

# Microsoft Teams – Quick Guide

Microsoft Teams gives teachers a way to communicate and share work with students when face to face teaching may not be an option

- Log into Microsoft Office 365 (<https://portal.office.com>) using your school email address and password
- Find the Teams icon in the App menu
- Open Teams (it may take a little longer to load the first time you use it)
- In Teams there are tabs along the left-hand side, Select the tab called Teams
- On this page you should see an icon for each class you are a member of. These will appear if activated by your teacher. If your class is missing, check with your teacher
- Click on a class
- Teams will load to the last tab you had open. This will usually be the tab called “Posts”
- Posts is an online chat tool that works very much like most Social Media
- Your teacher will post messages and you can reply or ask questions
- *Be aware that messages are attached to your name so anything inappropriate will be linked back to you and dealt with accordingly*
- The Files tab is used to share and class materials such as presentations or worksheets. These will also appear in posts when they are uploaded
- Classwork should be uploaded to the “Class Materials” folder
- Teachers will advise if you are to use any of the other functions in Teams

