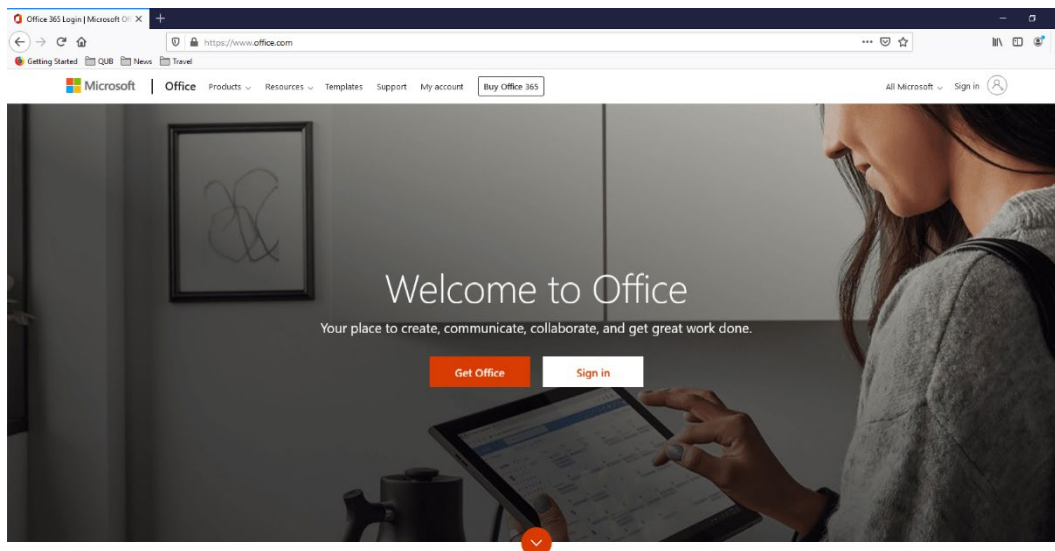


Teams

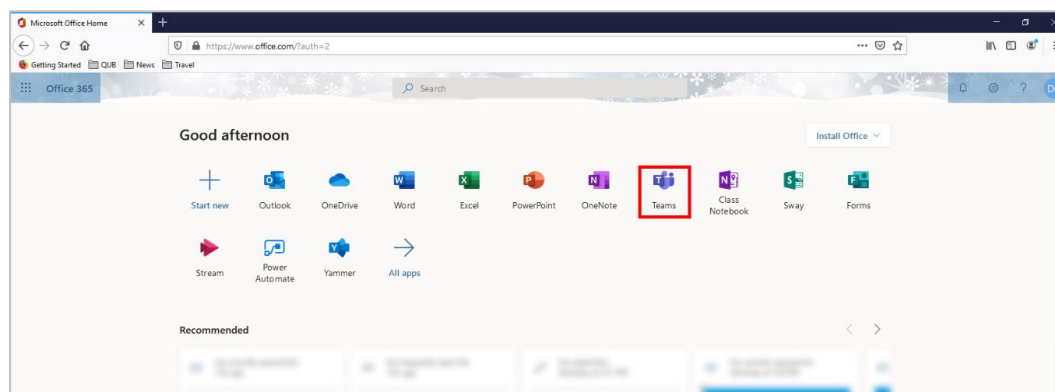
Teams is a digital service available to QUB Staff and students. The benefit of teams, you can set up your own team for teaching, meetings, etc., and anything you share automatically goes to those team members. This can be done via the Teams App online or the desktop version.

Getting Started

In Queen's University Belfast, staff and students have access to office 365 by going to www.office.com, click **Sign in** and sign in with **staff/student number** and **password**.

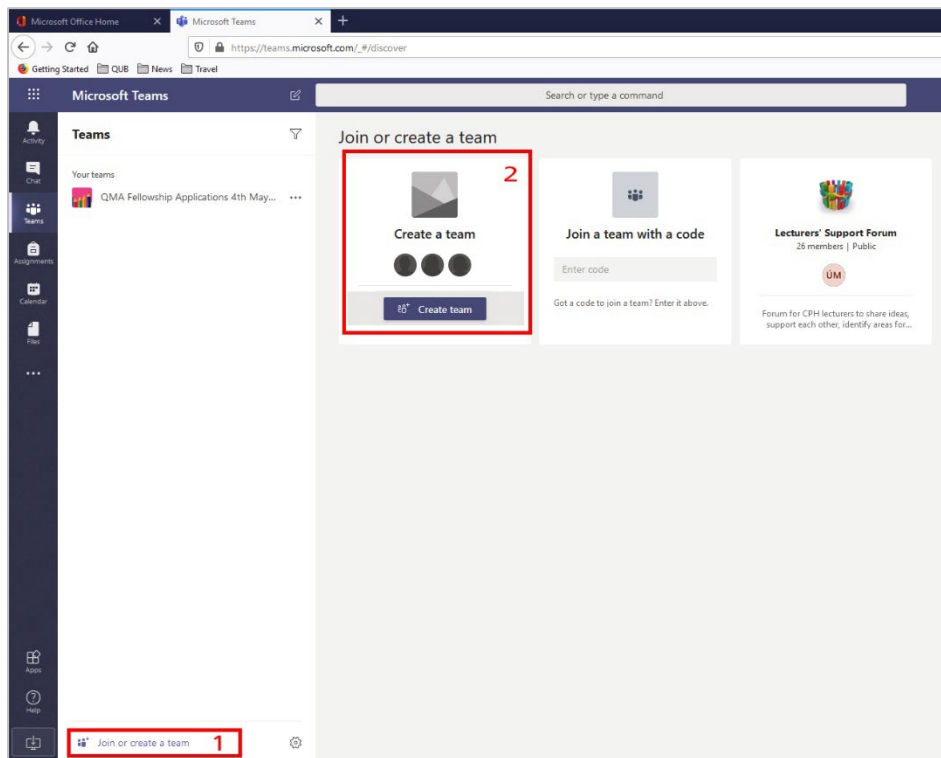


Once signed in, you should see the following:



Click on the **Teams** icon.

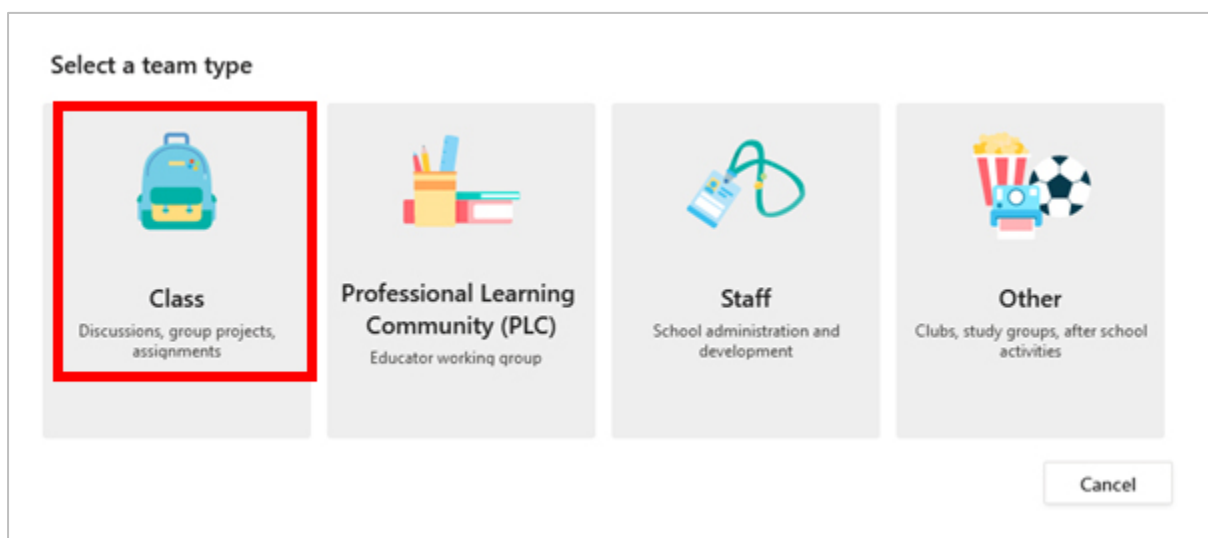
You should see something similar to the screen below:



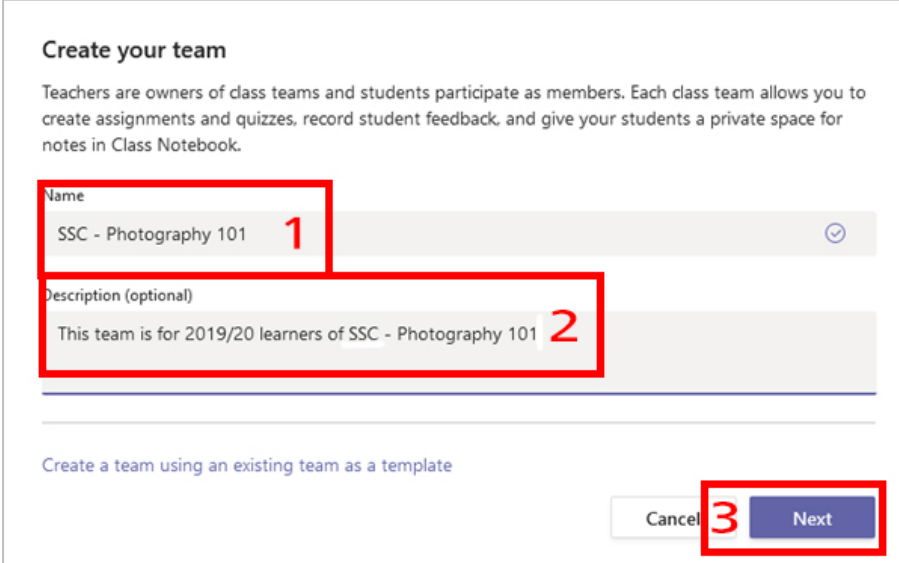
Click **Join or Create
a Team (1)**

Click **Create Team
(2)**

Choose the type of team you want to create, i.e., **Class**:



Name the team (1), give a Description (2) and click Next (3):



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
SSC - Photography 101 1

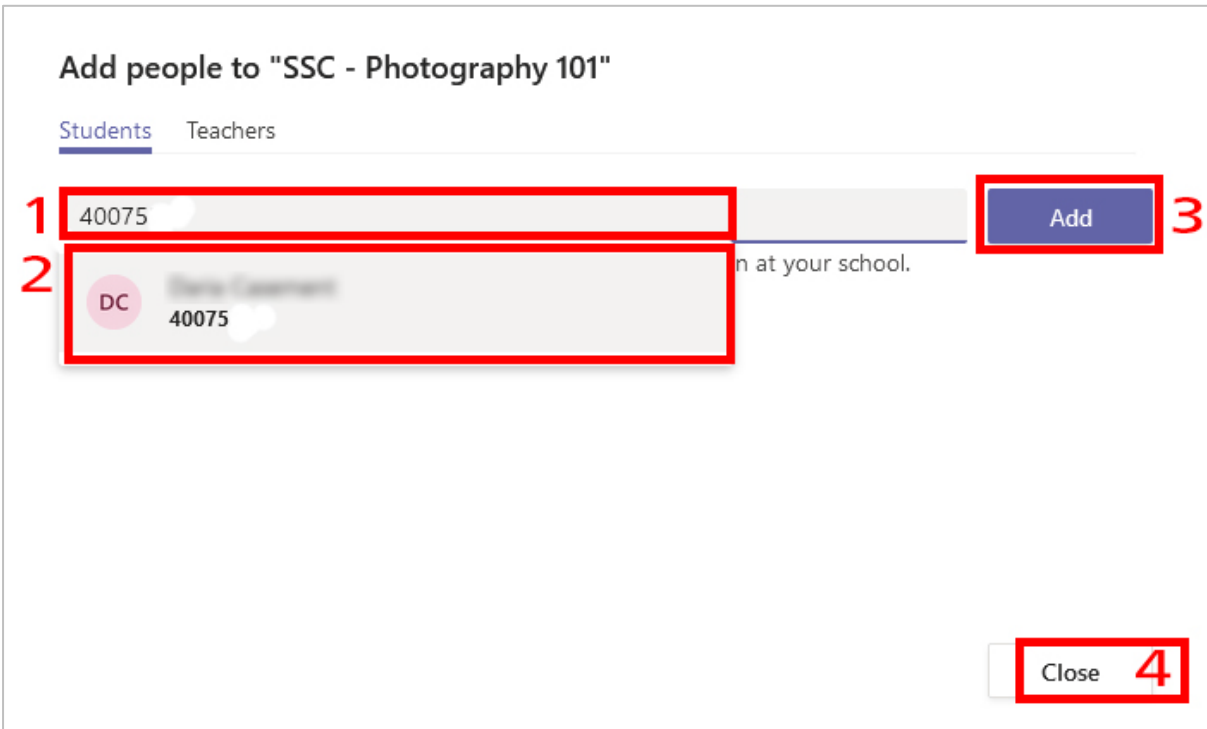
Description (optional)
This team is for 2019/20 learners of SSC - Photography 101 2

Create a team using an existing team as a template

Cancel 3 Next

The Team is created and needs populated. The best way to do this is by *staff/student number* as there may be several people with the same names on our system.

In **Search for Students (1)**, type in a student number and **select the student's name (2)**, click **Add (3)** and when the full list of students are added, click on **Close (4)**.



Add people to "SSC - Photography 101"

Students Teachers

1 40075 3 Add

2 DC 40075 in at your school.

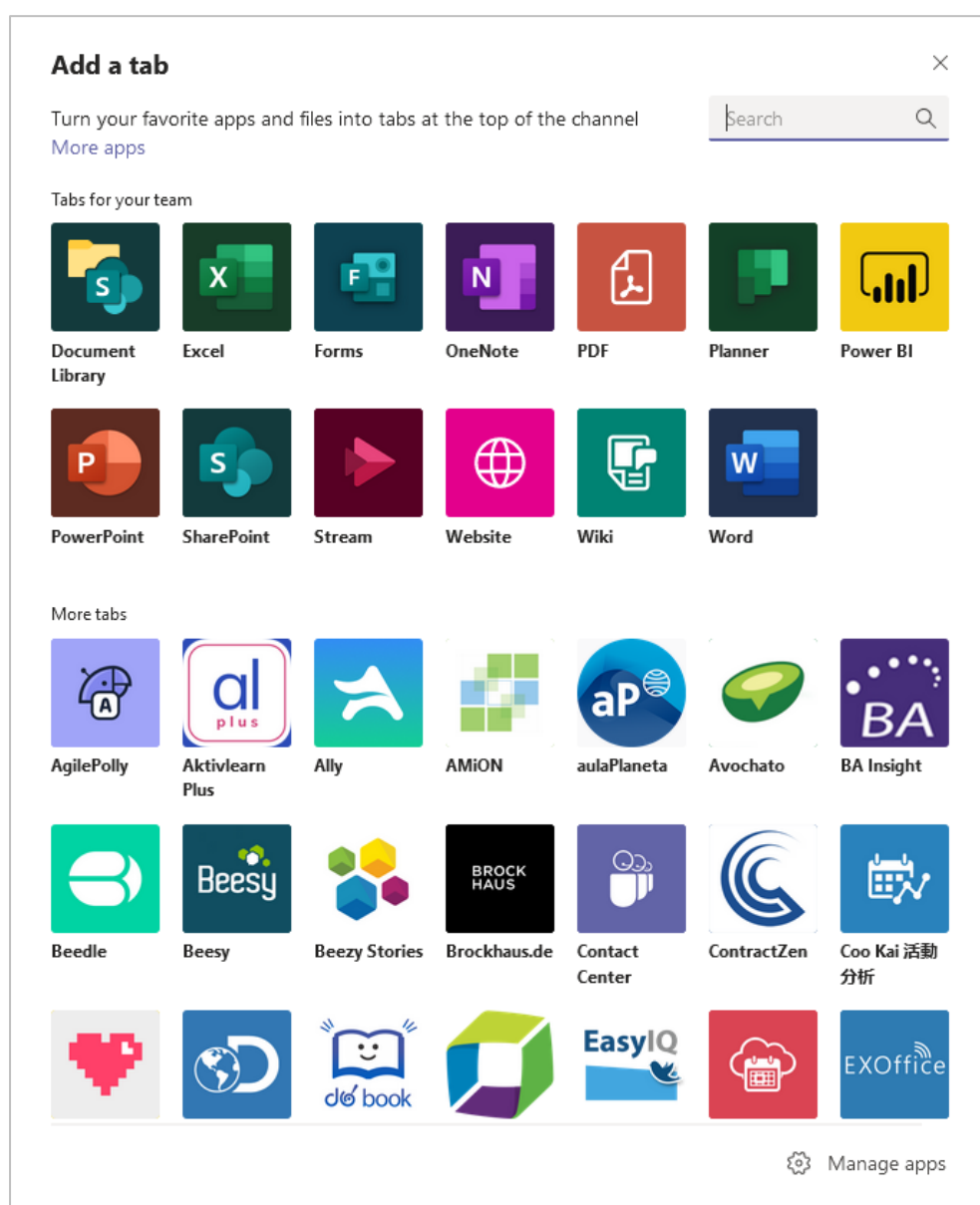
Close 4

Once the Team is set up, students will receive a notification via email they have been added to a team.

Teams allows you and other team members to:

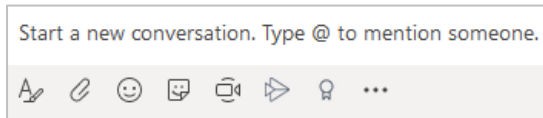
- Create Posts
- Add Files
- View Class Notebooks (students can only see their own work)
- Create Assignments
- Track Grades

The + on the top bar allows the adding of additional tabs (*all team members can view*):



Team Features

At the bottom of the Teams window is a number of icons:











From left to right, they allow:

- Formatting
- Attachments
- Emojis
- Stickers
- Meetings (*similar to skype with face-to-face, audio or chat features*)
- Stream
- Praise

The  on the right allows more Apps to be added.

In active meetings

Facilities include:

	A counter
	Webcam on/off
	Microphone on/off
	Share screen
	Allows display of device settings, meeting notes, full screen, blur background, captions on/off, keypad, start recording and turn off incoming video
	Chat window
	Participants can be invited
	Meeting ended

If meetings are recorded, they can be viewed later in Teams or shared (on email or embed code) via Stream.