

MS Teams 101 – Student Mobile Guide



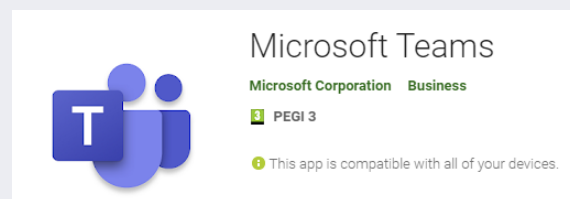
How to get Teams for Mobile

You can download the Teams app to your mobile device. It is available to both Android and iOS via their app stores

iOS



Android



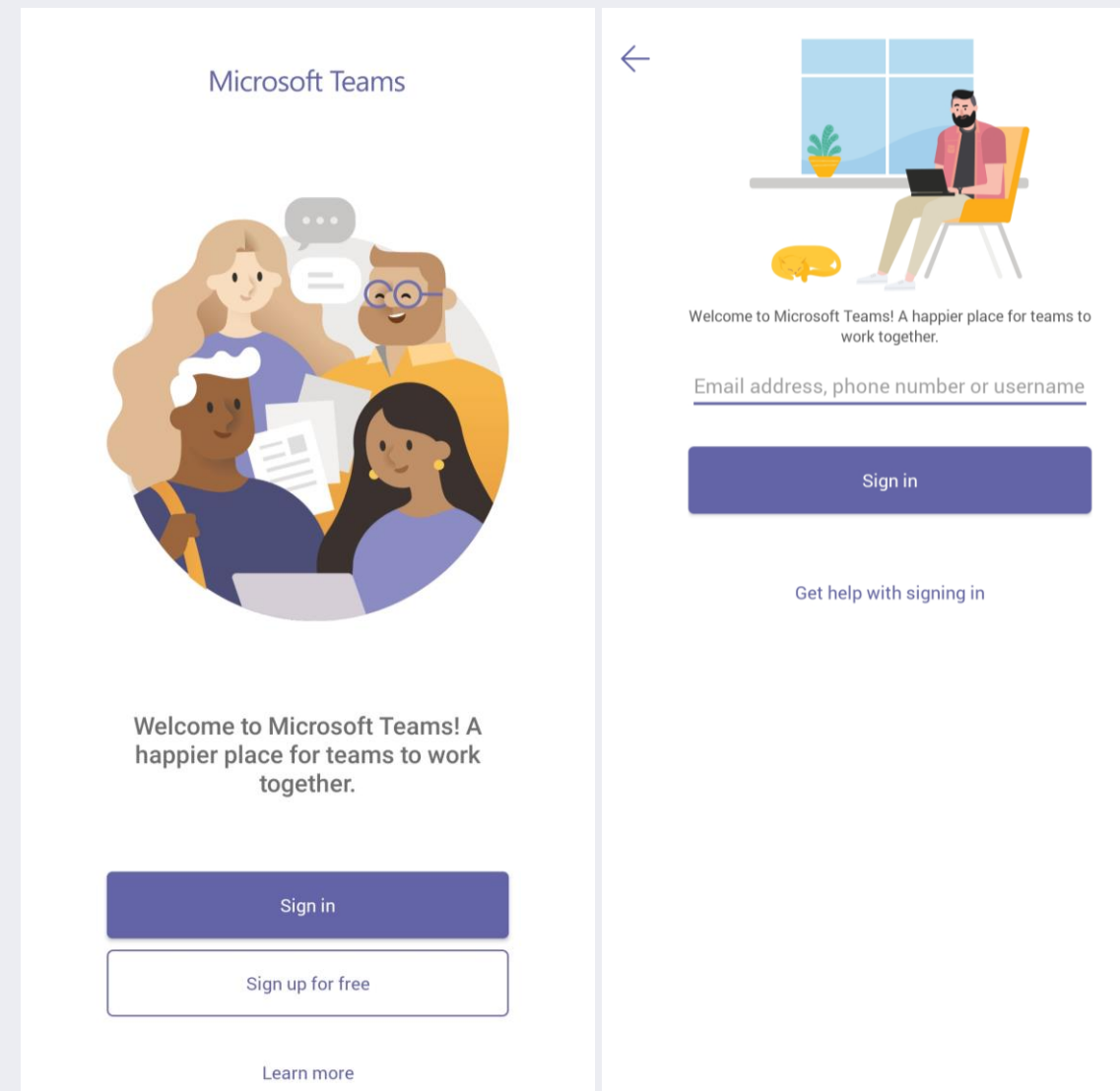
Login to Teams app

You will need to sign into the Teams app. You will use your school email and password. See below for examples.

Email: John.smith1@taw.org.uk

Password: School computer password. (Y10 recently reset and emailed home)

Note: If you have a number in your username/email, make sure you include it, as per the example above.



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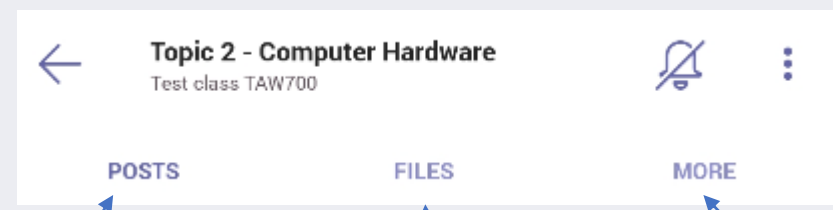
How to access your Classes

In the app you will be able to access each of your teaching classes. Here you can see the different Topics, Lesson recordings, Chat and Files associated with that class.

Open a Team/Channel

Select Teams  on the bottom of the app to see your Teams. Find the Team you want, and then select it to open.

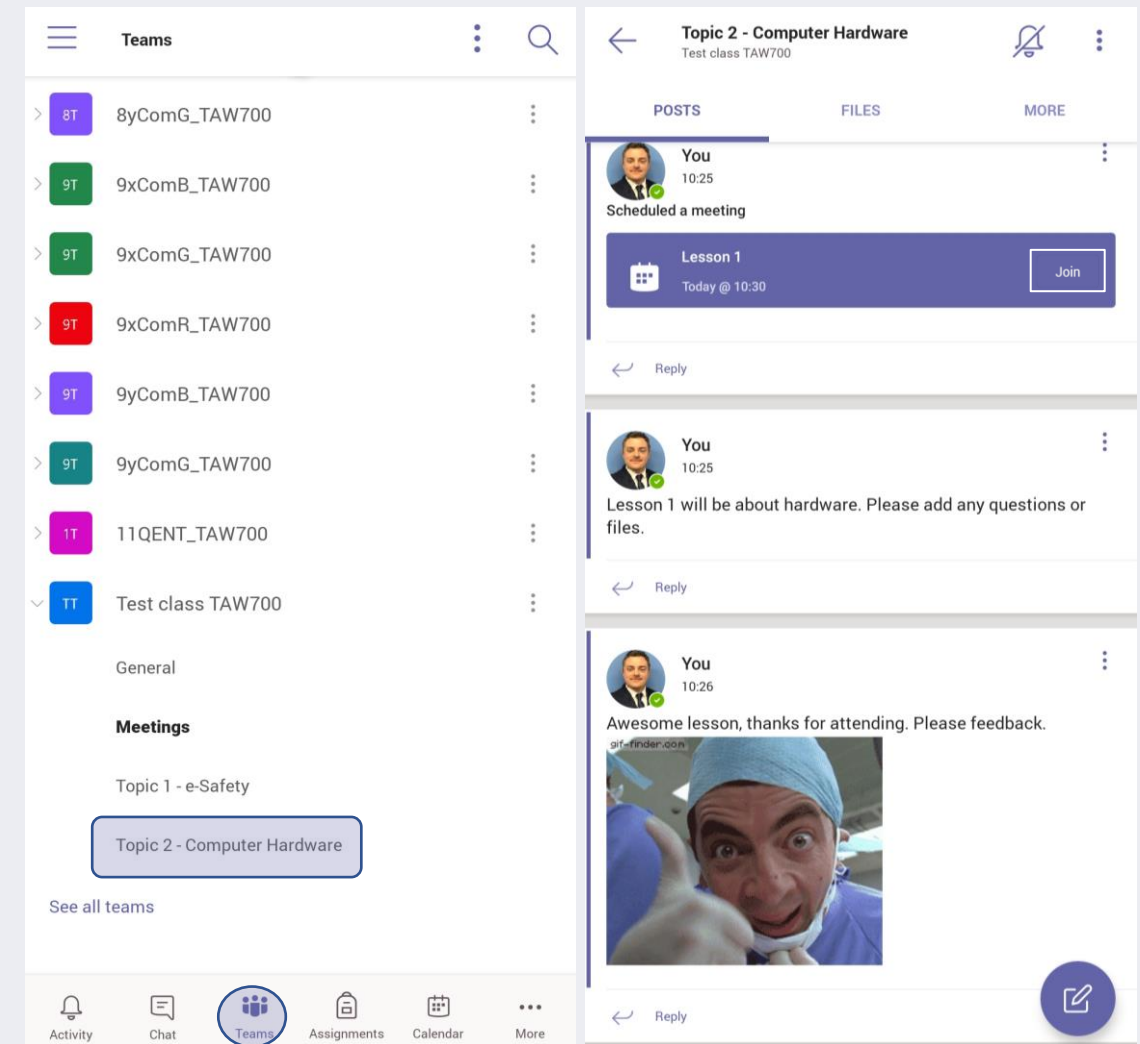
Select a channel within that Team to see the content



Post messages to class

Access shared files

Access more content




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How to join a Lesson

Your teacher will have scheduled the lesson following the temporary timetable schedule . You can join the lesson from your calendar within Teams, the teacher will have set this up , and added it to your calendar ahead of time.

Join from calendar

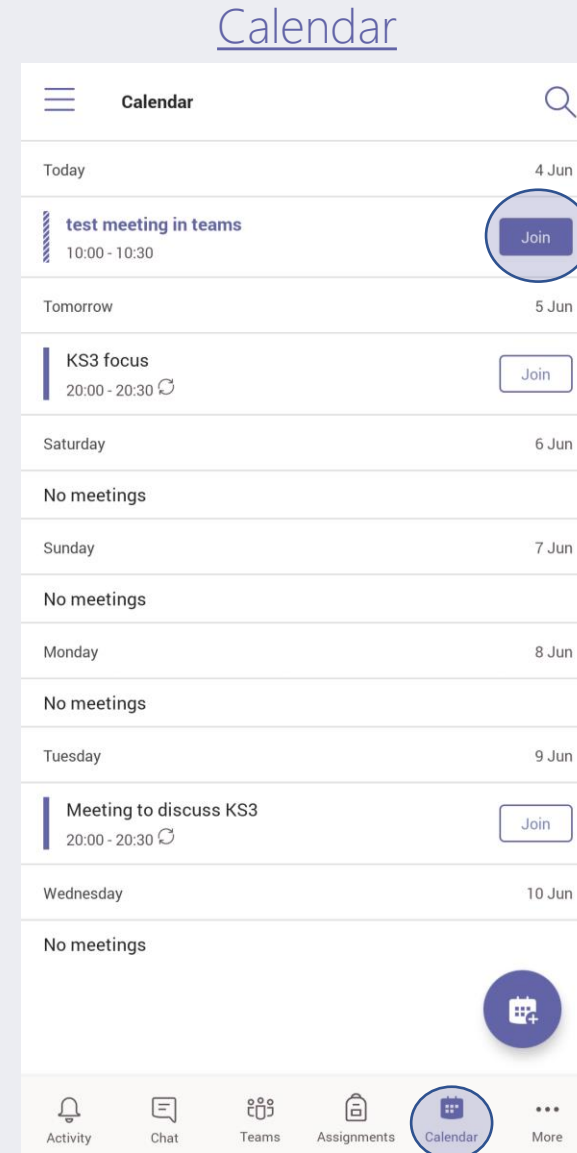
Select Calendar  on the bottom of the app to see your meetings. Find the meeting you want, and then select Join.

Join from a notification

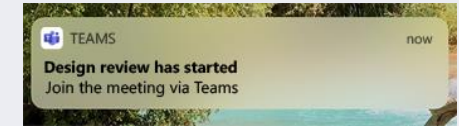
When a Teams meeting starts, you'll get a notification that'll bring you directly to the meeting without finding it on your calendar. Just tap the notification to join.

Join in a channel

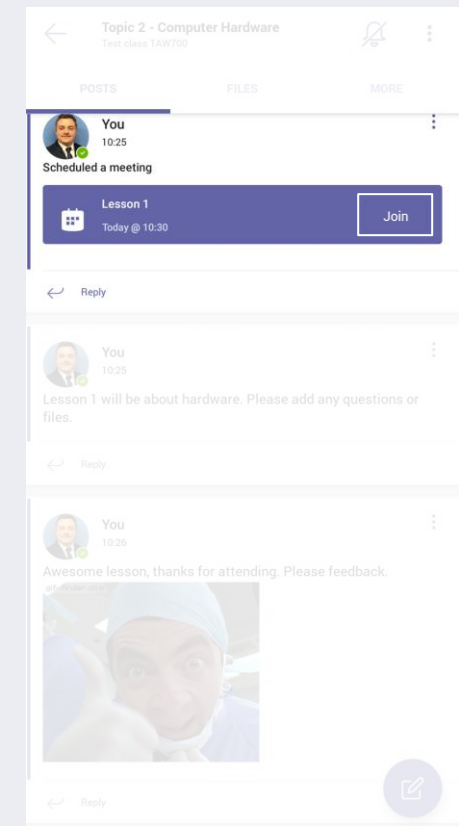
If a meeting takes place in a channel, you'll see an invitation to join, relevant content, and the organizer right in the channel. Just select **Join**.



Notification



Channel



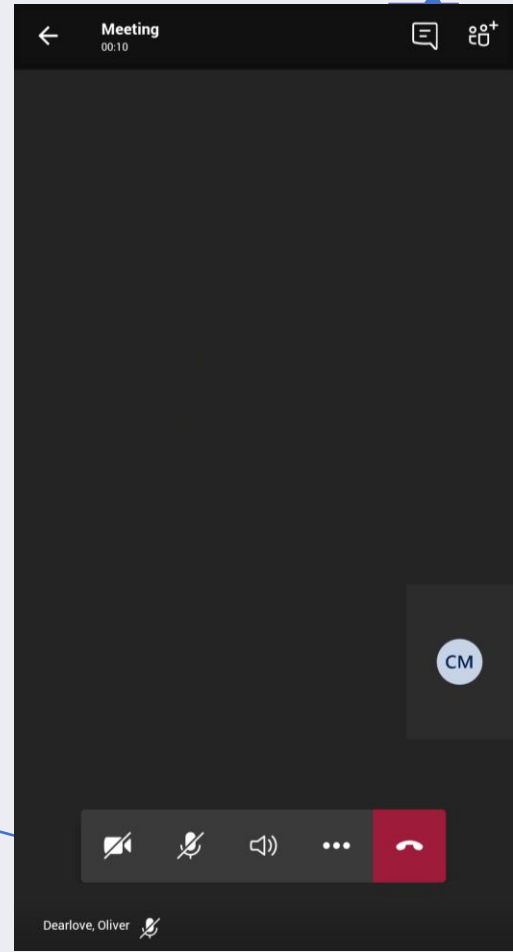
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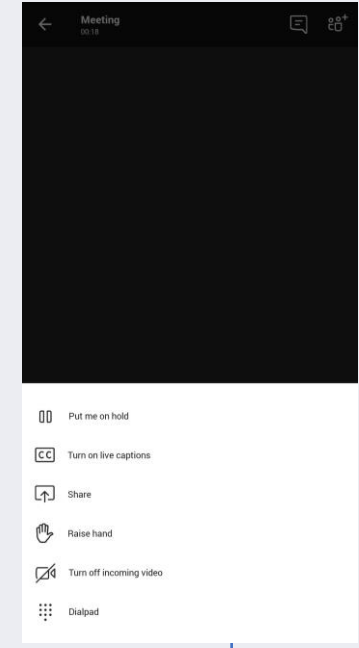
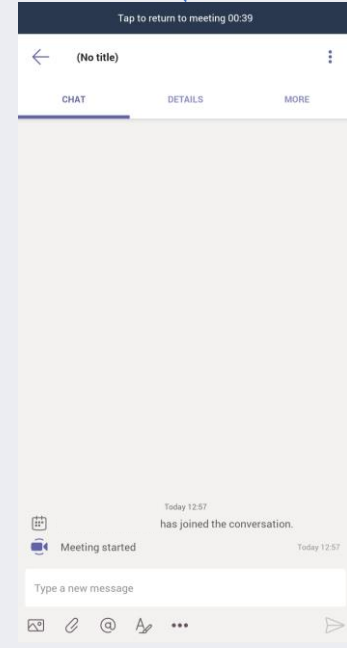
How to manage Lesson options

Once you click to join a Lesson you will be added in, and you will see the other members of the class on screen.

- These options control
- Camera
 - Microphone
 - Speaker



This will open the text chat panel, you can type messages and all students will see them



This will open options menu. Raising your hand will alert the teacher that you want to say something

MS Teams 101 – Student Desktop/Web Guide



How to access Teams on Web/Desktop

Open a web browser (Chrome, Edge or Firefox), go to <https://teams.microsoft.com>

Login to Teams

You will need to sign into the Teams. You will use your school email and password. See below for examples.

Email: John.smith1@taw.org.uk

Password: School computer password. (Y10 recently reset and emailed home)

Note: If you have a number in your username/email, make sure you include it, as per the example above.

The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. There is a text input field with the placeholder text "Email, phone, or Skype". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right, there are two buttons: a grey "Back" button and a blue "Next" button.

The screenshot shows the sign-in page for Telford & Wrekin ICT Services. At the top left is the logo, which consists of four colored squares (green, yellow, orange, red) followed by the text "TELFORD & WREKIN ICT SERVICES". Below the logo, the text "Sign in with your organizational account" is displayed. There are two text input fields: the first contains the email address "john.smith1@taw.org.uk" and the second is labeled "Password". Below the input fields is a blue "Sign in" button.

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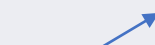


Click on a Team to open it, you will see they are named the same as your teaching classes.

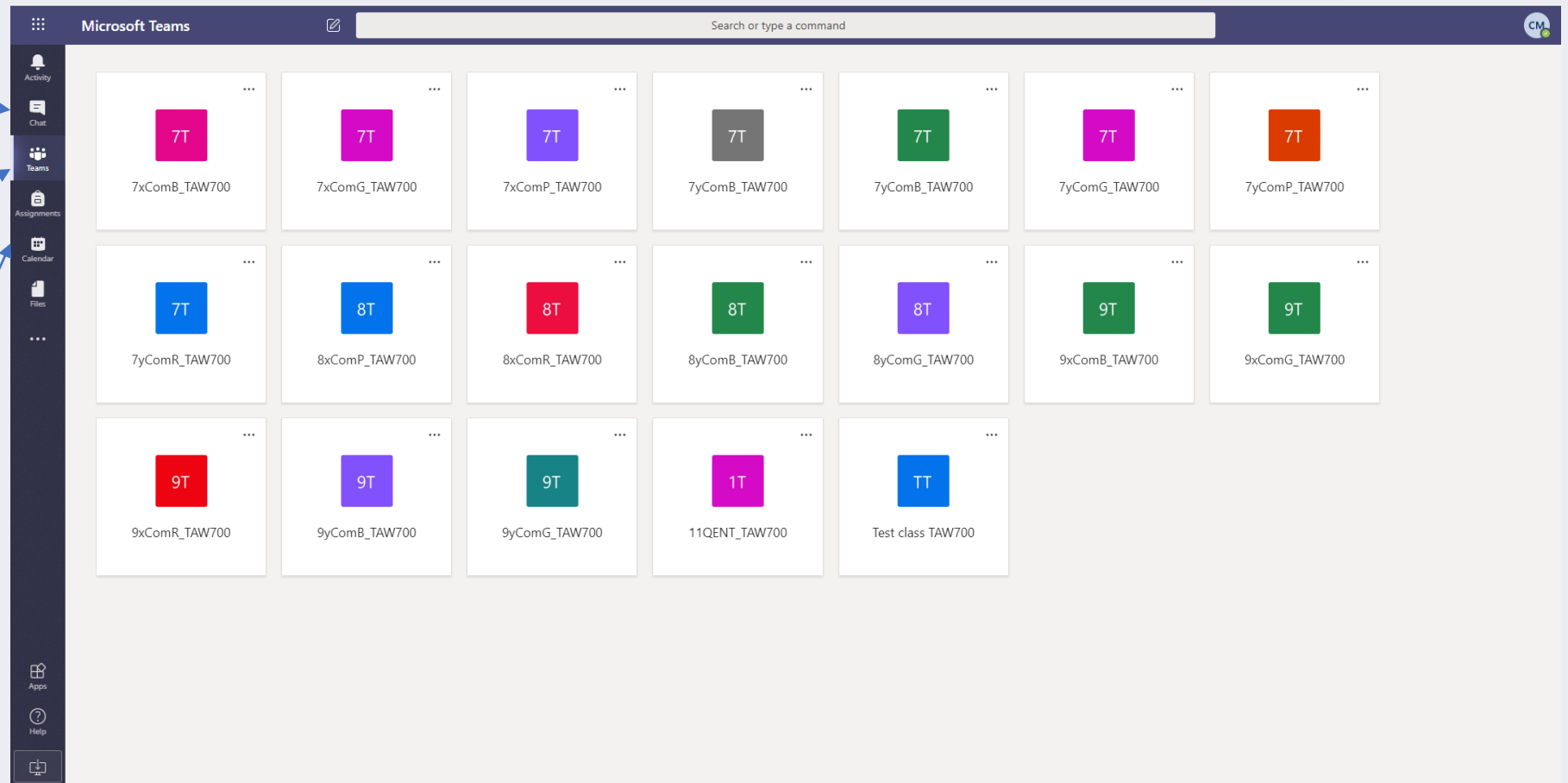
Opens your Chat



Opens your Teams



Opens your Calendar



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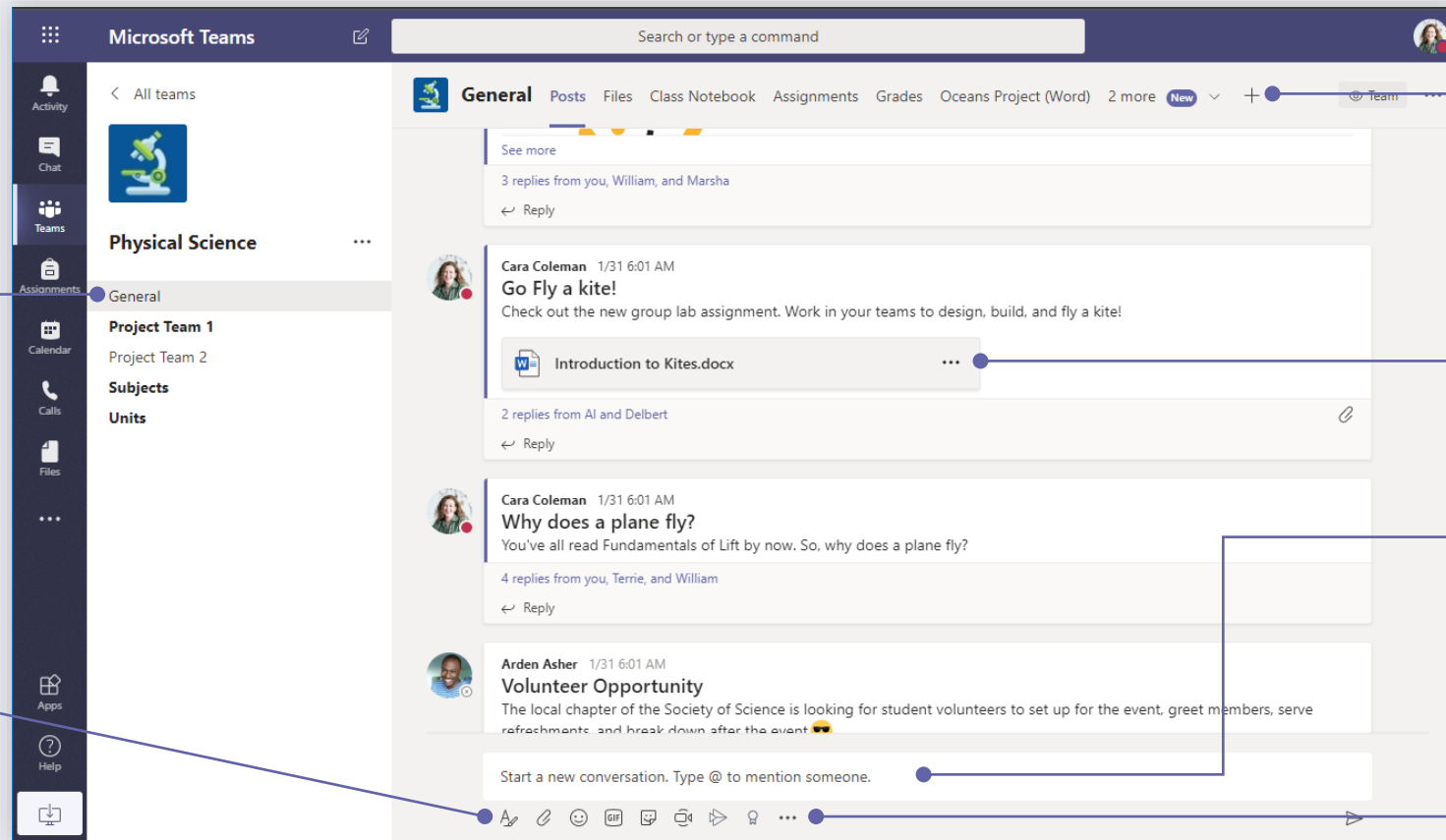


Class teams

A Class team is where your teacher will hold meeting, provide lesson information, files and chat

Every team has channels, these are like different sections or topics in a subject

Format your message. Add a subject, format text, convert the message to an announcement.



Teacher may add tabs to the top of a Channel, They could have useful information in

Share files

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

MS Teams 101 – Student Desktop/Web Guide



How to join a lesson

You can join a lesson directly from your Calendar or from the Channel it is scheduled in.

Open your calendar from left hand menu, find the lesson at the correct Date/Time, open the lesson and click Join button in top right corner

Microsoft Teams interface showing the Calendar view. The left sidebar contains navigation options: Activity, Chat, Teams, Assignments, Calendar, Files, and Help. The main area displays a calendar for June 2020. A meeting titled "test claire" by "Brookes, Andy" is scheduled for Wednesday, June 3rd, from 3 PM to 4 PM. A blue arrow points from the "Calendar" icon in the sidebar to the calendar view. Another blue arrow points from the meeting title to the meeting details.

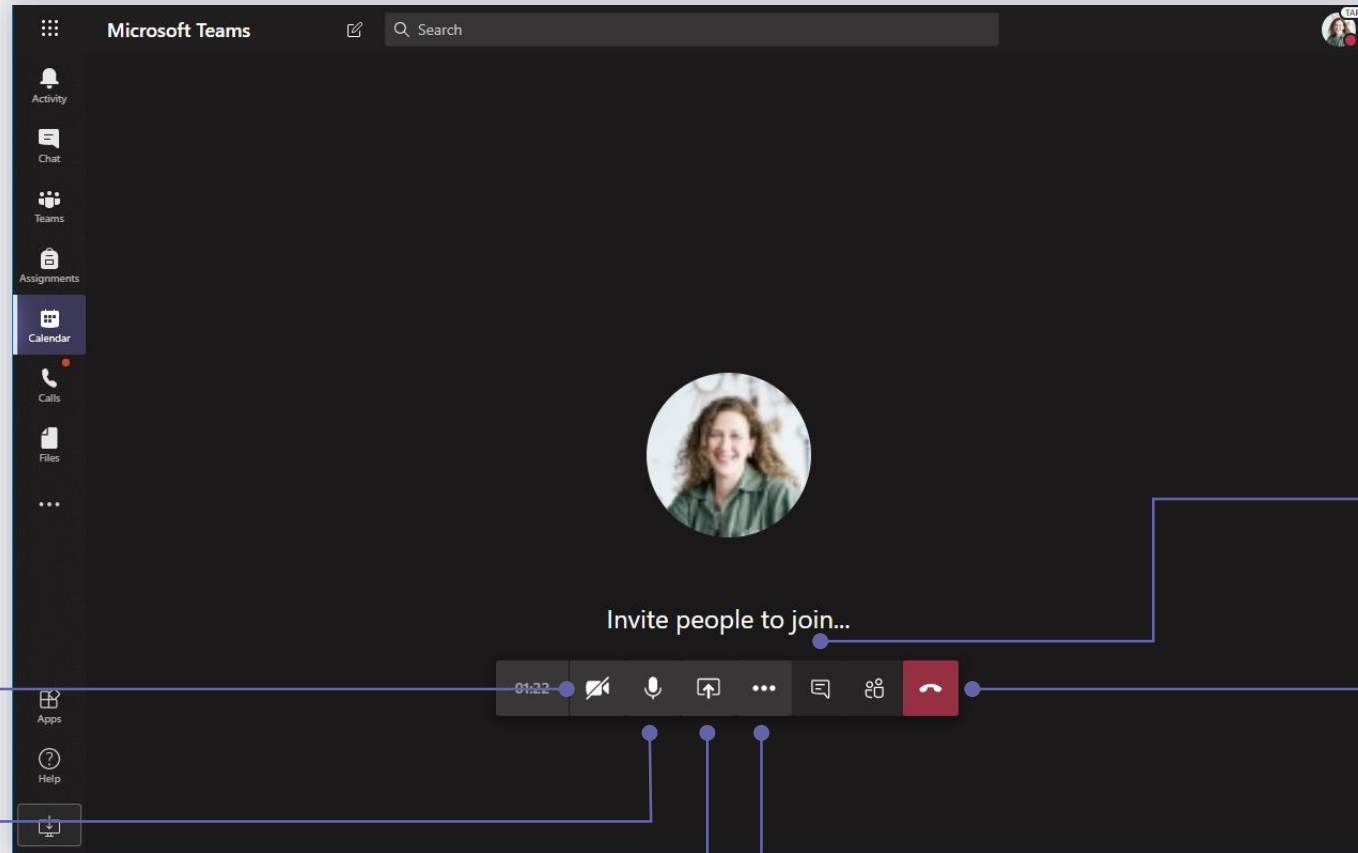
Physical Science Lab meeting details page. The page shows meeting options, including time zone (UTC-08:00 Pacific Time), meeting options, and a "Join" button in the top right corner. A blue arrow points from the "Join" button in the screenshot above to this "Join" button. The meeting details include the title "Physical Science Lab", a list of attendees, the date and time (Mar 4, 2020, 1:00 PM to 1:30 PM), and a "Join Microsoft Teams Meeting" link with a phone number and conference ID.

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In Lesson controls

You can control your settings during the meeting using the buttons below



Turn your video feed on and off.

Mute and unmute yourself.

Share your screen and sounds from your computer.

Change device settings, Raise hand for attention and Blue Background.

Send chat messages

Leave the meeting