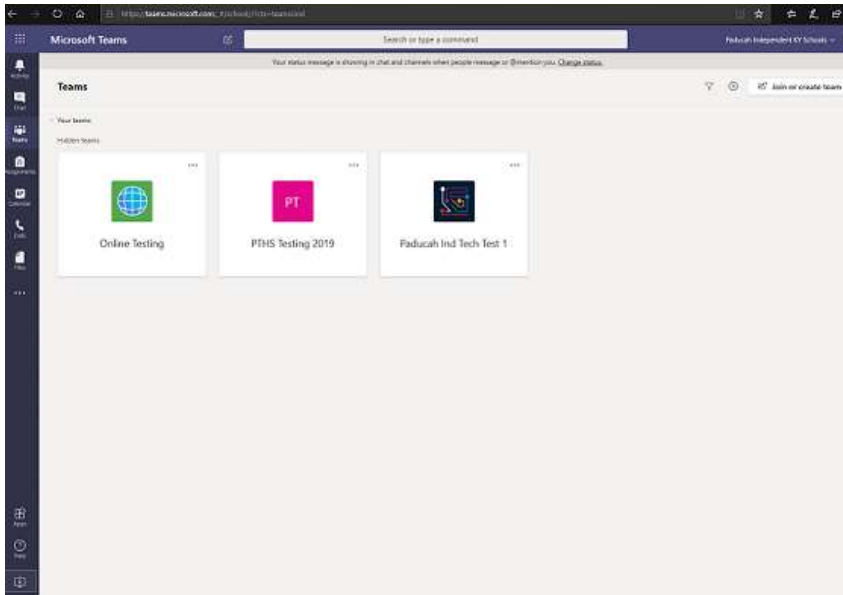


## An Explanation of Microsoft Teams

Microsoft Teams is a learning management system where students can work closely with teachers and fellow classmates to communicate and work on assignments online. From posting assignments to holding study sessions, Teams offers a host of features to enhance your education. We are excited to have such a powerful tool to keep our teachers and students connected.

### How to Access Teams




1. In your Internet browser of choice, type <http://teams.microsoft.com> in the address/URL bar and hit Enter. *(Note: If using an Apple computer, you will need to download the free app.)*
2. You should come to a sign in screen. Type your school email address in and then click 'Next.' Your email should be formatted as follows:  
*firstname.lastname@stu.paducah.kyschools.us*
3. Your password is the same password you use to logon to the school computers daily.
4. Once you are logged in, Teams will load the dashboard showing your classes. It will look something like the image below.







## Quick Navigation Tips

Teams can be a bit overwhelming if you are not used to it. Here are a few quick tips on navigating around the program.

On the left side of the screen, you will see a column of icons. Here is what each icon represents:

-  Activity is the notification center in Teams. If your account was mentioned somewhere in Teams or if anything was done in a Team that you need to be aware of, it will usually show up here.
-  Chat is where you can chat privately with your teachers, or in a group chat if your teacher has instructed you to do so. *(Note: For your safety, these chats are recorded.)*
-  Teams is where most activities take place. This is where all your classes (*or teams*) are located. There should be a team for each class you have in Infinite Campus. There may also be other teams for extra curriculars or sports you're currently a part of.

In Teams, students and teachers can communicate through messages, share files, have video meetings with the teacher and the rest of their class, and many other things.

-  Assignments is where your assignments are posted. It is only used if the teacher has posted actual assignments there. During NTI days, this is likely where your assignments will be unless the teacher has specified otherwise.
-  Calendar is where your calendar of important dates is located. This is used to view events your teachers may have added. *(For example, class events and assignment due dates.)*
-  Teams has audio and video calls built into the application much the same as Skype, Facetime, Google Hangouts/Duo, etc. **During office hours**, a student can use this to call a teacher for assistance. *(Note: There is also a history of calls recorded.)*
-  Files is where all files shared in Teams are located. You can also access your school OneDrive (cloud storage) in this section as well.

On your home computer or mobile device, you can download the free Microsoft Teams app from the Microsoft store, the AppStore on iOS, or the Google Play Store on Android. You can also use the online/web version of Teams. Keep in mind, using the app will increase your chances of receiving notifications from your teacher. The online version and the app are nearly identical in layout and features.

## Wrapping Up

If you have any questions, concerns, or trouble with the processes discussed in this document, please do not hesitate to contact your teacher.

*Sincerely,*

*Paducah Independent Schools*

*Technology Department*