



MICROSOFT TEAMS

Guide for Students

Access Microsoft Teams

- Microsoft Teams works through your Office 365 account, using your Mercy email address and password
- If you do not have the correct password, please email help@mercyhighschool.com to request a reset
- If you are using a desktop/laptop computer, open a browser (Edge, Chrome, etc) and go to teams.microsoft.com
- If you are using an iPad, go to the App store and download [Microsoft Teams](#)



Microsoft Teams 4+

Hub for teamwork

Microsoft Corporation

#2 in Business

★★★★★ 4.8, 302.5K Ratings


Free

Browser or iPad app?

The app works differently than the browser version. If you are using the app, jump forward a few pages to find those instructions.

Teams desktop app vs. web app

Teams may offer to install the desktop app. This is optional.



Stay better connected with the Teams desktop app




[Download the Windows app](#) [Use the web app instead](#)

Already have the Teams app? [Launch it now](#)

Use the web app

The image shows a promotional banner for the Teams desktop app. It features an illustration of two people interacting with the Teams interface. Below the illustration, there is a headline and two buttons: 'Download the Windows app' and 'Use the web app instead'. A blue arrow points from the right towards the 'Use the web app instead' button. At the bottom, there is a link to 'Launch it now' for existing users.

Changing the View

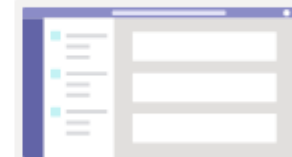
- The browser version of Teams has two views, List and Grid.
- To switch views, click the **More Options** icon  and choose **Switch View**
- In **List View**, the  is near the bottom left corner.
- **In Grid View**, the  is near the top right corner.
- These instructions are written using **List View**.

Layout

Choose how you want to navigate between teams.



Grid

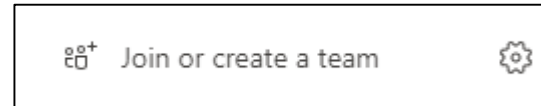


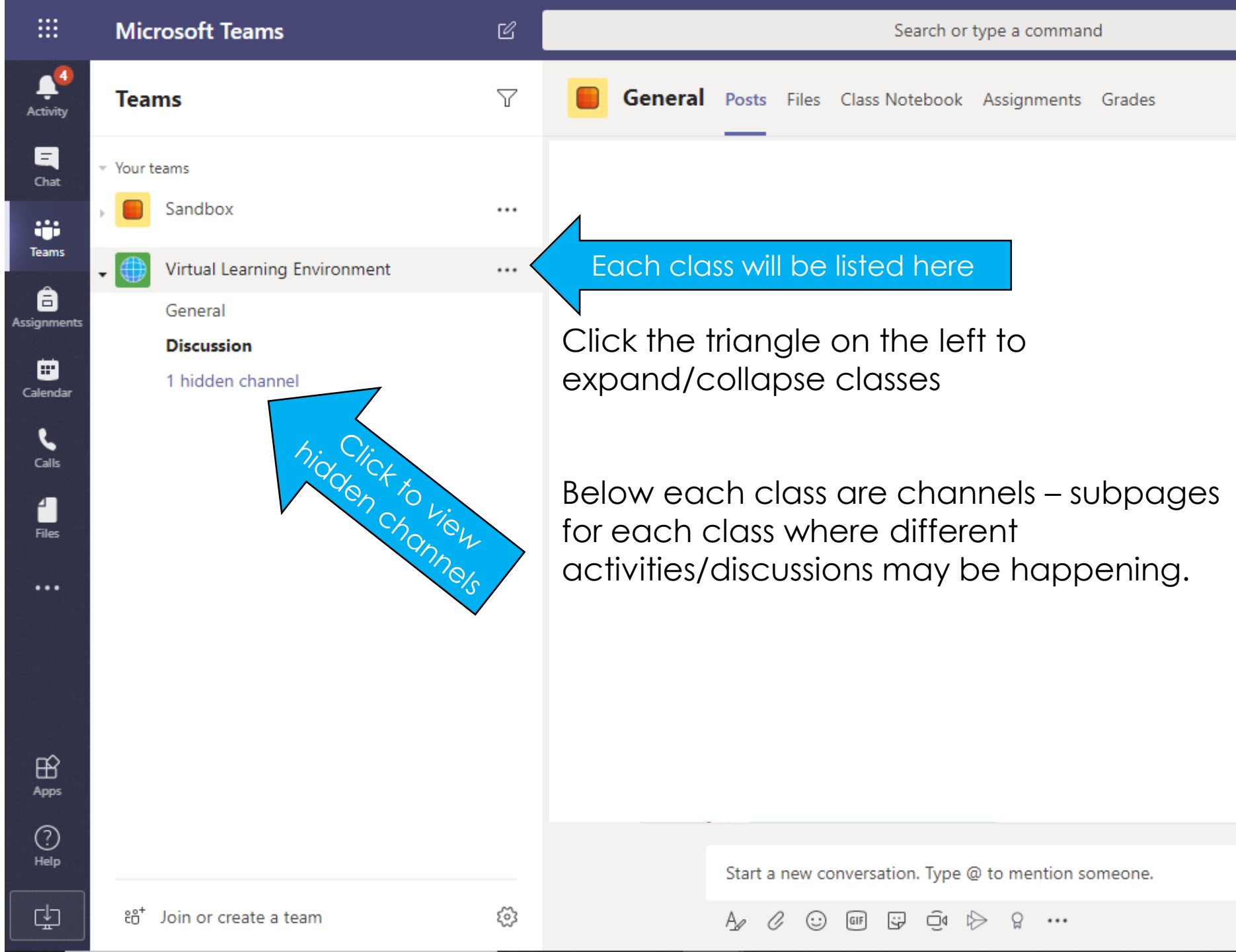
List

Three ways to join a Team:

1. Direct Add - You should automatically see the class in your list.
2. Link – Click the link and follow the steps to join the class.
3. Code – You will need to log in to Teams and enter a code to join the class.

Look for this option in the bottom left corner of List view:





Teams

Your teams



Sandbox



Virtual Learning Environment



General

Discussion

1 hidden channel

Each class will be listed here

Click to view hidden channels

Click the triangle on the left to expand/collapse classes

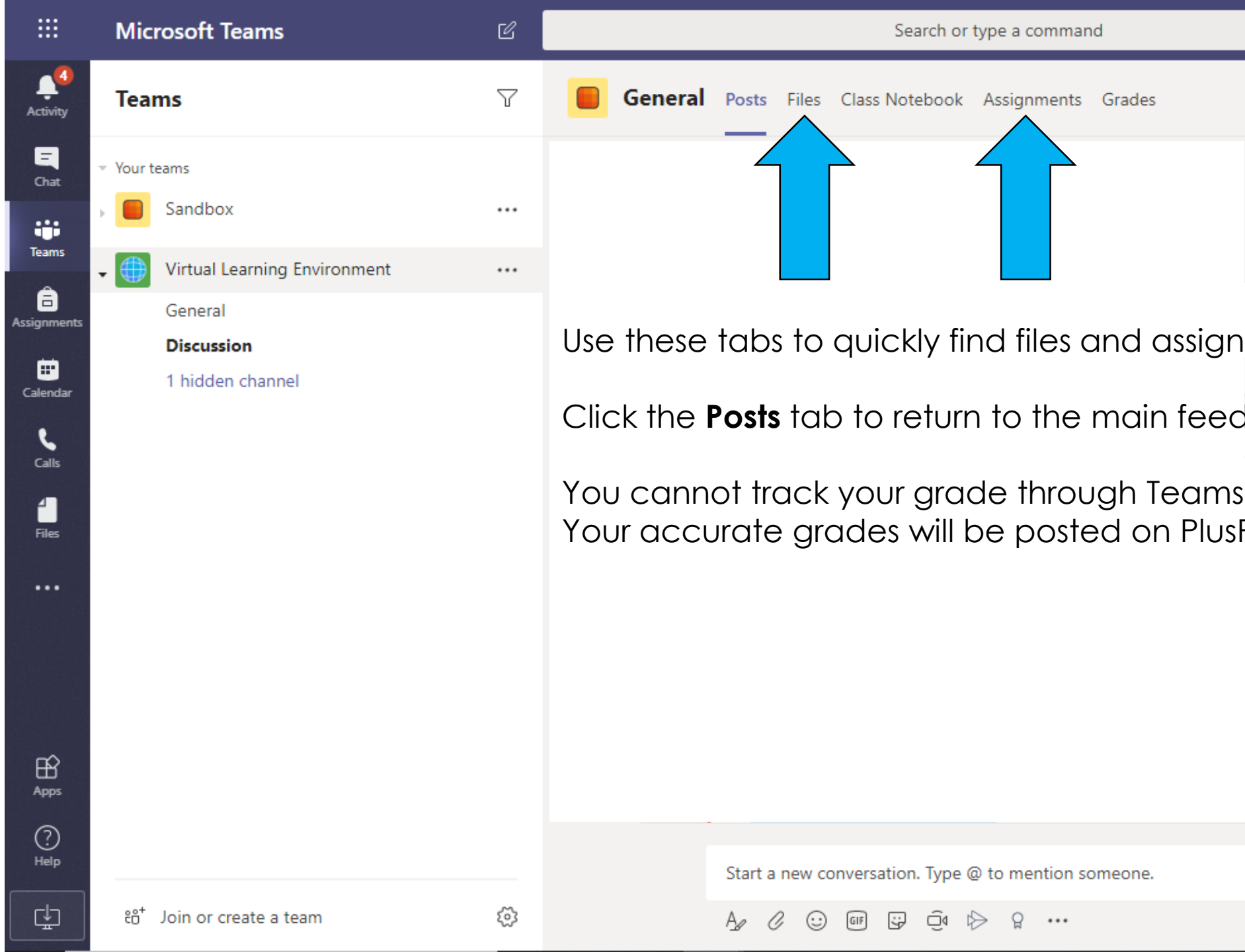
Below each class are channels – subpages for each class where different activities/discussions may be happening.

Start a new conversation. Type @ to mention someone.



Join or create a team





Use these tabs to quickly find files and assignments

Click the **Posts** tab to return to the main feed

You cannot track your grade through Teams.
Your accurate grades will be posted on PlusPortals.

Use these buttons to jump to different areas of Teams

Click **Teams** to return to this view

The **Calendar** will help you stay on track

The screenshot displays the Microsoft Teams application interface. At the top, the title bar reads "Microsoft Teams" with a search bar on the right containing the text "Search or type a command". The left-hand navigation pane is dark blue and contains several icons: Activity (with a red notification badge showing '4'), Chat, Teams (highlighted with a blue arrow), Assignments, Calendar (highlighted with a blue arrow), Calls, Files, a three-dot menu, Apps, and Help. The main content area is divided into two sections. The top section, titled "Teams", shows a list of teams: "Your teams" (expanded) containing "Sandbox" and "Virtual Learning Environment" (expanded). Under "Virtual Learning Environment", there are sub-sections for "General" and "Discussion", with a note for "1 hidden channel". The bottom section of the main area shows the "General" channel of the "Virtual Learning Environment" team, with tabs for "General", "Posts", "Files", "Class Notebook", "Assignments", and "Grades". The "General" tab is active. At the bottom of the interface, there is a text input field with the placeholder "Start a new conversation. Type @ to mention someone." and a toolbar with icons for text, link, emoji, GIF, video, voice, and more options.

Teams for iPad

Microsoft Teams



Welcome to Microsoft Teams!
A happier place for teams to
work together.

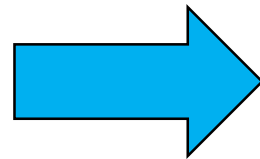


Sign in

Sign up for free



Enter your Mercy email address



Sign in using your work, school, or Microsoft account.

Sign in

[Get help with signing in](#)

Cancel

Enter your Mercy
email password



magic@mercyhighschool.com

Enter password

Password

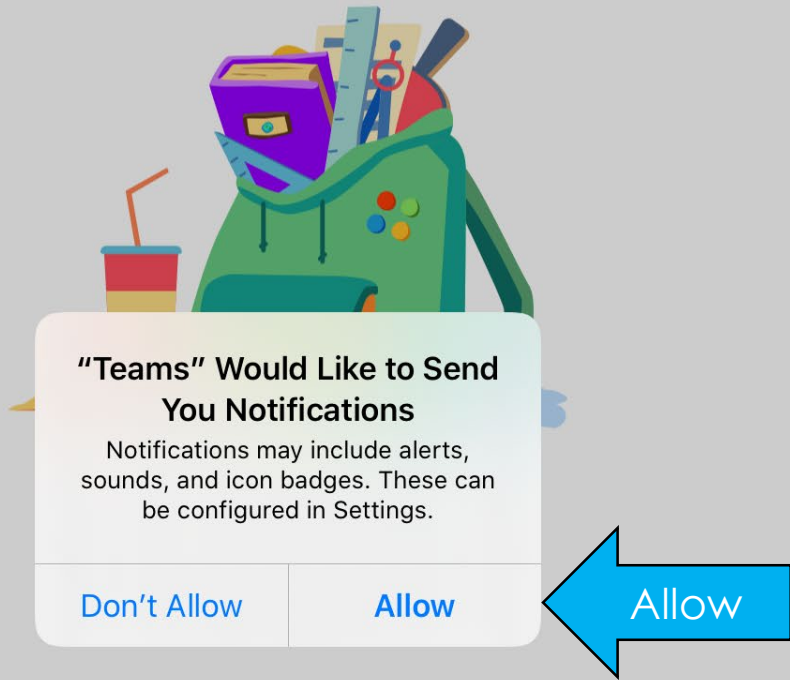
[Forgot my password](#)

[Sign in with another account](#)

Sign in



Sign in

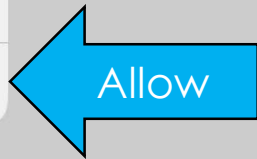


“Teams” Would Like to Send You Notifications

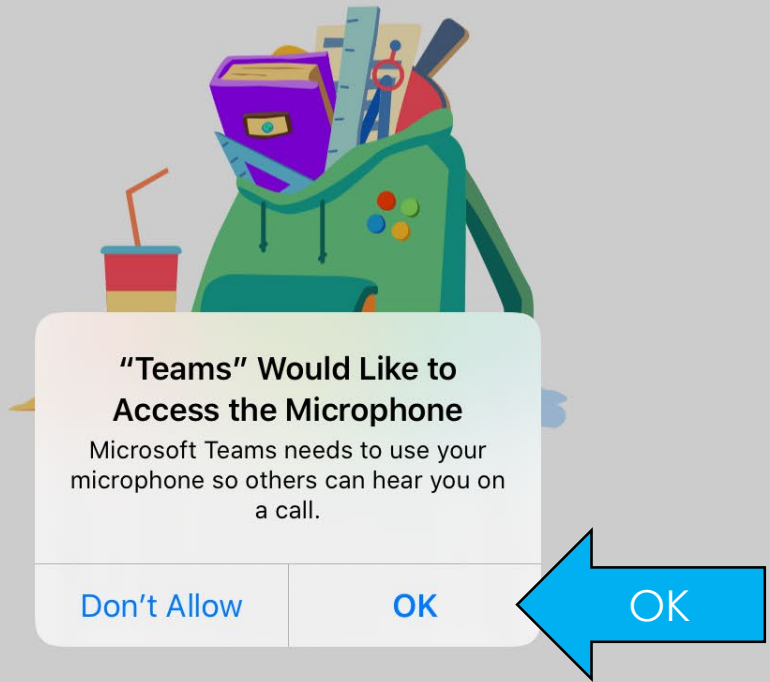
Notifications may include alerts, sounds, and icon badges. These can be configured in Settings.

Don't Allow

Allow



Next



Next



Teams



Join a Team

General

Virtual Learning Environment



> Master US 2 Team ...

> Sandbox ...

> U.S. History 2 D ...

Virtual Learning Environ... ...

General >

Discussion >

1 hidden channel >

See all teams >

Posts

Files

More

Assignments >

Class Notebook >

Grades >

Classes listed here

1:54 PM Sat Mar 14

Teams

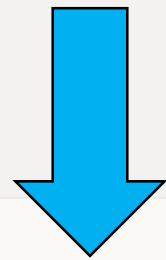
- Master US 2 Team
- Sandbox
- U.S. History 2 D
- Virtual Learning Environ...
- General
- Discussion
- 1 hidden channel
- See all teams

General
Virtual Learning Environment

Posts Files **More**

- Assignments
- Class Notebook
- Grades

This is your main navigation bar. Tap **Teams** to go back to the first page. Check out **Activity** to view notifications.



Activity Chat **Teams** Assignments Calendar

1:54 PM Sat Mar 14

Teams

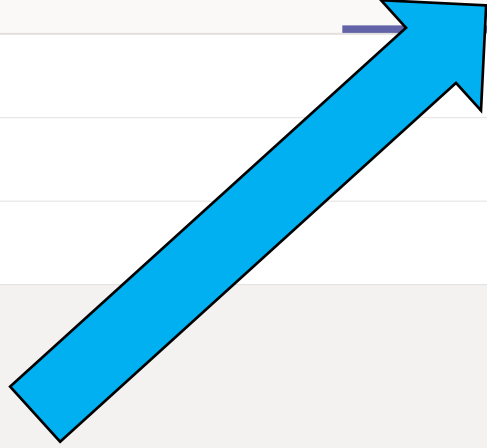
- Master US 2 Team
- Sandbox
- U.S. History 2 D
- Virtual Learning Environ...
- General
- Discussion**
- 1 hidden channel
- See all teams

Show hidden channels





General
Virtual Learning Environment

Posts Files **More**





- Assignments
- Class Notebook
- Grades



Not all of the tabs may be visible.
Tap **More** to see additional tabs.

- >  Master US 2 Team ...
- >  Sandbox ...
- >  U.S. History 2 D ...
- ∨  Virtual Learning Environ... ...
- General >
- Discussion** >
- 1 hidden channel >
- See all teams >

Posts Files **More**

-  Assignments 
-  Class Notebook >
-  Grades >

Tap here to view/submit assignments

Sample Assignment

Turn in

02 - Using Channels Effectively

Points
10 points possible

Due April 1, 2020 11:59 PM

Instructions

1. Watch the linked video about using Channels in Microsoft Teams.
2. Consider how you would like to organize the Channels for your classes.
3. Locate the Discussion Channel in this team and add a reply to the discussion that was posted on March 12, 2020 at 10:50 am.

Reference materials

🔗 Video: Channels

My work

+ Add work

Tap here to add your work

Check due date & time

Links & files for the assignment

Read instructions





Turn in

02

Due

Instru

1. Wa

2. Co

class

3. Loc

discu

Refer



My work

+ Add work



OneDrive

+ New File

Link

Teams

Upload from this device

OneDrive



Name

Modified



Attachments

Jul 14, 2017



Class Notebooks

Jul 23, 2017



Flat Screen Displays

Sep 19, 2017

Cancel

Attach

Lots of options for turning in assignments. It is suggested that you create a file in OneDrive and then turn it in. You could also take a picture and then choose **Upload from this device.**



Turn in

02 - Using Channels Effectively

Points
10 points possible

Due April 1, 2020 11:59 PM

Instructions

1. Watch the linked video about using Channels in Microsoft Teams.
2. Consider how you would like to organize the Channels for your classes.
3. Locate the Discussion Channel in this team and add a reply to the discussion that was posted on March 12, 2020 at 10:50 am.

Reference materials

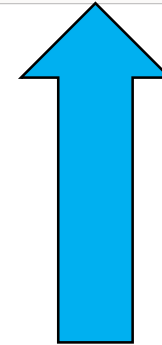
Video: Channels

My work

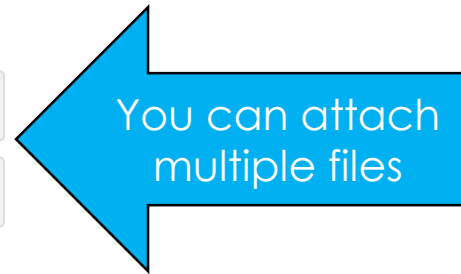
8F9698F3-DE89-432B-BE32-CB46ACE355BF.png

IHM Weekly Update 252020.pdf

+ Add work



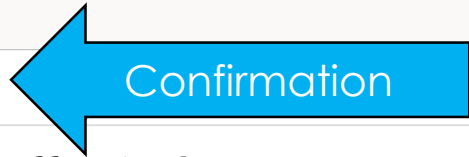
Tap here to turn in the work, and then **wait**





Undo turn in

Turned in Sat Mar 14, 2020 at 1:58 PM ✓



02 - Using Channels Effectively

Due April 1, 2020 11:59 PM

Points
10 points possible



You will receive a random animation when submitting assignments. You will also know it has been submitted by the time/date stamp at the top.

Instructions

1. Watch the linked video about using Channels in Microsoft Teams.
2. Consider how you would like to organize the Channels for your classes.
3. Locate the Discussion Channel in this team and add a reply to the discussion that was posted on March 12, 2020 at 10:50 am.

Reference materials

Video: Channels

My work

8F9698F3-DE89-432B-BE32-CB46ACE355BF.png

IHM Weekly Update 252020.pdf

244A7D27-0DF5-488B-A50F-F95B4D672697.png



Tap here to open menu

- ☰ 🔍 Teams ⚙️
- > 📁 Master US 2 Team ...
- > 📁 Sandbox ...
- > 📄 U.S. History 2 D ...
- ▼ 🌐 Virtual Learning Environ... ...
- General** >
- Discussion** >
- 1 hidden channel >
- See all teams >

General
Virtual Learning Environment



Posts

Files

More

- 📁 Assignments >
- 📄 Class Notebook >
- 📁 Grades >

Teams Menu



Magic

- Available
- Set status message
- Notifications
On
- Settings
- What's new
- More apps



General
Virtual Learning Environment



Posts

Files

More

You can adjust notifications, change your status, and more.

MARCH 14 TODAY

Test call
2:30 pm - 3:00 pm

MARCH 15 TOMORROW

No meetings

MARCH 16 MONDAY

Day 01 - Exploring Issues in Technology class
12:30 pm - 1:15 pm

MARCH 17 TUESDAY

No meetings

MARCH 18 WEDNESDAY

No meetings

MARCH 19 THURSDAY

No meetings

Test call
Saturday, March 14, 2020
2:30 pm - 3:00 pm

Join RSVP

Join Microsoft Teams Meeting Learn

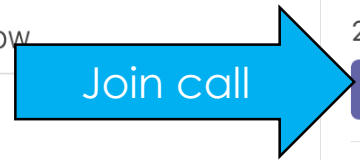
PARTICIPANTS (2)

Melinda Johnson
Organizer

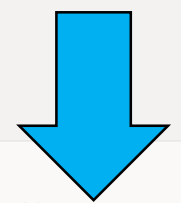
Magic
No response

Delete event

This will delete the event for you only. It won't affect other participants.



Use the calendar to keep track of your schedule. You can also join Teams video calls from here.





Test call

"Teams" Would Like to Access the Camera

Please allow Microsoft Teams to access your camera to add photos to your messages, and to share video in your calls and meetings.

Don't Allow OK

Video is off Mic is off Speaker



More join options

Join now



Test call



Adjust settings

Video is off Mic is off Speaker

Join now

Join now

Netiquette:
Turn your Mic off when entering a call.

You can turn it back on when you're ready.