

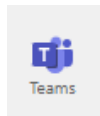
## Microsoft Teams:

All staff and students have Teams as part of their KNGS Office 365 account.

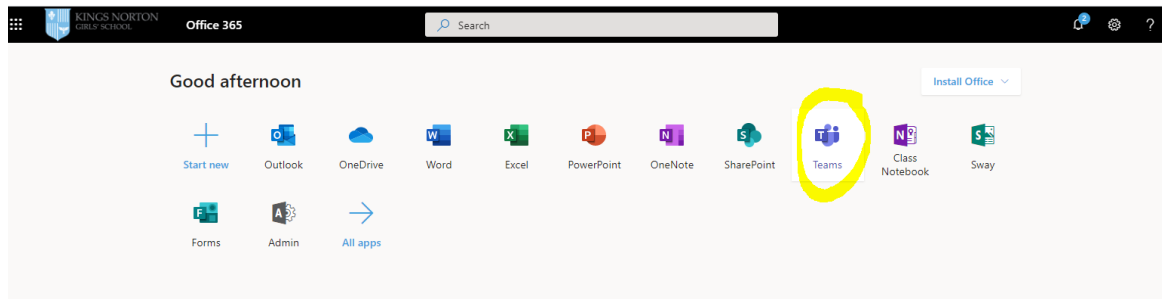
To access Teams log in to Office 365:

Internet browse to: <https://login.microsoftonline.com> and select Sign In.

Sign In with your KNGS email address (username) and your password (case sensitive and same password as PC logon at school).



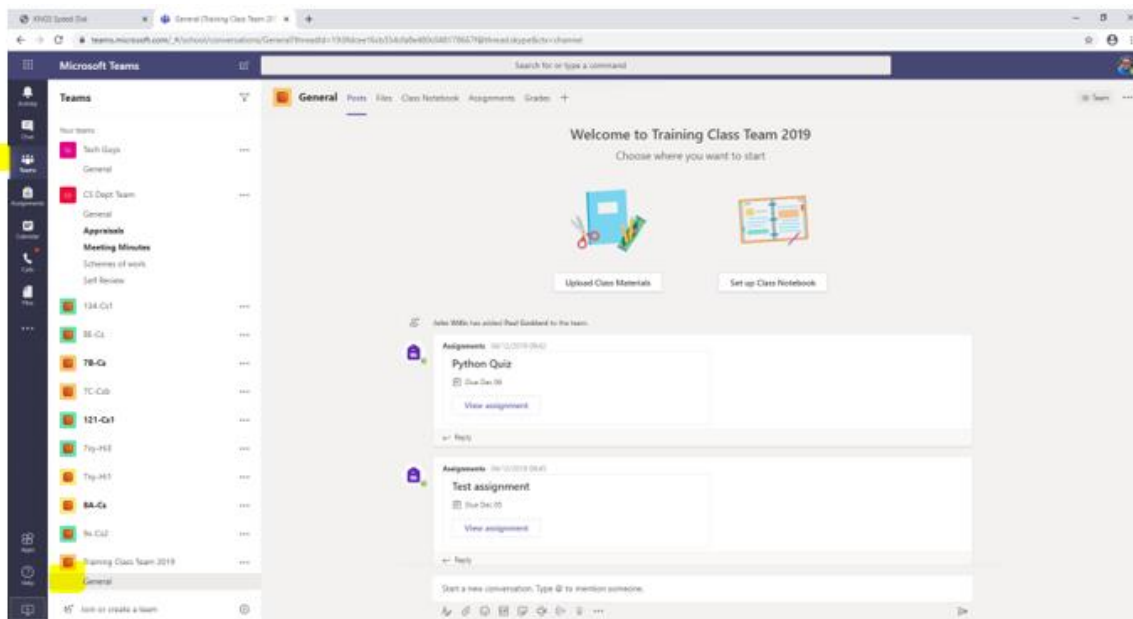
Click on the Teams icon:



You can also download the Teams app on your smartphone and therefore, access Teams via your smartphone. This also allows you to see everyone at once if you are in a group session.

Once your subject teacher has activated your class on teams, your classes will populate down the left (they are the teams):

If your subject teacher hasn't activated your class it might be because they have chosen not to use this application.

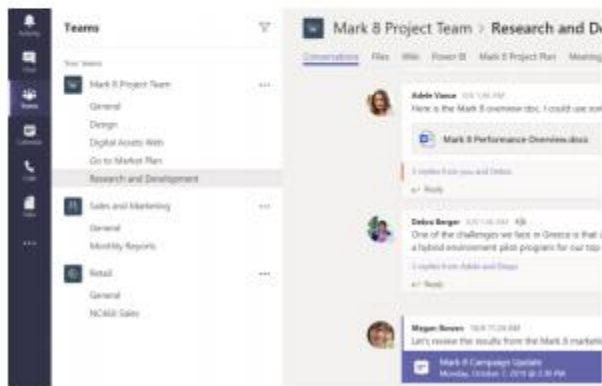


Every class (team) already has a default channel ready to use called: General

- You can start a conversation or join in with a conversation with all the students in the class. Therefore, what you send or reply with will be seen by all of the class. This could be very useful in answering a query, explaining a task, asking a question etc (without having to switch to Outlook and compose emails):

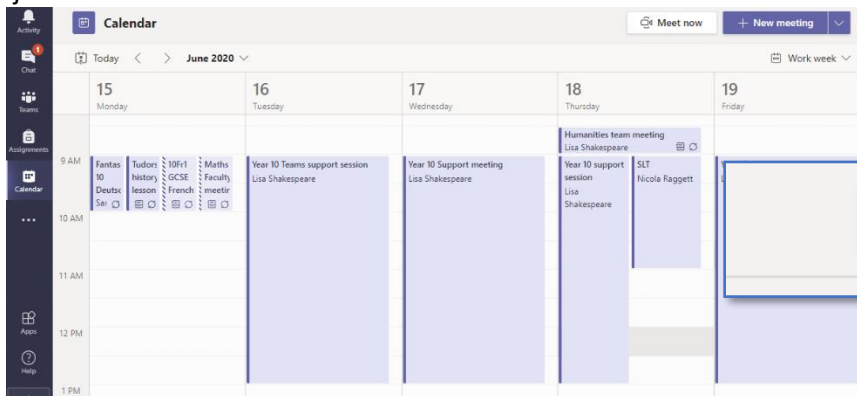
## Pick a team and channel

A *team* is a collection of people, conversations, files, and tools—all in one place. A *channel* is a discussion in a team, dedicated to a department, project, or topic. Click **Teams** and select a team. Pick a channel to explore the **Conversations**, **Files**, and other tabs.



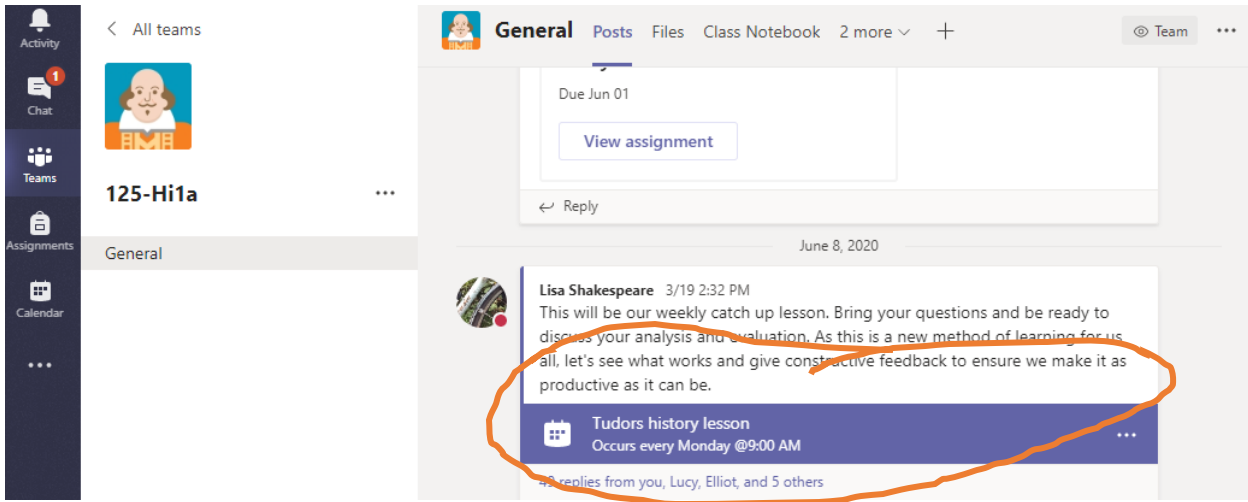
## Joining a meeting or lesson

To do this, you have two choices, you can go to your calendar and click on the meeting scheduled and then click 'join'



then click the 'join' button in the top right hand corner

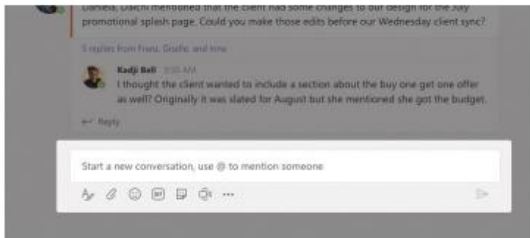
The other way to join a scheduled meeting is to join via your Teams page. Clicking on the calendared meeting takes you to the meeting which you can then join.




## Start a conversation

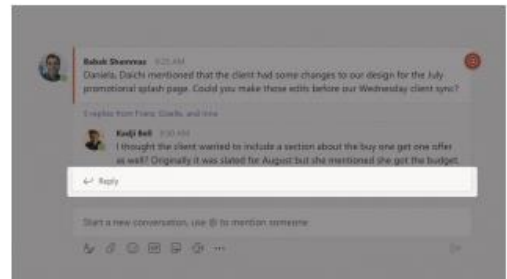
*With the whole team...* Click **Teams** , pick a team and channel, write your message, and click **Send** .

*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** .

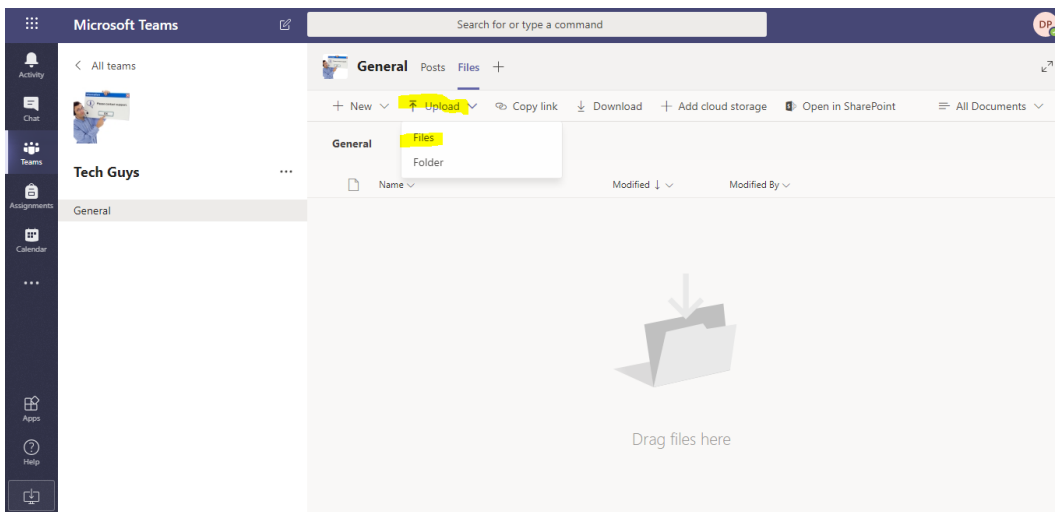
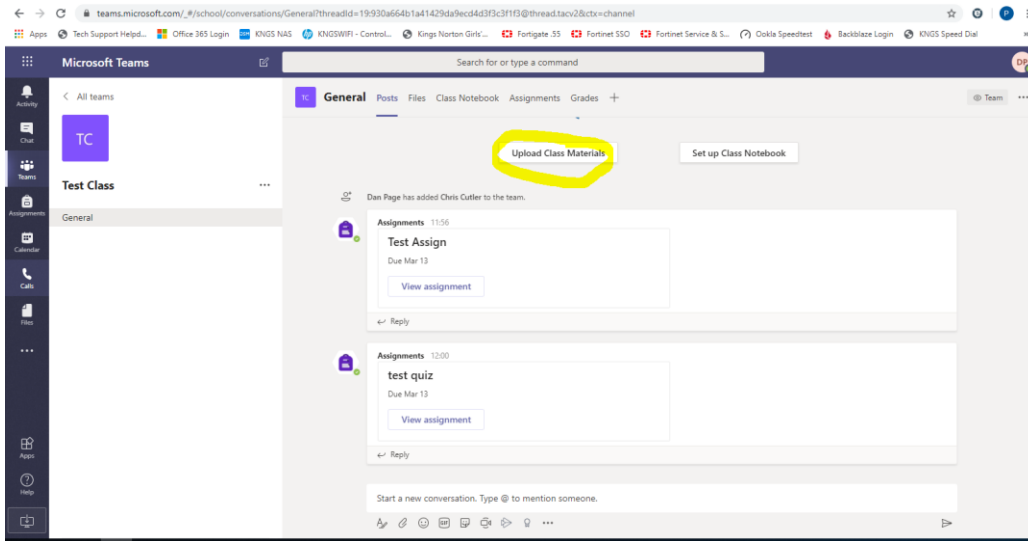


## Reply to a conversation

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** .

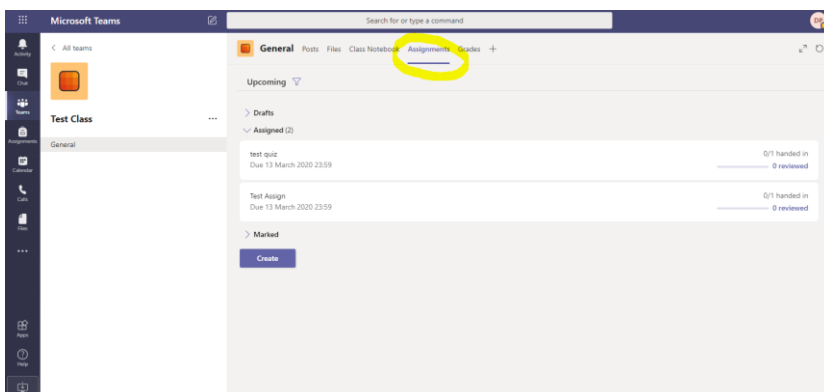


- Your teacher may upload Class Materials or upload Files to a relevant class for you to use:
- These materials will also be saved in StudentShare.



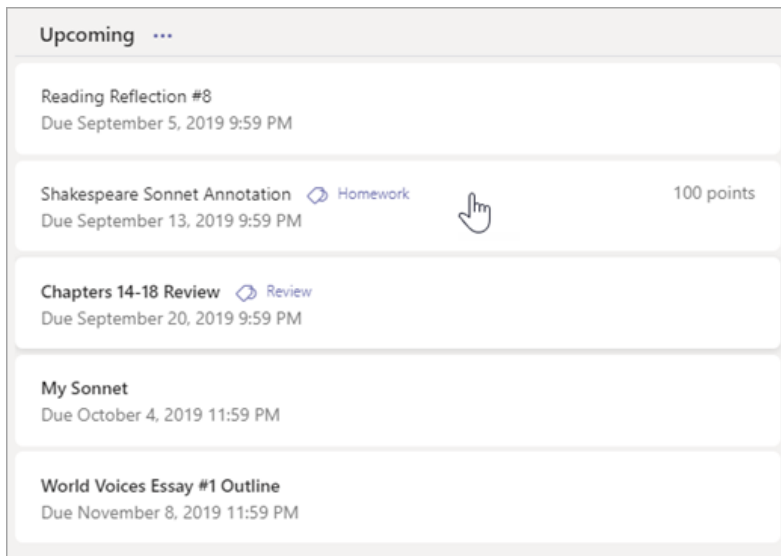
## Assignments

- Your teacher may use the Assignments section to set work for the relevant class:



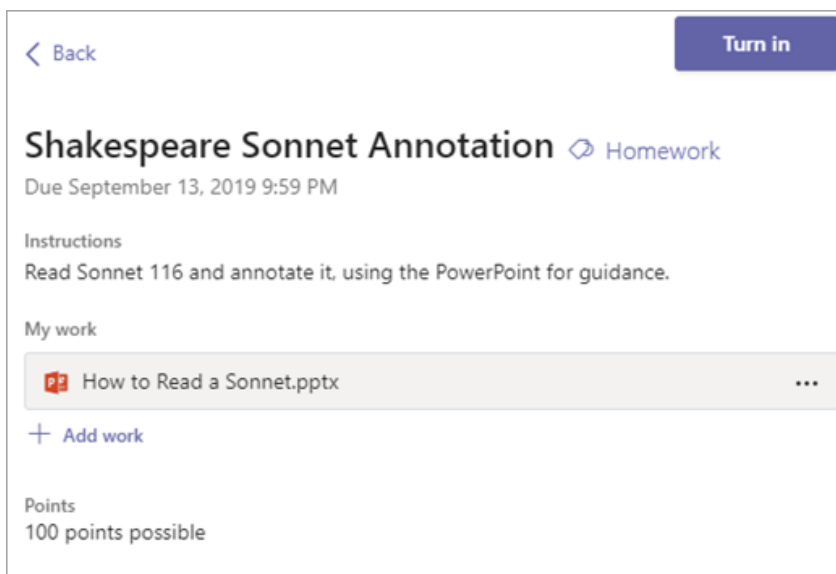
If you are using Assignments to send your work to your teacher, you can upload photos or documents. Your teacher may give you feedback here too.

- Your upcoming assignments will show in order of when they're due. Select any assignment card to open it and view the assignment's details.



**Tip:** Select the Expansion icon (diagonal, double sided arrow) to work in full-screen mode.



- If your teacher specified a document for you to turn in or you have other files to attach to this assignment, select **+Add work** and upload your file. **Note:** You can attach a file up to 50 mb in size.

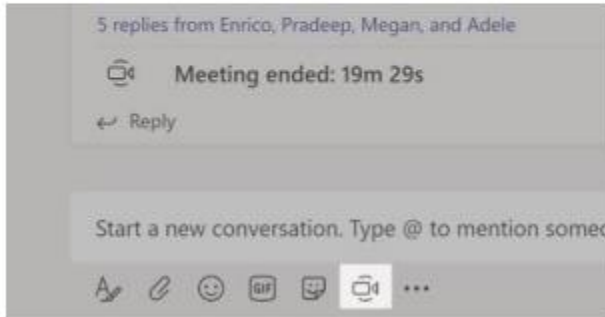


- Select the **Turn in** button to turn in an assignment before its deadline. The button will change depending on the status:

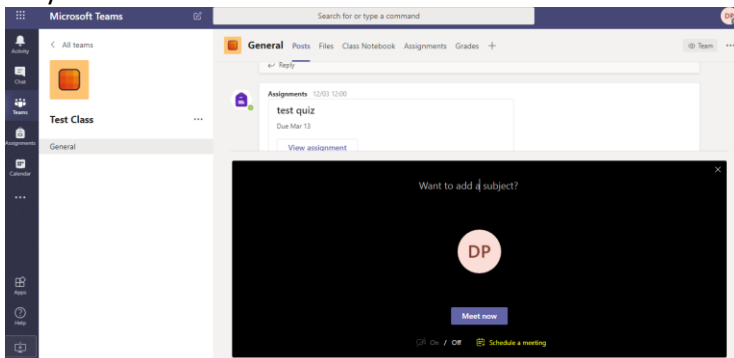
- **Turn in again** if you're editing an assignment you've already turned in and need to submit work again.
  - Your teacher may book Meetings or lessons but you can also book your own:

## Start a meeting

Click **Meet now**  under the area where you type a message to start a meeting in a channel. (If you click **Reply**, then **Meet now** , the meeting is based on that conversation.) Enter a name for the meeting, then start inviting people.



Meet now or Schedule a meeting, and please decline the use of the camera and microphone (select camera and mic off). You may be able to use these once the lesson is underway but your teacher will let you know when they start the lesson.



Fill in the meeting details and when you press send it is posted in your class conversation (no need to add required attendees):

