

# Microsoft Teams Guide for Learners



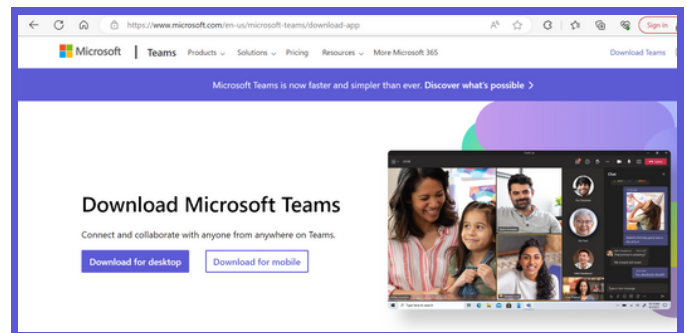
Bord Oideachais & Oiliúna  
**LUIMNIGH & AN CHLÁIR**  
LIMERICK & CLARE  
Education & Training Board

**COLLEGE OF FURTHER  
EDUCATION & TRAINING**

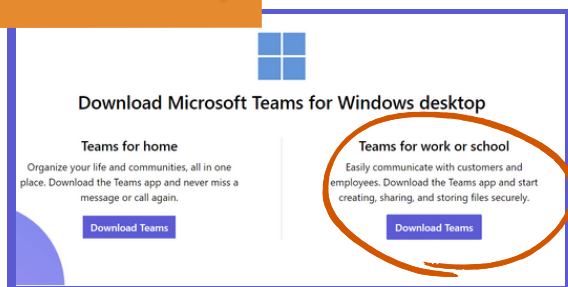


## Getting started with MS Teams on your PC


Open your Internet browser and search the following key terms: "Download Microsoft Teams". Enter the Microsoft website and Select "Download Teams".

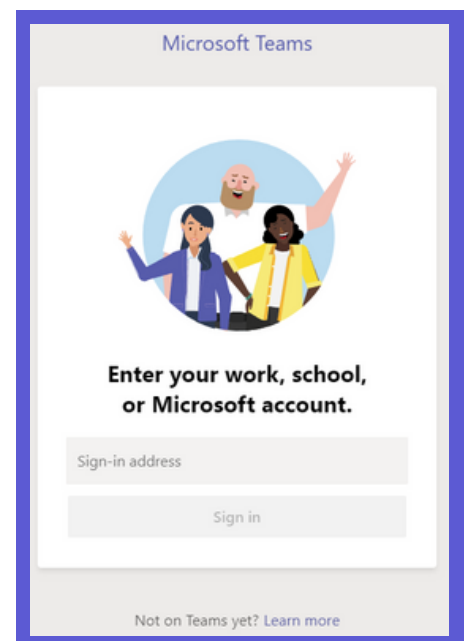


Select Download for desktop



★ Microsoft Teams has now been installed on your computer. Next, you will be brought to the login screen. Here you will enter your LCETB email address and password to enter the homescreen of the app.

  
If you don't know your email address or can't access your account, please contact your tutor

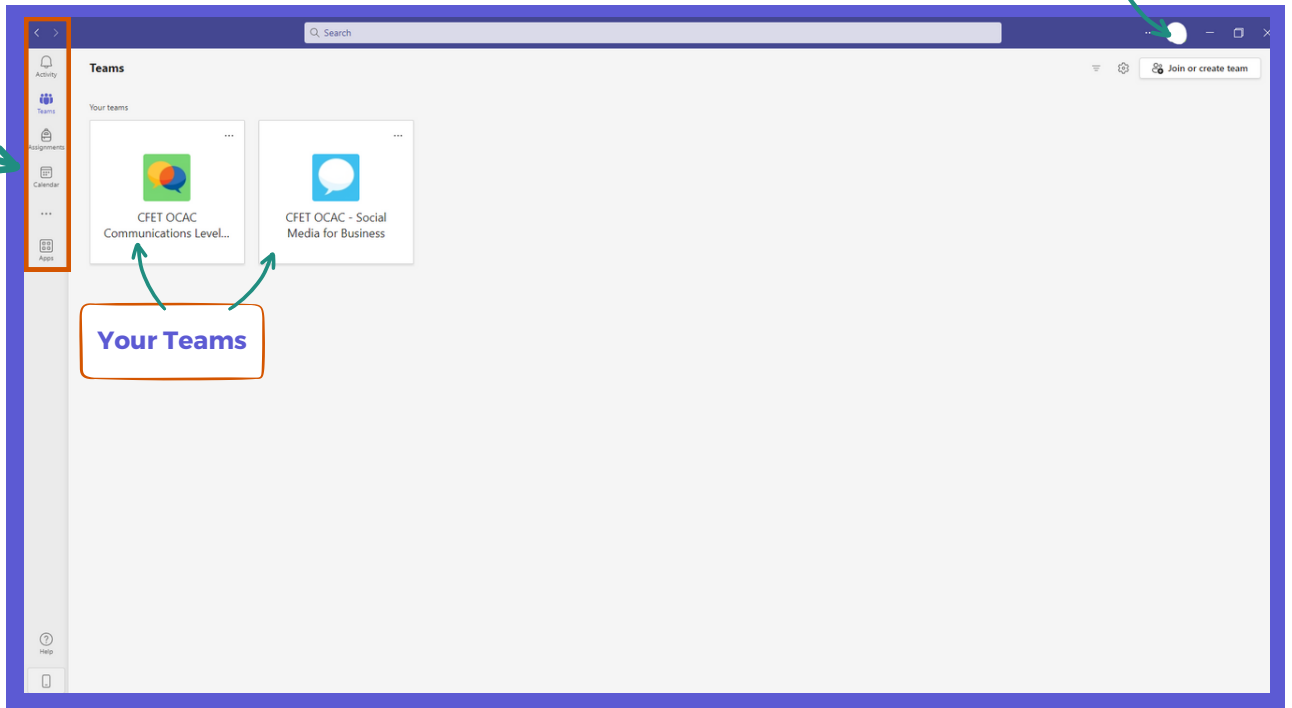


# Getting Started with your home screen

When you have successfully signed in, you will automatically be brought to the Teams homescreen

Manage account and Sign out here

App Bar



Your Teams

Let's look at these features in more detail...

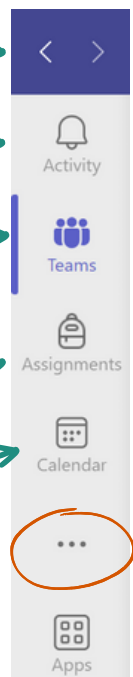
Move backwards and forwards through pages using these buttons

Keep on top of notifications from your Teams here

Click to view all of the Teams you are enrolled on

View all of the upcoming assignments from your current classes here

Open your calendar to see scheduled classes and join calls

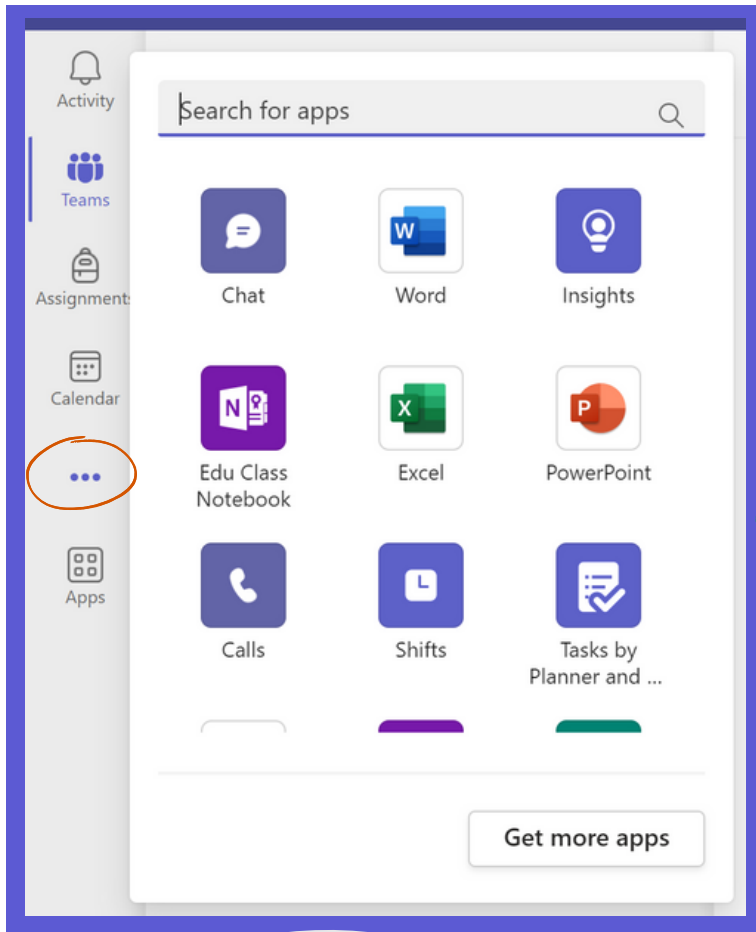


Let's look at this button in more detail on the next page...

# ellipsis button



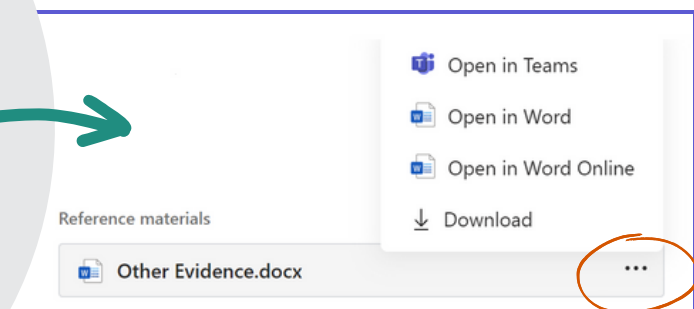
You may frequently notice an ellipsis button/ 3 dots while using Microsoft Products. If you click this button, more options will be displayed.



If you click the ellipsis button on the home screen, you will be presented with the expanded view on the left. Here you can select or search for apps such as the "Chat" app.

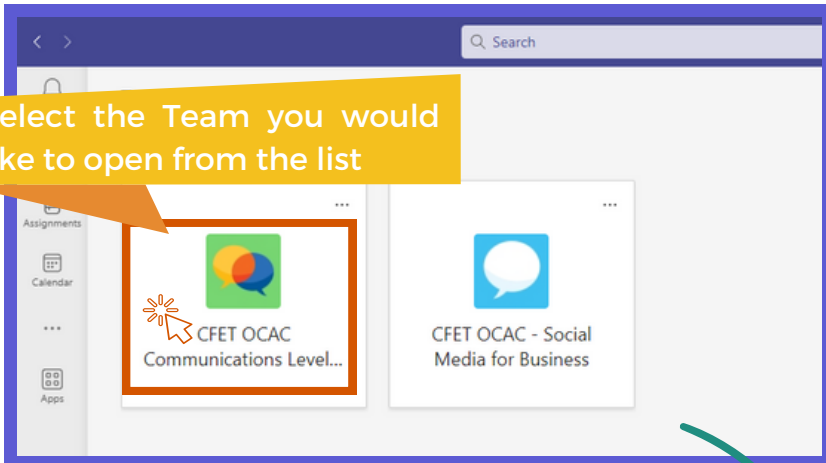
Using the Chat app, you can send direct messages to other users such as your tutor. Please note that some users may prefer to use email.

You will notice the ellipsis button throughout MS Teams. Click on it to reveal expanded views and other important options. The example here shows the ellipsis button revealing download and file opening options.

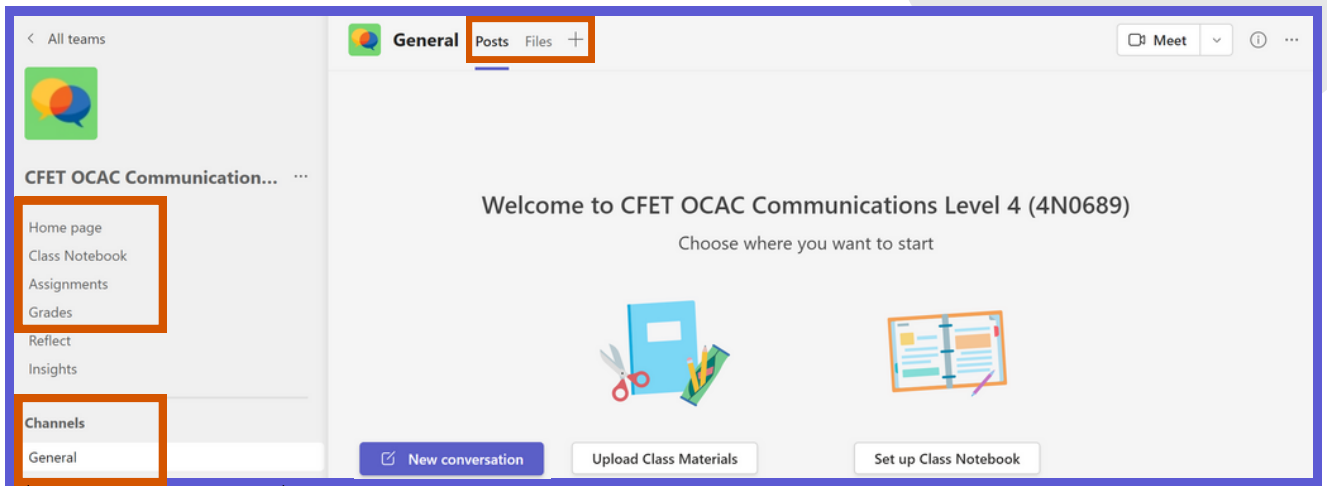


# Opening your Class Team

Select the Team you would like to open from the list



**Important: Do not select the "Meet" button as this may interfere with the live video call organised by your tutor.**



**Highlighted features explained here**

## Posts

Posts opens automatically when you select a Team. This is the communication space where you can post comments for your tutor/peers or join live video calls.

## Channels

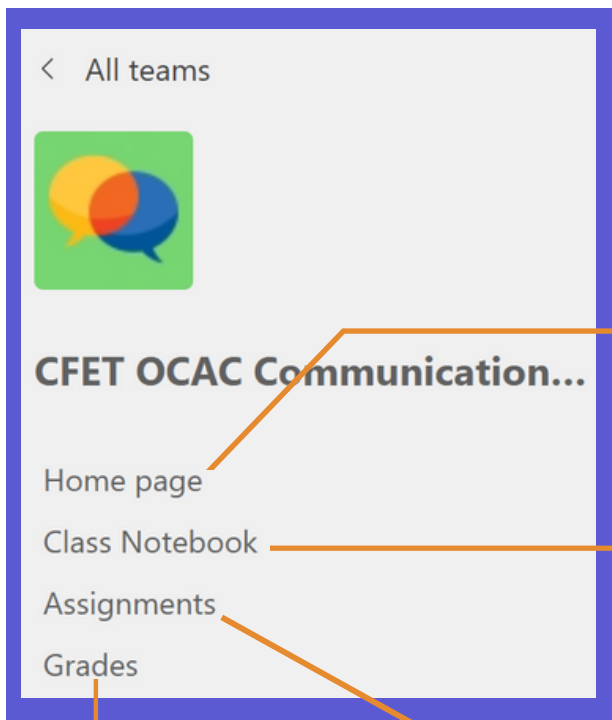
Channels are specific sections in a team that organise different topics. Most Teams will only have a "General" channel, however, make sure to check if your tutor has created additional channels for your class.

## Files

This is a shared storage space where your tutor will upload supplementary files to assist you throughout the course. Ensure that you regularly check the folders within the Files section to keep on top of your work.

**Continued on the next page...**

# Class Tabs Explained



A landing page for the class where learners can check class announcements, pinned class resources, upcoming assignments and their recently edited class files.

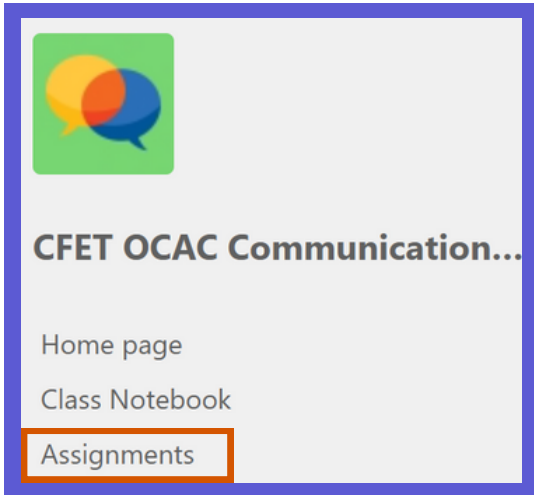
This is a virtual ring binder folder where you can take notes during class or your tutor may use it to categorise content or assign work.

You can view or turn in assignments for the class team you have opened here. It is important to check deadlines and instructions for assignments to keep on top of your work.

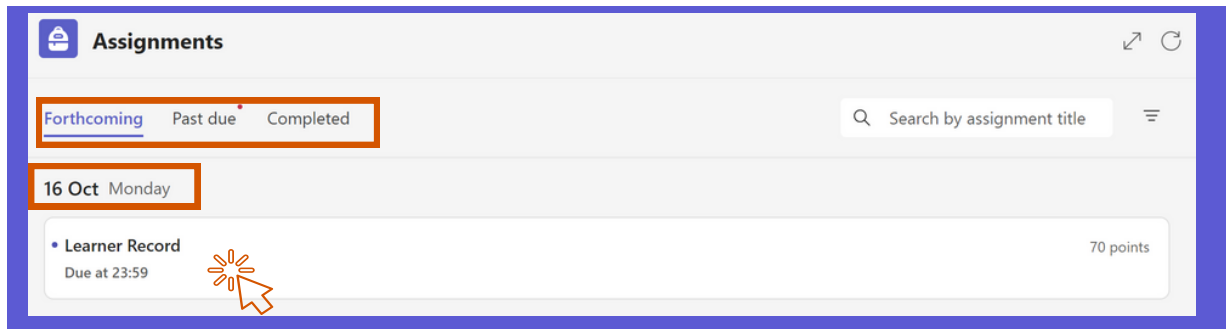
Learners can check their progress using the Grades feature.

Take time to familiarise yourself with the different tabs within a team. To return to the home screen, double click the "Teams" button on the left panel.

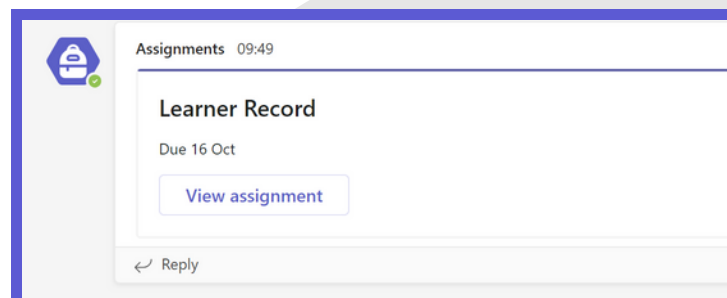
# Understanding Assignments



Select the assignments button on your class Teams page and chose an assignment from the list to reveal the assignment details or to submit your work.



Make sure to check the deadlines of your assignments to keep on top of your work. Note the 3 headings; Forthcoming, Past Due and Completed. It's a good idea to check all 3 of these tabs to avoid missing important updates.



You may also receive a notification in the Post section of the Team. You can reveal more assignment details by clicking "View Assignment"



# Submitting Assignments



1

Read and make note of the assignment deadline and instructions before starting your assignment. After you have finished writing your assignment, save the file to an easy to find location on your computer.

2

Open the assignment to reveal a screen similar to the one above and select the "Attach" button.

3

Next select "Upload from this device", this will open the File Explorer on your computer and you will need to locate your assignment file and select "Open".

My work

Attach + New

4

Check that your file(s) has been attached (see image above). When you are ready to submit, select the "Hand In" button to send your work to your tutor.

Not handed in

Hand in





# Joining Teams Meetings

Prior to your online class, your tutor will provide you with instructions for joining a live Teams Meeting.

You may be sent a link to join the meeting or you may be asked to join the class directly via the Posts tab in your class Team.

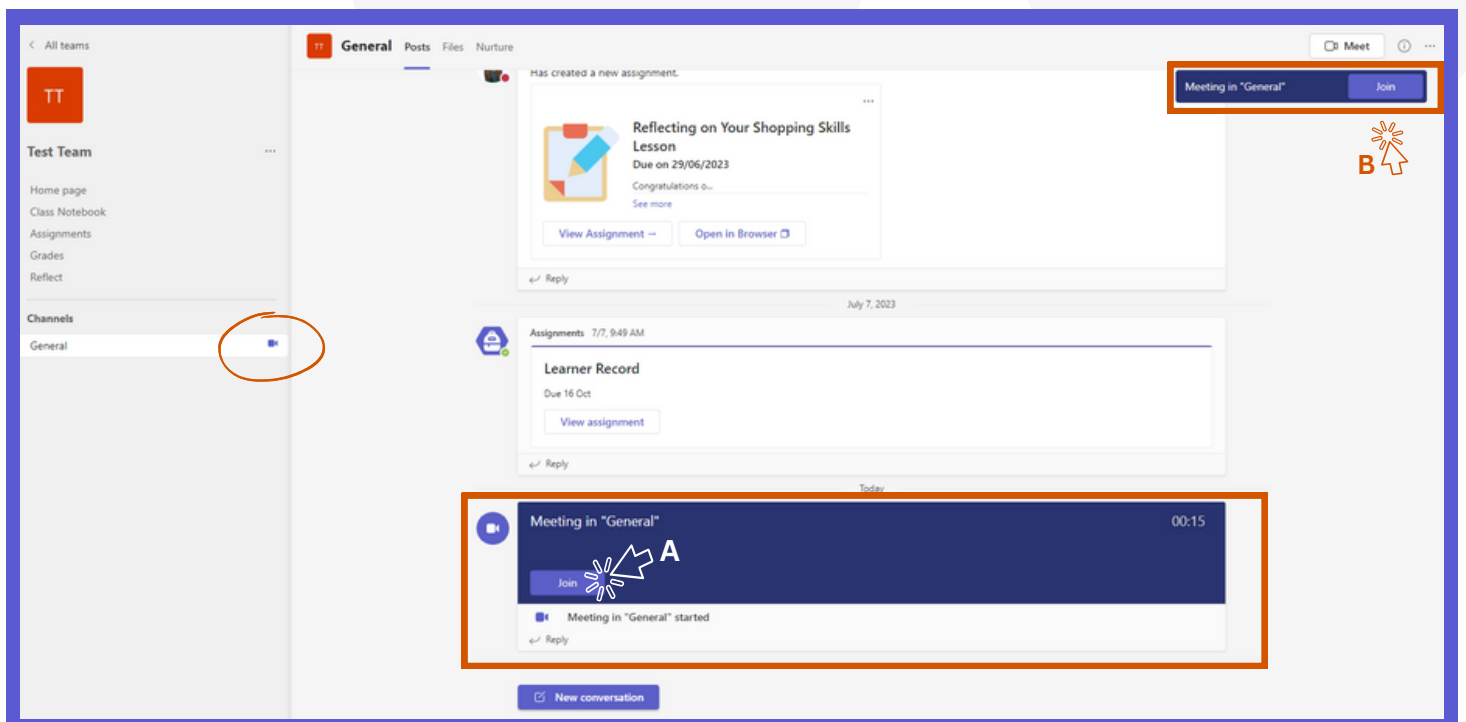
## How to Join a Meeting Without a Link



If a channel has a camera icon beside it, this means that the class has already started.



**Important: Do not select the "Meet" button as this may interfere with the live video call organised by your tutor.**



1

Open the Team for your class, this will bring you to the "Posts" tab of the General page (you should see a screen similar to the above).

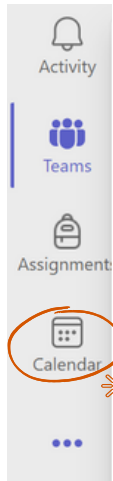
2

Once your class starts, you should see 2 purple notification boxes with links to join the meeting. See examples A and B, click on either of these "Join" buttons to join the meeting.

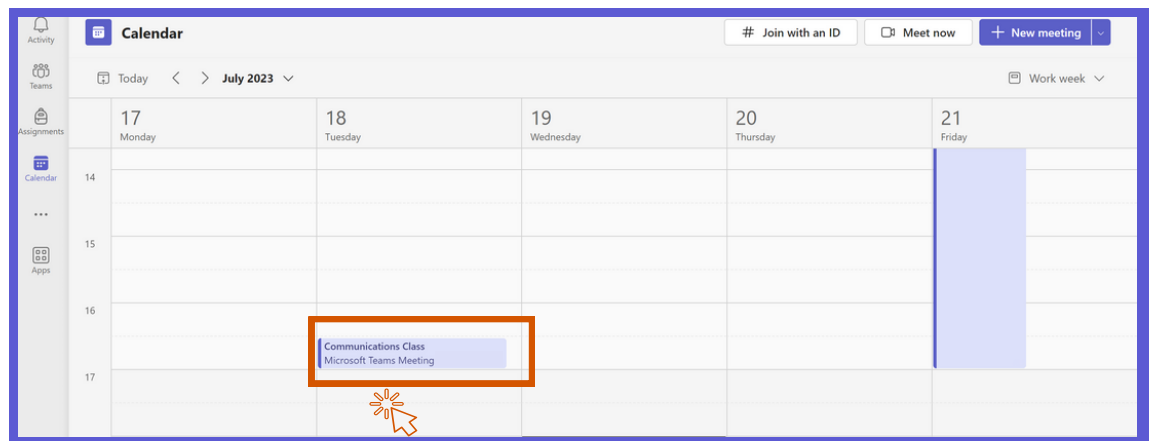
# Using your Calendar



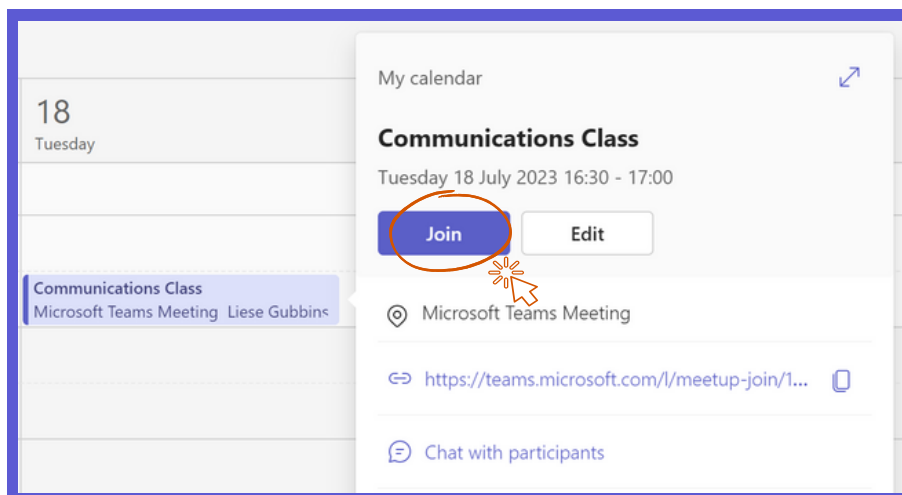
If your tutor has scheduled your class in advance, you can also join the meeting using the Calendar application in Teams.



You can find the Calendar app on your Teams toolbar on the left of the screen. Select "Calendar".

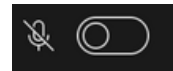
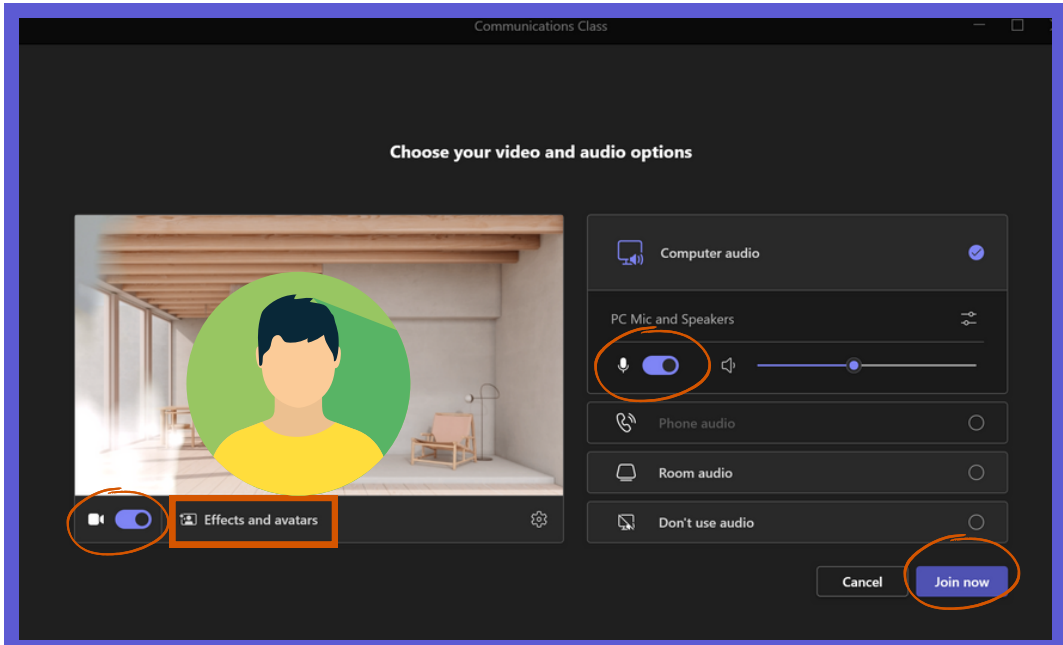


Select the meeting you would like to join from the calendar and it will open the dialog box below. Select "Join" to join the meeting.



# Live Teams Meetings

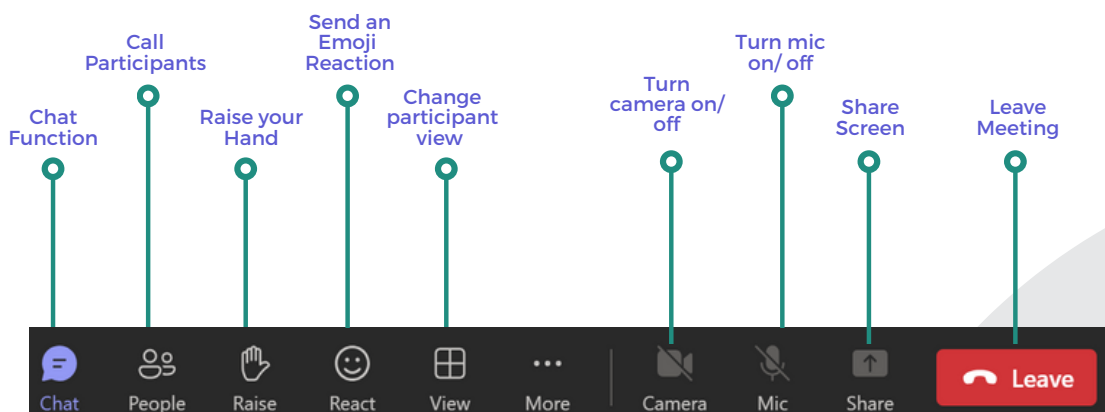
Before joining the meeting, check that your camera and mic are set to on and that you have unmuted your speakers. You can also apply background effects such as blurring your background. When you are ready to start the call, select "Join now".



These images show that the camera and mic are off, to turn them on click the slider button on the right.

During a live Teams meeting it is important to be aware of the different features you can use e.g. muting your mic or turning off your camera.

Let's look at these features in more detail below...



More options: Settings, language and meeting notes are found here



Important: If the camera and mic options are greyed out (as per screenshot above) this indicates that you do not have a camera or mic connected to your device.

# Other ways to access Teams: Web browser

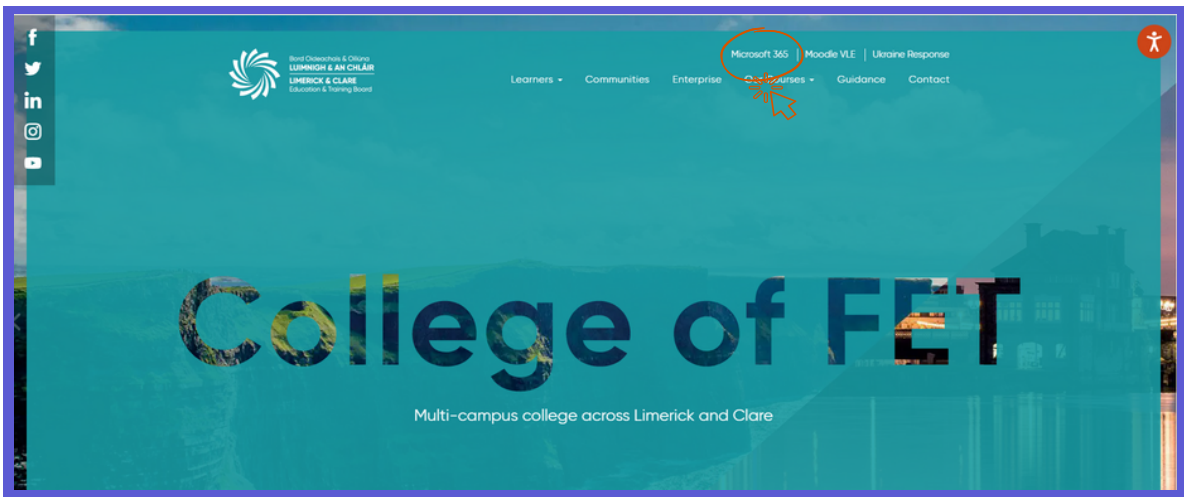


You can also access MS Teams via your web browser if you are experiencing issues with the MS Teams desktop application.

← → ↻ [www.collegeoffet.ie](http://www.collegeoffet.ie)

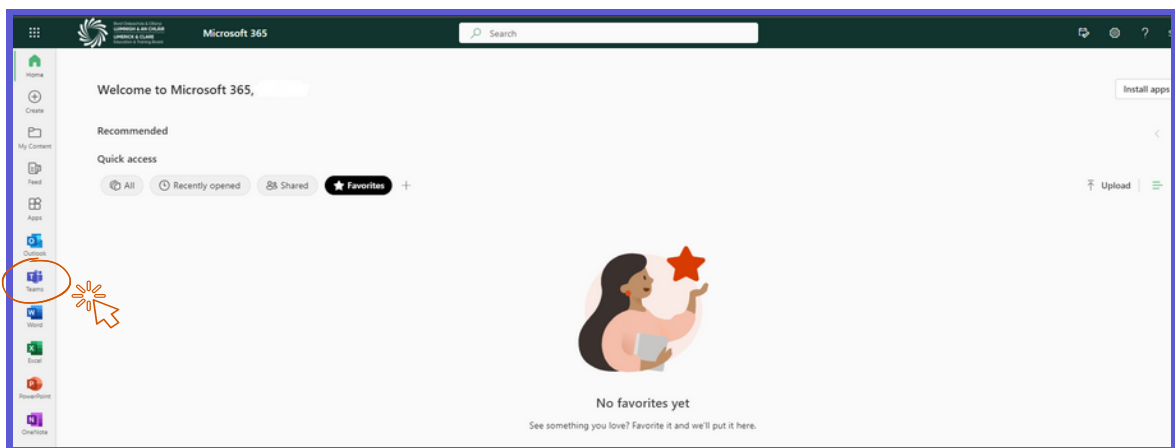
1

Open your web browser (Google Chrome, Microsoft Edge, Firefox, etc.) and type [www.collegeoffet.ie](http://www.collegeoffet.ie) into the address bar and open the website.



2

Select "Microsoft 365" and sign into your LCETB learner account using the credentials provided by your tutor, e.g. [23.Firstname.surname@learner.lcetb.ie](mailto:23.Firstname.surname@learner.lcetb.ie)

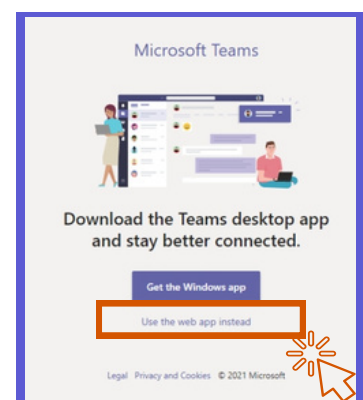


3

After you sign in, you will see your Microsoft Applications on the left side of the screen. Select "Teams". This will open MS Teams in a new tab.

4

If you receive a pop-up page similar to the image on the right, select "Use the web app instead" to open the web version of Teams instead of the Windows application.

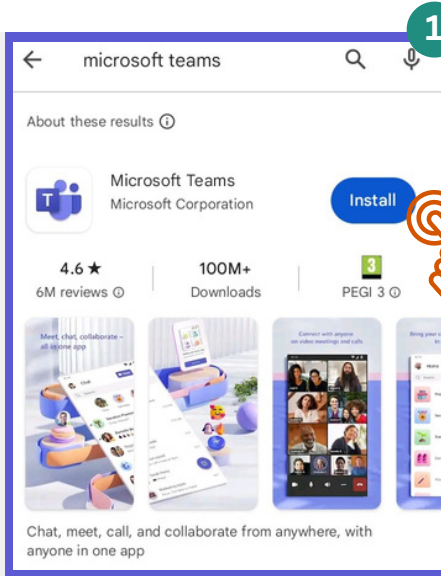


# Other ways to access Teams: Mobile App



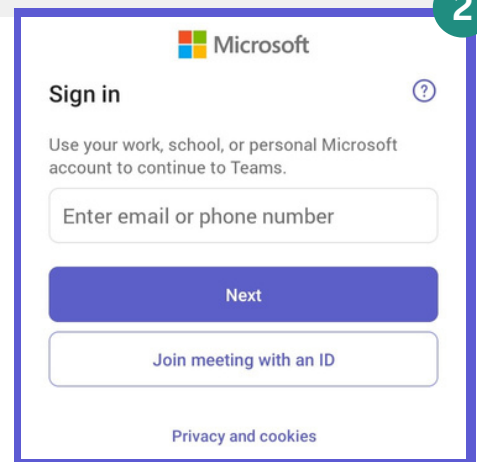
1

On your mobile device, open the Play or App Store and search for "Microsoft Teams" and click "Install".



2

At the sign in screen, type in your LCETB learner credentials, e.g. [23.Firstname.surname@learner.lcetb.ie](mailto:23.Firstname.surname@learner.lcetb.ie) and select "Next"



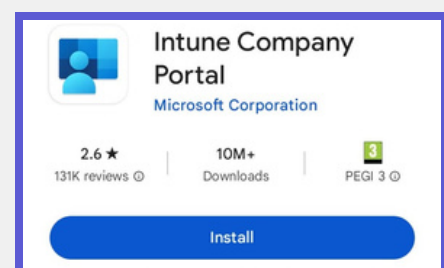
3

To use your work or school account with this app, you must install the Microsoft Intune Company Portal app. Tap "Go to store" to continue.

CANCEL GO TO STORE

3

If you receive a pop-up window with the message on the left, install the "Company Portal" app by selecting "Go to Store" and "Install".

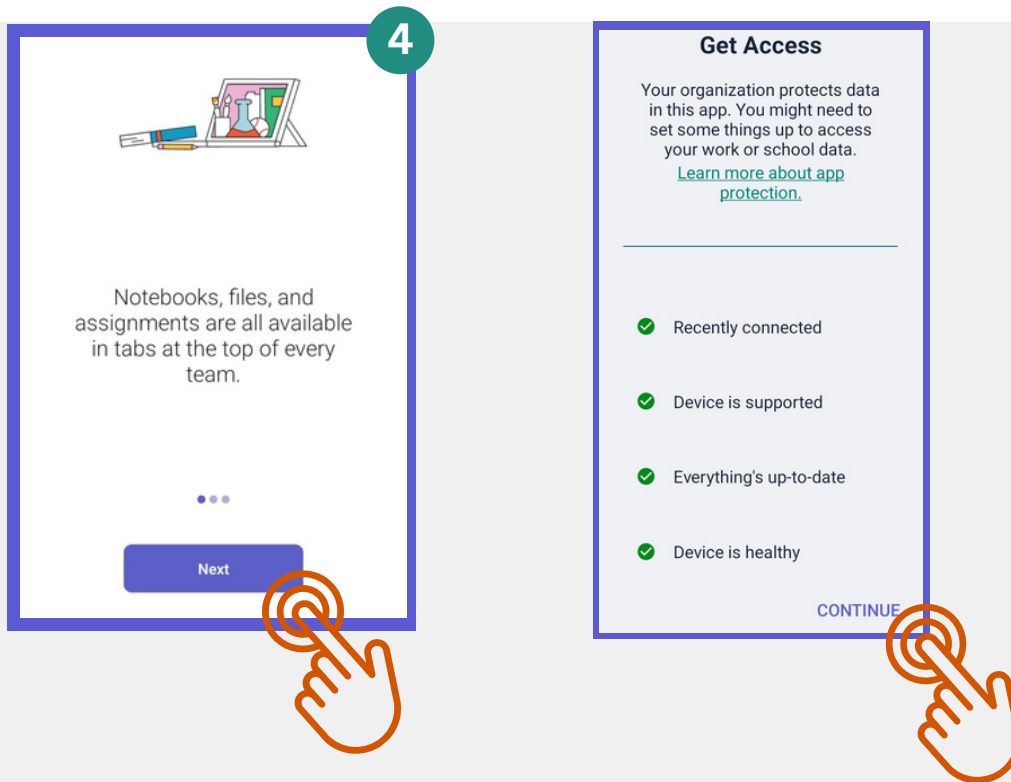


# Other ways to access Teams: Mobile App



4

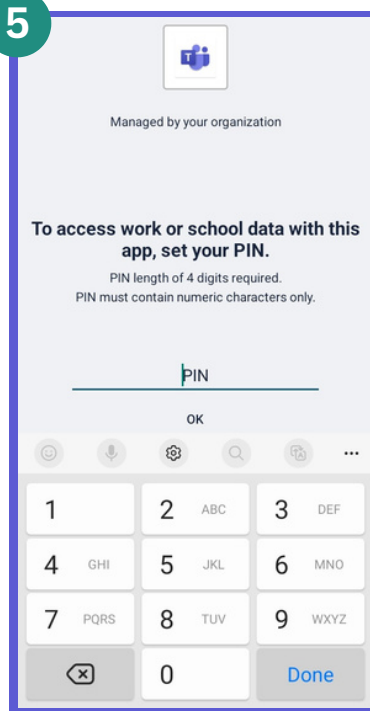
When you first sign in you will receive a number of pop ups, swipe past these and select "Next".



5

Next, you will be asked to set a PIN for your Teams account. This PIN is chosen by you and is only used for the mobile version of Teams. It makes it easier to sign in than signing in with your LCETB credentials each time you need to access your account.

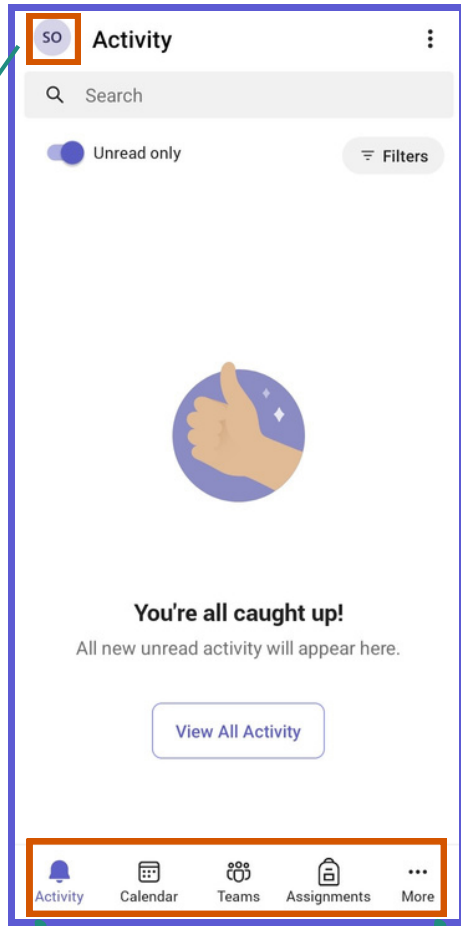
5



# Other ways to access Teams: Mobile App

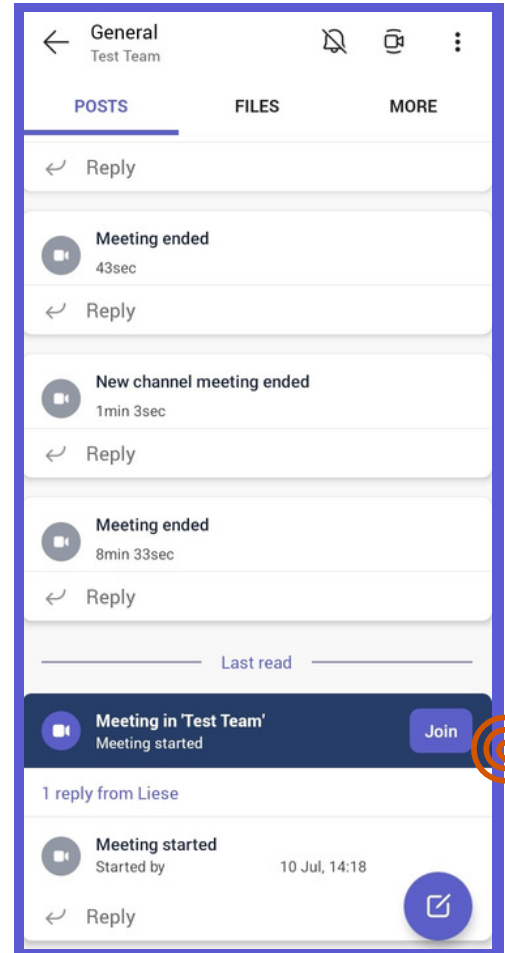


You have now signed into your MS Teams account on your mobile Device. See below for the features of your Teams home screen...



Manage account and Sign out here

App Bar. To open your class Team or join a call, select "Teams".



**Join a Meeting:**  
To join a meeting on the mobile app, open your class Team and in the General Channel you should see a purple notification bar with a "Join" button. Select this button to join the meeting.