



Microsoft Teams for Education

Quick Start guide for students

Get started

How to sign in

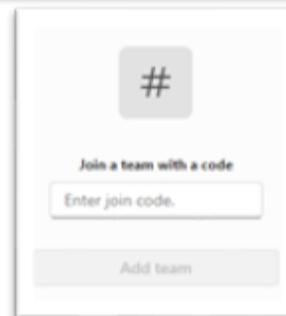
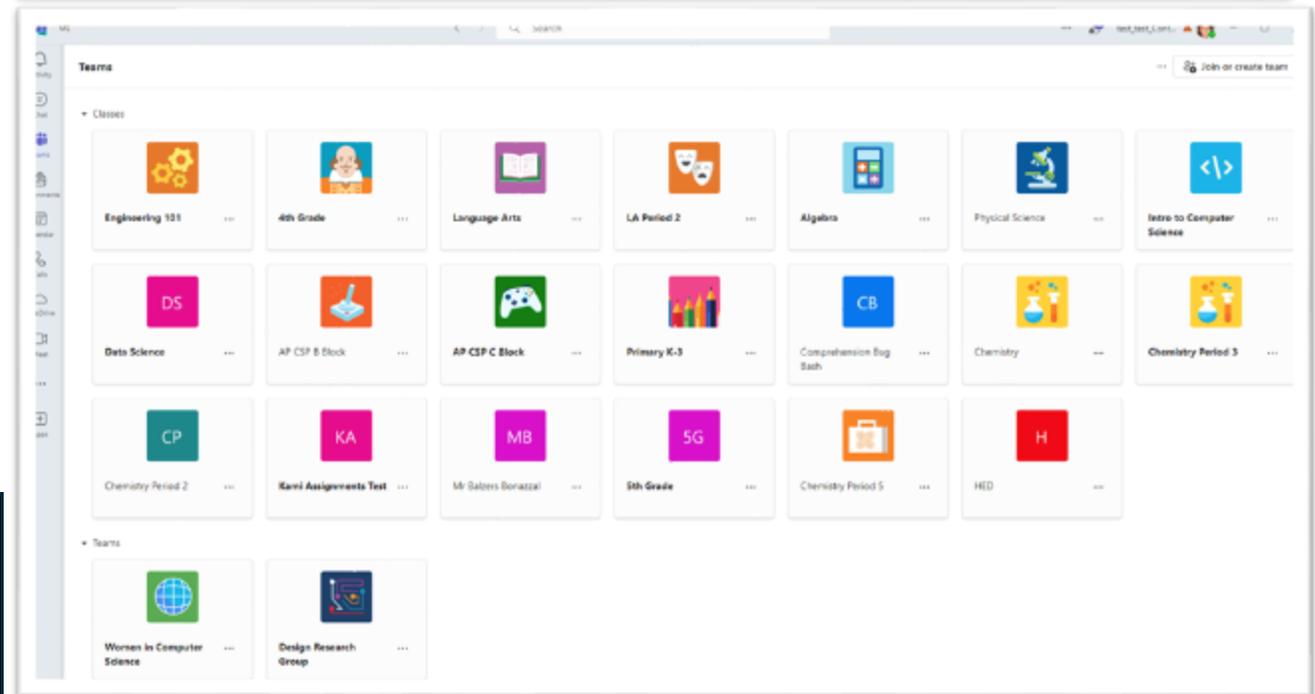
Sign in to Teams

1. Go to Microsoft365.com on your web browser and sign in with your school email and password.
2. From your Microsoft365.com homepage, choose 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, choose one to start connecting with your teacher and classmates!



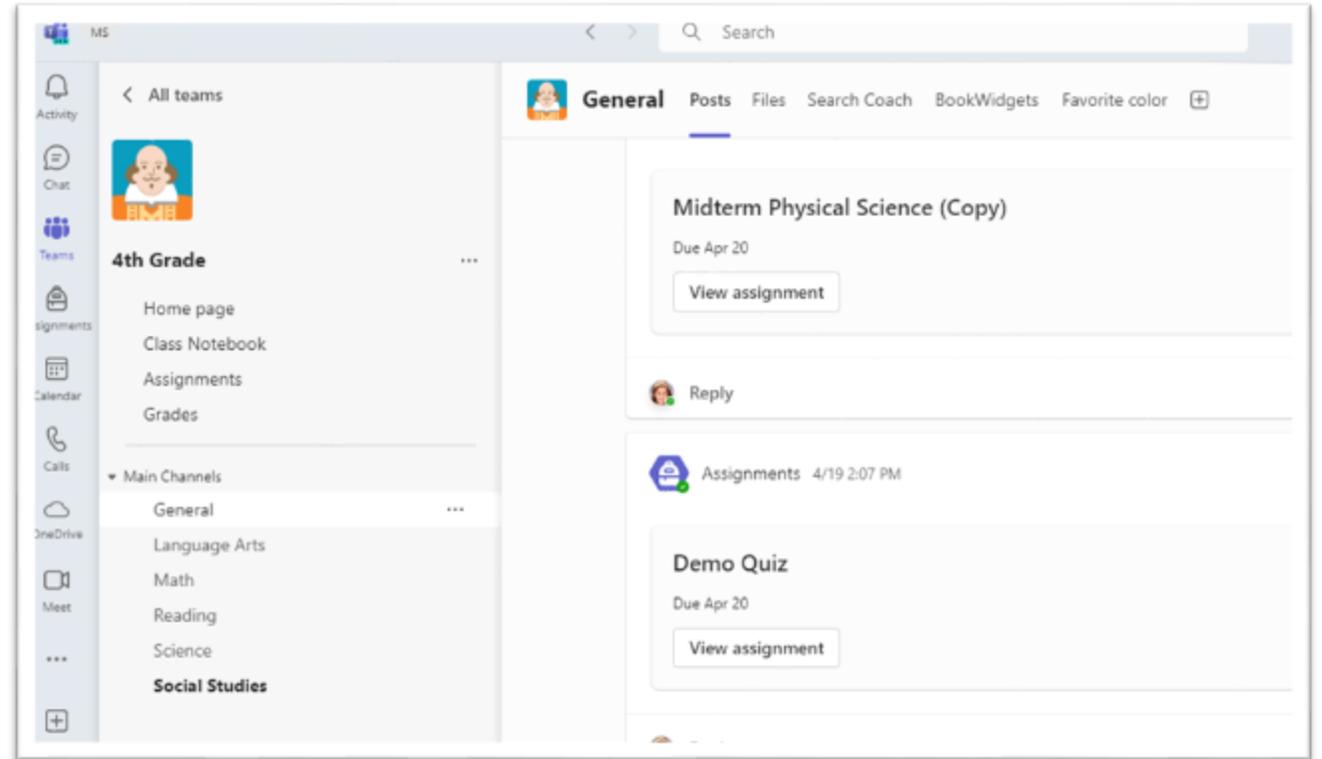
Get organized

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

Channels

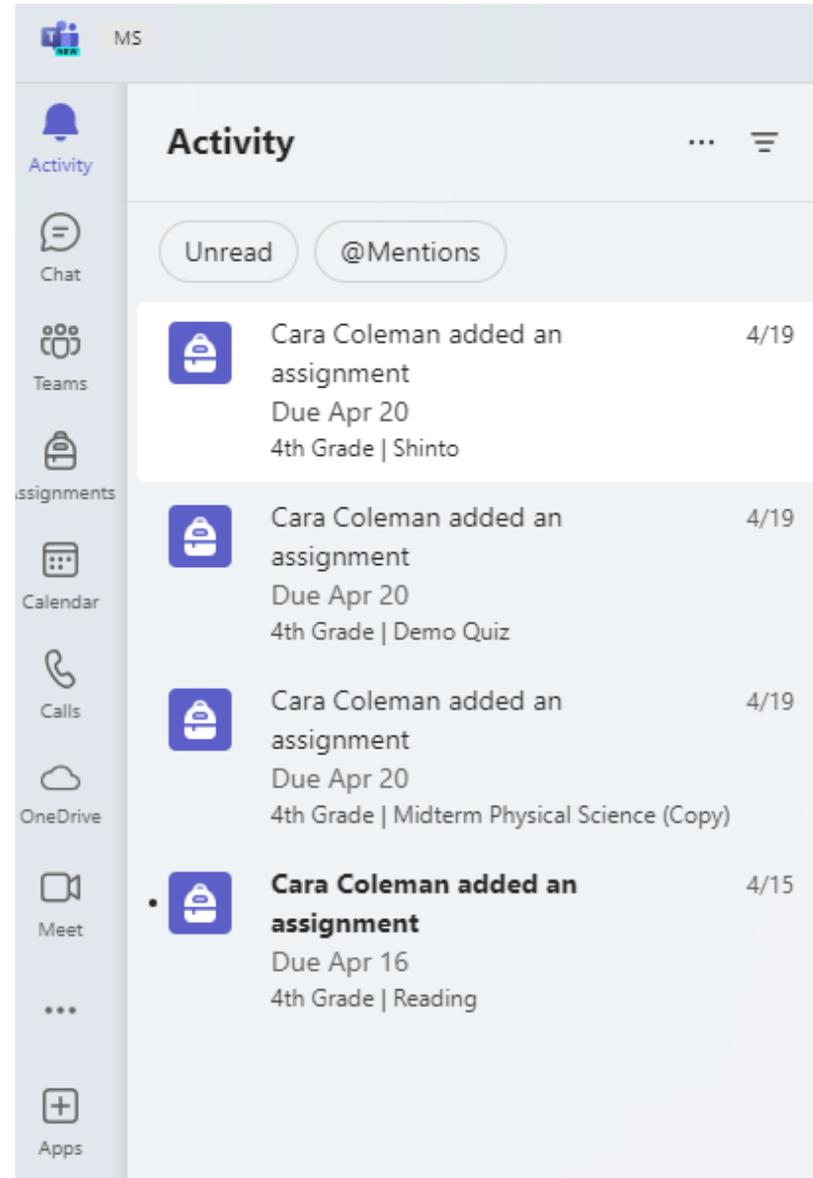
Every class team has a main discussion area, the **General** channel. Under **General**, your teacher may create more channels to organize topics, projects, and more.

- 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.



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

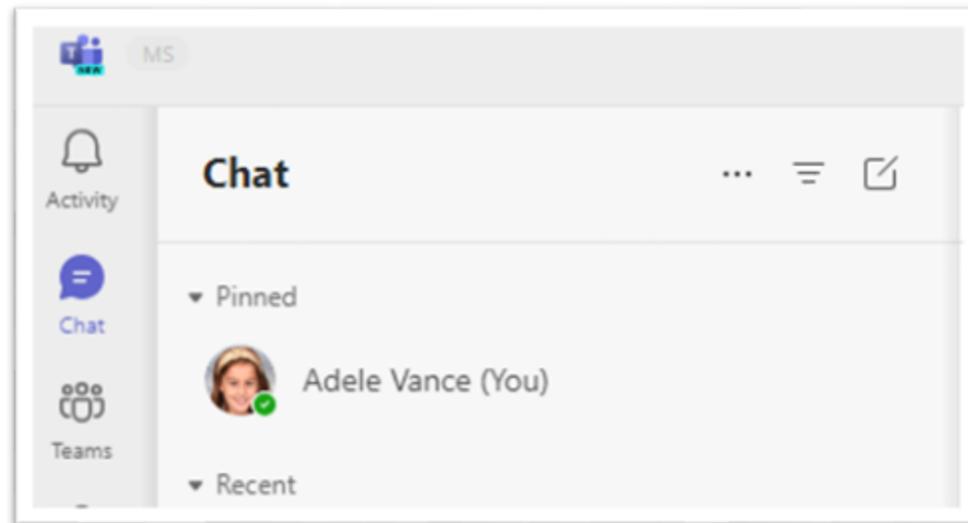
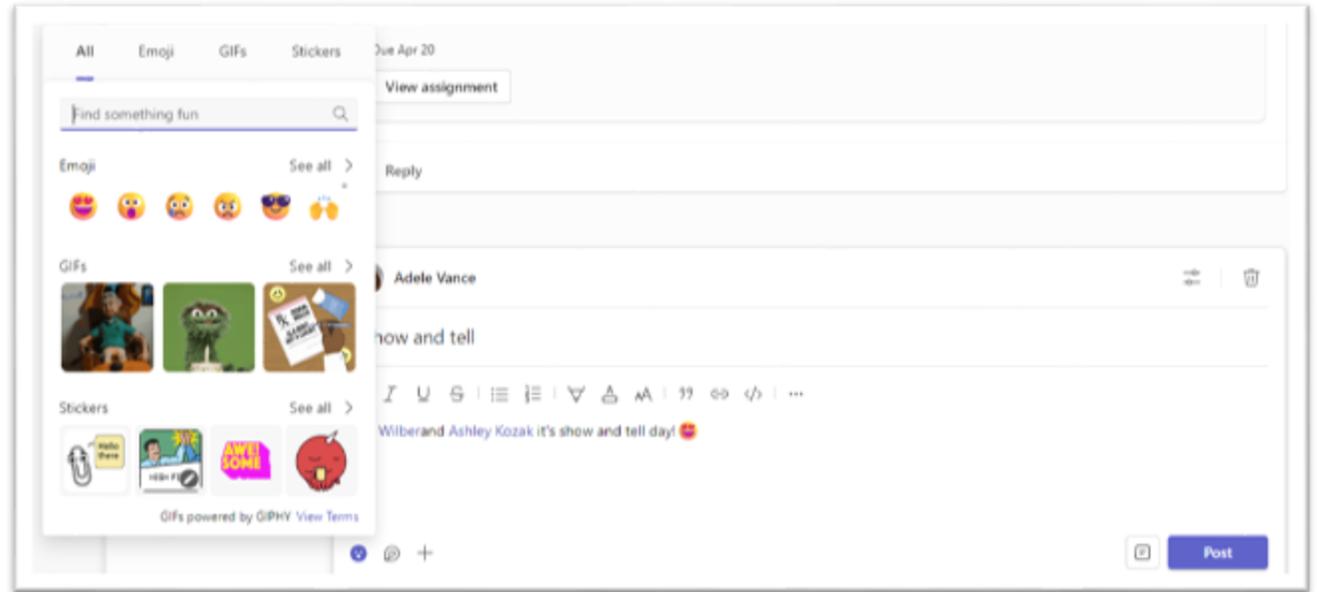
Create and send a message in a chat or channel

Type a message in chat or choose the **Start a post** button in a channel to share a message with your entire class.

In a channel post, you can . . .

- Attach an image, gif, sticker, or file.
- 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**.

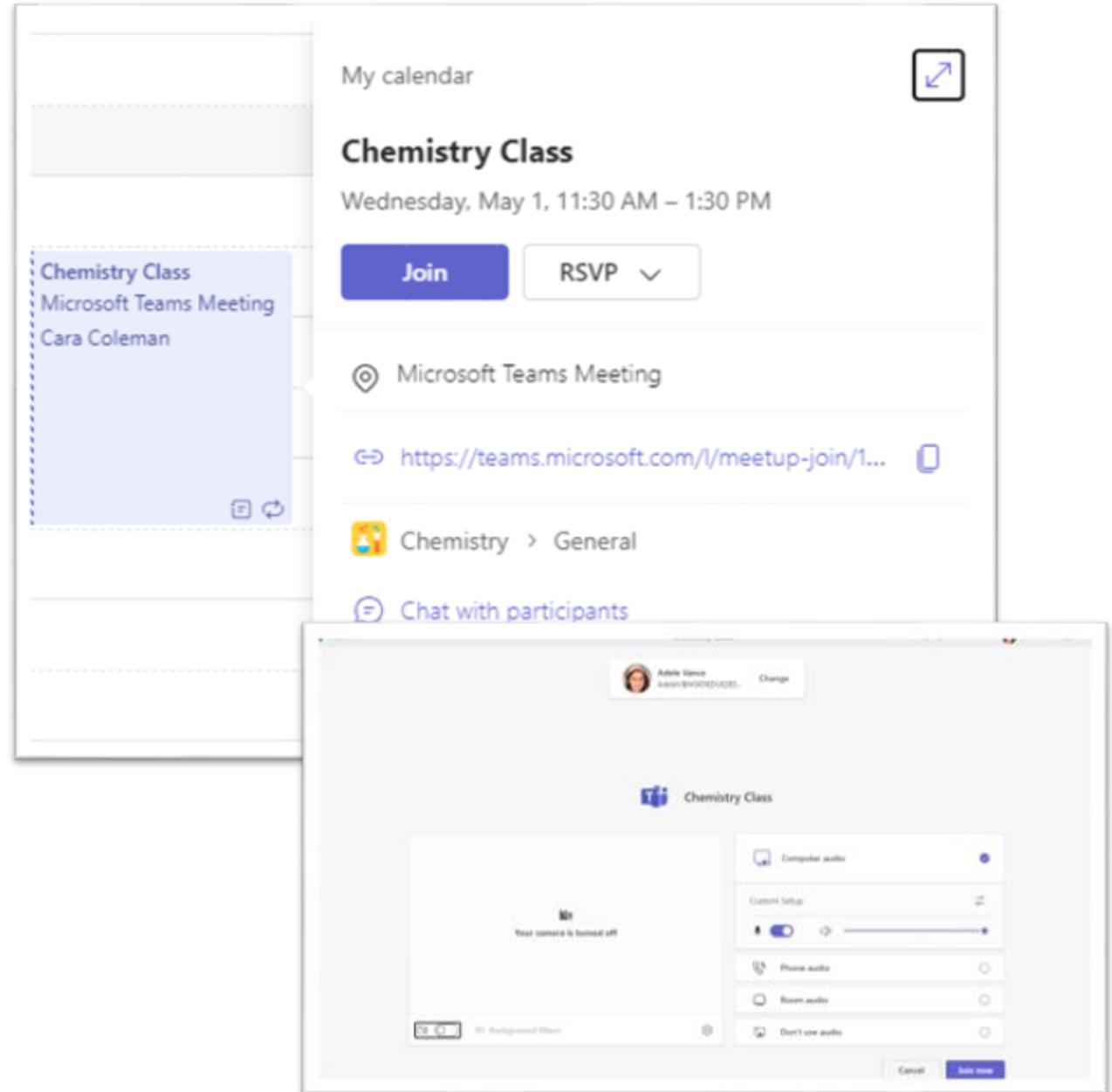


Connect with video

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.

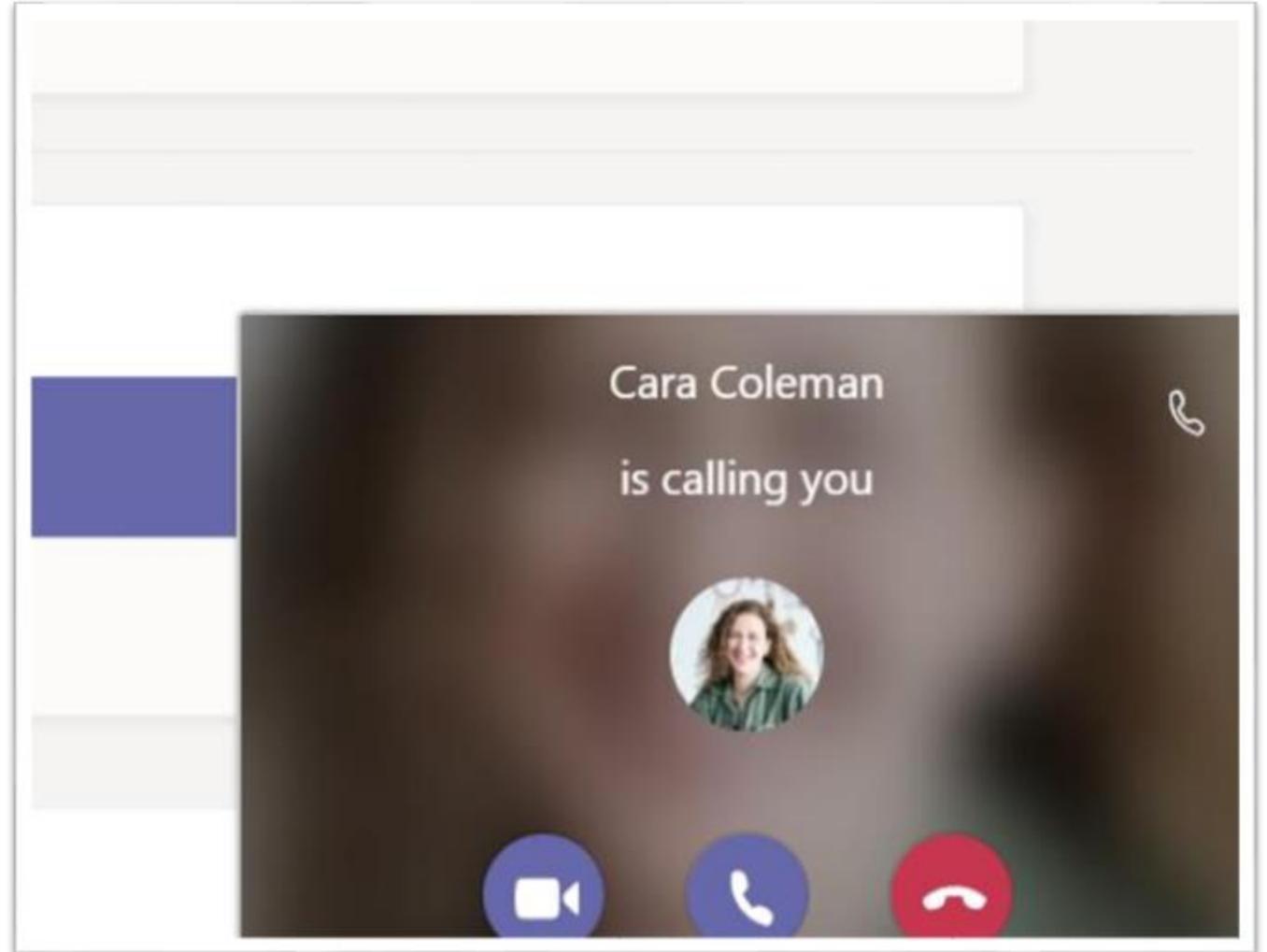
1. Select **Calendar** to see any meetings your teacher or classmates have added you to, or any you've created yourself. Choose **Join** when it's time to meet.
2. Adjust your audio and video settings, then choose **Join now**.

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

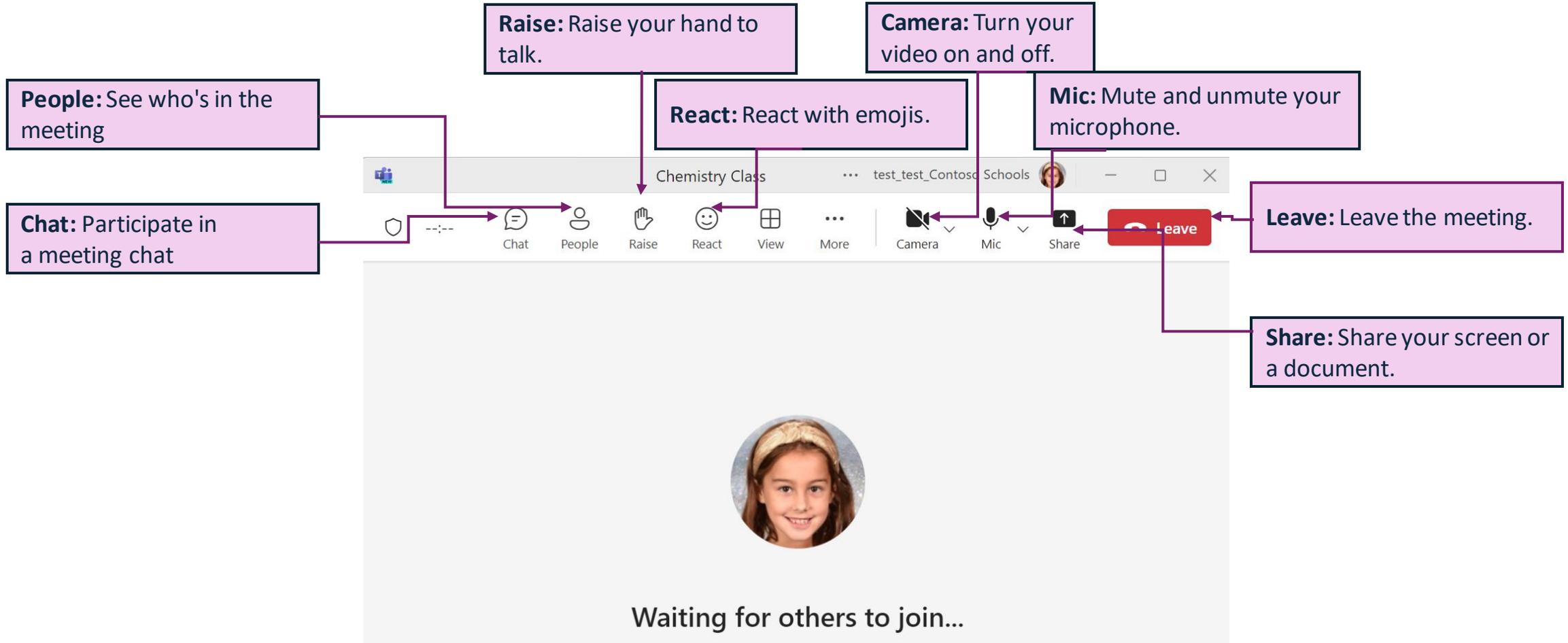


Answer a call

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

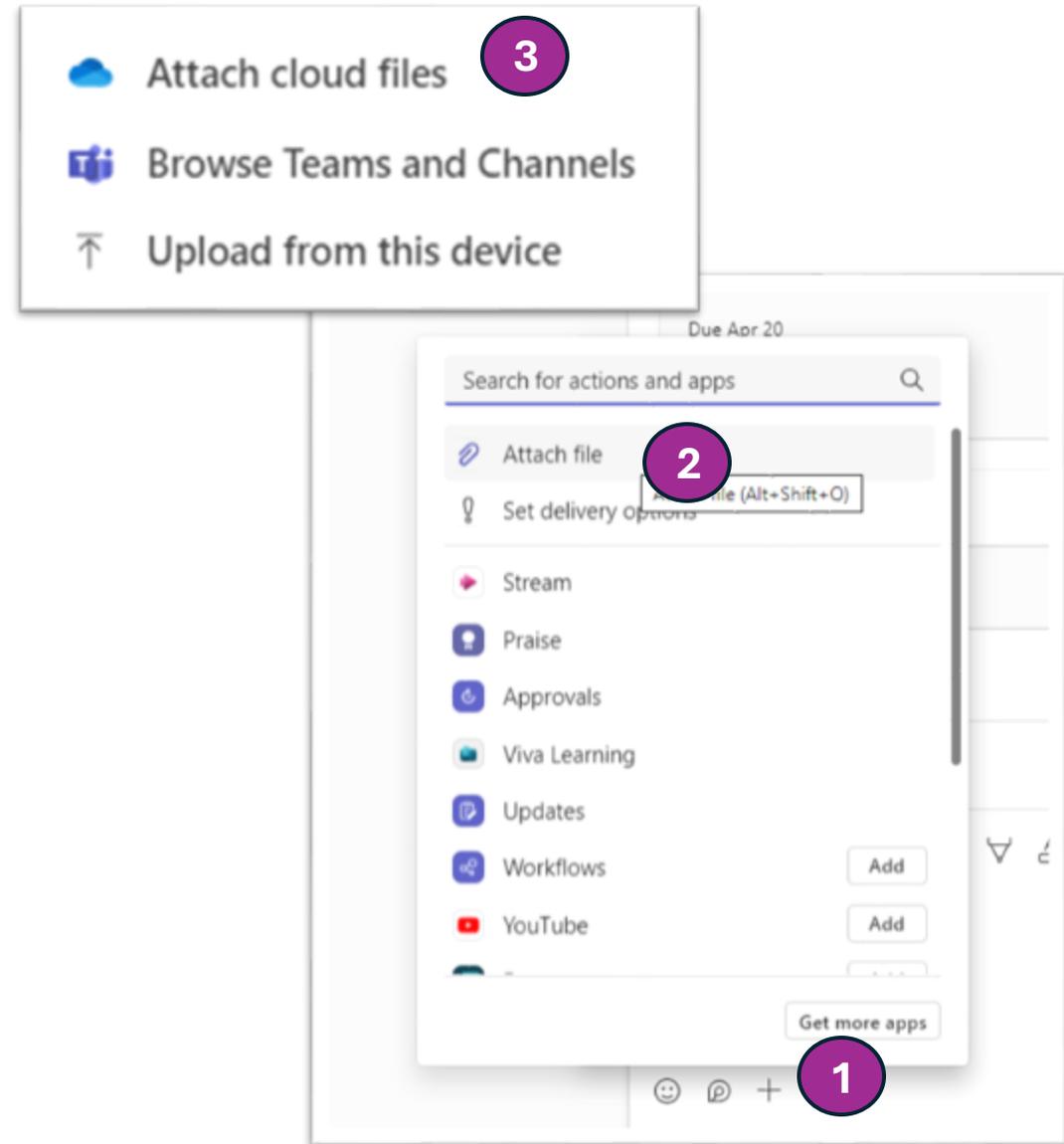


Share and organize files

Share files in conversations and use the Files tab to keep track of them.

Share a file in a channel or chat

1. In a new message or reply, choose the **plus sign icon**. 
2. Choose **Attach file**.
3. Choose a file you'd like to share from the cloud, teams, or upload from your device.
4. Include a message if you want, then choose **Post**.



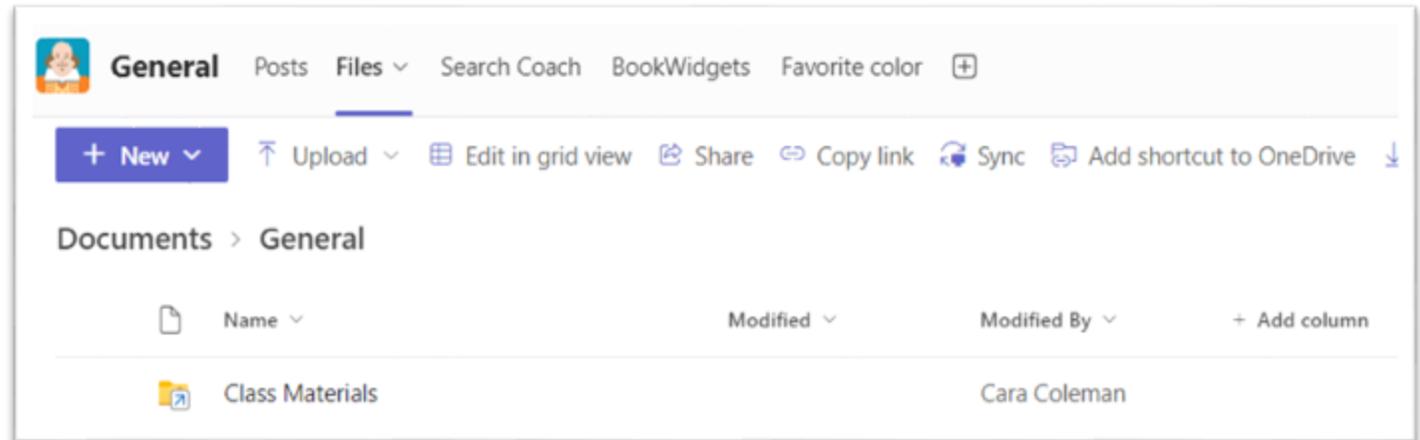
Find or create a file

See the files that you, your classmates, and your teacher have shared in a chat or a channel by selecting the **Files** tab.

While in **Files**, you can create a new Word, Excel, or PowerPoint document for you and your classmates to collaborate in.

Class Materials

In the **Files** tab of every class team's **General** channel, your teacher might add read-only resources to the **Class Materials** folder. Look here for important documents that can help you with assignments, projects, or just staying up to date on class expectations.

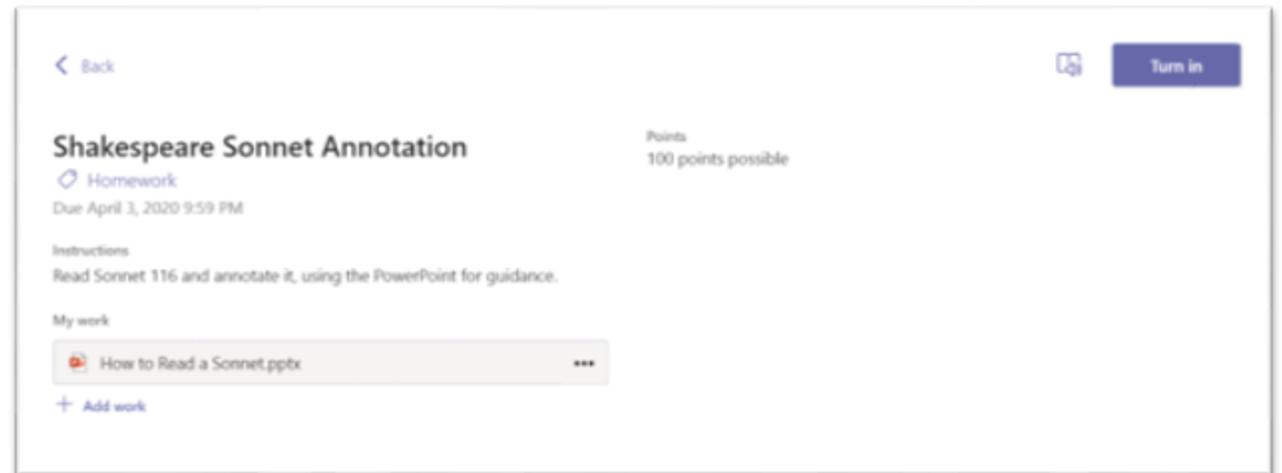
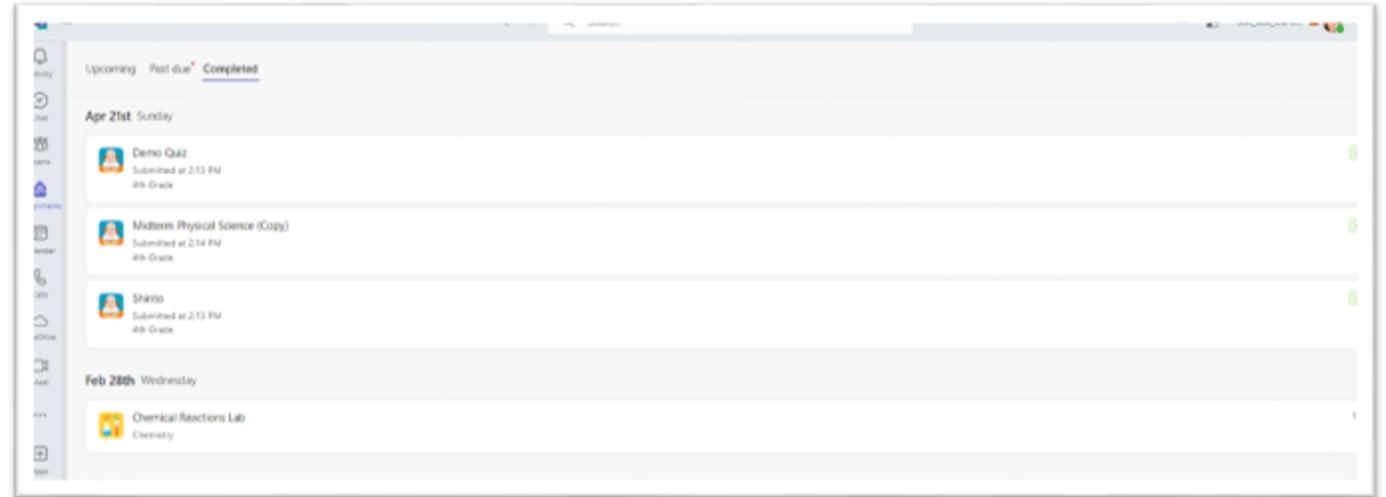


Assignments and grades

View and turn in your work. All from Teams.

View and turn in assignments

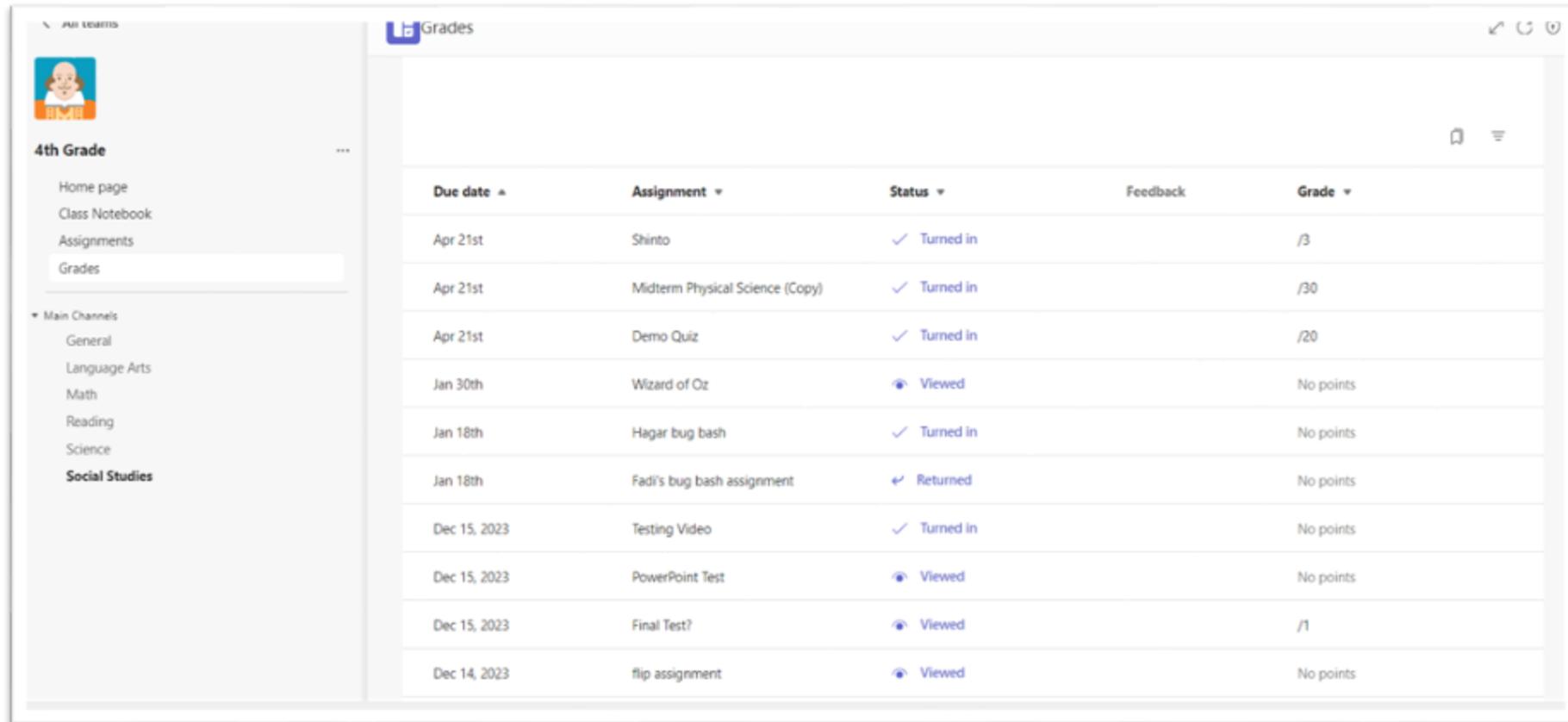
1. Select the **Assignments** tile .
2. To view assignment details and turn in work, select the assignment.
3. Attach any required materials by choosing **Add work**.
4. Choose **Turn in**.



See your grades

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

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



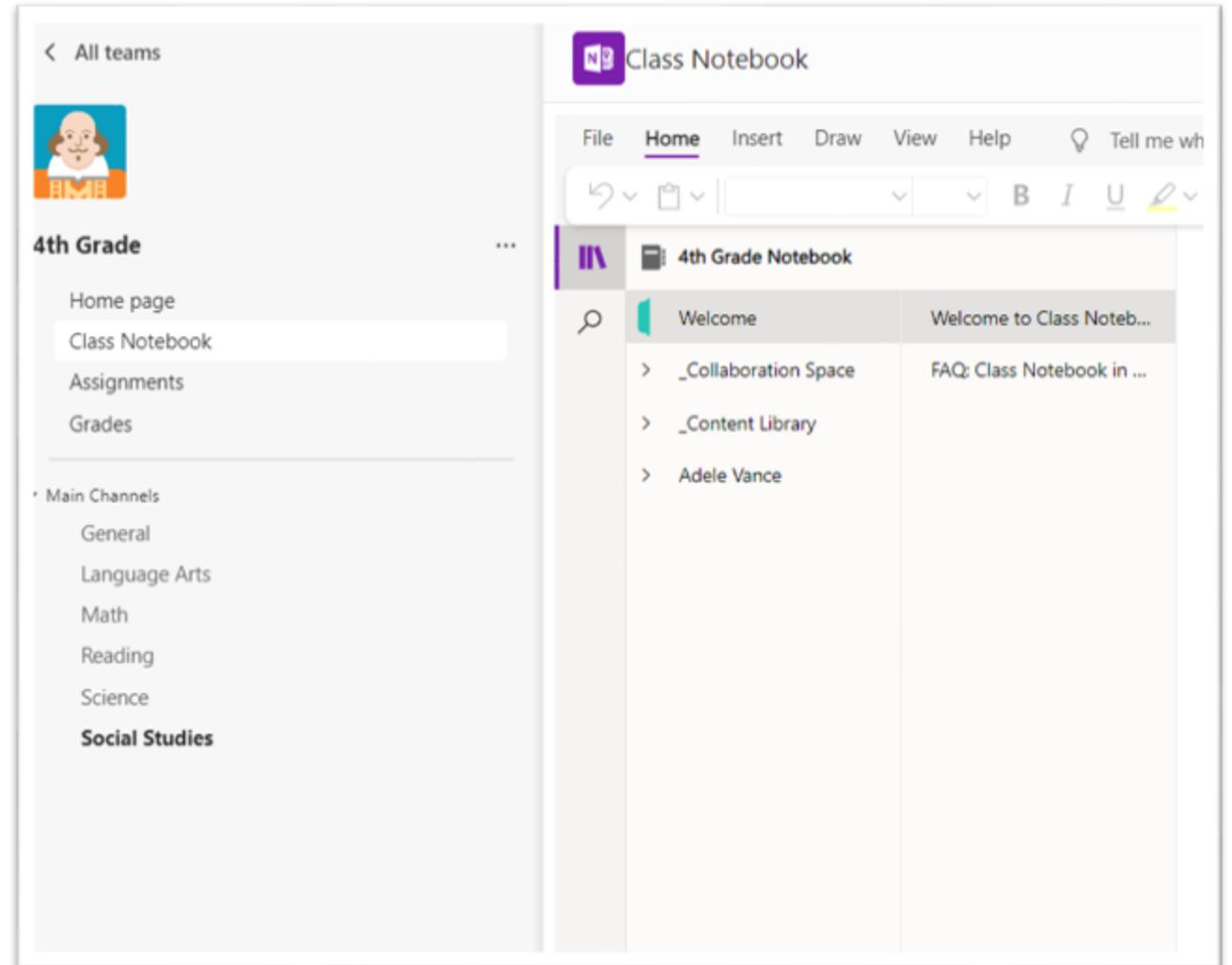
Class Notebook in Teams

Use your class team's built-in Class Notebook for more class work, activities, and collaboration.

Use Class Notebook in Teams

Need to take private notes or brainstorm with classmates? Choose **Class Notebook** in your Teams menu.

1. Select > to expand the notebook and see all your sections: a **Collaboration Space** for developing ideas and projects with classmates, a **Content Library** where your teacher can save important resources, and a private notebook section that's just for your work.
2. Note the section at the bottom with your name—that's your private notebook! Only you and your teacher can see it.



More resources

Get help on Microsoft 365 and Teams

Explore the Student help center for inspiration and help using Microsoft 365 with your school work.

