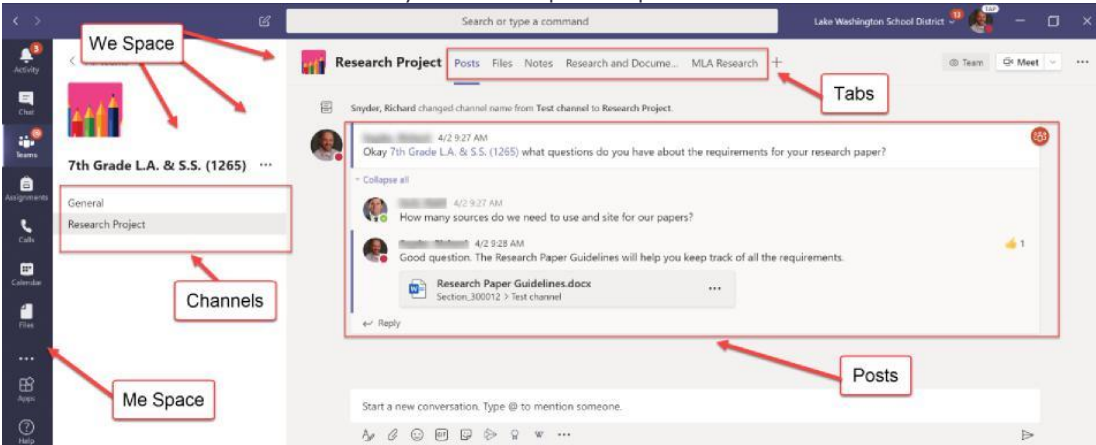




# Microsoft Teams guide

Overview	<p>Microsoft Classroom Teams is a <b>digital hub</b> for all Office 365 products and tools. Classroom Teams is one of the tools that teachers may use to share content, connect with children, or provide activities and resources for at-home learning.</p>
Terms and Features	<p>Classroom Teams is <b>collaborative</b> and has many areas for children to access information and engage with their teacher and other children. Here are some common terms and features found in a Classroom Team.</p> <ul style="list-style-type: none"> <li>• <b>Me Space</b> = Blue bar along the left and top. This area is used to navigate around Teams.</li> <li>• <b>We Space</b> = Collaborative area in the middle of the Teams window. Information and content here are generally <b>visible to everyone</b> that is part of the Team.</li> <li>• <b>Channel</b> = A way to organize different <b>Tabs</b> (Files, Posts, and teacher-created content) around a topic. Every Classroom Team includes a <b>General Channel</b>.</li> <li>• <b>Posts</b> = This is where children and their teacher have conversations that everyone can participate in.</li> </ul> 
Online Access	<p><b>Classroom Team sites are only for teacher-to-child interaction and contact.</b></p> <p>Children will access their Classroom Team with their <b>Office 365 account</b>. This is their school email address and school password.</p> <p>Children should go to <a href="https://portal.office.com">portal.office.com</a> or <a href="https://www.office.com/">https://www.office.com/</a></p>
Joining or viewing a Classroom Teams	<p>Children may be enrolled in a Classroom Team by their teacher, or they may need to self-enroll in a Classroom Team with a "Join Code" provided by their teacher. <b>Children will receive an email</b> from their teacher with this information or as an information pack</p> <ul style="list-style-type: none"> <li>• After signing in to <a href="https://teams.microsoft.com">https://teams.microsoft.com</a>, students should click on "Teams" in the <b>Me Space</b> to view their Classroom Teams</li> </ul>



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Privacy	<p><b><i>Classroom Team sites are only for teacher-to-child interaction and contact. Parents should not interact with teachers or children through Classroom Teams.</i></b></p> <p>Parents and guardians should <b>talk with their child about joining video meetings</b> before they occur. Here are a few key points to talk about:</p> <ul style="list-style-type: none"><li>• Discuss <b>where children will be located</b> while participating in a video meeting and who might be visible on the camera.</li><li>• Remind children to wear <b>school-appropriate attire</b>.</li><li>• Remind children to <b>mute their microphone</b> prior to joining meetings.</li></ul>	
Resources and help	<p>Click on each title below to go to a <b>Microsoft Office support page</b> with information. The case-sensitive short URL can also be clicked or keyed into a web browser from any device.</p> <p>Short URL: <a href="https://bit.ly/TeamsParents">https://bit.ly/TeamsParents</a></p> <p><a href="#">Microsoft Teams for Education: Quick Start</a></p> <p>Short URL: <a href="https://bit.ly/MSTeamsStudent">https://bit.ly/MSTeamsStudent</a></p>	