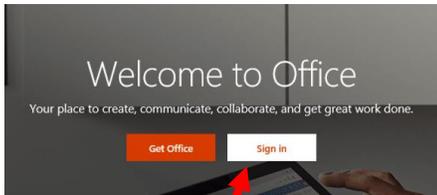


Microsoft TEAMS Quick Reference Guide

GETTING STARTED

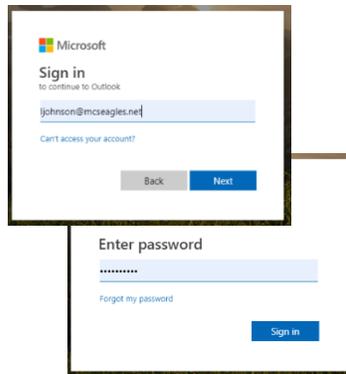
1. Go to Office 365

- Open your web browser
- Go to www.office.com
- Click on the "Sign In" button



2. Logging on

- Type in your MCS email address and click "Next"
- Enter your password and click on "Sign In"



- If only one student will use this device we recommend selecting YES, otherwise select No.



IF THIS IS YOUR FIRST TIME LOGGING ON, YOU WILL SEE...



Accessing Teams

When this screen appears, please click on the Teams icon



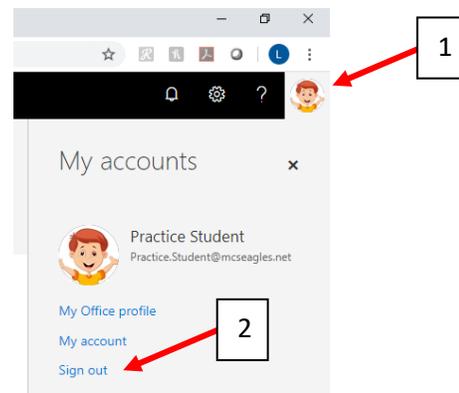
Click Here To See The Teams/Classes That You Have Been Assigned To



Logging Off

Signing out of the Office 365 Portal

- Click on the round icon in the upper right corner
- Select Sign out



Microsoft TEAMS Quick Reference Guide

THE TEAMS ENVIRONMENT

Key Features

Manage Profile Settings Change app settings, change your pic, or download the mobile app.

View Your Class Teams

View All Assignments for all Classes

Your Teams/Classes Click the tile when it's time for that class

The screenshot shows the Microsoft Teams desktop application. At the top, there's a search bar and a 'Join or create team' button. Below that, a list of 'Your teams' is displayed, including Physical Science, Health Research, Pineview School Staff, and Pineview School Science Teachers. A fifth team, Algebra, is partially visible. On the left, a navigation pane shows icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. A callout box points to the user's profile picture in the top right corner, explaining that it can be used to manage profile settings. Another callout points to the 'Teams' icon in the navigation pane, indicating it leads to 'View Your Class Teams'. A third callout points to the 'Assignments' icon, indicating it leads to 'View All Assignments for all Classes'. A fourth callout points to the team tiles, indicating they are used to 'click the tile when it's time for that class'.

INSIDE YOUR TEAM

Assignments Viewed On Your Smartphone

The Science Class/Bell You are Assigned To

View Science Teacher's Posts to all Bells

Find Helpful Class Files

View Science Assignments

View upcoming assignments View both upcoming and turned in assignments by class, or view them across all your classes. Selecting an assignment will allow you to turn it in or view feedback and scores.

The left side of the image shows a smartphone screen displaying the 'Assignments' tab in the Microsoft Teams mobile app. It lists several upcoming assignments with details like subject, due date, and a brief description. A callout box explains that users can view upcoming and turned-in assignments by class or across all classes, and that selecting an assignment allows them to turn it in or view feedback. The right side shows a desktop screenshot of the Microsoft Teams interface. It highlights the 'Science' team chat, showing a 'Welcome to Science' message and a list of tabs: General, Posts, Files, Class Notebook, Assignments, and Grades. Callouts point to the 'Science' team tile, the 'Assignments' tab, and the 'Posts' tab, explaining their functions. The bottom of the desktop screenshot shows the 'Amphibians_Edu.mp4' file in the chat.