



Teams

Lessons with Teams on Windows 10 and the iPad.

Please contact Michael Allardice malla20@eq.edu.au

or

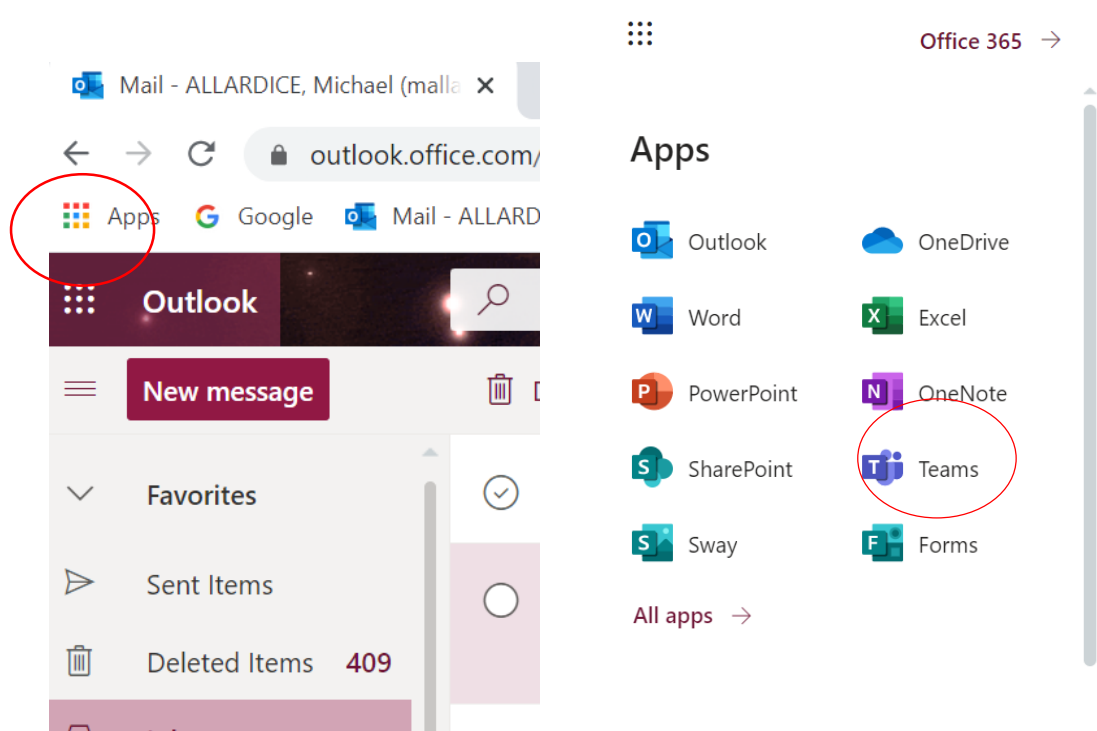
techsupport@kenmoresouthss.eq.edu.au

On the iPad Download the Microsoft Teams App



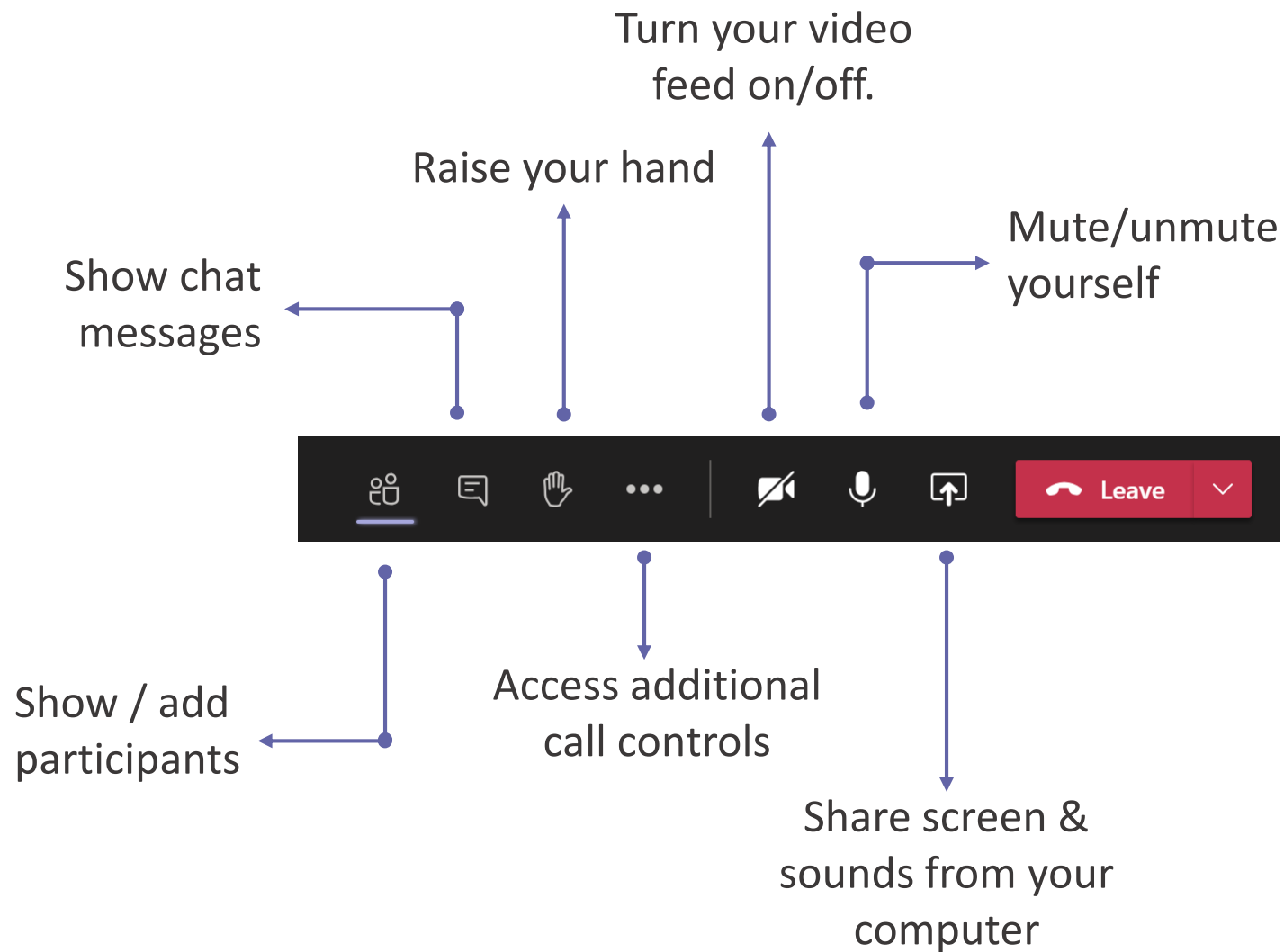
Your student will have a unique MIS username and password. Their email has the same password. Your student's teacher can send you the username and reset passwords from school.

The email is the Username followed by @eq.edu.au



On a Windows Device go to the Waffle in Office 365. Then click on Teams.

Meeting tools on a Windows 10 Device



Your Teacher may mute you. Stay on mute until instructed to unmute.



Keep your microphone
on mute until needed



Should your video be on? It's
up to you! Consider your
background and bandwidth.



Use the chat to post
questions and interact



This call is being
recorded



AA

teams.microsoft.com



Microsoft Office Home



Microsoft Teams - loading



Microsoft Teams

Preview

Search



Teams



Join or create team

KSSS Year 3

KSSS Year 4

KSSS Year 5



KSSS Year 6



KSSS Prep



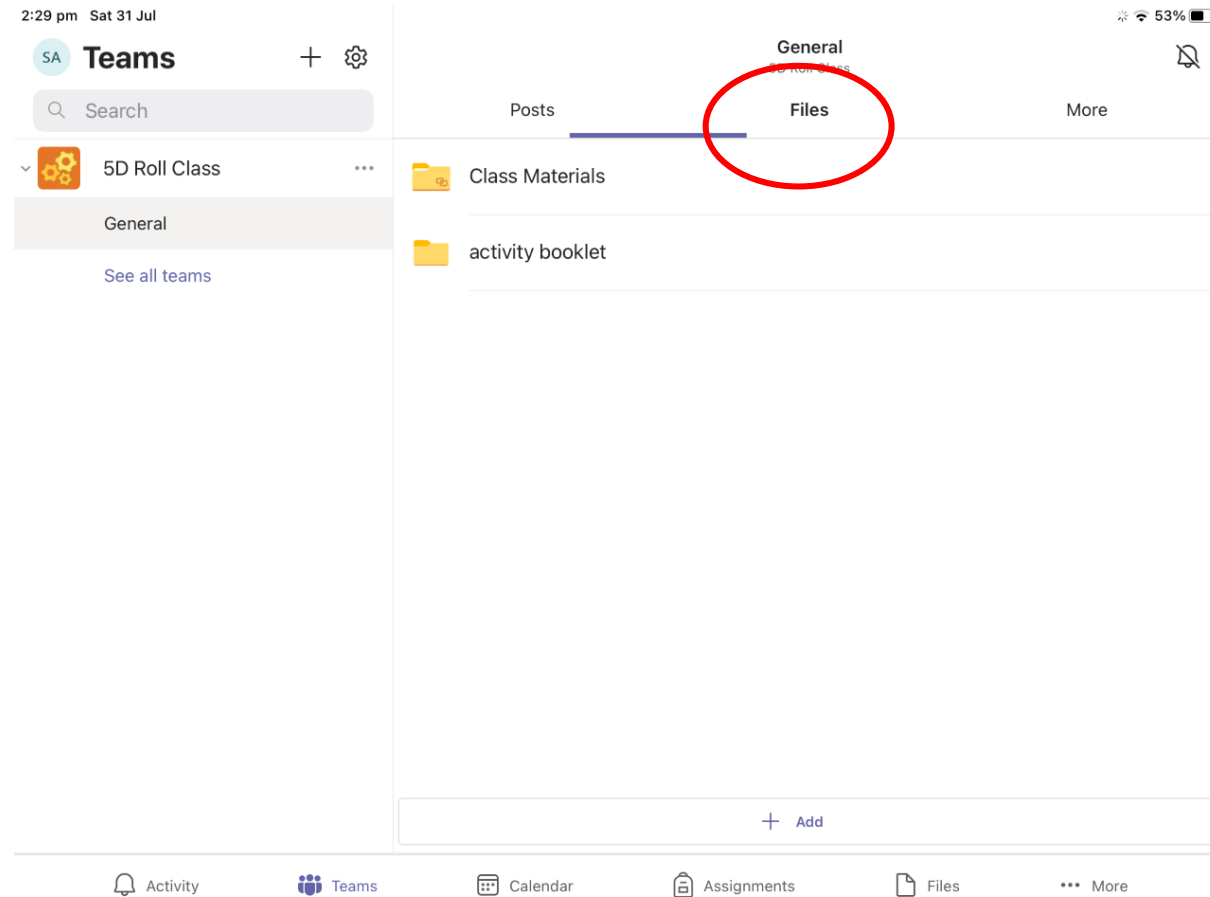
Specialists



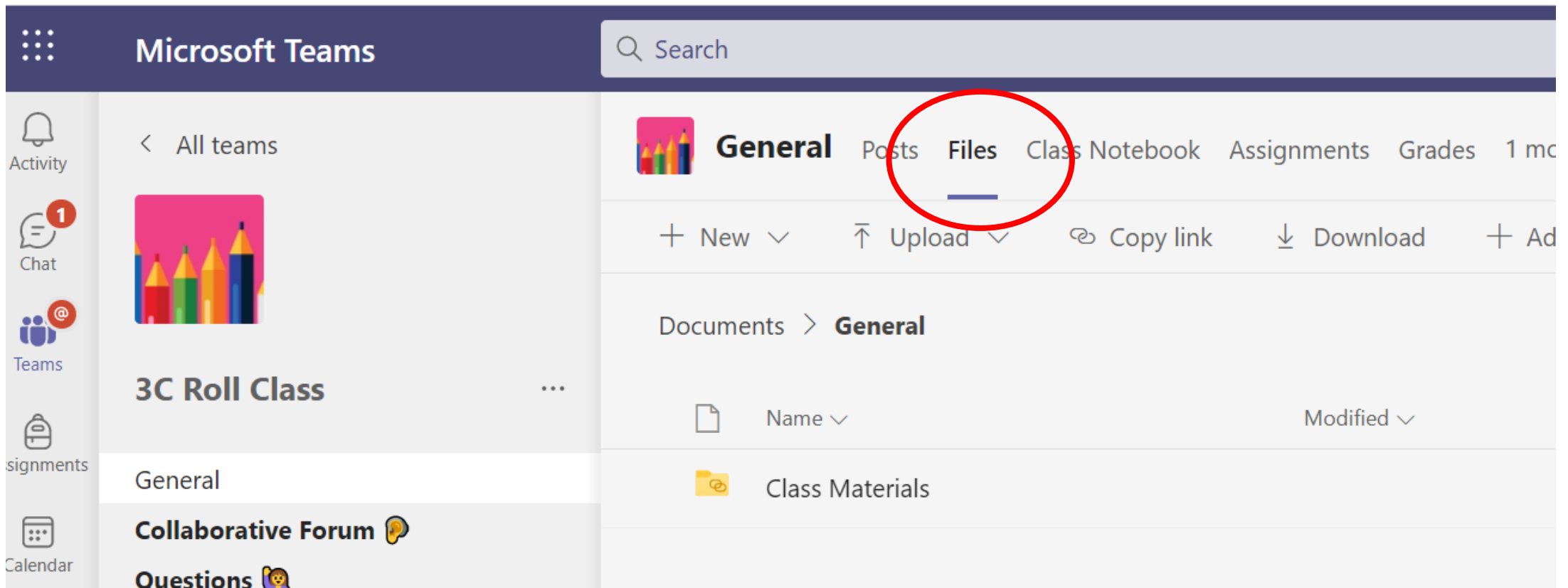
5B 2021

Teams on an iPad.

Navigate to files on iPad

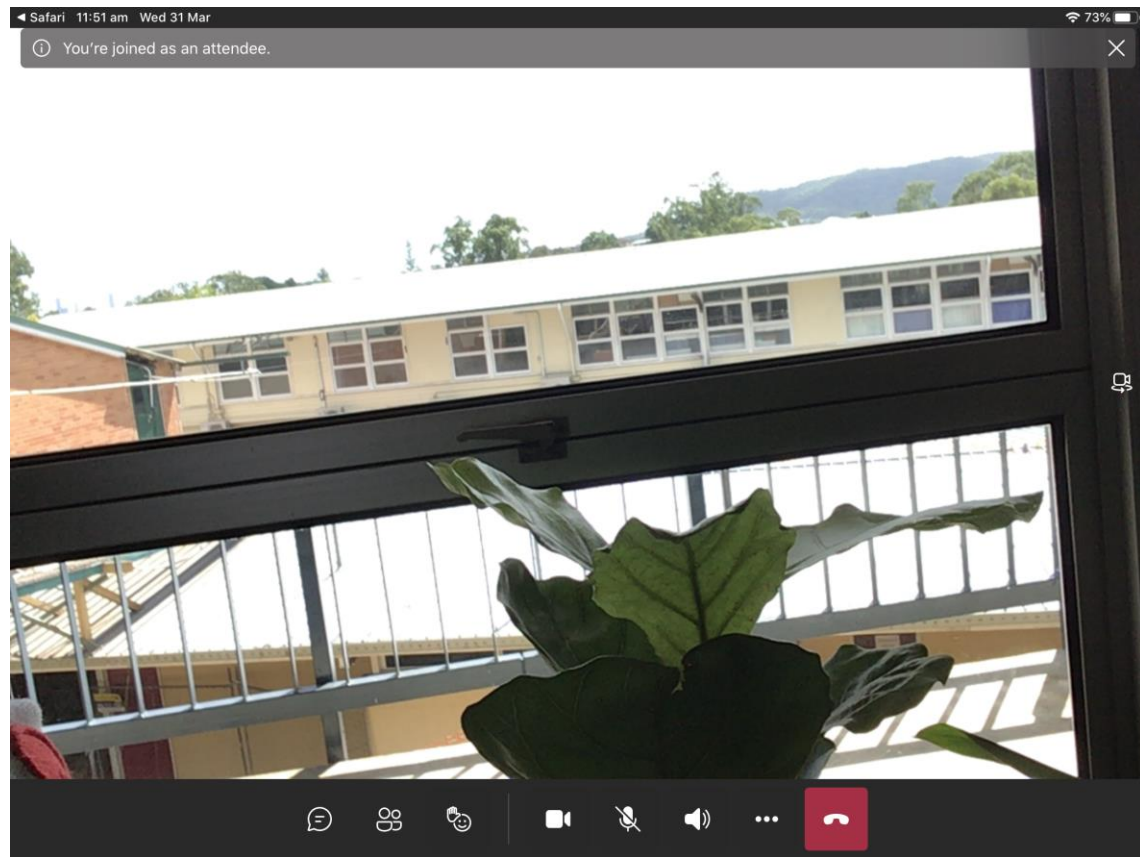
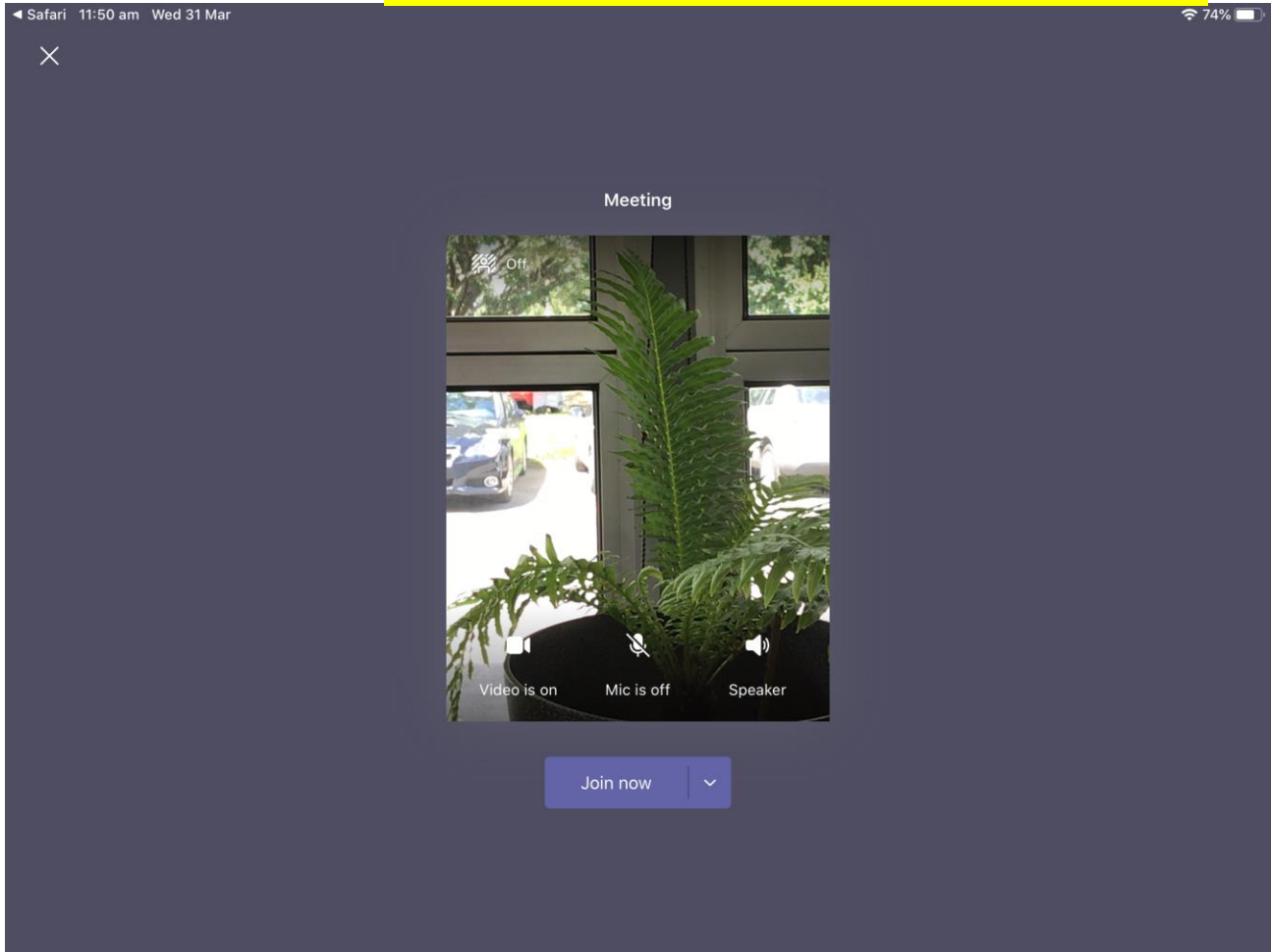


Navigate to Files in Windows 10



The screenshot displays the Microsoft Teams application interface. At the top, the 'Microsoft Teams' header is visible on the left, and a search bar is on the right. The left sidebar contains navigation icons for Activity, Chat (with a notification badge), Teams (with an @ badge), Assignments, and Calendar. The main area shows the 'All teams' view with a list of teams: '3C Roll Class', 'Collaborative Forum', and 'Questions'. The '3C Roll Class' team is selected, and its channel tabs are visible: 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', 'Grades', and '1 mo'. The 'Files' tab is highlighted with a red circle. Below the tabs, there are action buttons: '+ New', 'Upload', 'Copy link', 'Download', and '+ Ad'. The main content area shows a breadcrumb path 'Documents > General' and a table with columns 'Name' and 'Modified'. A folder named 'Class Materials' is listed under the 'Name' column.

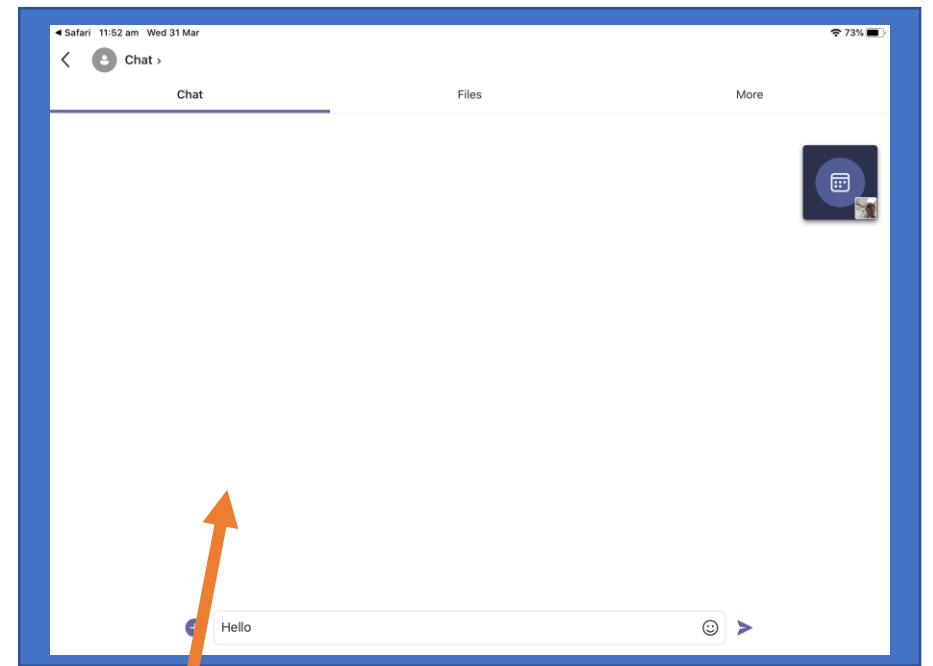
Link to a meeting on the iPad



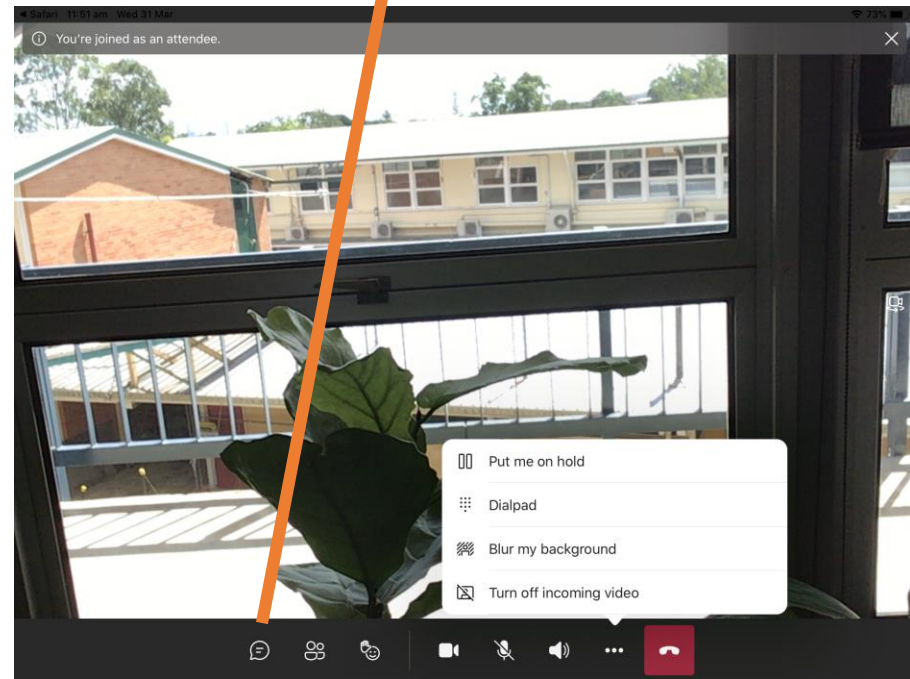
Meeting tools on the iPad



Chat



Raise your hand and respond to teacher questions with emojis.



PowerPoints can be opened on the iPad in Keynote from Teams.
PDFs can be opened in Notability.

