Brummana High School



Microsoft Teams TRAINING BOOKLET

For Parents & Students



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March 2020

Using Microsoft Teams! Teams is an online classroom hub, where students can chat with their whole class, in groups with other students, and one-on-one with their teachers. Through Teams, students can also make video calls.



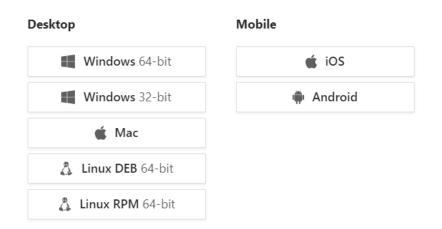
- Open a web browser like Google Chrome, Firefox, Safari... and search for "download teams" or type this link: <u>https://teams.microsoft.com/downloads</u>

- It is recommended to download Teams on your device rather than using the web interface. If you are using Windows on your device (laptop or desktop computer), press on the **Download Teams** button. However, if you are using Mac, press on **More Options** then choose Mac.

- You can also install the Teams app on your tablet or smartphone. To benefit from all the features and for more flexibility, we prefer using a laptop or desktop computer.

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Get Teams on all your devices



- After you download Teams on your laptop or desktop computer, open the downloaded file in order to install the program on the device.

- Now you can open the Teams programme and you will have a screen like the one below:

uji	Microsoft Teams	-	
	Microsoft Teams		^
	Enter your work, school, or Microsoft account.		
	Sign-in address		- 1
	Sign in		
	Not on Teams yet? Learn more		-

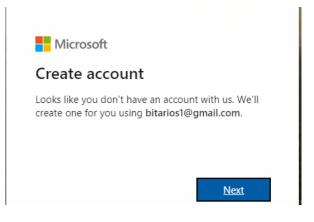
N.B. For the Infants and Lower Elementary parents, they have to <u>sign-in with their personal emails sent to the</u> <u>Heads of Sections.</u> The Upper Elementary and Upper School students will <u>sign-in with their Office 365 emails</u> given by the school under the format <u>firstname.lastname@stubhs.edu.lb.</u> <u>The password is the same as the</u> <u>Moodle one.</u> The teachers have added the parents' personal emails as <u>Guests</u> in their Teams classes/sessions.

N.B. If the parents of the Infants and Lower Elementary have Hotmail/Outlook emails, they can sign-in as Guests without doing any extra steps. However, if they have a Gmail or Yahoo email for example, they will have to do the following steps (from a to h)

a. You will receive first an email from Microsoft Teams in your inbox saying that you have been added to Teams session (check also the spam/junk folder).

b. Open this message then press on Open Microsoft Teams Open Microsoft Teams

c. You then need to create an account using your Gmail for example. Press Next button



d. Create a password then press Next button

Microsoft	
← bitarios1@gmail.com	
Create a password	
Enter the password you would like account.	to use with your
Show password	
	Next

e. Check your personal email to verify your email address and then check the code, like the one below:

(To verify your email address use this security code: 5711)

f. Enter the code you have received here: (do not use 5711. It is just used as an example)

Microsoft	
← bitarios1@gr	nail.com
Verify ema	ail
	e sent to bitarios1@gmail.com . If e email, check your junk folder or
5711	
	nformation, tips, and offers about oducts and services.
	is that you agree to the Microsoft Services cy and cookies statement.
	Next

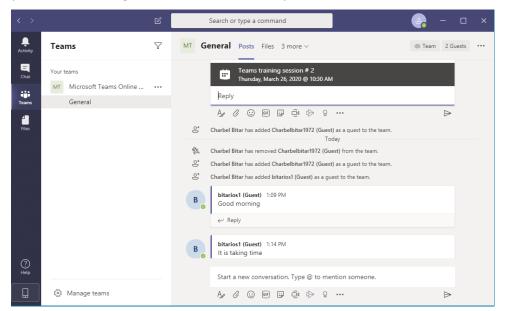
g. Enter the characters you see as follows then press the **Next** button and then press the **Accept** button. Press the **Open Microsoft Teams** button

Microsoft • bitarios1@gmail.com Create account Before proceeding, we need to make sure a real groon is creating this account. Image: Note that the subset of t	 Microsoft Ditarios1@gmail.com Develope permissions Demmana High School stubbs.edulb Demmana High School stubbs.edulb The resource is not shared by Microsoft Ne organization Brummana High School would like to: Sign you in Read your name, email address, and photo Stueshould only accept if you trust Brummana High School stry stored to their policies. Brummana High School has not provided a link to their privacy statement for you to review. Brumana High School has not provided a link to their privacy statement for you to review. Brummana High School has not provided a link to their privacy statement for you to review. Brummana High School has not provided a link to their privacy statement for you to review. Brummana High School has not provided a link to their privacy statement for you to review. Brummana High School has not provided a link to their privacy statement for you to review. Brummana High School has not provided a link to their privacy statement for you to review. Brummana High School has not provided a link to their privacy statement for you to review. Brummana High School has not provided a link to their privacy statement for you to review. Brummana High School has not provided a link to their privacy statement for you to review. Brummana High School has not provided a link to their privacy statement for you to review. Brummana High School has not provided a link to their privacy statement for you to review. Brummana High School has not provided a link to their privacy statement for you to review. Brummana High School has not provided a link to their privacy statement for you to review. Brummana High School has not provided a link to their privacy statement for you to review. Brummana High School has not provided a link to their privacy statement for you to review. Brummana High School has not provided a link to their privacy statement for you to review. Brummana High School has not provided a link to their privac
Open Microsoft Teams? https://teams.microsoft.com wants to open this application. Open Microsoft Teams	ancel

h. Sign-in with your personal email and the **password you created** in the previous step.

Entering Your Account

- After you sign-in with either your Microsoft account or another account like Gmail, you will see this image. You will have all the Teams sessions you are enrolled in under **Your Teams**. Press on **Teams** on the left-hand side. What you see in this image are the **Posts** (what are posted) within the **General** channel.



Join From Calendar

- Select Calendar is which is visible on the left-hand side of the app, to see your meetings. Find the meeting you want, and then select Join.

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Calendar		
- 1		Marketing meeting Microsoft Teams Meeting Gra

- Or, if someone starts the meeting, you'll get a notification you can use to join.

Join in a Channel

- If a meeting takes place in a channel, you'll see an invitation to join, relevant content as well as who is in the meeting, right in the channel. Just select **Join**.



Join From Chat

- If the meeting has already begun, it appears in your recent chat list. Select the meeting in your chat list and then select **Join** at the top of the chat.



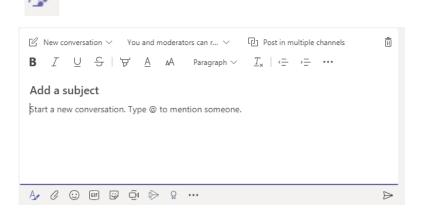
Conversation:

- You can start a new conversation here.
- If you want to mention someone in your message, type @ before the name and press send.
- You can post a general message by just typing the message and pressing Send or the Enter/Return key
- You can also attach files from your device by pressing on 🖉

Star	rt a new conversation. Type @ to mention someone.	
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Private conversation:

- You can start a new conversation and decide that only you and the moderator (teacher) can reply by pressing



- You can have private conversations. Sometimes you just want to have a one-on-one chat or with a group within your Teams session. Press on **Chat** on the left-hand side and then press on Chat

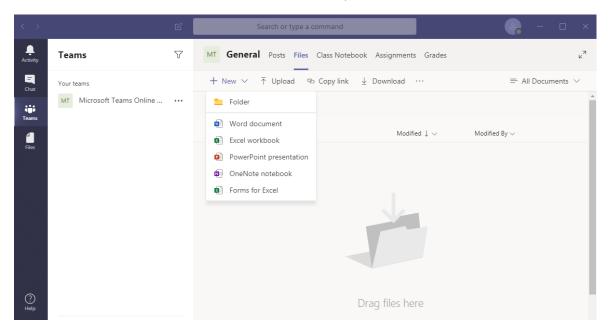
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			Have private conversations
			Sometimes you just want to chat or video call privately one- on-one or with a group.
			Private chat and calling
? Help			

- Then type the name of the person/contact within the Team session who you are going to have the private conversation with. After you type your private message and send it, you can **start a video call, phone call or start**

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Teams files					1:39 PM hello sir 🥑

Working with Files:

- You can create online files from **New** like Word, Excel, PowerPoint...
- You can upload files from your device
- You can also download files (like shared files for example)



- You can Add Cloud Storage by pressing on the three dots ...

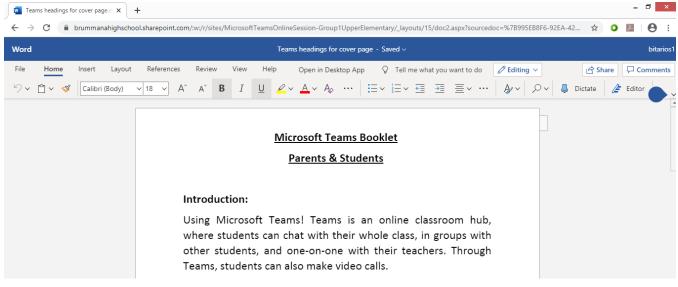
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- To open a file

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	where students can chat with their whole class, in g other students, and one-on-one with their teacher Teams, students can also make video calls.	groups with	



- You can edit the file by pressing Editing... Make any changes. Edit the file then press Ctrl S (to save changes)

- You can share the file with people in the Team by pressing the **Share button** and specifying the people who can edit

Share	×
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Enter a name or email address	
Add a message (optional)	
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Log out:

