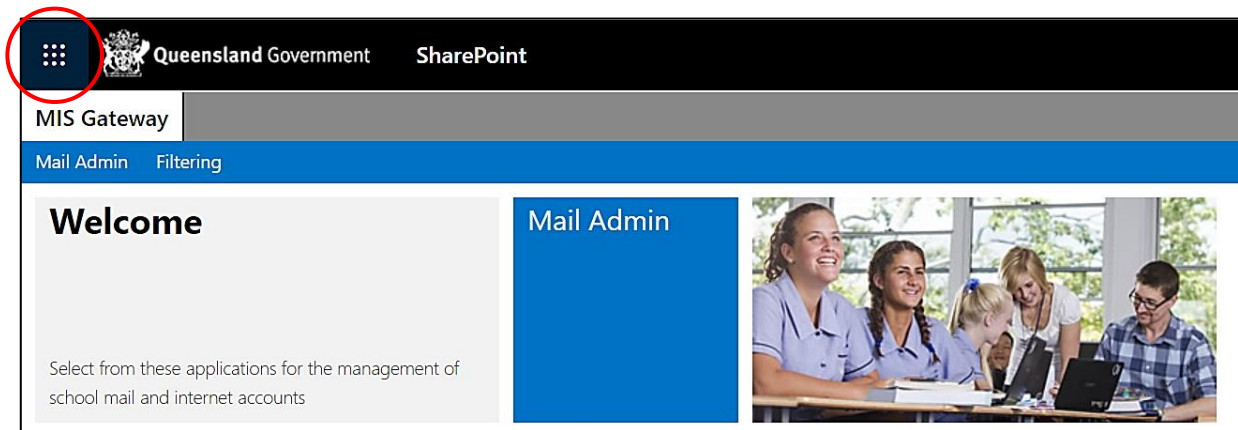


# Accessing Microsoft Teams

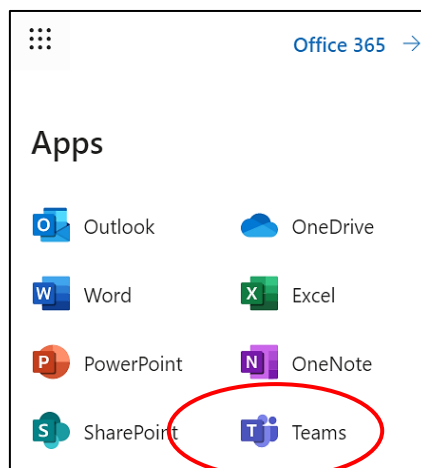
Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place. It allows groups of people to work together in a shared space through a range of features including online meetings, file sharing and discussion.

**NB: Microsoft Teams generally operates best in Google Chrome.**

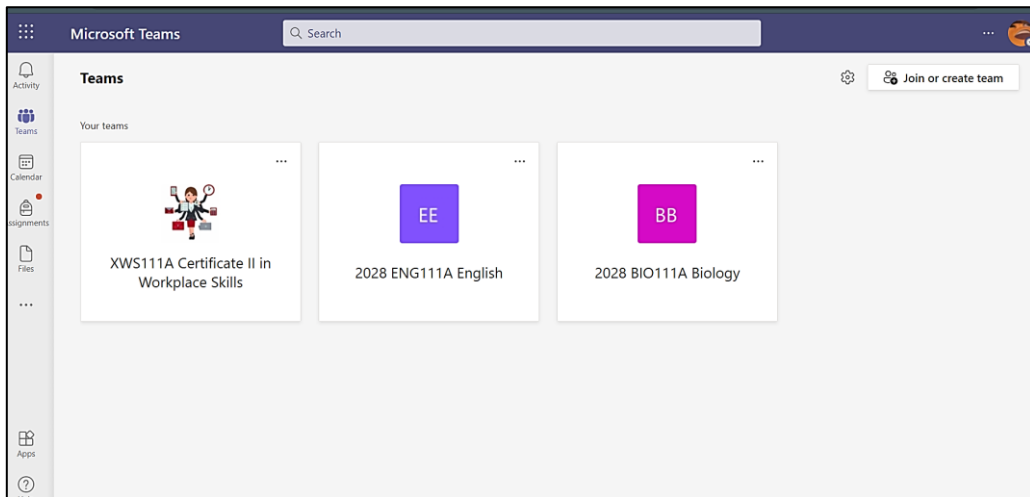
To access Microsoft Teams, go to [mis.eq.edu.au](https://mis.eq.edu.au) and log in using your school username and password.



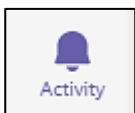
Select the nine dots in the top left corner and choose Teams to launch it in your web browser. You can also run Teams from the desktop app (if you have downloaded it).



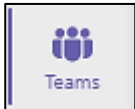
Each of your subjects should have a class team. Once you are in Teams you should see tiles for each of your subjects on the Teams dashboard.



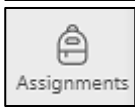
On the left-hand side of the application, there are icons for the different features of Teams.



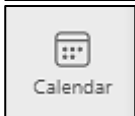
This provides a list of any activity that has occurred in Teams for any of the teams to which you belong.



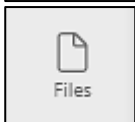
This returns you the dashboard where you can see you team tiles.



This shows you the assignments you have created across any of your teams.



This links to your Outlook calendar.

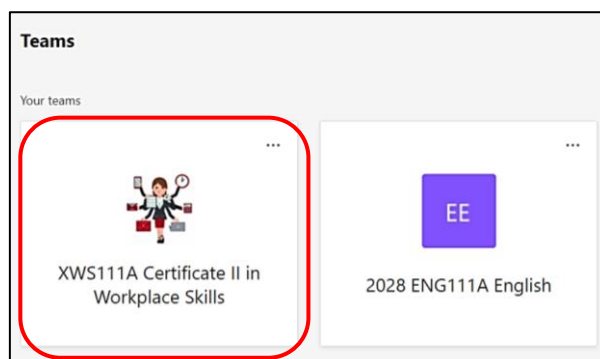


This lists files you have recently accessed. It will also include the files that you have accessed through OneDrive.

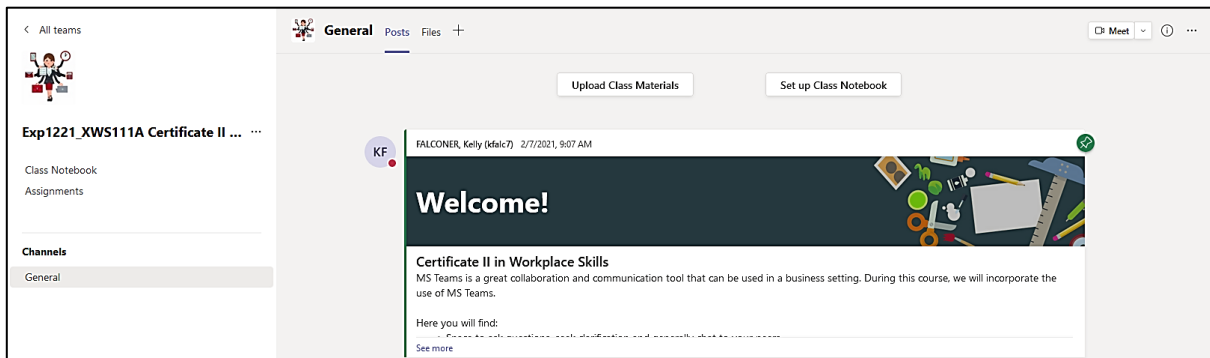
The ellipses at the end of the left-hand column provide you will access to other apps you may want to use.

The Help icon is at the bottom on the left-hand column and provides assistance by topic or through video training.

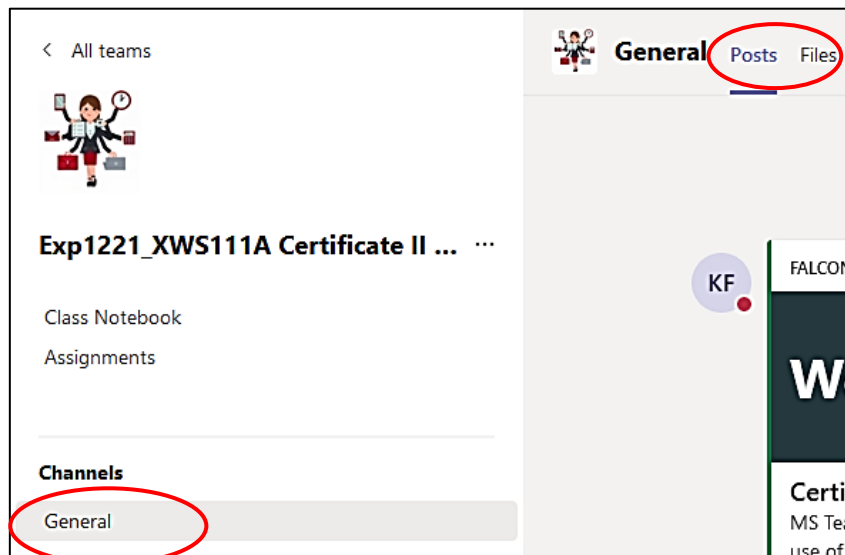
To access a class team, click on the subject tile.



Once in the class team, your screen should look similar to this.

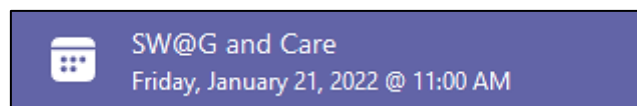


On the left-hand panel, you will notice that General under Channels is selected. You will automatically go here when you open a class team. Channels allow you to post questions or information that everyone in the team can see and respond to under Posts while in Files you will see any materials that have been uploaded for you to access.

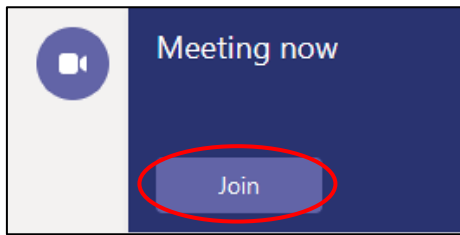


## Online Lessons

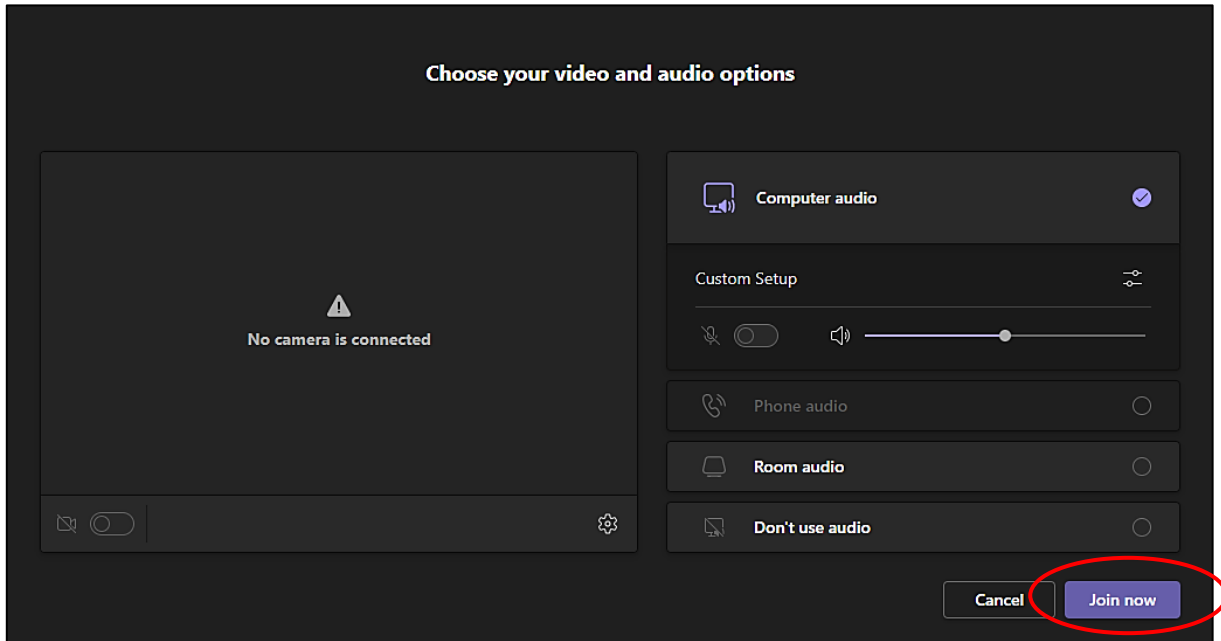
Your teachers will schedule a meeting for your online lesson. It should appear in the posts on the General channel and look like the following.



When the meeting has started, you should see the following in the posts in the General channel. Click Join to connect into your lesson.

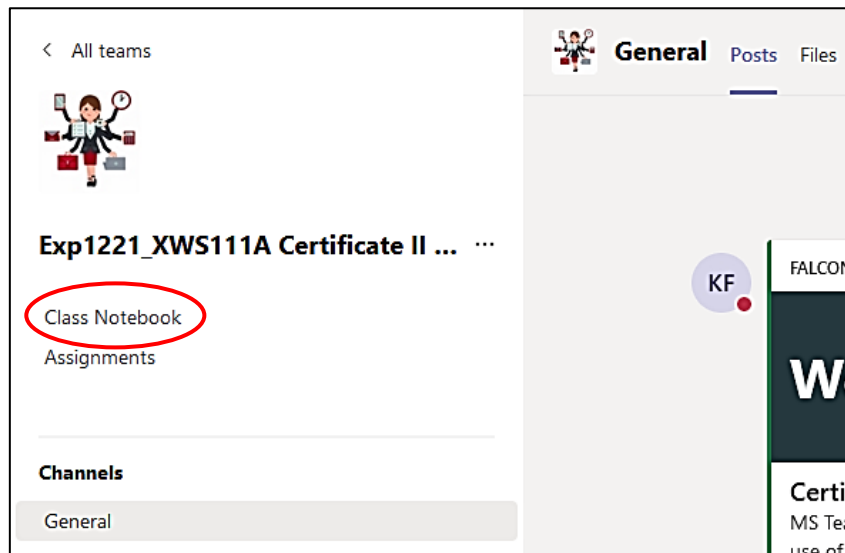


Once you click Join, you will be asked to choose your video and audio options. Once you have adjusted these settings, click Join now. Then you just need to wait for your lesson to start.

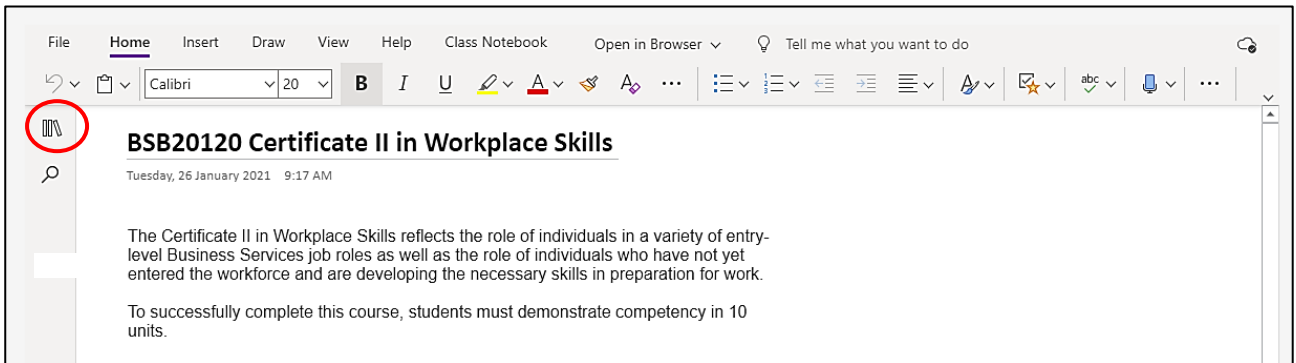


## Class Notebook

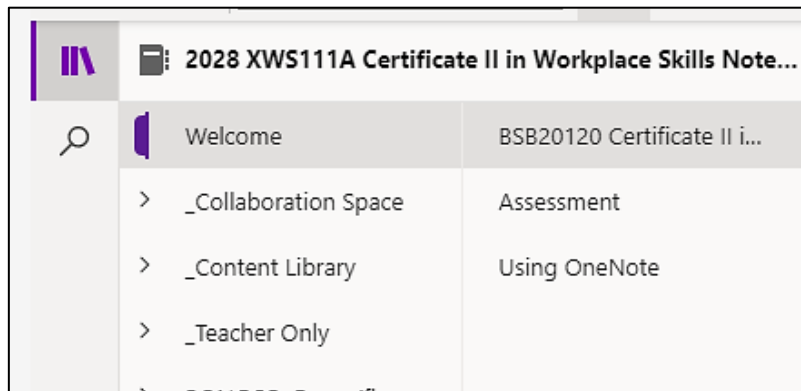
Some of your subjects may use the Class notebook in Teams to provide you with access to the content for the subject. To access the class notebook, click on Class Notebook in the left-hand pane.



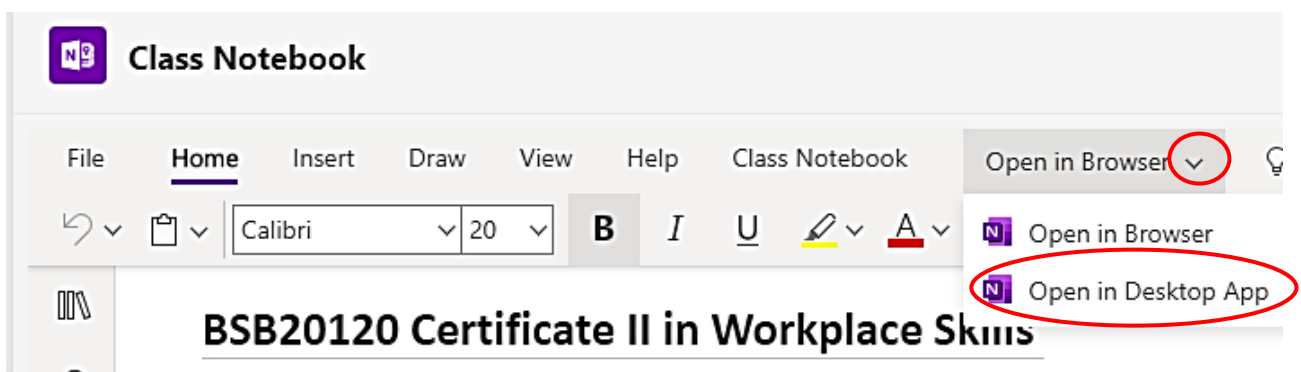
To navigate in the class notebook in Teams, choose the picture of the books on the left-hand side.



It will expand the navigation panel and allow you to choose which page you want to go to. To collapse the navigation panel, click off the books or click directly onto the page on the right-hand side.



You can also choose to open the class notebook in the desktop app rather than working in your web browser. Using the desktop app allows you to access the class notebook offline if you have opened the notebook in the app previously. To do this, choose the drop-down arrow next to Open in Browser and choose Open in Desktop App.



If you have questions, or are having difficulty in accessing the Teams, please contact your teacher.