



Get started in your class team

Microsoft Teams for Education

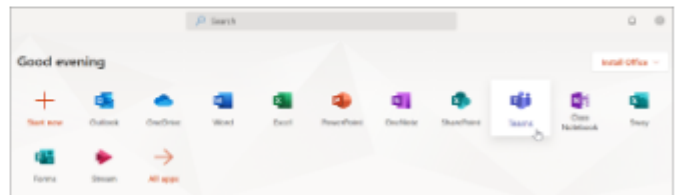
Access your online classroom right away in Office 365 Education and Microsoft Teams. Grab your device and your school sign-in information and head into class at Office.com.

Educators

Students

Sign in to Teams


1. Open [Office.com](https://office.com) on your web browser and sign in with your school email and password.
2. Select the **Teams** app.

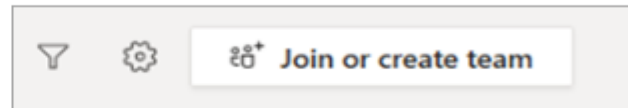


Note: Teams for Education is a part of Office 365 Education. Students and educators at eligible institutions can sign up for Office 365 Education for free. [Learn more about signing up.](#)

Create a class team

You may already have classes set up for you by your IT administrator. If not, create one.

1. Select **Teams**  from the app bar.
2. Select **Join or create team** > **Create team**.
3. Select **Class** as the team type.
4. Enter a name and optional description for your class. Select **Next**.



Create your team

Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook.

Name

Description (optional)

Create a team using an existing team as a template
 Create a team using a class group set up for you by Pineview High School


Cancel Next

Add students (optional)

1. Enter student names and select **Add**. If your school has already created class groups, ask your IT Admin for the name of your class group.
2. Select **Done** when you're finished.

Note: To add co-teachers to this class team, choose the **Teachers** tab and enter names.

You're done!

To add students or make changes to this team later, navigate to the team and select **More options** .

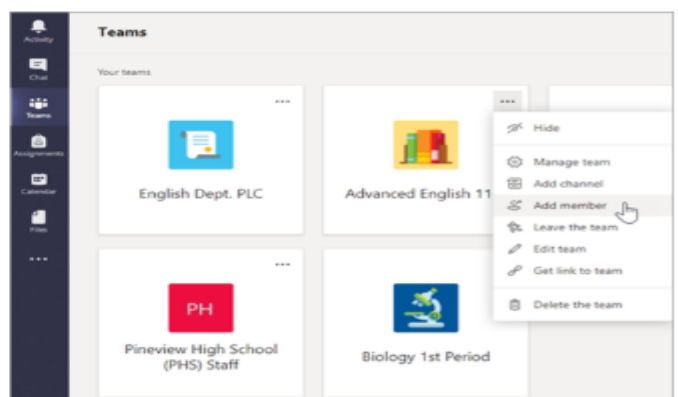
Add members to Advanced English 11 A

Students Teachers


Legg Gu x Terrie Cline x Dominic Tindall x

Add

Close



Sign in to Teams

1. Open [Office.com](https://office.com) and sign in with your school email and password.
2. From your Office.com homepage, click on the **Teams** app to open right in your browser.
3. Select **Teams**  in to see which class teams you're in. If your teacher has already set up the class team and added you, you'll see one or more (depending on how many classes you have) class team tiles.

Notes: Don't see any class team tiles? Your teacher may have invited you to join your class team with:

- A join code (from the Teams page, select **Join or create a team** and enter the code)
- A link (check your email!)

When you see your class tiles, click on one to start connecting with your teacher and classmates!

