



Microsoft Teams TRAINING BOOKLET

For Parents & Students



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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.

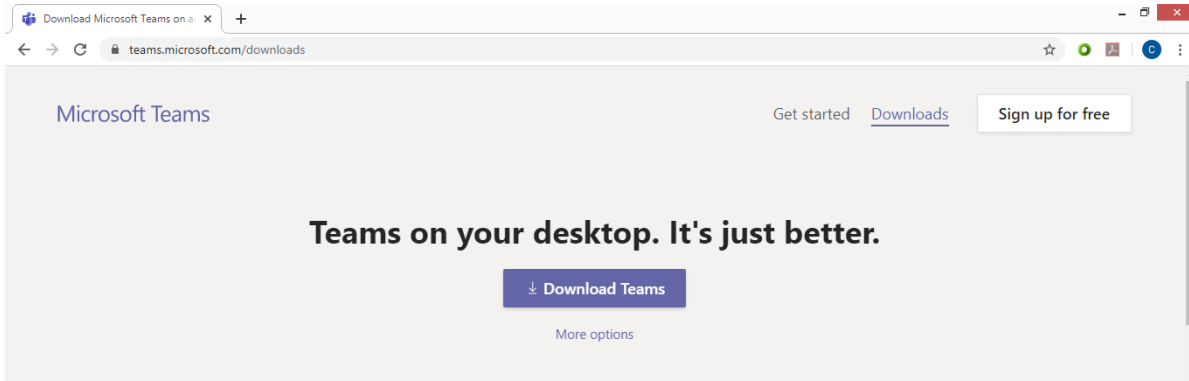


Microsoft Teams

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

- 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.



Get Teams on all your devices

Desktop

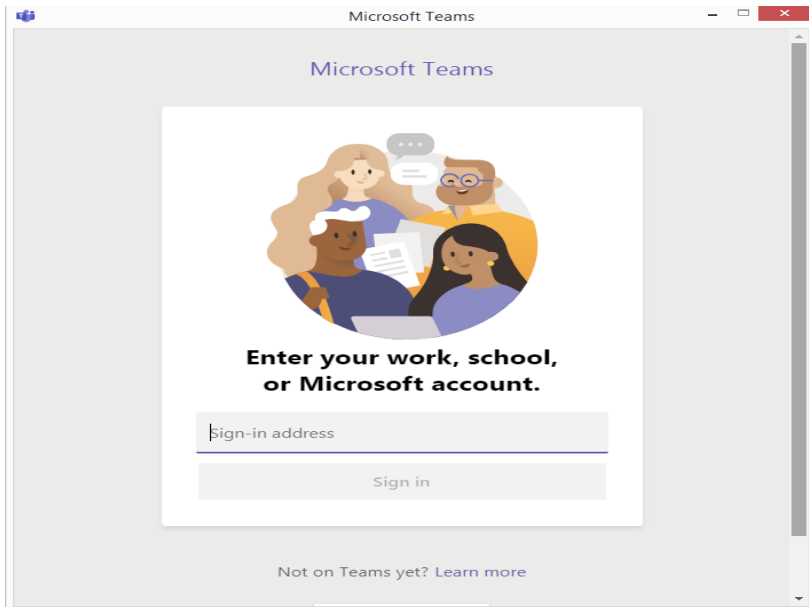
- Windows 64-bit
- Windows 32-bit
- Mac
- Linux DEB 64-bit
- Linux RPM 64-bit

Mobile

- iOS
- Android

- 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:

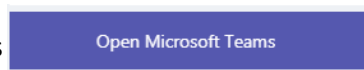


N.B. For the Infants and Lower Elementary parents, they have to sign-in with their personal emails sent to the Heads of Sections. The Upper Elementary and Upper School students will sign-in with their Office 365 emails given by the school under the format firstname.lastname@stubhs.edu.lb. *The password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

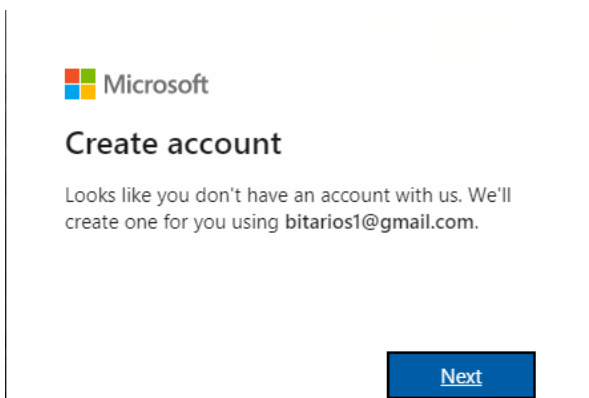
N.B. If the parents of the Infants and Lower Elementary have Hotmail/Outlook emails, they can sign-in as Guests without doing any extra steps. However, if they have a Gmail or Yahoo email for example, they will have to do the following steps (from a to h)

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).

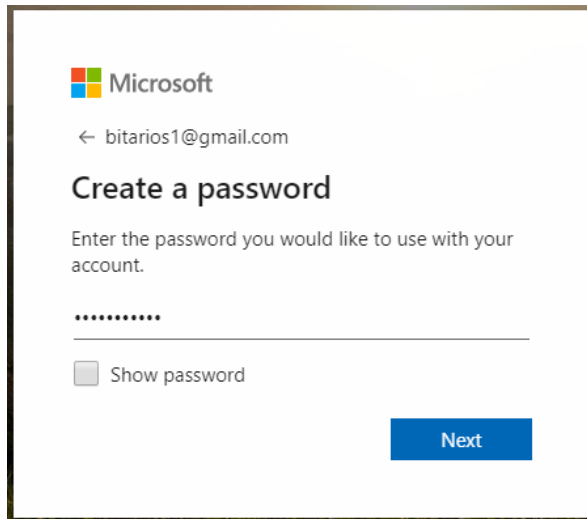
b. Open this message then press on Open Microsoft Teams



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



d. Create a password then press Next button

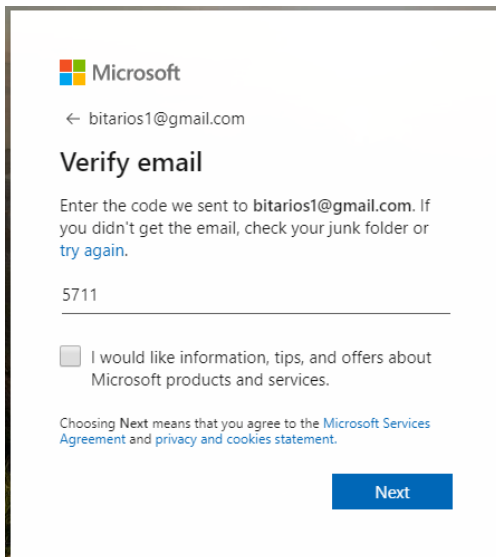


The screenshot shows the Microsoft account creation interface. At the top left is the Microsoft logo. Below it is the email address 'bitarios1@gmail.com' with a back arrow. The main heading is 'Create a password'. Below this is the instruction 'Enter the password you would like to use with your account.' followed by a password input field containing ten dots. To the left of the input field is a checkbox labeled 'Show password'. At the bottom right is a blue 'Next' button.

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

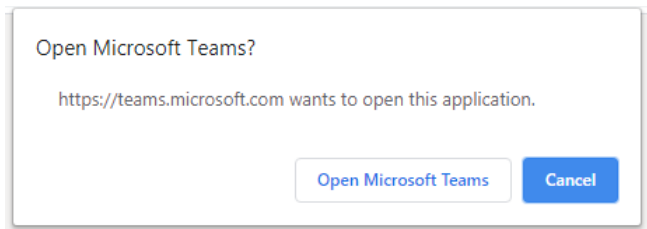
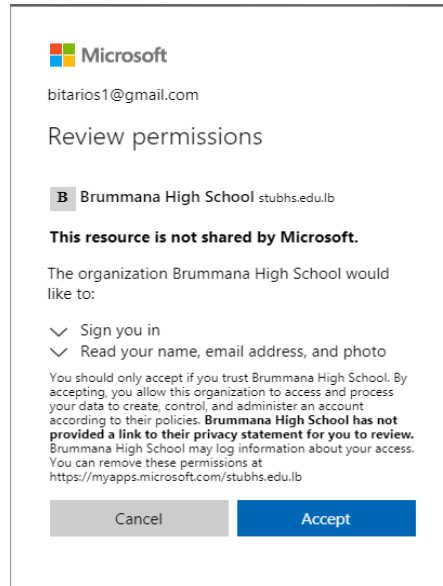
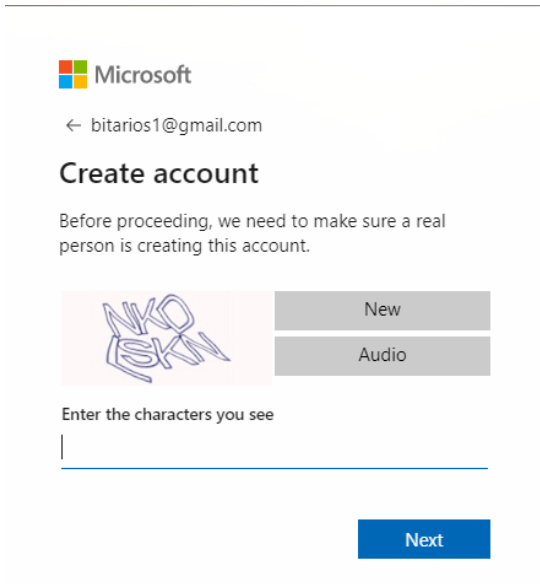
(To verify your email address use this security code: 5711)

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



The screenshot shows the Microsoft account creation interface for email verification. At the top left is the Microsoft logo. Below it is the email address 'bitarios1@gmail.com' with a back arrow. The main heading is 'Verify email'. Below this is the instruction 'Enter the code we sent to bitarios1@gmail.com. If you didn't get the email, check your junk folder or [try again](#).' followed by an input field containing the code '5711'. Below the input field is a checkbox labeled 'I would like information, tips, and offers about Microsoft products and services.' At the bottom left is a small text block: 'Choosing Next means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).' At the bottom right is a blue 'Next' button.

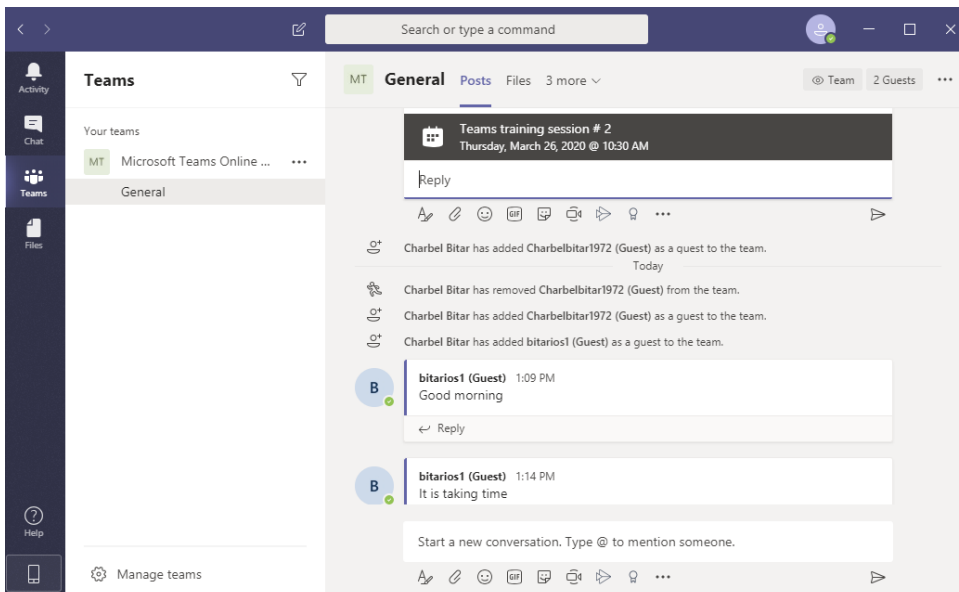
g. Enter the characters you see as follows then press the **Next** button and then press the **Accept** button. Press the **Open Microsoft Teams** button




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

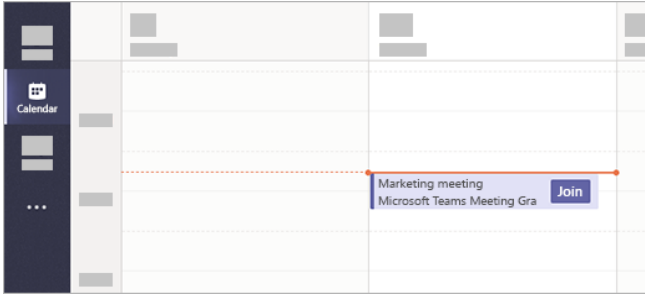
Entering Your Account

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



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

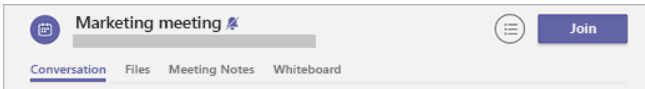
Join in a Channel

- 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**.




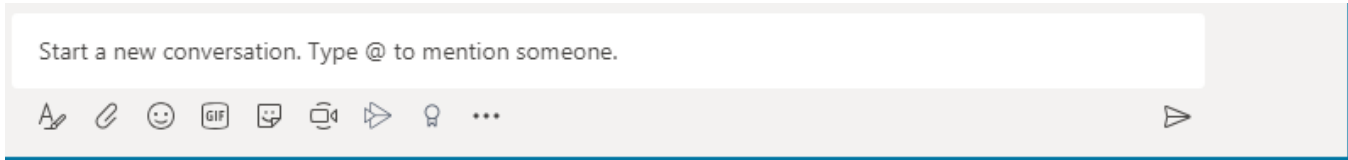
Join From Chat

- 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.



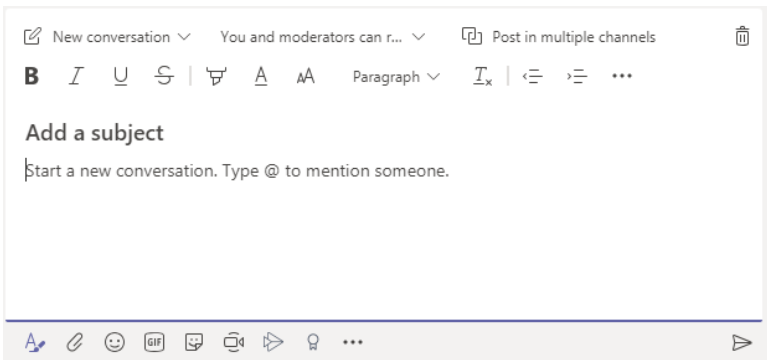
Conversation:

- 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 

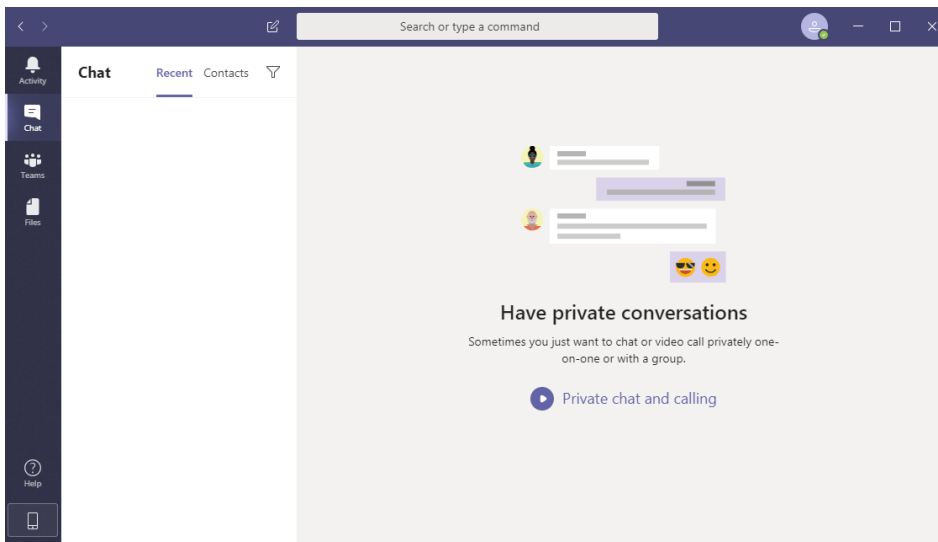


Private conversation:

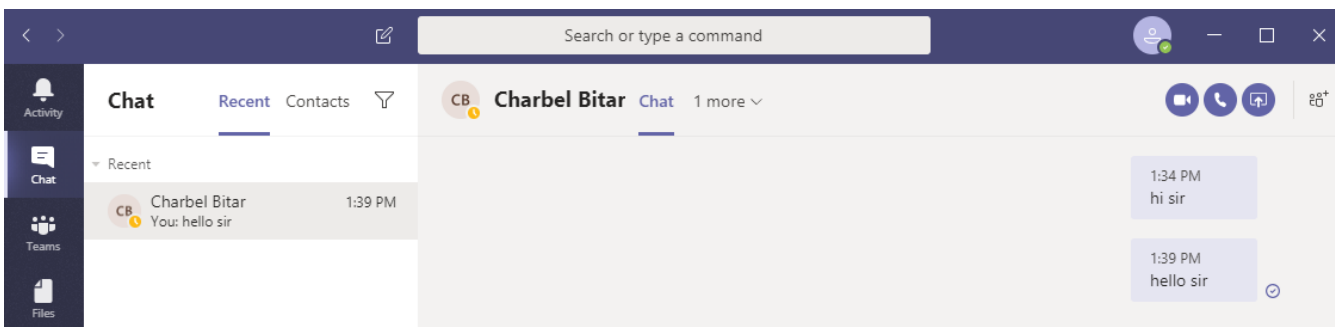
- You can start a new conversation and decide that only you and the moderator (teacher) can reply by pressing



- 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

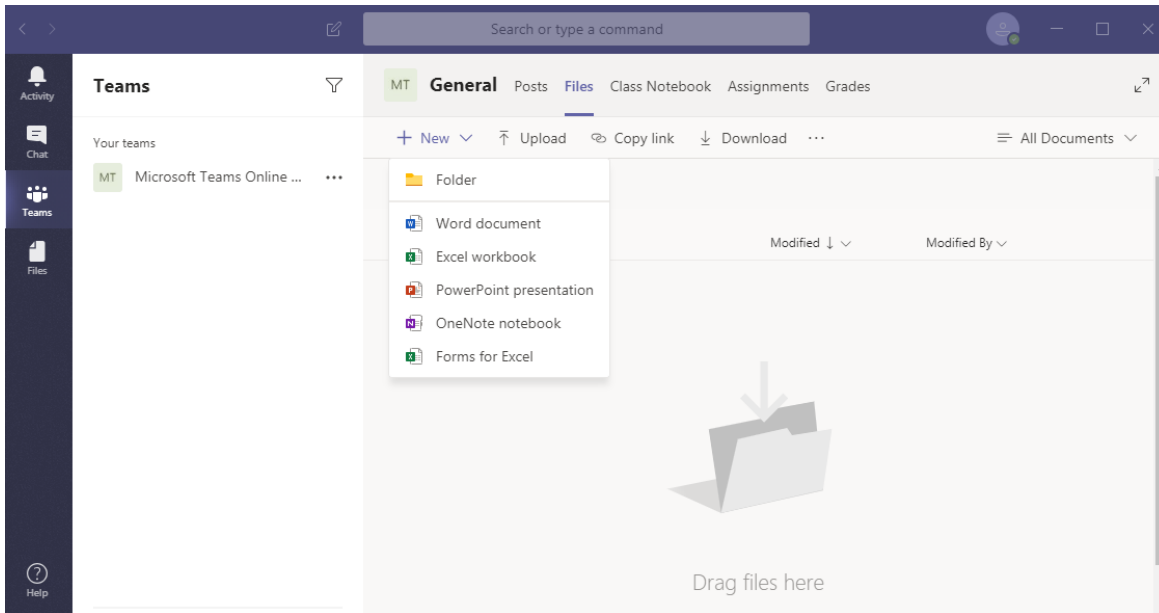


- Then type the name of the person/contact within the Team session who you are going to have the private conversation with. After you type your private message and send it, you can **start a video call, phone call or start**

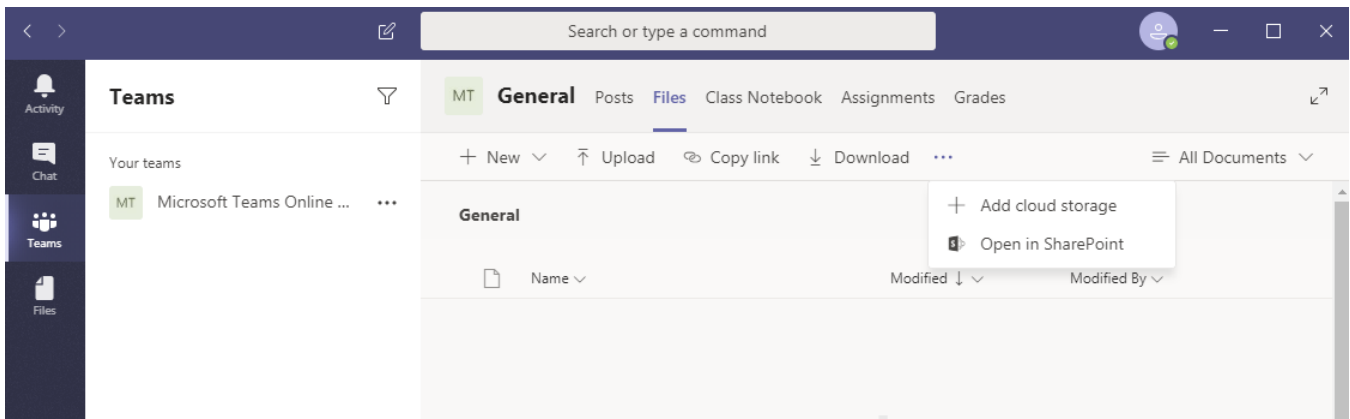


Working with Files:

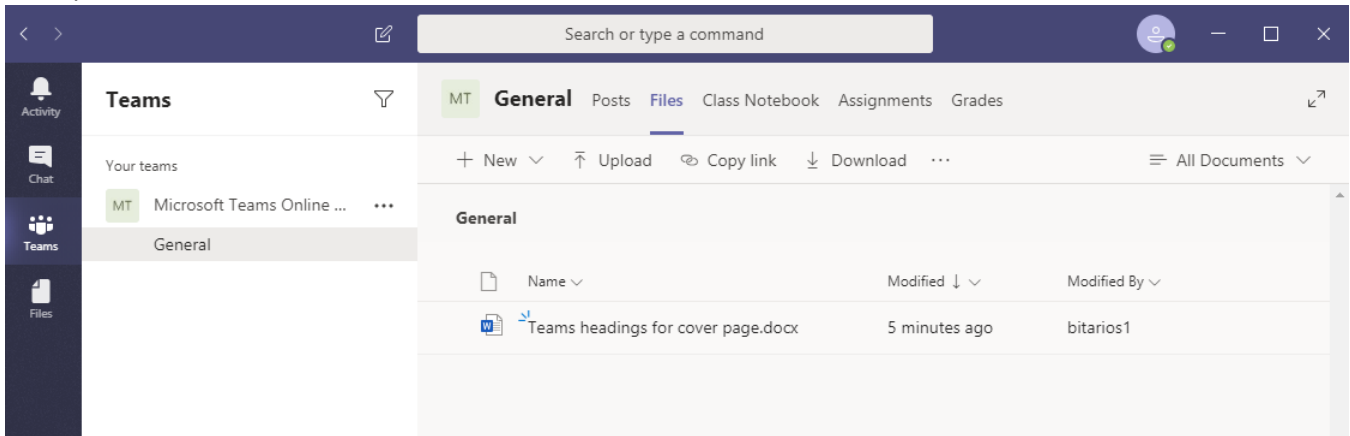
- You can create online files from **New** like Word, Excel, PowerPoint...
- You can upload files from your device
- You can also download files (like shared files for example)



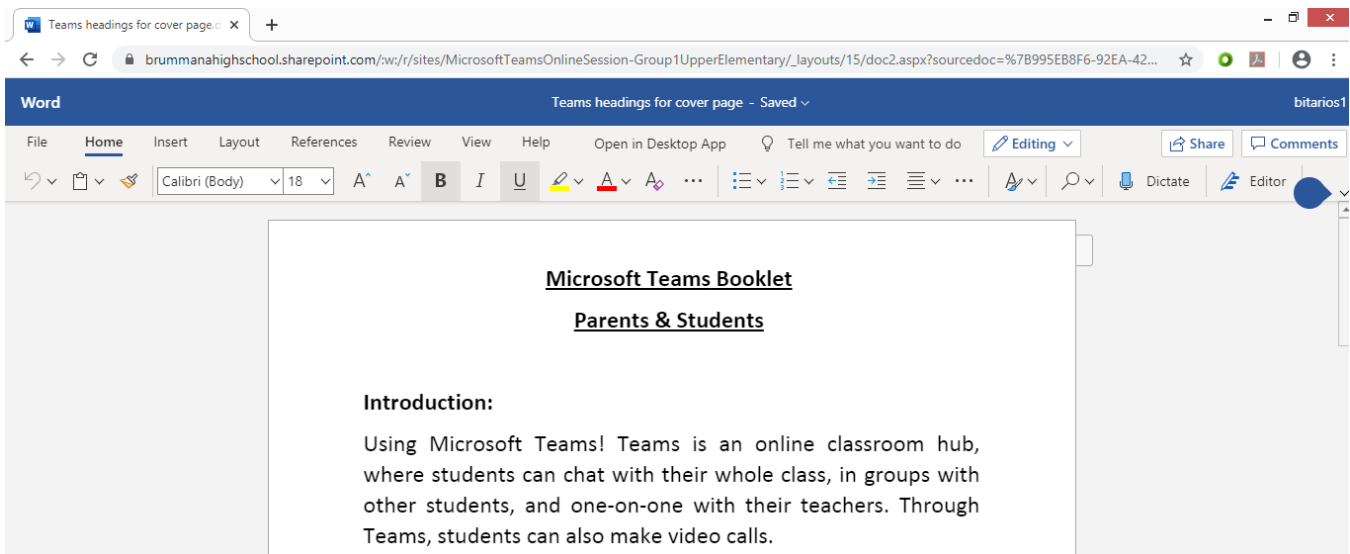
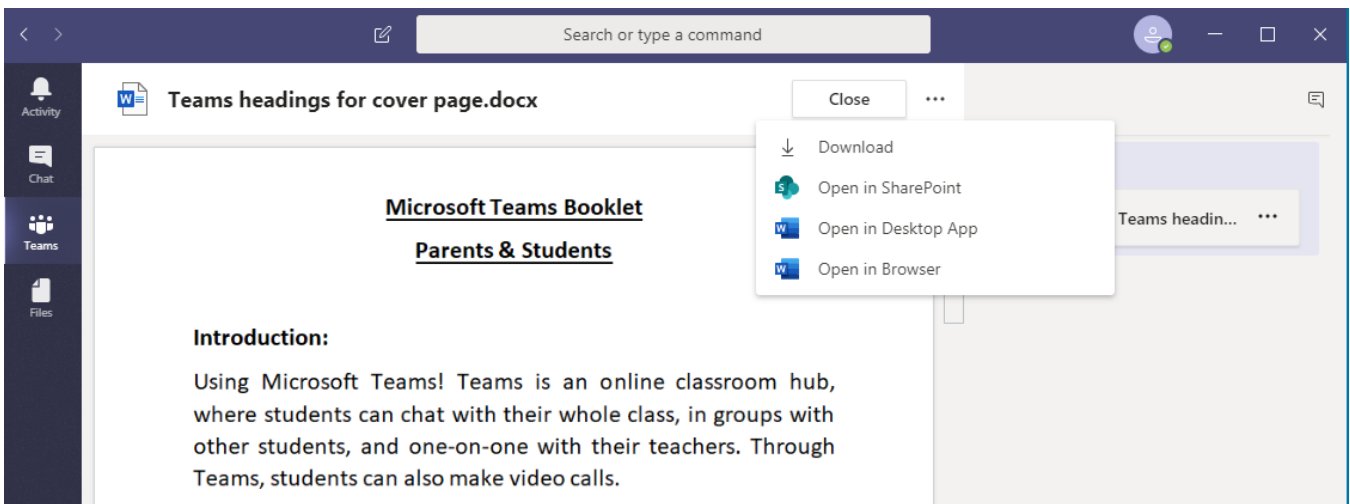
- You can **Add Cloud Storage** by pressing on the three dots ...



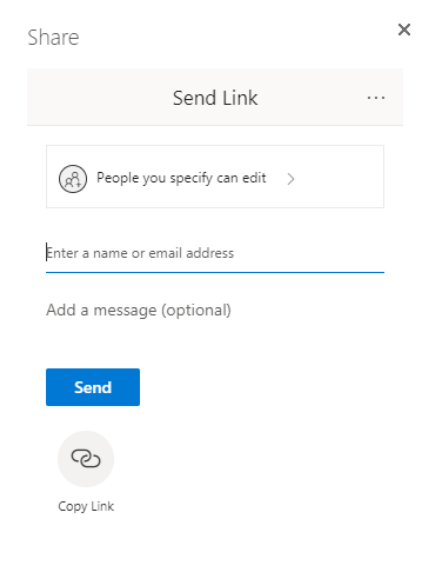
- To open a file



- Select the three dots ... and then select **Open in Browser**



- 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



Log out:

