Microsoft

Microsoft Teams for Education

Quick Start guide for students

Get started

How to sign in

Sign in to Teams

1. Go to Office.com and sign in with your school email and password.

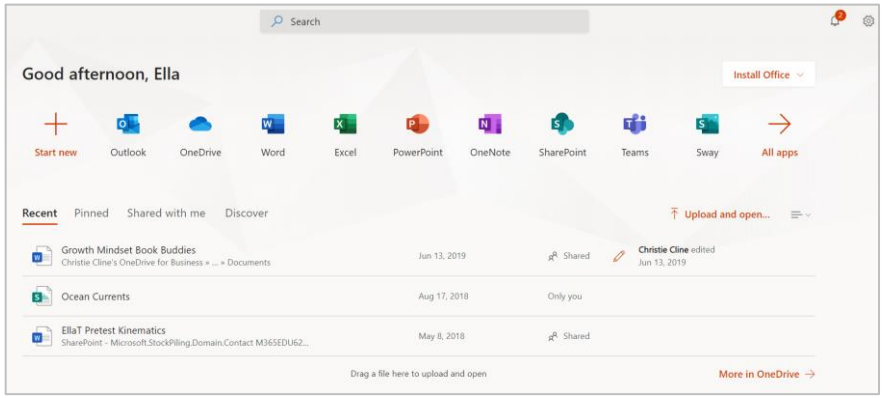
2. From your Office.com homepage, click on the **Teams** app to open it right in your browser.

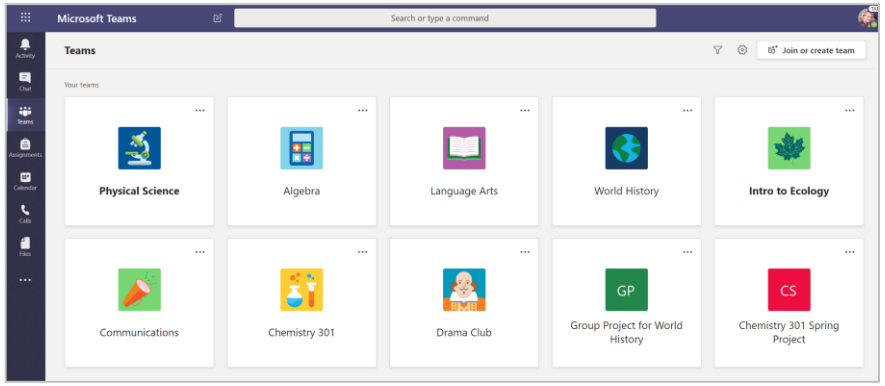
3. Select Teams to see which class teams you're in. If your teacher has already set up the class team and added you, you'll see one of more (depending on how many classes you have) class team tiles.

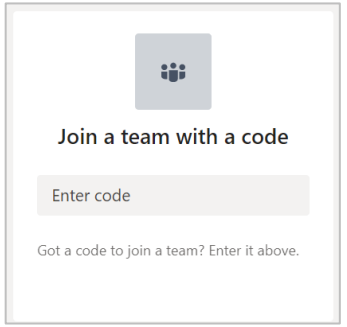
Note: Don't see any class team tiles? Your teacher may have invited you to join your class team with:

- 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, click on one to start connecting with your teacher and classmates!







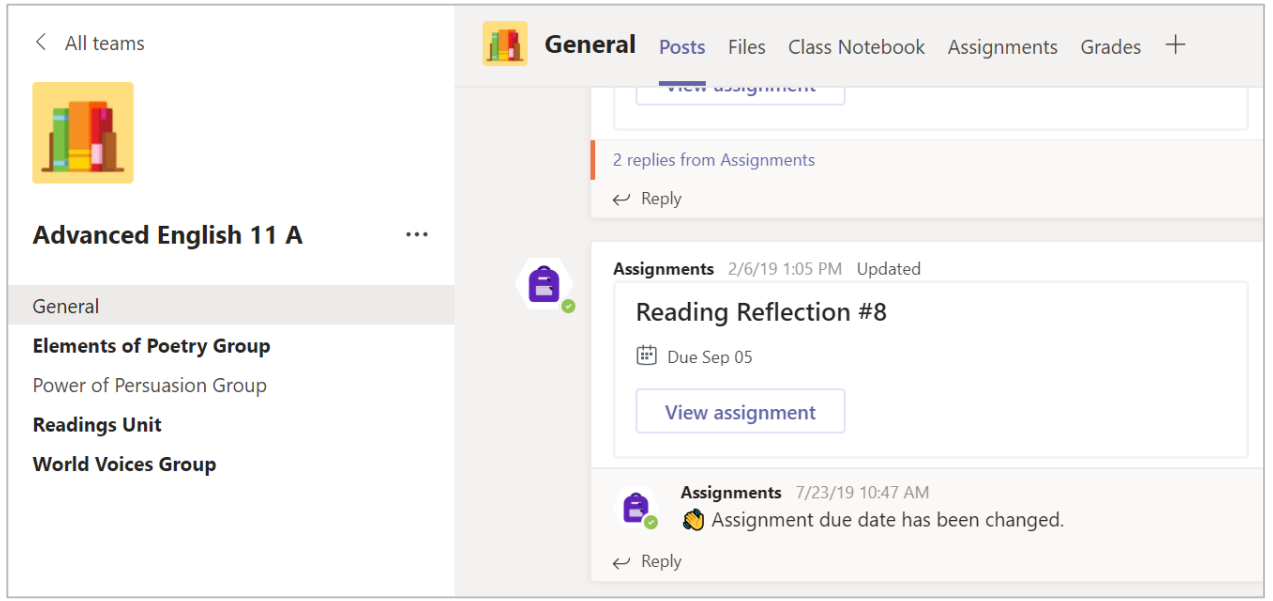
Get organized

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

Channels

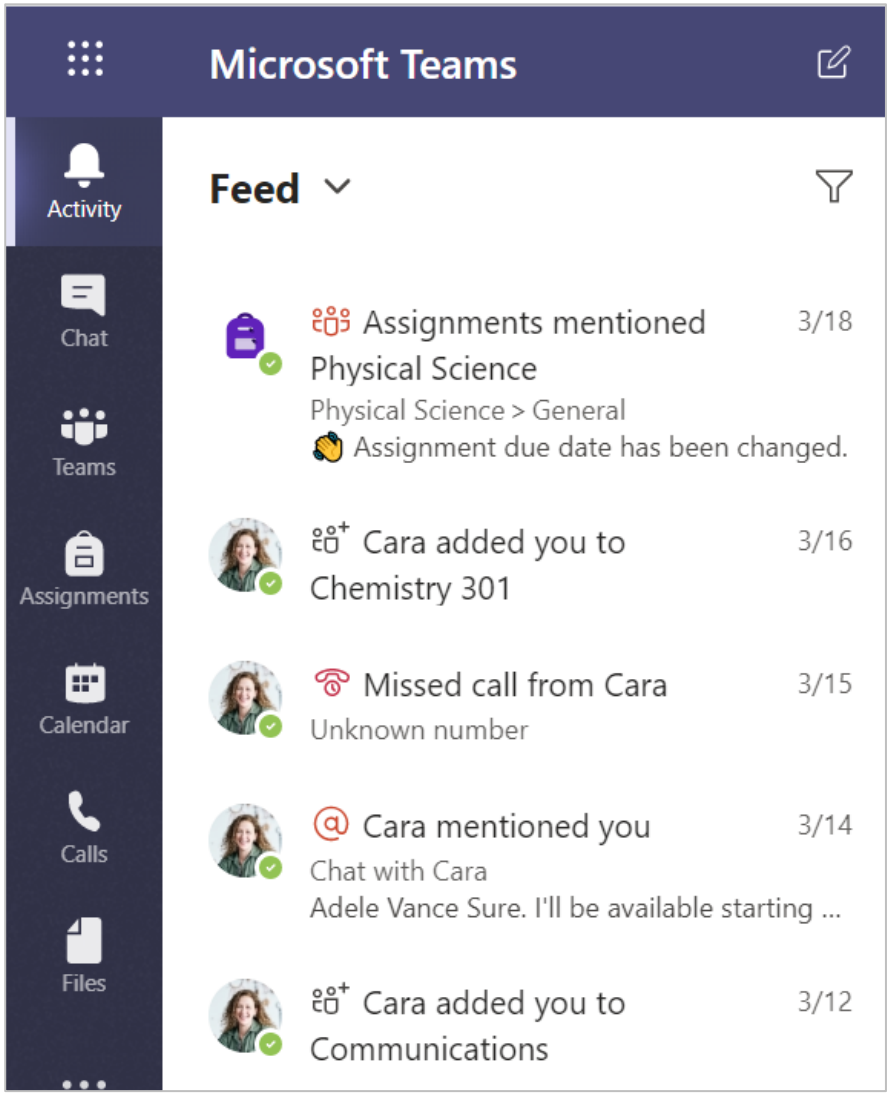
Every class team has a main discussion area, the **General** channel. Under **General**, your teacher may create more channels to organize topics, projects, and more.

- 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.
- Along with **Posts** and **Files** tabs, the **General** channel has **Assignments**, **Class Notebook**, and **Grades** tabs.



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

Click the compose box to create a message. You can type out a simple message or add on.

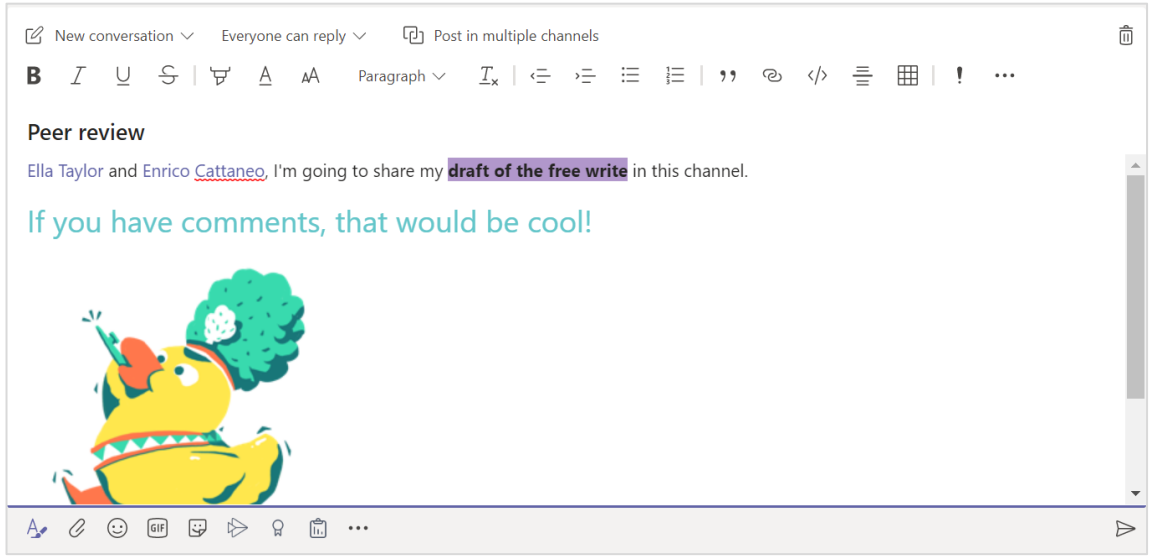
Attach an image, gif, sticker, or file.

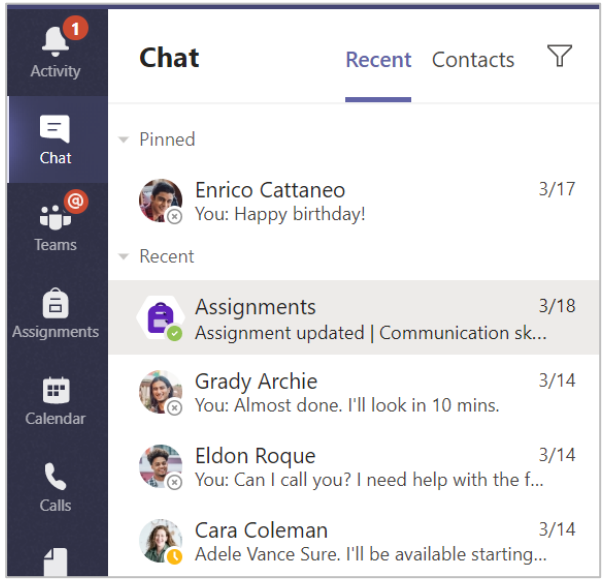
Select **Format** and use rich text to make your message stand out.

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**.



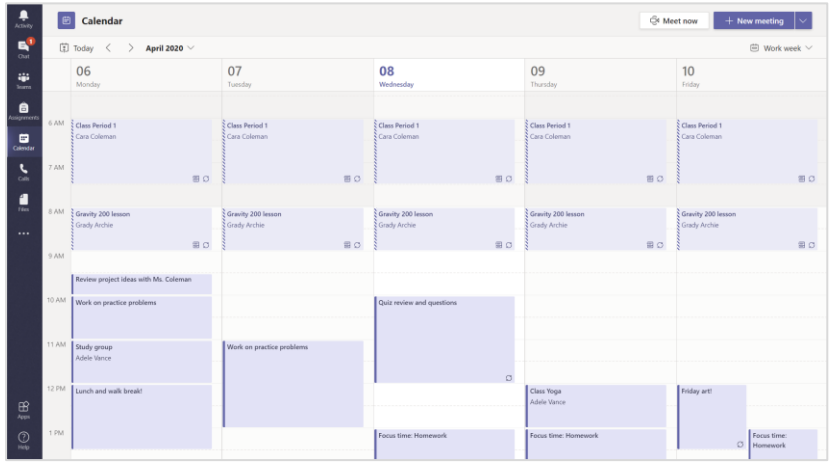


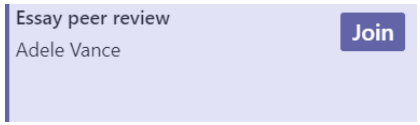
Connect with video

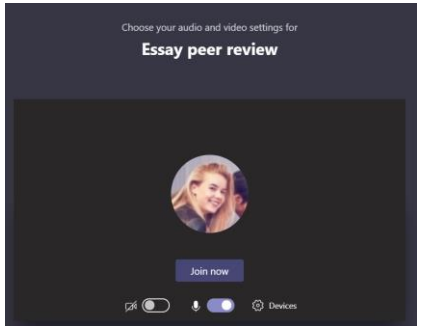
Use meetings in Teams to virtually join your teacher and classmates in online classes, study groups, presentations, and whenever you need to learn face-to-face.

1. Select **Calendar** to see any meetings your teacher or classmates have added you to, or any you've created yourself. Click **Join** when it's time to meet.

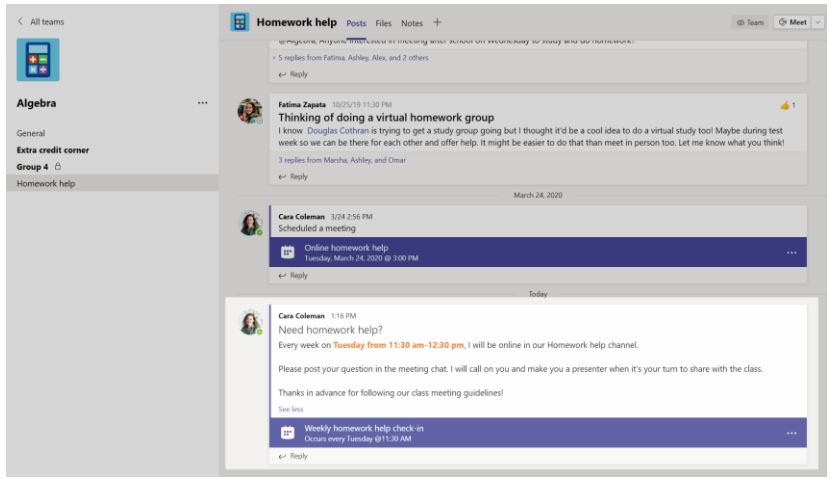
2. Adjust your audio and video settings, then click **Join now**.





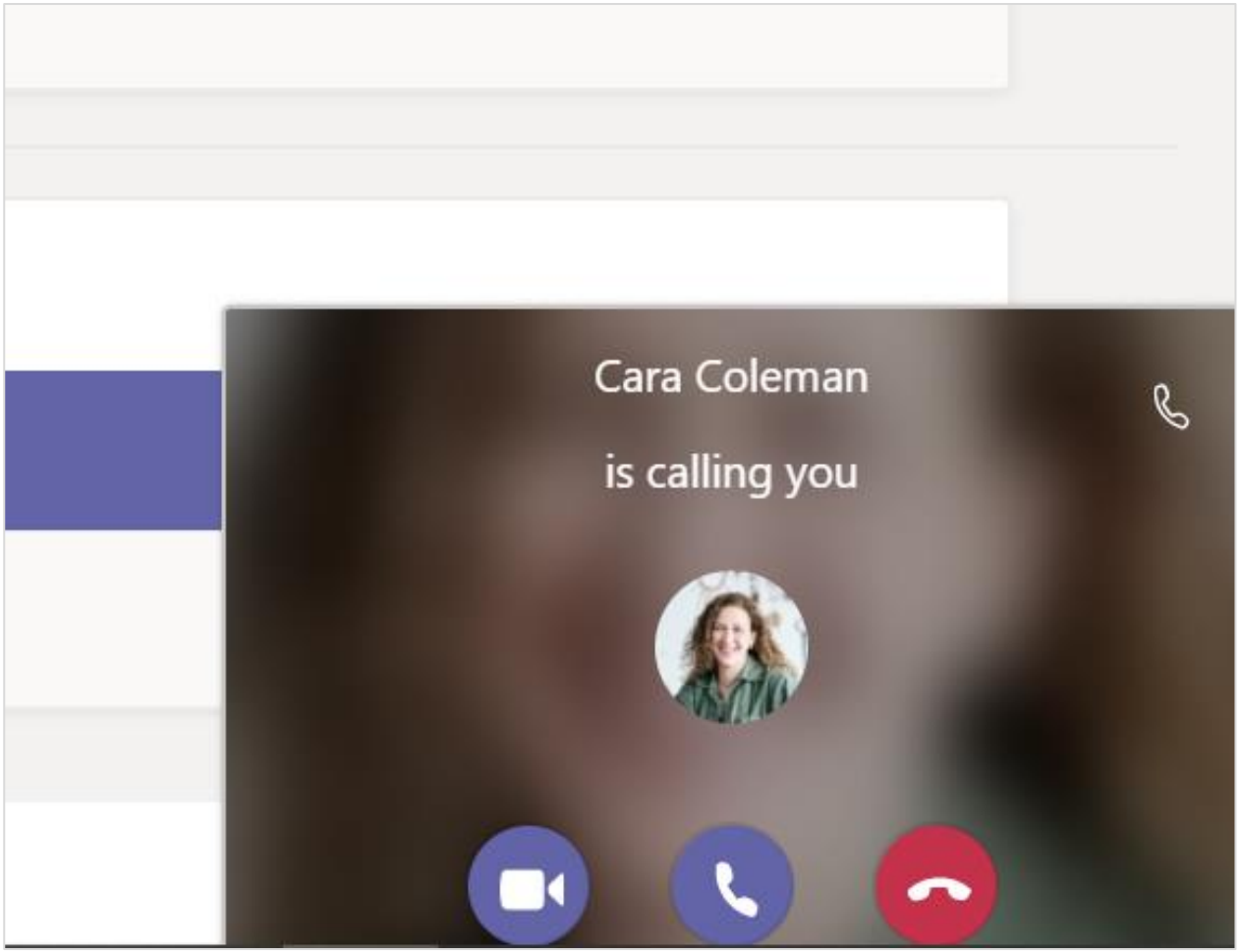


Note: You can also see scheduled meetings in any of your class team channels.

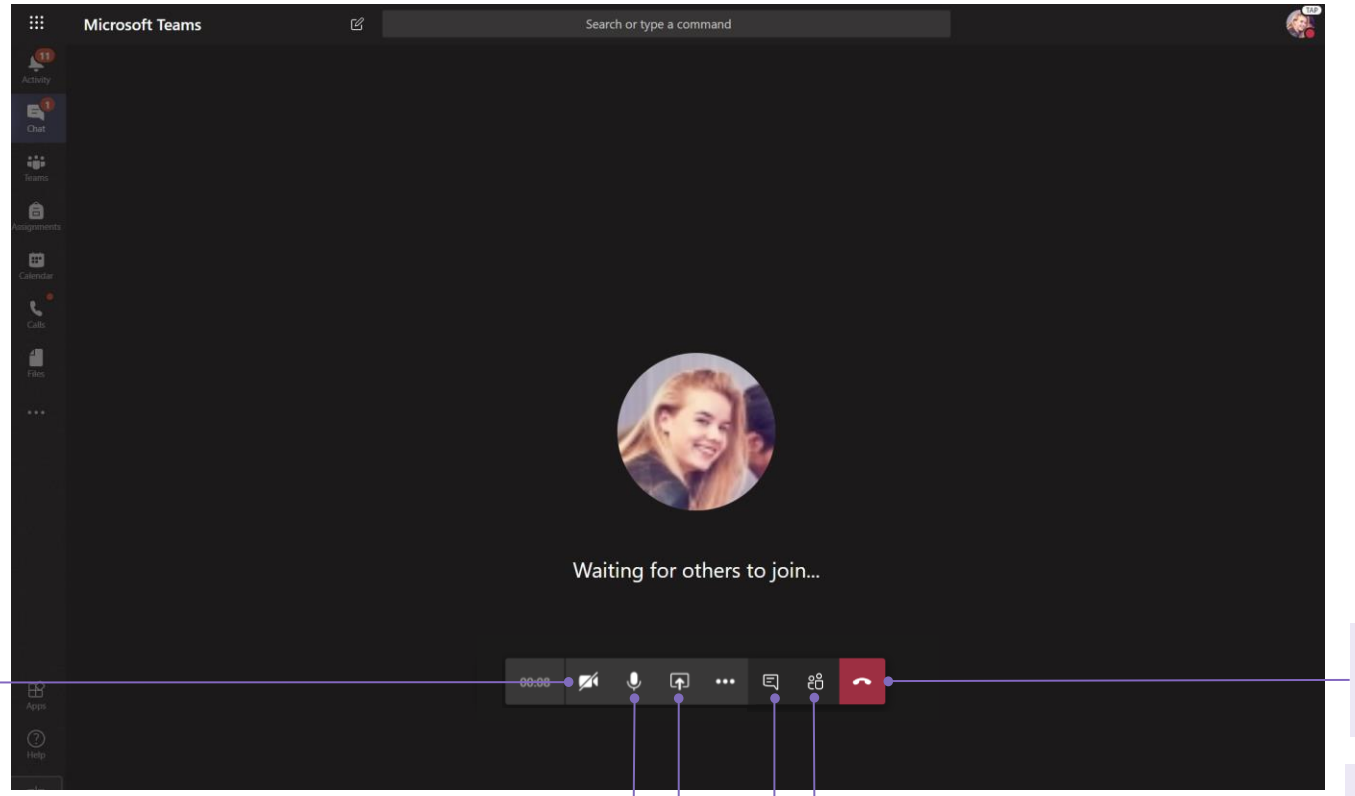


Answer a call

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



Turn your video on and off.

Mute and unmute your microphone.

Share your screen or a document.

Participate in the meeting chat.

Leave the meeting. The meeting will continue even after you've left.

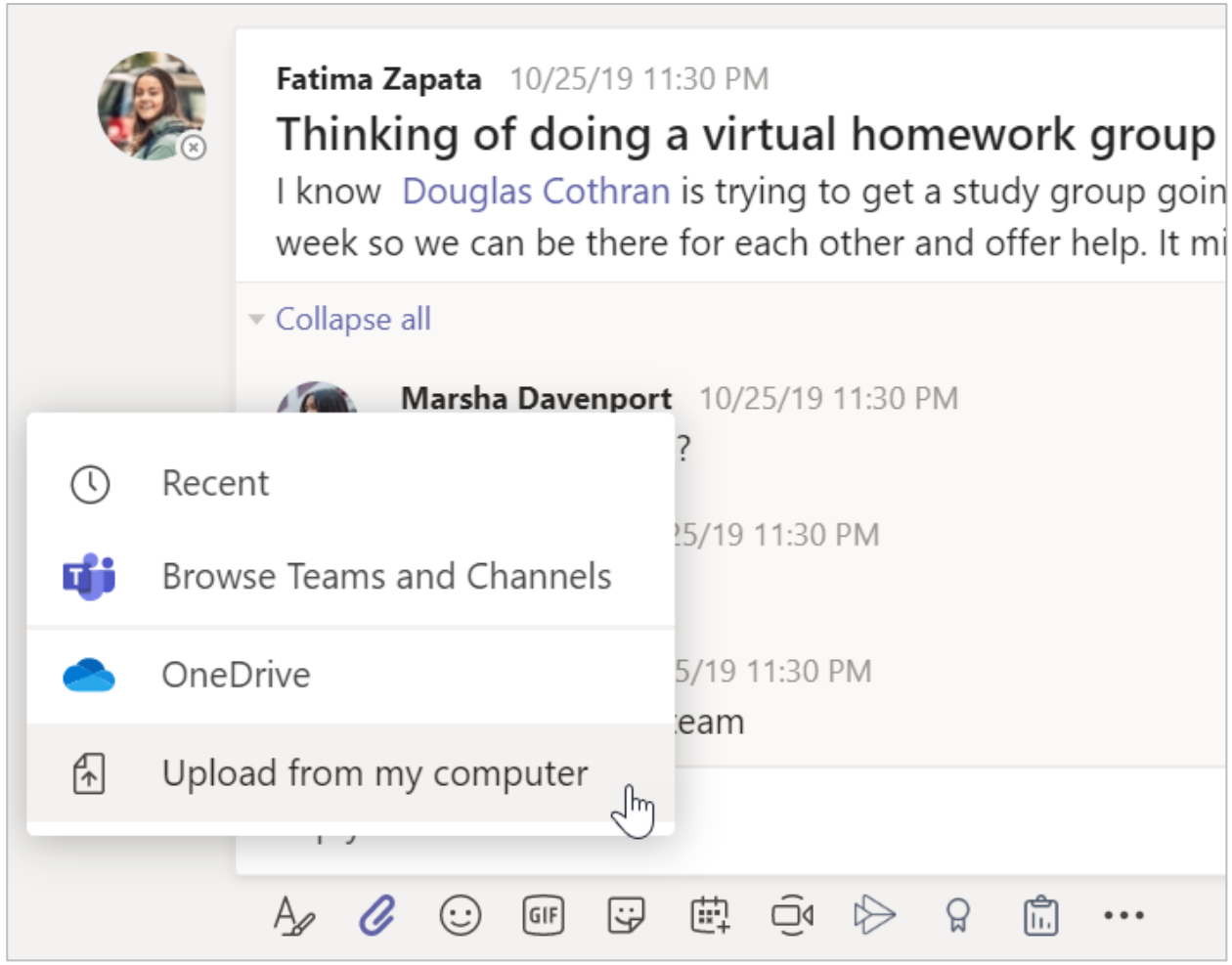
See who's in the meeting.

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

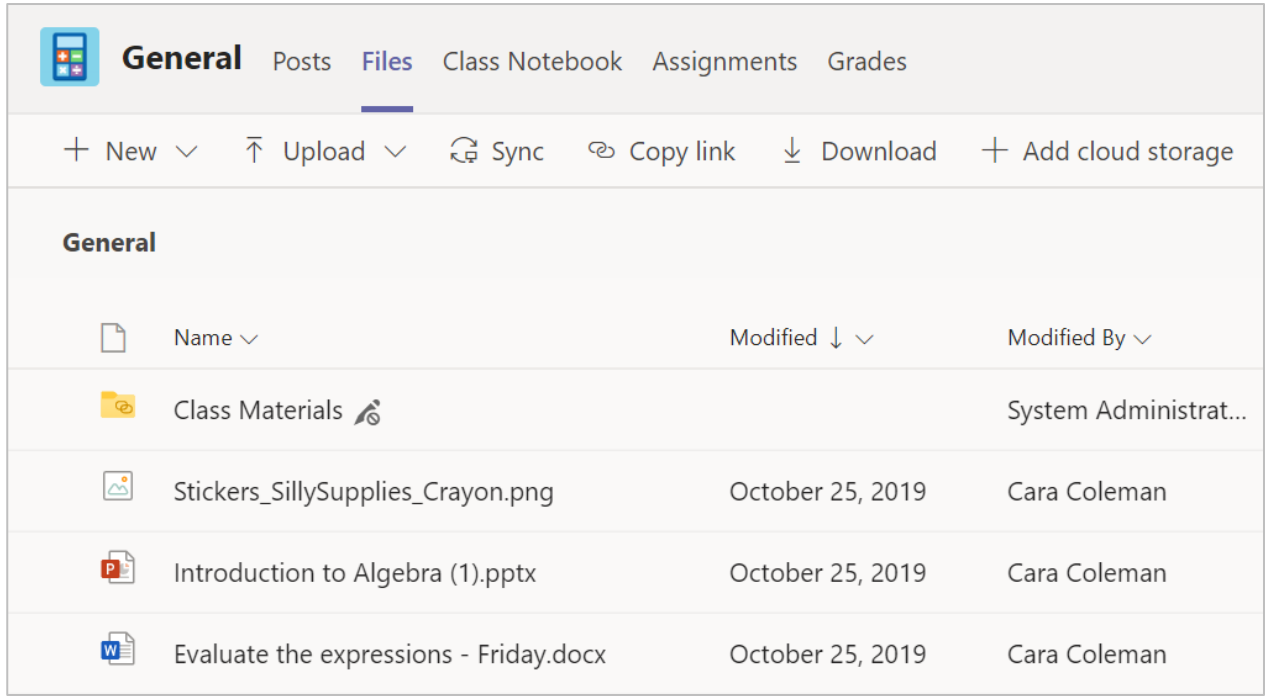
1. In a new message or reply, click **Attach** .
2. Choose a file you'd like to share.
3. Include a message if you want, then click **Send** .



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

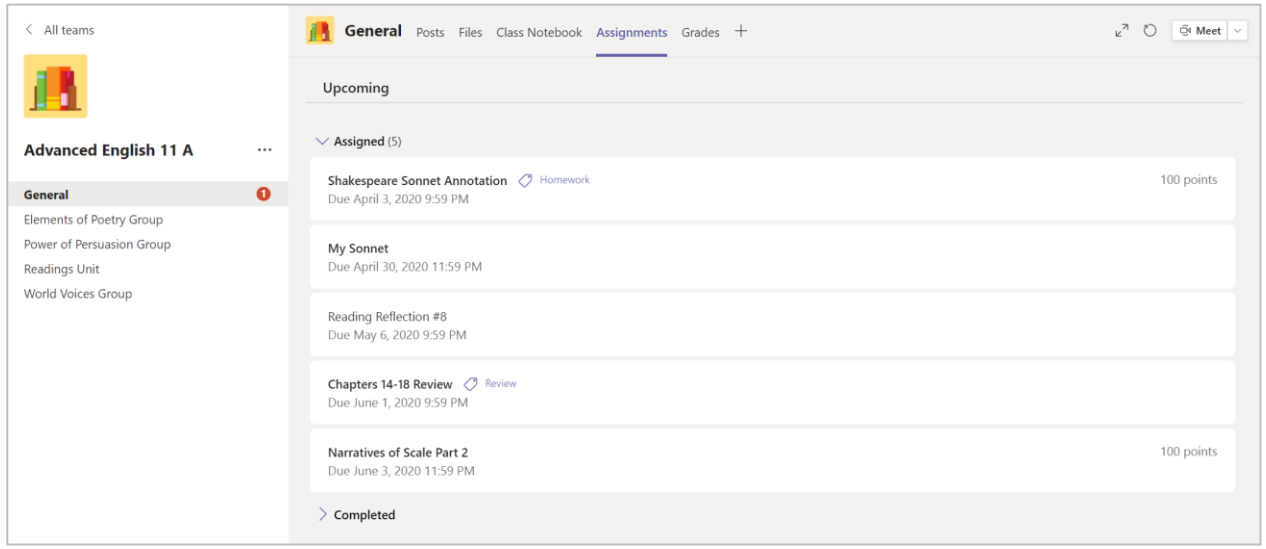
In the **Files** tab of every class team's **General** channel, your teacher might add read-only resources to the **Class Materials** folder. Look here for important documents that can help you with assignments, projects, or just staying up to date on class expectations.

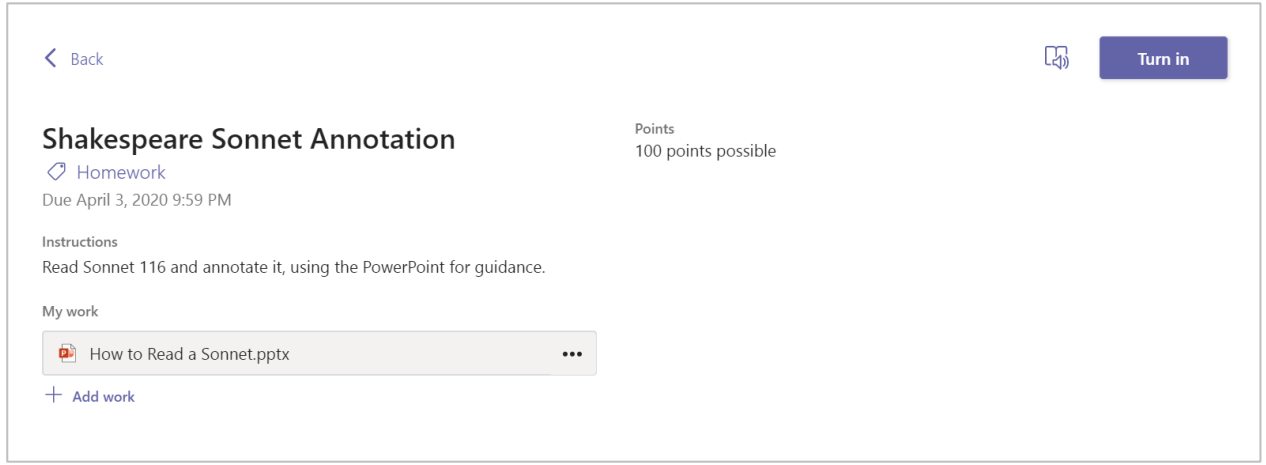
Assignments and grades

View and turn in your work. All from Teams.

View and turn in assignments

1. Head to a class team and the **General** channel. Select the **Assignments** tab.
2. To view assignment details and turn in work, select the assignment.
3. Attach any required materials by clicking **+ Add work.**
4. Click **Turn in**.



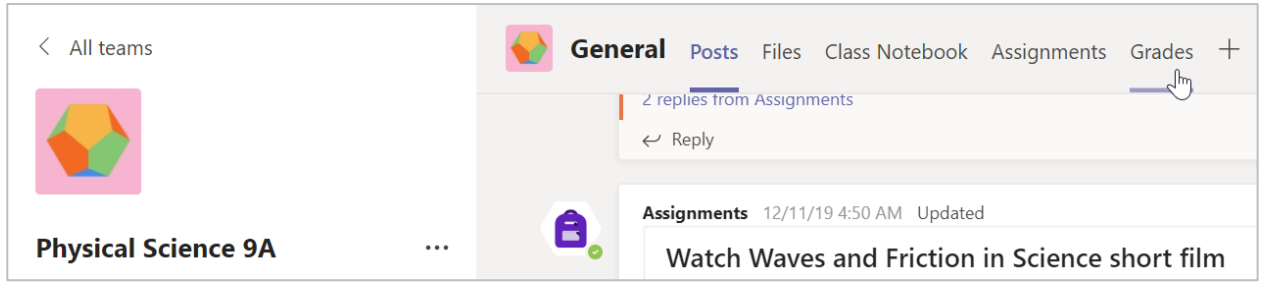


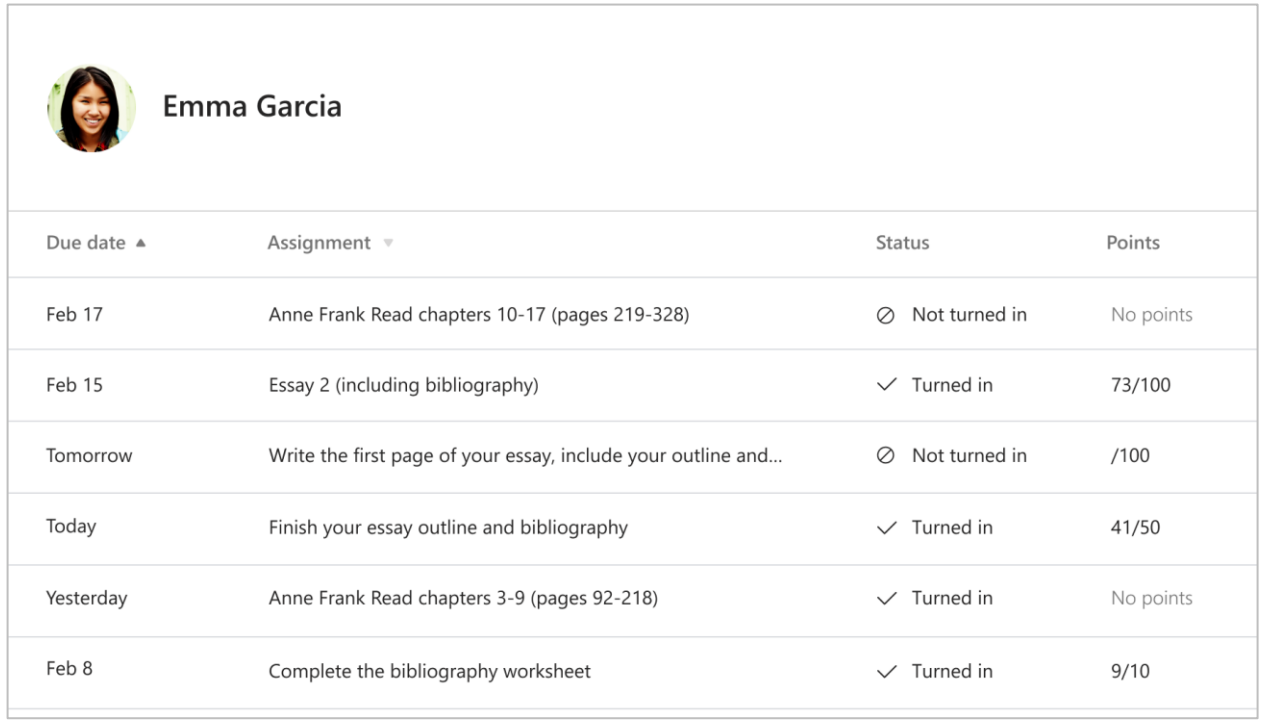
See your grades

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

1. Select the **Grades** tab in the **General** channel.

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

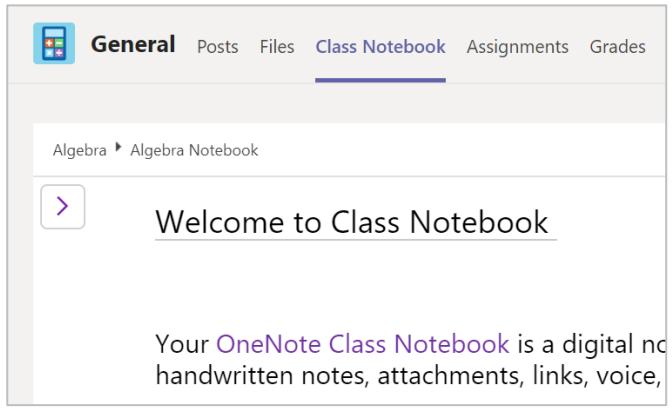
Use your class team's built-in Class Notebook for more class work, activities, and collaboration.

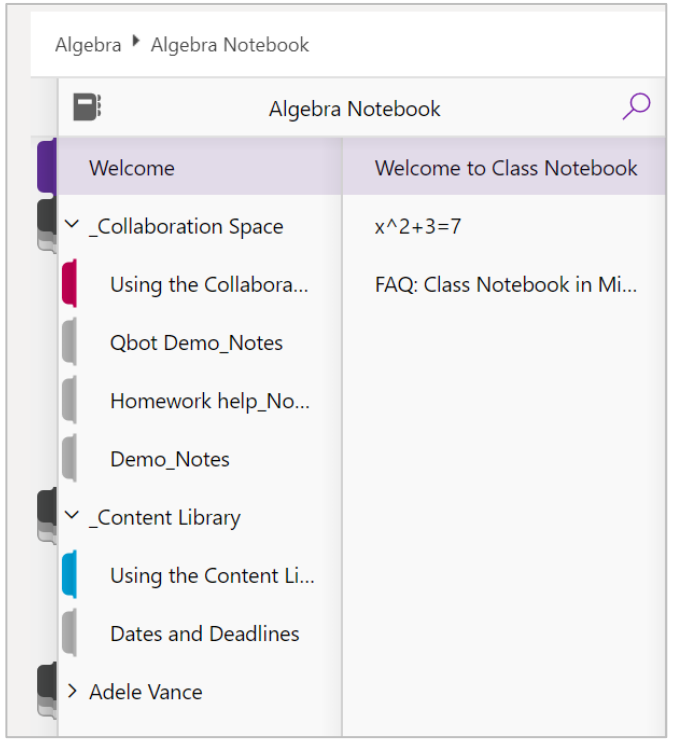
Use Class Notebook in Teams

Need to take private notes or brainstorm with classmates? The **Class Notebook** tab lives in your class team's **General** channel. If your teacher has set up the notebook and directed the class to use it, click the tab and explore.

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 that bottom with your name—that's your private notebook! Only you and your teacher can see it.





More resources

Get help on Office 365 and Teams

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