

# MICROSOFT TEAMS GUIDE FOR STUDENTS

## What is Teams?

Teams is a collaboration application that is a part of the Office 365 suite from Microsoft. Instructors can use Teams to provide lectures, facilitate group discussions, and teach classes remotely. Being that Microsoft Teams is an Office 365 application, all currently-enrolled students are able to download and use Teams, in addition to the entire Microsoft Office 2019 suite.

## How Do I Access It?

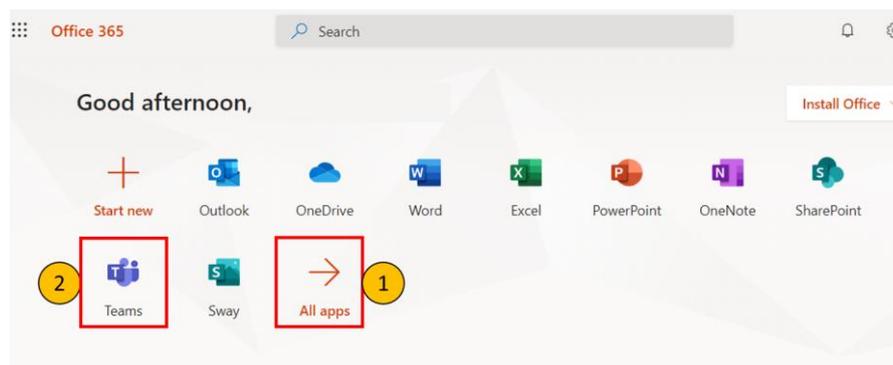
You can access it via web or download it to your computer or mobile phone.

### Web:

Go to: [Office 365 Portal](#) and log in with your Student ID and Password (same as your IMU username and password).

Once you're logged in, you will see this page.

1. If you can't see the 'Teams' icon, click 'All Apps'
2. Click 'Teams' to open the Teams App



### Smartphone:

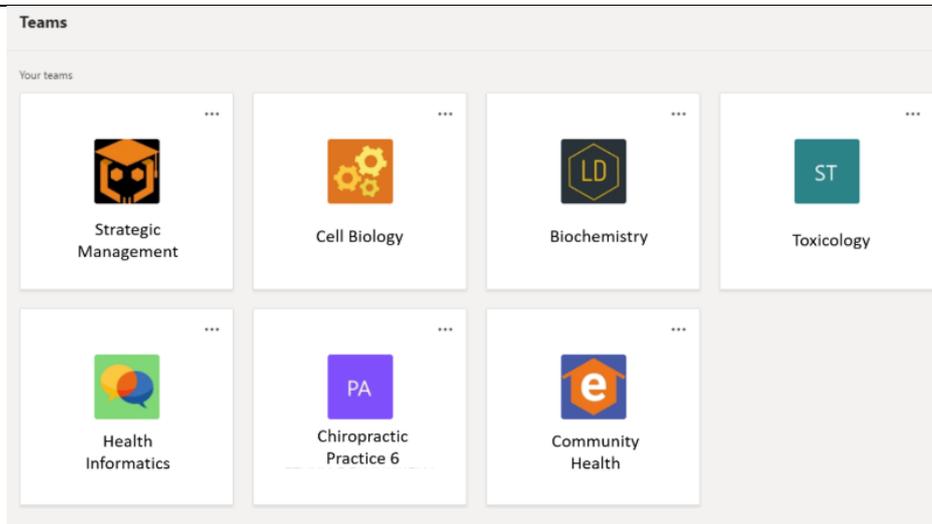
To download and install the Teams app on either an iPhone or Android phone:

1. *Navigate* to either the **App Store (iOS)** or **Google Play Store (Android)**.
2. *Search* for **Microsoft Teams**, and *proceed* to the **correct search result**.
3. *Select* **Get (iOS)** or **Install (Android)**.
4. This will download and install the application on your phone.

## How Do I Find My Class In Teams?

Once you have selected the **Teams** button, you will be able to see any teams that you are a part of (example as below).

To join the class, click the 'teams'.

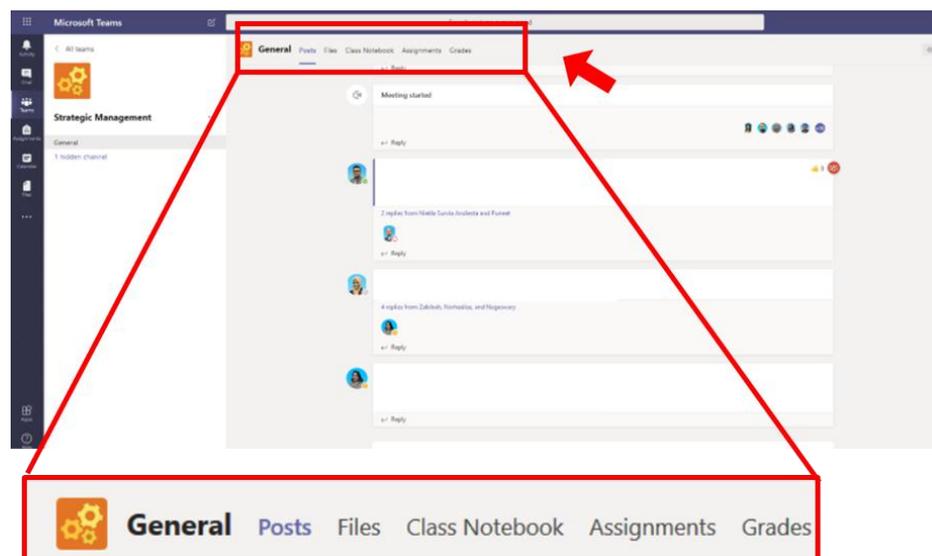


## How to Participate In My Online Class Session?

Once you have selected the 'teams', picture below shows what you'll see. Each class will open up to **"General Posts"**. The arrow shows where you'll see new assignments and announcements from your Lecturer.

In this tab, you are able to chat with your lecturer and friends.

There are various tabs on top of the page. Your lecturer may add items and tasks to it, so make sure to check these tabs.



### Tabs information:

<b>Files tab</b>	This is where your coordinator may upload class documents. These documents will be read-only, but you can open and download a copy if you would need to.
<b>Class Notebook Tab</b>	The Class Notebook will open up to your class OneNote. (If your lecturer choose to use this for notes or assignments, they'll give specific directions regarding that.)
<b>Assignments Tab</b>	The Assignments tab is where you will be able to see all the assignments that have been assigned to you.

Once you click on “Assignments” this is what you’ll see.

1. What has been assigned to you
2. When it is due
3. What you have already completed

It’s going to be really important for you to pay attention to due dates so you don’t fall behind.

## How Do I Join a Live Class Session/Meeting?

### Steps:

1. Once your lecturer created the live session and invite you, you will received this invitation in your email.
2. Click ‘Join Microsoft Teams Meeting’ link

#### eLearning Support Live Session : Best Practices

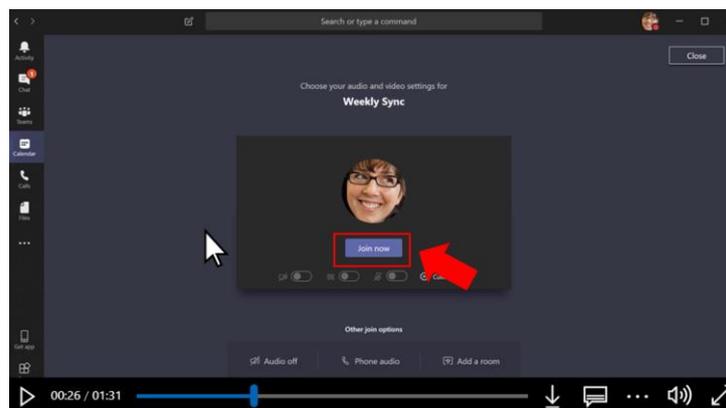
Please join us this afternoon at 3.30pm for some tips and tricks on cor  
Thank you.

[Join Microsoft Teams Meeting](#)

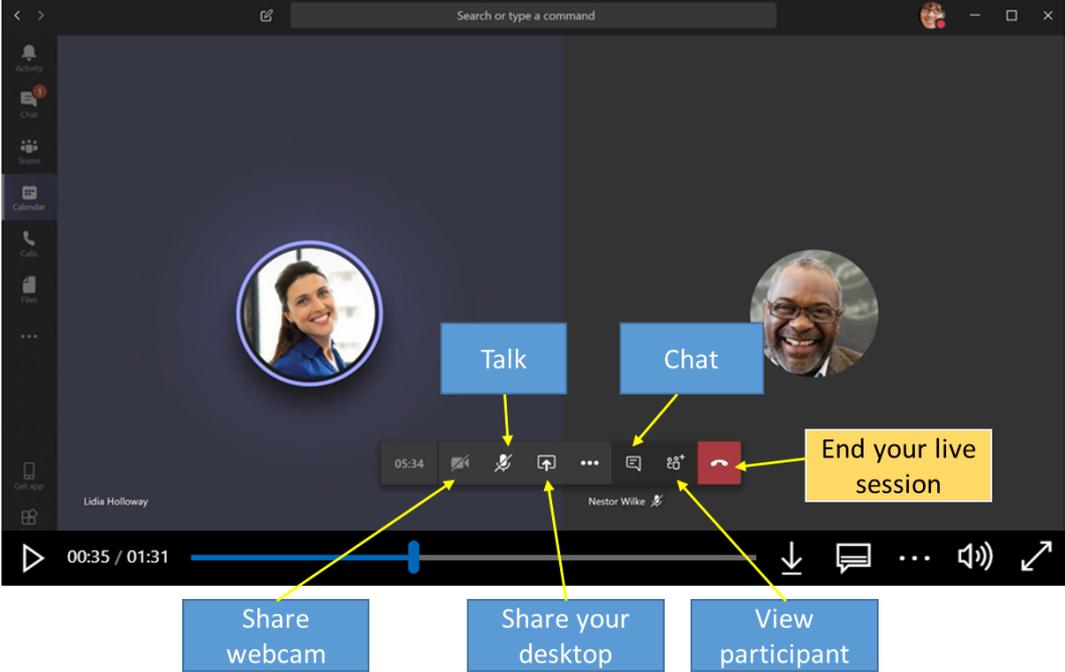
[Learn more about Teams](#) | [Meeting options](#)



3. The link will open a window as below:
4. Click ‘Join Now’ button



5. In the live session, you are able to:



The screenshot shows a Microsoft Teams meeting window. At the top, there is a search bar with the text "Search or type a command". Below this, there are two circular video thumbnails: one for Lidia Holloway and one for Nestor Wilke. In the center, there are two blue boxes labeled "Talk" and "Chat". Below these, there is a row of call control buttons: a microphone icon, a camera icon, a screen share icon, a three-dot menu icon, a chat icon, a plus icon, and a red hang-up icon. A yellow box labeled "End your live session" points to the hang-up icon. At the bottom, there is a playback bar with a play button, a progress bar showing "00:35 / 01:31", and several other icons. Three blue boxes with yellow arrows point to specific buttons: "Share webcam" points to the camera icon, "Share your desktop" points to the screen share icon, and "View participant" points to the plus icon.

Watch this video: <https://support.office.com/en-us/article/join-a-teams-meeting-078e9868-f1aa-4414-8bb9-ee88e9236ee4>

### Extra Tips and Tricks:

- Make sure to **turn off your mic** once you join the live session. Enable it if you have question to ask your lecturer.
- Download the Teams app on your smartphone and have access to all your classes there. This will also **allow you to get notifications** when you have a new assignment available.
- Stay on top of your assignments and due dates by **checking in daily**.
- Remember, to get in contact with your lecturer via email or posting a question using chat feature in Teams if you have any questions or problems.