



# Microsoft Teams

*Microsoft Teams is a teamwork hub and Office 365 team app that fuses group chat software with collaboration tools. Work together with **Microsoft Teams**.*

- Share Files
- Messaging between colleagues/pupils/teachers
- Collaborate on work/receive and send home work
- Video and voice meetings

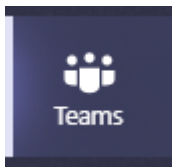
## Accessing Microsoft Teams

You can access the teams that you are part of in a number of ways.

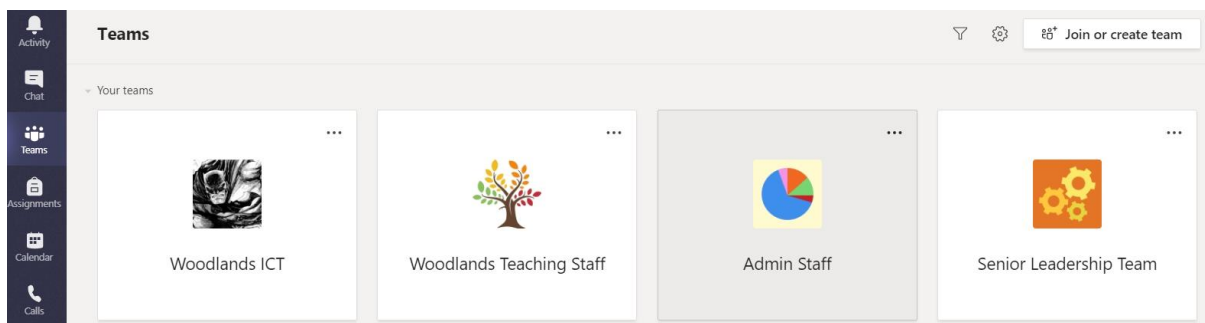
- On the web: <https://teams.microsoft.com/> and sign in with your School email and password
- (Recommended) Install the Windows app: <https://teams.microsoft.com/downloads>
- Install the app on your phone or tablet from the App Store or Google Play Store

## Using Microsoft Teams

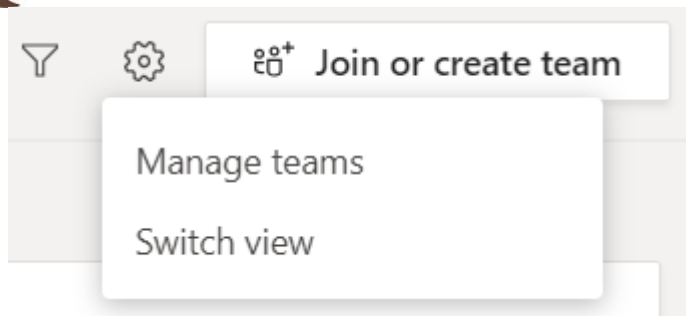
Once you are in the app or on the teams website, you will see the teams that you are part of by clicking on the Teams icon on the left hand side



The teams you are a member of will be displayed



To change the view to a list, click on the cog icon at the top right, and click on Switch View



Here you can change it to a list view, change the colour settings, privacy etc. Most settings you can leave on default. This document will show screenshots from the “Grid” view.

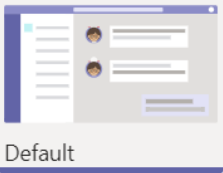
## Settings



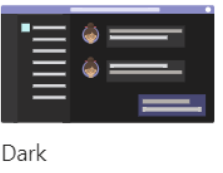
**General**

- Privacy
- Notifications
- Devices
- Permissions
- Calls


### Theme



Default




Dark



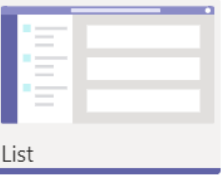
High contrast

### Layout

Choose how you want to navigate between teams.



Grid

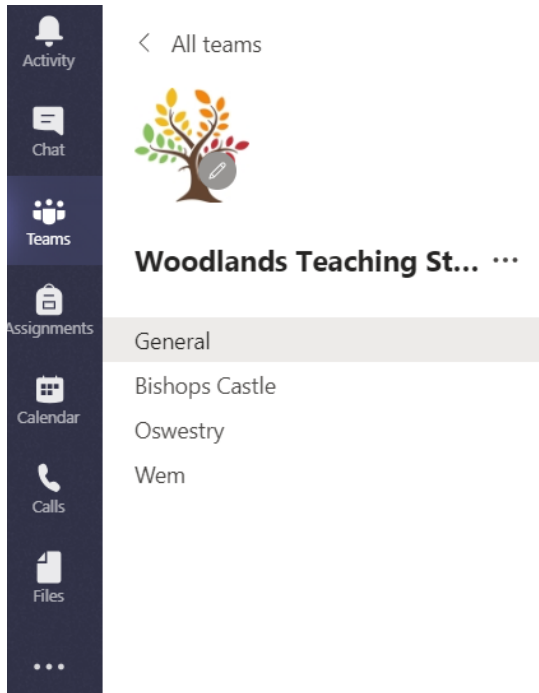


List

### Application

- Auto-start application
- Open application in background
- On close, keep the application running

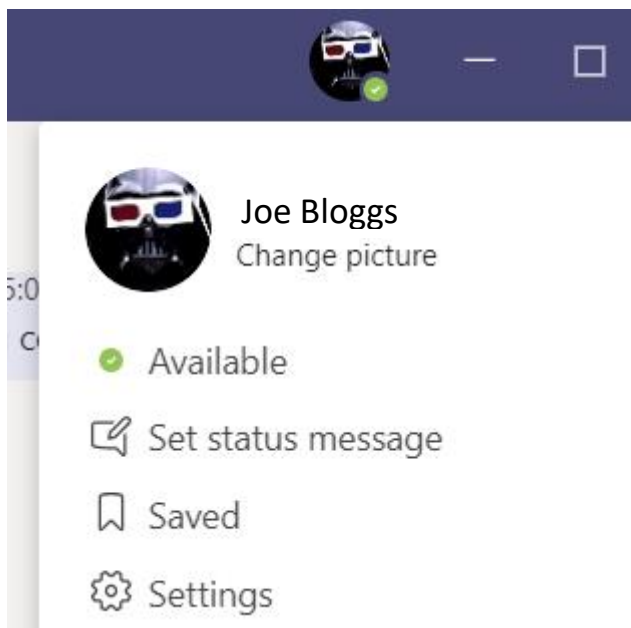
Once you have clicked on one of your Teams, you may see on the left there are different channels setup. General is the default channel. In the below screenshot, the Woodlands Teaching Staff Team has 4 channels – General, Bishops Castle, Oswestry and Wem.



When you go into a channel, you can share files, download files that have been uploaded, chat with other team members, or start a conference call.

### Setting up notifications

To change your main notifications so you don't miss new files or new conversations, click on your profile icon on the top right and click Settings





Click on Notifications on the left hand side and change your preferences to suit, having banner & email as a notification is recommended.

#### Settings

General	
Privacy	
<b>Notifications</b>	
Devices	
Permissions	
Calls	

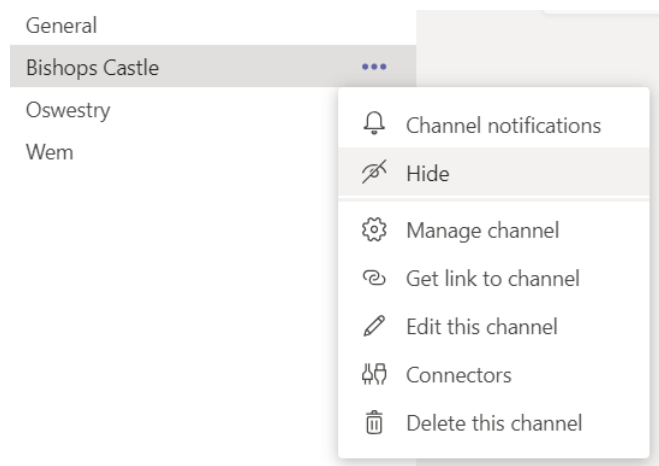
  

<b>Mentions</b>	
Personal mentions	Banner and email
Channel mentions	Banner and email
Team mentions	Banner and email
<b>Messages</b>	
Chat messages	Banner and email
Replies to conversations I started	Banner
Replies to conversations I replied to	Banner
Likes and reactions	Banner
Followed channels	Banner and email
Trending	Only show in feed
<b>Other</b>	
Team membership changes	Banner
Team role changes	Banner
Notification sounds	Call, mention and chat
Missed activity emails	Once every hour

*Notifications on iPads, iPhones, Android phones may also need setting up in the Settings of the device, in notifications.*

#### Channel Notifications

Click on the 3 dots next to the channel you wish to get notifications for and click Channel notifications



Change your notifications preferences to what you would like. Note you need to do this on each channel individually that you want to change notifications settings on



### Channel notification settings ×

Woodlands Teaching Staff > Bishops Castle

All new posts  
Notify me every time there is a new post in this channel

Include all replies

Channel mentions  
Notify me each time this channel is mentioned

Reset to default

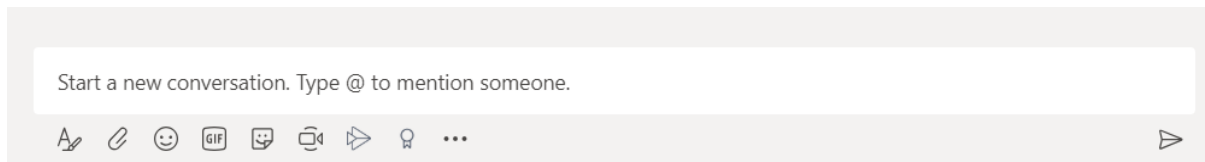
Cancel Save

### Text Chat with the Team

Click on the appropriate channel and you will by default see the chat screen. Here you can leave messages or reply to messages left by other colleagues.

Type in the chat box and press enter or click on the send icon on the bottom left of the chat box

You can type an @ symbol and the first few letters of someones name, if you wish to mention a specific person

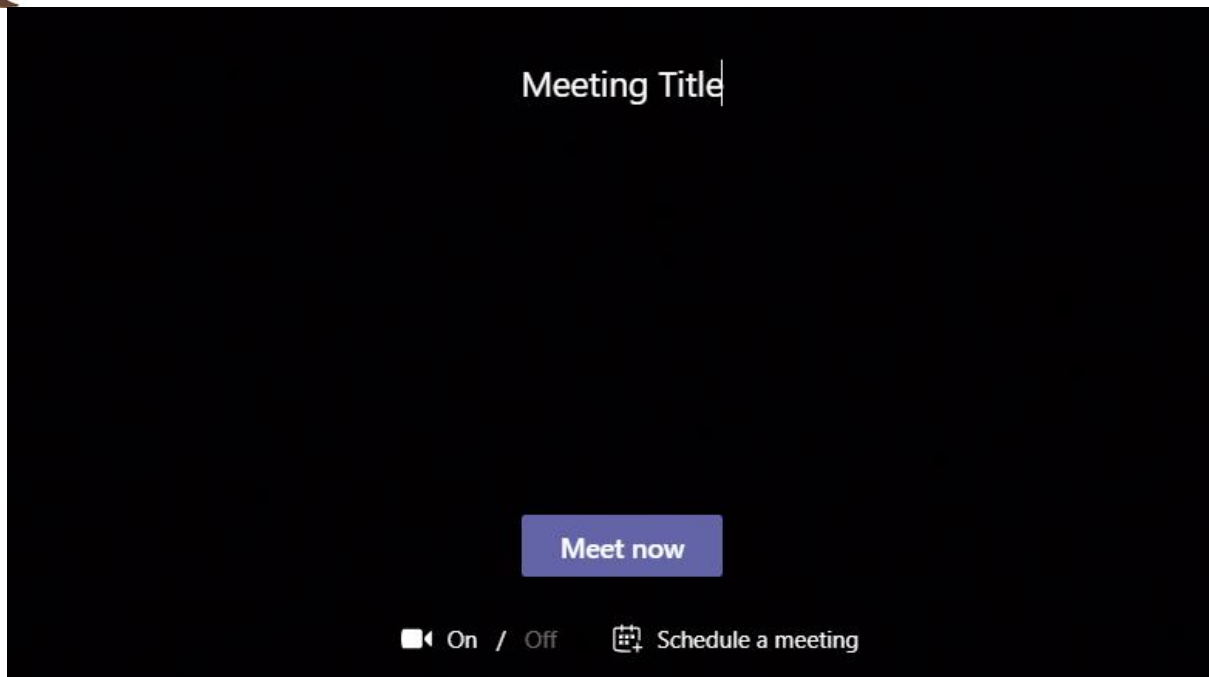


The icons underneath the chat box allow you to do various things, such as add files to the chat, add smileys, or start a video meeting by clicking on

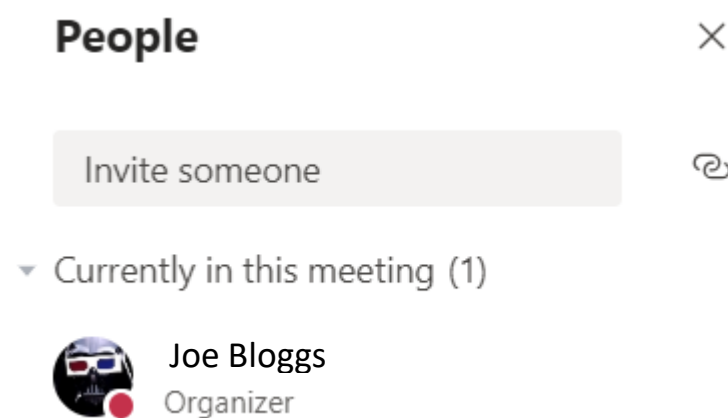


### Starting a Video Meeting

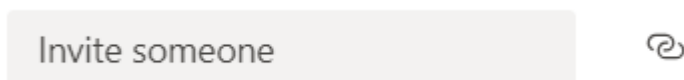
When you click on the above icon, it begins the setup for a video meeting. Give the meeting a relevant name and click Meet now. (You can schedule regular meetings from here if you wish)



Next, you will need to add people to your meeting. On the top right, begin to type their name and it will find the member of staff, click on their name to add them to the meeting.



If you wish to add someone outside of the organisation you can share a meeting link with them. Be aware that anyone can join via the link so make sure it only goes directly to the person you wish to join.

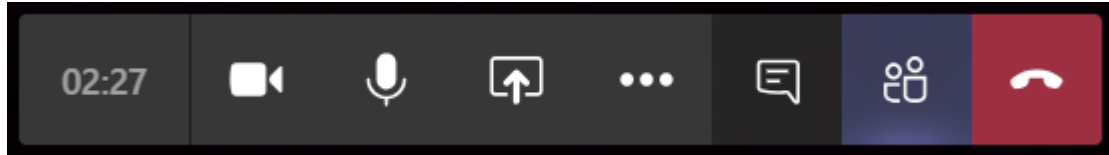


Click the link icon on the right. This will copy the link needed to join the meeting, then email it to the person you wish to join. They would just need to click the link at their end and will join the meeting.



In a meeting you will see a bar with various buttons on it. If you hover each one with your mouse they will tell you what they are but in order of the picture below they are:

Time elapsed in the meeting, turn camera on or off, mute/unmute your microphone, share, more actions, show conversation, hide or show participants of the meeting, leave the meeting.

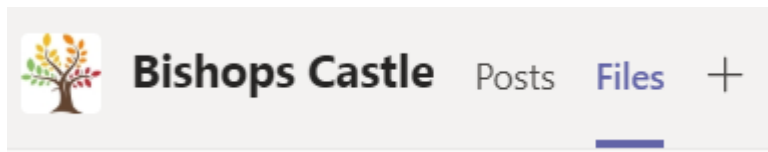


### Files

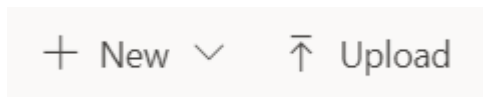
In each channel of a Team you can upload files and view or download files that have been uploaded. *Make sure you are in the correct channel of the Team.*

### Uploading a File

At the top of the channel you have clicked on are “tabs”



Here we have Posts (the chat) and Files. Click on Files.

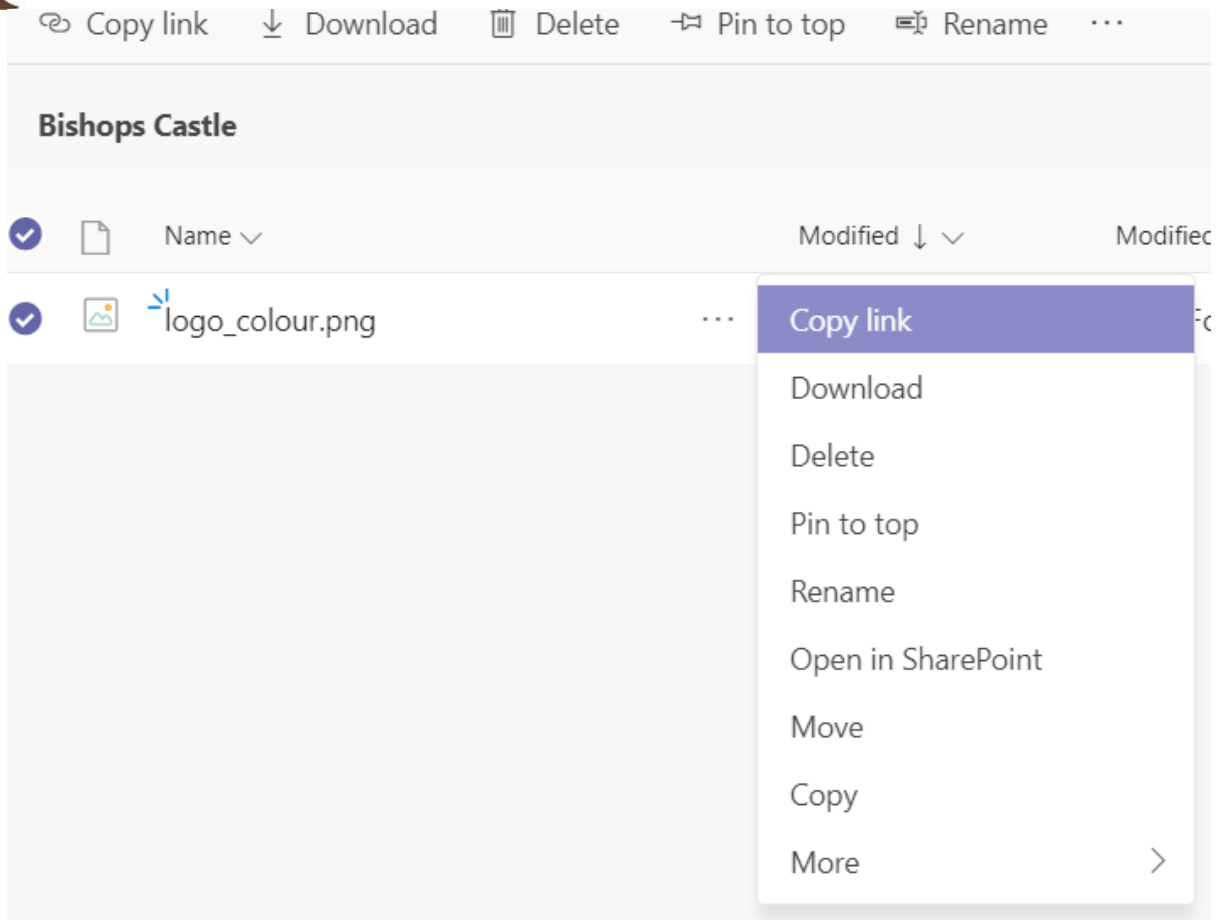


The above options will show at the top.

- Click on New if you would like to make a new folder to put your files in or create a new file
- Click Upload and select a file from your computer to upload

### Downloading or Opening a File

Click to the left of the file to select it then click on the 3 dots to bring up the below menu

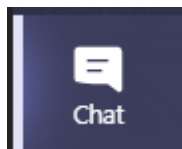


Here you can see there are various options. If you want to download the file to your computer, click Download. It will go to your default downloads folder.

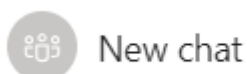
If you want to open the file within Teams, click on the filename itself

### Chat with a colleague or colleagues outside of a Team

Click on the Chat button on the left hand side



If it is a new chat, click on the New Chat button. *If it is a colleague you have previously spoke to, they should be in your recent chat list and you can continue the chat.*







# WOODLANDS

TECHNOLOGY SERVICES

Group name:


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To:

Give the chat a name, and start typing the name of the person you wish to add. You can add multiple people into 1 chat.

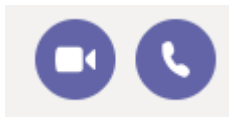
Group name:

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To:  JR James Ritch

 Kevin McGarvey

By default this is a text chat, however you can start a voice chat or a video chat with the recipients by clicking the icons on the top right. These will call the members of the chat that you added.





## Home Learning – An area for Pupils

Pupils doing school work at home can have access to the Home Learning team.

If you do not see this Team area and need access to it, please speak to your Teacher or the ICT Team.

Once you have logged into Teams with your School email and password, you should see this Team area:



Home Learning



### General

Art and Design

English

Food Technology

Humanities

ICT

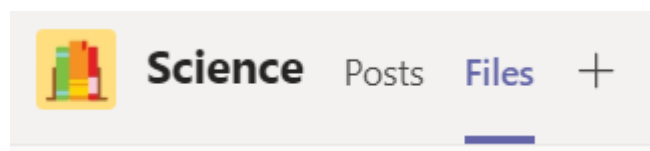
Maths

Science

Staff Area 

Work for you will be left in the relevant subject area, eg Science.

To gain access to the files, click on the subject you require and then click on Files at the top



Any files for you will be shown below in your own pupil folder

Click on the file to open it, here you can edit it and save it back into your folder for your teacher to see.

*If you have any questions or need support please speak to your Teacher or contact ICT at [ict@woodlands.school](mailto:ict@woodlands.school)*