

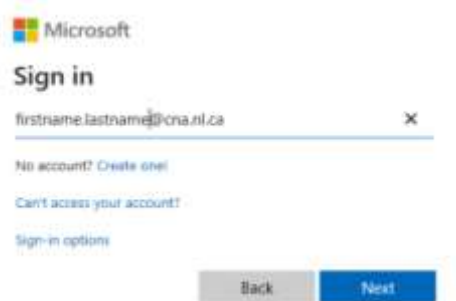
Instructors' Quick Guide to Microsoft Teams

Microsoft Teams is an online collaboration platform within the Office 365 Suite where you and your students can connect through shared notebooks, chat sessions, virtual meetings, and resource sharing.

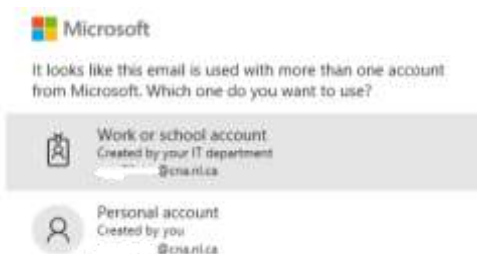
Get Started with Microsoft Teams

To use Microsoft Teams from your home computer:

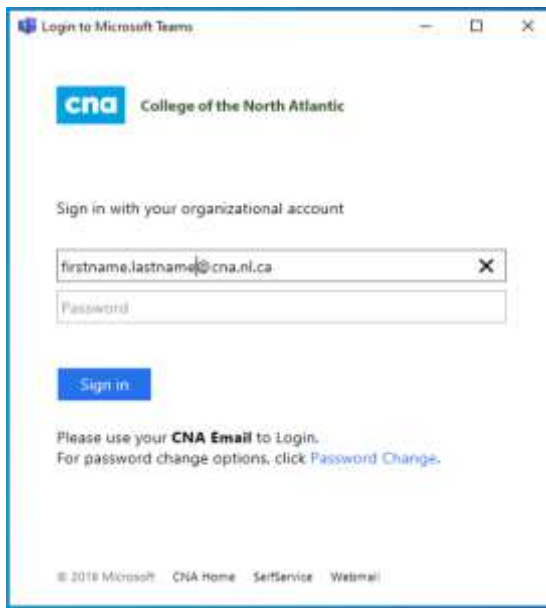
1. Microsoft Teams is available as part of Office 365, so you may already have it installed on your computer. If not, go to <https://teams.microsoft.com/downloads> to download and install it.
2. Double-click  to open Microsoft Teams.
3. Login with your email address.



4. Choose "Work or school account" if prompted.



5. Enter your password for your CNA email.

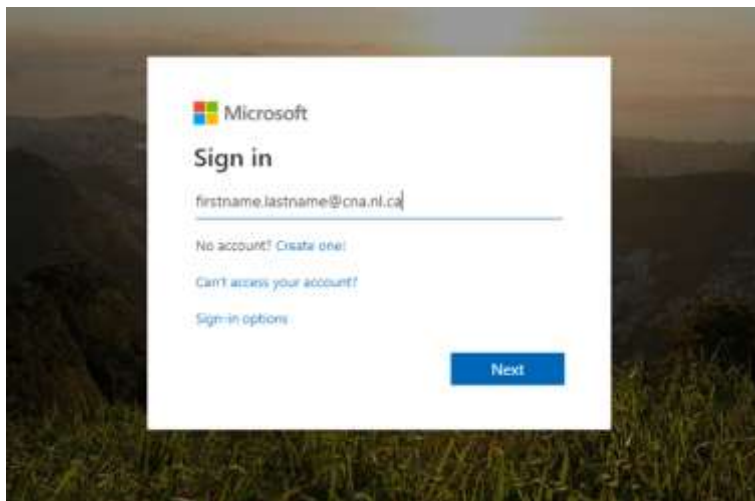


The screenshot shows a browser window titled "Login to Microsoft Teams". The page header includes the "cna" logo and "College of the North Atlantic". Below this, it says "Sign in with your organizational account". There are two input fields: the first contains the email address "firstname.lastname@cna.nl.ca" and has a small "X" icon in the top right corner; the second is labeled "Password". A blue "Sign in" button is positioned below the password field. At the bottom of the page, there is a footer with the text: "© 2018 Microsoft CNA Home SelfService Webmail".

6. You will most likely get this screen next. If so, just click the X in the top right corner.

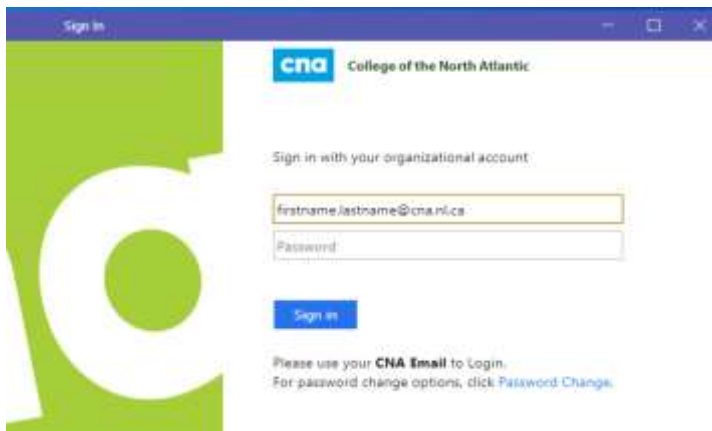


7. Go through the sign-in process again.

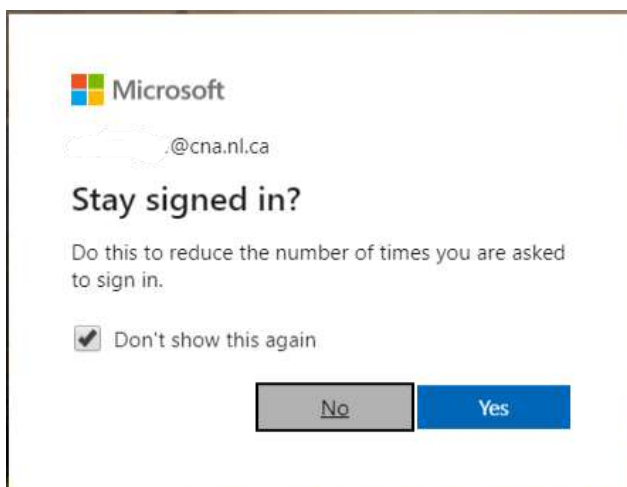


The screenshot shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the heading "Sign in". There is an input field containing the email address "firstname.lastname@cna.nl.ca". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right of the page is a blue "Next" button. The background of the page is a scenic landscape with green grass and hills under a clear sky.

8. Enter your email address & password.



9. For security reasons, Check "Don't show this again", select No.



Microsoft Teams will then open.

Create a Team for Your Class

To use Microsoft Teams with your students, you first have to set up a separate team for each of your classes and add your students. Click the links below for instructions.

1. [Create a class team in Microsoft Teams.](#)
2. [Add students to your class team.](#)
3. Optionally, [add a co-teacher to your class team.](#)

Meet with Students and Staff

Meetings in Teams include audio, video, and screen sharing. You can also record meetings when students aren't able to join. Click the links below for instructions.

1. [Quickly start or schedule a virtual meeting.](#)
2. [Host and manage meetings.](#)

Share Resources

Classmates can open Word, PowerPoint, and Excel documents directly in Teams and work together in real-time, even opening up a chat to the side of a document. Click the links below for instructions.

1. [Post messages to students.](#)
2. [Post announcements to the entire class.](#)
3. [Share class materials.](#)
4. [Use the Class Notebook.](#)
5. [Create student project groups \(channels\).](#)

Learn More About Microsoft Teams

[Download Microsoft Teams Quick Guide.](#)



[Go to Microsoft Teams video training.](#)

