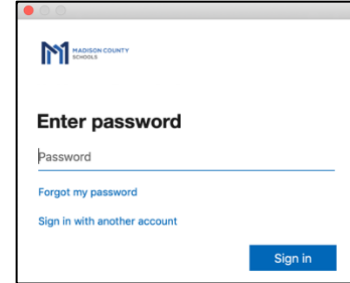
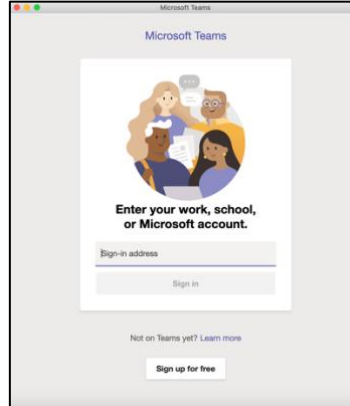
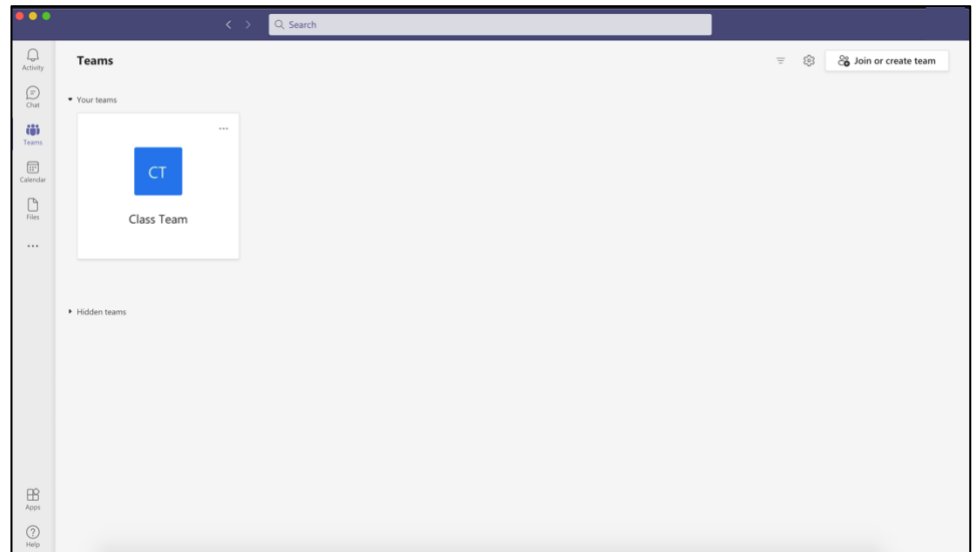


Microsoft Teams

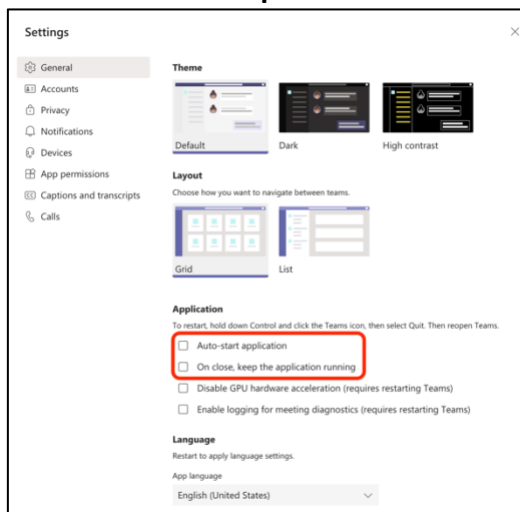
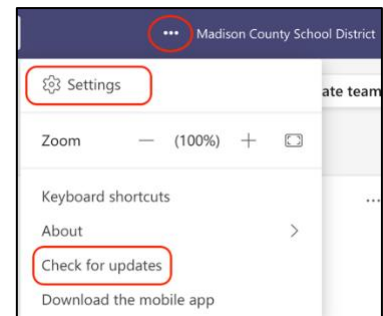
Open the Microsoft Teams application and login using your district email address and password.



After logging in you will see your Teams page. If you are already a member of a Team or have created Team, you will see those on the Teams page.



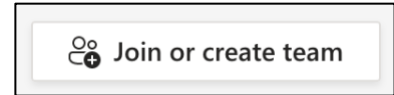
At the top right of the Teams app you will see your initials or picture (if you have added one) and Madison County Schools. Click on the three dots to the left and select **Settings** in the drop-down menu. You can also **Check for updates**.



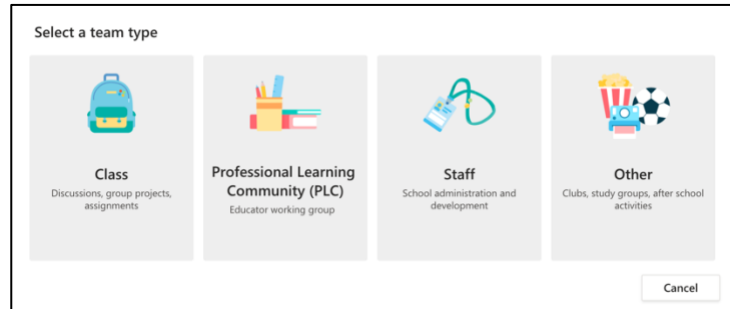
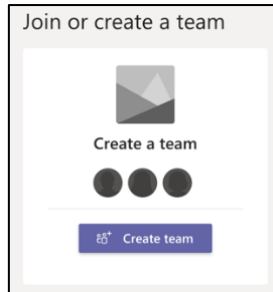
In the **General** menu, find **“Auto-start application”** and **“On close, keep the application running”**. Uncheck both of these boxes. This will help ensure Teams runs smoothly each time you use it.

Microsoft Teams

To create a new Team click on the **Join or create team** button in the top right.



Select the **Create team** option and then select the **Class** Team option.



Give your Team a name. Make sure your Team name identifies the specific class.

For example, elementary teachers can identify their class by their name and/or subject(s). Middle and high school teachers can identify their class by block and subject. Keep in mind that students may be members of multiple Teams so make sure the Team name is easily identifiable.

Select Next.

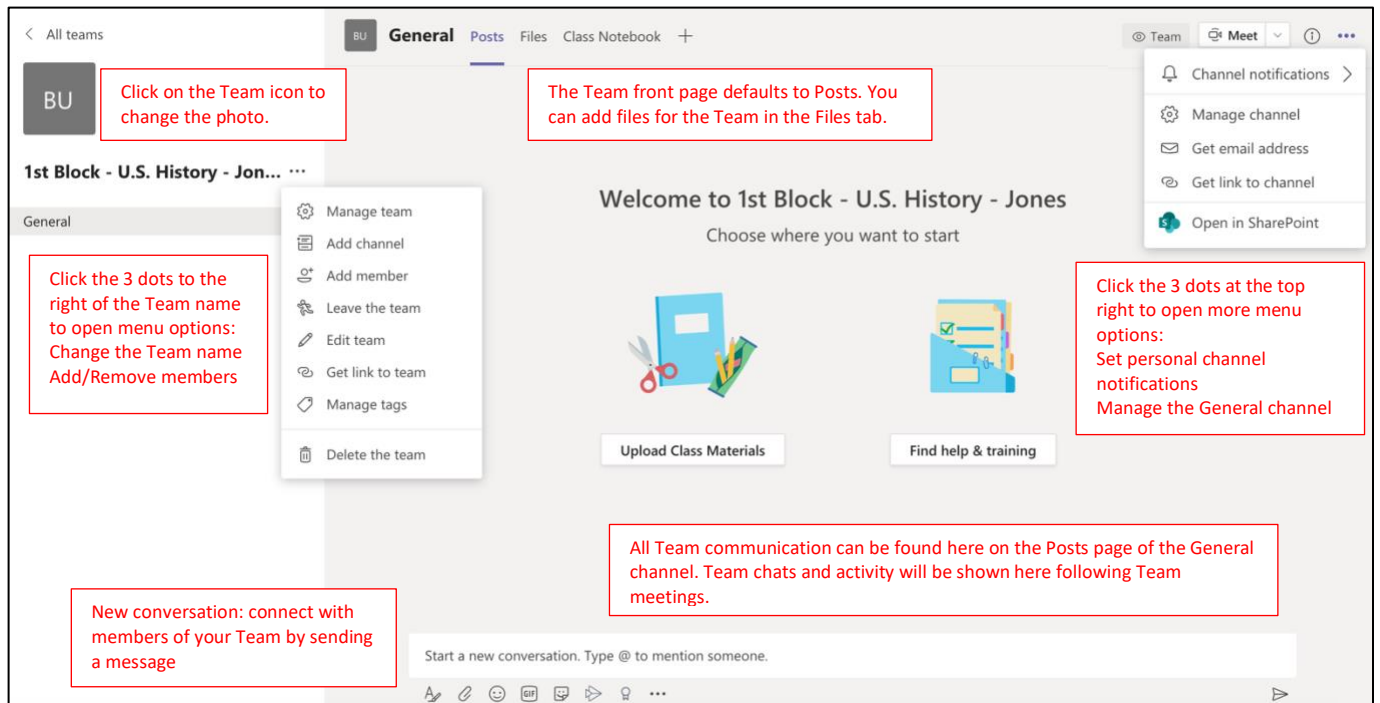
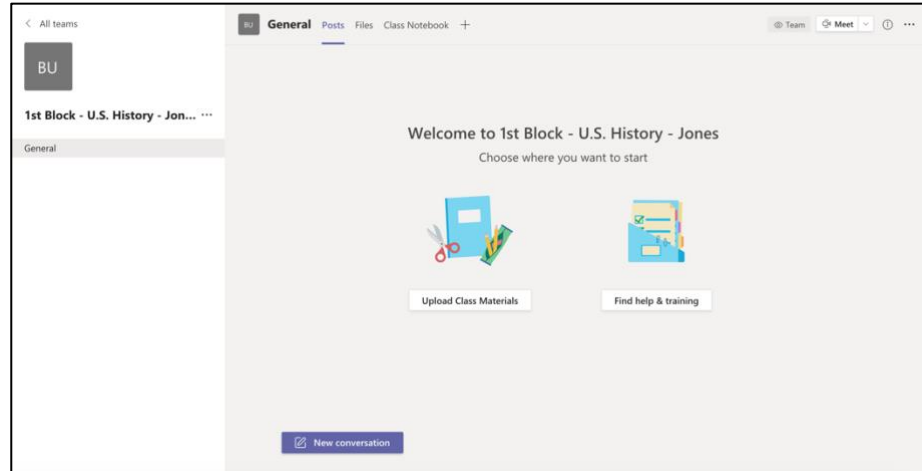
A form with a white background and a dark gray border. At the top, it says "Create your team". Below this is a paragraph of text: "Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook." Below the text are two input fields: "Name" and "Description (optional)". Below the description field is a link: "Create a team using an existing team as a template". At the bottom right are two buttons: "Cancel" and "Next".

You can **add students and teachers** to your Team by typing in their names. The names will begin to populate as you type. Be aware of those students and teachers who may have similar or the same names as someone else in the district. For students, you can check their MSIS number to be sure you are selecting the correct student. You can skip this step and add students and teachers later as well.

A dialog box with a white background and a dark gray border. At the top, it says "Add people to '1st Block - U.S. History - Jones'". Below this are two tabs: "Students" (selected) and "Teachers". Below the tabs is a search input field with the placeholder text "Search for students" and an "Add" button. Below the search field is a paragraph of text: "Start typing a name to choose a group, distribution list, or person at your school." At the bottom right is a "Skip" button.

Microsoft Teams

After creating the Team, you will see the Team main page. The left menu panel shows the **Team icon, Team name, and channels**. By default, all members are placed in a General channel.

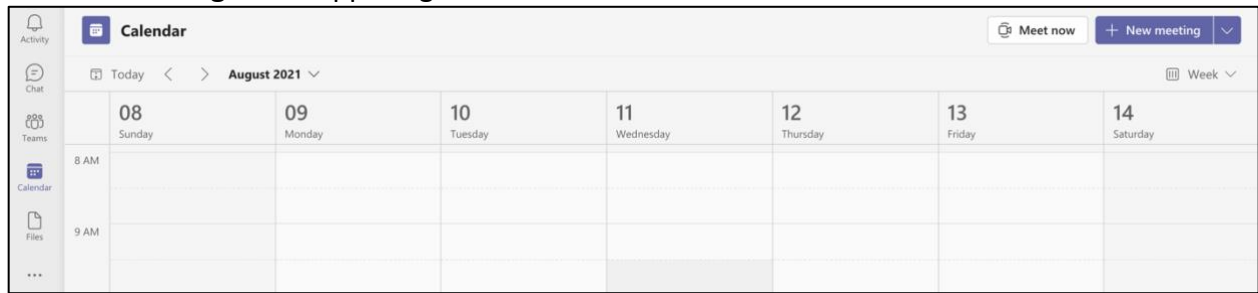
A screenshot of the Microsoft Teams interface with several red callout boxes providing instructions. The interface shows the 'General' channel page for a team named '1st Block - U.S. History - Jones'. The callout boxes are:

- Top left: 'Click on the Team icon to change the photo.'
- Top center: 'The Team front page defaults to Posts. You can add files for the Team in the Files tab.'
- Top right: 'Click the 3 dots at the top right to open more menu options: Set personal channel notifications, Manage the General channel'
- Bottom left: 'Click the 3 dots to the right of the Team name to open menu options: Change the Team name, Add/Remove members'
- Bottom center: 'All Team communication can be found here on the Posts page of the General channel. Team chats and activity will be shown here following Team meetings.'
- Bottom left: 'New conversation: connect with members of your Team by sending a message'

The interface also shows a 'Manage team' menu on the left and a 'More options' menu on the right.

Microsoft Teams

To schedule a meeting with any of your Teams, select **Calendar** on the main left menu and click on **New meeting** in the upper right-hand corner.



Schedule a meeting:

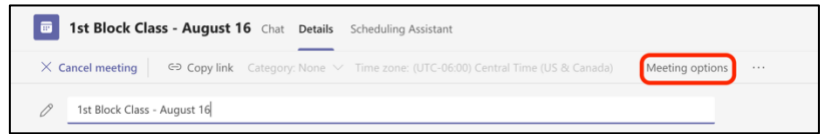
1. Give your meeting a **title**. Be specific with your title. It will be easier for you and students to find a meeting in the calendar this way.
2. If you are planning to have a meeting with individuals that are not in one of your Teams, add them in the **Add required attendees** section. You can also add optional attendees if necessary.
3. Set the **date** and **time** for the meeting. You can type in specific times for the meeting.
4. If you are scheduling this meeting with one of your Teams, select the Team/Channel in the **Add channel** option.
5. If you'd like to include information to send to attendees, type it in the last box.
6. After completing all necessary information, click on **Save** at the top right.
7. After you click **Save**, an email invitation will be sent to all invited attendees. If the meeting was scheduled for a certain Team/Channel, the meeting will also be posted on the Team home page.

A screenshot of the 'New meeting' form in Microsoft Teams. The form is titled 'New meeting' and has tabs for 'Details' and 'Scheduling Assistant'. At the top right, there are 'Save' and 'Close' buttons. The form includes several fields: 'Category: None', 'Time zone: (UTC-06:00) Central Time (US & Canada)', 'Response options', and 'Require registration: None'. Below these are input fields for 'Add title', 'Add required attendees' (with a '+ Optional' link), and a date/time selector showing '8/16/21' from '8:00 AM' to '8:30 AM' for '30m'. There is also a 'Does not repeat' dropdown, an 'Add channel' field, and an 'Add location' field. At the bottom, there is a rich text editor with a toolbar and a text area containing the placeholder text 'Type details for this new meeting'.

Microsoft Teams

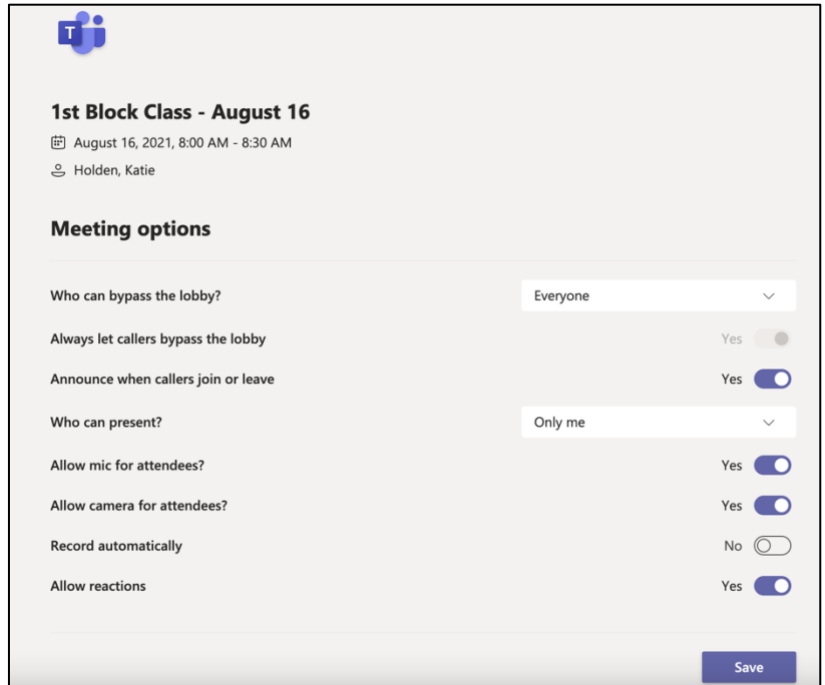
After the meeting is scheduled it will appear in the **Calendar**. You can set meeting options before the meeting, immediately after starting the meeting or during the meeting

Click on the meeting in the calendar and choose **Edit**. At the top, select **Meeting Options**.



Clicking **Meeting options** will take you to Google Chrome.

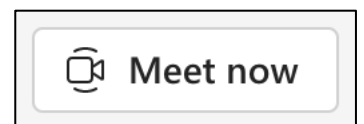
1. If you'd like to make attendees wait in the lobby, change the **Who can bypass the lobby?** Option to **Only me**. As attendees join the meeting, you will have to allow them in by clicking the green check mark next to their name.
2. To allow others to present in the meeting change the **Who can present?** setting to Everyone to allow anyone in the meeting to be able to present/share the screen.



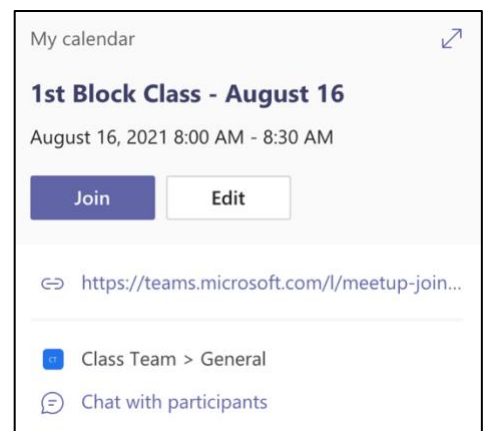
3. After changing any settings, click **Save**.

Host a meeting

***Before hosting your first meeting it is recommended that you practice. Navigate to your **Calendar** and choose **Meet now** in the top right. You can then have a practice meeting by yourself to test out all of the features outlined in the next section.



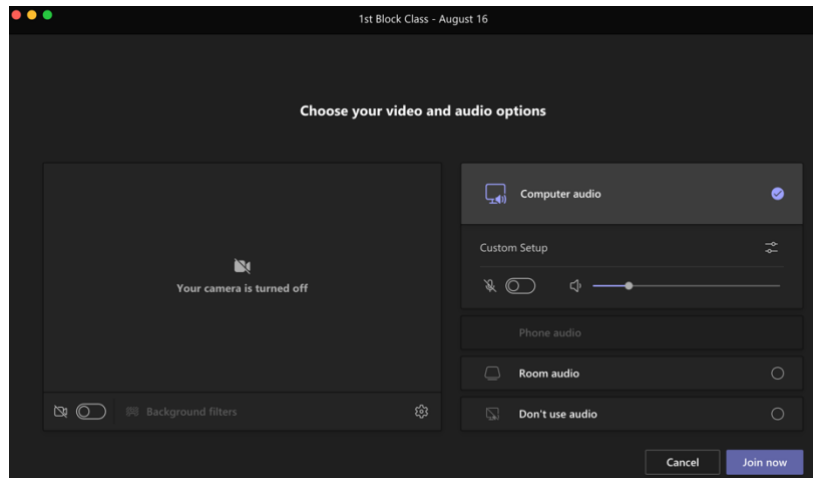
To host/begin the meeting, navigate back to the **Calendar** in the left menu. Find the meeting on the calendar and click once. At the top left, you will now see a **Join** button. Click **Join** to begin the meeting.



Microsoft Teams

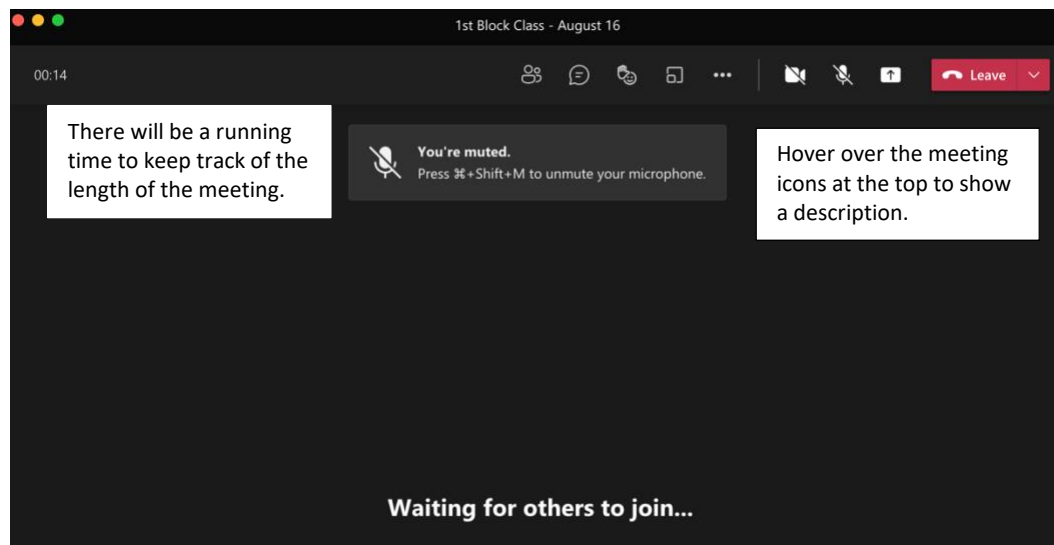
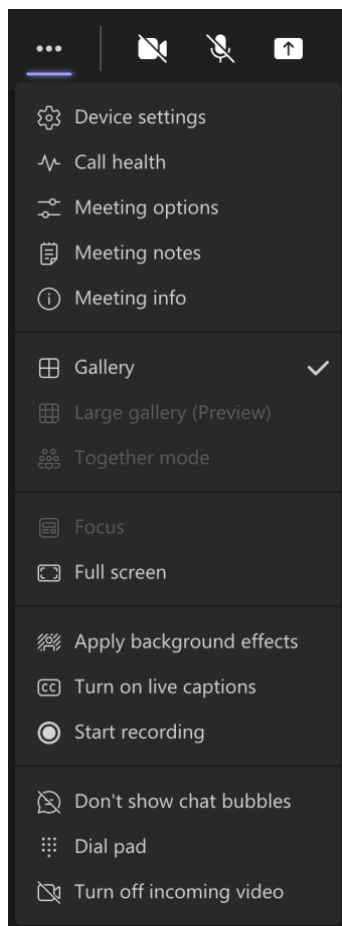
It is recommended to start meetings with the **camera and microphone turned OFF**. This way you can ensure you are prepared and turn the camera and microphone on when you are ready.

If the join now button is not available, click to activate computer audio and then mute the microphone setting.



When you are ready to begin the meeting, click **Join now**.

****When you first join you may get a warning about your speakers being muted.**



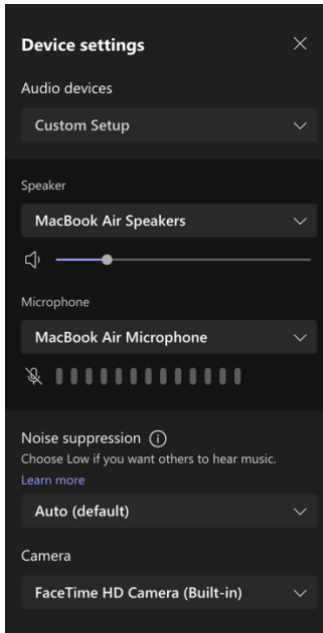
Click on the **3 dots** at the top menu for more options. **Start recording** as soon as you enter the meeting. Make sure you **let the participants know that you are recording**. Come back to this menu and stop the recording before you end the meeting.

Explore each area in this menu (if applicable). The most important items are: **device settings, meeting options (this can be changed prior to the meeting – see direction above), and start recording**.

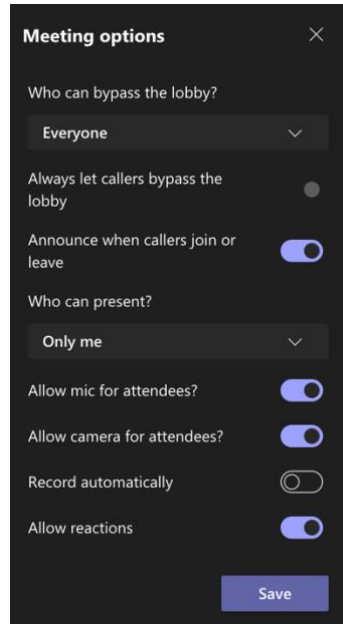
The **live captions** feature may also be a helpful feature. Currently, captions are only available in English.

Microsoft Teams

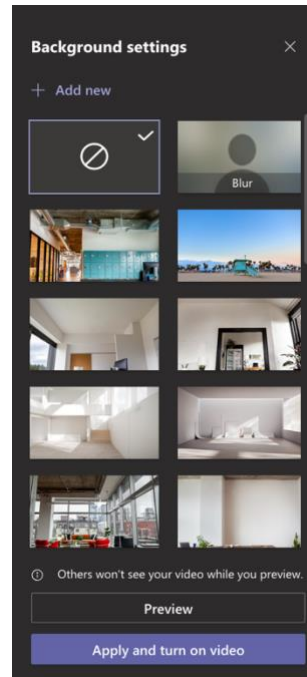
Make sure your **camera** and **microphone** settings are correct.



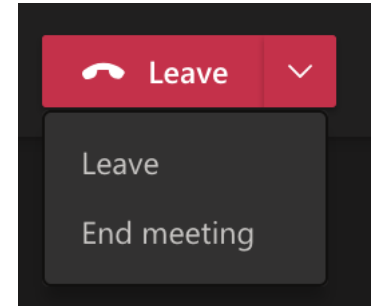
If you did not make changes to the **meeting options** prior to the meeting, you can do that during the meeting.



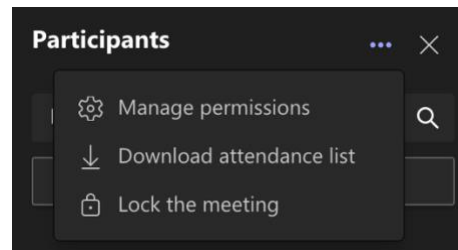
Hosts and participants can choose to blur their background to keep distractions minimal.



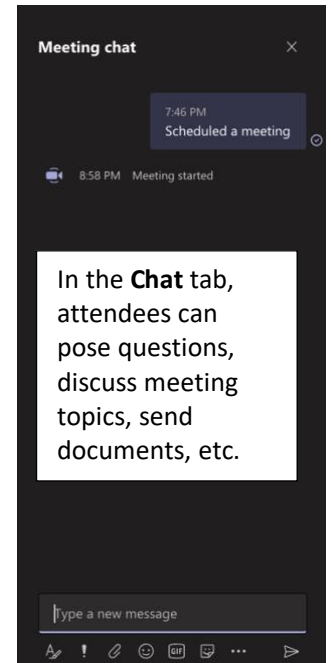
Before leaving the meeting, make sure you choose **End meeting**. Otherwise, participants will still be able to attend the meeting without the host.



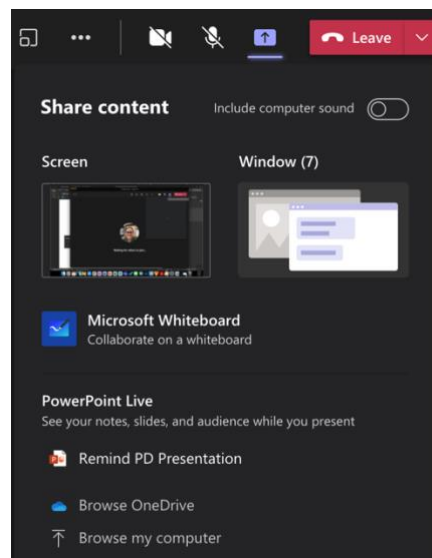
In the **Participants** tab you can let attendees into the meeting, see a list of attendees, and download an attendance list. You can also download the list from the **Chat** area after the meeting.



In the **Chat** tab, attendees can pose questions, discuss meeting topics, send documents, etc.

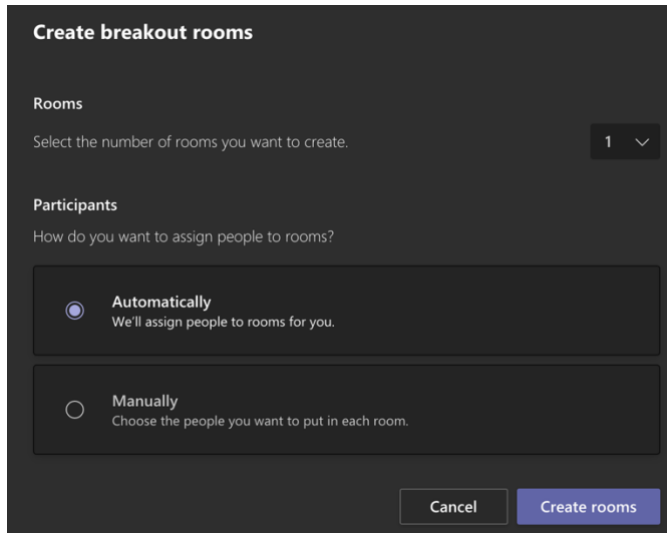


In the **Share content** tab (up arrow next to the leave button) you can show attendees your entire screen, a specific window, document, etc. You can also share a whiteboard. If you are showing multiple programs throughout the meeting, choosing **Screen** would be the easiest option to navigate while sharing. If you choose Window, you are locked inside a specific location until you come back to the meeting and stop sharing and then share again.



Microsoft Teams

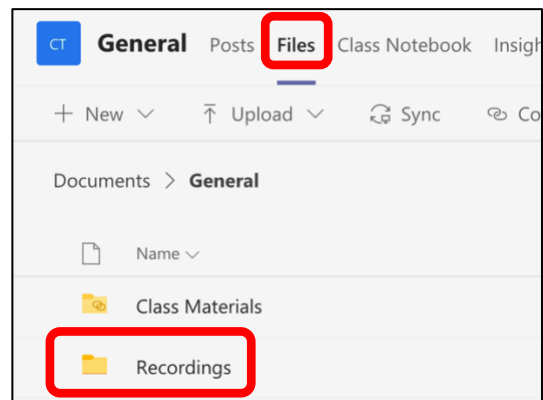
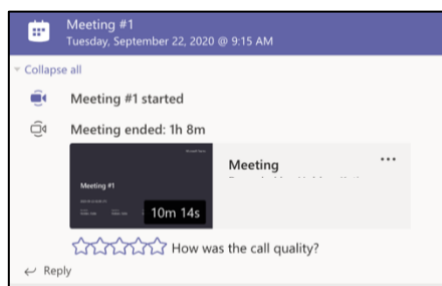
You can use **Breakout** rooms for smaller meetings during your large group meeting. For more information on breakoutrooms: <https://tinyurl.com/breakoutroomsmicrosoftteams>



The screenshot shows the 'Create breakout rooms' dialog box. It has a dark background with white text. At the top, it says 'Create breakout rooms'. Below that, there are two sections: 'Rooms' and 'Participants'. In the 'Rooms' section, it says 'Select the number of rooms you want to create.' and there is a dropdown menu showing '1'. In the 'Participants' section, it says 'How do you want to assign people to rooms?'. There are two radio button options: 'Automatically' (selected) with the subtext 'We'll assign people to rooms for you.' and 'Manually' with the subtext 'Choose the people you want to put in each room.'. At the bottom, there are two buttons: 'Cancel' and 'Create rooms'.

If you recorded your meeting, the recording will be available in various locations:

1. If scheduled a meeting from your calendar that did not include a specific Team, that recording will be available in the **Chat** area and in the **Recordings** folder in your **OneDrive**.
2. If you recorded a meeting including a **Team**, the recording will be available in the **Posts** section and in **Files** in the **Recordings** folder in that specific Team.
3. Recorded meetings can also be found in **Stream**, which will soon be available at <https://stream.office.com>.

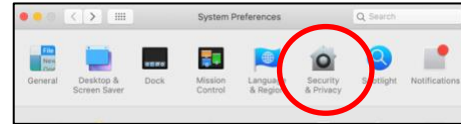


Microsoft Teams

System Preferences – If you have trouble with Microsoft Teams in any area, check to make sure your settings are correct. Open System Preferences.



Open **Security and Privacy** from System Preferences.



On the **Privacy** tab, look for any area where Microsoft Teams might be unchecked. The main areas to check are **Camera, Microphone, Screen Recording, Screen Recording, and Accessibility**.

If you need to check the box beside Microsoft Teams, first click the lock at the bottom left and put in your district password. Then you can check the box next to Microsoft Teams.

