Navigating Microsoft Teams
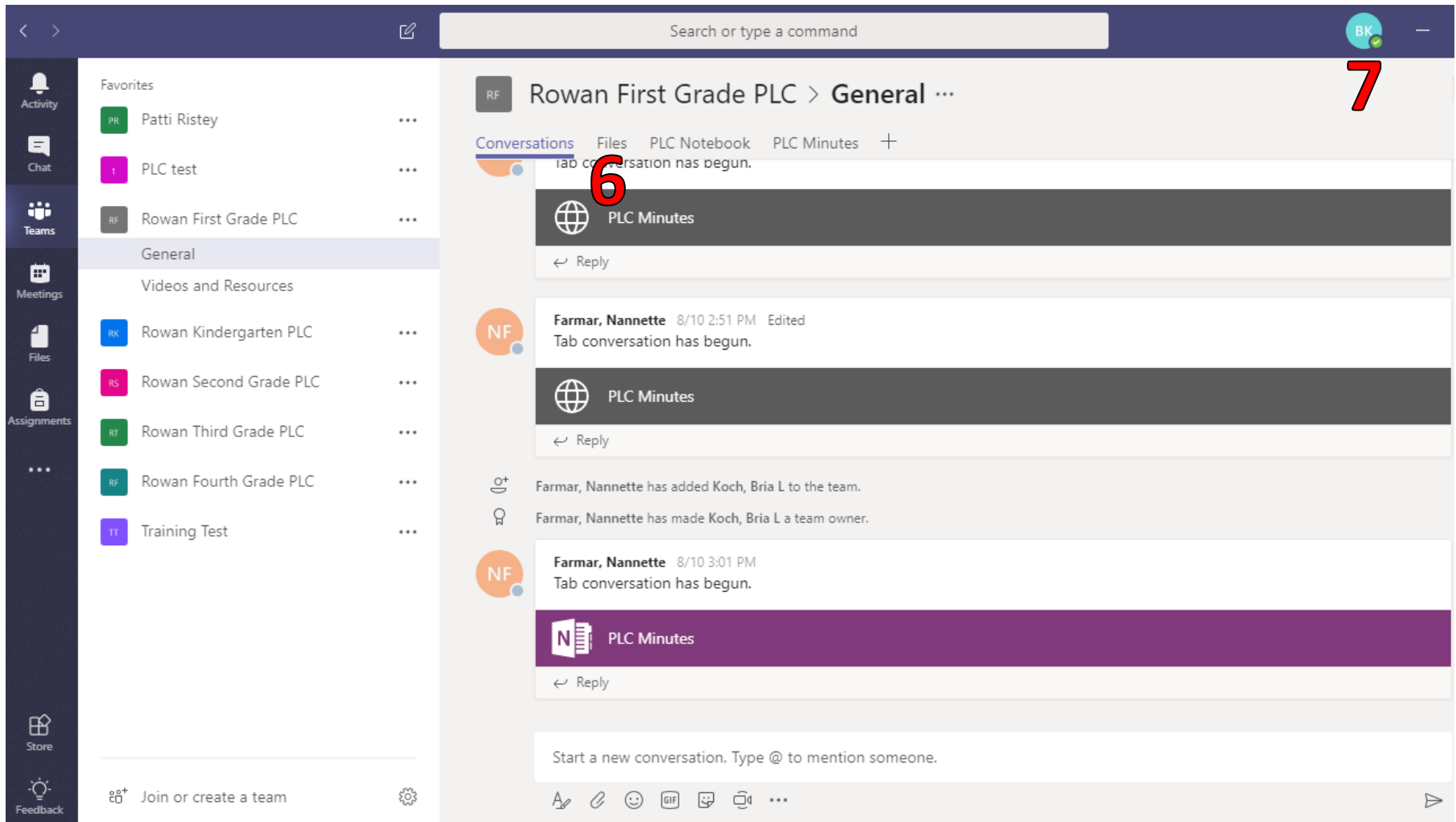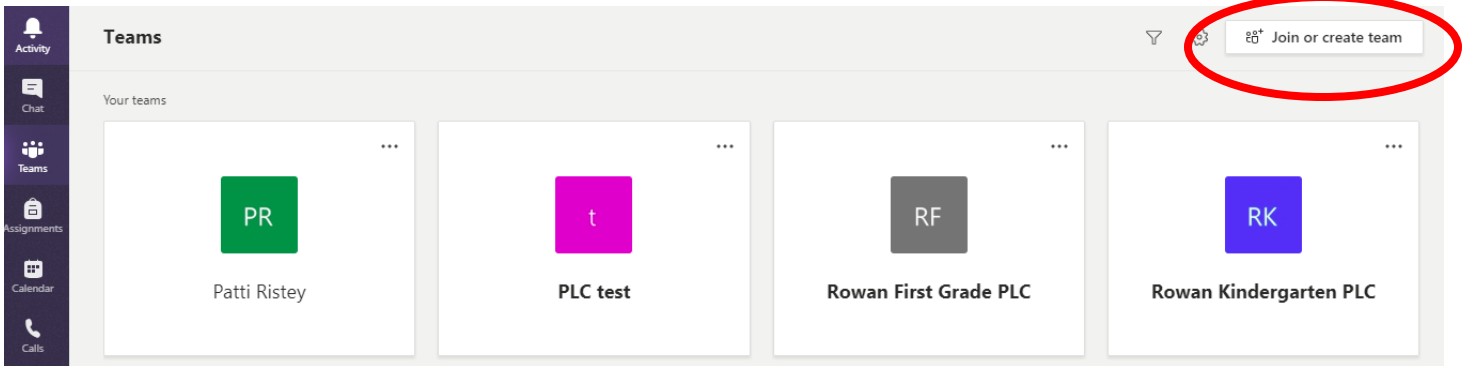

1. See recent activity
2. Send messages to team members
3. View all of the teams you're in
4. View/schedule upcoming meetings
5. View your recently opened files
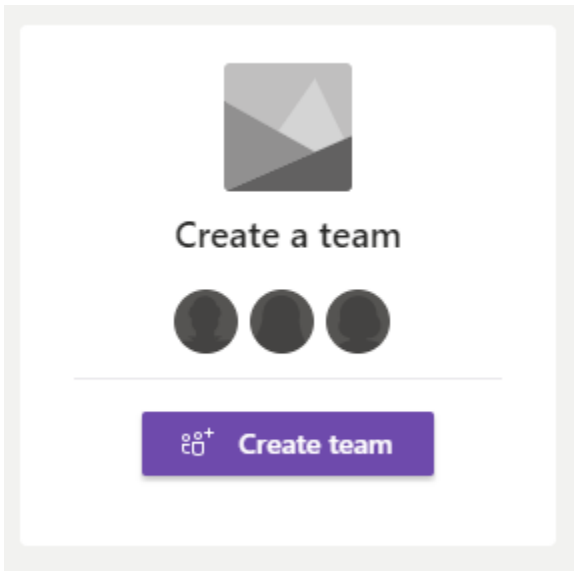6. View files shared with your team
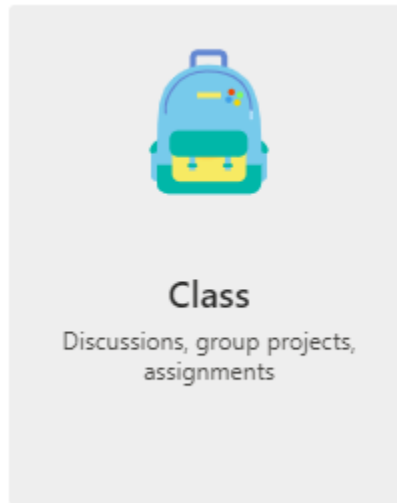7. Access profile information

Starting a Team

    1. Click on Join or create team

    2. Click on Create a team   3. Choose Class

    4. Enter your students by their last name to add them to your team

Create your team

Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook.
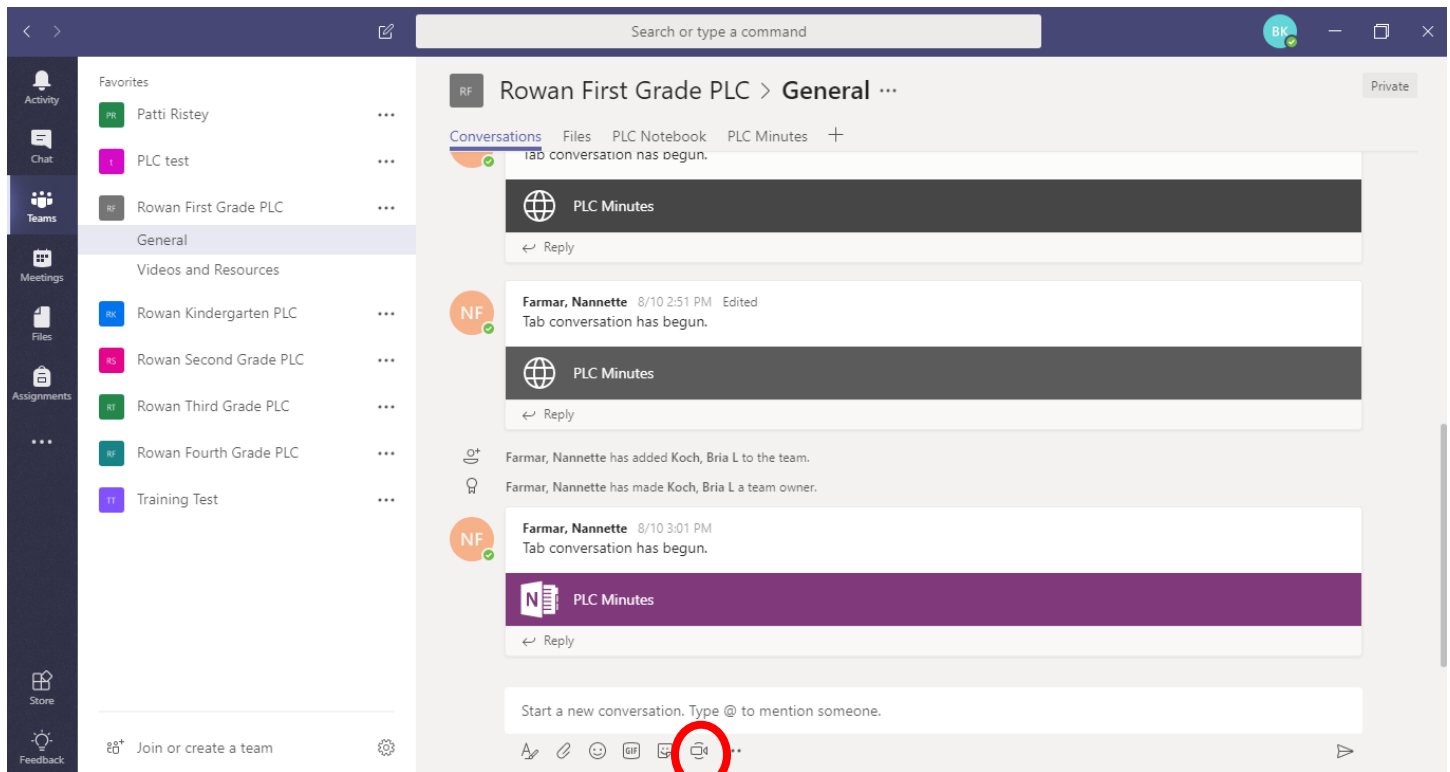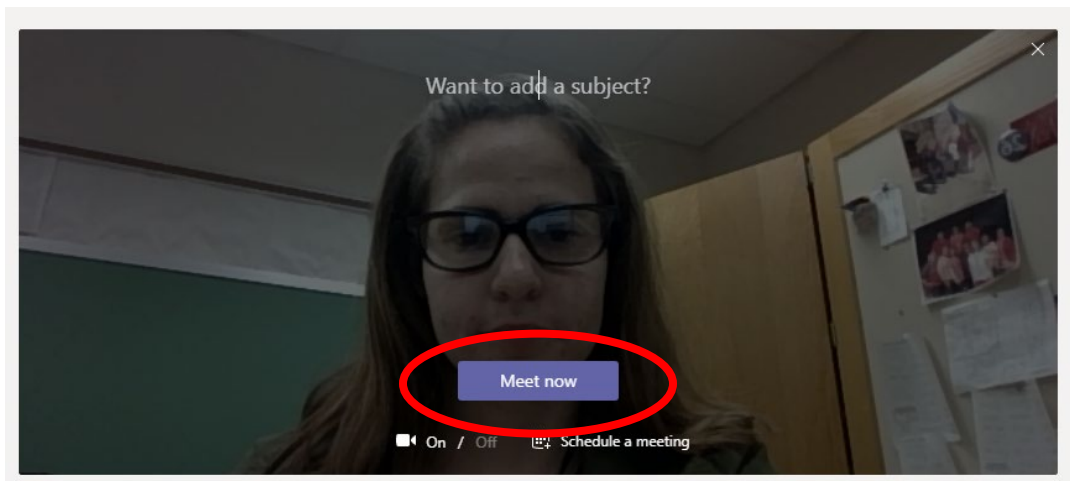
Name

Description (optional)

Create a team using an existing team as a template

Cancel   Next

Starting a Meeting

To quickly start a meeting, click on the camera button in the "Conversations" tab

Then you can title your meeting and press the purple "Meet now" button to start!
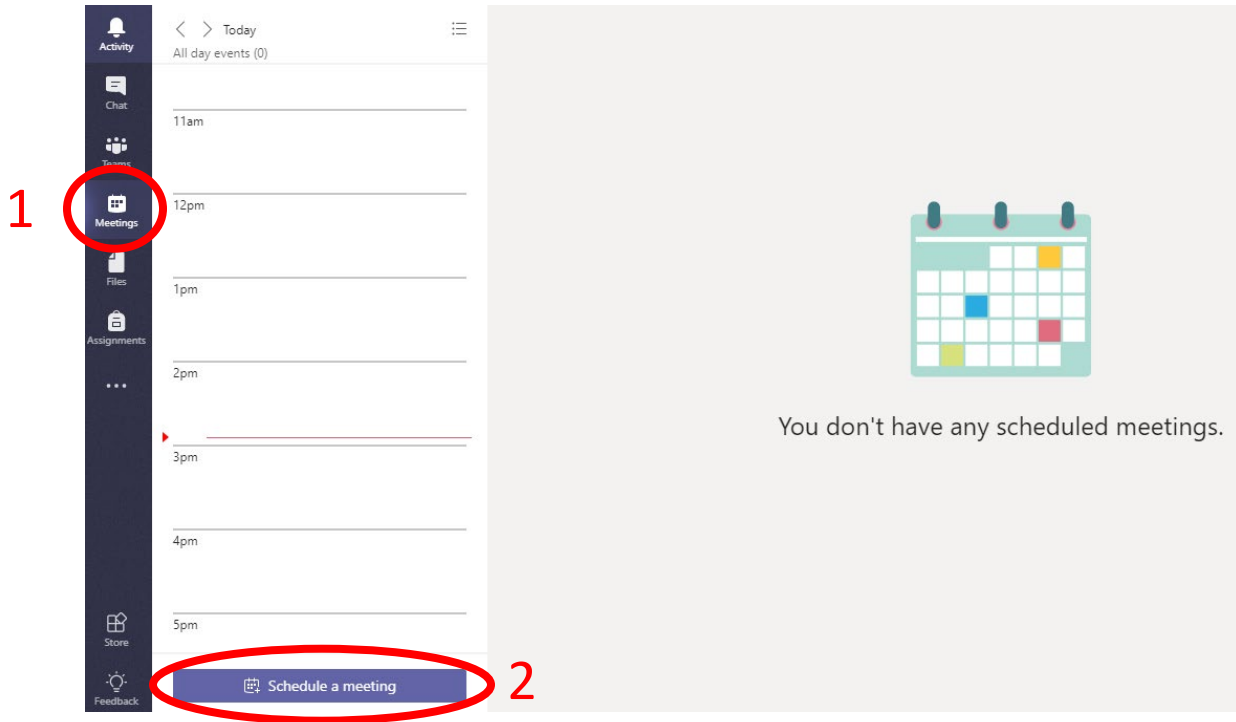

Video Controls

1. Turn video on/off
2. Turn audio on/off
3. Share your screen
4. Other options—including record video button & blur your background
5. End meeting

Scheduling a Meeting

1. Click on meetings in the app bar
2. Then click on schedule a meeting

Fill out the form to send email invites to participants and put it on your schedule

1. Meet within a specific group or just with selected people
2. Invite people by last name