

Microsoft Teams for Education

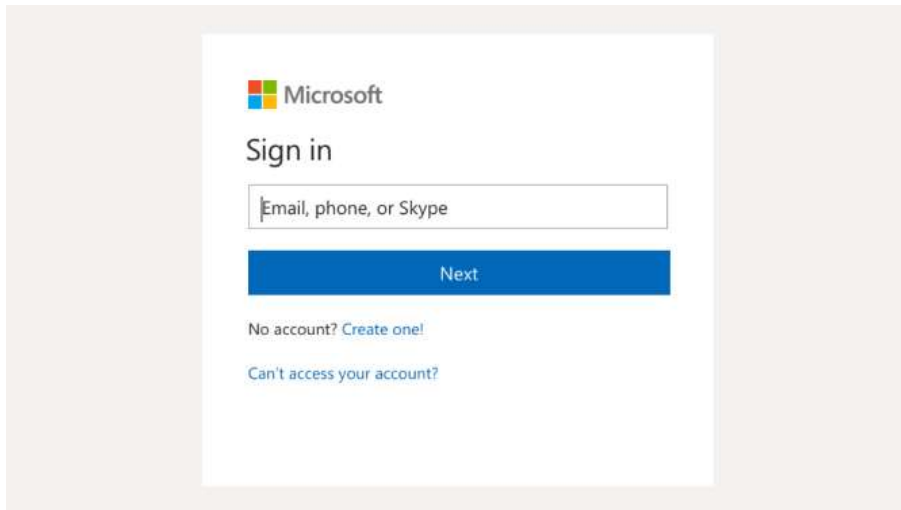


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Sign in

In Windows, click **Start > Microsoft Teams**.

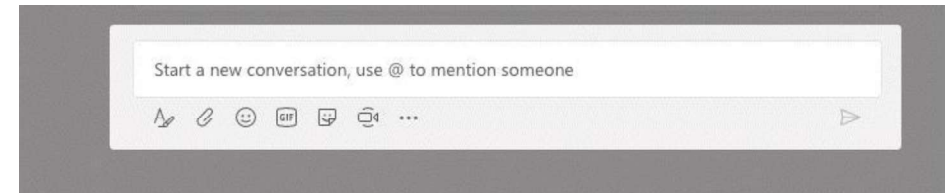
On Mac, go to the **Applications** folder and click **Microsoft Teams**. On mobile, tap the **Teams** icon. Then, sign in with your school email and password.



Start a conversation

With the whole team... Click **Teams**, pick a team and channel, write your message, and click **Send**.

With a person or group... Click **New chat**, type the name of the person or group in the **To** field, write your message, and click **Send**.



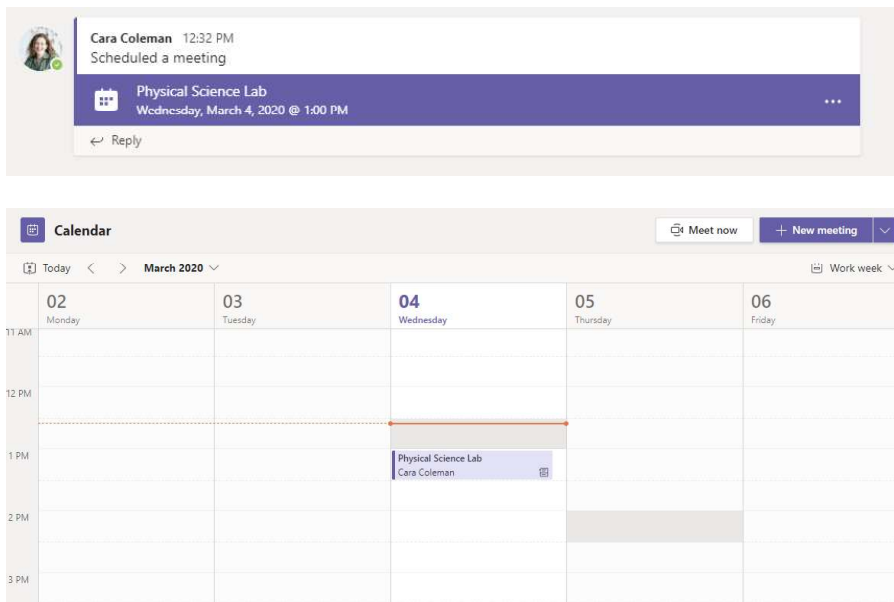
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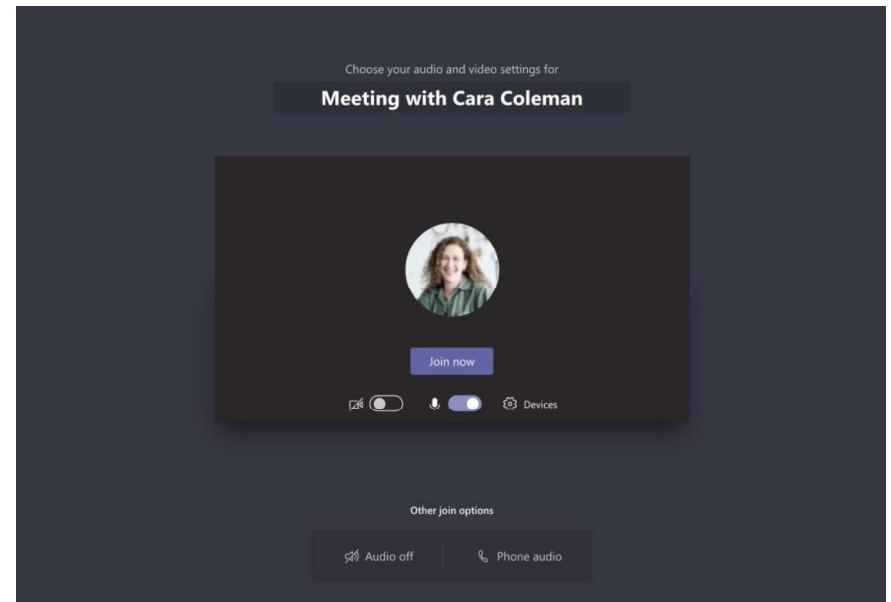
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Join a meeting

Hold classes, staff collaboration meetings or trainings over online meetings



Find the meeting invitation in the channel of your team or on your Teams calendar. Click to open the meeting item and select **Join**.



Double-check your audio and video input, turn on the camera, and unmute your microphone to be heard. Select **Join now** to enter the meeting.

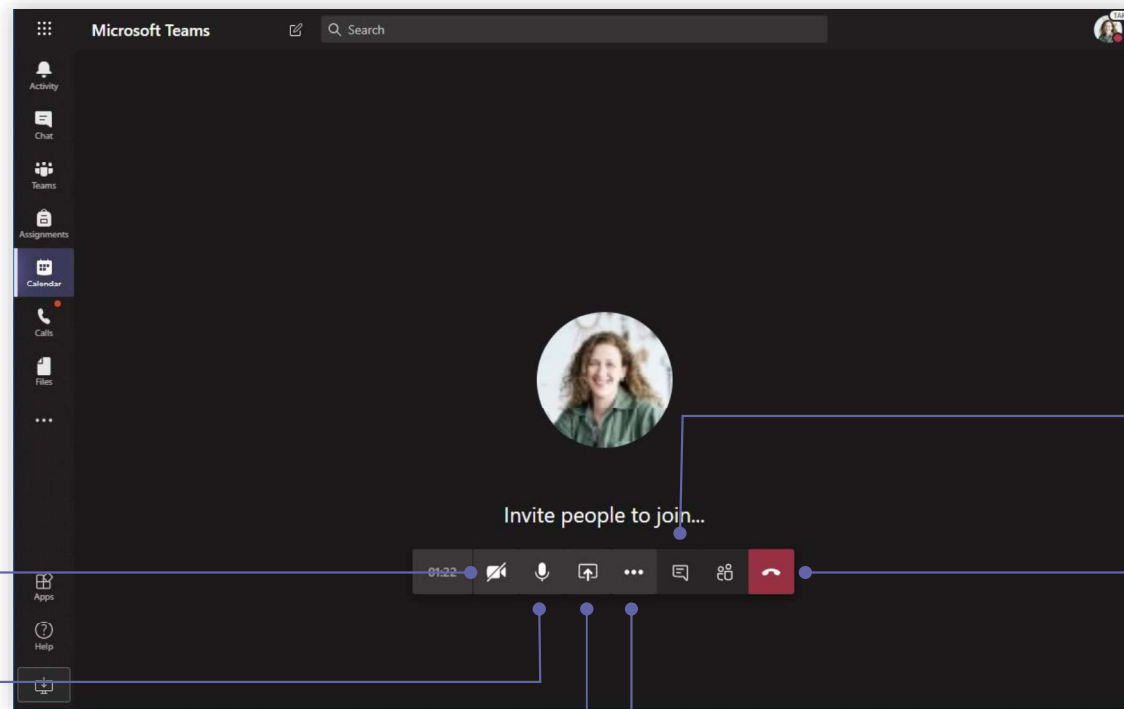
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Participate in a meeting

Share video, voice, or your screen during the online call.



Turn your video feed on and off.

Mute and unmute yourself.

Share your screen and sounds from your computer.

Access additional call controls
Start a recording of the meeting, change your device settings, and more.

Send chat messages
Send chat messages, share links, add a file, and more. Resources you share will be available after the meeting.

Leave the meeting
The meeting will continue even after you have left.

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Quick Start Guide

New to Microsoft Teams for Education? Use this guide to learn the basics

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

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

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

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 and educators, a group of staff and educators collaborating on a topic, or even a group for a student club or other extracurriculars.

The screenshot shows the Microsoft Teams interface. At the top, there is a search bar and a profile picture. Below that, a 'Join or create team' button is visible. The main area displays 'Your teams' with five tiles: Physical Science, Health Research, Pineview School Staff, Pineview School Science Teachers, and Algebra. A vertical sidebar on the left contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. A 'Manage profile settings' callout points to the profile picture in the top right corner. A 'View your team' callout points to the 'Pineview School Science Teachers' team tile. A 'What is a team?' callout points to the same tile. A 'View and organize teams' callout points to the 'Teams' icon in the sidebar. A 'Navigate Microsoft Teams' callout points to the top navigation icons in the sidebar.