

Microsoft Teams



Teams

- Log in to the student portal <https://portal.det.nsw.edu.au/>
- Log in with your student det username and password

Login with your DoE account

User ID

Example: jane.citizen1

Password

[Log in](#)

[Forgot your password?](#)

- Microsoft Office 365 is located under the Learning tab

NSW Department of Education

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Whiteboard

All apps

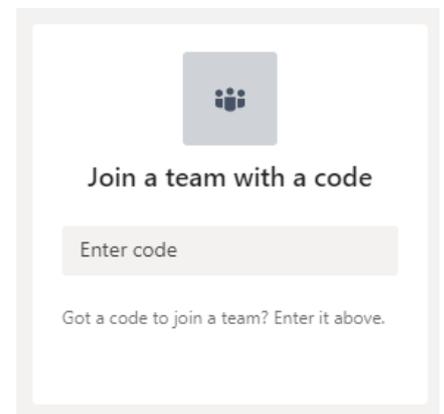
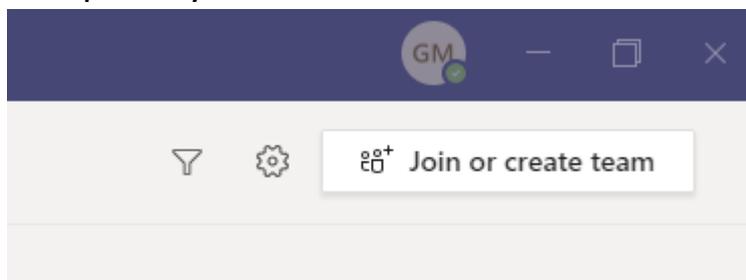
Navigating Microsoft Teams:

Teams is the Microsoft version of Google Classroom. Why is my teaching using Teams? Teams offers 'Meet Now', a live video conferencing facility providing a platform for online class meetings.

How to guides:

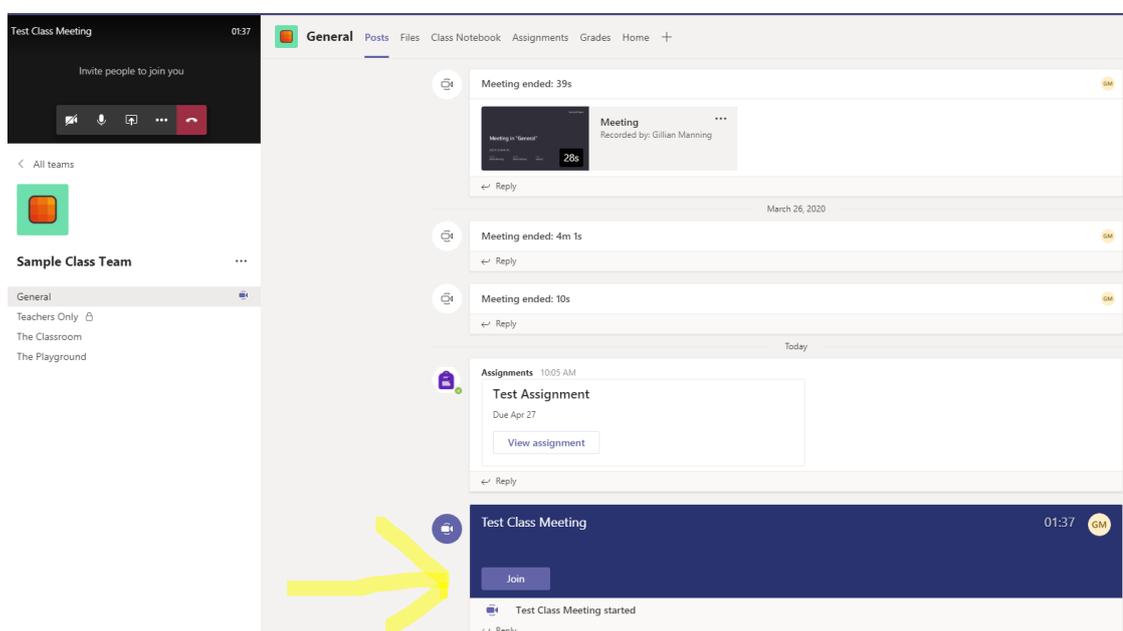
Join a team –

1. Click on the 'Teams' icon on the Office 365 Dashboard
2. You will see a square tile for each of your teams. If your teacher has given you a code, click the 'join a team' button at the top right of the window and paste your code in the box.



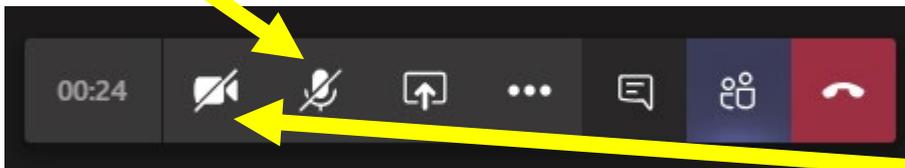
Join a class meeting -

Your teacher will tell you when meetings are planned and it will be up to you to join the meeting at the arranged time. In Teams, click on the class. When your teacher has started the meeting, you will see a 'Join Now' post. Click to join.

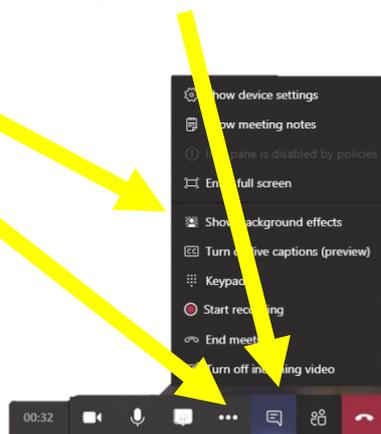


Tips:

Microphone - Always join a meeting with your microphone off/muted. Click the microphone icon. Only turn your microphone on when your teacher asks you to.



Video – uses more internet bandwidth so it makes sense to turn your video off unless your teacher asks you to turn it on. To maintain privacy, be mindful that others can see what's behind you. You may be able to choose a background effect. If your computer doesn't have a webcam or microphone, you can still join the meeting and see and hear your teacher but you will need to communicate with the teacher using 'Chat'



Manage Assignments – click this link - [How to management assignments](#)

Your teacher may issue work through the 'Assignment' Tab.

