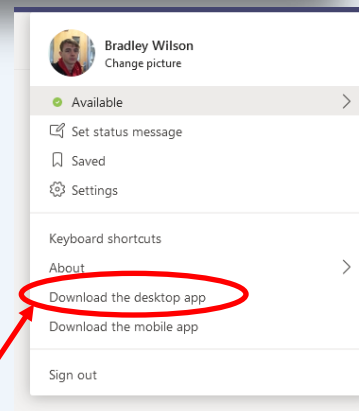
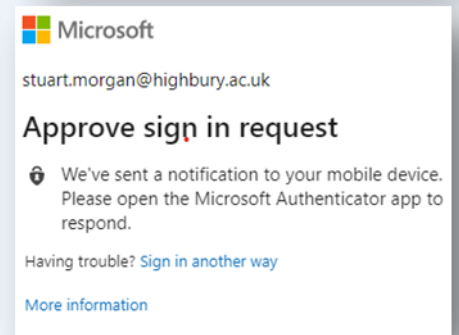
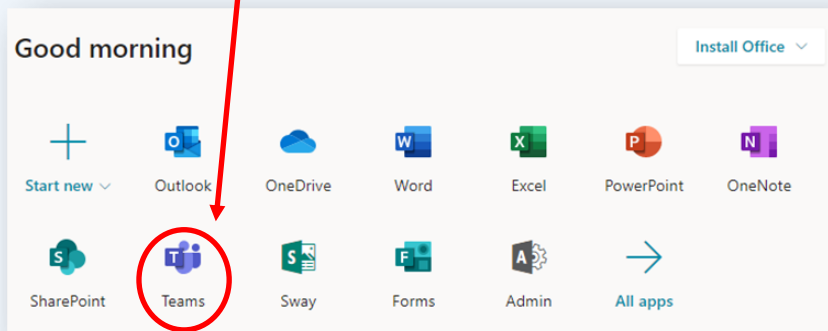
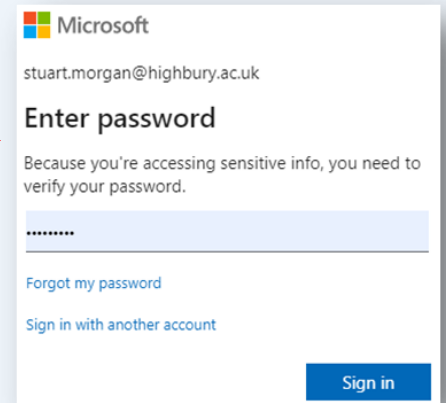


# How to use Microsoft Teams

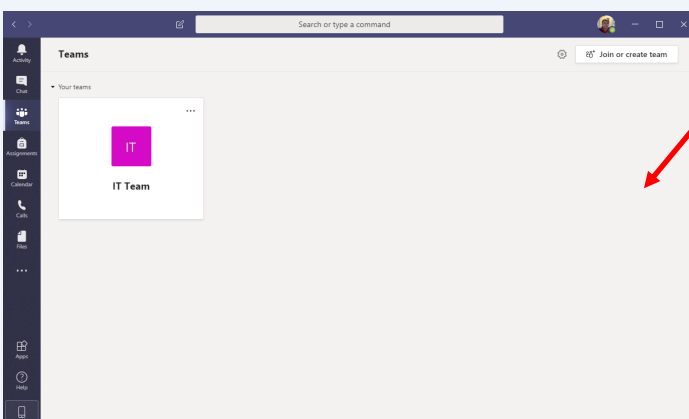
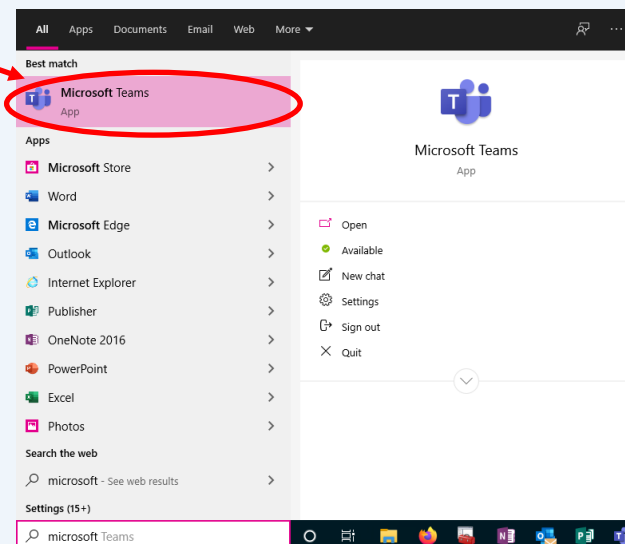
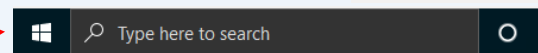
## To access the web version of teams you must:

1. Open your browser and go to the link "www.office.com"
2. Once on the office 365 page you will be prompted to log in.
3. Sign in to office 365 with your college email and password. (You will need to enter the code that is sent to your mobile device that you registered when first connecting to Office 365.)
4. Once signed in please proceed to click on "Microsoft Teams" to load into Microsoft teams.



## To access the app version of Microsoft teams you must:

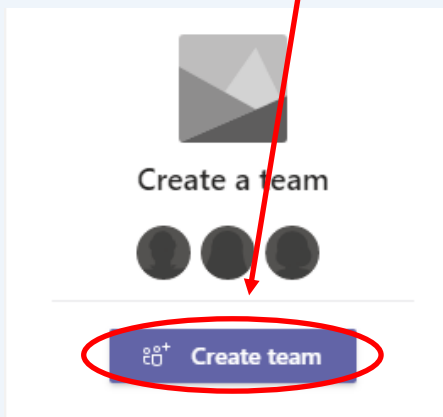
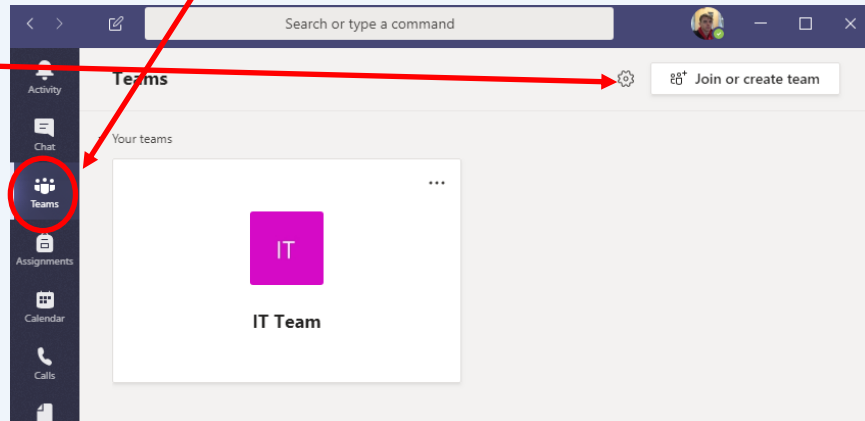
1. First install Microsoft teams to do this you must access the web version of teams and click on your photo. Once you click your photo you should see the option "Download teams desktop app" select this and follow the provided instructions..
2. Once downloaded click "type here to search"
3. Proceed to type "Microsoft Teams" and hit enter.
4. If you press enter or click "Microsoft Teams" Microsoft teams will be loaded and should appear on your screen.



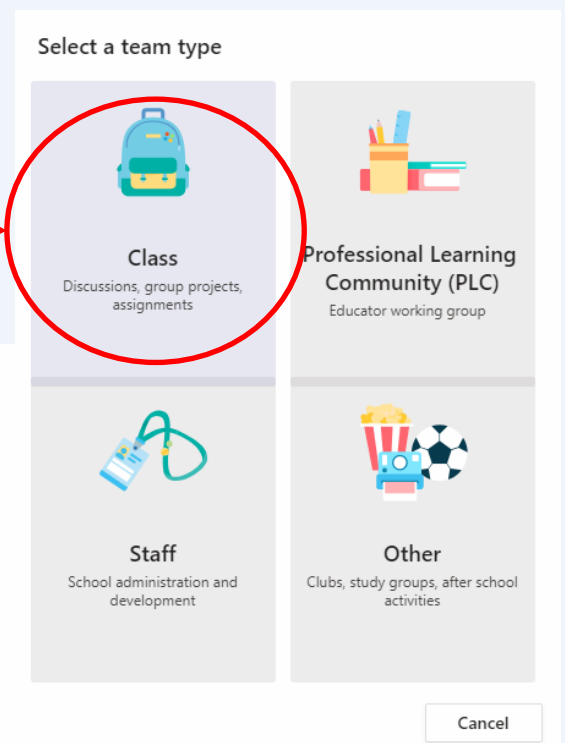
# How to create a team

To create a team on Microsoft teams you must:

1. First click on the “Teams” tab located on the left hand side.
2. Next, click “join or create a team” located in the top left of the “Teams” section
3. Select “Create a team”



4. Select “Class” And then proceed to enter a name and description for your team and click next



**Create your team**

Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook.

Name

Description (optional)

5. When prompted to “Add people” in the “search for students” box please enter your course code from Canvas or EBS.
6. When you see your course click it and then click the “Add” button. This should then add all of your students to the Team.

**Add people to "t"**

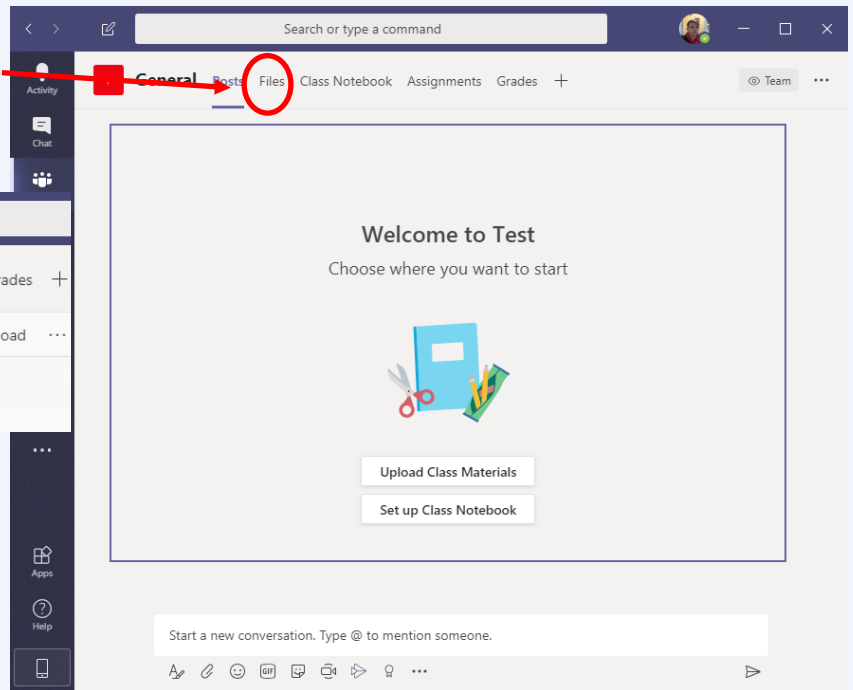
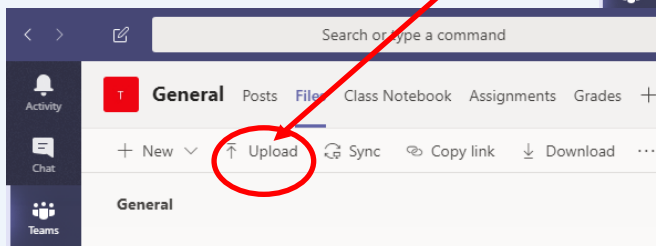
Students Teachers

Start typing a name to choose a group, distribution list, or person at your school.

# How to upload files for your team to view

To upload files for your team you must:

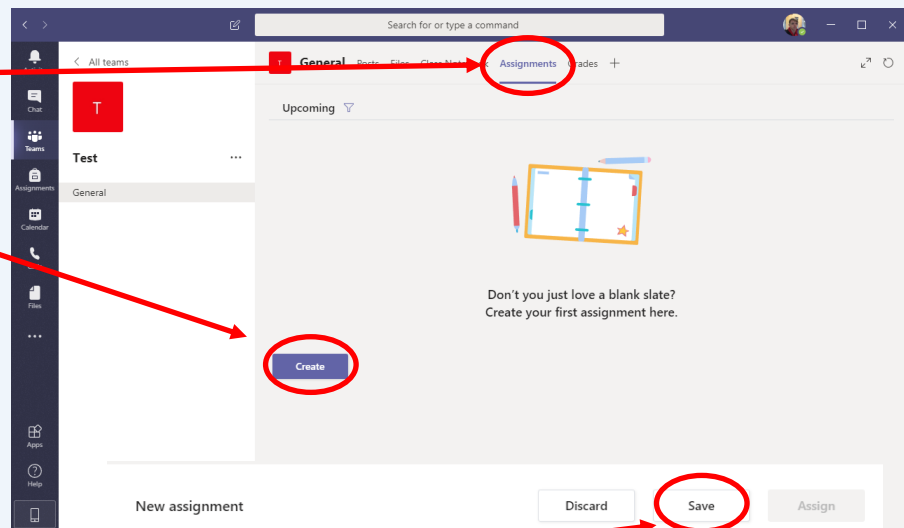
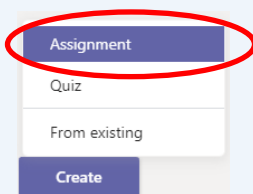
1. Inside of your team click on the "Files" tab
2. When inside of files click "upload"



3. This will then bring up the windows file explorer where you can locate the files you would like to upload.
4. Any files you upload will be able to be accessed by any member of the team.

# How to set assignments for your team

1. Click the "Assignments" tab inside of teams
2. Once you are in the assignments tab click "Create"
3. Next select "assignment"



4. Lastly fill in all the appropriate details and click save. Students will then be able to see their assignments in the "assignments" tab on their end.

