

Microsoft Teams for Education

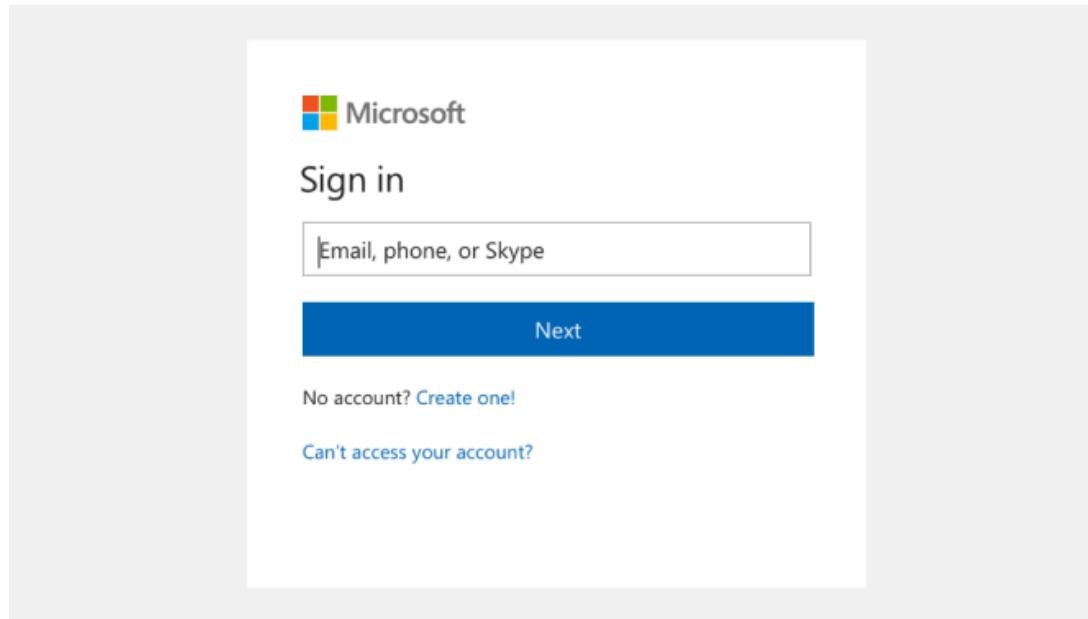
Sign in

Or go to teams.microsoft.com/start

Either log in with your WU credentials and use the program online, or download the application to use on your computer. Note that video calls may require you to download the application.

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

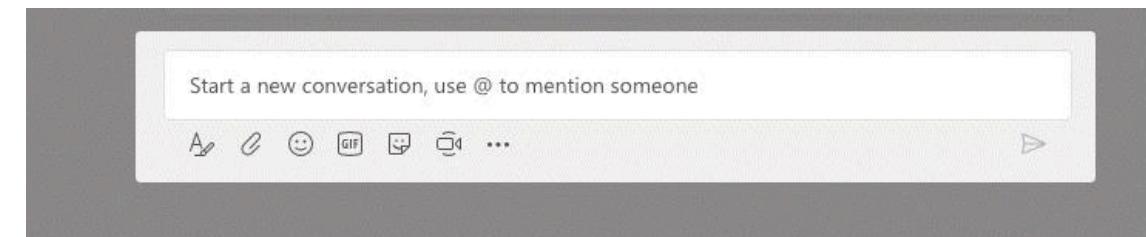
On Mac, go to the **Applications** folder and click **Microsoft Teams**. On mobile, tap the **Teams** icon. Then, sign in with your school email and password.



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**.

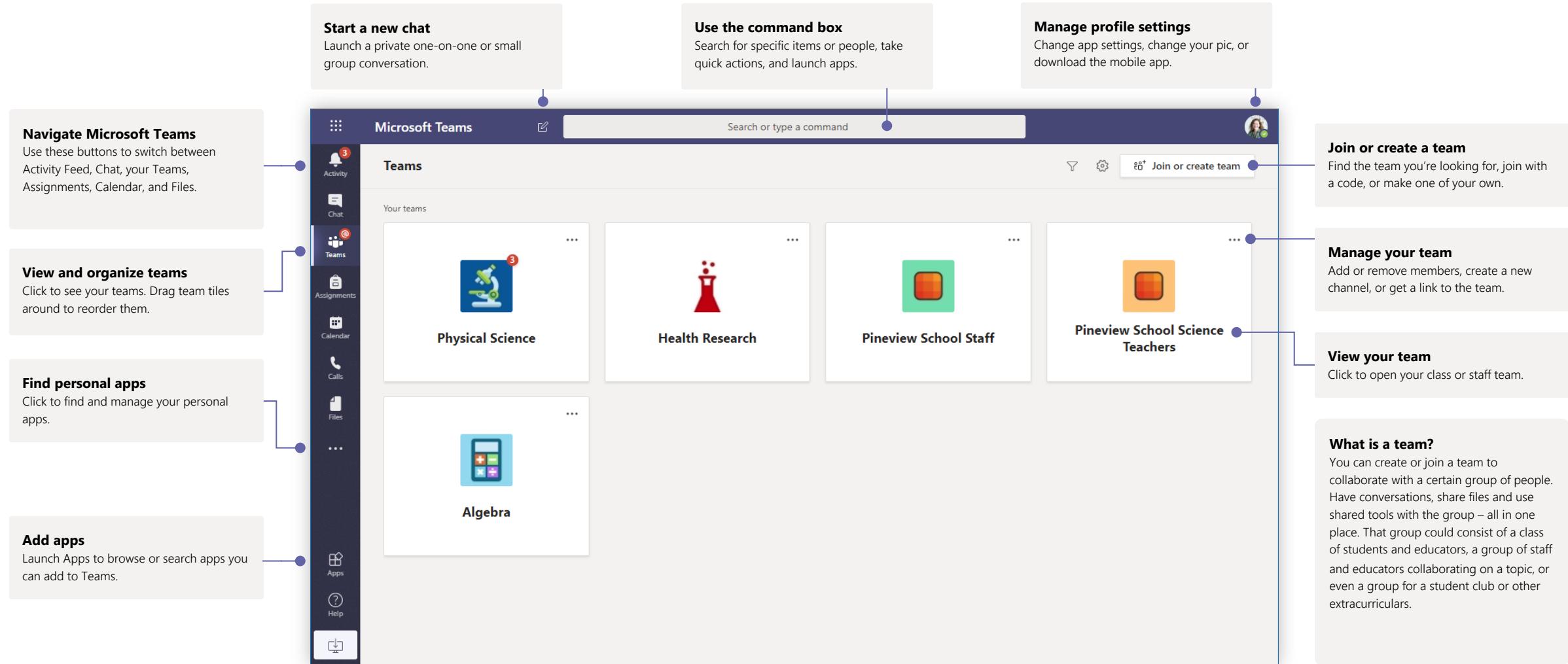


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Quick Start Guide

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

Most of this stuff will be overkill if all you need is to chat or have video calls. Creating a Team is unnecessary for just those functions, but can be helpful if you need to share a lot of files or use other Microsoft applications as a group.



The diagram illustrates the Microsoft Teams for Education interface with several callout boxes highlighting key features:

- 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.
- 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.

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[Learn more about Teams](#)

Schedule a meeting with your team or class

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

You can also schedule a meeting in Teams via your regular Outlook calendar. If you're using Outlook online, then you'll have an option to "add online meeting" in the Room/Location field when you add a new event. If you're using the Outlook application on your computer (and have the Teams application installed), there should be a "New Teams Meeting" button in the ribbon across the top of the page.

- 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 your 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.

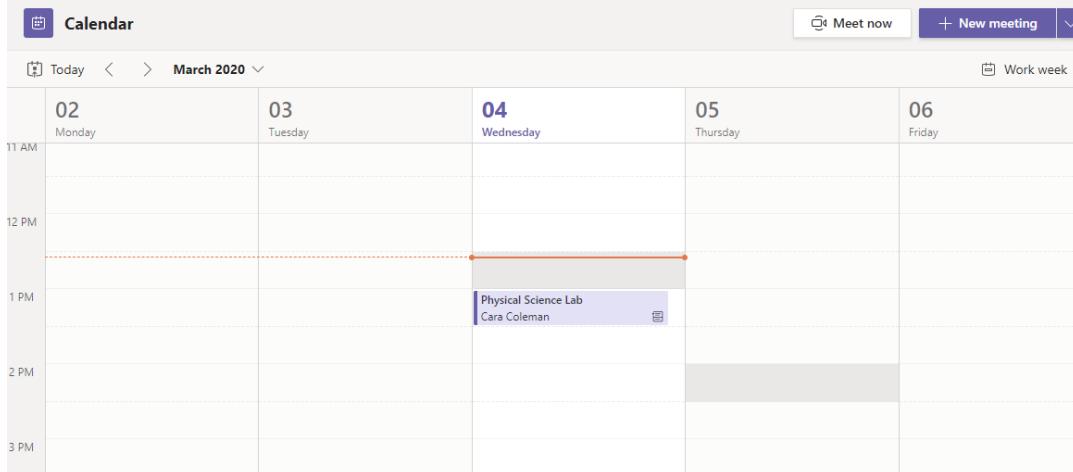
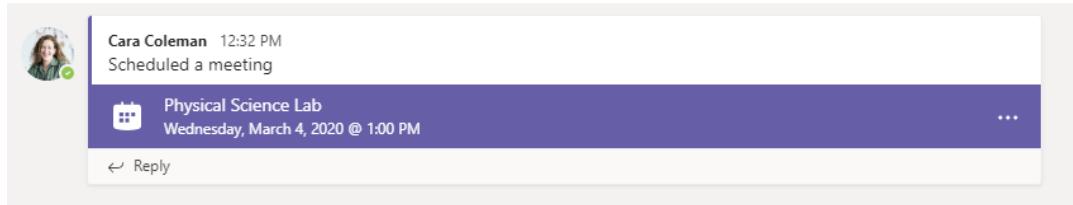
The screenshot shows the Microsoft Teams interface with the 'Calendar' tab selected. The calendar view for March 2020 is displayed, showing days from Monday, March 9, to Friday, March 13. A meeting titled 'Physical Science Lab' is scheduled for Tuesday, March 10, from 4:00 PM to 4:30 PM. The meeting details show it's a 'Physical Science Lab' meeting with 'Cara Coleman' listed. The Teams ribbon at the top has 'Meet now' and '+ New meeting' buttons.

The screenshot shows the 'New meeting' dialog box in Microsoft Teams. The 'Details' tab is selected, showing the meeting is for 'Physical Science Lab'. The meeting is scheduled for Mar 10, 2020, from 4:00 PM to 4:30 PM, lasting 30 minutes. The location is listed as 'Physical Science > General'. The 'Scheduling Assistant' tab is also visible. The message area contains the text: 'We are holding our weekly lab virtually. Please join at the scheduled time and come prepared with questions.'

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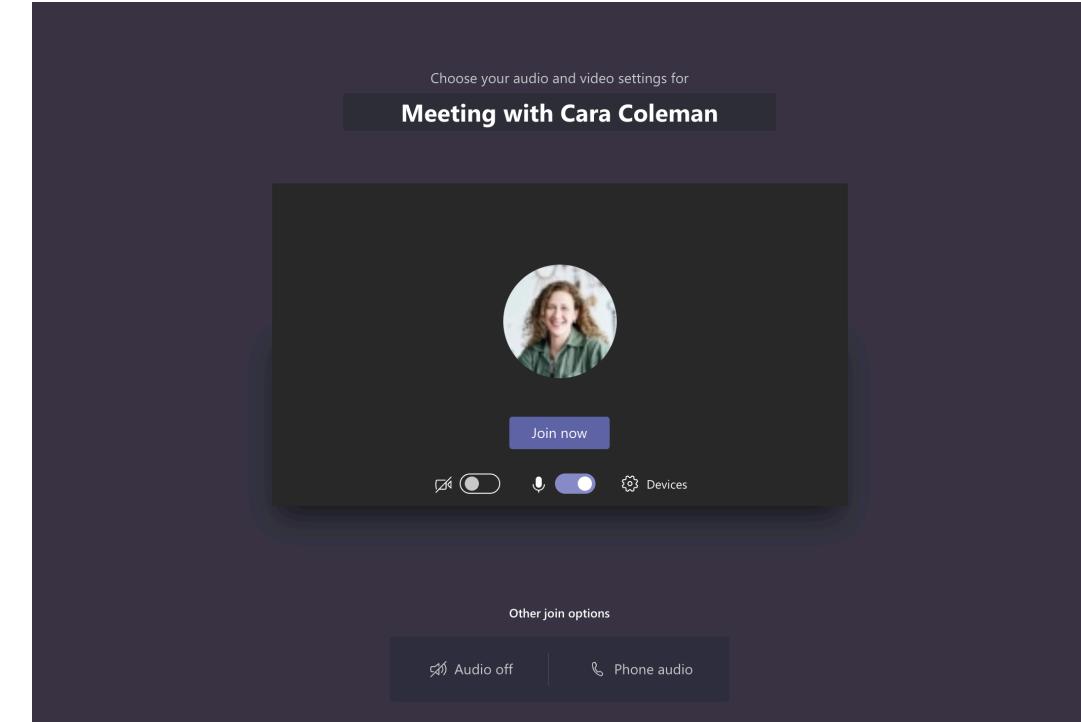
Join a meeting

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**.

The meeting link can also be found in the meeting invitation you got via email, if someone else set it up, or in the meeting item on your Outlook calendar if you scheduled the meeting or have accepted a meeting that someone else set up.

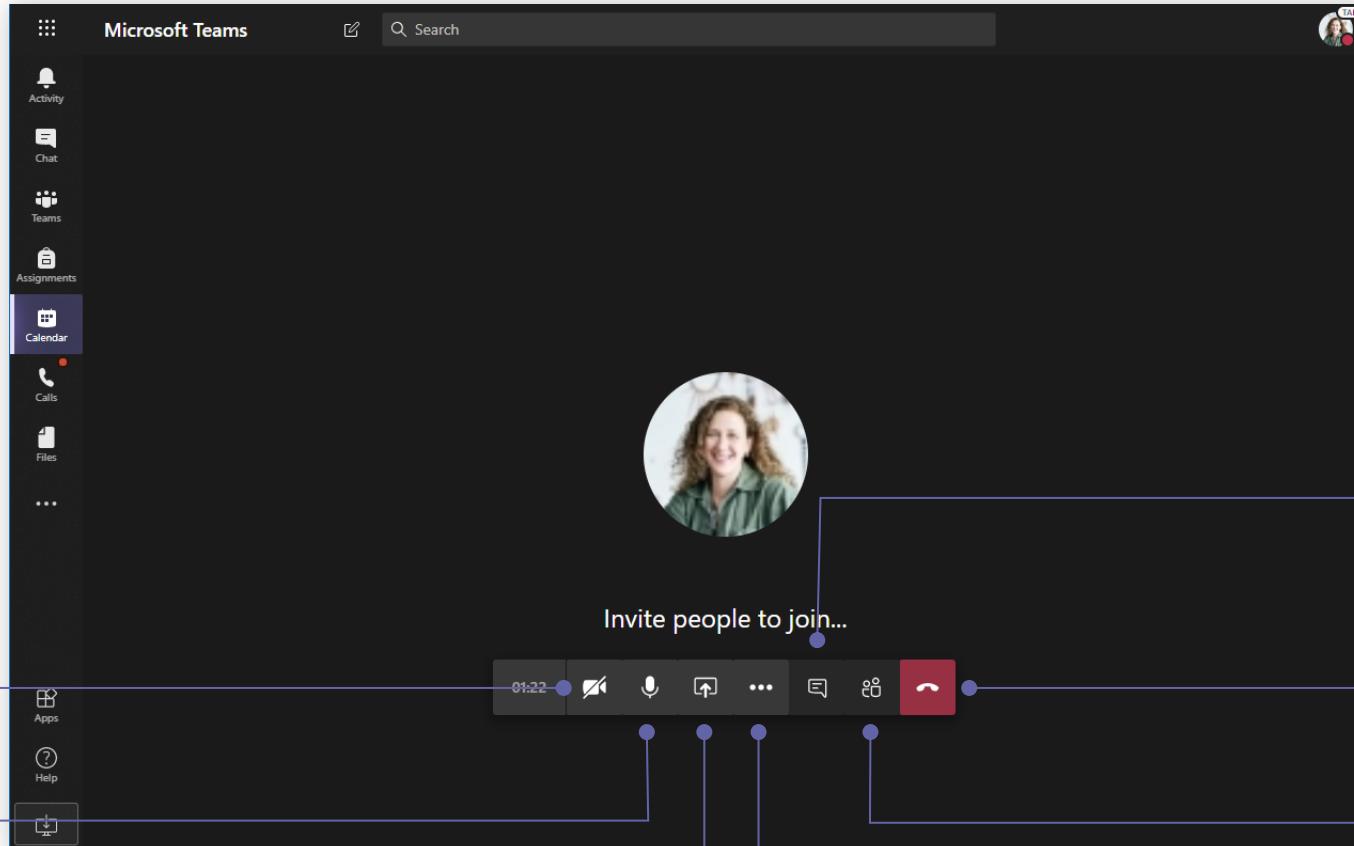


Double-check your audio and video input, turn on the camera, and unmute your microphone to be heard. Select **Join now** to enter the meeting.

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Participate in a meeting

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



Always mute yourself when you're not talking so there isn't so much background noise for everyone else to listen through (If you're using your built-in microphone, it will pick up the sound of you typing, for instance). Particularly helpful if you have kids/pets running around.

Share your screen and sounds from your computer.

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

There's an option in this "..." menu to Blur Background, which is a good one for everyone to turn on.

You can click this Send Chat button to show the chat simultaneously with the video on the same screen. You can use the chat box to send files mid-meeting rather than switching to email and having multiple windows open at once.

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.

Add participants to the meeting.