




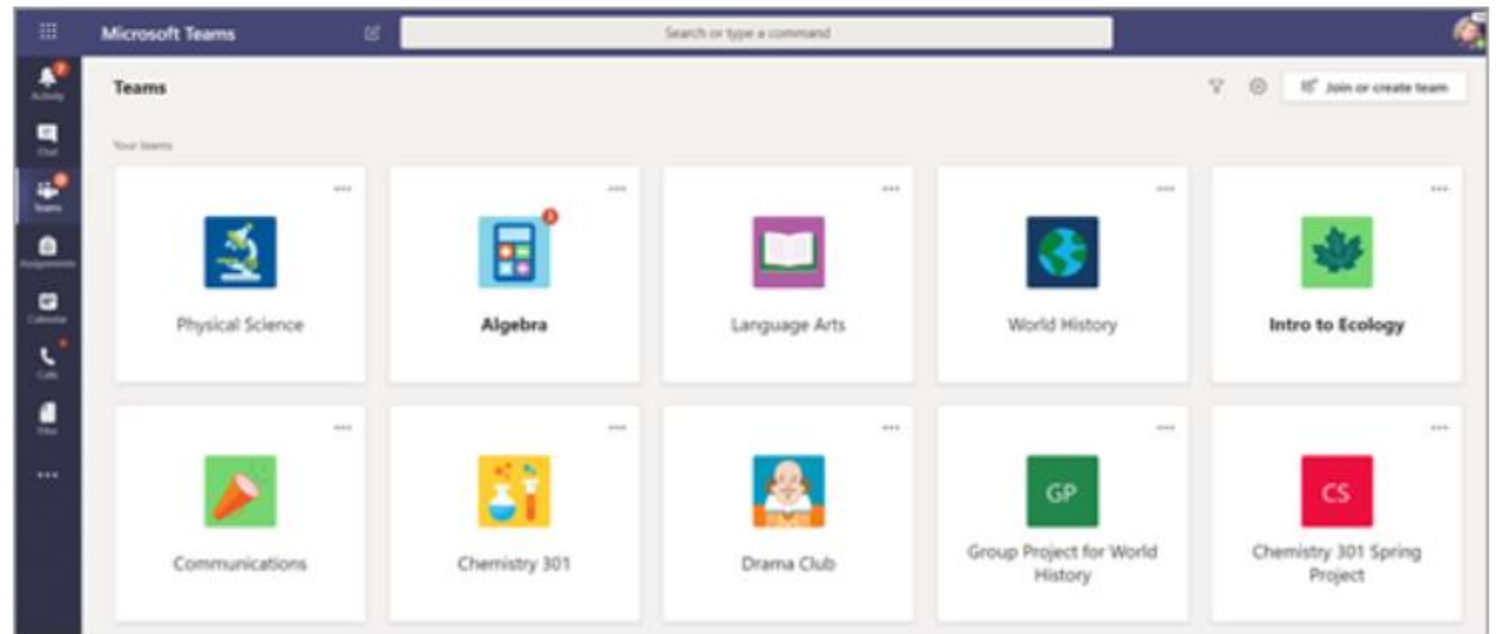
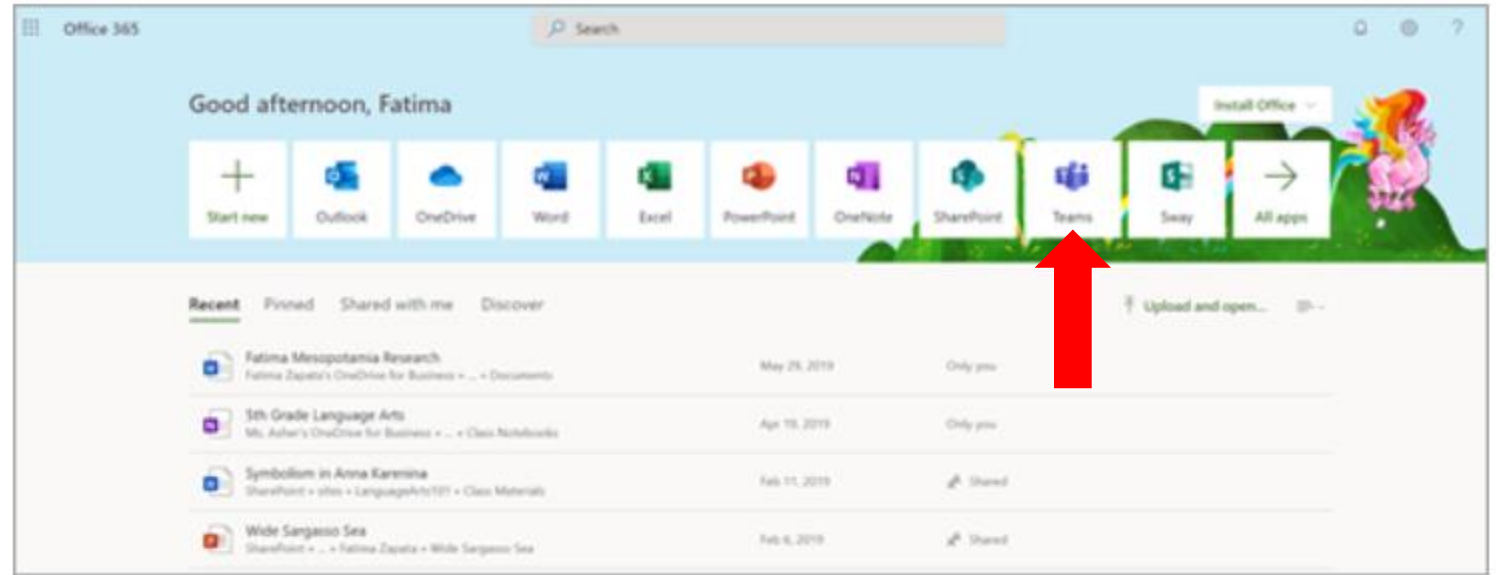
# Using Microsoft Teams

## Sign in to Teams on a laptop

1. Open [Office.com](https://www.office.com) and sign in with your school email and password.

2. From your Office.com homepage, click on the **Teams** app to open right in your browser.

3. Select **Teams**  in to see which class teams you're in. If your teacher has already set up the class team and added you, you'll see one or more (depending on how many classes you have) class team tiles.



## Sign in to Teams on an iPad

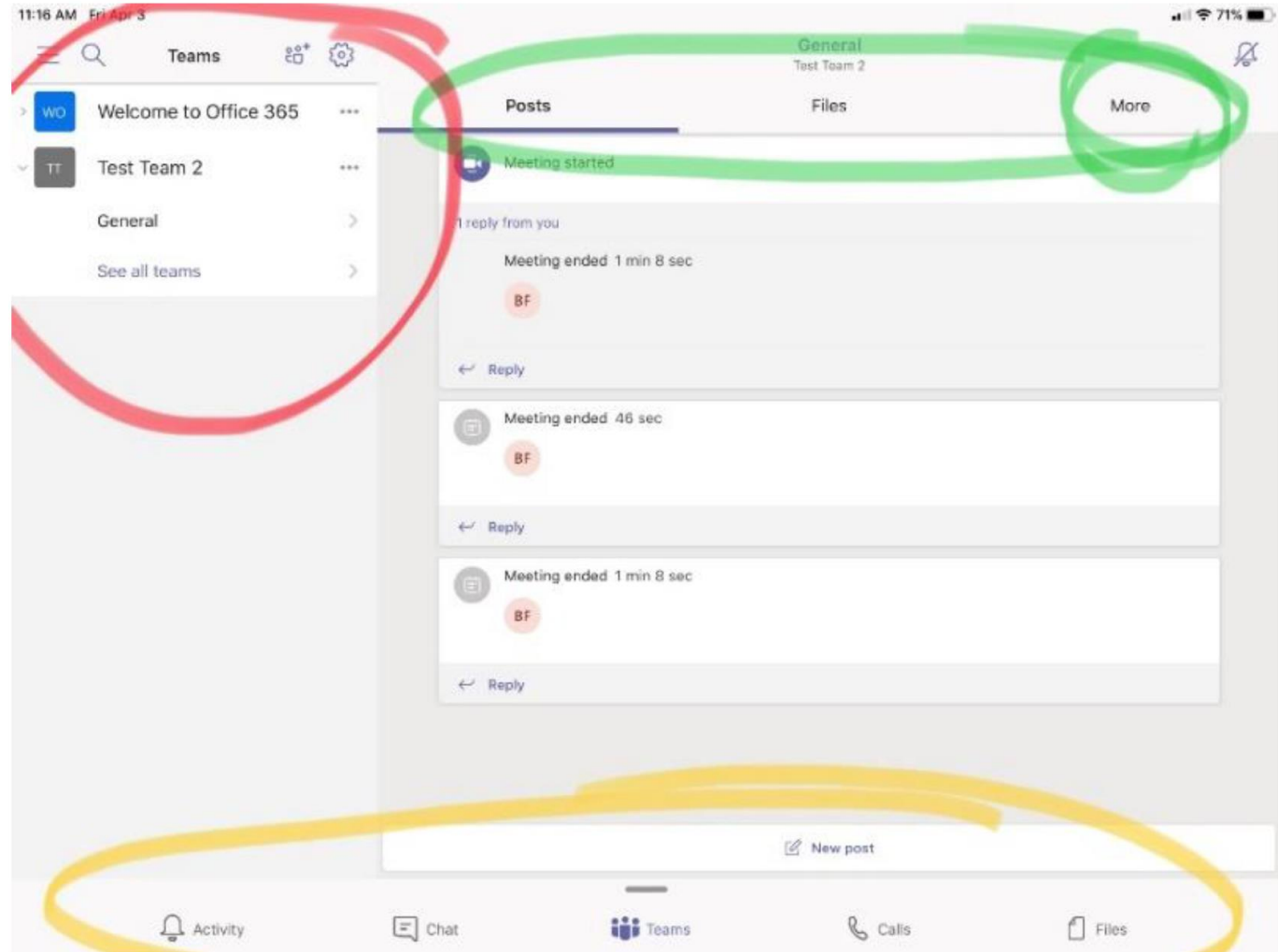


1. Open Teams App and sign in with your school email and password.

1. The first time you use the App you will need to login – use your school email and password

3. Teams does look different on the iPad, but most functions are still available:

- Your Teams (classes) are on the left, noted by the red circle.
- The Team's tabs (posts, files, etc.) are across the top, noted by the green circle.
- Select "More" to see all tabs for the channel.
- You'll find activities, chats, teams, and more in the bottom navigation bar.



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How to Install Teams on your own Device

<https://www.youtube.com/watch?v=Zoc78NKvTK0>

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Introducing your new Virtual Classroom

[https://www.youtube.com/watch?v=jx36qQf\\_Qpk&t=16s](https://www.youtube.com/watch?v=jx36qQf_Qpk&t=16s)

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Attending Live Lessons in Microsoft Teams

<https://www.youtube.com/watch?v=fdaMa1DSwXo&t=29s>

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Completing Assignments in Teams

<https://www.youtube.com/watch?v=ARLONxW8o4g>