



University of Central Lancashire

Training 2000

Microsoft Teams Quick Start Guide for Learners

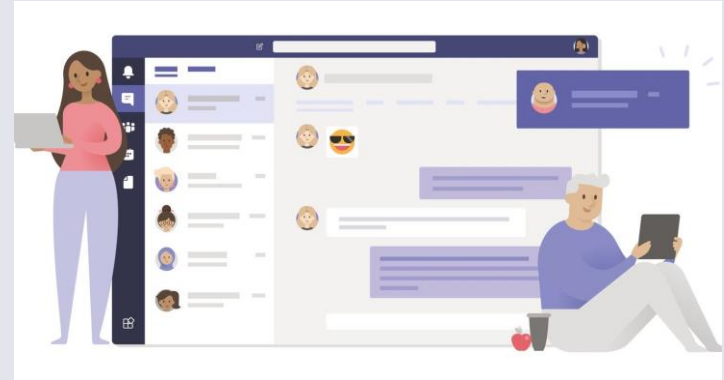
Where your future matters

Introduction

Microsoft Teams makes it easy for you to connect with your tutors and other learners on your course and where you can join online lessons.

Select an option below to get started:

- [Signing Into Teams for the First Time](#)
- [Joining a Teams Meeting](#)
- [Using the Teams Meeting Controls](#)
- [Using the Teams Mobile App](#)
- [Accessing Your Class Team](#)

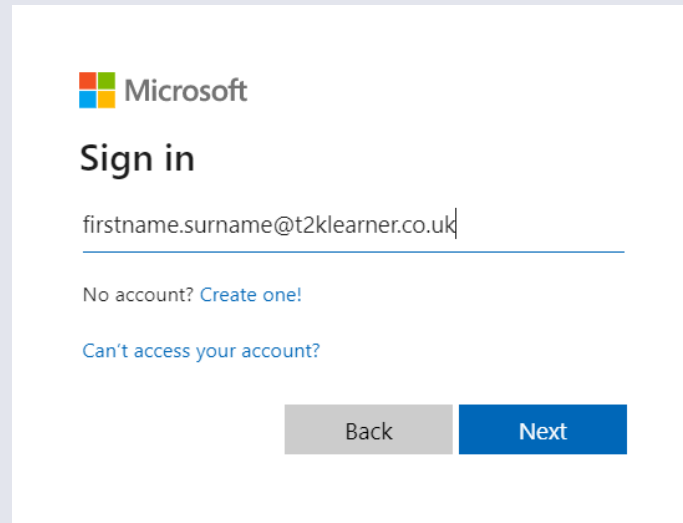


Signing Into Teams for the First Time

Signing Into Teams for the First Time

To get started:

1. Sign into office.com with your Training 2000 email and password.
2. In Office 365, select the Teams app.



Microsoft

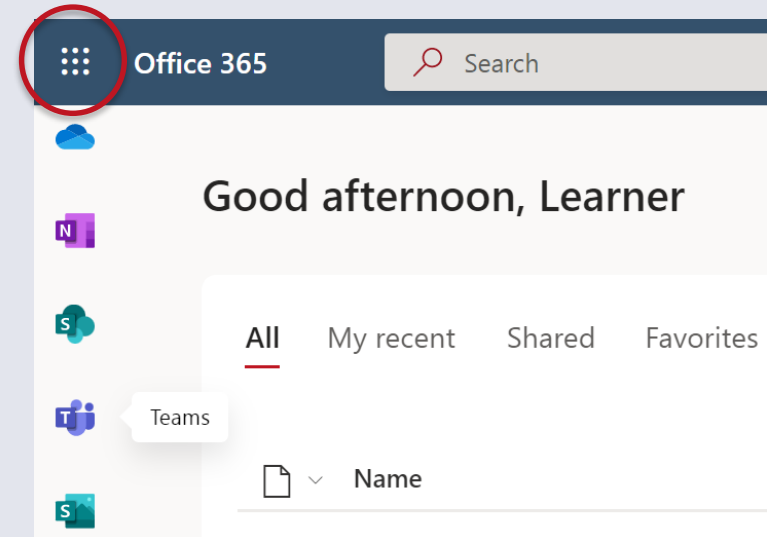
Sign in

firstname.surname@t2klearner.co.uk

No account? [Create one!](#)

[Can't access your account?](#)

[Back](#) [Next](#)



Office 365 Search

Good afternoon, Learner

All My recent Shared Favorites

Teams

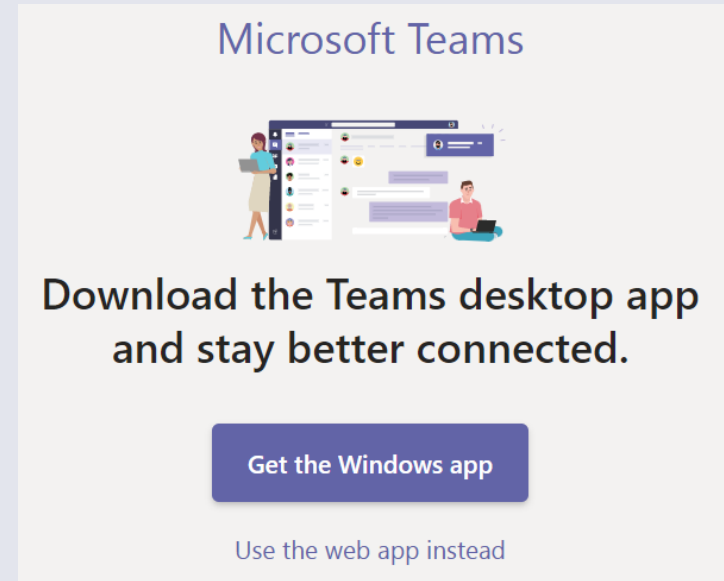
Name

Signing Into Teams for the First Time

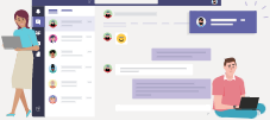
You can either download the Teams desktop app for your computer or continue to use the web app.

If you are using your own computer, we recommend that you download the Windows desktop app.

When you download the Windows app, you will need to click on the downloaded .exe file to start the Teams installation.



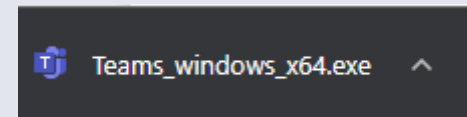
Microsoft Teams



**Download the Teams desktop app
and stay better connected.**

[Get the Windows app](#)

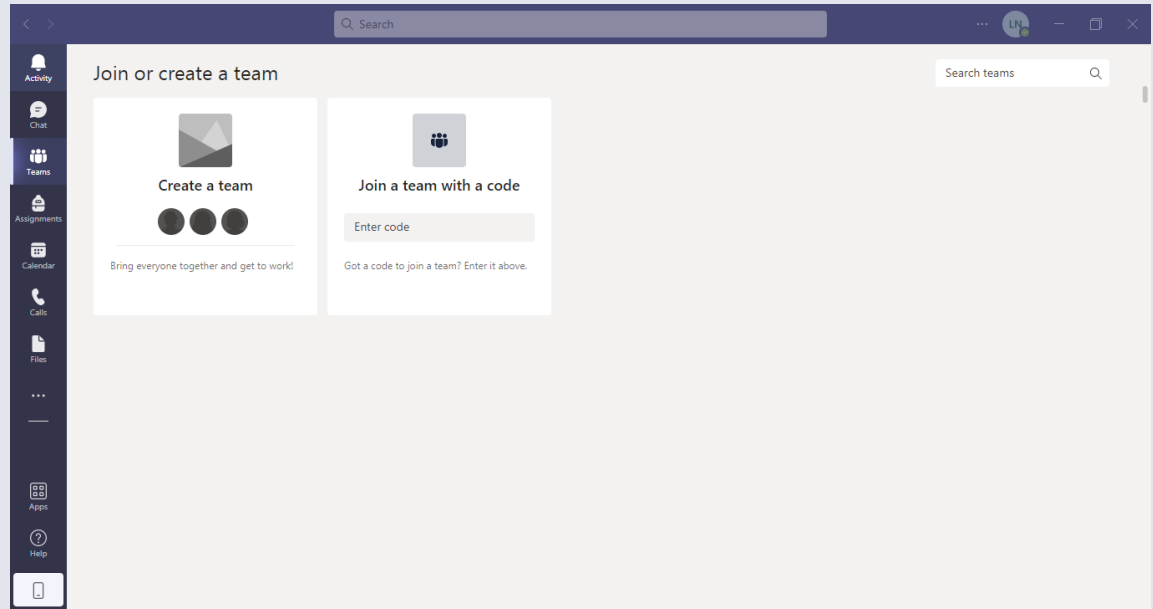
[Use the web app instead](#)



Signing Into Teams for the First Time

Teams will open on your desktop or in your browser, depending on which option you selected.

You're now ready to join a teams meeting or access your class team!



Joining a Teams Meeting

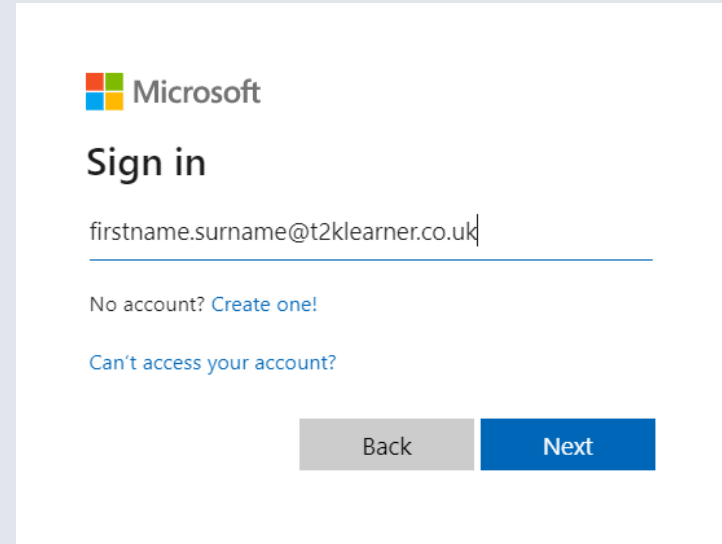
Joining a Teams Meeting

1. Sign into office.com with your Training 2000 email and password.

You can either:

[join by email link](#) or

[join from your Teams calendar](#)



The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the heading "Sign in". A text input field contains the email address "firstname.surname@t2klearner.co.uk". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom right, there are two buttons: a grey "Back" button and a blue "Next" button.

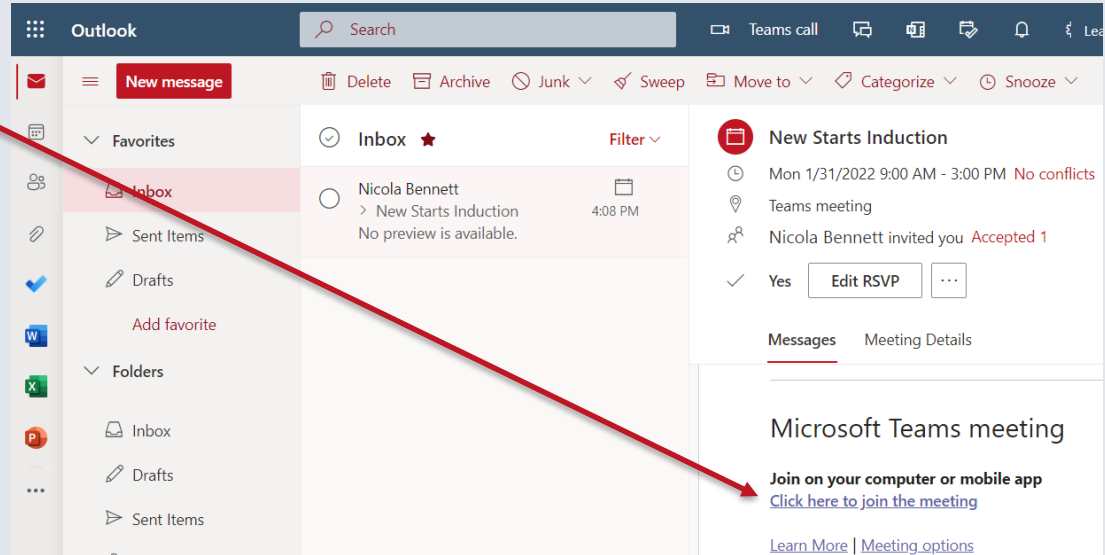
Joining a Teams Meeting by Email Link

2. In Office 365, open Outlook.
3. In your meeting invite, select [Click here to join the meeting](#).

Microsoft Teams meeting

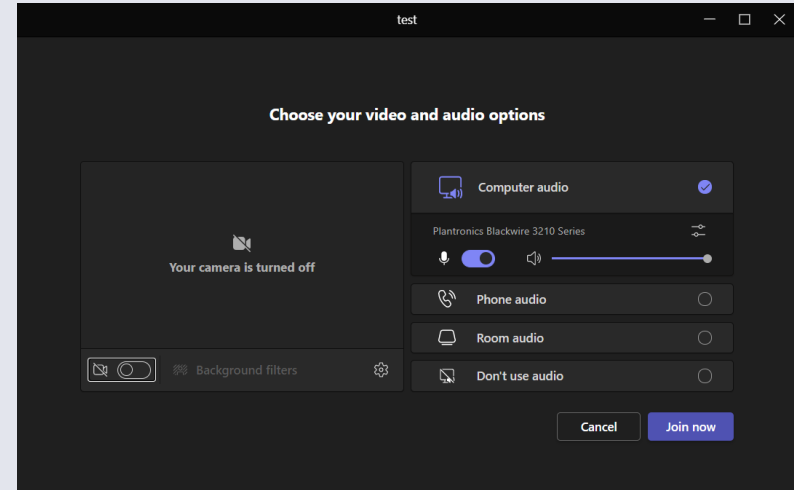
Join on your computer or mobile app

[Click here to join the meeting](#)



Joining a Teams Meeting by Email Link

4. On the pre-join screen, choose your video and audio options.
5. Change background filters to choose what appears behind you - *optional*.
6. Select Join now to enter the meeting.



Desktop app version

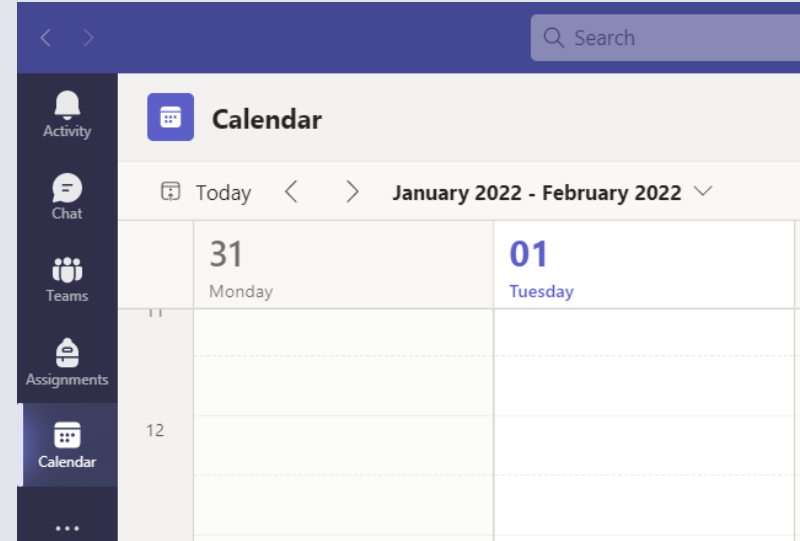
Joining a Teams Meeting From Your Teams Calendar

When you receive a meeting invite, it will automatically appear in your Teams calendar unless you decline the meeting.

1. In Office 365, open Teams.

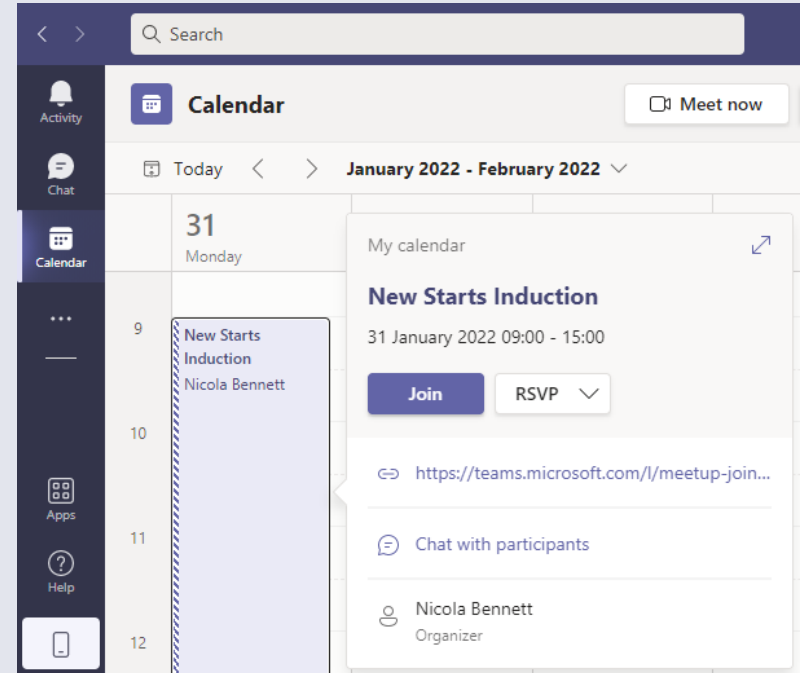
Or if you have the Teams desktop app installed, open the application.

2. Open your Teams Calendar.



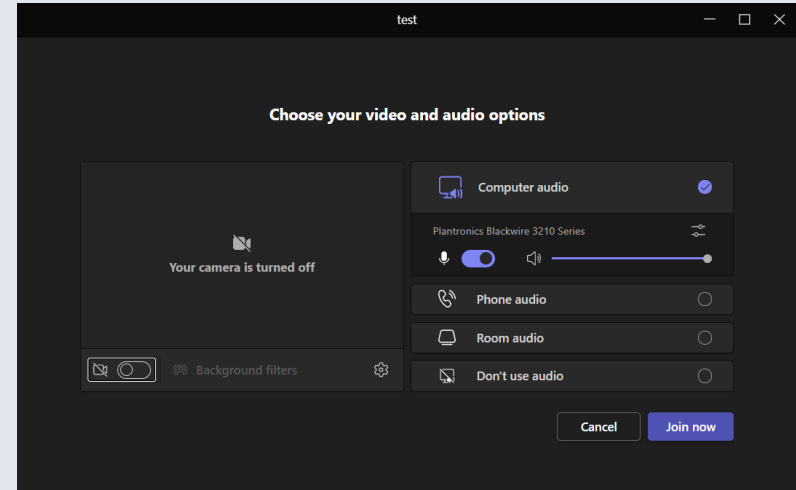
Joining a Teams Meeting From Your Teams Calendar

3. Find the meeting in your calendar.
4. Click on the meeting and select Join.



Joining a Teams Meeting From Your Teams Calendar

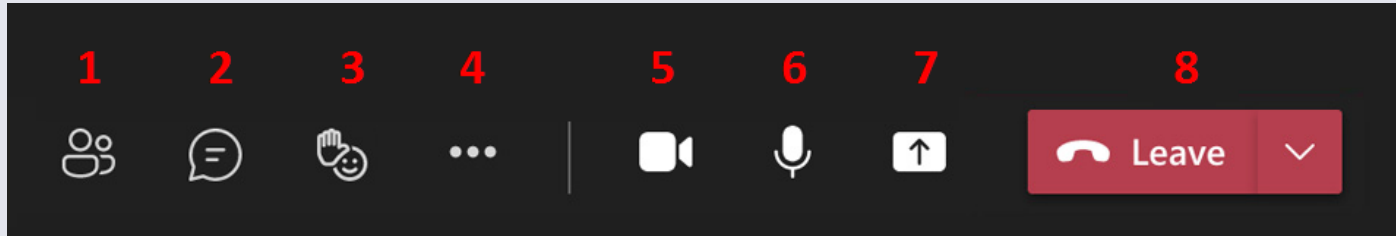
5. On the pre-join screen, choose your video and audio options.
6. Change background filters to choose what appears behind you - *optional*.
7. Select Join now to enter the meeting.



Desktop app version

Using the Teams Meeting Controls

Using the Teams Meeting Toolbar



Desktop app version

1. See who's in the meeting
2. Participate in the meeting chat
3. Raise your hand to get attention or to send a reaction
4. Open More actions
5. Turn your camera on and off
6. Mute and unmute your microphone
7. Share your screen
8. Leave the meeting

Using the Teams Mobile App

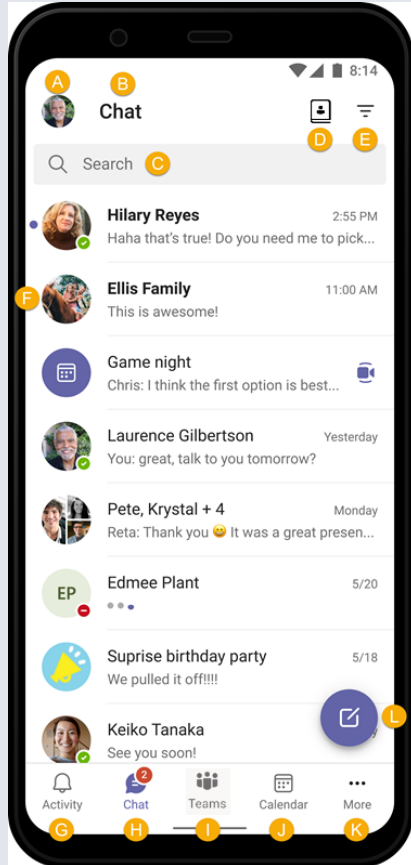
Installing the Teams Mobile App

Microsoft Teams is our primary method of communication between staff and learners, and we encourage all our learners to download the mobile app.

1. From your mobile device, go to the **Apple Store** or **Google Play Store**.
2. Search for **Microsoft Teams** and install the application.
3. Once the app has finished installing, tap **Open**.
4. Tap **Sign in**.
5. Enter your **Training 2000** email address and password.

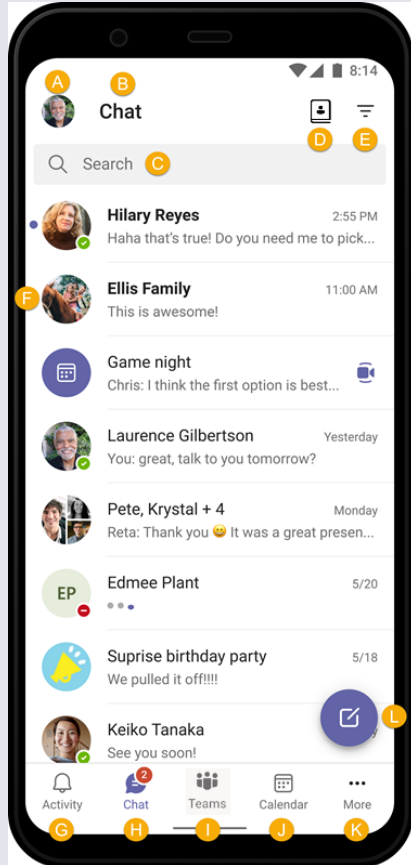


Using the Teams Mobile App



- A. Profile picture** - Access your profile settings, set your status message and set notifications.
- B. Chat** - You land in Chat when you start the app.
- C. Search** - Find chats, messages, contacts and more.
- D. Contacts** - Any contacts you have added will be listed here.
- E. Filter** - Sort meetings and unread chat messages.
- F. Chat names** - You can name your group chats to keep yourself organised.

Using the Teams Mobile App



G. Activity - Keep up to date with your notifications.

H. Chat alerts - See when you have messages with chat notifications and alerts.

I. Teams - Access your Class.

J. Calendar - View calendar invites, join a meeting, and schedule new meetings.

K. More - Find additional features here like Calls, Assignments, Camera, and Files.

L. New chat - Start a new one-to-one or group chat.

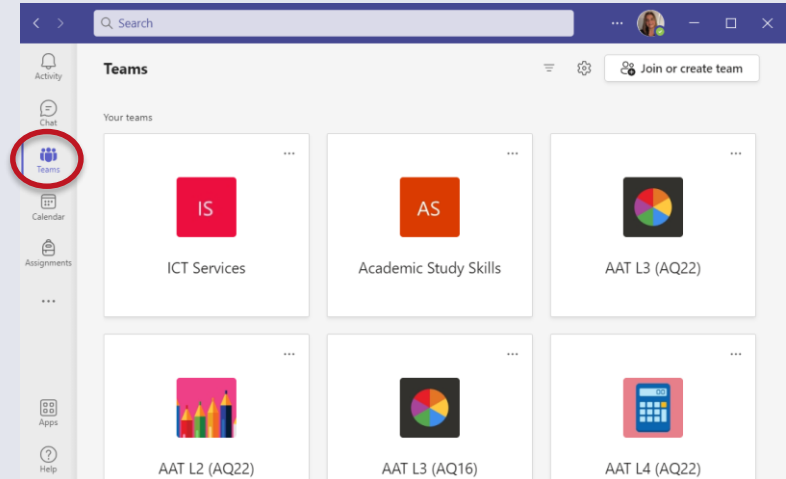
Accessing Your Class Team

Accessing Your Class Team

A class team is where you can interact with your tutor and other learners on your course and where you can access course resources, complete assignments and join online lessons.

1. In Office 365, open the Teams app.
Or open the Teams desktop app.
2. Select the Teams icon to see which class teams you're in.

Note: If you don't see any class teams, your tutor may have sent you an email with a link to join.

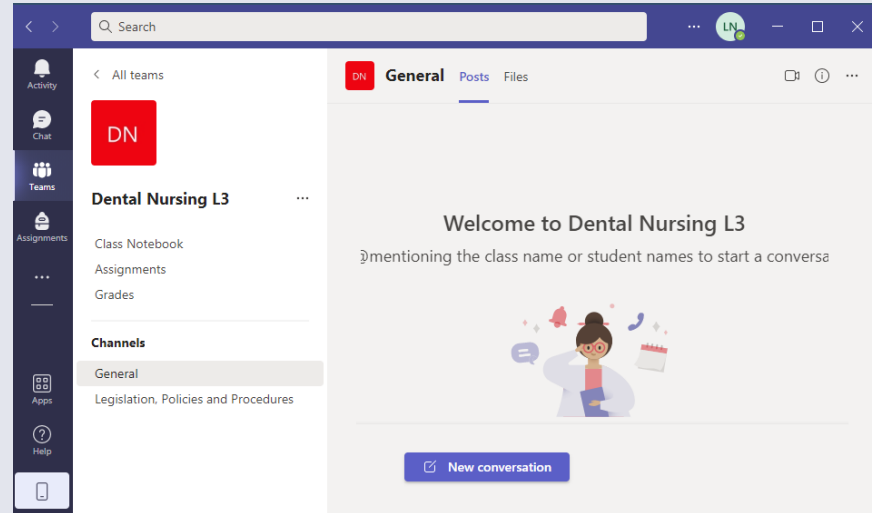


Accessing Your Class Team

Every class has a General channel which is the main discussion area you share with your tutor and other learners on your course.

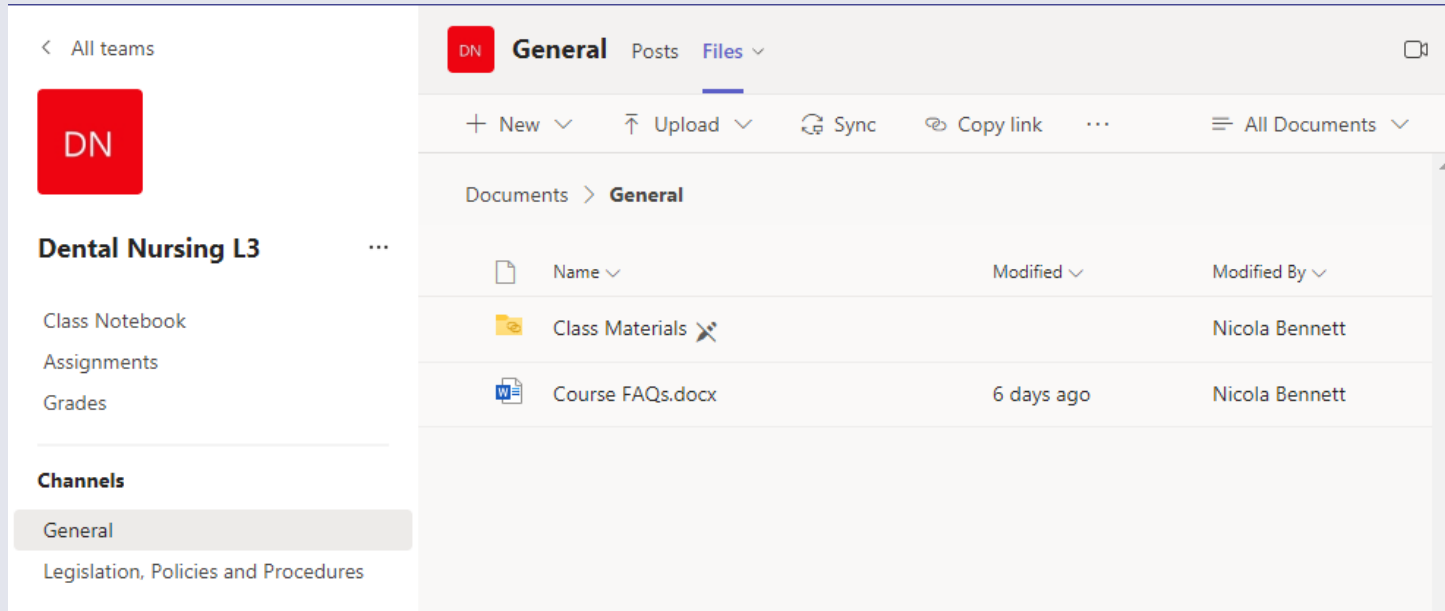
You may also have additional channels that your tutor has created to organise groups or topics.

All channels include a Posts and a Files tab.



Accessing Your Class Team

See the files that you, your tutor or other learners have shared in a channel by selecting the Files tab. In the General channel, your tutor might add read-only resources to the Class Materials folder.



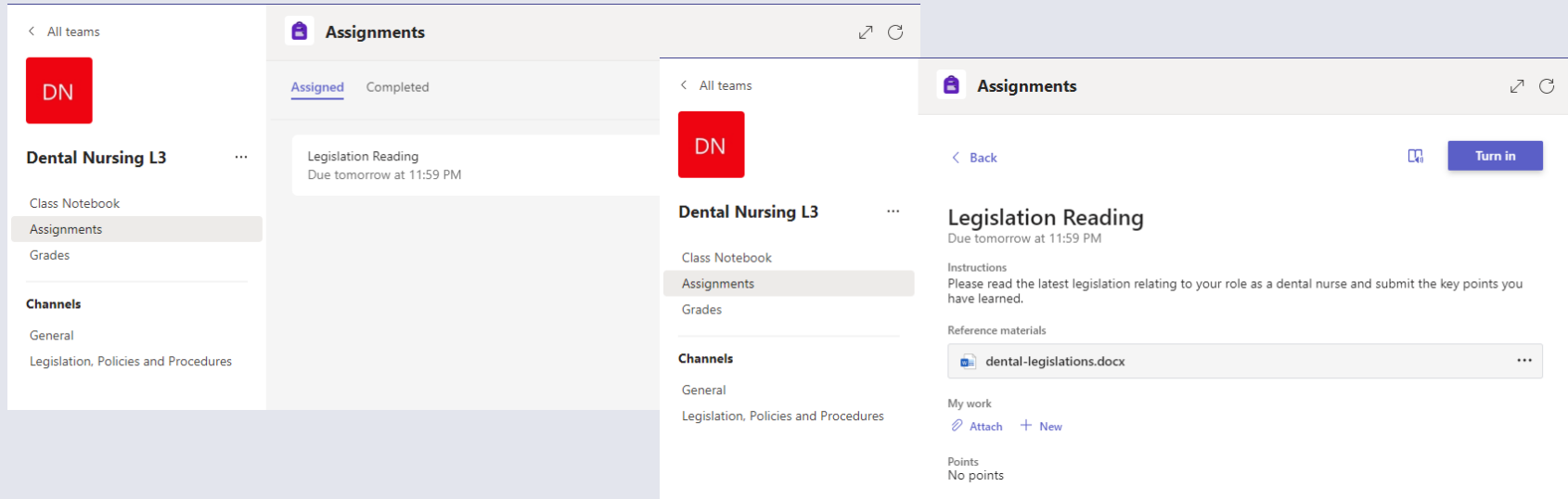
The screenshot displays the Microsoft Teams interface for a team named 'Dental Nursing L3'. The left sidebar shows the team's profile with a red 'DN' icon and a list of items: 'Class Notebook', 'Assignments', 'Grades', and 'Channels'. Under 'Channels', 'General' is selected and highlighted. The main area shows the 'Files' tab for the 'General' channel. At the top, there are options for '+ New', 'Upload', 'Sync', 'Copy link', and 'All Documents'. Below this, a table lists documents:

Name	Modified	Modified By
Class Materials		Nicola Bennett
Course FAQs.docx	6 days ago	Nicola Bennett

Accessing Your Class Team

Your tutor will set you assignments, work and quizzes from time to time. These will appear in your Activity feed and also under Assignments.

By selecting the assignment, you can access the learning materials, upload your work and submit to your tutor.



The screenshot displays the Blackboard interface for a team named 'Dental Nursing L3'. The left sidebar shows navigation options: 'All teams', 'Dental Nursing L3' (selected), 'Class Notebook', 'Assignments' (highlighted), 'Grades', 'Channels', 'General', and 'Legislation, Policies and Procedures'. The main content area is titled 'Assignments' and shows a list of assignments under the 'Assigned' tab. One assignment, 'Legislation Reading', is due tomorrow at 11:59 PM. Below this, the 'Legislation Reading' assignment details are shown, including instructions to read the latest legislation and submit key points, a reference material 'dental-legislations.docx', and a 'Turn in' button. The 'My work' section shows 'Attach + New' and 'Points: No points'.



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**To learn more about Teams,
click on  in the Teams app.**

Where your future matters