

Usage Guide

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

The screenshot shows the Microsoft Teams application interface. At the top, there is a search bar with the text "Search or type a command". Below this, the "Teams" section displays "Your teams" with five tiles: "Physical Science", "Health Research", "Pineview School Staff", "Pineview School Science Teachers", and "Algebra". On the left, a navigation pane includes icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. On the right, there is a "Join or create team" button and a settings gear icon. Callout boxes provide detailed instructions for each of these elements.

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 or create a team
Find the team you're looking for, join with a code, or make one of your own.

Manage your team
Add or remove members, create a new channel, or get a link to the team.

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

What is a team?
You can create or 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.

Class teams

Class teams provide special capabilities tailored for teaching and learning

Add channels and manage your team

You can change team settings, add members to the class team and add channels.

Open Class Notebook

Class Notebook is a digital binder you can use in your class to take notes and collaborate.

Open Assignments and Grades

Assignments allows educators to create and distribute assignments. Students can complete and turn in their assignments without leaving the app. Educators can use the Grades tab to provide feedback on assignments and track student progress. Students can see their progress, too.

Every team has channels

Click one to see the files and conversations about that topic, class unit, or week in the course. You can even have private channels for group projects!

Every team comes with a General channel. Open channel settings to add new channels, manage notifications and other settings.

Format your message

Add a subject, format text, convert the message to an announcement, post across multiple teams or control who can reply and more.

Add tabs

Explore and pin applications, tools, documents and more to enrich your class. We're constantly adding more education specific tabs. Check back often.

Share files

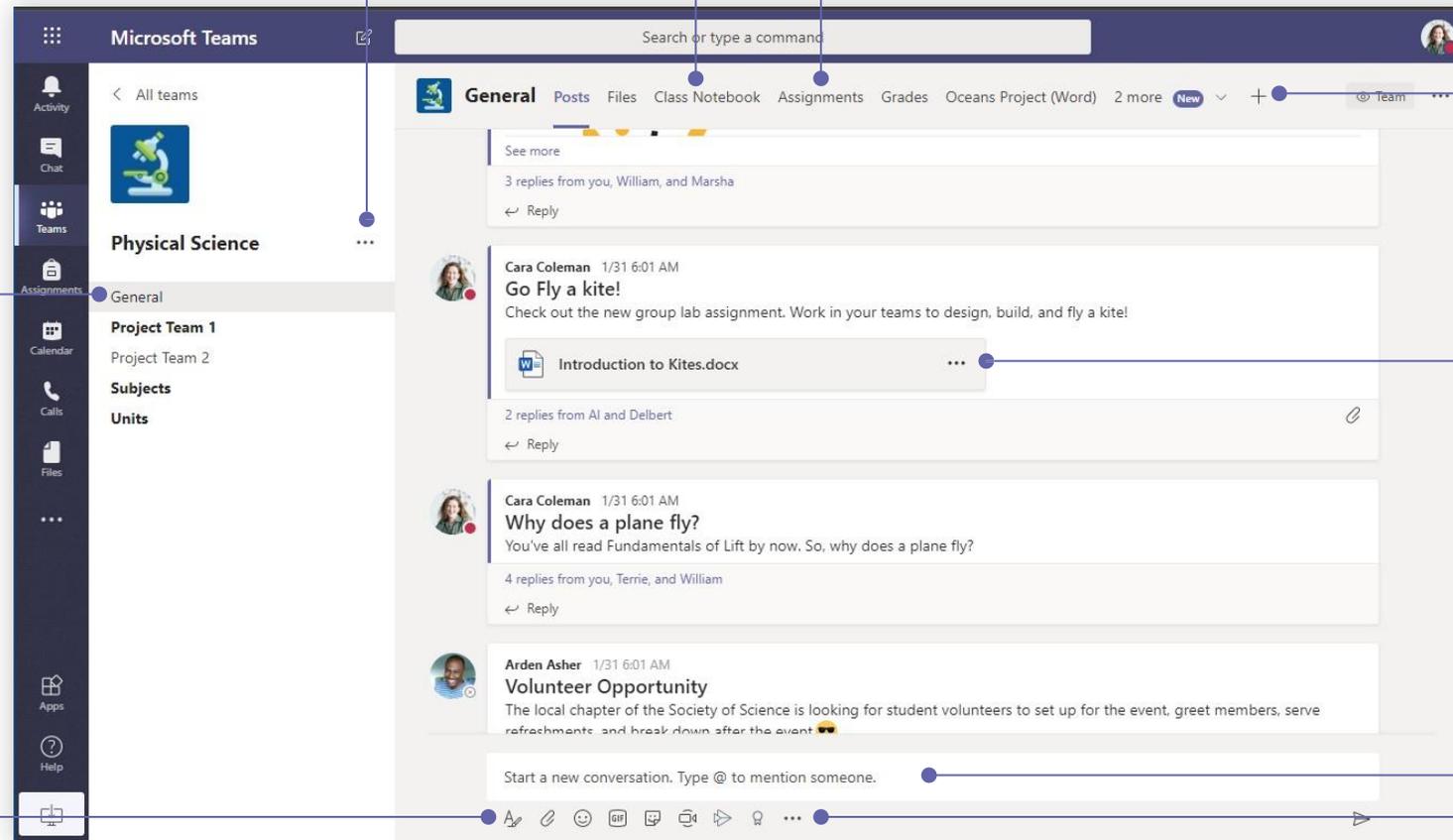
Let class members view a file or work on it together.

Start a discussion with the class

Type and format your message or announcements here. Add a file, emoji, GIF, or sticker to liven it up!

Add more messaging options

Click here to add new messaging capabilities like polls, Praise, and more to enrich classroom discussion.



Schedule a meeting with your team or class

Hold classes, staff collaboration meetings, or trainings over online meetings

Start a meeting rightaway

Add participants directly to a meeting that starts right away.

Add new meeting

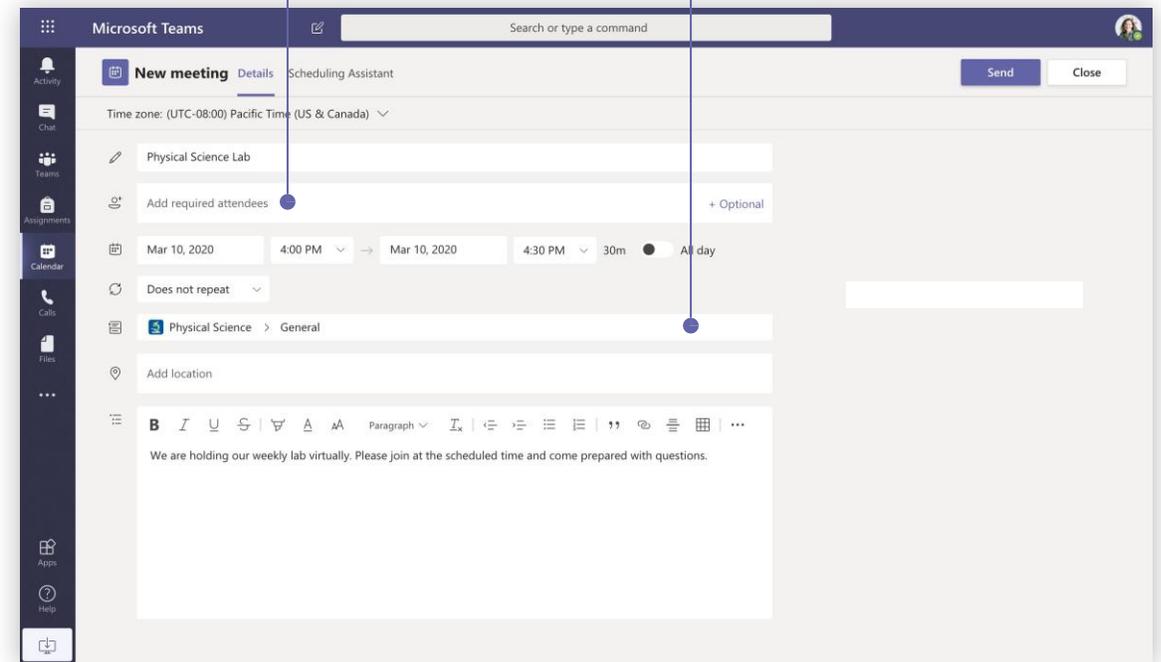
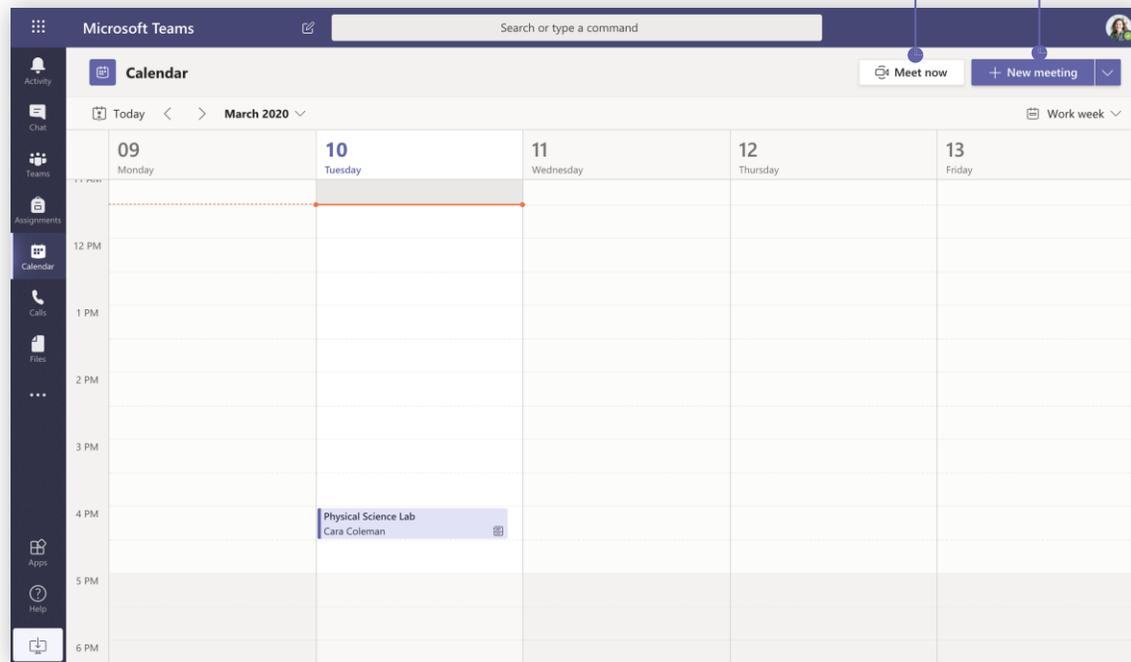
Schedule a new meeting for live discussion with up to 250 people or schedule a live event for a broadcasted event with a wider audience.

Invite individuals to a meeting

Invite one or more individuals to your meeting. Meeting recordings and resources shared during the meeting will be organized within the meeting history item in your Chat view.

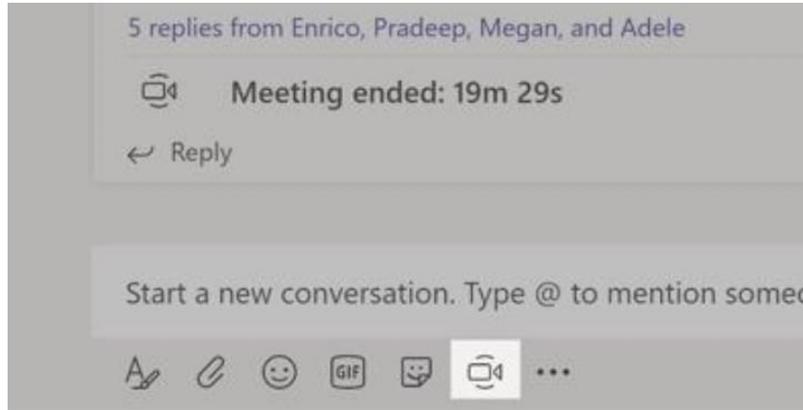
Invite a channel to a meeting

Invite your whole class or working group to a meeting by selecting a channel to host the meeting. Meeting recordings and resources shared during meetings will be organized within the selected channel.



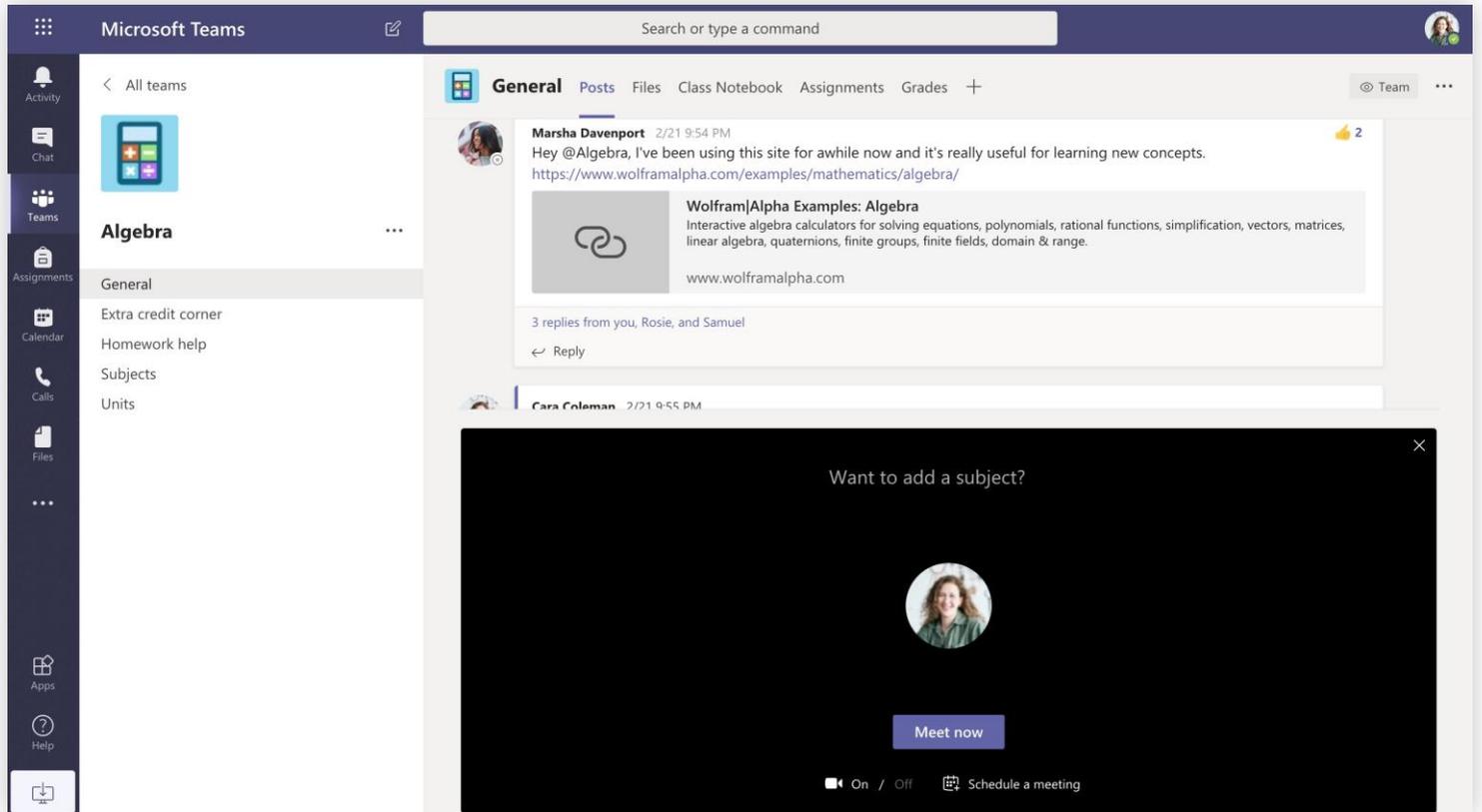
Schedule a meeting with your team or class

Hold classes, staff collaboration meetings, or trainings over online meetings



Click **Meet now** under the message box to start a live meeting in a channel. If you click **Reply** to a message, then the meeting will be attached to that conversation. If you wish to start an independent meeting that is not tied to a channel, then follow the instructions on the previous page by selecting **Calendar > New Meeting**.

You can invite people to the meeting or ask them to join it directly from the channel.



Select **Meet now** to start the meeting right away or **Schedule a meeting** to schedule the meeting for the future. Members of the channel will see an invitation for the meeting in their calendar if you decide to schedule it for later.

Roles in an online meeting

Every participant in a meeting is assigned a role as a presenter or attendee. A participant's role controls what they can do while in a meeting.

Capabilities	Organizer/Presenter	Attendee
Speak and share video	✓	✓
Participate in meeting chat	✓	✓
Privately view a PowerPoint file shared by someone else	✓	✓
Share content	✓	
Mute other participants	✓	
Remove participants	✓	
Admit people from the lobby	✓	
Change the roles of other participants	✓	
Start or stop recording	✓	

Set meeting roles through your Meeting options

Meeting options allow you to control if meeting participants join your meetings as attendees or presenters.

Join Microsoft Teams Meeting

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

Go to your **Calendar** and navigate to the meeting you'd like to update. Click or tap **Meeting options** near the meeting join link to open your **Meeting options**.

The screenshot shows the 'Meeting options' dialog for a meeting titled 'Physical Science Lab'. The meeting details include 'Occurs every Mon @11:30 PM' and the organizer 'Cara Coleman'. Under the 'Meeting options' section, there are two dropdown menus: 'Who can bypass the lobby?' set to 'Everyone' and 'Who can present?' set to 'Only me'. A 'Save' button is located at the bottom right of the dialog.

Control who can enter the meeting directly.

Use the virtual meeting lobby so that participants wait to be admitted to the meeting instead of joining immediately.

Control who joins the meeting as a presenter or attendee.

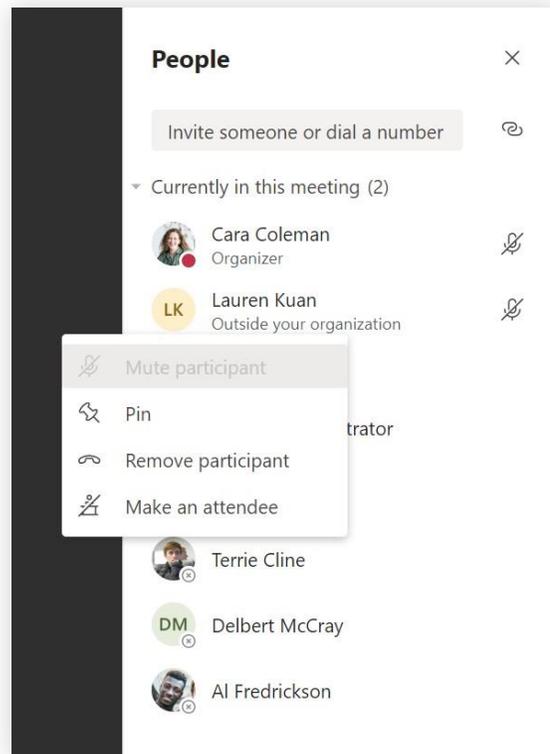
Select **Only Me** to designate all other participants as attendees. This is the safest set-up for meetings held in a classroom setting.

If you expect to have more than one presenter in your meeting, select **Specific people** and pick the other participants who should join as presenters. Select **Everyone** if you want all participants to join the meeting as a presenter.

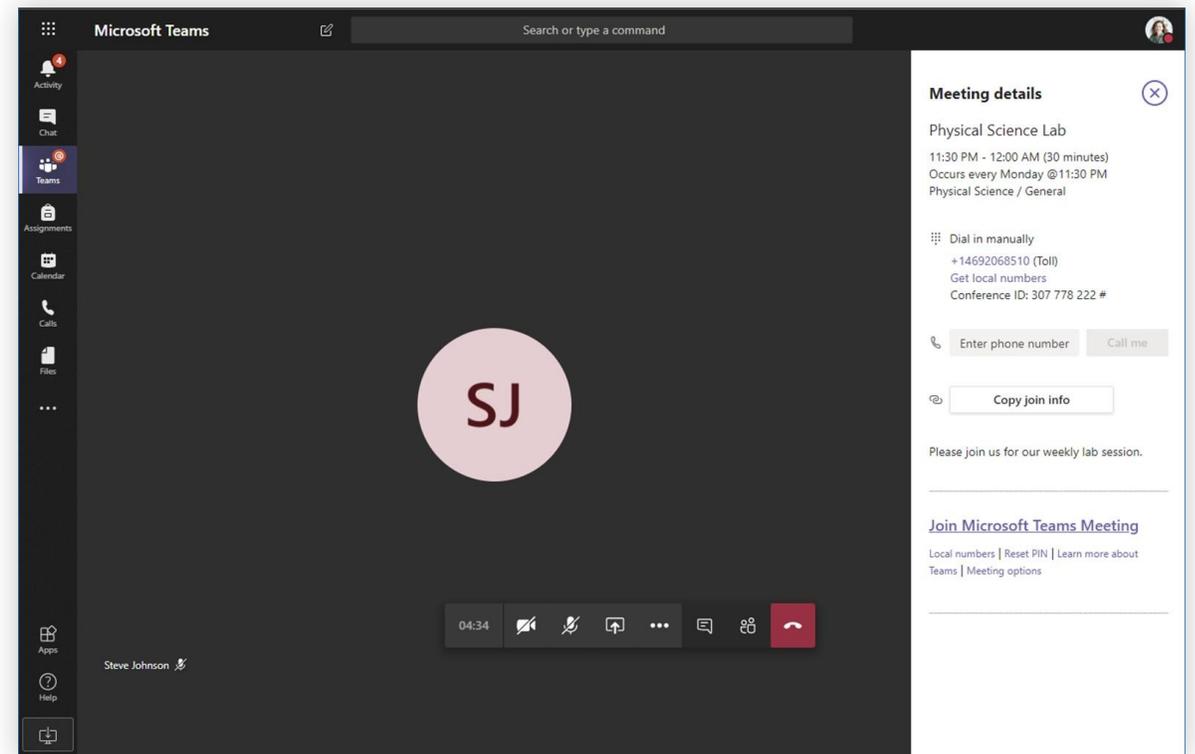
Meeting options may be limited by your IT administrator's policy settings.

Change roles during a meeting

Every participant in a meeting is assigned a role as a presenter or attendee. A participant's role controls what they can do while in a meeting.



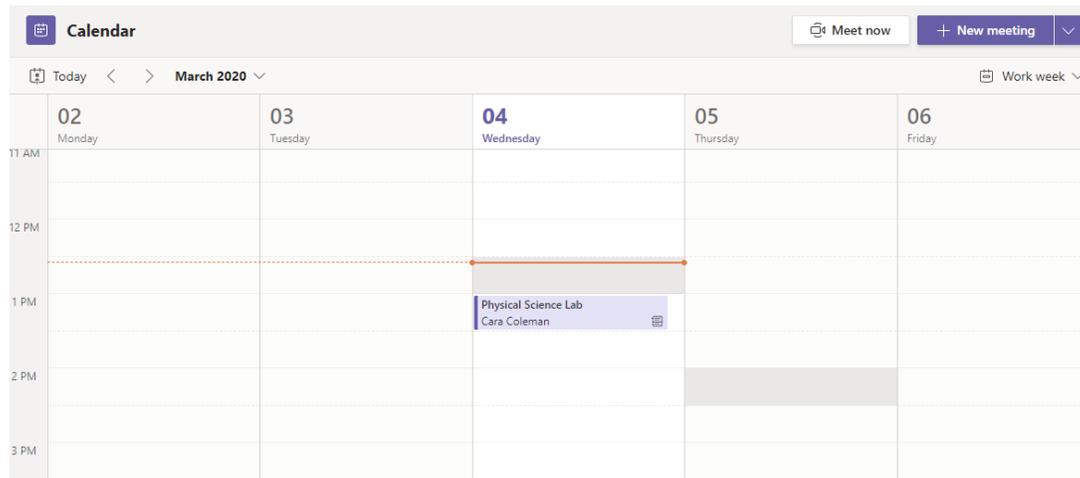
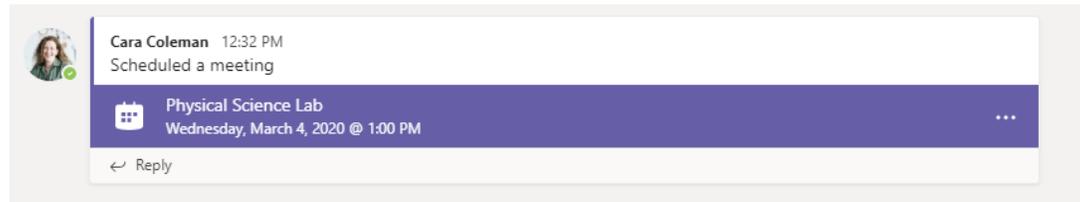
To change a participant's meeting role, click or tap **Show participants** in your call controls. Right-click on the participant whose role you want to change. Select **Make an attendee** or **Make a presenter**.



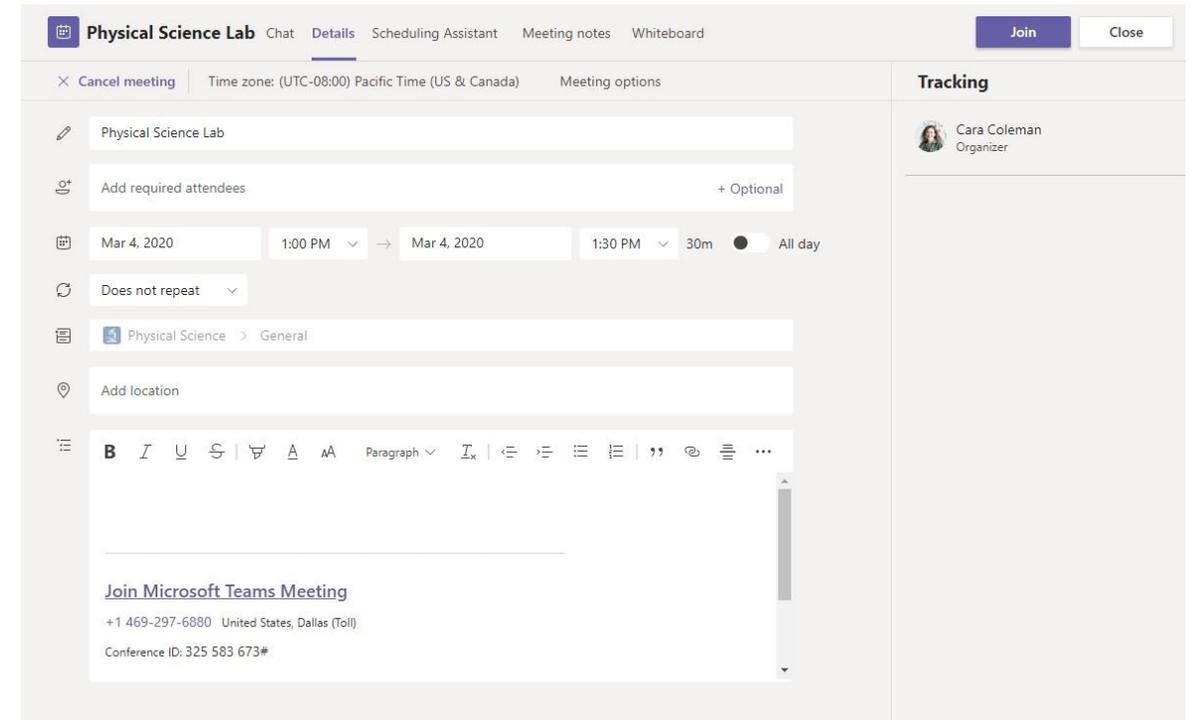
To quickly access your Meeting options and change the meeting role settings for both current participants and anyone joining your meeting in the future, click or tap **More actions** in your call controls, then **Show meeting details**. You can find the link to your **Meeting options** near the join link for the meeting.

Join a meeting

Hold classes, staff collaboration meetings, or trainings over online meetings



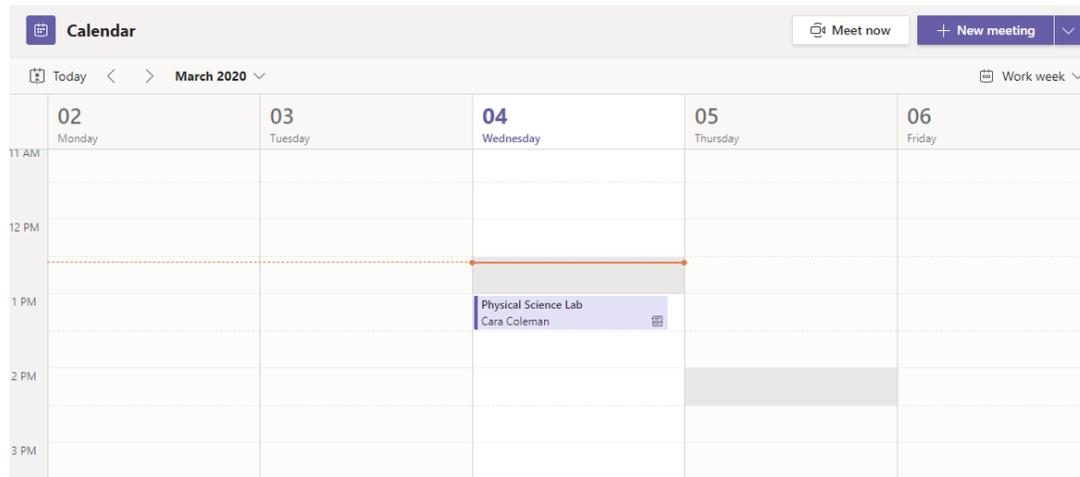
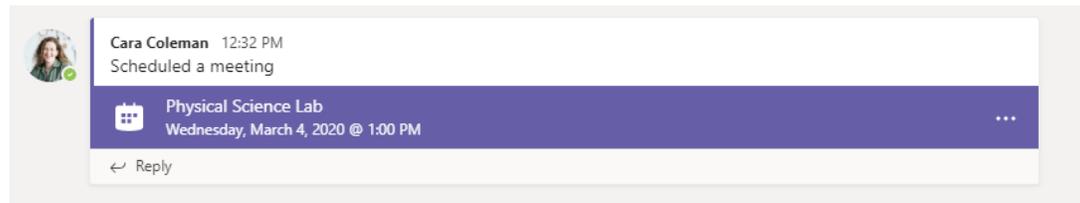
Find the meeting invitation in the channel of your team or on your Teams calendar.



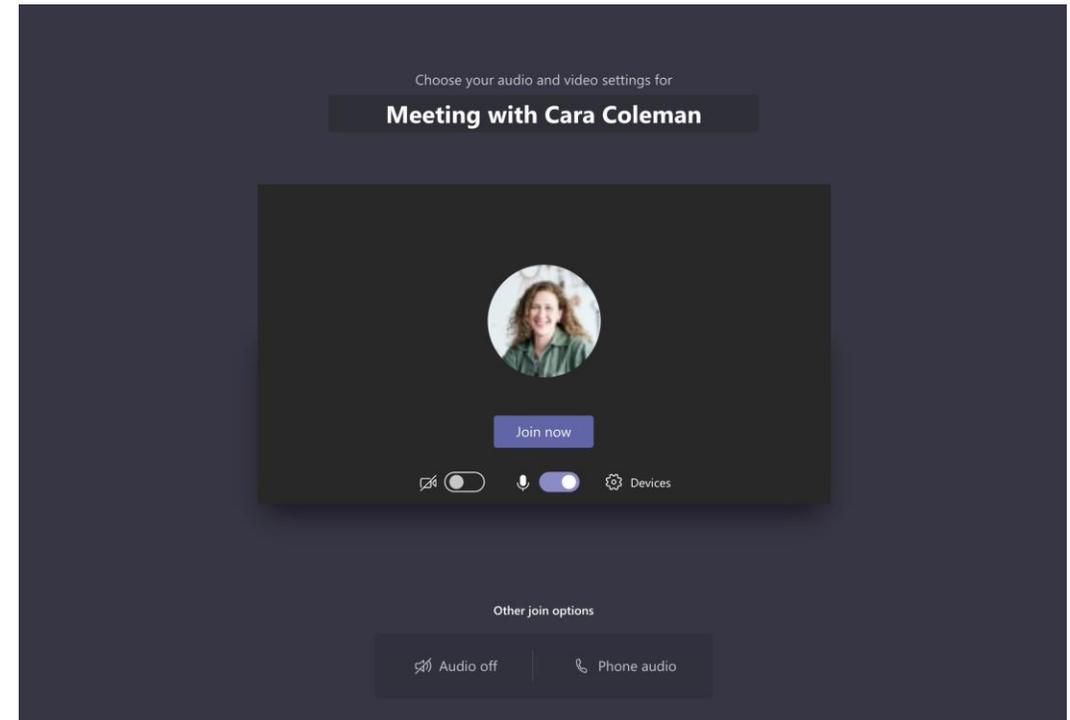
Open the meeting and click **Join** to join the meeting.

Join a meeting

Hold classes, staff collaboration meetings, or trainings over online meetings



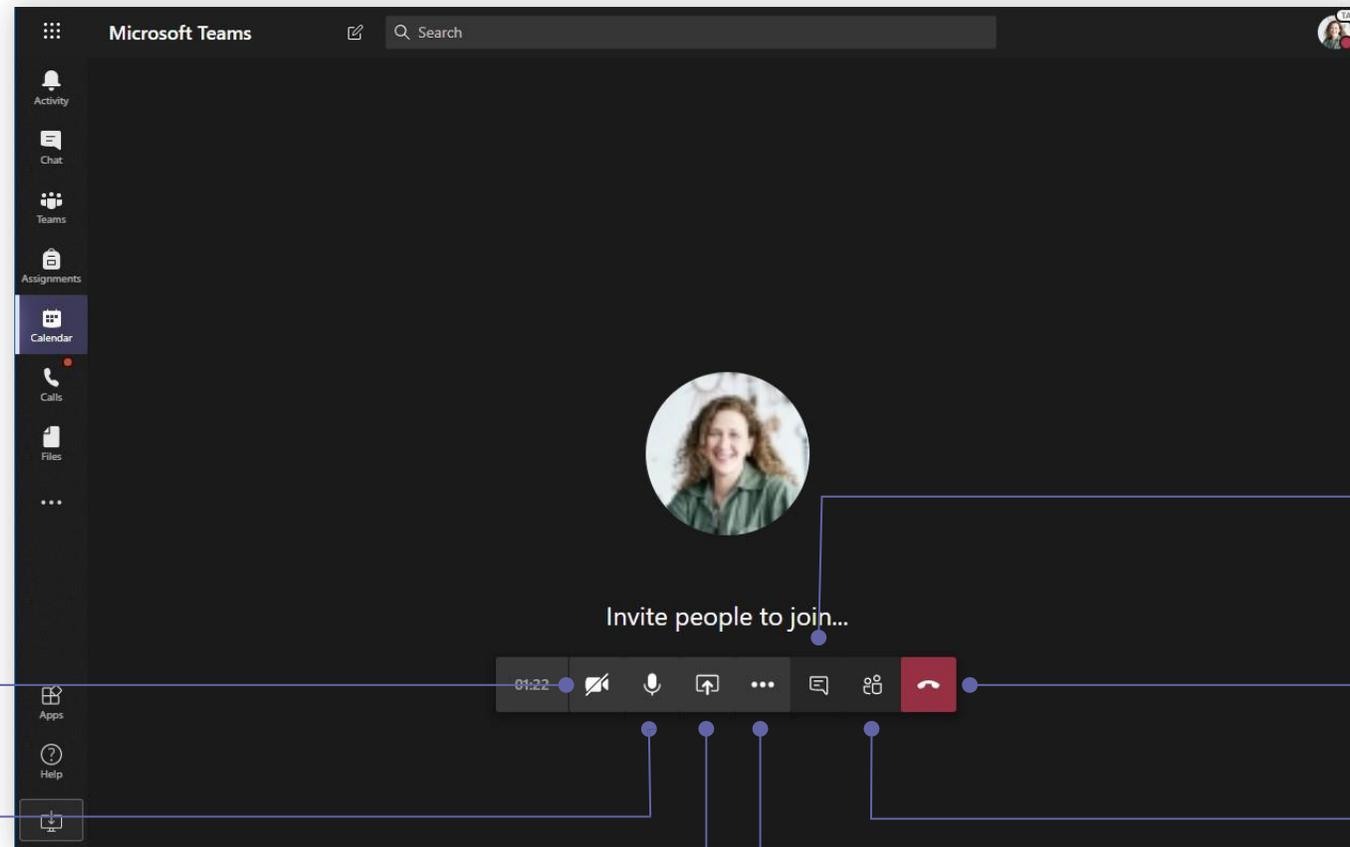
Find the meeting invitation in the channel of your team or on your Teams calendar. Click to open the meeting item and select **Join**.



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.

Participate in a meeting

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



Turn your video feed on and off.

Mute and unmute yourself.

Share your screen and sounds from your computer.

Access additional call controls
Start a recording of the meeting, change your device settings, and more.

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

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

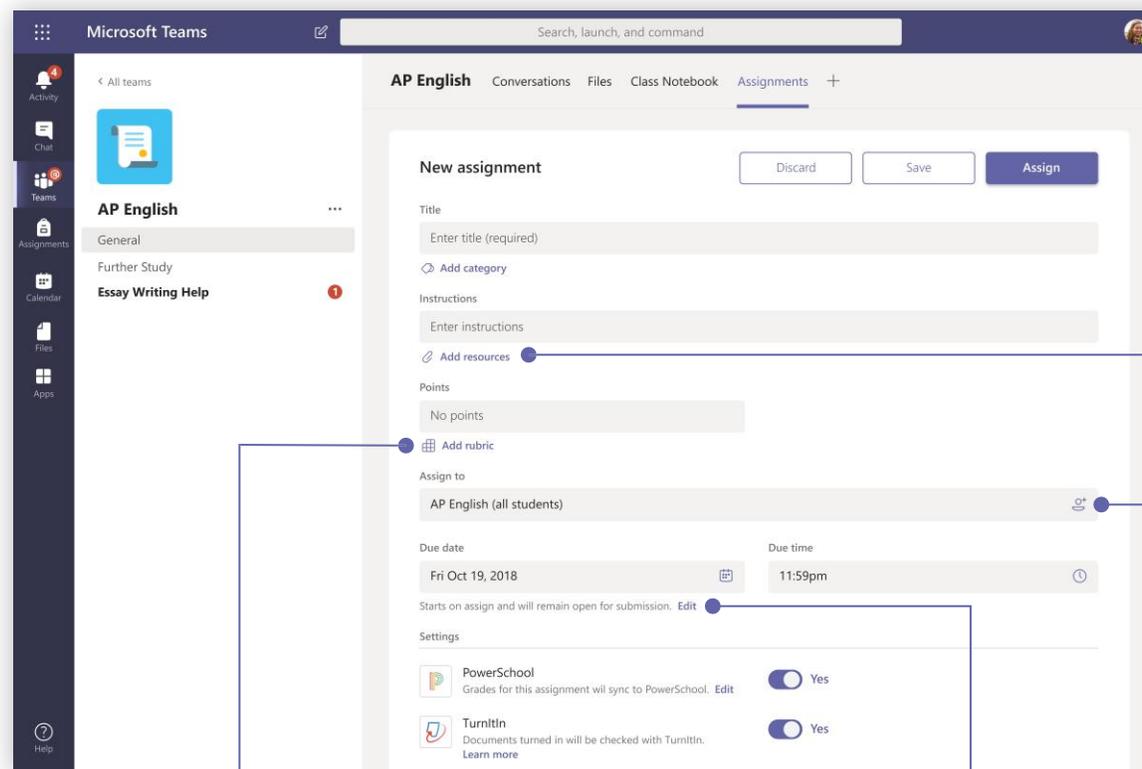
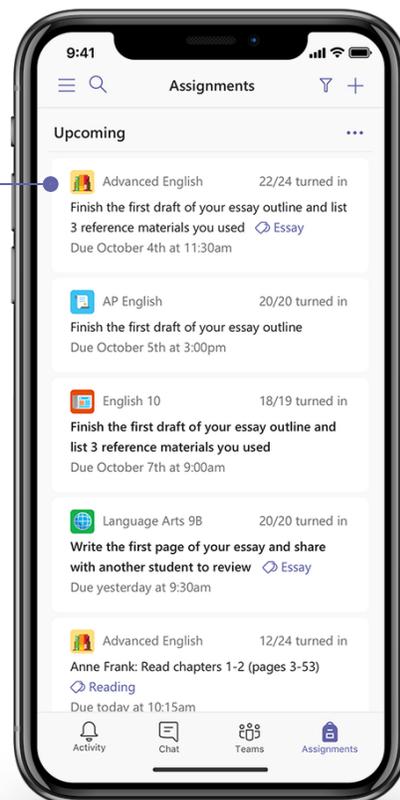
Add participants to the meeting.

Assignments

Create learning activities for students with integrated Office applications.

View upcoming assignments

View both upcoming and turned in assignments by class, or view them across all your classes. Selecting an assignment will allow you to turn it in or view feedback and scores.



Add resources

Customize the assignment with content from OneDrive, your device, links, and more.

Assign to classes or individuals

Assignments can be distributed to multiple classes or personalized to the individual student.

Add a grading rubric

Use the rubrics tool to create customizable, reusable rubrics for students to reference and for you to evaluate their work.

Edit due dates, close date, and schedule to assign

Customize all the dates and times that are important to the assignment.

Grades

Leave feedback for students, grade, and track student progress in the Grades tab.

The screenshot shows the Microsoft Teams interface with the 'Grades' tab selected. A table displays student performance across several assignments. A blue dot is placed on the row for 'Rodriguez, Elbert'.

Search students	Essay Finish the first draft of your essay out... Mar 20 - 50 points	Essay Write the first page of your essay and... Mar 17 - 20 points	Anne Frank: Read chapters 10-17 Mar 15 - 20 points	Find 5 references to share with the class Mar 11 - 100 points	Anne Frank Read chapters 3-9 (page... Mar 5 - 100 points	Complete bibliograp Feb 23 - 10
Alanis, Juan	45	18	17	81	81	
Banis, Darius	46	13	11	73	73	
Buxton, Aaron	40	12	9	61	78	
Cline, Christie	43	19	6	90	90	
Davis, Beth	41	11	14	88	88	
Guibourd, Bernadette	44	8	15	79	79	
Konceny, Jan	45	10	10	97	97	
Lando, Guy	42	15	13	90	88	
Nestor, Wilke	42	10	10	97	97	
Neva, Cardenas	43	15	13	80	89	
Schneider, Henry	39	13	13	70	78	
Shamas, Babek	47	18	18	69	82	
Simon, Adah	48	19	11	80	80	
Rodriguez, Elbert	42	19	15	70	91	
Walters, Dallas	42	18	18	69	89	

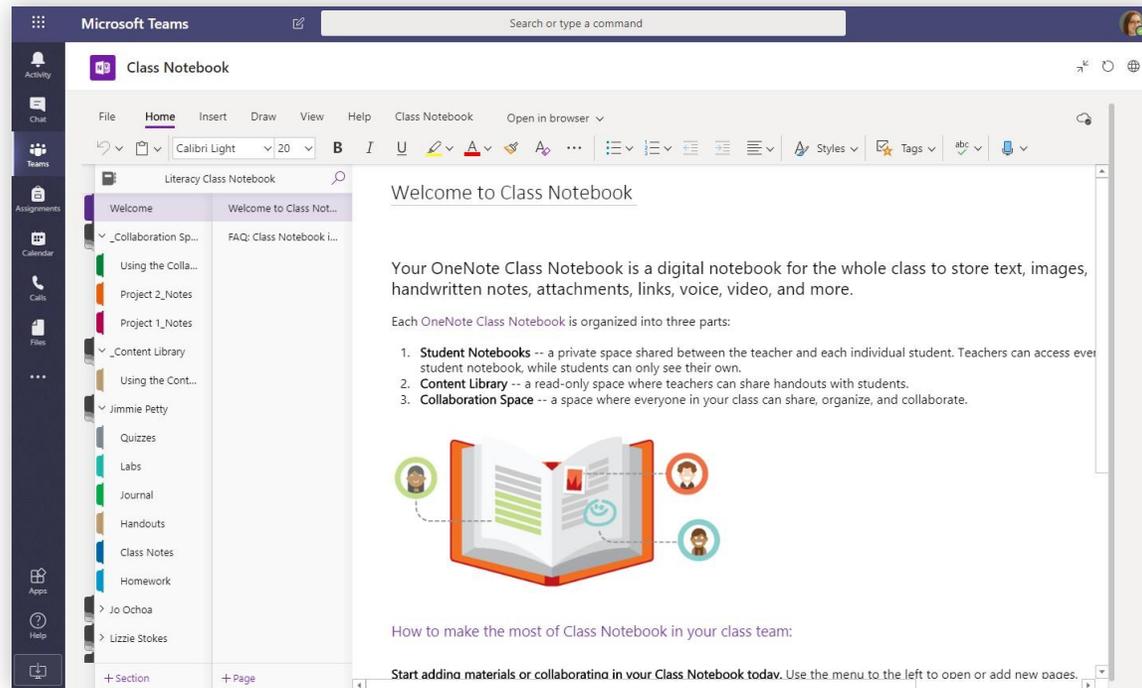
See grades across all assignments and students
Each of your class teams has a Grades tab where you can view assignments at a glance, as well as track how individual students in your class are progressing.

The screenshot shows a Microsoft Word document titled 'WorldVoicesEssay.docx' open in the Microsoft Teams interface. The document content includes the title 'The Role of the Messenger in The Iliad and Today's Hero Stories' and a paragraph of text. On the right side, the 'Student work' panel is visible, showing the document name, a 100% similarity score, and a feedback loop for grading.

Return and review assignments using the feedback loop
Leave comments, make edits, grade with criteria/standards, check for similarity, and more in the grading view.

OneNote Class and Staff Notebooks

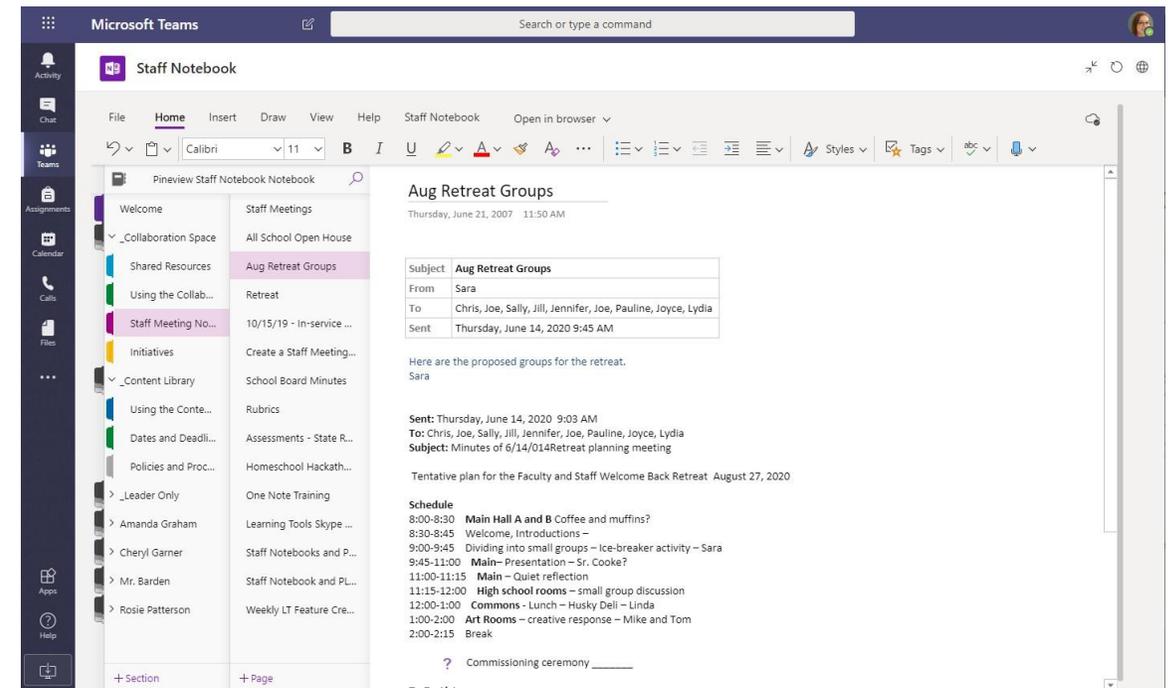
A digital binder to use in your class or with your staff to take notes and collaborate



The screenshot shows the Microsoft Teams interface for a OneNote Class Notebook. The left sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main content area displays the notebook's structure with sections like 'Welcome', 'Collaboration Space', 'Shared Resources', 'Initiatives', and 'Content Library'. The right pane shows a page titled 'Welcome to Class Notebook' with introductory text and a list of three parts: Student Notebooks, Content Library, and Collaboration Space. An illustration of an open book is centered on the page.

Personal notes, class notes, and collaboration

OneNote Class Notebooks have a personal workspace for every student, a Content Library for handouts, and a Collaboration Space for lessons and creative activities.



The screenshot shows the Microsoft Teams interface for a OneNote Staff Notebook. The left sidebar is similar to the Class Notebook but includes 'Assignments' and 'Calendar'. The main content area displays a page titled 'Aug Retreat Groups' with a table of email details and a list of proposed groups. The table includes fields for Subject, From, To, and Sent. Below the table, there is a 'Schedule' section with a list of activities and times.

Subject	Aug Retreat Groups
From	Sara
To	Chris, Joe, Sally, Jill, Jennifer, Joe, Pauline, Joyce, Lydia
Sent	Thursday, June 14, 2020 9:45 AM

Here are the proposed groups for the retreat.
Sara

Sent: Thursday, June 14, 2020 9:03 AM
To: Chris, Joe, Sally, Jill, Jennifer, Joe, Pauline, Joyce, Lydia
Subject: Minutes of 6/14/014Retreat planning meeting

Tentative plan for the Faculty and Staff Welcome Back Retreat August 27, 2020

Schedule

- 8:00-8:30 Main Hall A and B Coffee and muffins?
- 8:30-8:45 Welcome, Introductions –
- 9:00-9:45 Dividing into small groups – Ice-breaker activity – Sara
- 9:45-11:00 Main – Presentation – Sr. Cooke?
- 11:00-11:15 Main – Quiet reflection
- 11:15-12:00 High school rooms – small group discussion
- 12:00-1:00 Commons - Lunch – Husky Deli – Linda
- 1:00-2:00 Art Rooms – creative response – Mike and Tom
- 2:00-2:15 Break

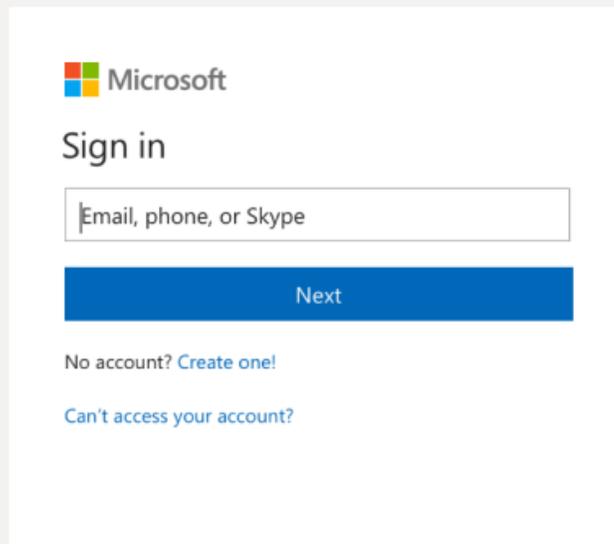
Great for staff meeting notes, brainstorming, and classroom observations

OneNote Staff Notebooks have a personal workspace for every staff member or teacher, a Content Library for shared information, and a Collaboration Space for everyone to work together, all within one powerful notebook.

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.

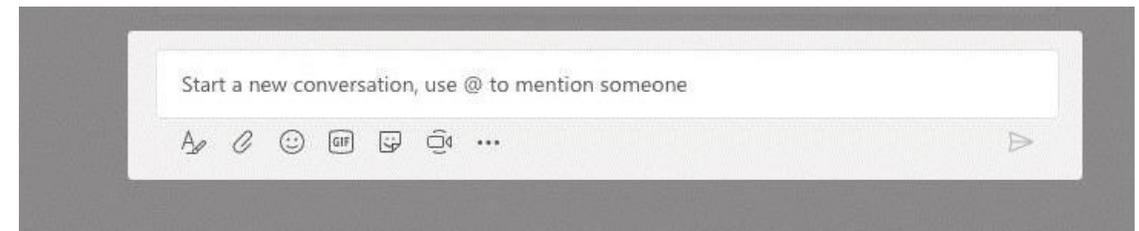


The screenshot shows the Microsoft Teams sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the placeholder text "Email, phone, or Skype". Below the input field is a blue button labeled "Next". At the bottom, there are two links: "No account? Create one!" and "Can't access your account?".

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**.



The screenshot shows the "Start a new conversation" dialog in Microsoft Teams. The dialog has a text input field with the placeholder text "Start a new conversation, use @ to mention someone". Below the input field is a row of icons: a speech bubble, a link, a smiley face, a GIF, a video camera, and a three-dot menu. A right-pointing arrow is located at the end of the dialog.

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

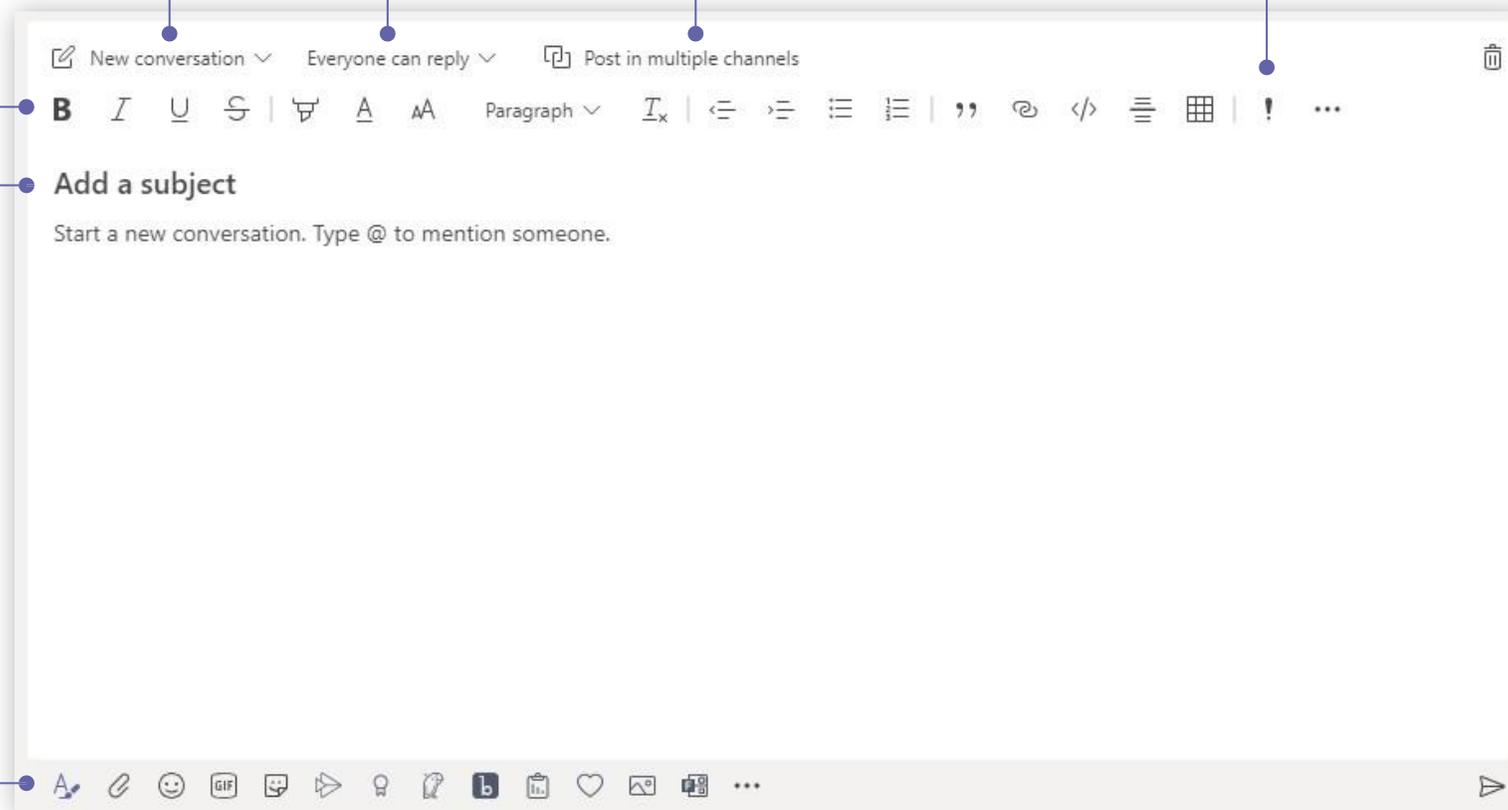
Change text color, format, and style.

Add a subject

Keep the topic of your new post clear by adding a subject.

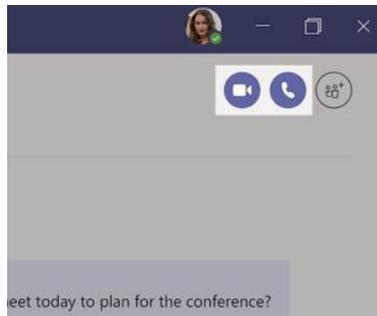
Add a subject

Click here to enter a rich format mode for your message.



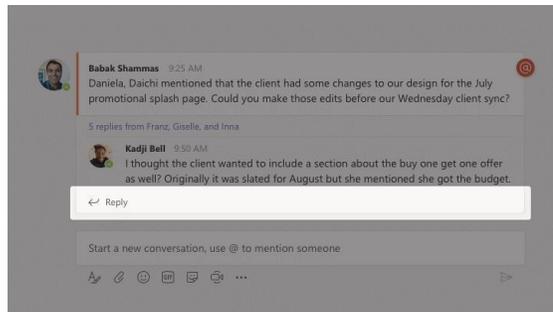
Make video and audiocalls

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.



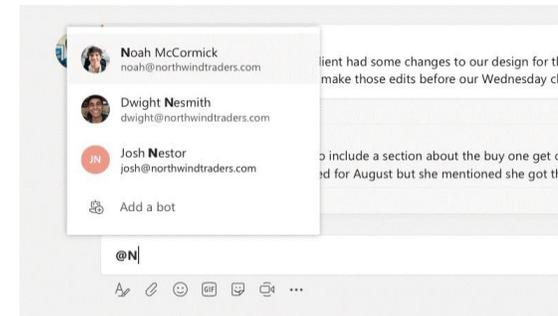
Reply to a conversation

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**.



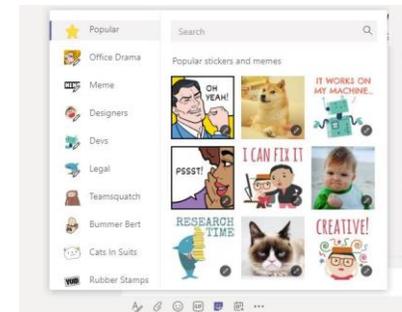
@mention someone

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.



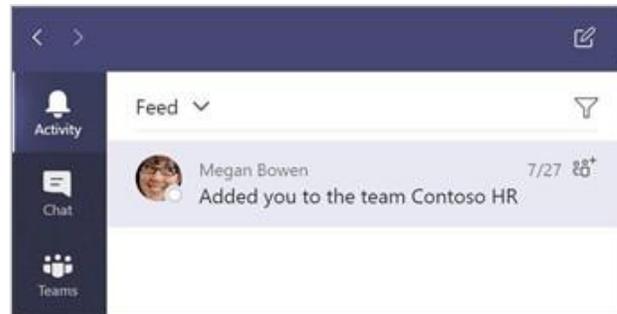
Add an emoji, meme, or GIF

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!



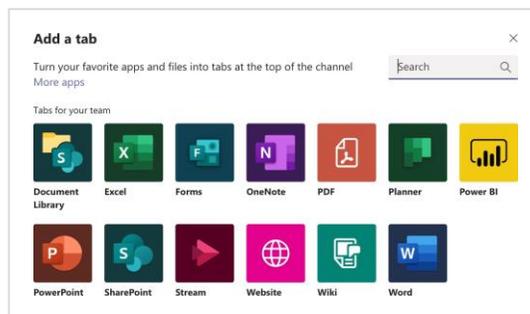
Stay on top of things

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.



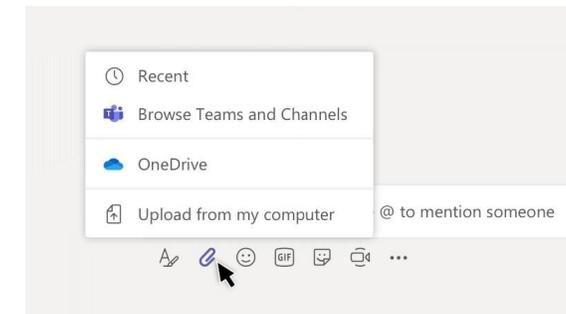
Add a tab in a channel

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.



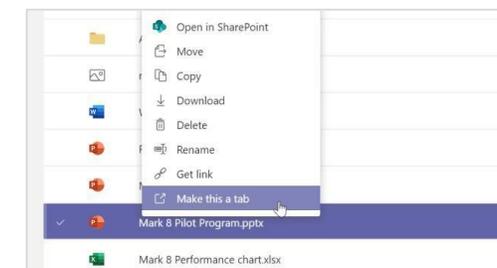
Share a file

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.



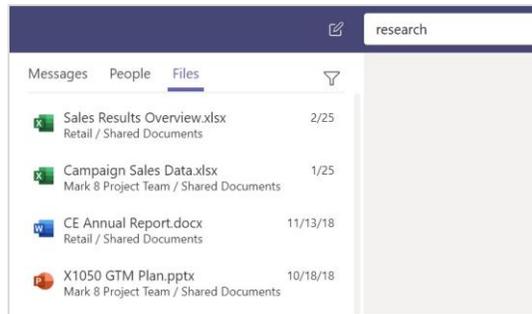
Work with files

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!



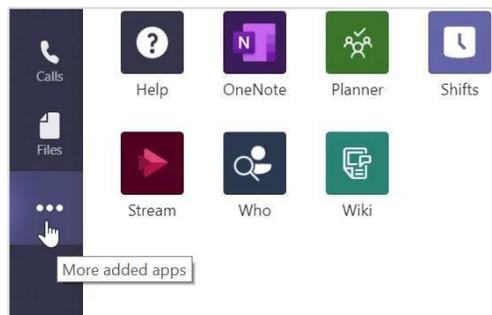
Search for stuff

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.



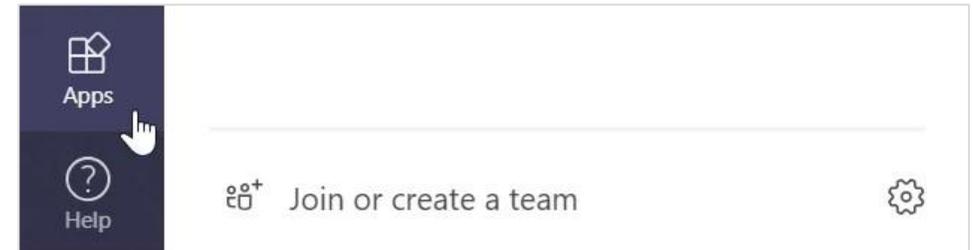
Find your personal apps

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**.



Next steps with Microsoft Teams

Get how-to guidance for teaching and learning with Teams. You can also click the Help icon in Teams to access help topics and training.

[Articles](#) with how-to guidance for teaching in Teams.

1-hour online courses in the Microsoft Educator Center:

- How teachers use Teams in their professional lives- [Transform Learning with Microsoft Teams](#).
- Teaching in Class Teams- [Crafting a Collaborative Learning Environment with Class Teams](#).

Get other Quick Start Guides

To download our free Quick Start Guides for your other favorite apps, go to <https://go.microsoft.com/fwlink/?linkid=2008317>.