

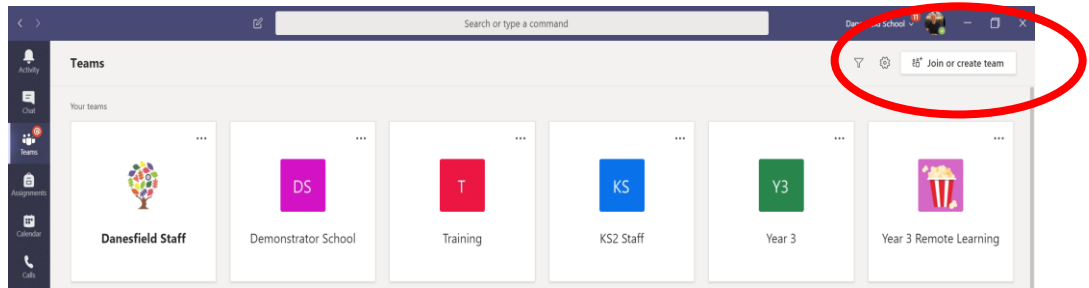
Setting up your first Class Team

Before setting up your first Team you will need to set up Office 365 accounts for your students and staff.

Follow this link for a step by step guide:

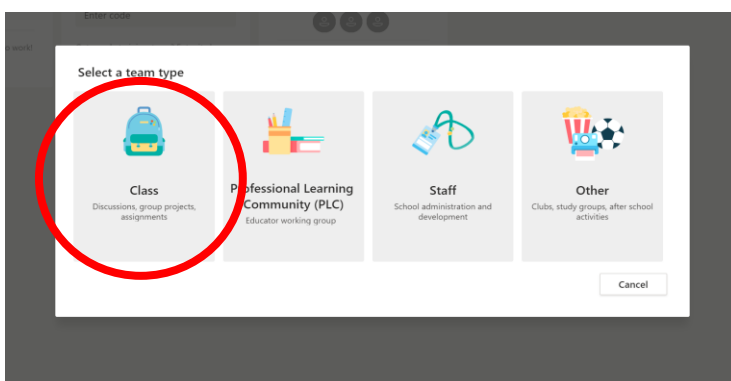
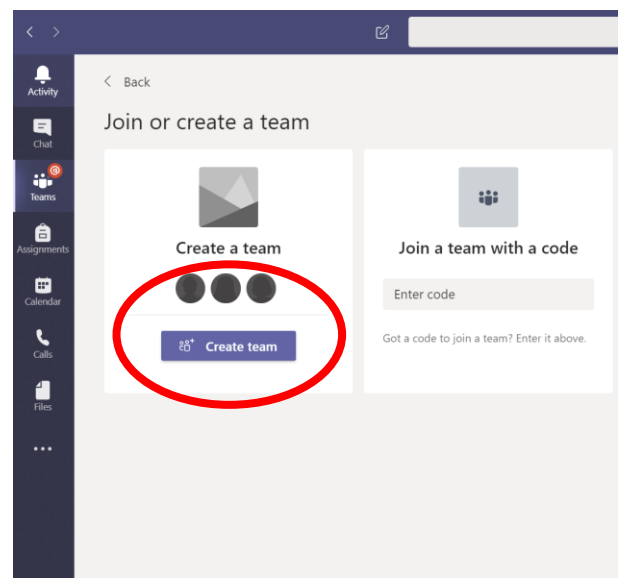
<https://docs.microsoft.com/en-us/microsoft-365/education/deploy/create-your-office-365-tenant>

Or visit: www.eac-ns.co.uk/remote-learning for setup support.



Step 1: When you have opened Teams using either office.com or the Teams application, click **Join or Create Team**

Step 2: Click **Create team**



Step 3: Choose the type of team you want to create. In this case, click **Class**.

Step 4: Give your Team a name and description.

code

Create your team

Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook.

Name

Class 3M

Description (optional)

Create a team using an existing team as a template

Cancel Next

Add people to "Class 3M"

Students Teachers

AB Baker, Ashley × RB Barnett, Ruth × greg came

Start typing a name to choose a group, distribul

GC Cameron, Greg
(GREGCAMERON) Fake Account

Add

Skip

Step 5: Add your pupils to your class Team. When you start typing a name, you should see their account pop up. Click to add to the list. When you have added all your pupils, click **Add**.

Step 6: Click on **Teachers** to add teaching staff to your team. Then click **Add**.

Add people to "Class 3M"

Students Teachers

anth

Anthony Foy
AFOY
in at your school.

Add

Skip

Note: Do not worry if you miss out any students or teachers at this stage. They can always be added to the team once created.

Add people to "Class 3M"

Students Teachers

Search for teachers

Add

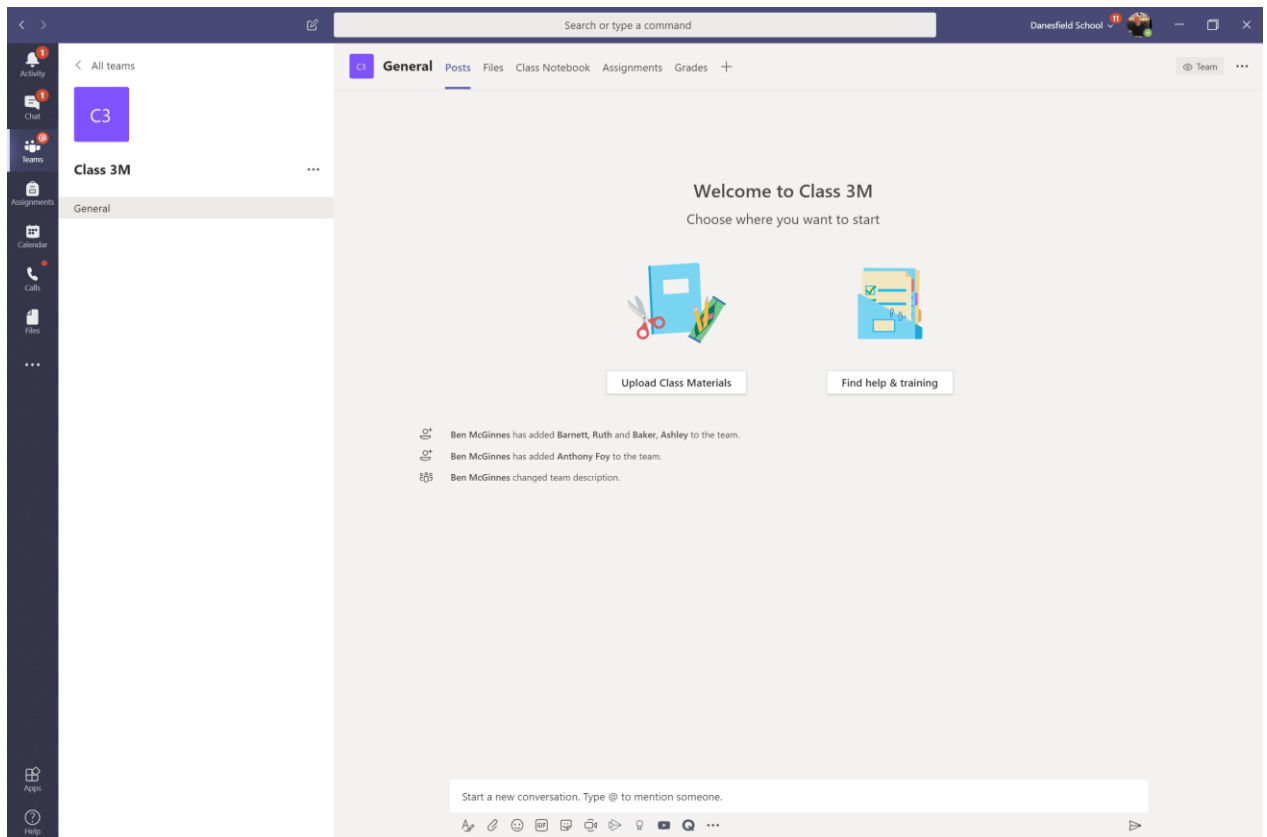
Start typing a name to choose a group, distribution list, or person at your school.

 Anthony Foy
AFOY

Close

Step 7: Click **Close** and get ready to see your new Team.

Your Team is now ready



The screenshot shows a Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main area displays the 'Class 3M' team chat. At the top, there's a search bar and tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. The 'General' tab is active, showing a 'Welcome to Class 3M' message with the instruction 'Choose where you want to start'. Below this are two buttons: 'Upload Class Materials' and 'Find help & training'. A list of recent activity is shown below, including 'Ben McGinnes has added Barnett, Ruth and Baker, Ashley to the team.', 'Ben McGinnes has added Anthony Foy to the team.', and 'Ben McGinnes changed team description.'. At the bottom, there's a text input field with the placeholder 'Start a new conversation. Type @ to mention someone.' and a toolbar with various icons for actions like reply, edit, and share.