The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. The shapes are primarily triangles and polygons, creating a dynamic, layered effect. The central area is white, providing a clean space for the text.

# 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

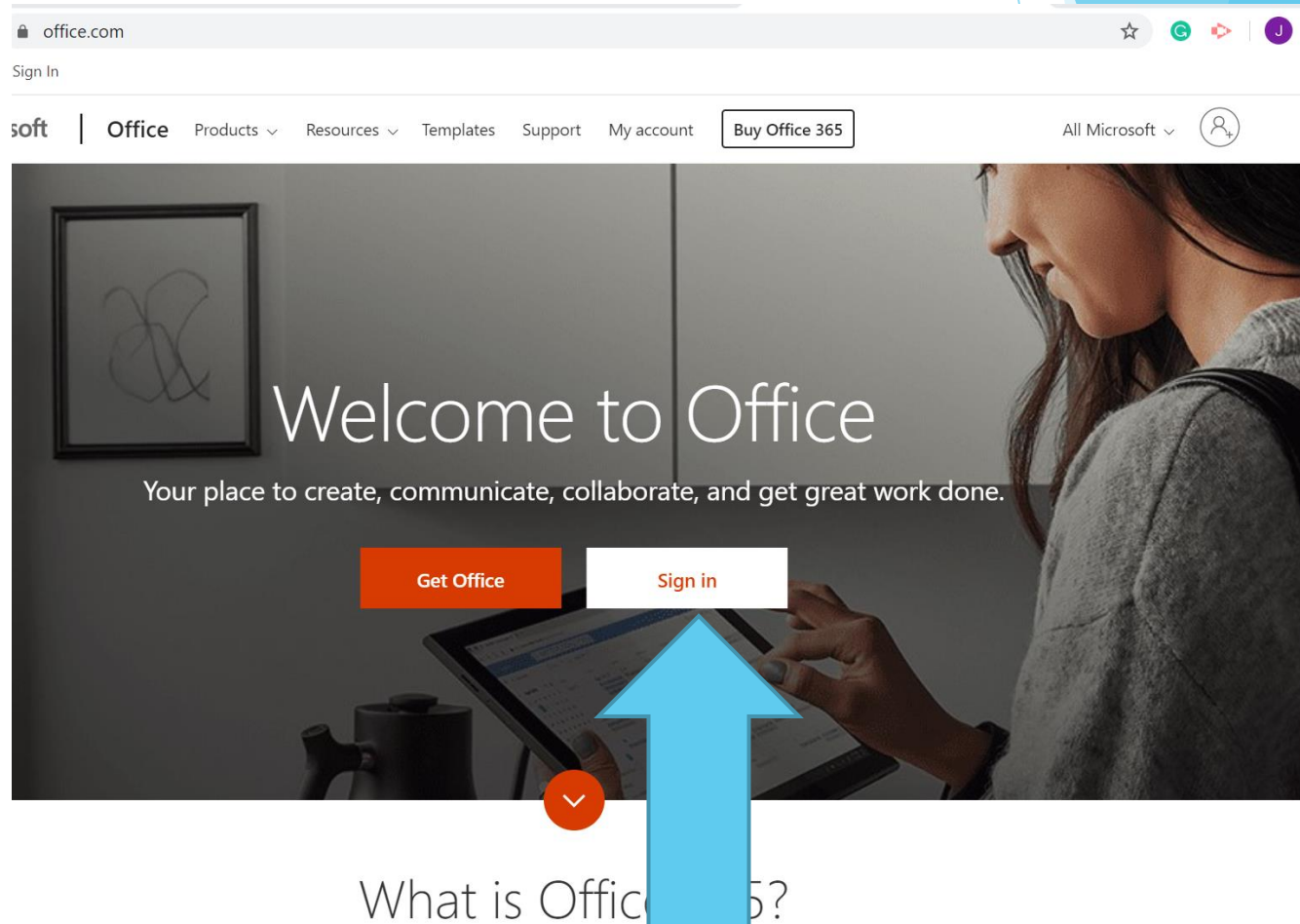


1. In any browser go to [office.com](https://office.com)



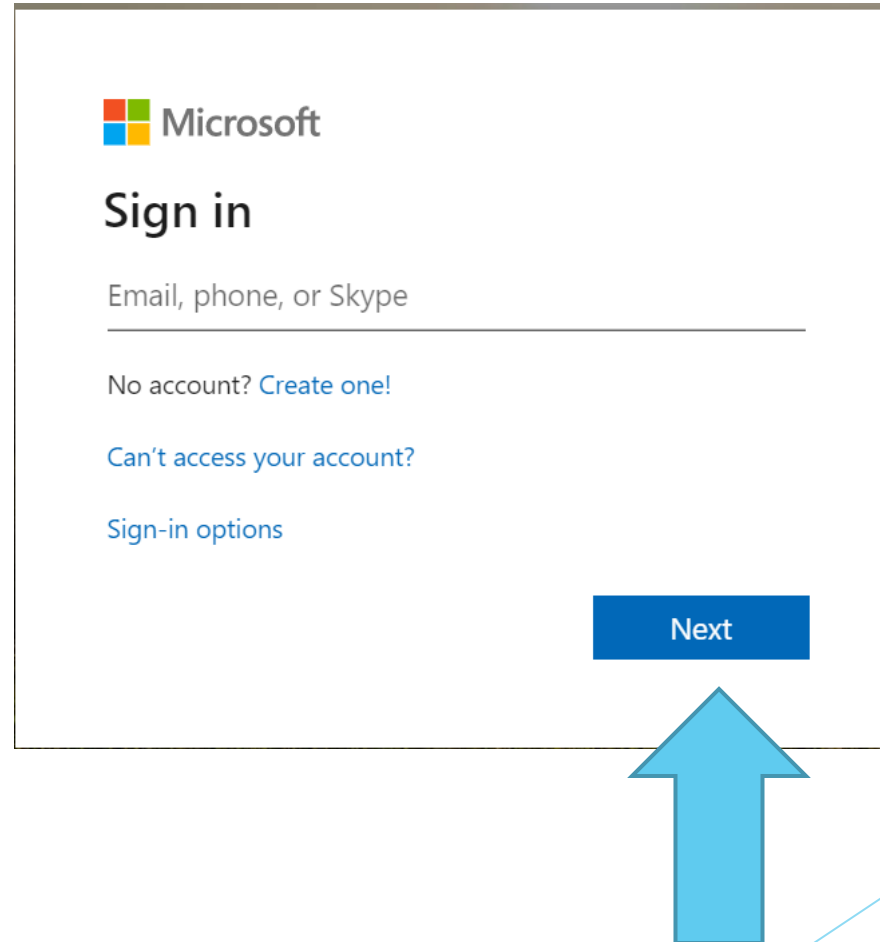
# Getting Started

## 2. Click “Sign in”



# Getting Started

3. Type your [IDnumber@students.smcjuhsd.org](mailto:IDnumber@students.smcjuhsd.org) & click “Next”



The image shows a screenshot of the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text 'Sign in' is displayed in a large, bold font. Underneath 'Sign in' is a text input field with the placeholder text 'Email, phone, or Skype'. Below the input field are three links: 'No account? Create one!', 'Can't access your account?', and 'Sign-in options'. At the bottom right of the sign-in area is a dark blue button with the word 'Next' in white text. A large, light blue arrow points upwards from the bottom of the page towards the 'Next' button.

# Getting Started

4. Type your password & click “Sign in”



← student@students.smcjuhsd.org

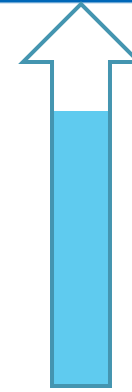
## Enter password

Password

---

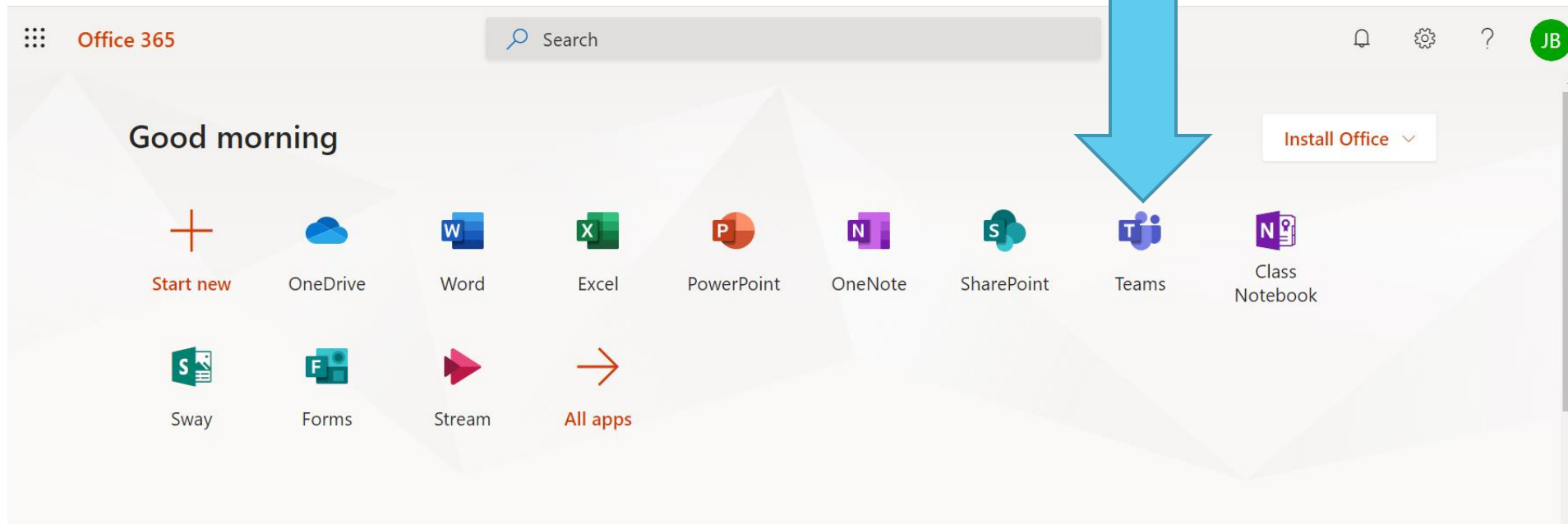
[Forgot my password](#)

Sign in



# Microsoft 365

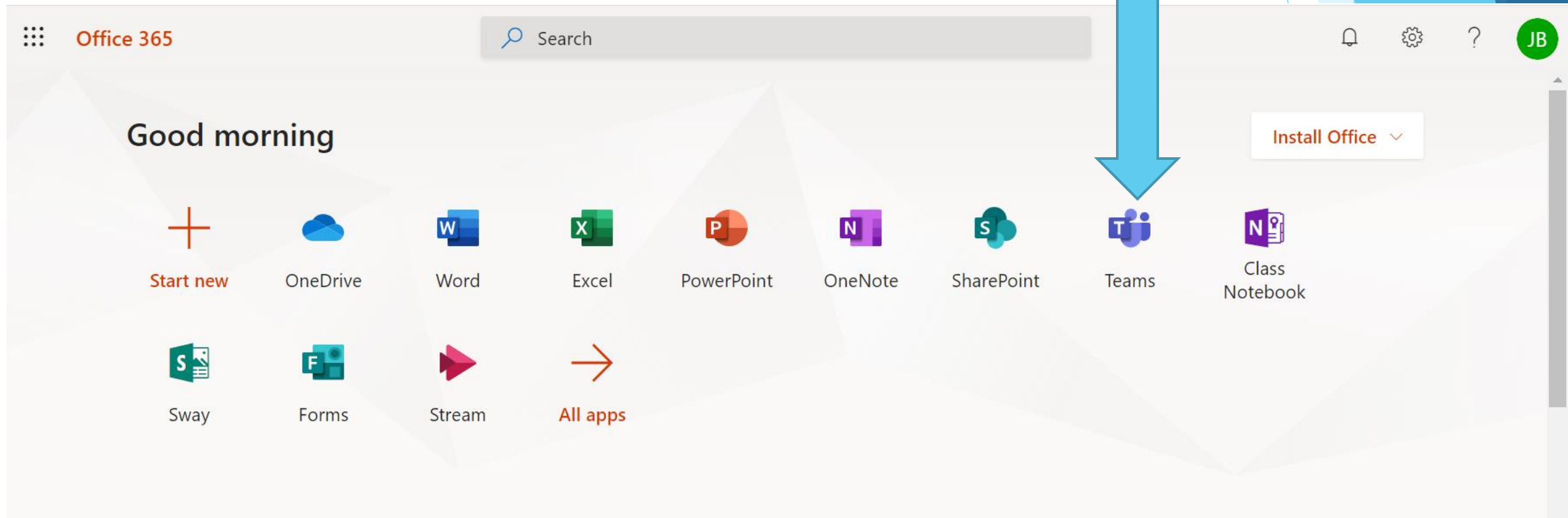
- ▶ Once you are logged in you will see you have access to all of the Microsoft 365 apps. This is also where you will find Teams





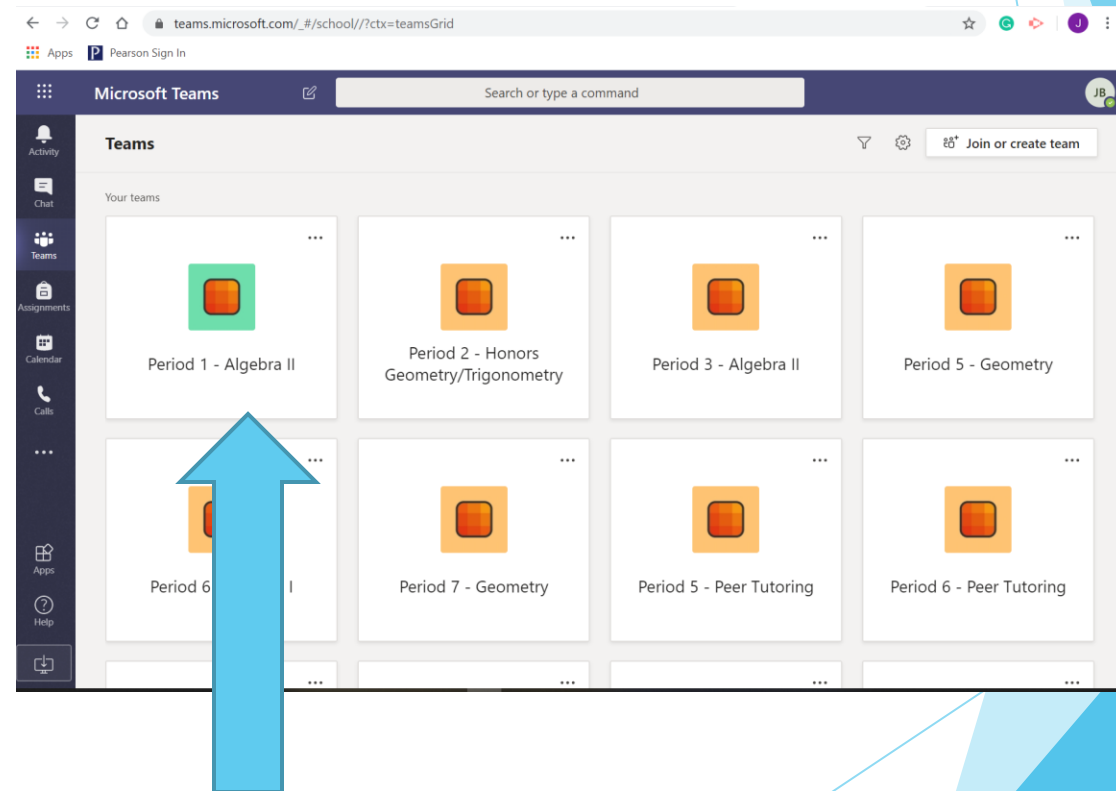
# Navigating Teams

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.)

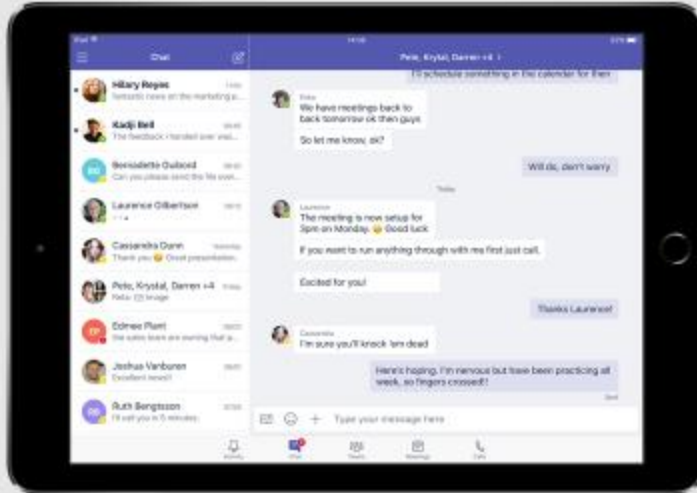
The screenshot shows the Microsoft Teams interface with several elements highlighted by numbered callouts:

- 1:** The 'All teams' navigation link in the top left of the main content area.
- 2:** The 'Period 5 - Geometry' team name in the main content area.
- 3:** The 'Chat' icon in the left-hand navigation bar.
- 4:** The 'Assignments' icon in the left-hand navigation bar.
- 5:** The 'Calendar' icon in the left-hand navigation bar.
- 6:** The text input area at the bottom of the chat stream, with the prompt 'Start a new conversation. Type @ to mention someone.'
- 7:** The 'General' channel tab in the top right of the chat stream.

The interface also shows a message from Jacquelyn Buckley dated February 5, 2020, with a link to 'Your Book', and an assignment titled 'Maze Worksheet' due on February 10, 2020.

# Access Anywhere!!

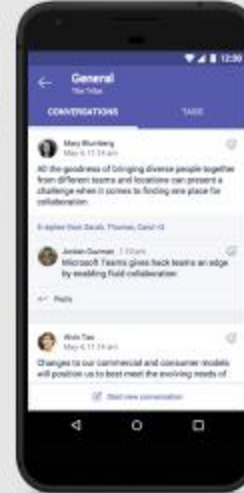
Available across Mobile platforms



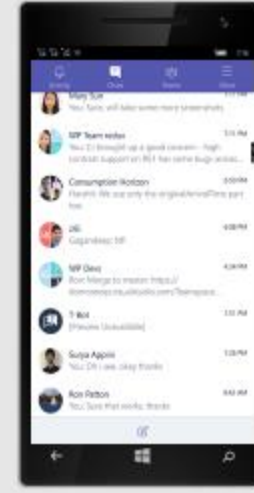
iPad



iPhone



Android



WP

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



shutterstock.com • 1201805131

# Questions?

Email your teacher or the helpdesk at  
[techsupport@smcjuhsd.org](mailto:techsupport@smcjuhsd.org)