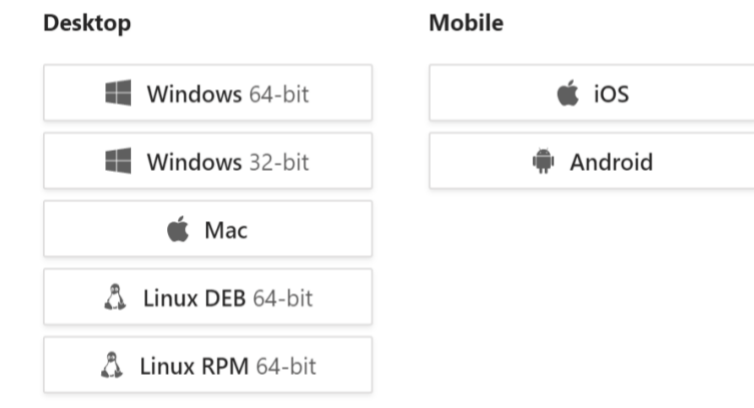


### 1. Which browser should I use?

- The most broadly compatible browsers are [Google Chrome](#) and [Microsoft Edge](#). Alternatively, you can also access Microsoft Teams with an app which you can download from <https://teams.microsoft.com/download>

### 2. What devices can I use?

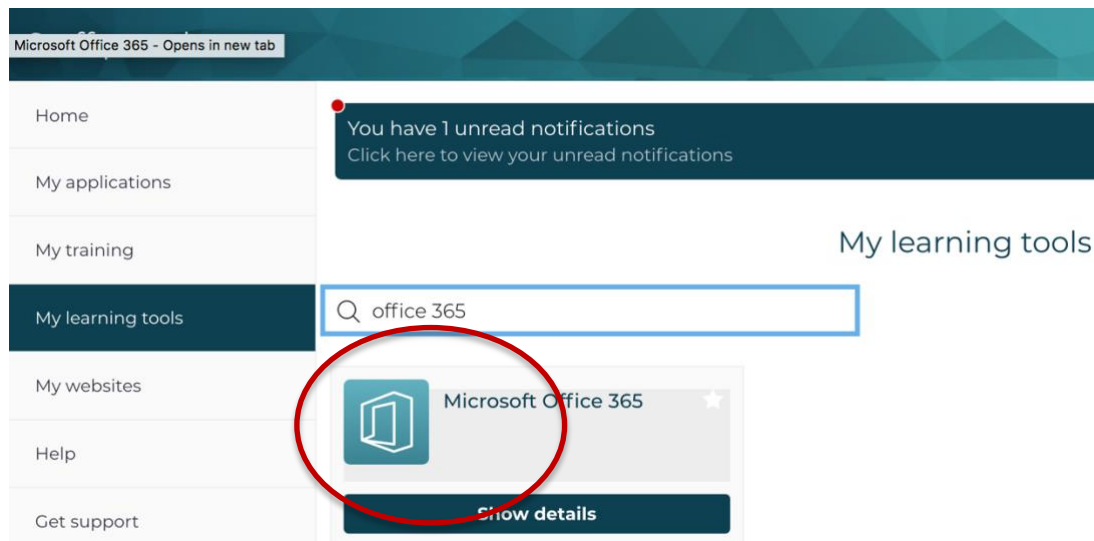
- MS Teams is available on a wide range of desktop and mobile devices that can run a web browser. Example devices include any Windows machine, Mac OSX, iPads, Chromebooks, iPhones and Android mobile devices.



### 3. How do I log in from a browser?

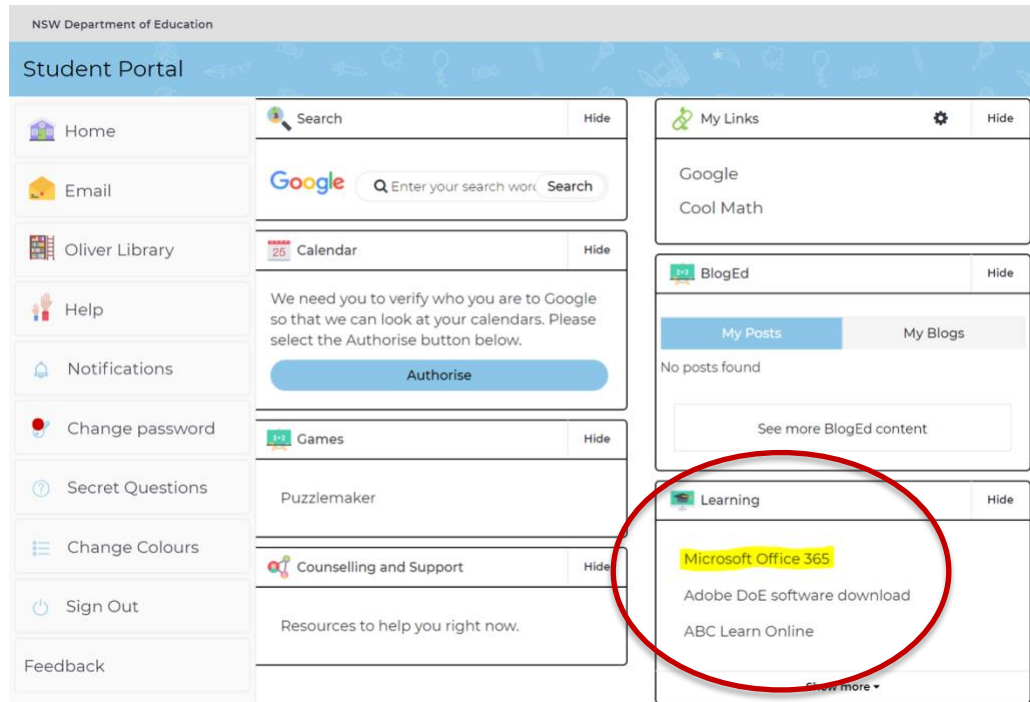
- For teachers:*

Log in to the DoE portal > Click My Learning Tools > Search for Office 365 > Click on MS Teams

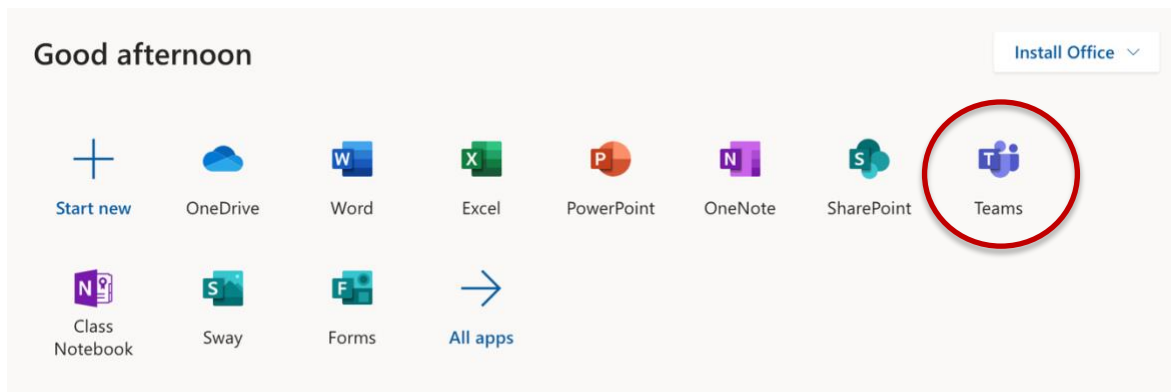


- *For students:*

Log in to the DoE student portal > Locate the 'Learning' box > Click on Microsoft Office 365

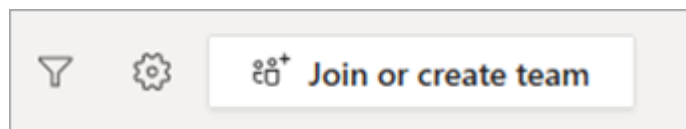


This is what the Microsoft 365 home page should look like:



#### 4. How do I get started teaching my students with MS Teams?

- In MS Teams > select Teams in the left rail to view your teams > select join or create team



- Create new team > select class as the team type.



- Enter a name and optional description for your class team, then select Next. For example, Year 7 Maths 2020.

### Create your team

Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook.

Name

Description (optional)

This team is searchable and discoverable. [Change setting](#) ⓘ

[Create a team using an existing team as a template](#)

Cancel Next

- Type in the name of the student(s) and select Add.

### Add members to Advanced English 11 A

Students Teachers

LG Legg Gu x

TC Terrie Cline x

DT Dominic Tindall x

Add

### 5. Where are the files saved?

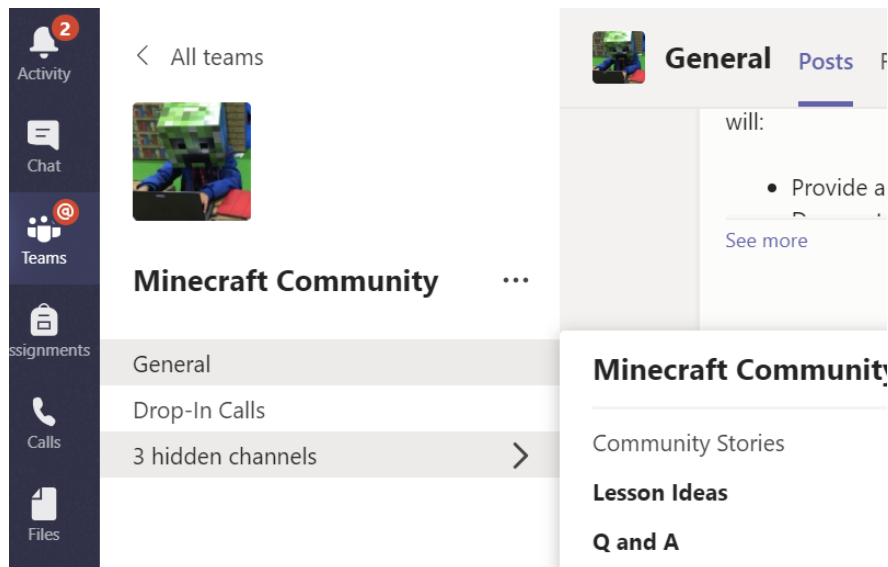
- Every team uses an online SharePoint service to store all files securely and safely. There are additional options to add other storage services including other existing SharePoint websites and even Google Drive.

### 6. How many people can be added to a Team?

- Each team can have a maximum of 5000 members, including staff and students.

### 7. What is a channel?

- Channels are dedicated sections within a team to keep conversations organized by specific topics, projects, or disciplines. You might, for example, create a channel for each stage in a high school.



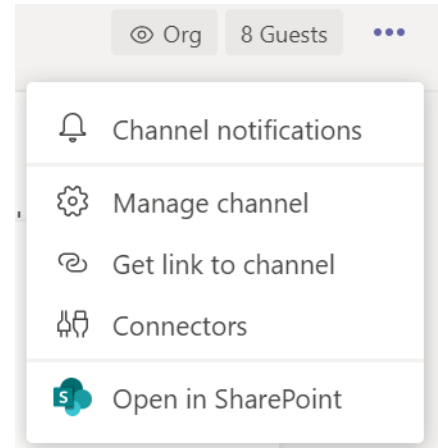
### 8. What is a Tab?

- A tab in a Team channel delivers content to channels and group chats and is a great way to create collaborative spaces around dedicated web-based content. You might consider adding a webpage that displays regularly visited content, or a PowerPoint deck of resources for the unit of work being studied. Tabs can be added (by clicking on the + sign) and removed from a channel very quickly.



### 9. What features in Teams enable collaboration?

- Microsoft Teams integrates with Office 365 allowing word processing, presentations, spreadsheets and digital notes to be captured seamlessly from the one place
- The online file storage underpins the corresponding conversations and threaded chat, allowing side-by-side collaboration
- Organise the Team with channels and highlight the most relevant content by pinning it with tabs.



### 10. How do I message a student individually?

- If you, the teacher, would like to create a private conversation with a student, you can [create a private channel](#) in the class team inviting only that student.
- Students are **unable** to use the one-to-one and group chat features of Microsoft Teams, without teacher oversight. Chat messages should be posted in the context of a team channel

### 11. Where can I learn more?

- There is a rich collection of self-paced online resources available from a variety of sources:
  - Microsoft Teams [official support site](#)
  - Check the [Digital Tools Learning Selector](#)
  - [Getting Started with Technology](#) - department created videos of common tasks
  - [Communicate effectively with Microsoft Teams](#) - a LinkedIn Learning course
  - [Crafting a collaborative learning environment with Class Teams](#) - a course from the [Microsoft Educator Community](#)
  - [Office Hours, Teams for Remote Learning](#) - recording of a webinar.