

Family Guide **to Microsoft Teams**

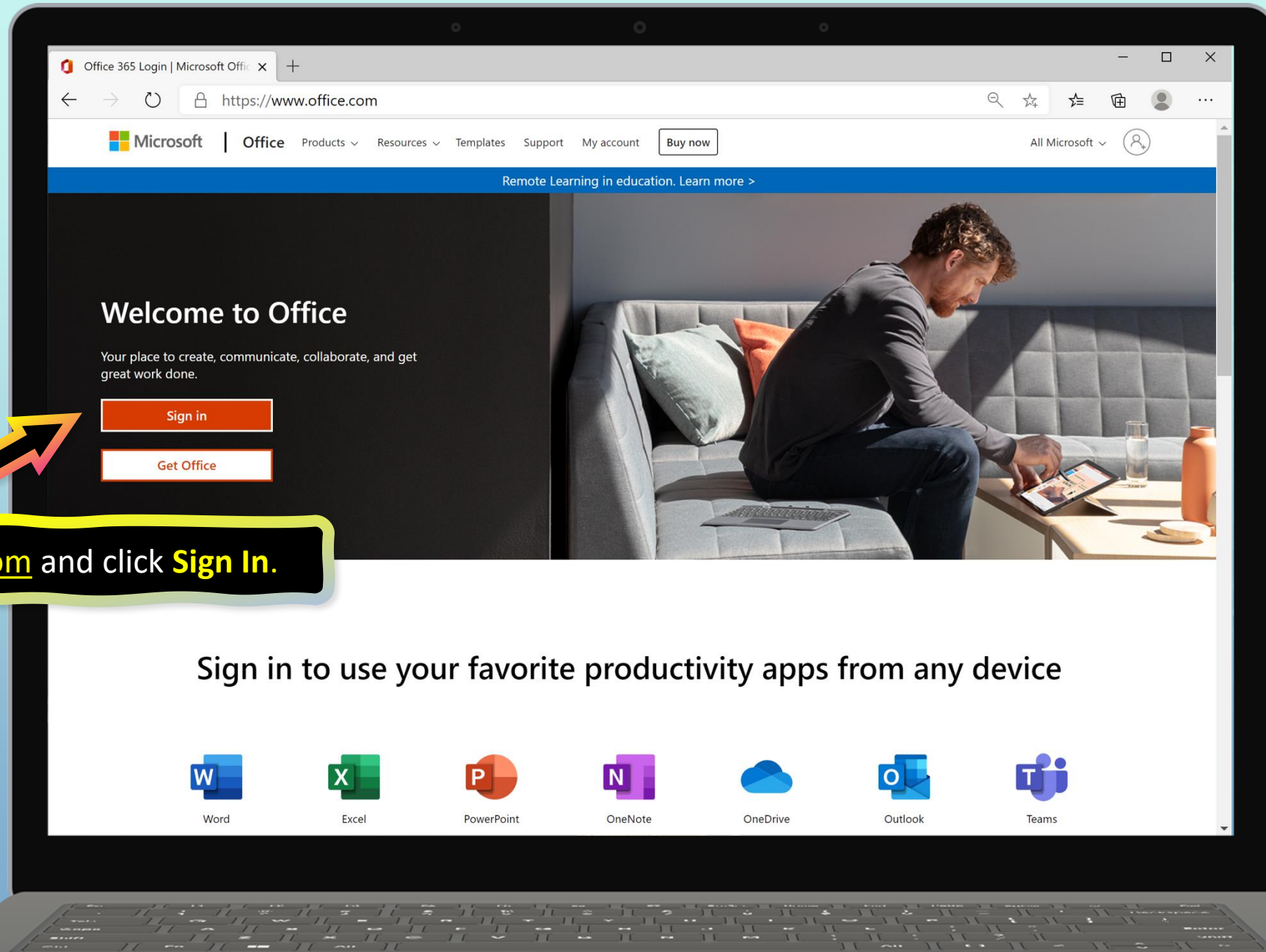
Everything your student needs to know to get started with online learning.

Chapter 1

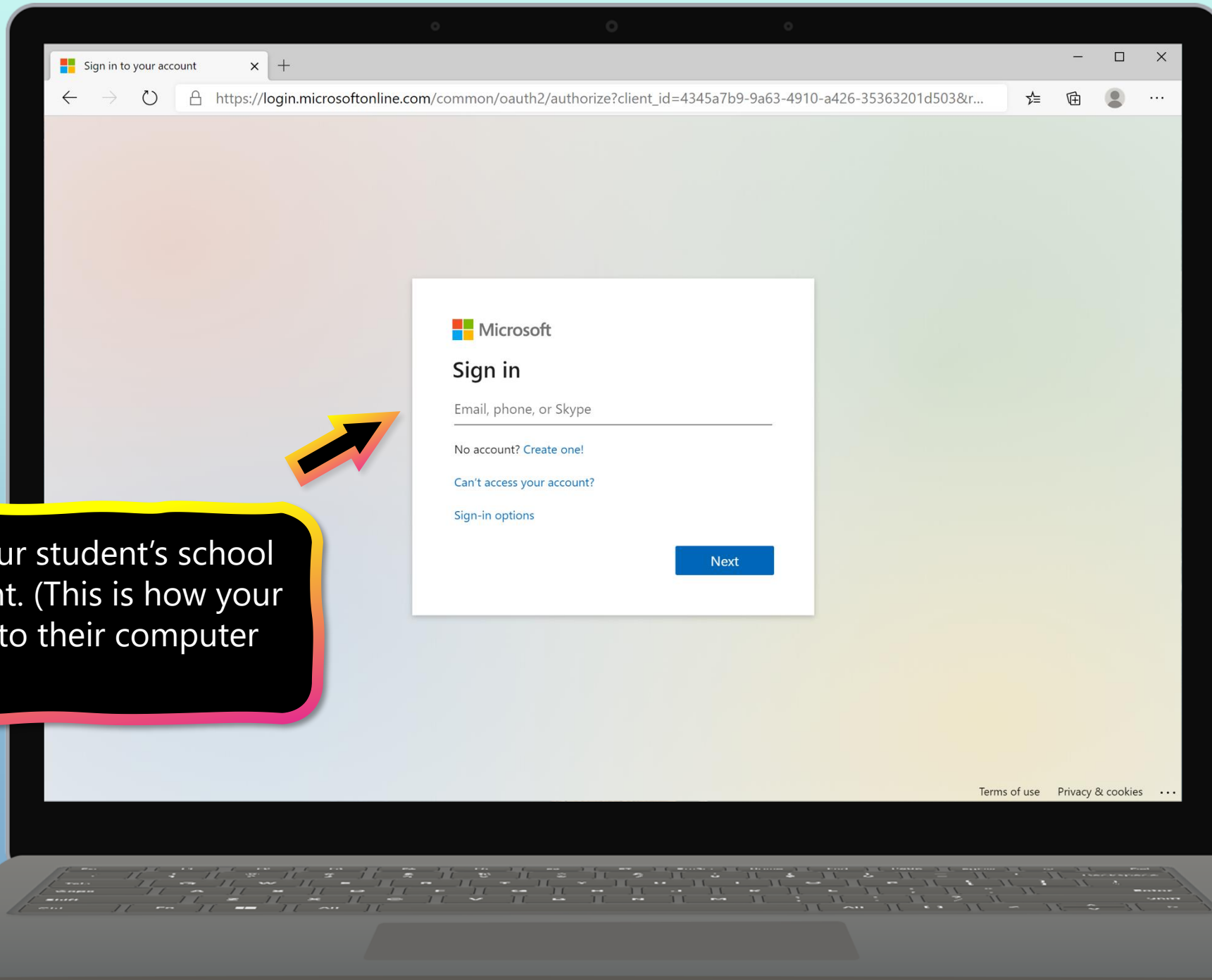
Get started with Teams

1. **Sign into Teams online**
2. Download Teams on desktop
3. Download Teams on mobile device

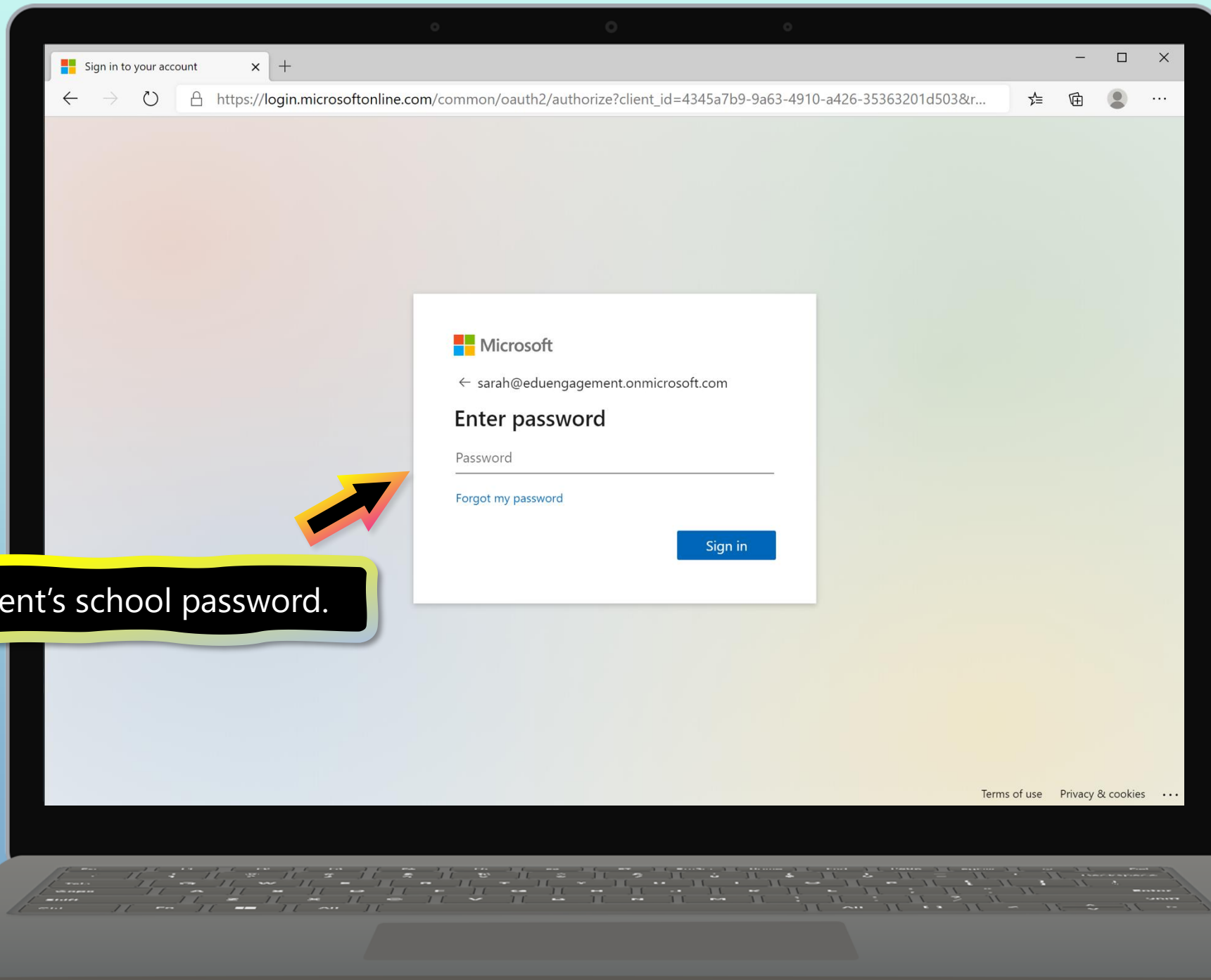




Go to [Office.com](https://www.office.com) and click **Sign In**.



Sign in with your student's school or work account. (This is how your student logs into their computer at school.)



Sign in to your account

https://login.microsoftonline.com/common/oauth2/authorize?client_id=4345a7b9-9a63-4910-a426-35363201d503&r...



← sarah@eduengagement.onmicrosoft.com

Enter password

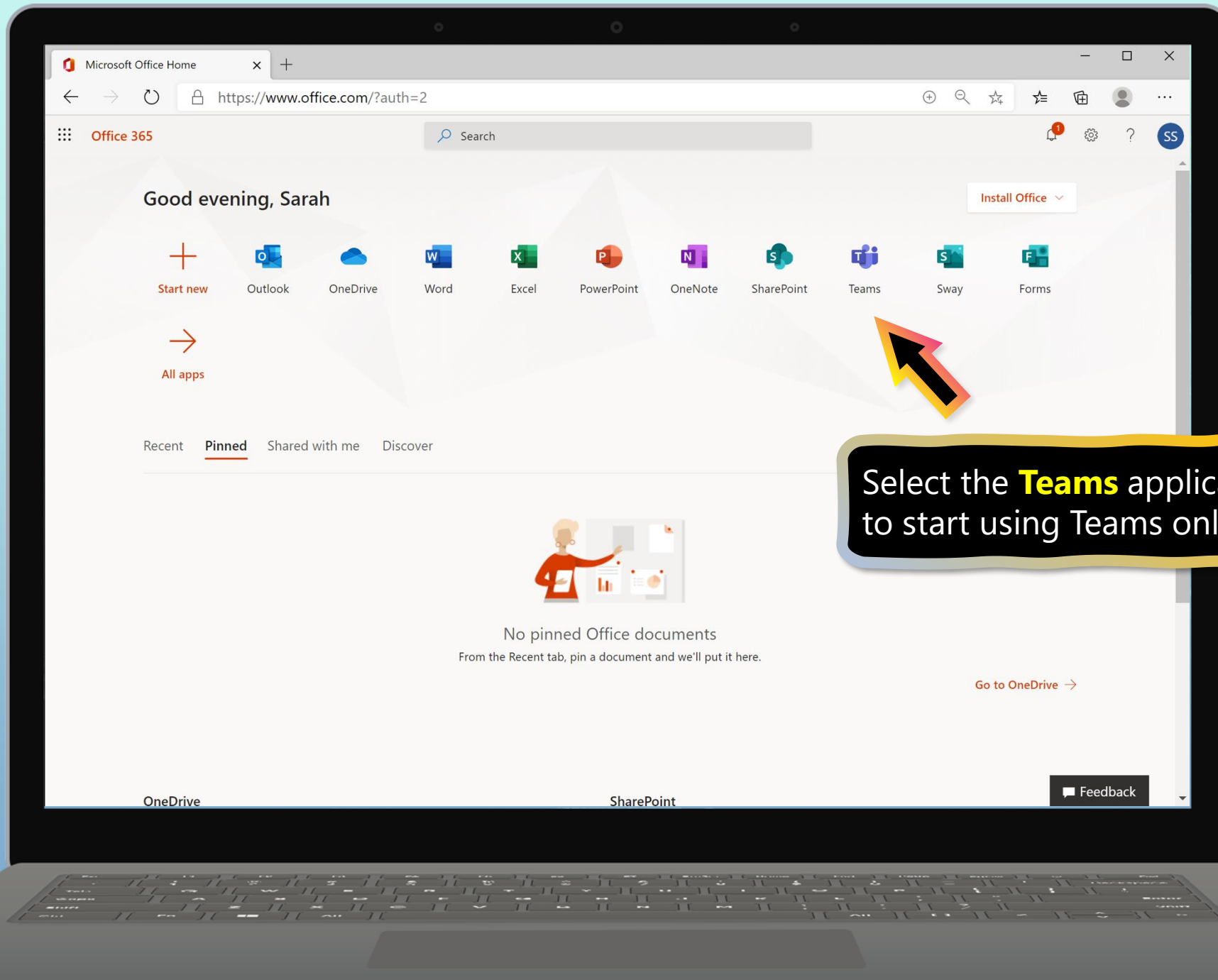
Password

[Forgot my password](#)

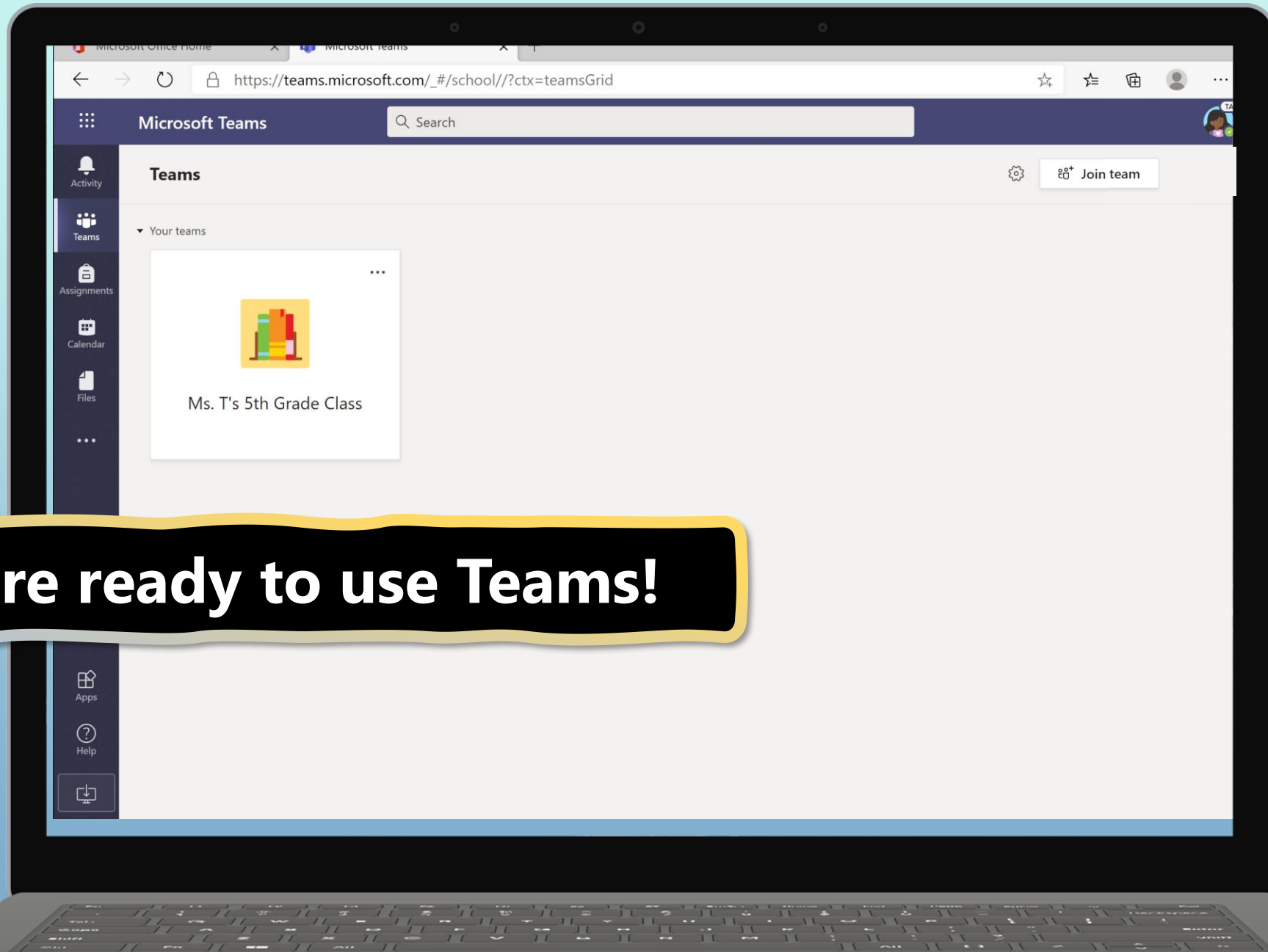
Sign in

[Terms of use](#) [Privacy & cookies](#) ...

Enter your student's school password.



Select the **Teams** application to start using Teams online.



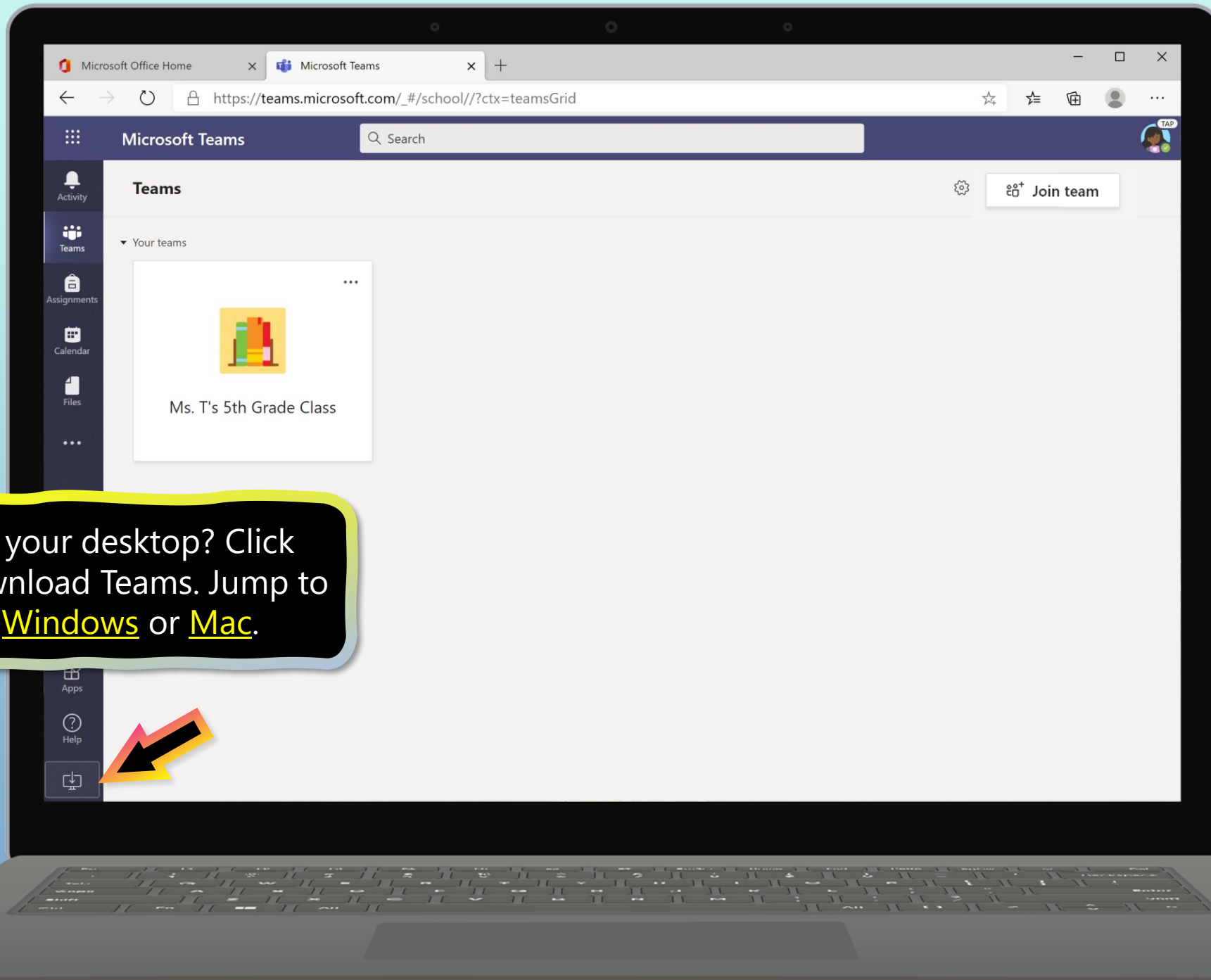
You're ready to use Teams!

Chapter 1

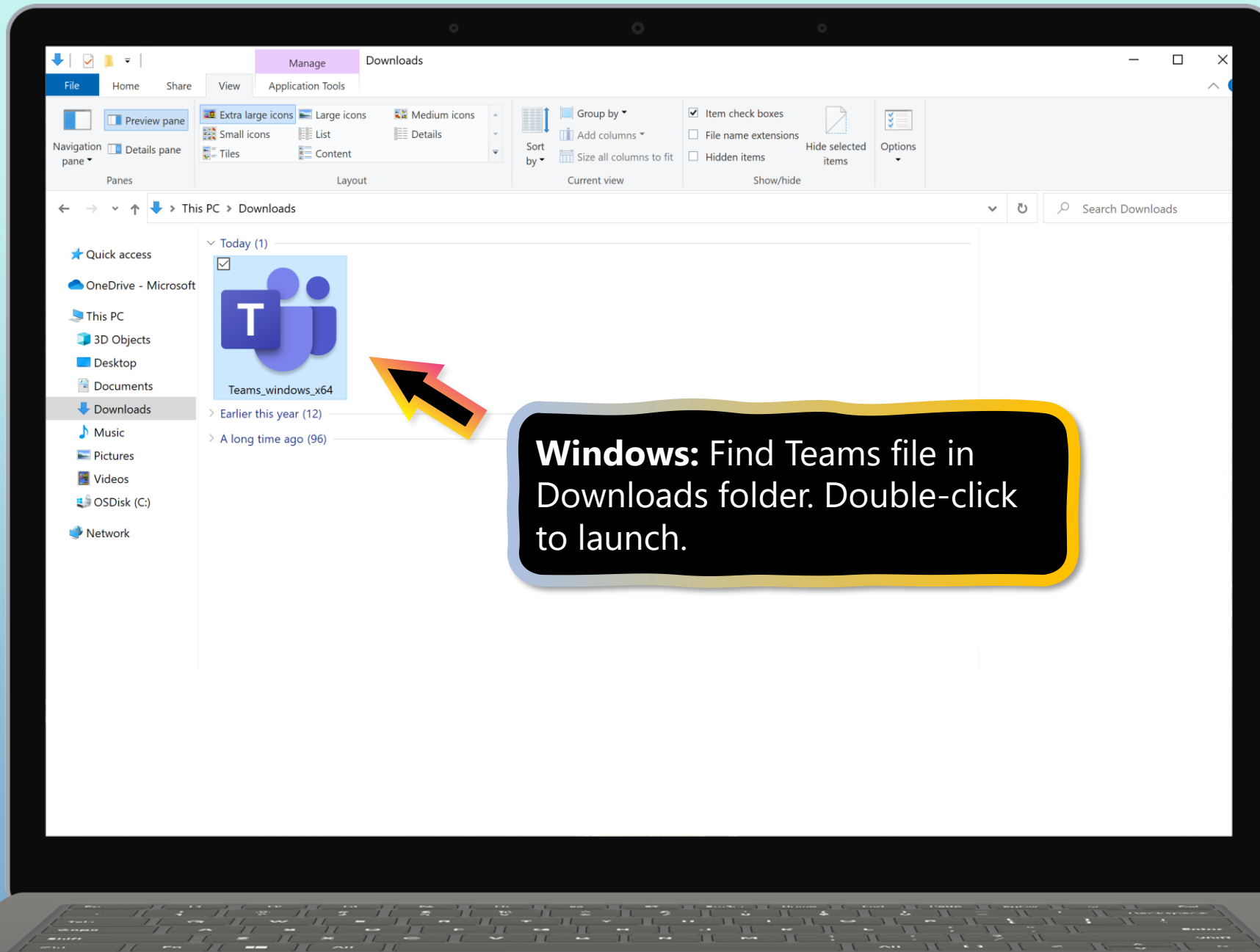
Get started with Teams

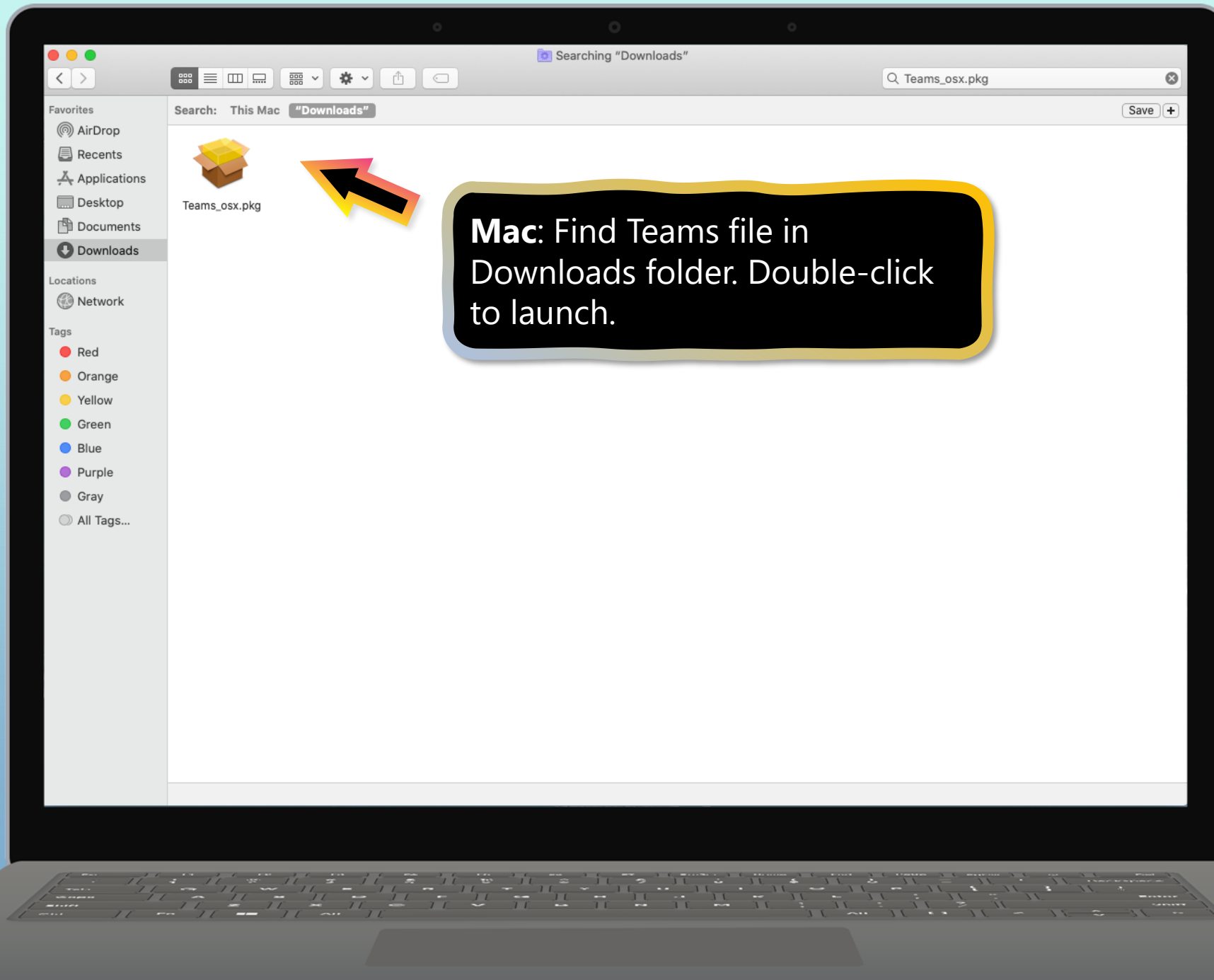
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Rather work on your desktop? Click this icon to download Teams. Jump to instructions for [Windows](#) or [Mac](#).





Chapter 1

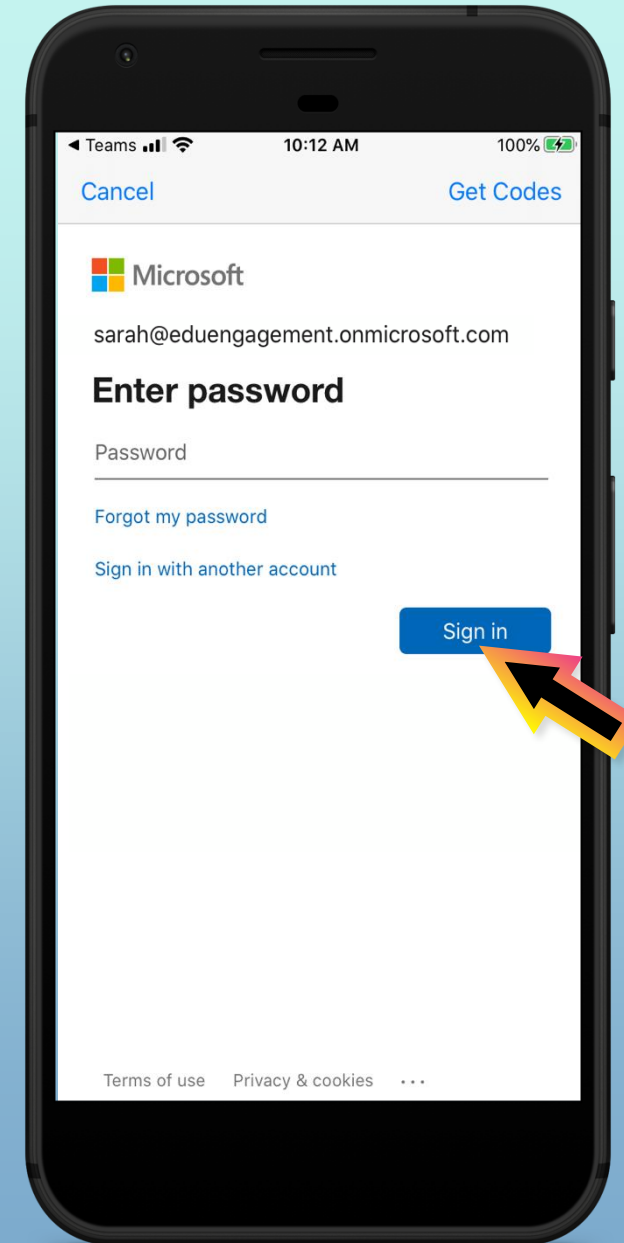
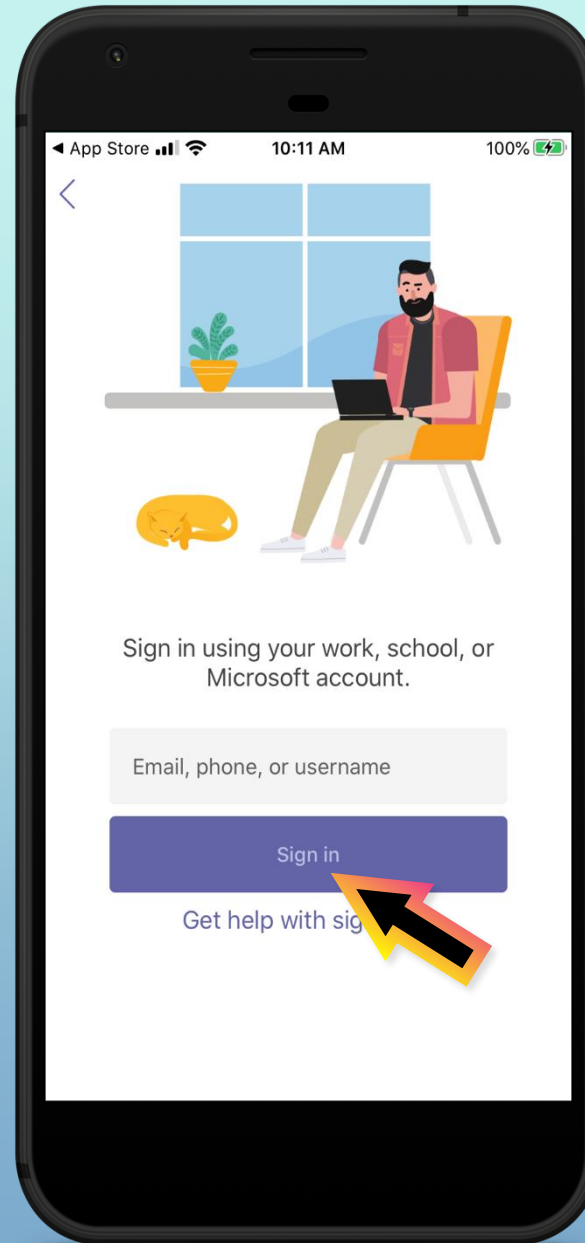
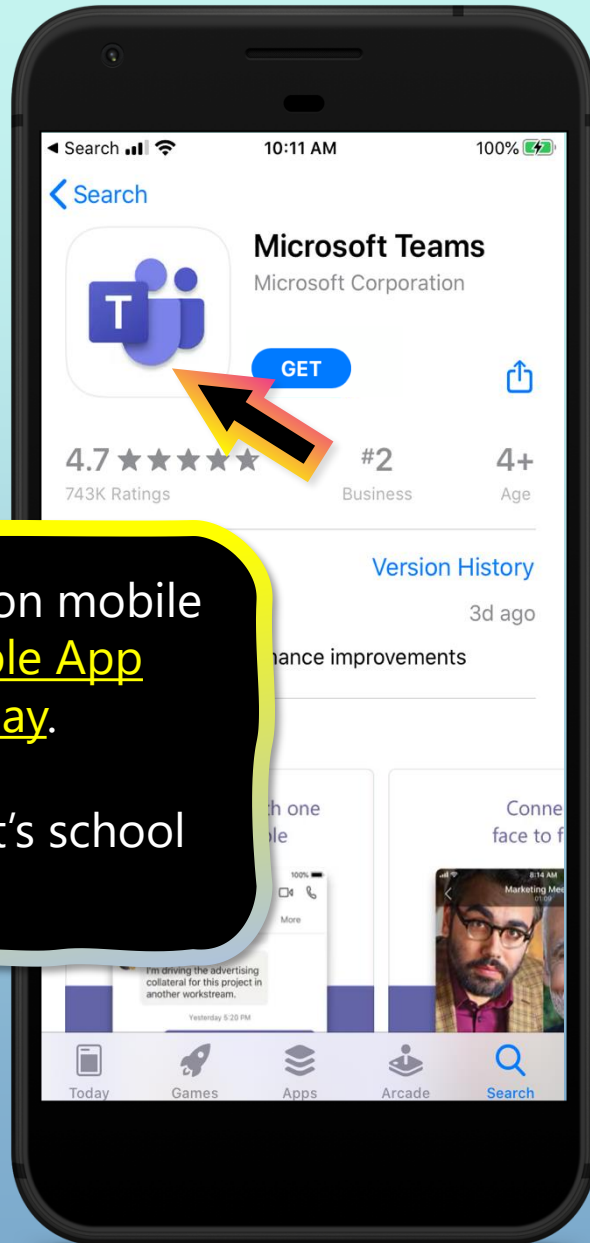
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Download Teams on mobile device via the [Apple App Store](#) or [Google Play](#).

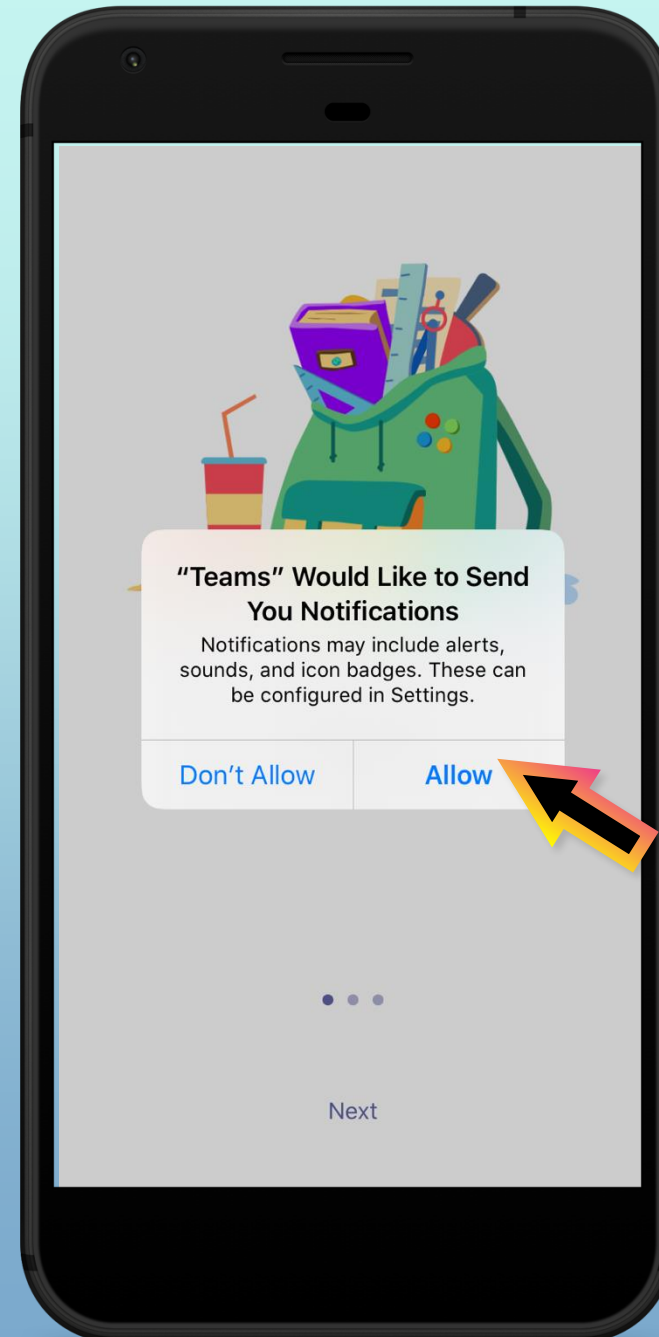
Enter your student's school or work account.



The app will ask you to allow notifications. Click **Allow**.

Notifications will send an alert to your mobile device when something important is going on in your student's class, like a class meeting, new assignments, or important announcement.

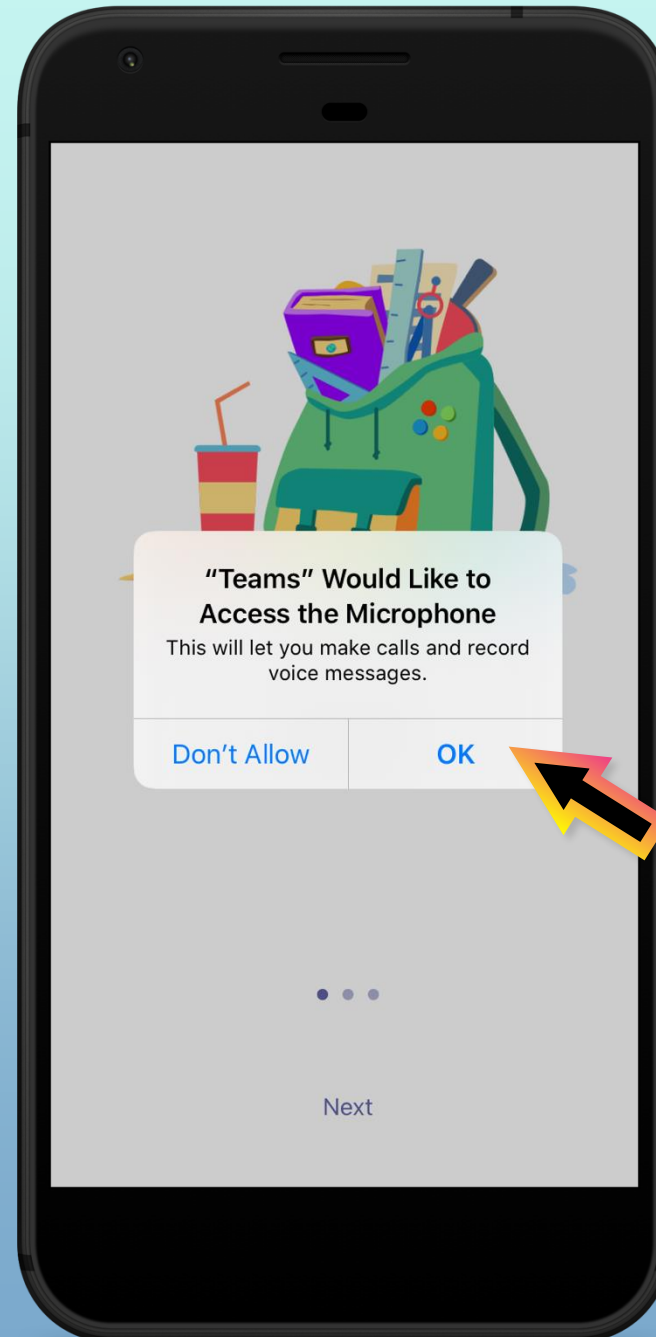
You can adjust this in **Settings**.

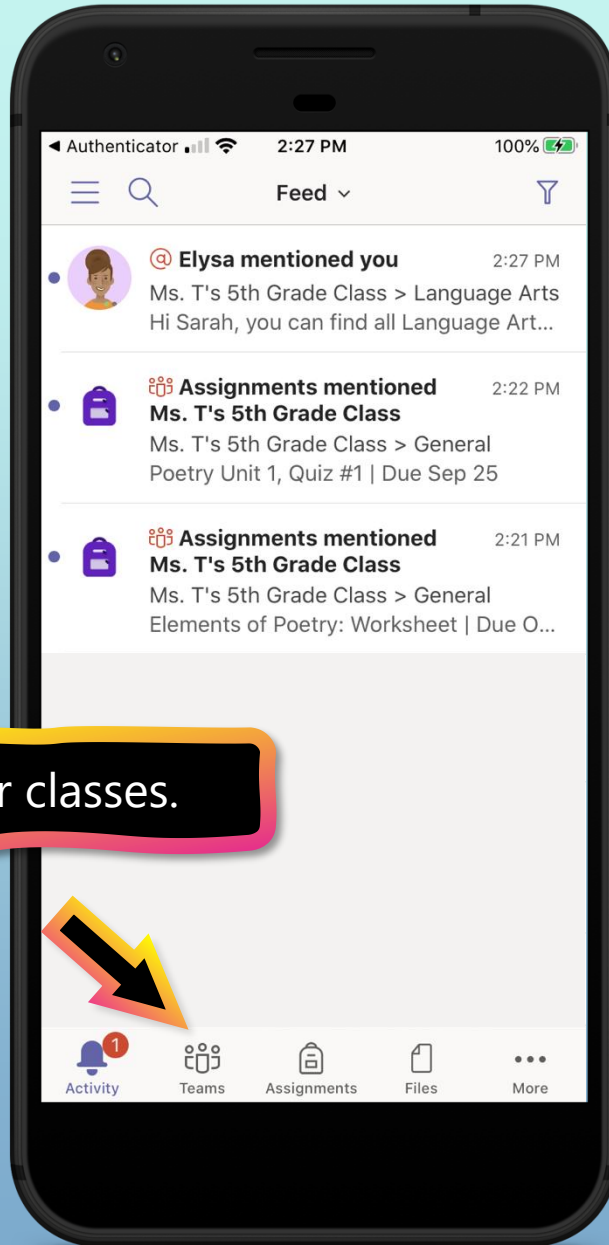


The app will also ask you to allow microphone access. Click **OK**.

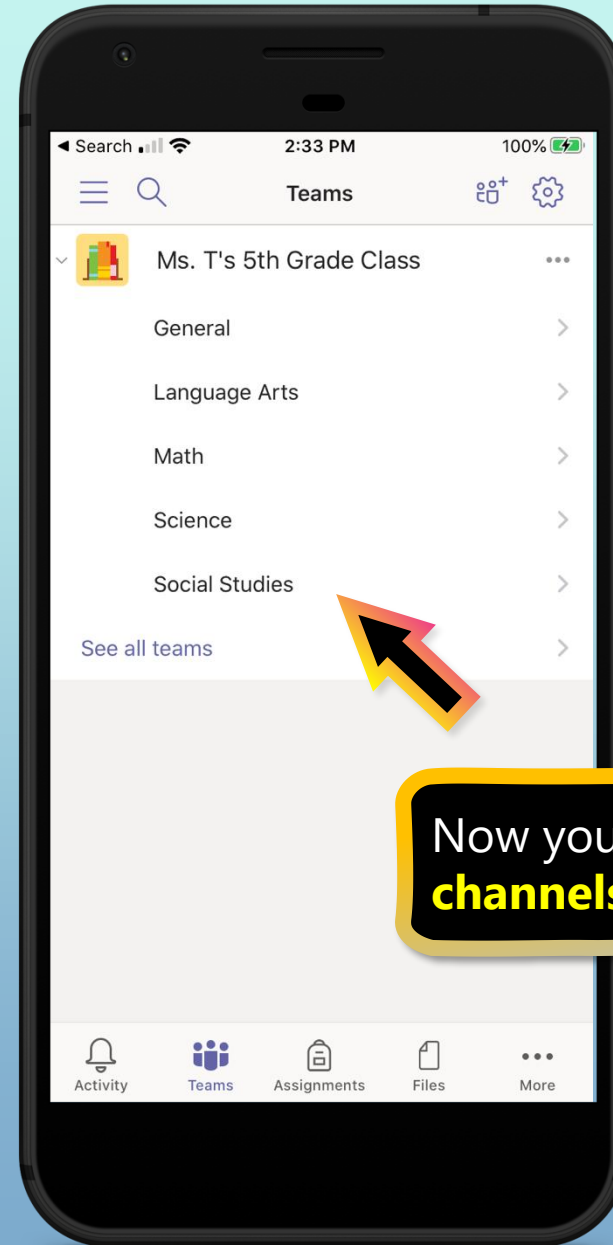
Microphone access may enable your student to participate in class discussions with the mobile device.

You can adjust this in **Settings**.





Click on **Teams** to see your classes.



Now you can view the **channels** within your class.

