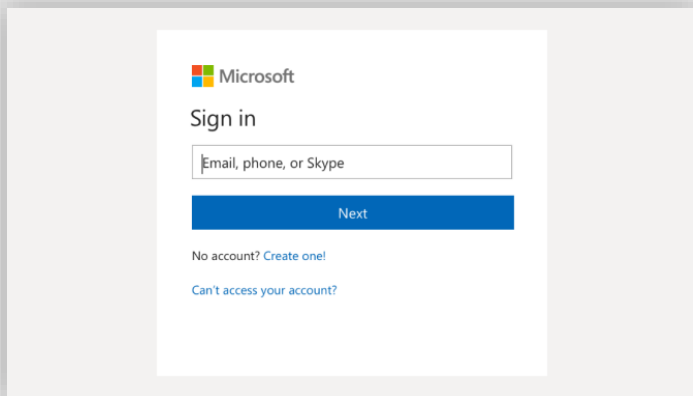


Jump into your classroom with Microsoft Teams for Education



Microsoft Teams for Education brings conversations, content, assignments and video meetings together in a secure learning experience. If you're brand new to Teams, welcome! The first two steps can help you get setup. If you have Teams downloaded and are ready to get started, feel free to skip the first section.

Setting up Teams



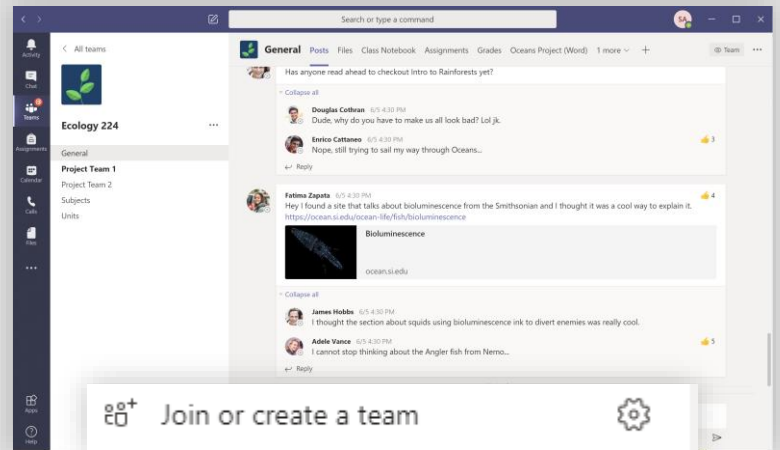
Download and install

1. Go to teams.microsoft.com and select **Sign in**. Sign in with your school account and follow the steps on the screen.
2. Click **Get the Desktop App** or download the app for iOS or Android [from your phone's app store](#). You can also use the [web app](#) without any download required.
3. After downloading and installing, open the app and sign in again.

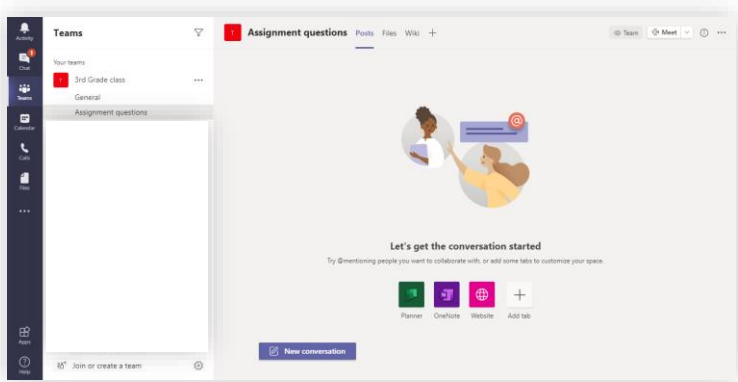
Create or Join teams

1. Try [creating a team](#) by navigating to the **Teams** tab and click **Join or create a team** on the bottom left.
2. If you have already set up a team for your class, you can invite students with an [invite link or code](#).

Note: Your IT team may have established a few Teams for you already, reach out to your IT department if they aren't displaying.



Using Teams



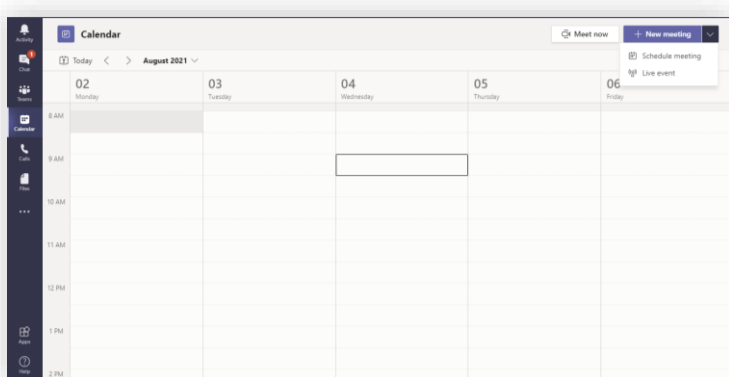
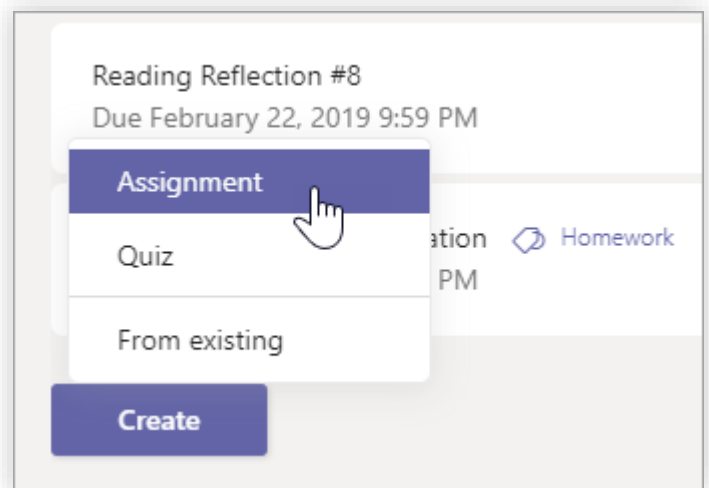
Post a message

1. To post a message on your Team, click on the Team and channel you would like to message.
2. Click on the **New conversation** box and write your message.
3. When you're ready to send just hit enter or click on the arrow icon on the right.

Create, share and grade assignments

1. Navigate to your desired channel for the class team and select **assignments**.
2. Select **Create>Assignment** and enter the remaining information including title, recipients, resources and due date.
3. For more help visit the [assignment support page](#).

Quick tip: You can create assignments in advance to help plan for your semester!



Join or setup a meeting

1. In the **Calendar** tab, you can [schedule meetings](#) with as many participants as you need.
2. You can also join schedule meetings from the Calendar.
3. For more useful guidance visit the **Meetings** resource.

Explore OneNote and Apps in Teams

1. Click the **Apps** icon on the bottom left to explore apps available for Teams—including Office 365, Kahoot, Wakelet, Flipgrid, Nearpod, Bunccee and more.
2. Try the [OneNote app](#) for your class notes. After searching and installing the app from the **Apps** tab, you'll be able to access it from the **More added apps** tab.
3. For troubleshooting help visit our [support page](#).

