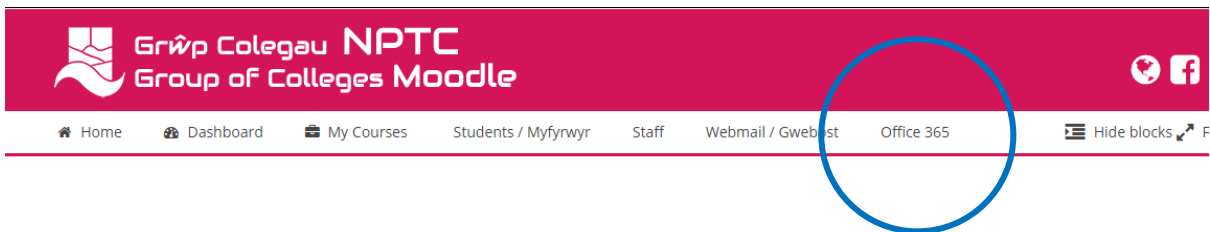


Quick Guide to TEAMS for Students



TEAMS is an interactive app which will allow you to stay in touch with your fellow students and teachers with regards to your academic study. It is a professional tool and should be used as such.

All students have **free** access to **Microsoft Office 365** which is the cloud-based version of Office that you use in college. It can easily be logged into from the Moodle homepage.



To access your account, you will need to know:

- Your college e-mail address (this will be your student number followed by @nptcgroup.ac.uk. e.g. 123456@nptcgroup.ac.uk)
- Your network password (the password you use to log into the PCs in college)

If you have forgotten your password, or require it to be reset, please contact **IT Services** on:

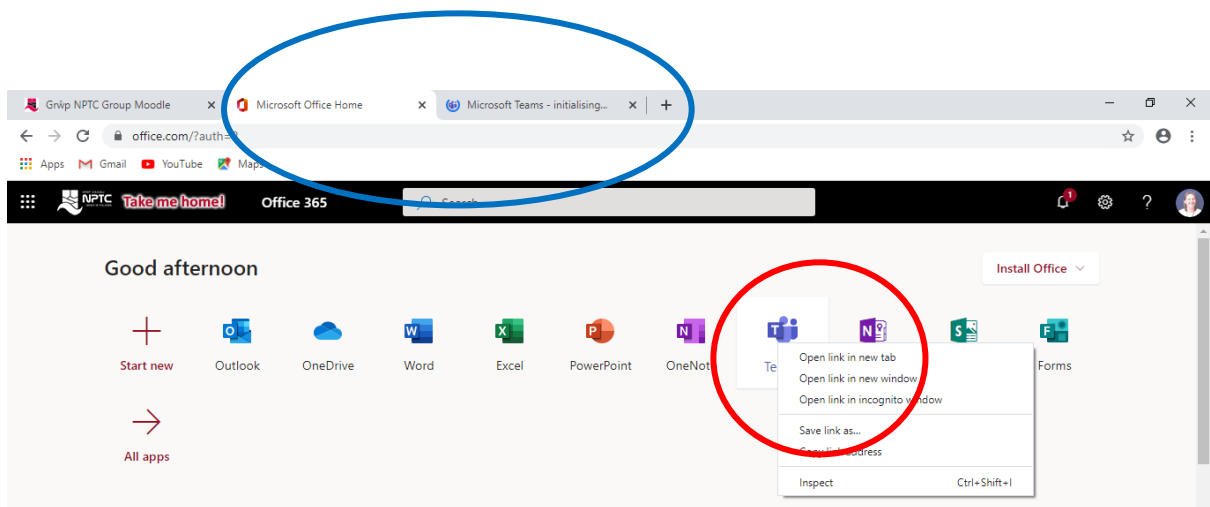
itservices@nptcgroup.ac.uk

You may be placed in an academic TEAM with regards to your academic subjects. Therefore, you may be in a few different teams. The activities available include discussion sessions, uploading documents for your group and group video conferencing organised by your tutor.

You may be invited to join an online video conference by your tutor. You will receive a notification through your college **Outlook e-mail** and on the **TEAMS app calendar**, so you need to ensure that you check these regularly.

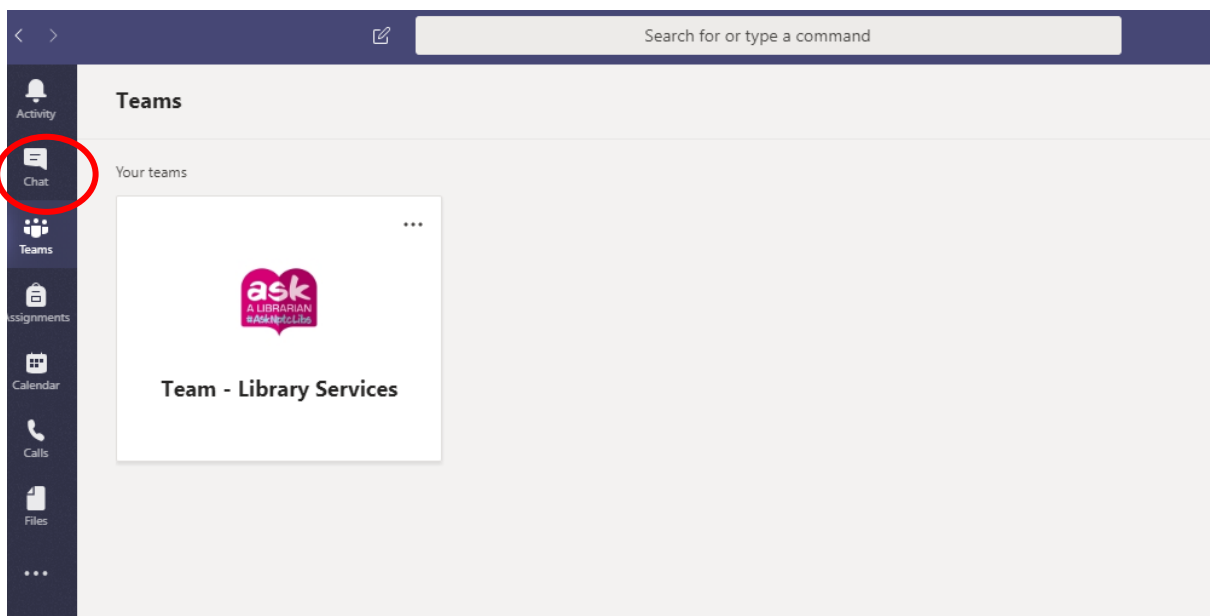
When you log into your 365 account, you will see a screen (like the one below) displaying all your apps.

Libraries@nptcgroup.ac.uk



By right clicking on your TEAMS app – you will open it in a new tab which will allow you to easily return to your Office 365 accounts and Outlook e-mail without closing teams.

When you first open TEAMS, it will show any TEAMS you are a member of. Each team is a separate community and so will have different members.

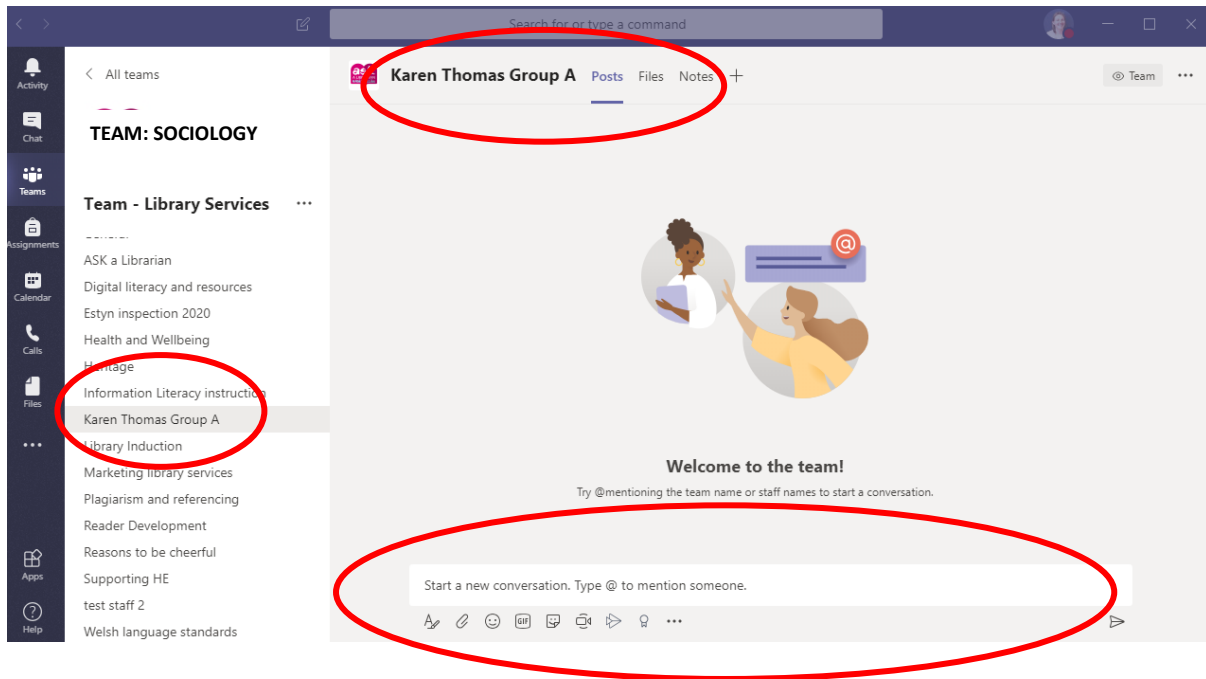


Click on your team, and a page will display similar to that below. When asked to turn on notifications, click yes so you stay informed.

Channels

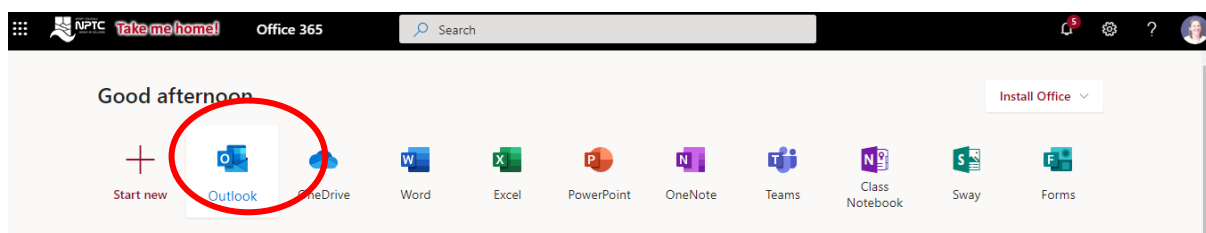
Each page will alphabetically list a number of channels on the left. You may be in a large Sociology TEAM, for example, with all the other students taking sociology, but your particular academic group may be listed in a channel, e.g. Karen Thomas Group A.

Posts & Files



Video Conferencing / Online Lessons

Your college e-mail account is found by clicking on the Outlook tab on your Office 365 ribbon.



This is where you will receive a **notification from your tutor** that they have set up a lesson / meeting and want you to attend. You will have the following options:

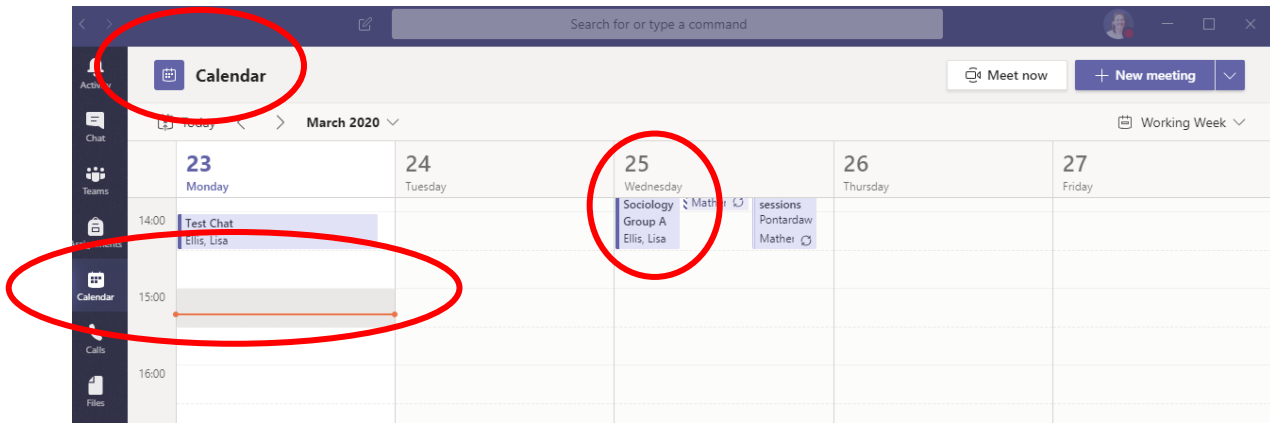
- Accept
- Maybe
- Decline

If you accept the invitation, it will appear in your calendar on **Outlook and TEAMS**. You will need to discuss it with your individual tutor if you choose any other option.

TEAMS

Teams

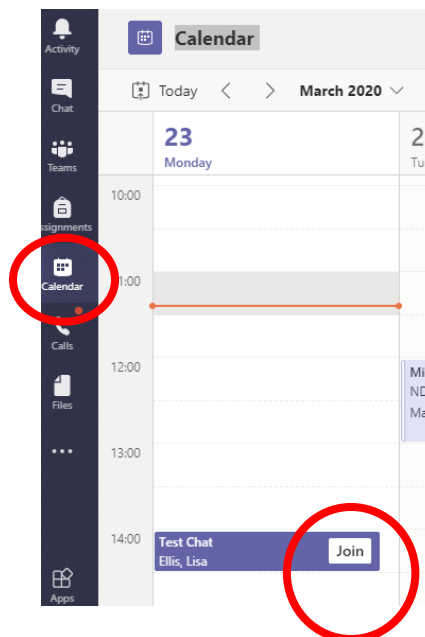
Within the TEAMS app, you have a calendar and a chat function which you will need for any scheduled teaching sessions.



Calendar in Teams

This is linked to your Outlook calendar but is more user-friendly.

Once you accept the invitation, it will appear similar to the example above. On the day of the scheduled lesson **join** the meeting. Once the lesson has ended, a red line will be displayed on your calendar where the meeting was scheduled.



Mobile Phone App

You can download the **Microsoft Teams App** from the App Store on Apple IOS devices and from Google Play on Android devices. It will help you keep up with new information, posts, and stay in touch with tutors more easily.

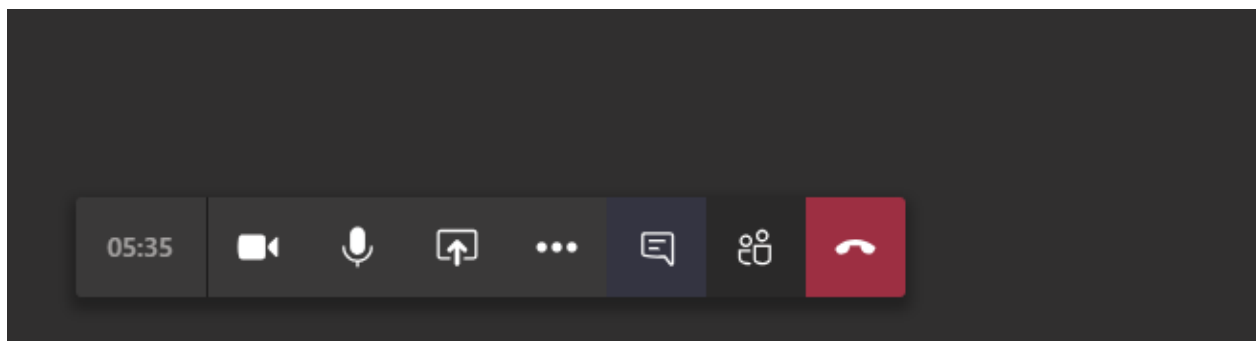
You can also add your college **Outlook e-mail** to your e-mail accounts on your phone. This way, you will not miss any notifications of impending lessons.

Participating in a Meeting

Your tutor will let you know of any protocols/ etiquette they wish you to follow during a meeting. This could be muting your microphone and/ or webcam and only asking questions via the chat option. This will be decided by your tutor depending on the nature and the size of the group.

Once the meeting has started, you will be able to see who has joined as their college profile picture will appear.

If you use your mouse / cursor to hover over the main screen, the following bar will appear:



Camera and Microphone Icons:



The first symbol is your camera (or built-in webcam on laptops). You can switch it on or off by clicking on the icon. If you leave it on, everyone can see you and vice versa if they leave theirs on.

The same for the microphone next to it. Your group may be asked to switch off your microphones so that you do not have everyone talking at the same time. Your tutor may ask you to use the chat-box if you want to ask a question so they can answer it at an appropriate time.

Screen-sharing Icon



Clicking on this allows you to choose to **share a document** or page you have open on your desktop. This may be used by your tutor to share a PowerPoint or Word document with you, or you may be asked to share your screen.

It is advisable to open up any documents/ PowerPoints, videos etc. you wish to share and discuss before the session starts.

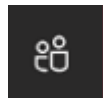
If you want to stop sharing your document, click on the icon again and it will return to the main screen.

Chat Icon



Click on this at the start of the session as it allows you to run a chat alongside your meeting. This enables you to participate and ask questions without interrupting your tutor.

Participants Icon



This shows you who is present in the meeting

Telephone Icon



You will need to end the call when the meeting has ended.