

Help your students get started with Microsoft Teams for Education



Microsoft Teams for Education brings conversations, content, assignments and video meetings together in a secure learning experience. With Teams, parents and guardians can help their students connect with their teachers and learn from anywhere.

Setting up Teams



Set up a learning environment

To join an online class or video meeting in Teams and access Teams chats, files, and assignments from home, your student will need a computer, tablet or smartphone.

If you can, try to set up a space free of distractions and background noise.

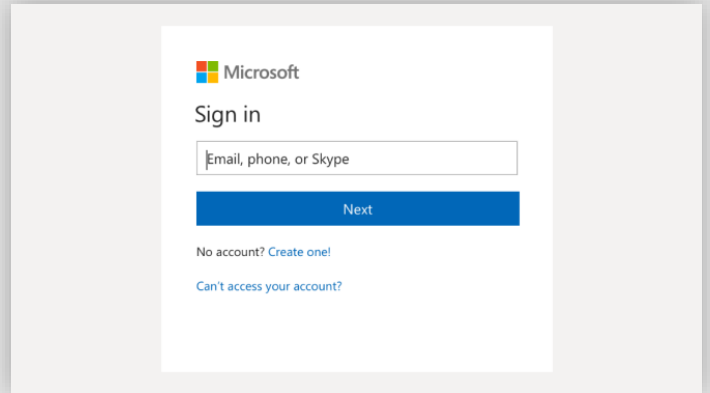
Open Microsoft Teams

You can use Teams from most web browsers or by downloading the app.

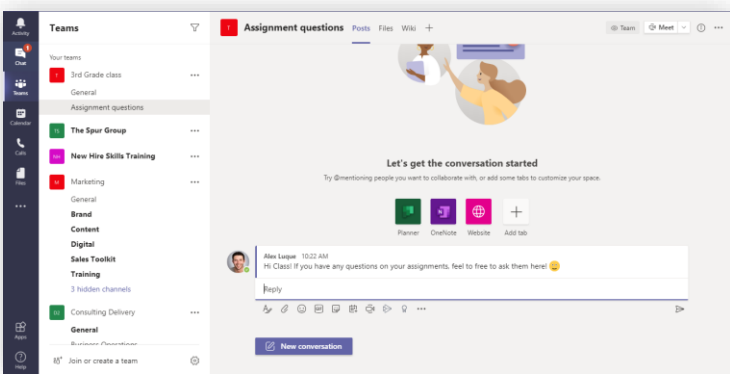
- To download the Teams app on mobile or desktop, visit aka.ms/getteams.
- To use Teams on a browser, visit office.com and click on the Teams icon, or visit teams.microsoft.com.

Sign In

Your student can sign in with their school email and password.



Using Teams



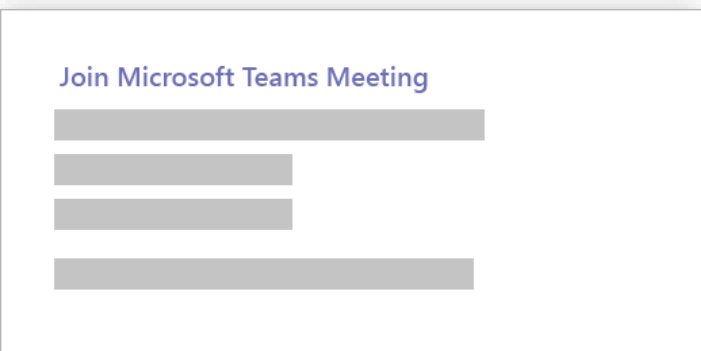
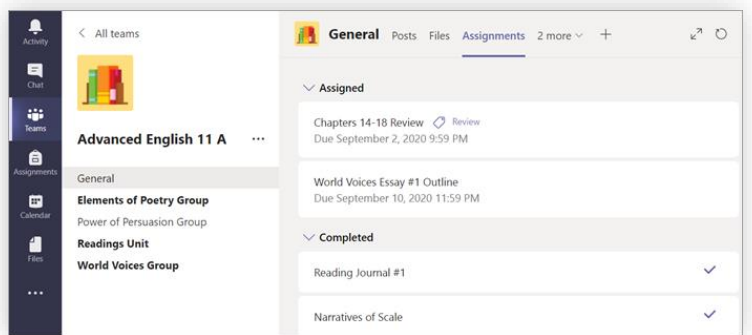
Connect and collaborate with classmates

1. To make sure your student is collaborating and to view Team messages, go to the Team and channel you would like to see.
2. Any messages the teacher or other students have left will appear in the large conversation space on the right.
3. If your student has a question, they can reply directly to a message by clicking **Reply** below the message box.
4. When they're ready to send just hit enter, they can also click on the arrow icon on the right.

Do and submit assignments

1. Navigate to your desired channel for your student's class team and select **assignments**.
2. Their **Assigned** work will show in order of due date. Select any assignment card to open it and view the assignment's details.
3. Select **+Add work** and upload the file, then select the **Turn in** button to turn in an assignment before its deadline.

Note: Make sure that your student's file is attached prior to submitting. For more help visit the [assignment support page](#).



Join class meetings

1. To help your student join their class Teams meeting find the invite and select **Join**. Check your student's school email for the invite or click on the calendar tab.
2. You have two choices:
 - **Join Microsoft Teams Meeting** : Enter a meeting from your Teams meeting invite.
 - **Dial-in number and conference ID** : Use these if you need to call into the meeting.
3. Choose the audio and video settings you want and select **Join now**.
4. For more information and to see best practices visit the **Meetings** resource.

Explore class apps and take notes

1. Click the **Apps** icon on the bottom left to explore apps available for Teams—including Office 365, Kahoot, Wiglet, Flipgrid, Nearpod, Bunsy and more.
2. If the teacher has made one available, access the Class Notebook and take notes in OneNote.

