



Microsoft Teams is the New Kid on the Block

Featuring Top Hits

Step by Step

Let's Try it Again

You Got It the Right Stuff

and

Bonus Track: Hangin' Tough

Tech "T"
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Collaborate with Office 365

<https://support.office.com/en-us/article/collaborate-with-office-365-ac05a41e-0b49-4420-9ebc-190ee4e744f4>

Office 365 unlocks the modern ways of working. No matter where you are or what device you're on, you can easily share files, co-author in real time, and be productive from anywhere.



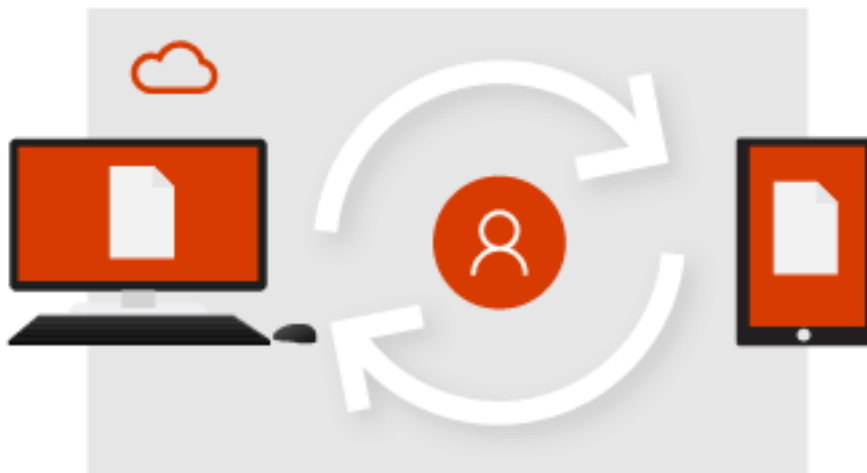
Collaborate with select peers

If you want others to edit with you, you can easily share files and collaborate with trusted peers for a fresh perspective. When you work together this way, only those select people can access and edit shared files. Later, you can always share to a team when you feel like it's ready!



Collaborate as a team

Seamlessly build ideas and collaborate with your team in Office 365. A central place where everyone can communicate, access files, and do more all in one place makes working together easy. Whether you're at the office, at home, or across the globe, you'll always stay in the loop.



Start in the cloud

When you work with your files in OneDrive, you've got a foundation to share, edit together, and collaborate. No more emailing attachments, no more juggling multiple versions, and no longer restricted to your office computer.

- Save your file to OneDrive and access it anywhere using the browser or office app.
- Share a file from your OneDrive to specific people or use a link.
- Rest easy your files are safe and secure.
- Always have the most up-to-date version.

[OneDrive Quick Start](#)

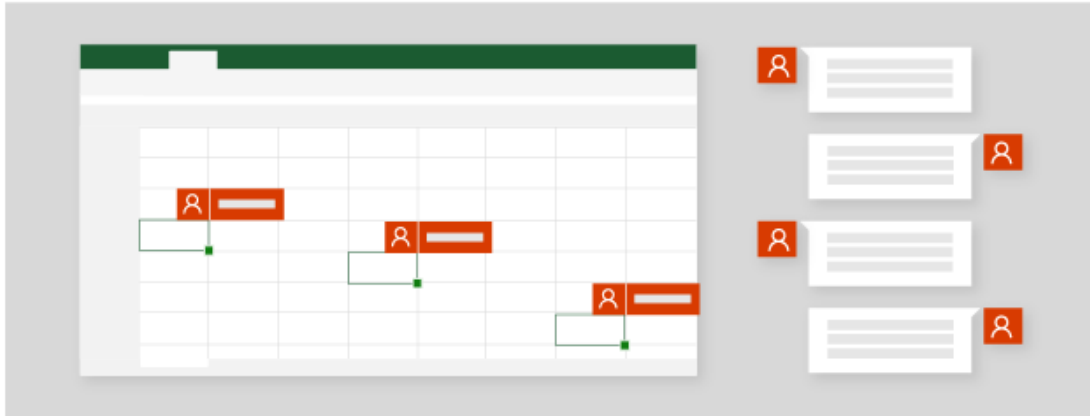


Start as a team

You can collaborate as a team with Microsoft Teams, SharePoint, or both depending on what your organization is using. Whether it's working in an existing team or creating a new one, you'll have a central place in the cloud to save, work, and collaborate. Never worry about falling behind!

- All your team files, communication, and more in one place.
- Confidently and securely work from anywhere in the cloud with the mobile apps.
- Easily access team files and always stay in sync.
- Never worry about out-of-date files or multiple versions.

[Microsoft Teams Quick Start](#) | [SharePoint Online Quick Start](#)



Real-time co-authoring

Gone are the days where only one person can work in a file at a time. When you need help on a presentation, you can invite trusted peers to help you get it into shape. This means that when you work on a file, so can they. You'll see their changes and they'll see yours—in real time. This is co-authoring with Office 365!

- Use @mentions to get someone's attention.
- Co-author in real time with built-in document chat.
- Edit across different devices.
- See changes made by others as you work.

[Work together seamlessly](#) | [Share OneDrive files](#)

Real-time team chat

Your team was invited to present at a conference, so planning starts early in Microsoft Teams. Build ideas freely and naturally in a conversation with your team. When the ideas are nailed down and the PowerPoint is created, everyone can add their content and edits slides together at the same time!

- Let ideas flow in a real-time, chat-based workflow.
- Use @mentions to get someone's attention.
- Collaborate with teammates in the same document at the same time.
- Seamlessly use productivity tools that integrate with one another.

[Productive conversations in Teams](#) | [Co-authoring in Teams](#)



Share at will

If you've been working on a proposal with others, you can always stop sharing the file at any time. This means that you have total control over who can view, edit, and access your OneDrive files. When you feel like it's ready to be shared with a larger team, you can easily upload it to Microsoft Teams or a team site.

- Manage who your files are shared with.
- Share a OneDrive file to your team so everyone can access it.

[Stop sharing OneDrive](#) | [Upload to Microsoft Teams](#) | [Copy files to SharePoint](#)

Share beyond the team

You've worked with your team and now you have a finished presentation. Now it's time to get approval from a legal reviewer. You can either add the reviewer to the team or share the files with them. The ability to share or invite others may be controlled by the team owner or admin policy.

- Invite others to your team to give input or feedback.
- Share files with stakeholders outside of your team.

[Share outside Microsoft Teams](#) | [Share SharePoint files](#)

Microsoft Teams @ HIS

Teams is a useful tool for creating and managing discussion groups with students, particularly on specific tasks/topics/texts. You are able to create a class 'Team', send them documents and assignments, have them respond interactively as they would in a chat group. You can develop a new approach to formative peer/teacher feedback by using this feature.

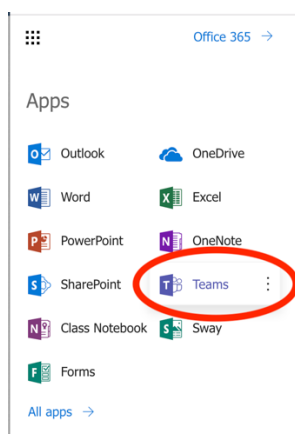
Microsoft Teams is also used as a one stop collaboration tool for Teacher and Subject Area teams and includes the possibility for any tab in the top of the team, for example OneNote within Notes and Files within Sharepoint.

Links to class Teams can be sent on ManageBac.

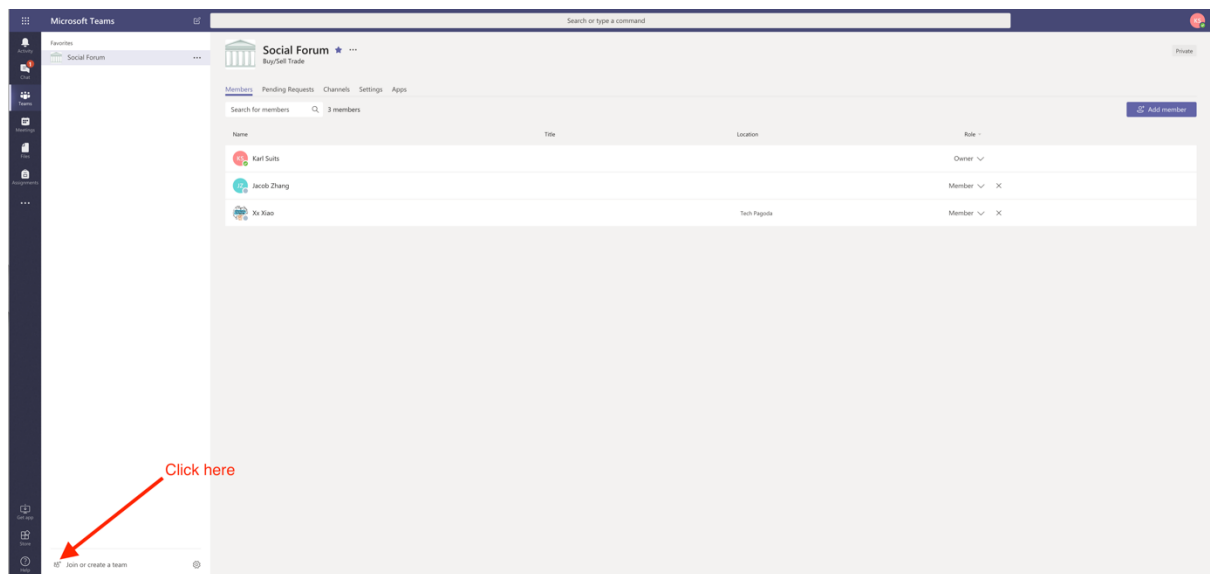
This is NOT a means of creating a Class Page, nor do we wish for Class Pages to be used- we have ManageBac! Use Teams as a tool.

****The teacher is administrator- creates, monitors and assists the team. The teacher will be supported by the Tech Pagoda.****

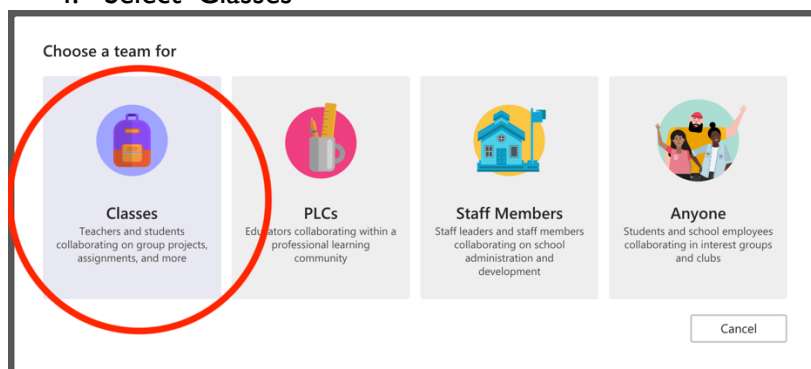
1. Login to Office 365 at <https://login.microsoftonline.com/>
2. Go to 'Teams' from the Rubik's cube in the top left-hand corner



3. Go to the Lower left-hand corner 'Join or Create a team' – select

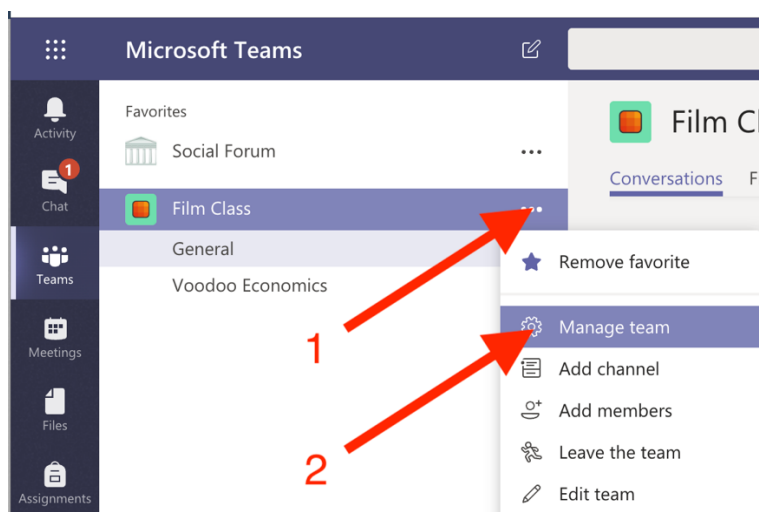


4. Select 'Classes'

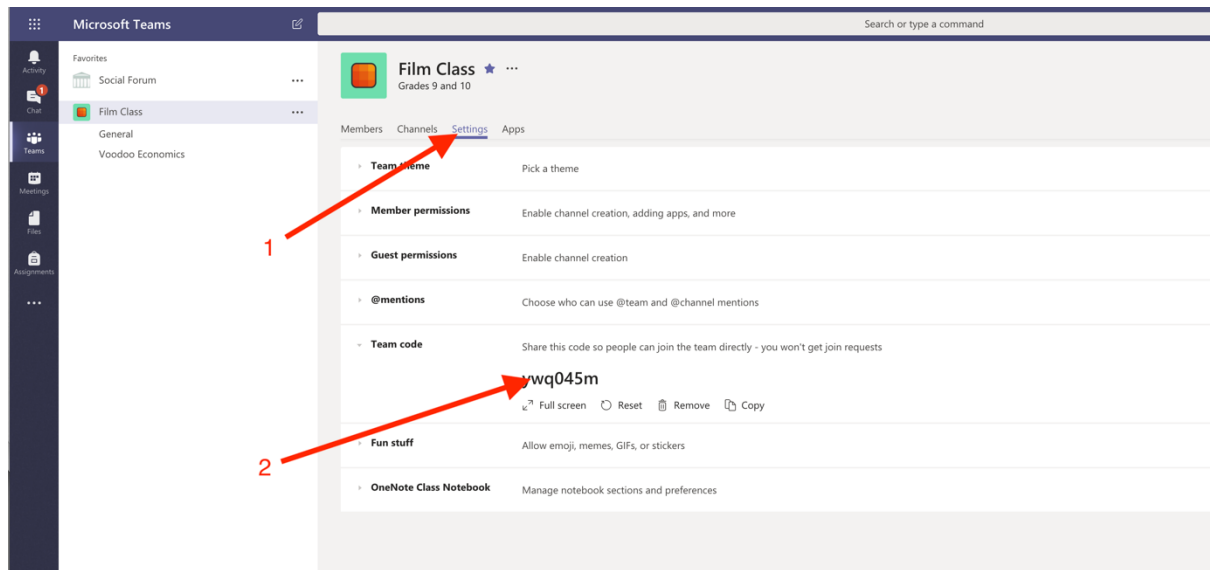


5. Name the class team, add yourself as the teacher (Plus any additional teachers you wish)

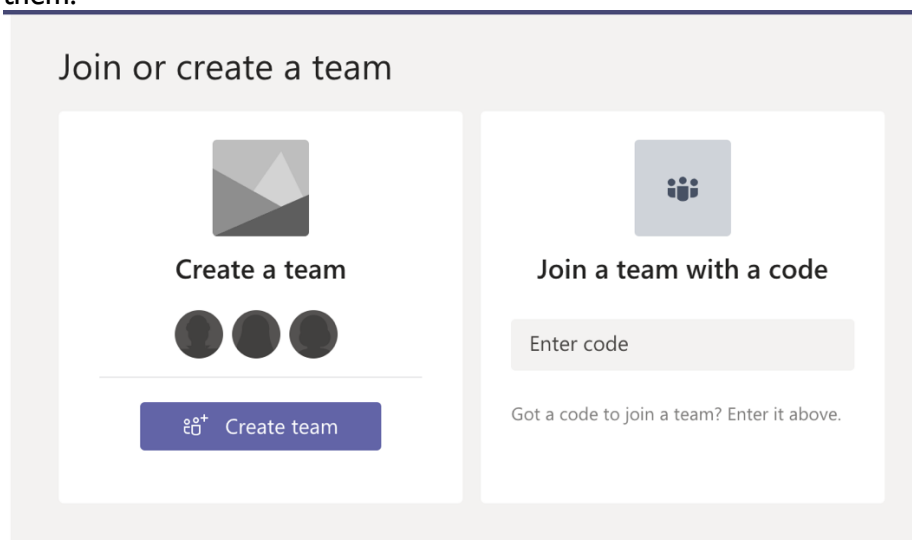
6. Click on the three horizontal dots next to the team name and click 'Manage Team'.



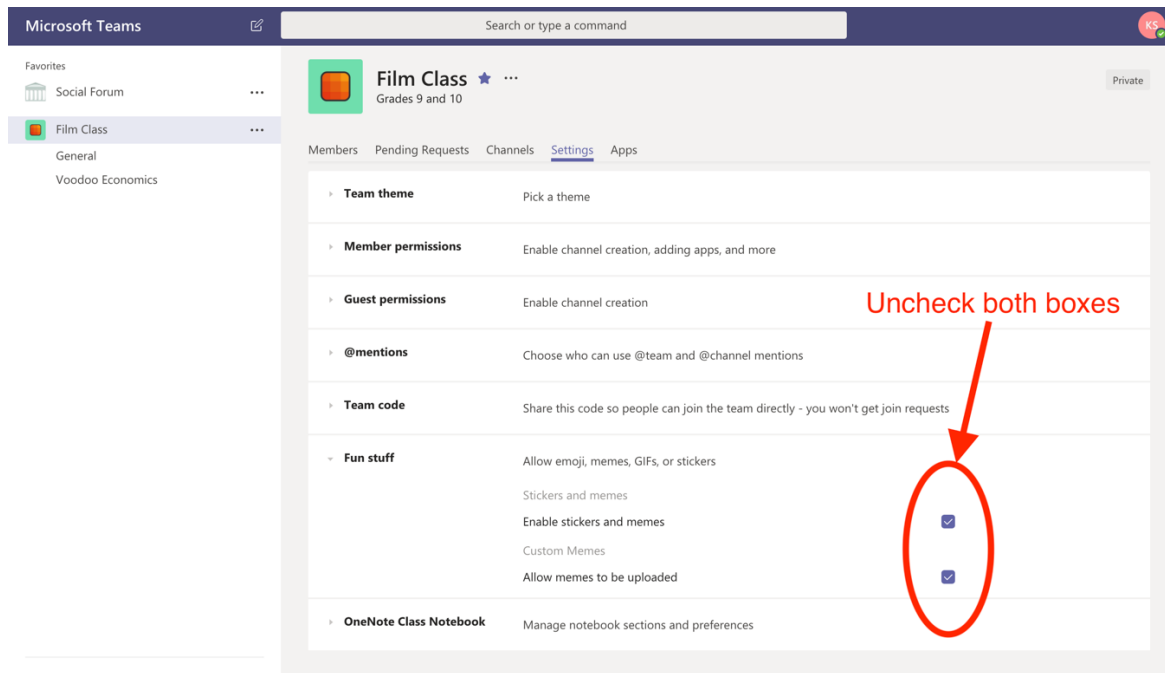
7. Go to Settings- choose 'team code' and then choose 'generate' - Select!



This will let you create a code that the students can use to join the team. To join this team, students should **ALSO** follow the above directions (Steps 1-3), and then select 'Join or Create a team'. They then select 'Join a team with a code' and insert the code you provide them.

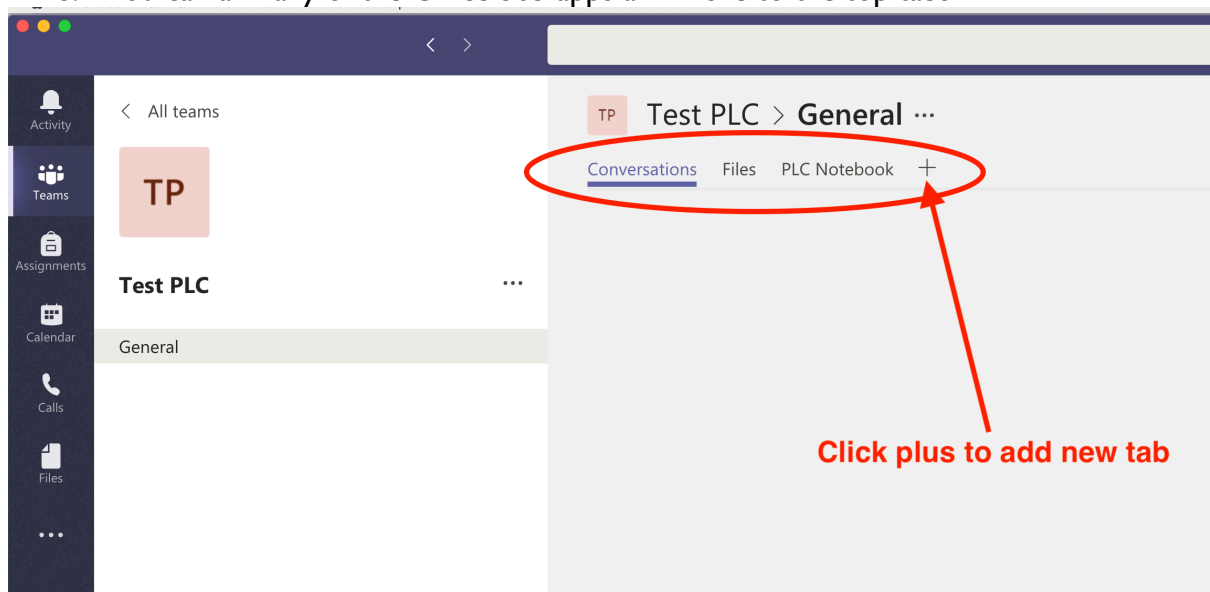


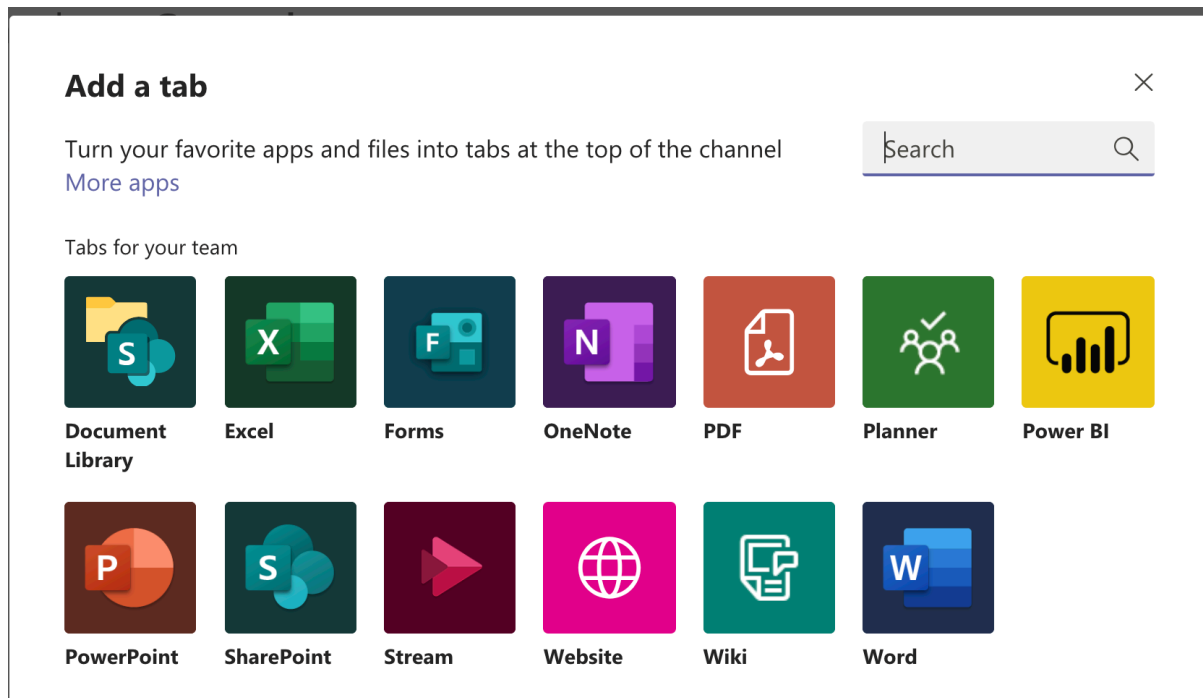
****In Team settings, click on 'Fun stuff' to turn off stickers and memes, AND to allow memes to be uploaded.****



Adding Apps to Tabs

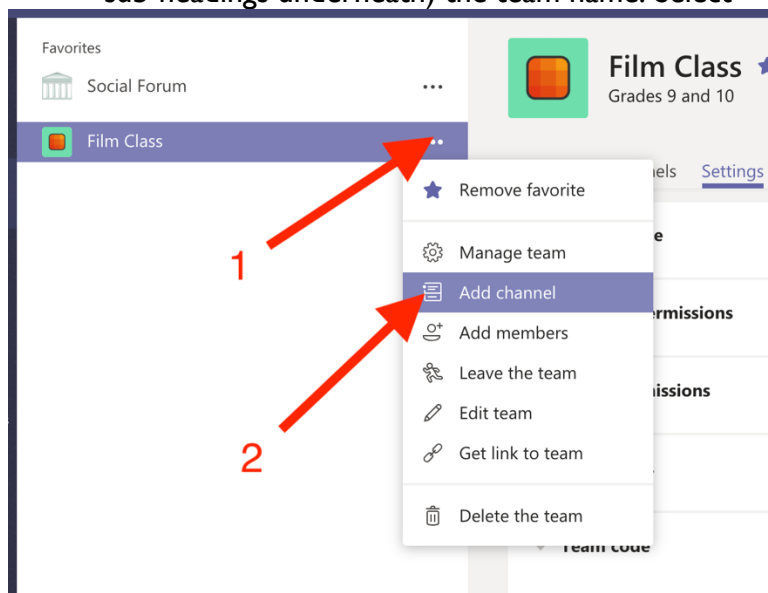
8. You can add any of the Office 365 apps and more to the top tabs





Adding a Channel (Consider a 'Channel' a new discussion or topic)

- Go to the three horizontal dots and 'Add Channel'. (New Channels will appear as sub-headings underneath) the team name. Select



- Name the Channel something that will help students locate it easily.

Create a channel for "Film Class" team

Channel name
Homework Help ✓

Description (optional)
Help others find the right channel by providing a description

☒ Automatically favorite this channel for the whole team

Cancel Add

11. When you have a Channel, you can start a new conversation, add files, and insert links.

Lower School Uses

Students collaborate at school and/or home on a project.

Upper School Uses with ManageBac

- The teacher creates a team within his/her class. (Eg- Individuals and Societies 9.1)
The teacher has the students join the team.
- The teacher creates a channel and gives it a title (Eg- Reading task October 26th)
- The teacher posts the task instructions on ManageBac, and keeps formative feedback/attainment levels there as well.
- The teacher posts a link to the Channel on ManageBac.
- The teacher posts material (reading, link, photo, etc) at the top of the Channel and students can respond to the assigned questions/tasks directly on the page.
- Students can be assigned a number of posts on the topic material, in response to questions or in response to other students' contributions. They are able to POST EVIDENCE/SUPPORT for their views right on the Channel, along with MLA references, as appropriate. Consider it an online discussion forum.

Completed written tasks (Reflections, essays, etc) should still be posted to ManageBac

Teacher Team Uses

Collaborate with a team, in one place,