TTOC Guide
to Microsoft Teams

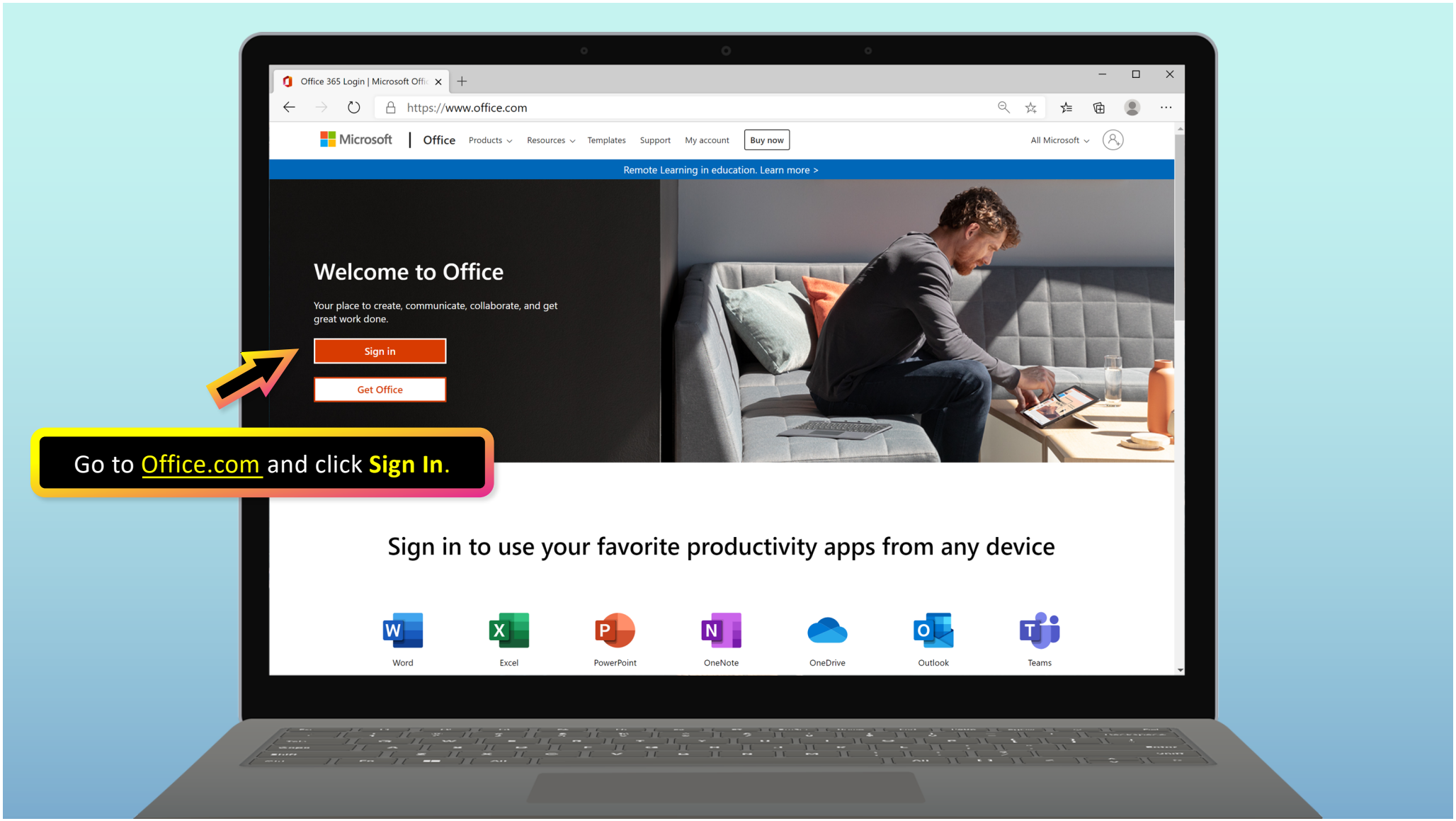
How to Join a Team and start a Class Meeting

Adapted from Microsoft Office 365 User Guide, September 2020

Thank you for joining us today,

This guide will cover how to log-in and get started using Microsoft Teams so that you can have a successful day with your assigned class.

Get started with Teams


Office 365 Login | Microsoft Offic
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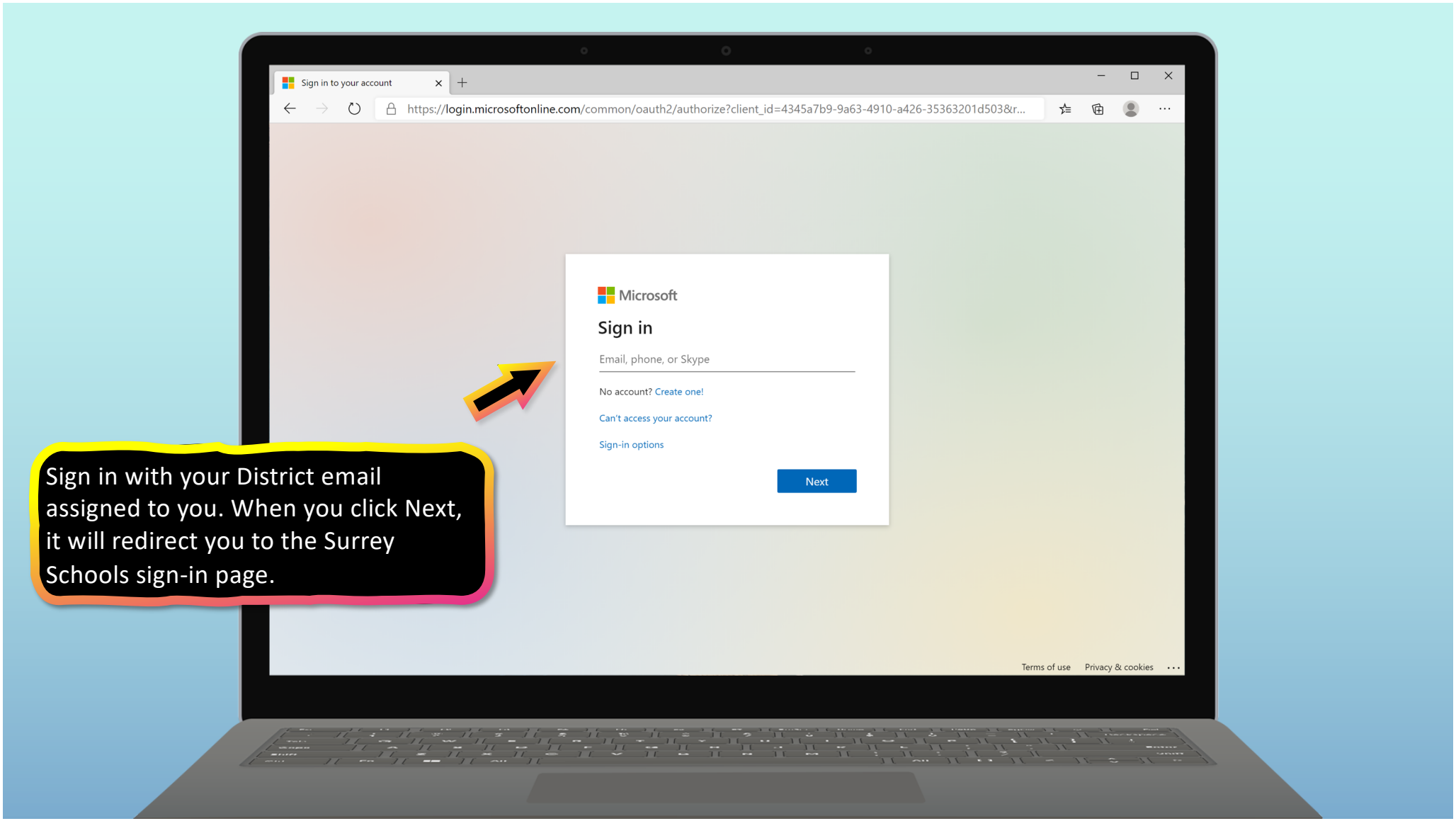
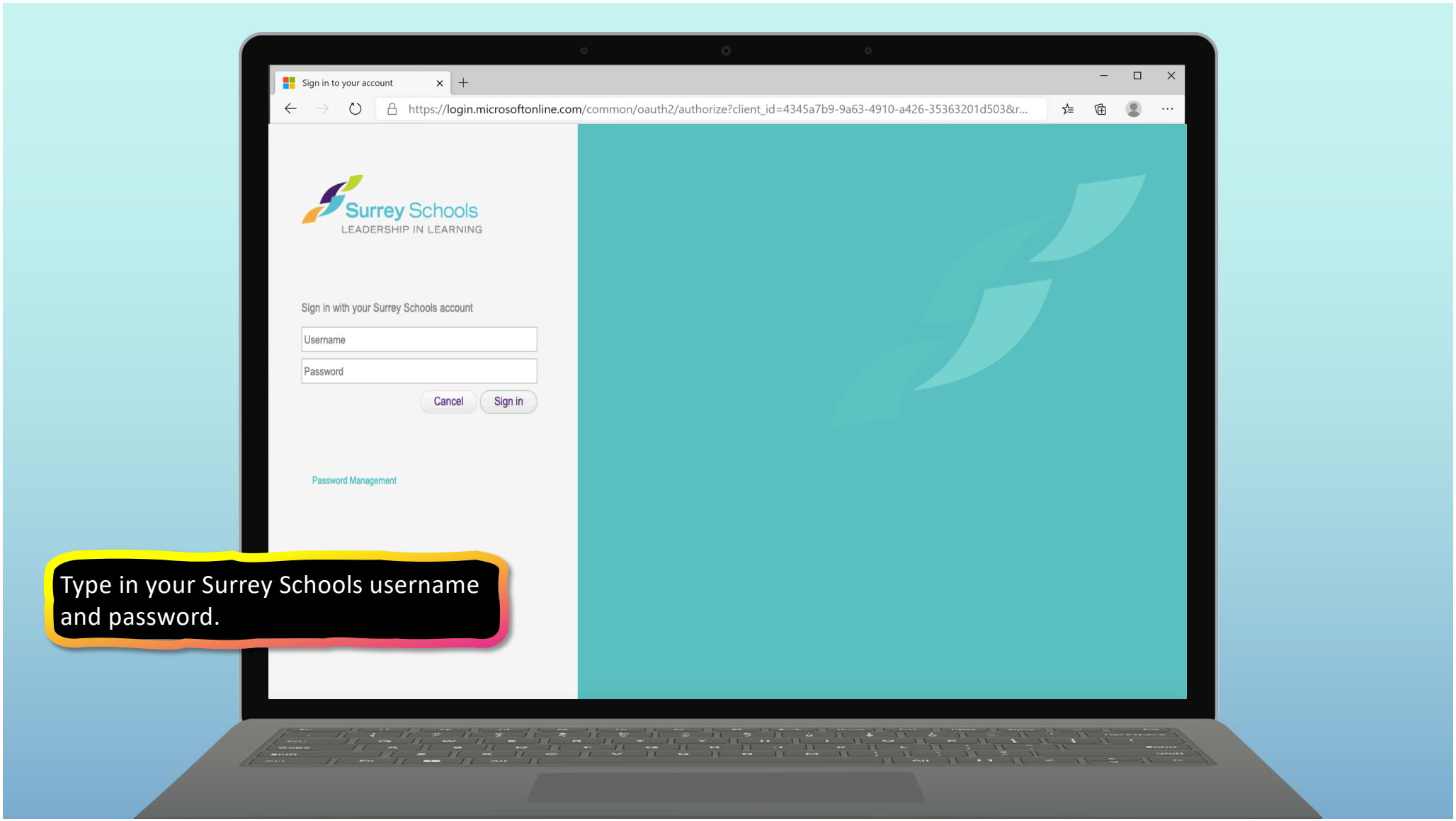
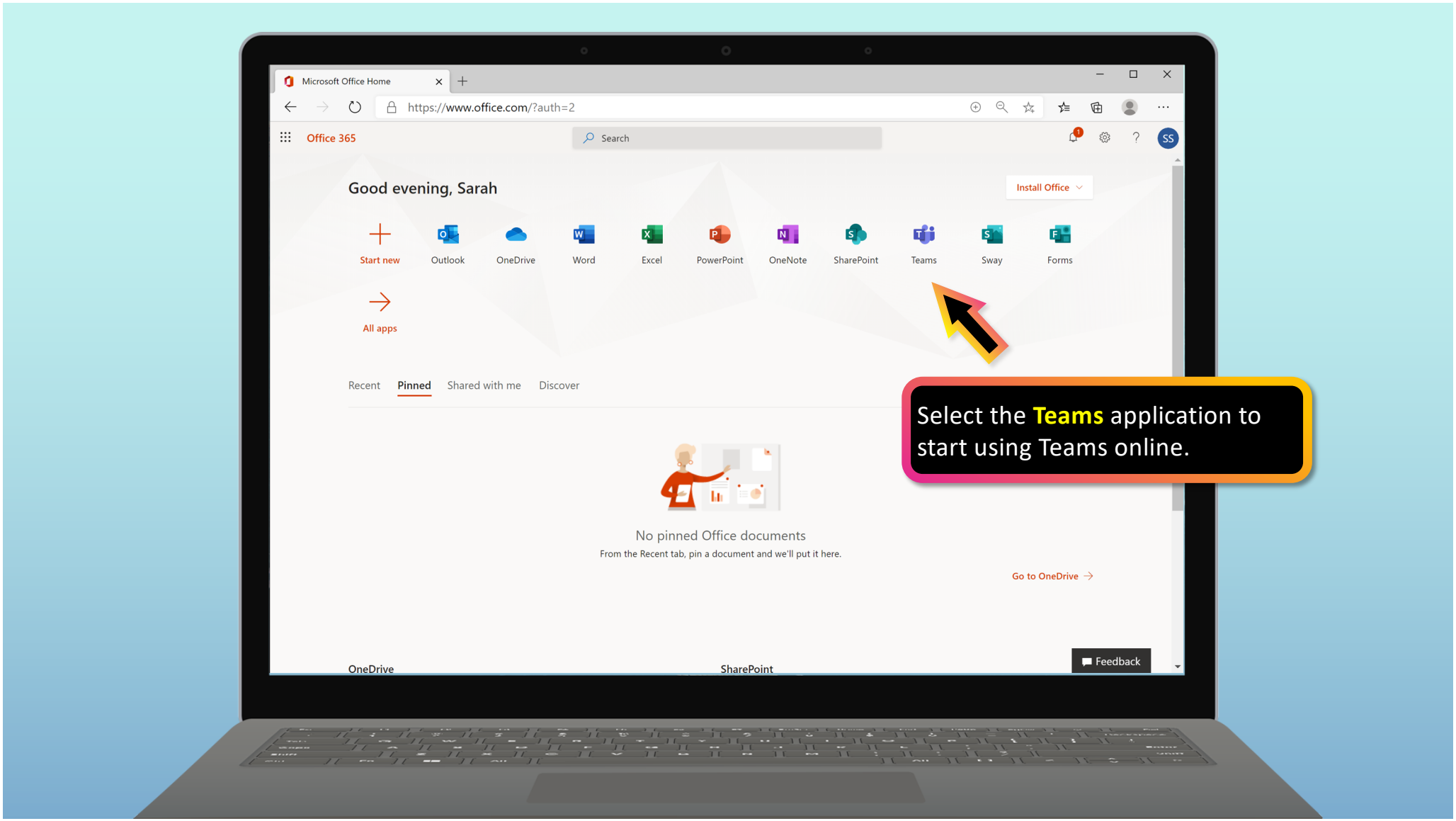
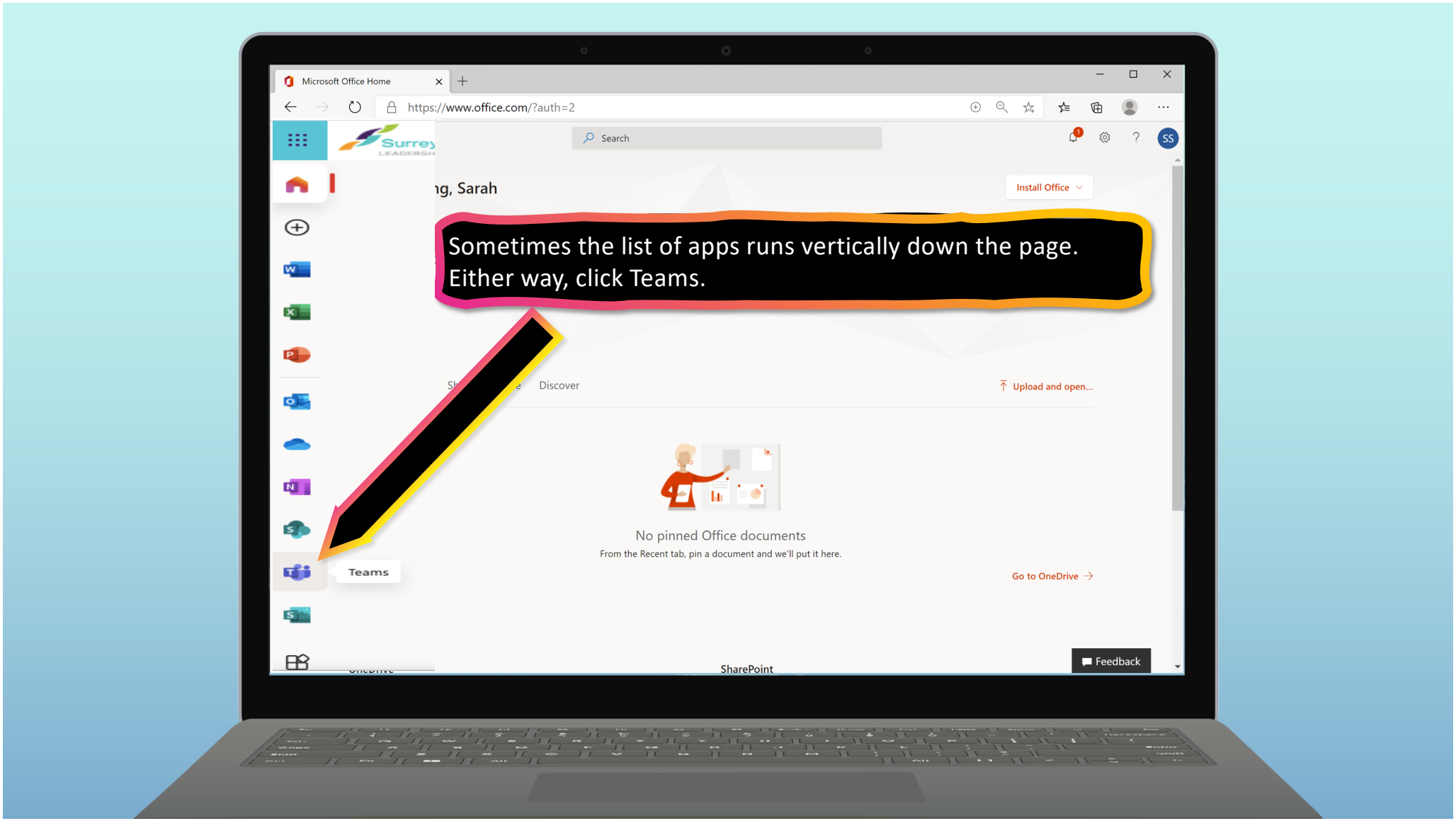
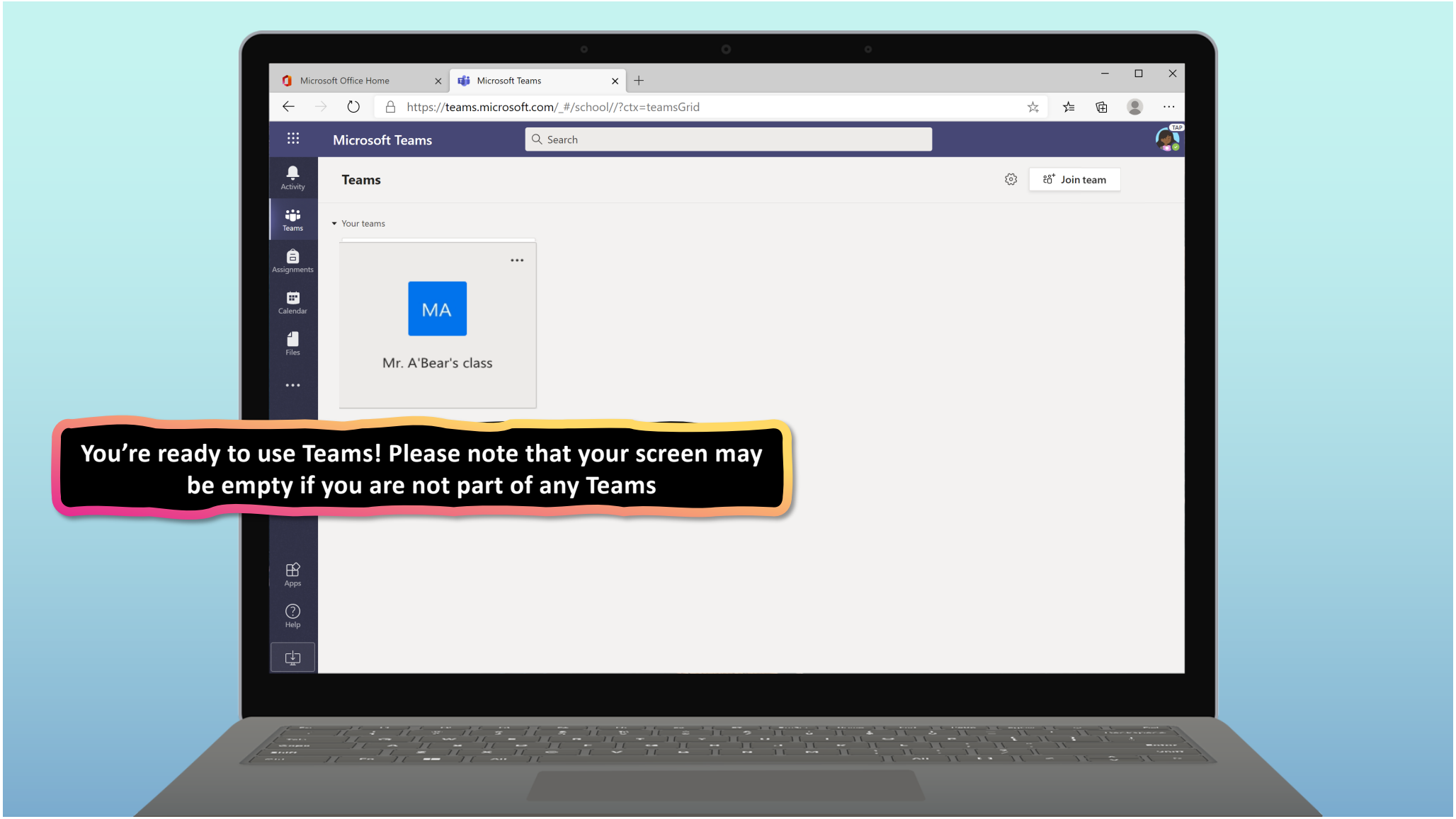
Welcome to Office
Your place to create, communicate, collaborate, and get great work done.
Sign in
Get Office
Go to Office.com and click Sign In.
Sign in to use your favorite productivity apps from any device
Word
Excel
PowerPoint
OneNote
OneDrive
Outlook
Teams

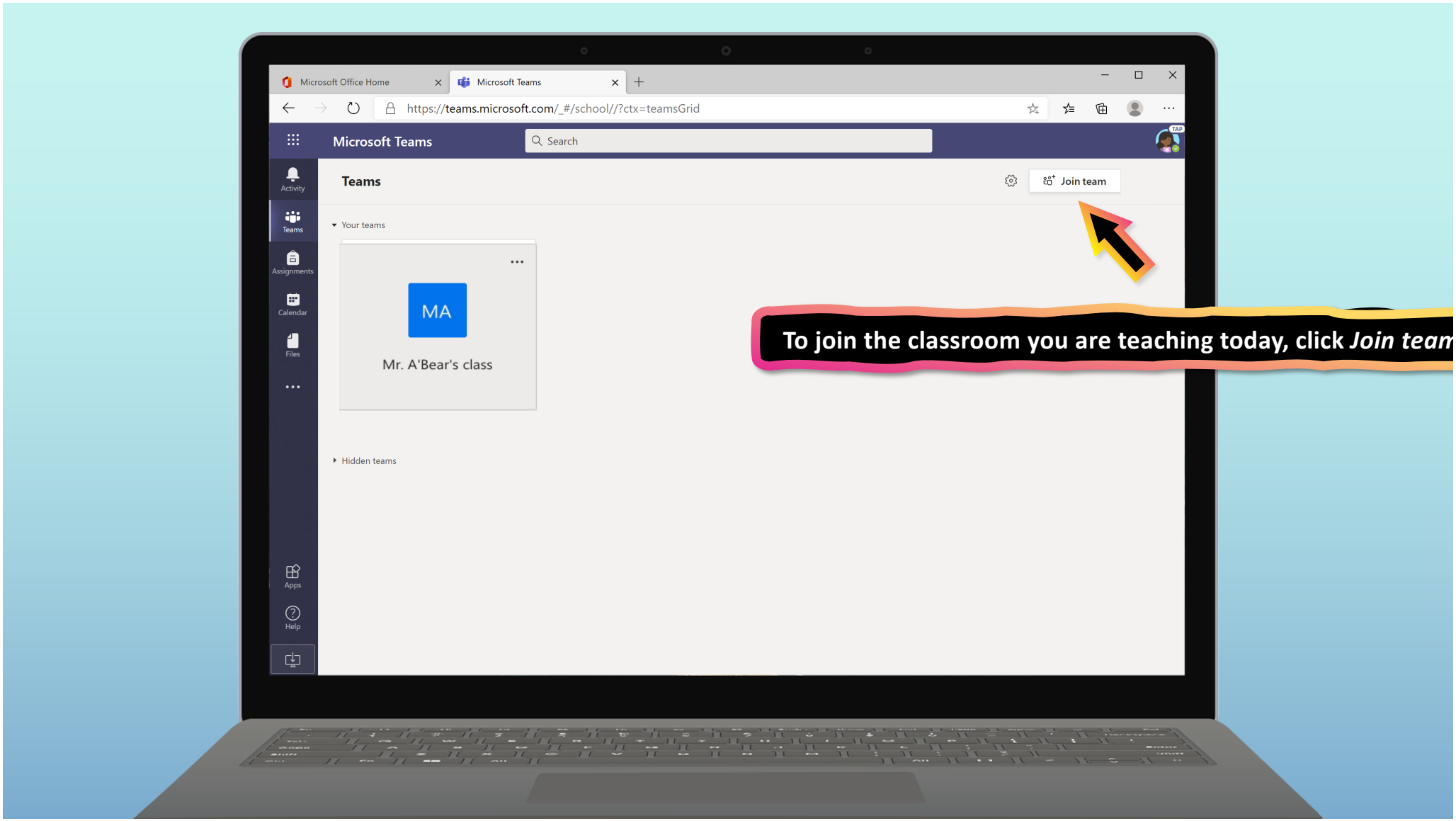

Sign in to your account
https://login.microsoftonline.com/common/oauth2/authorize?client_id=4345a7b9-9a63-4910-a426-35363201d503&r...
Microsoft
Sign in
Email, phone, or Skype
No account? Create one!
Can't access your account?
Sign-in options
Next
Terms of use
Privacy & cookies
Sign in with your District email assigned to you. When you click Next, it will redirect you to the Surrey Schools sign-in page.

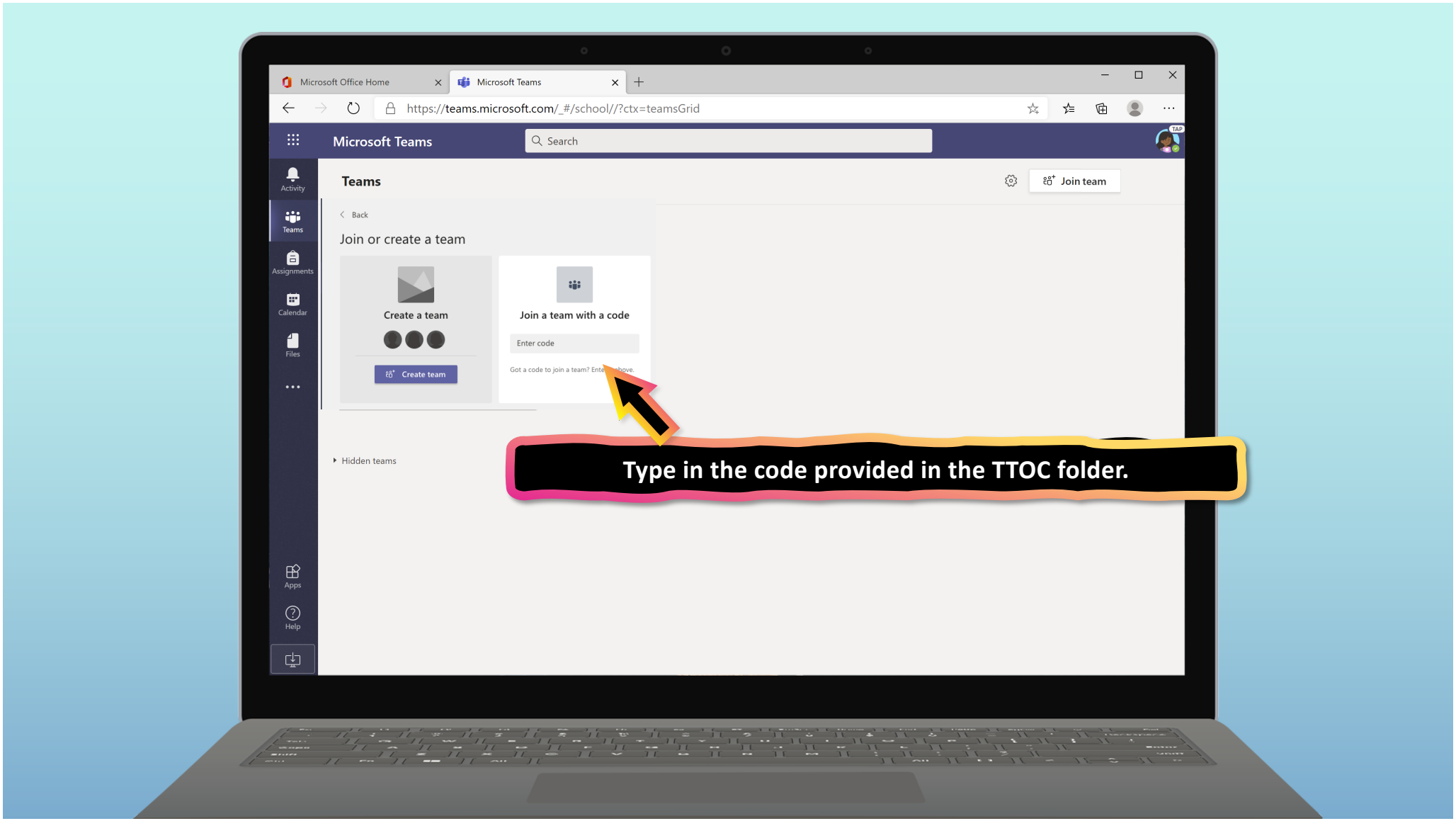

Sign in to your account
https://login.microsoftonline.com/common/oauth2/authorize?client_id=4345a7b9-9a63-4910-a426-35363201d503&r...
Surrey Schools
LEADERSHIP IN LEARNING
Sign in with your Surrey Schools account
Username
Password
Cancel
Sign in
Password Management
Type in your Surrey Schools username and password.

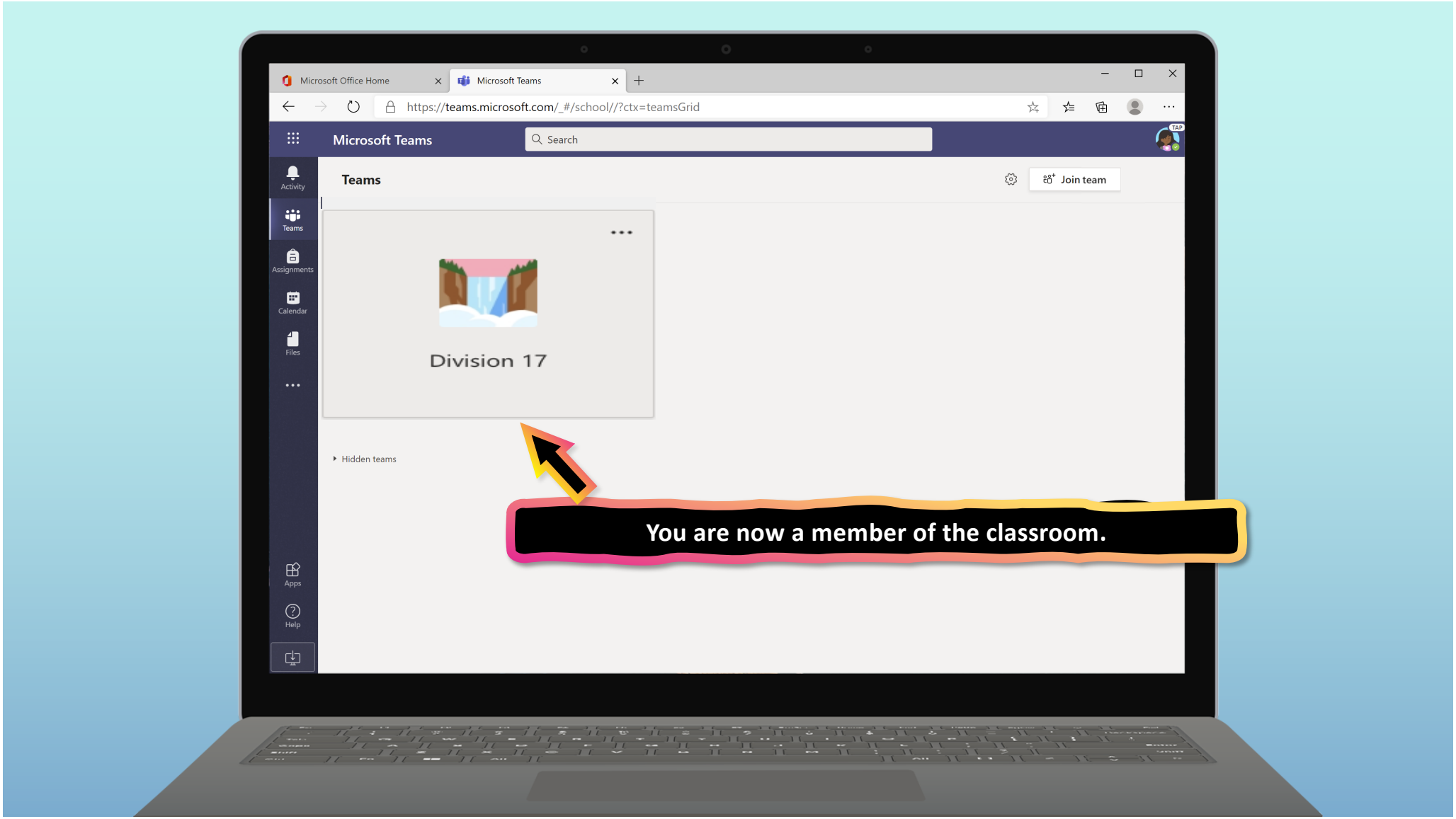

Microsoft Office Home
https://www.office.com/?auth=2
Office 365
Search
SS
Good evening, Sarah
Install Office
Start new
Outlook
OneDrive
Word
Excel
PowerPoint
OneNote
SharePoint
Teams
Sway
Forms
All apps
Recent
Pinned
Shared with me
Discover
No pinned Office documents
From the Recent tab, pin a document and we'll put it here.
Go to OneDrive
OneDrive
SharePoint
Feedback
Select the Teams application to start using Teams online.


Microsoft Office Home
https://www.office.com/?auth=2
Search
SS
Install Office
Sometimes the list of apps runs vertically down the page.
Either way, click Teams.
Discover
Upload and open...
No pinned Office documents
From the Recent tab, pin a document and we'll put it here.
Go to OneDrive
Teams
SharePoint
Feedback


Microsoft Office Home
Microsoft Teams
https://teams.microsoft.com/_#/school//?ctx=teamsGrid
Microsoft Teams
Search
Activity
Teams
Assignments
Calendar
Files
Apps
Help
Teams
Join team
Your teams
MA
Mr. A'Bear's class
You're ready to use Teams! Please note that your screen may be empty if you are not part of any Teams


Microsoft Office Home
Microsoft Teams
https://teams.microsoft.com/_#/school//?ctx=teamsGrid
Microsoft Teams
Search
Activity
Teams
Assignments
Calendar
Files
Apps
Help
Teams
Join team
Your teams
MA
Mr. A'Bear's class
Hidden teams
To join the classroom you are teaching today, click *Join team*


Microsoft Office Home
Microsoft Teams
https://teams.microsoft.com/_#/school//?ctx=teamsGrid
Microsoft Teams
Search
Activity
Teams
Assignments
Calendar
Files
Apps
Help
Teams
Join team
Back
Join or create a team
Create a team
Create team
Join a team with a code
Enter code
Hidden teams
Type in the code provided in the TTOC folder.


Microsoft Office Home
Microsoft Teams
https://teams.microsoft.com/_#/school//?ctx=teamsGrid
Microsoft Teams
Search
Activity
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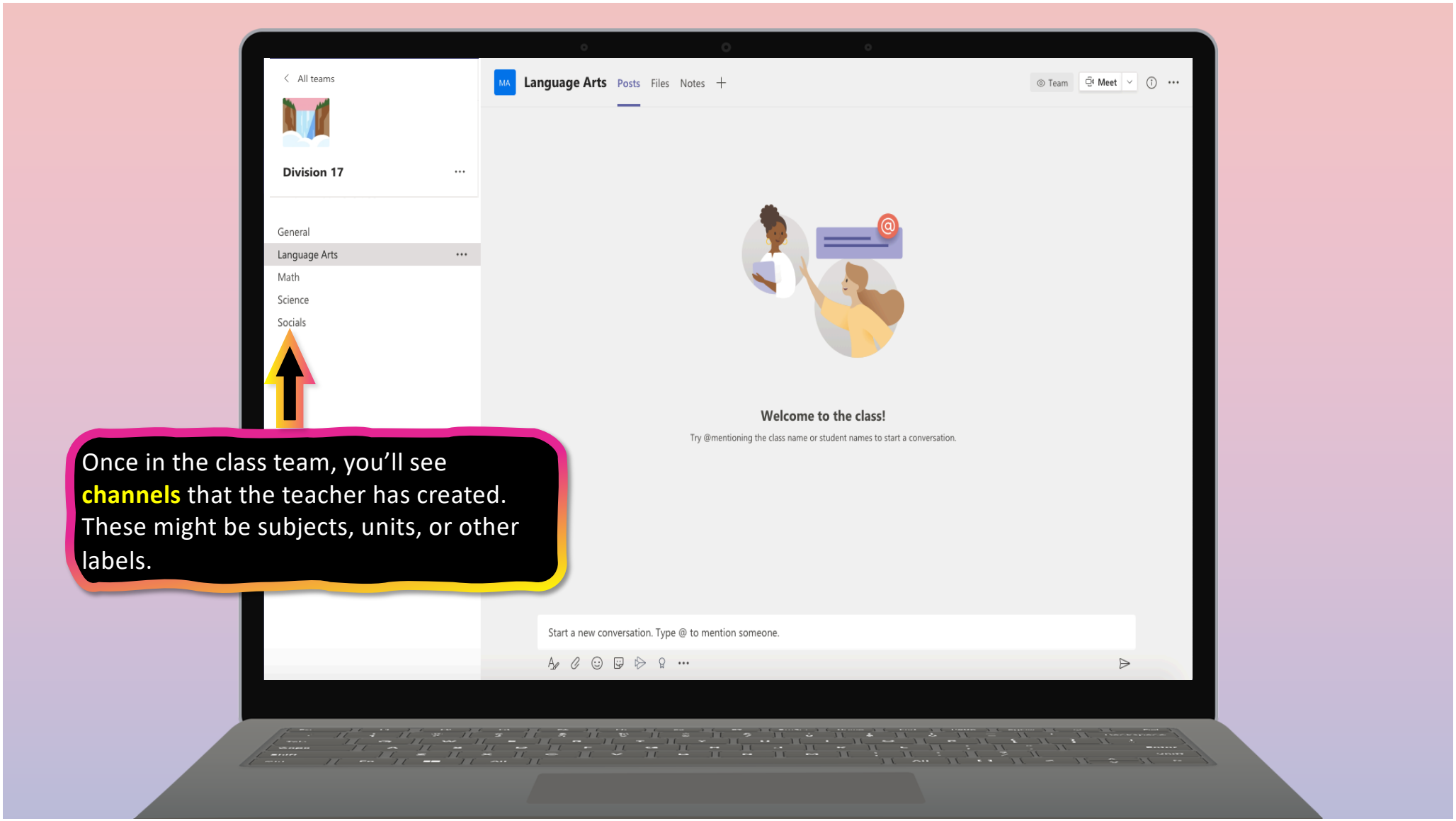
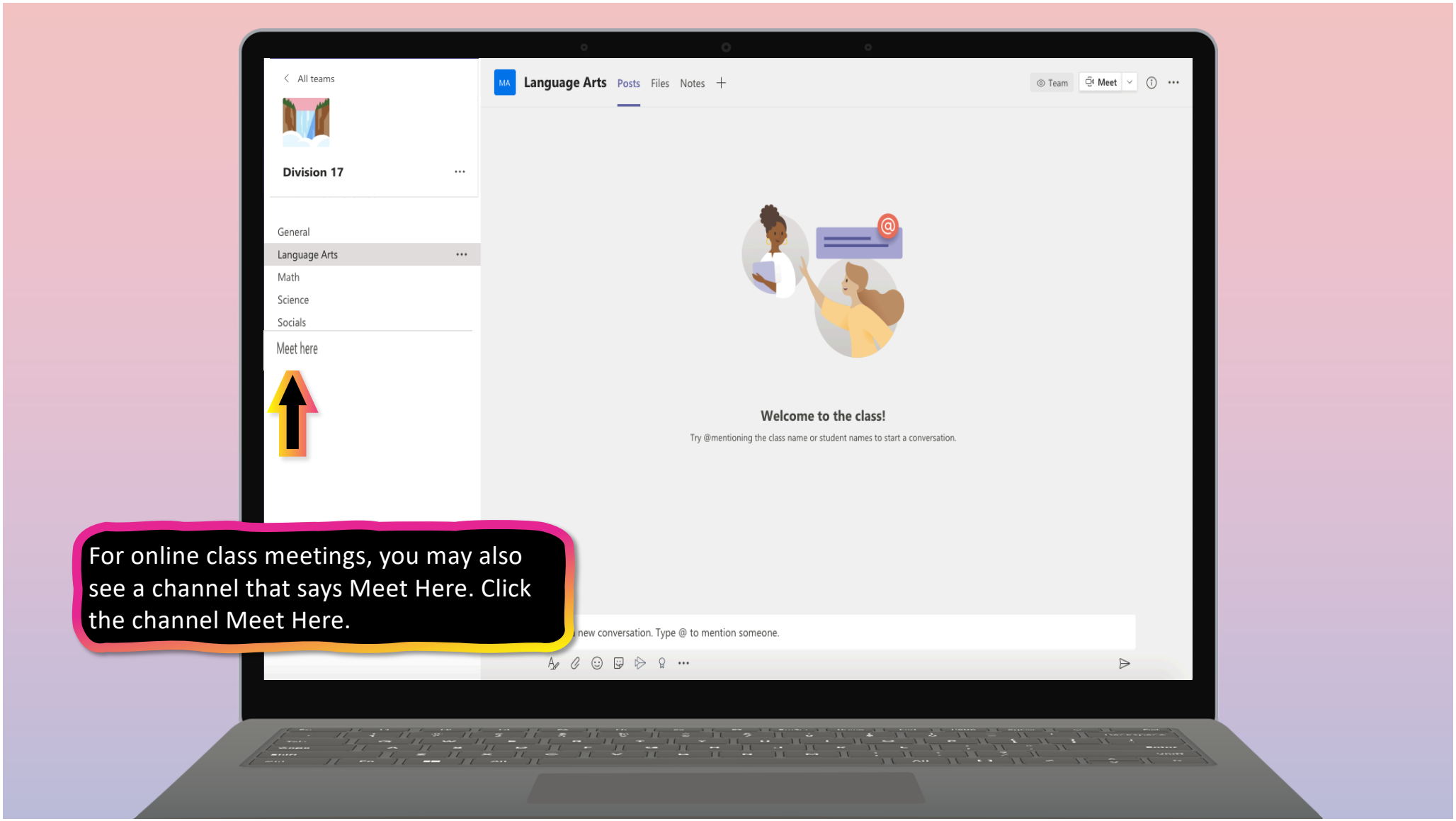
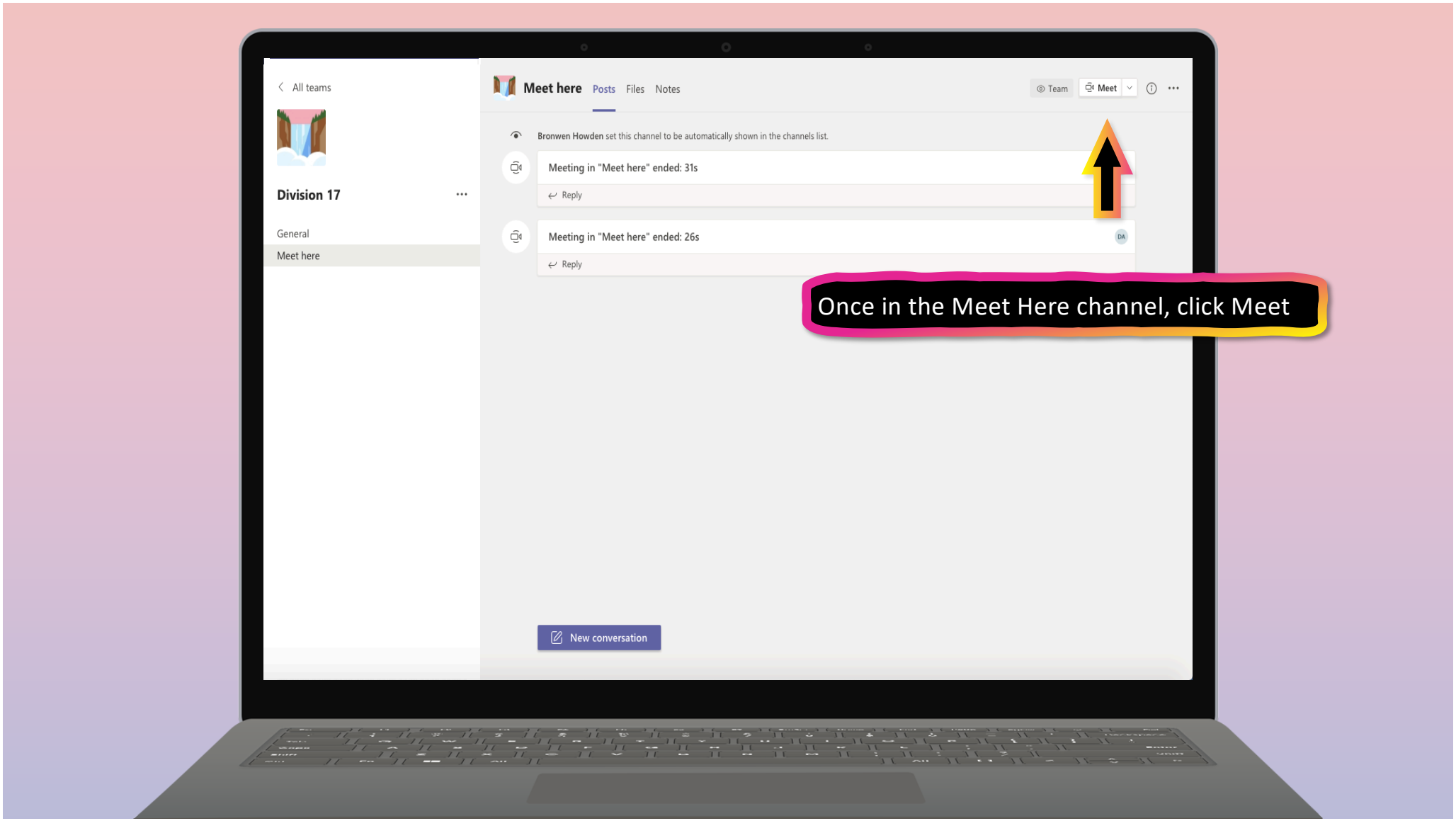
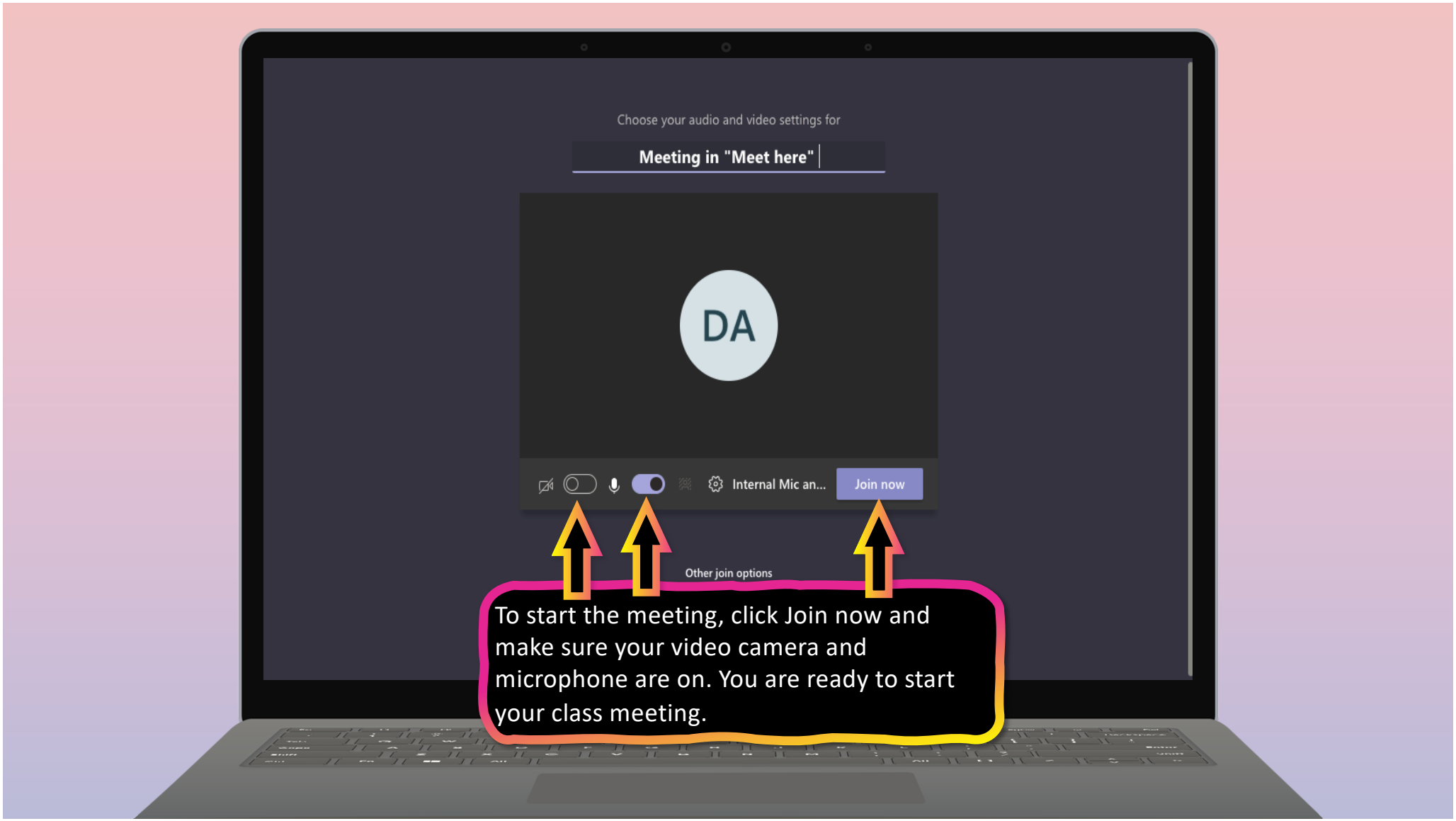
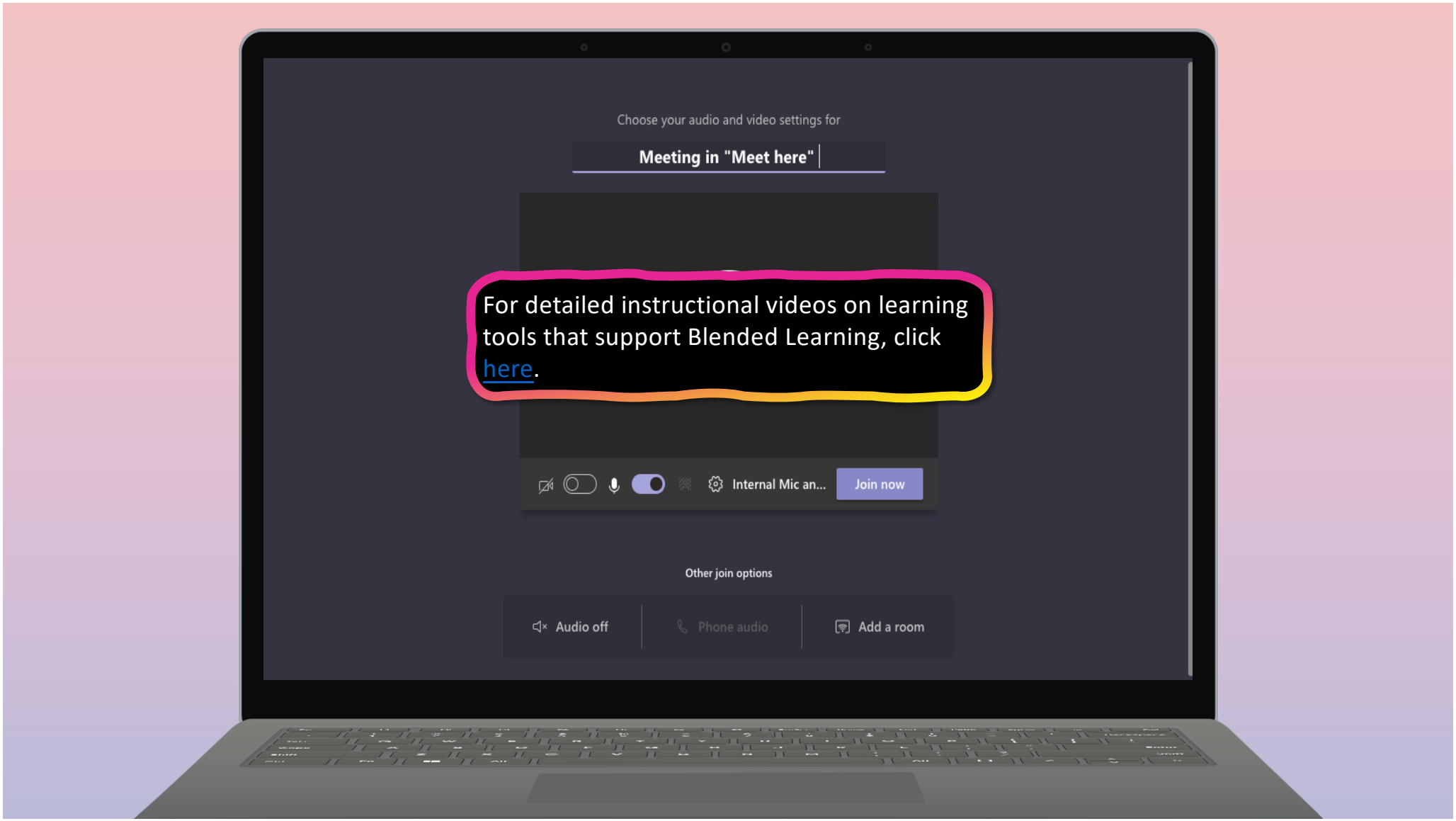
Help
Teams
Join team
Division 17
Hidden teams
You are now a member of the classroom.


All teams
Division 17
General
Language Arts
Math
Science
Socials
MA
Language Arts
Posts
Files
Notes
Team
Meet
Welcome to the class!
Try @mentioning the class name or student names to start a conversation.
Start a new conversation. Type @ to mention someone.
Once in the class team, you'll see channels that the teacher has created. These might be subjects, units, or other labels.


All teams
Division 17
General
Language Arts
Math
Science
Socials
Meet here
MA
Language Arts
Posts
Files
Notes
Team
Meet
Welcome to the class!
Try @mentioning the class name or student names to start a conversation.
new conversation. Type @ to mention someone.
For online class meetings, you may also see a channel that says Meet Here. Click the channel Meet Here.


All teams
Division 17
General
Meet here
Meet here
Posts
Files
Notes
Team
Meet
Bronwen Howden set this channel to be automatically shown in the channels list.
Meeting in "Meet here" ended: 31s
Reply
Meeting in "Meet here" ended: 26s
Reply
Once in the Meet Here channel, click Meet
New conversation


Choose your audio and video settings for
Meeting in "Meet here"
DA
Internal Mic an...
Join now
Other join options
To start the meeting, click Join now and make sure your video camera and microphone are on. You are ready to start your class meeting.


Choose your audio and video settings for
Meeting in "Meet here"
For detailed instructional videos on learning tools that support Blended Learning, click here.
Internal Mic an...
Join now
Other join options
Audio off
Phone audio
Add a room