



MICROSOFT TEAM



ORIENTATION TRAINING MANUAL

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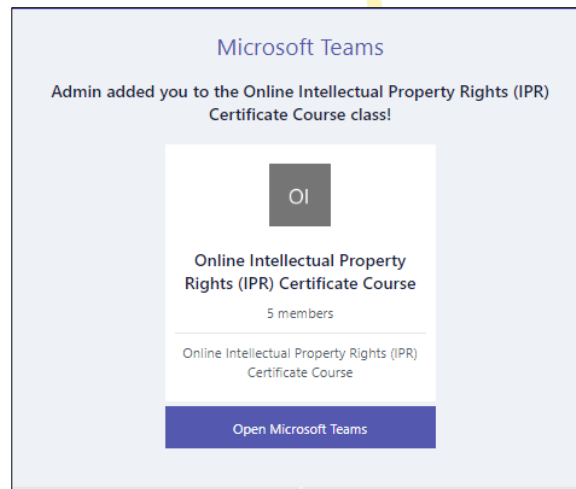
Introduction to Microsoft Teams



Microsoft Teams is a digital hub which brings together your team's conversations, files and tools in a single workspace. Teachers can create collaborative classrooms, connect in professional learning communities and communicate with school staff using this **Office365** app.

Microsoft Teams Invitation

When you have been added to a Team, you will get an email from Microsoft. Open the email and click on the link to open Teams.

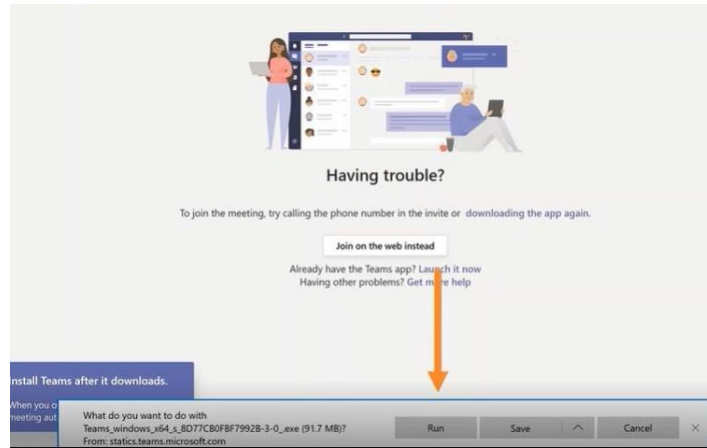


You can choose to open to Download the Windows app or Join on the web instead.



Download the Windows app for your convenience.
You will be given a prompt to **run**, **save**, or **cancel**.
Select **Run**.

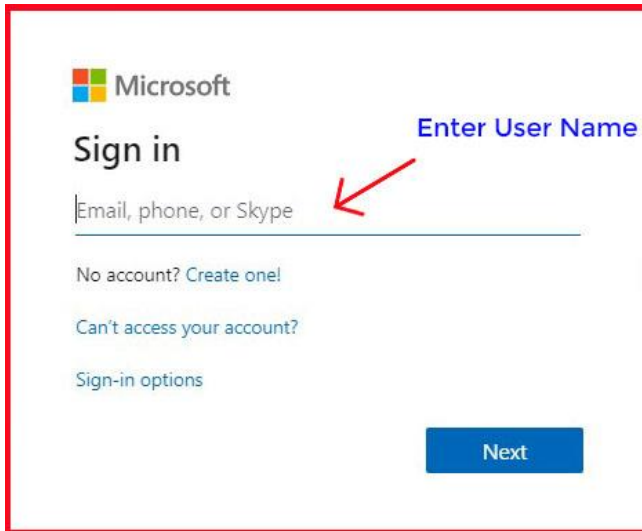
STEP BY STEP GUIDE TO USE MICROSOFT TEAMS APP AND SUBMITTING THE QUIZ.



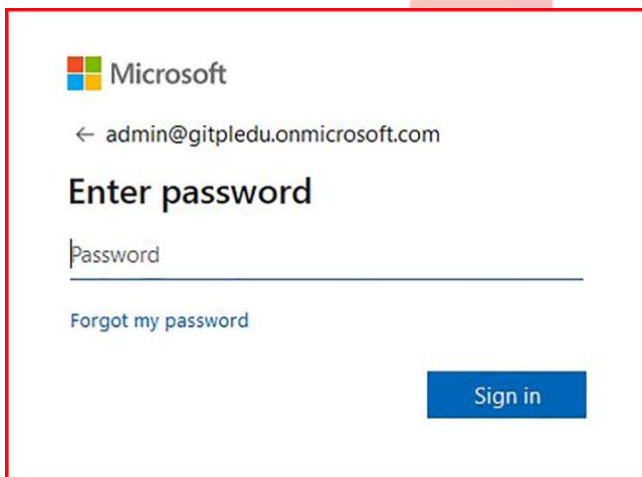
Login to Microsoft Teams

How to Login Microsoft Teams by Sign in Microsoft 365?

Open your preferred browser and go to portal.office.com.



Where prompted at the Microsoft sign in page, enter your **Microsoft Account Username**. (this is the same as your @organization_domain email address)
Click **Next**.



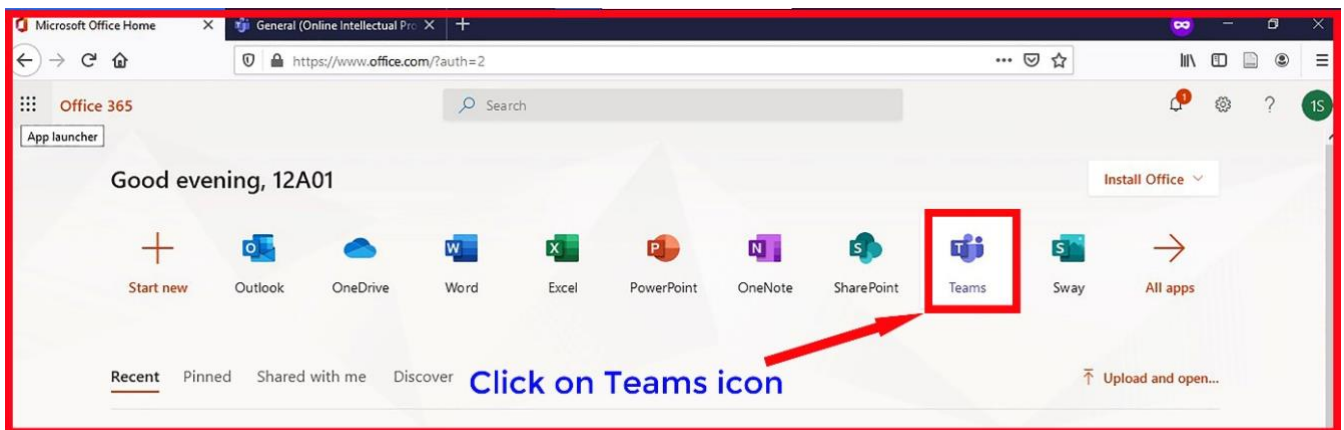
Enter your **Password**.
Click **Sign In**.

How to login Microsoft 365 for the First Time?

- On the More Information required screen Click **Next**.
- Click **Re-enter my password** on the **Confirm your current password** screen.
- Enter your password and Click **Sign in**.
- On the **Stay signed in** screen if you select the option **don't show this message again** and then click **Yes** this will reduce the amount of times you are requested to sign in.

Login to Microsoft Teams through Microsoft 365 Apps Window

- Once you logon to Microsoft 365, App launcher will open and shows all the apps such as **Microsoft Word, Excel, Forms, Outlook, Team**, etc. as shown in figure. The number and type of apps depend upon licenses purchased.
- Click on **Teams** app. New “**Teams**” tab will open in browser.



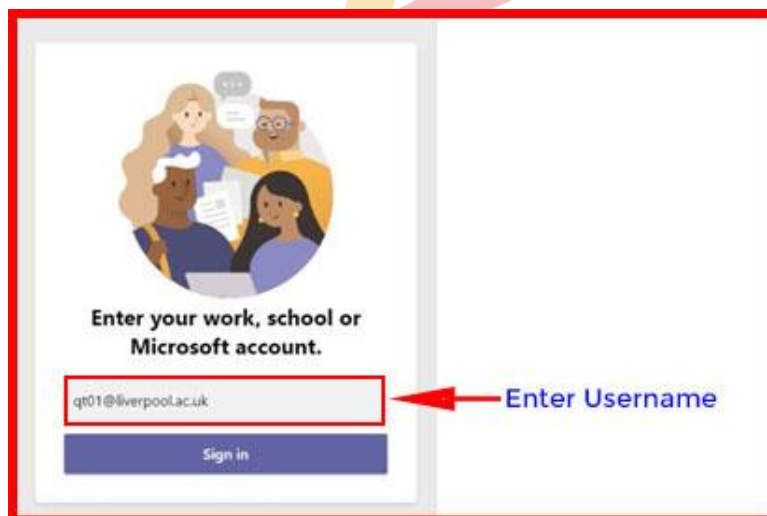
Sign in to Microsoft Teams

If you already have the **Microsoft Teams** app installed on your PC.

Click  (Start Menu) > **Microsoft** > **Microsoft Teams**.

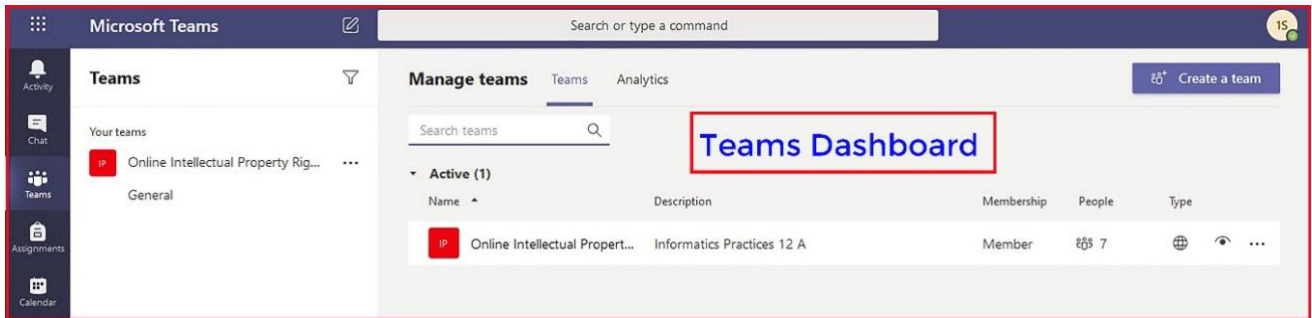
On Mac, go to the Applications folder and Click **Microsoft Teams**.

On Mobile, tap the **Teams** icon. Then sign in using credentials, username in the format [username@organizationdomain](#).



Microsoft Teams Screen (Dashboard)

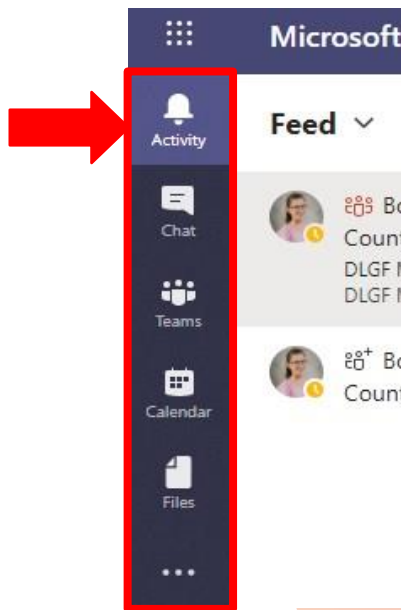
Once login to **Microsoft Teams**, you will get screen as shown in figure.



Navigating the Microsoft Teams Screen on PC or Laptop

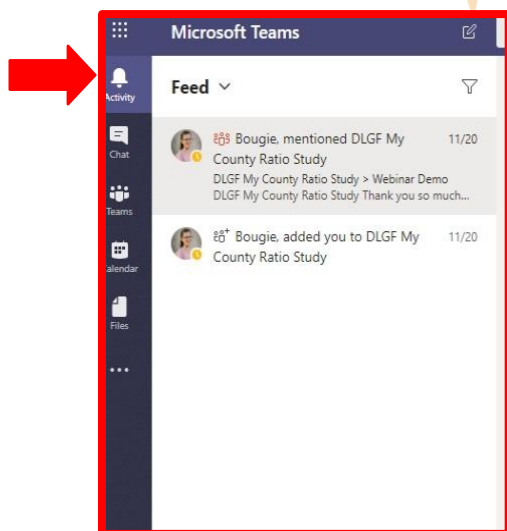
Microsoft teams screen is divided into three parts – **Navigation bar**, **Navigation bar List** and **Navigation Tab Page**.

Navigation Bar



The navigation bar is where you will see notifications about your **Recent Activity**, **Private Chats**, **Teams**, **Meeting**, **Files**, and **Apps**. Locate the navigation bar to the left of the **Teams app**.

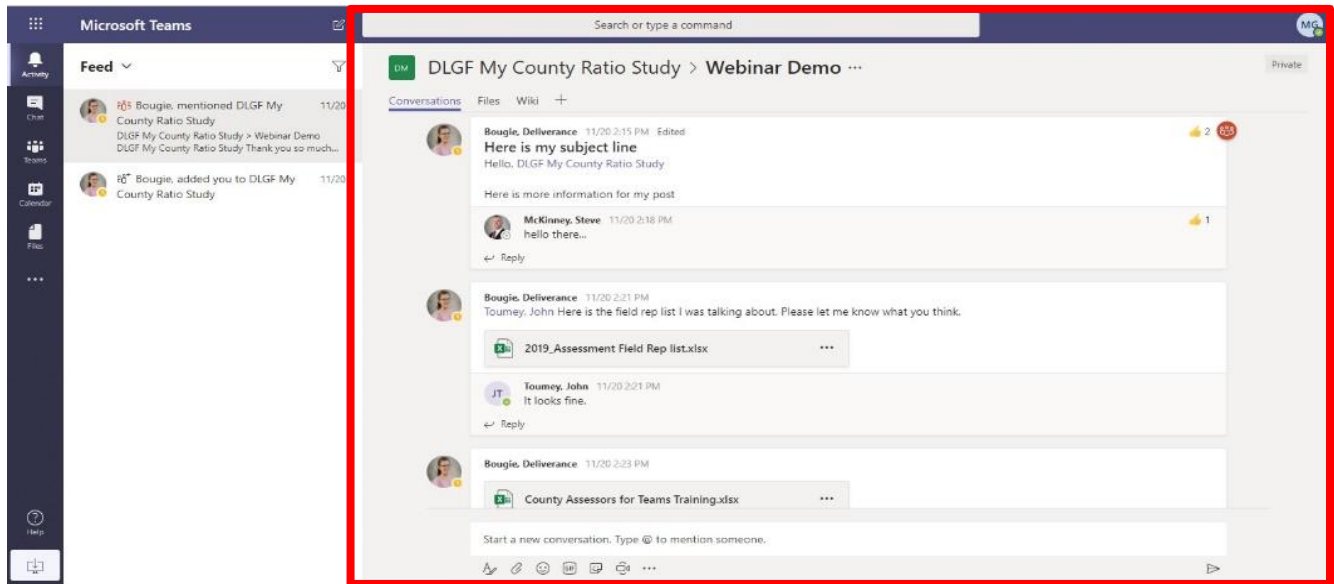
Navigation Bar List



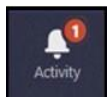
Navigation bar allows you to move around in Teams by selecting **Activity**, **Chat**, **Teams**, or **Files**.

Navigation Tab Page

This is your Main Workspace, where you can view the **Conversations** and Files tabs for the channel you are working in.

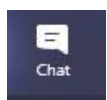


Icons in the Navigation Bar



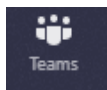
Activity Icon

Select Activity to view activity feeds that contain a summary of everything that's happened in the team channels you follow or a summary of your recent activity.



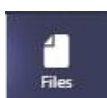
Chat Icon

Select Chat to view a list of your recent messages. You can browse the messages list, and open a message to write a reply or read a whole conversation. You can also check a contact's details and start a private chat.



Teams Icon

When you first sign in to the Microsoft Teams app, you land in the Teams view. The team with the most recent activity in your teams list is selected, and the team's activity in the General channel is displayed. You can browse your teams and select a team's channel.



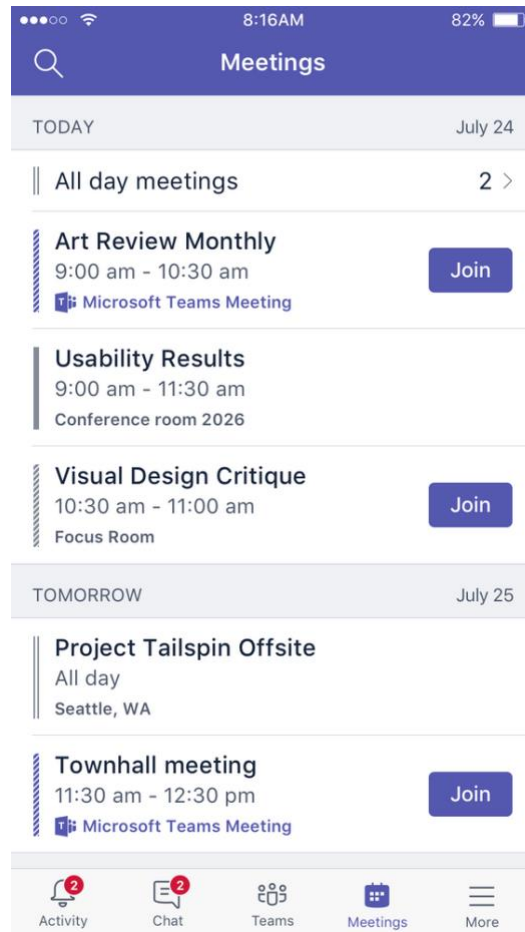
Files Icon

Select Files to browse and open the files from your team's shared files in the native app, or edit them in Microsoft Teams. You can also download a file to your local device. Remember, do not download files to make changes for the Ratio Study.

Navigate the Microsoft Teams Screen on Mobile

In order to access Microsoft Teams on a mobile device, you must download the Teams App. Search the App Store for Microsoft Teams. It is free to download. Sign in Teams App using your credentials.

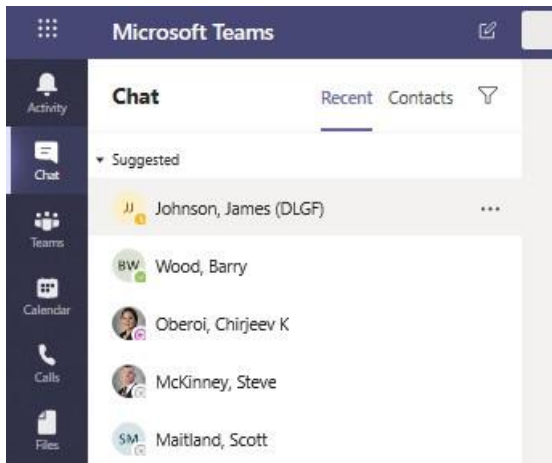
Once you signed in, you can see the screen as shown in figure.



The Microsoft Teams mobile app is a great way to build a digital, on-the-go workplace where team members can communicate, collaborate, meet, share and do much more right from their mobile devices.

Chatting in Teams

In Chat, you could start a discussion with all members in the group or privately to a specific student / member. Group members / students will receive Chat messages in both Teams client and Connect email account. It is a useful and effective feature to communicate with a group of people.




Click on the “**New Chat Icon**  ”.

You will see the page changes from your most recently viewed chat, to a new chat with the option to start typing a name or group.

On the bottom of the page you can begin your message in the area that shows “**Type a new message**”. Hit enter to send your message. To type a message with multiple paragraphs or to format in other ways, select the formatting icon below the message bar.

Start a Chat

- 1) Select New chat  .
- 2) Type the name of the person or people you want to contact.
- 3) Select the down arrow to add a name to your chat group.

Get one person's attention

- 1) Type a message in a reply or start a new conversation.
- 2) Type @ and the person's name.
- 3) Select the person's name you want to mention.
- 4) Finish your message and select Send.

Get an entire team or channel's attention

- 1) Type a message in a reply or start a new conversation.
- 2) Type @team or @channel.
- 3) Select the team or channel you want to mention.
- 4) Finish your message and select **Send**.

Make video and audio calls from a chat

Select Video call  or Audio call  to call someone directly from a chat.

Teams and Channels Overview

Microsoft Teams is a hub for teamwork. Within each Team are Channels. In a channel, file sharing, file updating, assignment distribution, notes distribution and conversations happen in real time with the entire team involved. Team is like a mini-website. It has a Team name and a number of channels MS Teams Channels are used for scheduling Team meetings as well as sharing files, assignments, and notes.

Teams

Teams are a collection of people, content, and tools surrounding different projects and outcomes within an organization.

- Teams can be created to be private to only invited users.
- Teams can also be created to be public and open and anyone within the organization can join (up to 5000 members).
- A team is designed to bring together a group of people who work closely to get things done.
- Conversations, files and notes across team channels are only visible to members of the team.

Channels

Channels are dedicated sections within a team to keep conversations organized by specific topics e.g. suppose you have created class type of team to teach Computer science subject to class 11, then experiments that you would like to conduct for all the students (members of your team) are the channels.

You can create small groups of students and assign mini projects or seminars, then you can add those projects or seminar groups as channel.


- **Standard Channel** – conversations open to all students.
- **Private Channel** – conversations open to select students.

Channels are most valuable when extended with apps that include tabs, connectors, and bots that increase their value to the members of the team.

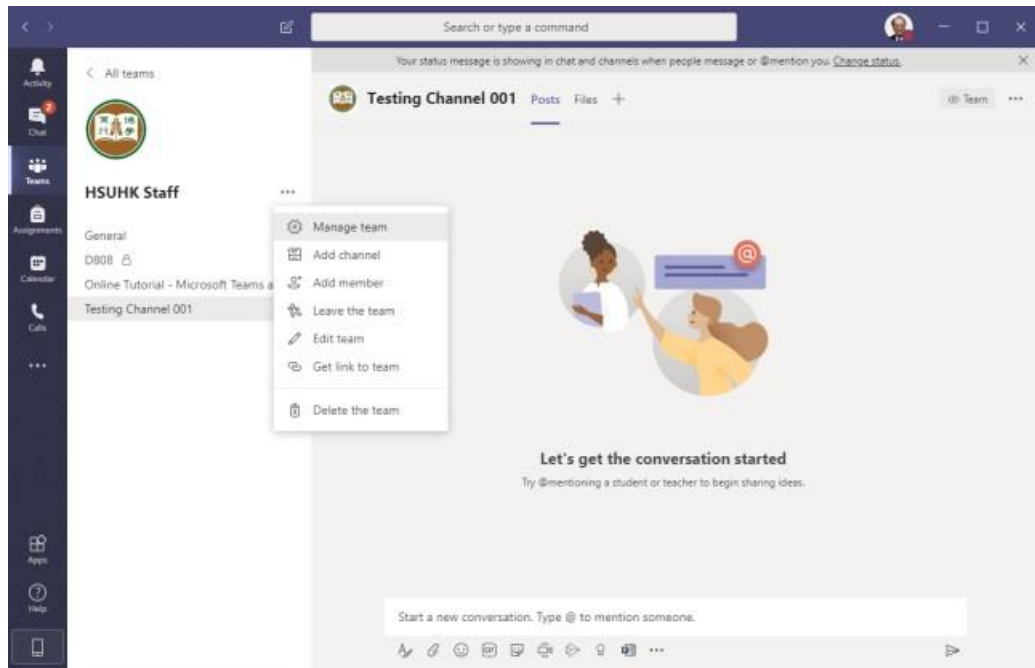
MS Teams has a default General Channel. You may post announcements on this channel.

How to Add Channel to a Team

To add a new channel, you click on the -

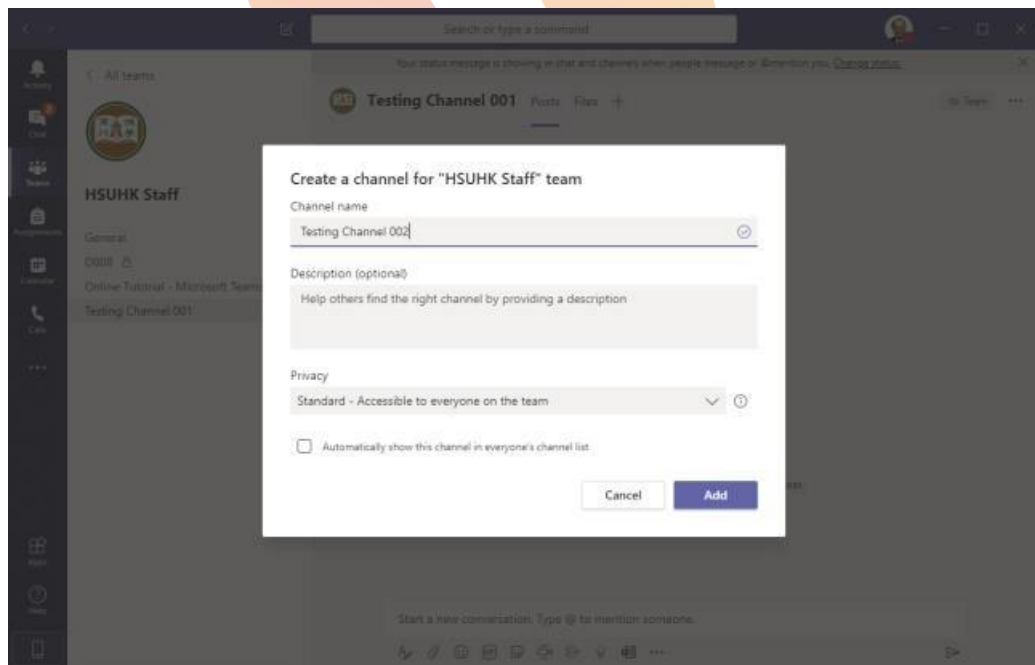
- <More options> icon  at the end of the name of you Team.
- Then select <Add channel>.

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You need to enter a channel name and description. Furthermore, you can choose the channel privacy:

- **Standard Channel** – everyone in your team can join.
- **Private Channel** – you need to assign members.



View, Schedule, Manage, and Record a Class/Meeting

View, schedule, and manage appointments and meetings in Microsoft Teams to keep your team on track.

View Class/Meeting

- Select **Calendar** to view your appointments and meetings for the day or work week. These appointments stay synchronized with your Outlook calendar.
- Select a meeting invites to see what the meeting's about, who's attending, and to respond to the meeting.

Schedule a Class/Meeting for members and Guest using Teams Calendar



1. Select **Calendar** then select **new meeting**.
2. Type in a meeting title and enter a location. An online meeting is created by default.
3. Choose a start and end time and add details if needed.
4. Enter names in the **Invite people** box to add them to the meeting.
Note: To invite someone outside your organization, type in their email address and they'll get an invite to join as a guest — even if they don't have Microsoft Teams.
5. See everyone's availability in the **Attendees** list and, if needed, choose a suggested time or select **Scheduling assistant** to see more available times in a calendar view.
6. Under **Select a channel to meet in**, select the drop-down arrow to manage your meeting's privacy settings:
 - Select **None** to keep your meeting private.
 - Select a channel to open the meeting to team members.

If your meeting gets posted in a channel, it'll appear under the **Posts** tab. Team members can set agendas, share files, or add comments.


Instant meetings – “Meet now”

Turn a conversation into a meeting with a few clicks. Add audio, video, and share your screen.

Start a meeting

1. To start a meeting, do one of the following:
 - Select  in a new conversation.
 - Select  in an existing conversation to keep all that conversation's context.
2. In your video preview, enter a name for the meeting, and select **Meet now**.
3. Select the names of the team members you want to invite to the meeting.


Join a meeting

- Look for the meeting notification icon  in a conversation to find a meeting.
- Select Jump In to participate in the meeting.

Meeting Options - Presenter only me

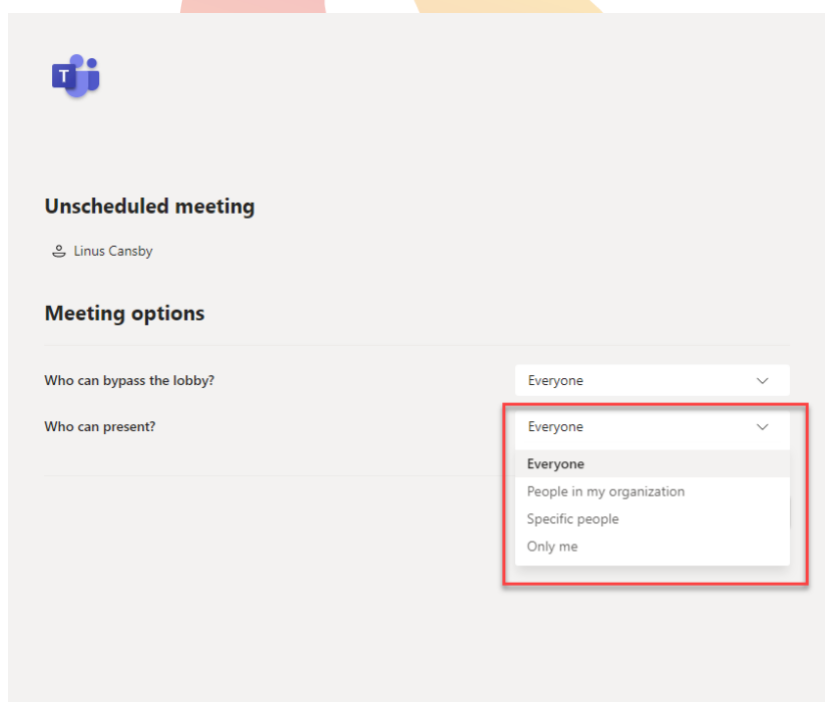
Presenter only me meeting option is very important while conducting classes online. Once you set this option all other participant will become attendees and you conduct your online session without any undue interference from students.

You'll need to send out the meeting invite before you can assign roles.

Once you've done that, go to **Calendar** , click on the meeting you just created, and select **Meeting options**.

This will bring you to a web page, where you'll see a few choices under **Who can present?**

Who can present?	What happens
Everyone	Anyone who has access to the meeting link will join the meeting as a presenter.
People in my organization	Only people in your org will be presenters. External participants will join as attendees.
Specific people	Only people you choose from the list of invitees will be presenters. Everyone else will join as attendees.
Only me	Only the organizer will be a presenter. All other participants will join as attendees.

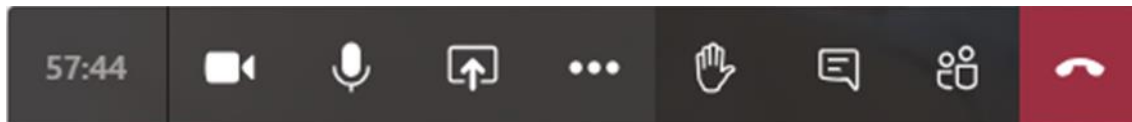


Taking Part in an Online Meeting

Whether a meeting was started by yourself or someone else, or whether it was started from a call, chat or channel, the meeting itself will be the same unless the organizer has changed any settings.

Menu

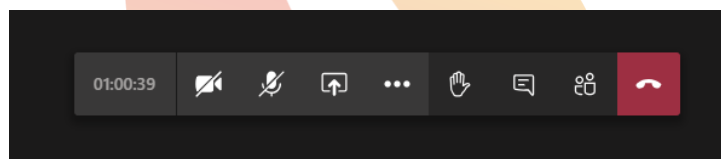
At the bottom of your screen, you'll find the floating menu. This will disappear when the meeting screen is not in use – just move your mouse in the Teams window for it to reappear.



Some items in the floating menu may not be available to you if the meeting organizer has set you to be an attendee rather than a presenter.

Audio & Video

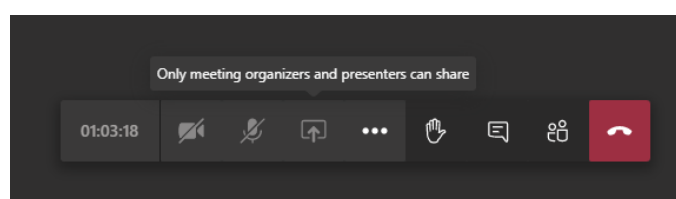
During a call you can mute your microphone or turn off your video by clicking the appropriate icon in the floating menu: video camera icon or microphone icon. You'll see that the icons have a line through them when you have disabled them:



Screen sharing

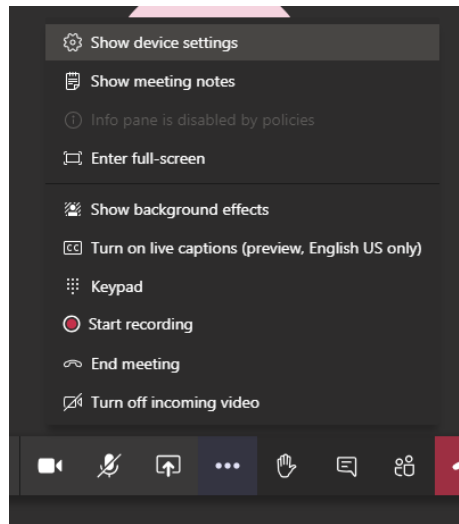
If you want to share your screen with the other people in the call, click on the 'Share screen' icon (icon to the right of the microphone icon, showing a rectangle with an arrow pointing upwards). You can then choose what you want to share, e.g. your desktop, a specific window, a presentation (PowerPoint) or an application. The part of your PC that you are sharing will be highlighted with a red line. If you shift to another application that isn't being shared, other users won't be able to see what you are doing. You can stop sharing by clicking on the 'Stop sharing' icon in the floating menu.

Note: Screen sharing is only available to organizers or presenters. If the organizer has set you to be an attendee, the share screen option will be grayed out and an explanatory note will show if you put your mouse on the screen sharing icon:



Background Effects

When using video, you may wish to blur your background or use a background image. This is particularly useful if you are in an area with lots of distractions, or you are in a personal space. Click on the ... in the floating menu and choose 'Show background effects' from the menu that appears:



A panel will open on the right showing your options for your background. This may take some time to fully load. Once it has loaded you can scroll through the background images that are available. You also have the basic 'blur background' option at the top. Click on your preferred option. At the bottom of the panel click the 'Preview' button to check how your chosen option looks, and then if you are happy with it, click the 'Apply and turn on video' button. If you don't want to preview you can just click the 'Apply' button.

The background will be blurred or replaced with the background image you chose. Noted that this is not perfect, but it will help you to avoid having distractions showing in the background.



Recording a Class/Meeting

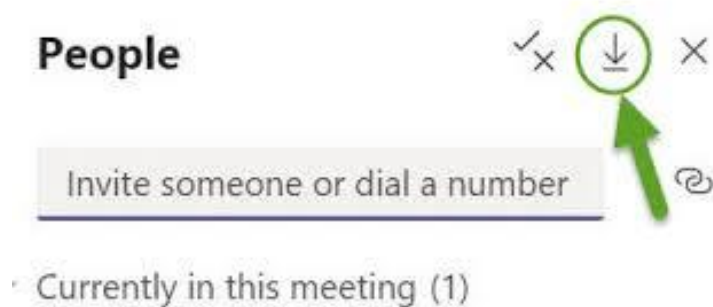
1. Start or join the Class/Meeting.
2. To start recording, go to the meeting controls and select **More options ***** > **Start recording**. Everyone in the meeting is notified that recording has started. The meeting notification is also posted to the chat history.
Note: You can't make multiple recordings of the same meeting at the same time. If one person starts recording a meeting, that recording will be stored on the cloud and available to all participants.
3. To stop recording, go to the meeting controls and select **More options ***** > **Stop recording**.
 - a. The recording is then processed (which could take a while) and saved to Microsoft Stream, and then it's ready to play.

- b. The person who started the recording receives an email from Microsoft Stream when the recording is available. It also shows up in the meeting chat—or in the channel, if you're meeting in a channel.

Taking attendance in the class

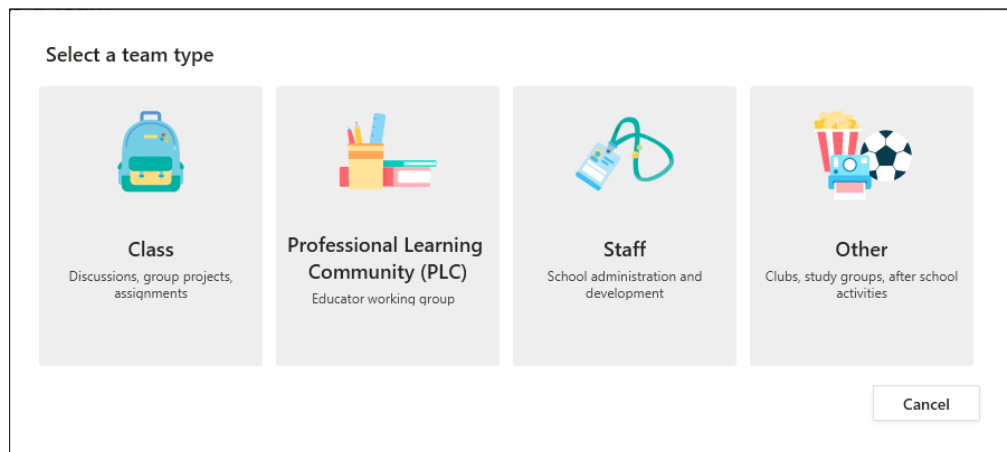
Teachers (Owners/Organizers) can view and download a meeting attendance report.

- During the class session, select **Show Participants**  pane of the meeting.
- Click the **Download attendee list** arrow  as shown below.
- Download the report as a .CSV file (text format) that can be opened in Excel. The .CSV file contains the **name**, **join time**, and **leave time** of all meeting attendees.



- You will only be able to download the attendance report while the class session is in progress and students are still present.

Types of Teams – Class, PLC, Staff and Other



There are 4 different types of **Microsoft Teams** available for you to choose from:

Class

- Ideal for teachers and students collaborating on group projects, assignments and more.
- Team with unique permissions for teachers and students.
- As owners of the Team, teachers assign and review work, and create channels and files.
- Teachers are able to moderate student's conversation and who can post where.
- Each class team is linked to its own **OneNote Class Notebook**.
- Within this type of Team, students are able to collaborate in group work channels, share files, and turn in assignments.

Professional Learning Community (PLC)

- Allows teachers and educators to connect regularly and collaborate through Professional Learning Communities (PLCs).
- can be formed around interest area, grade levels, and across subjects.
- Teachers can be added at any time and all have Equal Read-Write Permissions.
- Team members can share files and collaborate through channels even when not at school,
- Each PLC team is linked to its own OneNote notebook for further collaboration.

Staff

- Allow staff to easily share information and work together on school-wide initiatives.
- With integrated **OneNote Staff Notebooks**, each staff member can access and contribute to both collaborative and private spaces.
- Each Staff Team will have a **Staff Leader** as the **Owner**, who can then add and remove other staff members.

Other

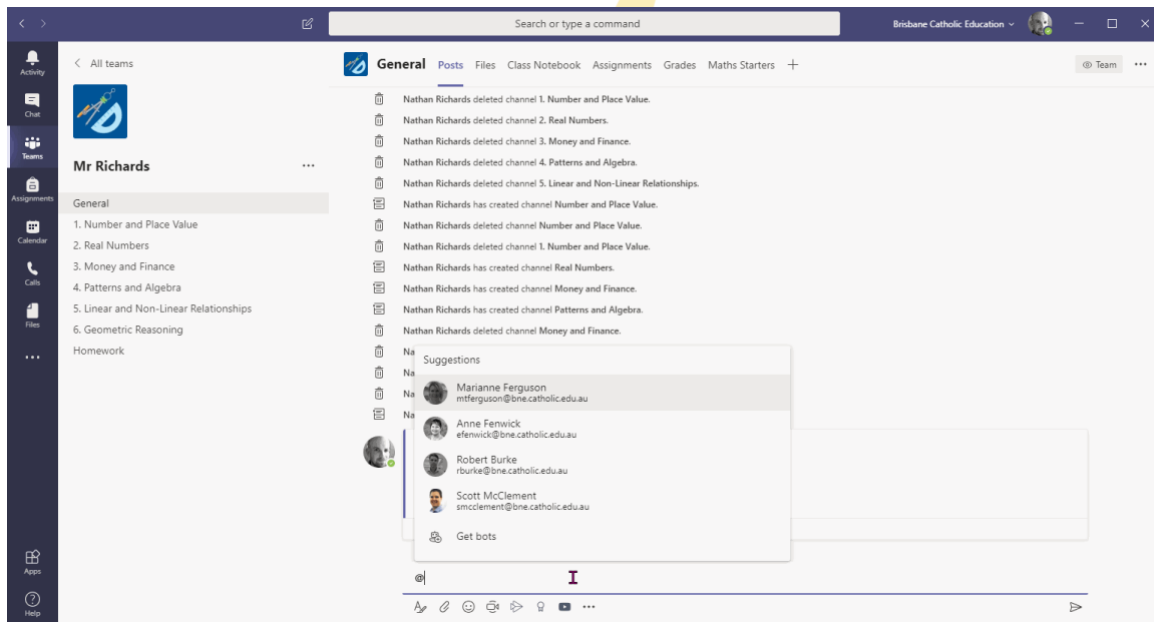
- Allow students and school employees to collaborate in interest groups and clubs.

STEP BY STEP GUIDE TO USE MICROSOFT TEAMS APP AND SUBMITTING THE QUIZ.

- The Team can have any combination of Students and school Staff.
- Team members share Equal Read-Write Permissions unless the Team owner alters the settings.

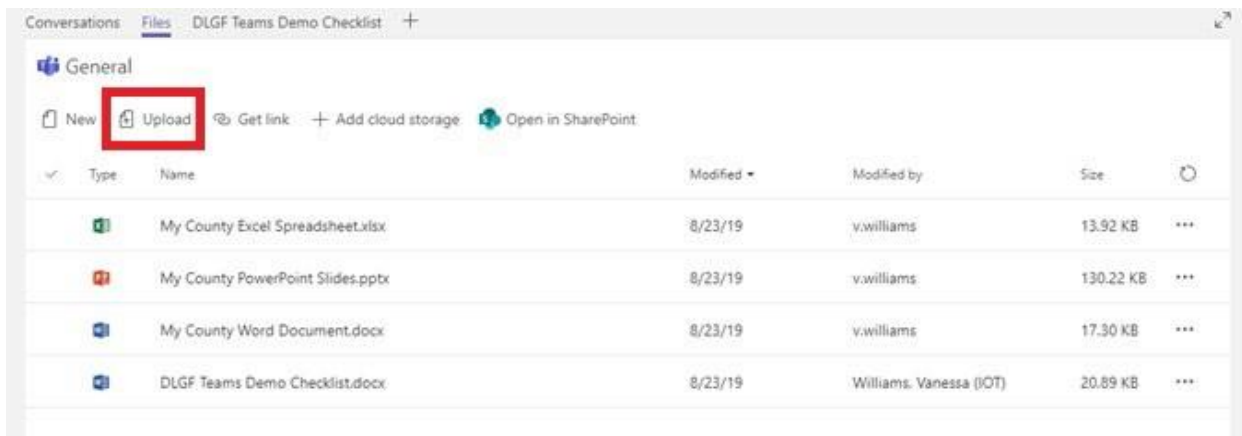
Conversation using Post Tab in the channel

1. Click on Post in the tab section
2. Navigate to the bottom of the conversation screen
3. Click on "Start a new conversation"
4. Type your message remembering to @mention the team or team members
5. Attach any files if required
6. Send

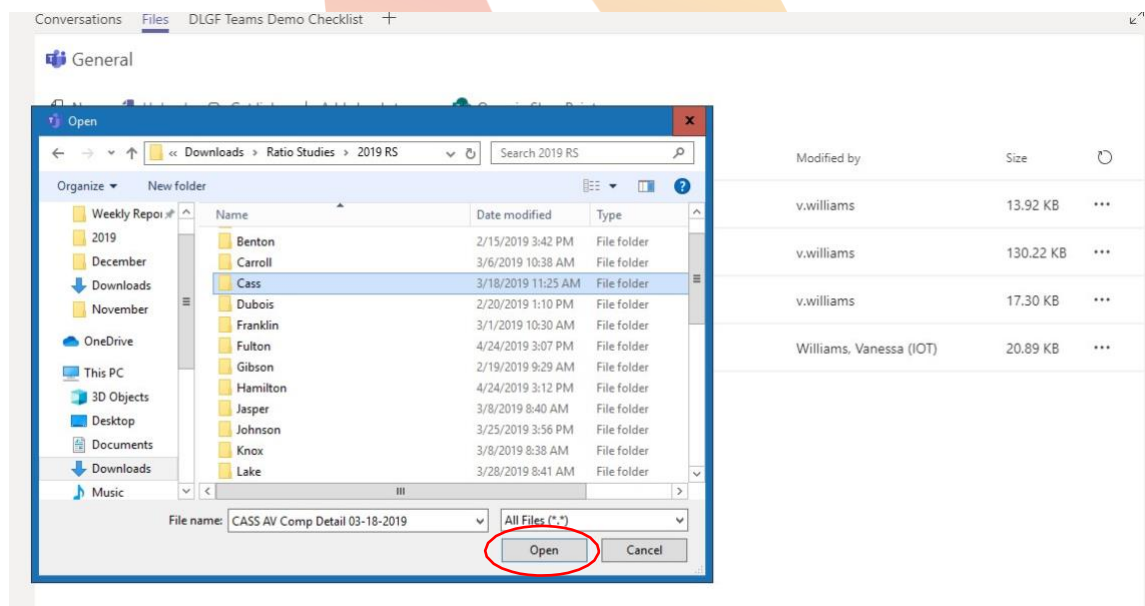


Uploading files in the channel

To upload a file to Teams, select the Files tab listed in the channel. Just below the channel name select “Upload”.



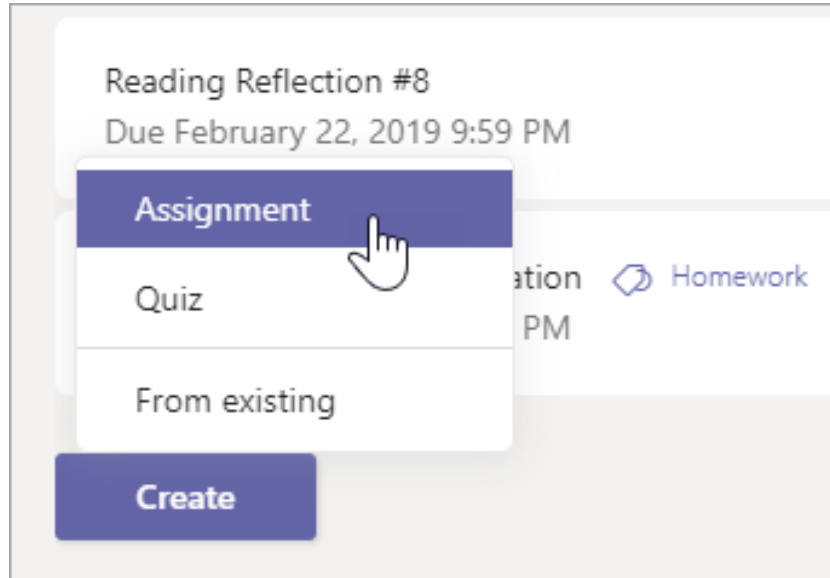
A file menu will pop up allowing you to choose a file to upload. Click open and the file should appear in the listing below.



To view the uploaded file, simply click on the file you wish to view. This will open the file within Teams. The file automatically opens in view mode.

Create, Distribute and Review an Assignment

- 1) Navigate to the **General** channel in the desired classroom, then select **Assignments**.
- 2) Select Create>Assignment.



- 3) Enter a title for this assignment—this is required.
- 4) Provide more information for the assignment. The following steps are optional:

A screenshot of the 'New assignment' form in Microsoft Teams. The form includes the following fields and options:

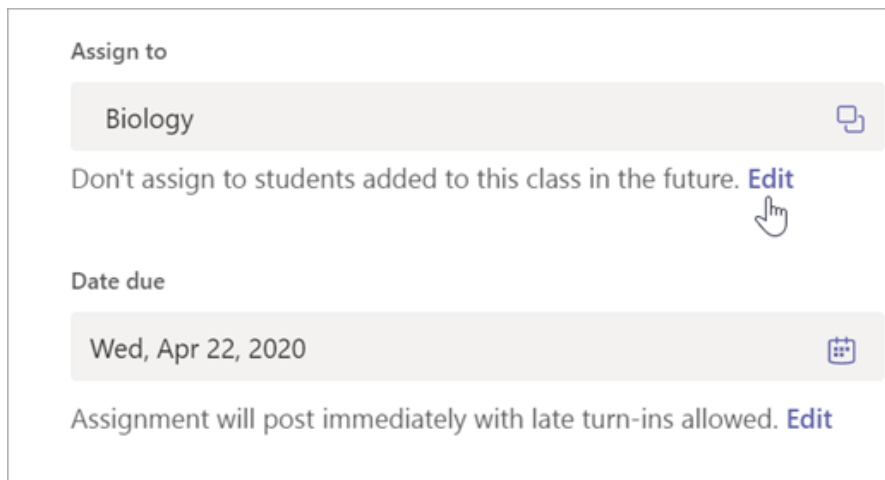
- Title (required):** A text box containing 'Reading Journal'.
- Add category:** A link with a tag icon.
- Instructions:** A text box containing 'Enter instructions'.
- Add resources:** A link with a link icon.
- Points:** A text box containing 'No points'.
- Add rubric:** A link with a grid icon.
- Assign to:** A section with two dropdown menus. The first is set to 'Ecology 9A' and the second to 'All students'.
- Don't assign to students added to this class in the future:** A checkbox that is currently unchecked, with an 'Edit' link.
- Date due:** A date picker set to 'Tue, Jun 2, 2020'.
- Time due:** A time picker set to '11:59 PM'.
- Assignment will post immediately with late turn-ins allowed:** A checkbox that is currently checked, with an 'Edit' link.

At the top right of the form are buttons for 'Discard', 'Save', and 'Assign'.

- Choose multiple classes or individual students in one class to assign to.
- Decide if students who join this class in the future should receive this assignment. By default, only students who are in your class now will receive it.

STEP BY STEP GUIDE TO USE MICROSOFT TEAMS APP AND SUBMITTING THE QUIZ.

- To do this, select Edit next to Don't assign students added to this class in the future. Make your selection, and then select Done.



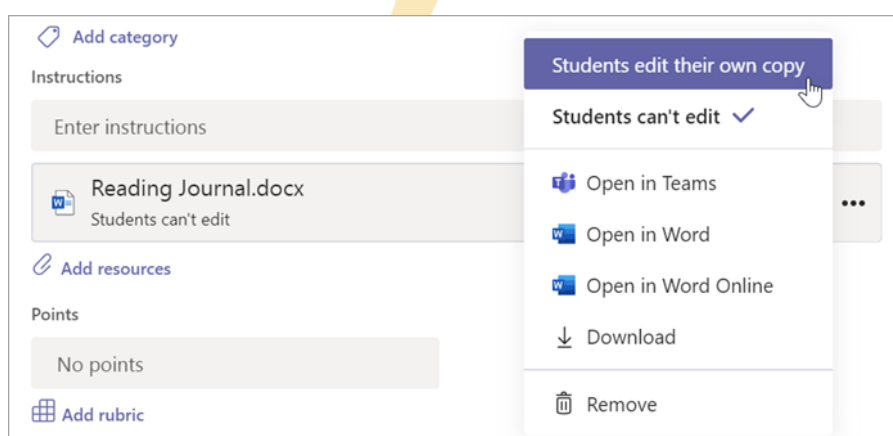
The screenshot shows the 'Assign to' section of a Microsoft Teams assignment. It features a dropdown menu with 'Biology' selected. Below this, the text 'Don't assign to students added to this class in the future.' is displayed, followed by a blue 'Edit' link. A mouse cursor is hovering over the 'Edit' link. Further down, the 'Date due' section shows 'Wed, Apr 22, 2020' with a calendar icon. At the bottom, it states 'Assignment will post immediately with late turn-ins allowed.' followed by another blue 'Edit' link.

Note: If you choose a close date, any student who joins will receive this assignment until the close date.

- Add additional instructions.
- Attach resources to the assignment by selecting Add resources.
During this step, add a document from your personal OneDrive, computer, or create a blank Word (.docx), Excel (.xlsx), or PowerPoint (.pptx) document to hand out to your students.

The default for the file will be Students can't edit, which means the document is read-only. This is a great option for reference materials.

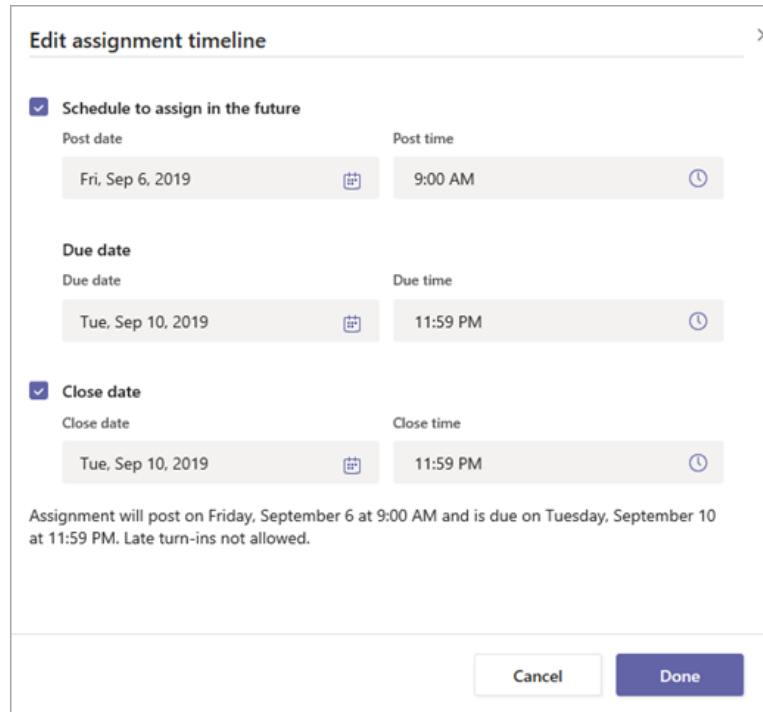
Select More options *** > Students edit their own copy if you'd like each student to edit their own document and turn it in for a grade.



The screenshot shows the 'Add resources' section of a Microsoft Teams assignment. It features a dropdown menu with 'Reading Journal.docx' selected. Below this, the text 'Students can't edit' is displayed. A mouse cursor is hovering over the 'Students edit their own copy' option in the dropdown menu. The dropdown menu also includes options for 'Open in Teams', 'Open in Word', 'Open in Word Online', 'Download', and 'Remove'. The background shows other assignment settings like 'Instructions', 'Points', and 'Add rubric'.

STEP BY STEP GUIDE TO USE MICROSOFT TEAMS APP AND SUBMITTING THE QUIZ.

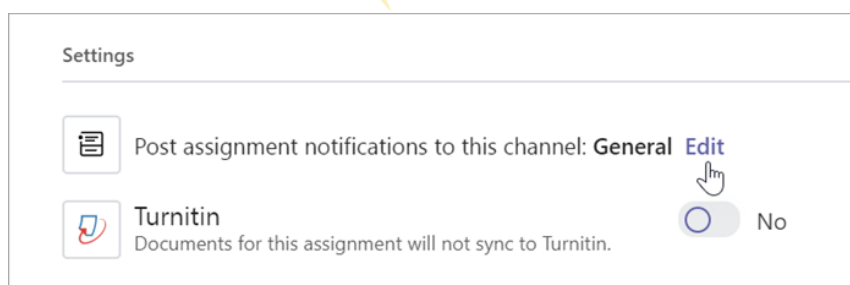
- Select a due date and time.
- For more assignment timeline options, select Edit. Here, you can customize when your assignment will be posted to students and when it will close for turn-ins. By default, no close date will be selected, which allows students to turn in assignments late.



The 'Edit assignment timeline' dialog box shows options for scheduling an assignment. It includes sections for 'Schedule to assign in the future' with fields for 'Post date' (Fri, Sep 6, 2019) and 'Post time' (9:00 AM), and 'Due date' (Tue, Sep 10, 2019) and 'Due time' (11:59 PM). There is also a 'Close date' section with 'Close date' (Tue, Sep 10, 2019) and 'Close time' (11:59 PM). A summary at the bottom states: 'Assignment will post on Friday, September 6 at 9:00 AM and is due on Tuesday, September 10 at 11:59 PM. Late turn-ins not allowed.' Buttons for 'Cancel' and 'Done' are at the bottom right.

- Select the amount of points this assignment is worth, if any. You can use points on any number-based scale including whole numbers of 100 and set your own denominator. Examples: 88/100 or decimals 3.7/4.0.
- Select Add rubric to add a grading rubric.
- Add a category.
- Sync assignment to [Turnitin](#).
- Choose the channel where you'd like notifications for this assignment to post. This allows you to keep student work and discussion organized by unit, topic, or subject.

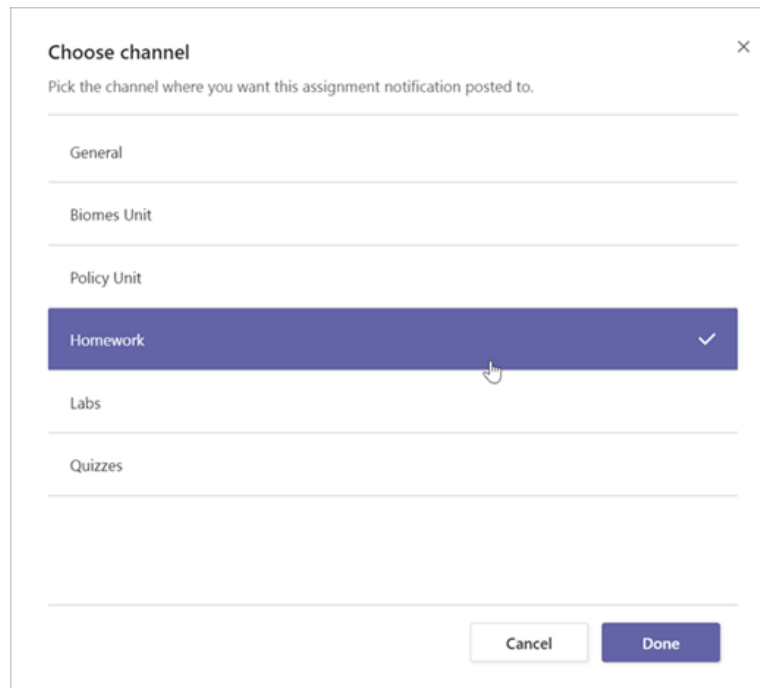
To choose a channel to post in, select Edit next to Post assignment notifications to this channel. Assignments will default to posting in the General channel for new assignments.



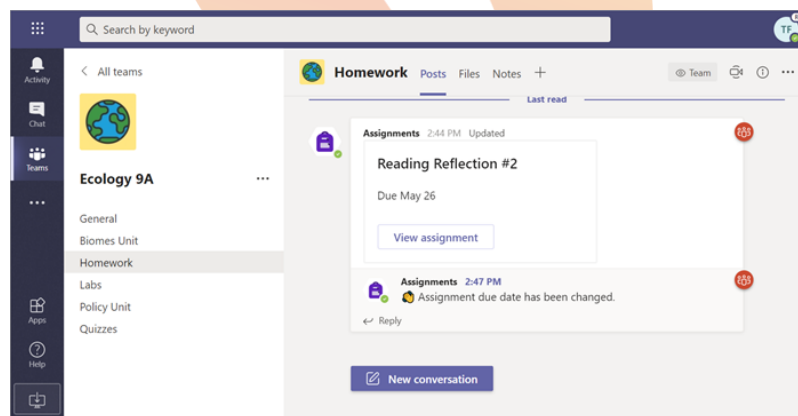
The 'Settings' dialog box shows two settings. The first is 'Post assignment notifications to this channel: General' with an 'Edit' link and a hand cursor icon. The second is 'Turnitin' with a toggle switch set to 'No' and the text 'Documents for this assignment will not sync to Turnitin.'

STEP BY STEP GUIDE TO USE MICROSOFT TEAMS APP AND SUBMITTING THE QUIZ.

Choose the channel you'd like this assignment notification to post in, then Done.



- 5) Select Assign. Your students will be notified of the new assignment on the day you specified and the notification linking to this assignment will post in the channel you selected.



- 6) Select Discard to discontinue work on this assignment or Save to return to the assignment and edit it later.
- 7) Review an Assignment.

Every educator has their own approach for giving feedback. Engagement and learning often occur through an iterative process of drafting, incorporating feedback, and submitting revisions, Assignments is built around how real classrooms function. The turn in, review, and return process addresses learning scenarios. Please refer following link for further details on reviewing assignment.

<https://support.microsoft.com/en-us/office/review-return-and-turn-in-assignments-using-the-feedback-loop-63e5efdd-be09-47f0-87ea-e8e4bcb45aa4>

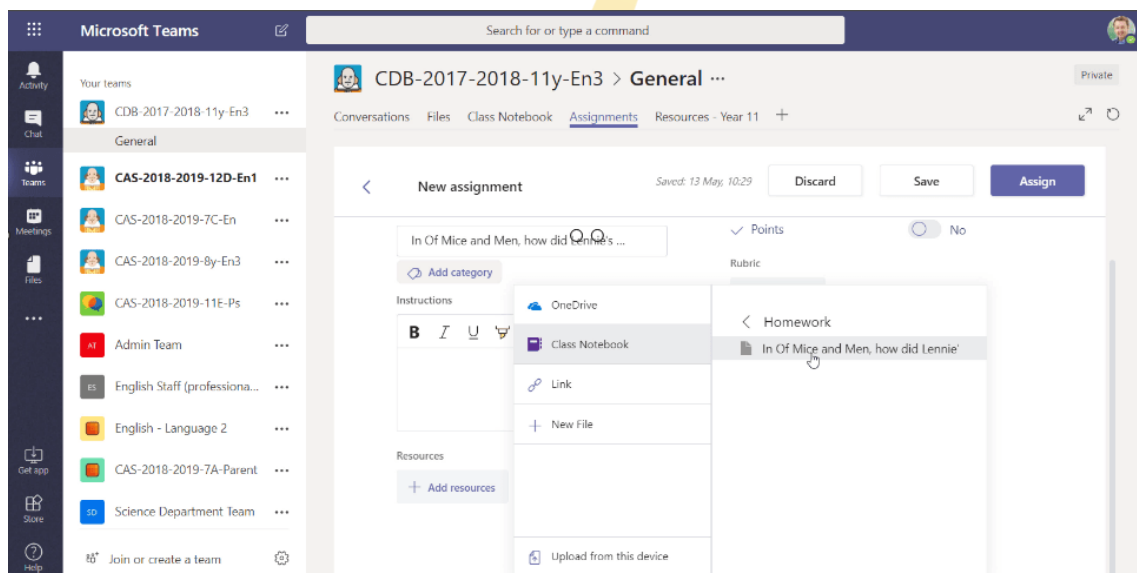
Create, distribute an assignment, Notes, Homework using Class Notebook

Class Notebook has a really nice feature which allows teachers to distribute pages to student sections so that they can work on their own copy of the page. Microsoft Teams now supports setting assignments using Class Notebook pages too.

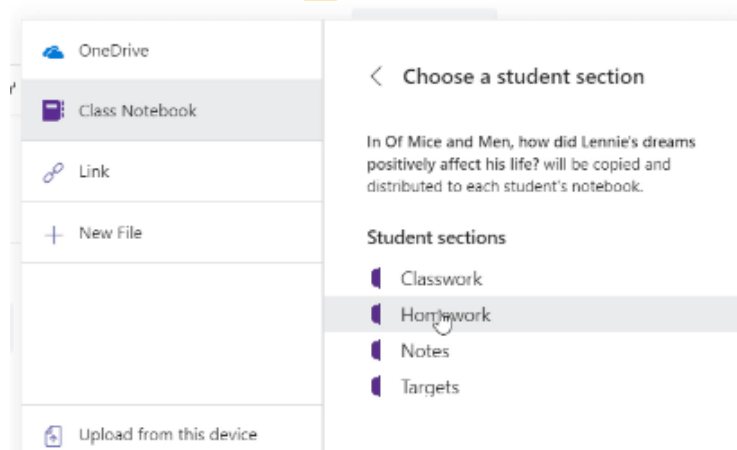
Essentially there are two ways to create and distribute an assignment. If the work is informal (like class work), choose Class Notebook to distribute pages. If the assignment is graded, then set the assignment through Teams assignment tab in general channel. The reason for this is you can collect formal marks and comments in the assignment app that you just can't do through Class Notebook.

To set an assignment using a Class Notebook page:

Create a new assignment and add the Class Notebook page as a resource. Students will be able to have their own copy of the page that you select.



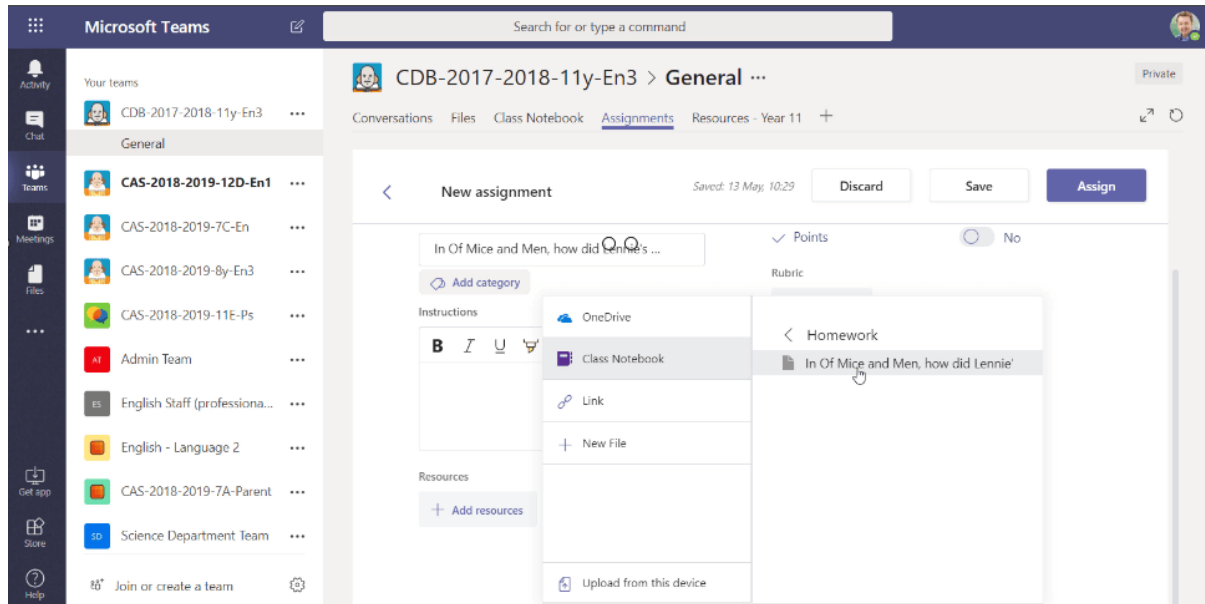
Select a section to push the page into when the student completes it.



STEP BY STEP GUIDE TO USE MICROSOFT TEAMS APP AND SUBMITTING THE QUIZ.

Complete the rest of the assignment form and publish it.

When reviewing student work, you will have the option to annotate the Class Notebook page in addition to adding formal feedback and scores. This gives you the best of both worlds. Simple annotation and feedback on the student work but also a place for formal marks and comments which will become part of an exportable mark sheet.

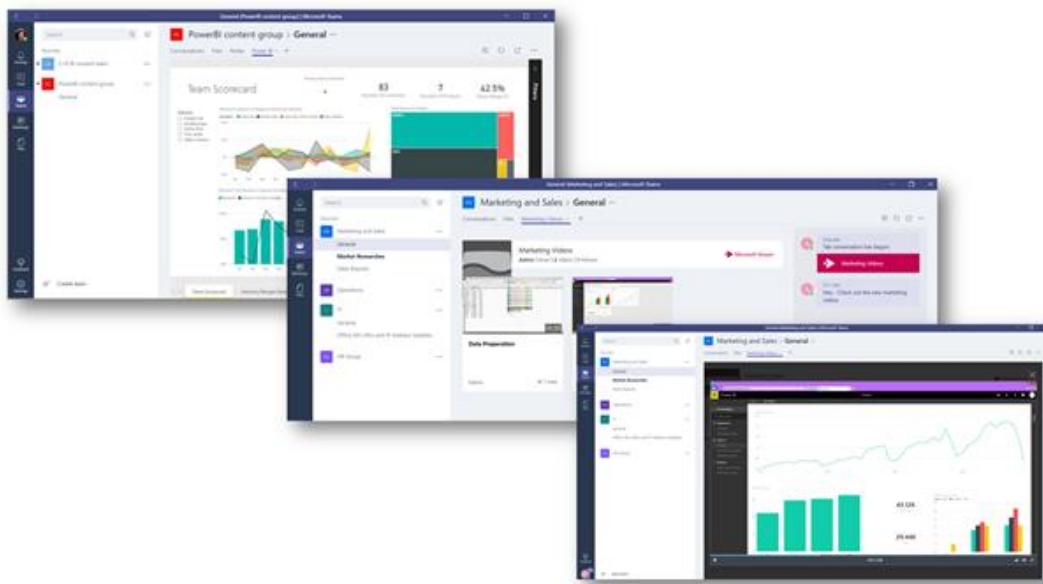


In the similar manner you can distribute notes, homework to individual or group of students.

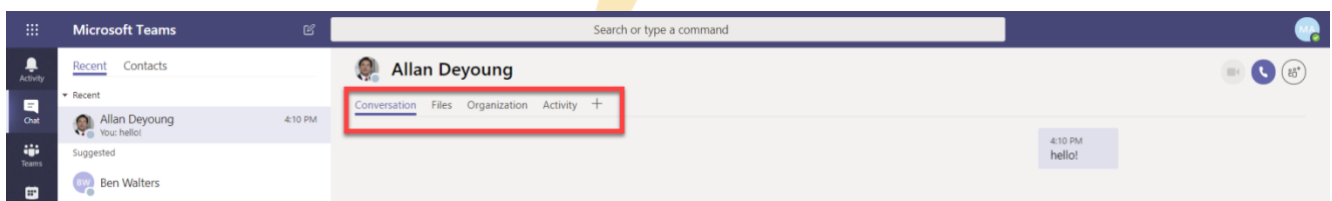
Adding tabs in a channel or in a chat

Tabs allow team members to access services and content in a dedicated space within a channel or in a chat. This lets the team work directly with tools and data, and have conversations about the tools and data, all within the context of the channel or chat.

Owners and team members can add tabs to a channel, private chat, and group chat to help integrate their cloud services. Tabs can be added to help users easily access and manage the data they need or interact with the most. This can be a Power BI report, a dashboard, or even a Microsoft Stream video channel where you publish training videos.

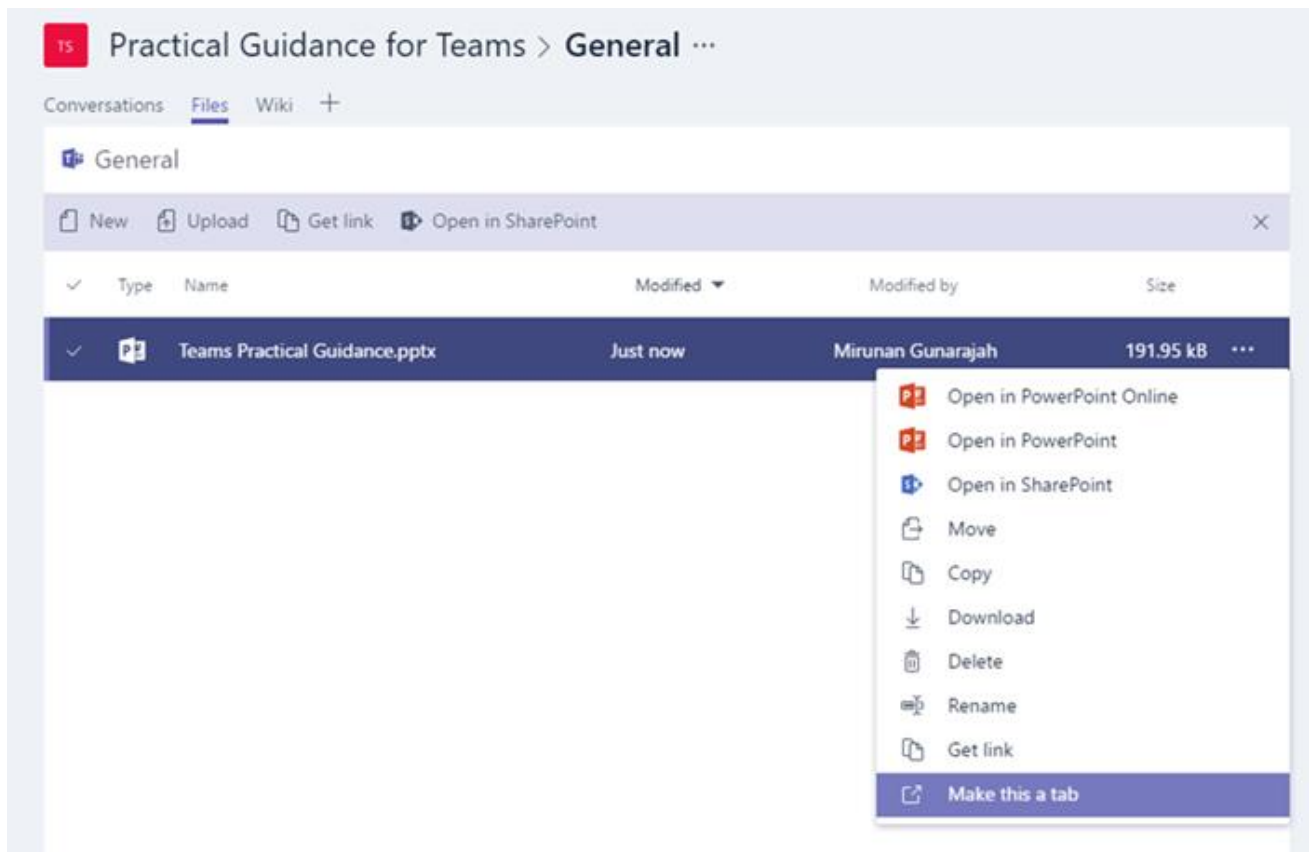


Owners and team members can add more tabs to a channel or chat by clicking **Add a tab (+)** at the top of the channel or chat. List of the will be populated. Then select the app to add. Once app is saved it will be displayed as tab in a channel or in a chat.



Excel, PowerPoint, Word, and PDF files must be uploaded to the **Files** tab before they can be converted to tabs. Any existing uploaded file can be converted to a tab with a single click, as shown below.

STEP BY STEP GUIDE TO USE MICROSOFT TEAMS APP AND SUBMITTING THE QUIZ.




To add a website, the URL must start with an **https** prefix so information that's exchanged remains secure.

Share - Desktop, Screen, Presentation, Video

Share Desktop, Screen during a meeting

In Microsoft Teams, you can show your desktop, a specific app, presentation, or any file while in a meeting.

1. Select **Share** .
2. Select what you want to share:
 - **Desktop** lets you show everything on your screen.
 - **Window** lets you show a specific app.
 - **PowerPoint** lets you show a presentation.
 - **Browse** lets you find the file you want to show.
3. After you select what you want to show, a red border surrounds what you're sharing.
4. Select **Stop sharing** to stop showing your screen.

Show PowerPoint slides during a meeting

If you need to present in an online meeting, show your PowerPoint slides right from the Microsoft Teams meeting menu.


If you're a presenter

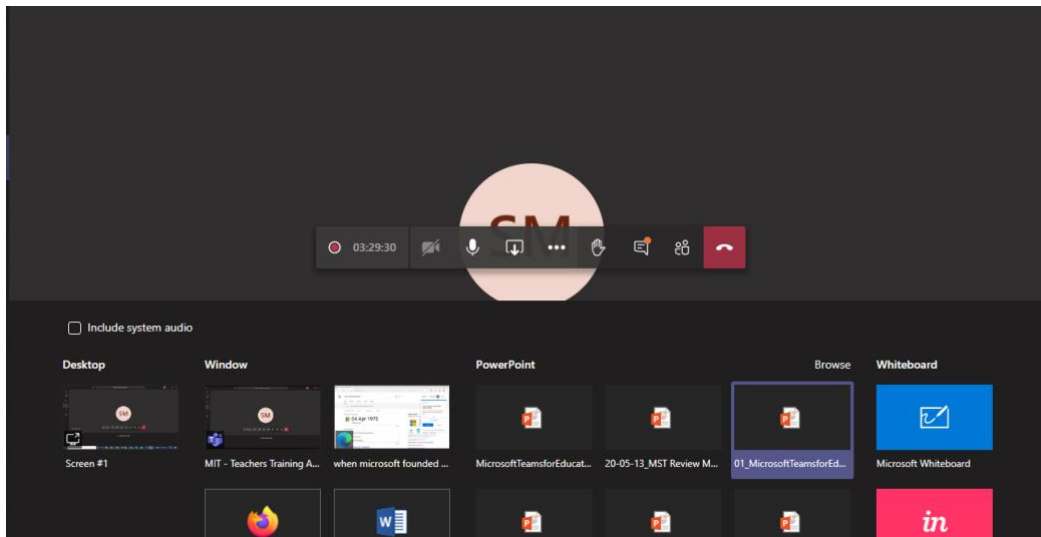
1. Select **Share**.
2. Choose a presentation under the **PowerPoint** category.

If you're a meeting participant

1. Select **Navigate forward** to move forward in a presentation without interrupting the presenter.
Note: The presenter must share the file from the PowerPoint category to enable participants to skip around during a presentation.
2. Select **To presenter** to sync your view back to the presenter's when you want.

Share video during a meeting

1. Select **Share** .
2. Check Mark the box - ☐ Include System Audio
3. Select **Desktop**.
4. Browse the video that you would like to show to the participants.
5. Select **Stop sharing** to stop showing your screen.

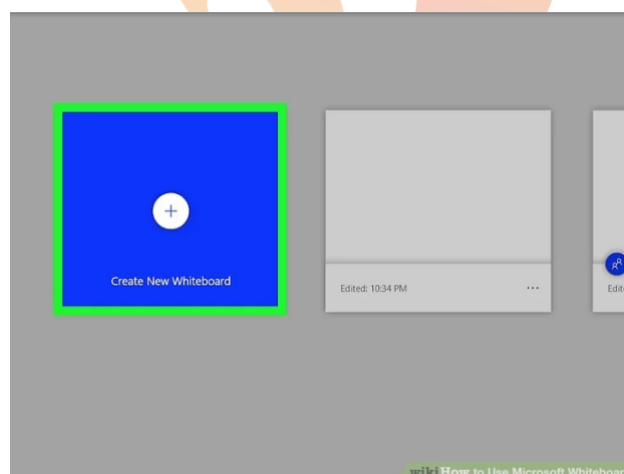


Use Whiteboard Apps in Teams

Download Microsoft Whiteboard from the Microsoft Store to a Windows 10 device, then sign in with your Microsoft account (Outlook, Hotmail, Live, Xbox, etc.) or Microsoft 365 account (work or school).

Sign in with your Microsoft account. If you're already logged in to Windows with your Microsoft account, you can skip this step. If not, click the grey circle with a white outline of a person at the top-right corner and follow the on-screen instructions to sign in.

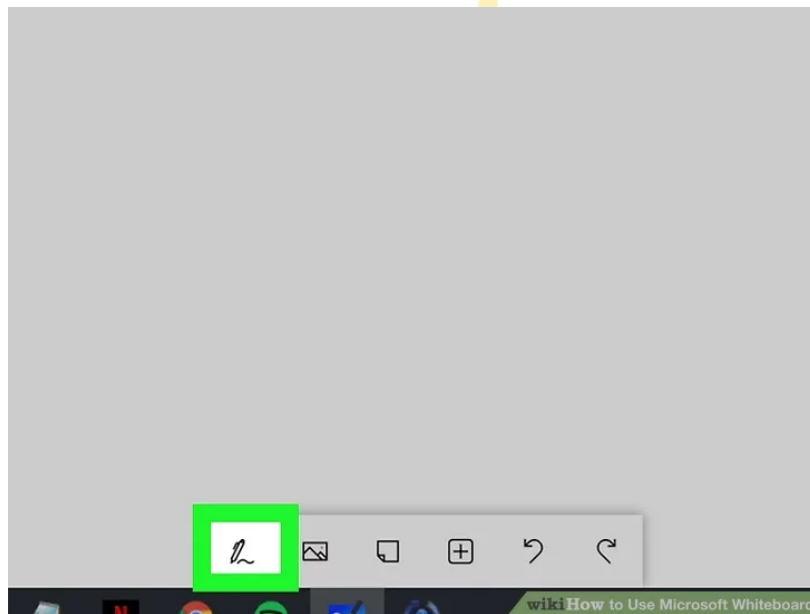
Click + Create New Whiteboard. It's the large purple tile. This opens a blank new whiteboard.



Click the ☰ menu to format the whiteboard. The three-line menu is at the top-right corner of the whiteboard. This opens the Settings menu, where you'll find some settings you can change for this particular whiteboard session:

STEP BY STEP GUIDE TO USE MICROSOFT TEAMS APP AND SUBMITTING THE QUIZ.

- If you have an active pen tool (such as a stylus that came with your computer or tablet), you can enable **Active pen** mode. This allows you to make marks with the pen but use your fingers to zoom and pan around the board.
- If you want the lines and shapes you draw with the drawing tool to turn into perfect shapes, you can toggle on **Ink to Shape**. To create organized tables automatically from your hand-drawn lines, you can also toggle on **Ink to Table**.
- To set the background color to something other than white, and/or to add or remove gridlines, click **Format background** and make your selections.
- When you're done with your whiteboard, you can save it as an image on this menu by clicking **Export** and choosing an image type.



By clicking on appropriate icons, you can use whiteboard to draw any shape, write on white board, show power point slides or run video.