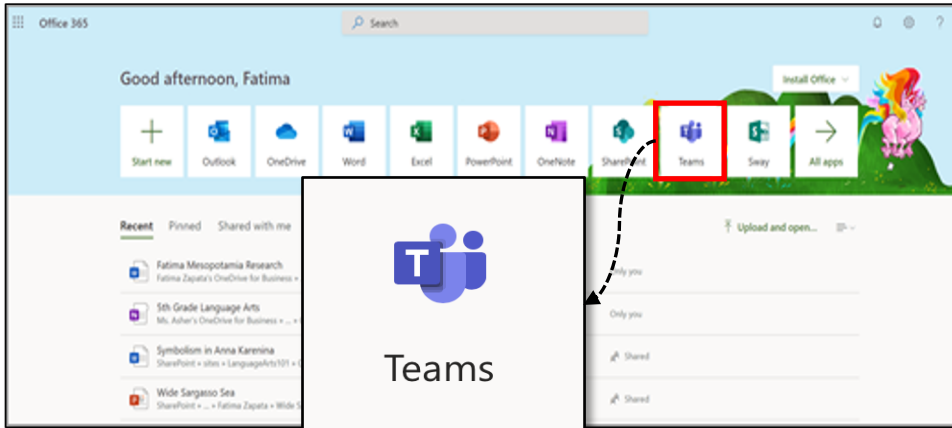


For Students: Join Teams

OFFICE 365 DESKTOP
(viewed in your Internet Browser)




Sign into your class Team on any device at Office.com using your school ID and password.

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

Join Teams

Your teacher may have invited you with a JOIN CODE. Enter that code here.

No code?
Your teacher may have sent a link!
Check your email!

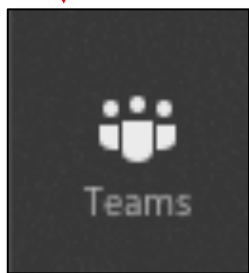
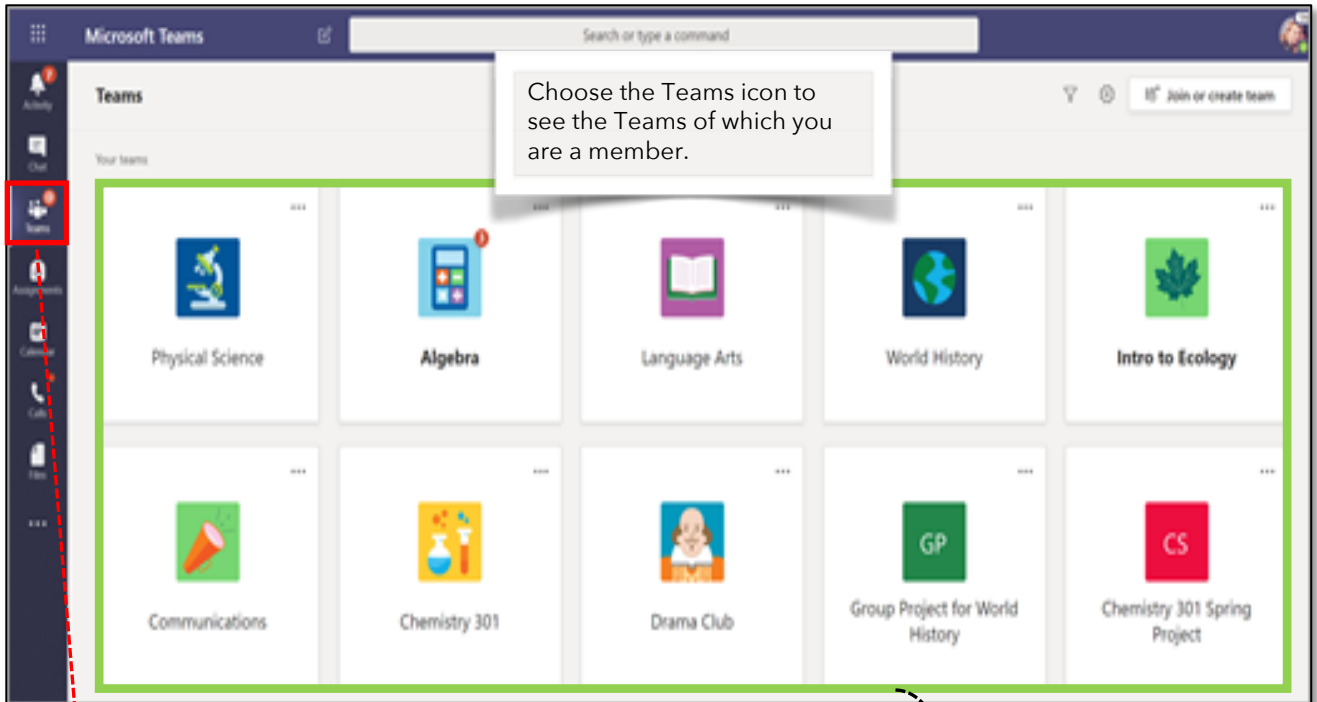


Join a team with a code

Got a code to join a team? Enter it above.

For Students: Join Teams

MICROSOFT TEAMS DESKTOP



Class Tiles

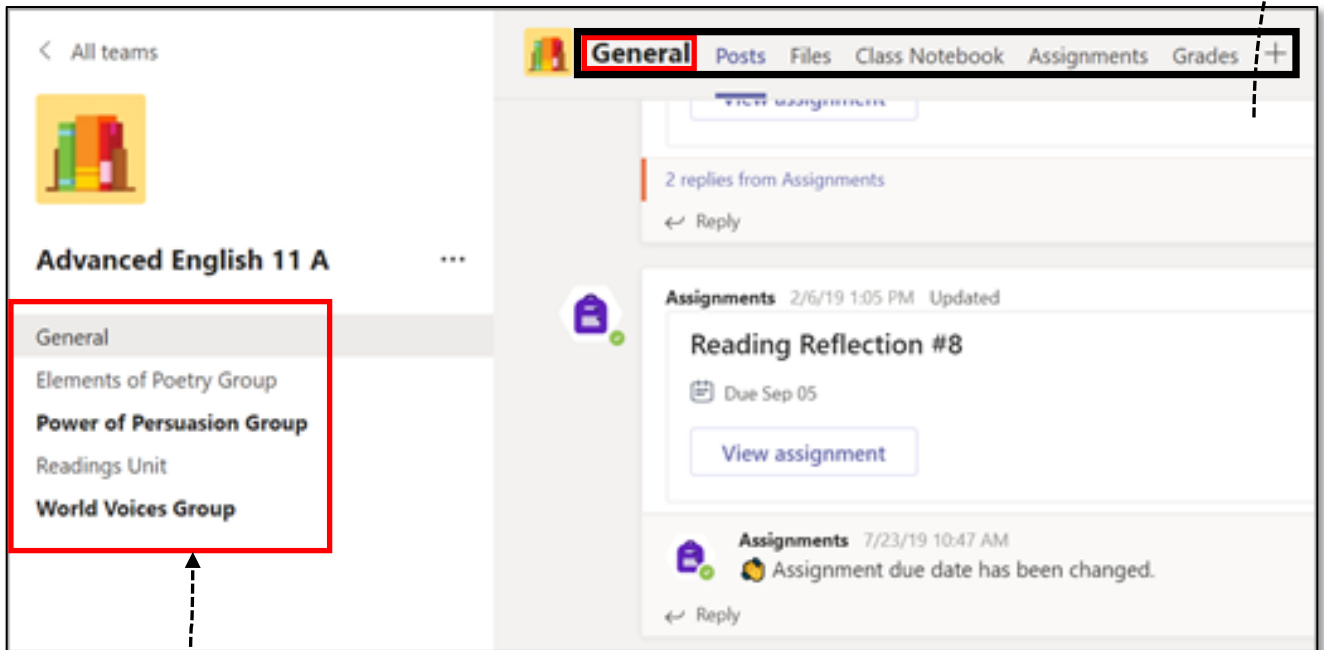
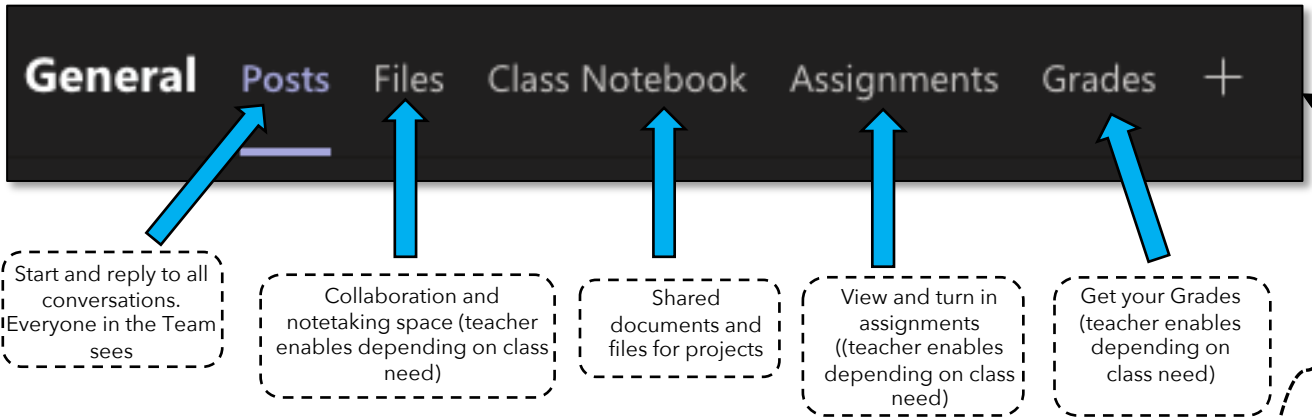
When you see your class tiles, click on one to connect with your teachers and classmates.

Each square =
a Class Team

For Students: Communicating in Teams

Every class has a main discussion area, the **General** channel. Your teacher will create more channels to organize projects, topics, and more.

CHANNEL MENU BAR (Located above the canvas inside a Team)



Channels list

For Students: Navigating in Teams

TEAMS MENU BAR (Located on the left side of the Teams desktop)

Click the ACTIVITY icon to see your FEED

The ACTIVITY Feed will show you your:

1. @mentions in Chat
2. Team Notifications
3. Assignment status (if applicable)

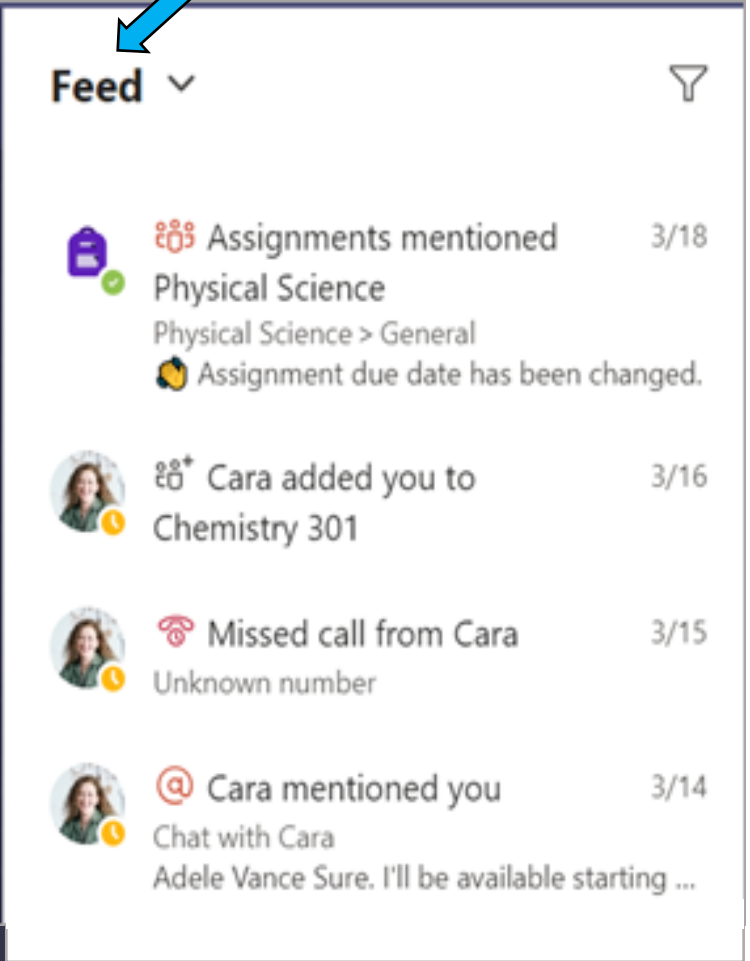
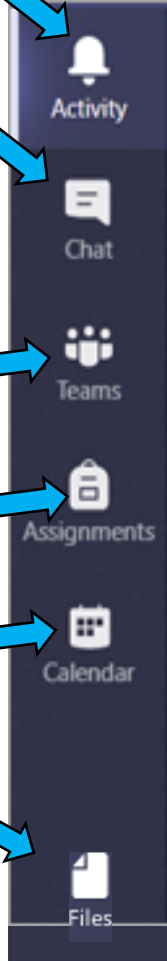
Click to switch between channel and CHAT with specific people. **! NOTE:** Chats cannot be deleted and are archived. Remember this is your classroom, speak respectfully to others! **!**

Click to see all your TEAMS

View ASSIGNMENTS (not all classes will use this function)

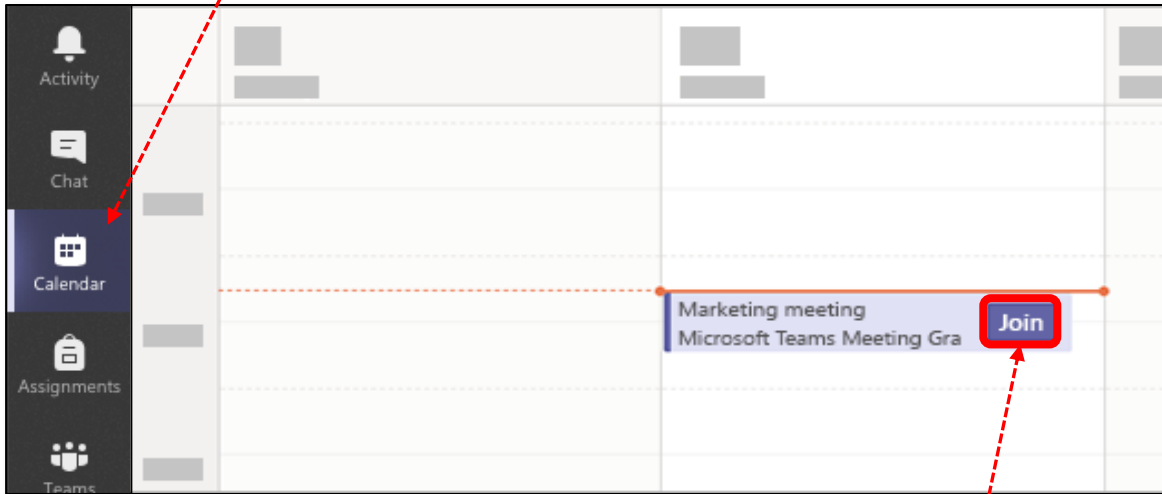
View your CALENDAR for due dates and class events

View your recent and OneDrive FILES

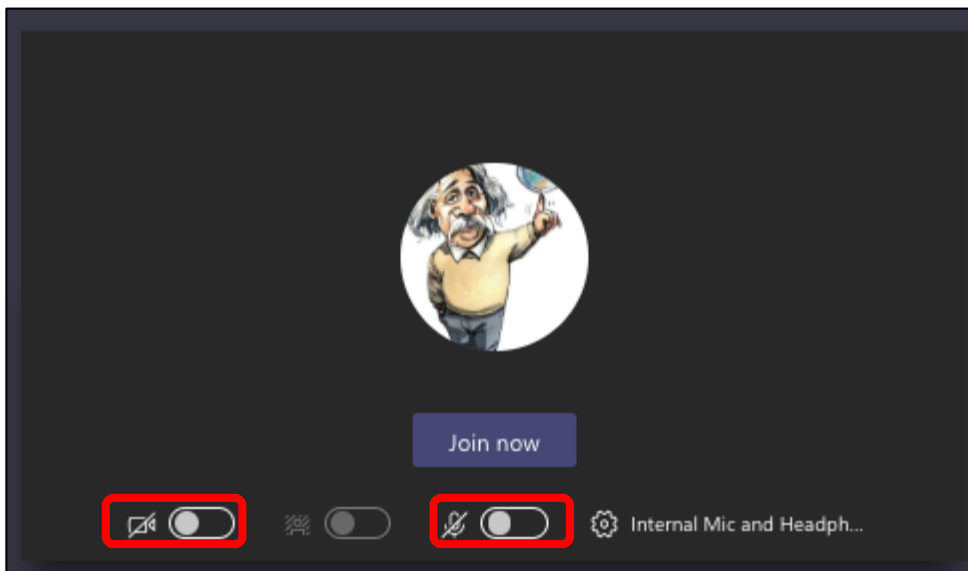


For Students: Joining a Meeting

Select Calendar from the sidebar



Find the meeting you want and click Join.





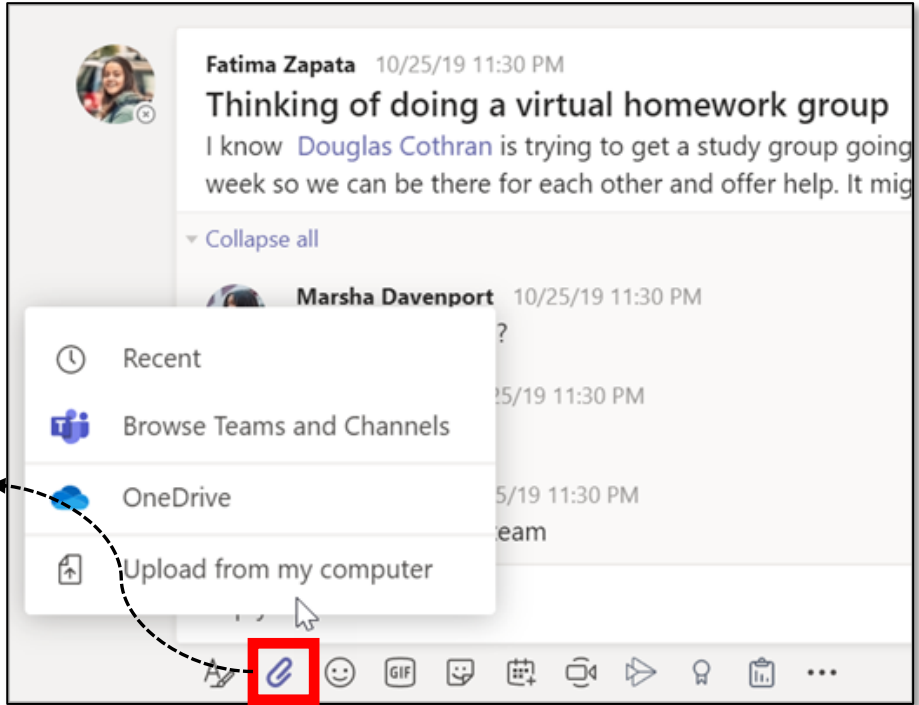
! Make sure your camera and audio are set to "off" !

For Students: Creating and Sharing Files in Teams

WORKING WITH FILES

To share a File in a Channel POST or CHAT

To Attach a File:
 1. Click .
 2. Choose the File you'd like to share.
 3. Include a message if you want, then click 

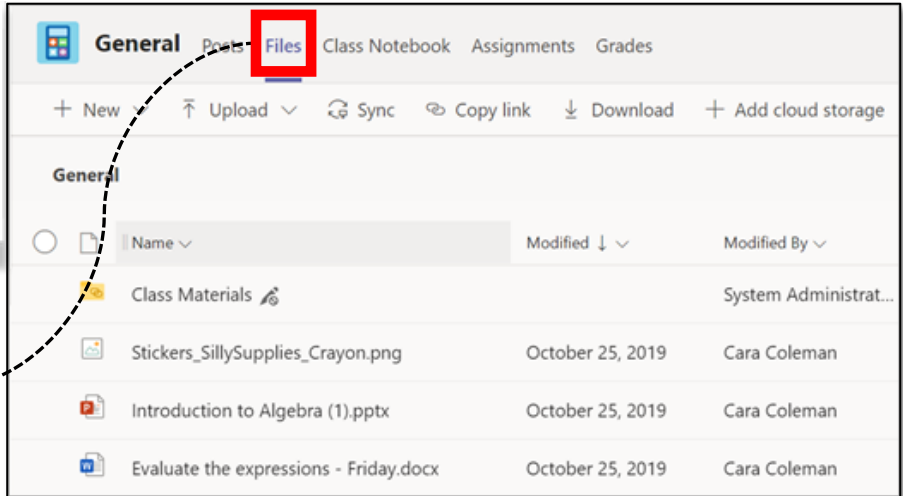


Find or create Files

See all files that you, your teacher, and your classmates have shared in the channel. Your teacher may add read-only material to supplement assignments.

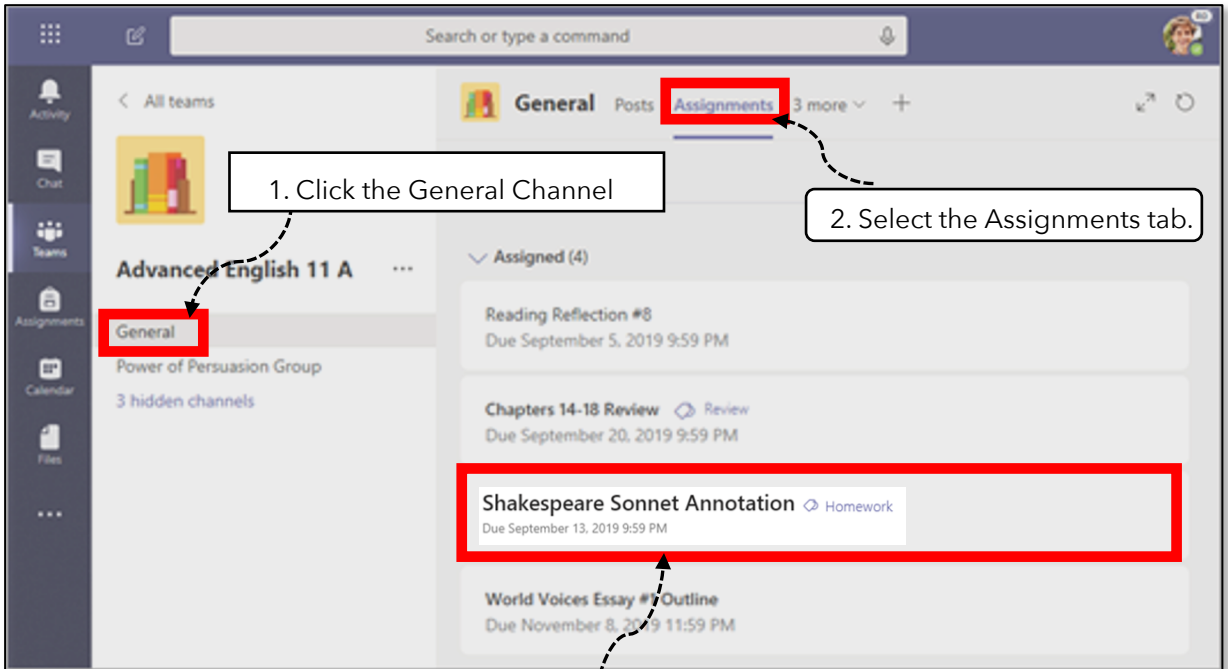
In Files, you can create new

 by clicking 



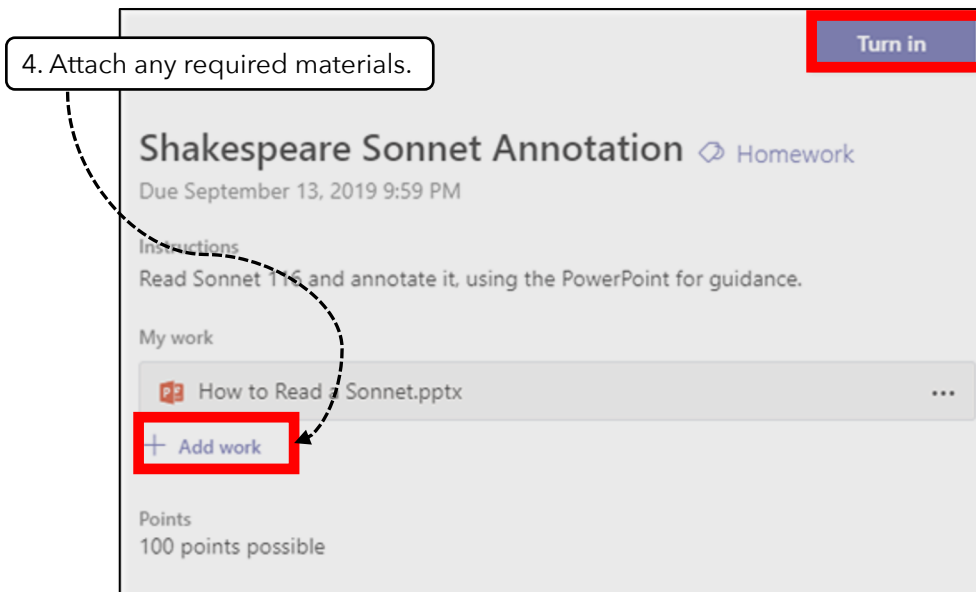
For Students: Assignments in Class Teams

HAND IN COMPLETED ASSIGNMENTS
(if applicable)



The screenshot shows the Microsoft Teams interface for a class team. The left sidebar contains navigation options: Activity, Chat, Teams, Assignments, Calendar, and Files. The main area shows the 'General' channel with a list of assignments. A red box highlights the 'General' channel in the left sidebar, with a callout box stating '1. Click the General Channel'. Another red box highlights the 'Assignments' tab at the top of the channel, with a callout box stating '2. Select the Assignments tab.'. A third red box highlights the 'Shakespeare Sonnet Annotation' assignment card, with a callout box stating '3. Select the assignment to view details.'.

3. Select the assignment to view details.



The screenshot shows the details page for the 'Shakespeare Sonnet Annotation' assignment. The title is 'Shakespeare Sonnet Annotation' with a 'Homework' icon. The due date is 'Due September 13, 2019 9:59 PM'. The instructions are 'Read Sonnet 116, and annotate it, using the PowerPoint for guidance.' Under the 'My work' section, there is a file named 'How to Read - Sonnet.pptx'. A red box highlights the '+ Add work' button, with a callout box stating '4. Attach any required materials.'. Another red box highlights the 'Turn in' button at the top right, with a callout box stating '5. Click Turn in.'.

4. Attach any required materials.

5. Click Turn in.