


Microsoft Teams Guide for Students

Accessing Teams

- There are a couple of ways to access Microsoft Teams:
 1. Log in to office.com in your web browser and select the Teams app here. This will be your School email login details.
 2. Or, you can download Teams and use the app. To download Teams, login to office.com and open Teams up here again, then in the bottom left corner there is the download icon . Click this and download Teams.
 3. You can also download Teams on a Phone/Tablet from the relevant App Stores.
Downloading the Teams app means that you can share your screen with others, a feature that is unavailable in the web version.

Logging in to Teams

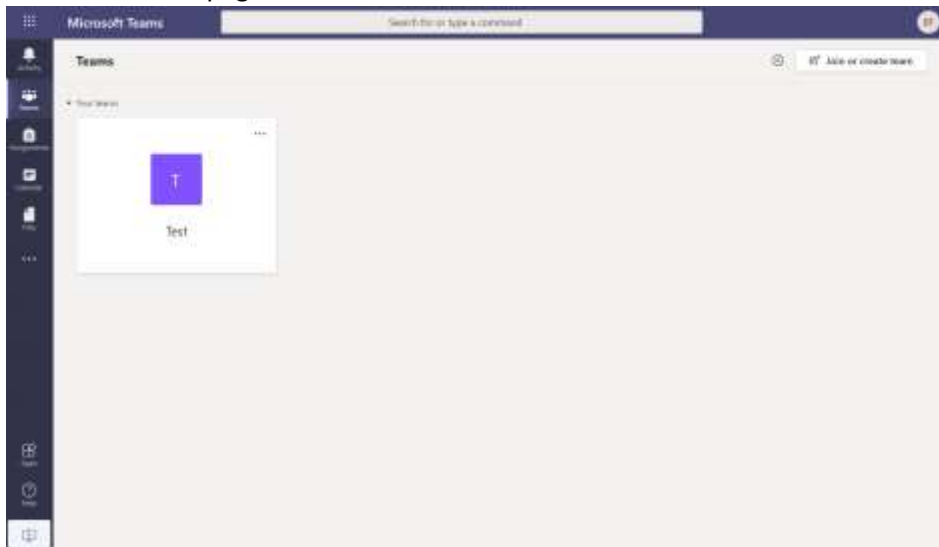
- If you are using the Web version of Teams then you can skip this section.
- Once you have Downloaded Teams, it will open up the following box (image below). Enter your School Email address and Password and you will be signed in.



Joining a Team

- When your Teacher has created a Team and added you to it, you will receive an email with a link on it. Click the link and it will take you to the Team.

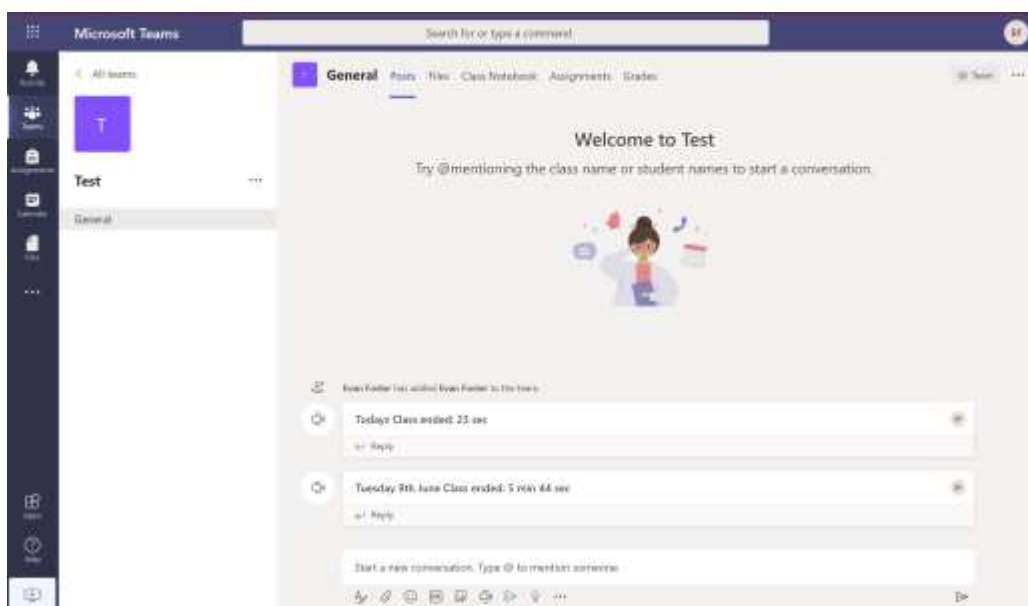
- As you will be added to lots of different Teams for all of your Classes, you can find them all in the Teams homepage – which looks like this:



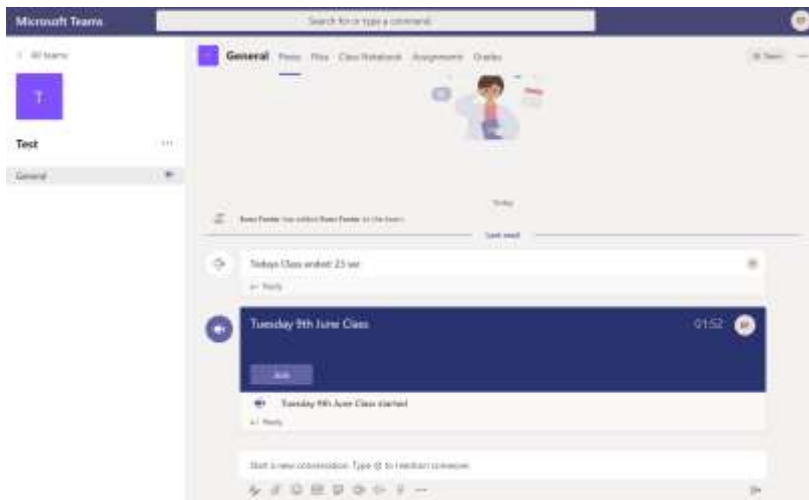
- As you get added to more Teams, you will get more options appear on the Screen here. To go into any of the Teams, simply click on the square for that Team and it will take you into that Teams area.

Teams Features

Once you are in a Team, you will see the following screen:



1. Across the top are different Tabs that your Teachers will create for you or them to post in different areas.
2. At the bottom of the screen is the bar to type in, along with the different features available to add to your message. You can add files, emojis, change your font style etc.
3. When your Teacher wants to hold a Class Meeting, you will see this come up in the middle part of your screen. Simply click the purple 'Join' button to join the Meeting. You will be able to Share your Screen with your Teacher and other Students here.



Useful Links

The following Links are extra help for you to find your way around Teams:

<https://www.edengirlsslough.com/wp-content/uploads/2020/03/Microsoft-Teams-student-guide-EGS-year-7-8.pdf>

<https://www.clouddesignbox.co.uk/student-and-parent-guide-to-microsoft-teams>

Please note that not all the information on these sites will be relevant to us at Ibstock College.