



# Online Distance Learning



Microsoft Teams



Students

*User Guide*

 Office 365





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You will receive Microsoft 365 login details from the school.  
If you have not received these details, please contact the school to request them.

## SECTION A

### How to launch Microsoft Outlook – Email

- 1 **How to open MS Outlook from browser**
  - 1.1 Open your preferred internet browser, e.g. Google Chrome, Microsoft Edge, etc.
  - 1.2 Login to office 365 (<https://login.microsoftonline.com/>)
  - 1.3 Enter your email address then click **Next** button

The screenshot shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the text "Sign in". A text input field contains the email address "student2@jpgs.org", which is circled in red. Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom of the page are two buttons: a grey "Back" button and a blue "Next" button, with the "Next" button circled in red.

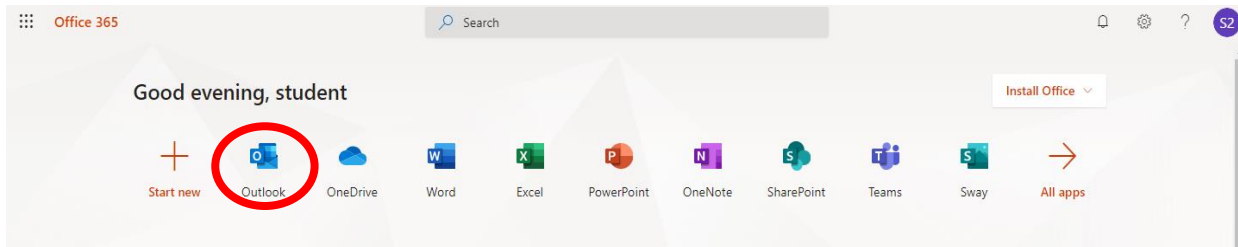
Enter password then click **Sign in** button

The screenshot shows the Microsoft password entry page. At the top left is the Microsoft logo. Below it is the text "Enter password". A text input field contains a series of dots representing a password, which is circled in red. Below the input field is a link: "Forgotten my password". At the bottom of the page is a blue "Sign in" button, which is circled in red.

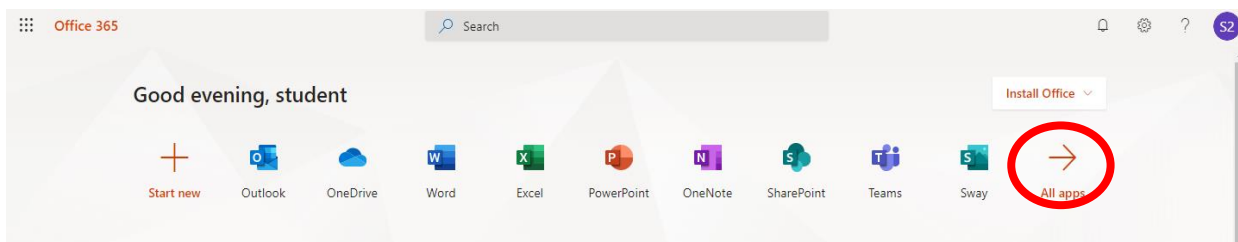


### 1.4 Opening e-mails on Outlook

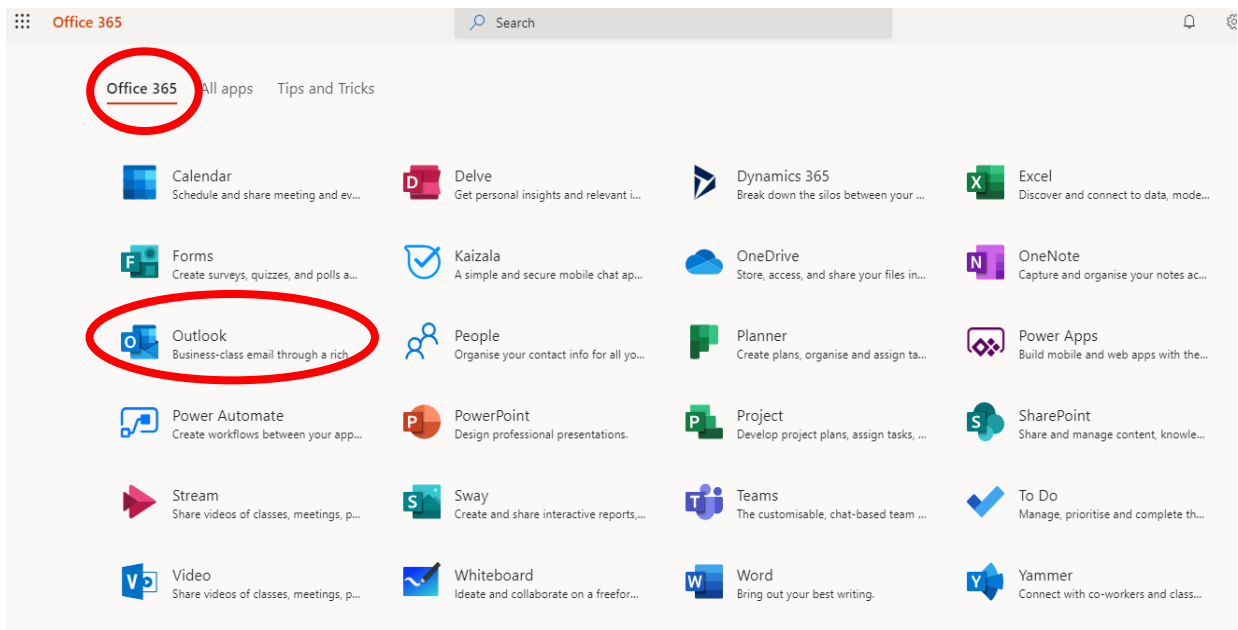
Upon logging in, Outlook should be listed amongst recommended programs, click on Outlook.



However, if Outlook is not on the list click on **All apps**

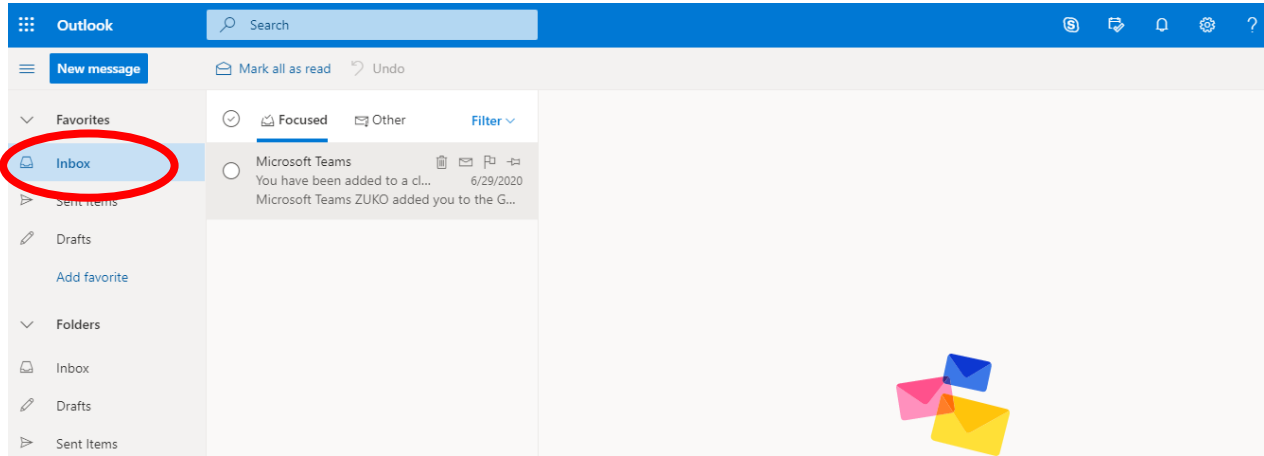


You will find Outlook listed under **Office 365** tab and even under All apps tab

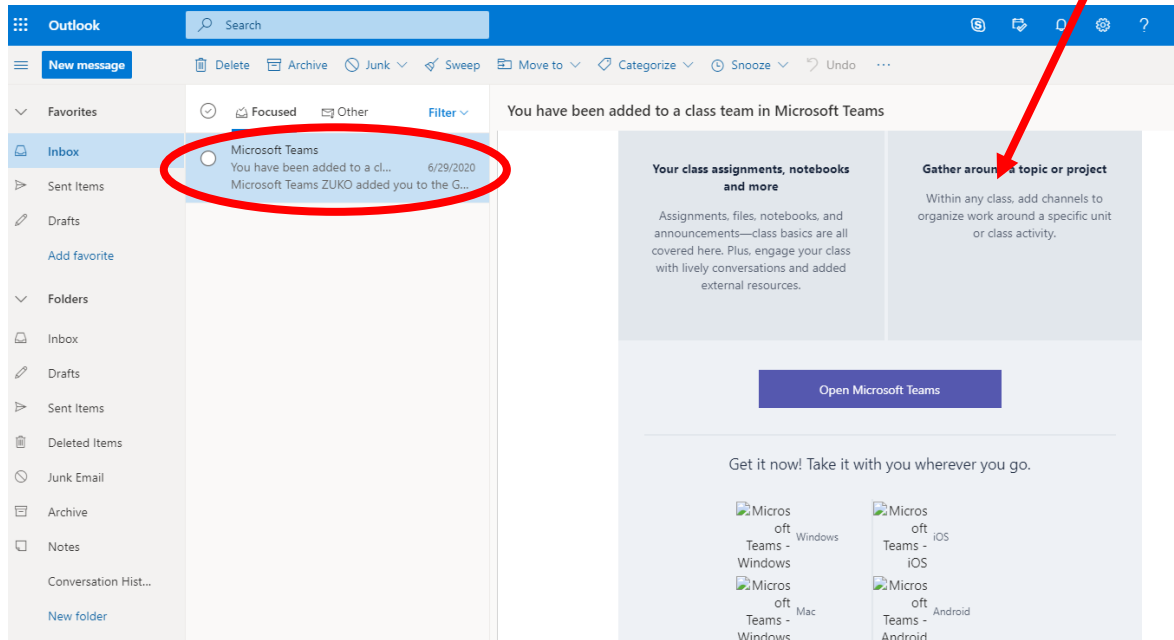




Upon clicking Outlook, the following screen should show up.  
Click on **Inbox** to view emails you have received from the school.



To read an email, click on the email under **focused** tab, the content will be loaded here

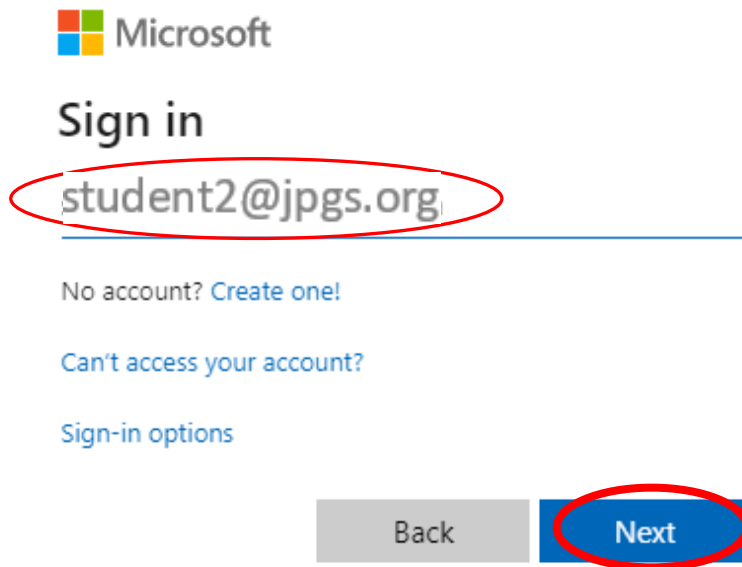




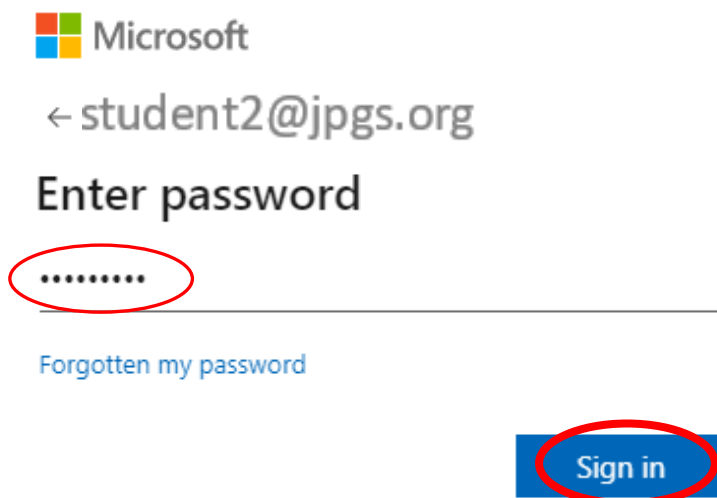
## SECTION B

### Getting started with MS Teams

1.
  - 1.1 Open your preferred internet browser, e.g. Google chrome, Microsoft Edge, etc.
  - 1.2 Login to office 365 (<https://login.microsoftonline.com/>)
  - 1.3 Enter your email address then click **Next** button



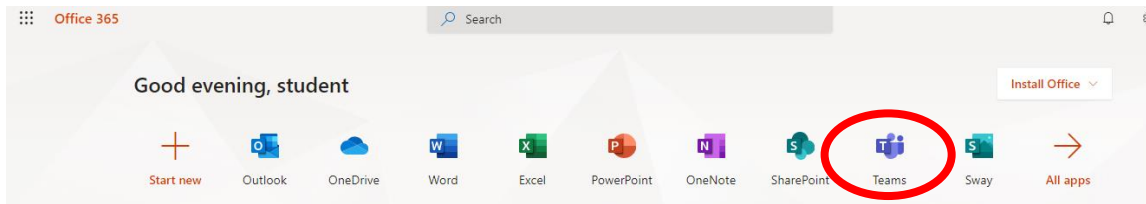
Enter password then click **Sign in** button



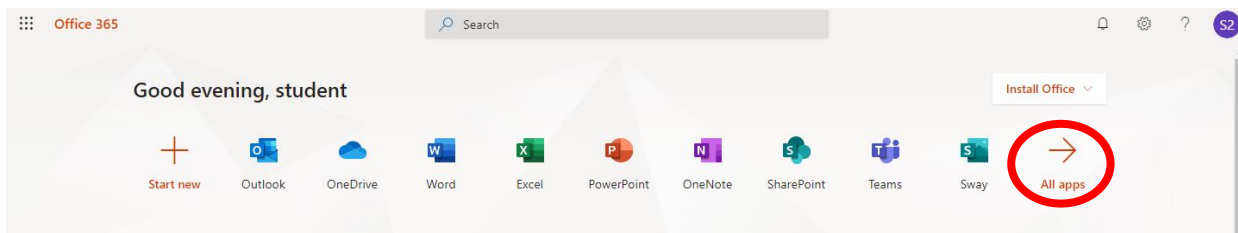


## 1.4 Accessing Teams

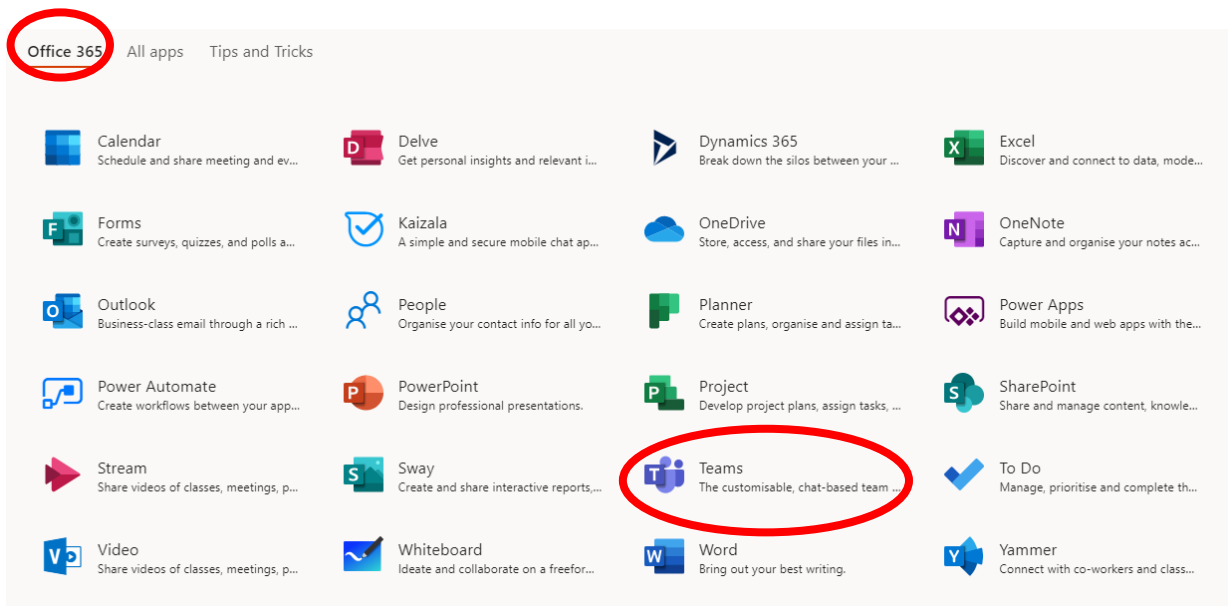
Upon logging in, **Teams** should be listed amongst recommended programs, click on Teams.



However, if Teams is not on the list click on **All apps**



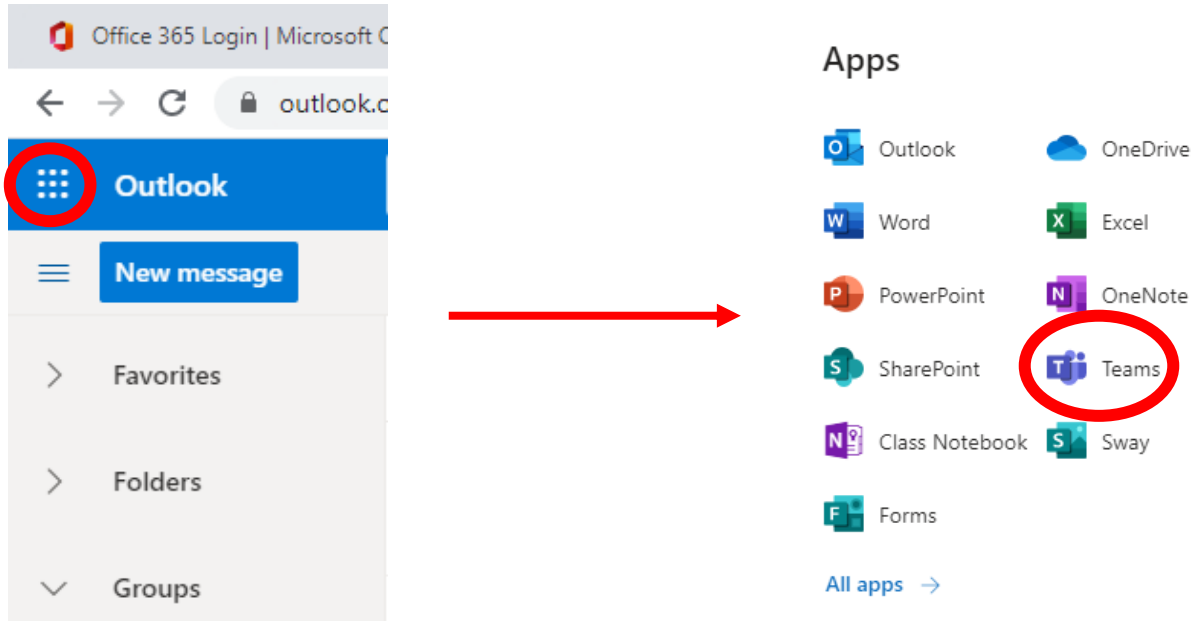
You will find **Teams** listed under **Office 365** tab and even under All apps tab





## Accessing Teams from Outlook

If you are currently on Outlook, you do not need to close outlook and restart the process. Click on the **App launcher** button to open apps then click on **Teams**, remember if Teams is not on the list, click on **All apps** in the same way you may have done with outlook or as shown in step 1.4 of Section A.





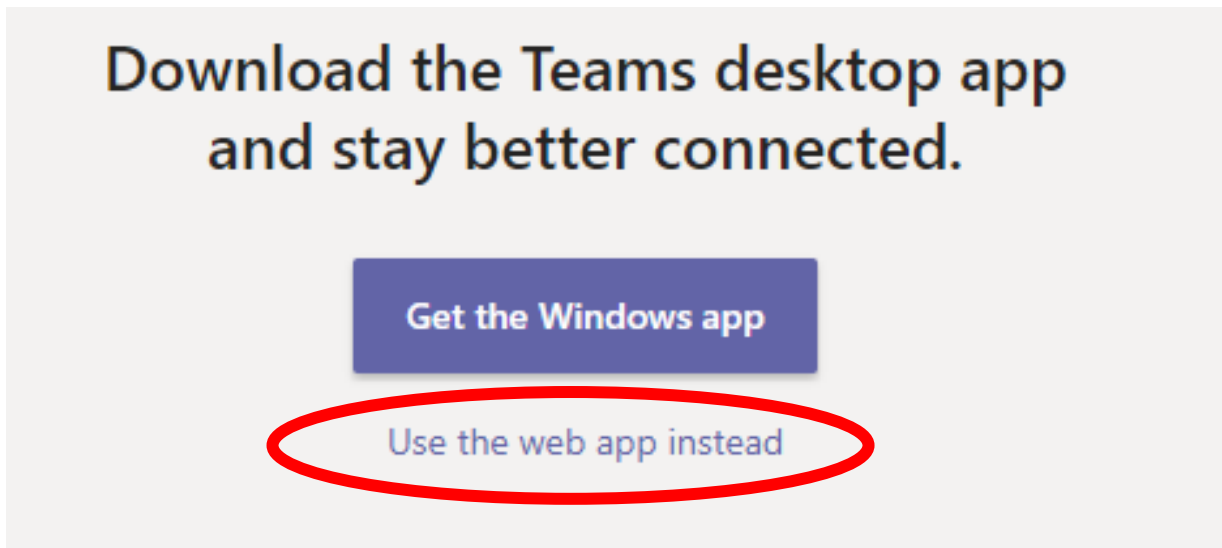


## 2. Loading Teams using the Web browser

Upon launching Teams.

You will be asked to either:

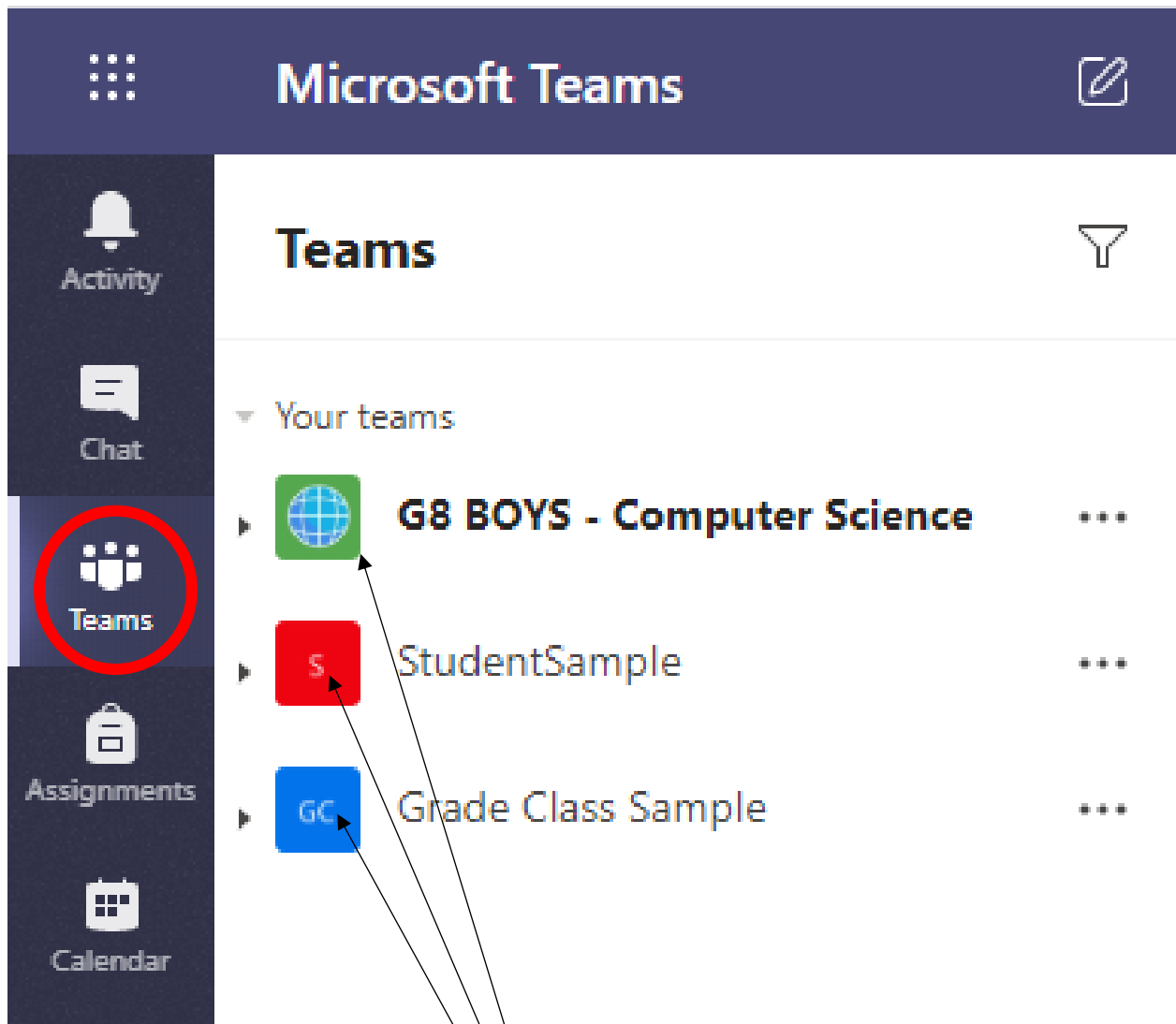
- a) Download Teams to your computer. This will require you to install the app on your device. If you choose this option, ensure that you download correct version of the app (Windows or MAC OS, Android or iOS). Note that this guide does not provide information regarding this option.
- b) Click on **Use the web app instead**





### 3. Accessing Classes / Teams

There should be a team for each of your subjects, to see the teams you're place in, click on **Teams** ribbon.

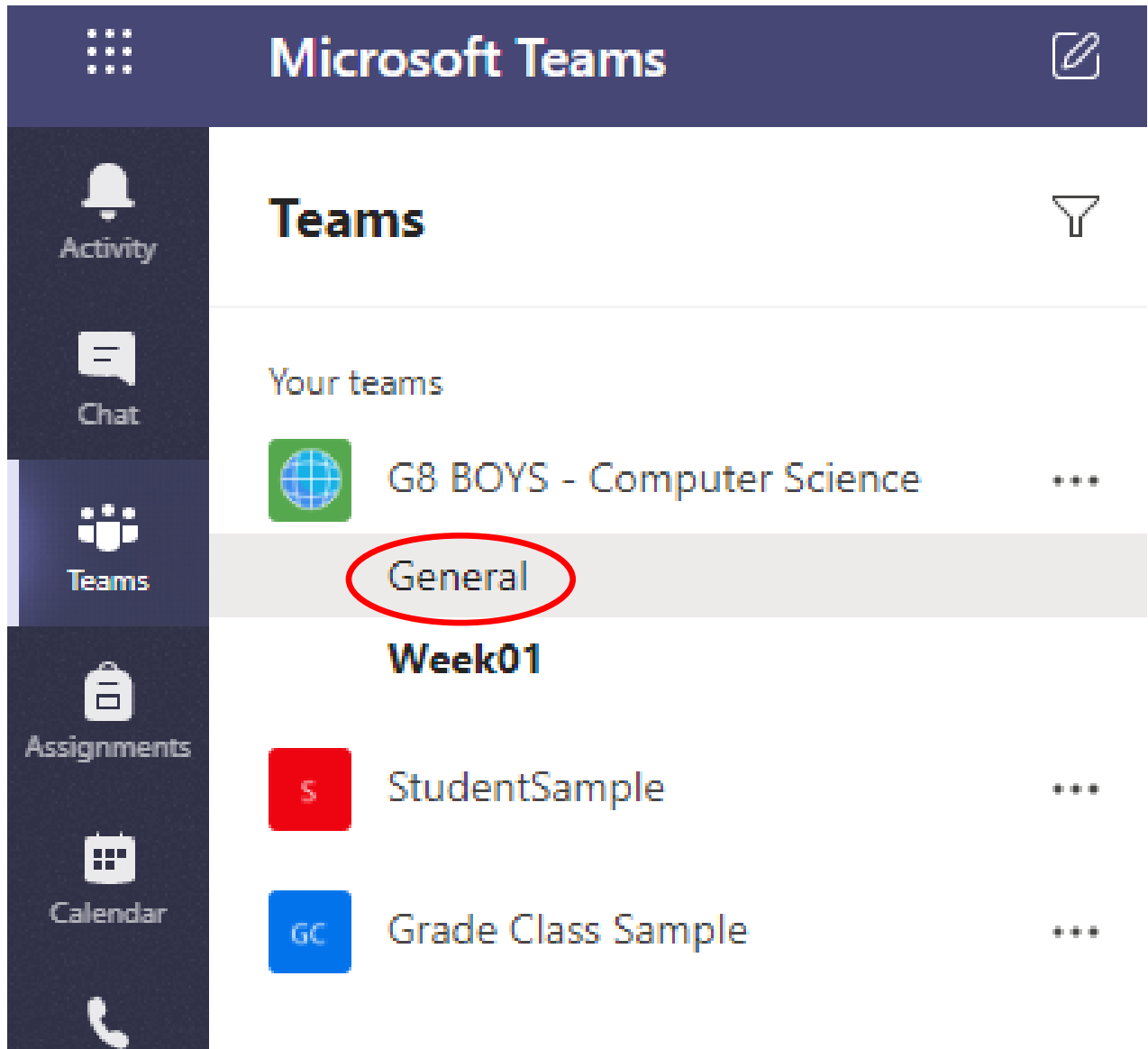


Your classes will be listed here like these



#### 4. Accessing Teams Channels

- 4.1 For each Team/Class, there will be a default channel named **General**. To access the content of the General channel, Click on **General** under each class/team name.





## 4.2 Accessing general subject **Posts**

This is where your subject teacher will be posting general messages pertaining to the subject. Under General Channel, Click on **Posts** tab to view any announcement or instructions from your subject teacher, note that you are also allowed to post remark, use this option to ask questions not to chat with your classmates.

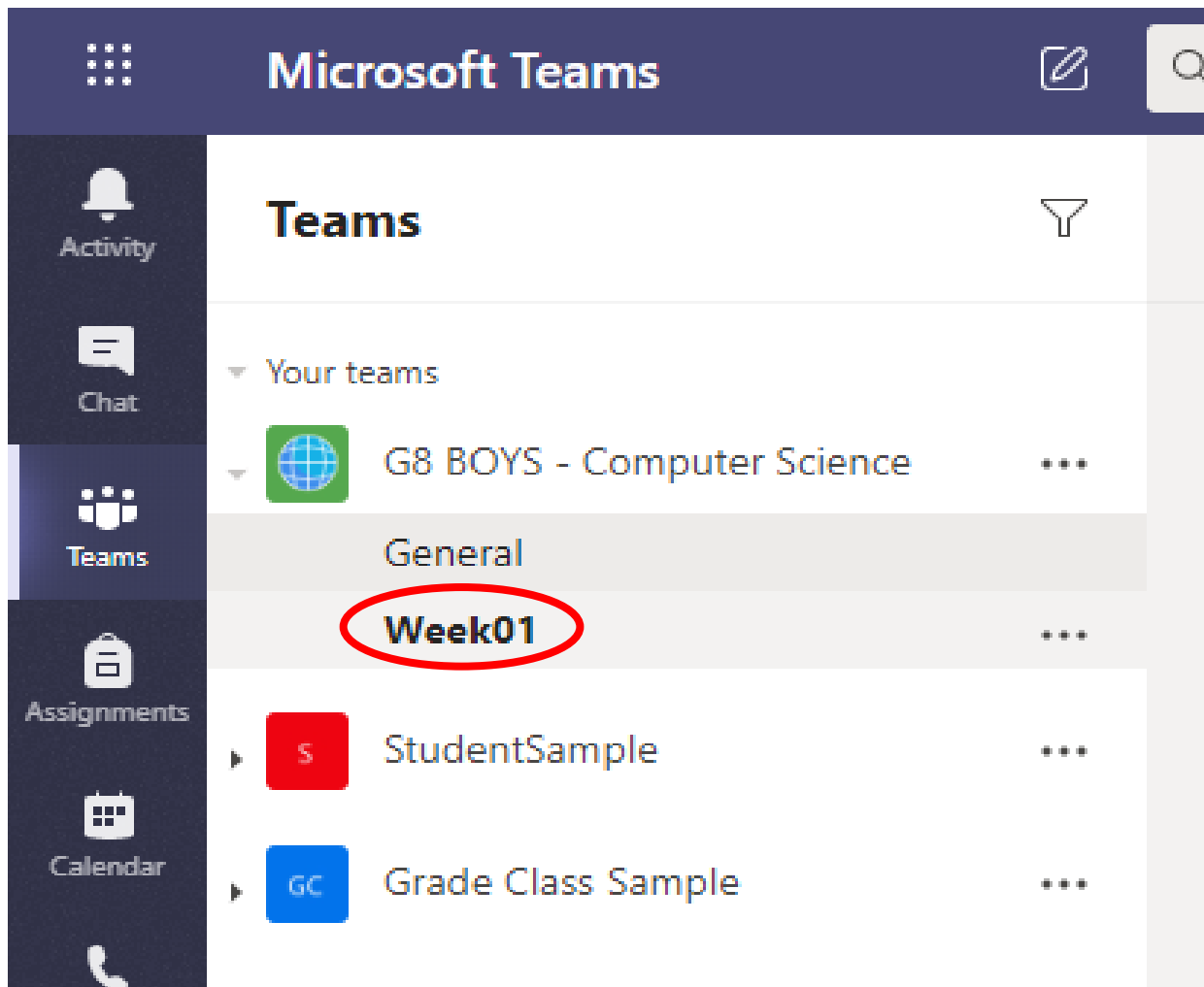
The screenshot shows a Zoom team chat interface. At the top, there are tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. The 'Posts' tab is highlighted with a red circle. To the right of the tabs is a 'Team' icon. Below the tabs, there are two system messages: 'Ansir Mahmood has added YouTube to the team.' and 'Ansir Mahmood has changed team description.' A horizontal line separates these from the main chat area. The main chat area shows a message from 'Ansir Mahmood' dated 'Monday 14:21' with the text: 'Dear Students, for today's lesson (Week01 - Sunday), you need to open Week01 channel, be ready for live session at 10:15 - 10:40 am.' Below this message is a 'Reply' button. Further down, there are five system messages about team changes: 'Ansir Mahmood has removed student 1 from the team.', 'Ansir Mahmood has removed student 2 from the team.', 'Ansir Mahmood has removed student 4 from the team.', 'Ansir Mahmood has removed student 3 from the team.', and 'Ansir Mahmood has removed student 5 from the team.' Below these is another system message: 'Ansir Mahmood has added student 5 and 4 others to the team.' A date separator '2 July 2020' is visible. Below the date separator, there are two meeting status messages: 'General ended: 1 min 19 sec' and 'Meeting ended: 21 min 24 sec', each with a 'Reply' button. At the bottom, there is a text input field with the placeholder 'Start a new conversation. Type @ to mention someone.' and a toolbar with icons for text, link, emoji, GIF, video, voice, screen share, and more options.



## 5 Accessing Other Channels

5.1 Teachers will organize lessons into channels appropriately named, i.e. lesson(s) will be placed in channel.

To access the content of the lesson, click on a named channel e.g. **Week01**.





## 5.2 Accessing **Posts** tab under other channels

Similarly, teachers will post messages about specific lesson(s).

Week01 **Posts** Files Notes PowerPoint **New** 1.3.3 Input devi... **New** Team

← Reply

Week01 Sunday Live Session ended: 56 sec S1

← Reply

Week01 Sunday Live Session ended: 19 min 4 sec ZN

← Reply

Week01 Sunday Live Session ended: 25 min 23 sec ZN S1

← Reply

2 July 2020

Week01 ended: 48 min 54 sec ZN S1

← Reply

Yesterday

Week01 ended: 1 hr 33 min ZN S1

← Reply

Week01 ended: 8 min 17 sec ZN

← Reply

Only channel moderators can post in this channel. X

Ansir Mahmood can also post files and YouTube videos in the Posts threads

Week01 Posts Files Notes PowerPoint 1.3.3 Input devices Team

Ansir Mahmood set this channel to be automatically shown in the channels list. 29 June 2020

**AM** ZUKO NDABAMBI Monday 12:35  
Added a new tab at the top of this channel. Here's a link.

PowerPoint ←

← Reply

**AM** Ansir Mahmood Monday 12:46  
Added a new tab at the top of this channel. Here's a link.

IGCSE Computer Science Tutorial: 1.3.3 (a) – 2D Scanners ←

← Reply

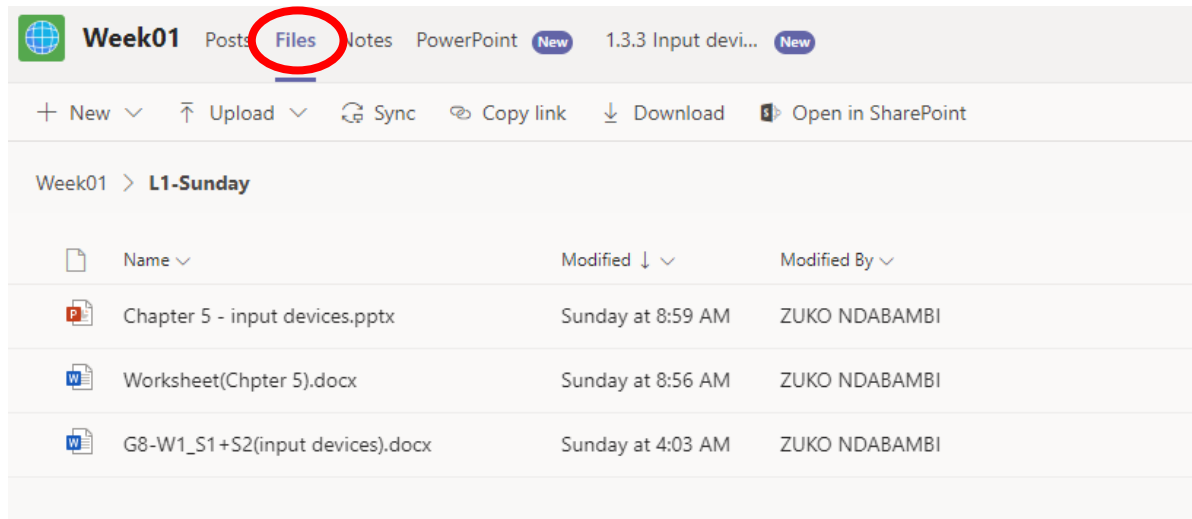


### 5.3 Accessing Files

To access materials shared by teacher,

Click on **Files** tab and then navigate to the appropriate folder.

Double-click to open file

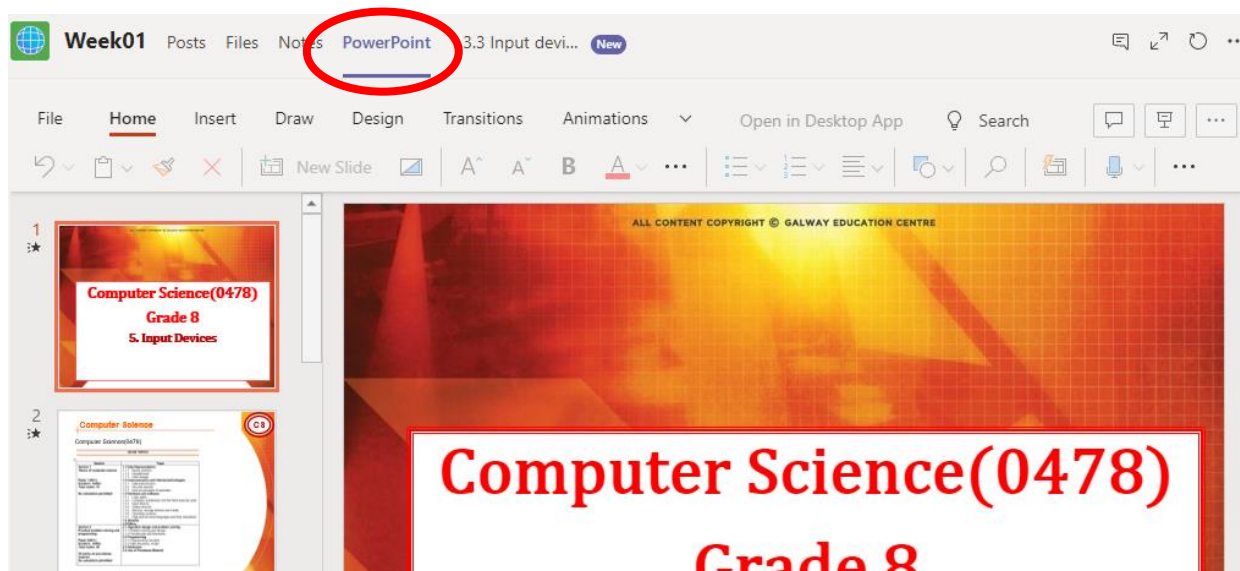


### 5.4 Accessing Quick Links

Notice the additional tabs, these could be added by the teacher to provide quick access to certain files that teachers deem important.

#### PowerPoint

The tab **PowerPoint** is the name of the presentation file made easily accessible as opposed to opening through Files tab.





## YouTube

YouTube videos can also be embedded as quick links, see tab named **1.3.3 Input devices**

Week01 Posts Files Notes PowerPoint **1.3.3 Input devices**

IGCSE Computer Science Tutorial: 1.3.3 (a) – 2D Scanners  
Liam McQuay | 13.9K views | 4 years ago

IGCSE Computer Science Tutorial: 1.3.3 (a) – 2D Scanners

# IGCSE Computer Science

**1.3.3 (a):** describe the principles of operation of 2D scanners and describe how they are applied to real life scenarios.

A 2D scanner is generally used as a method of inputting paper documents and storing them in a computer in an electronic form.





## 6 Live session on MS Teams

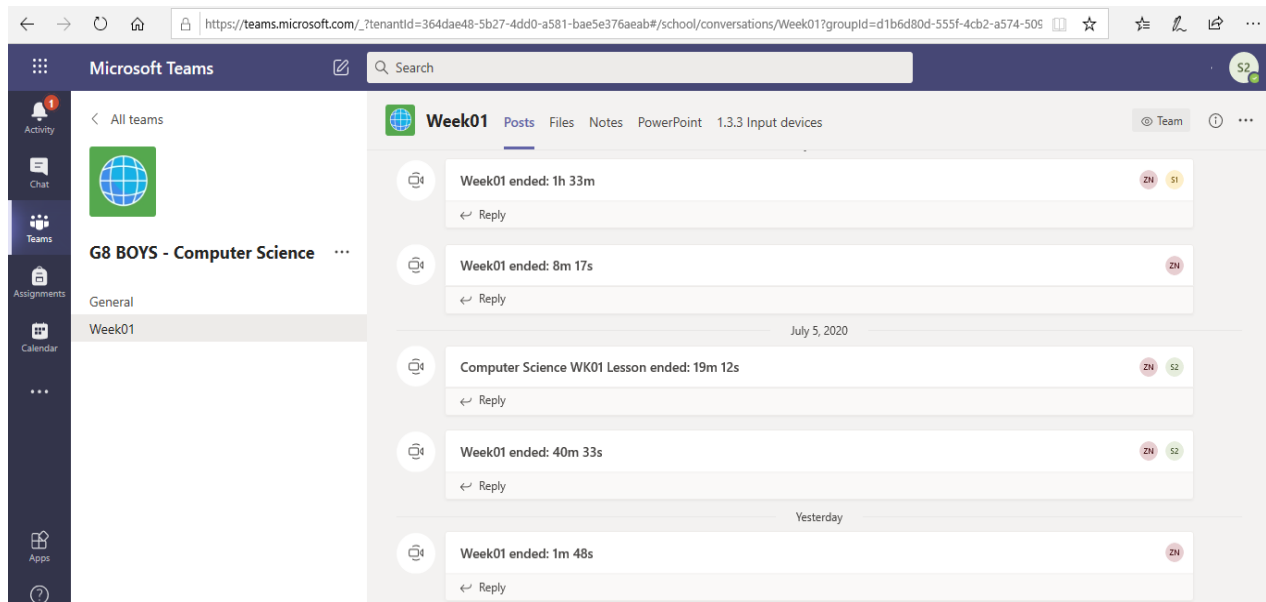
You will see on a time table which lessons will be live. For live sessions you will need a computing device with a webcam as well as microphone.

Ensure that you are set for the live session at least 5 minutes before the session.  
Things to do beforehand.

- Login to a device (Laptop, desktop PC, Tablet etc.).
- Connected to stable internet connection.
- Microphone connected and tested.
- Be ready to be seen by other people
- Login to MS Teams as shown in step 1.3

6.1 Teachers will share URL of the channel that will be used for the live lesson to avoid confusion of which channel to tune in. Do click on the link provided which will direct you to the right site.

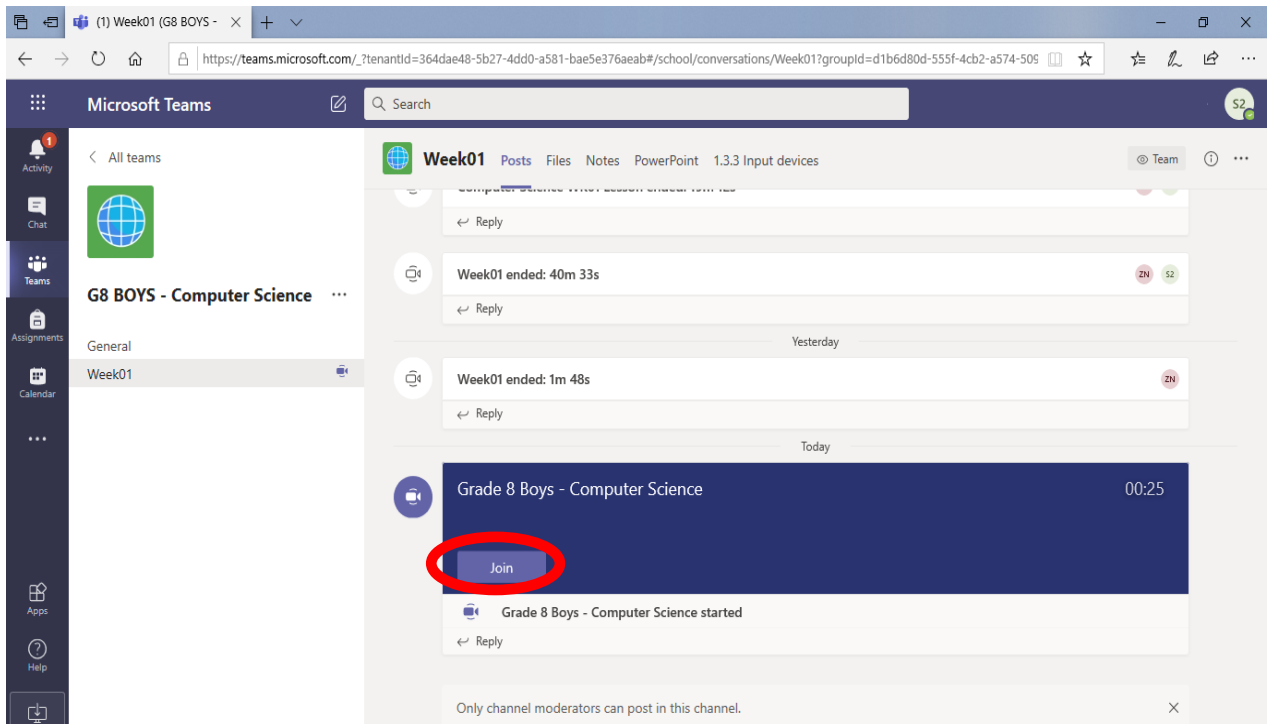
Upon clicking the link, you will be directed to Ms Teams, you may have to login using your login details. You will then be directed to the right channel where you will receive session invite from your teacher.





When you receive an invitation from your subject teacher

Click on **Join**



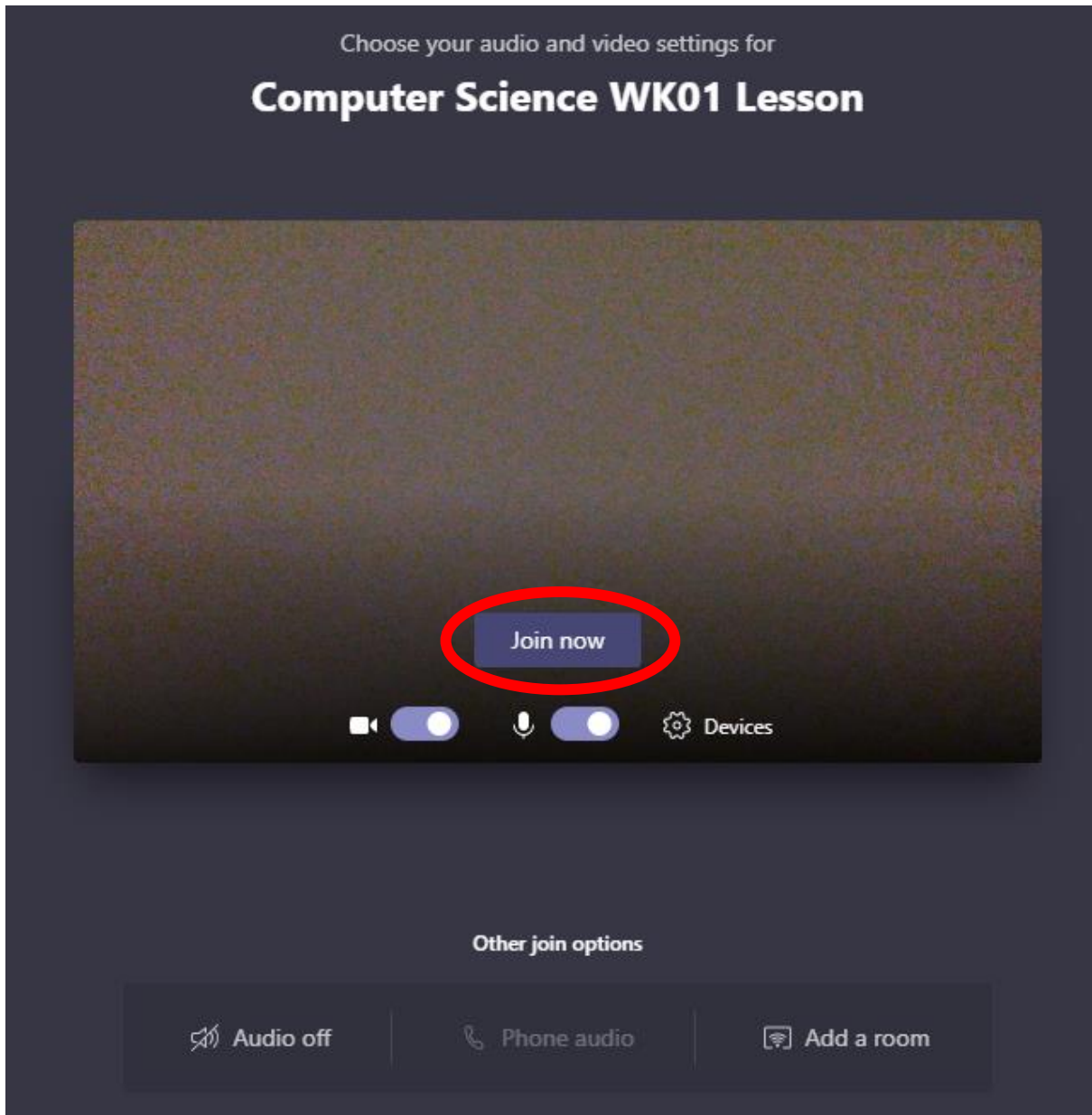


Example of an invitation when not tuned on the right channel but still on Ms Teams  
Click on **Accept**

The screenshot shows the Microsoft Teams interface. At the top, there is a search bar and a notification badge showing '52'. Below the search bar, the 'Teams' section is visible, with a 'Join or create team' button. Underneath, there are three team cards: 'Grade Class Sample' (blue icon with 'GC'), 'G8 BOYS - Computer Science' (green icon with a globe), and 'StudentSample' (red icon with 'S'). In the bottom right corner, a meeting invitation card is displayed. The card is from 'Ansir Mahmood' and says 'wants you to join a meeting' in the 'G8 BOYS - Computer Science/Week01' channel. At the bottom of the card, there are two buttons: 'Accept' and 'Decline'. The 'Accept' button is circled in red.

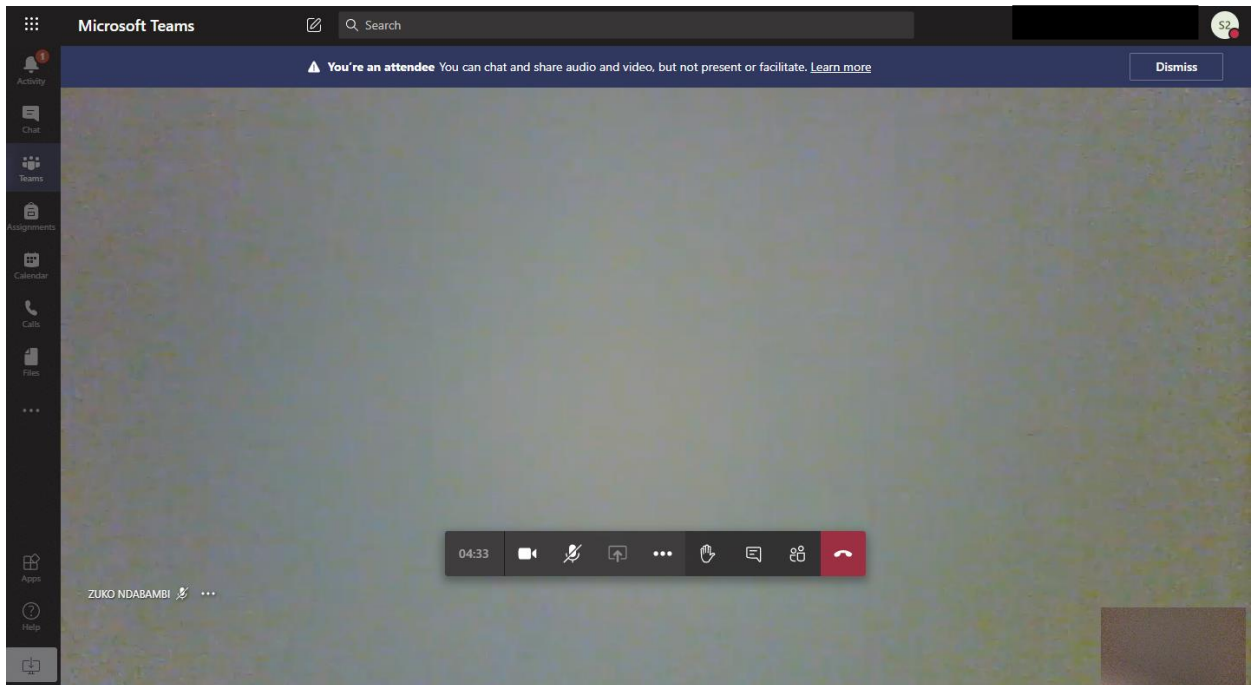


- 6.2 Notice the title of the lesson to ensure you are tuning to the right class and right session. Ensure that webcam and microphone are switched on and properly adjusted. Click on **Join now**





6.3 In this window you will see your teacher, your peers and yourself.

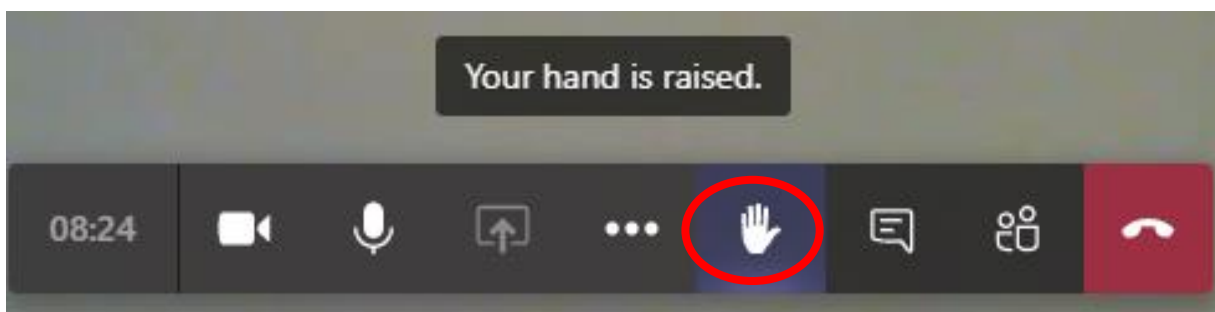


#### 6.4 Raising Hand

when you need to ask a question or provide response during the session, you raise your hand by clicking on the hand icon



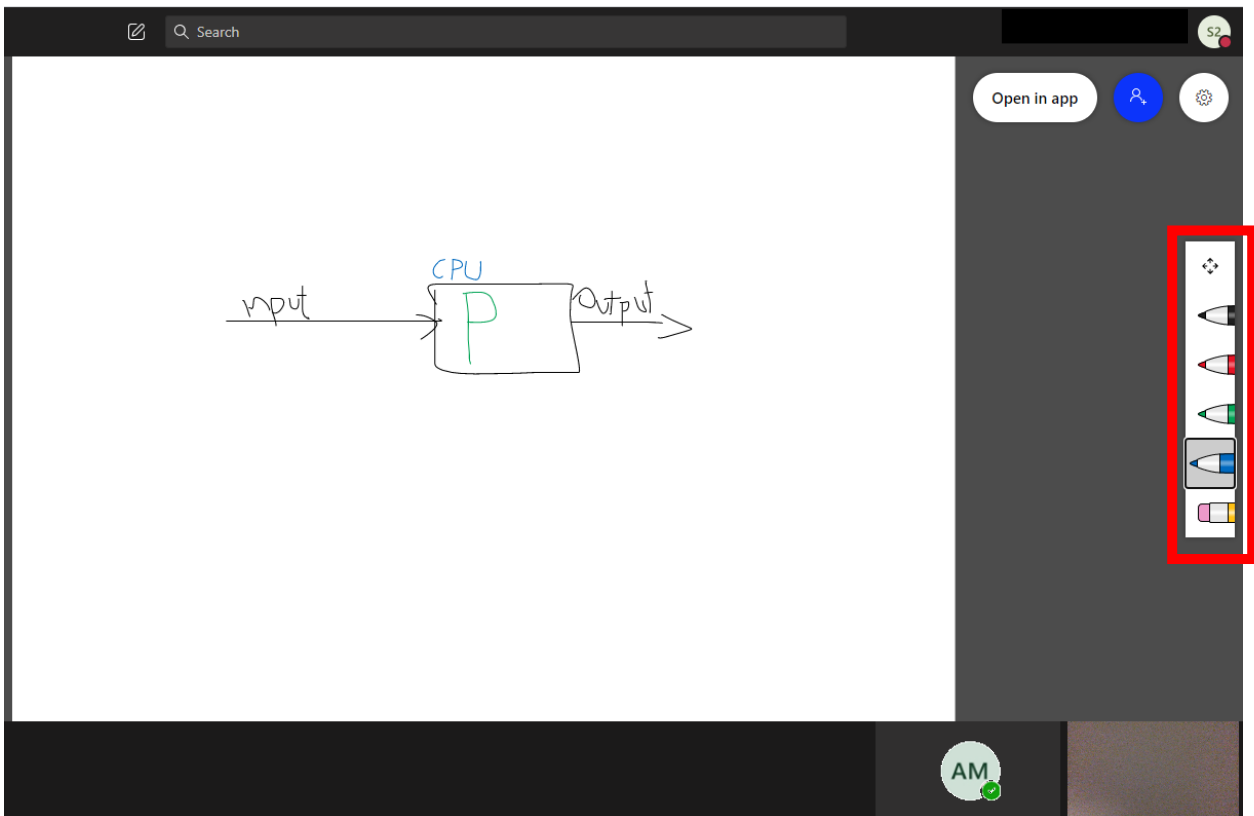
Remember to lower your hand when done with your question or response by clicking on the hand icon again. The teacher may put your hand down also.





6.5 Your teacher might be sharing a whiteboard where he/she will be writing on the board in real time.

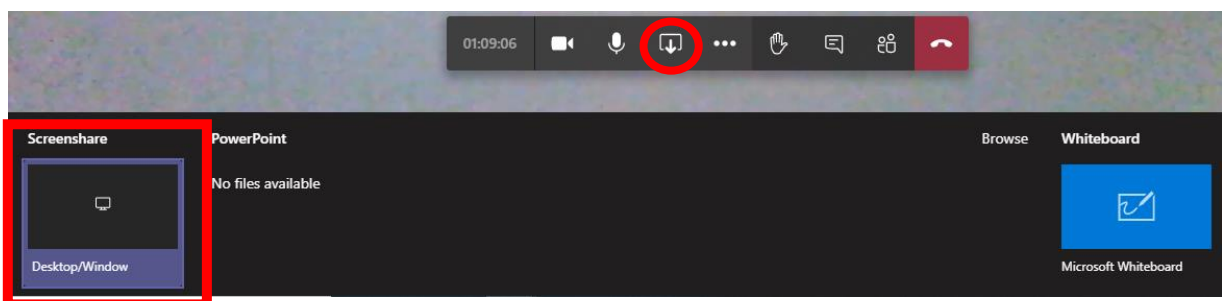
Students can also write on the shared whiteboard using the pens when given permission by the teacher.



6.6 Your teacher can also share desktop for demonstration purpose. Students can also share screens when permitted to do so, in order to do so you need to raise your hand and request to share your screen as follows.

### Sharing desktop

You can use this option to run any other program outside Teams, any program installed in your computer can be ran, and its screen be shared with other students and teacher in real time.



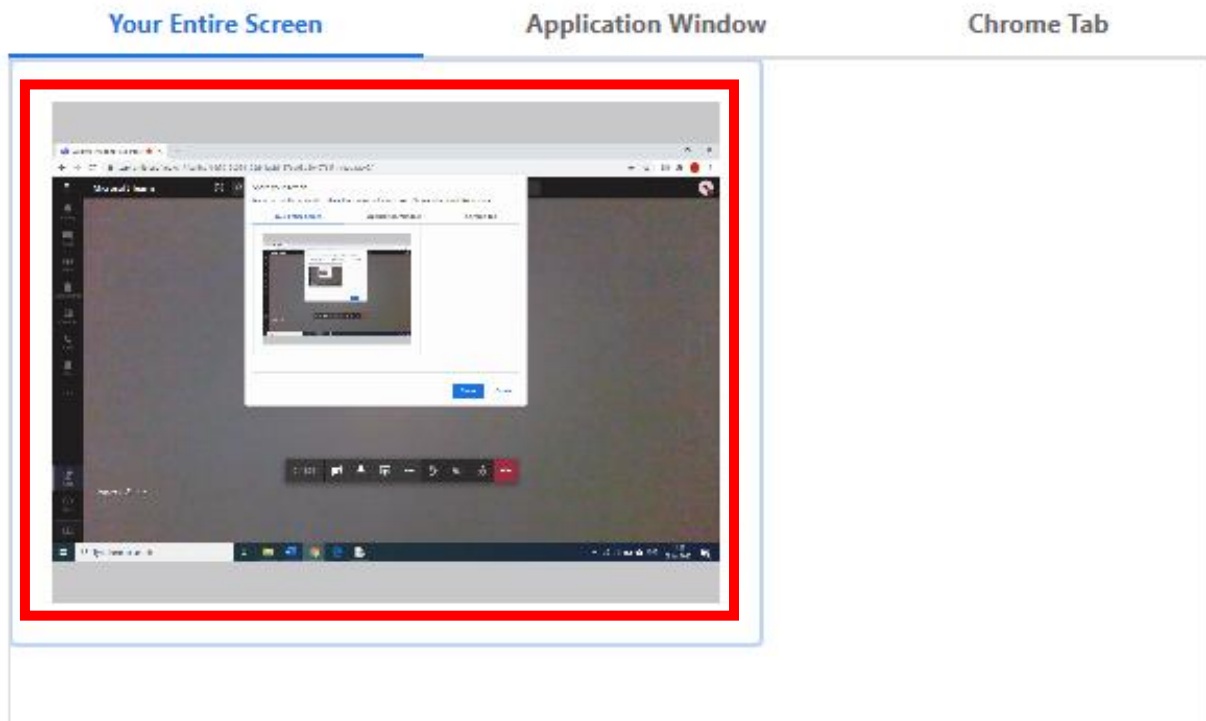


You can share your screen by sharing the entire screen. i.e your teacher and peers will see anything happening to your screen, any file you open, any program you load, including your desktop.

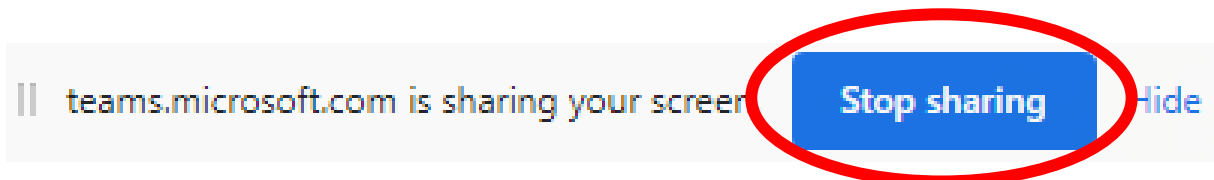
- Select Your Entire screen
- Click on the screen
- Click on share

### Share your screen

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



When done with demonstration remember to click on Stop sharing, this will appear at the bottom of Teams window.





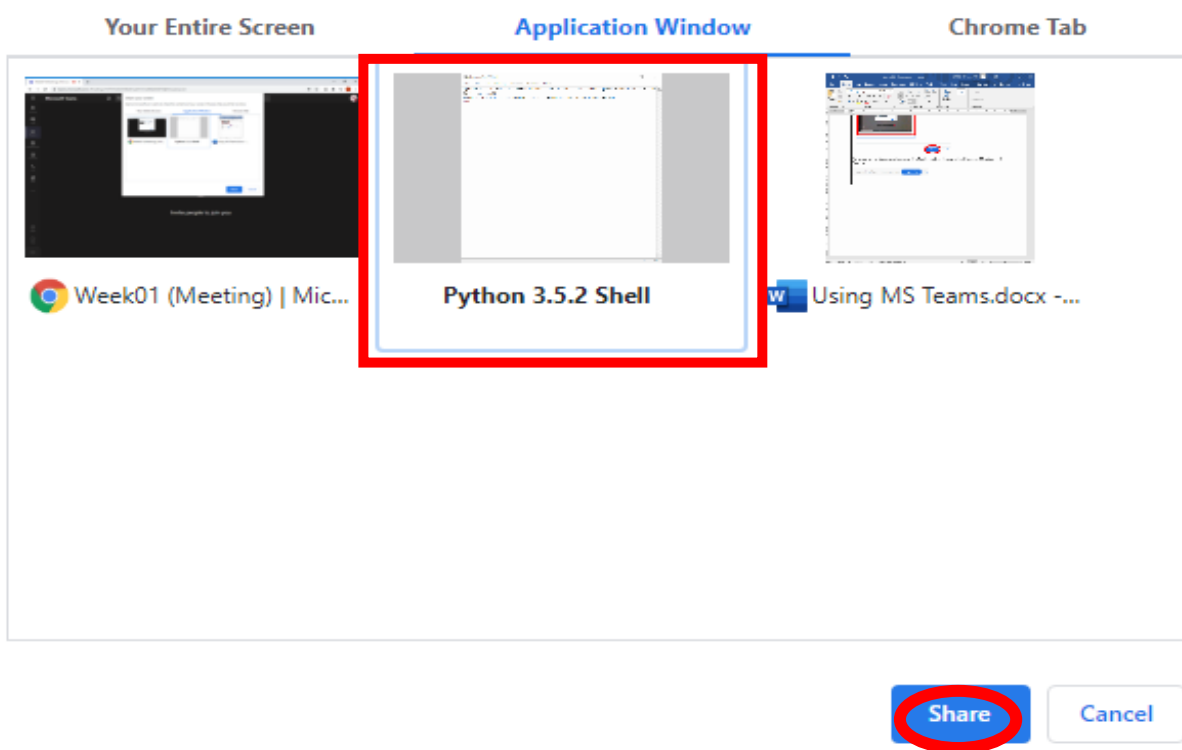
## 6.7 Share **Application Window**

You can also choose to share a certain window, provided that the program is already open, using this option will only share the chosen window or program, this will not share other programs or your desktop.

- Select **Application Window** tab
- Select the program intending to share
- Click on Share

Share your screen

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



6.8 Remember leave the virtual class at the end of the session by clicking Hang up icon.







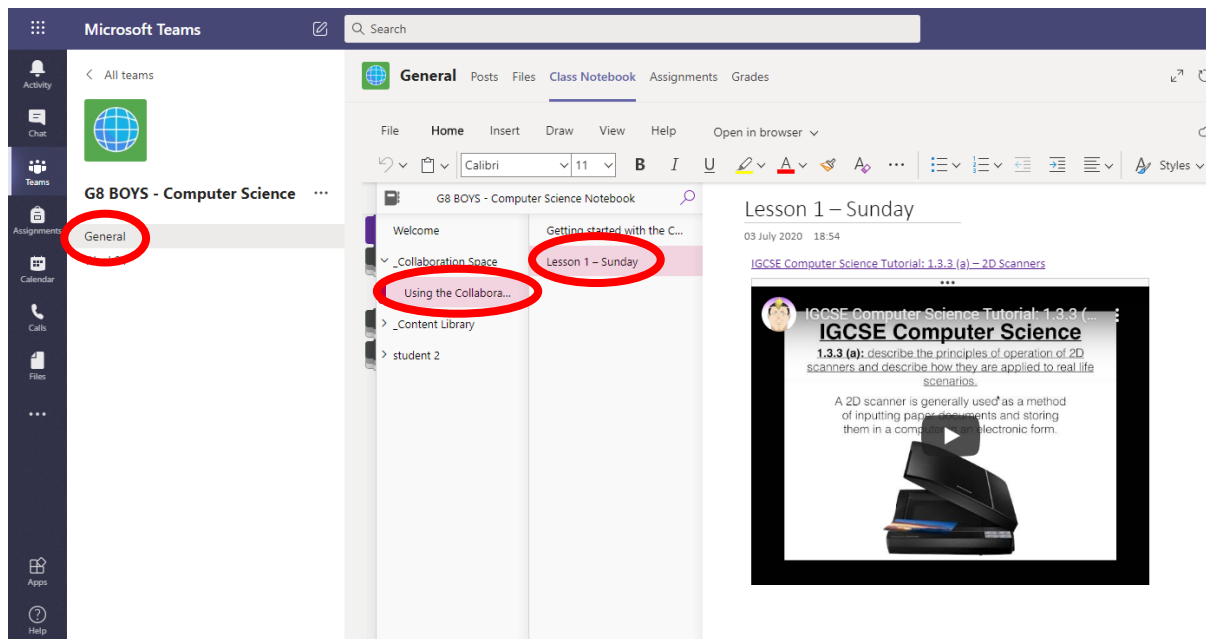
## SECTION C

### Additional Features

#### 1 How to use OneNote class Notebook

1.1 To take full advantage of MS Teams, teachers might use OneNote **Class Notebook**. To access OneNote Class Notebook collaborative workspace where a teacher and students can present information in a page(s).

- Click on **General** channel
- Click on “**using the collaborative space**”
- Click on a page e.g. “Lesson 1 – Sunday”





## 1.2 Accessing **Content Library**

Content Library is the space where teachers can present all different files in an organised manner.

- On a General channel
- Click on “using content library” under Content Library
- Open any page e.g. Week01-Notes

The screenshot displays the Microsoft Teams interface for a team named "G8 BOYS - Computer Science". The left-hand navigation pane shows the team's structure, with the "General" channel selected and circled in red. Under the "Content Library" section, the item "Using the Content Li..." is also circled in red. The main content area shows the "Week 01 - Notes" page, with the title "Week 01 - Notes" and the date "03 July 2020 21:50" circled in red. The page content includes a heading "Chapter 5 – Input Devices", a "See Lesson Plan" link, a Word document icon labeled "G8-W1\_S1+...", a "See presentation" link, a PowerPoint icon labeled "Chapter 5 - input", and a link "Chapter 5 – Input Devices - click on the link".

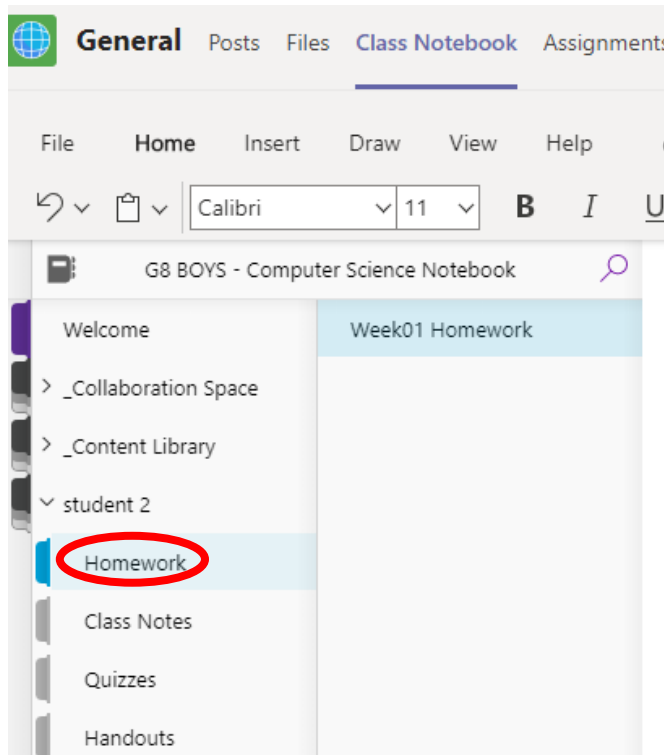


### 1.3 Accessing **Student WorkSpace**

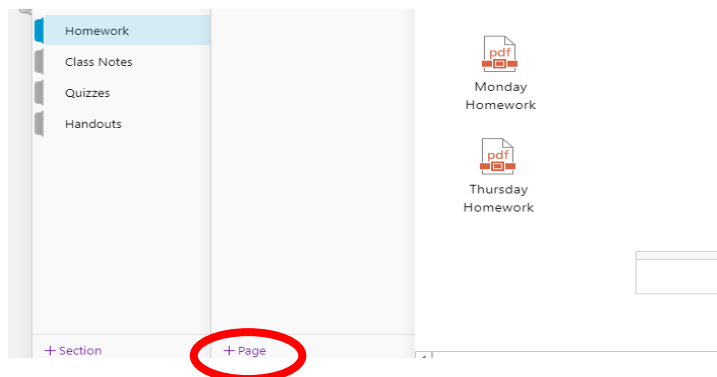
Student Workspace is the workspace that can only be accessed by the individual student and the subject teacher.

Students can upload homeworks

Under General channel, click on Homework section under student section marked by your name



Click **+ Page** to create a new page, then paste the file containing your homework



Same can be done for class Notes, Quizzes and Handouts.