



Microsoft

Teams for Education


Quick Start guide for students



Get started

How to sign in

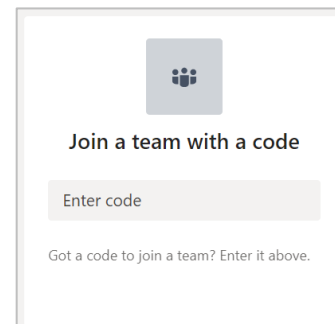
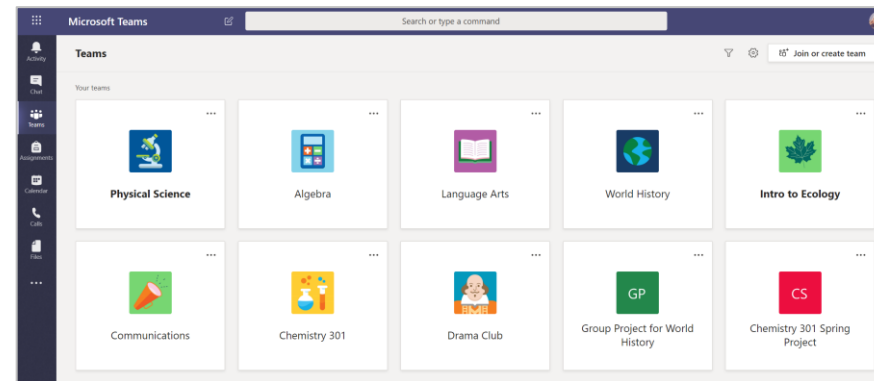
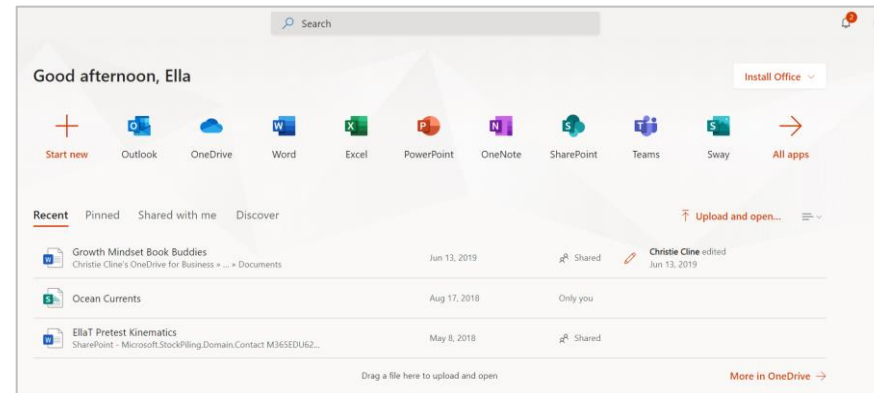
Sign in to Teams

1. Go to Office.com and sign in with your school email and password.
2. From your 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 or 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!



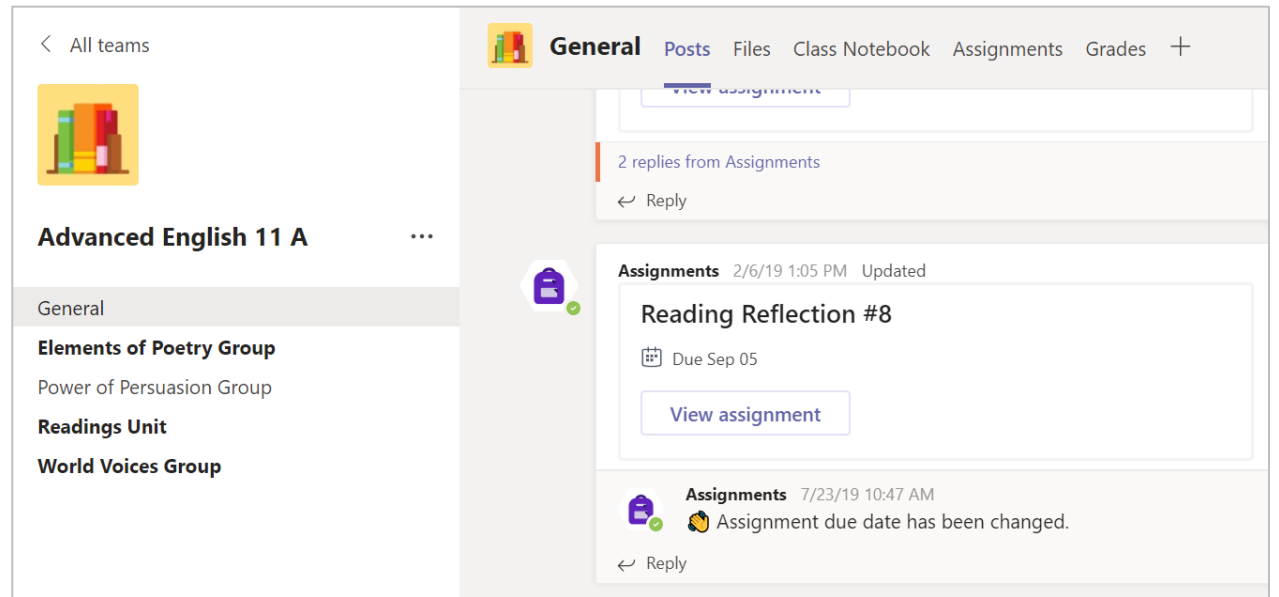
Get organized

Find and organize conversations, files, assignments, and notes in your class teams.

Channels

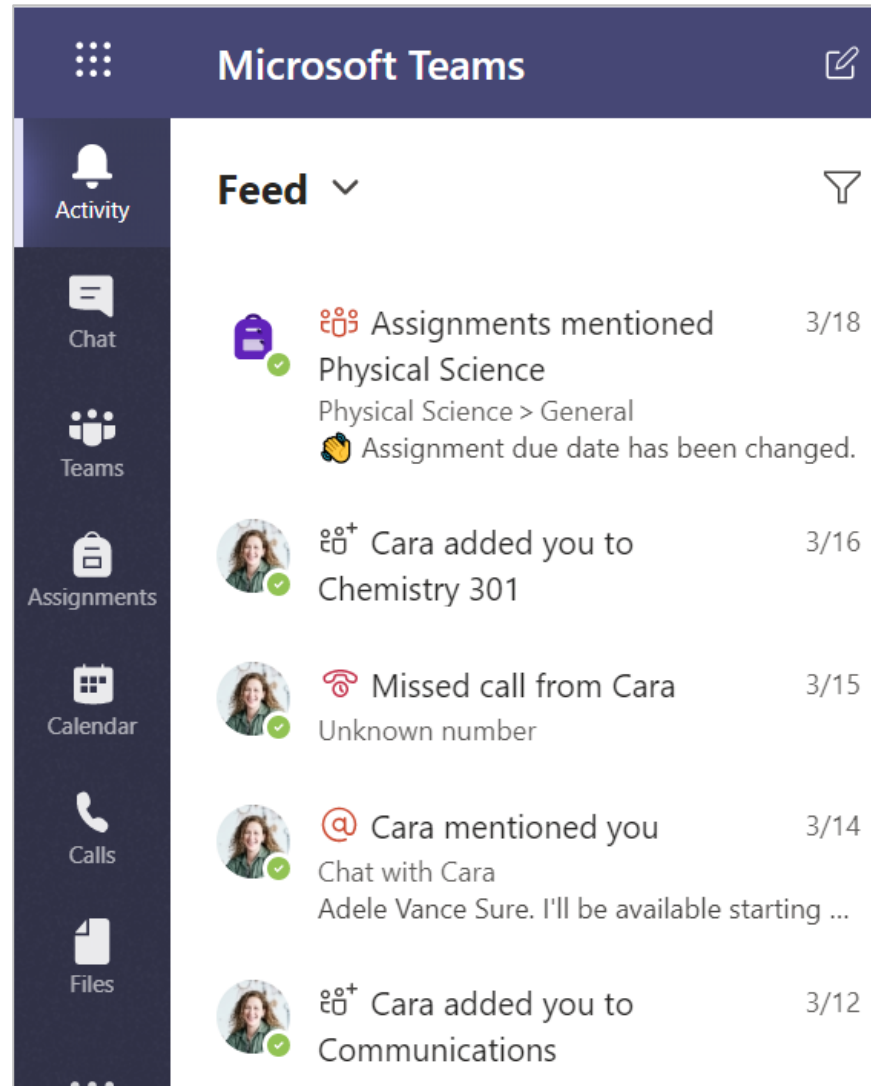
Every class team has a main discussion area, the **General** channel. Under **General**, your teacher may create more channels to organize topics, projects, and more.

- 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.




Communicate

Create and respond to messages in Teams.

Create and send a message in a chat or channel

Click the compose box to create a message. You can type out a simple message or add on.

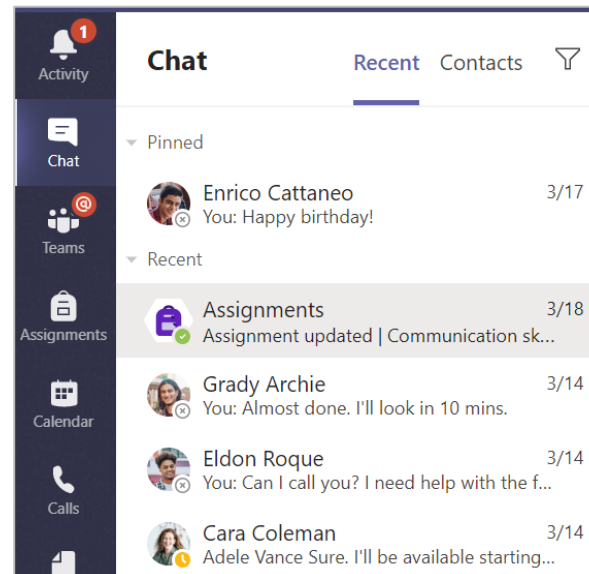
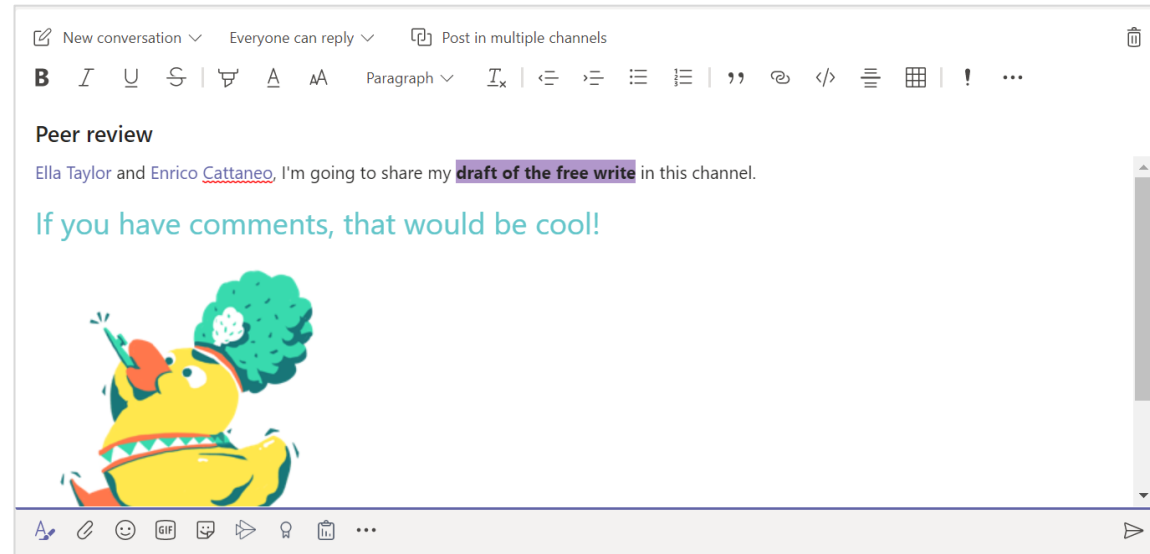
Attach an image, gif, sticker, or file.

Select **Format**  and use rich text to make your message stand out.

Format your message with bullets or make a numbered list.


@mention your teacher or a classmate.

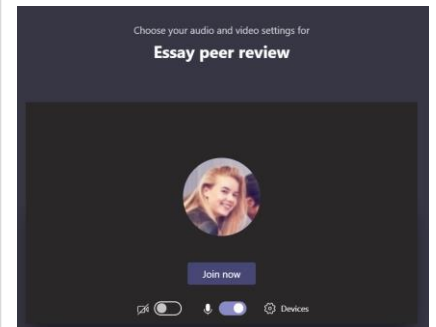
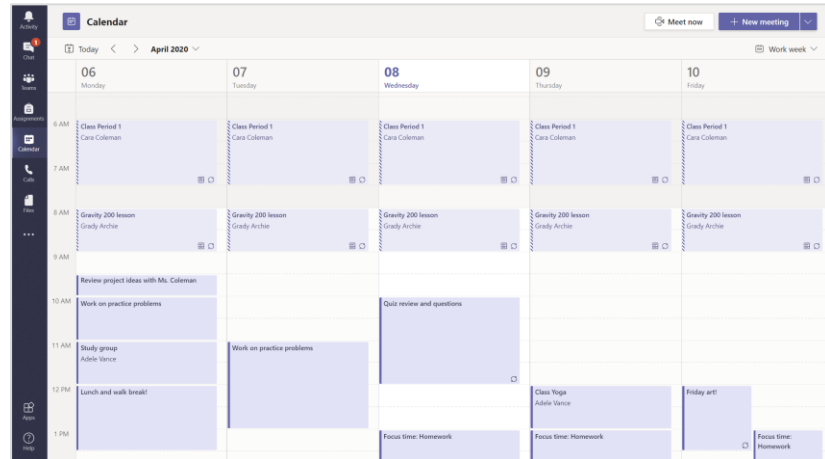
To switch from a conversation in a team channel to a private chat group, select  **Chat**.



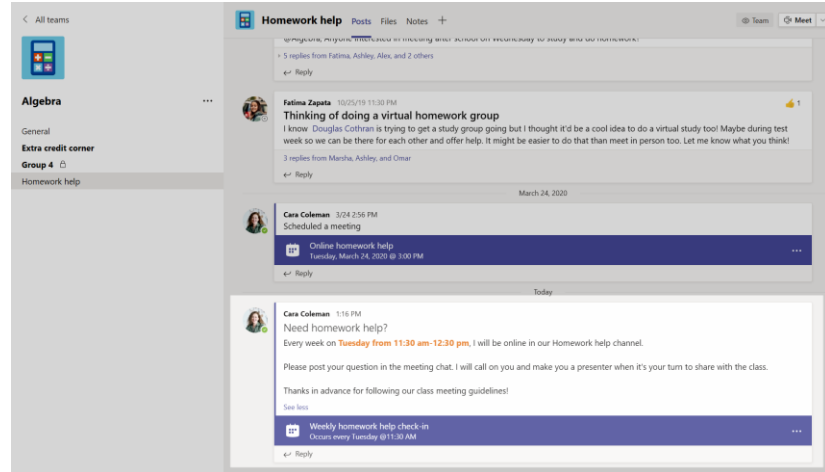
Connect with video

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**.

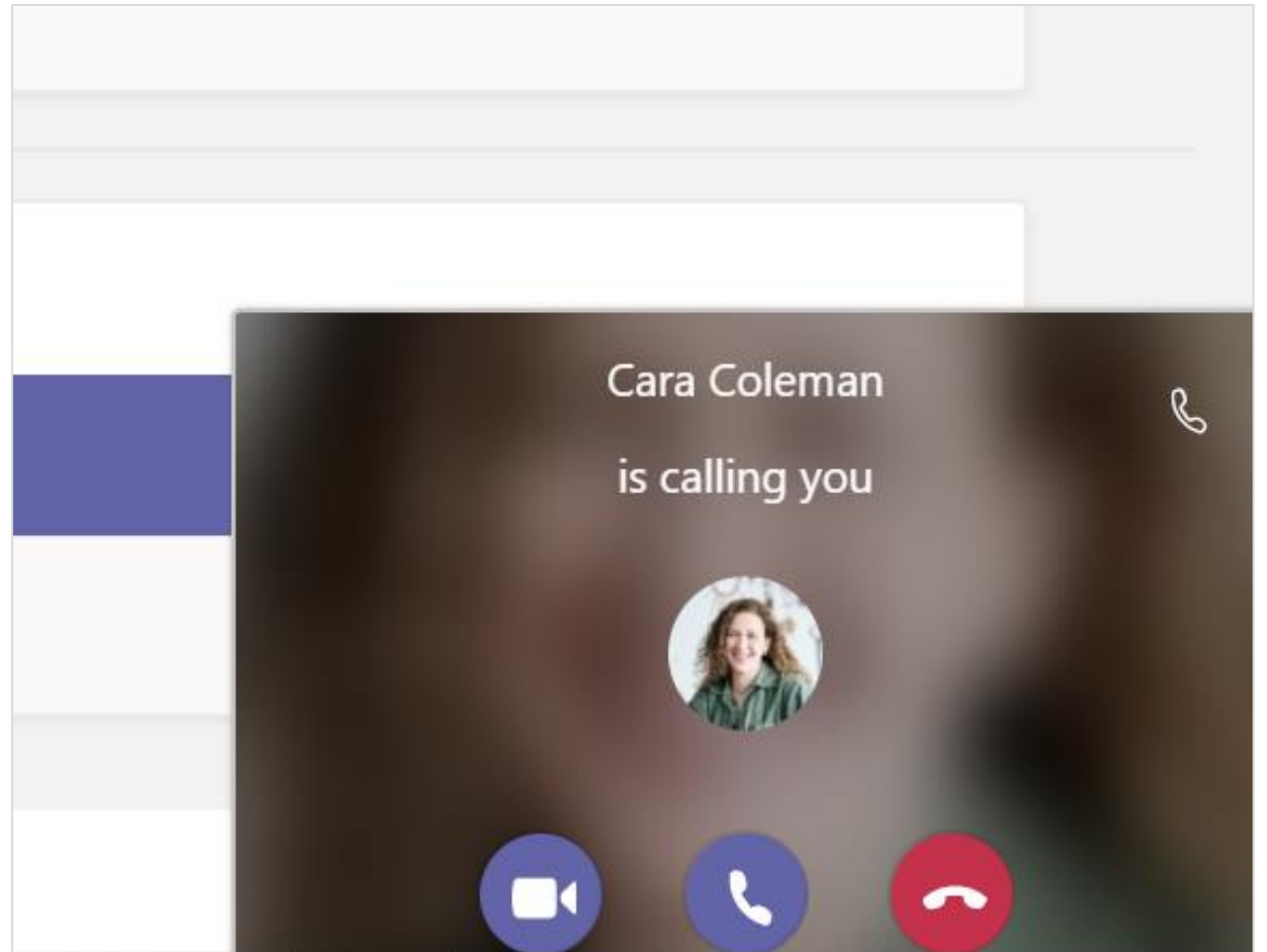


Note: You can also see scheduled meetings in any of your class team channels.

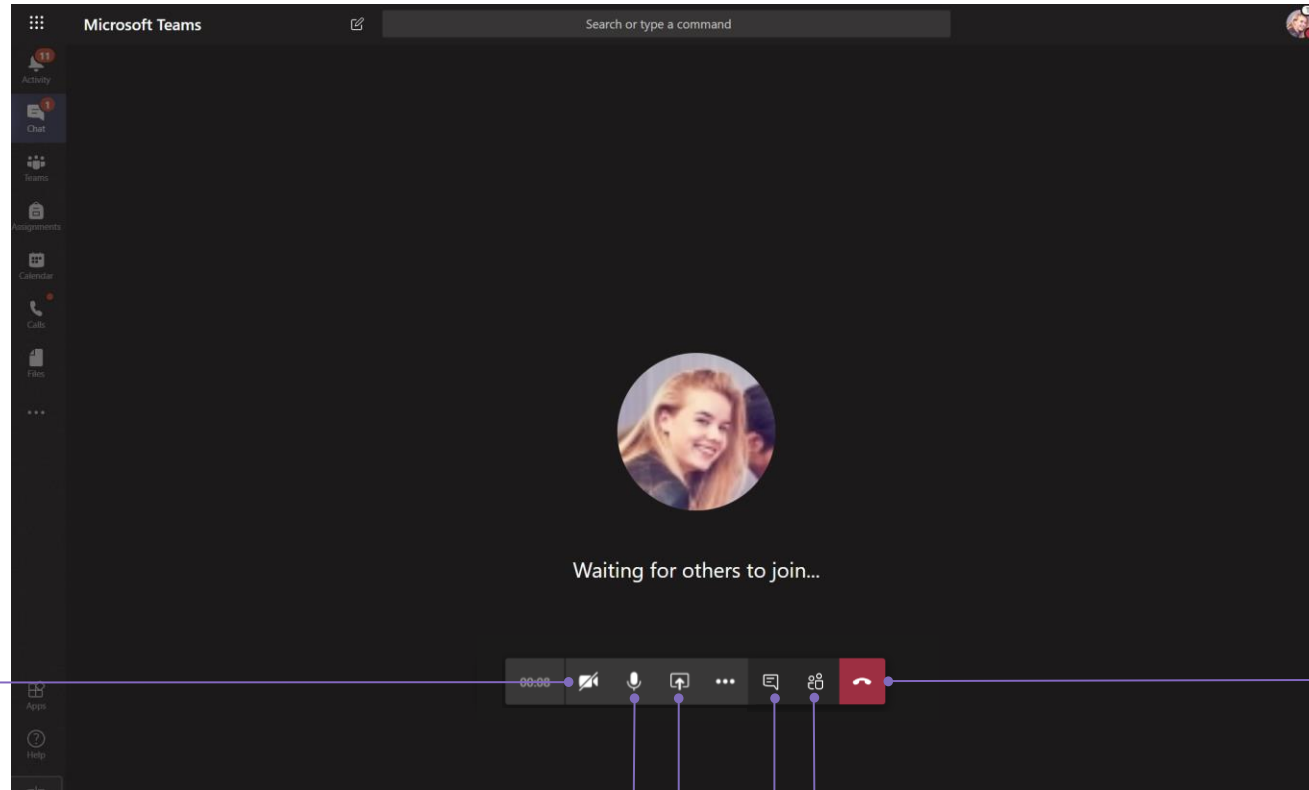


Answer a call

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



Turn your video on and off.

Mute and unmute your microphone.

Share your screen or a document.

Participate in the meeting chat.

Leave the meeting. The meeting will continue even after you've left.

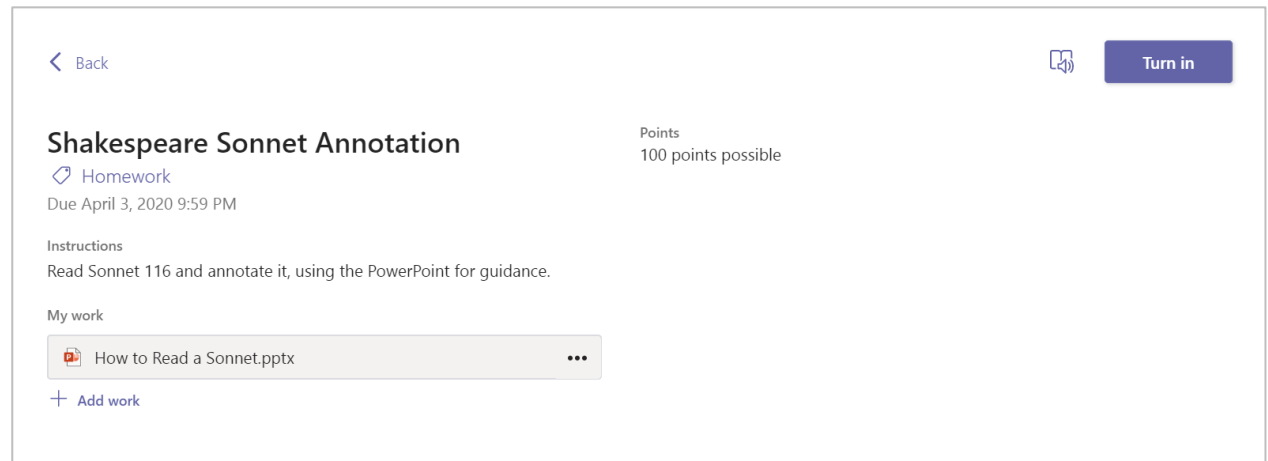
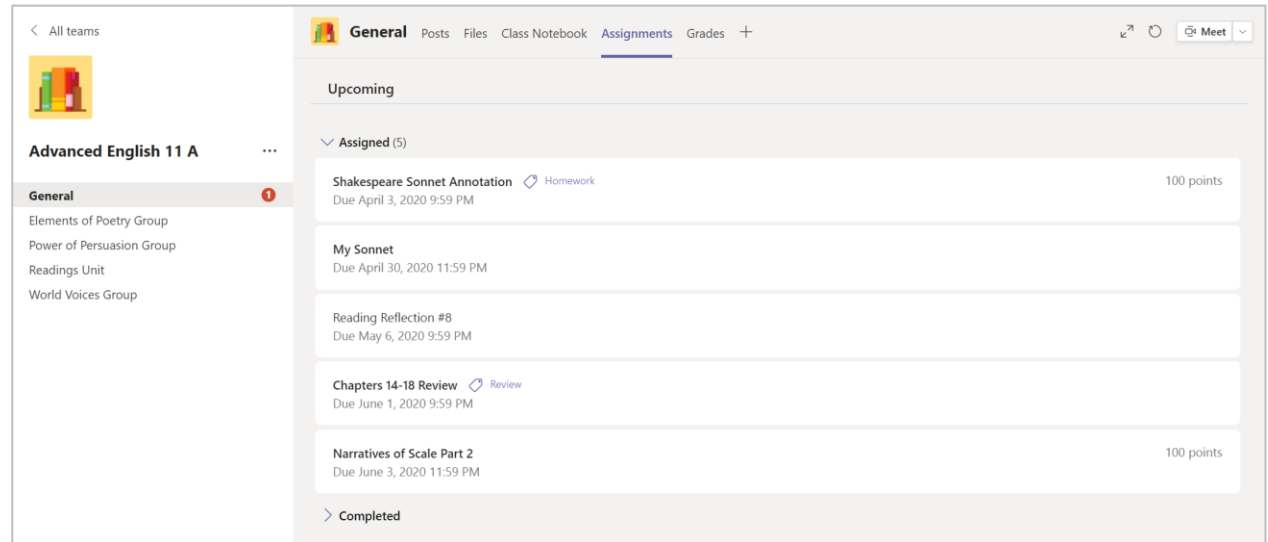
See who's in the meeting.

Assignments and grades

View and turn in your work. All from Teams.

View and turn in assignments

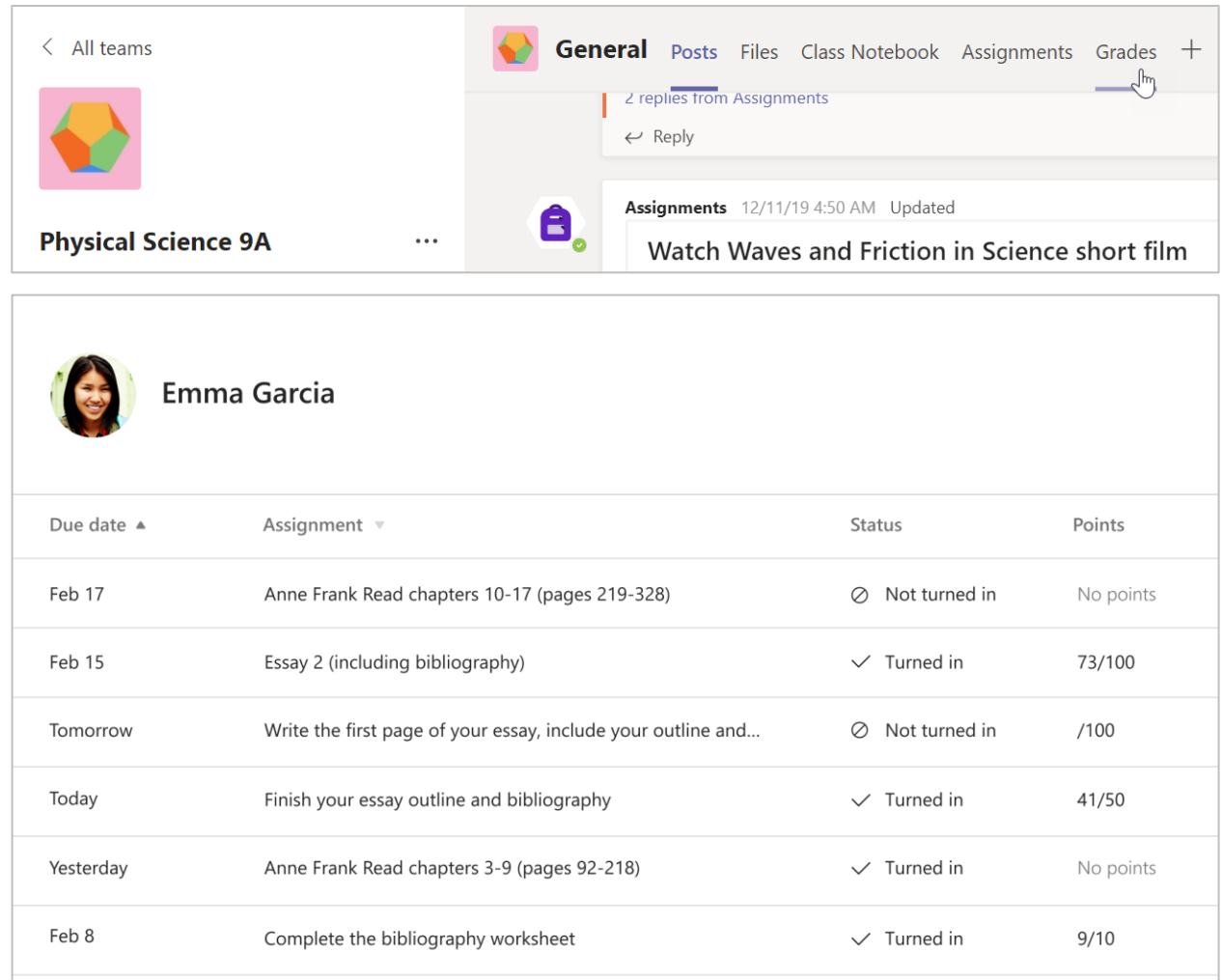
1. Head to a class team and the **General** channel. Select the **Assignments** tab.
2. To view assignment details and turn in work, select the assignment.
3. Attach any required materials by clicking **+ Add work**.
4. Click **Turn in**.



See your grades

To see grades for assignments your teacher has reviewed and sent back to you:

1. Select the **Grades** tab in the **General** channel.
2. All your assignments are listed here. View your status on each assignment as well as points you've received on graded work.



The screenshot shows the Microsoft Teams interface for a team named "Physical Science 9A". The "General" channel is selected, and the "Grades" tab is active. A notification for an assignment titled "Watch Waves and Friction in Science short film" is visible. Below the notification, the user's profile "Emma Garcia" is shown. The main content is a table of assignments with the following data:

Due date ▲	Assignment ▼	Status	Points
Feb 17	Anne Frank Read chapters 10-17 (pages 219-328)	⊘ Not turned in	No points
Feb 15	Essay 2 (including bibliography)	✓ Turned in	73/100
Tomorrow	Write the first page of your essay, include your outline and...	⊘ Not turned in	/100
Today	Finish your essay outline and bibliography	✓ Turned in	41/50
Yesterday	Anne Frank Read chapters 3-9 (pages 92-218)	✓ Turned in	No points
Feb 8	Complete the bibliography worksheet	✓ Turned in	9/10