel – this allows for replies, reactions and notifications.

Your teacher will also use Teams Meetings to connect with you during At Home Learning sessions.

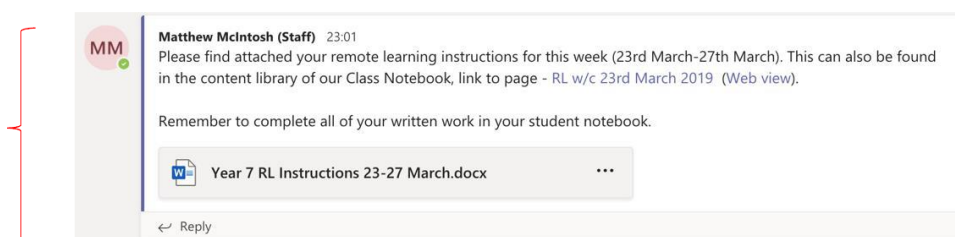
An example of how instructions could be given

Teachers may use a link in their Firefly task or give instructions in your Teams *Posts* channel:

From Firefly Task:



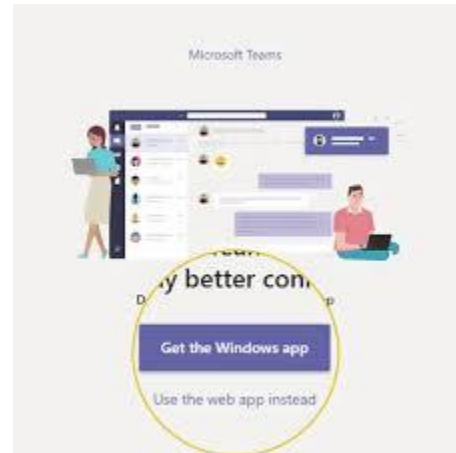
On Teams:



Accessing Teams:

Sign in and get started with Teams

1. Start Teams. In Windows, click Start. > Microsoft Teams. On Mac, go to the Applications folder and click Microsoft Teams. On mobile, tap the Teams icon.
2. Sign in with your Microsoft 365 username and password.



iOS **Teams on iOS**

Go to the **App Store** on your IOS (Apple) device and search for Microsoft Teams then install the Teams App. Go to your personal email account and open the meeting invite email, from here click on the “Join Microsoft Teams Meeting” link.



Android **Teams on Android**

On Android, use the Android's method of locating an app in the Play Store. **Search for “Microsoft Teams”**. The icon for Teams should look like the one in the picture. Tap the Download icon.