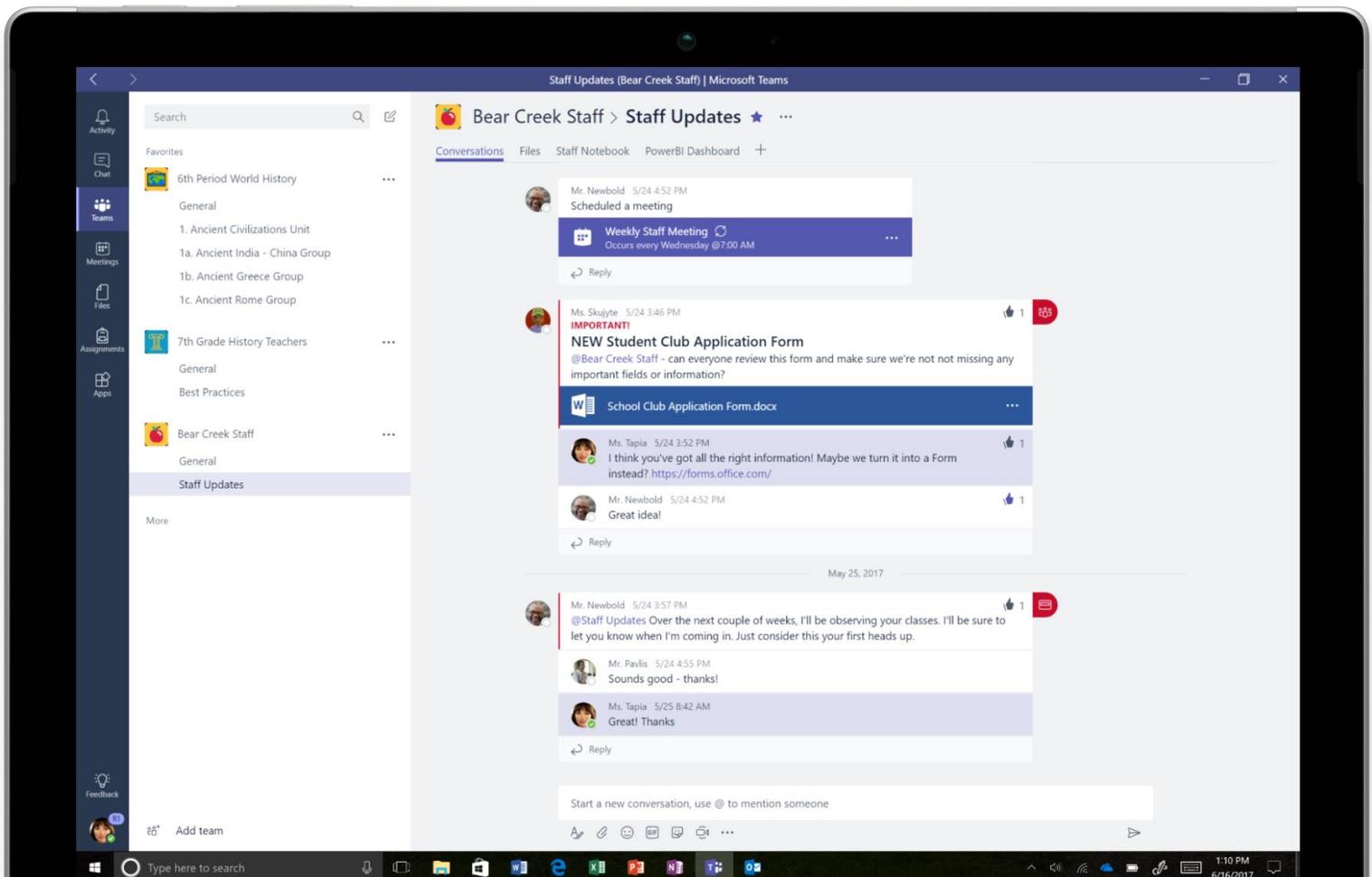


Meet Microsoft Teams

Get started with a hub for teamwork in Office 365 for Education

Guide for School Leaders



Streamline school communication and collaborate with ease

"Microsoft Teams has evolved the way we communicate as a staff throughout the school. It has allowed us to reduce the number of emails being sent by having one central location to have conversations and store files."

- PRIMARY SCHOOL ASSISTANT PRINCIPAL

Microsoft Teams is a digital hub that brings conversations, meetings, files and apps together in a single experience in **Office 365 for Education**. Using **Teams**, staff can move quickly and easily from conversations to content creation with context, continuity, and transparency. **Teams** addresses the unique needs of different groups enabling them to work together easily and get things done:

- **Manage projects, tasks, and content** using the applications that you use every day—all available in a single, custom workspace
- **Stay in the know with real-time information and updates** shared in persistent team conversations, private chats (these can be moderated, if needed), staff team meetings, and other channels
- **Support rich collaboration and seamless experiences** with integrated apps from Office 365 like Word, Excel, PowerPoint, and OneNote, and education partners like busuu, Canvas, Flipgrid, and Kahoot!

 **Office 365 for Education** now includes **Teams**. This means that **Teams** is free for all faculty, staff, and students through **Office 365 for Education**!

The table below describes a few examples of ways school leaders can work together in **Teams**, to help support innovative teaching methods and best practices in collaborative schools.

[Learn more about the new experiences in Teams designed for teachers, students, and staff!](#)

| Scenario | Description |
|--|--|
| School Improvement Advisory Committees (SIAC) | Effective school improvement programs and initiatives require staff access to rich data analytics (such as percentile rankings) and easy collaboration among diverse teams that include administrators, faculty and others across the district. |
| Incident response plans | When an incident (such as a health risk) occurs, fast and accurate communication helps to ensure an effective response. Using Teams , incident response teams can easily draft and share timely and appropriate information with students, parents, and the community, and coordinate additional resources (such as school nurses). |
| Social and Emotional Learning (SEL) programs | SEL programs can promote academic success and positive behavior while reducing emotional distress and general misconduct ¹ . Channels in Teams can be organized, for example, around the five key SEL competencies: self-awareness, self-management, social awareness, relationship skills, and responsible decision making. |
| Teacher evaluations | Evaluating teacher performance is a time-consuming, but important regular activity. Using Teams , administrators can share professional development resources with all teachers in the General channel, and manage private communications (in Conversations) and content (for example, using OneNote Staff Notebooks) with individual teachers in separate channels. |

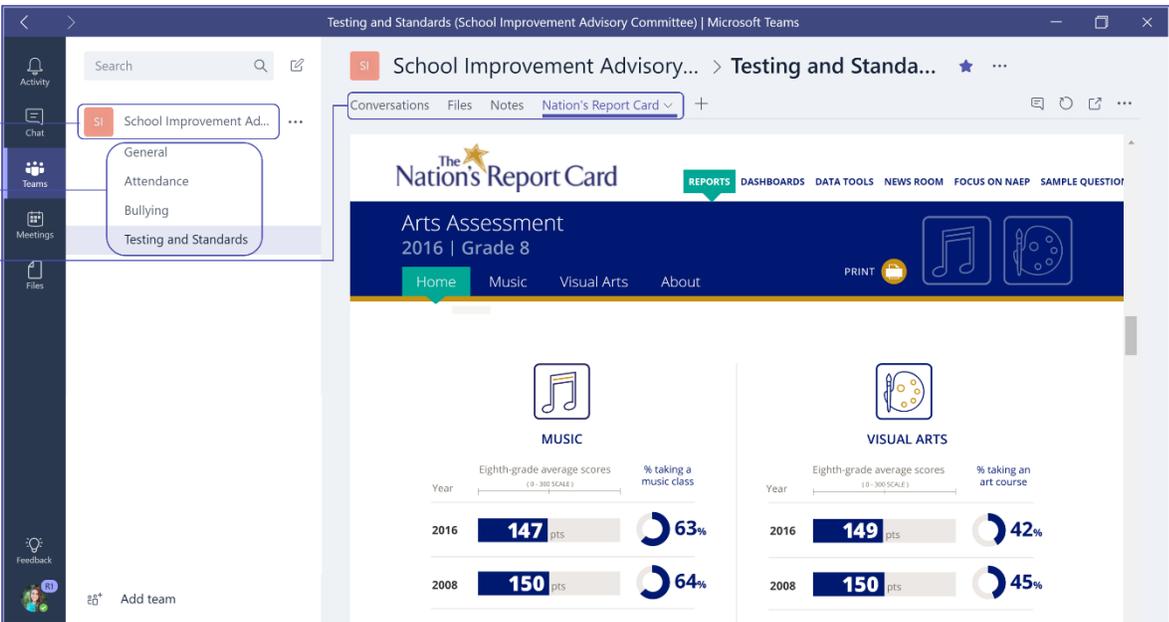
¹ Hinton, M. (2017, March). Study Links After-School Programs to Improved STEM Knowledge. *Education Week*. Retrieved from http://blogs.edweek.org/edweek/time_and_learning/2017/03/new_study_examines_link_between_after-school_programs_stem_knowledge.html?cmp=eml-enl-eu-news3

Understanding Teams

You can create staff teams for different projects, activities, committees, and processes as needed; as well, you can invite others in the school or district to join as team members. Teams can also be created based on existing **Office 365 Groups**, and any changes made to the **Office 365 Groups** are automatically synced in **Teams**. This simplifies the process of inviting and managing team members, and saves group files in **Teams**.

 It may be tempting to just map a bunch of your email distribution lists to individual staff teams, but **Teams** is about working in a highly collaborative environment toward a common goal. You can overcome the exclusiveness and “need to know” limitations of distribution lists by creating your staff teams at the right levels for working groups in your school or district.

Individual staff teams can be further organized into **channels** that contain **tabs** for conversations, files, notes, and more. **Channels** can be created based on the team’s different needs, for example, by topic, discipline, or subject. **Tabs** enable staff to upload, review, and edit files, notes, and customized content (such as documents, spreadsheets, presentations, videos, external links, other applications, and more). This content is then easily accessible to everyone on the team.



The screenshot shows the Microsoft Teams interface for a team named "School Improvement Advisory Committee". The left sidebar shows the "Teams" section with a list of channels: "General", "Attendance", "Bullying", and "Testing and Standards". The "Testing and Standards" channel is selected, and its content is displayed in the main area. The content is a report titled "The Nation's Report Card Arts Assessment 2016 | Grade 8". The report includes data for Music and Visual Arts scores and class/course taking percentages for the years 2016 and 2008.

| Subject | Year | Eighth-grade average scores (0-300 SCALE) | % taking a class/course |
|-------------|------|---|-------------------------|
| MUSIC | 2016 | 147 pts | 63% |
| | 2008 | 150 pts | 64% |
| VISUAL ARTS | 2016 | 149 pts | 42% |
| | 2008 | 150 pts | 45% |

 Setting up **Teams** on your mobile device is easy and ensures you can conveniently stay connected with your team from anywhere, at any time, and on any device. You can download **Teams** from the [Windows Store](#) (Windows Mobile), [App Store](#) (Apple iOS) or [Google Play](#) (Android).

Introduce Teams to your peers

Begin with a kickoff meeting to set expectations, provide guidance, and demonstrate the basics of **Teams**. Ask your peers to use **Teams** as their primary communication and collaboration tool for your team-based activities. Try using **Chat** in **Teams** to replace short emails and text messages as an easy way to introduce everyone to the convenience and functionality in **Teams**.

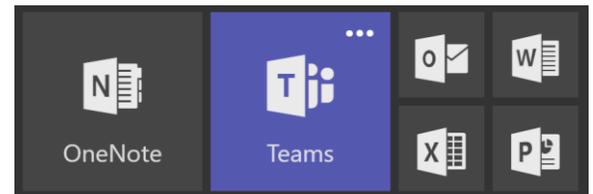
Customize Teams for your unique scenario

Successful staff teams need simple and intuitive tools to enable fast and effective communication and collaboration. Whether you're chairing a committee, preparing incident response plans, creating personalized student programs, evaluating teachers, or managing any other collaborative activity, **Teams** can help you get organized for success. Let's get started and customize **Teams** for your scenario using the following steps

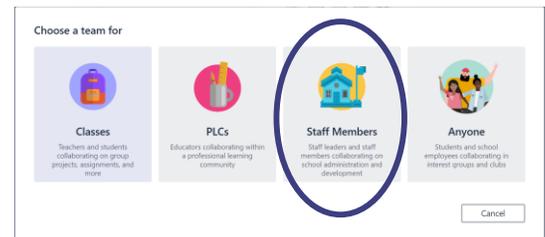
Create your team and invite team members

1. To launch **Teams**, go to the app launcher – the “waffle”  icon – in **Office 365 for Education** and select the **Teams** tile to open the online app, or download it to your desktop.

Note: If you're having trouble accessing **Teams**, contact your IT Admin to make sure you have the correct license.



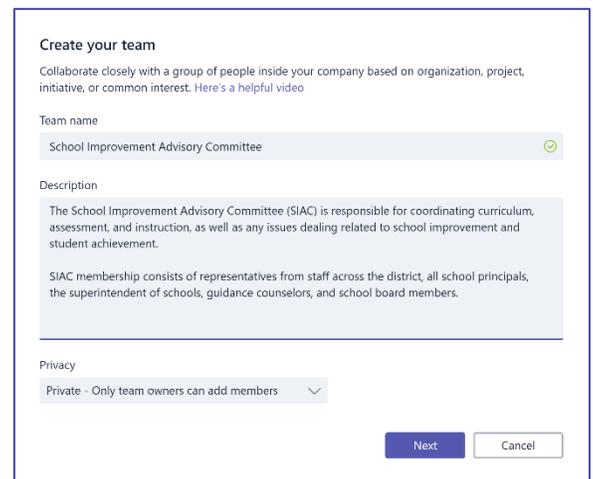
2. Select  **Add team** (the button at the bottom of the channel list in **Teams**), then select the **Create a team** tile  from the menu of and select **Staff Members**.

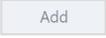


3. In the **Create your team** window, name your **team**, write a brief description that explains the purpose of the **team**, then select the **Next** button. 

Note: Leave the **Privacy** option set to **Private—Only team owners can add members** (you can change this setting later if needed).

-  Before you train your team, go ahead and customize the setup of **Teams**. Begin by creating your staff team, setting up a few **channels**, and adding a few **tabs**. Then seed a few **tabs** with some relevant, engaging, and helpful content.



4. You can easily add **people, groups,** and **distribution lists** from your school or district. As you begin typing names, a list of people in your email directory, matching your spelling, appears. Select the **Add** button  to add team members, or select the **Skip** button  to add team members later if you want to set up your content first (recommended).



Add members to "School Improvement Advisory Committee"

Members

Psst! You can add people, groups, and distribution lists from your organization.

Create a few key channels and some tabs with great content

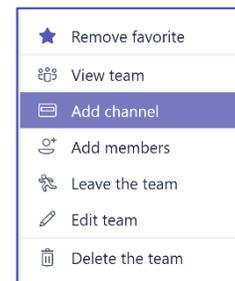
1. When you create a new staff team, a **General** channel is automatically added to the team. You can create additional **channels** to keep your team organized. By default, anyone on the team can access these channels.

 Post **Teams** training tips to the **General** channel for easy reference. This is a convenient place for the entire team to get help and guidance, but especially useful for new members joining the team.



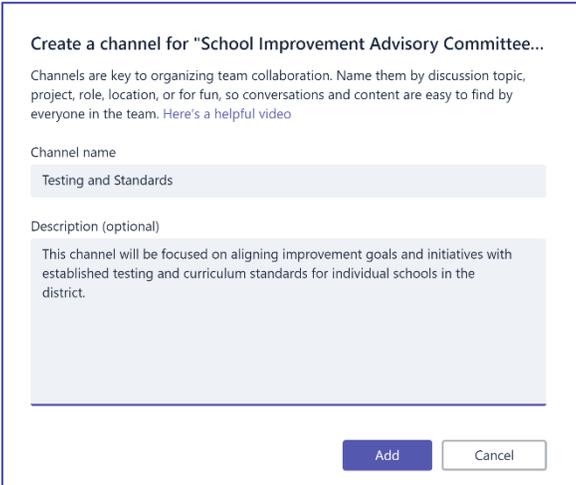
2. To create additional **channels**, click the ellipses next to your team name in the channel list and select **Add channel** from the menu.

 Create a few channels to get started, then encourage team members to create additional channels based on topics, initiatives, or other needs.



3. In the dialog box, name your **channel**, write a brief description that explains the purpose of the **channel**, then select the **Add** button. 

 Once you've created a few **channels**, you can seed them with some actual content so that your team members don't see a blank page the first time they log in. For example, you might **start a new conversation** by posting a few questions in each **channel** to get a few discussions started and **@mention** specific staff team members to pull them into the conversation.



Create a channel for "School Improvement Advisory Committee..."

Channels are key to organizing team collaboration. Name them by discussion topic, project, role, location, or for fun, so conversations and content are easy to find by everyone in the team. [Here's a helpful video](#)

Channel name

Testing and Standards

Description (optional)

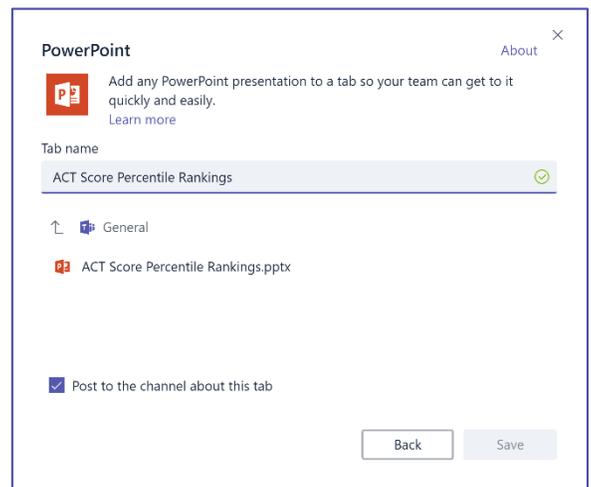
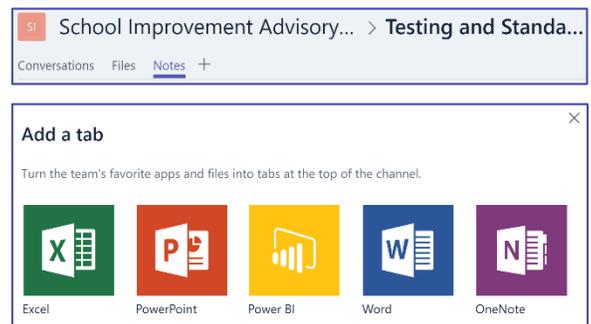
This channel will be focused on aligning improvement goals and initiatives with established testing and curriculum standards for individual schools in the district.

4. Within individual **channels**, you can create **tabs** for different content and applications. Several default tabs are created within each channel, including **Conversations**, **Files**, and **Staff Notebooks**. To create a new tab, select the **+ icon** to the right of the default tabs, then select an app or file for the tab (such as **PowerBI**), name it, and then select the **Save** button. 

Note: The setup steps for some applications and services may differ slightly from the instructions provided here.

5. To create a new **tab** that links directly to a specific file (such as national standards, state and district assessments, or test score percentile rankings), select the **+ icon** to the right of the default tabs, select the app for the file type (such as a **Word** document, **Excel** spreadsheet, or **PowerPoint** presentation), browse to the file name under **Files**, name the tab, and then select the **Save** button. 

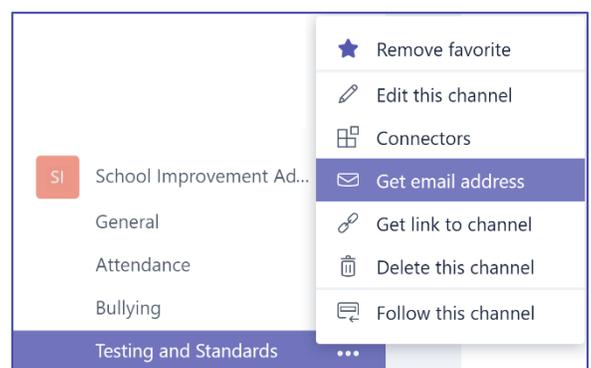
 You can pin an existing **OneNote** notebook from a **SharePoint** site or other website () directly to your **channel** as a **tab** for easy team access.



Move email conversations to Teams

1. You can send emails to a **channel** within **Teams** to keep all your team communications organized and accessible in one place. To create an email address for a **channel**, select the ellipses (**...**) to the right of the **channel**, select **Get email address** in the menu, then select the **Copy** button and  then save the email address to your contacts list or email address book.

 Forward emails into a **channel** to continue discussions in **Teams**.

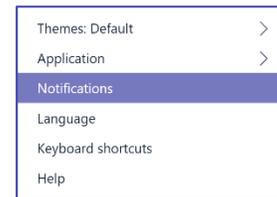


- You can select the advanced settings link in the **Get email address** window to limit who can send emails to the team (selections include: anyone, only team members, or only emails sent from specified domains).



Limiting who can send emails to a **channel** helps reduce the likelihood of receiving spam or phishing emails in **Teams**.

- You can customize your email notification settings for different events (such as personal **@mentions** or replies to conversations you start) by selecting your profile picture in the lower left corner of **Teams**, then selecting **Notifications** from the menu.

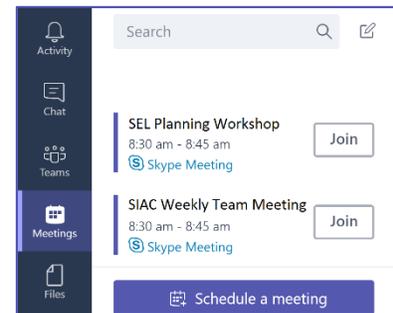


Schedule meetings in Teams

- To schedule a meeting in **Teams**, select **Meetings** in the left navigation pane, then select the **Schedule a meeting** button at the bottom of the middle navigation pane.



Scheduled meetings are listed in the middle navigation pane, you can join a meeting directly from **Teams** by selecting the **Join** button next to the meeting.



- In the **New meeting** window, add your meeting details and **Invite people** (matching names from your email directory appears as you begin to type), or optionally, **Select a channel to meet in** so that anyone in the team channel can join the meeting. Use the **Scheduling assistant** to check the availability of your team members and check the **Repeat** box to setup a recurring meeting. Select the **Schedule a meeting** button when you're done.



The **Meet Now**  feature (located at the bottom of the **Conversations** tab) allows team members to meet on-the-fly – without having to schedule a meeting or reserve a room or auditorium.

Reviewing what you've learned about Teams

- **Teams** is a hub for teamwork that is fully integrated with **Office 365 for Education**, so team members can easily communicate and collaborate using familiar **Office 365** applications like Word, Excel, OneNote, and PowerPoint. For **Office 365 for Education** subscribers, **Teams** is free, so you can start right away!
- You can organize your team using custom **channels** and **tabs** that you create to meet your collaboration requirements. **Tabs** can link directly to files or other content, or to Office 365 applications such as Planner and PowerBI, or apps from education partners like busuu, Canvas, Flipgrid, and Kahoot!
- Move email conversations to **Teams** to keep your team members up-to-date in one convenient, easy-to-use workspace. Use the **Chat** feature in **Teams** in place of short emails to keep your inbox less cluttered.
- Schedule video meetings or **Skype** calls in **Teams** using **Meetings**, or use the **Meet Now** feature to quickly and easily meet with team members on-the-fly.
- You can watch helpful videos to help you get started here: [Microsoft Teams Quick Start](#).
- You can get additional step-by-step help here: [Microsoft Teams Help](#).
- You can read more about the new experiences coming to Teams in Office 365 for Education [here on the Education blog](#).