


Student Guide to Microsoft Teams

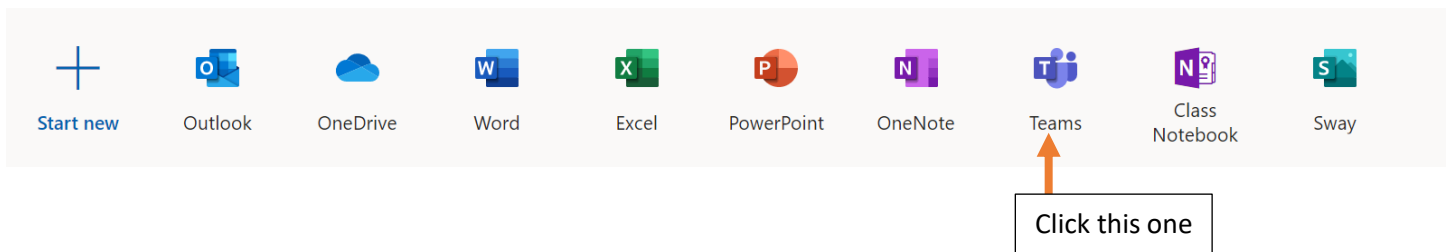
If you would like to see this information in a video, click here:

<https://youtu.be/3Xt1Urd866g>

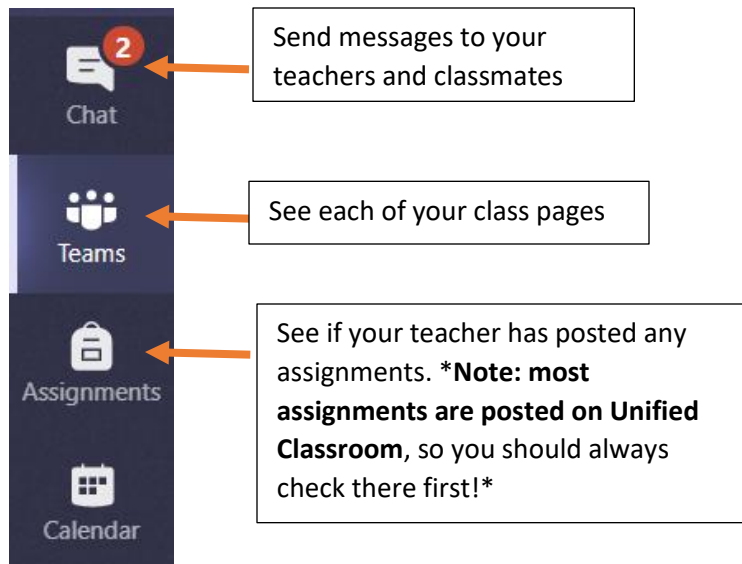
What is Microsoft teams? Teams is a website that teachers use for video calling, uploading documents, and sometimes assignments. It is another way you can send messages to your teachers.

Part 1: Logging on to Microsoft Teams

- Go to www.office365.com or click the **office 365** icon on your desktop on your computer.
- Press the **sign in** button in the upper right corner, which looks like this: 
- Your **username** is your student ID number followed by @springfieldpublicschools.com
 - For example, if your number is 999999, your username would be 999999@springfieldpublicschools.com
- Your **password** is the letters Sp followed by your birthday.
 - For example, if your birthday is February 5th, 2004, your password would be Sp020504
 - **This is the same password you use to login to your student laptop and all of your school accounts.**
- Click on the purple icon that says **teams**



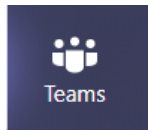
- Click the tab on the side that says **teams**. You should see different teams for each of your classes that uses it.



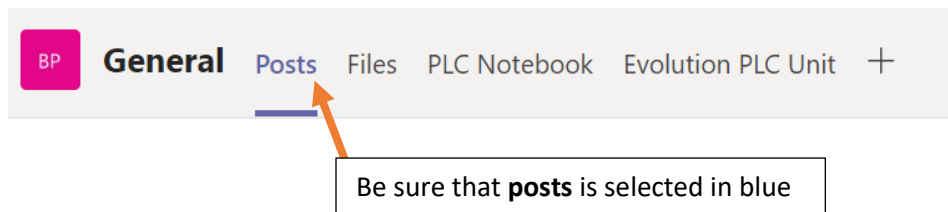
Part 2: Joining Video Calls

The biggest reason why teachers use Teams is so that they can have video calls with their students. This is similar to Zoom, Skype, or FaceTime if you have used any of those.

- First, be sure you have clicked the **teams** icon on the left side of the page.

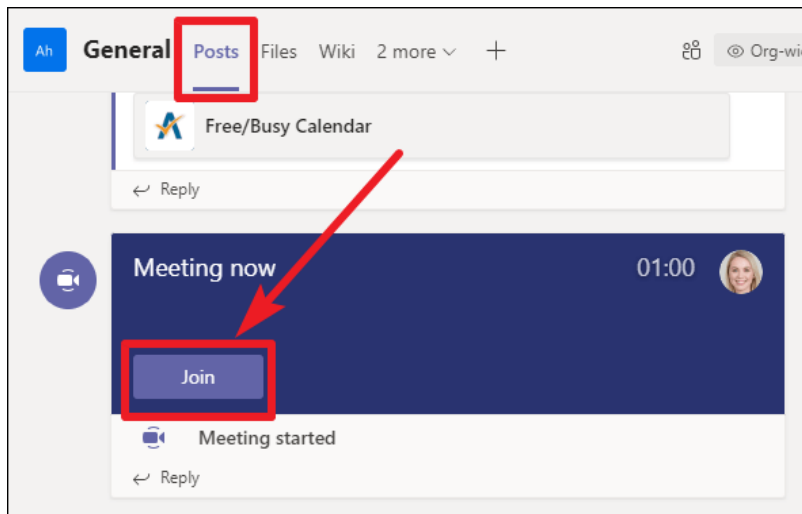


- Then, select a class from the middle screen (the teacher's class who you are going to call with).
- Once you click, it should take you to a page called **posts**. If it does not, be sure to click it at the top.

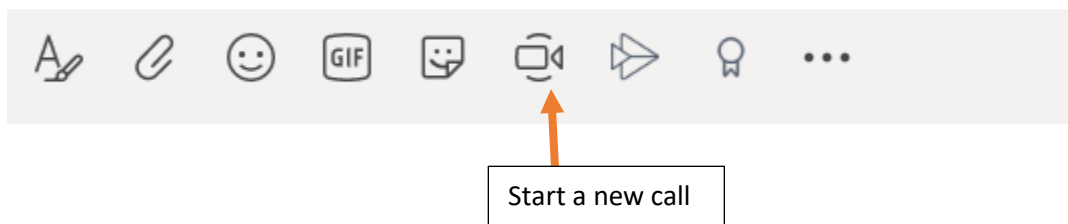


- The **posts** page allows you to message the teacher and other students and video call with the class.
- Most teachers will have **office hours** when they are online to do video calls. (For example, your math teacher might be available on Mondays and Wednesdays from 12-2).

- If it is during your teacher’s office hours, you should see a blue box in the chat saying there is a meeting. Press the blue button to join.



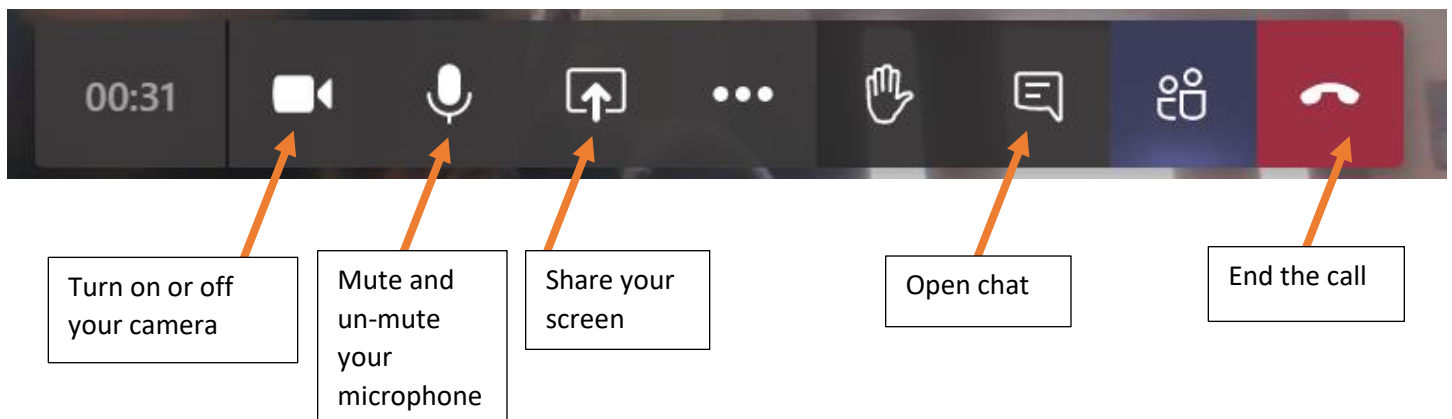
- You may also start a video call by pressing the camera button at the bottom of the chat. **Keep in mind that if it is not during a teacher’s office hours, they may not be available to answer.**



Part 3: Video Call Functions

Once you get the hang of joining a call with your class, there are only a couple of things left to know about.

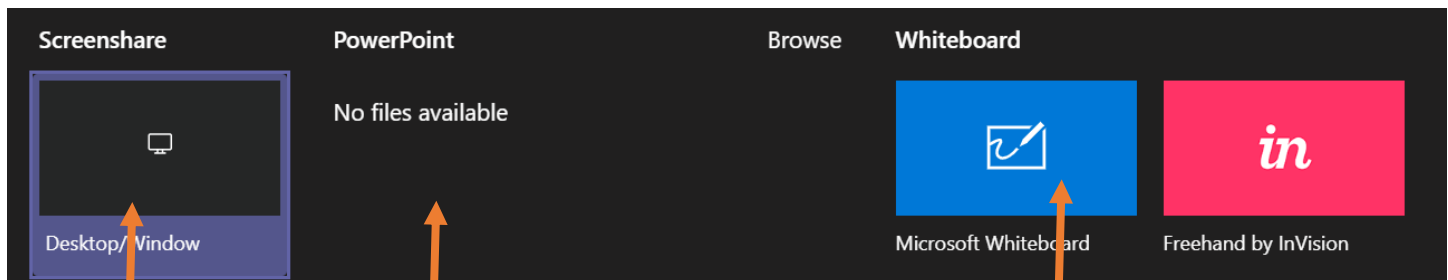
At the bottom of your screen, you should see these buttons while you are in a call:



- If it is a big class and there are a lot of people in the video, it is a good idea to **mute yourself by pressing the microphone button** until you are ready to say something. That way, nobody gets distracted with background noise in the call.
- Some teachers might ask you to use the **chat** feature. You can open this by pressing the button that looks like a text message. This lets you type messages to the rest of the class and the teacher. This way, lots of people can have a discussion and ask questions without all talking at once.
- Finally, you can **share your screen** by pressing the button that has a rectangle with an arrow pointing at it. **This can be very helpful if you are stuck on something and want to show the teacher** what you are working on so they can help you better.

Sharing Your Screen

- Then, choose which tab on your computer you would like for people to see. If it is a webpage, you will need to click the **'Desktop/Window'** option first.



Click here to choose from webpages you have open from the internet.

Any Word or PowerPoint documents you have open on your computer will be visible here

Microsoft Whiteboard is a neat feature that will allow you to write notes and diagrams that everyone can see

- If you choose to share a webpage, you will need to select which one you would like to show. Keep in mind that you may need to toggle through the tabs to find what you would like to share if you do not see it right away.

Share your screen

teams.microsoft.com wants to share the contents of your screen. Choose what you'd like to share.

Your Entire Screen **Application Window** **Chrome Tab**

- (2) General (Meeting) | Microsoft Teams
- Create an assignment in Microsoft Teams - Office Support
- Schedule a meeting in Teams - Office Support
- Facebook
- Department of Environmental Protection
- NYNJTC_NJParkMaps-KittatinnyValleyMain_2015-85x11.pdf
- LeisurePro - Checkout

Share Cancel

You may need to toggle through the top three tabs to find the page you are looking to share.

Then, select the tab that you would like to share.

- To stop sharing your screen, or to allow someone else in the group to share theirs, click the **'stop share'** button on the top of the web screen.

← → ↻ state.nj.us/dep/parksandforests/parks/kittval.html

Sharing this tab to teams.microsoft.com Stop

Trails

Trails in the park vary in difficulty and terrain from the gravel roads that are walked and biked by many to the technical terrain by hard-core mountain bikers. Single track trails and gravel roads are suitable for hiking, mountain biking, cross-country ski snowshoeing, and horseback riding. A 2-mile self-guided nature trail provides a brief introduction to the park's natural and cultural resources. Motorized vehicles are not permitted on any park trails.

KITTATINNY VALLEY State Park Kittatinny Valley Trails MT PAUL at Kittatinny Valley SP

Click the blue 'stop' button to stop sharing your screen.

Please use the screen share and chat feature wisely – remember your teacher can see all these things and can remove you from current and future calls if you are not using them responsibly.