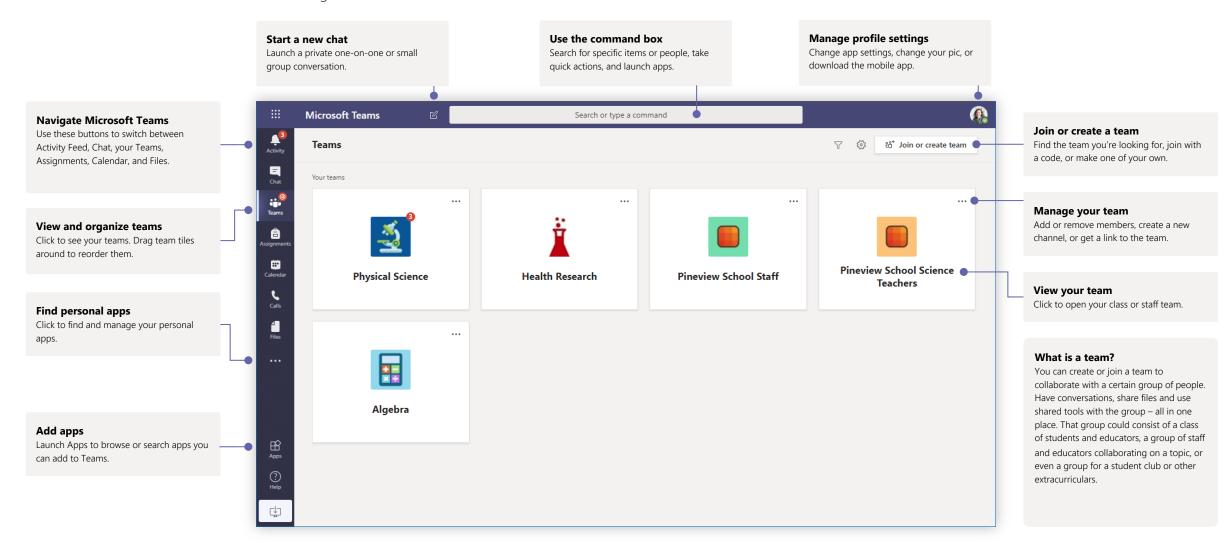


### Quick Start Guide

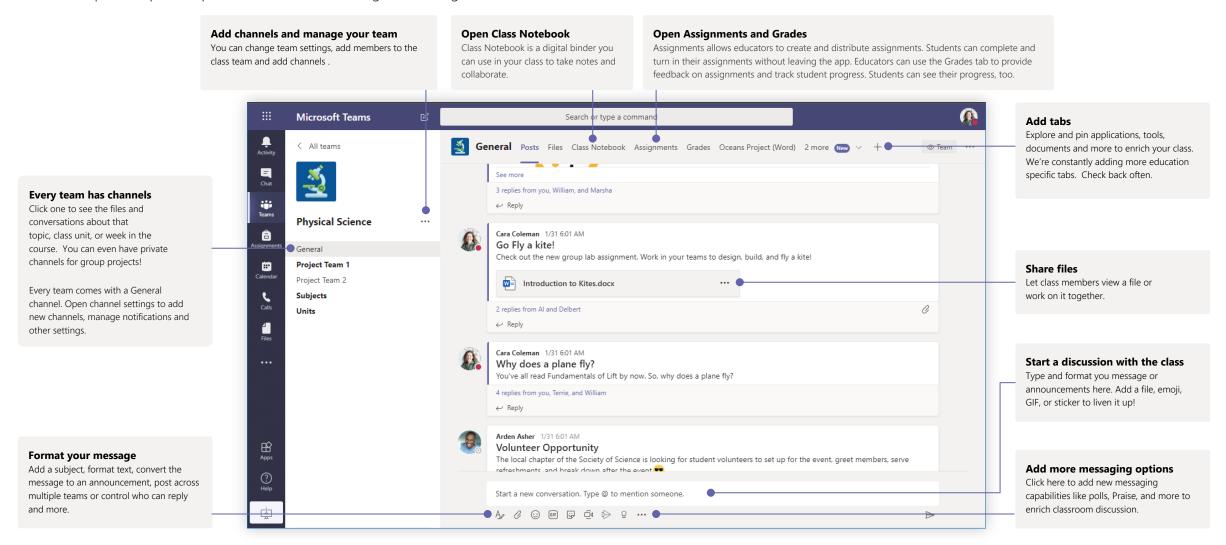
New to Microsoft Teams for Education? Use this guide to learn the basics.





#### Class teams

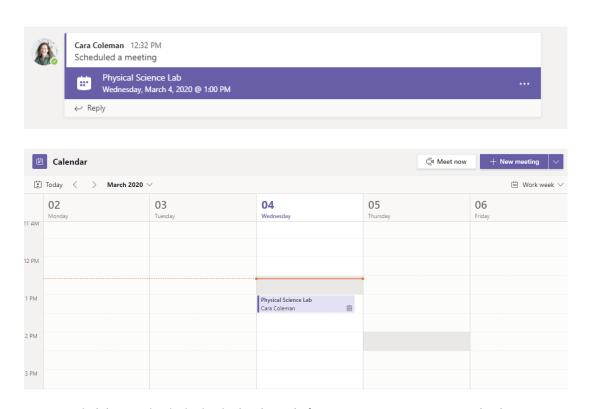
Class teams provide special capabilities tailored for teaching and learning





### Join a meeting

Hold classes, staff collaboration meetings, or trainings over online meetings



Physical Science Lab Chat Details Scheduling Assistant Meeting notes Whiteboard

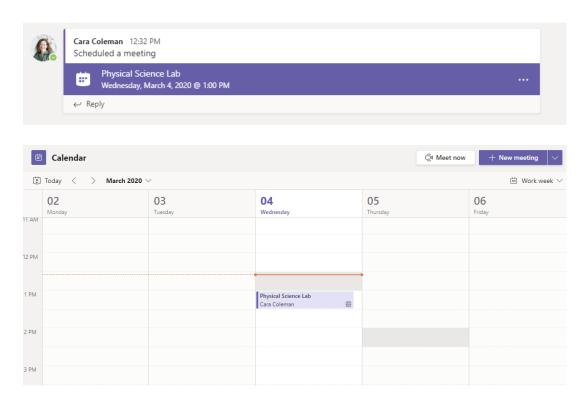
Find the meeting invitation in the channel of your team or on your Teams calendar.

Open the meeting and click **Join** to join the meeting.

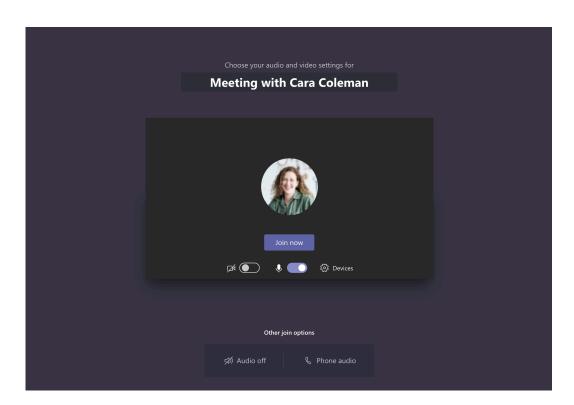


### Join a meeting

Hold classes, staff collaboration meetings, or trainings over online meetings



Find the meeting invitation in the channel of your team or on your Teams calendar. Click to open the meeting item and select **Join**.

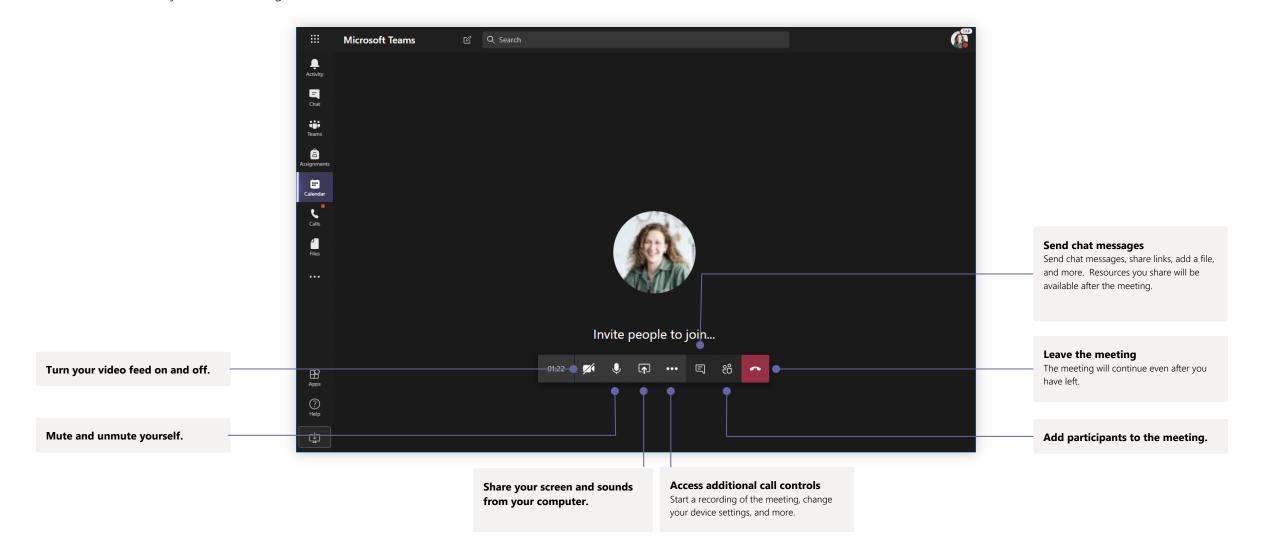


Double-check your audio and video input, turn on the camera, and unmute your microphone to be heard. Select **Join now** to enter the meeting.



### Participate in a meeting

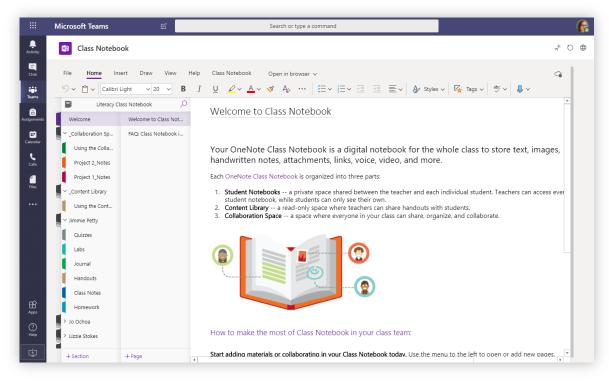
Share video, voice, or your screen during the online call.





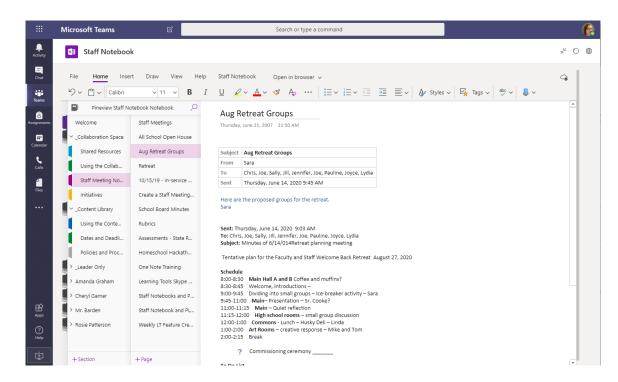
#### OneNote Class and Staff Notebooks

A digital binder to use in your class or with your staff to take notes and collaborate



#### Personal notes, class notes, and collaboration

OneNote Class Notebooks have a personal workspace for every student, a Content Library for handouts, and a Collaboration Space for lessons and creative activities.



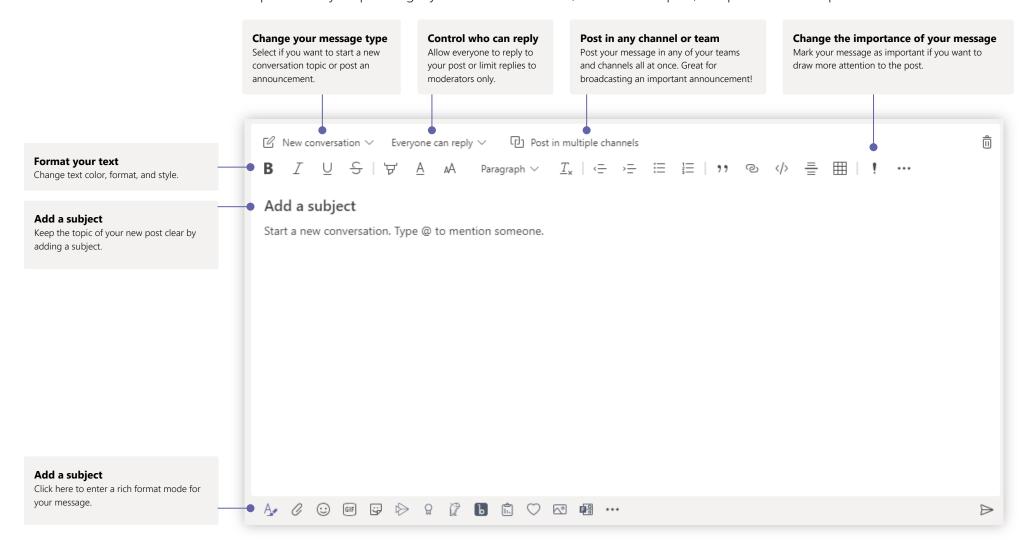
#### Great for staff meeting notes, brainstorming, and classroom observations

OneNote Staff Notebooks have a personal workspace for every staff member or teacher, a Content Library for shared information, and a Collaboration Space for everyone to work together, all within one powerful notebook.



### Enrich your channel posts

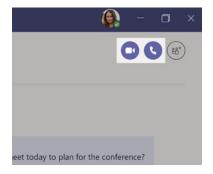
Create classroom announcements and posts. Edit your post to get your students' attention, control who replies, and post across multiple channels.





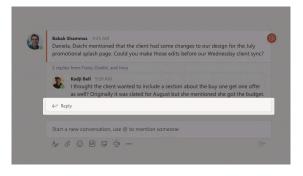
#### Make video and audio calls

Click **Video call** or **Audio call** to call someone from a chat. To dial a number, click **Calls** on the left and enter a phone number. View your call history and voicemail in the same area



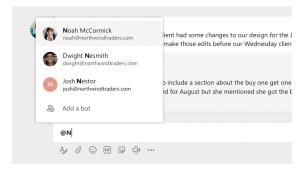
### Reply to a conversation

Channel conversations are organized by date and then threaded. Find the thread you want to reply to, then click **Reply**. Add your thoughts and click **Send**.



### @mention someone

To get someone's attention, type **@**, then their name (or pick them from the list that appears). Type **@team** to message everyone in a team or **@channel** to notify everyone who favorited that channel.



### Add an emoji, meme, or GIF

Click **Sticker** under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF. Search for MicrosoftEDU in the GIF search box for extra fun!

