



Microsoft Teams

How-To-Use

Success Criteria

I am able to join a Teams meeting.

During meeting, I am able to:

- On/off my camera.
- Mute/Unmute myself.
- Raise hand to ask question.
- Chat with other students.

What is Microsoft Teams?



Teams is a program that helps you talk to your friends and teachers.



Let's learn how to use it and see all the fun things it can do!

What can Teams do?



Chat: Send messages to your teachers/classmates.



See: Join video classes with your teacher.



How Do I join A
Scheduled
Meeting?



Join a Scheduled Meeting from SLS

1. Open SLS.
2. Type your username and password.
3. Look for your teacher's invite.
4. Click 'Join'.
5. Click 'Continue'.

Join a Scheduled Meeting from SLS

The screenshot shows the 'Student Learning Space' interface. A 'Planner' window is open, displaying 'Teacher scheduled meeting with Students'. A red circle with the number '1' highlights the 'Click here to join the meeting' link. The meeting details include: 'Microsoft Teams meeting', 'Join on your computer, mobile app or room device', 'Meeting ID: 452 754 695 406', and 'Passcode: ekcpzz'. To the right, there are sections for 'Assignment' and 'Self-Study Tasks', both with 'ATTACH' buttons and 'No Attachments attached' or 'No Self-Study Tasks attached'.

The screenshot shows the Microsoft Teams meeting join dialog. A red circle with the number '2' highlights the 'Continue on this browser' button. The dialog includes the Microsoft Teams logo, the text 'Join your Teams meeting', and two buttons: 'Continue on this browser' and 'Join on the Teams app'. At the bottom, there is a link for 'Don't have the app? Download it now'.

Join a Scheduled Meeting from ICON Email



Open your school email.



Find the email from your teacher.

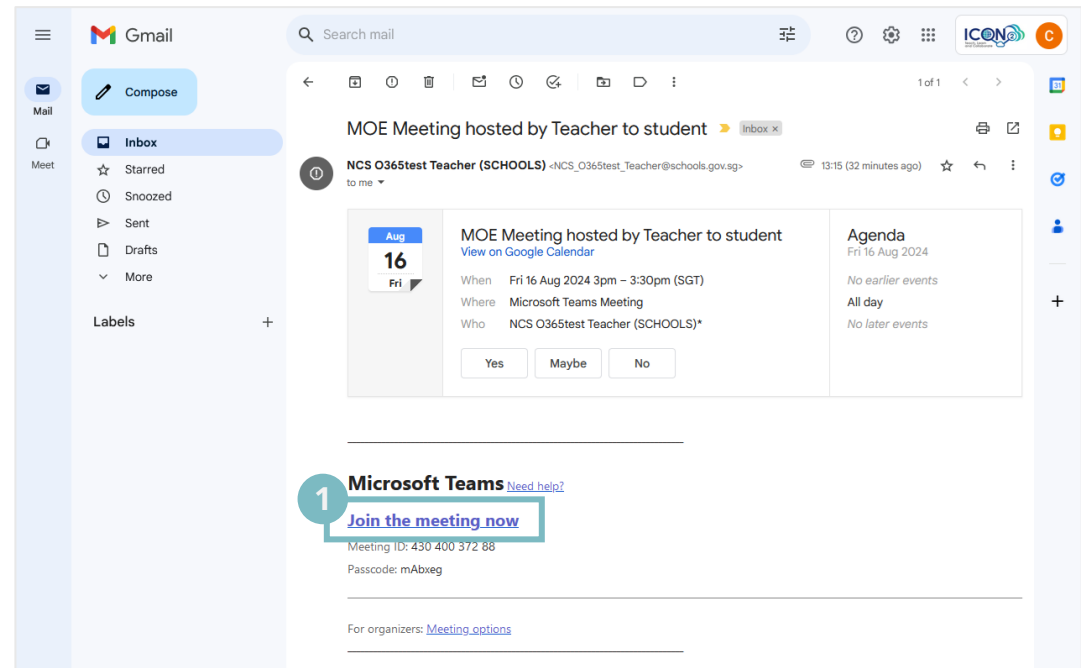


Click the 'Join' button.



Click 'Continue' on your screen".

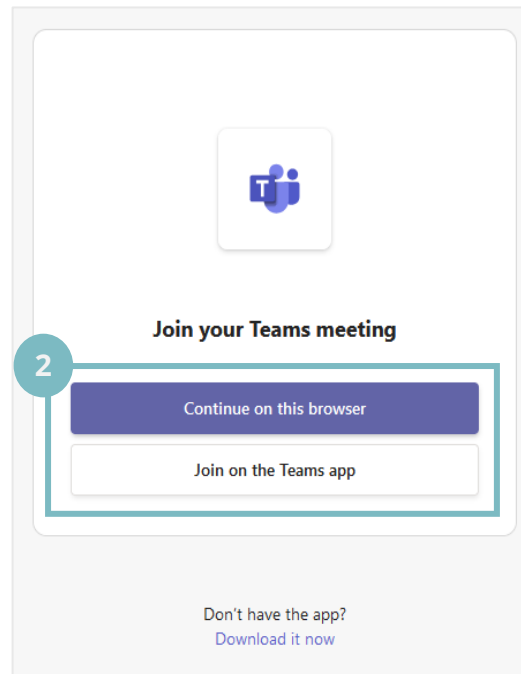
Join a Scheduled Meeting from ICON Email



The screenshot shows a Gmail interface with a meeting invitation email titled "MOE Meeting hosted by Teacher to student". The email is from "NCS O365test Teacher (SCHOOLS)" and includes a calendar event card with the following details:

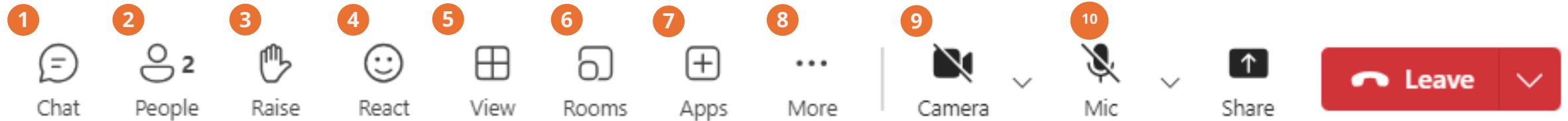
- When:** Fri 16 Aug 2024 3pm - 3:30pm (SGT)
- Where:** Microsoft Teams Meeting
- Who:** NCS O365test Teacher (SCHOOLS)*

The event card also features "Yes", "Maybe", and "No" response buttons. Below the event card, a "Microsoft Teams" section is highlighted with a red box and a "1" in a red circle. It contains a "Join the meeting now" button, the meeting ID "430 400 372 88", and the passcode "mAbxeg".



The screenshot shows the Microsoft Teams meeting join screen. At the top, there is a Microsoft Teams logo. Below it, the text "Join your Teams meeting" is displayed. Two buttons are visible: "Continue on this browser" (highlighted with a red box and a "2" in a red circle) and "Join on the Teams app". At the bottom, there is a link that says "Don't have the app? Download it now".

What can you do in a meeting?



1 **Chat** - Talk with classmates/teachers.

2 **People** - See who's in class.

3 **Raise** - Ask a question.

4 **React** - Show how you feel.

5 **View** - Change how you see your class.

6 **Rooms** - Join a small discussion group.

7 **Apps** - Try tools that enhance your meeting experience.

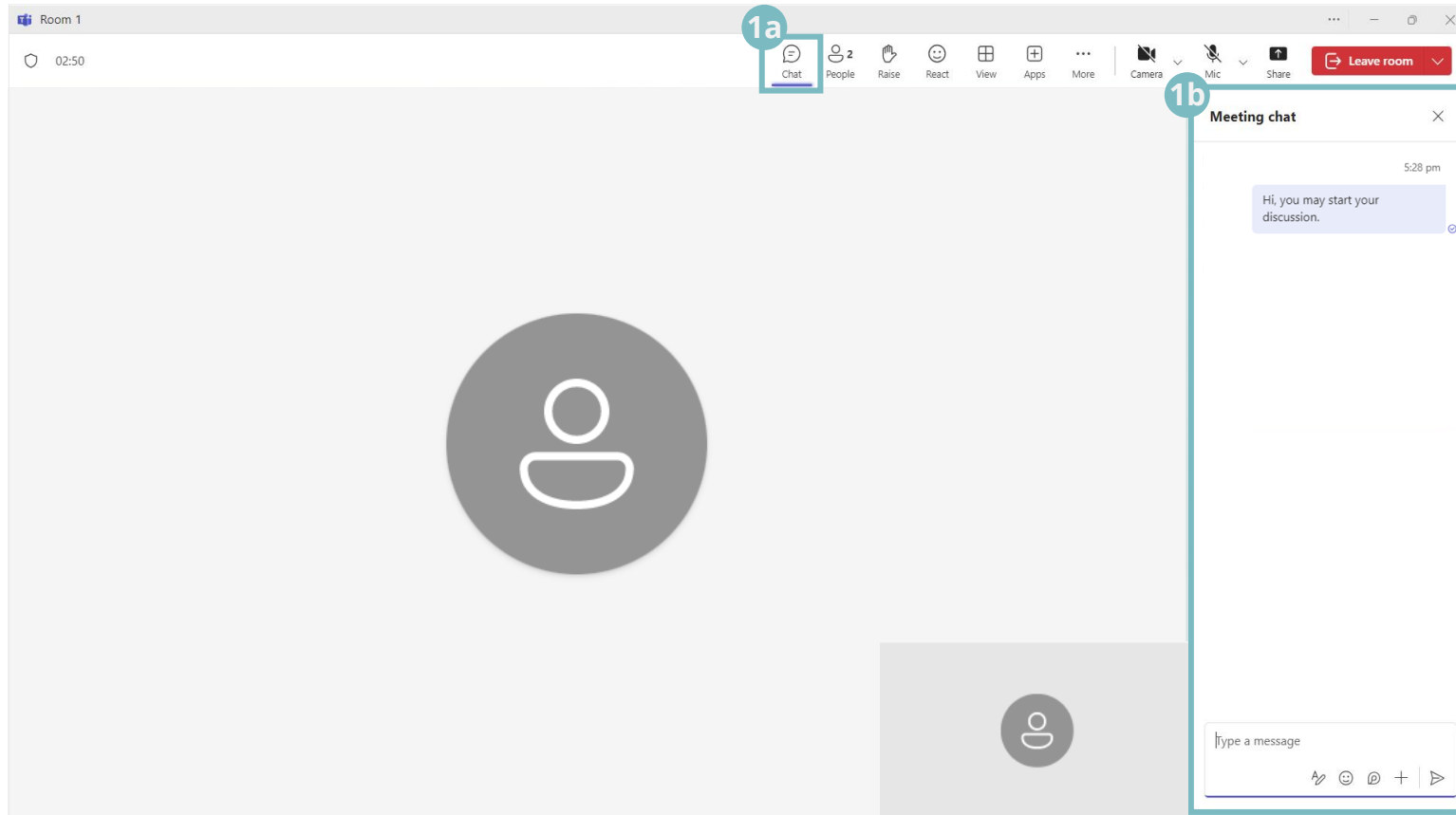
8 **More** - Access additional meeting options.

9 **Camera** - Turn your camera on or off.

10 **Mic** - Turn your mic on or off.

11 **Share** - Show your work to the class.

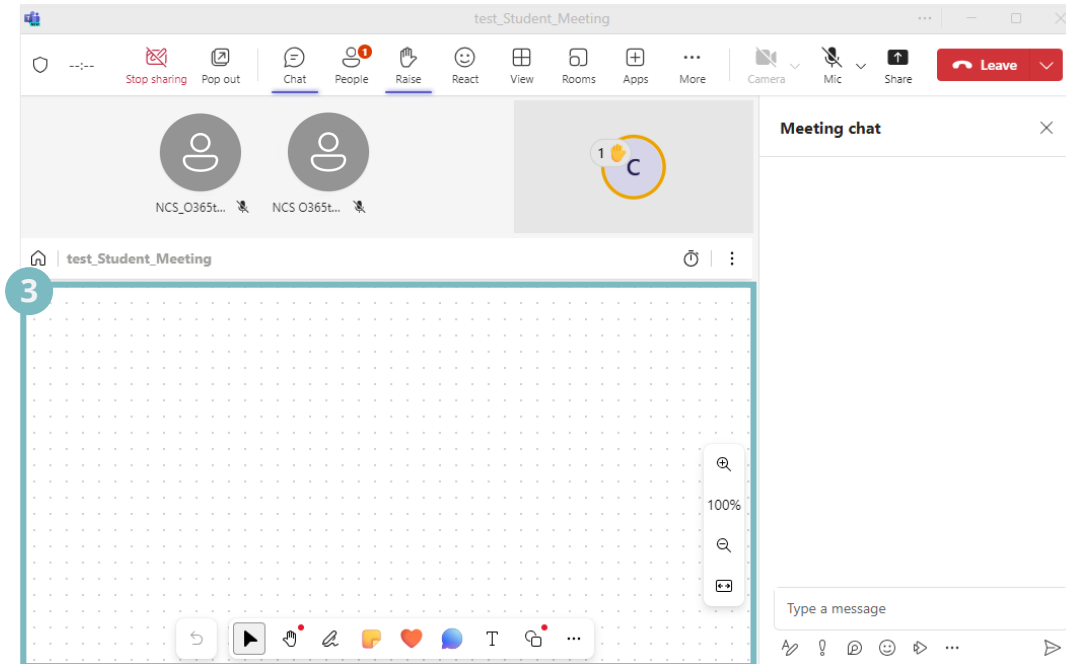
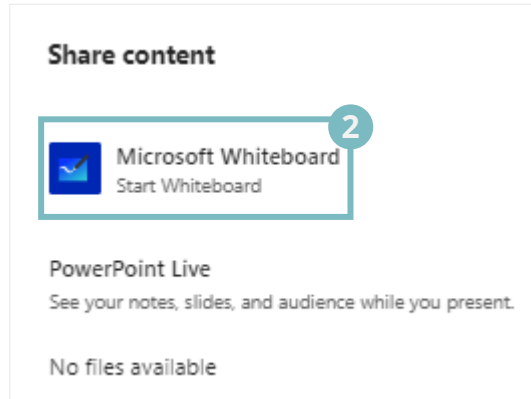
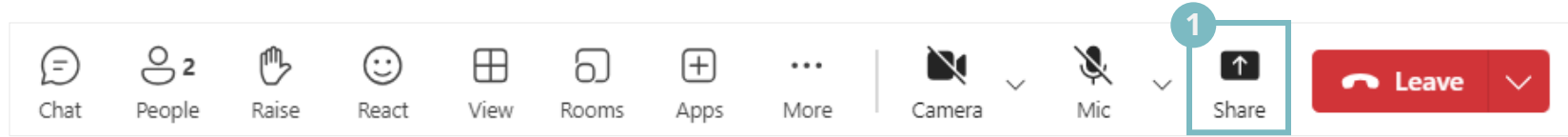
Meeting chat



During meeting

- 1 Talk with words:
 1. Find the 'Chat' button.
 2. Click it.
 3. A box opens on the side.
 4. Type your message here.

Share whiteboard

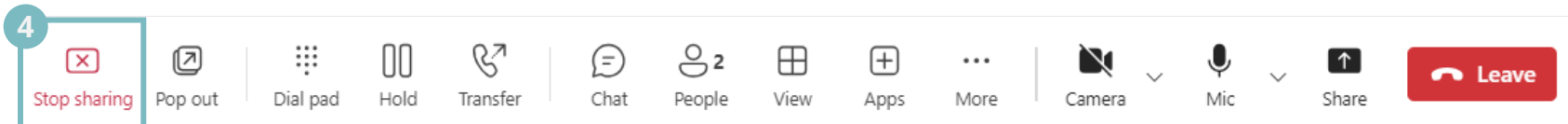


To share a whiteboard

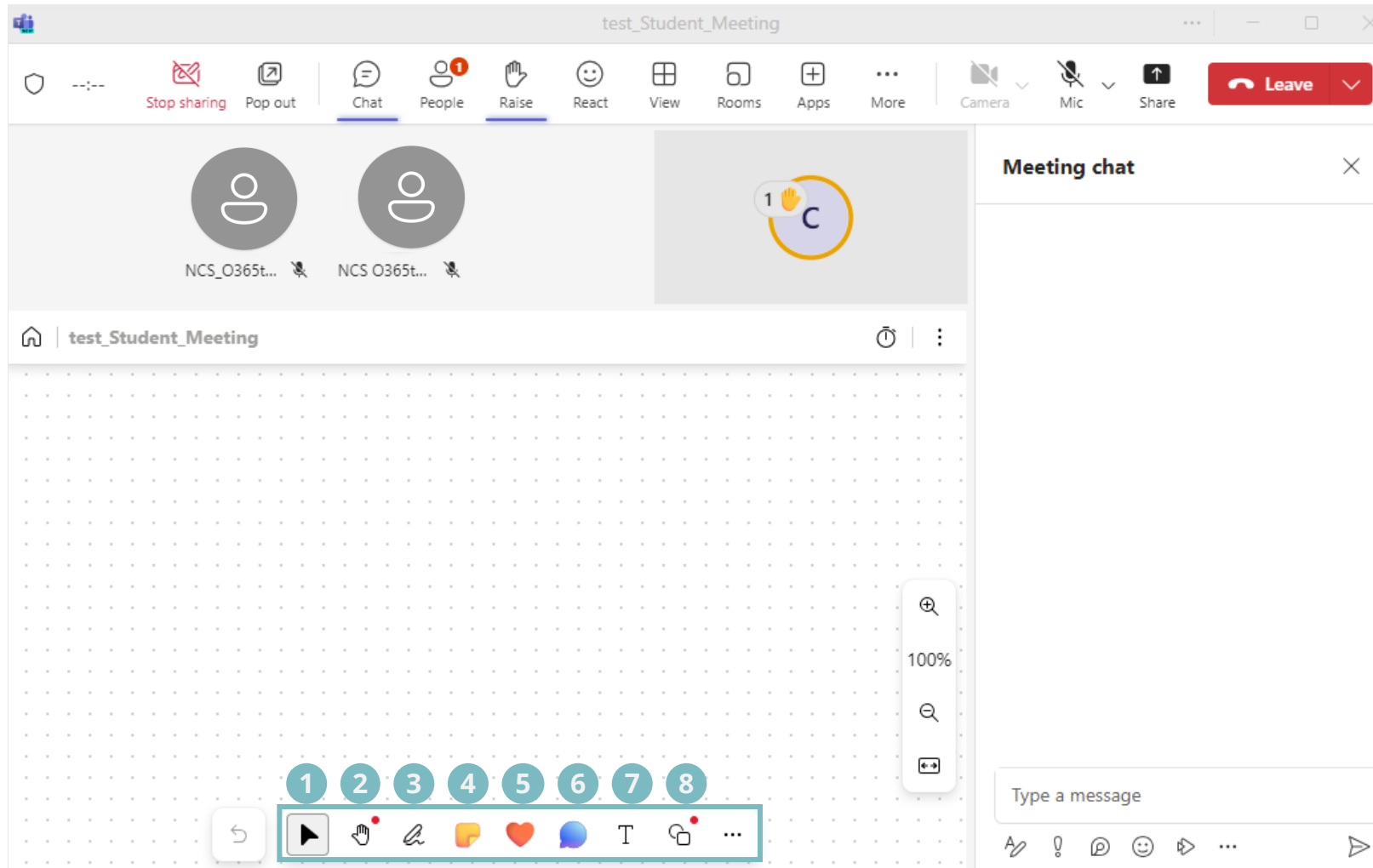
- 1 Select 'Share'.
- 2 Select 'Microsoft Whiteboard'.
- 3 You have successfully shared the whiteboard.

To stop sharing whiteboard

- 4 Select 'Stop sharing' to stop sharing your screen.

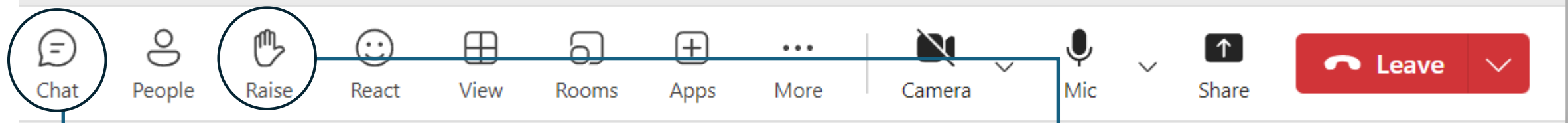


Whiteboard menu



- 1 **Select** - Move or resize objects.
- 2 **Pan** - Navigate around by clicking and dragging.
- 3 **Draw** - Draw or write on the Whiteboard.
- 4 **Sticky note** - Add sticky notes for brainstorming.
- 5 **Emoticons** - Insert reactions or emoticons on the whiteboard.
- 6 **New comment** - Comment anywhere on the whiteboard.
- 7 **Text** - Insert text boxes.
- 8 **Add shape or line** - Draw shapes or lines.

How to Ask Questions?



Want to ask? Raise your hand!



Want to write? Use the chat box!

Things to Take Note



Be early for class.



Write your name like this:
class-name-number.

For example: 1a-mary-12.



Turn on your camera so
your teacher can see you.



Keep your microphone off.
Only turn it on when your
teacher says it's your turn
to talk.



Listen quietly when others
are talking.



Thank You