

MICROSOFT CLASSROOM TEAMS: STUDENT QUICK START

Access	Open Microsoft Teams on your computer and sign in with your LWSD email and password .	Enter your work, school, or Microsoft account. Sign-in address Sign in
	Select Teams ^{EDS} to see which class teams you are in.	Microsoft Teams If Search or type a command Image: Search or type a command Image: Search or type a command Image: Search or type a command Image: Search or type a command Image: Search or type a command Image: Search or type a command Image: Search or type a command Image: Search or type a command Image: Search or type a command Image: Search or type a command Image: Search or type a command Image: Search or type a command Image: Search or type a command Image: Search or type a command Image: Search or type a command Image: Search or type a command Image: Search or type a command Image: Search or type a command Image: Search or type a command Image: Search or type a command Image: Search or type a command Image: Search or type a command Image: Search or type a command Image: Search or type a command Image: Search or type a command Image: Search or type a command Image: Search or type a command Image: Search or type a command Image: Search or type a command Image: Search or type a command Image: Search or type a command Image: Search or type a command Image: Search or type a command Image: Search or type a command Image: Search or type a command Image: Search or type a command Image: Search or type a command
	You will see a tile for each class.	Physical Science Algebra Language Arts. World History Intro to Ecology
		Communications Chemistry 301
Terms and Features	• Me Space: Blue bar along the left and top used to navigate Teams.	
	• We Space: Collaborative area in the middle of the screen. Information is visible to every member.	C > 67 Search or type a command Lake Weakington Status David & 200 × We Space Research Project Public Frier Notes Research and Docume_ MLA Research + @Research and Docume_ MLA Research +
	Channels: Used to organize different topics or groups. Every Classroom Team includes a General Channel.	Channels Channels
	• Tabs: Navigation to Posts, Files, Notes (OneNote Collaboration Space) and links to websites, tools or documents.	Me Space Start a new conversation. Type @ to mercion someone.
	Posts: Used for announcements, polls and conversations.	

Join a Teams Call	 If your teacher sent a calendar invite to a meeting: Select Calendar in on the left side of the Me Space to see meetings. Find the meeting and select Join. You can also click on the calendar event to open the appointment and select Join. 	Calendar
	If your teacher invites you into a meeting within a Teams Channel: You will see an invitation to join, content, and who else is in the meeting. Select Join.	Copy Review 01:13 Copy Review 01:13
Privacy Reminders	 ✓ Talk with your parents about where you will be located when joining video meetings and if it is okay to turn on your camera. ✓ Turn off your camera and mute your microphone prior to joining meetings. ✓ Wear school-appropriate attire when participating in video meetings. 	<section-header></section-header>
Tips & Tricks	If you are not able to access your Classroom Team:	 Make sure you are using your correct LWSD email address and password. Make sure you are accessing your Classroom Team through Microsoft Teams on your LWSD computer, or through https://teams.microsoft.com/. Make sure your device is connected to a network.
Resources	For more information, click on the link to the Microsoft Teams support page . The case-sensitive short URL can also be clicked or typed into a web browser from any device.	Microsoft Teams for Education: Quick Start for StudentsoShort URL: https://bit.ly/MSTeamsStudent 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.