Online Distance Learning

Microsoft Teams

Students

User Guide

Index

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

Microsoft

Sign in

student2@jpgs.org

No account? Create one!

Can't access your account?

Sign-in options

Back   Next

Enter password then click **Sign in** button

Microsoft

←   student2@jpgs.org

Enter password

••••••••

Forgotten my password

Sign in

1.4 Opening e-mails on Outlook

Upon logging in, Outlook should be listed amongst recommended programs, click on Outlook.
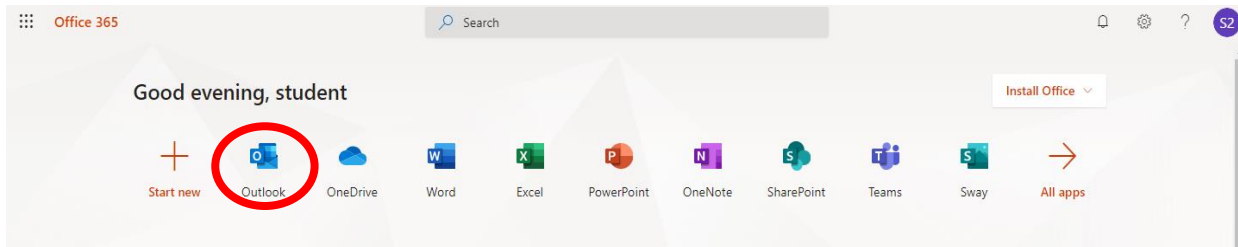
However, if Outlook is not on the list click on **All apps**

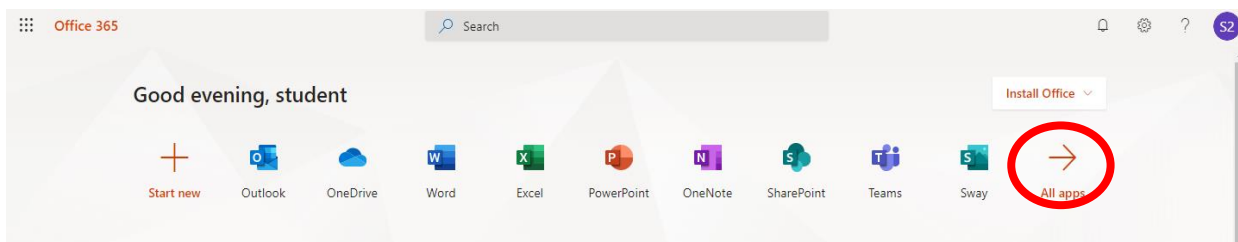You will find Outlook listed under **Office 365** tab and even under All apps tab

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

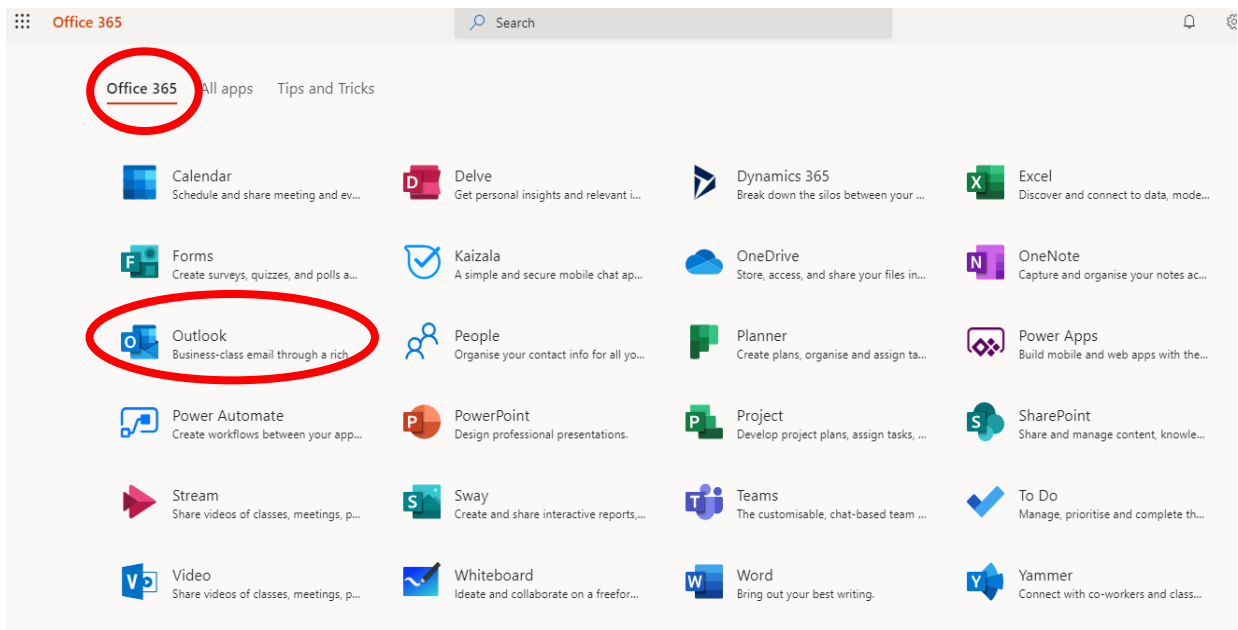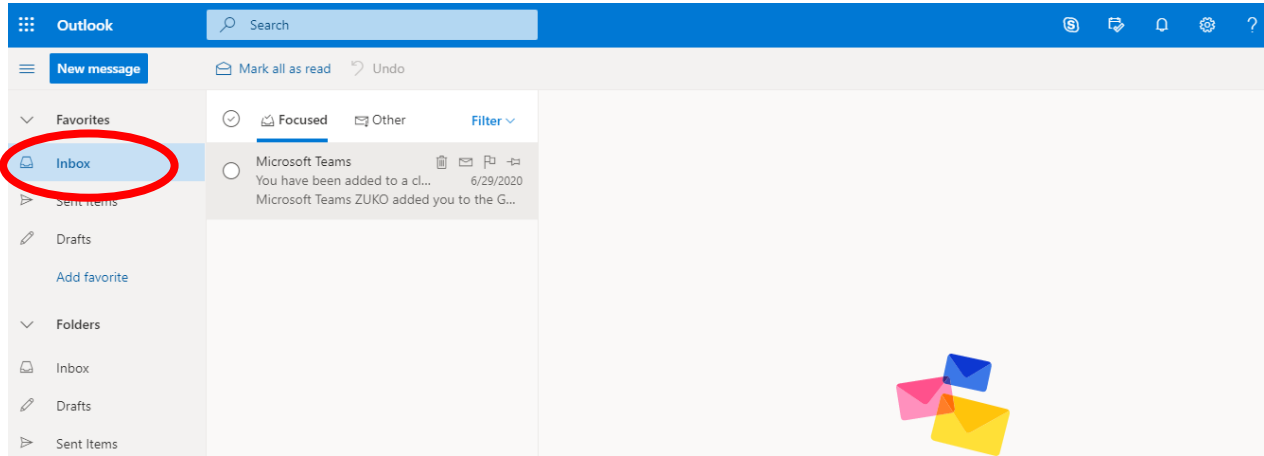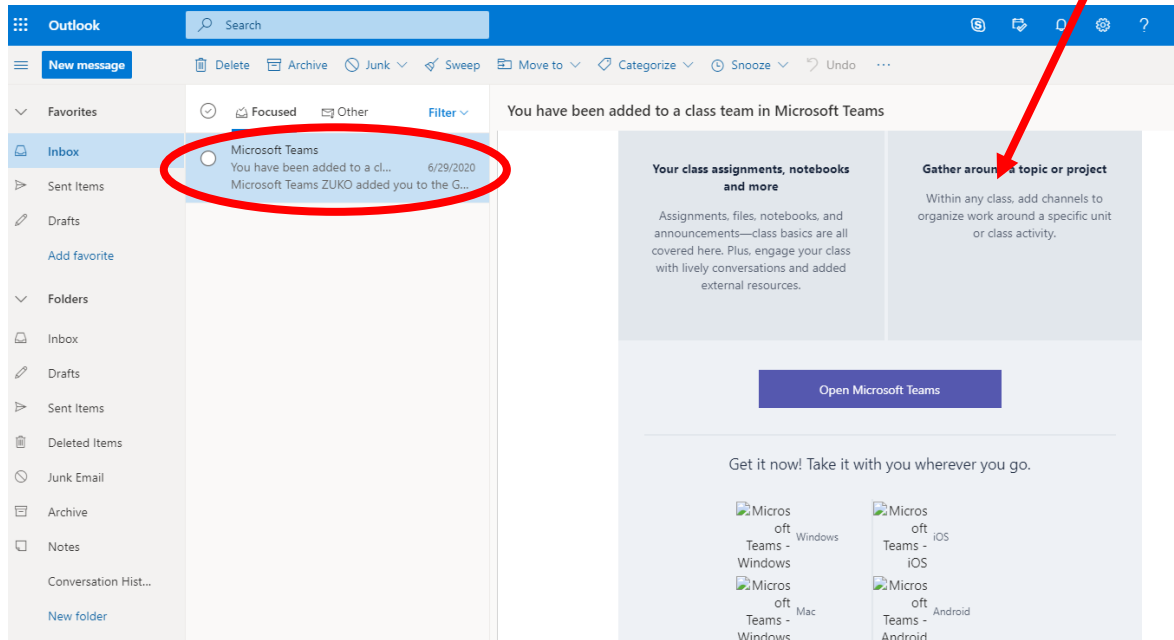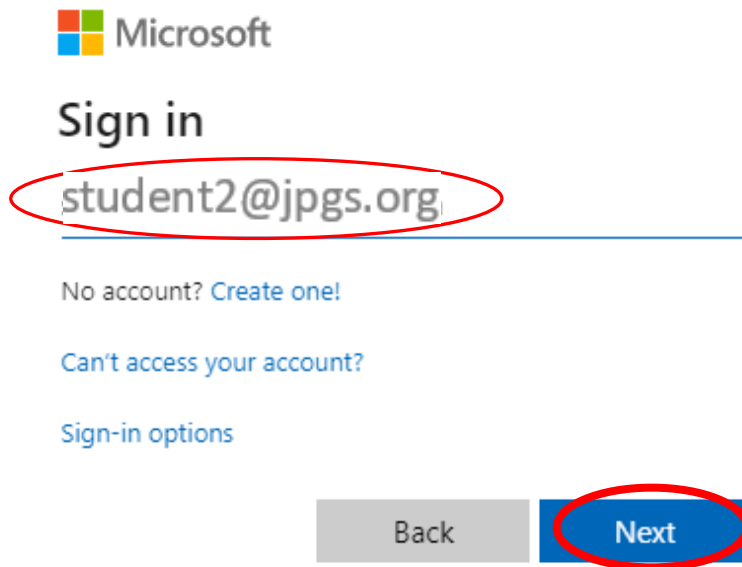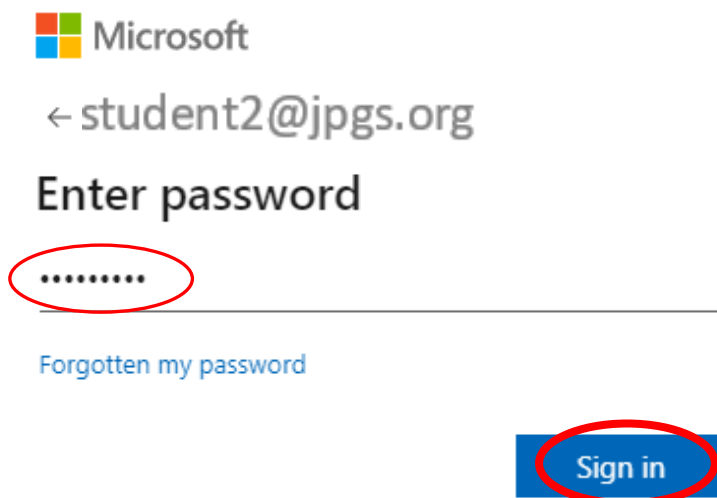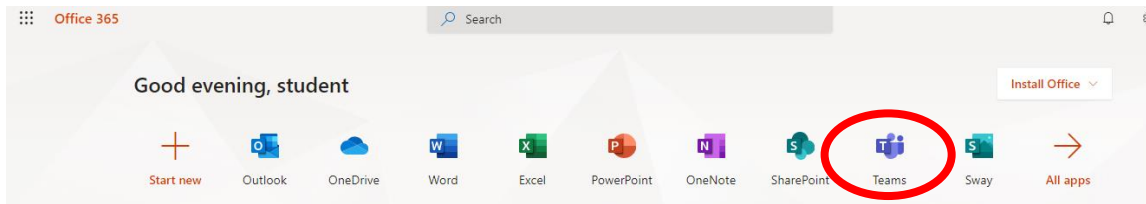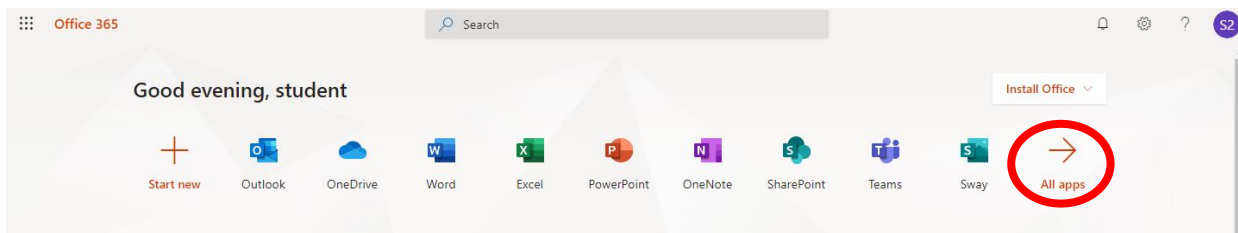Enter password then click **Sign in** button
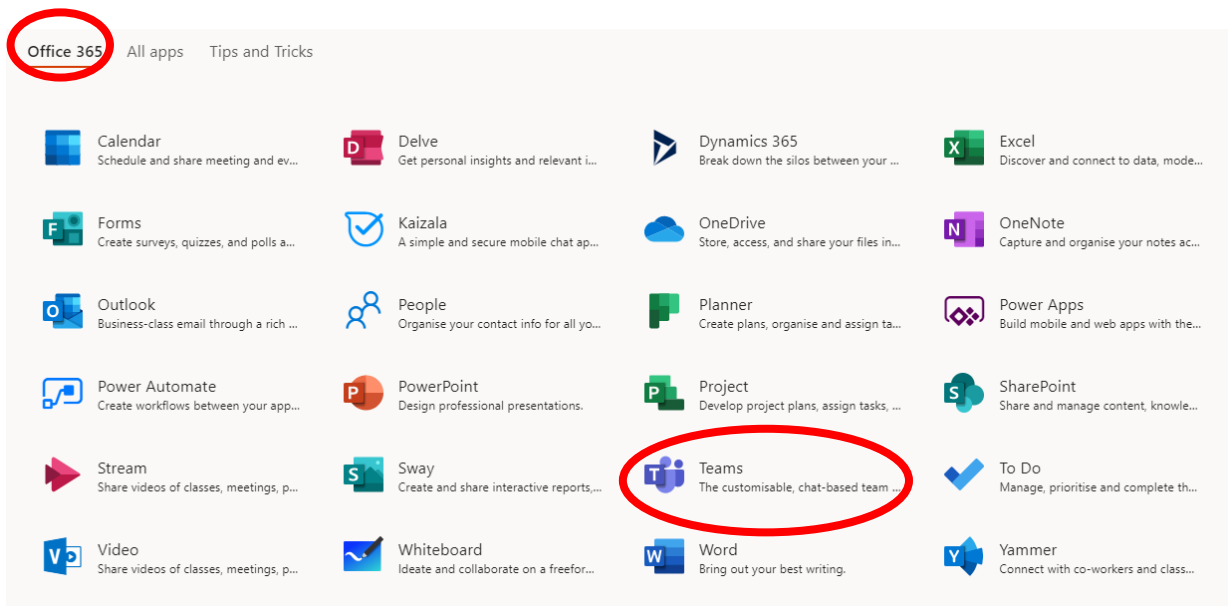
1.4 **Accessing Teams**

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.
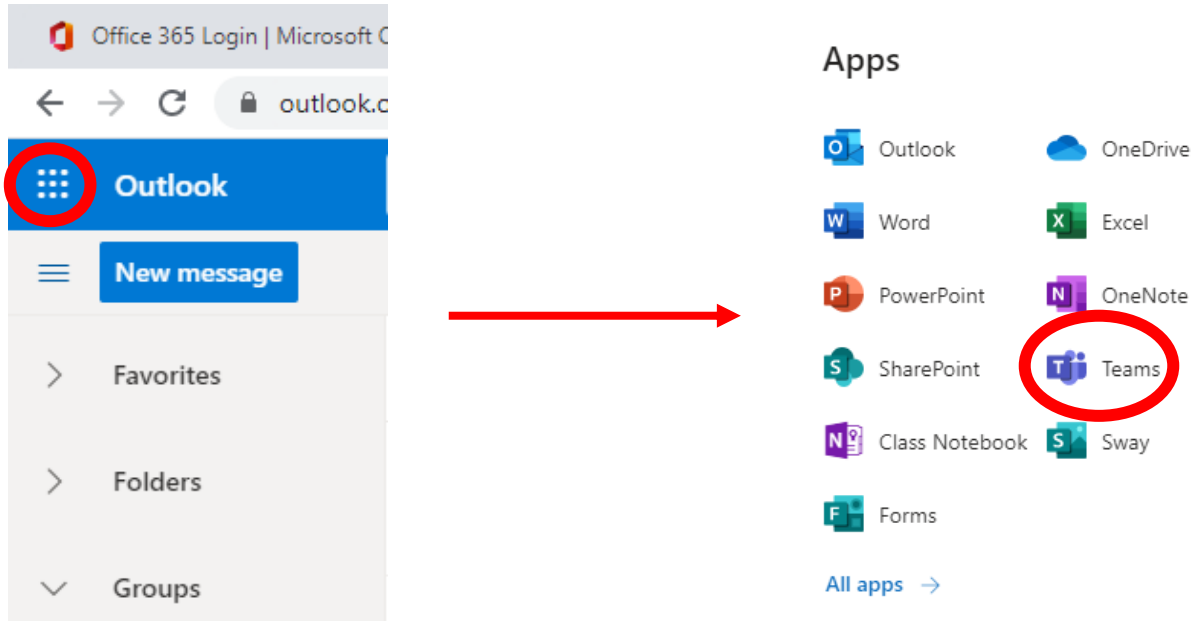
2.   **Loading Teams using the Web browser**

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**
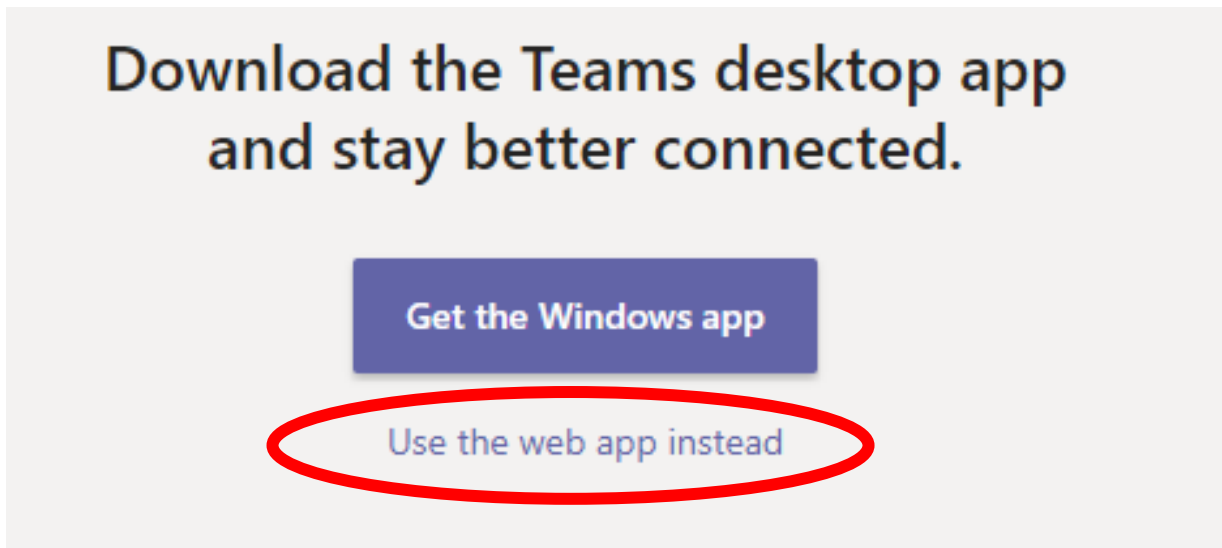
3. **Accessing Classes / Teams**

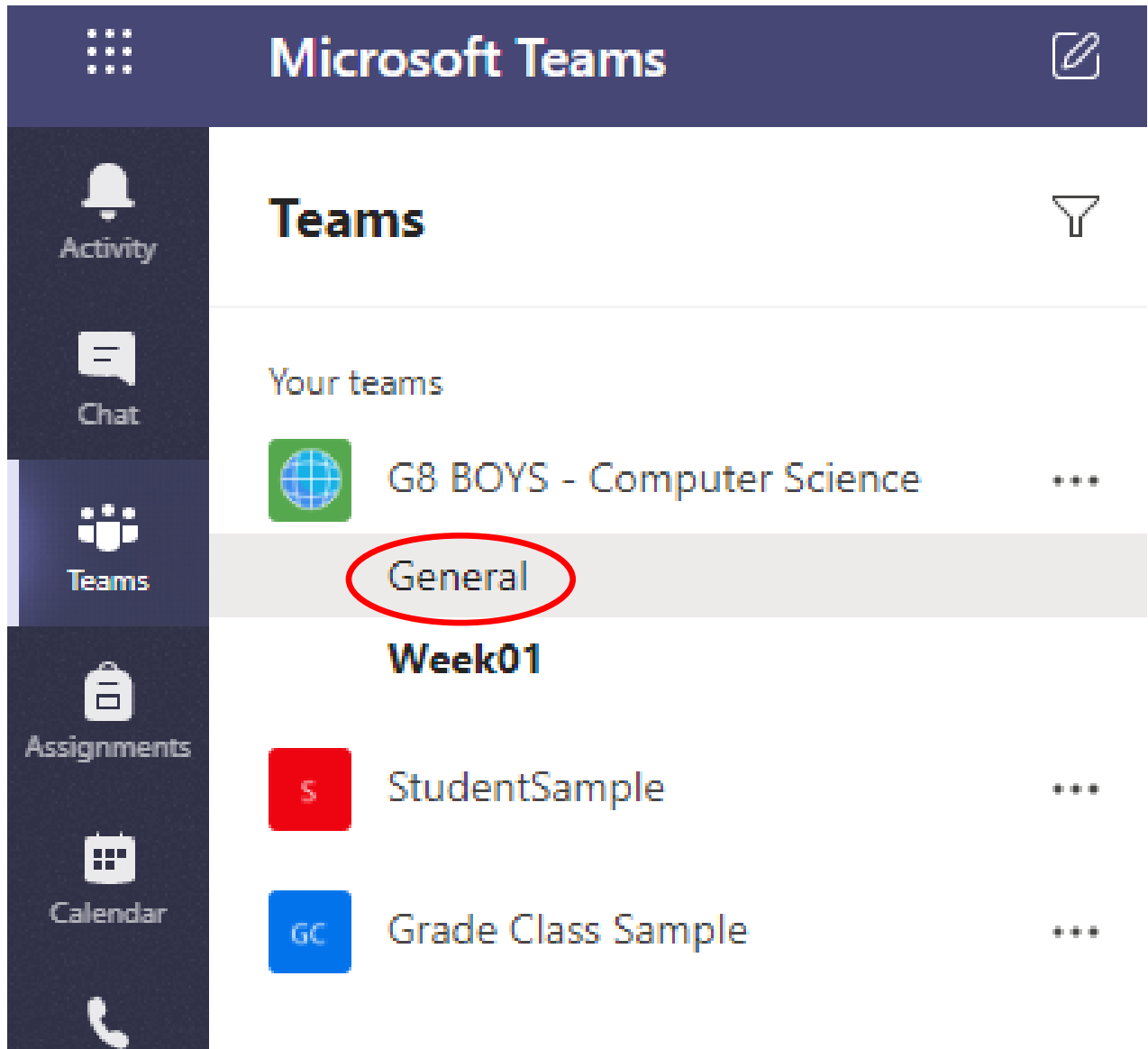There should be a team for each of your subjects, to see the teams you're place in, click on **Teams** ribbon.
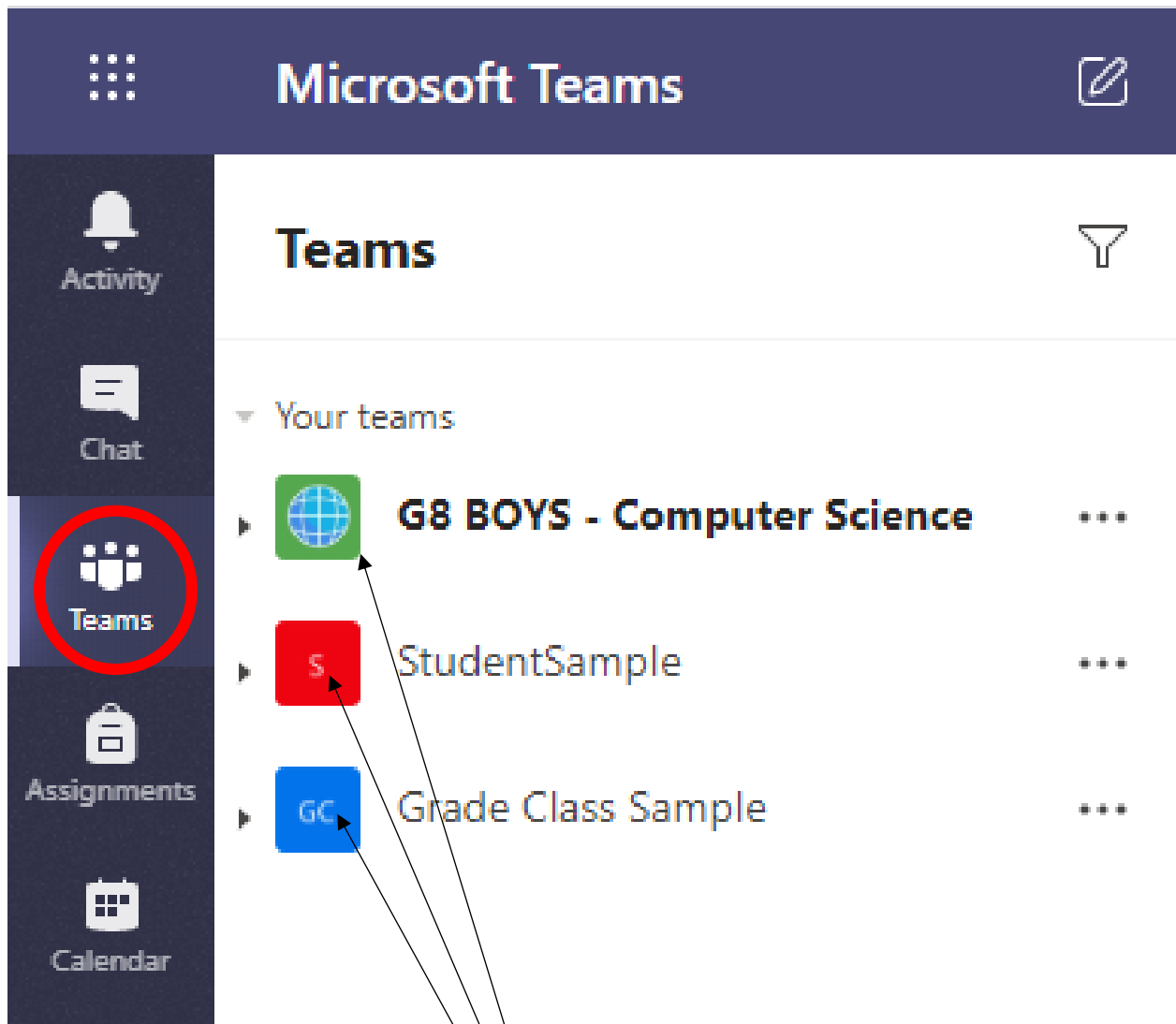
Your classes will be listed here like these

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.
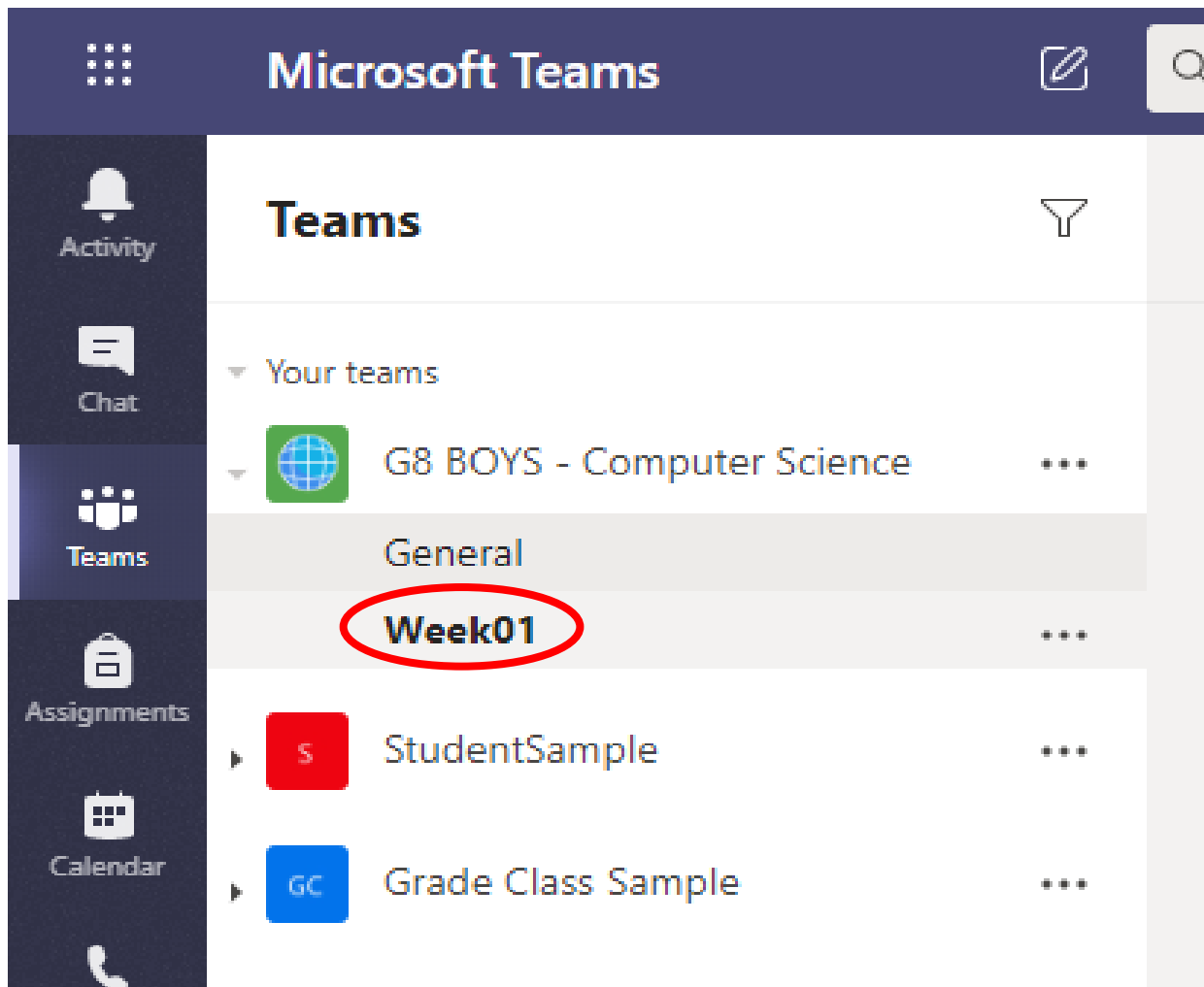
5   **Accessing Other Channels**

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).

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

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
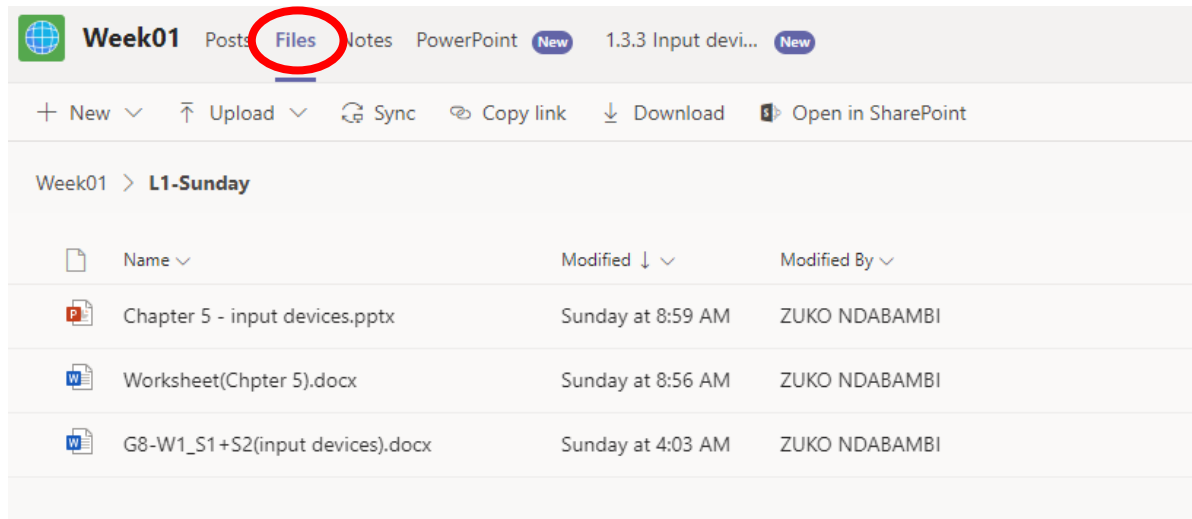
5.4 Accessing **Quick Links**

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**

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.

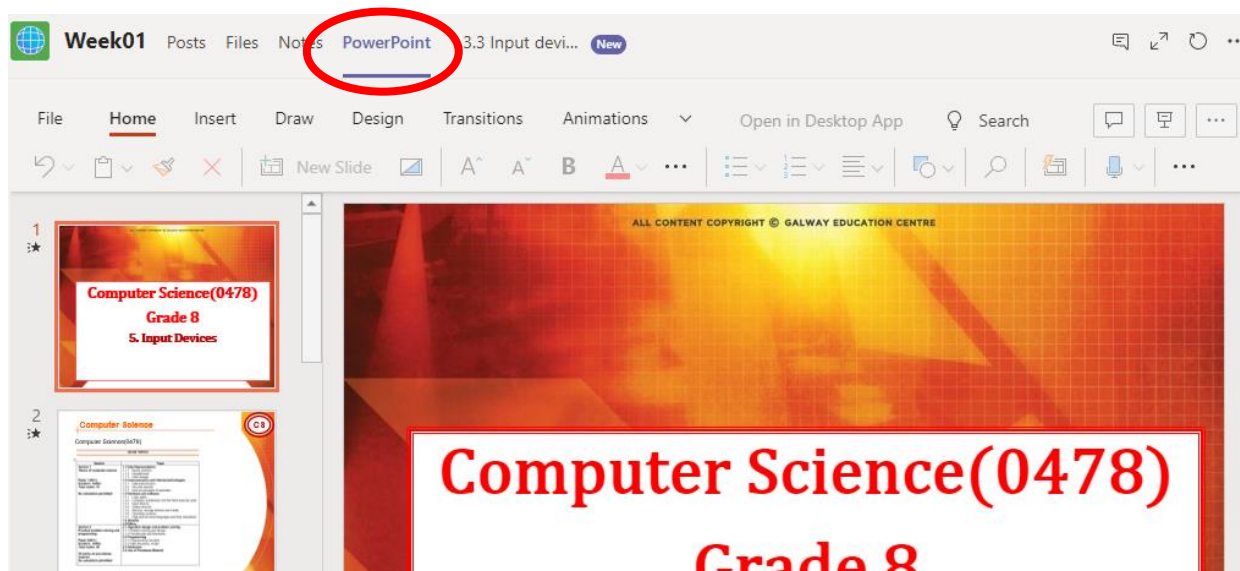Ensure that you are set for the live session at least 5 minutes before the session.
Things to do beforehand.

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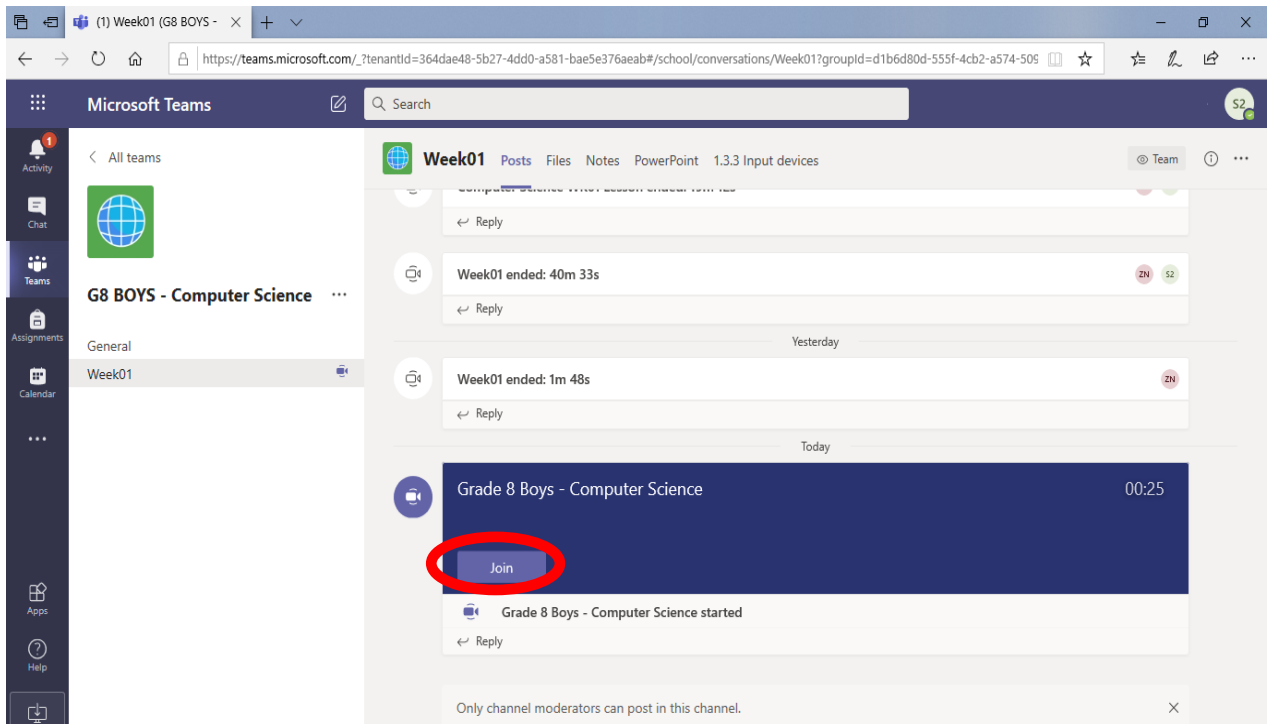
Upon clicking the link, you will be directed to Ms Teams, you may have to login using your login details. You will then be directed to the right channel where you will receive session invite from your teacher.
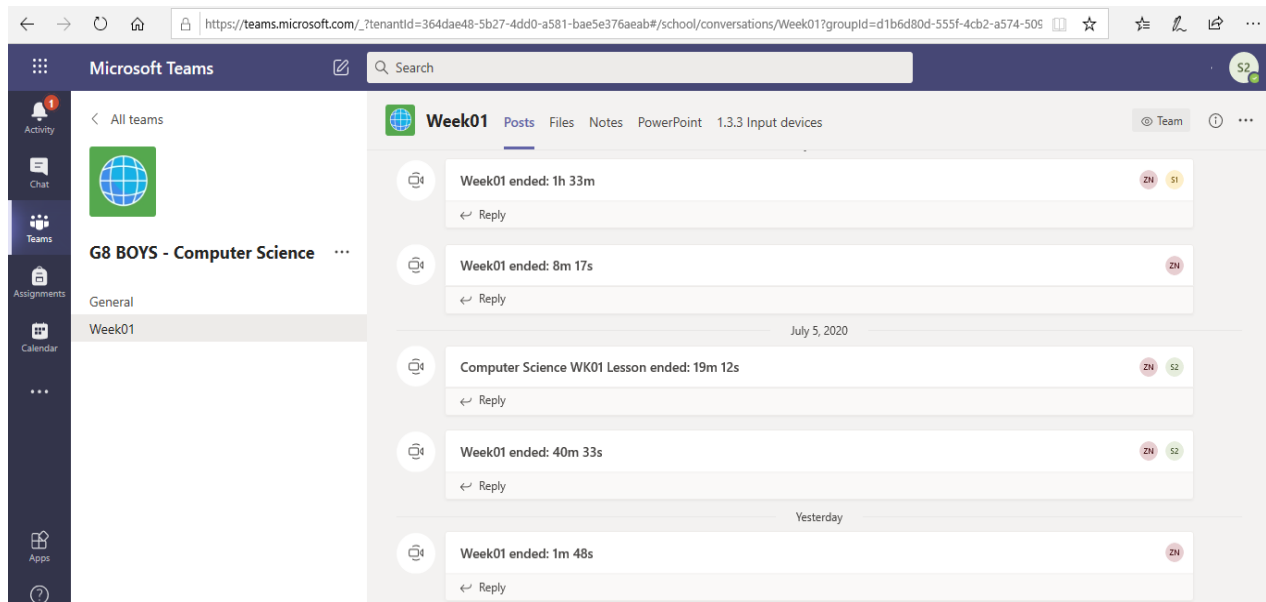
When you receive an invitation from your subject teacher

Click on **Join**

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

Click on **Accept**

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**
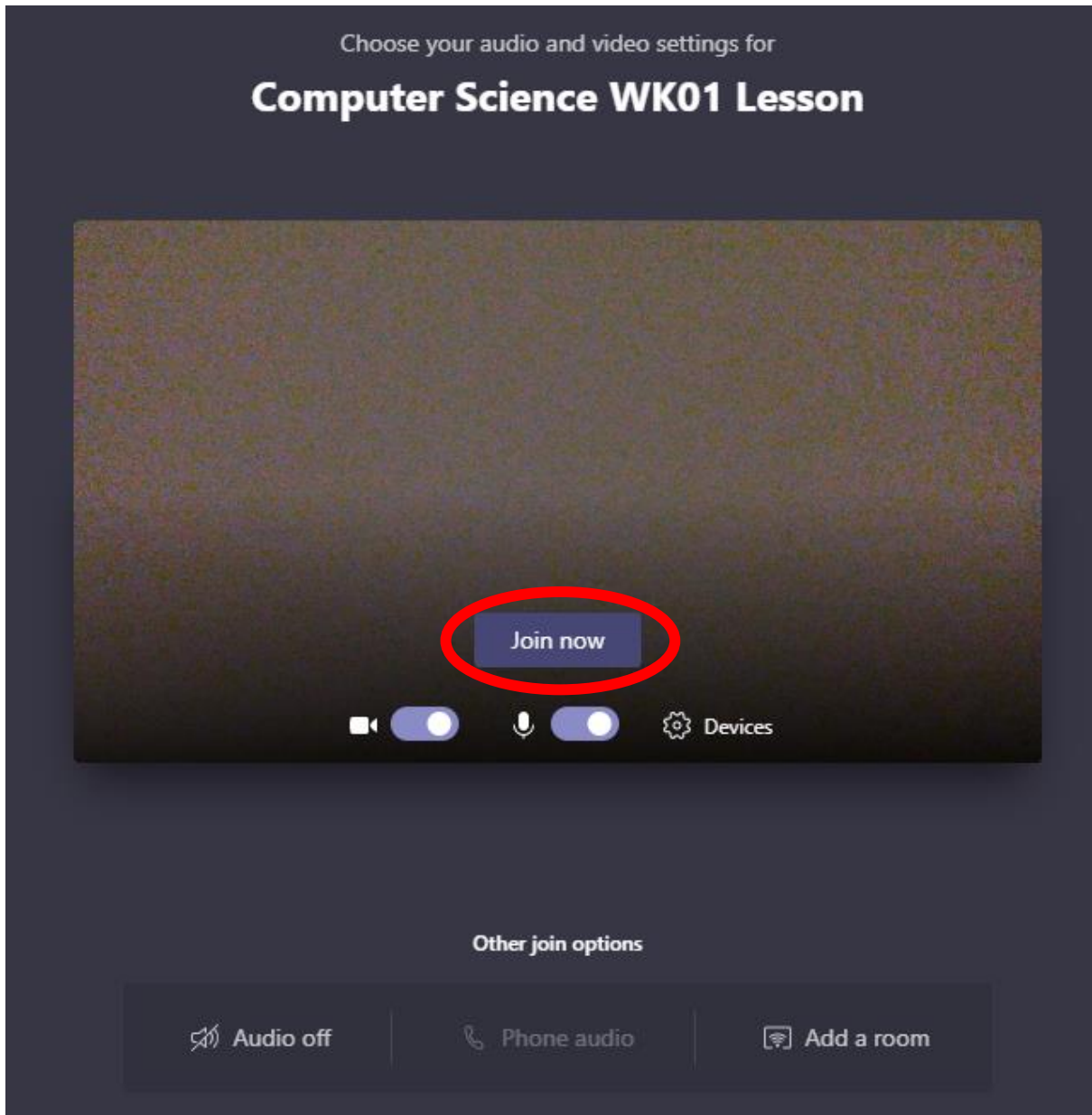
6.3   In this window you will see your teacher, your peers and yourself.
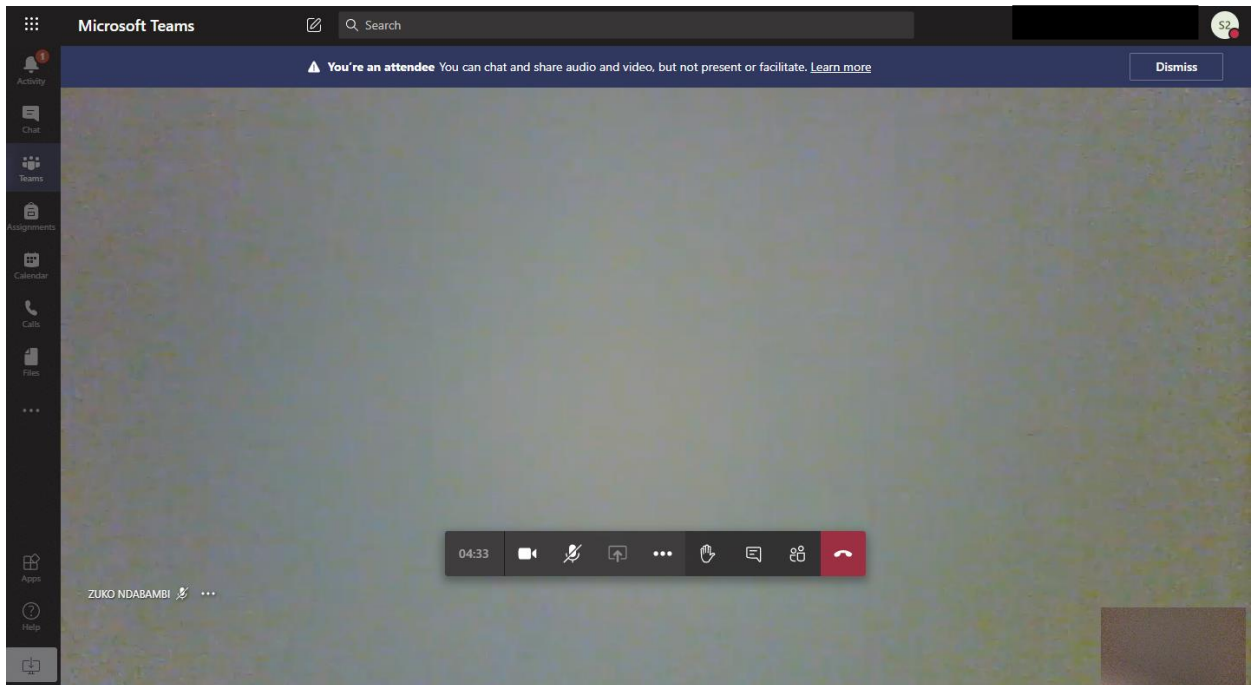
6.4   **Raising Hand**
       when you need to ask a question or provide response during the session, you raise your hand by
       clicking on the hand icon

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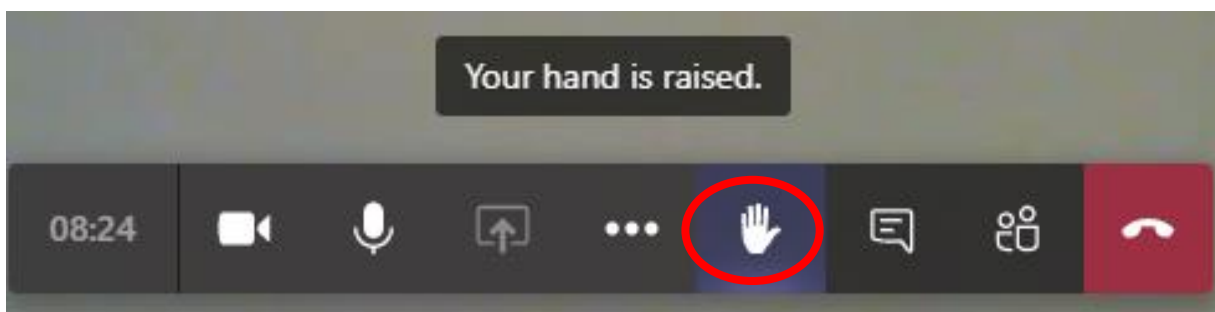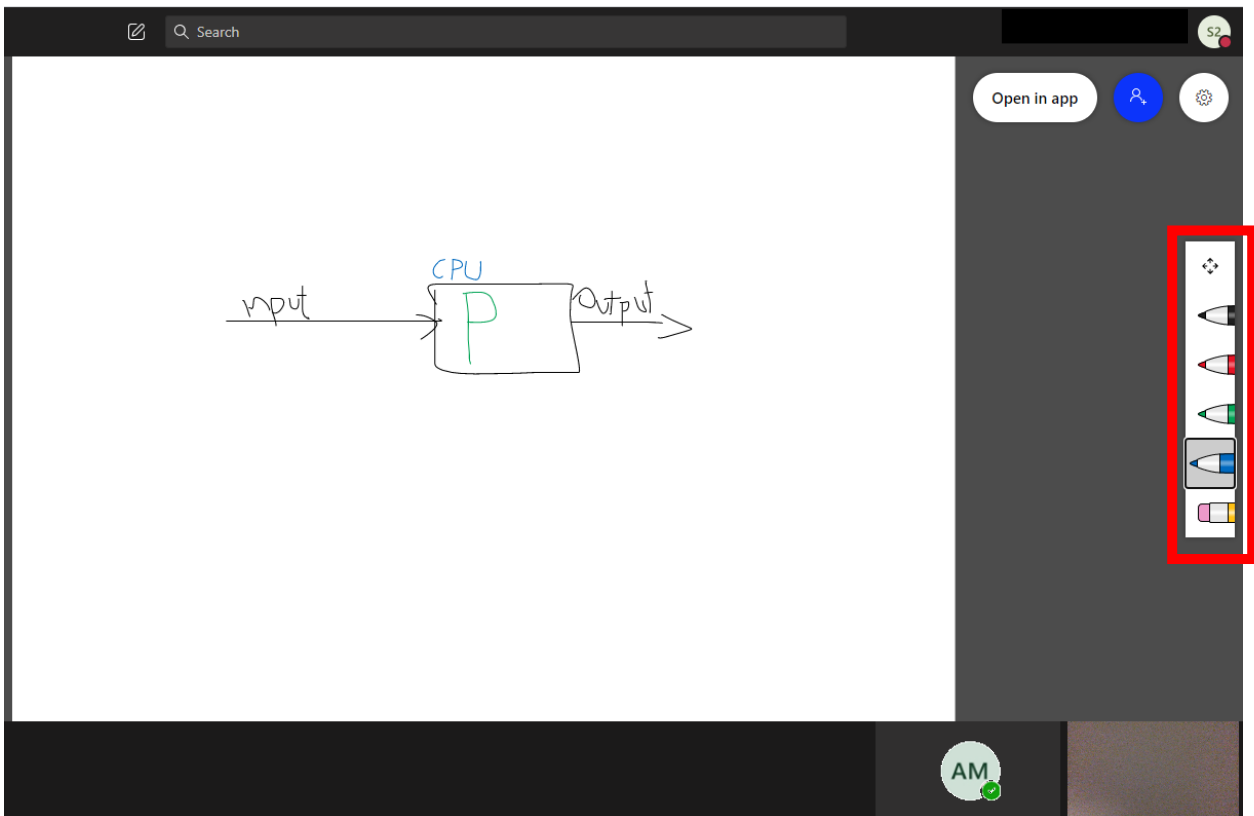
Students can also write on the shared whiteboard using the pens when given permission by the teacher.

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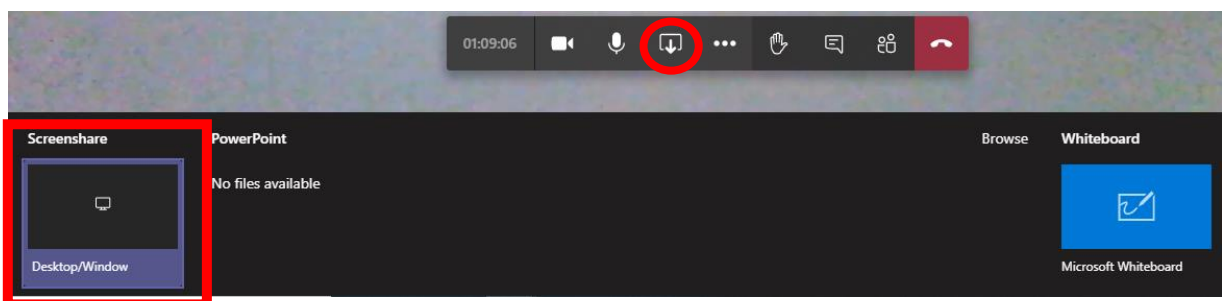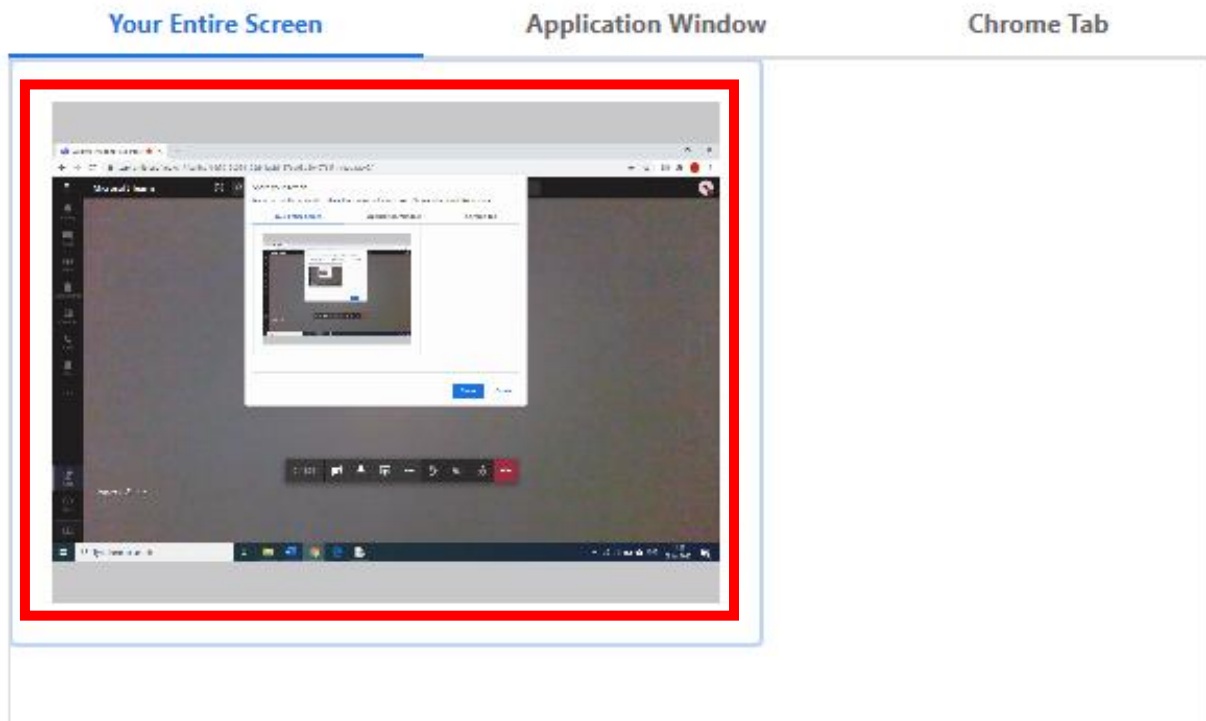
You can share your screen by sharing the entire screen. i.e your teacher and peers will see anything happening to your screen, any file you open, any program you load, including your desktop.
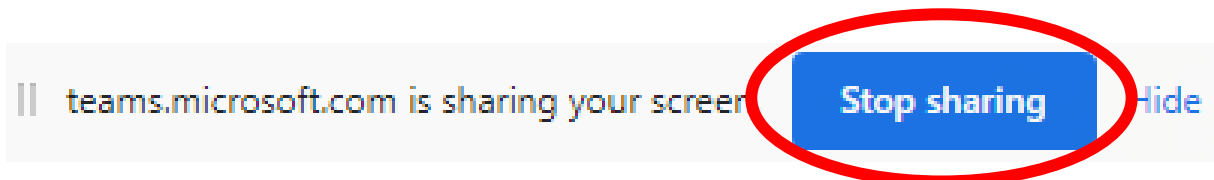
- Select Your Entire screen
- Click on the screen
- Click on share

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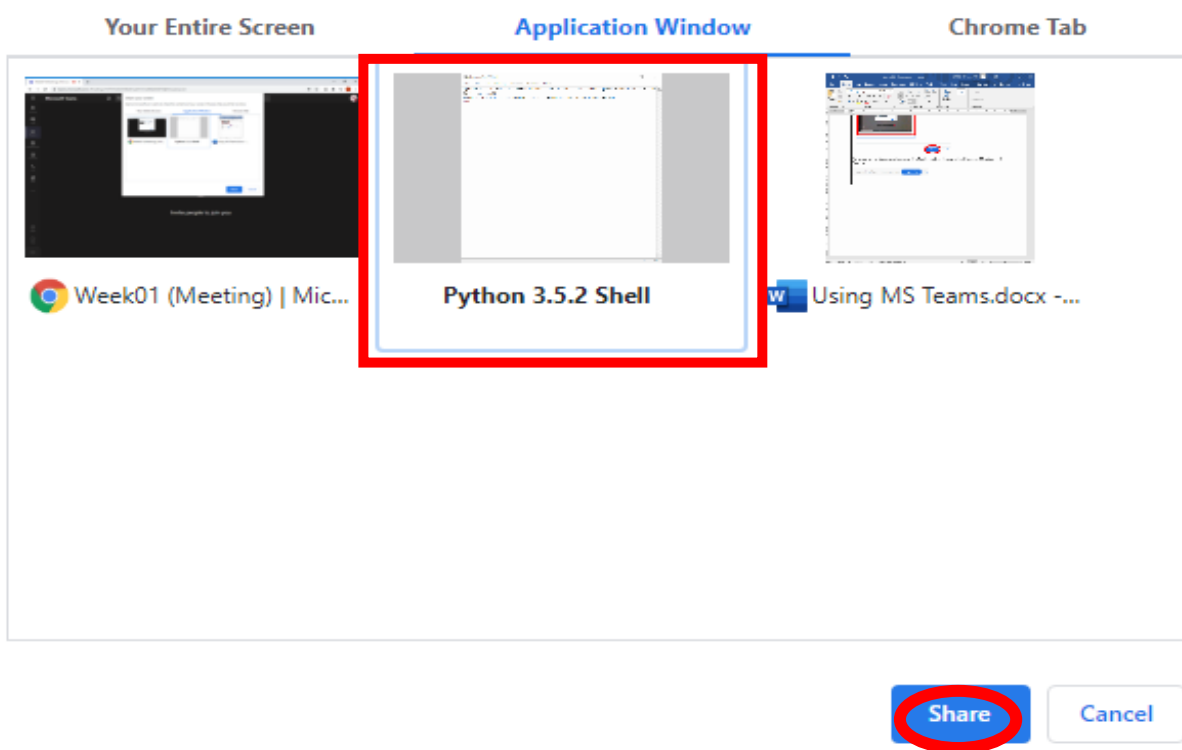
6.8   Remember leave the virtual class at the end of the session by clicking Hang up icon.

SECTION C

Additional Features

1   How to use OneNote class Notebook

1.1   To take full advantage of MS Teams, teachers might use OneNote C**lass 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"
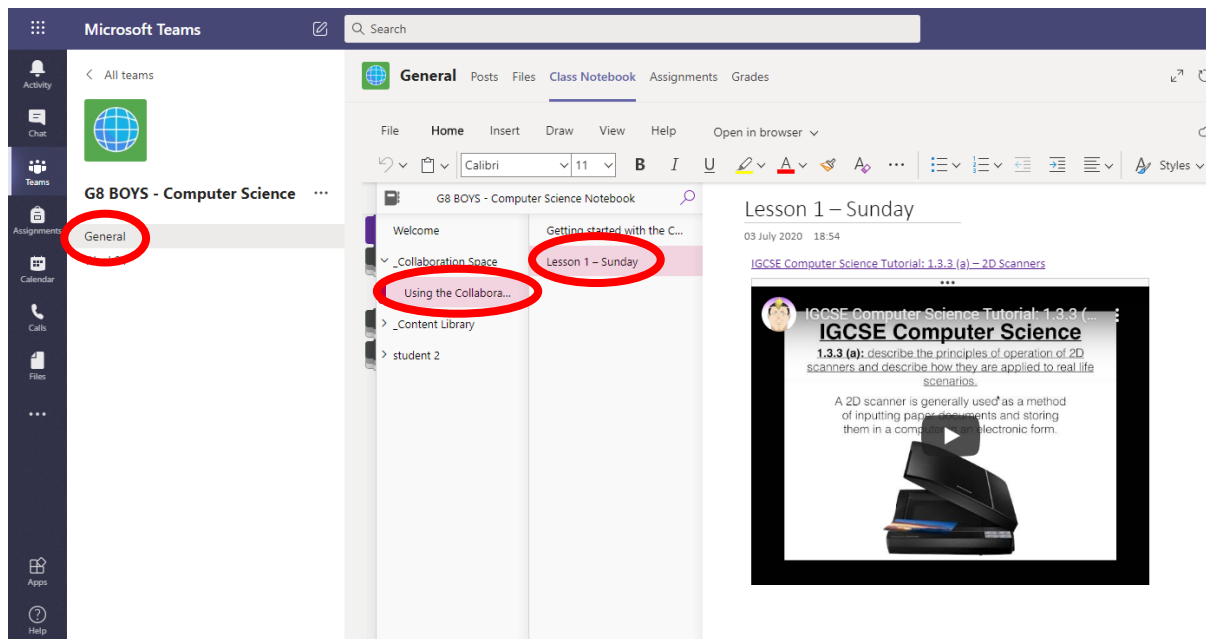
1.2 Accessing **Content Library**

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
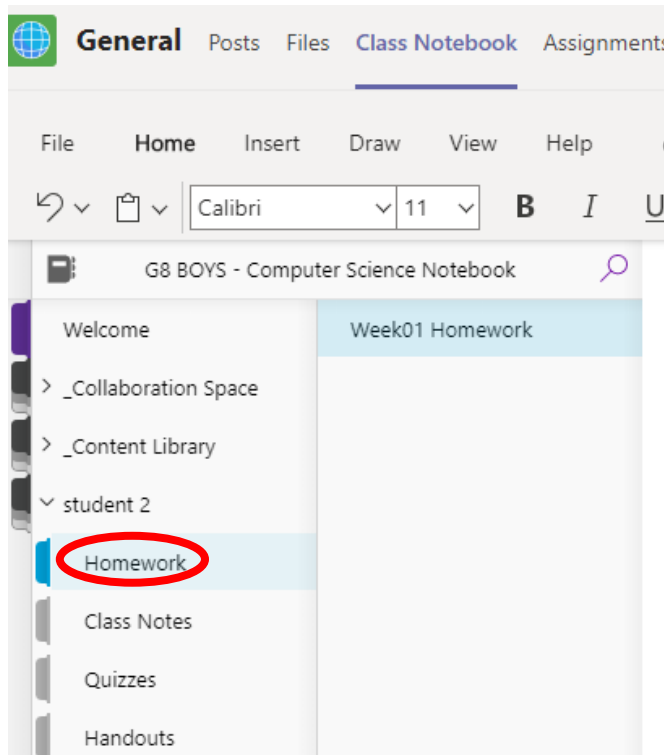- Open any page e.g. Week01-Notes
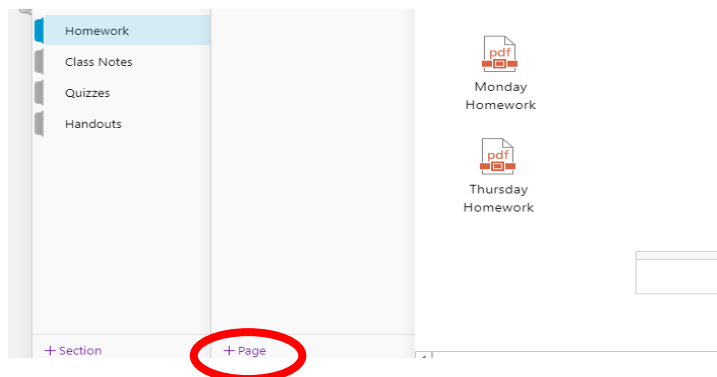
1.3   Accessing **Student WorkSpace**

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.