



# MICROSOFT TEAMS

A Quick-Start Guide for pupils and parents/carers

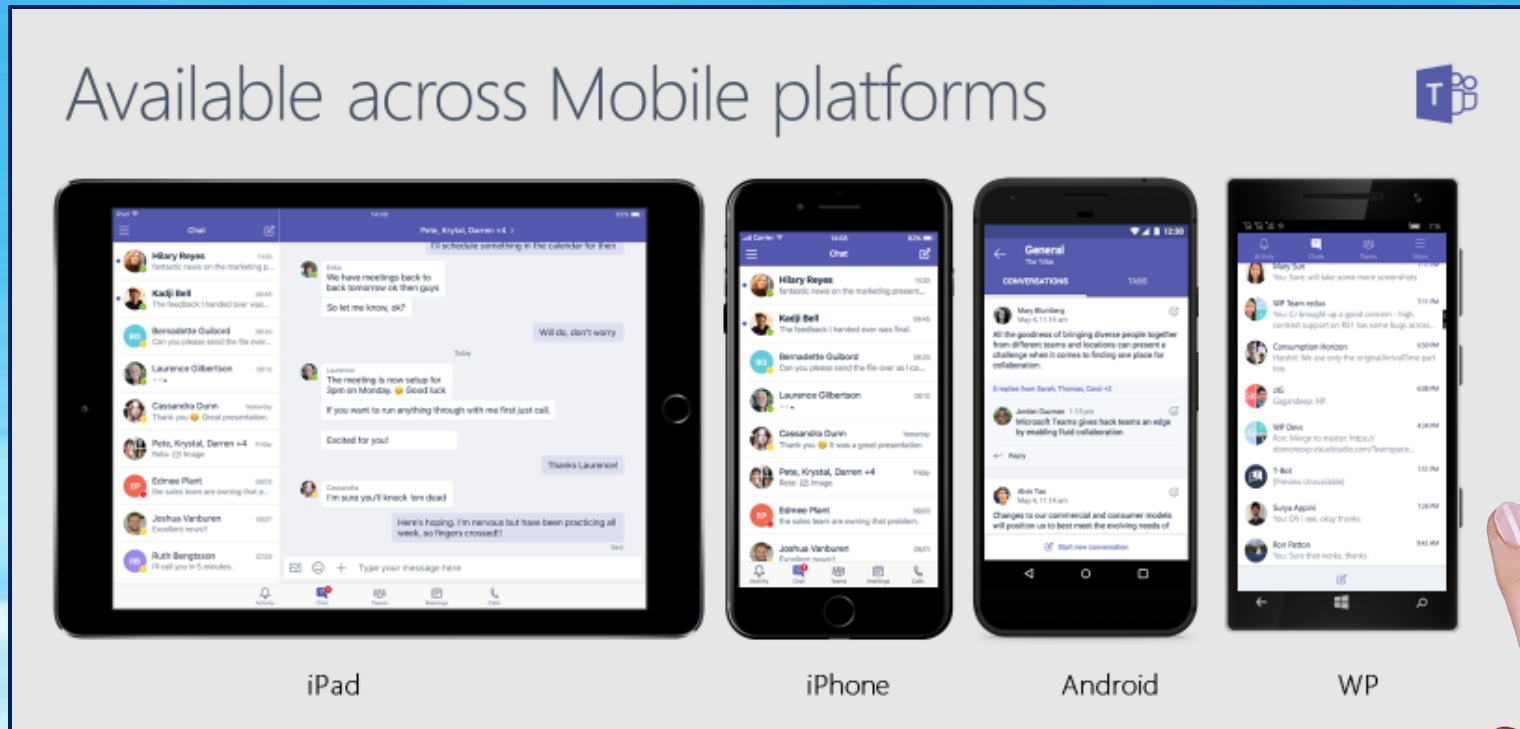


**A simple quick-start guide to getting started with Microsoft Teams at home to access and support our Home Learning Packages at Weston Favell Academy**

# HOW TO DOWNLOAD TEAMS

## Downloading Teams to your mobile

Many students and teachers are using Microsoft Teams on their mobile devices, phones and tablets. Simply visit the App Store (iOS) or the Android Store to download it for FREE.



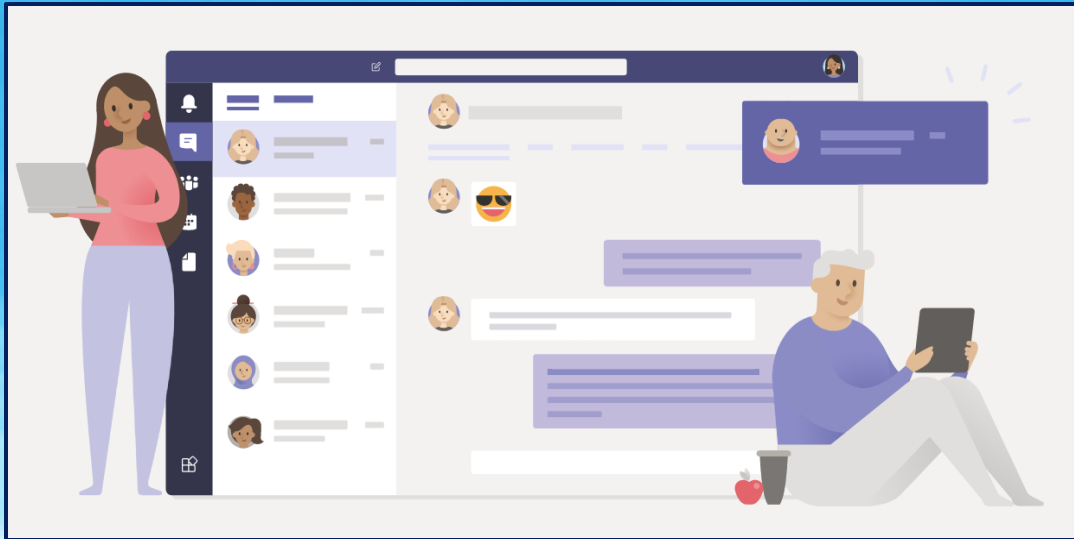
# HOW TO DOWNLOAD TEAMS

## Downloading Teams to your PC or laptop

↓ Download Teams



Microsoft Teams is a hub for teamwork in Office 365 for Education. Keep all your content, apps, and conversations together in one place. Simply visit [teams.microsoft.com](https://teams.microsoft.com).



### Get Teams on all your devices

#### Desktop

Windows 64-bit

Windows 32-bit

Mac

Linux DEB 64-bit

Linux RPM 64-bit

#### Mobile

iOS

Android



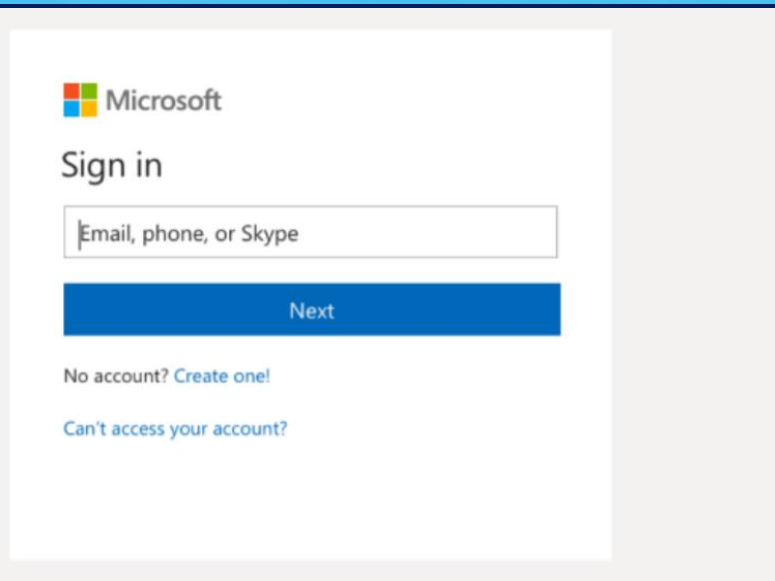
Search for 'Microsoft Teams' on Google, or type in the web link above... it's that simple! Teams is a great way to access work, submit finished activities, receive feedback and updates from your teachers whilst at home.

← → ↻ 🔍 [teams.microsoft.com](https://teams.microsoft.com)

# GETTING STARTED...

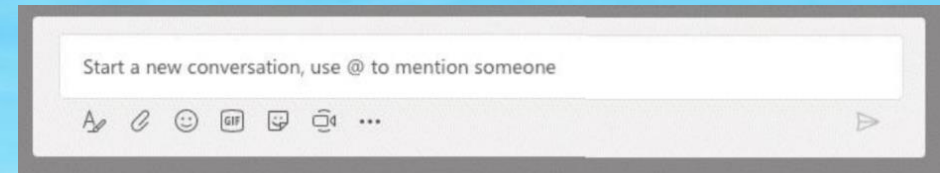
## Signing in

- In Windows, click **Start > Microsoft Teams**.
- On Mac, go to the Applications folder and click Microsoft Teams. On mobile, tap the Teams icon. Then, 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**.



If you do not know your school email or password, then you can always contact [admin@westonfavelacademy.org](mailto:admin@westonfavelacademy.org)

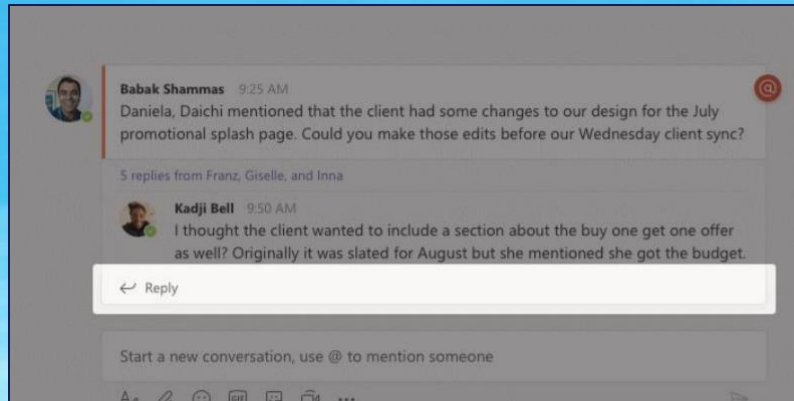




# COMMUNICATE IN TEAMS

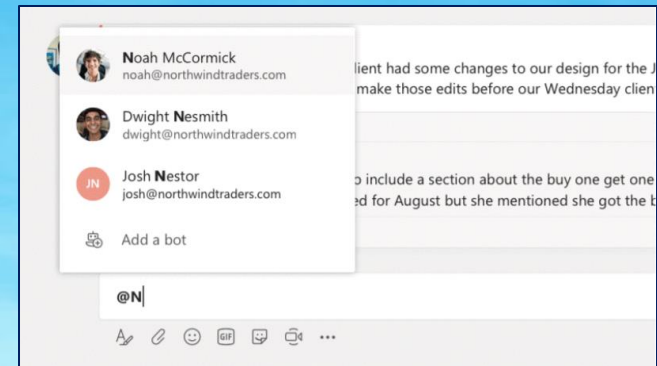
## Reply to a conversation

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**.



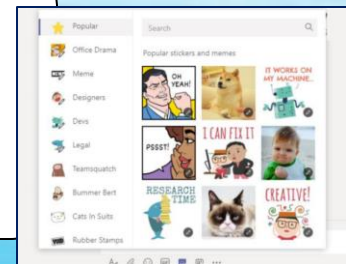
## @mention someone

To get the attention of someone, 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 favourited that channel.



## Add an emoji, meme, or GIF

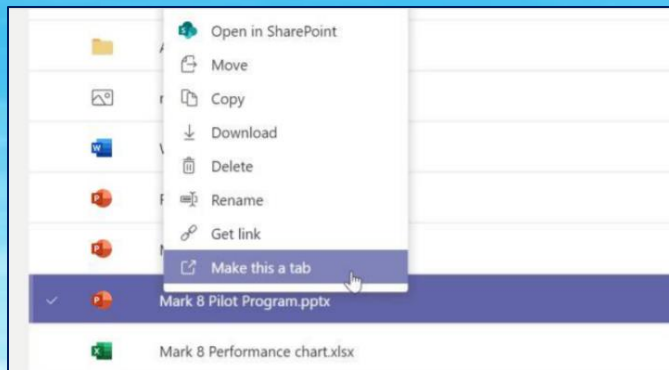
Click **Sticker** under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF. Search for Microsoft EDU in the GIF search box for extra fun!



# FILE SHARING IN TEAMS

## 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!

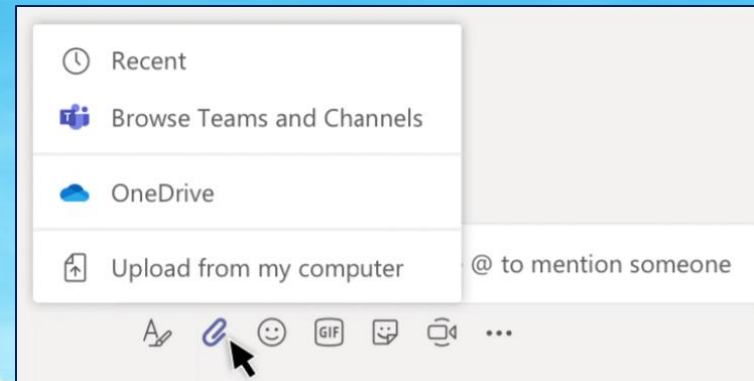


### Add an emoji, meme, or GIF

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 Microsoft EDU in the GIF search box for extra fun!

## Share a file

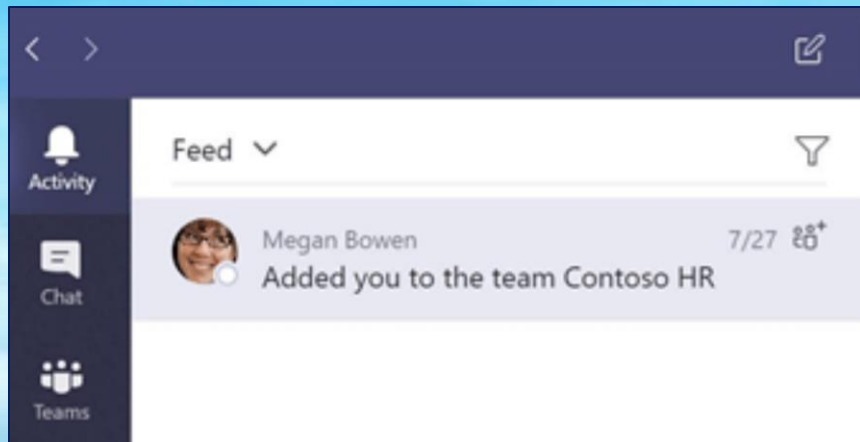
Click **Attach** under the box where you type messages, select the file location and then the file you want. Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share.



# FINDINGS THINGS IN TEAMS

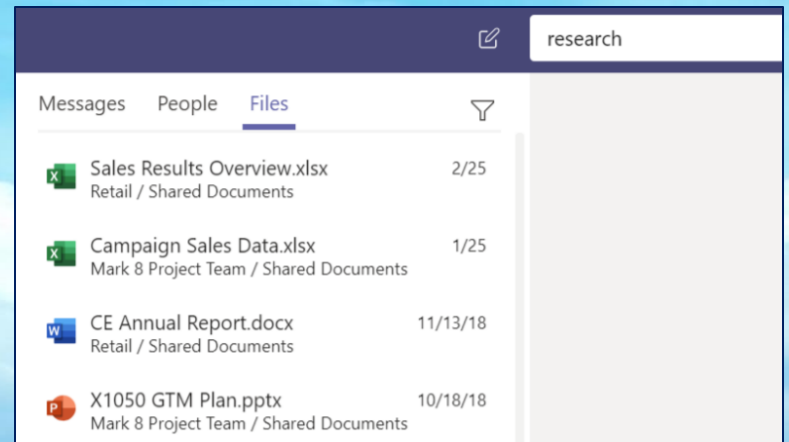
## Stay on top of things

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 assignments



## Search 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



# ... AND THAT'S IT!

Wow, that was a lot to take in right?... Try not to worry!

The most important thing we ask, is that you **DOWNLOAD** Microsoft Teams either to your mobile device or computer. **SIGN-IN** using your school email and password and somebody on there will be able to explain anything you are unsure of.