

# MICROSOFT TEAMS QUICK GUIDE

FAMILY EDITION

EDUCATIONAL TECHNOLOGY

Department of  
Teaching & Learning Supports

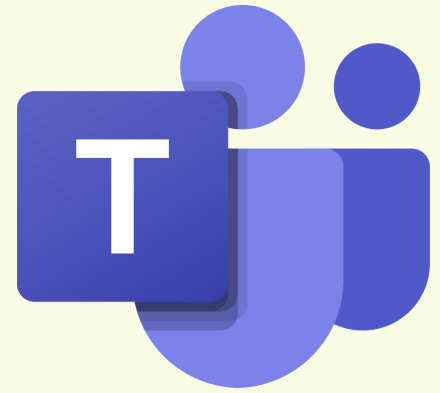


**KCS** | KNOX COUNTY SCHOOLS

# WHAT IS MICROSOFT TEAMS?

## MICROSOFT TEAMS

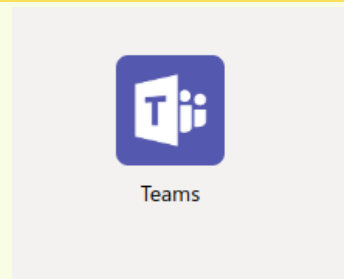
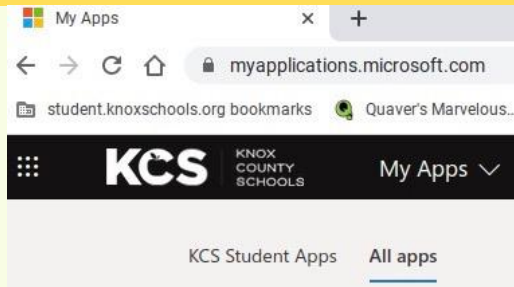
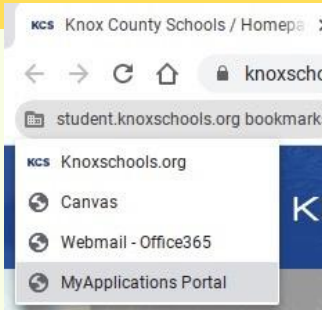
Microsoft Teams for Education brings teachers and students together through video meetings in a secure learning environment. With Teams, families can help their students connect with their teachers and learn from anywhere. Use the information below to connect your students to your virtual classroom.



## HOW WILL MY STUDENT 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

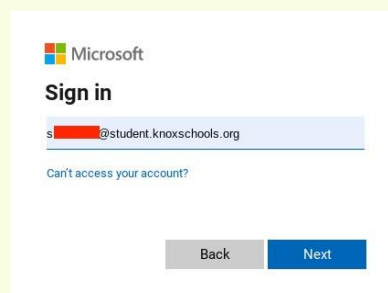


## HOW WILL MY STUDENT SIGN INTO TEAMS?

Enter student ID and Student Password:

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

**Password:** JS4567kcs



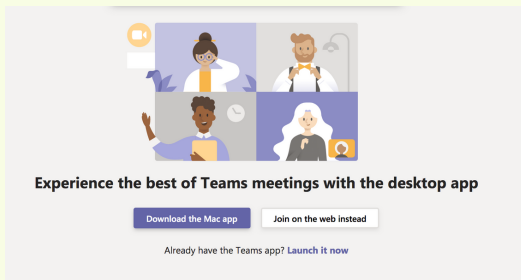
# WHAT IS MICROSOFT TEAMS?

## HOW WILL I ACCESS A TEAMS MEETING?

Teachers will send you an email with a link to the meeting

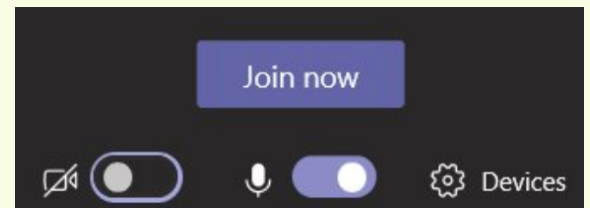
Click on the [Join Microsoft Teams Meeting](#) link.

You may be prompted to choose the web-based version or the app. Choose to join the web-based version or you may download the app. - [aka.ms/getteams](https://aka.ms/getteams)



## How will I Join a Teams Meeting?

- You may be prompted to enter your name.
- Choose whether to join the meeting with your video and audio on or off. (On is recommended)
- Click the Join Now button.
- You should be able to join the meeting shortly.



## 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 will set the meeting expectations.



# WHAT IS MICROSOFT TEAMS?

## 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.

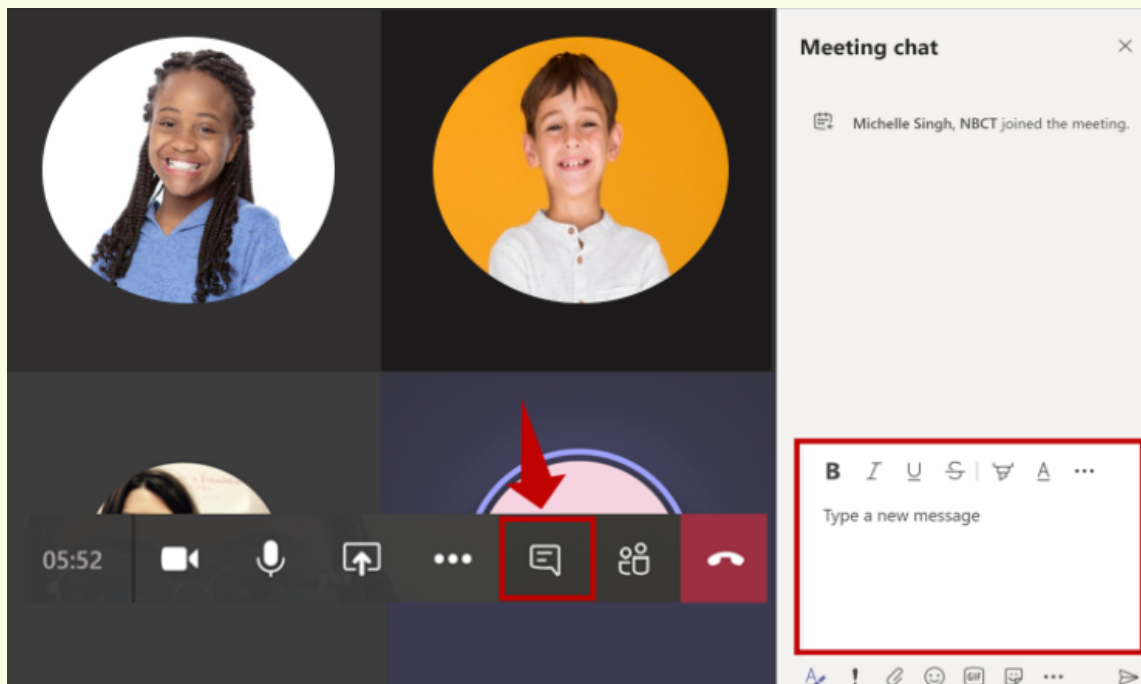
**RAISE YOUR HAND:** ALLOWS THE TEACHER TO KNOW YOU HAVE A QUESTION OR COMMENT.

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

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



## TEAMS MEETINGS CHATS - STUDENTS AND ADULTS



Collaborate  
and ask  
questions  
within a  
Teams  
Meeting.

# WHAT IS MICROSOFT TEAMS?

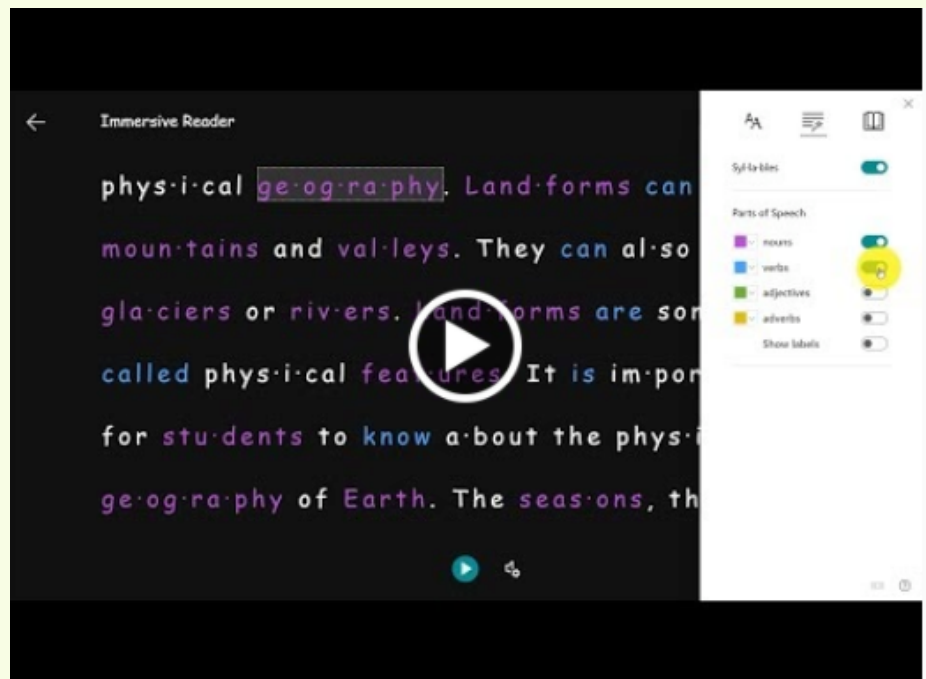
## What are Teams Meeting Expectations?

- 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



## IMMERSIVE READER

Use the Immersive Reader in Teams and Canvas to change the language of a document or to have the document read aloud.



Microsoft Immersive Reader Resources  
<https://bit.ly/kcsimmersive>

# 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 - TO ASSIST YOUR CHILD







### Tips for Students

33 videos • 7,376 views • Last updated on Apr 8, 2020



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Teams Tips for Students - <https://bit.ly/kcsteamstudent>