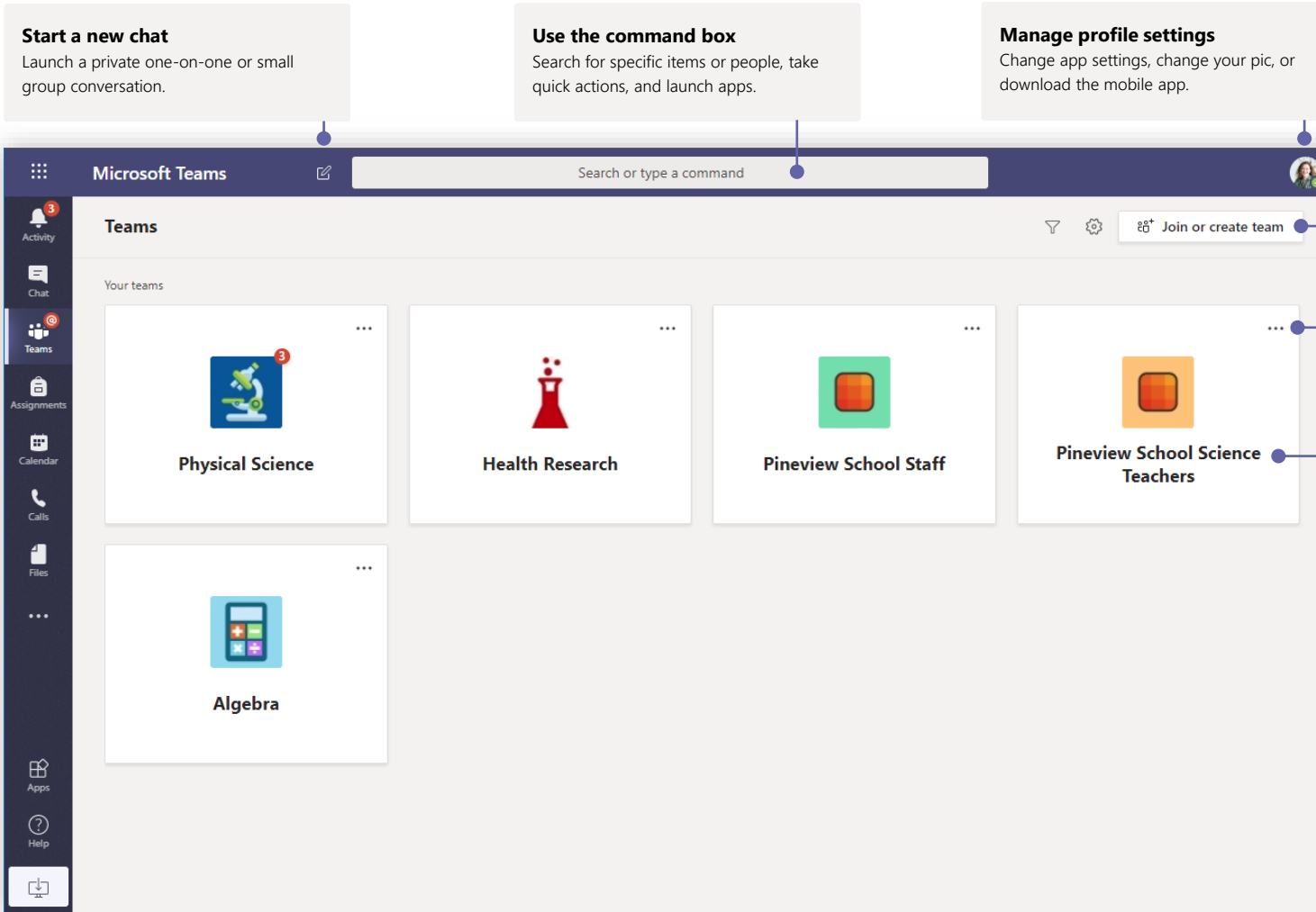


Microsoft Teams for Education

Quick Start Guide

New to Microsoft Teams for Education? Use this guide to learn the basics



Start a new chat

Launch a private one-on-one or small group conversation.

Use the command box

Search for specific items or people, take quick actions, and launch apps.

Manage profile settings

Change app settings, change your pic, or download the mobile app.

Navigate Microsoft Teams

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

View and organize teams

Click to see your teams. Drag team tiles around to reorder them.

Find personal apps

Click to find and manage your personal apps.

Add apps

Launch Apps to browse or search apps you can add to Teams.

Join or create a team

Find the team you're looking for, join with a code, or make one of your own.

Manage your team

Add or remove members, create a new channel, or get a link to the team.

View your team

Click to open your class or staff team.

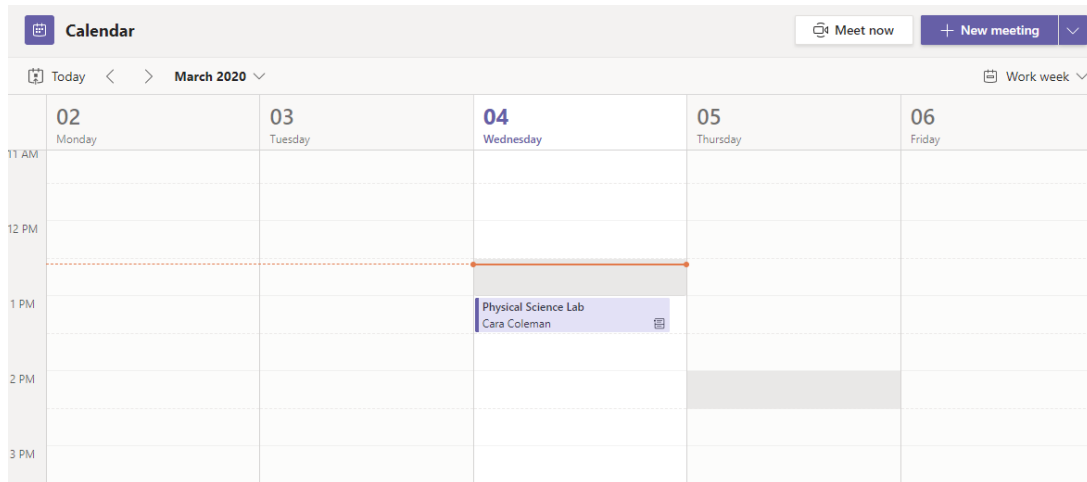
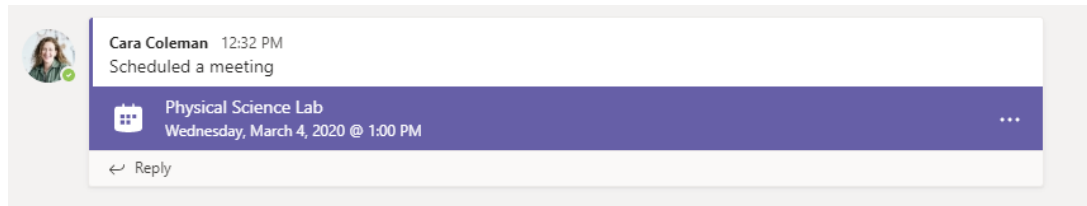
What is a team?

You can create or join a team to collaborate with a certain group of people. Have conversations, share files and use shared tools with the group – all in one place. That group could consist of a class of students and educators, a group of staff and educators collaborating on a topic, or even a group for a student club or other extracurriculars.

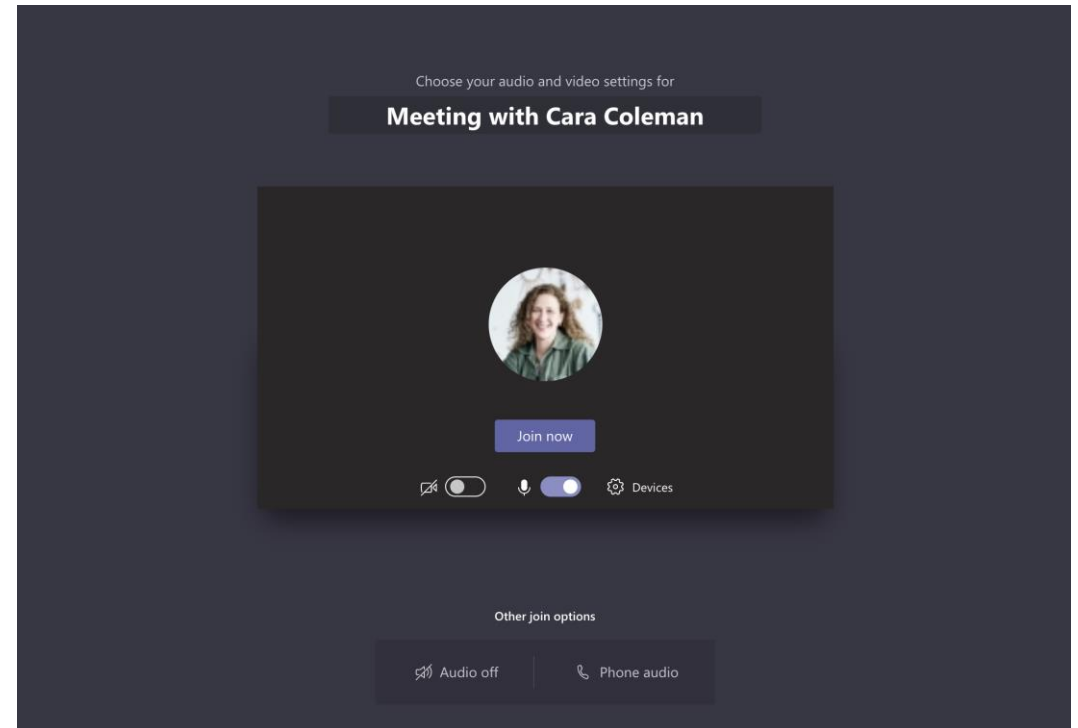
Microsoft Teams for Education

Join a meeting

Hold classes, staff collaboration meetings or trainings over online meetings



Find the meeting invitation in the channel of your team or on your Teams calendar. Click to open the meeting item and select **Join**.



Double-check your audio and video input, turn on the camera, and unmute your microphone to be heard. Select **Join now** to enter the meeting.

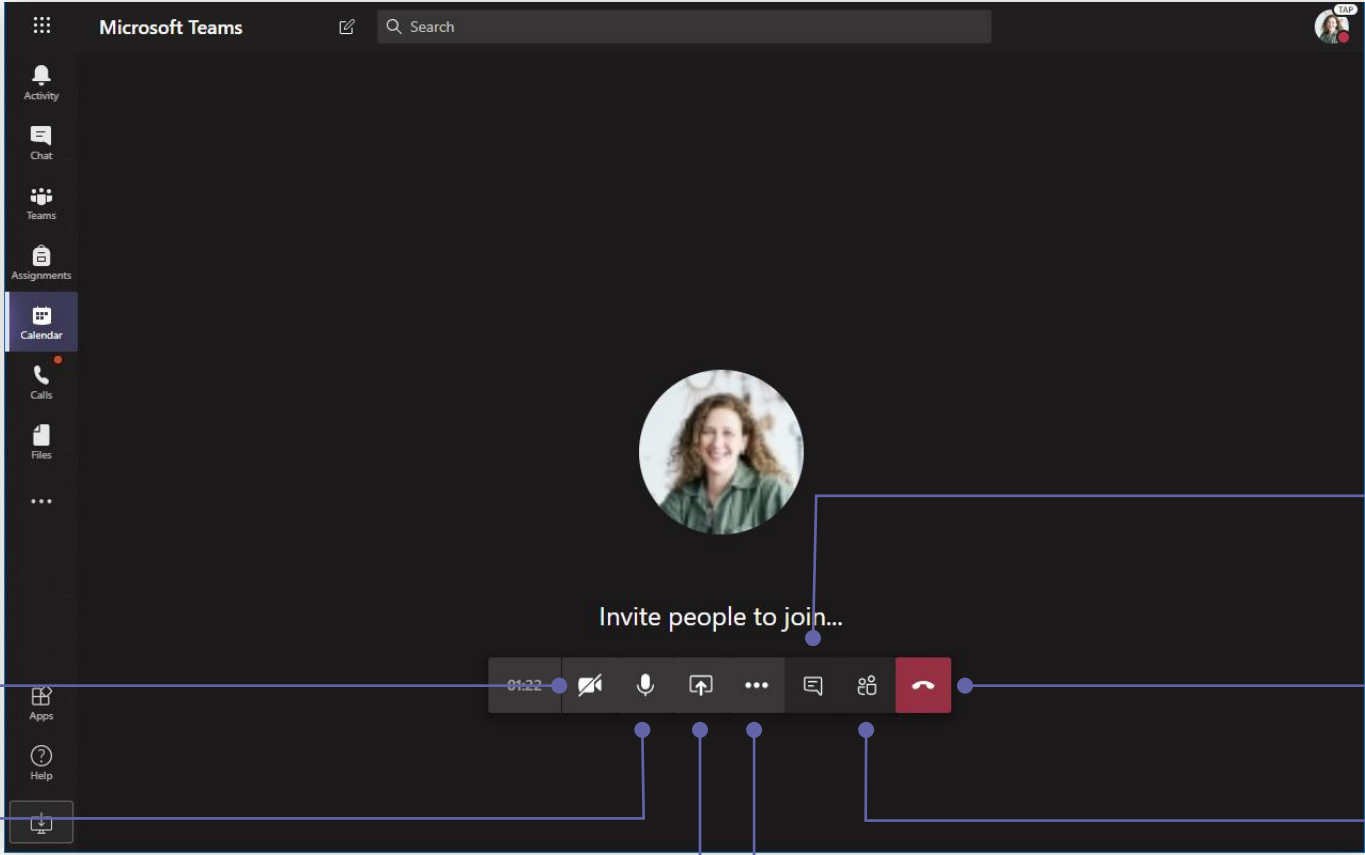
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[Learn more about Teams](#)

Participate in a meeting

Share video, voice, or your screen during the online call.



Turn your video feed on and off.

Mute and unmute yourself.

Share your screen and sounds from your computer.

Access additional call controls
Start a recording of the meeting, change your device settings, and more.

Send chat messages
Send chat messages, share links, add a file, and more. Resources you share will be available after the meeting.

Leave the meeting
The meeting will continue even after you have left.

Add participants to the meeting.