

# MICROSOFT TEAMS

## *How to do things*

FROM YOUR LAPTOP OR DESKTOP COMPUTER









Compose

Inbox 37

Starred

Snoozed

Important

Sent

Drafts

Meet New

Start a meeting

Join a meeting

Chat

Monique  
In pursuit of magic

Nia S  
Thanks!

Shad Seaton  
Your: https://url2at.com/693226337

You have been added to a class team in Microsoft Teams Inbox x

Microsoft Teams <noreply@email.teams.microsoft.com>  
to me

9:42 AM (4 minutes ago)

ON YOUR  
COMPUTER

### Microsoft Teams

Monique added you to the Form 1M Spanish - Ms. Alvarez class!



Form 1M Spanish - Ms. Alvarez

35 members

1MSpanish

CLICK!

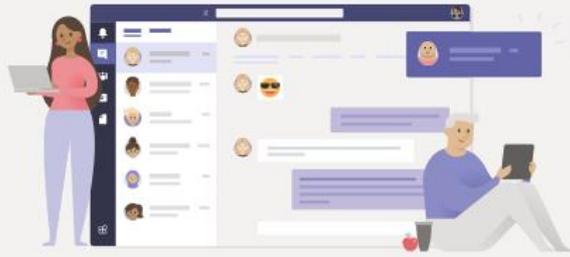
Open Microsoft Teams





Microsoft Teams

IF YOU'RE USING THE BROWSER.



Stay better connected with the Teams desktop app

Download the Windows app

Use the web app instead

Already have the Teams app? Launch it now



Third-Party Disclosures



Microsoft

### Pick an account

---

 YOUR EMAIL @gmail.com 

---

 Use another account

click!





### Pick an account

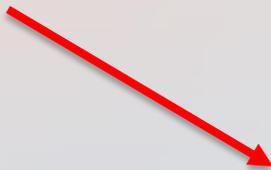
We couldn't find an account with that username. If you were invited to use this app, [sign in with a one-time code sent to your email.](#) **click!**

YOUR EMAIL@gmail.com

Use another account



YOU WILL  
SEE



 Microsoft

← YOUR EMAIL @gmail.com

### Enter code

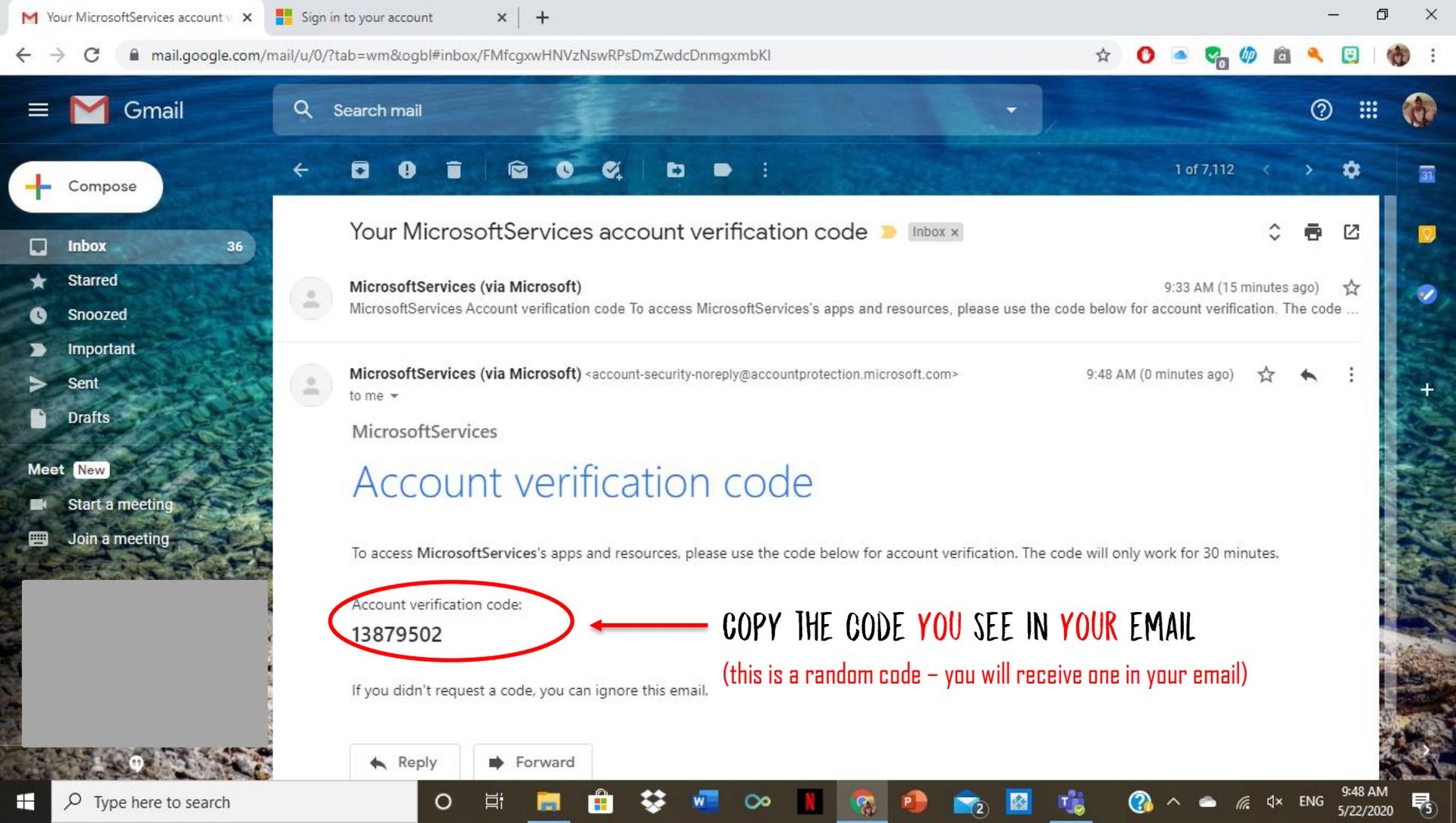
We just sent a code to  
YOUR EMAIL @gmail.com

---

[Sign in](#)

THEN CHECK BACK YOUR EMAIL





Compose

- Inbox 36
- Starred
- Snoozed
- Important
- Sent
- Drafts
- Meet **New**
- Start a meeting
- Join a meeting

Your MicrosoftServices account verification code Inbox x

**MicrosoftServices (via Microsoft)** 9:33 AM (15 minutes ago) ☆  
 MicrosoftServices Account verification code To access MicrosoftServices's apps and resources, please use the code below for account verification. The code ...

**MicrosoftServices (via Microsoft)** <account-security-noreply@accountprotection.microsoft.com> 9:48 AM (0 minutes ago) ☆  
 to me ▾

MicrosoftServices

# Account verification code

To access MicrosoftServices's apps and resources, please use the code below for account verification. The code will only work for 30 minutes.

Account verification code:

**13879502**

**COPY THE CODE YOU SEE IN YOUR EMAIL**  
 (this is a random code - you will receive one in your email)

Reply Forward

THEN INPUT THE CODE





← YOUR EMAIL @gmail.com

### Enter code

We just sent a code to

YOUR EMAIL @gmail.com

13879502|



**THEN**  
**CLICK!**

Sign in





THEN YOU'RE IN!!!



**Microsoft Teams**

Activity

Chat

Teams

Files

Help

Manage teams

Your teams

- F1 Form 1M Spanish - Ms. Alvarez
- General
- Form 2M Spanish - Ms. Alvarez
- General

**Online Class**

Search or type a command

F1 **General** Posts Files Class Notebook Assignments Grades Team 35 Guests

Monique Alvarez has added Rylee Auguste (Guest) as a guest to the team.

**Assignments** Yesterday 12:50 PM

**Telling Time**

Due May 26

[View assignment](#)

Reply

ASSIGNMENT



Monique Alvarez has added moniqueleighalvarez (Guest) as a guest to the team.

MA Monique Alvarez 9:46 AM

Scheduled a meeting

**My neighbourhood**

Thursday, May 28, 2020 @ 11:00 AM

Reply

NEXT CLASS



Start a new conversation. Type @ to mention someone.

# HOW TO SUBMIT AN ASSIGNMENT

**Microsoft Teams**

Activity

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Manage teams

**Teams**

Your teams

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  - General

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**Assignments Yesterday 12:50 PM**

**Telling Time**

Due May 26

[View assignment](#)

← Reply

CLICK!

Monique Alvarez has added moniqueleighalvarez (Guest) as a guest to the team.

**Monique Alvarez 9:46 AM**

Scheduled a meeting

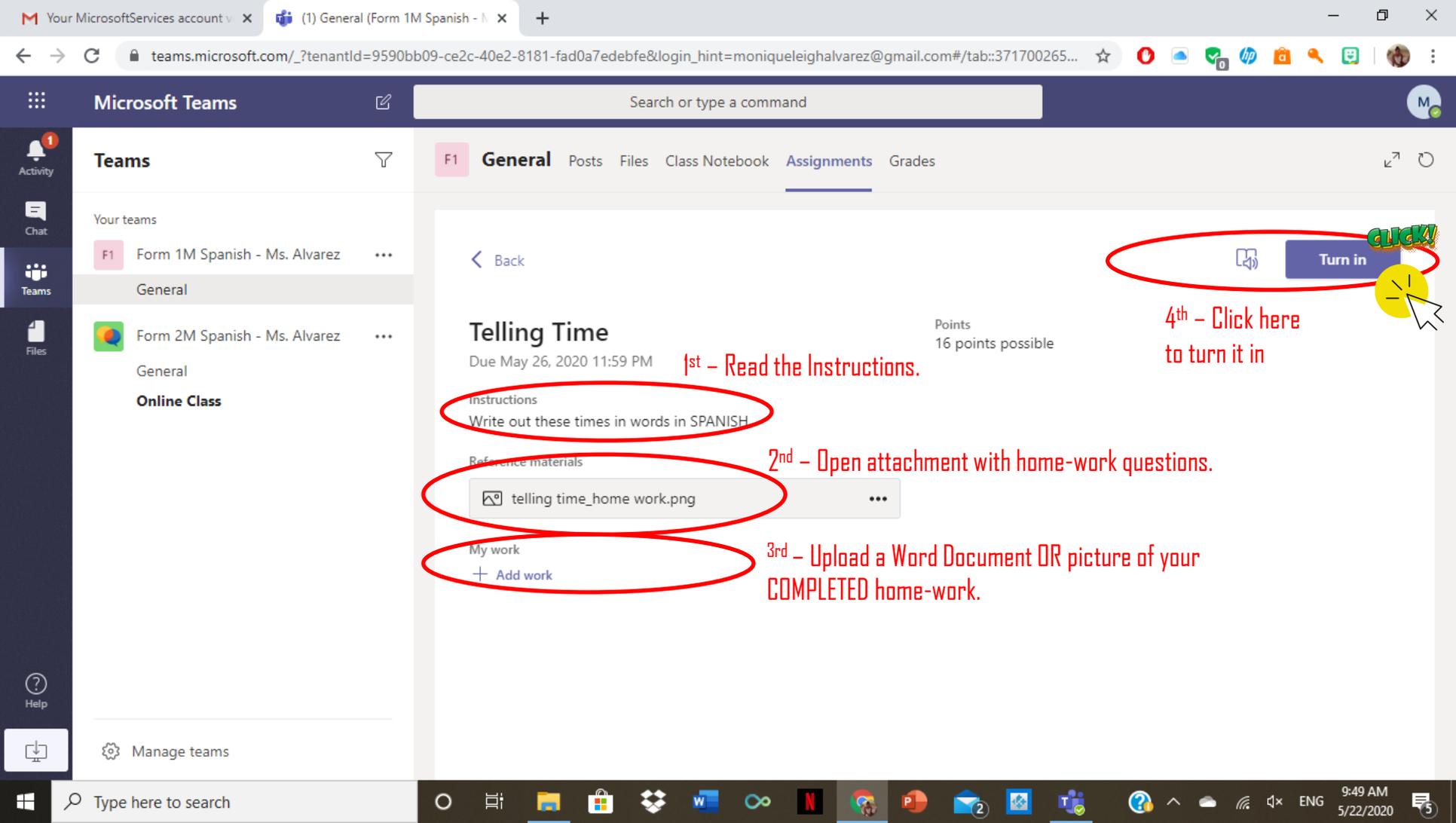
**My neighbourhood**

Thursday, May 28, 2020 @ 11:00 AM

← Reply

Start a new conversation. Type @ to mention someone.

📎 📎 😊 📄 📺 📺 📺 ⚙️ ...



**Teams**

Your teams

- F1 Form 1M Spanish - Ms. Alvarez
- General
- Form 2M Spanish - Ms. Alvarez
- General

**Online Class**

Manage teams

F1 **General** Posts Files Class Notebook **Assignments** Grades

< Back

### Telling Time

Due May 26, 2020 11:59 PM

Points  
16 points possible

instructions  
Write out these times in words in SPANISH

Reference materials  
telling time\_home work.png

My work  
+ Add work

Turn in

1st - Read the Instructions.

2nd - Open attachment with home-work questions.

3rd - Upload a Word Document OR picture of your COMPLETED home-work.

4th - Click here to turn it in



# HOW TO JOIN A CLASS

**Microsoft Teams**

Activity

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Files

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Manage teams

**Teams**

Your teams

- F1 Form 1M Spanish - Ms. Alvarez
  - General
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  - General

**Online Class**

Search or type a command

F1 **General** Posts Files Class Notebook Assignments Grades Team 35 Guests

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**Assignments Yesterday 12:50 PM**

**Telling Time**

Due May 26

[View assignment](#)

Reply

Today

Monique Alvarez has added moniqueleighalvarez (Guest) as a guest to the team.

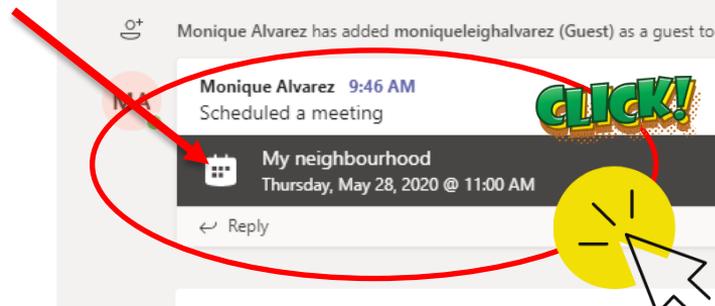
**Monique Alvarez 9:46 AM**

Scheduled a meeting

**My neighbourhood**

Thursday, May 28, 2020 @ 11:00 AM

Reply



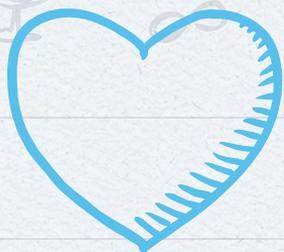
Start a new conversation. Type @ to mention someone.

📎 📎 😊 📎 📎 📎 📎 ⋮

AND THEN CLICK

JOIN





# I HOPE THAT HELPED!

**Any questions?**

You can find me at [monique.alvarez.fac.edu.tt](mailto:monique.alvarez.fac.edu.tt)

**OR**

**Message on Microsoft Teams or Edmodo**