

# How to sign into Microsoft Teams

## Step A: Visit the Teams website or open the Teams app

You can do this in a few different ways

1. Visiting the Teams website at [teams.microsoft.com](https://teams.microsoft.com)
2. Open the Teams app on your device.



**New to Teams?**

[Clear here](#) to watch this video with step-by-step instructions

## Step B: Sign in

- Use your school email address and password.
- These have already been shared with you.
- If you need a reminder, please contact the school.

 Microsoft

**Sign in**

Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next

# Quick guide for using Teams

## 1. Navigating Teams

Use these buttons to switch between Activity Feed, your Teams, Assignments, Calendar, and Files.

## 2. Open Assignments

Your teacher might assign tasks which you can complete and turn in on the app. Teachers can provide feedback, track progress and you can see your progress too.

## 3. Channels

Channels are different areas which relate to your learning. Click a channel to see files and conversations about specific topics.

## 4. Format your message

Remember: **Every Time You Write.**

You can add a subject and format your text. You should always read through what you write before posting.

## 5. Other tabs

There are sometimes links to websites and other apps here to enrich your learning. Your teacher might add specific tabs in different channels.

## 6. Reply to a conversation

Click 'Reply' to respond to a conversation here. Replying makes conversations easier to follow. Don't forget to format your message.

## 7. Conversations with your teacher and classmates

Your teacher might share resources or links to help your learning. You can scroll up to view old conversations.

## 8. Start a conversation with the class

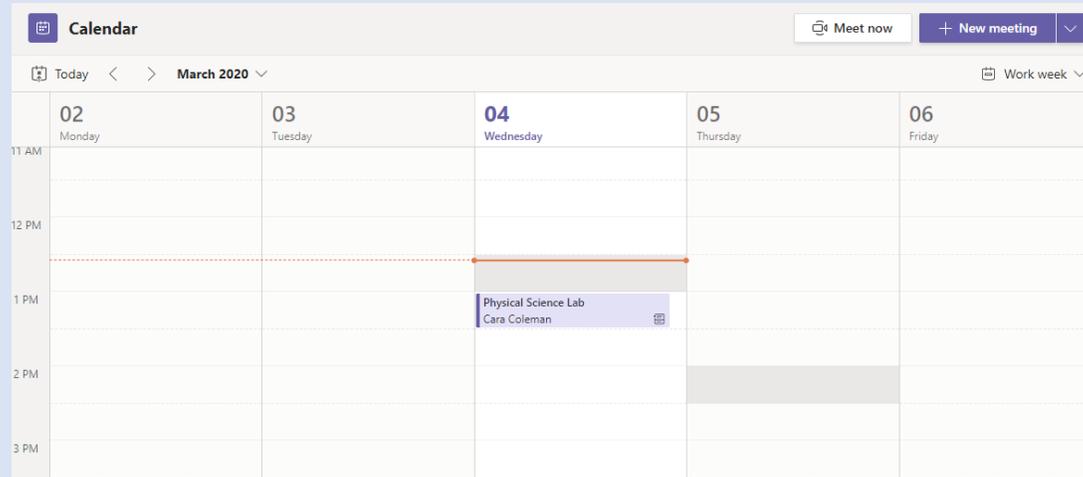
Type and format your new message here. Remember to use this sensibly as everyone can see. You can add files or share photos of learning.

The screenshot shows the Microsoft Teams interface. On the left, a sidebar contains navigation buttons for Activity, Chat, Calendar, Assignments, Teams, and Apps. The main area displays a channel named 'Reading and Vocabulary' with several messages. A message from Kate Healy dated 23/11/2020 17:51 asks for help with a sentence. Below it, a message from Kate Healy dated 09/12/2020 16:20 shares a video and text about Mary Seacole. A file 'Mary Seacole Reading Text.pdf' is attached. Another message from a user dated 10/12/2020 17:23 explains why they think Mary Seacole was inspirational. A message from a user dated 14/12/2020 21:19 shares their reading sentences. At the bottom, a text input field is visible with the placeholder text 'Start a new conversation. Type @ to mention someone.' and a 'Reply' button. A search bar is at the top, and a 'Meet' button is in the top right corner.

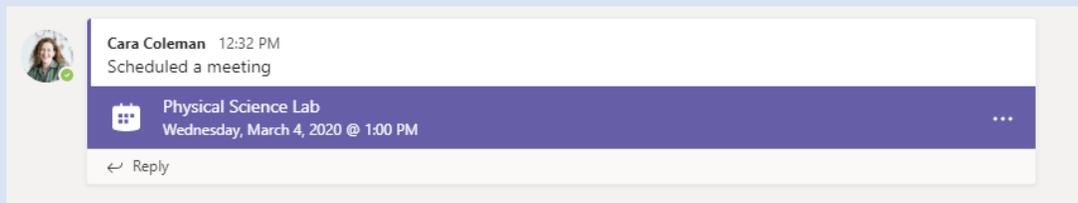
# How to join a video call

## Step A: Go to your calendar or look in your channels

Double click on any upcoming meeting in your calendar



Or, click the invitation posted by your teacher in a channel

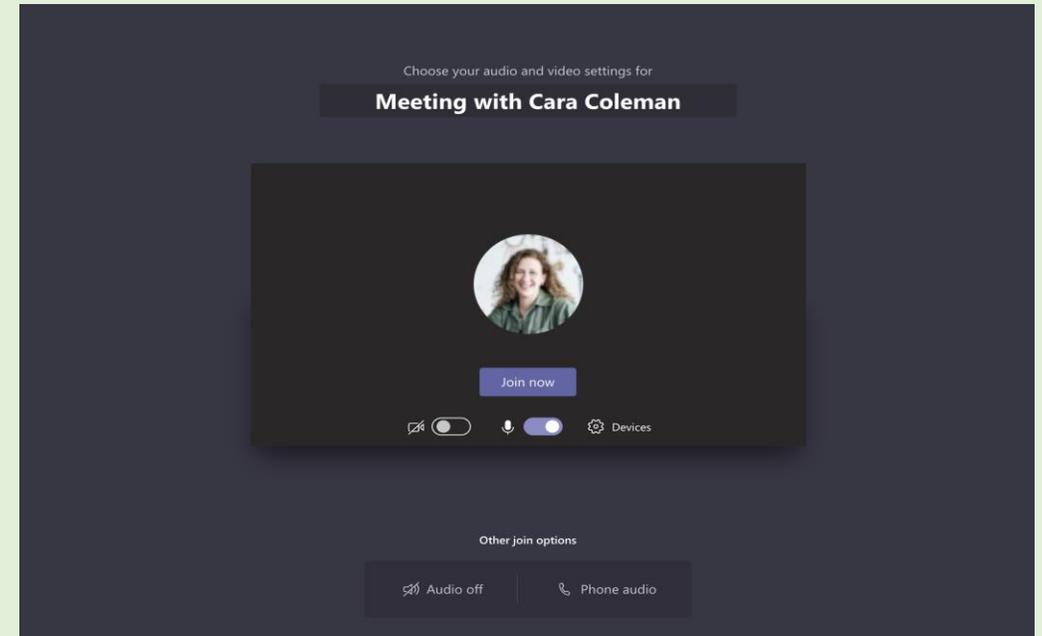


**New to video calls?**

[Clear here](#) to watch a video on using video calls with Teams

## Step B: Join the meeting

Click 'Join Now' to join the meeting

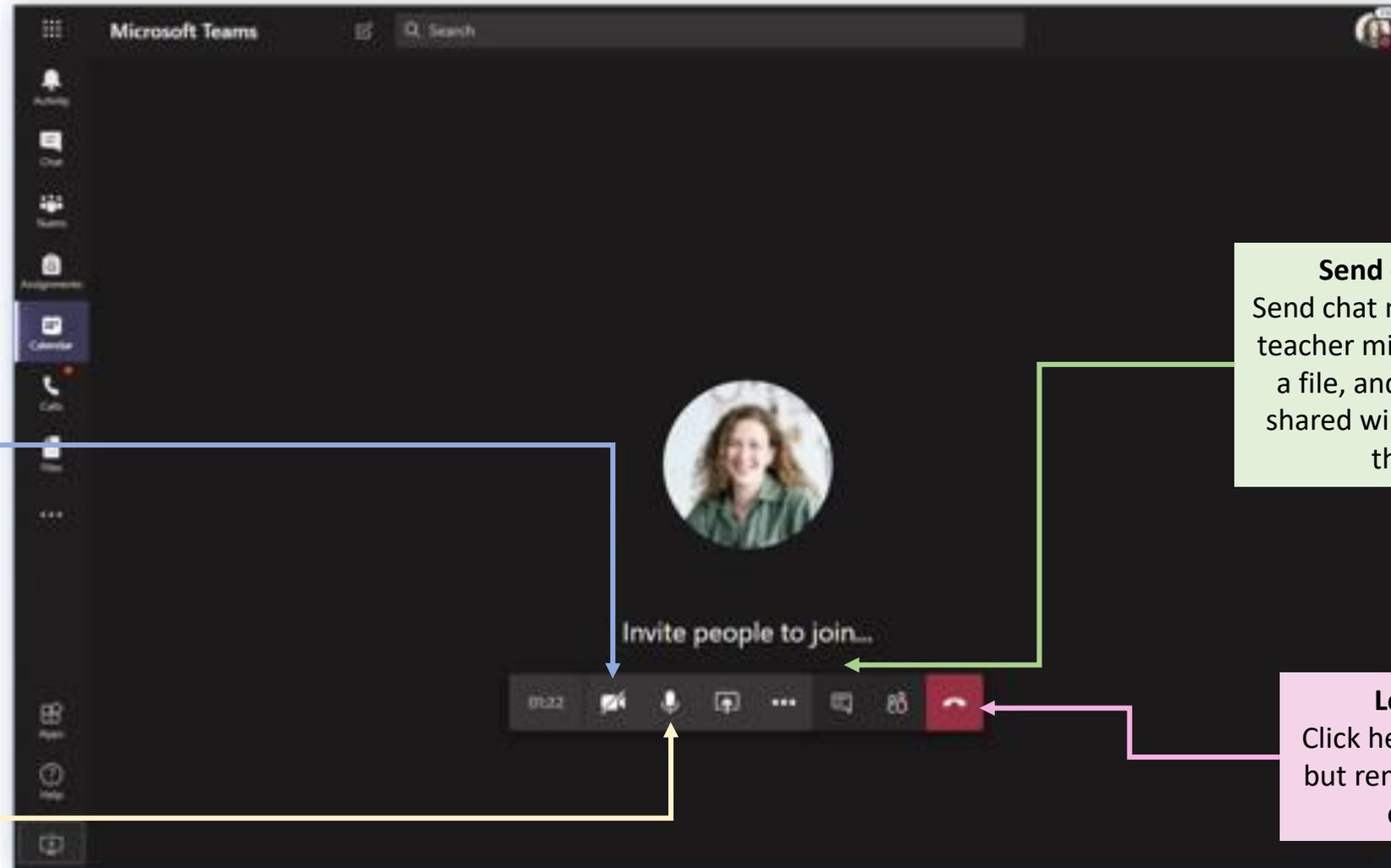


### Remember:

- Check your microphone is on, and your volume is up
- You might have to wait until the teacher is ready
- The teacher might ask you to turn off your camera or microphone

# How to participate in a video call

Share your video and communicate with your classmates and teacher during the online call.



**Turn video on / off**  
Click here to turn your cam on or off

**Microphone on / off**  
Click here to turn your microphone on or off

**Send chat messages**  
Send chat messages here. Your teacher might share links, add a file, and more. Resources shared will be available after the meeting

**Leave the meeting**  
Click here to end the meeting, but remember it will continue even if you leave