

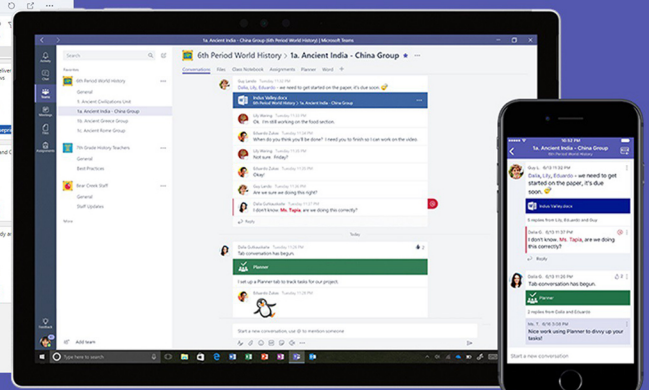
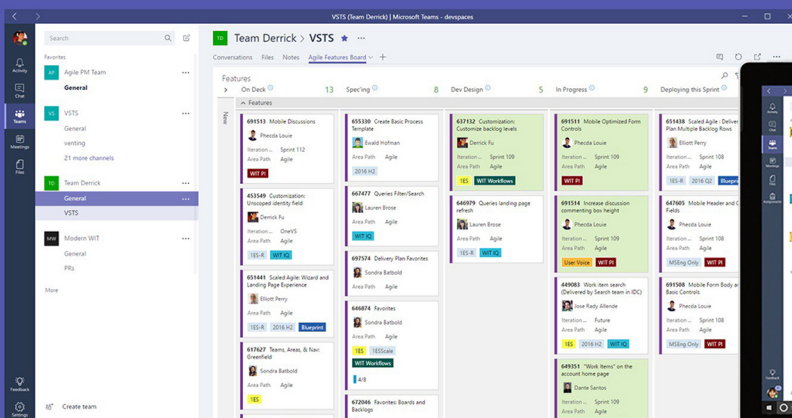


Microsoft Teams Training Guide

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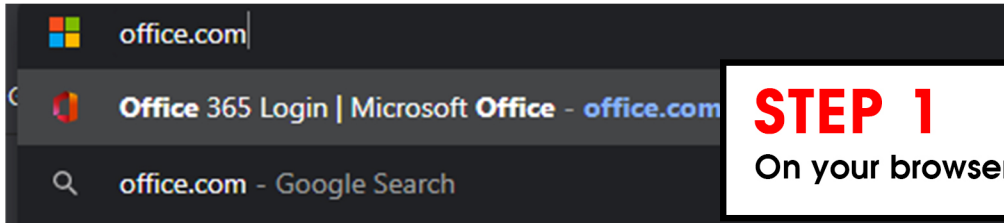
Microsoft Teams for Teachers

- Login and creating a team
- Scheduling a meeting
- Meeting controls



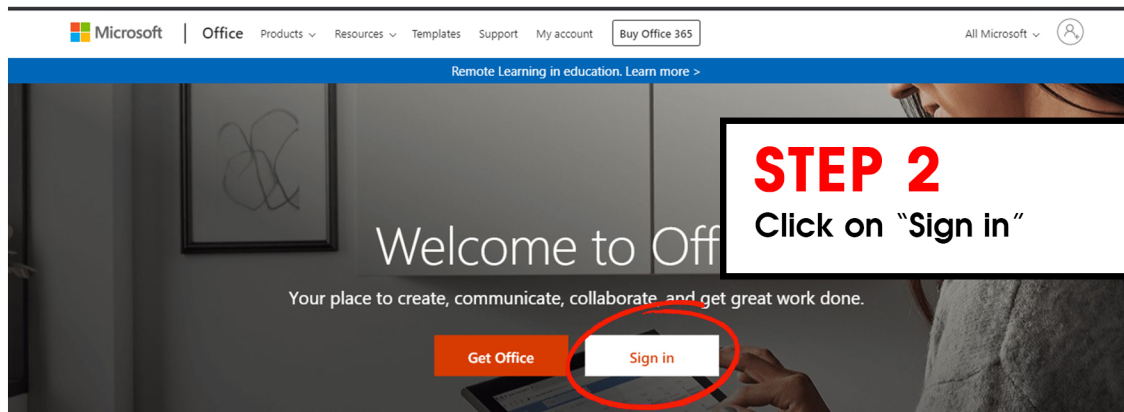
MICROSOFT TEAMS FOR TEACHERS

1. Login and Creating a team



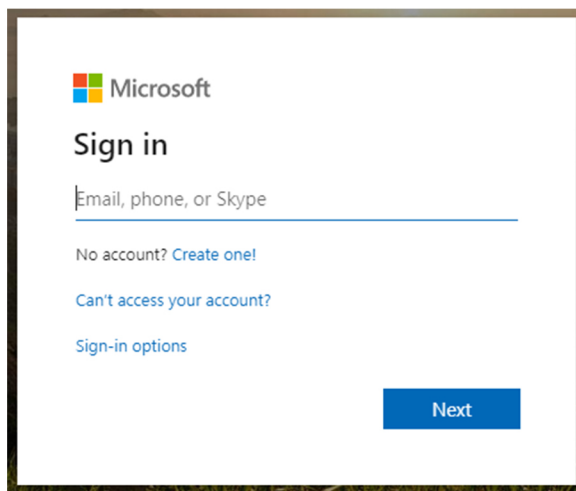
STEP 1

On your browser type office.com



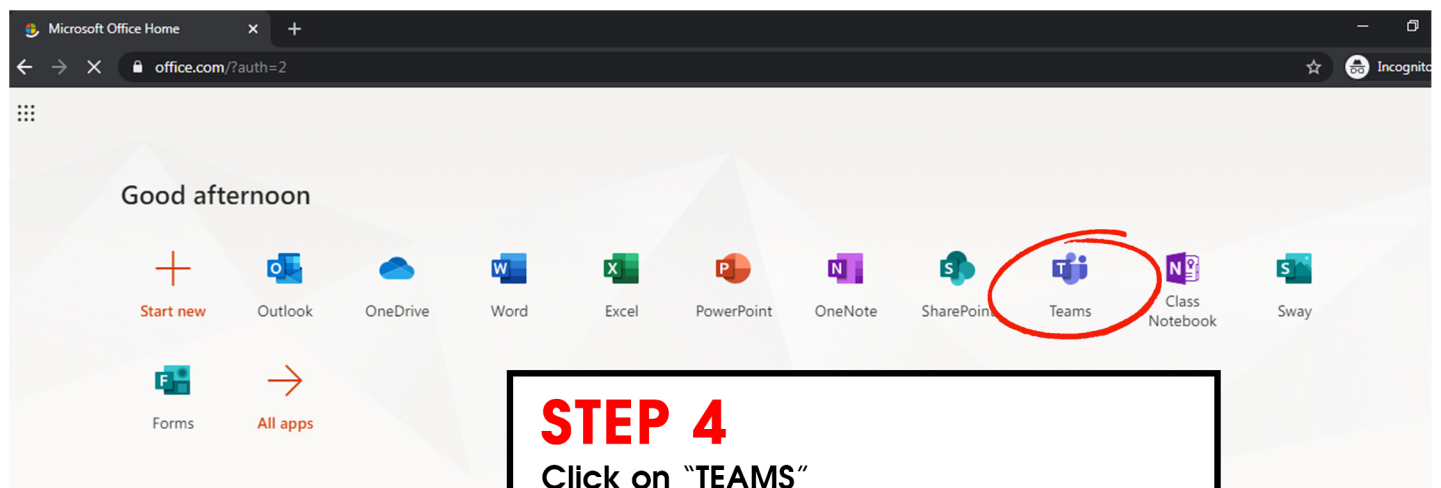
STEP 2

Click on "Sign in"



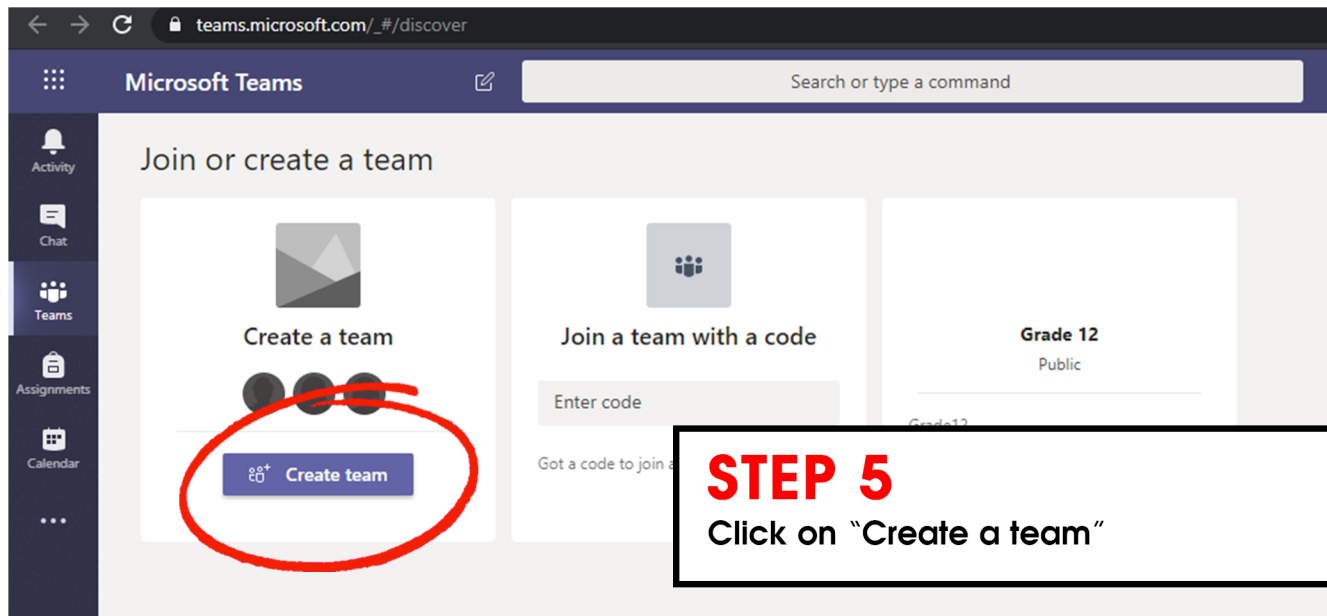
STEP 3

Login with e-mail and password

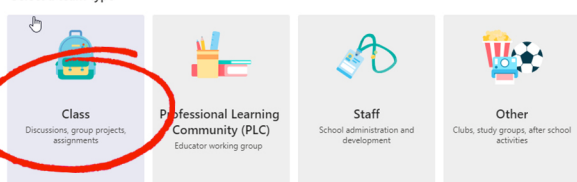


STEP 4

Click on "TEAMS"



Select a team type



Create your team

Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook.

Name

5B-MATH

Description (optional)

Math Class Group

STEP 7

Enter class name and description & Click on "NEXT"

Cancel

Next

Add people to "5B-MATH"

Students Teachers

s-5B@abskw.onmicrosoft.com

Add

H5 Homeroom 5B
Homeroom 5B



STEP 8 & NOTES

Enter Student email address.

1. Students can be added by entering student ID Number
2. Students can be added by entering student email address
3. Homeroom (Group) can be added by entering the group email - Ensure to enter the full email example:
s-5b@abskw.onmicrosoft.com
4. While adding the group you will see the number of members added

Add people to "5B-MATH"

Students Teachers

Search for teachers

Add

Start typing a name to choose a group, distribution list, or person at your school.



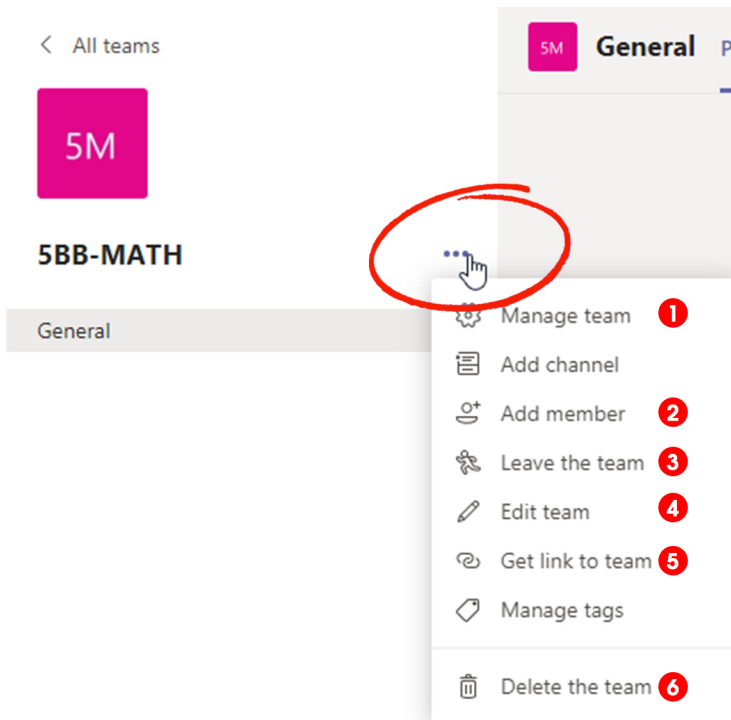
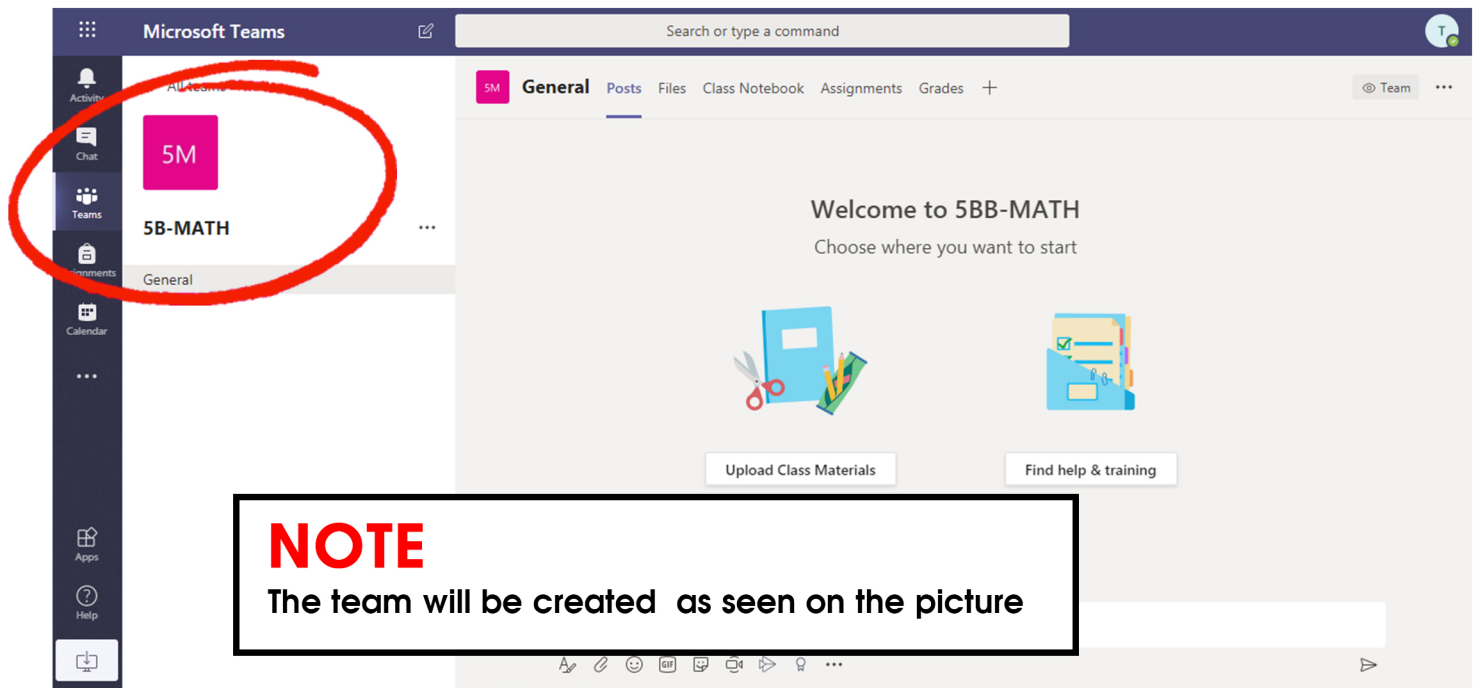
Students Teachers

Search for students

Add

Start typing a name to choose a group, distribution list, or person at your school.

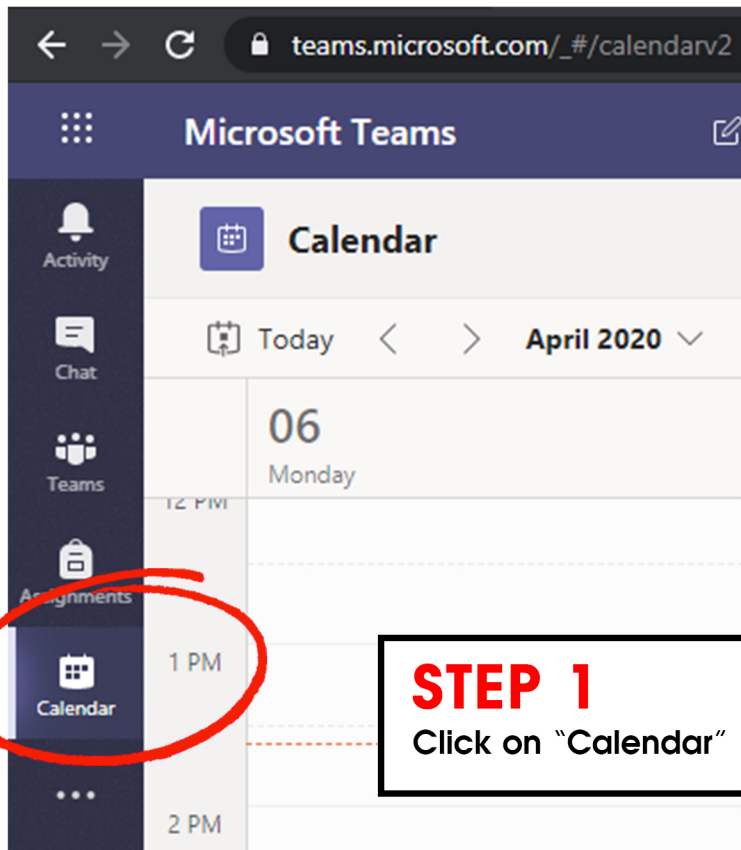




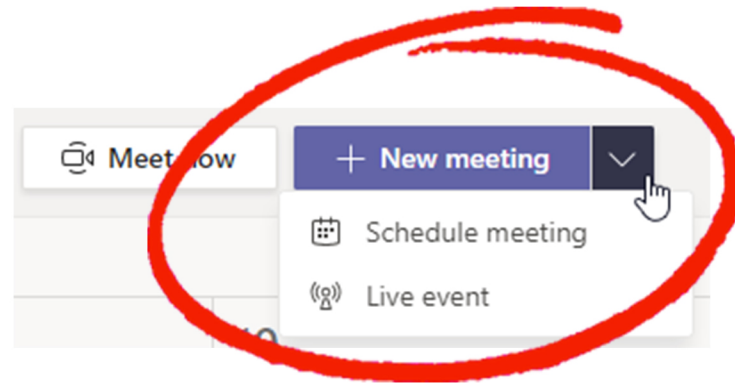
NOTES - OPTIONS

1. Manage Team - The teacher can manage the participants and content
2. Add Member - Additional members can be added to the team.
3. Leave the Team - The teacher can leave the team.
4. Edit Team - Renaming the team.
5. Get link to team - Teachers can share the link to outside participants to join the team.
6. Delete the team - The team can be deleted.

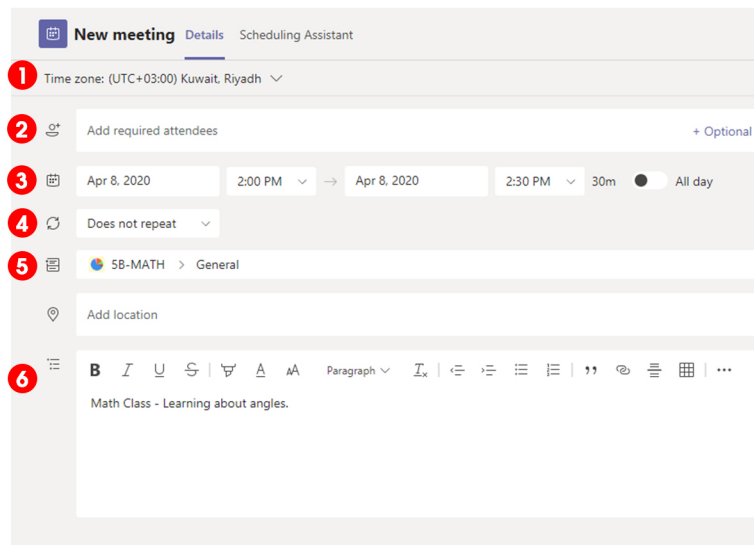
2. Scheduling a meeting



STEP 1
Click on "Calendar"



STEP 2
Click on "Schedule a meeting"



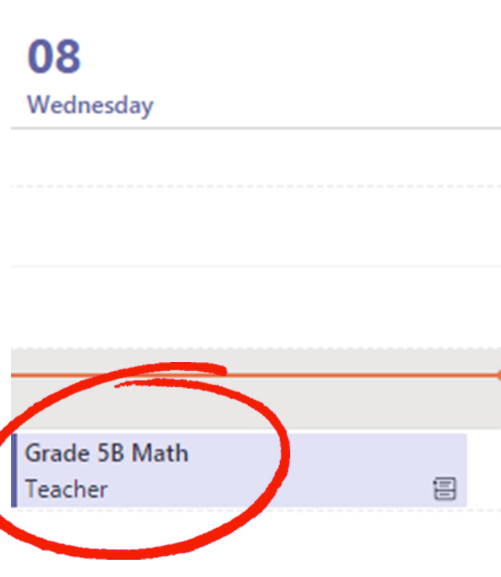
STEP 3 & NOTES

Enter Information

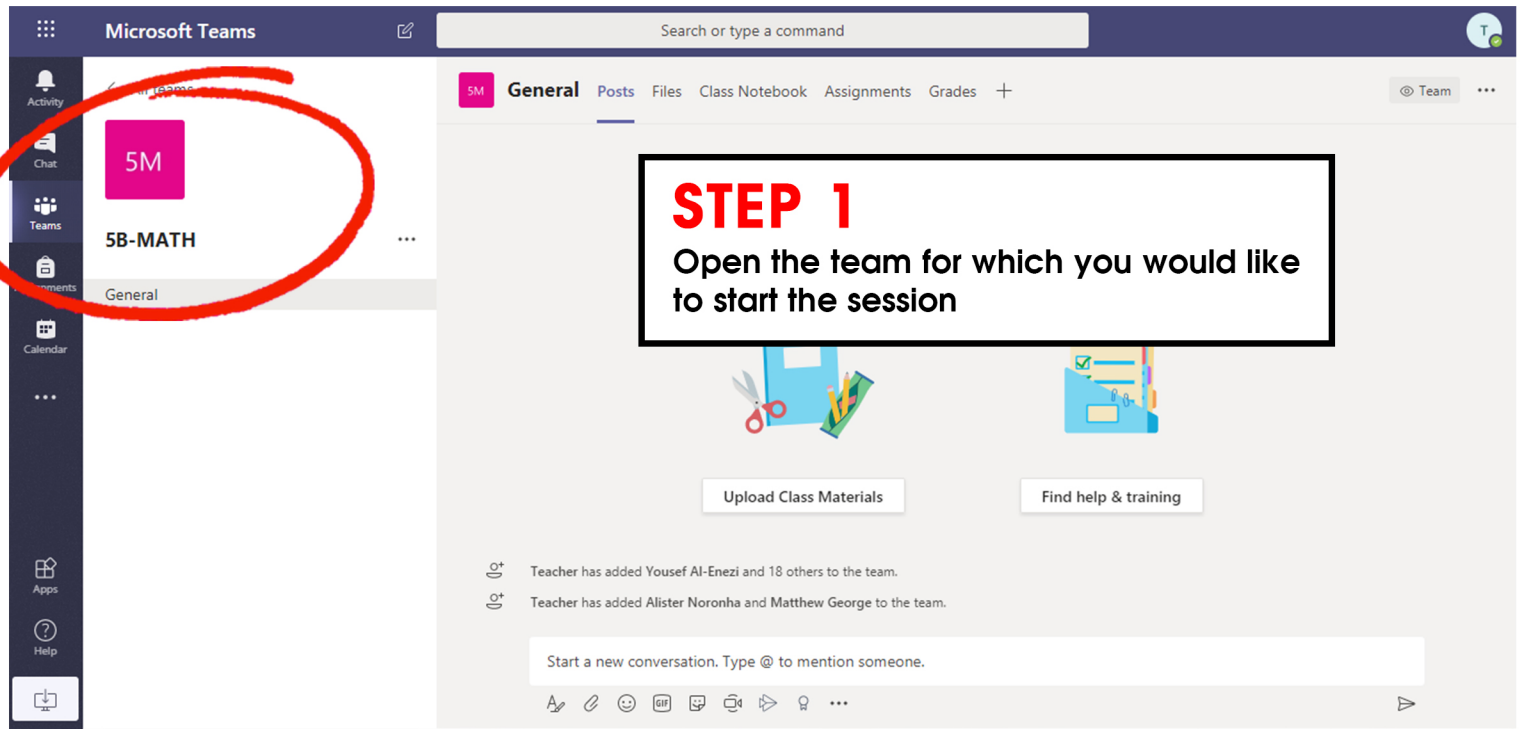
- 1- Ensure the time zone is set to kuwait
- 2- Add participants (Optional)
- 3- Enter the date and time of the meeting
- 4- Recurring meeting options
- 5- Add the teams (the group that was created)
- 6- Enter description of the class

NOTE

All the metings scheduled can be viewed on the calendar



3. Meeting Controls



1 Start a new conversation. Type @ to mention someone.



NOTES

- 1- Teachers & Students can chat with each other by typing message. Type@(Student name) to mention someone.
- 2- Fonts and colors of the chat can be modified to highlight important chats.
- 3- Attachments can be sent to everyone on the team.
- 4- Emojis option
- 5- GIF Images
- 6- Stickers option
- 7- Video call (Live Streaming the class & Screen sharing)



Video Calling & Screen Sharing

Start a new conversation. Type @ to mention someone.



STEP 1

Click on the "Video" icon

Want to add a subject?

STEP 2

Turn camera "ON/OFF" and click on Meet now

Meet now

On / Off Camera Schedule a meeting

NOTES

- 1- Enable / Disable Video
- 2- Enable / Disable Microphone
- 3- Click to enable screen sharing
- 4- Click to end a call

People

Invite someone

Currently in this meeting (1)

AS ABS Student Organizer

Suggestions (5)

WA Wed Al-Sabah

MA Muneerah Al-Saeed

KA Khaled Al-Khalifah

FA Faisal Al-Osaimi

Matthew George

Screenshare

PowerPoint

Browse

Whiteboard

No files available

Desktop/Window

Microsoft Whiteboard

Free

NOTES - SCREEN SHARING

Select the screen you would like to share (Desktop window/powerpoint)

Select the window and click on "Share"

Share your screen

teams.microsoft.com wants to share the contents of your screen. Choose what you'd like to share.

Your Entire Screen

Application Window

Chrome Tab

Share

Cancel