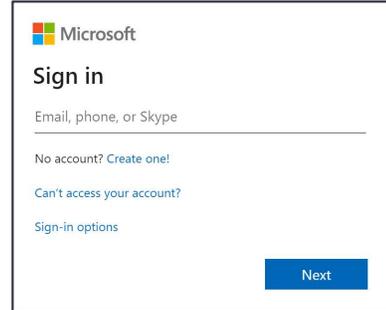




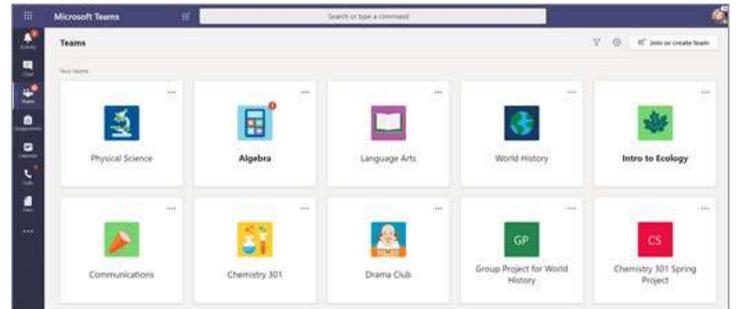
# MICROSOFT CLASSROOM TEAMS: STUDENT GUIDE

## Access

Go to <https://teams.microsoft.com/> and sign in with your LWSD email and password.

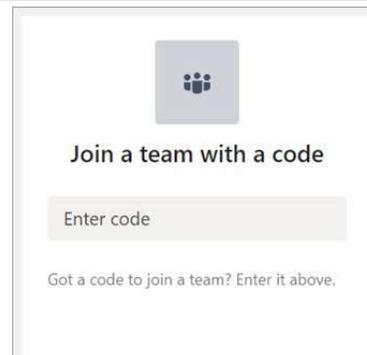


Select **Teams**  to see which class teams you're in. If your teacher has already set up the class team and added you, you'll see one or more (depending on how many classes you have) class team tiles.



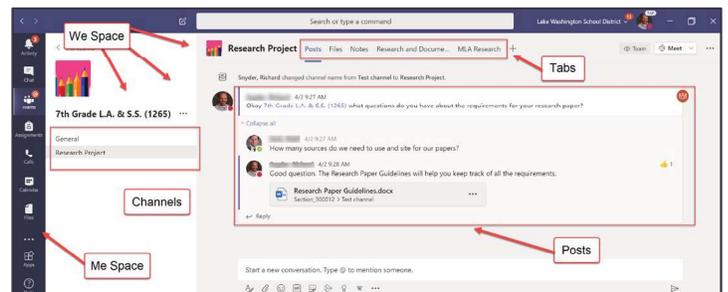
Don't see any class team tiles? Your teacher may have invited you to join your class team with:

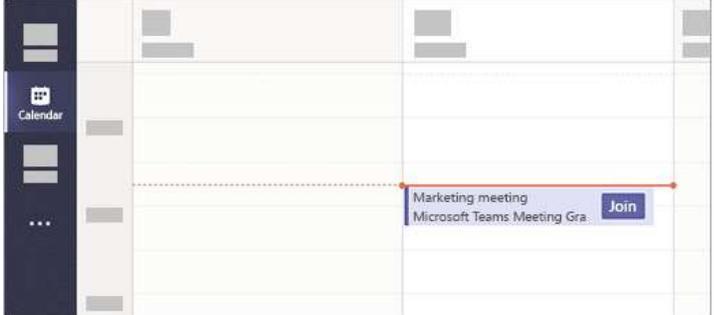
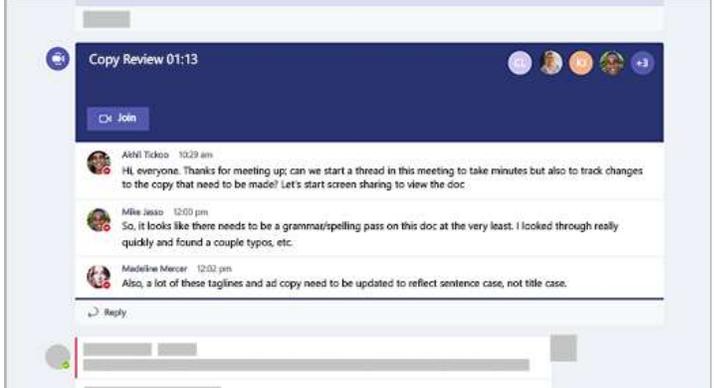
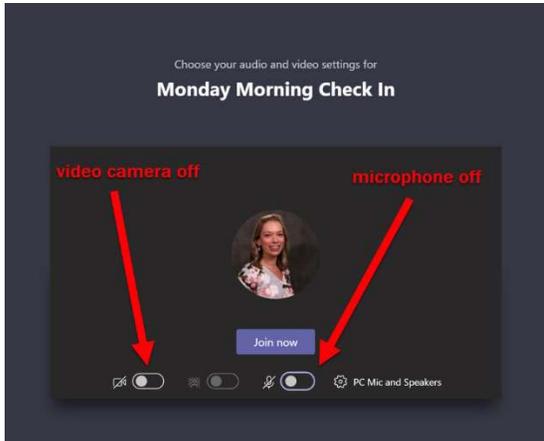
- A join code (from the Teams page, select **Join or create a team** and enter the code)
- A link (check your email!)



## Terms and Features

- **Me Space** = Blue bar along the left and top. This area is used to navigate around Teams.
- **We Space** = Collaborative area in the middle of the Teams window. Information and content here are generally visible to everyone that is part of the Team.
- **Channel** = A way to organize different **Tabs** (Files, Posts, and teacher-created content) around a topic. Every Classroom Team includes a **General Channel**.
- **Posts** = This is where students and teachers have conversations that everyone can participate in.



<p><b>Join a Teams Call</b></p>	<p><b>If your teacher sent a calendar invite to a meeting:</b></p> <ul style="list-style-type: none"> <li>Select <b>Calendar</b>  on the left side of the app to see your meetings. Find the meeting you want, and then select <b>Join</b>.</li> </ul>	
	<p><b>If your teacher invites you in your Teams Channel:</b></p> <p>You'll see an invitation to join, relevant content, and who's in the meeting right in the channel. Just select <b>Join</b>.</p>	
<p><b>Privacy Reminders</b></p>	<ul style="list-style-type: none"> <li>✓ Talk with your parents about <b>where you will be located</b> when joining video meetings and <b>if it is okay to turn on your camera</b> during video meetings.</li> <li>✓ <b>Turn off your camera and mute your microphone</b> prior to joining meetings.</li> <li>✓ Wear <b>school-appropriate attire</b> when participating in video meetings.</li> </ul>	
<p><b>Tips &amp; Tricks</b></p>	<p>If you are not able to access your Classroom Team:</p>	<ul style="list-style-type: none"> <li>✓ Make sure you have received an email from your teacher, stating that you have been added to a Classroom Team.</li> <li>✓ Make sure you are using your correct LWSD email address and password.</li> <li>✓ Make sure you are accessing your Classroom Team through <a href="https://teams.microsoft.com/">https://teams.microsoft.com/</a>.</li> <li>✓ Make sure your device is connected to a network.</li> </ul>
<p><b>Resources</b></p>	<p>Click on the link to go to a <b>Microsoft Teams support page</b> with information. The case-sensitive short URL can also be clicked or typed into a web browser from any device.</p>	<p><a href="#">Microsoft Teams for Education: Quick Start for Students</a></p> <ul style="list-style-type: none"> <li>o Short URL: <a href="https://bit.ly/MSTeamsStudent">https://bit.ly/MSTeamsStudent</a></li> </ul> <p><i>Please note that some of the features highlighted in the information from Microsoft, like Chat, are not utilized by Lake Washington School District at this time.</i></p>