

Microsoft Teams – Student Computer / Web Guide



How to access Teams on Web/Desktop

Open a web browser (Chrome, Edge or Firefox), go to <https://teams.microsoft.com>

Login to Teams

You will need to sign into the Teams. You will use your school email and password. See below for examples.

Email: John.smith1@taw.org.uk

Password: School computer password. (Y10 recently reset and emailed home)

Note: If you have a number in your username/email, make sure you include it, as per the example above.

The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the text "Sign in". There is a text input field with the placeholder text "Email, phone, or Skype". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right are two buttons: a grey "Back" button and a blue "Next" button.

The screenshot shows the sign-in page for Telford & Wrekin ICT Services. At the top left is the logo for Telford & Wrekin ICT Services, which consists of four colored squares (green, yellow, orange, red) followed by the text "TELFORD & WREKIN ICT SERVICES". Below the logo is the text "Sign in with your organizational account". There are two text input fields: the first contains the email address "john.smith1@taw.org.uk" and the second is labeled "Password". At the bottom left is a blue "Sign in" button.

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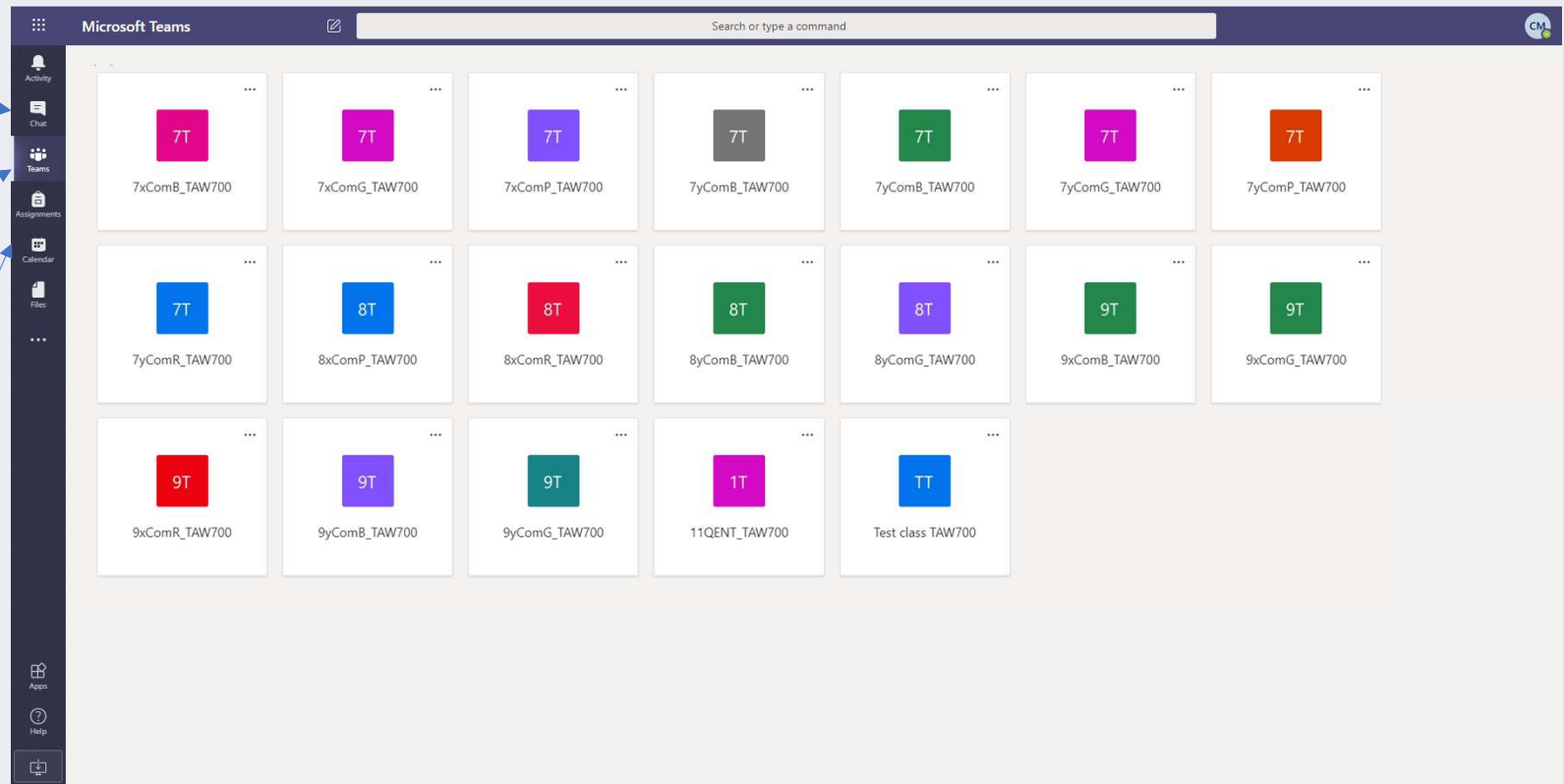


Click on a Team to open it, you will see they are named the same as your teaching classes.

Opens your Chat

Opens your Teams

Opens your Calendar



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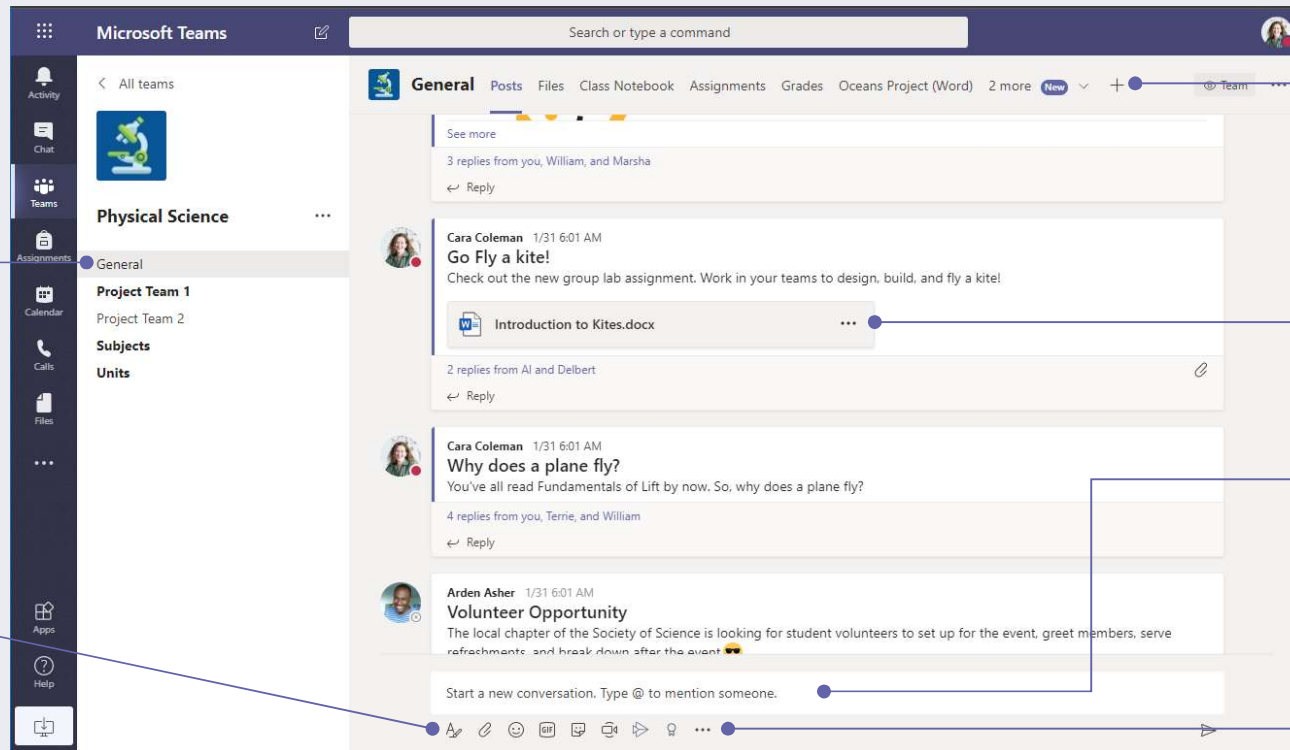


Class teams

A Class team is where your teacher will hold meeting, provide lesson information, files and chat

Every team has channels, these are like different sections or topics in a subject

Format your message. Add a subject, format text, convert the message to an announcement.



Teacher may add tabs to the top of a Channel, They could have useful information in

Share files

Start a discussion with the class. Type and format your message or announcements here. Add a file, emoji, GIF, or sticker to liven it up!

Add more messaging options

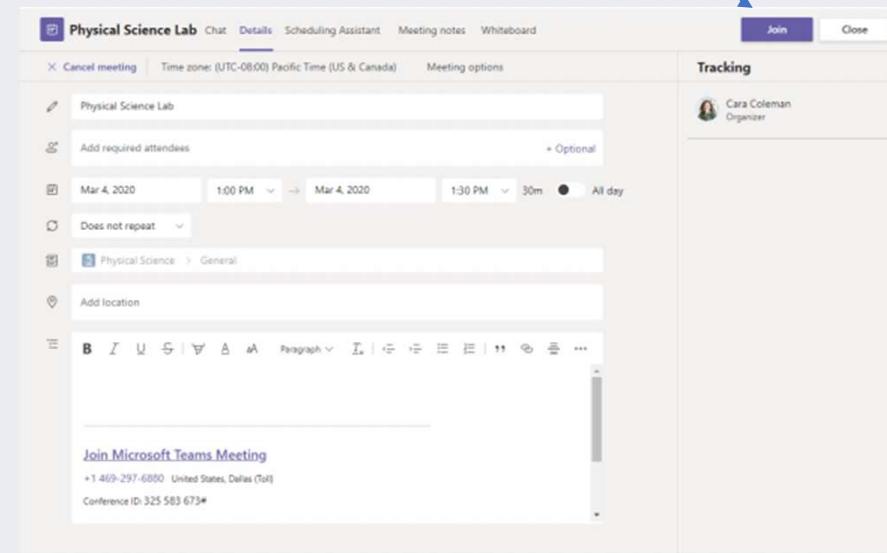
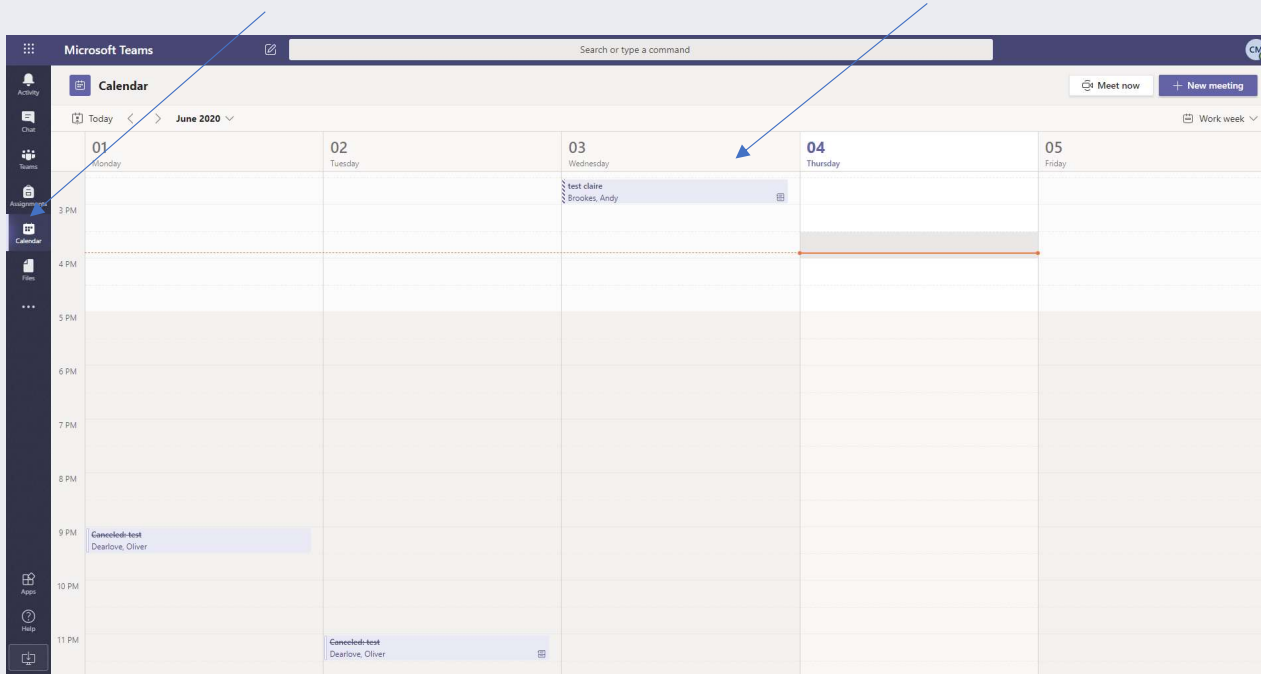
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How to join a lesson

You can join a lesson directly from your Calendar or from the Channel it is scheduled in.

Open your calendar from left hand menu, find the lesson at the correct Date/Time, open the lesson and click Join button in top right corner

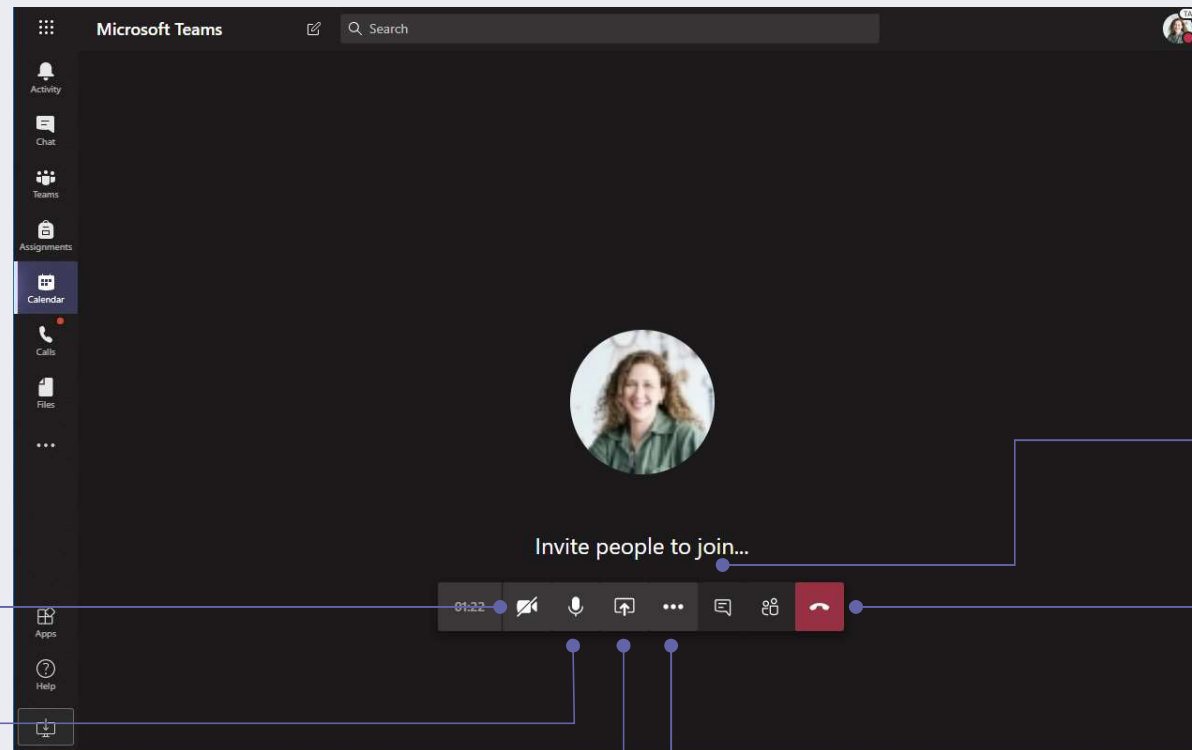


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In Lesson controls

You can control your settings during the meeting using the buttons below



Turn your video feed on and off.

Mute and unmute yourself.

Share your screen and sounds from your computer.

Change device settings, Raise hand for attention and Blue Background.

Send chat messages

Leave the meeting