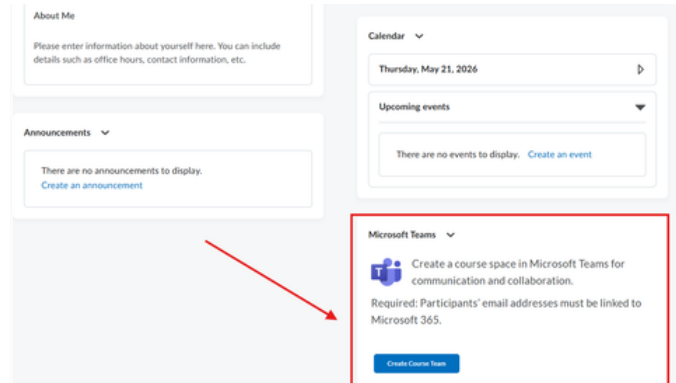


# Microsoft Teams Quick Start Instructor Guide

## 1 Locate the Teams widget in your course

On your **Course Homepage** in Brightspace, scroll down to find the **Teams widget** in the right column, below the Calendar.

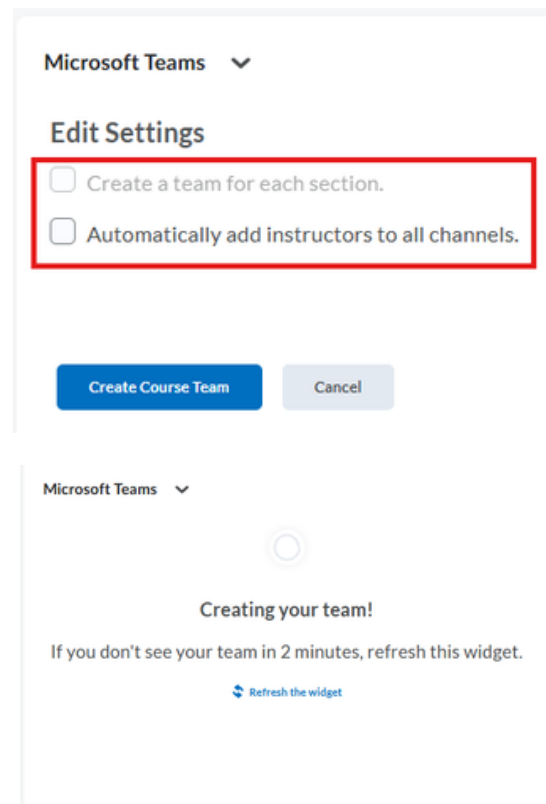


## 2 Create a Team

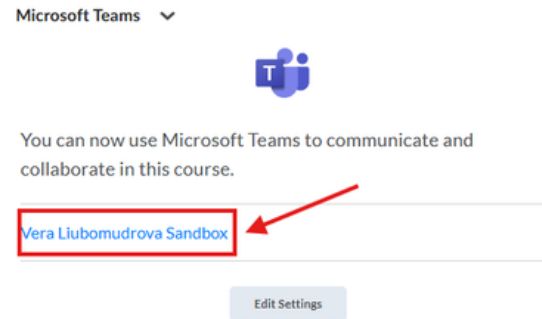
1. Click **Create Course Team** in the widget.

DO NOT CHECK “Create a Team for each section” box unless you need a Team for each section of your class.

The creation may take some time. When completed, you will see an active link with the name of your course.

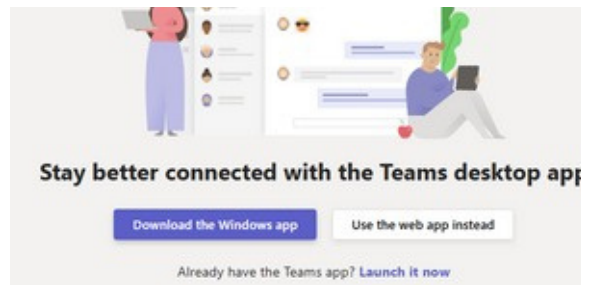


2. Click the course link to launch Teams.



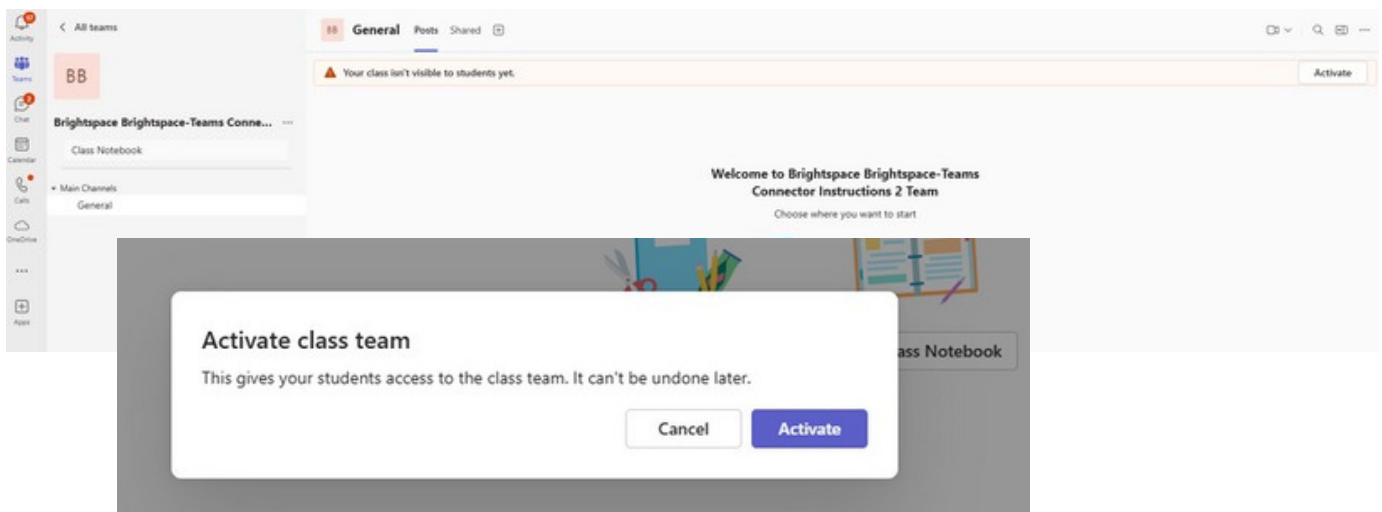
3. Open in App or Browser.

It is recommended to download the app if you teach online and use Teams on a regular basis. It may offer some additional features.



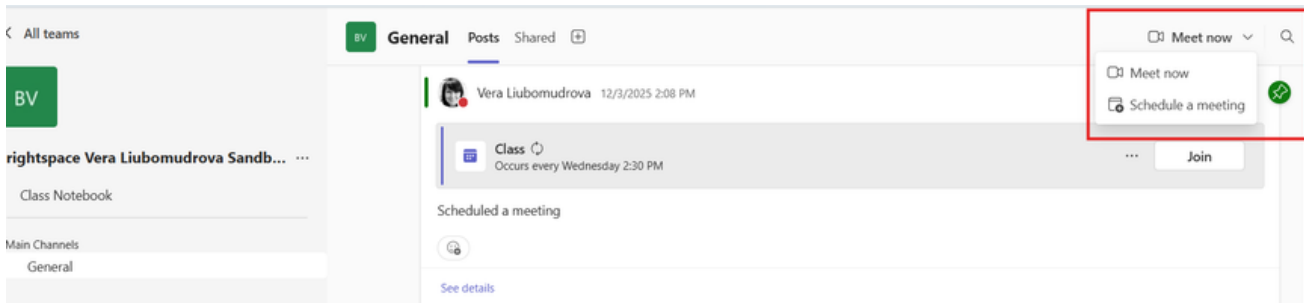
### 3 Activate a Team

When you're creating the Team for the first time, it needs to be activated. Click **Activate**.



## 4 Start a Class

The Main channel opens by default after you activate the Team. Click **Meet now** to start a meeting anytime.

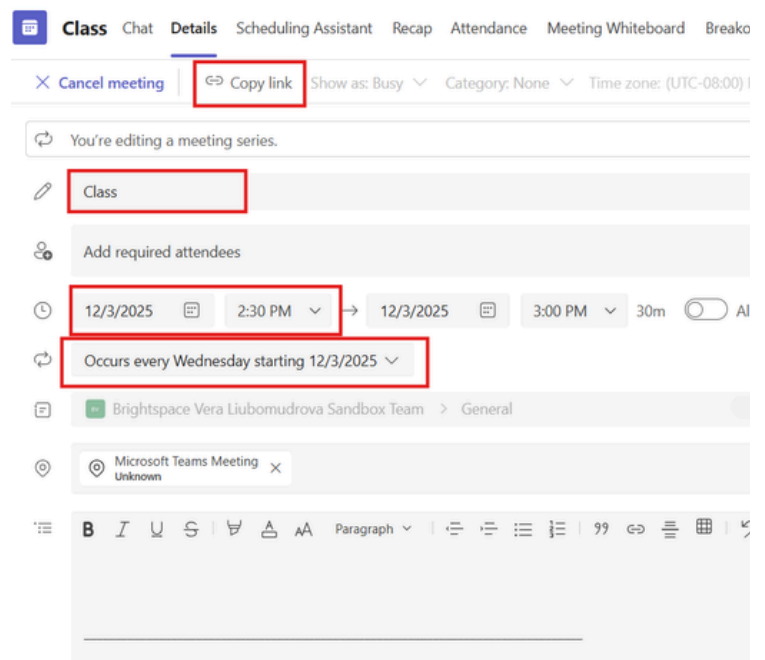


## 5 Schedule a Class

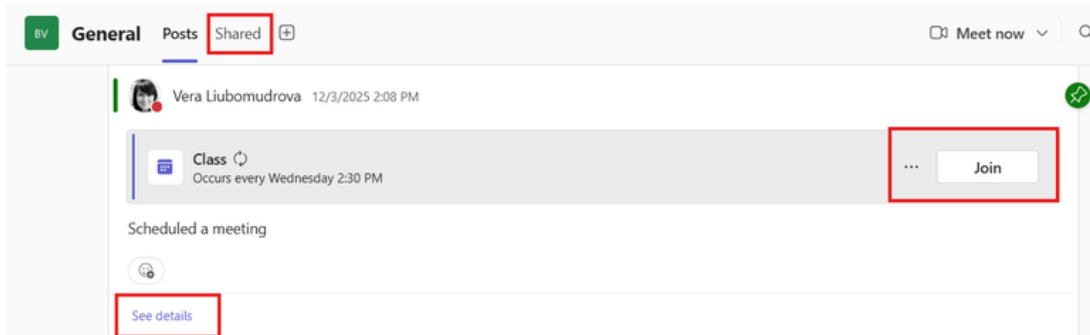
Click **Schedule meeting** from the dropdown arrow if you want to schedule your class and post it in the channel.

In the pop-up window, enter the name of your class, the date and time of the first class, and the recurrence details.

The attendees are added automatically from the class list on Brightspace.



A scheduled meeting appears as a post in the channel.  
Click **Join** to start the meeting.



Recordings and files shared during the class can be found under **See details** or in the **Shared** tab.

### \*\*\*STUDENTS\*\*\*

Students can access the online class by:

- clicking the link in the Brightspace widget
- joining through their Microsoft Teams app
- clicking the direct meeting link, if you choose to copy it from the meeting and share it through the Announcements tool in Brightspace.

To access the Chat and join Breakout Rooms, students need to make sure they are joining the class while logged in to Teams with their college credentials.

