Microsoft Teams – Student Guide

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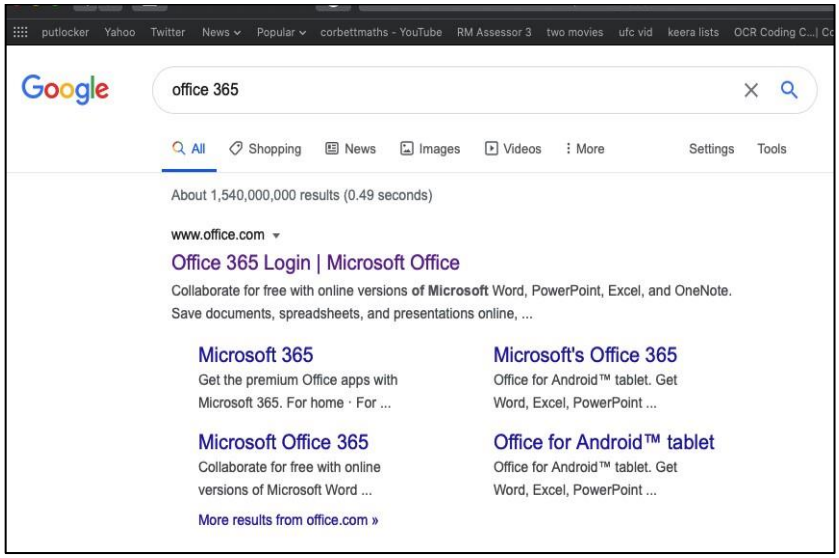
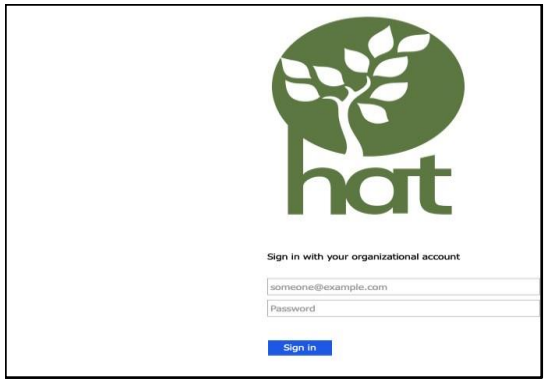
How To Access Microsoft Teams

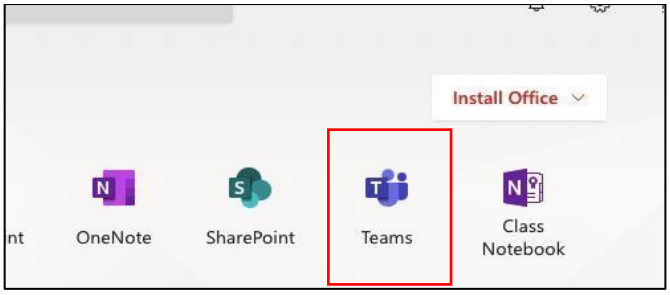


Go on to google and type in office 365. Click the top link with www.office.com as the web address

Type in your office 365 account email. (username@hatstudents.org.uk)



It will take you to this page. Use your password from school to log you in.



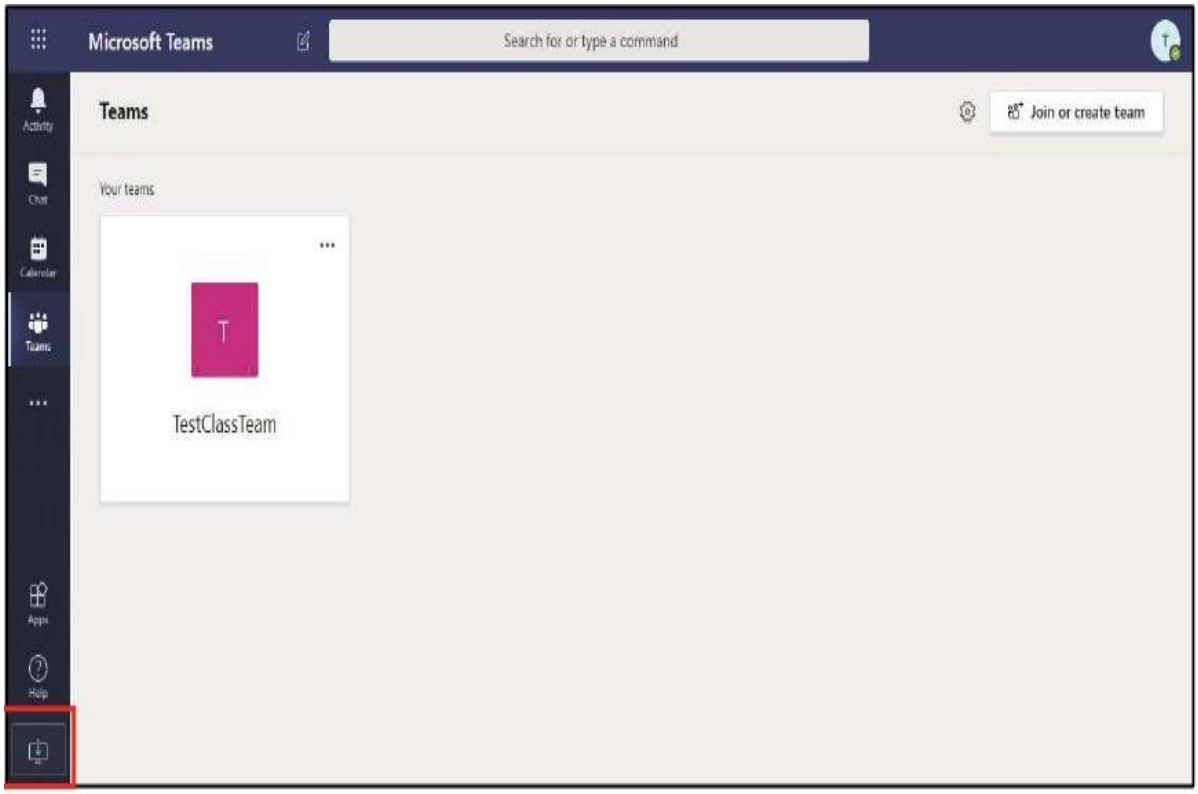
To access teams. Click the Teams button.

It will take you through to the teams page where your teams classes will be available.

Downloading the Teams Desktop App

You can use the online version of teams to access your classes but you may want the app on your computer. It has some added functionality and it's free.

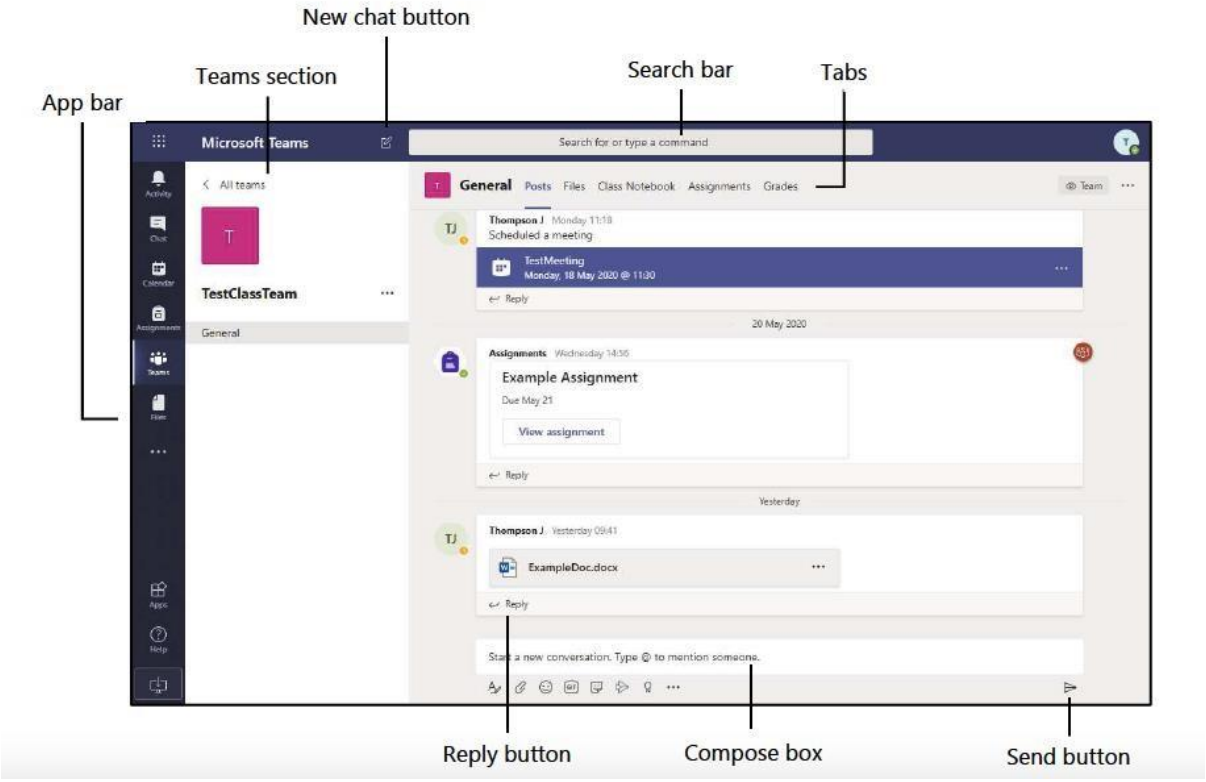
To download it you need to click on the download button in the bottom left hand corner



Run the installer and click install.

To install on a mac, it is the same process but it may appear in your downloads folder. You need to go to there and double click the installer to run the program.

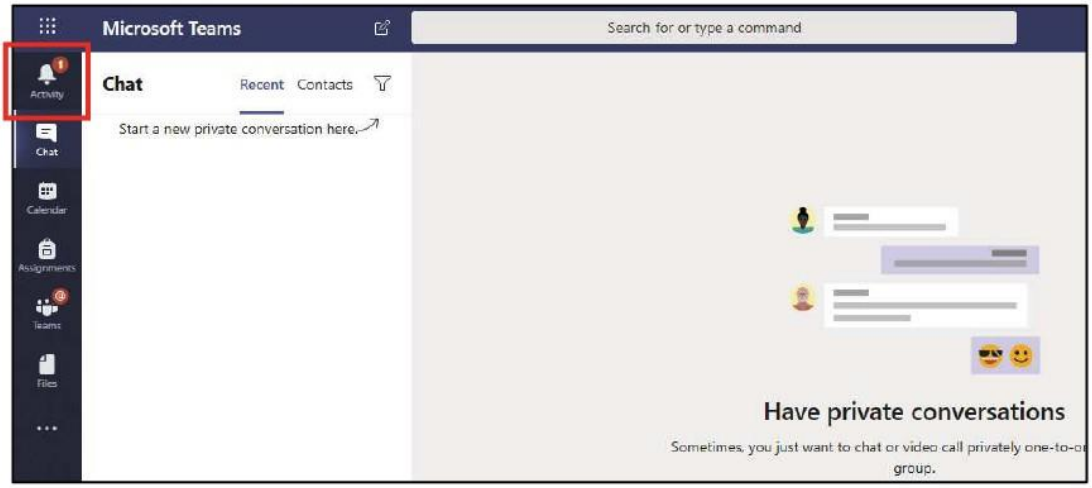
An introduction to Teams



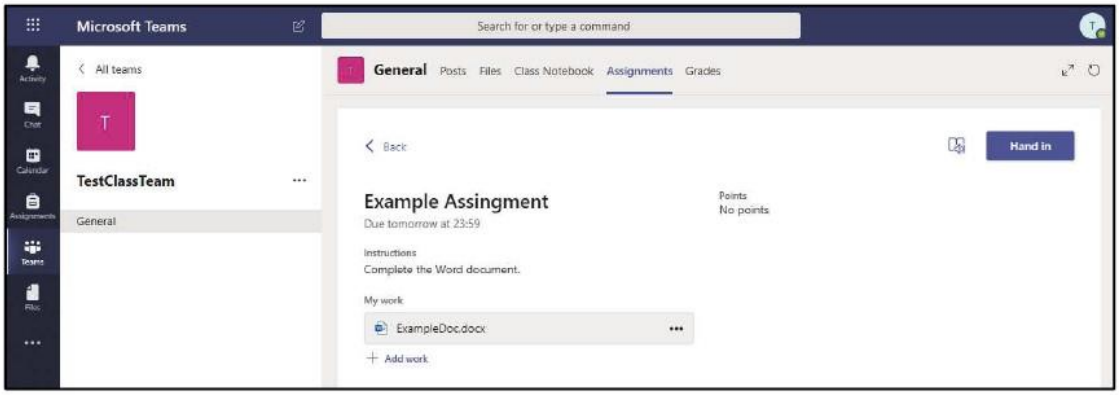
- **App bar:**
  - The **Activity Feed** is where you'll find mentions, replies, and other notifications such as assignments. Unread notifications are highlighted in bold.
  - **Chat** is where you'll see your recent one-on-one or group chats and your Contacts list.
  - **Teams** displays all the Teams you are a member of.
  - **Meetings** is synched with your Outlook calendar and displays all your upcoming meetings.
  - **Files** aggregates all the files from all the Teams you are a member of. It is also where you access your personal OneDrive for Business storage.
- **Teams section:** When the Teams icon is selected in the App bar, the Teams section will list the Teams that you are a member of.
- **New chat button:** Clicking this button allows you to start a new chat with an individual or a group.
- **Search bar:** Allows you to search the entire Teams app for messages, people and files.
- **Tabs:** Shows the list of features available within a Team class, such as Posts, Files and Assignments.
- **Compose box:** This is where you can type a message to start a conversation. You can send a quick chat or expand the Compose box to access rich formatting tools.
- **Send button:** When you're ready to share your chat, click the Send icon to post your chat to the team.
- **Reply button:** Allows you to reply directly to a current conversation, keeping the chat more organised.

Completing an assignment

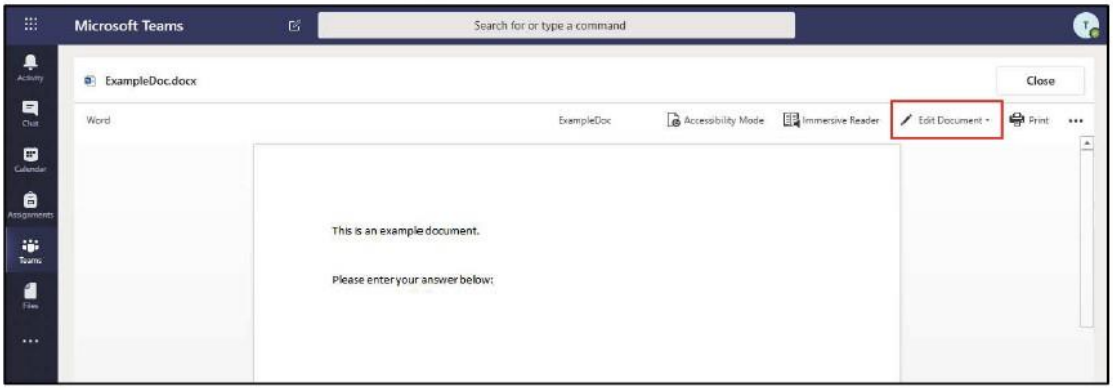
Your teacher may create an assignment within Teams for you to complete. You will receive an app notification when an assignment has been created.



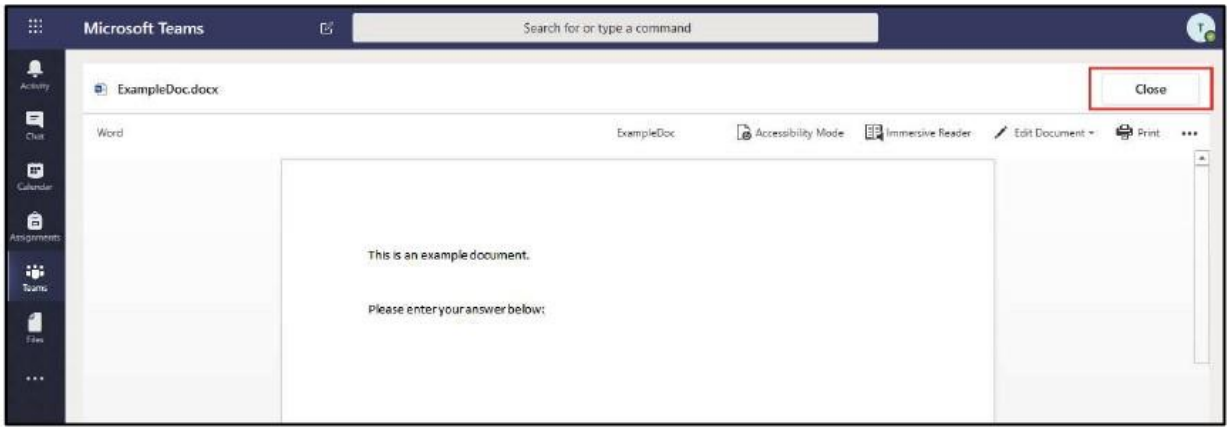
To view the assignment, click the notification or navigate to the ***Assignments*** tab.



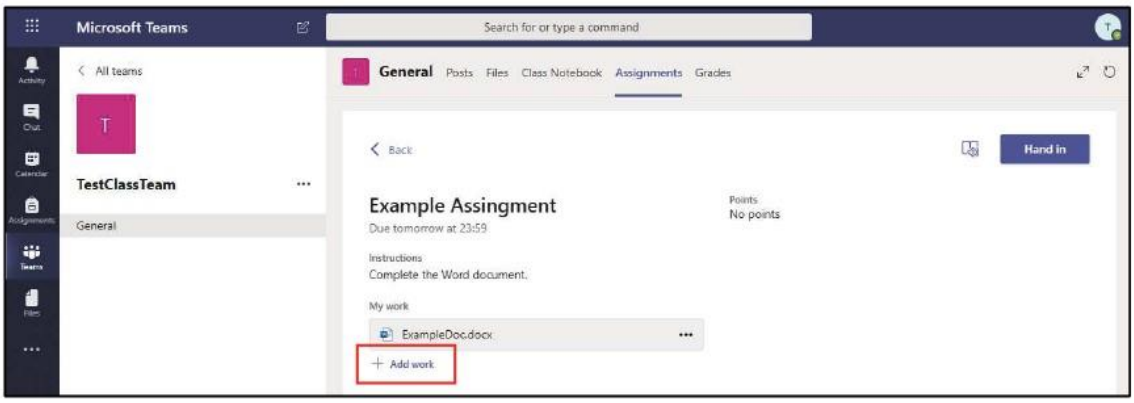
If your teacher has attached a document for you to complete, you can click on the document to open it inside Teams. To work on the document, click ***Edit Document***.



Once you have finished editing the document, click ***Close***. Don't worry, your document saves automatically as you're typing and when you click close.



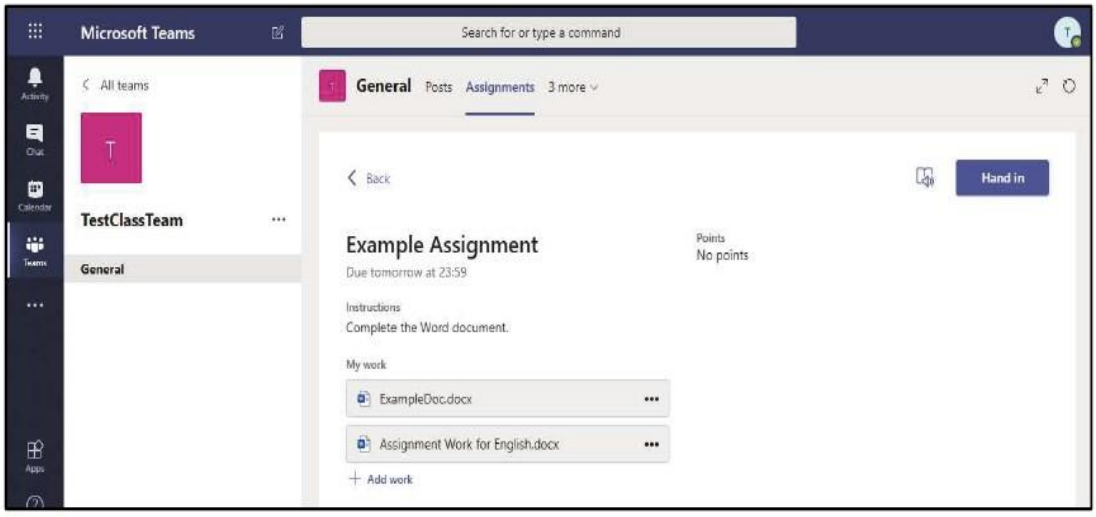
If you need to add extra documents to the assignment you can upload them by clicking the ***+ Add work*** button.



This will open a window where you can:

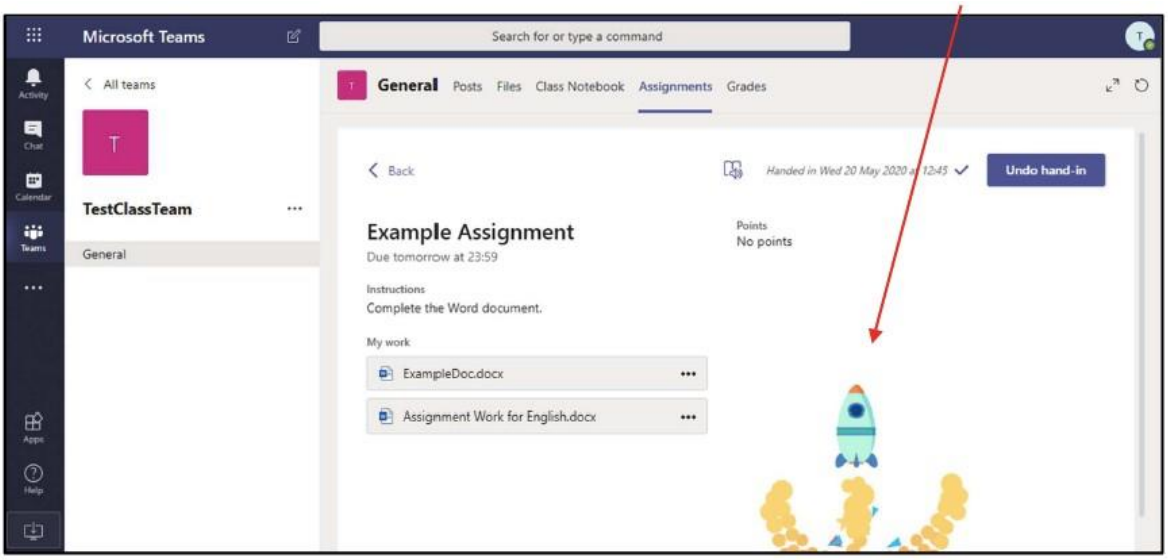
- Upload a document from your OneDrive For Business
- Create a new Word, PowerPoint or Excel document
- Select a document from another Teams Class
- Upload a document from your device.

Your document will be added to your assignment as an extra attachment. If you need to edit the document after you've attached it, simply click on the document to open it inside Teams again.



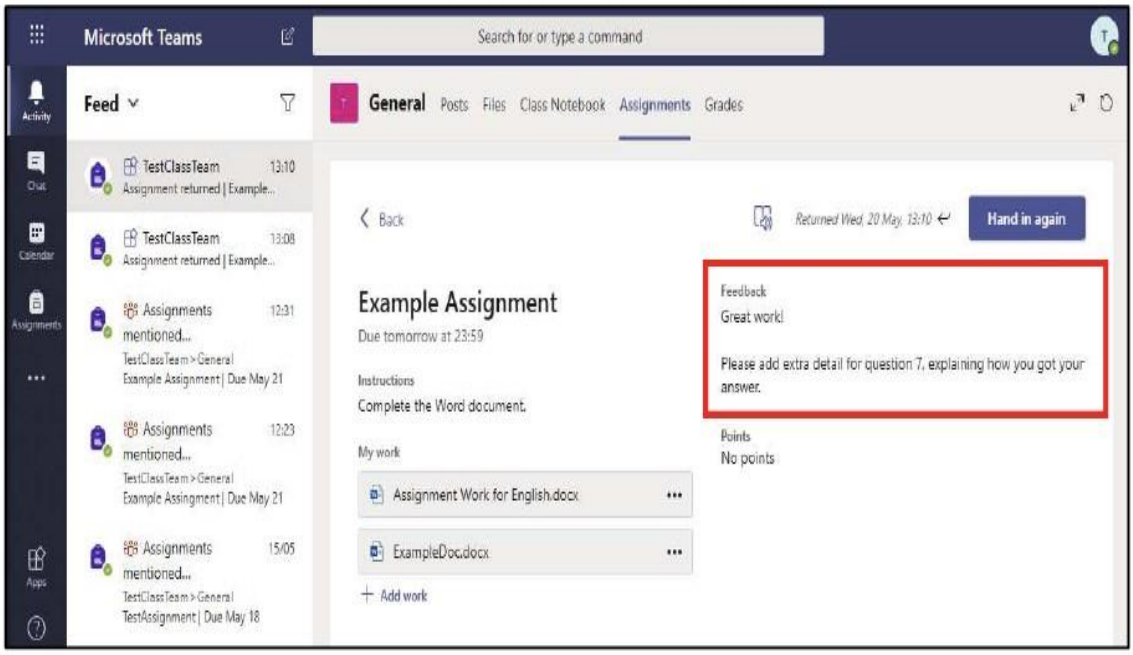
If you have completed your work, click the ***Hand in*** button. Your teacher can now view your submitted work and provide you with feedback if needed.

If you have successfully handed in your work, you will see an animation – there are loads of different types!



Viewing and Responding To Feedback

If a teacher has sent you feedback on your work, you will receive a notification under the ***Activity*** tab:

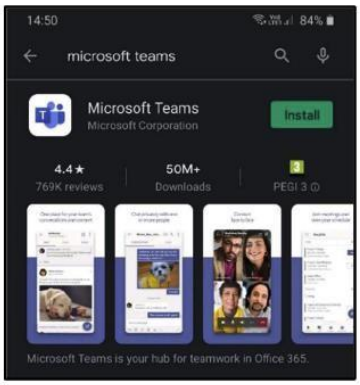


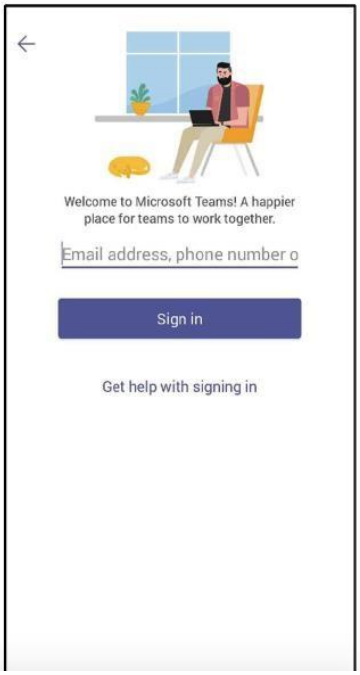
If your teacher requests for you to re-submit your work, you can click on the documents to edit them again. If you need to upload another document to the assignment, you can do so by clicking ***+ Add work***.

Once complete, click on the ***Hand in again*** button.

Using Teams on a Mobile or Tablet

The Microsoft Teams app is available for free on the App Store (iPad/iPhone) and Google Play Store (Android). Search the store for ***Microsoft Teams*** and download the app:

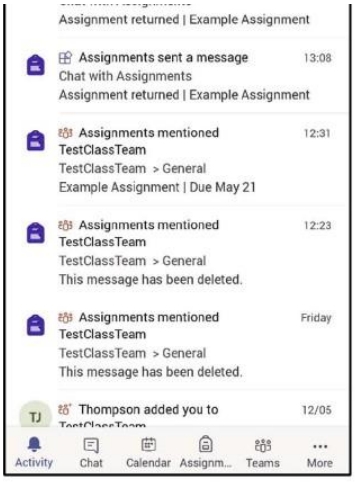




Click sign in and use your email (username@hatstudents.org.uk) and password for school

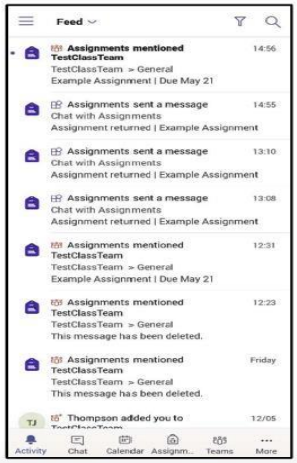
Enable mobile notifications for the Teams app so that you can get push notifications for chat messages, meetings, assignments and general Teams activity.

The mobile app follows a similar layout to the computer app. At the bottom you will see the *Activity, Chat, Calendar, Assignments* and *Teams* tabs.



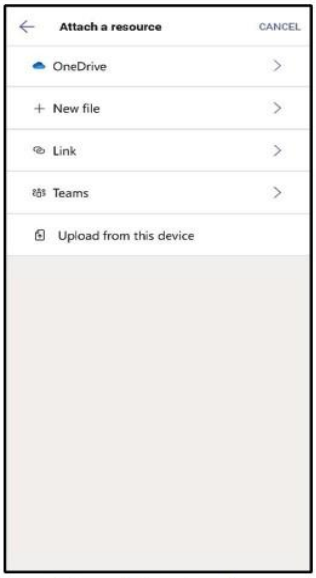
Completing an Assignment on Mobile/Tablet

Assignments on mobile follows a similar process to the computer app.

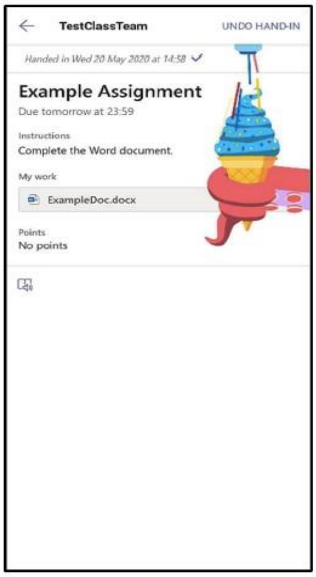


You will receive an app notification when an assignment has been created. To view the assignment, click the notification.

This screen shows you more information about the assignment, including any attached documents. You can edit these documents on mobile if you have the required mobile app, such as Microsoft Word, which are also available for free on the app stores.



If you need to add extra documents to the assignment you can upload them by clicking the **+ *Add work*** button.



Once you're ready to submit your assignment, click the ***Hand in*** button. You should be greeted with another animation!