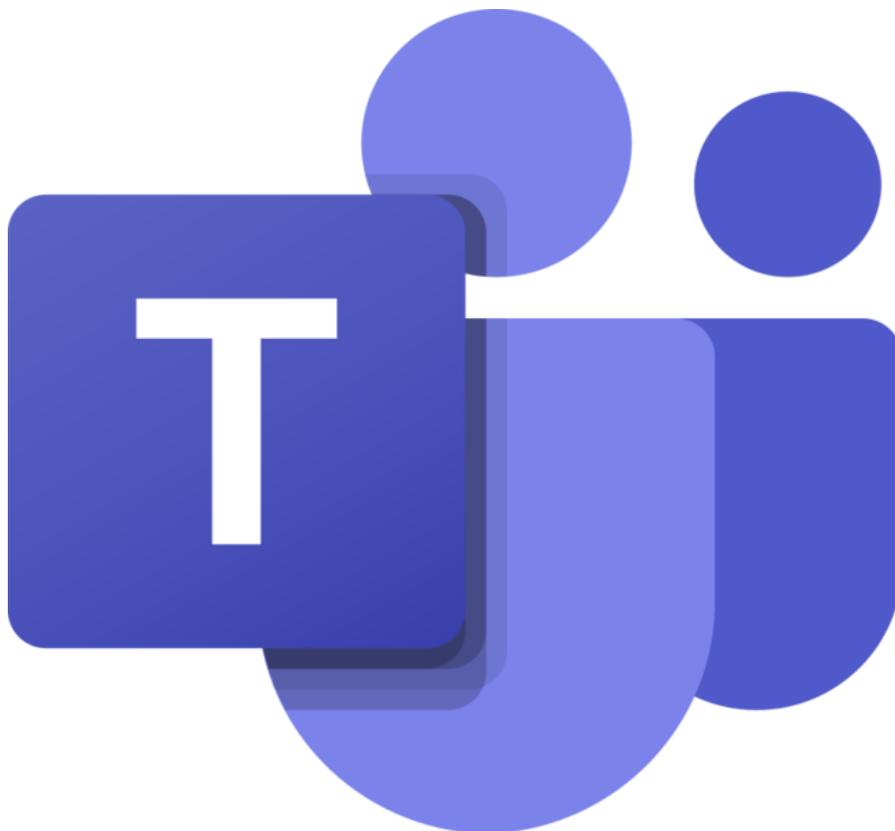


MS Teams for Teaching and Learning

Student Guide

June 2025



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Downloading and Installing Microsoft Teams

You will need |



Laptop | Tablet | Phone

You can download MS Teams on all your personal devices



Google Chrome

This is the preferred web-browser



Internet Connection

All your devices must be connected to the internet

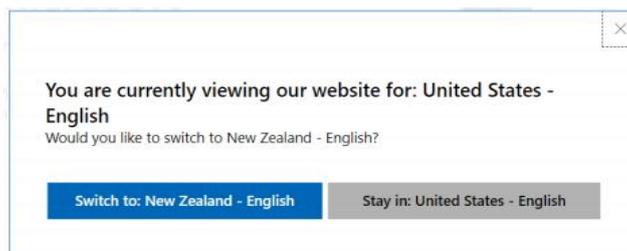


School Emails

You need to have your school email open to access the link

How to download |

1. Open Google Chrome and go to: <https://teams.microsoft.com/downloads>
2. [If asked] Click on “Switch to: New Zealand – English”



3. Click on “Download for desktop” or “Download for mobile”



4. Enter you school email address and click “Send now”



5. Go to your school emails and find the link to download.

If your device is not supported |

Please login to office.com and use the online version.

Navigating Your Class Team

How to Find your Class Team

- When you open Microsoft Teams, you navigate to your class Team by clicking “Teams” on the left toolbar.

Channels

Teams are made up of Channels. They are found on the left-hand side. Channels are the dedicated areas where there are conversations and activities around a particular part of the learning experience. In all of our classes, there are four main Channels:

- **General** | This is where general course-related posts and questions appear. Students are encouraged to ask questions that can be answered by either the teacher or by other students in the class.
- **Live Lessons** | This is where the Live Lessons will be scheduled, and where recordings of each lesson will be. Also, this is where students will find resources related to specific Live Lessons.
- **Flexible Learning Activities** | This is where students might find resources and instructions related to Flexible Learning Activities. If they are not here, then they will be on Blackboard in the Learning Space (in the Teacher’s Folder if there is one). This is also where students can ask questions about Flexible Learning Activities and participate in collaborative work related to Flexible Learning Activities.
- **Student Zone** | This is where students can work together on homework and other tasks. Students are encouraged to post questions and to answer other students’ questions. All text must be in English. Please note that the teacher may not moderate all conversations in this space.

Tabs

Tabs are links found along the top of a Team that allow members to access services and content in a dedicated space within a Channel. We will not use Tabs such as “Class Notebook” “Assignments”, and “Grades”.

Tab to Blackboard

The most important Tab that is found in each Team is in the General Channel. Is a link to that subject’s Blackboard Course.

Posts

Posts are messages that are put into a Channel that becomes available for all members of that Channel. Posts can include text, web-links, links to resources, and more.

Typing ‘@’ followed by a name of an individual, several individuals, a Channel or a Team will send a notification to those people to alert them to the Post. This is called “@mentioning”.

Files

Files are documents, links and other items that can be stored within a Channel on a Team for access by everyone who has permissions. You can chose to download documents, or edit them in Files. Note that if you edit documents on Teams, you are changing the original.

How to search

At the top of the Teams application, there is always a Search bar. Type key words to search for groups, Teams, people, files and more.

Participating in Live Lessons

How to Join a Live Lesson

Your teachers will schedule your Live Lessons. You will receive calendar invitations to your email. Accepting the calendar invitations will put the Live Lessons into your Calendar.

1. Click on “Calendar”
2. On the Live Lesson that you want to join, click on “Join”. If you cannot see “Join”, then put your cursor on the item and “Join” should appear.
3. You will be asked to select your sound options.

How to Share

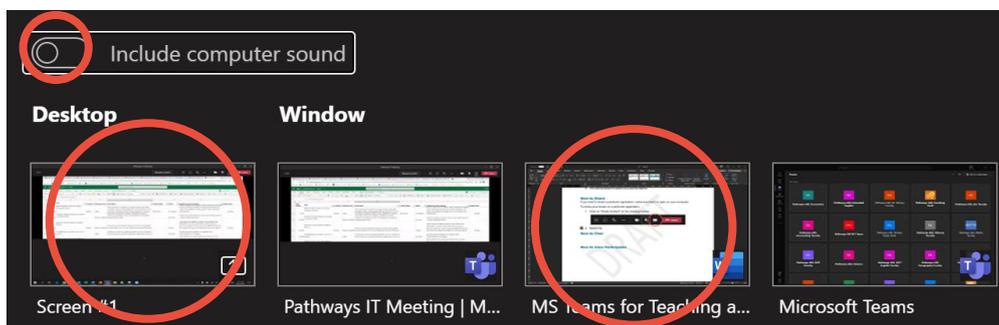
If you want to share a particular application, make sure that it is open on your computer.

To share your screen or a particular application:

1. Click on “Share Content” on the meeting toolbar.



2. Select the content that you would like to share. If you would also like to share computer sound, toggle “Include computer sound” first.



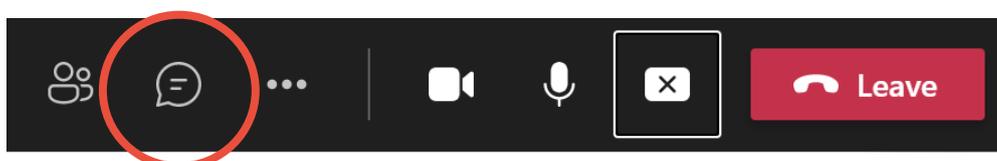
3. To stop sharing, select “Stop Sharing”.



How to Chat

In the Live Lesson, you can read and contribute to conversations by using the Chat pane.

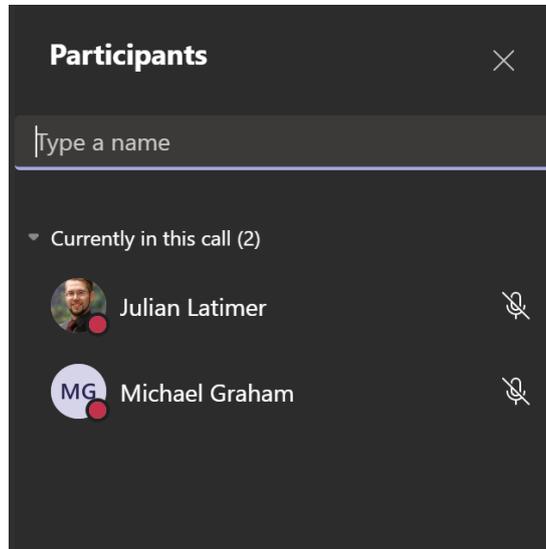
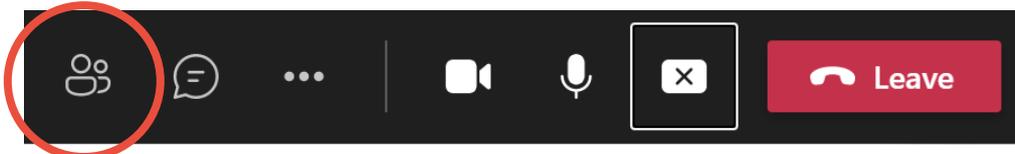
1. To open the Chat pane, click “Show Conversation”.



2. To chat, click in the text box at the bottom and start typing.

How to View Participants

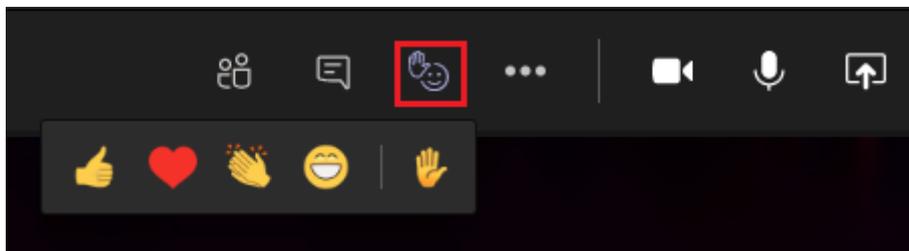
1. To open the participants pane, click “Show participants”.



2. To invite someone else into the Live Lesson, type their name into the text box.

To React

To put up a reaction, click on “Show reaction” and select the appropriate image.



Managing Files

How to Sync Teams Files with File Explorer

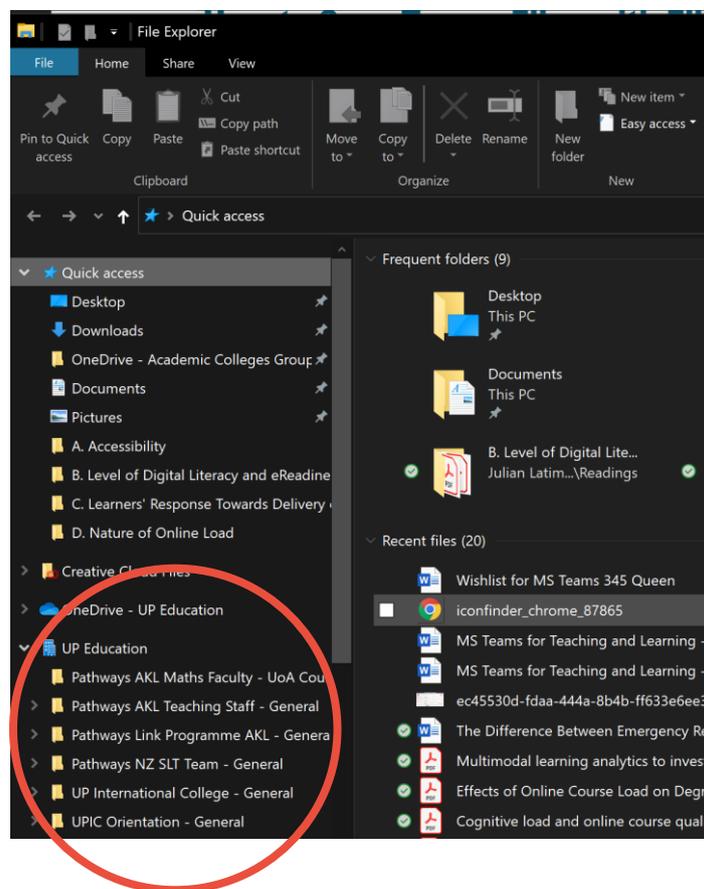
If you are using a Windows operated computer, you can sync Files from different channels so that they appear in File Explorer. This can make it easier to view/create/move files.

Note | You must have the latest version of OneDrive installed to do this.

1. Go into the Teams Files that you would like to sync.
2. At the top, click on “Sync”

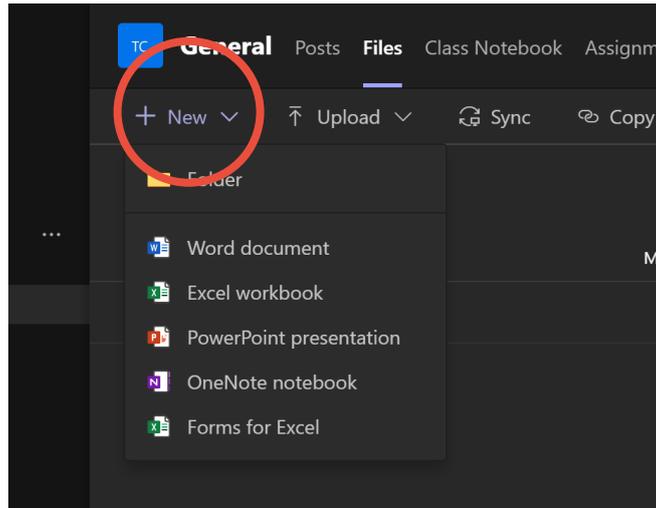


3. After a while, that Channel's Files should appear in your File Explorer.



How to Create Folders and Files in Teams

1. Navigate to the place that you want to create the file or folder.
2. Click “+ New”

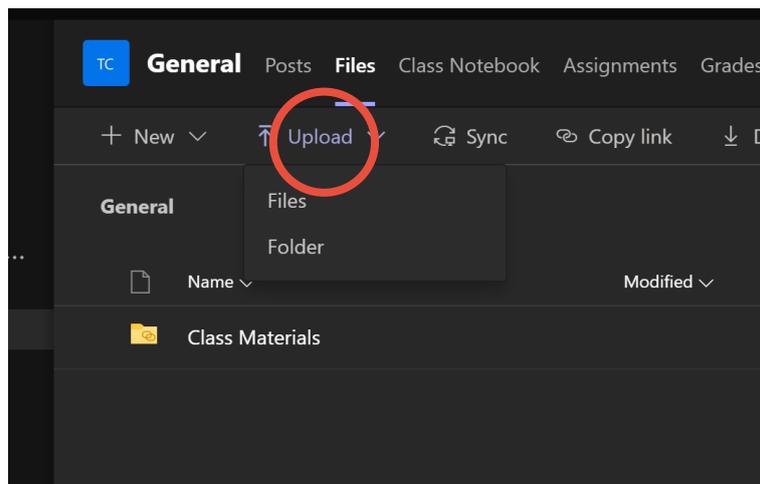


3. Select "Folder" or the file type that you want.

How to Upload Folders and Files in Teams

There are two main ways to upload folders and files into Teams.

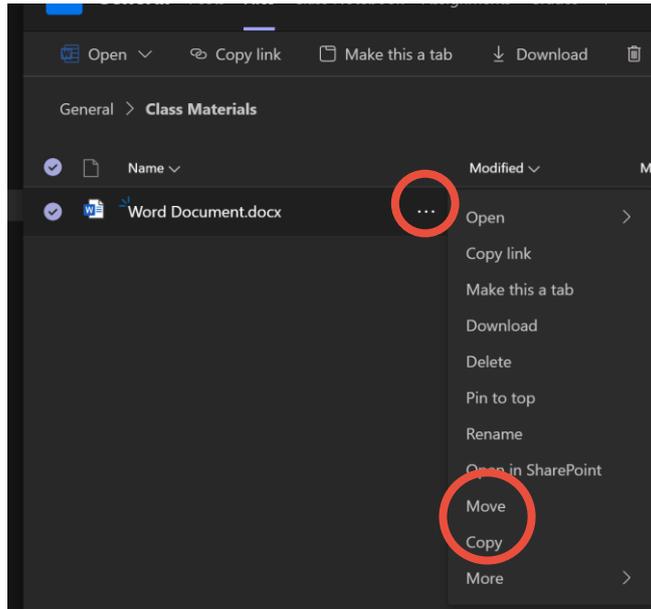
- A. Click "Upload" and then select "Files" or "Folder".



- B. Drop and drop your files or folder into the desired location.

How to Move and Copy Files in Teams

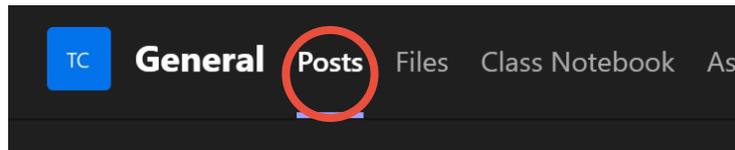
1. Click on the "..." to the right of the file. Then click either "Copy" or "Move".



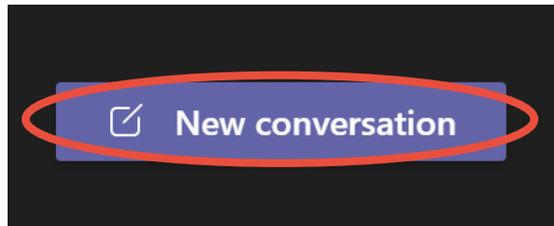
2. Navigate to the desired location and click either “Move” or “Copy”.

How to Link to Files in Posts

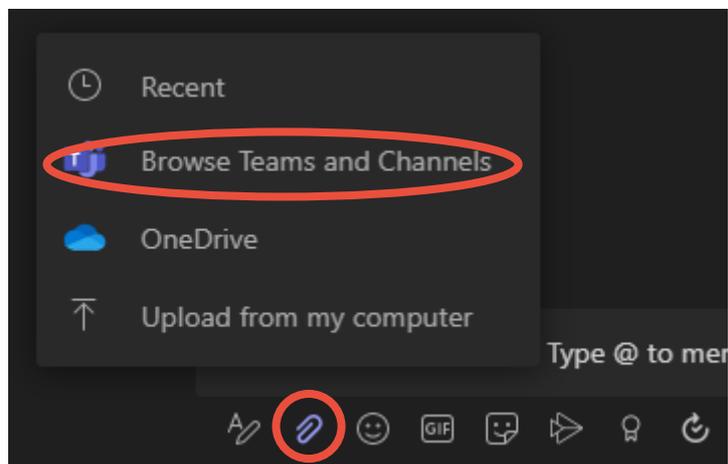
1. Upload the file to the desired location.
2. Click on “Posts”.



3. Create a new post by clicking “New Conversation”.



4. Click on “Attach” and then select “Browse Teams and Channels”.

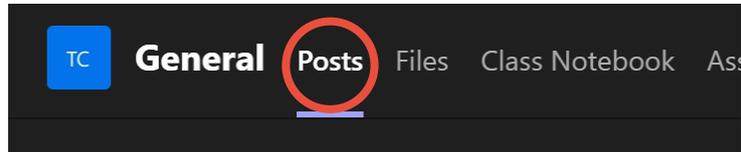


5. Locate your file and select it.
6. Write some text to accompany the link to the file and then post it.

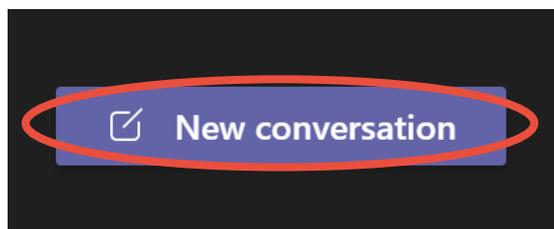
Posts

How to Write a Post

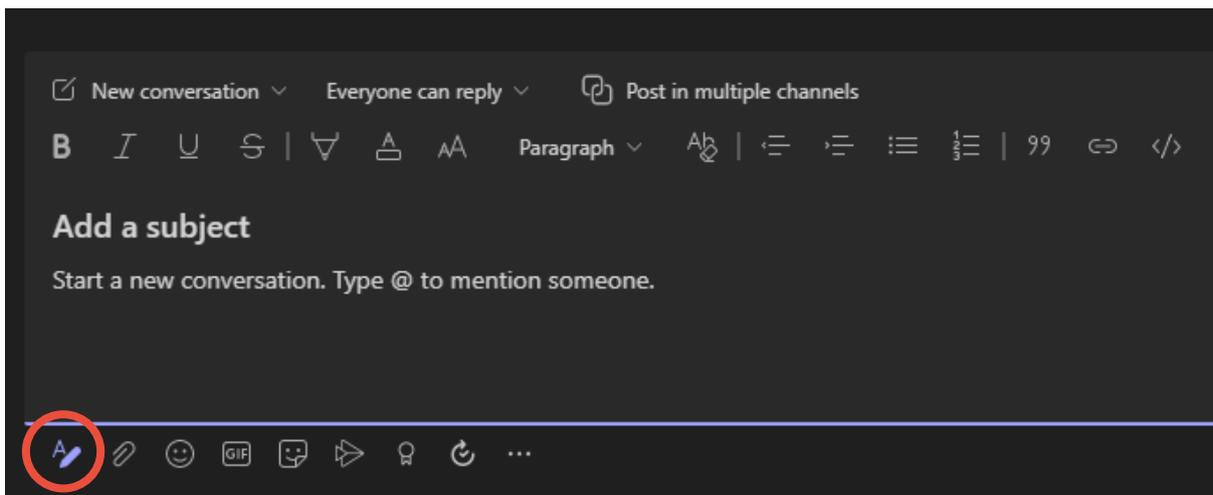
1. Click on "Posts".



2. Create a new post by clicking "New Conversation".



3. To format your text, click "Format" to bring up the options.

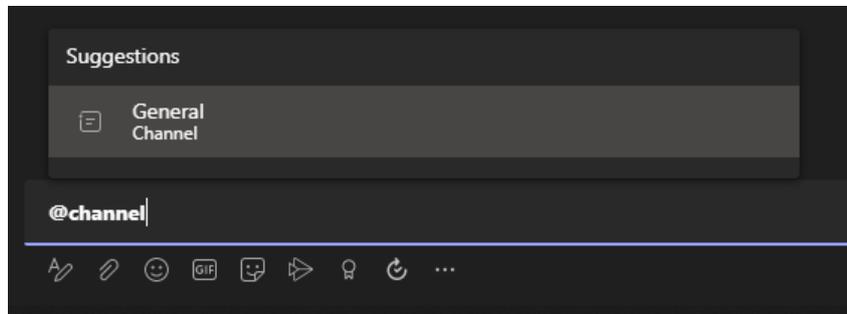


How to Tag People and Groups

One of the most powerful features of Microsoft Teams is the ability to draw the attention of particular people or groups to particular items.

- To '@mention' means to tag someone or some group. Type @ and then follow this with a person, several people, a Channel, or an entire Team. When you start typing
- When someone is @mentioned, they will receive a notification (email) and/or a note on their Teams icon, and they will receive an 'Activity' notification. By clicking on the 'Activity' notification, they will be taken directly to the item.
- Examples:
 - To @mention an individual, type @ and then start typing their name. A list of possible matches will appear. Select the one that you want.

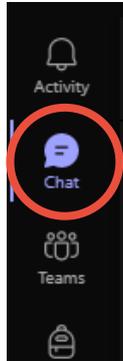
- To @mention several people, @mention individuals and repeat.
- To @mention a Channel, type @ and the Channel name. E.G. "@General". Select it from the list. To @mention the Channel that you are posting in, just type @Channel and select it from the list.
- To @mention an entire Team, type @ followed by the Team name, or simply type @team and select it from the list.



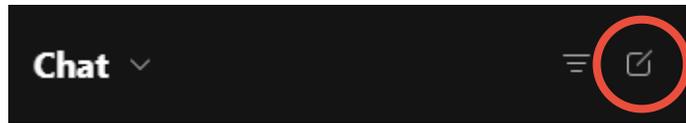
Chat

How to Start a 1-1 or group Chat

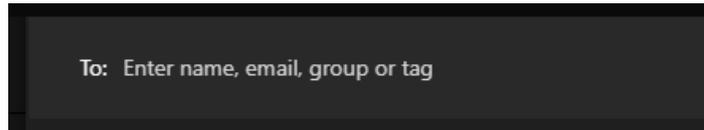
1. Click on "Chat" on the left-hand toolbar.



2. Click "New Chat".



3. Enter the name of the individual, group, or tag that you would like to start a Chat with.



4. Start Chatting by posting in in the textbox at the bottom.