

# Office365 Teams Meetings

## Student Guide



### Contents

<b>Installing the Teams Desktop App</b> .....	2
<b>Join a Team</b> .....	3
<b>Teams General Channel</b> .....	4
<b>Join a Meeting from the Teams Desktop App</b> .....	4
<b>Teams Meeting Toolbar</b> .....	6
Waiting in the Lobby .....	6
Video Camera.....	6
Microphone.....	7
Meeting Conversation.....	7
Raise Your Hand .....	7
Device Settings: Trouble Shoot Audio or Camera.....	8
Share Your Screen .....	8
Give or Request Control .....	8
Closed Captions .....	9
Set a Background.....	9
Leave a Meeting.....	10

## Installing the Teams Desktop App

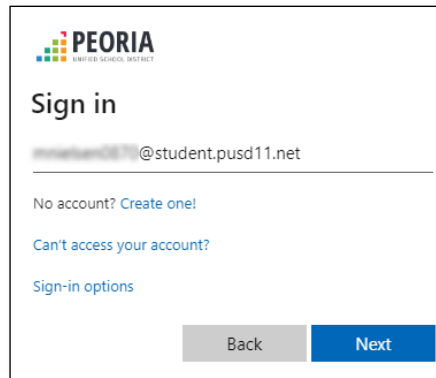
1. From your home computer, or a borrowed district computer, go to the **Student Portal**.

<https://student.pusd11.net>

2. Click the Office 365 icon on the right side of the page.

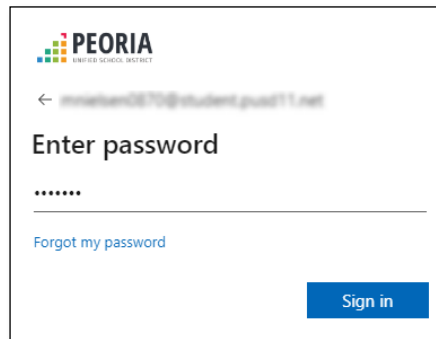


3. Enter your **district email address**.  
*District email is the username followed by @student.pusd11.net.*

A screenshot of the sign-in page for Peoria Unified School District. The page has the Peoria logo at the top left. Below the logo is the text "Sign in". There is a text input field containing a partially obscured email address followed by "@student.pusd11.net". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right, there are two buttons: a grey "Back" button and a blue "Next" button.

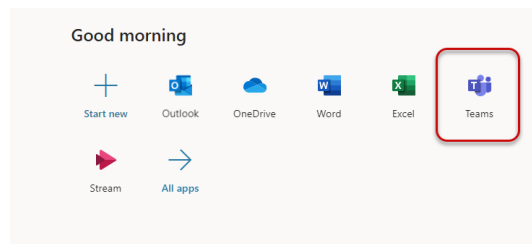
4. Click **Next**.

5. Enter your **password**.

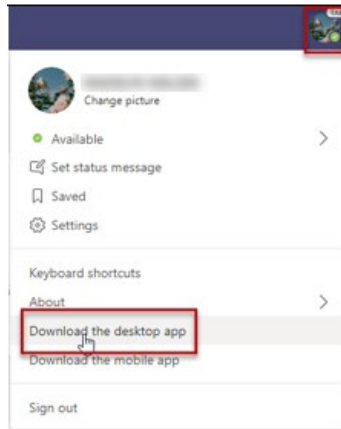
A screenshot of the "Enter password" page for Peoria Unified School District. The page has the Peoria logo at the top left. Below the logo is the text "Enter password". There is a text input field containing a partially obscured email address followed by "@student.pusd11.net". Below the input field is a password input field with six dots. Below the password field is a link: "Forgot my password". At the bottom right, there is a blue "Sign in" button.

6. Click **Sign in**.

7. From **Offic365** click to open **Teams**.



8. Click the image or initials in the upper-right corner of the Teams screen.



9. Then click **Download the Desktop app**.

10. Click to run the Teams program.  
(You should see the link at the bottom of the screen.)



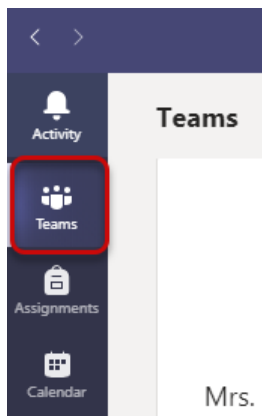
## Join a Team

If your teacher has created a Team for your class that requires a Join Code, you will need to join the Team using the Join Code. Your teacher will share the Join Code with you.

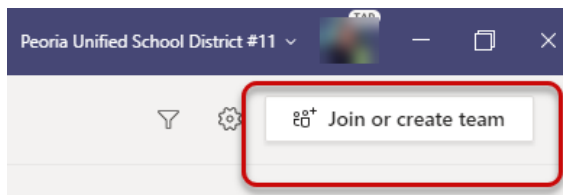
1. Open the **Teams Desktop App**.



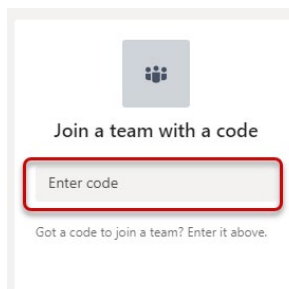
2. Click on the **Teams** on the left navigation menu.



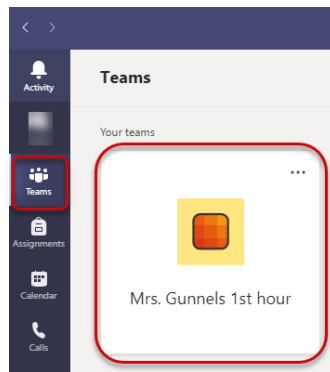
3. If your teacher gave you a Join Code, click **Join or create a team**.



4. Enter your **join code**.



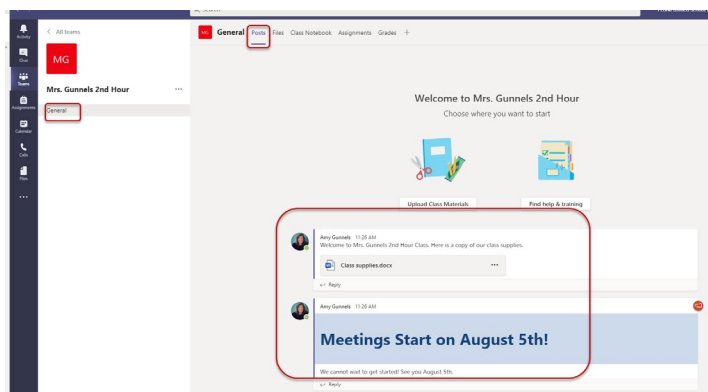
**NOTE:** Once you have joined a Team, the Team will appear on the All Teams Page along with any other Teams you belong to.



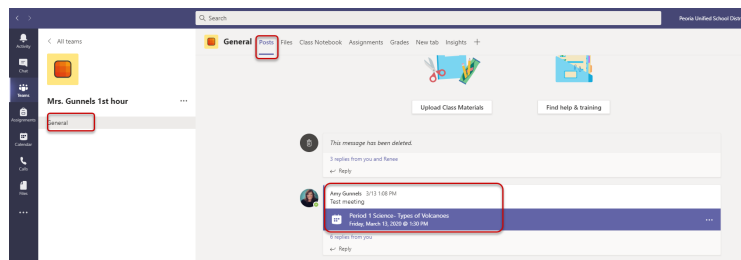
## Teams General Channel

NOTE: Each Team will have a General Channel. The General channel holds the pages for each class team.

1. Team posts will appear on the General Channel.

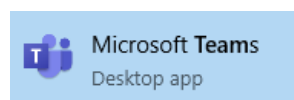


2. Team meetings will appear on the General Channel.



## Join a Meeting from the Teams Desktop App

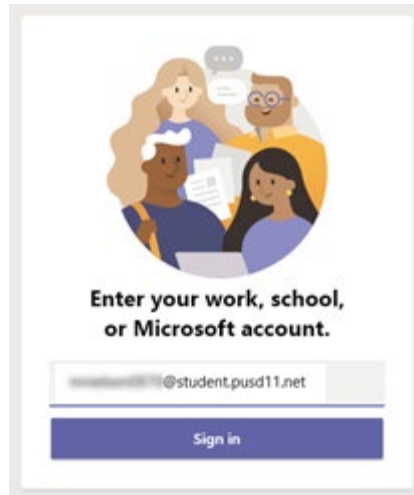
1. Open the **Teams Desktop app**. If you do not have a shortcut on your computer, search for Teams and then click to open it.



2. Sign in with your district email address. Enter the email and then click **Sign in**.

3. Add your **password**.

4. Click **Sign in**.



@student.pusd11.net

Enter password

•••••

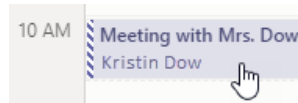
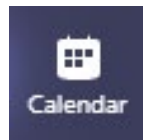
[Forgot my password](#)

[Sign in with another account](#)

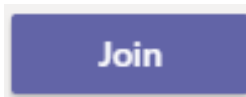
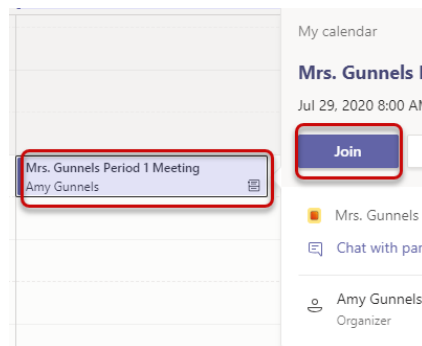
Sign in

5. After Teams opens, click the **Calendar** button on the left side of the screen.

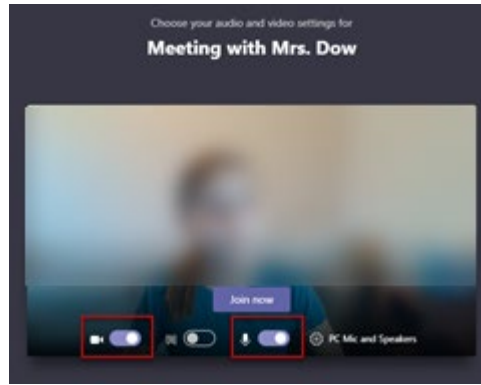
6. Find the meeting on the calendar and click to open it.



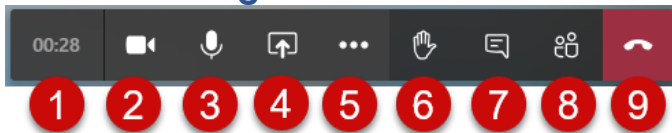
7. Click the **Join** button in the upper-right corner of the meeting screen.



8. Click to turn the video camera and microphone **ON or OFF as directed by the teacher.**
9. Click **Join now.**

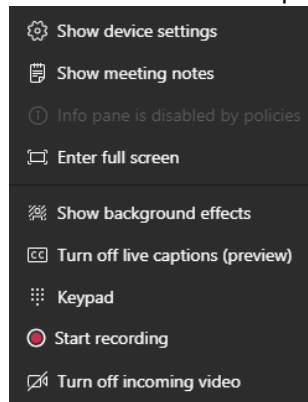


## Teams Meeting Toolbar



1. Elapsed time
2. Video camera off/on
3. Microphone off/on
4. Share screen
5. More Actions
6. Raise hand
7. Show/hide conversation
8. Show/hide participants
9. Hang up

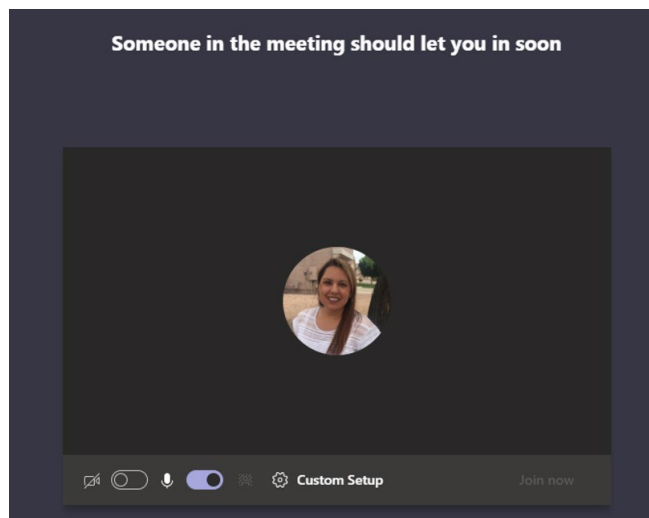
### More Actions Menu Expanded:



### Waiting in the Lobby

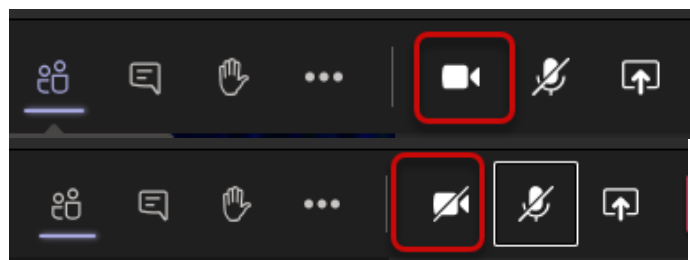
If your teacher has set the virtual lobby, you will see this message.

Wait patiently and your teacher will let you into the meeting when the teacher is ready.



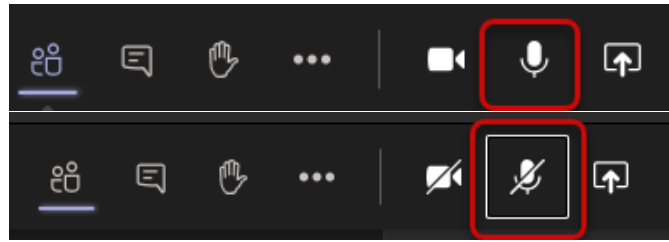
### Video Camera

1. Video on.
2. Video off.



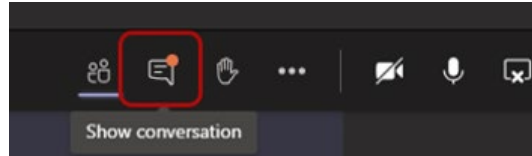
## Microphone

1. Microphone On.
2. Microphone Off.

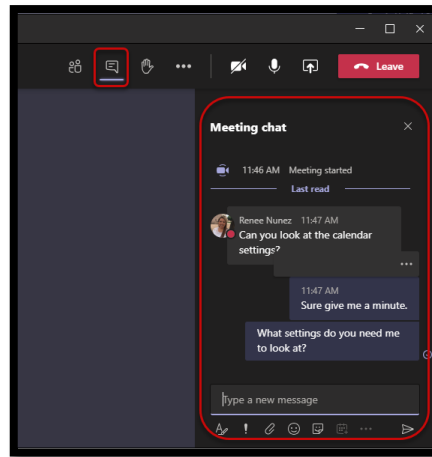


## Meeting Conversation

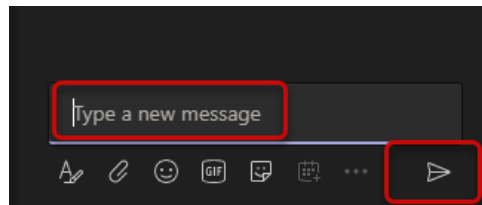
1. Click the **Show Conversation** callout icon to add questions to the meeting chat.



2. The **Meeting chat** window will open.

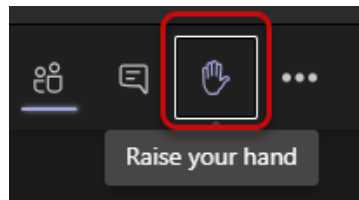


3. Type your message and click the **paper airplane arrow** to deliver the message.

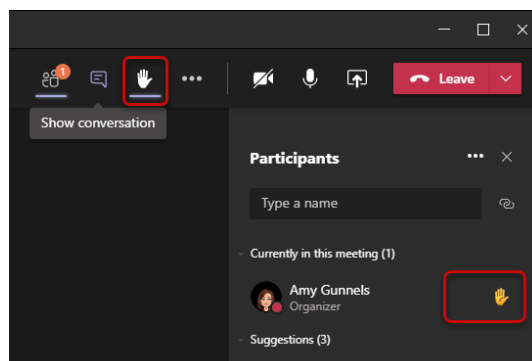


## Raise Your Hand

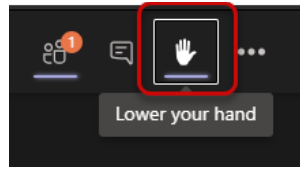
1. Click the **Raise your hand** symbol on your tool bar.



2. Your teacher will see who has raised a hand (Teacher View).



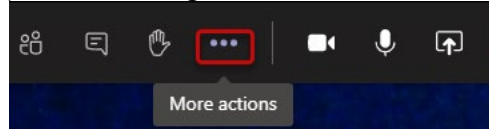
3. Click again to **lower** your hand.



### Device Settings: Trouble Shoot Audio or Camera

If you experience audio or camera concerns, check to make sure the correct camera and microphone are selected in Device Settings. . If you are using an external microphone, make sure it is plugged in and recognized in the Microphone settings.

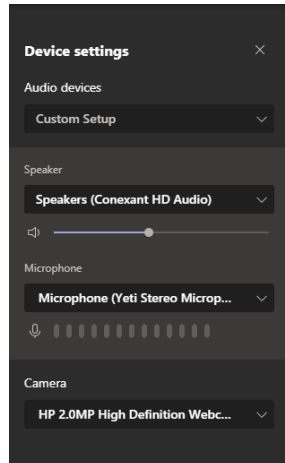
1. Click the **3 dots**.



2. Open **Device Settings**.



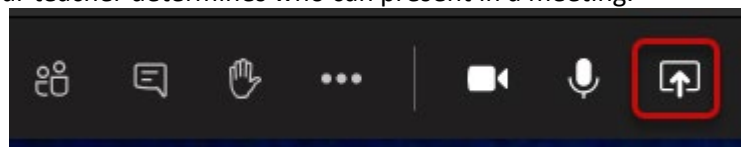
3. Check Audio devices and Microphone.



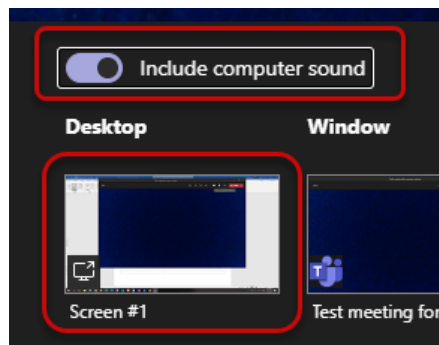
### Share Your Screen

NOTE: Only presenters can share their screen. Your teacher determines who can present in a meeting.

1. Click the **Share Content icon**.



2. Click **Include computer** sound to share your computer's audio.
3. Select the screen or window to share.

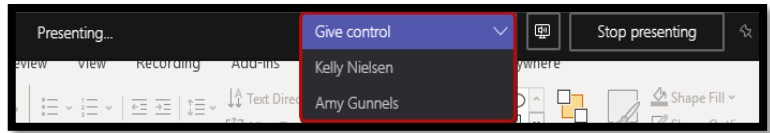


### Give or Request Control

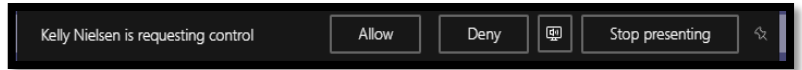
NOTE: Only presenters can give or request control. Your teacher determines who can present in a meeting.



1. Give control when you are sharing/presenting your screen.



2. Allow or Deny a request for control.

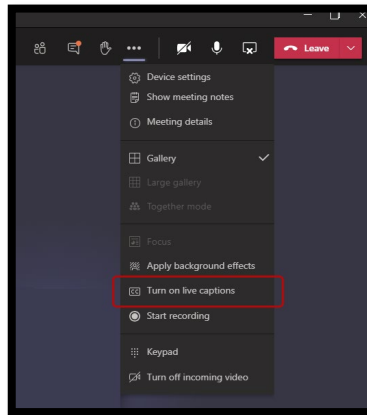


### Closed Captions

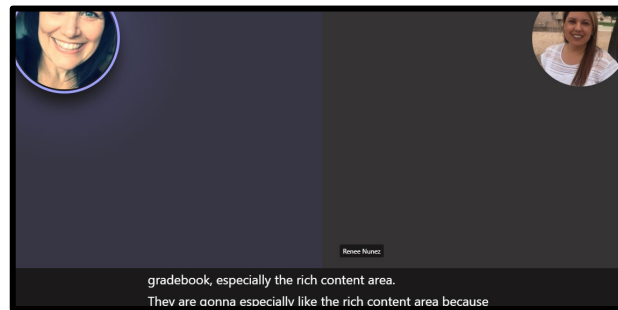
1. Click the 3 dots for **More Actions**.



2. **Turn on** captions.

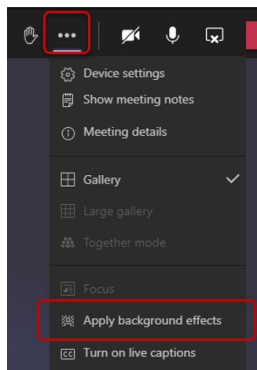


3. Captions will display at the bottom of your screen.



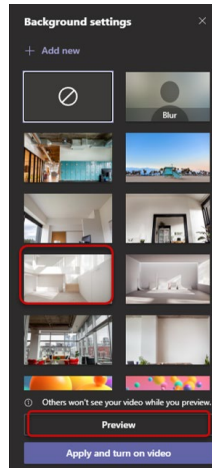
### Set a Background

1. Click the 3 dots for **More Actions**.

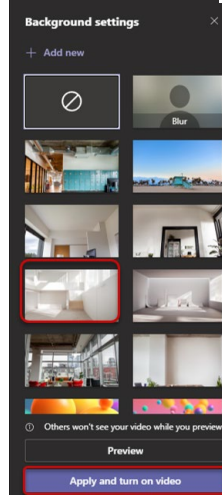


2. Click **Apply background effects**.

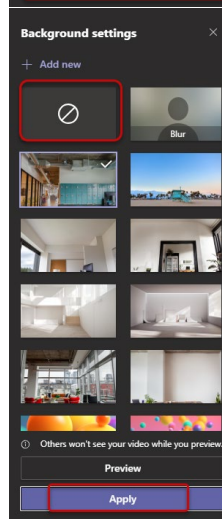
3. **Select** a background.



4. **Preview** the background.

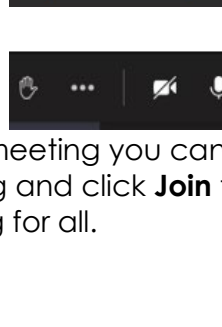


5. Click **Apply and turn on video**.



To remove the background:

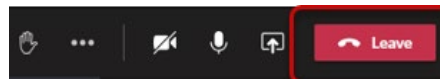
6. Select the **box with the crossed circle**.



7. Click **Apply**.

## Leave a Meeting

1. Click the **Leave** button to exit a meeting.



**IMPORTANT:** If you accidentally leave a meeting you can rejoin the meeting in session. Navigate to your Teams calendar, locate the meeting and click **Join** to re-enter the meeting.

**NOTE:** Your teacher can end the meeting for all.