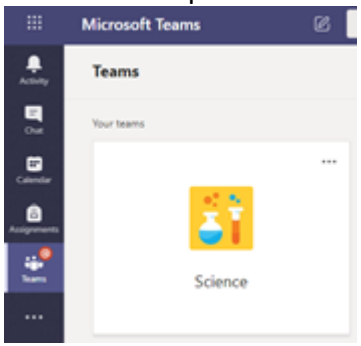
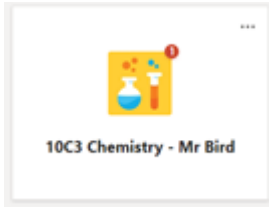
How to access Microsoft Teams lessons on a PC/Laptop

1. Log in to Office365 - https://www.office.com/
2. Your school email address is your username and your password is the same as your school password,
3. Once you are logged on select the Teams icon the third from the right

4. Once Teams opens select the Teams icon on the left hand side of the screen to access all of the teams you are a member of

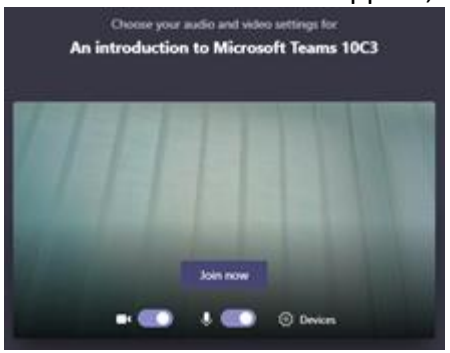


5. Click on the team you have a scheduled video lesson you have been invited to join

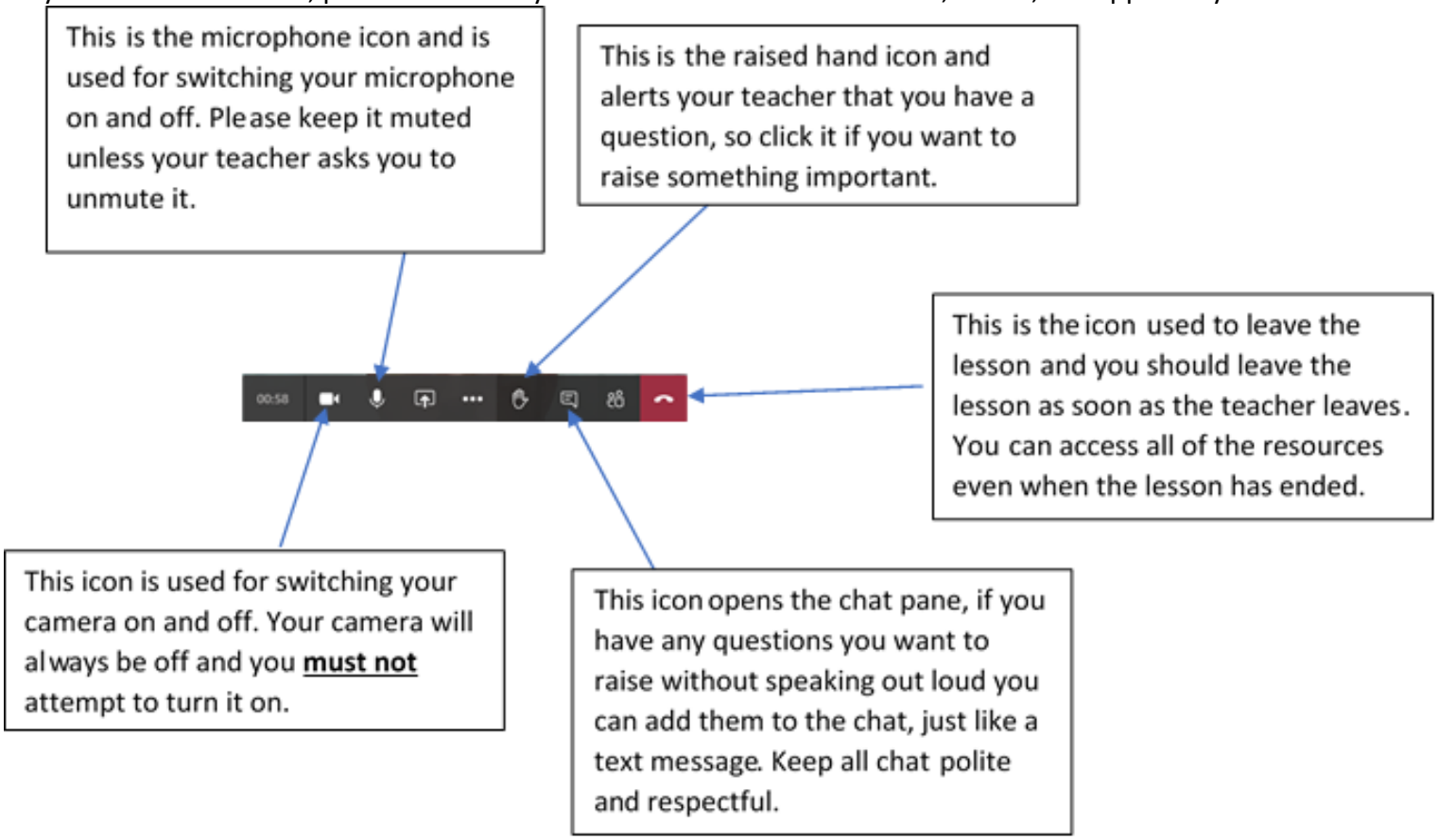


6. Once your team channel there will be a post for the video lesson you have been invited to join, once the lesson starts a join button will appear in the top right hand corner, click this to access this lesson.

7. The screen below should appear, make sure your microphone is muted before selecting join now



8. If your teacher is already in the lesson you will see their video feed and also the icons of all the other students in the lesson. If the screen is blank you may be the first to arrive, please wait until your teacher arrives. The tool bar, below, will appear if you click on the screen



A tour of the Teams home page and a virtual classroom

Navigation buttons

Use these buttons to switch between Activity Feed, Chat, your Teams, Assignments, Calendar, and Files.

Calendar

Use the calendar to keep a track of your video lessons.

Teams

Click to see your teams. Drag team tiles around to reorder them.

Find and add new apps

Click to find and manage your personal apps

Start a new chat

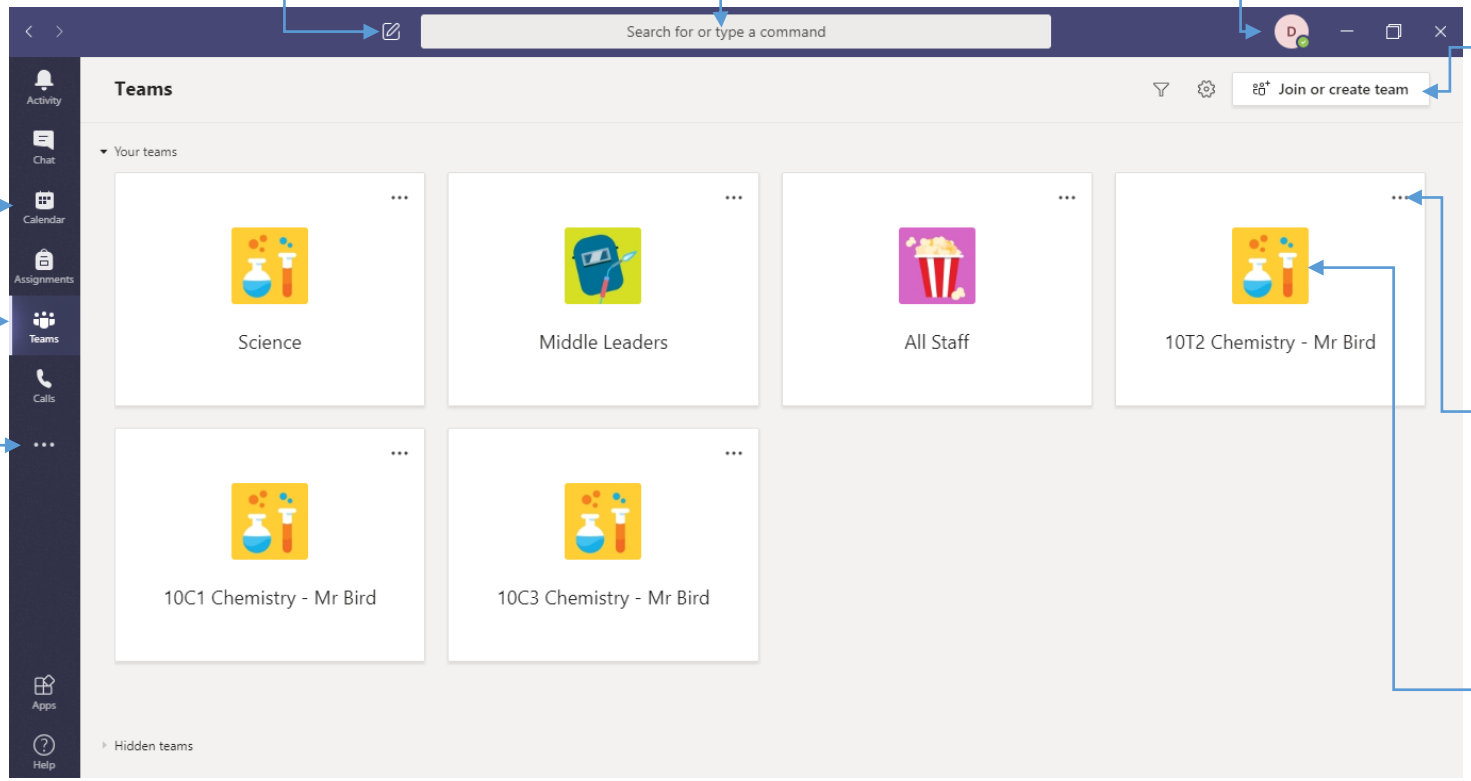
Launch a one on one or small group chat.

Use the command box

Search for specific items or people, take quick actions, and launch apps.

Manage profile settings

Change app settings, change your pic, or download the mobile app.



Join or create a team

Find the team you're looking for, join with a code, or make one of your own.

Manage your team

Add or remove members, create new channels or get a link to your channel.

View your team

Click to open your class or staff team.

What is a team?

You can create or join a team to collaborate with a certain group of people. Have conversations, share files and use shared tools with the group – all in one place. That group could consist of a class of students, a group of staff collaborating on a topic, or even a group for a student club or other extracurricular activities.

Every team has channels

Click one to see the files and conversations about the topic, class unit or week in the course. You can have private channels for group projects.

Every team comes with a General channel. Open channel settings to add new channels, manage notifications and other

Format your message

Add a subject, format text, convert the message to an announcement, post across multiple teams or control who can reply and more.

Add channels and manage your team

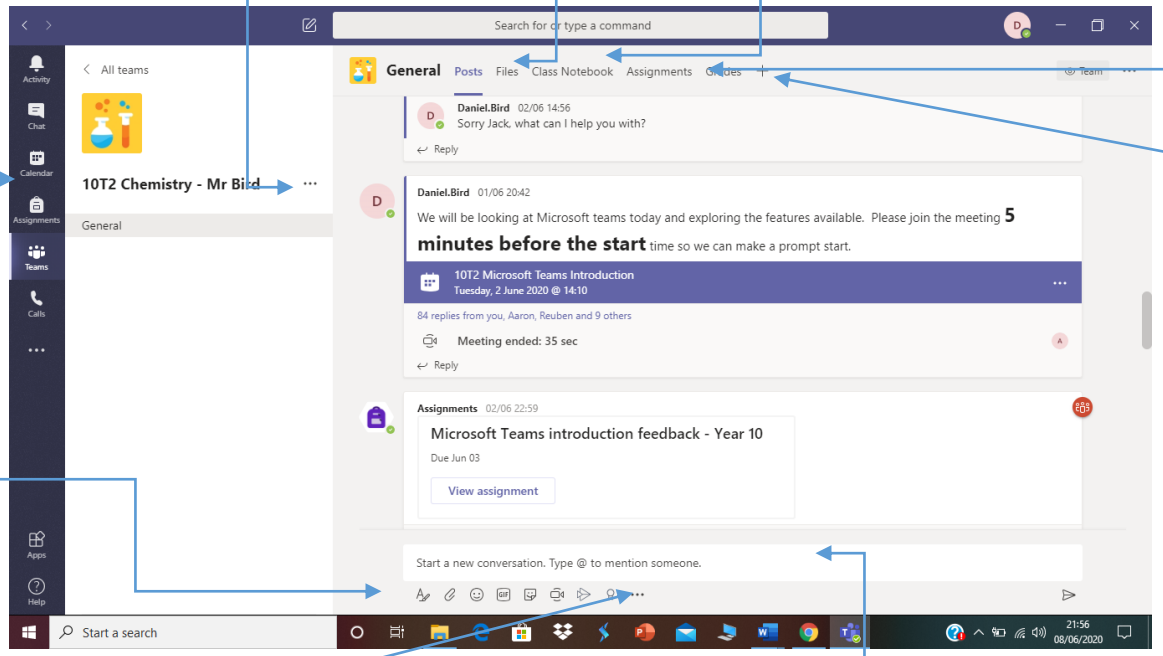
You can change team settings, add members to the class team and add channels.

Share files

Let class members view a file or work together on it.

Open Class Notebook

Class Notebook is a digital binder that students can use in your class to take notes and collaborate.



Add tabs

Explore and pin applications, tools, documents and more to enrich your class. More education specific tabs are added regularly. Check back often.

Open Assignments and Grades

Assignments allows teachers to create and distribute assignments. Students can complete and hand in their assignments without leaving the app. Teachers can use the Grades tab to provide feedback on assignments and track student progress. Students can then view their progress.

Add more messaging options

Click here to add new messaging capabilities like polls, Praise and more to enrich classroom discussion.

Start a conversation

Start or add to conversations with your class. You can add files, .gifs and emojis to add extra impact.