Microsoft Teams for Education

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.
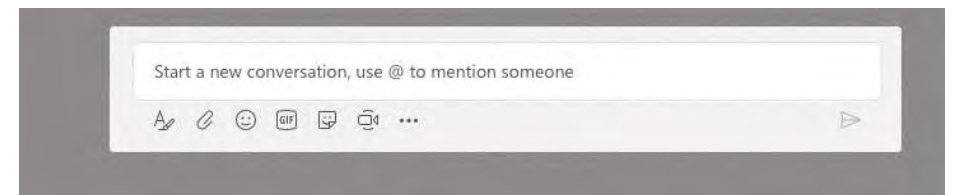Click on the following link to download Teams https://teams.microsoft.com/downloads
Or download it from your AppStore

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**.

Microsoft Teams for Education

Microsoft

Quick Start Guide

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

Start a new chat
Launch a private one-on-one or small group conversation.

Use the command box
Search for specific items or people, take quick actions, and launch apps.

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

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.

Find personal apps
Click to find and manage your personal apps.

Add apps
Launch Apps to browse or search apps you can add to Teams.

Microsoft Teams

Search or type a command

Teams

Your teams

Physical Science

Health Research

Pineview School Staff

Pineview School Science Teachers

Algebra

Activity

Chat

Teams

Assignments

Calendar

Calls

Files

Apps

Help

Join or create a team
Find the team you're looking for, join with a code, or make one of your own.

Manage your team
Add or remove members, create a new channel, or get a link to the team.

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.

Schedule a meeting with your team or class

Hold classes, staff collaboration meetings, or trainings over online meetings

Start a meeting right away
Add participants directly to a meeting that starts right away.

Add new meeting
Schedule a new meeting for live discussion with up to 250 people or schedule a live event for a broadcasted event with a wider audience.

Invite individuals to a meeting
Invite one or more individuals to your meeting. Meeting recordings and resources shared during the meeting will be organized within the meeting history item in you Chat view.

Invite a channel to a meeting
Invite your whole class or working group to a meeting by selecting a channel to host the meeting. Meeting recordings and resources shared during meetings will be organized within the selected channel.
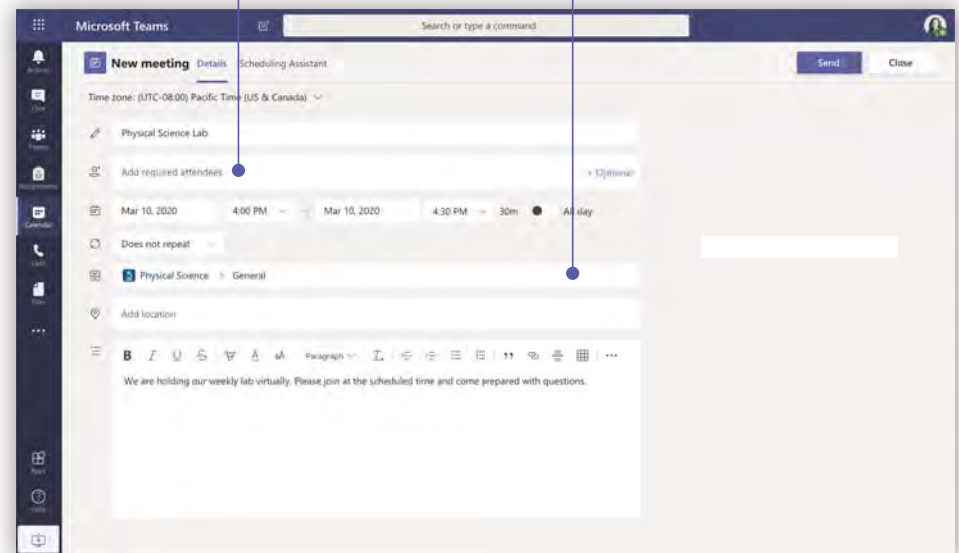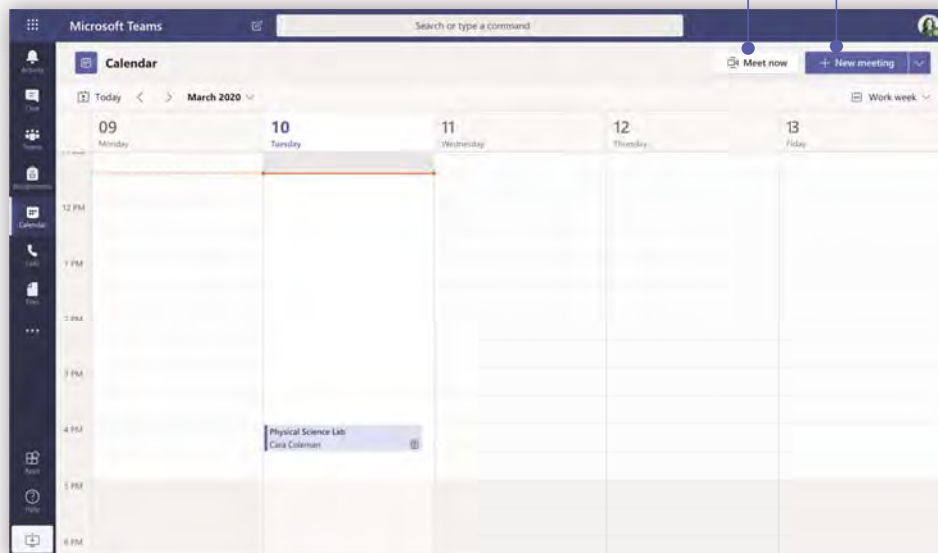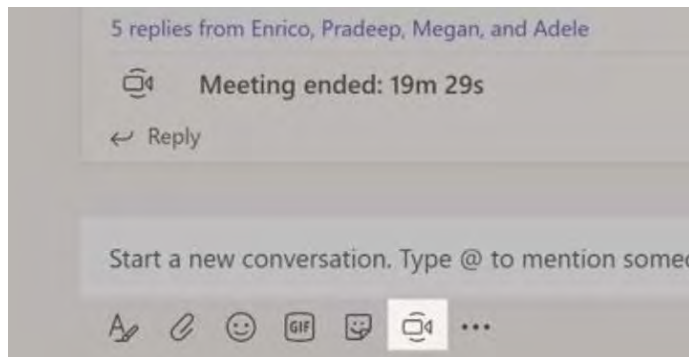
Schedule a meeting with your team or class

Hold classes, staff collaboration meetings, or trainings over online meetings

Click **Meet now** under the message box to start a live meeting in a channel. If you click **Reply** to a message, then the meeting will be attached to that conversation. If you wish to start an independent meeting that is not tied to a channel, then follow the instructions on the previous page by selecting **Calendar > New Meeting**.

You can invite people to the meeting or ask them to join it directly from the channel.
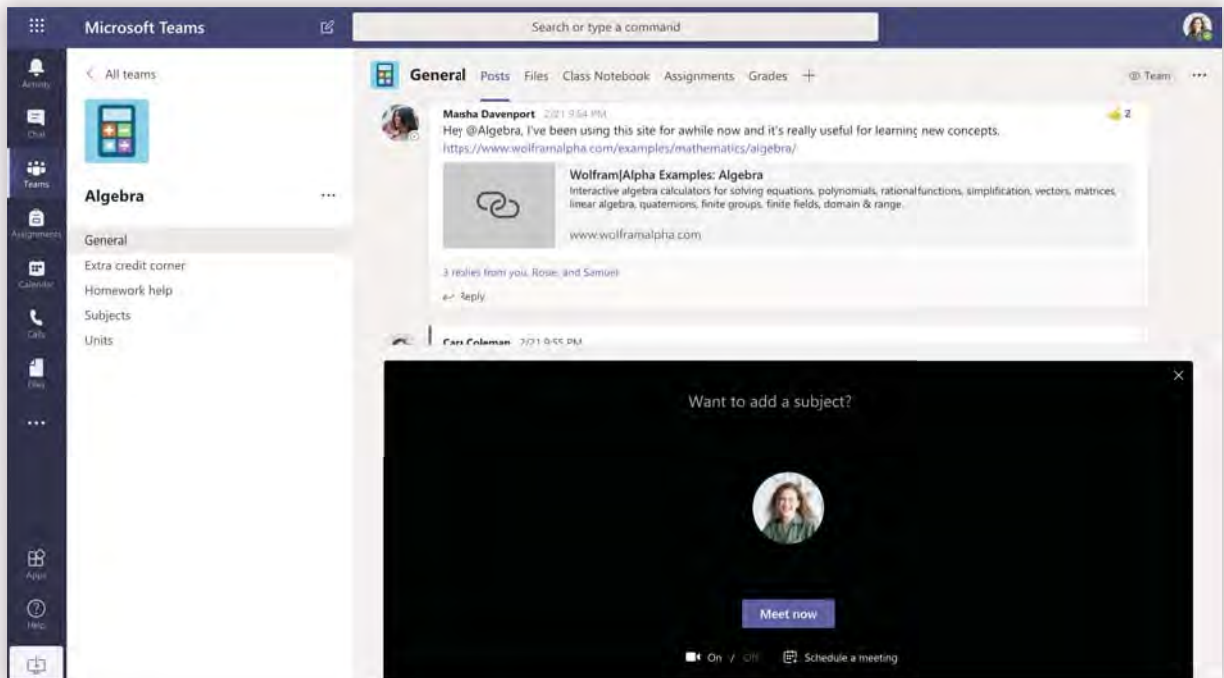
Select **Meet now** to start the meeting right away or **Schedule a meeting** to schedule the meeting for the future. Members of the channel will see an invitation for the meeting in their calendar if you decide to schedule it for later.
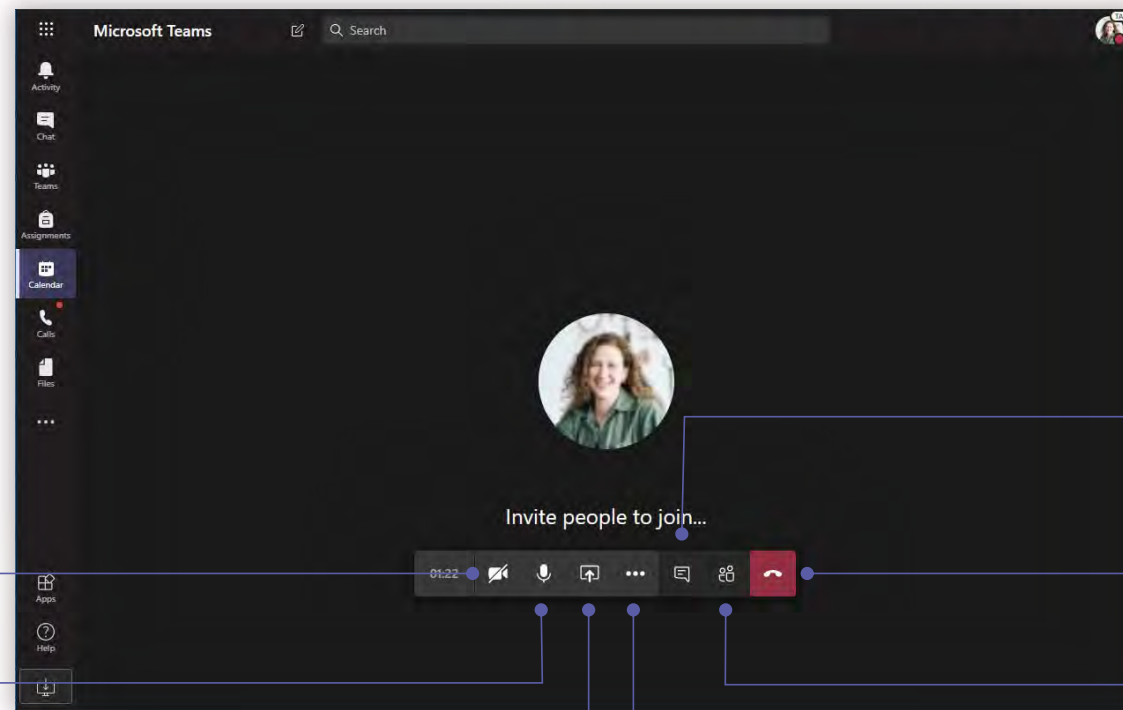
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Participate in a meeting

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

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.

Turn your video feed on and off.

Mute and unmute yourself.

Add participants to the meeting.

Share your screen and sounds from your computer.

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

Make video and audio calls

Click **Video call** or **Audio call** to call someone from a chat. To dial a number, click **Calls** on the left and enter a phone number. View your call history and voicemail in the same area.
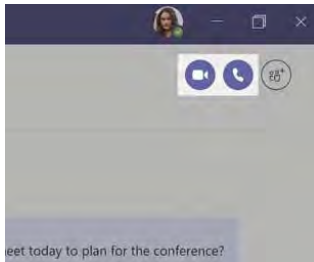

Reply to a conversation

Channel conversations are organized by date and then threaded. Find the thread you want to reply to, then click **Reply**. Add your thoughts and click **Send**.
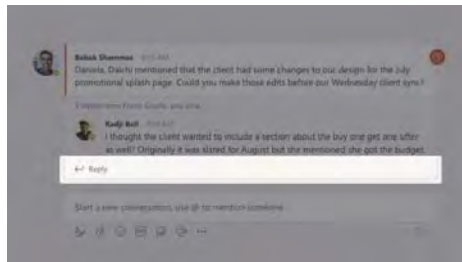

@mention someone

To get someone's attention, type **@,** then their name (or pick them from the list that appears). Type **@team** to message everyone in a team or **@channel** to notify everyone who favorited that channel.
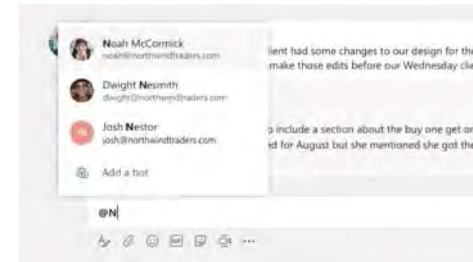
Add an emoji, meme, or GIF

Click **Sticker** under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF. Search for MicrosoftEDU in the GIF search box for extra fun!
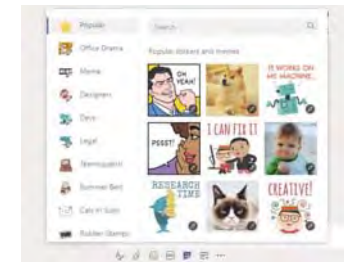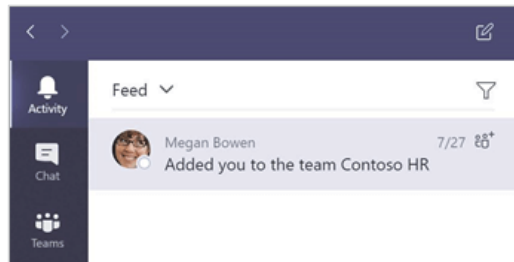
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Stay on top of things

Click **Activity** on the left. The **Feed** shows you all your notifications and everything that's happened lately in the channels you follow. This is also where you'll see notifications about your assignments.


Add a tab in a channel

Click + by the tabs at the top of the channel, click the app you want, and then follow the prompts. Use **Search** if you don't see the app you want.


Share a file

Click **Attach** under the box where you type messages, select the file location and then the file you want. Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share.
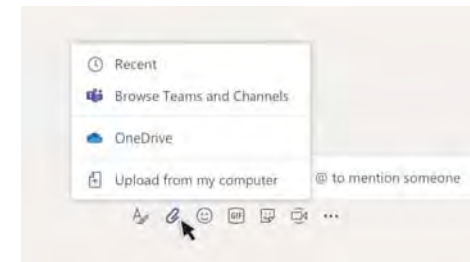
Work with files

Click **Files** on the left to see all files shared across all of your teams. Click **Files** at the top of a channel to see all files shared in that channel. Click **More options ...** next to a file to see what you can do with it. In a channel, you can instantly turn a file into a tab at the top!
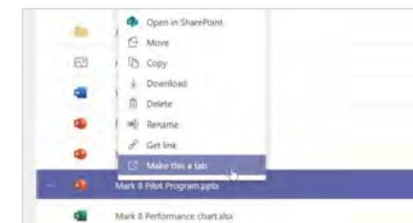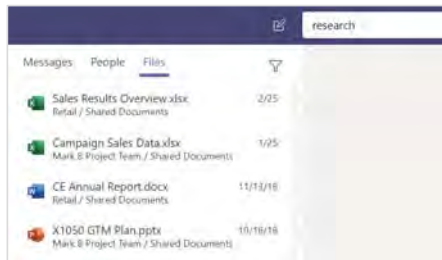
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Search for stuff

Type a phrase in the command box at the top of the app and press Enter. Then select the **Messages, People**, or **Files** tab. Select an item or click **Filter** to refine your search results.
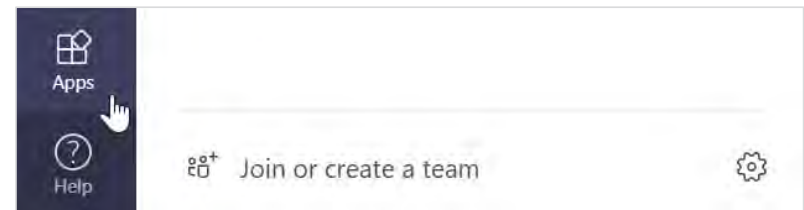
Find your personal apps

Click **More added apps** to see your personal apps. You can open or uninstall them here. Add more apps under **Apps**. These apps provide an aggregate and global view of that content type.

Add apps

Click **Apps** on the left. Here, you can select apps you want to use in Teams, choose the appropriate settings, and **Add**.

Next steps with Microsoft Teams

Get how-to guidance for teaching and learning with Teams. You can also click the Help icon in Teams to access help topics and training.

Articles with how-to guidance for teaching in Teams.

1-hour online courses in the Microsoft Educator Center:
- How teachers use Teams in their professional lives- **Transform Learning with Microsoft Teams.**
- Teaching in Class Teams-**Crafting a Collaborative Learning Environment with Class Teams.**

Get other Quick Start Guides

To download our free Quick Start Guides for your other favorite apps, go to **https://go.microsoft.com/fwlink/?linkid=2008317.**