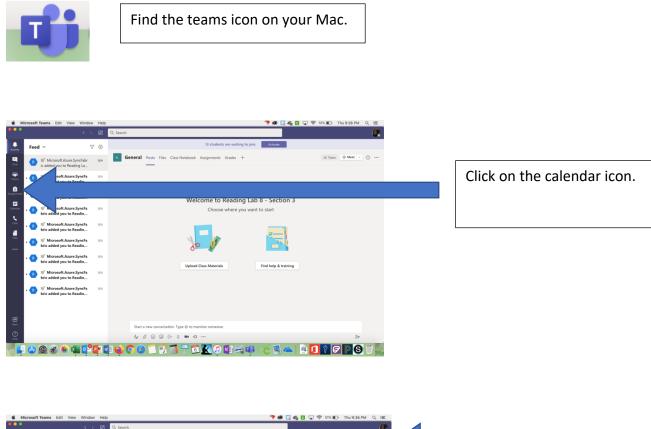
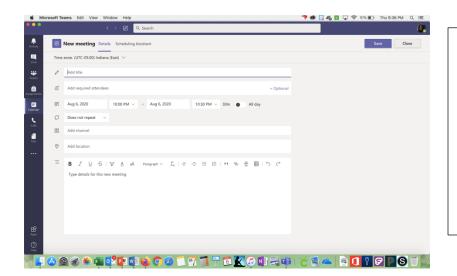
**Before using Teams with students, when you first open a Team, at the top of the screen, it will say that you need to activate it and will tell you how many students are waiting to join. Click Activate. Just activate one course for Teams.

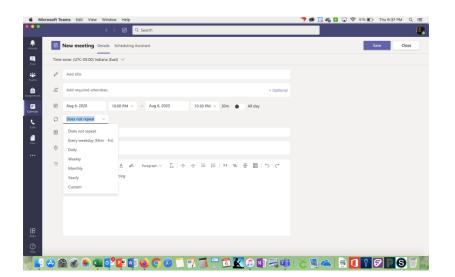
Scheduling a Video Meeting in Teams



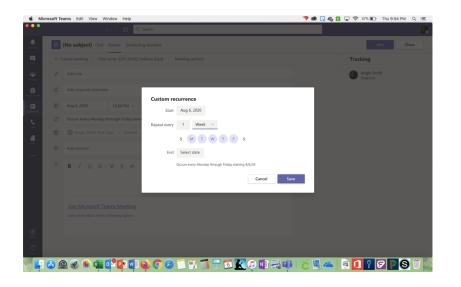
Microsoft Teams	dit View Window Help		→ ⊗ 🖸 4) 🖸 🖵 🛜 51% 🗈 Thu 9:36 PM Q 🗄	
	< > 🖉 🔍 Search			e	
Calence	ar			Gt Meet now + New meeting ~	
🕄 Today <	$>$ August 2020 \vee			\boxplus Work week \checkmark	
03 Monday	04 Tuesday	05 Wednesday	06 Thursday	07 Friday	
					Click on New Meeti
S PM					Click off New Meeti
6 PM					
7 PM					
8 PM					
9 PM					
10 PM					
11 PM					
11 PM					
		🖉 🗖 📆 🗐 😷 🗖 🏹			



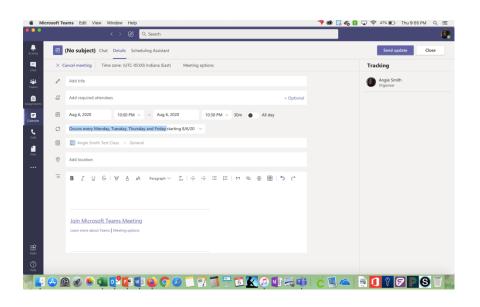
Type in the name of your meeting. If you want to schedule a meeting with one or just a couple of students, add their names to the participants line. If you want to schedule a meeting with the whole class, skip the participants line.



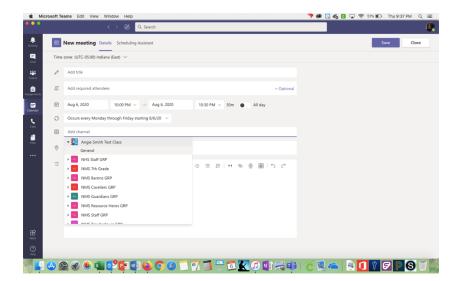
Now you are ready to set the meeting details. Such as date and time. The box under date and time will allow you to schedule a recurring meeting if you want.



If you chose to schedule a recurring meeting, put in the date of the first meeting. Choose week if you want to have a daily recurring meeting and select the days on which you want the meetings to occur.



It should now say that the meeting occurs at the time you chose.



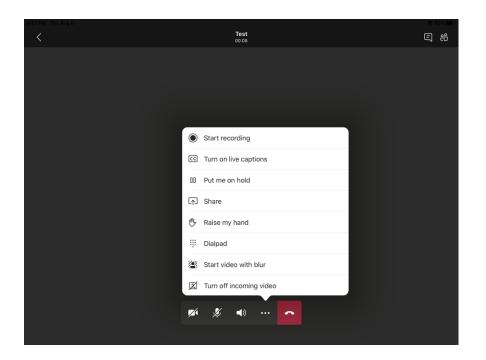
If you want to schedule a meeting with your whole class, where it says Share to a Channel, choose your class. You might have to start typing the name of the class/Team. It should show up on a list. Click on the class/team and click the word general below it.

💰 Mic	crosoft Te	ams Edit View Window Help	🤊 🕲 🗔 🏀 🖸	🖵 🛜 51% 🗈	Thu 9:38 PM Q :트
•••		< > 😰 Q. Search			0
Activity	Ē	New meeting Details Scheduling Assistant		Se	d Close
E. Out	Time	zone: (UTC-05:00) Indiana (East) \vee			
	O	Add title			
Assignments	ů°,	Add required attendees + Optional			
Calendar	Ē	Aug 6, 2020 10.00 PM ∨ → Aug 6, 2020 10:30 PM ∨ 30m ● All day			
L Calls	Ø	Occurs every Monday through Friday starting 8/6/20 $$			
ده». ۲		ngie Smith Test Class > General			
Files	•	Add location			
		Type details for this new meeting			
ß					
Арря					
(?) Help					
T	🙆 🤇	D 🔗 🎕 📭 🖓 📦 🏟 🏈 🖉 🗂 🕤 😷 🖾 🖉 🕼 完 💵	l 🏹 🔊 🖉	🗟 🚺 🕴 🕼	2 🛛 🕲 🖉 📓

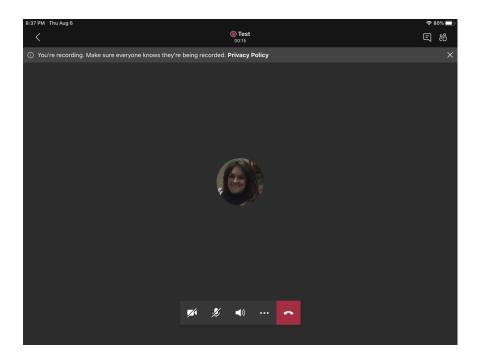
If you want, you can add some descriptions or instructions in the last box. It is not necessary. Click on Send in the upper right-hand corner.

Steps to **Starting** a Video Conference in Teams on the iPad (The process looks similar on the Mac. Just click on the calendar icon).

đj	Find the Teams icon on your iPad.		
8:24 PM Thu Aug 6	Test	≈ 82% ■)	
	Angle Smith Test Class > General Chat Det	ails	
August 6 Today Test 3:00 pm - 3:30 pm Angie Smith Test Class/General	Test Thursday, August 6, 2020 3:00 pm - 3:30 pm		Tap on the day. Tap join.
August 7 Tomorrow	Angie Smith Test Class/General Share meeting invite Join Edit		
August 8 Saturday	Join Microsoft Teams Meeting Learn more about Teams Meeting options	See more	
No meetings	SHARED TO CHANNEL		
August 9 Sunday	General Angie Smith Test Class		
No meetings	PARTICIPANT		
August 10 Monday	Angie Smith Organizer		
NMS First Day of School Student Meeting			
7:35 am - 10:00 am	Cancel event		
August 11 Tuesday No meetings	This will cancel the meeting for all participants.		
Activity E Chat	ද්රිපී Teams 🛱 Assignments 📴 Calendar 🕓 Calls		
8:36 PM Thu Aug 6 X		\$ 80% a)	
	Test Dir video background		Be sure your video and mic are on. Tap Join Now.
	Video is off Mic is off Speaker		



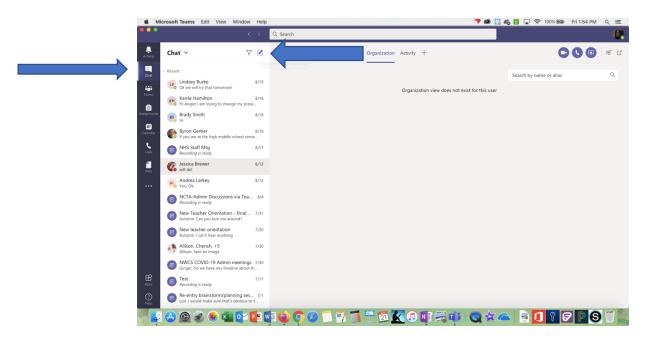
If you want to record the meeting so students who were unable to attend can view it later, tap the three buttons next to the red phone icon. Tap start recording.



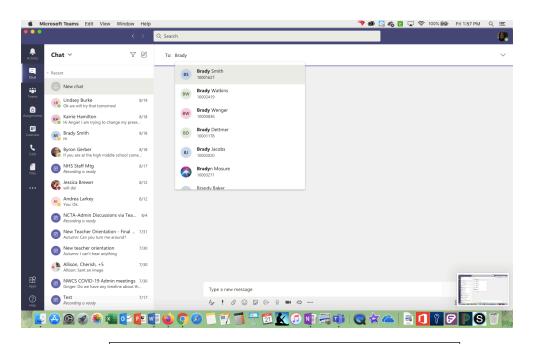
At the top of the screen, it will show that you are recording the meeting. When meetings are over, they are automatically uploaded into Stream, which is a tool for storing and sharing videos in Office 365.

To end the video and or meeting, simply tap on the red phone icon. If you recorded the meeting, you will receive an email shortly after the meeting ends to tell you the video has been loaded into Stream.

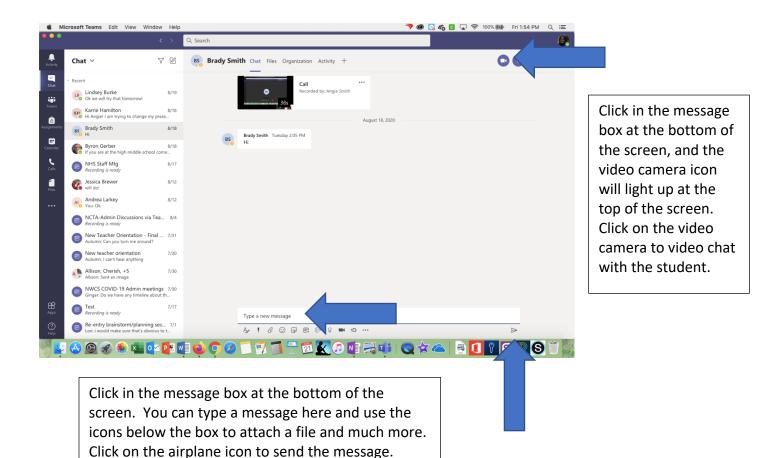
Chatting or Video Calling Individual Students for Support



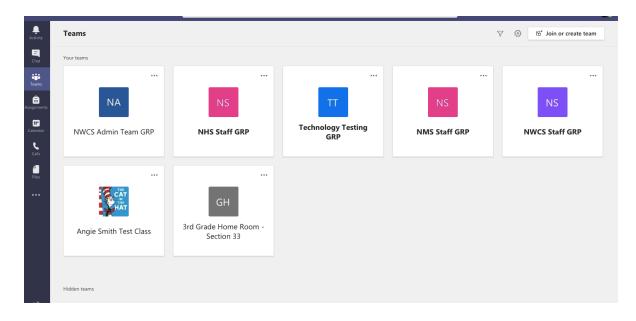
Click on the chat icon at the left of the screen. Click on the box with the pencil at the top of the chat box.



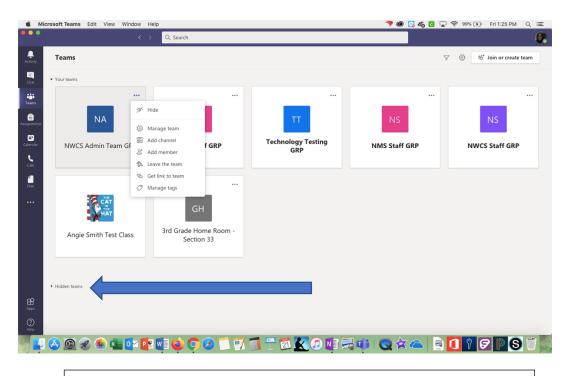
Start typing in the name of the student and choose his or her name from the list.



Tweaking Things in Teams (Team/group name, members, team icon, etc)



Click on the Teams icon on the left side of the screen in Teams to see all of your Teams/Groups.



Click on the three dots next to the Team. If you don't need to see that Team, you can click Hide to remove it from the main screen. You can always get back to it by clicking on Hidden Teams.

	licrosoft Teams Edit View Wind	low I	Help			🤊 🕲 🖸 🖓	🛛 奈 99% [兆]・ Fri 1:25 PM Q 😑
•••			> Q. Search				<u>@</u>
 Activity	Teams						♥ ඕ [*] Join or create team
Chat	▼ Your teams						
Teams							
Ê	NA	γ	Hide		TT		
Assignments	NA	0	Manage team			NS	NS
E Calendar	NWCS Admin Team GF	_	Add channel	RP	Technology Testing	NMS Staff GRP	NWCS Staff GRP
C alls			Add member		GRP		
1		-	Set link to team				
Files		01	Manage tags				
			GH				
	Angie Smith Test Class		3rd Grade Home Section 33				
	Hidden teams						
Apps							
(?) Help							
	🛆 🙆 🔗 🌸 💶 🖸	< P	e 🚺 🍪 🔿 🖉		🧻 😷 🗖 🔀 🕖 📑 🗐	🗟 📫 🔇 🛠 🛆 📄	

If you click on Manage Team, you will be able to see the students who are in the Team. If you need to, you can add students who may not be showing up. You can also remove students by clicking on the x next to their name.

	icrosoft Teams Edit View Windo	w Help				💙 🕲 😡 🏀 🖬 🔽 🛜 1	100% 🚱 Fri 1:34 PM Q : 🖃
			Q Search				@
Activity Chat	< All teams		Angie Smith Test	ith Test Class			Team
T earns	Angie Smith Test Class		Members Pending Request	: Channels Settings Q	s Analytics Apps		ੁੰ* Add member
Assignments	General		- Owners (2)				
Calendar	Streams		Name	Title	Location	Tags ①	Role Owner 🗸
Calls Teles			Byron Gerber		п		Owner ∨
Files		\Rightarrow	Members and guests (1) Name	Title	Tags (1)	Mute students	Role
			BS Brady Smith		0		Member \vee \times
H Apps							
(?) Help							
	🙆 🛞 🛷 🌸 💶 💽	P 🛛	1 📦 🔿 🖉 🗂 🛐	(🗻 😷 🔁 🛛	🗶 🕖 🚺 🤜 📫	🔇 🛠 📥 📃	🕈 🖻 🖻 🕄 🖱 🖉

🐇 Micr	rosoft Teams Edit View Wind	dow Help	Q. Search		💙 🚳 🖸 🍖 🖬 🗔 🗢 🗢 100% (69)	Fri 1:26 PM Q :프
Activity	< All teams		🥵 Genera	Posts Files Class Notebook Assignments Grades 4 more \sim	+ © Team	Ĝ ⁴ Meet ∨ ① ···
El Chat				Wednesday, August 12, 2020 @ 3:30 PM plies from you Reply		
Teams	Angie Smith Test Class			August 14, 2020		
	General Streams		Manage team Add channel Add member Leave the team Edit team Get link to team Manage tags Delete the team	h, dr 14 80 AM d a meeting tst meeting tsy. August 14, 2020 @ 900 AM August 18, 2020 @ 900 AM h Tussday 12,07 PM August 18, 2020 august 19, 2020		
₿			Sch 9 re Q	leduled a meeting Occurs every work day (Mon-Fri) @1000 PM glifts from you		•
Apps			Star	rt a new conversation. Type @ to mention someone.		
(?) Help			A/			⊳
) 🚅 (会 🙆 🛷 🌸 💶 🖸	- P 🛛 🗸	1 📦 🔿 🤇	2 🗂 🗊 🗊 😷 🗖 🔀 🖉 🗊 🛛	🔍 🛠 🗢 🖻 🔽 🔊	P 6 1

When you are in a Team, if you click on the three dots next to the name and click Edit Team, you can change the name and the image!

🐇 Mi	icrosoft Teams Edit V	/iew Window	Help							70	💽 🕼 🖸	~ ?	100% 🕼	Fri 1:26 PM	୍ ≔
				Q Search											
Activity				Update Ang	gie Smith T	est Class cl	ass details							छैं। Meet 🗸	
Ę				Class name											
	HAT			Angie Sr	nith Tes	t Class									
Teams	Angie Smith Test	Class		Choose a class ava	atar										
Assignments				Grade level			Subjec	t							
Calendar				Primary			∨ Othe	er.		\sim					
Calls				<u>~</u>			.	Gir	\times						
1				Upload		661 I	-0								
Files			L		Ż			\$		$\mathcal{O}_{\mathcal{O}}^{\mathbf{O}}$					
			L	龖	MD	\$	P	$\boldsymbol{\times}$							
			L	<	\bigcirc						T			•	
									Cancel	Update					
(?) Help							••• @ ••								_
	🛆 🙆 🔗 🌸) X O	e w	i 📦 🔿	0	77	1 21		1 🔜 🖬			2	9 F	2 P S	