

# MICROSOFT TEAMS QUICK GUIDE

STUDENT EDITION

EDUCATIONAL TECHNOLOGY

Department of  
Teaching & Learning Supports



**KCS** | KNOX COUNTY SCHOOLS

# WHAT IS MICROSOFT TEAMS?

## MICROSOFT TEAMS

Microsoft Teams for Education brings teachers and students together through video meetings in a secure learning environment. With Teams, families can help their students connect with their teachers and learn from anywhere. Use the information below to connect your students to your virtual classroom.



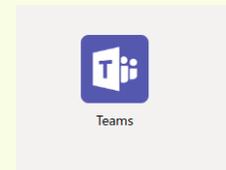
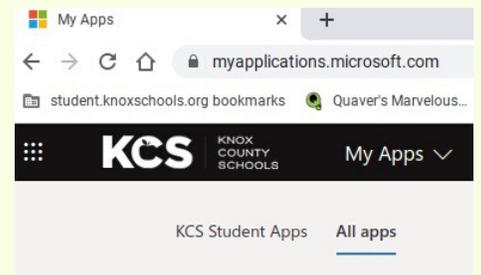
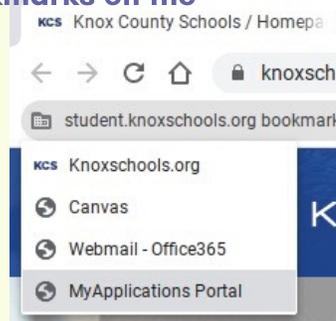
## HOW WILL I ACCESS THE TEAMS APP?

**On a Chromebook: Click on the Student Bookmarks on the Bookmarks Bar in Chrome**

**Click on MyApplications Portal**

**Go to All Apps**

**Click on Microsoft Teams**

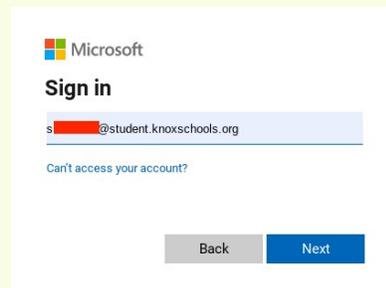


## HOW DO I SIGN INTO TEAMS?

Enter student ID and Student Password:

**Username:** s1234567@student.knoxschools.org

**Password:** JS4567kcs

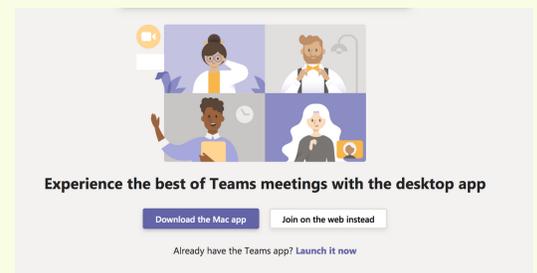


## HOW WILL I ACCESS A TEAMS MEETING?

**Through a Canvas Course, email, or directly in the Teams App.**

**Click on the [Join Microsoft Teams Meeting](#) link.**

**You may be prompted to choose the web-based version or the app. Choose to join the web-based version. The desktop version will not work on a Chromebook.**



# WHAT IS MICROSOFT TEAMS?

## WHO WILL BE IN THE MEETING?

You will be able to see the people in the meeting. In the web-based version of Teams, you may only see the person talking.

As each person talks, the speaker should appear on your screen.

The Teacher will start the meeting and set the meeting expectations



## HOW DO I USE THE CONTROL BAR?

**CAMERA:** TURNS YOUR CAMERA ON AND OFF.

**MICROPHONE:** ALLOWS YOU TO SPEAK OR ALLOWS YOU TO TURN OFF YOUR MICROPHONE.

**MEETING CHAT:** ALLOWS YOU TO WRITE COMMENTS AND QUESTIONS.

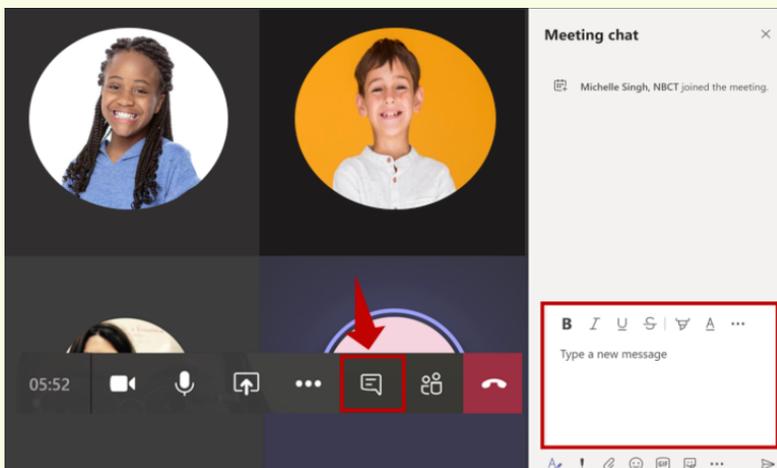
**RAISE YOUR HAND:** ALLOWS THE TEACHER TO KNOW YOU HAVE A QUESTION OR COMMENT.

**PARTICIPANTS:** LISTS INDIVIDUALS IN THE MEETING.

**HANG UP:** CLICK THE RED BUTTON TO END THE CALL.



## TEAMS MEETINGS CHATS



Collaborate and ask questions within a Teams Meeting.

# WHAT IS MICROSOFT TEAMS?

## STUDENT NORMS FOR

*Teams Meeting* >>>>

IN OTHER WORDS...



**GOOD TEAMS ETIQUETTE**



MUTE YOUR MICROPHONE WHEN YOU ARE NOT SPEAKING



MAKE SURE YOUR SOUND IS ON



CHECK YOUR VIDEO BACKGROUND, HAVE A WALL BEHIND YOU, BLUR BACKGROUND



CHECK YOUR VIDEO ANGLE, WE WANT TO SEE YOUR FACE, NOT YOUR CHEEK OR UP YOUR NOSE



MAKE SURE YOUR MIC IS NOT MUFFLED, AND THAT YOU SPEAK CONFIDENTLY & CLEAR



USE THE CHAT FEATURE TO ASK QUESTIONS, NOT TO CHAT OR SPAM THE MEETING



BE CONSIDERATE WITH YOUR WORDS

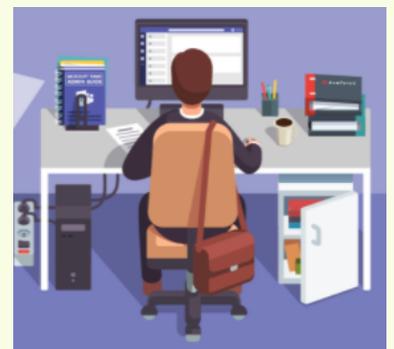


CHECK YOUR LIGHTING, NO LIGHT BEHIND YOU (LIKE A WINDOW)

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## What are Teams Meeting Expectations?

- KCS approved dress
- Listen to the educator or individual speaking
- Be conscious of background noise
- Mute your microphone when you're not speaking
- Use chat feature for questions and comments
- Choose a well-lit room and avoid sitting with a window behind you
- Stay engaged throughout the lesson or activity
- Raise your virtual hand on the toolbar to ask a question



# WHAT IS MICROSOFT TEAMS?

## WHAT HAPPENS IF I HAVE TECHNICAL DIFFICULTIES DURING A MEETING?

What happens if I am disconnected from the meeting? **Rejoin the meeting by clicking on the original link you were sent.**

What happens if I am signed in as a guest in a meeting? **Hang up and, sign into your KCS account, and rejoin the meeting.**

What do I do if I cannot hear the person speaking? **Most likely, the person has his/her microphone muted. You may wish to make a comment in the chat or you may unmute your microphone and let the speaker know. You may need to adjust the volume on your computer or phone.**

## STUDENT RESOURCES



<https://bit.ly/teamsstudents>