

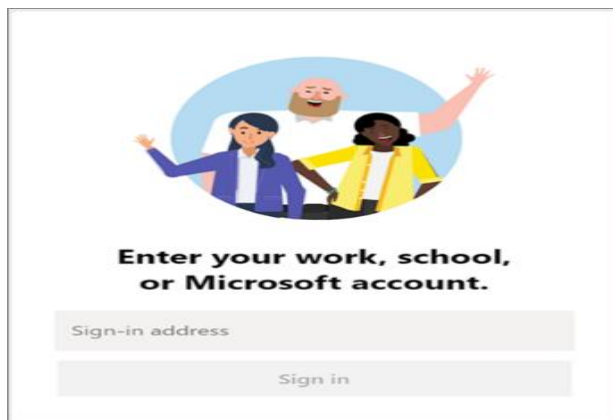
Sign in and Get Started with Teams



1. Sign in to Teams

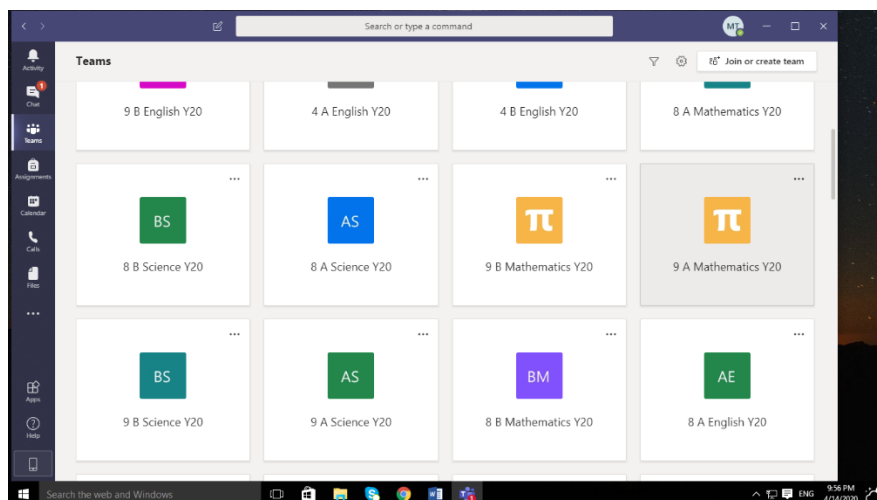
- In Windows, click start > Microsoft Teams
- On Mobile, tap the Team Icon

Sign in with your username and password



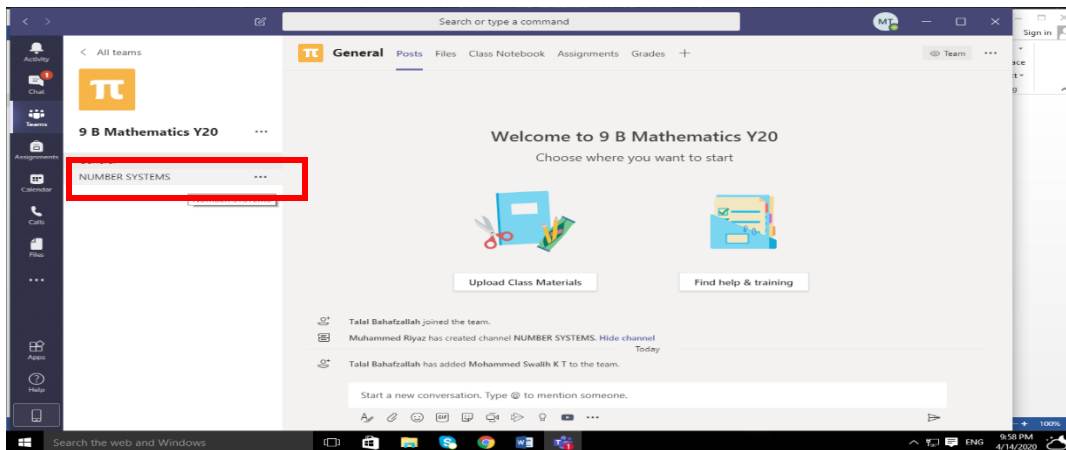
2. Pick a team/ class

A Team is your classroom. A channel is the unit or lesson name. Select Teams on the left side of the app and then pick a team.



3. Select a channel or lesson.

Below your classroom, you can see the lesson names your teacher has created. Select the one you want and you can see some tabs here.



Click on the file tab and view or download the lessons, notes, PowerPoint presentations, audio files or video files your teacher has uploaded.

4. Chat with teacher to clear doubts.

You can have a chat with your teacher to clear any doubts. At the top of the app, click New Chat for private conversation.

