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# Jaguar Guide

To Microsoft Teams

# What is Microsoft Teams?

- Think of Microsoft Teams as your virtual classroom.
- Your teacher will use Teams to share assignments, homework, video chat, and communicate with you.



# Getting Started

- You will be able to log in with your computer login information  
@rcsd1.org
- For example:  
john.patt2345@r1student.org  
Password: (what you use to login to the computers at school).
- If you are unsure what your ID number is, ask your teacher.

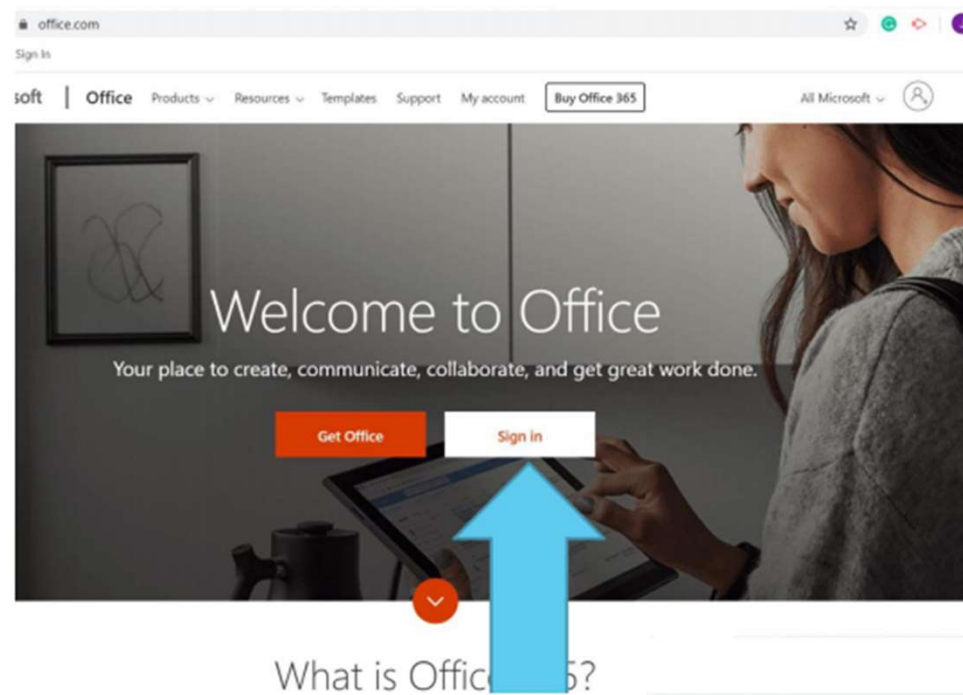
# Getting Started

- In any browser go to [office.com](https://office.com)



# Getting Started

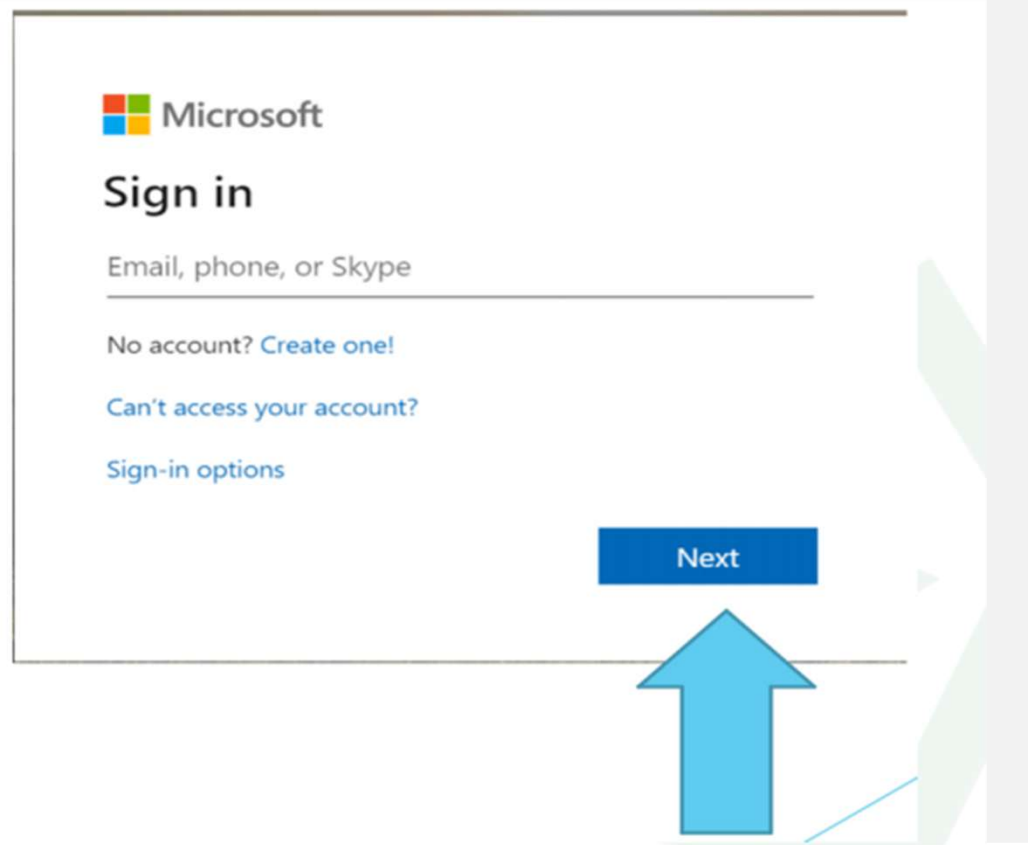
Click “Sign in”



# Getting Started

Type your  
username & click

"Next"



The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the heading "Sign in". Underneath is a text input field labeled "Email, phone, or Skype". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right of the form is a blue button labeled "Next". A large blue arrow points upwards from the bottom of the page towards the "Next" button.

# Getting Started

Type your  
password & click

"Sign in"

Enter password

Password

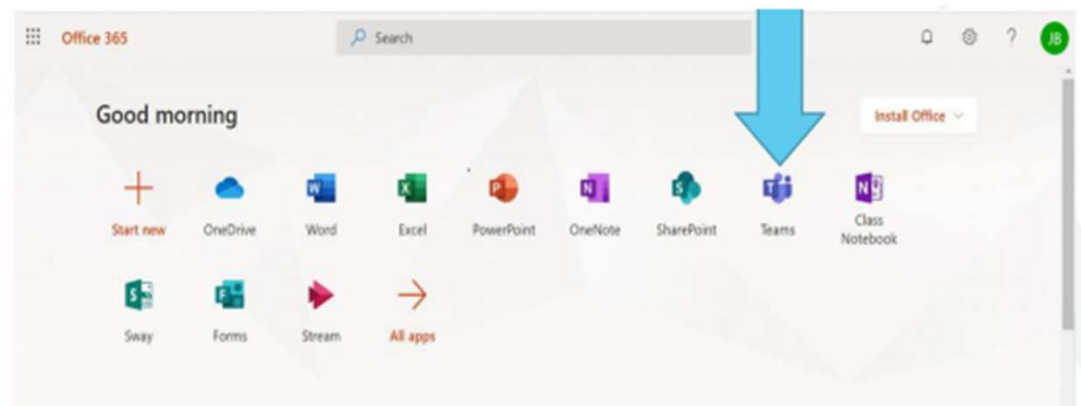
[Forgot my password](#)

Sign in



# Microsoft 365

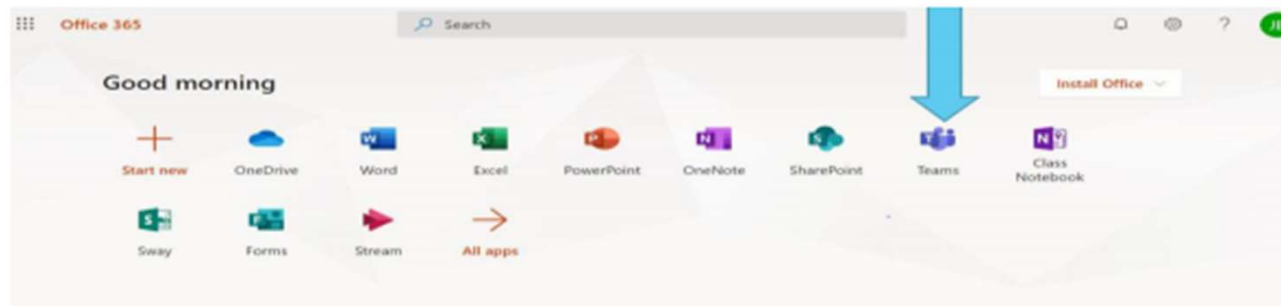
- Once you are logged in you will see you have access to all the Microsoft 365 apps. This is also where you will find Teams





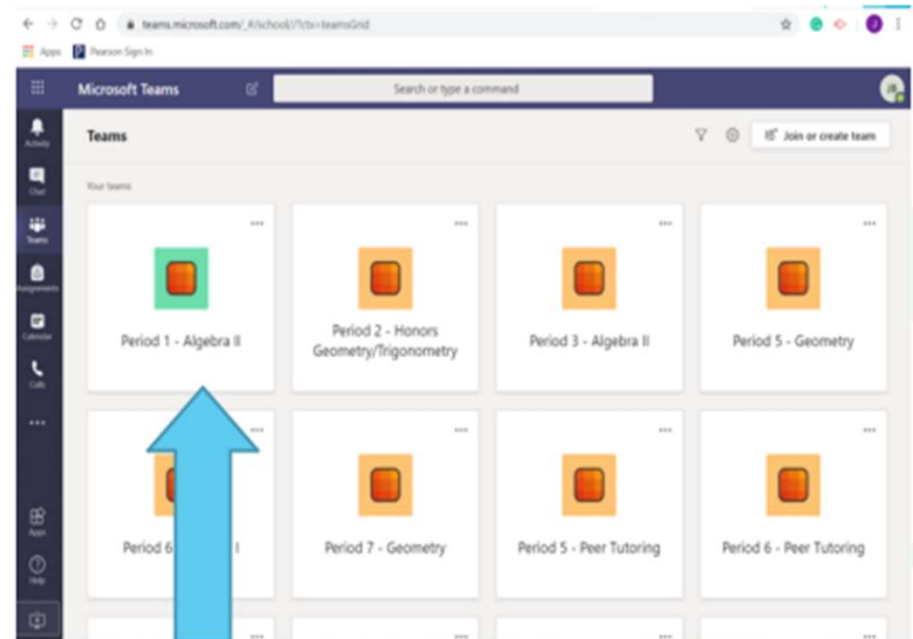
# Navigating Teams

- Click on the Teams Icon.



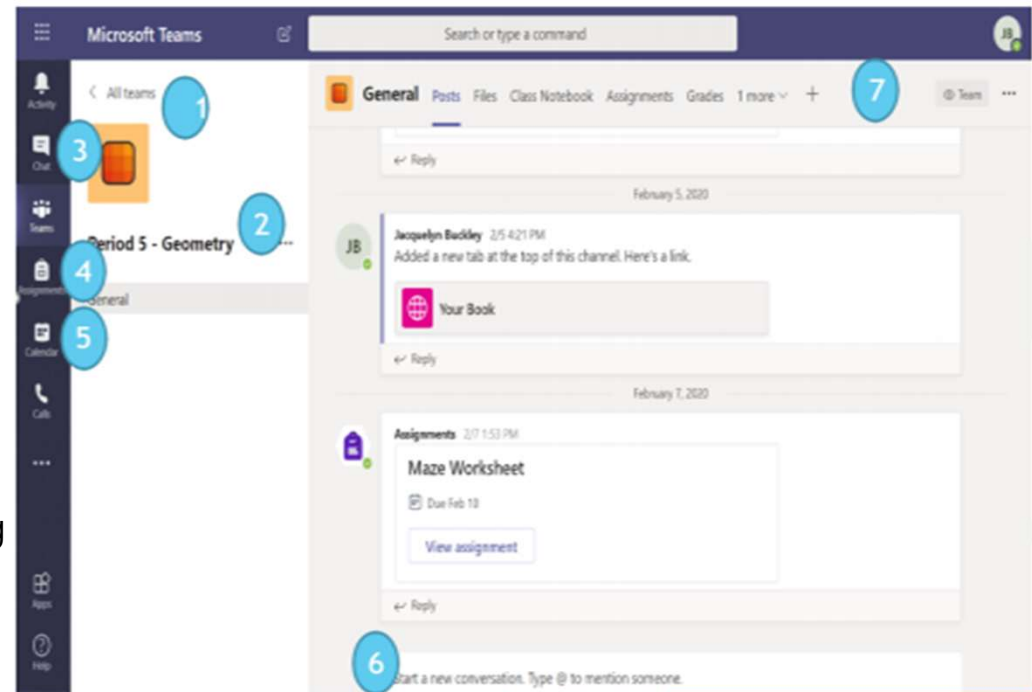
# Navigating Teams

- Click on the Class you wish to view.



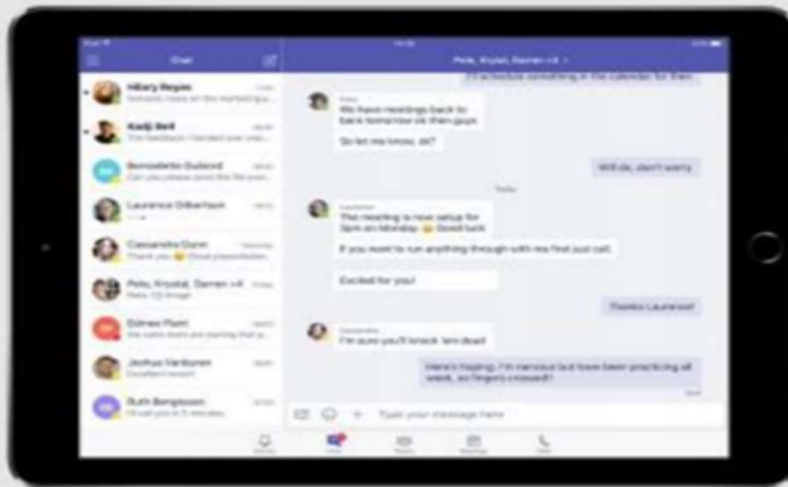
# Navigating Teams

1. Menu of Teams – To get back to other teams
2. Current Team – The Class you are currently looking at
3. Chat – Private chat with teacher
4. Assignments – If teacher assigns work through teams this is one of the places it can be found
5. Calendar – This is where meetings with the teacher will be found.
6. Team Stream – If you have a question for the teacher, and you are ok with the class seeing the question. This is also for class discussions.
7. Tabs – Places that your teacher wants you to easily access. (Class text book, Class Notebook, assignments, etc.)

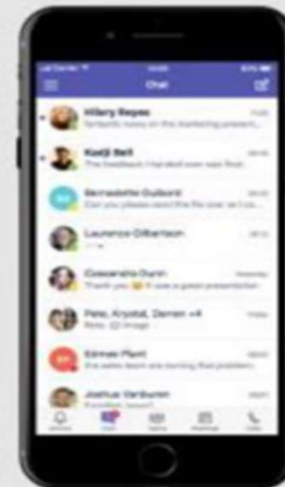


# Access Anywhere

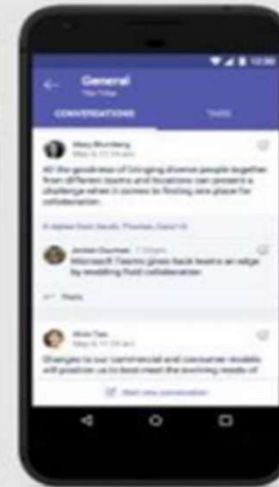
Available across Mobile platforms



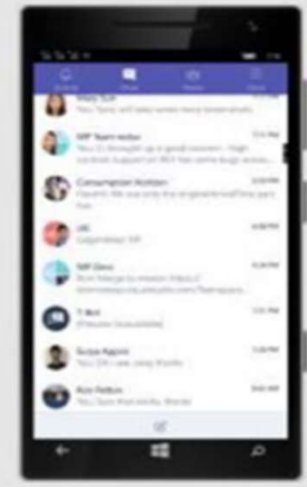
iPad



iPhone



Android



WP

Available in 181 markets and 25 languages to empower every individual to achieve more together