The Students’ Guide to Microsoft Teams
What is Microsoft Teams?

- Think of Microsoft Teams (Teams) as a link to learning.
- Teachers use Teams to share assignments, homework, video chat, and correspond with students.
Getting Started

You will be able to log in with your student ID number @students.smcjuhsd.org

If you are unsure what your ID number is contact your school.
Getting Started

1. In any browser go to office.com
Getting Started

2. Click “Sign in”
3. Type your ID number@students.smcjuhsd.org & click “Next”
4. Type your password & click “Sign in”

Enter password

Forgot my password
Once you are logged in you will see you have access to all of the Microsoft 365 apps. This is also where you will find Teams.
Navigating Teams

1. Click on the Teams Icon.
Navigating Teams

- Click on the Class you wish to view.
Navigating Teams

1. Menu of Teams - To get back to other teams
2. Current Team - The Class you are currently looking at
3. Chat - Private chat with teacher
4. Assignments - If teacher assigns work through teams this is one of the places it can be found
5. Calendar - This is where meetings with the teacher will be found.
6. Team Stream - If your student has a question for the teacher are is ok with the class seeing the question. This is also for class discussions.
7. Tabs - Places that your teacher wants you to easily access. (Class text book, Class Notebook, assignments, etc.)
Access Anywhere!!

Available across Mobile platforms

iPad  iPhone  Android  WP

Available in 181 markets and 25 languages to empower every individual to achieve more together
Questions?

Email your teacher or the helpdesk at techsupport@smcjuhsd.org