

# Microsoft Teams for Education



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## 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.

**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.

The screenshot shows the Microsoft Teams interface with a dark blue header bar containing the 'Microsoft Teams' logo, a search bar, and a profile picture. Below the header is a 'Teams' section with a 'Join or create team' button. The main area displays 'Your teams' with five tiles: Physical Science, Health Research, Pineview School Staff, Pineview School Science Teachers, and Algebra. A left-hand navigation pane includes icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. Callout boxes with blue lines point to various elements: the search bar, profile picture, 'Join or create team' button, team tiles, and navigation icons.

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## Class teams

Class teams provide special capabilities tailored for teaching and learning

**Add channels and manage your team**  
You can change team settings, add members to the class team and add channels .

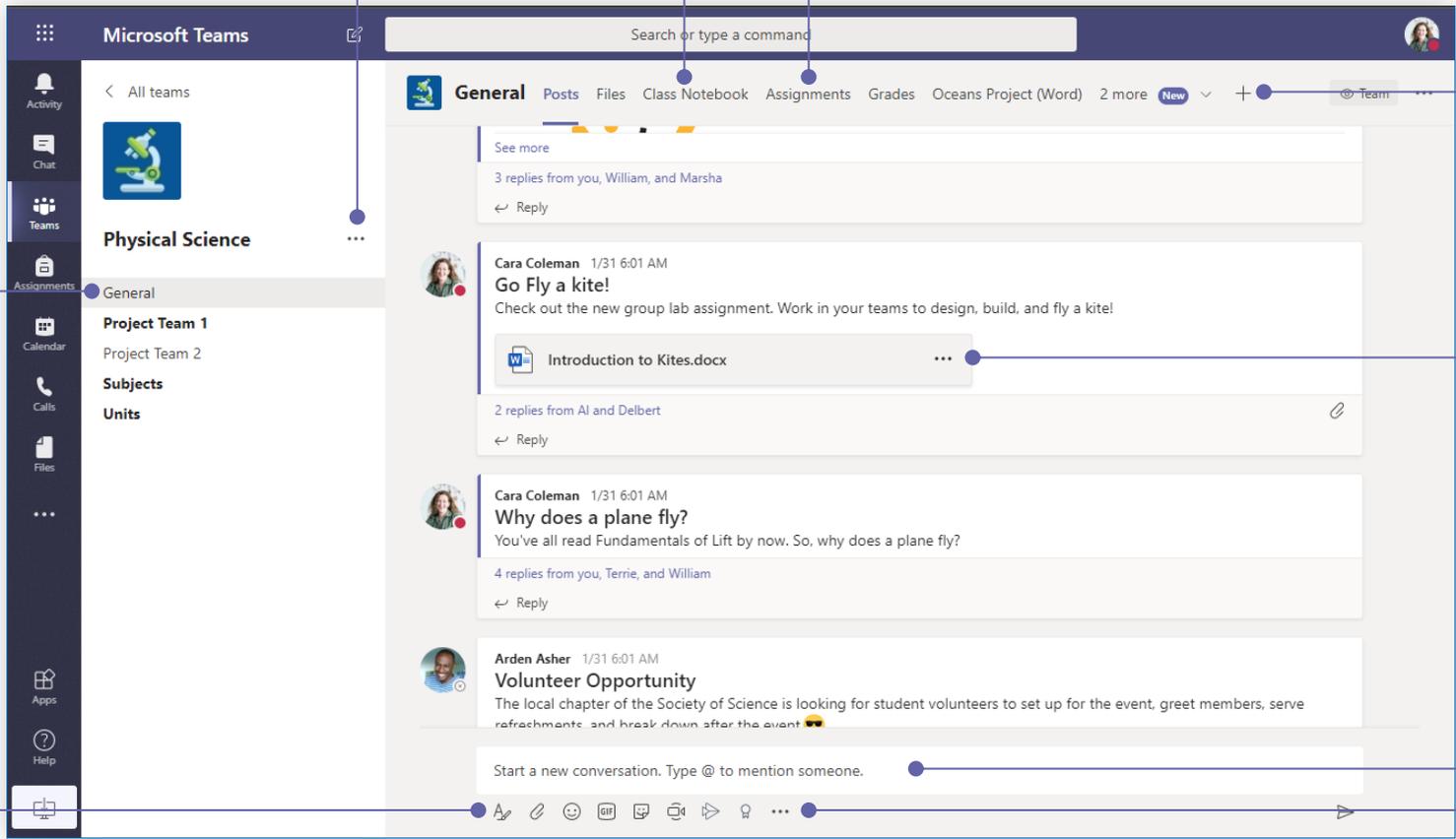
**Open Class Notebook**  
Class Notebook is a digital binder you can use in your class to take notes and collaborate.

**Open Assignments and Grades**  
Assignments allows educators to create and distribute assignments. Students can complete and turn in their assignments without leaving the app. Educators can use the Grades tab to provide feedback on assignments and track student progress. Students can see their progress, too.

**Every team has channels**  
Click one to see the files and conversations about that topic, class unit, or week in the course. You can even have private channels for group projects!

Every team comes with a General channel. Open channel settings to add new channels, manage notifications and other settings.

**Format your message**  
Add a subject, format text, convert the message to an announcement, post across multiple teams or control who can reply and more.



**Add tabs**  
Explore and pin applications, tools, documents and more to enrich your class. We're constantly adding more education specific tabs. Check back often.

**Share files**  
Let class members view a file or work on it together.

**Start a discussion with the class**  
Type and format you message or announcements here. Add a file, emoji, GIF, or sticker to liven it up!

**Add more messaging options**  
Click here to add new messaging capabilities like polls, Praise, and more to enrich classroom discussion.

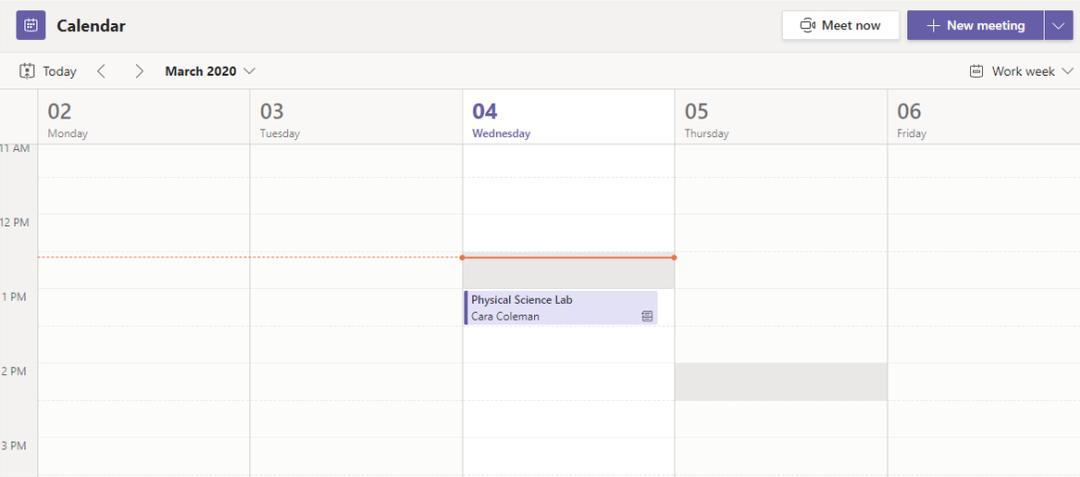
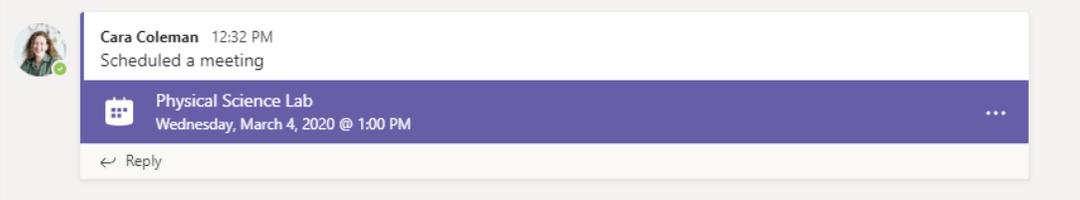
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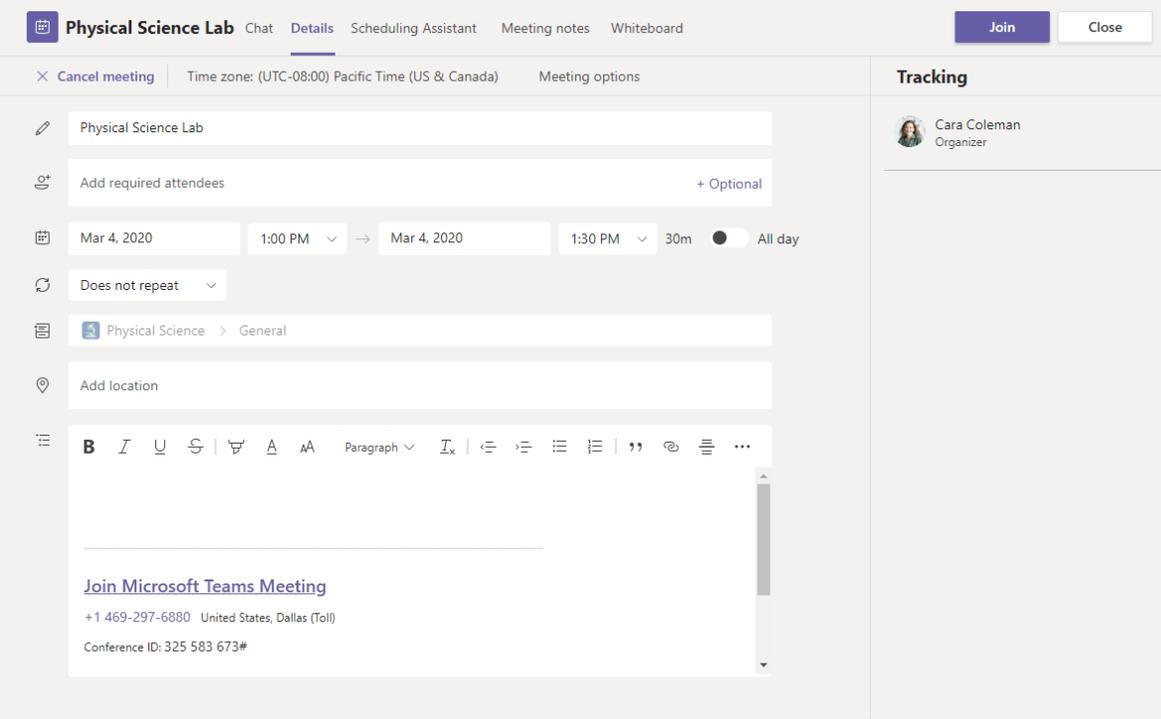
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## Join a meeting

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.

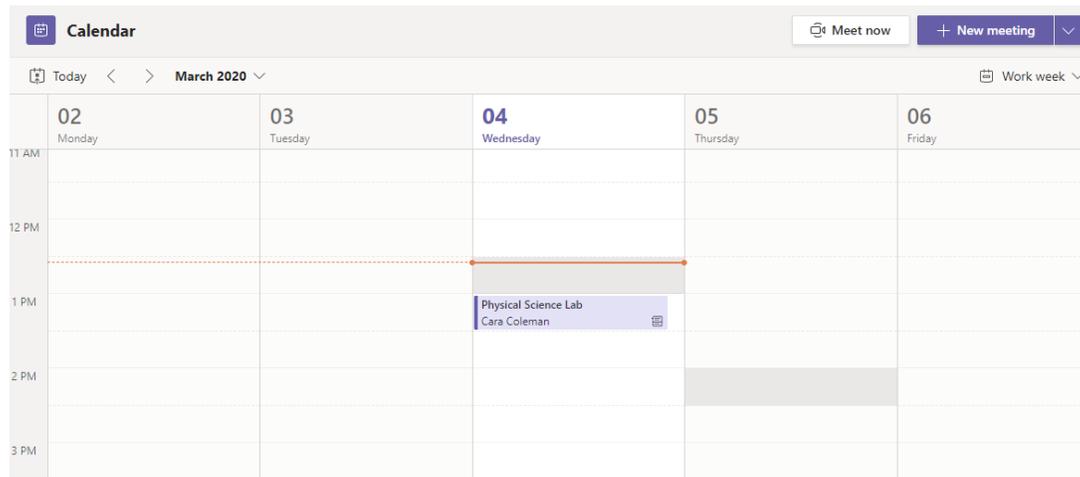
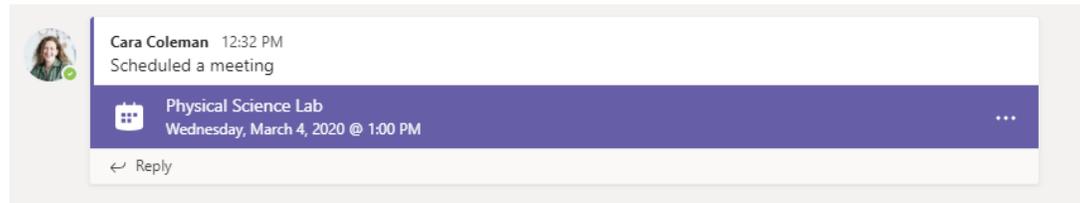


Open the meeting and click **Join** to join the meeting.

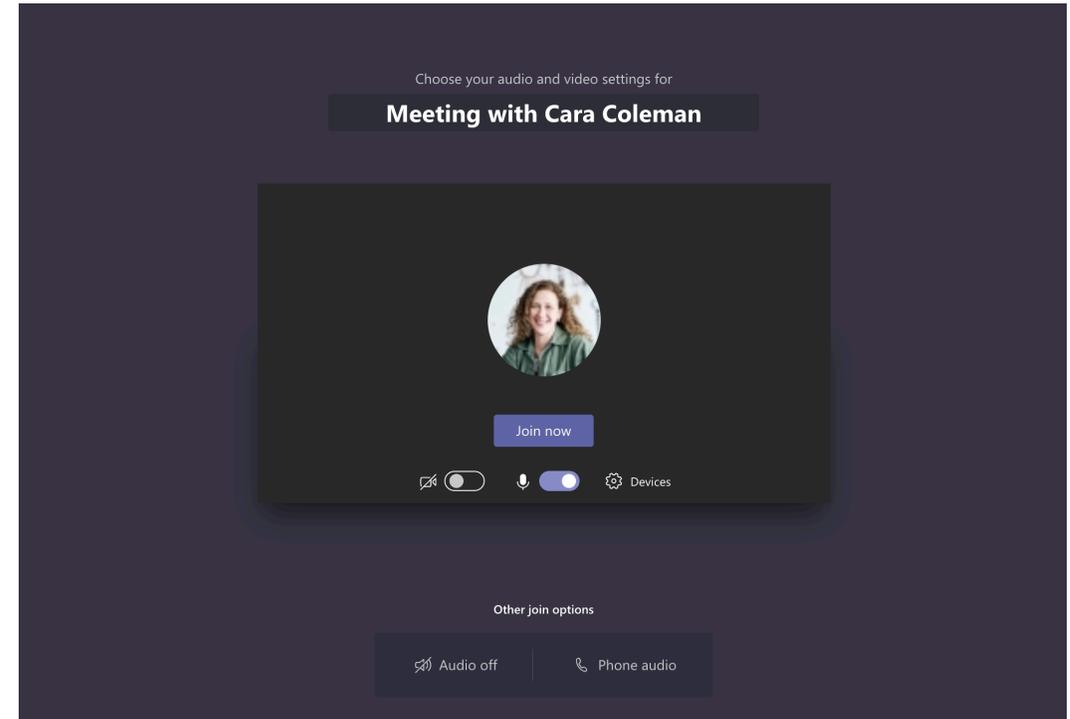
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## Join a meeting

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**.

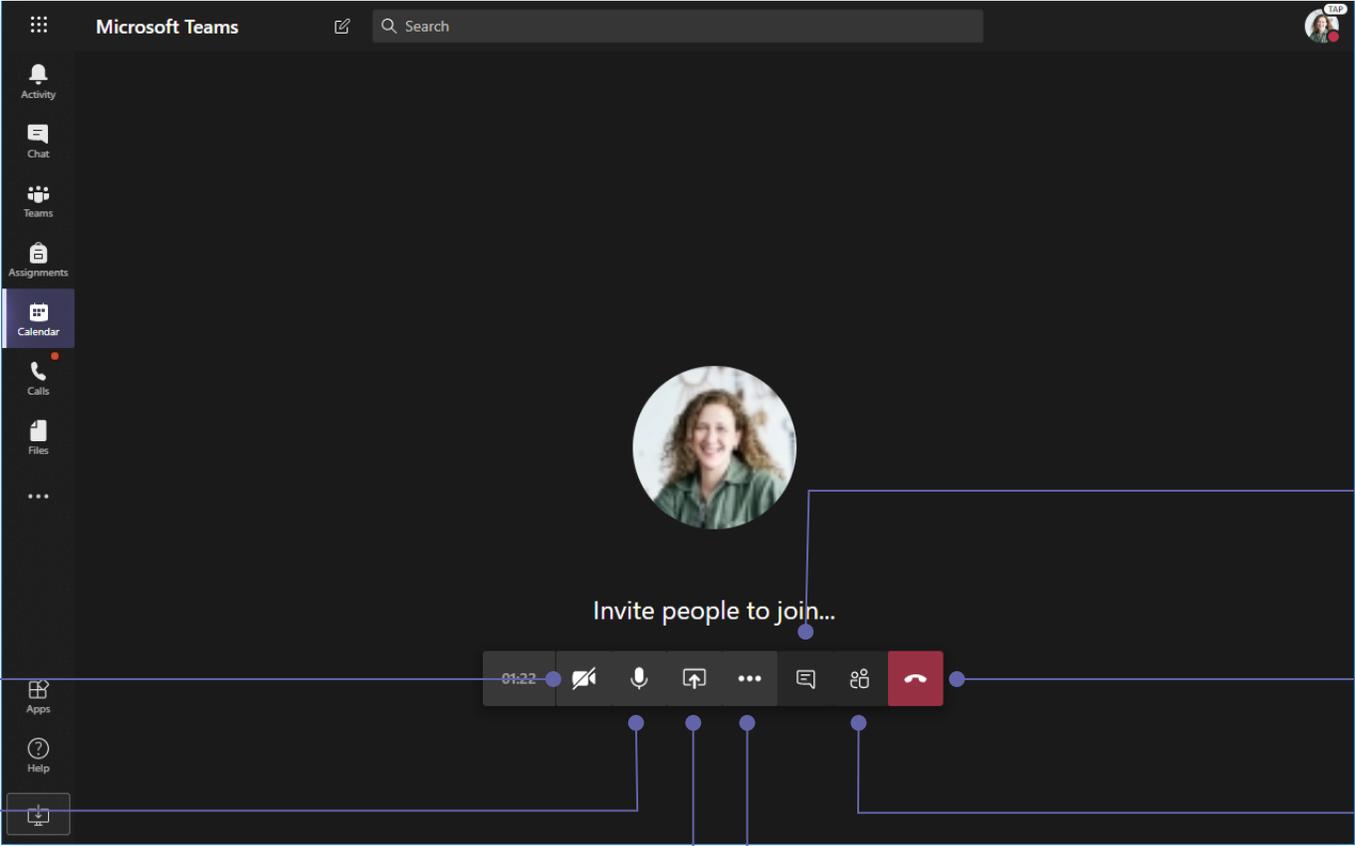


Double-check your audio and video input, turn on the camera, and unmute your microphone to be heard. Select **Join now** to enter the meeting.

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## Participate in a meeting

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



**Turn your video feed on and off.**

**Mute and unmute yourself.**

**Share your screen and sounds from your computer.**

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

**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.**