

Quick Start Guide

New to Microsoft Teams for Education? Use this guide to learn the basics.

The screenshot shows the Microsoft Teams application interface. At the top, there is a search bar with the text "Search or type a command". Below the search bar, the "Teams" section displays "Your teams" with five team tiles: "Physical Science", "Health Research", "Pineview School Staff", "Pineview School Science Teachers", and "Algebra". The left sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The right sidebar contains a "Join or create team" button and a "Manage your team" button. Callout boxes provide instructions for various features:

- Start a new chat**: Launch a private one-on-one or small group conversation.
- Use the command box**: Search for specific items or people, take quick actions, and launch apps.
- Manage profile settings**: Change app settings, change your pic, or download the mobile app.
- Navigate Microsoft Teams**: Use these buttons to switch between Activity Feed, Chat, your Teams, Assignments, Calendar, and Files.
- View and organize teams**: Click to see your teams. Drag team tiles around to reorder them.
- Find personal apps**: Click to find and manage your personal apps.
- Add apps**: Launch Apps to browse or search apps you can add to Teams.
- Join or create a team**: Find the team you're looking for, join with a code, or make one of your own.
- Manage your team**: Add or remove members, create a new channel, or get a link to the team.
- View your team**: Click to open your class or staff team.
- What is a team?**: You can create or join a team to collaborate with a certain group of people. Have conversations, share files and use shared tools with the group – all in one place. That group could consist of a class of students and educators, a group of staff and educators collaborating on a topic, or even a group for a student club or other extracurriculars.