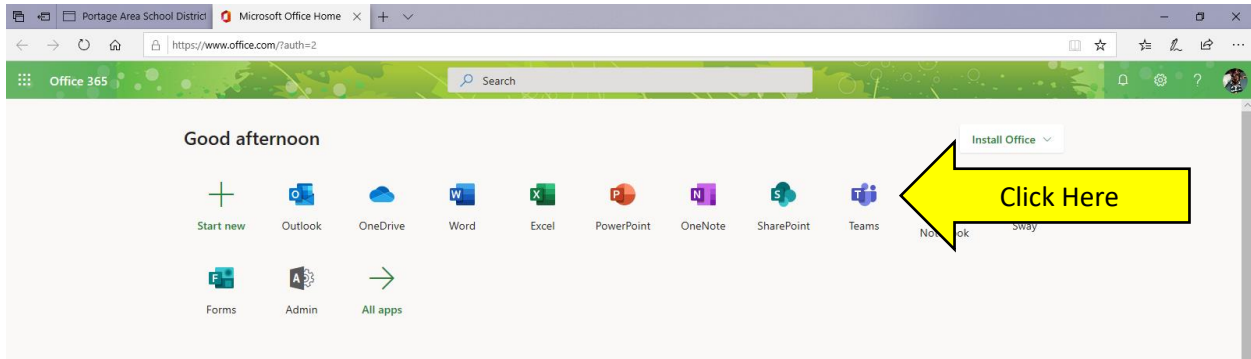
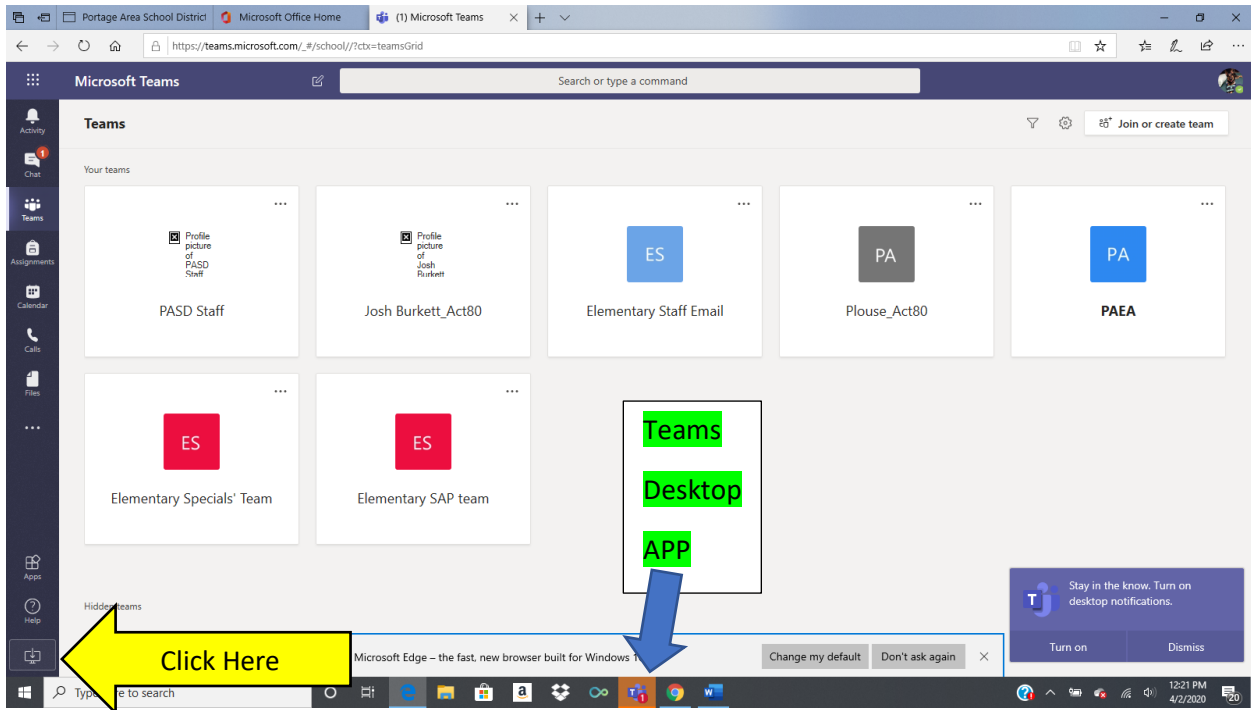


## Teams

Once you have logged into your 365 account (using your school email address), you now have access to TEAMS.



After clicking on the Teams icon, your screen will look something like this



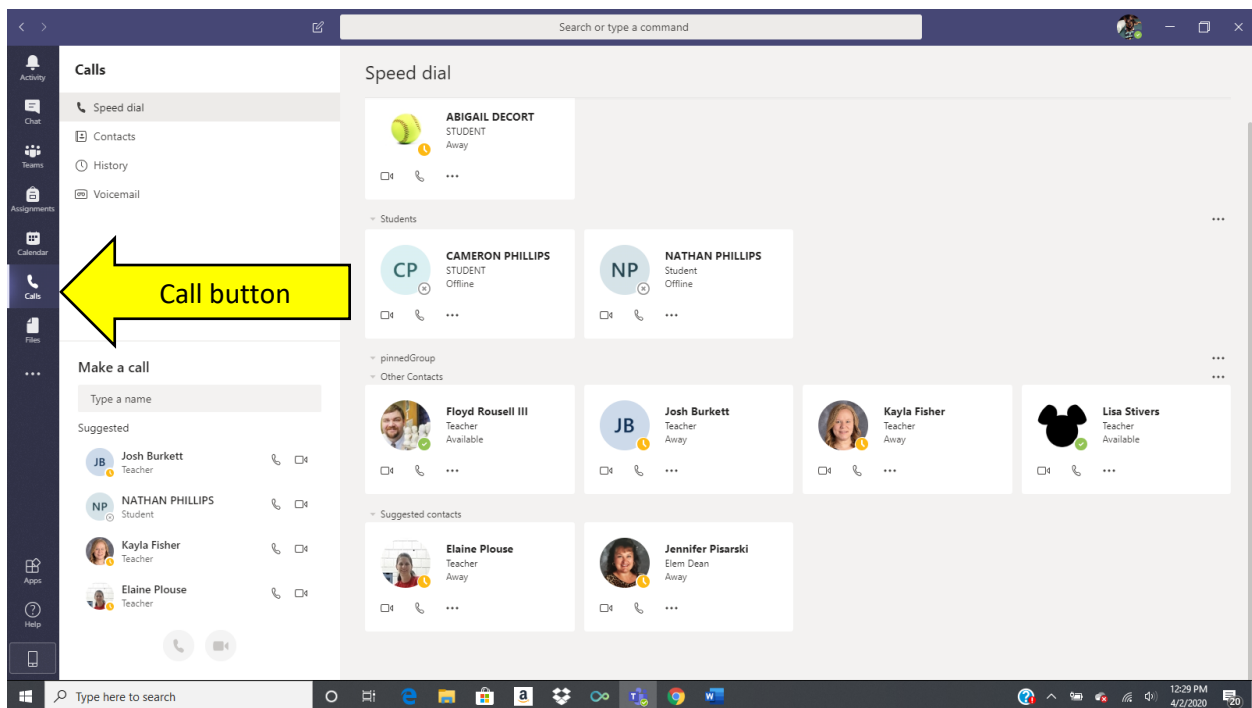
The different icons in the middle of the screen are classes created by the staff. You can use in the browser like you currently are, or you can click on the download desktop app button on the lower left-hand side

I like using the app because it stays open as long as I am on my device and will let me know if someone is trying to contact me.

Some features in Teams that students and teachers can use for communication:

- Post messages
- Individual chats
- Turn in work
- Regular or video calling
- Voicemail that is sent to email
- Many other features

If you click on the call button, it will open to your contact screen. Here is an example of mine.



Once you add your contacts (teachers and other students), they will show up on the screen. If you see a green circle (Mr. Rousell & Mrs. Stivers), they are currently on teams, and you can contact them. If it is an orange circle (Mrs. Plouse & Mrs. Pisarski), they are logged on but have not been active recently. If the circle is white, then the person is not logged into teams. (Nathan & Cameron Phillips)

Below the icon of the person, you see three options: the camera (video call), the telephone receiver (regular calling), and the ellipsis (3 dots). In the ellipsis, you can move your contact, delete from this page, or send a chat to them.

Hopefully this is enough to get you started on Teams. This is a great tool for us all to keep in touch and to continue learning.