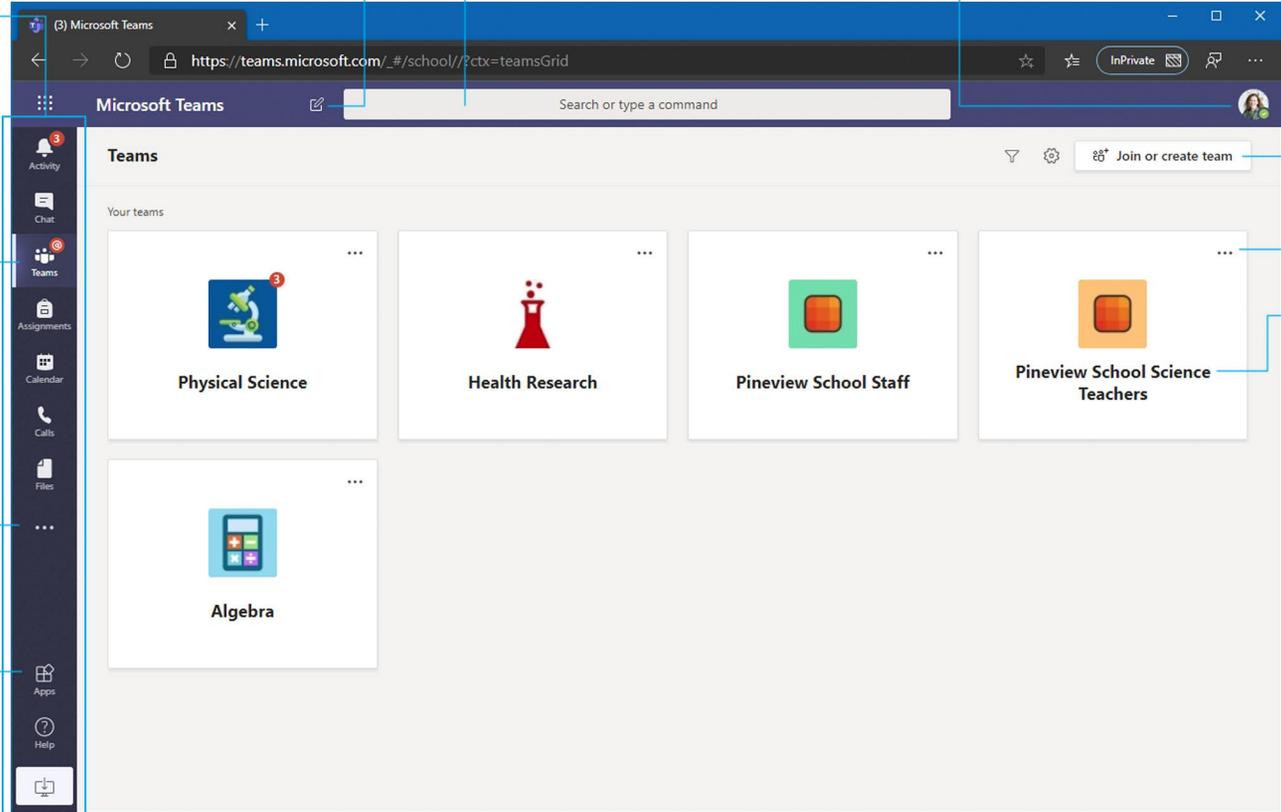


## Quick Start Guide

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, verify audio/visual settings, manage notifications, download mobile app.

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

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

**View and organize teams**  
Click to see your teams. Drag team tiles around to reorder them.

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

**Find personal apps**  
Click to find and manage your personal apps.

**View your team**  
Click to open your class or staff team.

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

**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.

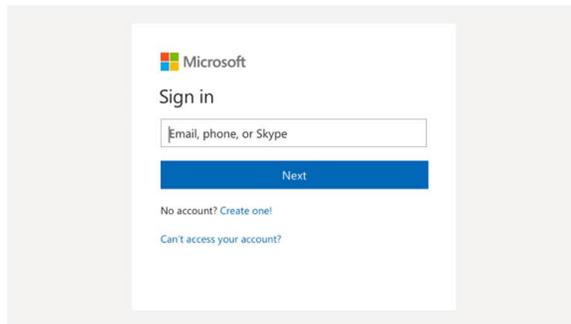
## Getting Access

Go to [Office365.acadiau.ca](https://Office365.acadiau.ca) and sign in with your school email and password. From this home page, click on the Teams app to open it in your browser.

To download the app to your computer:  
<https://www.microsoft.com/en-ca/microsoft-365/microsoft-teams/download-app>

## Sign In

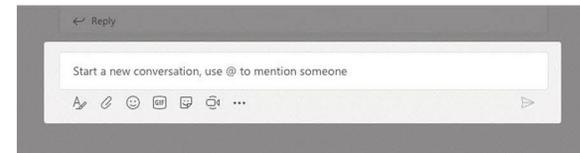
In Windows, click **Start > Microsoft Teams**. On Mac, go to the **Applications** folder and click **Microsoft Teams**. On mobile, tap the Teams icon. After that sign in with your school email and password.



## Start a Conversation

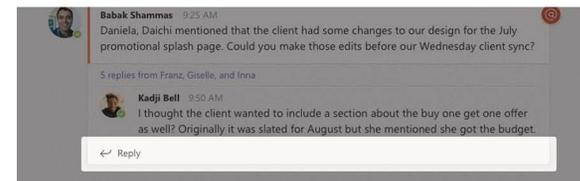
With the whole team... Click **Teams**, pick a team and channel, write your message, and click **Send**.

With a person or group... Click **New chat**, type the name of the person or group in the To field, write your message, and click **Send**.



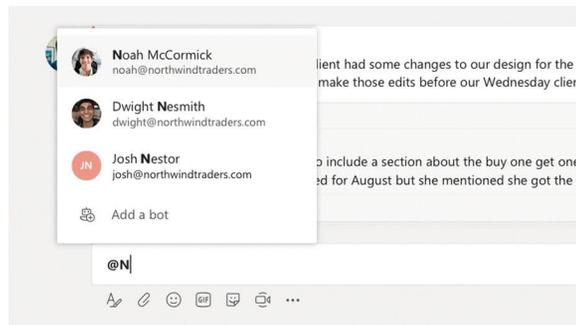
## Reply to a Conversation

Channel conversations are organized by date and then threaded. Find the thread you want to reply to, then click **Reply**. Add your thoughts and click **Send**.



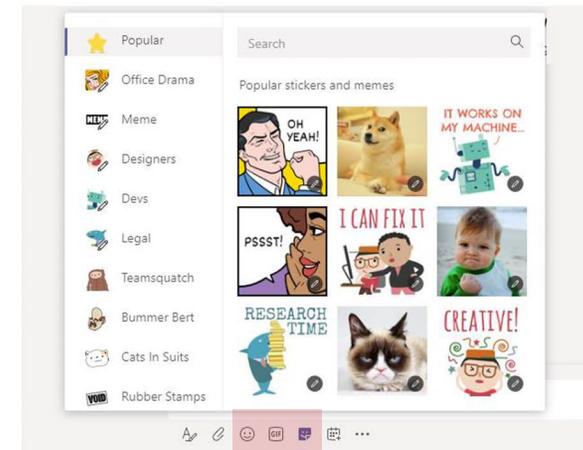
## @ Mention Someone

To get someone's attention, type @, then their name (or pick them from the list that appears). Type @team to message everyone in a team or @channel to notify everyone who favorited that channel.



## Add an Emoji, Meme, or GIF

Click **Sticker** under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF. Search for MicrosoftEDU in the GIF search box for extra fun!



## Class Teams

Class teams provide special capabilities tailored for teaching and learning

### Add Channels & Manage your Team

You can change team settings, add members to the class team and add channels.

### Open Class Notebook

Class Notebook is a digital binder you can use in your class to take notes and collaborate.

### Every team has Channels

Click one to see the files and conversations about that topic, class unit, or week in the course. You can even have private channels for group projects!

Every team comes with a General channel. Open channel settings to add new channels, manage notifications and other settings.

### Format your Message

Add a subject, format text, convert the message to an announcement, post across multiple teams or control who can reply and more.

### Add Tabs

Explore and pin applications, tools, documents and more to enrich your class. We're constantly adding more education specific tabs. Check back often.

### Share Files

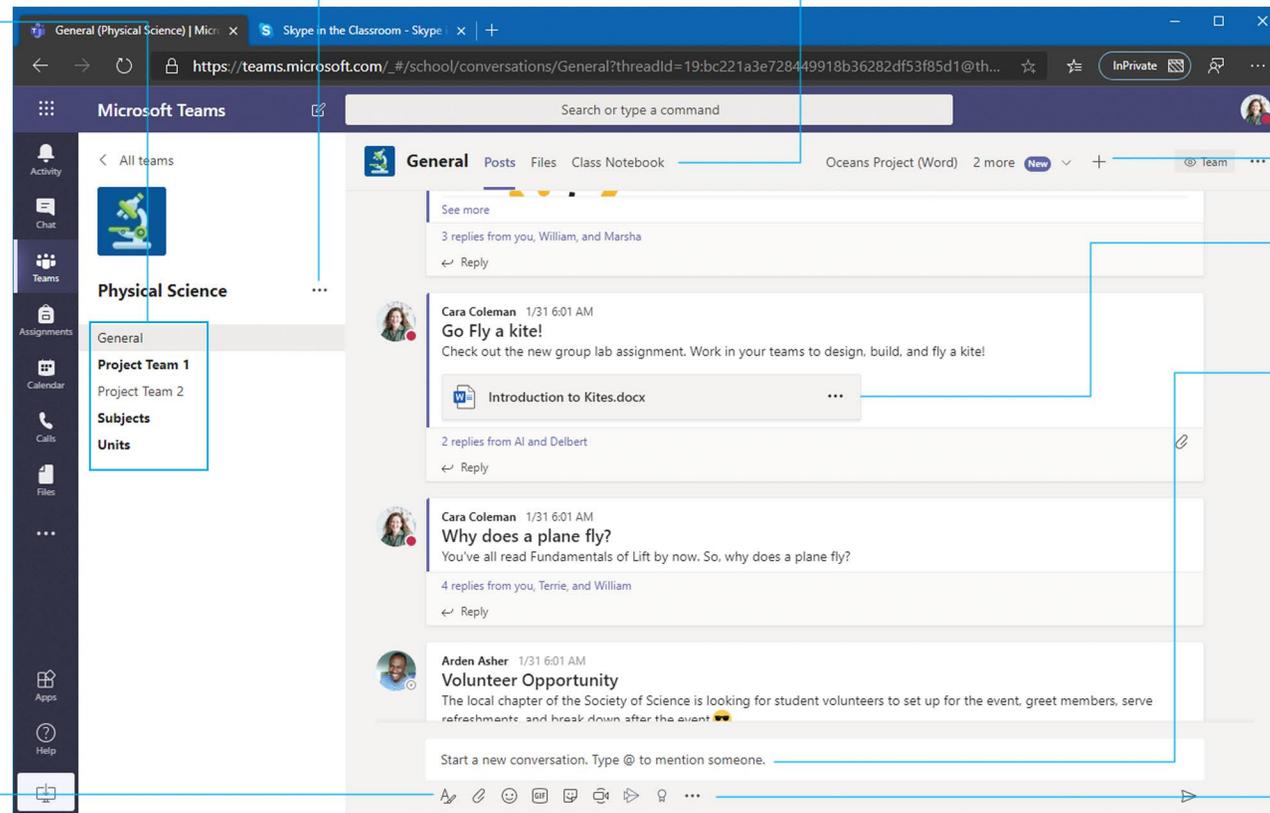
Let class members view a file or work on it together.

### Start a discussion with the class

Type and format your message or announcements here. Add a file, emoji, GIF, or sticker to liven it up!

### Add more Messaging Options

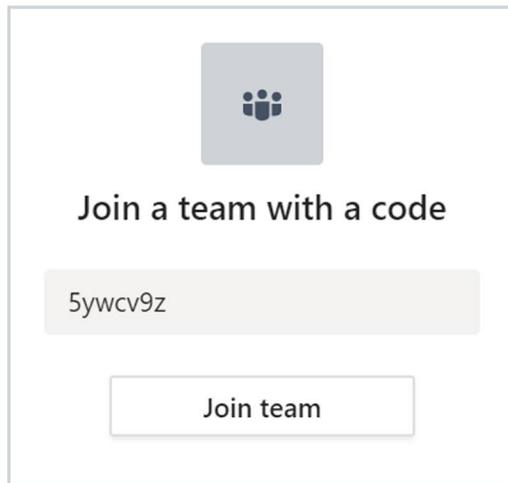
Click here to add new messaging capabilities like polls, Praise, and more to enrich classroom discussion or other extracurriculars.



## Joining a Class

Don't see any class team tiles? Your professor may have invited you to join your class team with the following:

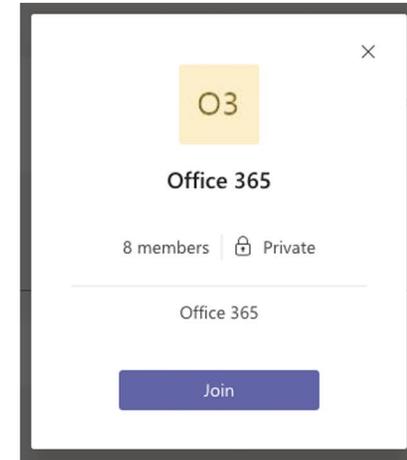
### Join with a Code



### Join via E-mail

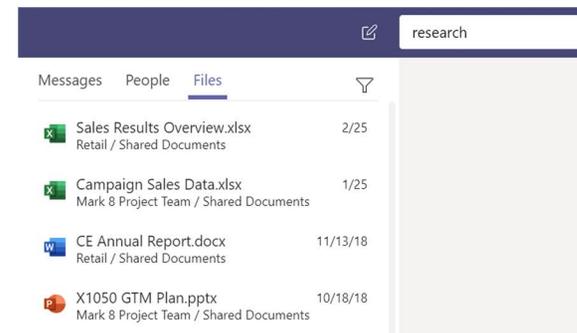
Your professor may email you a link to the Team. When you select the link, this will give you access to the Team and all its content.

Once clicked you'll come to a screen like the one below where you will confirm joining the team.



## Searching for Stuff

Type a phrase in the command box at the top of the app and press Enter. Then select the **Messages**, **People**, or **Files** tab. Select an item or click **Filter** to refine your search results.



## Joining a Meeting

There are several ways in which you could be invited to a meeting (a class): through ACORN (Moodle) or through Teams itself.

If you have Teams open, once your professor begins the meeting, you'll see a pop-up notification located at one of the corners of your screen announcing the start of the meeting. Select Join to join the meeting.

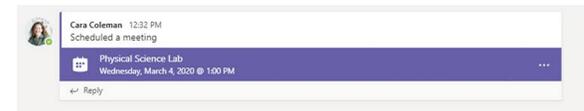
Please note that depending on how the meeting has been set up, you might need to wait to be admitted to the class. If you see a message letting you know that you're in the lobby, your professor will admit you shortly.

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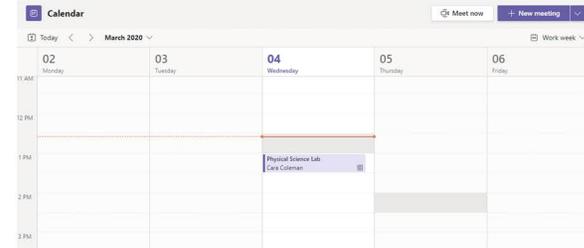
[Join Microsoft Teams Meeting](#)

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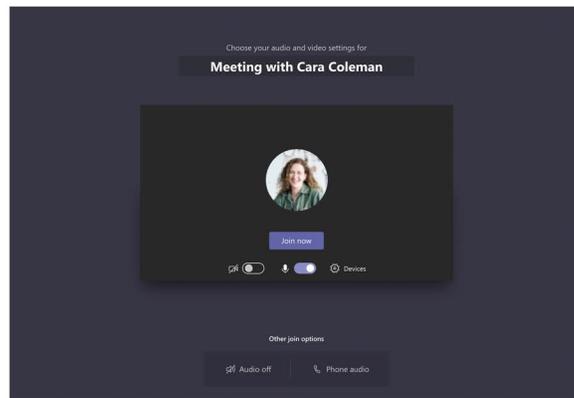
Another way is to find the meeting invitation in the channel of your team or on your Teams calendar. Open the meeting and click Join to join the meeting.



You can also go to your Teams calendar. All of your online meetings are listed there. To join a meeting, double-click the meeting, and then select Join in the upper right corner.



Once you have selected to join a meeting you will see a new pre-meeting screen to make the final decision to join the meeting.



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.

## How to Adjust your View in a Meeting

Teams tries to anticipate what you'll want to see in a meeting. When someone starts speaking, we show them. When someone shares content, we show that. But when you'd rather see something else, there are a few ways to tell Teams.

### Pin a Speaker

Right click on the speaker or presenter to pin them – fill them to the frame.

### Switch between people and content

When someone's sharing a presentation, you can switch between viewing the content and the people in the room by clicking on the video or PowerPoint presentation you're interested in.

### Pin a Video

Right-click a video within the meeting and select **Pin**. The video will be shown regardless of who's currently speaking. You can pin multiple videos or right-click any pinned video and select **Unpin** at any time.

### Reframe a Video

Teams may crop your video to better fit the screen. If you want to change this, right-click the video and select **Fit to frame** to view the entire video. To see a closer, cropped view, right-click the video and select **Fill frame**.

### Pop Out Chats

The Pop Out feature is helpful when you need to keep an eye on a chat and meeting while working in another area, such as viewing a document or composing a response to a topic in a channel. You can pop-out a chat window several ways. Find someone you want to chat with in your chat list and either double-click a chat or select the Pop-out chat option from the [...] menu or the fly-out icon

## Meeting Etiquette

Your professor will likely send a set of guidelines and class rules to you before your first online class. Here are a few guidelines:

### Enter unseen and unheard

When you join the meeting, turn your video camera and microphone off unless your professor has instructed you otherwise.

### Blur your background

If your professor does want you to turn your video camera on, blur your background.

### When asking questions

There are two ways to ask questions. (1) Use the Raise Hand Feature found in the Activity Bar. (2) Use the meeting chat to ask questions. Your professor will indicate how they would like you to ask questions.

### Meeting Controls

Depending on the meeting's setup, you may be able to share your screen with the meeting.

## Technical Success with Teams

### Use the Desktop App

There is both a desktop app and a web app. It is recommended that you download Teams to your desktop. The functionality is more robust.

### Choose a laptop/desktop over a phone/tablet

Mobile devices such as tablets and phones limit full engagement and connectivity. Mobile phones tend to be better with connectivity (if using data rather than WiFi). But, mobile devices limit engagement options by reducing the availability of ad-ons such as whiteboard, screen sharing and chat box use.

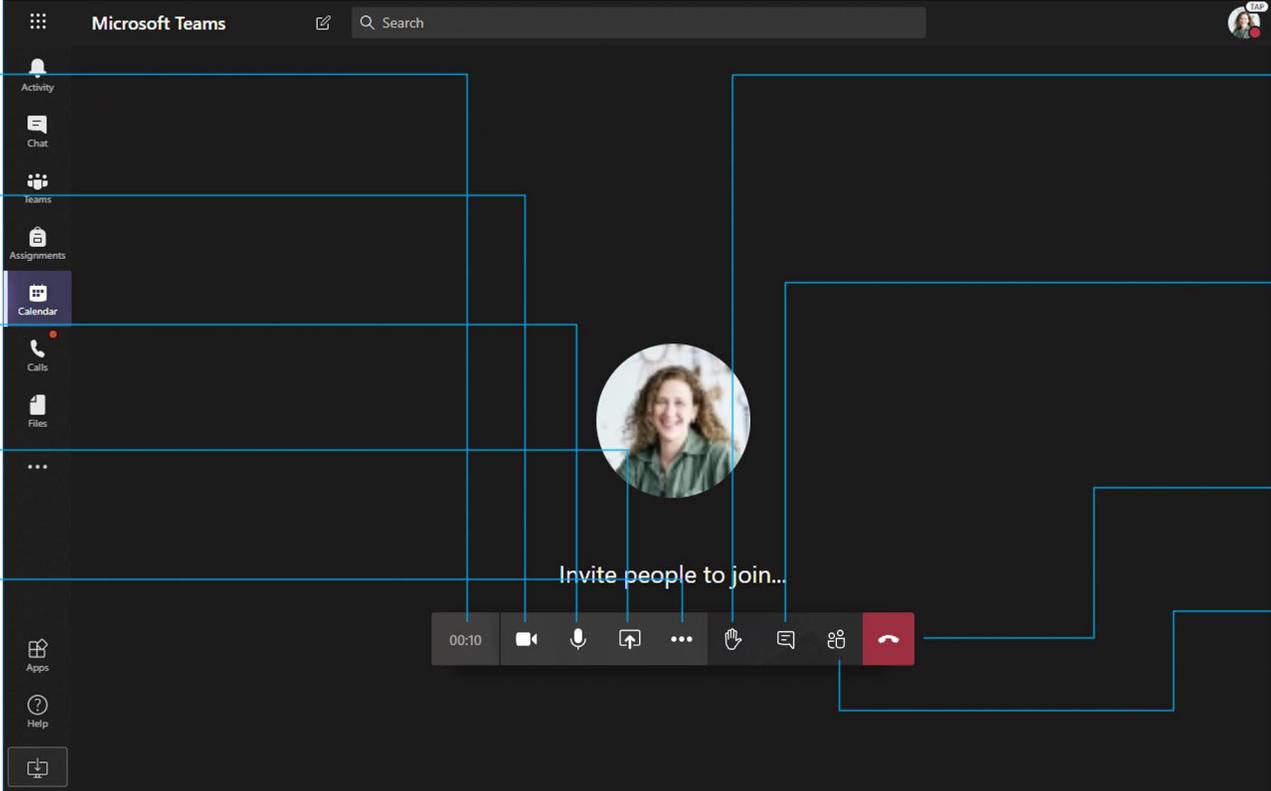
### Use Headsets or earbuds with microphones

Headsets, earbuds, microphones improve meetings for everyone by reducing background noise and feedback .

For more information on computer hardware and internet requirements go to the HUB article:  
<https://hub.acadiau.ca/TDCClient/KB/ArticleDet?ID=952>

## Participate in a Meeting

Share video, voice, and even your screen during the meeting.



The screenshot shows the Microsoft Teams meeting interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, and Files. The main area displays a circular video feed of a participant and a text prompt 'Invite people to join...'. At the bottom is a control bar with icons for recording, video, microphone, screen sharing, a menu, hand raising, chat, a grid of participants, and a red 'Leave Meeting' button. A vertical sidebar on the right shows a list of participants, with the 'Raise Your Hand' button highlighted in red.

**Elapsed Time**  
Shows you the length of the meeting.

**Video Control**  
Click to turn your video feed on and off.

**Microphone Control**  
Click to mute or unmute yourself during the meeting.

**Share your Screen**  
Show your screen, and even sounds from your computer.

**Access Additional Call Controls**  
Start a recording of the meeting, change your device settings, and more. We do ask that you follow the recording protocols set by your professor and the university.

**Raise Your Hand**  
If you have a question click on this button to alert the meeting to your inquiry. This can also be seen by the other participants in the meeting.

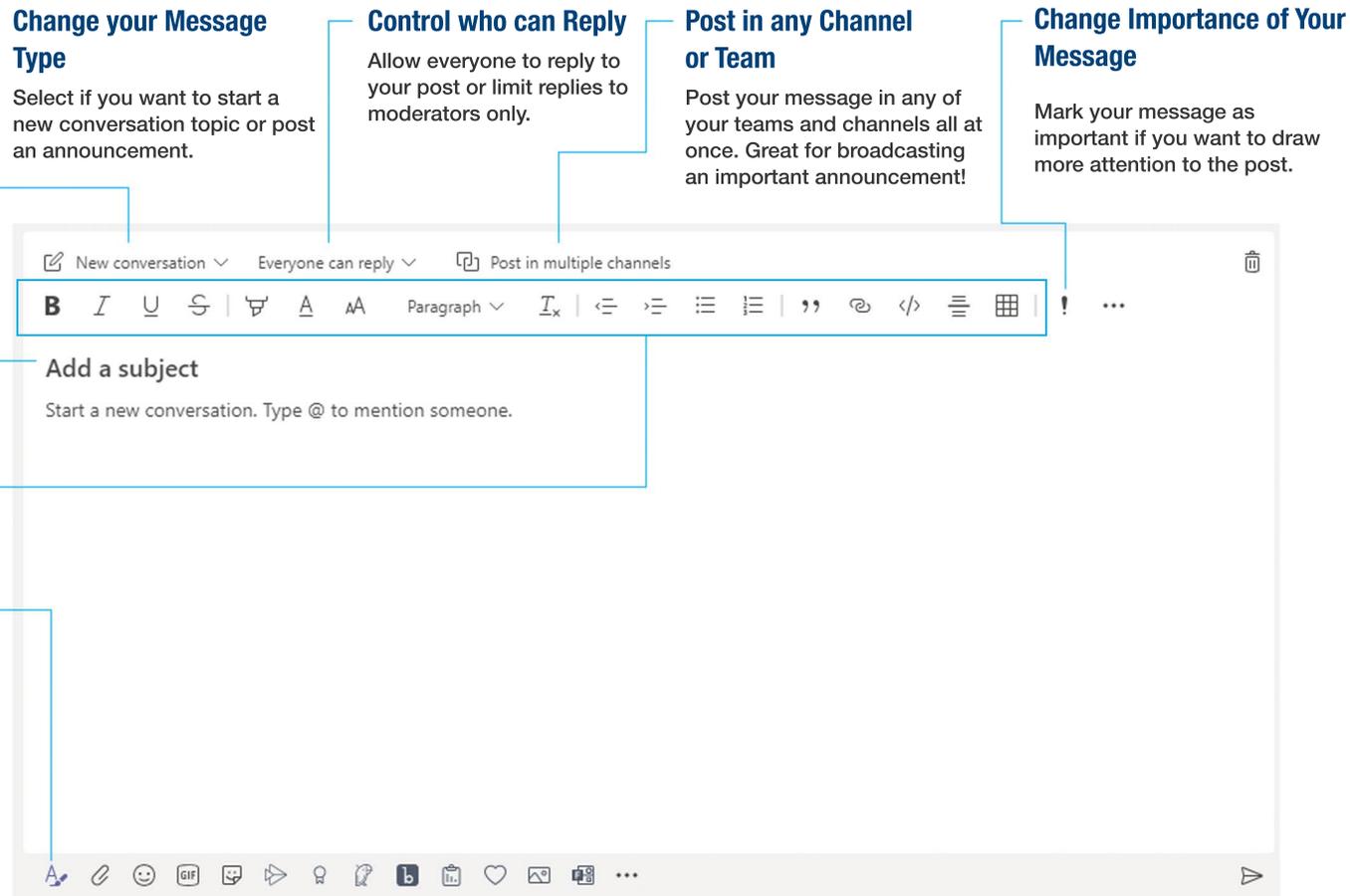
**Send Chat Messages**  
Send chat messages, share links, add a file, and more. Resources you share will be available after the meeting. Ask a question

**Leave Meeting**  
The meeting will continue even after you have left.

**View Participants**  
See who else is attending the meeting, and who has raised their hand.

## Enrich your Channel Posts

Create classroom announcements and posts. Edit your post to get people's attention, control who replies, and post across multiple channels.



**Change your Message Type**  
Select if you want to start a new conversation topic or post an announcement.

**Control who can Reply**  
Allow everyone to reply to your post or limit replies to moderators only.

**Post in any Channel or Team**  
Post your message in any of your teams and channels all at once. Great for broadcasting an important announcement!

**Change Importance of Your Message**  
Mark your message as important if you want to draw more attention to the post.

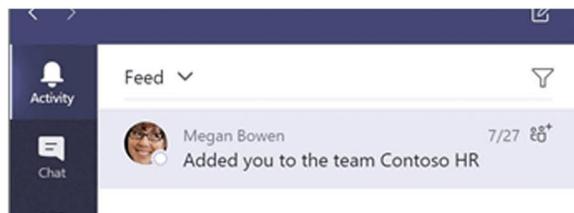
**Add a Subject**  
Keep the topic of your new post clear by adding a subject.

**Format Your Text**  
Change text color, format, and style.

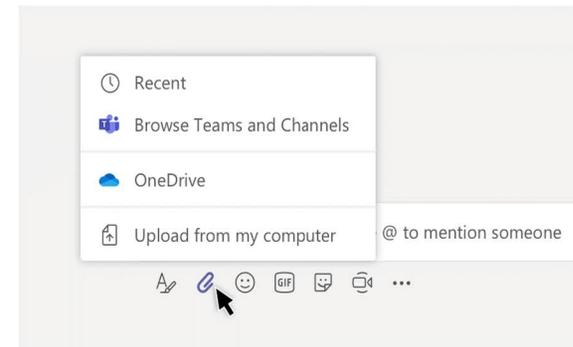
**Add a Subject**  
Click here to enter a rich format mode for your message.

## Stay on top of Things

Click **Activity** on the left. The **Feed** shows you all your notifications and everything that's happened lately in the channels you follow. This is also where you'll see notifications about your class meetings or notices from your professor.

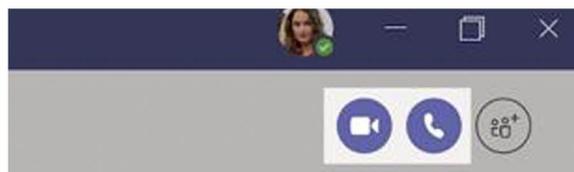


location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share.



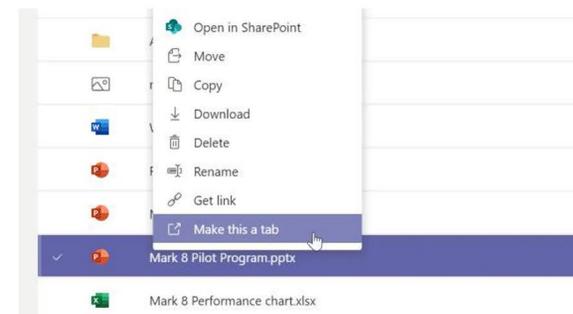
## Make Video and Audio Calls

Click **Video call** or **Audio call** to call someone from a chat. To dial a number, click **Calls** on the left and enter a phone number. View your call history and voicemail in the same area.



## Work with Files

Click **Files** on the left to see all files shared across all of your teams. Click **Files** at the top of a channel to see all files shared in that channel. Click **More options ...** next to a file to see what you can do with it. In a channel, you can instantly turn a file into a tab at the top!



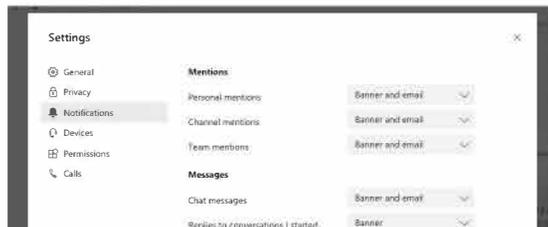
## Share a File

Click **Attach** under the box where you type messages, select the file location and then the file you want. Depending on the

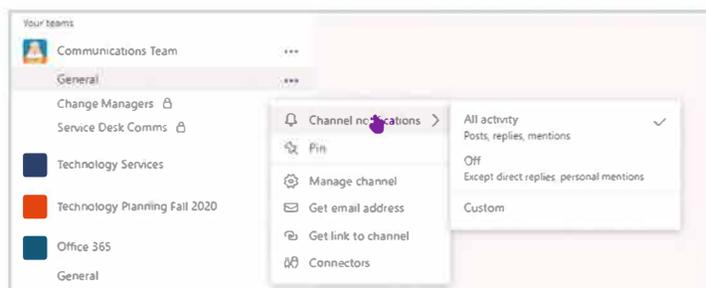
## Manage Notifications & Settings

You can change the notifications that you receive from Teams both globally and from within each channel.

For global settings, go to your Avatar pic in the top right corner and right-click. Choose **settings** and then **notifications** in the menus that appear.



For in a channel go to the ellipsis beside the channel and select **channel notifications**.



## Want to learn more about Teams?

**The Hub** (<https://hub.acadiau.ca>)

The Hub has several help articles that point you to Microsoft or other self-help articles.

## Teams

Within Teams you can click **Help** in the top menu, or the ? icon for more support articles on Teams and the entire Microsoft Suite.

**Microsoft Learn** (<https://docs.microsoft.com/en-us/learn>)

Finally, as a student, you can use Microsoft Learn to access free Microsoft training. Sign in using your Acadia username and password.

