



University of Central Lancashire

Training 2000

# Microsoft Teams Quick Start Guide for Learners

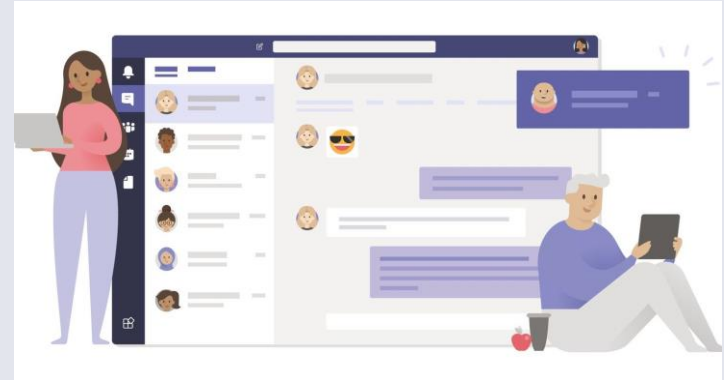
Where your future matters

# Introduction

Microsoft Teams makes it easy for you to connect with your tutors and other learners on your course and where you can join online lessons.

Select an option below to get started:

- [Signing Into Teams for the First Time](#)
- [Joining a Teams Meeting](#)
- [Using the Teams Meeting Controls](#)
- [Accessing Your Class Team](#)

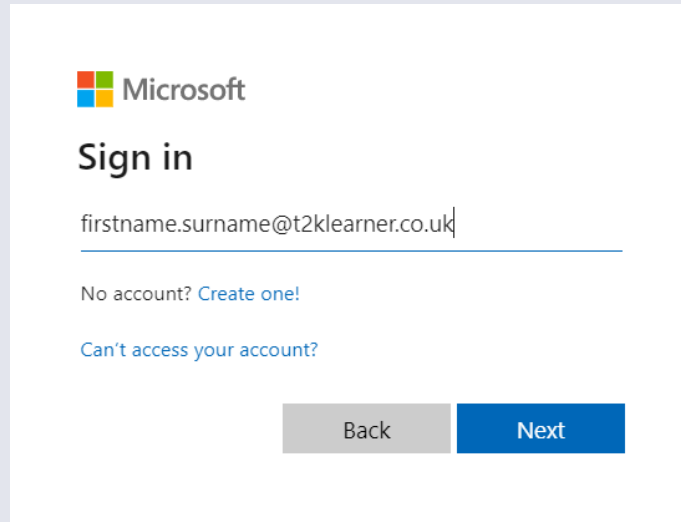


# Signing Into Teams for the First Time

# Signing Into Teams for the First Time

To get started:

- Sign into [office.com](https://office.com) with your Training 2000 email and password.
- In Office 365, select the Teams app.



Microsoft

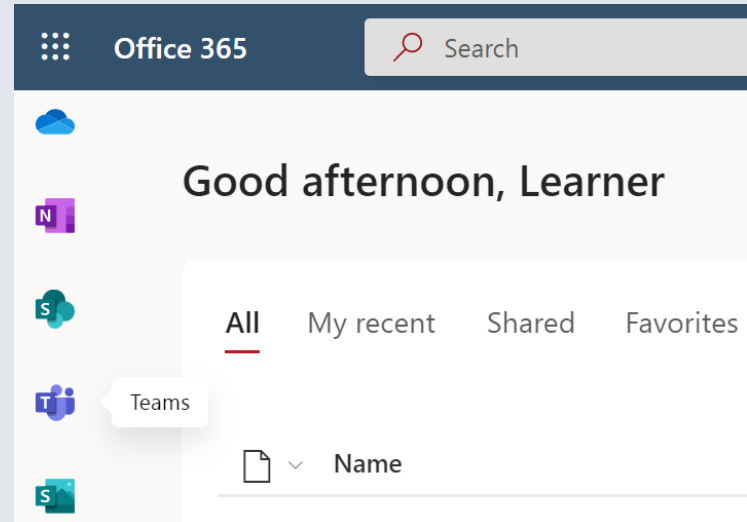
## Sign in

firstname.surname@t2klearner.co.uk

No account? [Create one!](#)

[Can't access your account?](#)

[Back](#) [Next](#)



Office 365 Search

Good afternoon, Learner

All My recent Shared Favorites

Teams

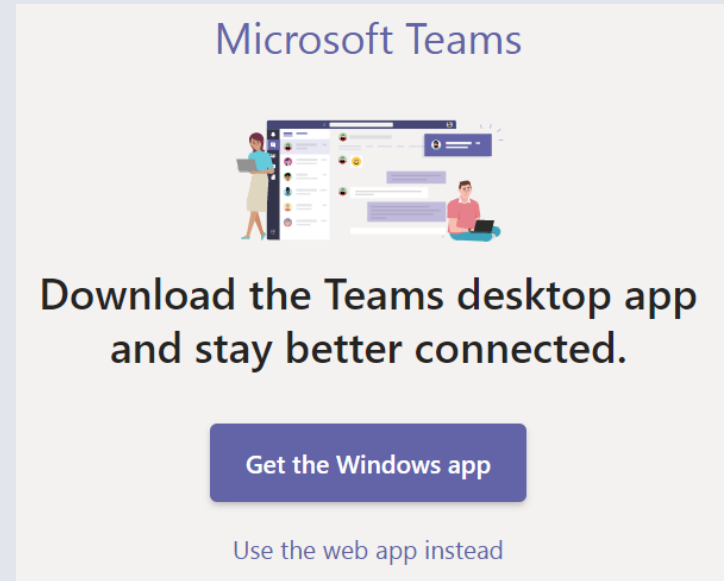
Name

# Signing Into Teams for the First Time


You will be presented with the option to either download the Teams Windows app for your computer or use the web app instead.

We recommend that you download the Windows app.

When you download the Windows app, you will need to click on the downloaded .exe file to start the Teams installation.



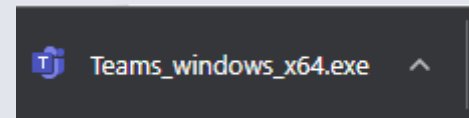
Microsoft Teams



**Download the Teams desktop app  
and stay better connected.**

[Get the Windows app](#)

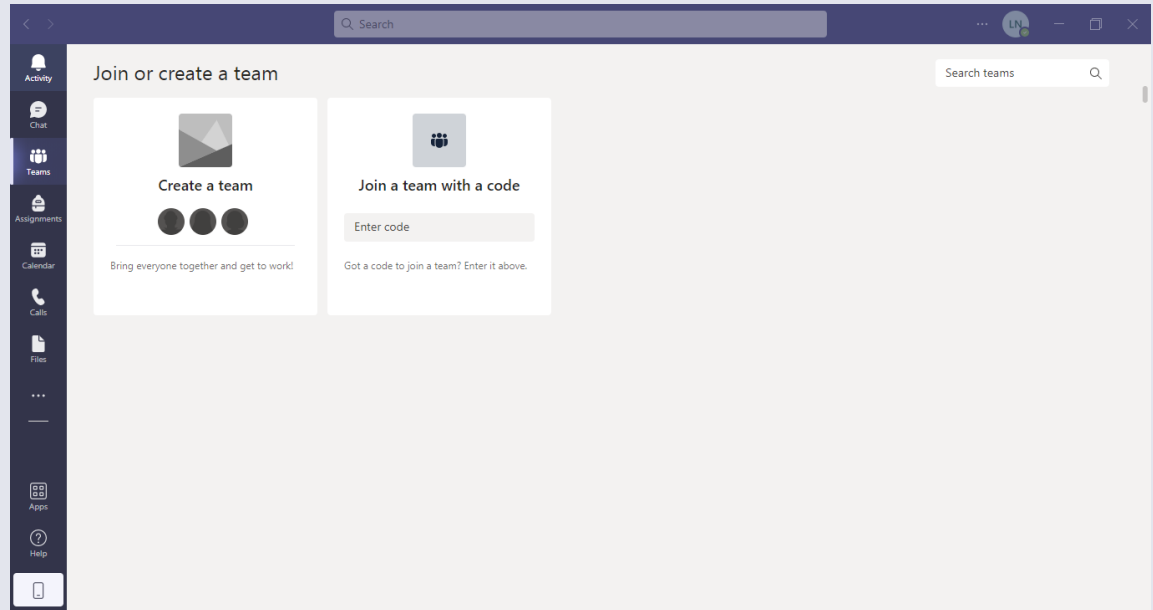
[Use the web app instead](#)



# Signing Into Teams for the First Time

Teams will open on your desktop or in your browser, depending on which option you selected.

You're now ready to join a teams meeting or access your class team!



# Joining a Teams Meeting

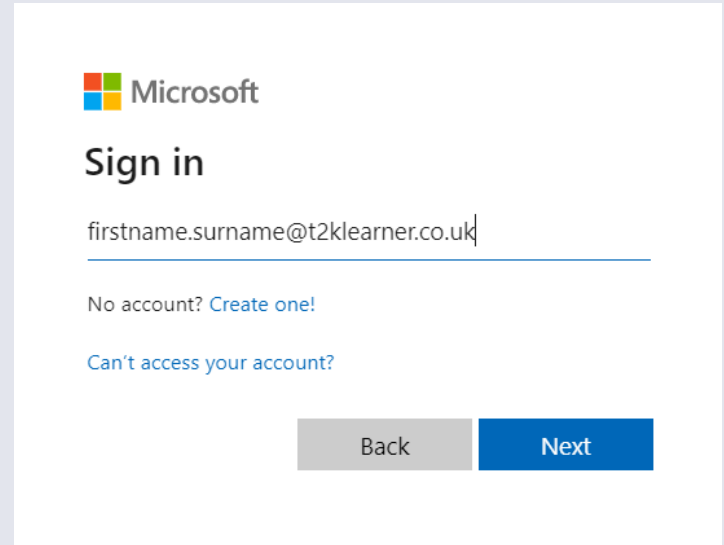
# Joining a Teams Meeting

- Sign into [office.com](https://office.com) with your Training 2000 email and password.

You can either:

[join by email link](#) or

[join from your Teams calendar](#)



The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. A text input field contains the email address "firstname.surname@t2klearner.co.uk". Below the input field, there are two links: "No account? Create one!" and "Can't access your account?". At the bottom right, there are two buttons: a grey "Back" button and a blue "Next" button.



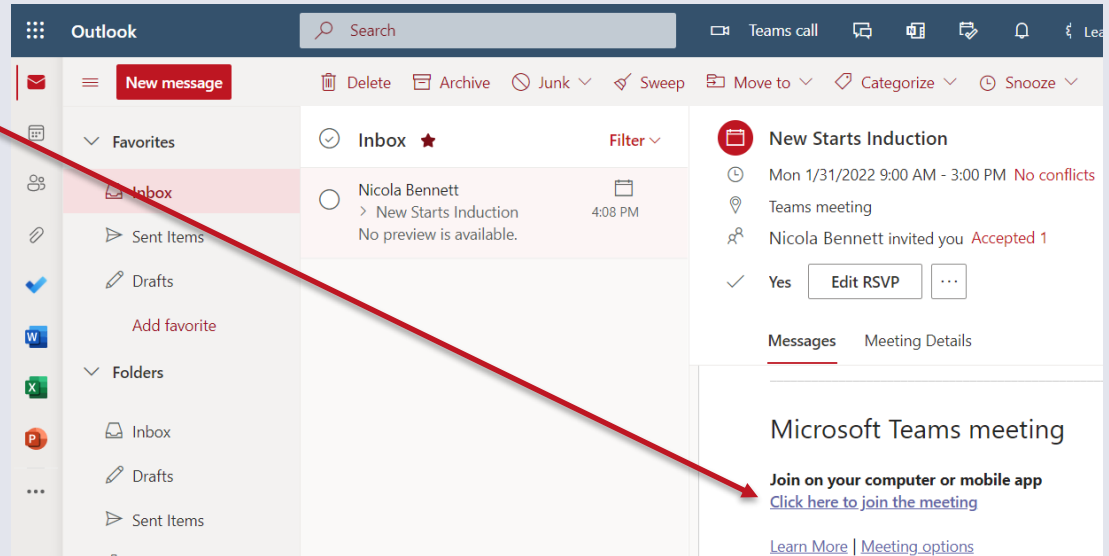
# Joining a Teams Meeting by Email Link

- In Office 365, open Outlook.
- In your meeting invite, select Click here to join the meeting.

## Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)



The screenshot shows the Outlook interface. The top navigation bar includes 'Outlook', a search bar, and various action buttons like 'Teams call', 'Share', 'Print', 'Refresh', and 'Help'. Below the navigation bar, there are tabs for 'New message', 'Delete', 'Archive', 'Junk', 'Sweep', 'Move to', 'Categorize', and 'Snooze'. The main content area is divided into three sections: 'Favorites' (Inbox, Sent Items, Drafts), 'Inbox' (showing a meeting invite from Nicola Bennett), and 'Meeting Details' (showing the meeting title 'New Starts Induction', time 'Mon 1/31/2022 9:00 AM - 3:00 PM', and a 'Click here to join the meeting' link). A red arrow points from the text in the left box to the link in the meeting details.

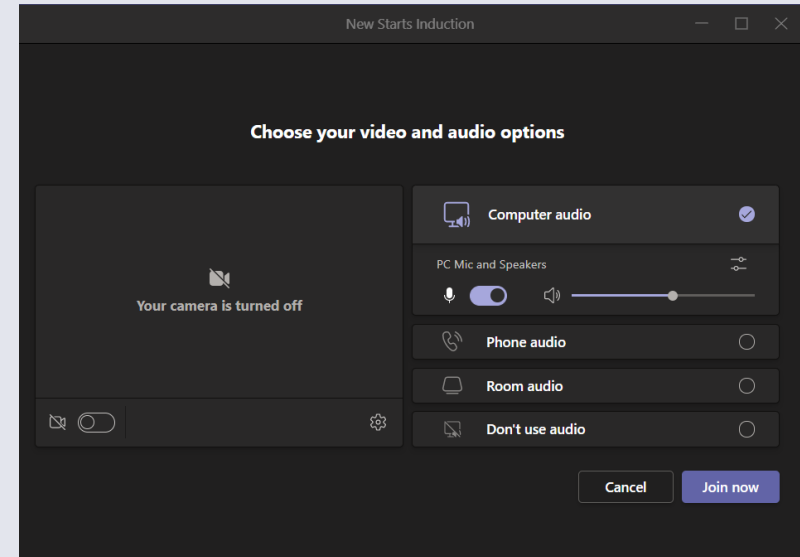
# Joining a Teams Meeting by Email Link

If you already have the Teams desktop app, the pre-join screen will open there automatically.

- Choose your video and audio options and then select Join now.

If you don't have the desktop app, you will be taken to a page where you can choose to either download the app or continue in your browser.

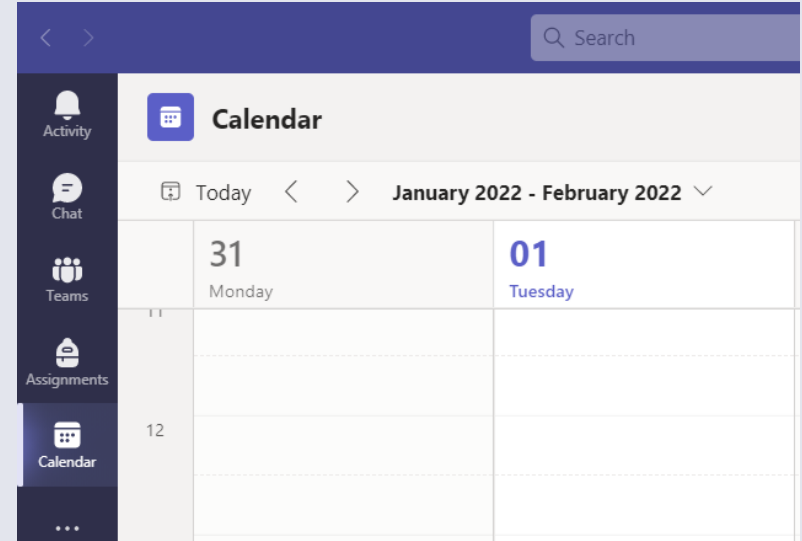
For more information, see [Signing Into Teams for the First Time](#)



# Joining a Teams Meeting From Your Teams Calendar

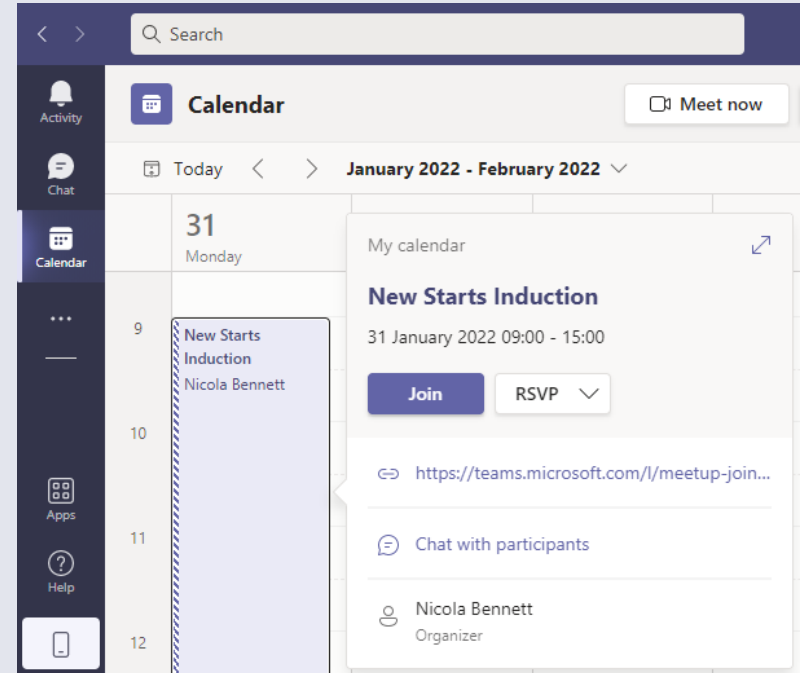
When you receive a meeting invite, it will automatically appear in your Teams calendar unless you decline the meeting.

- In Office 365, open Teams.
- or
- If you have the Teams desktop app installed, open the application.
  - Open your Teams Calendar.



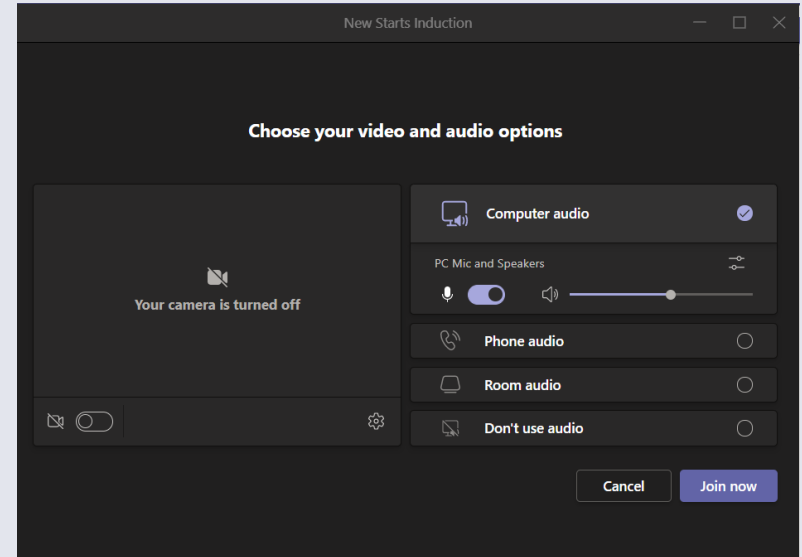
# Joining a Teams Meeting From Your Teams Calendar

- Find the meeting in your calendar.
- Click on the meeting and select Join.



# Joining a Teams Meeting From Your Teams Calendar

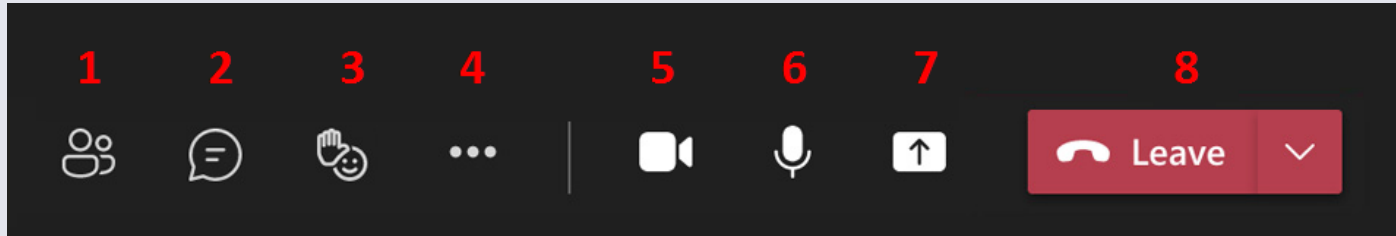
- On the pre-join screen, choose your video and audio options.
- Change background effects to choose what appears behind you - *optional*.
- Select Join now to enter the meeting.



*Desktop app version*

# Using the Teams Meeting Controls

# Using the Teams Meeting Controls



1. See who's in the meeting
2. Show/Post in the meeting chat
3. Raise your hand or choose an emoji
4. Open More actions
5. Turn your camera on and off
6. Mute and unmute your microphone
7. Share your screen
8. Leave the meeting

# Accessing Your Class Team

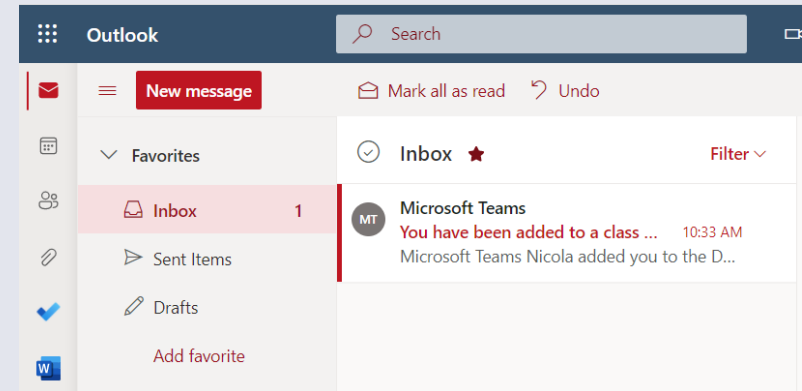


# Accessing Your Class Team

A class team is where you can interact with your tutor and other learners on your course and where you can access course information, complete assignments and join online lessons.

When your tutor adds you to a class team, you will receive an email:

- Sign into [office.com](https://office.com) with your Training 2000 email and password.
- In Outlook, open the email from Microsoft Teams with the title 'You have been added to a class team ...'



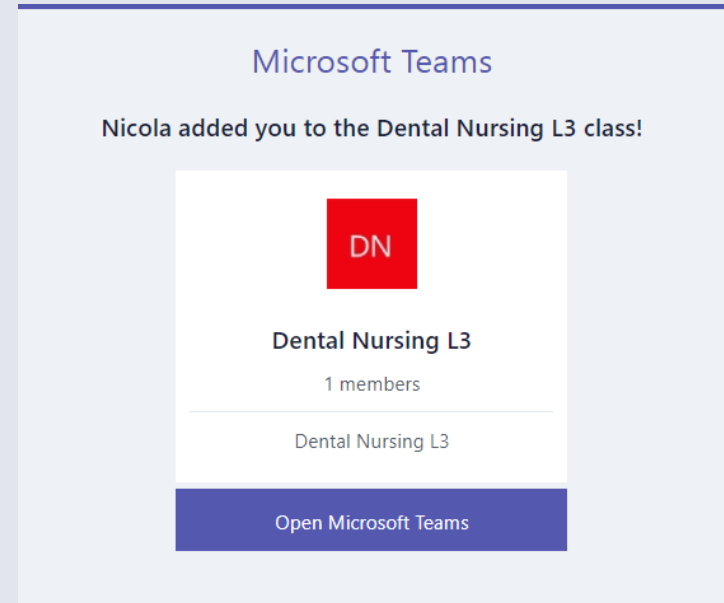
## Accessing Your Class Team

The email will display the name of the class your tutor has added you to.

- Click on Open Microsoft Teams.

If you don't have the desktop app, you will be taken to a page where you can choose to either download the app or use the web app instead.

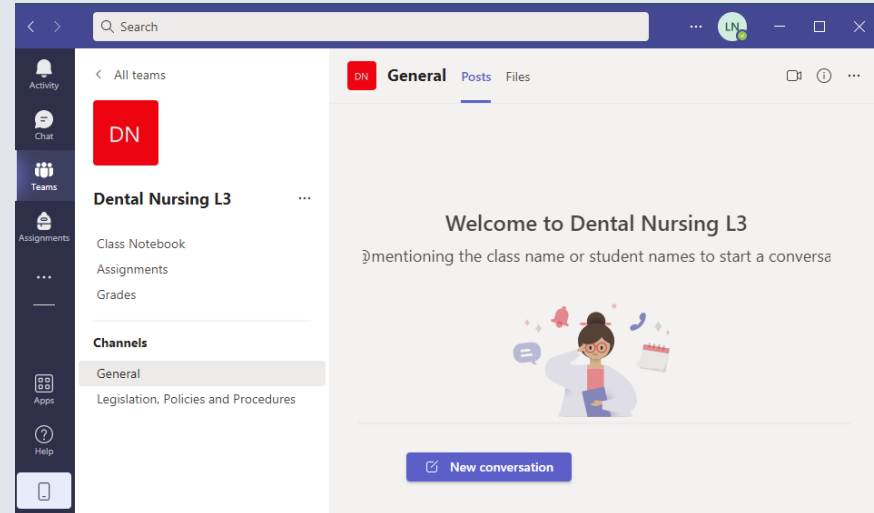
*For more information, see [Signing Into Teams for the First Time](#)*



# Accessing Your Class Team

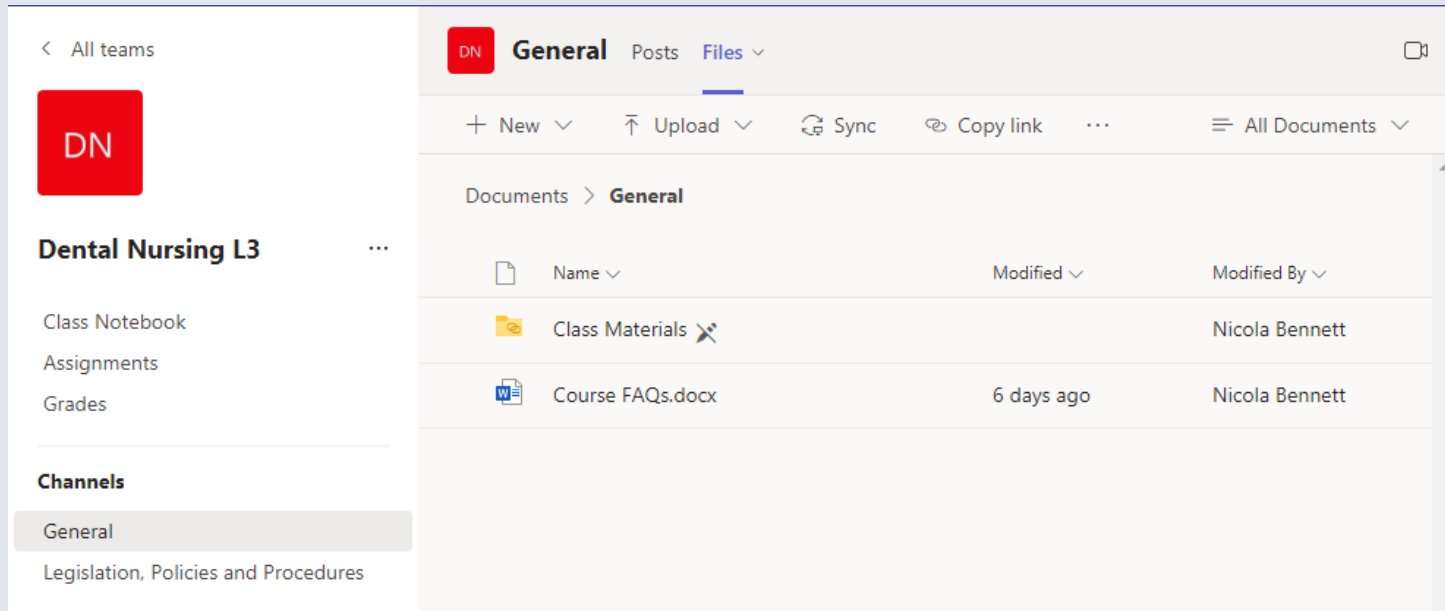
Every class has a General channel which is the main discussion area you share with your tutor and other learners on your course.

You may also have additional channels that your tutor has created to organise groups or topics.



# Accessing Your Class Team

Files contain all of your documents shared by your tutor or other learners including, a read-only Class Materials folder with resources from your tutor.



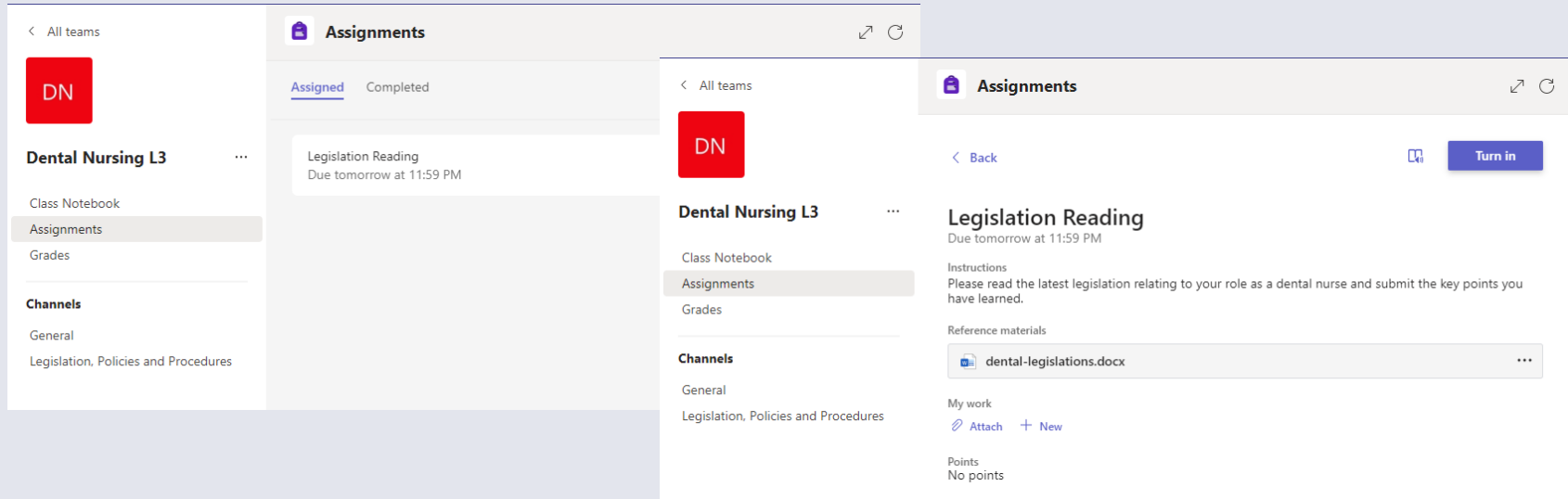
The screenshot shows a Microsoft Teams interface. On the left is a sidebar with a red square icon containing 'DN' and the team name 'Dental Nursing L3'. Below the team name are links for 'Class Notebook', 'Assignments', and 'Grades'. Under the 'Channels' section, 'General' is selected and highlighted in grey, with 'Legislation, Policies and Procedures' listed below it. The main area shows the 'Files' tab for the 'General' channel. At the top of the main area, there are options: '+ New', 'Upload', 'Sync', 'Copy link', and 'All Documents'. Below this is a table of documents:

Documents > General		
Name	Modified	Modified By
Class Materials		Nicola Bennett
Course FAQs.docx	6 days ago	Nicola Bennett

# Accessing Your Class Team

Your tutor will set you assignments, work and quizzes from time to time. These will appear in your Activity feed and also under Assignments.

By selecting the assignment, you can access the learning materials, upload your work and submit to your tutor/assessor.

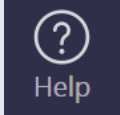


The screenshot displays the Blackboard interface for a course team. On the left, a sidebar shows navigation options for 'Dental Nursing L3', including 'Class Notebook', 'Assignments', 'Grades', and 'Channels'. The main content area is titled 'Assignments' and shows a list of assignments under the 'Assigned' tab. The 'Legislation Reading' assignment is selected, showing its due date as 'Due tomorrow at 11:59 PM'. On the right, a detailed view of the 'Legislation Reading' assignment is shown, including instructions to read the latest legislation and submit key points, a reference material 'dental-legislations.docx', and submission options like 'Attach' and 'New'.



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**To learn more about Teams,  
click on  in the Teams app.**

Where your future matters