User Guide for Teachers (MS Teams for Teaching) • Creating a Team for Your Class

Note:

(1) Last updated date of this training document /video: 18 Aug 2021, version no.: 2.0

(2) The user-interface (UI) shown in this training document /video may vary from the latest look of Teams app.





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	Calls		Leave the team		
	Files		🖉 Edit team		
		⇔ Get link to team			
		 Hidden teams 	Ø Manage tags		
			Delete the team		
	? Help				

(1) Click the "**Teams**" icon in the sidebar menu.

(2) Find the newly-created "Teams Class" and click "...".

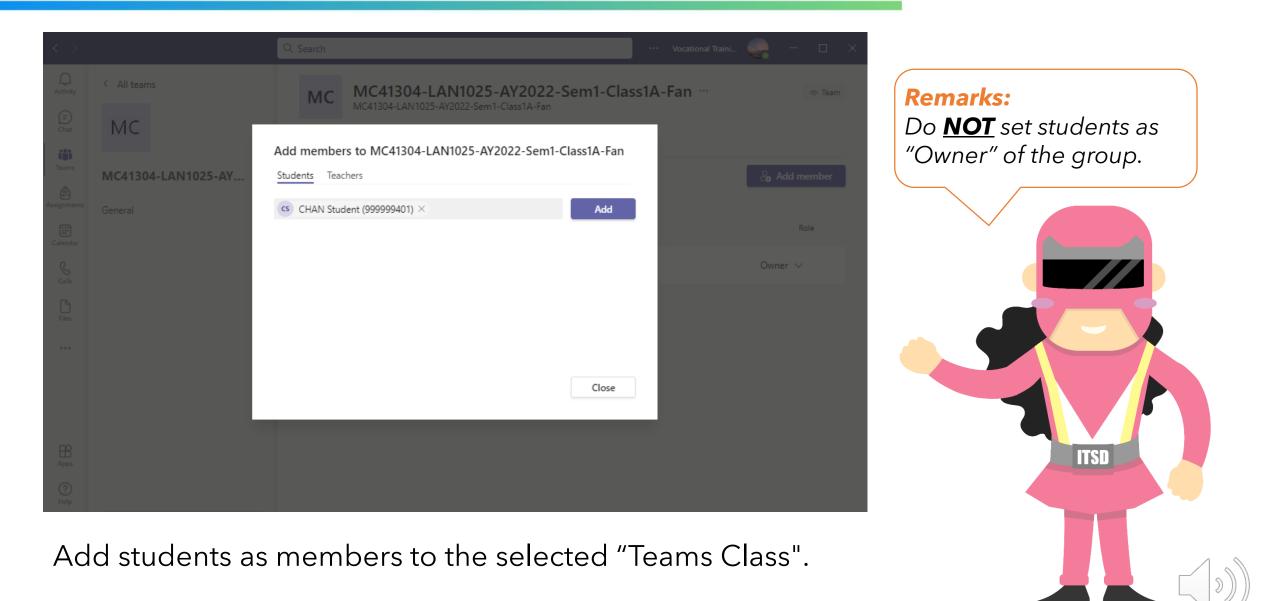
(3) Click "Manage team"



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Click the "Add Member" button to add students.





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Click the "New conversation" to post messages in the Teams Class.

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You can post messages with the following features: (1) Format the text message - switching between plain text and HTML text (2) Select the post type



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You can remind students to subscribe the channel.







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