NOTTINGHAM
GIRLS' ACADEMY

MICROSOFT TEAMS

A quick-start guide for pupils and parents/carers

A super simple quick-start guide to getting started with Microsoft Teams at home to access and support our **Home Learning Packages** at Nottingham Girls' Academy

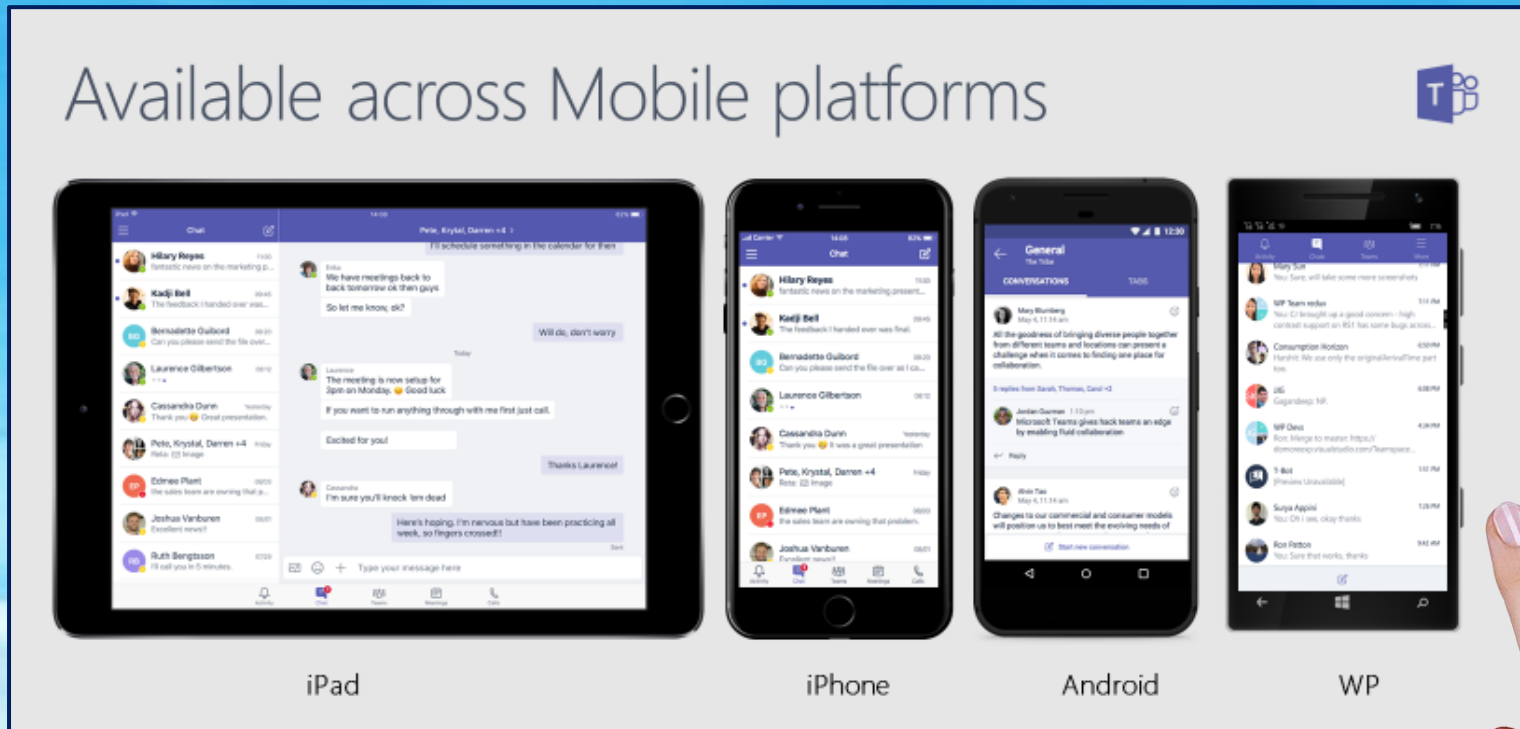Available on the
App Store

GET IT ON
Google Play

HOW TO DOWNLOAD TEAMS

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Downloading Teams to your mobile

Many students and teachers are using Microsoft Teams on their mobile devices, phones and tablets. Simply visit the App Store (iOS) or the Android Store to download it for FREE.

Available across Mobile platforms

iPad   iPhone   Android   WP

Available on the App Store

GET IT ON Google Play
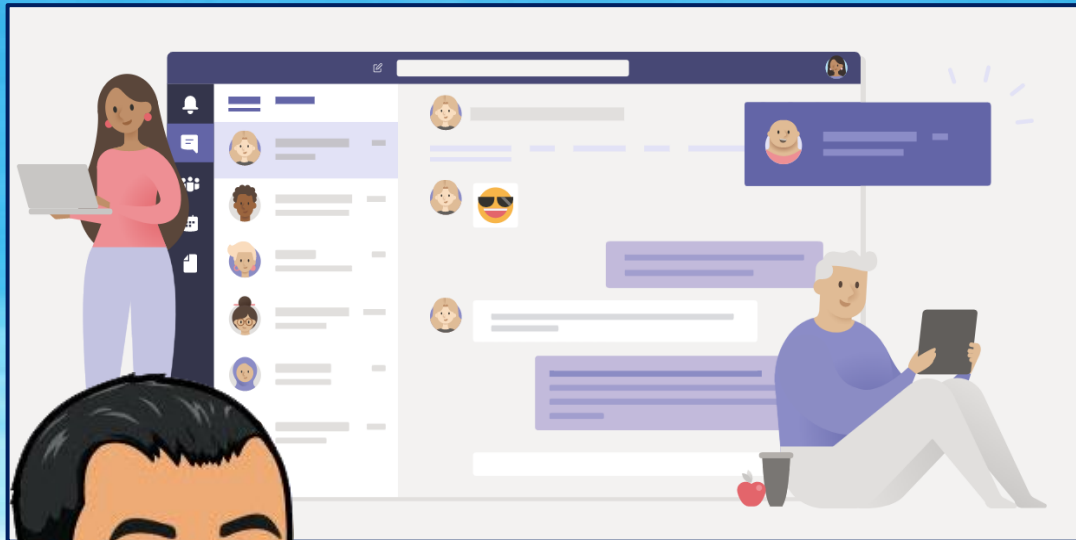
HOW TO DOWNLOAD TEAMS

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Downloading Teams to your PC or laptop

⤓ Download Teams

Microsoft Teams is a hub for teamwork in Office 365 for Education. Keep all your content, apps, and conversations together in one place. Simply visit teams.microsoft.com.

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

Search for 'Microsoft Teams' on Google, or type in the web link above… it's that simple! Teams is a great way to access work, submit finished activities, receive feedback and updates from your teachers whilst at home.
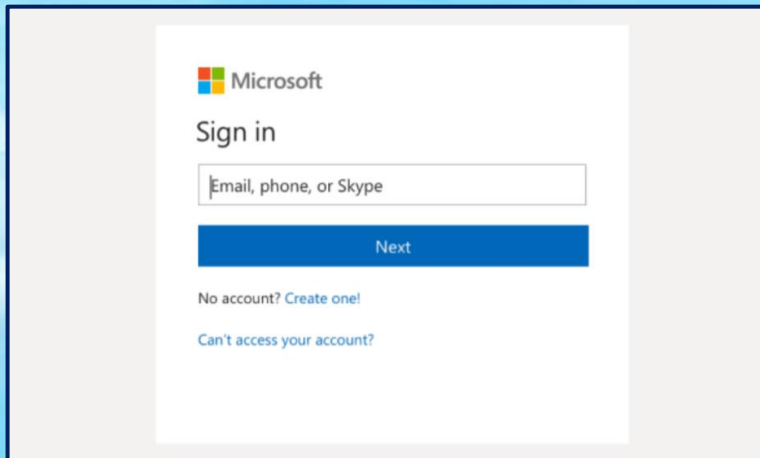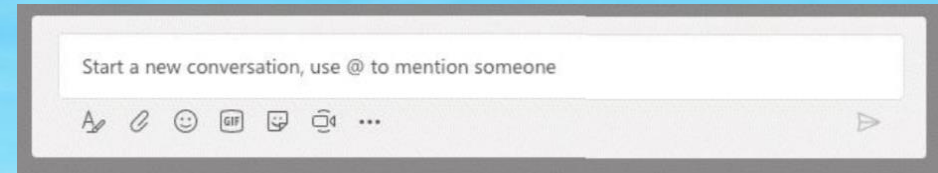
← → C 🌐 teams.microsoft.com

GETTING STARTED...

Signing in

• Go to www.airhead.io and log in to access Microsoft Teams.

• In Windows, click Start > Microsoft Teams.

• On Mac, go to the Applications folder and click Microsoft Teams.

• On mobile, tap the Teams icon. Then, sign in with your school email and password.

Start a conversation

• With the whole team... Click Teams, pick a team and channel, write your message, and click Send.

• With a person or group... Click New chat, type the name of the person or group in the To field, write your message, and click Send.

Start a new conversation, use @ to mention someone

Microsoft

Sign in

Email, phone, or Skype

Next

No account? Create one!

Can't access your account?

If you don't know your school email or password, then you can always contact your Head of Year who will try and sort this out for you.

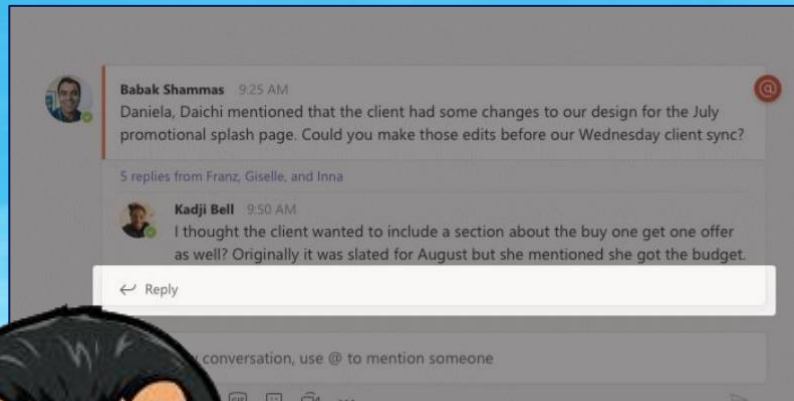# COMMUNICATE IN TEAMS

Reply to a conversation

Channel conversations are organized by date and then threaded. Find the thread you want to reply to, then click Reply. Add your thoughts and click Send.

@mention someone

To get someone's attention, type @, then their name (or pick them from the list that appears). Type @team to message everyone in a team or @channel to notify everyone who favourited that channel.
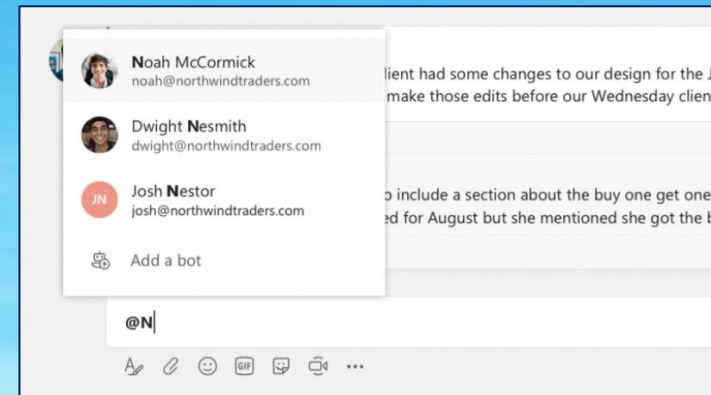
Add an emoji, meme, or GIF

Click Sticker under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF. Search for Microsoft EDU in the GIF search box for extra fun!
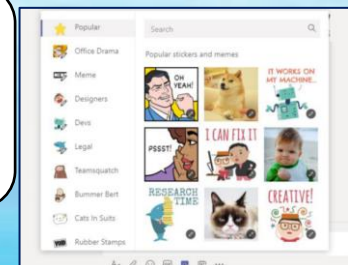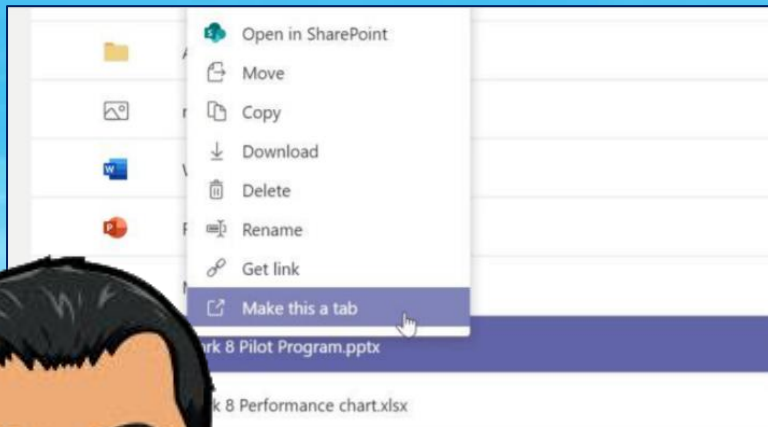
FILE SHARING IN TEAMS

Work with files

Click Files on the left to see all files shared across all of your teams. Click Files at the top of a channel to see all files shared in that channel. Click More options ... next to a file to see what you can do with it. In a channel, you can instantly turn a file into a tab at the top!

Share a file

Click Attach under the box where you type messages, select the file location and then the file you want. Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share.
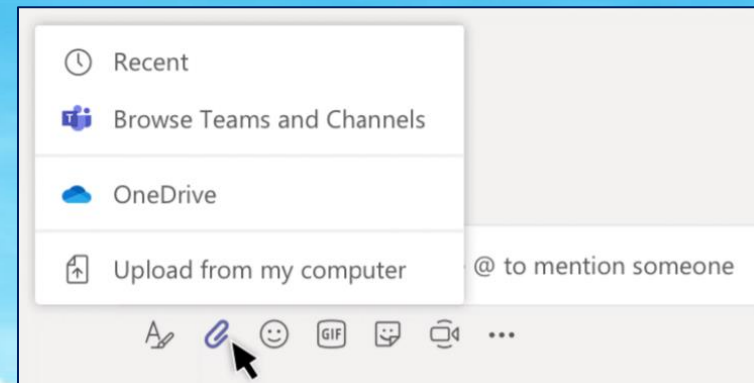
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FINDINGS THINGS IN TEAMS

Stay on top of things

Click Activity on the left. The Feed shows you all your notifications and everything that's happened lately in the channels you follow. This is also where you'll see notifications about your assignments
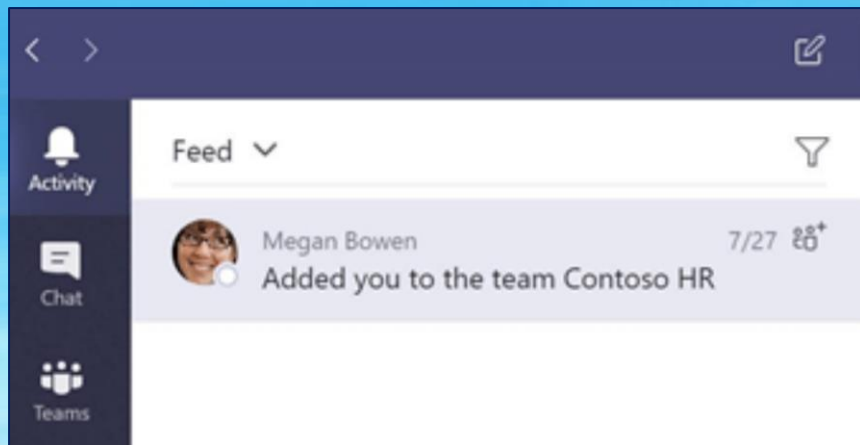
Search for stuff

Type a phrase in the command box at the top of the app and press Enter. Then select the Messages, People, or Files tab. Select an item or click Filter to refine your search results
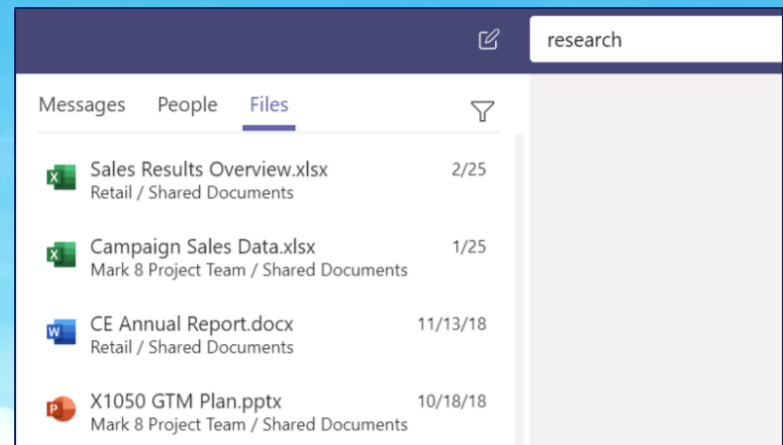
... AND THAT'S IT!

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Wow, that was a lot to take in right?... **Don't worry**!

The most important thing we ask, is that you **DOWNLOAD** Microsoft Teams either to your mobile device or computer. **SIGN-IN** using your school email and password and somebody on there will be able to explain anything you're unsure of…

SEE YOU ON TEAMS!