



A GUIDE TO MICROSOFT TEAMS FOR EDUCATION

WHAT IS MICROSOFT TEAMS?

Microsoft Teams is a persistent chat-based collaboration platform complete with document sharing, online meetings, and many more extremely useful features for business communications.



LOG IN USING MICROSOFT TEAMS:

There are two methods to log in to the Teams. By application or using a web browser.

CREATE TEAMS FOR YOUR CLASS:

Creating teams for the class is very simple and required only 4-5 steps.



ADD MEMBERS TO YOUR CLASS:

Once you created the teams you can add members (students and co-teachers).

SCHEDULE A MEETING IN THE TEAMS:

Teams allow you to schedule a meeting and the invited person will get notification by email and calendar.



CREATE ASSIGNMENT ON TEAMS:

Creating an assignment using the Teams is very effective for teachers as it allows to set the due date, students, and it also allows to edit the assigned assignment later.