

# Microsoft Teams Quick Start Guide

Navigation, Key Features, Meetings and Class Teams



# Microsoft Teams

## Get Ready: **10 things to get you started.**

*Use conversations, files, and meeting tools to stay more engaged and effective every day. .*

### 1. Start with chat.

Create a small group chat with colleagues you work with most closely, a great way to communicate in the moment. You can name and 'favorite' the chat for easy reference.

### 2. Connect from anywhere.

Download the Microsoft Teams desktop and mobile apps to enable teamwork from anywhere.

### 3. Go big.

Create larger teams with dedicated channels to specific topics, projects, disciplines. It's better to have fewer, larger teams with more channels than many, small teams that you need to juggle.

### 4. Customize channels.

Upload files to the appropriate channel and pin frequently used files to make it easier for everyone to find.

### 5. Add apps to channels.

Do more in one place by integrating favorite apps and services—such as Word, PowerPoint, Excel, PowerBI, Planner and more—with team chats and meetings.

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### 6. Consolidate 'need to know' content.

Use OneNote or the Wiki feature to spotlight important content—meeting follow ups, best practices, goals—separate from conversations.

### 7. Spotlight resources.

Pin key websites used to track news, performance, live site monitoring or metric tracking so everyone can access this information right within Teams

### 8. Elevate email conversations.

Forward email to a team channel to continue the discussion in a threaded chat conversation, with attachments automatically uploaded for easy team co-authoring.

### 9. Share content from other services.

Set up connectors to push rich content into Microsoft Teams and get notified of the team's activity in that service.

### 10. Help foster active channels.

Be personally active in channels and @team to highlight posts for the whole group.



# Microsoft Teams

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# Microsoft Teams

## Setup Microsoft 365 Account

To use Microsoft Teams for collaboration, you must have your Microsoft 365 account setup first. If you have been approved for Microsoft 365 deployment, you should receive emails from **DoDEA\_M365** with your username and password. Please refer to the [M365 account setup guide](#) if need help setting up your account.

If you don't have an account yet, you can experience the interactive demo for Microsoft Teams at <http://teamsdemo.office.com/>

## Sign in: Desktop or Mobile (Recommended)

On a Windows computer, click **Start (Windows Icon) > Microsoft Teams**.  
On Mac, go to the **Applications** folder and click **Microsoft Teams**.  
On mobile, tap the **Teams** icon.

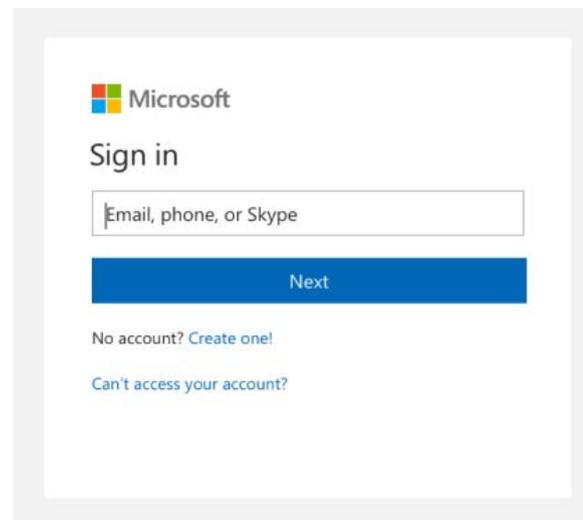
## Sign in: Online Portal

If you must login with the online version, you can go to [teams.microsoft.com](https://teams.microsoft.com) to get started. The online portal (<https://portal.office.com/>) can also be used to access Teams.

*Sign in with your Microsoft 365 username and password.*

You may also see a checkbox option "**Don't ask again for 14 days**" on the password screen.

**WARNING:** Using the "**Don't ask again for 14 days**" checkbox in the Chrome browser, may cause an unexpected login loop that will not allow you to go past the screen. This is an intermittent problem that DoDEA cannot resolve. You may need to close your browser to stop the page reloading. Microsoft Edge browser does not have this issue.



# Microsoft Teams

## Quick Start Guide: **Grid View**

Click each description to **see a video guide or instructions** of core functionality within Teams.

### 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 collaborating on a topic, or even a group for a student club or other extracurriculars.

The screenshot shows the Microsoft Teams interface in Grid View. The left navigation bar is visible with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main area displays a grid of team cards: Physical Science, Health Research, Pineview School Staff, Algebra, and Pineview School Science Teachers. A search bar at the top right contains the text 'Join or create team'. Several callout boxes provide instructions for various features:

- Start a new chat**: Launch a 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.
- Left navigation bar – pinned apps**: Use these buttons to switch between Activity Feed, Chat, your Teams, Meetings & Files.
- View and organize teams**: Click to see your teams. In the teams list, drag a team name to reorder it.
- More apps to find and pin apps for your personal view**: Click to find and manage your personal apps.
- Add apps**: Launch 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 on the team to open your class or staff team. See List View on the next page for more details on what you can do within your team.

# Microsoft Teams

## Quick Start Guide: List View

Click each description to **see a video guide or instructions** of core functionality within Teams.

### Left navigation bar – pinned apps

Use these buttons to switch between Activity Feed, Chat, your Teams, Meetings & Files.

### Filter your activity feed

Find important files or see when someone @mentions you, likes something you posted, or replies to a thread you started.

### View and organize teams

Click to see your teams. In the teams list, drag a team name to reorder it.

### More apps to find and pin apps for your personal view

Click to find and manage your personal apps.

### Add apps

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

### Every team has channels

Click one to see the files and conversations about that topic, department, or project.

### Start a new chat

Launch a one-on-one or small group chat or discussion.

### Add tabs

Highlight apps, services, and files at the top of a channel. The Posts and Files tabs are automatic.

### 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.

### Manage your team

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

### Add files

Let people view a file or work on it together.

### Reply

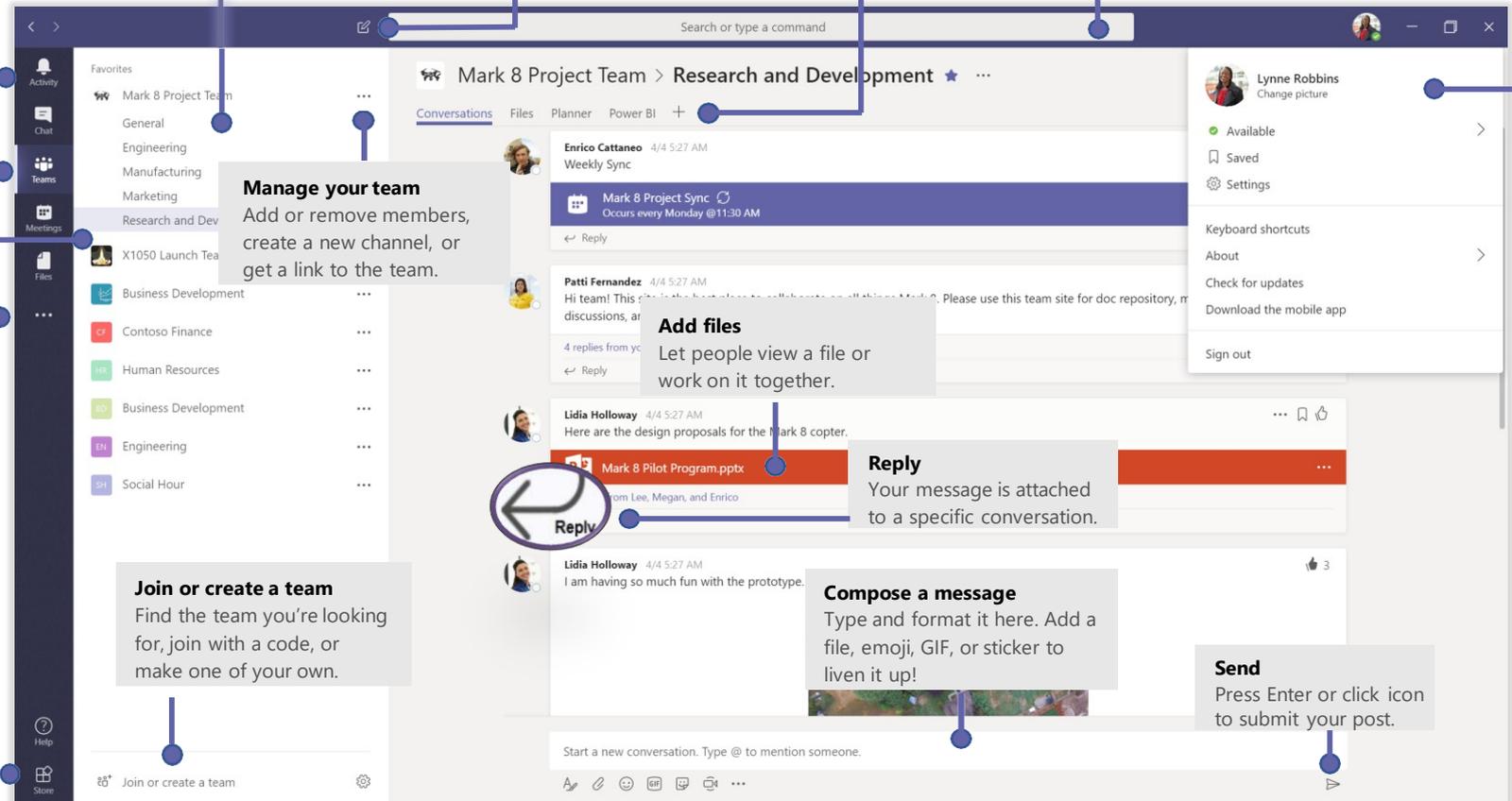
Your message is attached to a specific conversation.

### Compose a message

Type and format it here. Add a file, emoji, GIF, or sticker to liven it up!

### Send

Press Enter or click icon to submit your post.



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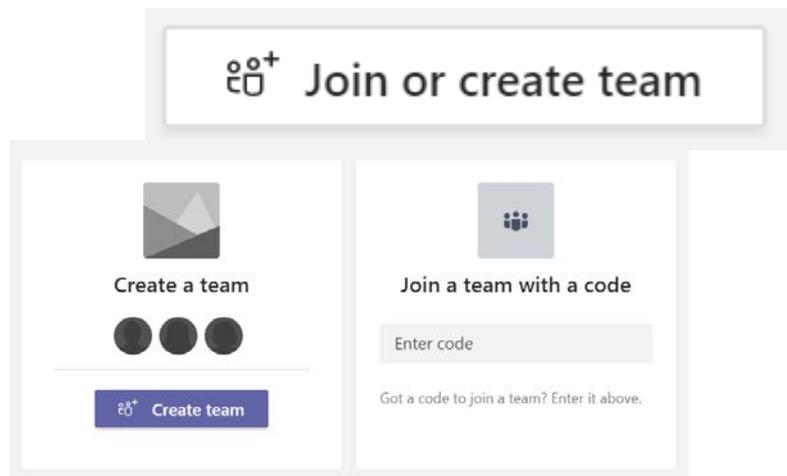
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# Microsoft Teams

## Join a Team

Select the Teams app on the sidebar. Either join a public team or click the **Join** or **create team** button in the upper right or lower left. [Learn more.](#)

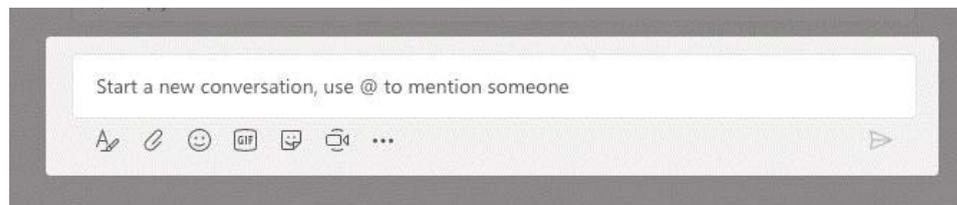


## Start a new conversation

*With the whole team...* Click **Teams** , pick a team and channel, write your message, and click **Send**. 

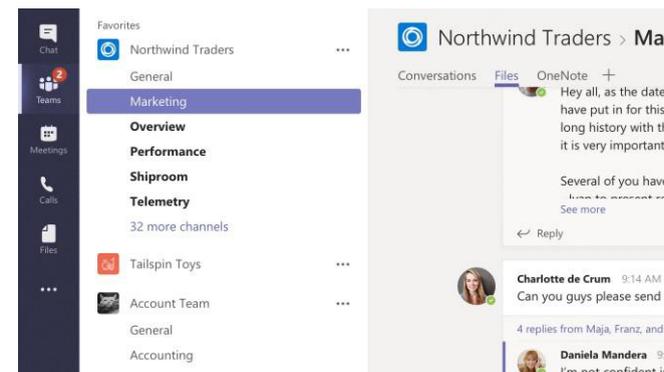
*With a person or group...* Click **New chat** , type the name of the person or group in the **To** field, write your message, and click **Send**  [Learn more.](#)

[See six ways to start a chat.](#)



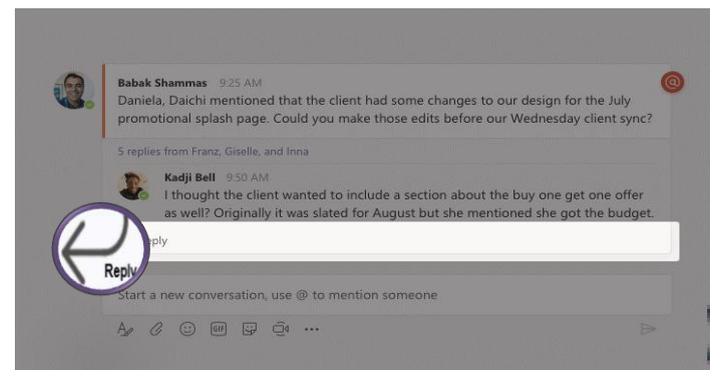
## Pick a team and channel

A *team* is a collection of people, conversations, files, and tools—all in one place. A *channel* is a discussion in a team, dedicated to a department, project, or topic. Click **Teams**  and select a team. Pick a channel to explore the **Conversations**, **Files**, and other tabs. [Learn more.](#)



## 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** (paper airplane icon).



# Microsoft Teams

## Enrich your channel posts

Create announcements and posts. Edit your post to get co-workers or your students' attention, control who replies, and post across multiple channels.

**Change your message type**  
Select if you want to start a new conversation topic or post an announcement.

**Control who can reply** Allow everyone to reply to your post or limit replies to moderators only.

**Post in any channel or team**  
Post your message in any of your teams and channels all at once. Great for broadcasting an important announcement!

**Change the importance of your message**  
Mark your message as important if you want to draw more attention to the post.

**Format your text**  
Change text color, format, and style.

**Add a subject**  
Keep the topic of your new post clear by adding a subject.

**Change format mode**  
Click here to enter a rich format mode for your message.  
Some of the icons at the end may be add icons that not everyone will see.

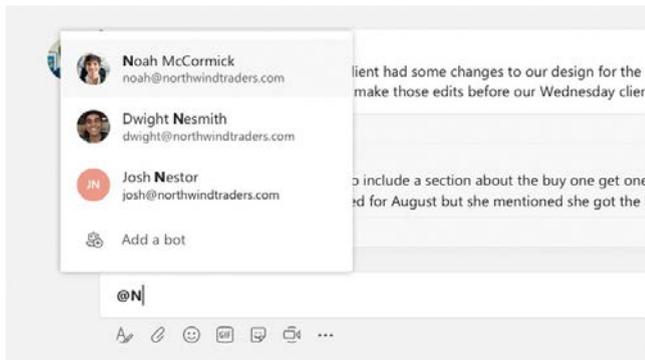
**Send**  
Press Enter or click icon to submit your post.

The screenshot shows the Microsoft Teams post creation interface. At the top, there are three dropdown menus: "New conversation", "Everyone can reply", and "Post in multiple channels". Below these is a rich text editor toolbar with icons for bold, italic, underline, strikethrough, text color, background color, paragraph style, text size, link, unlink, bulleted list, numbered list, quote, code, indent, and a trash icon. The main text area contains the placeholder "View Video Demo". At the bottom, there is a row of icons for adding attachments, emojis, GIFs, files, and other content. A "Send" button is located at the bottom right.

# Microsoft Teams

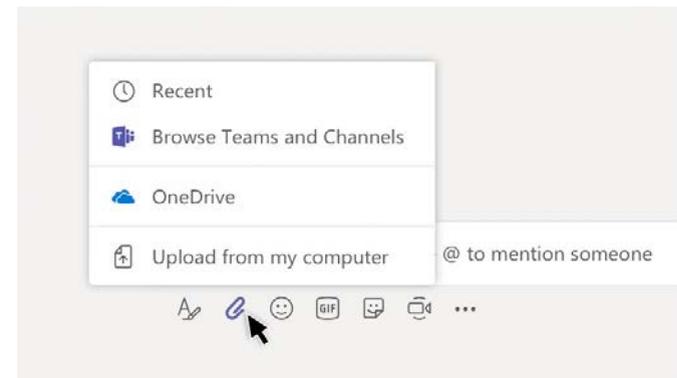
## @mention someone

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. [Learn more.](#)



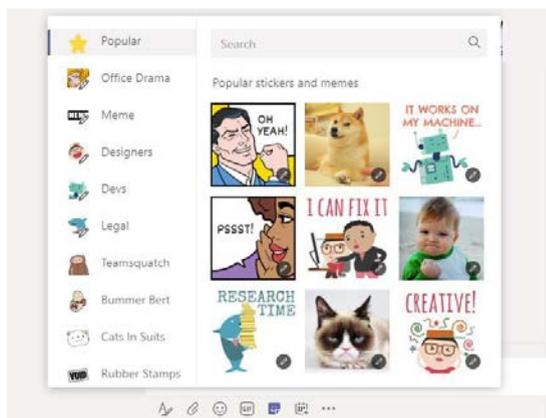
## Share a file

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. [See how to upload and share files.](#)



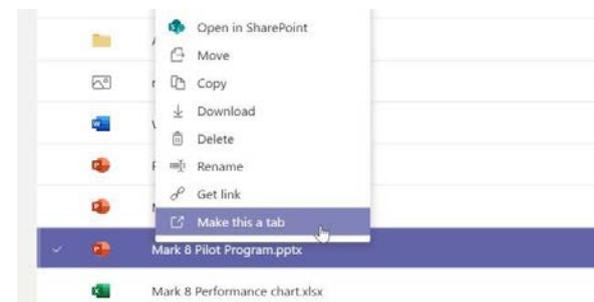
## Add an emoji, meme, or GIF

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.



## Work with Saved 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! Learn more: [Find and filter files](#) | [Work on a file together](#).

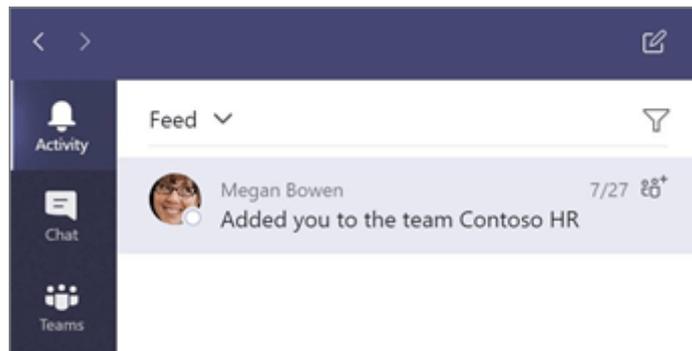


# Microsoft Teams

## 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.

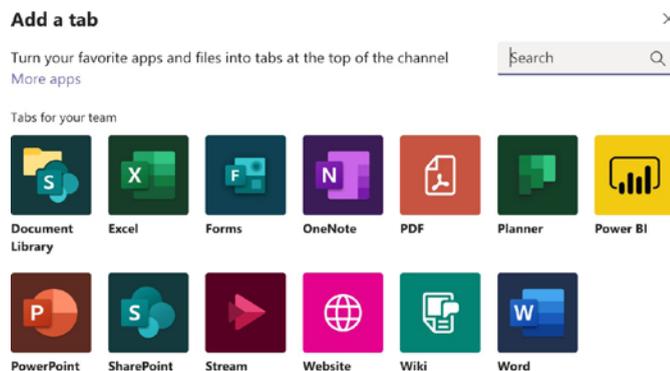
See how to [manage your activity feed](#) and [notification settings](#).



## Add a tab in a channel

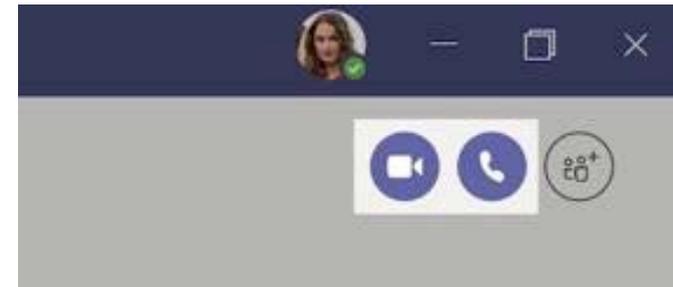
Click **+** by the tabs at the top of the channel, click the app you want, and then follow the prompts. Use **Search** if you don't see the app you want.

*As of 9/15/2020: Only Microsoft apps are approved.*



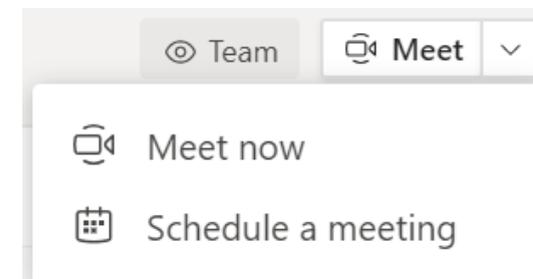
## Make video and audio calls

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. [See the different options available](#).



## Meet within a channel

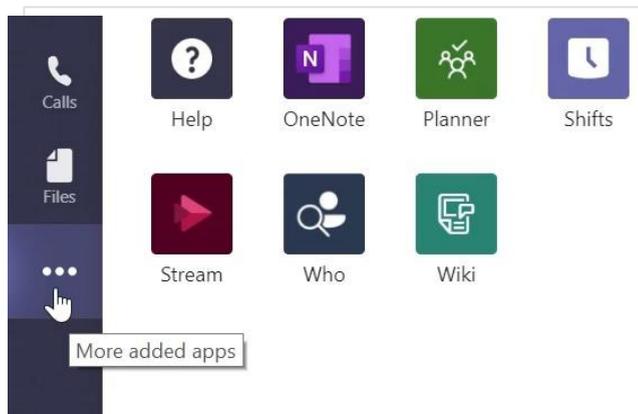
Click **Meet now**  in a channel to meet with ALL members in the channel. IF you have Outlook/Exchange online, you can (If you click **Reply**, then **Meet now** , the meeting is based on that conversation.) Enter a name for the meeting, then start inviting people.



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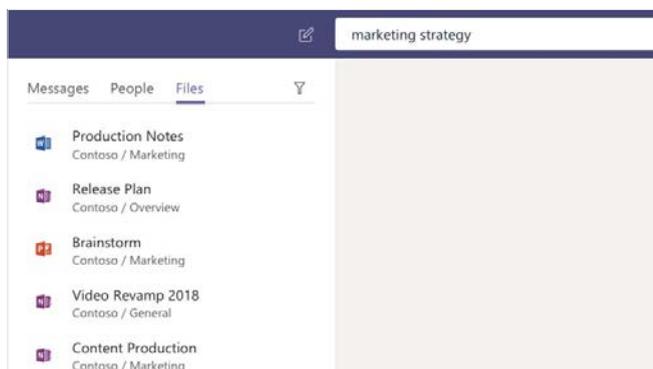
## Find your personal apps

Click **More apps** ... to see your personal apps. You can open or uninstall them here. Add more apps in the **Apps** 🧩.



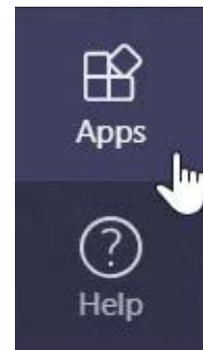
## Search for stuff

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.



## Add apps

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



## Use "/" Shortcut Commands

Keyboard shortcuts can help save time for common functions and are an essential alternative to using a mouse or touchscreen.

Press **Alt+K** (Windows) or **Option+K** (Mac) to open the command list.

You can also press **Ctrl+E** to go to the Search and Command field at the top of the screen.



## Schedule a meeting with your team or class

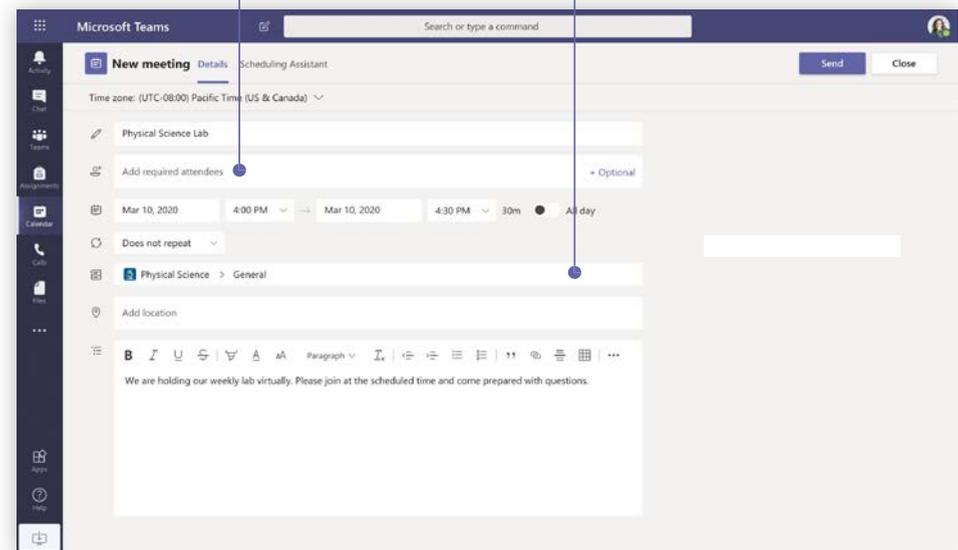
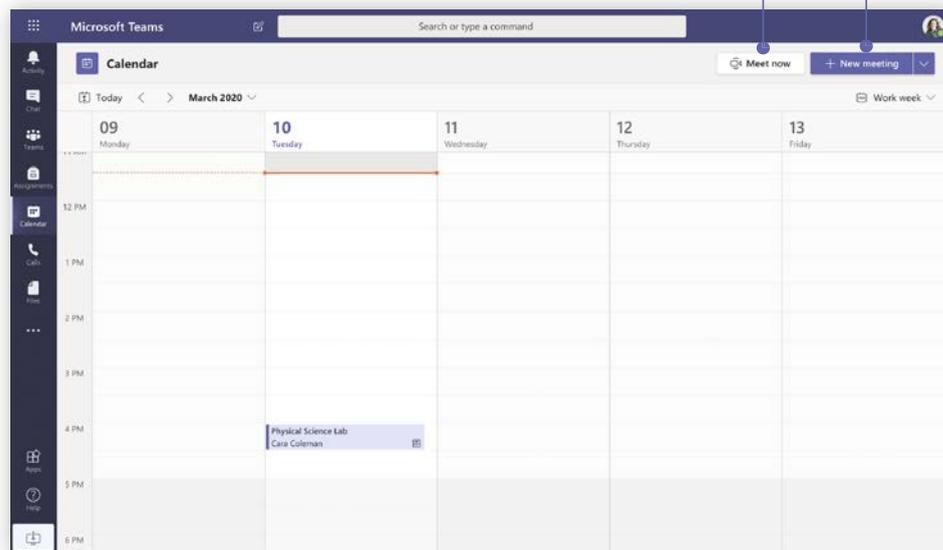
Hold classes, staff collaboration meetings, or trainings over online meetings

**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 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 calendar in Teams is only available to those who have Outlook.com (Office 365) access.**

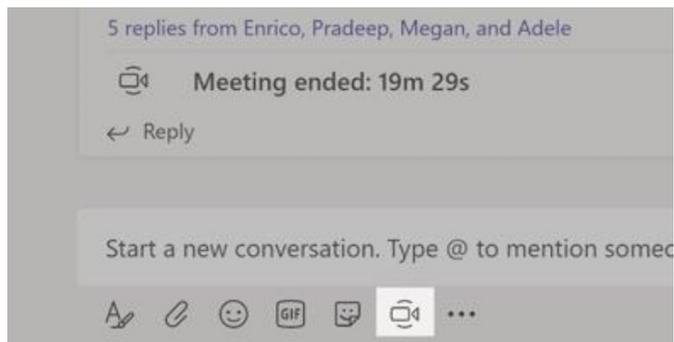
*To verify your version of Outlook:* Open Outlook on your computer. Then, select the "File" tab > "Office Account", "Account," or "Help".

On the right, it will display some version of "Office 365" if you have been upgraded.

If you see Office 2013 or some other version, you have not been upgraded yet.

## Schedule a meeting with your team or class

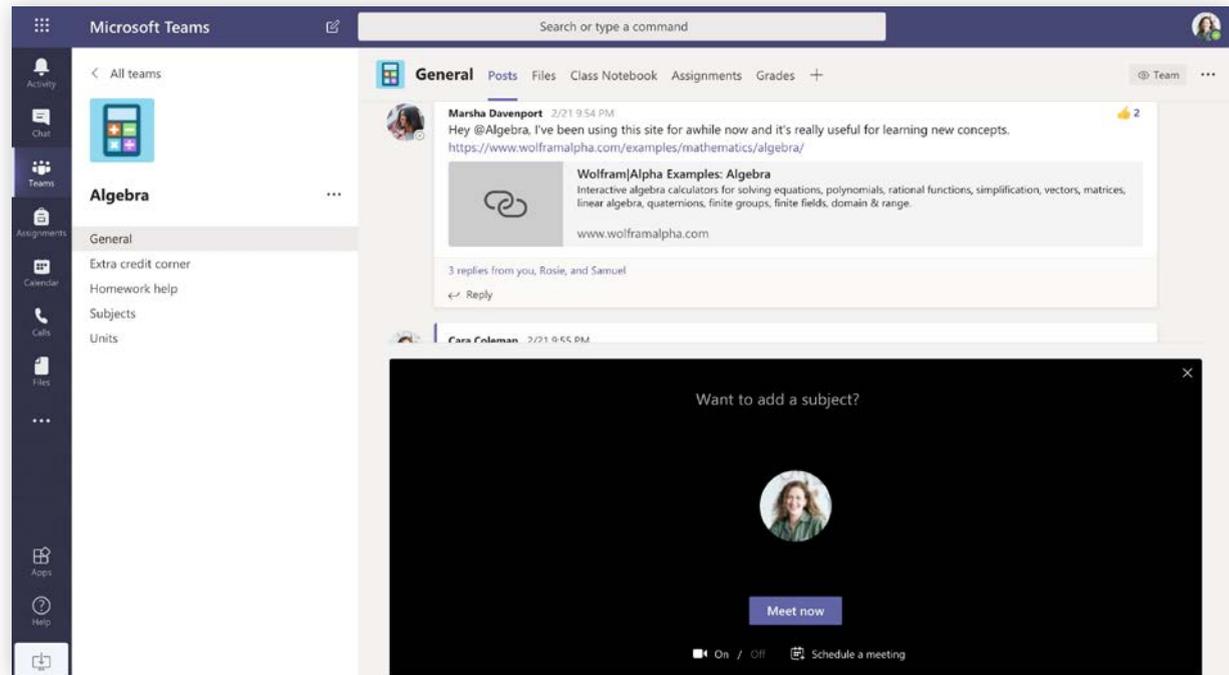
Hold classes, staff collaboration meetings, or trainings over online meetings



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.

## Set meeting roles through your Meeting options

Meeting options allow you to control if meeting participants join your meetings as attendees or presenters.

### Join Microsoft Teams Meeting

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

Go to your **Calendar** and navigate to the meeting you'd like to update. Click or tap **Meeting options** near the meeting join link to open your **Meeting options**.

The screenshot shows the Microsoft Teams interface for a meeting titled "Physical Science Lab". At the top, there is a Teams logo and the meeting title. Below the title, it says "Occurs every Mon @ 11:30 PM" and "Cara Coleman". The "Meeting options" section is highlighted with a blue box. It contains two dropdown menus: "Who can bypass the lobby?" set to "Everyone" and "Who can present?" set to "Only me". A "Save" button is located at the bottom right of the options section.

#### Control who can enter the meeting directly.

Use the virtual meeting lobby so that participants wait to be admitted to the meeting instead of joining immediately.

#### Control who joins the meeting as a presenter or attendee.

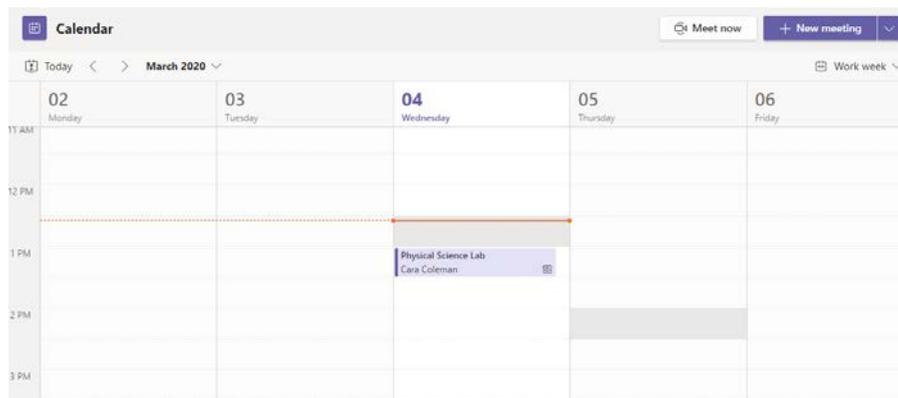
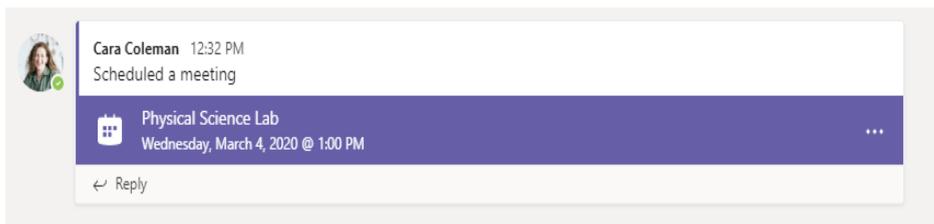
Select **Only Me** to designate all other participants as attendees. This is the safest set-up for meetings held in a classroom setting.

If you expect to have more than one presenter in your meeting, select **Specific people** and pick the other participants who should join as presenters. Select **Everyone** if you want all participants to join the meeting as a presenter.

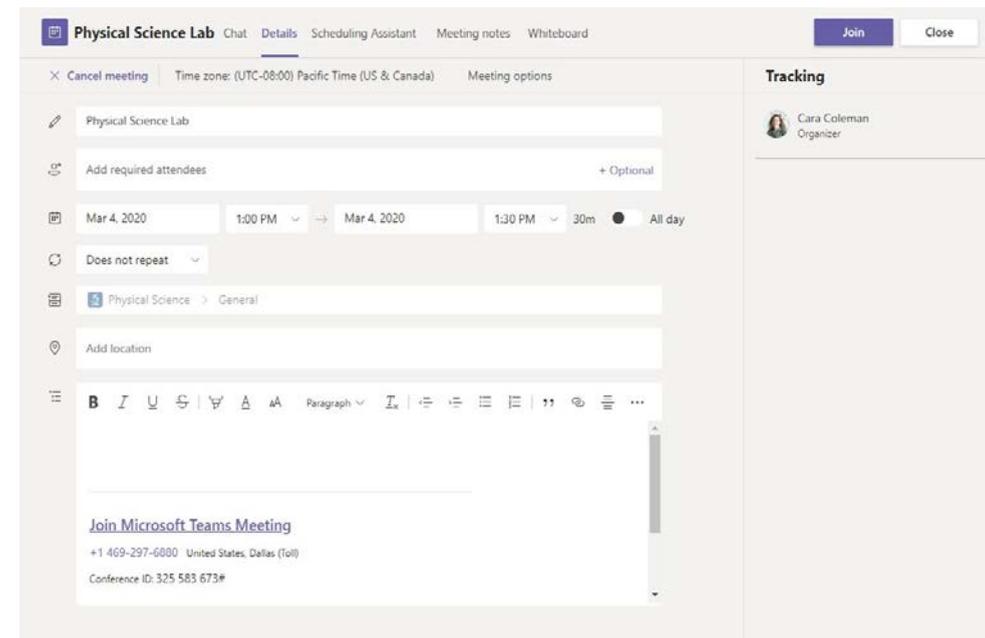
Meeting options may be limited by the IT administrator's policy settings. Additionally, Microsoft may add or remove options. To view the latest options, go to [Microsoft's meeting options/settings](#) page.

## Join a meeting

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



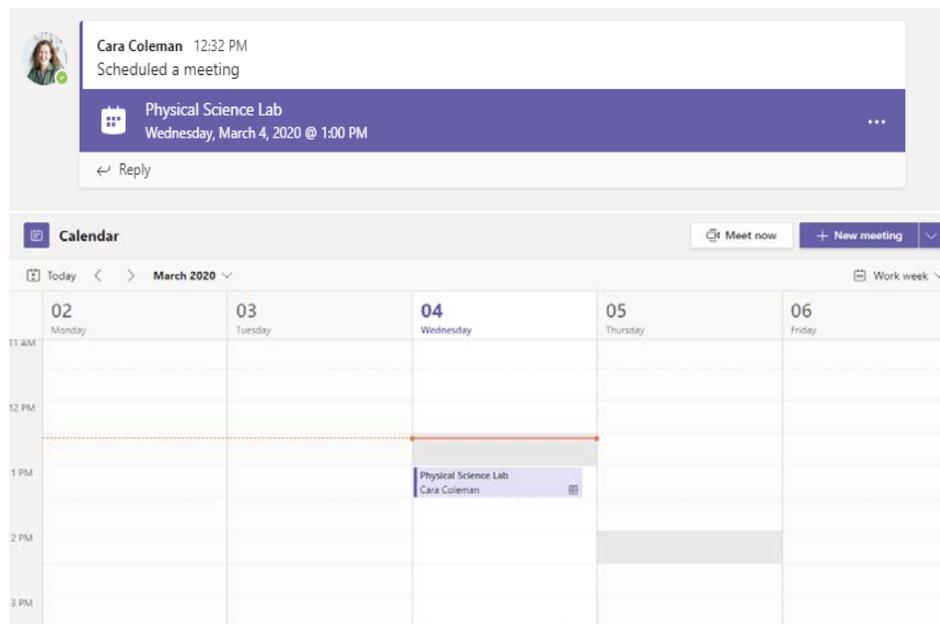
Find the meeting invitation in the channel of your team or on your Teams calendar.



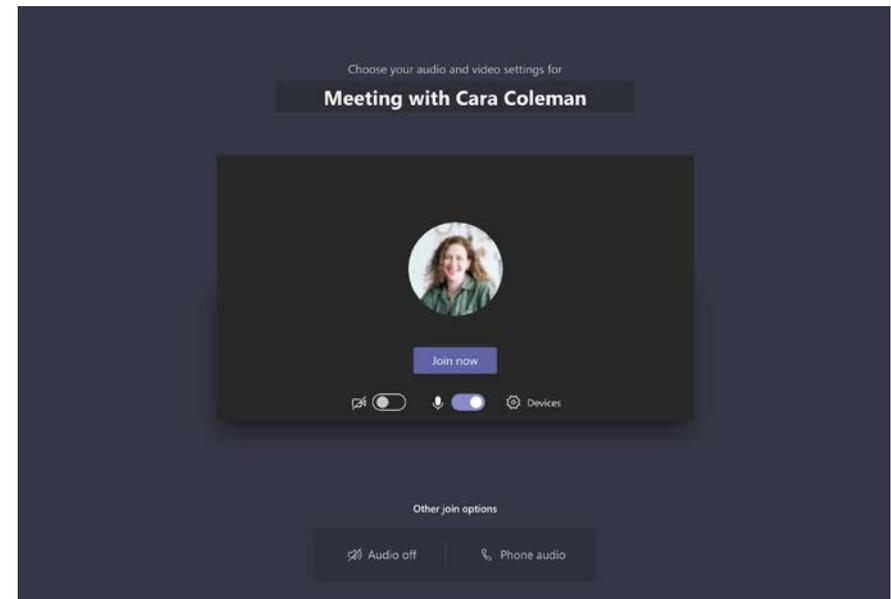
Open the meeting and click **Join** to join the meeting.

## Join a meeting

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



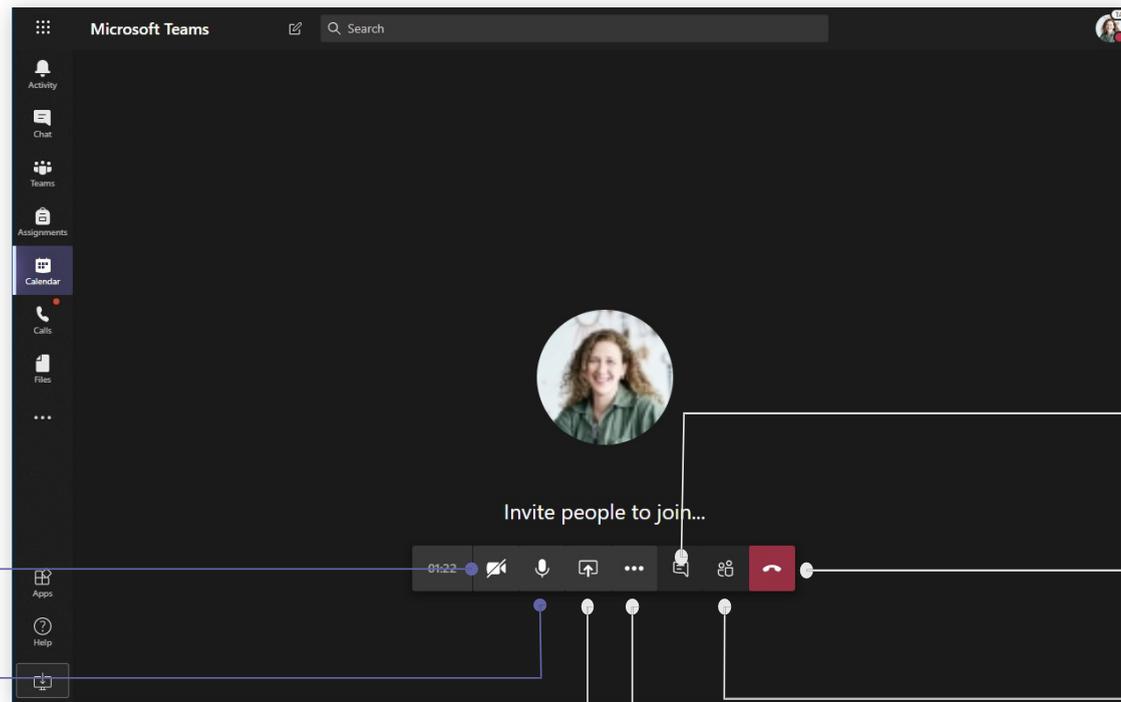
Find the meeting invitation in the channel of your team or on your Teams calendar. Click to open the meeting item and select **Join**.



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.

## 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.

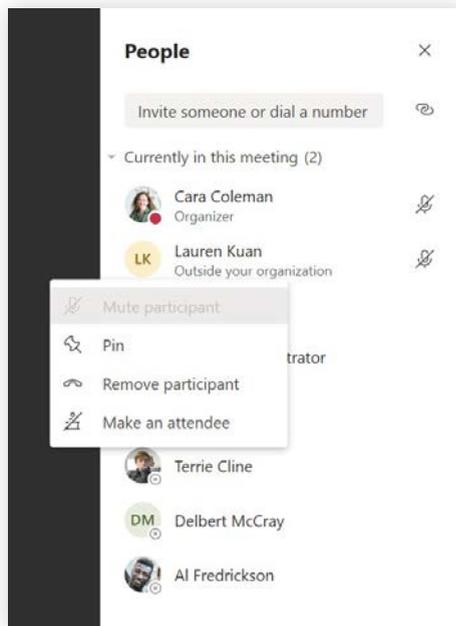
Send chat messages  
Send chat messages, share links, add a file, and more. Resources you share will be available after the meeting.

Leave the meeting  
The meeting will continue even after you have left.

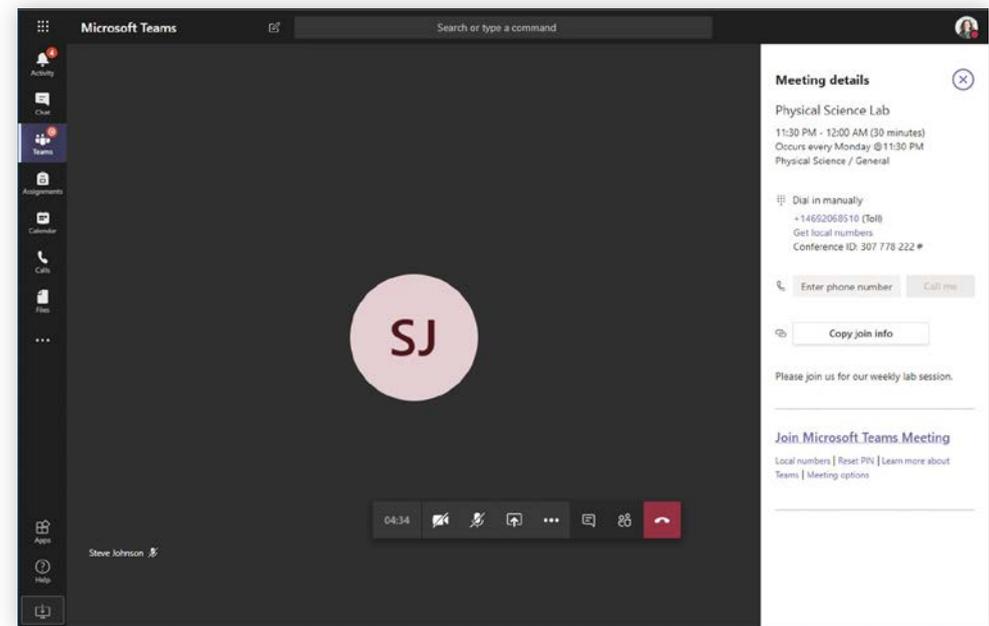
Add participants to the meeting.

## Change roles during a meeting

Every participant in a meeting is assigned a role as a presenter or attendee. A participant's role controls what they can do while in a meeting.



To change a participant's meeting role, click or tap **Show participants** in your call controls. Right-click on the participant whose role you want to change. Select **Make an attendee** or **Make a presenter**.



To quickly access your Meeting options and change the meeting role settings for both current participants and anyone joining your meeting in the future, click or tap **More actions** in your call controls, then **Show meeting details**. You can find the link to your **Meeting options** near the join link for the meeting.

## Roles in an online meeting

Every participant in a meeting is assigned a role as a presenter or attendee. A participant's role controls what they can do while in a meeting.

Capabilities	Organizer/Presenter	Attendee
Speak and share video	✓	✓
Participate in meeting chat	✓	✓
Privately view a PowerPoint file shared by someone else	✓	✓
Share content	✓	
Mute other participants	✓	
Remove participants	✓	
Admit people from the lobby	✓	
Change the roles of other participants	✓	
Start or stop recording	✓	

## Class teams

Class teams provide special capabilities tailored for teaching and learning. See more Quick Start info at <https://support.microsoft.com/en-us/office/get-started-in-your-class-team-6b5fd708-35b9-4caf-b66e-d8f2468e4fd5>

**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 your 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.

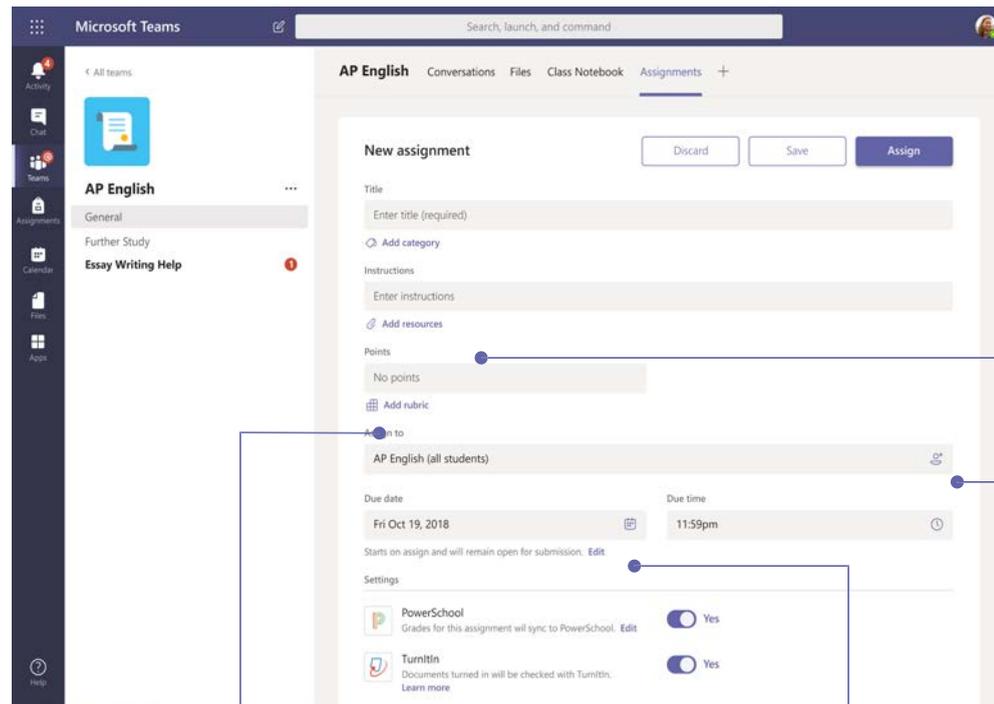
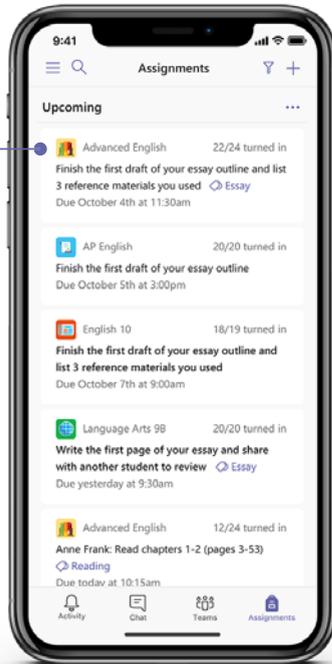
Interactive Demos: <https://www.microsoft.com/en-us/education/interactive-demos>

## Assignments

Create learning activities for students with integrated Office applications.

### View upcoming assignments

View both upcoming and turned in assignments by class, or view them across all your classes. Selecting an assignment will allow you to turn it in or view feedback and scores.



### Add resources

Customize the assignment with content from OneDrive, your device, links, and more.

### Assign to classes or individuals

Assignments can be distributed to multiple classes or personalized to the individual student.

### Add a grading rubric

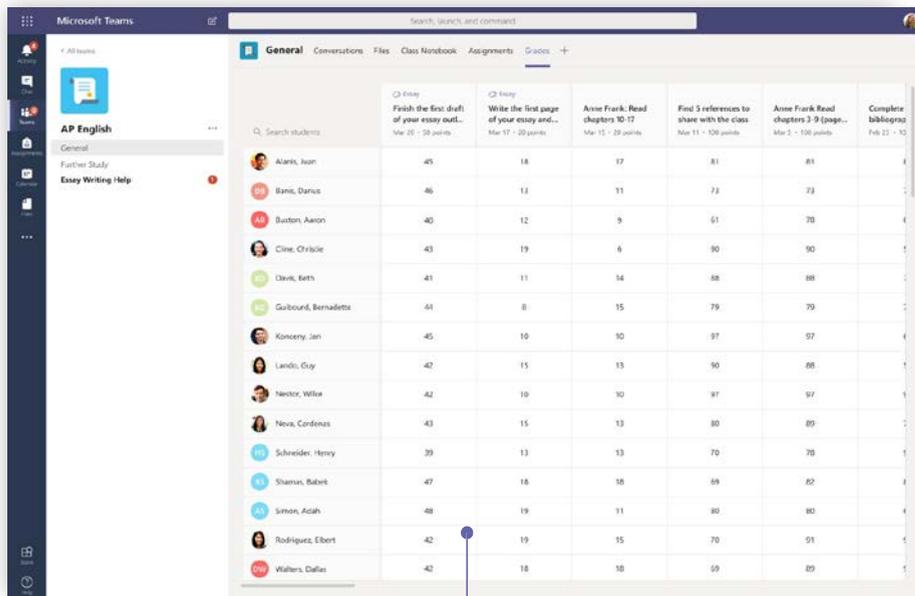
Use the rubrics tool to create customizable, reusable rubrics for students to reference and for you to evaluate their work.

### Edit due dates, close date, and schedule to assign

Customize all the dates and times that are important to the assignment.

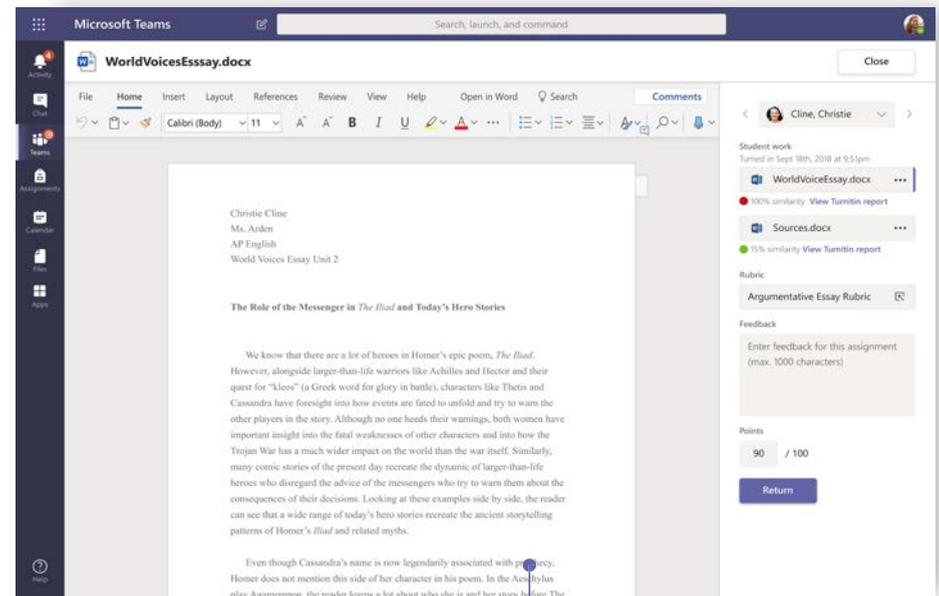
## Grades

Leave feedback for students, grade, and track student progress in the Grades tab.



	Finish the first draft of your essay out...	Write the first page of your essay and...	Anne Frank: Read chapters 10-17	Find 5 references to share with the class	Anne Frank: Read chapters 2-9 (page...	Complete bibliogra...
Alarik, Juan	45	18	17	81	81	
Banic, Darius	46	13	11	73	73	
Burton, Aaron	40	12	9	61	78	
Cline, Christie	43	19	6	90	90	
Davis, Beth	41	11	14	88	88	
Gubound, Bernadette	44	8	15	79	79	
Konency, Jan	45	10	10	97	97	
Larick, Clay	42	15	13	90	88	
Nelson, Willie	42	10	10	97	97	
Neus, Connyas	43	15	13	80	89	
Schneider, Henry	39	13	13	70	78	
Shamus, Babek	47	16	16	68	82	
Simon, Adah	48	19	11	80	80	
Rodriguez, Ebert	42	19	15	70	51	
Walters, Dallas	42	18	18	59	89	

**See grades across all assignments and students**  
Each of your class teams has a Grades tab where you can view assignments at a glance, as well as track how individual students in your class are progressing.



WorldVoicesEssay.docx

File Home Insert Layout References Review View Help Open in Word Search

Comments

Christie Cline  
Ms. Arden  
AP English  
World Voices Essay Unit 2

**The Role of the Messenger in *The Iliad* and Today's Hero Stories**

We know that there are a lot of heroes in Homer's epic poem, *The Iliad*. However, alongside larger-than-life warriors like Achilles and Hector and their quest for "kleos" (a Greek word for glory in battle), characters like Thetis and Cassandra have foresight into how events are fated to unfold and try to warn the other players in the story. Although no one heeds their warnings, both women have important insight into the fatal weaknesses of other characters and into how the Trojan War has a much wider impact on the world than the war itself. Similarly, many comic stories of the present day recreate the dynamic of larger-than-life heroes who disregard the advice of the messengers who try to warn them about the consequences of their decisions. Looking at these examples side by side, the reader can see that a wide range of today's hero stories recreate the ancient storytelling patterns of Homer's *Iliad* and related myths.

Even though Cassandra's name is now legendarily associated with prophecy, Homer does not mention this side of her character in his poem. In the Aeschylus play Agamemnon, the reader learns a lot about who she is and her story before The

Student work  
Turned in Sept 18th, 2018 at 9:51pm

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100% similarity View Turnitin report

Sources.docx  
95% similarity View Turnitin report

Rubric  
Argumentative Essay Rubric

Feedback  
Enter feedback for this assignment (max. 1000 characters)

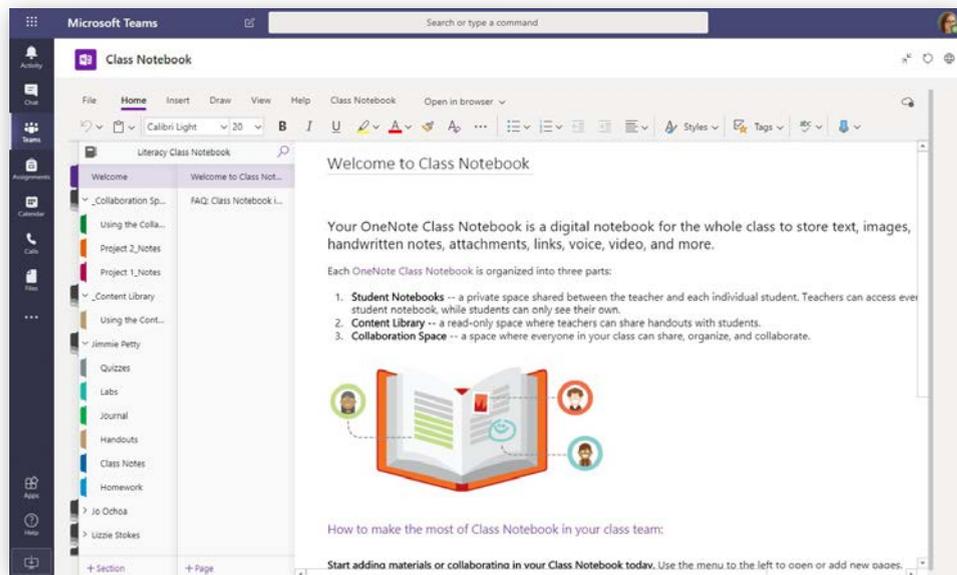
Points  
90 / 100

Return

**Return and review assignments using the feedback loop** Leave comments, make edits, grade with criteria/standards, check for similarity, and more in the grading view.

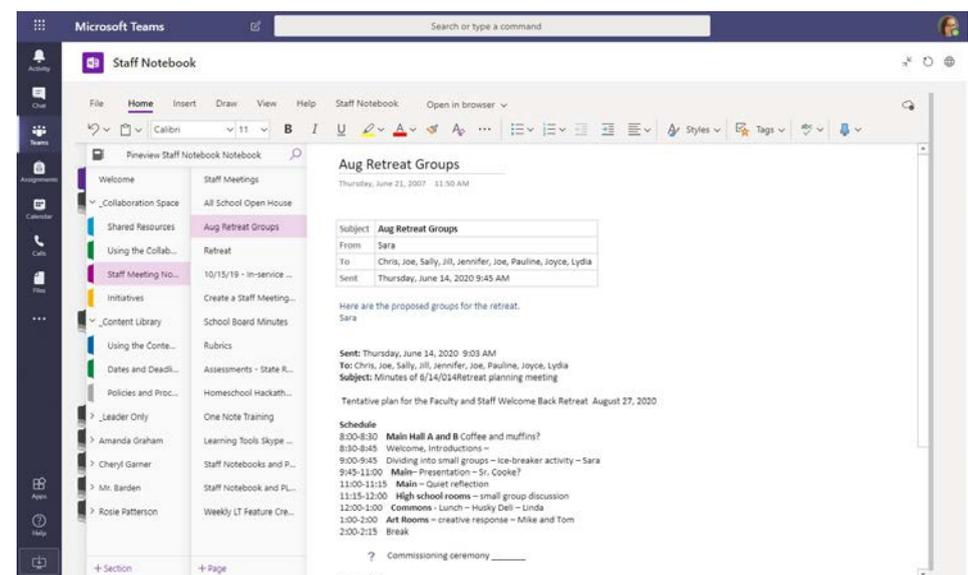
## OneNote Class and Staff Notebooks

A digital binder to use in your class or with your staff to take notes and collaborate



### Personal notes, class notes, and collaboration

OneNote Class Notebooks have a personal workspace for every student, a Content Library for handouts, and a Collaboration Space for lessons and creative activities.



### Great for staff meeting notes, brainstorming, and classroom observations

OneNote Staff Notebooks have a personal workspace for every staff member or teacher, a Content Library for shared information, and a Collaboration Space for everyone to work together, all within one powerful notebook.

# Microsoft Teams

## Next steps with Microsoft Teams

### See Teams in Action.

At any time, you can experience the interactive demo for Microsoft Teams at <http://teamsdemo.office.com/>

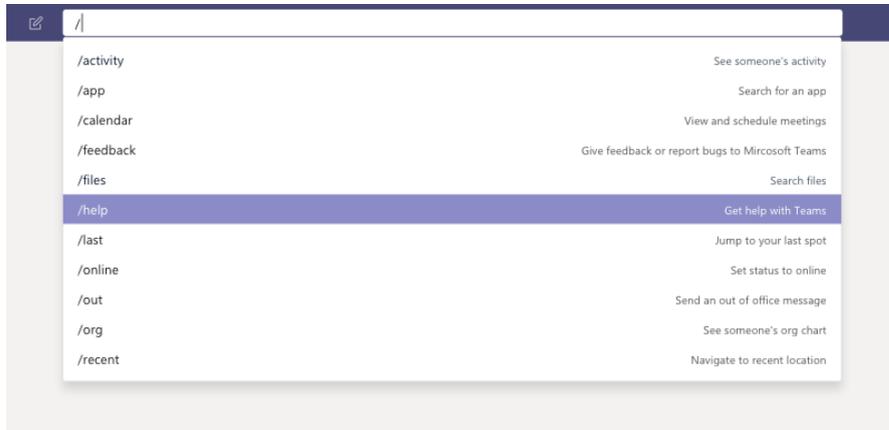
Once you are setup in Teams, try some of the features and tips included in this document. Use the icon on your desktop or visit <https://teams.microsoft.com>

### Get training, tutorials, and videos for Microsoft Teams

Ready to dig deeper into the capabilities that Microsoft Teams has to offer? To explore training options and self-help resources within Teams, go to the "Teams Welcome" team within Microsoft Teams.

## Get more help

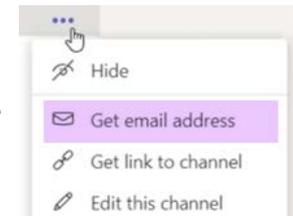
Type /help into the top Search bar or contact the DoDEA IT Global Service Desk.



## Connect with DoDEA in Teams

Once you have Teams access, you can keep your conversations going in Teams.

- Hold your meetings in Teams instead of Skype/Lync.
- Use your team channel's email to transition the discussion from email to Teams. Team owners can access the channel email by clicking the ellipsis(...) next to the channel. [Learn more](#)



## Suggest a helpful tip

Have you learned something helpful with Microsoft Teams? Share it with your teams members and submit it for inclusion in the official DoDEA help or quick start guide by emailing [Teams Help & Training channel](#).

<https://teams.microsoft.com>

