Microsoft Teams for Students

Instructions for Accessing Microsoft Teams

Microsoft Teams can be accessed through the MCPS Desktop:

1. Log into the MCPS Desktop.
2. Click on Office 365.
3. On Office 365 log in page, enter your school email address and your password.
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4. Click on the **Teams** icon.

5. When you click on the **Teams** icon, the Microsoft Teams web application will open.
6. Click on the course to enter the Team site. Each student is added to the Team by their teacher. Each student may have more than one Team.
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Navigate Teams
Use these buttons to switch between Activity Feed, Chat, your Teams, Assignments, Calendar, and Files.

Use the Command Box
Search for specific items or people, take quick actions, and launch apps.

Access Files, Class Notebook, and Assignments

View and Organize Teams
Click to see your teams. Drag team tiles around to reorder them.

Assignments
Click to view and complete your assignments.
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Working on Assignments in Microsoft Teams

Click on Assignments
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1. Select an assignment from the list.

- Story Arc Mapping Project
- Shakespeare Sonnet Annotation
- Narratives of Scale
- Reading Journal #1
2. Read instructions

3. Work on the assignment

4. Turn your assignment in.
If your teacher created a Class Notebook, you will be able to access your course materials and complete your school work using this class notebook.
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Joining a Meeting:

1. Click on “Join” to enter video conference.
2. Click on "Join now."
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In a virtual room, students can participate in a video chat.

Teacher can share virtual whiteboard and his/her screen.