Getting Started with Microsoft Teams: for Parents and Guardians

Microsoft

Microsoft Teams for Education brings conversations, content, assignments and video meetings together in a secure learning experience. With Teams, parents and guardians can help their students connect with their teachers and learn from anywhere. Use the information below to connect your student to their virtual classroom **quickly!**

Get Started

1 **Set up a learning environment**

To join an online class or video meeting in Teams and access Teams chats, files, and assignments from home, your student will need a computer, tablet or smartphone.

If you can, try to **set up a space free of distractions and background noise.**

2 **Open Microsoft Teams**

You can use Teams from most web browsers or by downloading the app.

To **download the Teams app** on mobile or desktop, visit aka.ms/getteams.

To use Teams on a browser, visit office.com and **click on the Teams icon**, or visit teams.microsoft.com.

3 **Sign In**

Your student can sign in with their school email and password.

Watch the Sign in Video for a walk-through.

Note: Don't see your student's class teams?

Their teacher may have invited them via a join code or a direct link (check your email).

How-to videos for learning at home

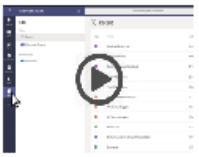
4 Join scheduled class meetings for class, review sessions, or school activities either in the app or via a link from the teacher.

Join a Meeting

5 Quickly connect your student with their classes, teachers and friends using video chat, audio calls, and chat from either mobile or desktop.

Connect with Classes

6 Help your student organize their schoolwork by managing their files, class notes, and assignments.

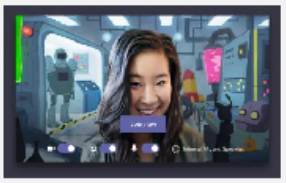


Organizes chool work

Teams tips and tricks for student success

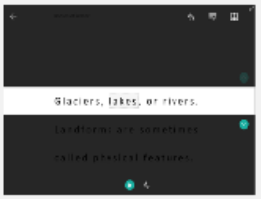
7 Use background blur or a custom image to help conceal your child or student's surroundings during an online classes.

(only available on PC, Mac, and iOS)



8 Optimize for low bandwidth networks by syncing files to your computer and mobile device and following these other best practices.

9 Launch Immersive Reader to enable read aloud, parts of speech, picture dictionary and other tools to help your student improve their reading



More resources:

REMOTE LEARNING FOR PARENTS | REMOTE LEARNING FOR STUDENTS | TEAMS ETIQUETTE FOR STUDENTS | FAMILY LEARNING CENTER