


Office of Teaching and Learning

Microsoft Teams: Getting Started

Educators should use this guide to establish their Microsoft Teams courses effectively. Similar to how teachers arrange a physical learning space, preparing digital classrooms is equally essential.

+ Create Team

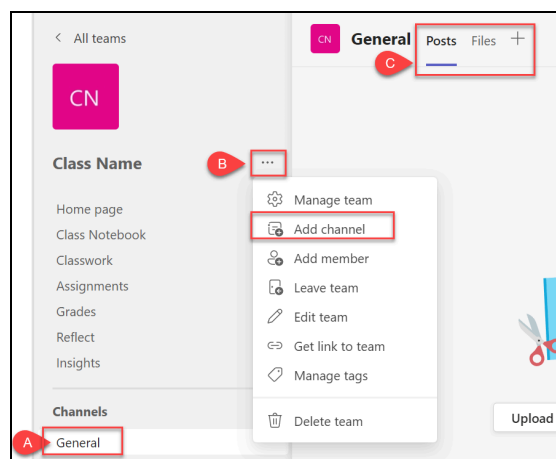
1. In the top right corner of Teams, click the Create or Join Team button.
2. Choose Create a Team.
3. The Team type will be Class.
4. Enter a name for your class.
5. A description can be added, but is optional.

 Join or create team

[Tutorial here](#)

Channels

1. Every Class Team has a General Channel. This channel can be used for communication and collaboration.
2. You can add additional channels by clicking the 3-dot menu, then Add Channel.
3. Each channel you create, will have an area for posting announcements and a Files tab. You can add additional tabs for apps by clicking the + sign.
 - a. Channels are a good way to organize your Team.
 - b. Adding a tab allows you to connect apps to your Team and that app will open up in Teams, which contains students in a safe/private space. Students do not have to open up another browser to use the app.



[Tutorial here](#)

Add Students

1. Next to the class name, click the 3 dots.
2. Choose “Add member.”
3. Type in student names/email.

[Tutorial here](#)

OR

1. Next to the class name, click the 3 dots.
2. Choose “Manage Team.”
3. Click “Settings.”
4. Click the caret next to “Team Code.”
5. Click the “Generate” button to create a Team Code.
6. Display the code to have students join the Team.

[Tutorial here](#)

OR

Roster students using an LMS such as Canvas, Blackboard, Moodle, and more.

