Microsoft Teams

Salamah College





Version Control

Version	Date Released	Change Notice	Pages
1.0	5 - 4 - 2020	NA	All
1.1	10-7-2021	Join a team	Add page 5



What is Microsoft Teams?

Microsoft teams is a platform used as a collaboration medium to host meetings and access shared resources. It is part of Office 365 to which Microsoft Outlook (Students' Email) belong.

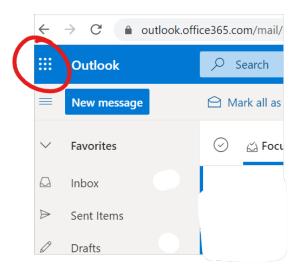
Moreover, Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place called virtual classroom.

To log on to Microsoft Teams, please follow the steps below.

1- Log on to the School email as demonstrated in the Email Login Instructions for Parents. **Explanation**

One way to log on to Microsoft Teams is to log on to the student email and then follow 2 simple steps to access Microsoft Teams.

2- Click the 3x3 box located at the top left hand corner as indicated in the image below



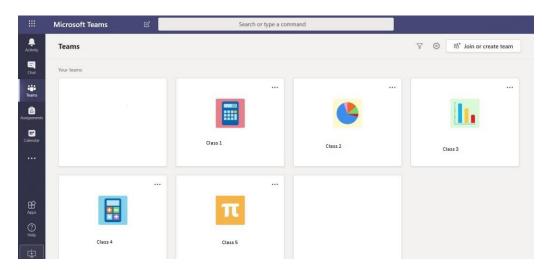
3- Click on Teams located on the page that pops out as indicated in the image below. If Teams is not visible within the list of apps then please click on "All apps" and you will be able to find Teams.

		Office 365
Ар	ps	
0	Outlook 🧲	OneDrive
w	Word	Excel
2	PowerPoint	OneNote
9	SharePoint	ji Teams
N	Class Notebook	Sway
P	Forms	
All a	$apps \rightarrow$	
Do	cuments	
	New Y	

Address 40 Hector Street, Chester Hill NSW 2162 Web www.salamah.nsw.edu.au



4- The page will reload and you will be redirected to Microsoft Teams page as indicated in the image below. If the page opened on the chat window, you will need to press Teams.



- 5- You may click on the button at the bottom left corner of the page under the help icon to download the Microsoft Teams application and get access to it without going through the whole previous procedure. After installing the application you will be able to sign in to it using your email credentials.
- 6- To access a class, you will need to click on the relevant class and you will be redirected to the class's page as illustrated below. The red arrow shows an appointment that has been set for students to click on and join an online meeting.

	Microsoft Teams	ES .	Search or type a command	
	< All teams	I	General Pests Files Class.Notebook Assignments Grades +	© Sam
	=	->	BE2 Methematics Tender April 2, 200 Me	
0	08MAT 2 Mathematics		er forje Setterday 1100 AM BE2 Period 1	
	General	-	BE2 Period 1 BE2 Mathematics Wednesder, April 1: 2011 (# 0.40 AM	
334			er hady St. J	
			5 BE2 Period 1 & 2 BE2 Mathematics. Travelar, April 1 2020 B BH2 And	
9 i 88			ar Segle	
			Start a new convension. Type @ to membor someone.	
۲			6000000 ···	⊳

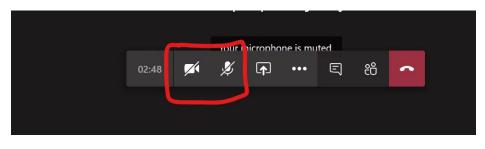
7- When the students access a class when the meeting is scheduled they will notice the following as indicated in the image.

	Microsoft Teams 05	Search or type a command	
.	Meeting in "General" 01:12	General Posts Files Class Notebook Assignments Grades Meeting 😁 +	@ ham
-		ar hely	
	pi 🖡 🗊 🚥 🔼	Yesterday	
•	< All teams	G4 Meeting ended: 33s	
•	A PROPERTY.	4.4 Royley Today	
		Meeting new	01:12 👧
	General	Meetingerted	
		Start a new conversation. Type @ to mention someone.	
		40000000 ···	

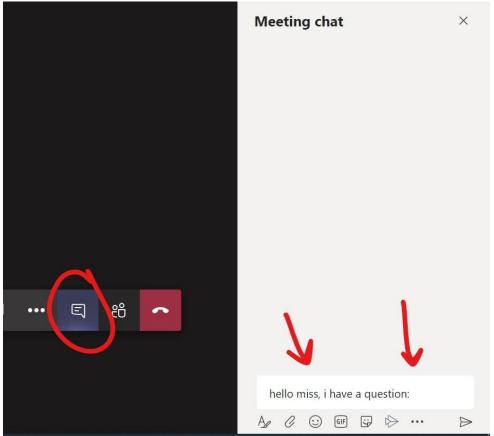
Address 40 Hector Street, Chester Hill NSW 2162 Web www.salamah.nsw.edu.au



8- Click "Join" and ensure your camera is switched off and your microphone is muted as indicated below.



9- To ask a question, please use the chat function and wait for the teacher to ask you to unmute your microphone. If the teacher called you to participate, you will also be able to unmute your microphone.



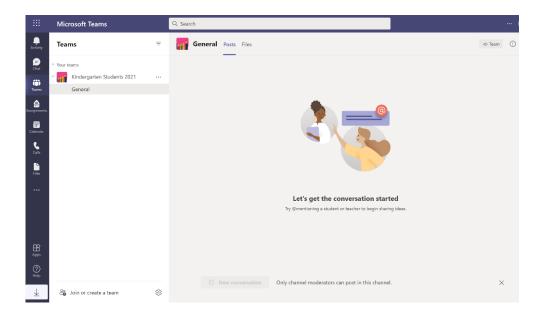
Address 40 Hector Street, Chester Hill NSW 2162 Web www.salamah.nsw.edu.au



10- If you have not joined a Microsoft Team before, then you will encounter the screen below.

	Microsoft Teams	Q Search		(
 Activity	Teams =	Join or create a team	Search teams	Q
(F) Chat				
tii) Teams				
Assignments		Create a team Join a team with a code		
III Calendar		Bring everyone logether and get to work! Join team		
C alls				
Files				
(?) Help				
\downarrow	👪 Join or create a team විවි			

11- Input the joining code of a team to access your virtual class. Your teacher will provide you with the code then hit Join team. A similar screen to the below will show below.



Address 40 Hector Street, Chester Hill NSW 2162 Web www.salamah.nsw.edu.au