

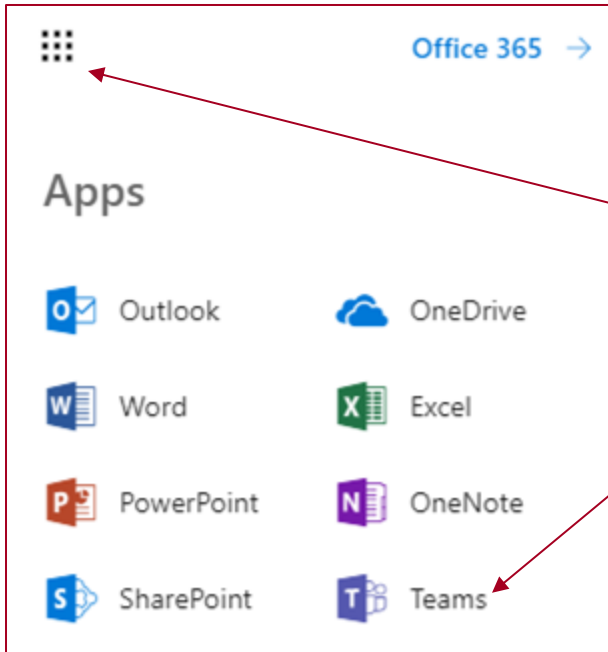


Microsoft Teams

A Guide for Children and Parents

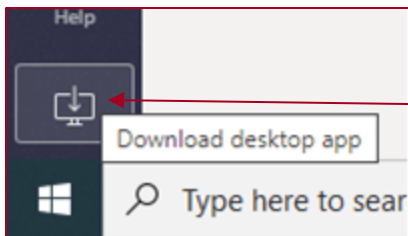


Accessing Teams



Log into your Office 365 account and click on the 'Waffle'
You will see all the apps available to you. Click on Teams.
After logging in you'll see a Teams window.

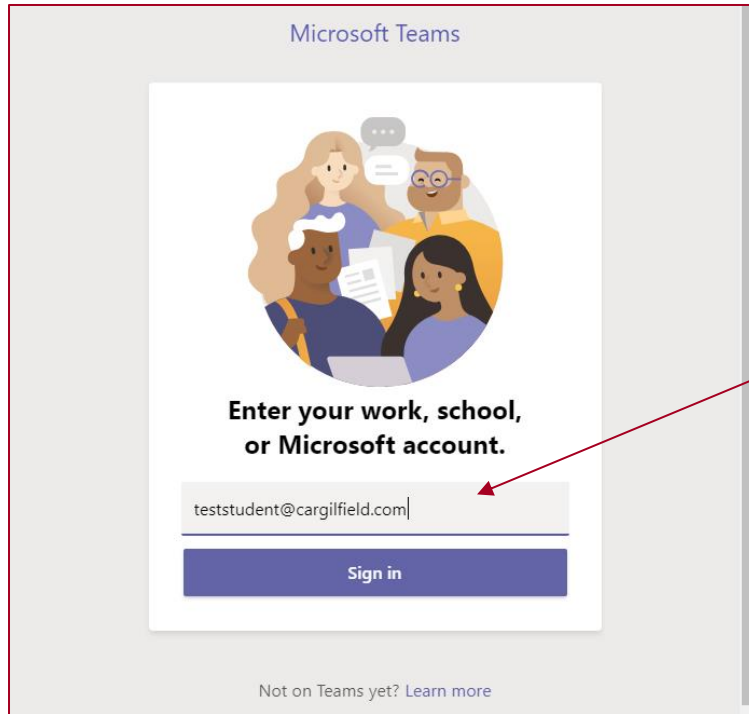
Please note: Teams works better in the App on your computer. If you are using a Tablet, you will need to download the Microsoft Teams app from either the Apple Store or Android store.



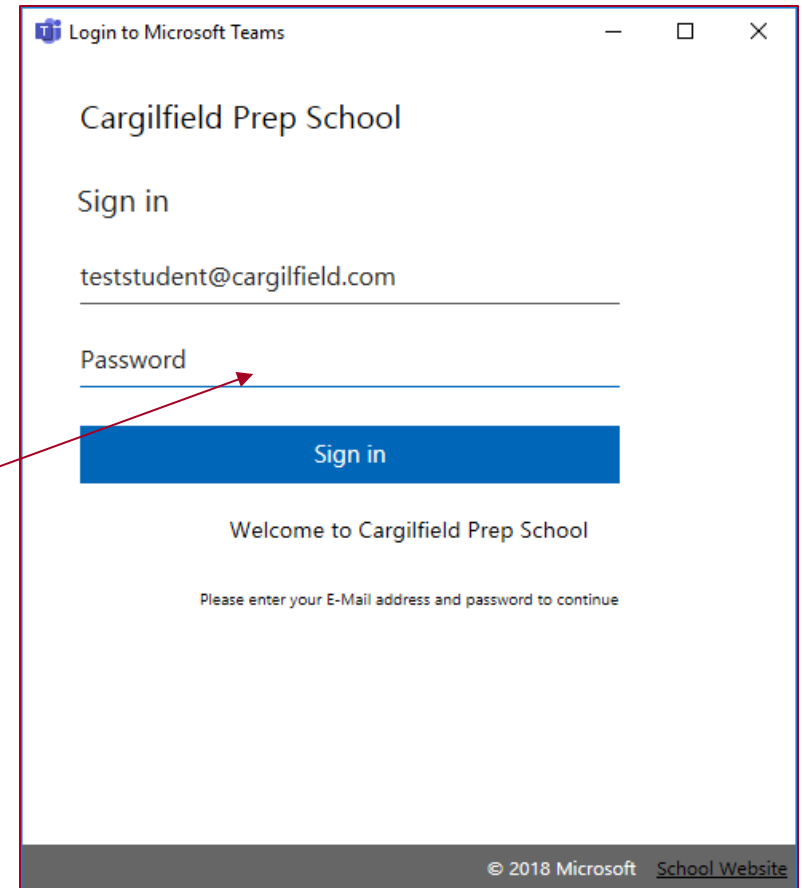
On the computer, you can click the Download Desktop App in the bottom left of your screen. You might need an adult to help you with this, but it is safe to download and install.



Signing in to Teams



When you open up the Teams app, insert your email address here and press Sign in



Your password is the same password used to log into a computer at school.

If you have forgotten this, please ask a parent to email me on rmurdoch@Cargilfield.com

Now Press Sign in



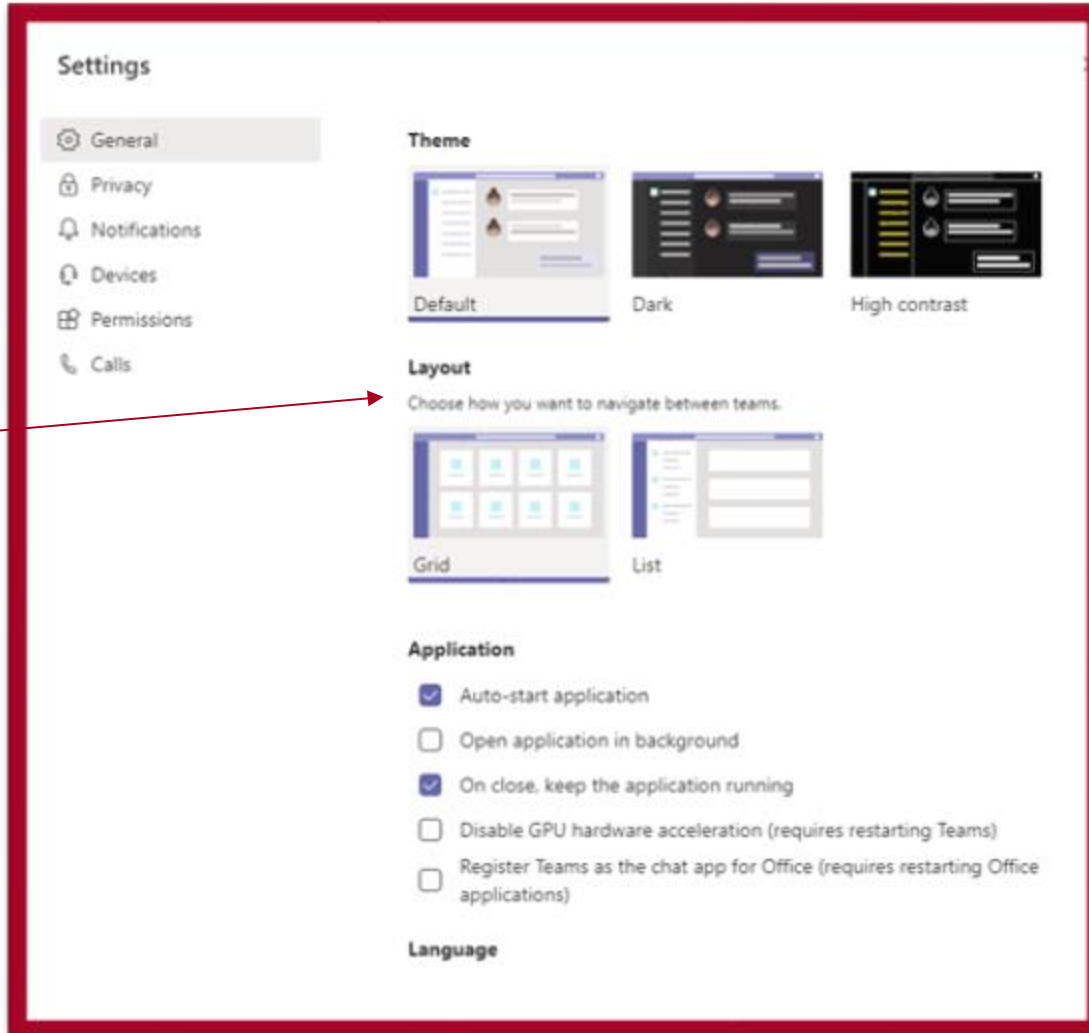
Settings



Have a look at the Settings and choose your Theme and Layout.

Have a look around in settings and make sure you have things set up the way you want. Don't change anything you aren't sure of and you can always ask an adult to help.

Languages may need to be changed to English United Kingdom. Scroll down to look at this.





The Teams – The General Channel - Posts



When you click on at Team this is how the window will look.

Get back to your Teams here

Channels

There may be more channels added by your teacher. These might be for different topics or lessons in a week by week plan.

Information about who has been added to your Team is posted here

The screenshot shows the Microsoft Teams interface for a team named "Test Team". The left sidebar contains navigation options: Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main area shows the "General" channel with a "Posts" tab selected. A search bar at the top says "Search or type a command". Below the channel name, there's a welcome message: "Welcome to Test Team" and "Try @mentioning the class name or student names to start a conversation." A post by "Ross Murdoch" is visible, dated "4/10 11:46 AM", with the text: "Hello Everyone. I have added this week's work to the Files folder on how to do multiplication using Napier Bones. Please view the PowerPoint, the help sheet and then complete the worksheet. You can either complete it online or print it and send a photo of it back for marking. Or you can just copy out the questions onto blank paper and...". The bottom of the screen shows a text input field with the prompt "Start a new conversation. Type @ to mention someone." and a toolbar with icons for attachments, emojis, GIFs, and other features.

When you open your Team, Posts is the default page

Your conversations between you and your teacher appear here. **Everyone in the Team will see what you post.**

Have a look at these buttons down here. Some might be missing as we tend to disable GIFs!



The Teams – The General Channel - Files



When you click on **Files** at Team and press **Files** this is how the window will look.

Get back to your Teams here

Channels

There may be more channels added by your teacher. These might be for different topics or lessons in a week by week plan.

The screenshot shows the Microsoft Teams interface. On the left is a dark sidebar with navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Apps, and Help. The main area is divided into three sections: a left pane for 'All teams' with a 'Test Team' card, a middle pane for 'General' channel with a 'Files' tab selected, and a right pane showing a file list. The file list has columns for 'Name', 'Modified', and 'Modified By'. A folder named 'Class Materials' is visible in the list. Red arrows point from text boxes to the 'Files' tab and the 'Class Materials' folder.

All your Files to do with this Team will go here. These might be handouts that your Teacher adds but you can add Files in here too.

The Class Materials are files which are Read-Only. That means you cannot delete them or change anything in them.

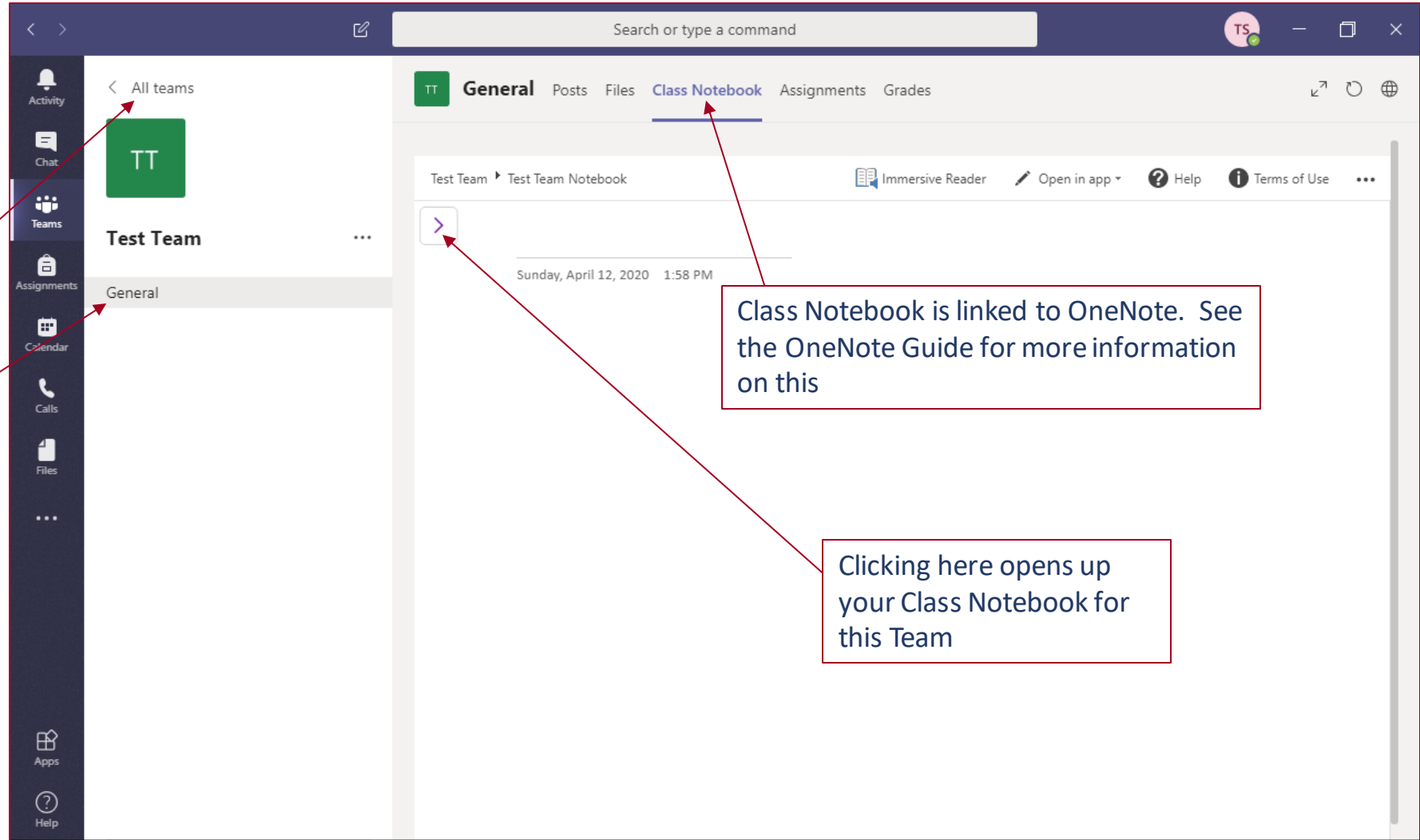


The Teams – The General Channel – Class Notebook

When you click on at Team and press **Class Notebook** this is how the window will look.

Get back to your Teams here

Channels
There may be more channels added by your teacher. These might be for different topics or lessons in a week by week plan.



Class Notebook is linked to OneNote. See the OneNote Guide for more information on this

Clicking here opens up your Class Notebook for this Team



Meetings



When a teacher schedules a live meeting, you'll get an email like this.

It would help the teacher if you could RSVP to the meeting.

When it is time, you click the link to join the meeting.

The screenshot shows a Microsoft Teams meeting invitation. At the top, it says "behalf of Test Team" with a "Test Team" profile picture and a date/time stamp "Sun 12/04/2020 17:58". Below this is the recipient "Test Student; Test Team". The main content is a meeting card for "Test Meeting with TestStudent" on "Sun 12/04/2020 18:10 - 18:40". It includes a "No conflicts" message and an "RSVP to this event" section with an "Email organiser" toggle switch. There is a text input field for "Add a message to Test Team (optional)". At the bottom of the RSVP section are buttons for "Yes", "Maybe", "No", and "Propose new time". Below the meeting card, it says "This is a test meeting". At the bottom of the email, there is a blue link "Join Microsoft Teams Meeting" and a footer "Learn more about Teams | Meeting options".



Meeting Rules



Rules for audio/video meetings

- You should turn off your microphone unless you are talking. It will make the experience better for everyone this way.
- Do not attempt to mute other people in the meeting
- Please note that video lessons could be recorded.

Please follow the Responsible Use Agreement ([on the school Website](#)) for information about general conduct and behaviour during online learning.



Preparing for your Meeting



The screenshot shows the Microsoft Teams interface for preparing a meeting. The main window is titled "Choose your audio and video settings for Test Meeting with TestStudent". It features a central "Join now" button and two toggle switches for video and audio. The video toggle is currently off, and the audio toggle is on. A "Close" button is in the top right corner. The left sidebar shows navigation options: Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. At the bottom, there are "Other join options" including "Audio off", "Phone audio", and "Add a room".

Turn your video on and off

When you are ready, click Join now

Turn your mic on and off

Close

Search for or type a command

Choose your audio and video settings for
Test Meeting with TestStudent

Join now

Internal Mic and Headph...

Other join options

Audio off | Phone audio | Add a room

Activity
Chat
Teams
Assignments
Calendar
Calls
Files
Apps



During the Meeting



The screenshot shows the Microsoft Teams meeting interface. A central pink circle with the initials 'TS' is used as a reference point for several annotations. The interface includes a top search bar, a left-hand navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, and Files, and a right-hand pane for 'People'. The bottom of the screen features a meeting control bar with icons for mute, unmute, video, share screen, more options, chat, participants, and end call. Annotations are provided in white boxes with red borders and arrows pointing to specific UI elements.

At the moment, Teams only shows 9 people at any one time. When someone speaks, the microphone will pick this up and your camera will be active on the screen. It can be difficult to tell if your screen is active or not so assume you are always active!

Share your screen by pressing on this button to demonstrate work – only if a teacher has requested this

Mute/Unmute your microphone or toggle your camera on and off

Some might find that they can blur their background by going to this menu here. It is dependent on the kind of computer you are using so don't worry if you don't have this function.

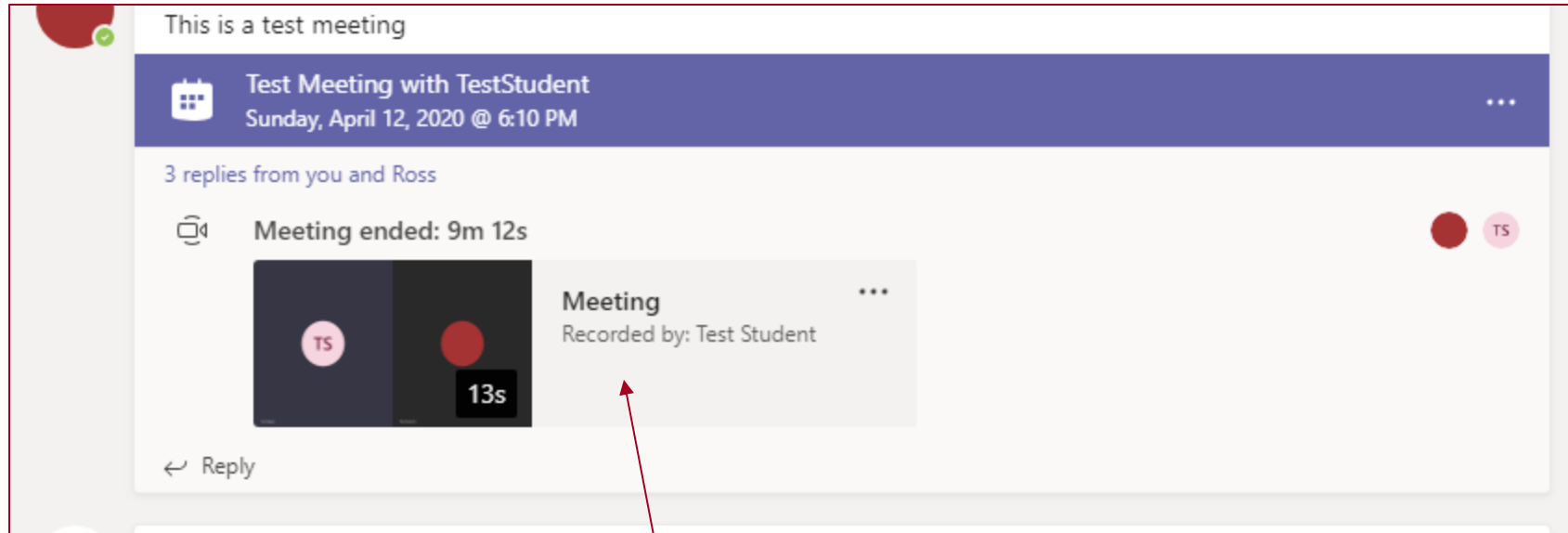
This will open up the chat with the participants in the group and will appear on the right hand side.

This button shows you who else is on the call.

End the call by pressing here



After the Meeting



After the meeting has finished, it is available to view in the Team chat which means that anyone who missed the lessons can view it again at another time