Welcome to Microsoft Teams

A Guide for New Students

Contents

What is Microsoft Teams?

Microsoft Teams is a one-stop shop for everything you need to know about your course. Through Teams you can contact your tutor, chat to your classmates, find course resources, submit assignments and more!

There are three main ways to access Microsoft Team:

- **Teams for Web:** available on all computers, including Chromebooks. To access Teams for Web, open your regular web browser (for example, Edge, Chrome or Safari) and go to teams.microsoft.com.
- **Teams Desktop app:** available for PC and Mac computers (not Chromebooks). Download the Microsoft Teams Desktop App.
- **Teams Mobile app:** available for Apple and Android mobile phones. To download the Teams Mobile app, go to the Apple store or Google Play store and search "Microsoft Teams".

Which version of Teams should I use?

For the best experience, we recommend using the Teams desktop app. The desktop app is generally faster and has more features. However, Teams for Web has everything you need to participate in your course, including access to meetings, assignments and more.

The mobile app is useful for checking messages on the go. However we recommend using the desktop app or Teams for Web to participate in meetings and complete assignments.

Sign in to Teams

To sign in to Teams for the first time, go to teams.microsoft.com. Or if you have the desktop app installed, open that.

Click **sign in** and enter the following details:

- Your college email (eg. WS123456@weston.ac.uk)
- Your college password

If your log in details don't work or you have forgotten them, just ask your tutor or email library@weston.ac.uk.

Multi-factor Authentication

If you are accessing Teams off campus, you will need to set up Multi-Factor Authentication (MFA). You may find the following video guide helpful: [Introduction to Teams](#). You can also follow the steps below.
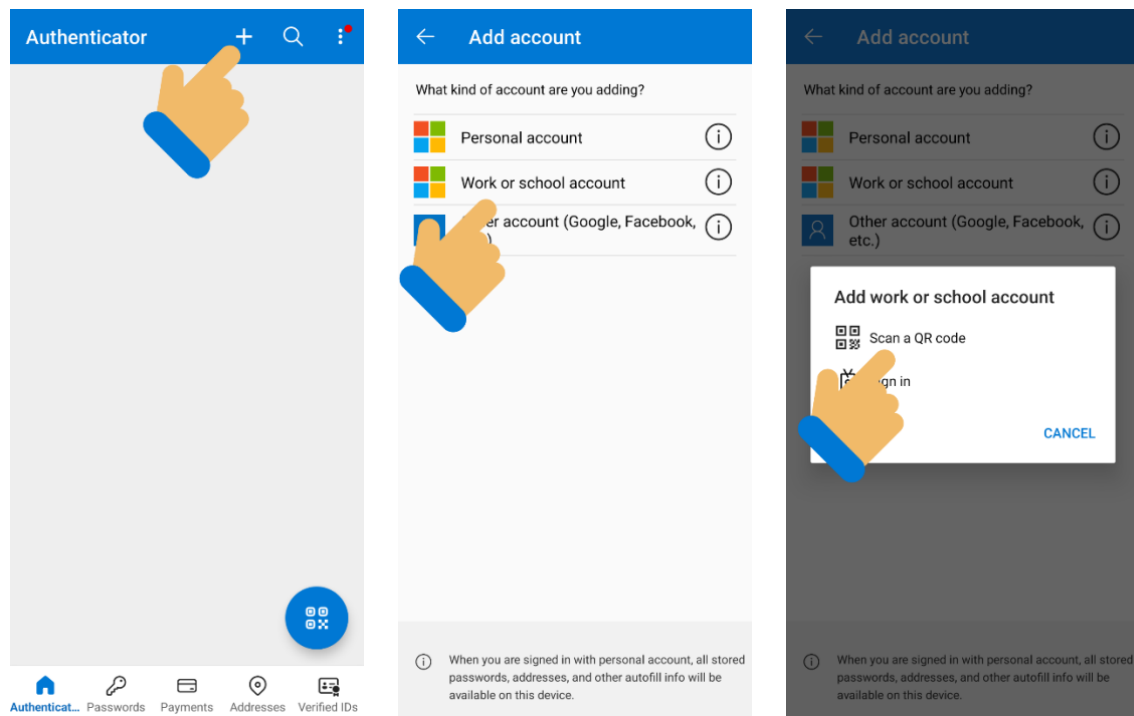
1. After signing in with your college email and password, you will see a message saying "More information required".
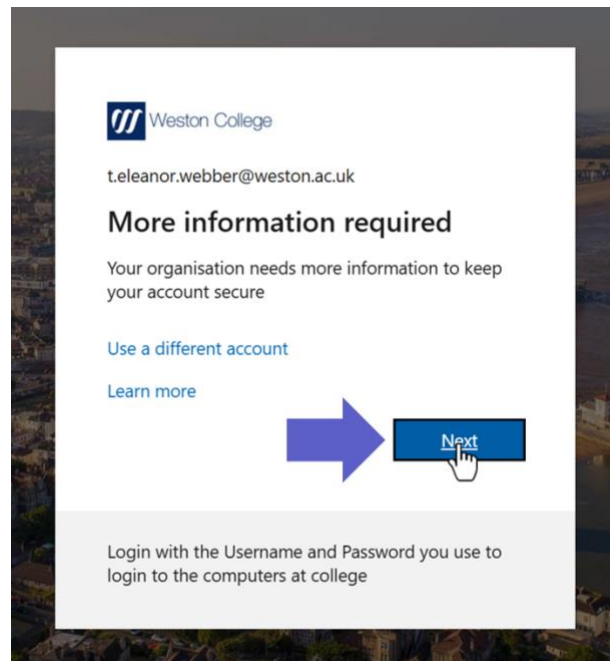
2. Click **next**. On your phone, go to your app store and search for "**Microsoft Authenticator**". Install the app.
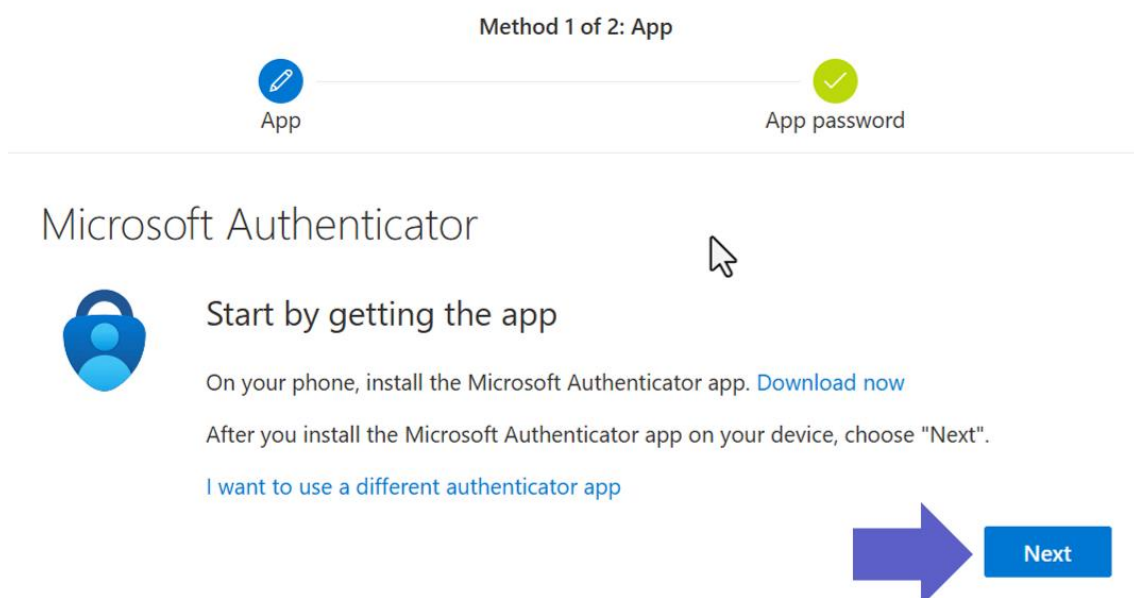
3. Open the Microsoft Authenticator app on your phone. Tap the **+** icon in the top right corner, then select **Work or school account**, and choose **scan QR code**.

1. Use the app to scan the QR code displayed on your computer screen. **Click next.**

2. After scanning the QR code, you will see a message on your phone saying "account added successfully". Meanwhile, on your computer, press **next.** A 2 digit code will appear. You will also receive a notification on your phone from the Microsoft Authenticator app.

Method 1 of 2: App

App — App password

Microsoft Authenticator

Let's try it out

Approve the notification we're sending to your app by entering the number shown below.

34

Back   Next
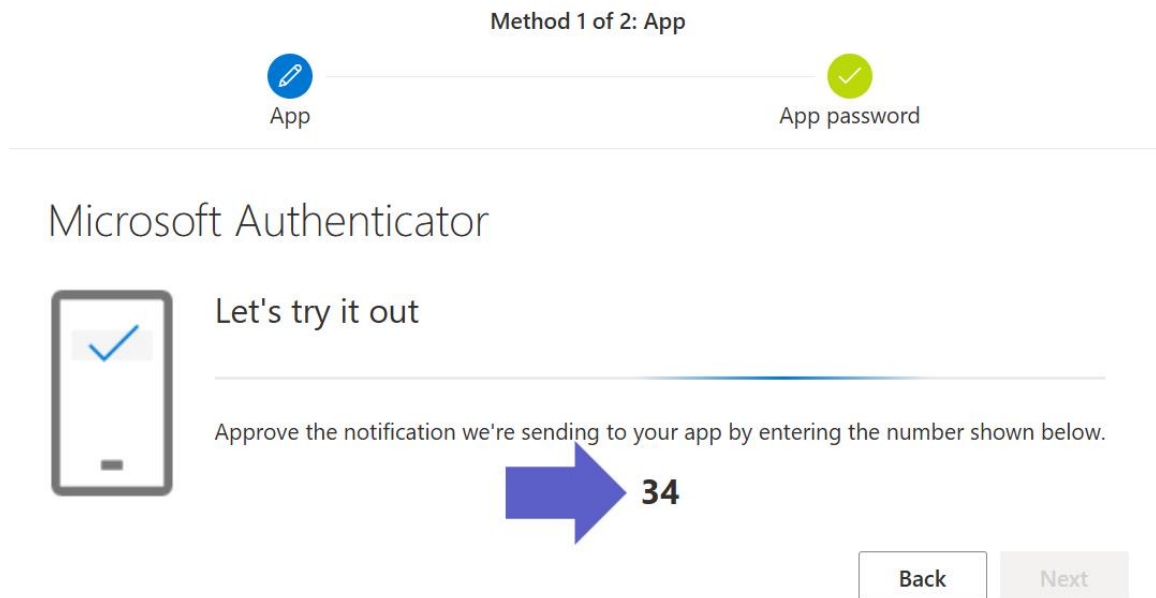
3. Tap the notification to open it, enter the 2 digit code, and tap **yes** to confirm it is you signing in.

Authenticator   +   Q   ⋮

Are you trying to sign in?

Weston College
t.eleanor.webber@weston.ac.uk

Enter the number shown to sign in.

Enter number here

34

YES

T ME

I CAN'T   ER
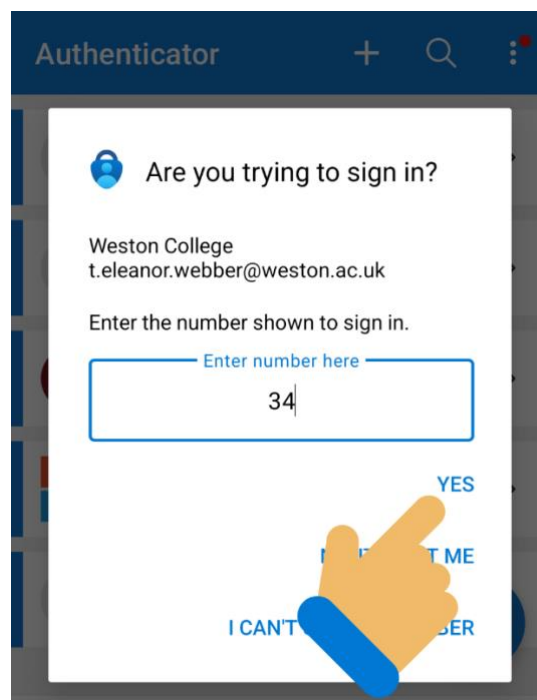
4. On your computer, you will see confirmation that the sign in request has been approved. Select **next**, then **done** to continue signing in.

Already signed in to a different account?

- You may already have another Teams account. This could be a personal one, or one you use for work.
- To check which account you are signed into, select the user icon at the top of your screen. If you are in the correct account, you will see Weston College and your college email as below:
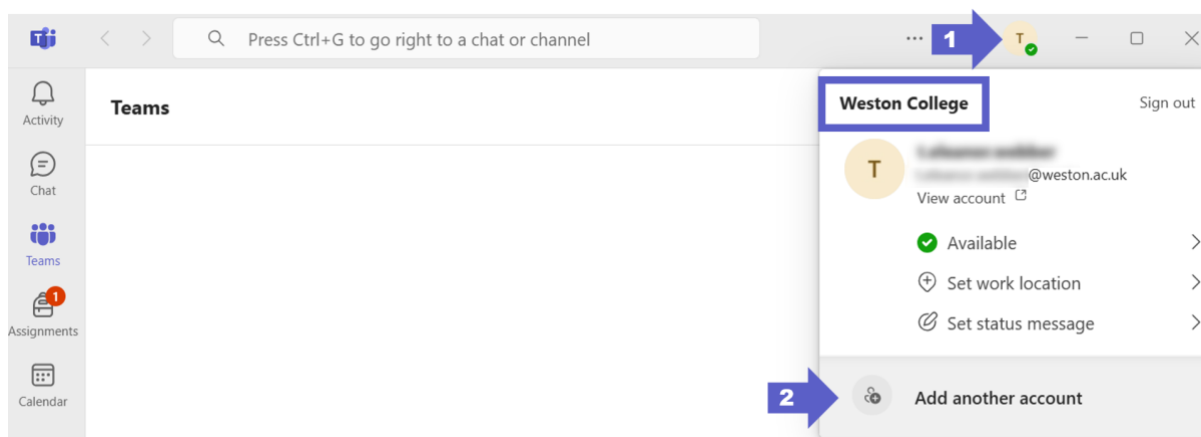

- If you can't see "Weston College", select **add another account**. If you can't see this option, select **sign out** instead. Then, sign in again using your college email and password.
- If you are having trouble switching between accounts, try the following guide: Managing Multiple Microsoft Accounts

Accessing Microsoft 365

While you are at Weston College, you have full access to Microsoft 365. This includes lots of other useful apps, such as OneDrive, Word, PowerPoint and Excel. To find your other Microsoft 365 apps, go to microsoft365.com.

To use the web apps in your browser, click the **app launcher** in the top left corner. To install the desktop apps onto your computer, click install and more then select **Install Microsoft 365 apps**.
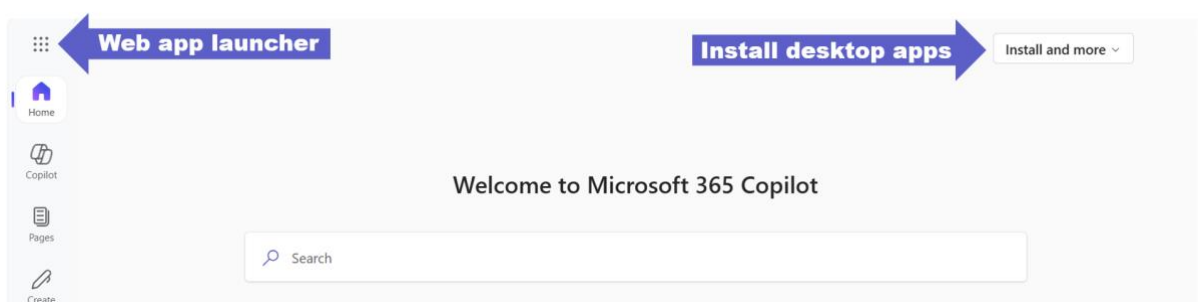
Find Your Way Around
The Basics

Send and receive private **chat** messages.

Access your **teams**.

View your **calendar** and join online meetings.

Search (Ctrl+E)

Teams

Activity

Chat

Teams

Assignments

Calendar

Calls

OneDrive

Apps

⌄ Classes

Class Team

Click here to open your **class team**.

› Hidden

Your Class Team

These are the channel **tabs**. Click them to view different areas of the team. **Files** is where you will find course documents.

See your **assignments** for this class.

Every team has **channels**. Click one to see files and posts for that topic.

General — Posts · Files · Moodle · MyWeston · Turnitin · +1

All teams

Class Team

Home page
Class Notebook
Classwork
Assignments
Grades
Reflect

Main Channels
General
Module 1
Module 2
▸ Hidden channels

Welcome to the Team!

Important Information

Hi everyone!

Welcome to your Class Team!

You can find all your resources and recordings from previous sessions in the **file** tab above. 🙂

✎ Start a post

Post a message on the team.

This is the **posts** tab on the **general** channel. You will find updates & information from your tutor here.

Start a Post on your Team

A great way to keep in touch with your tutors and classmates is by using the **posts** section on your Team. Follow the steps below to try it out.

1. Go to your Team and click **start a post** at the bottom of the posts tab.
2. Type your message in the box that appears.
3. When you're finished, click **post** to add your message to the team.
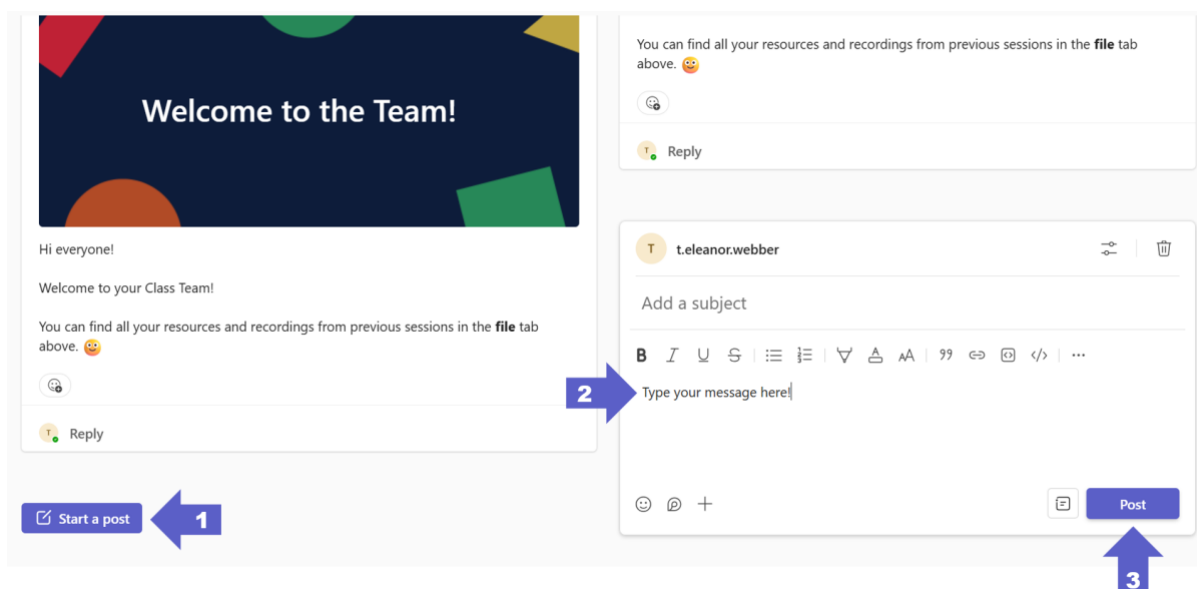
Tip: Want to make sure someone sees your post? **Mention** them in the post to make sure they see it! Just type **@** followed by the person's name.

Respond to Someone Else's Post

If you want to respond to someone else, make sure you don't accidentally start a whole new post!

To reply to someone else, click **reply** under their post. Don't forget to press **send** ▷ when you're done.

Want to acknowledge the post, but not sure what to say? Click **react** to respond with an emoji.
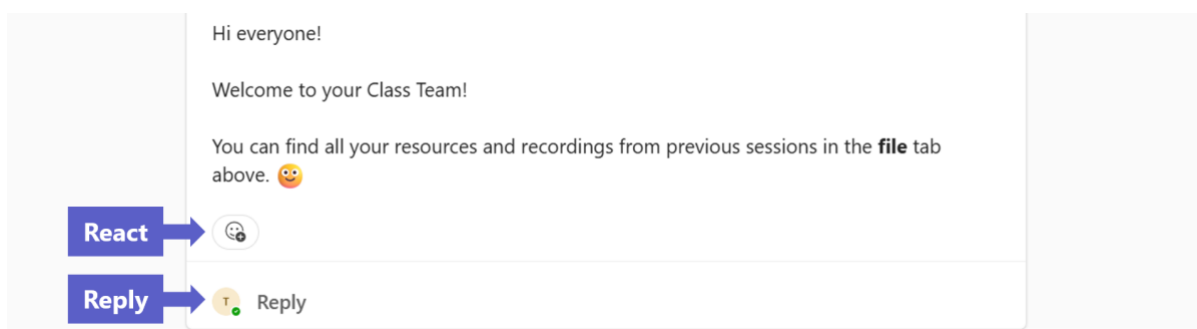
Send a Private Chat Message

If you want to send a private message to one person or a smaller group of people, instead of your whole Team, you can use **Chat.**

1. Start typing the person's name in the search bar.
2. Select their profile from the search results
3. Type your message and click send ▷ when you're done.
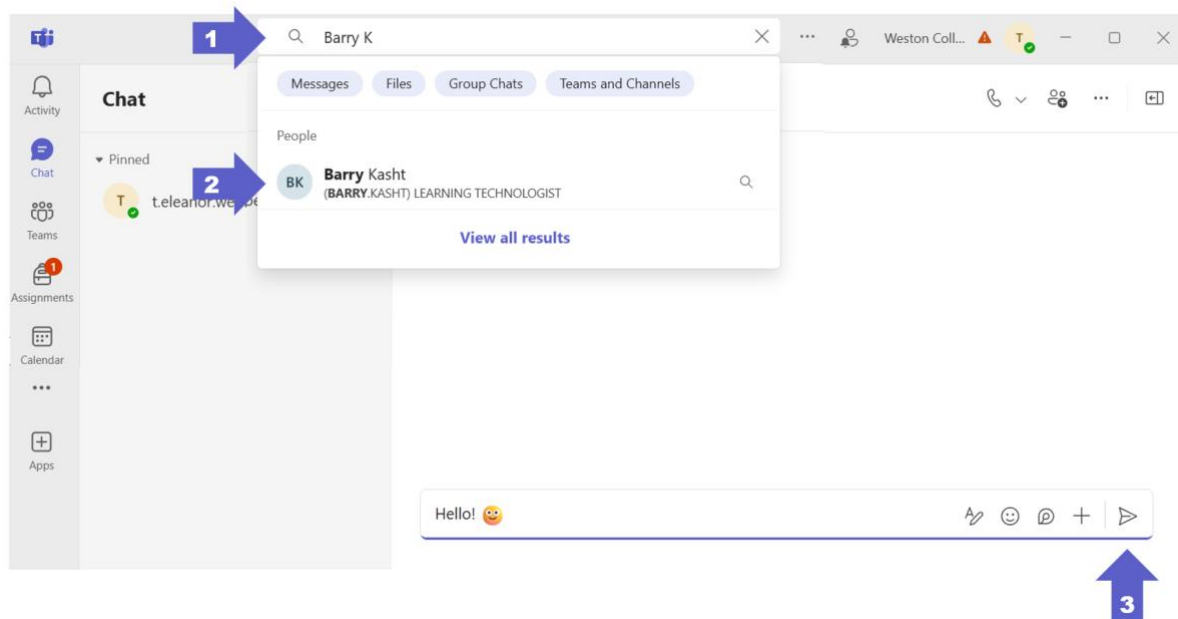
Tip: You can also send files in chat and post messages! Press the **+** next to send, and then select file.

Joining an Online Meeting

These instructions are for the Teams desktop app. If you are using Teams for Web browser you can still follow the same steps, but things may look slightly different.

Select **calendar** from your side bar. You should be able to see the meeting on your calendar at the expected time.
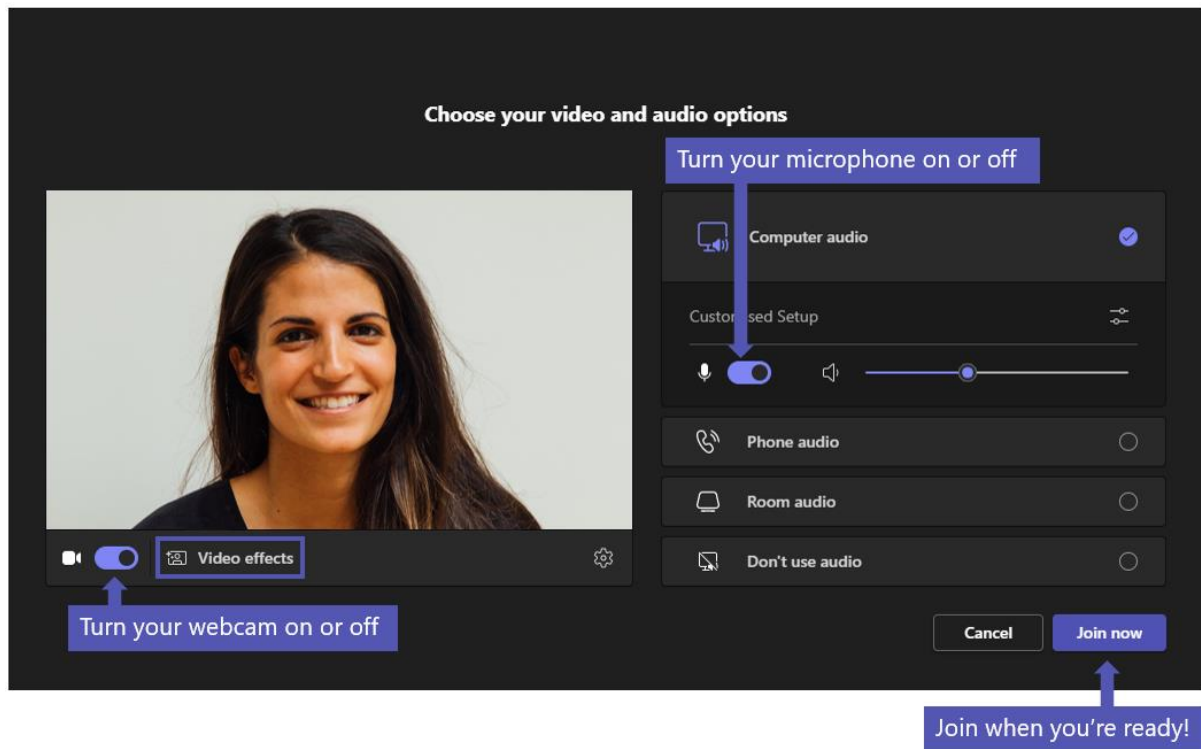
If the meeting is due to start soon, you will see a join button. Just click this to join the meeting!
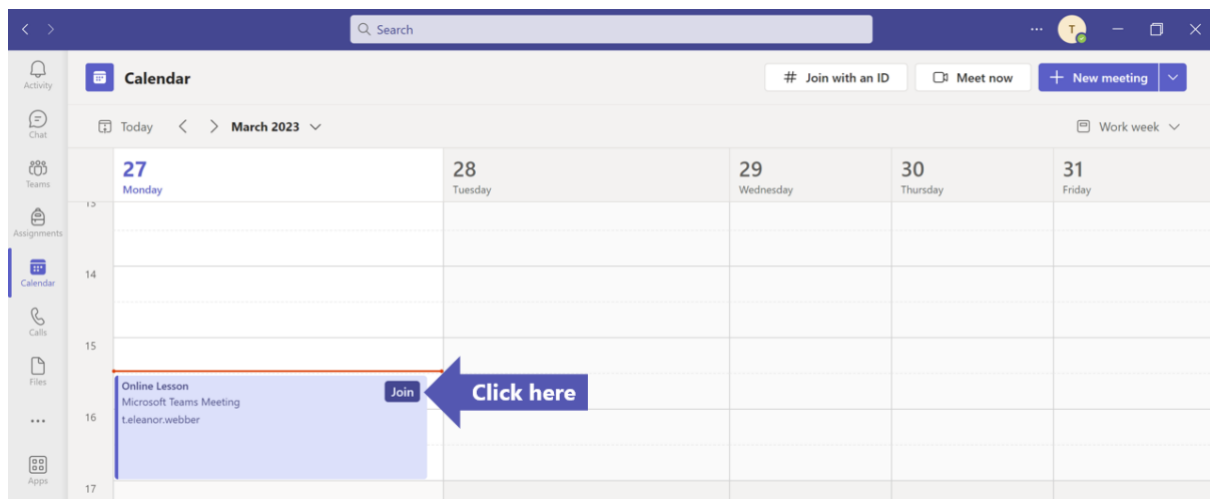

Can't see the join button yet? You might be a bit early! Just left click on the meeting and a join option will appear.
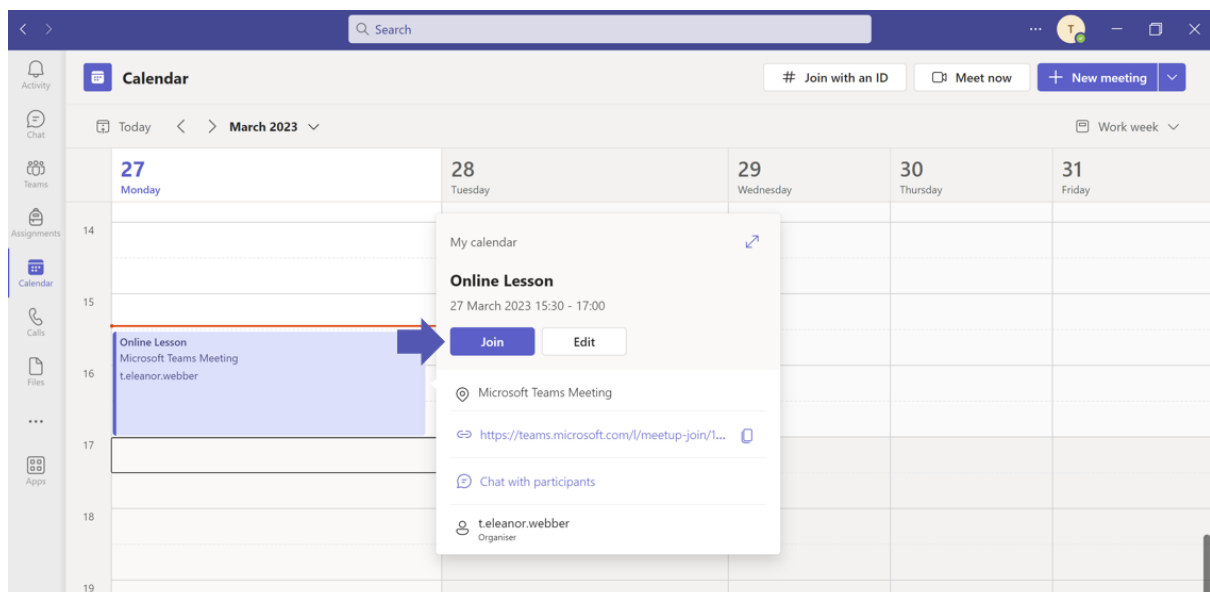
Once you've clicked join, you will have a chance to check your camera and microphone settings before you enter the meeting.
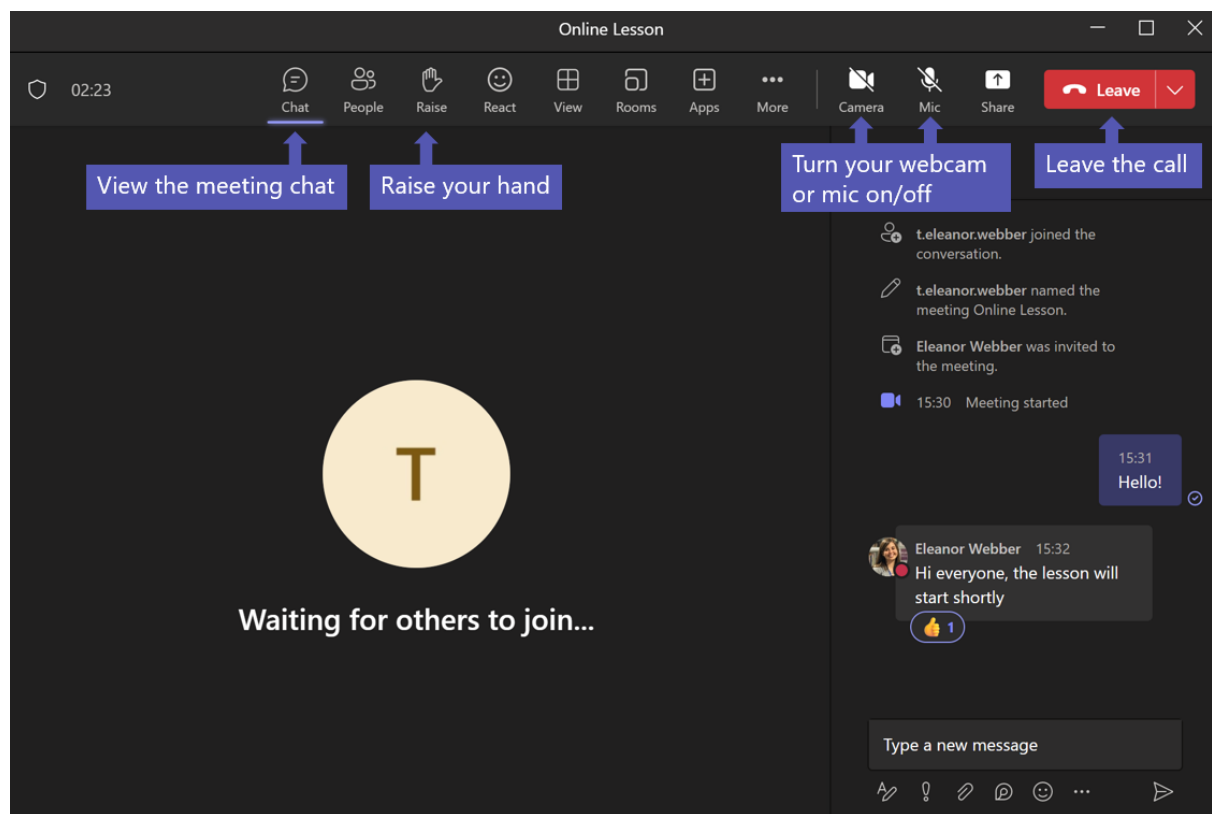

Video effects: Select this to apply effects to your webcam such as a blurred or virtual background. This is a good way to maintain your privacy when learning at home.
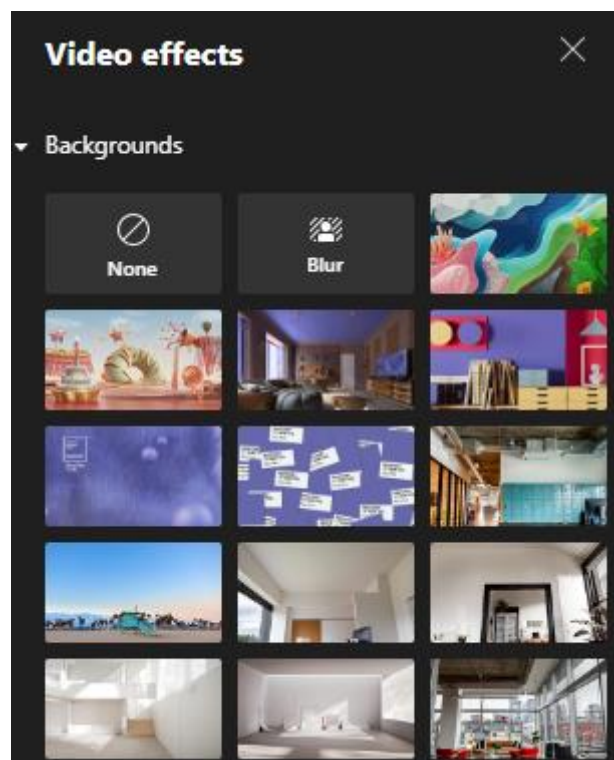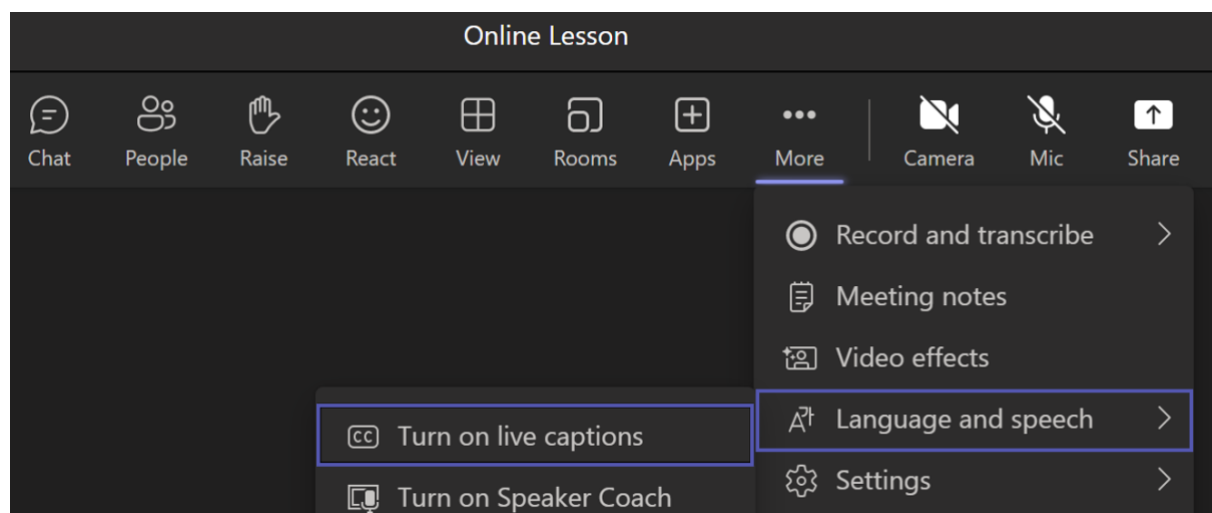
During the Meeting

Here are a few useful options to be aware of during your online meeting:


Live Captions

Teams can detect what is said in a meeting and provide real-time captions. To turn captions on, select **more**, then **language and speech**, then **turn on live captions**.

Class Notebook

You can access Class Notebook by [going to your class Team and selecting Class Notebook from the side bar](#).

Once you have opened Class Notebook, click the bookshelf icon (highlighted below) to open navigation.
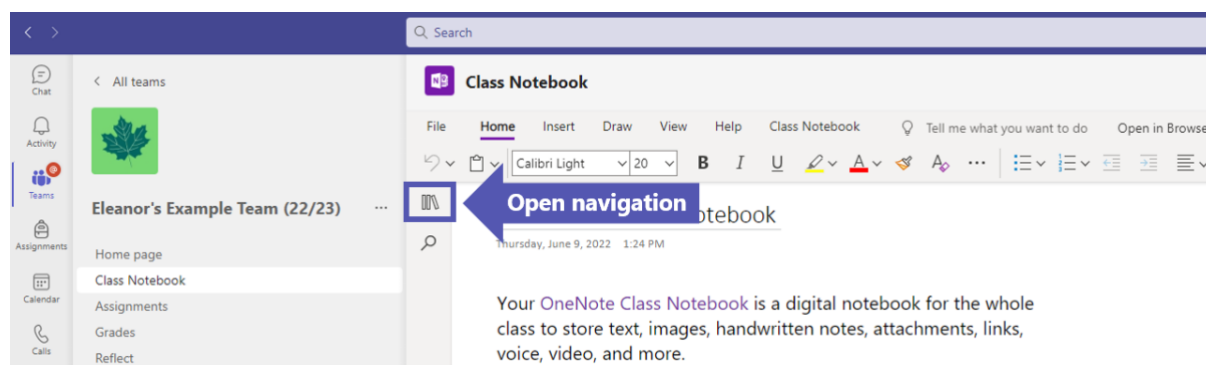
You can then navigate between the 3 main parts of Class Notebook:

- **Content Library:** A read-only space where teachers can share handouts with students.
- **Collaboration Space:** A space where everyone in your class can share, organize, and collaborate.
- **Student Notebooks:** A private space shared between the teacher and each individual student. No other students can see what is in your notebook.

Each part is also divided into further **sections**. Select a section and you will see a list of **pages** in that section. Select a page to open it and view/edit the content.
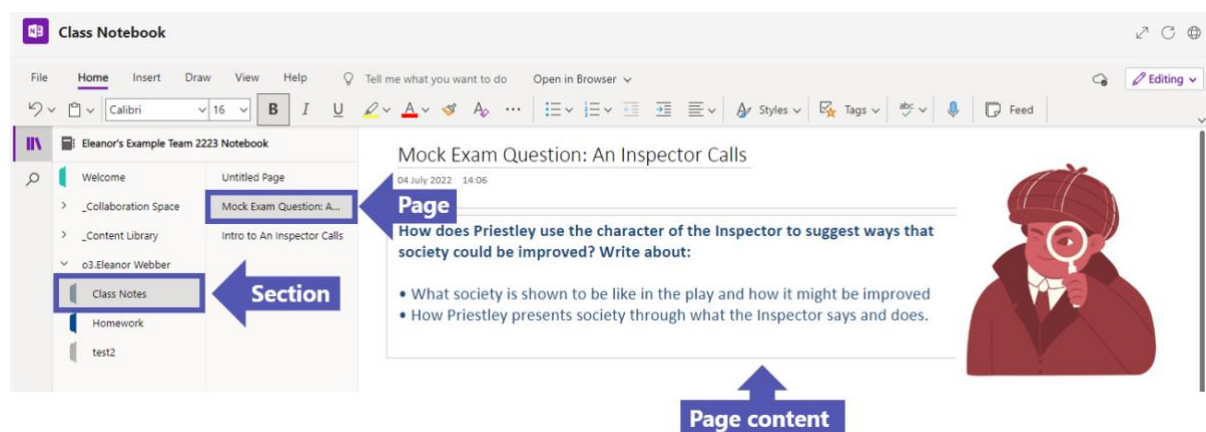
Changes on Class Notebook save automatically, so you do not need to remember to click 'save' while you are working. However it is a good idea to wait about 10 seconds between stopping typing and closing your notebook, to ensure that it has had time to save everything.