

Microsoft Teams

A Guide for Learners

Access Teams (and Office 365) at Home

Accessing Teams at home is as easy as it is at College! First, open your web browser (best to use Google Chrome or Microsoft Edge) and go to www.office.com. Click 'sign in' and log in with the following details:

- **Your College email** (for example: 12345678@sparsholt.ac.uk)
- **Your College password** (if you don't know what your password is, please email: ilt_support@sparsholt.ac.uk)

Your Office 365 Homepage

Once you have logged in you will be taken to the Office 365 Homepage. Click on the 'Teams' icon to go to Teams!



You can also access other important Office 365 apps from here including:

- **Outlook:** Check your College emails in Outlook
- **OneDrive:** Upload your documents to OneDrive and you will be able to access them on any computer with an internet connection
- **Word, PowerPoint, and Excel:** Create and edit documents online – no need to download any software!

Download the Teams App

You can just use Teams in your web browser, but for a faster experience you can download the app for free! To do this, open Teams from your Office 365 home page and then click this icon on the bottom-left corner of your page:

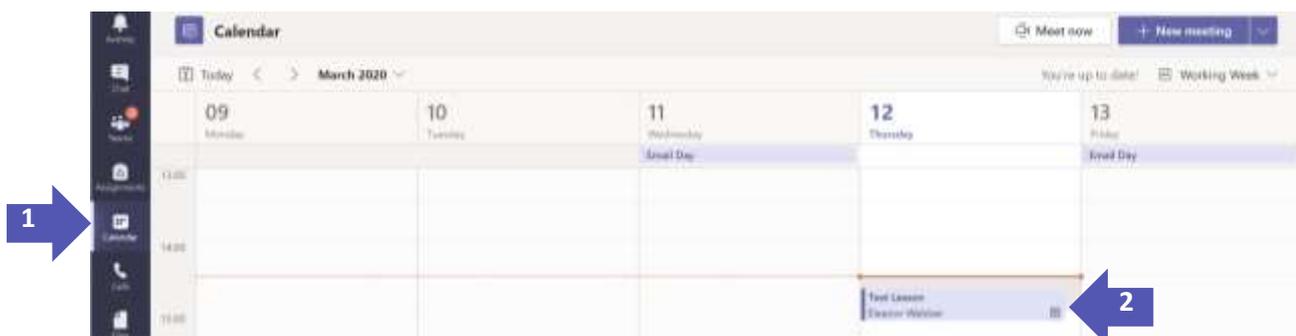


You can also download the Teams app on your smartphone. Simply go to the Apple Store or Google Play Store, and search for 'Microsoft Teams'.

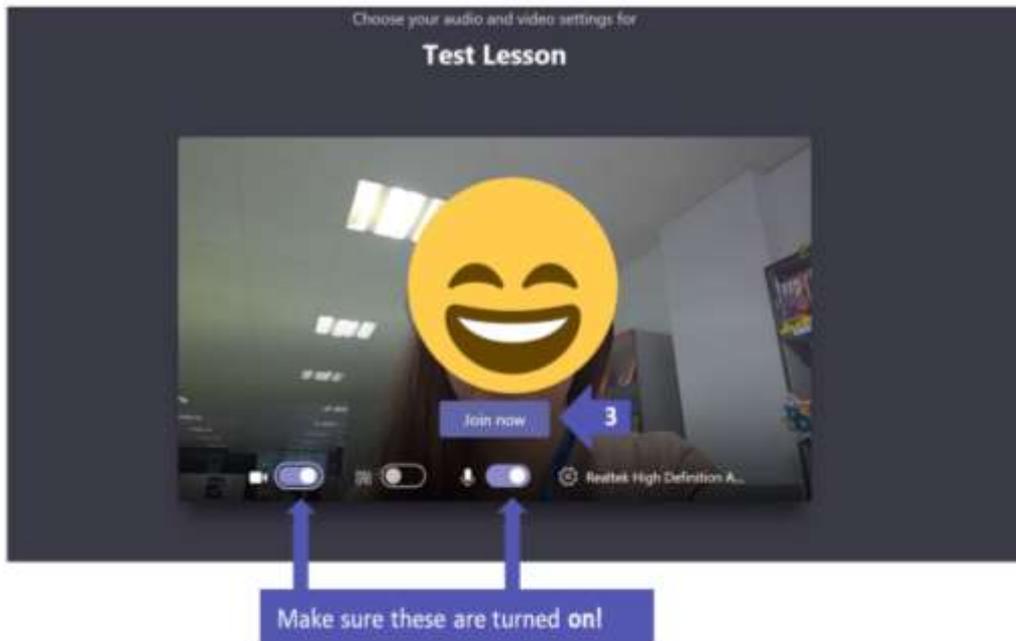
Join a Meeting on Teams

If your lecturer is running your lesson as a set up Teams meeting, it's easy to join in!

1. Go to your calendar on Teams. Any Teams meetings you are invited to will show up here.
2. Next, click on the 'calendar' button then click on the meeting you want to join, and then click 'join' (you can still join even if you are a bit early or late!)



3. You may get a message asking for permission to use the camera and/or microphone. Click 'yes'. Then make sure your microphone and webcam are both turned on and when you're ready, click 'Join now'.

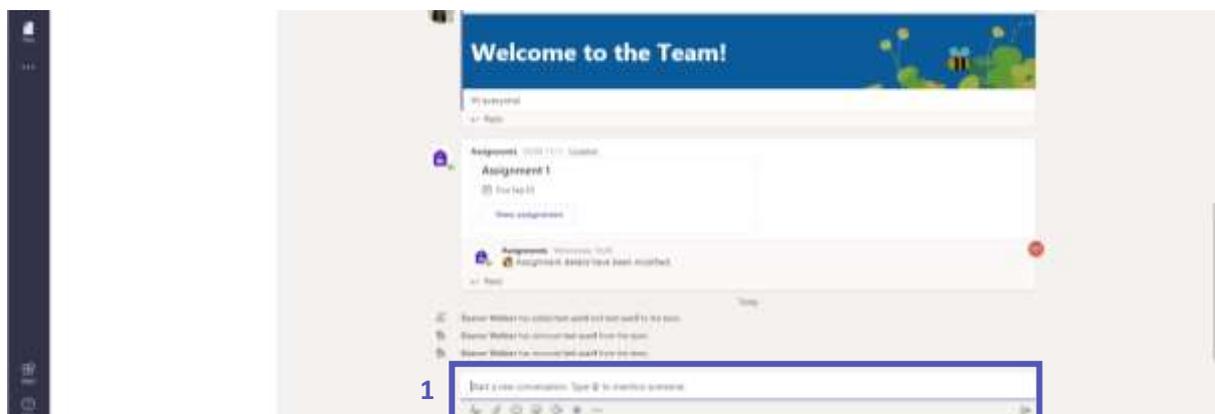


Alternatively, your lecturer may call you on Teams directly to start your lesson rather than setting up a Teams meeting. If this happens, answer and join the call when you are contacted by following 'step 3' above.

Send Conversation Posts to the group Team

A great way to keep in touch with your lecturers and classmates is by using the conversations/posts section. Follow the steps below to try it out.

1. Go to your Team and click into the 'start a new conversation' box at the bottom of the Conversations tab.



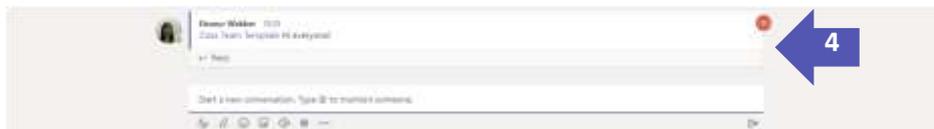
2. If you would like everyone in the Team to get a notification, remember to tag them. Type '@' followed by the name of the Team.



3. Once you have typed your message, don't forget to hit 'enter' or click the paper aeroplane icon to send it!

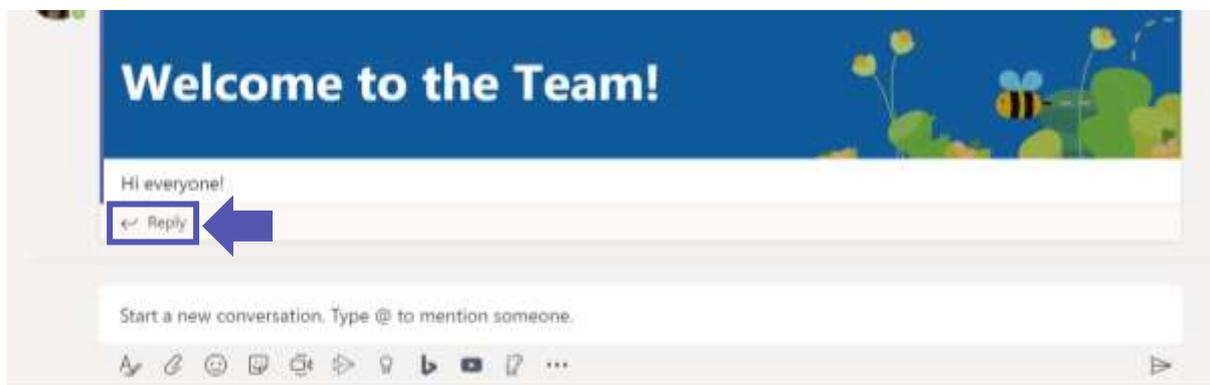


4. Your new message will then appear at the bottom of the Conversations window!



Reply to Someone Else's Conversation Post

If you want to reply to someone else's conversation post, make sure you don't accidentally start a whole new conversation! To reply to someone else, click 'reply' under their post.



Your conversations don't just have to be text, you can also react with files, emojis and stickers! Simply use the buttons underneath where you type your message.



Send a Private Chat Message

If you want to send a message to one person or a smaller group of people, instead of the whole Team, you can use **Chat**.

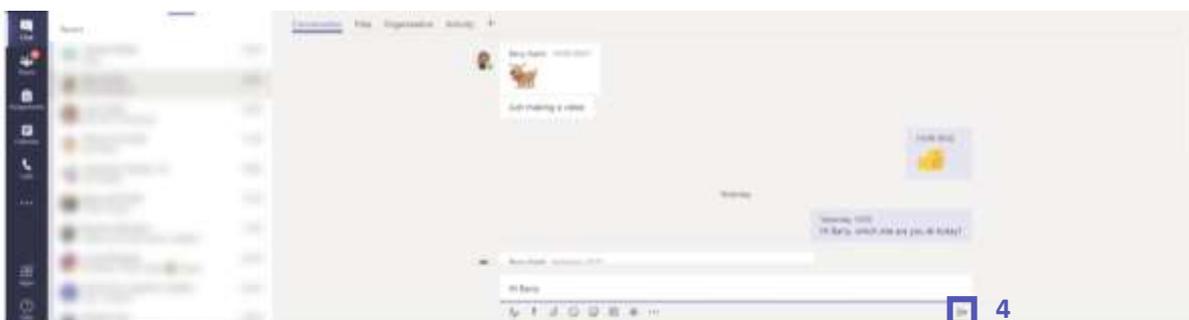
1. First, click the **'Chat'** icon on the purple sidebar on the left. You will now be able to see/continue your recent chats, or start a new one.
2. To start a chat with a new person, click the **'new chat'** button.



3. Start typing someone's name in the 'To:' section and click on their details when they appear underneath.



4. You can now type your message in the 'Type a new message' box at the bottom of the page. Hit **'enter'** or click the paper aeroplane to send.



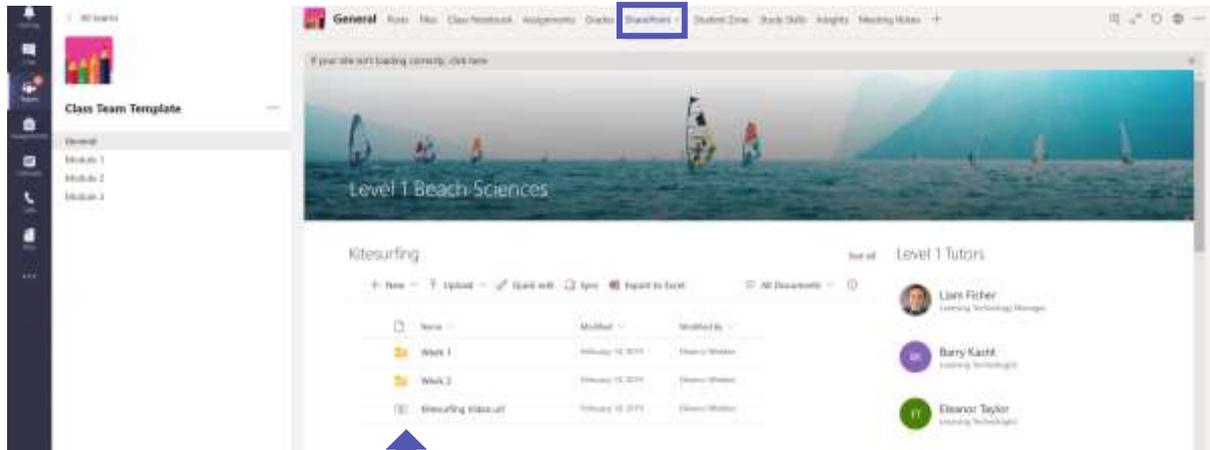
You can also send files, emojis and stickers in private chat!

When interacting with others on Teams, you are expected to abide by the College's IT Appropriate Use Policy. Any form of bullying, harassment, inappropriate behaviour or use of inappropriate language will not be tolerated. This includes the sharing of inappropriate content through text and images. If you do not follow these guidelines for appropriate use of College online learning platforms (including Moodle), you will be subject to the College's Conduct and Performance Policy.

Find Your Course Documents on Teams

Files & Sharepoint

All of the important documents for your course, such as lesson PowerPoints, assignment briefs and further reading can be found by clicking on the 'Files' tab at the top of the page (**note:** on some Teams this may be called the 'Sharepoint').



Just click on a file in this document library to view it!

Class Notebook

For some courses, all of your important course information and documents will be stored within Class Notebook. Simply click the **Class Notebook** tab at the top of your Team.