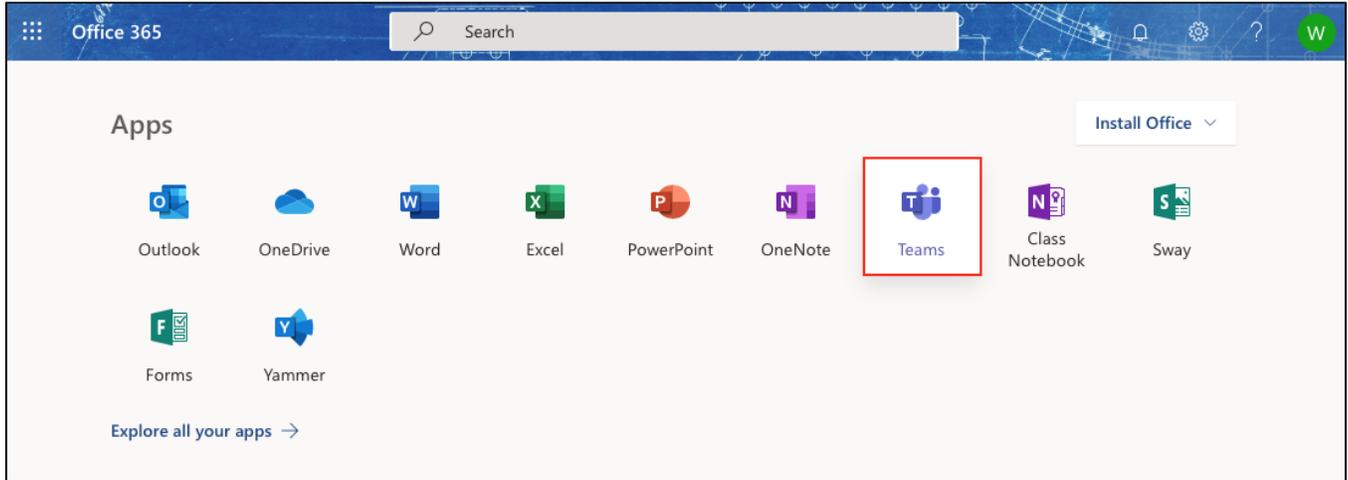


Getting Started with Teams

[Login on any browser](#) | [Download Client Apps](#) | [Creating a New Team](#) | [Teams and Channels](#) | [Conversations](#) | [Tabs](#) | [Meetings](#) | [Chat](#) | [Limits and Specifications](#)

Login on any browser

Go to [Office 365 Portal](#) and login with **NUSNET ID** and select **Teams**.



Download Client Apps

Get Teams on all your devices: <https://teams.microsoft.com/download>

Web Browser (teams.microsoft.com)

- **Microsoft Edge** [Calls and Meetings supported]
- **Internet Explorer 11**
- **Chrome** (latest and 2 previous major versions) [Calls and Meetings supported]
- **Firefox** (latest and 2 previous major versions)
- **Safari** 11.1+

Desktop App

- **Windows** 7+ (32-bit & 64-bit)
- **MacOS** (10.10+)
- **Linux** (.deb & .rpm)

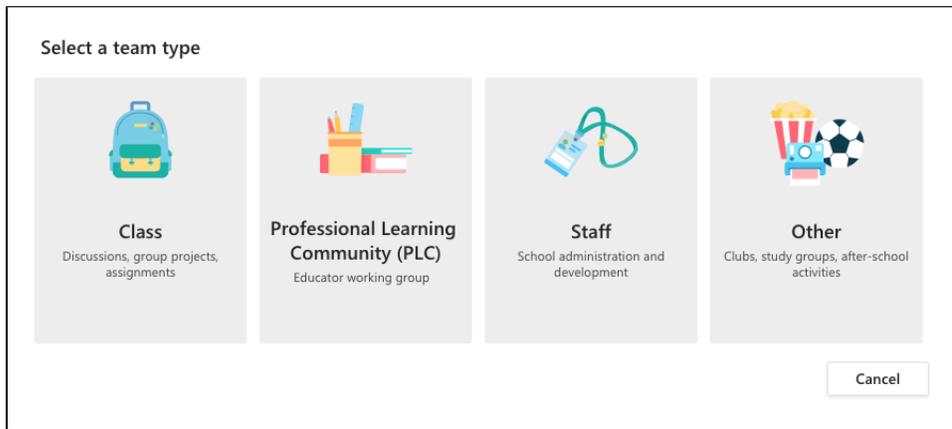
Mobile App

- **Android** (latest and 3 previous major version)
- **iOS** (latest and 1 previous major version)

Features

Creating a New Team

- Choose a team type (*for staff only*)



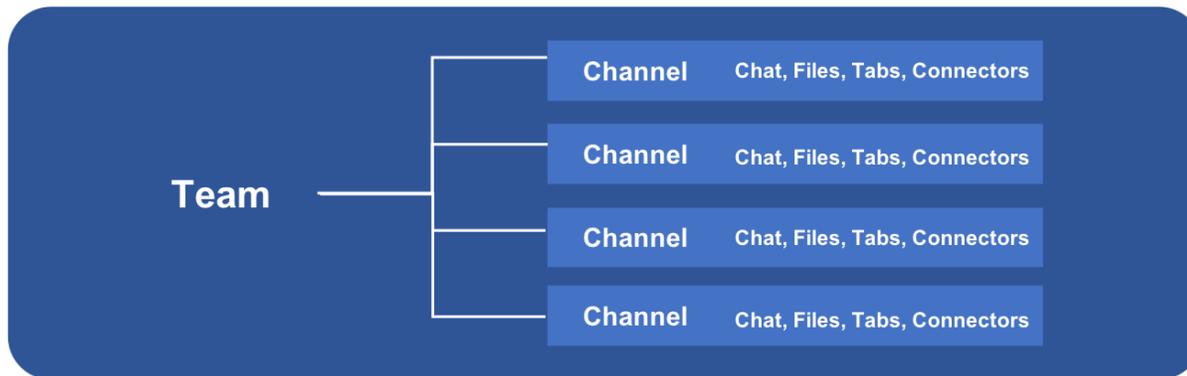
	Class	PLC	Staff	Other
Scenario	Teachers and students working on group projects, assignments etc.	Professional Learning Community for educators.	Staff or departments working on administration tasks & development.	Any other interest groups or collaborations.
Team Owners	Teachers	Educators	Staff leaders	Anyone
Team Members	Students	Other educators	Staff members	Anyone
Educational Goals	<ul style="list-style-type: none"> Assign, track, and review student work Export grades Collaborate and communicate in the classroom Make announcements Administer quizzes and polls Work in student groups Share and organise rich content Invite virtual experts into the classroom 	<ul style="list-style-type: none"> Collaborate in professional learning communities Communicate Make announcements Share work Organise virtual or face-to-face meetings Work in smaller groups Share and organise content 	<ul style="list-style-type: none"> Oversee professional development, staff, and administrative goals Communicate Make announcements Share content and progress reports Work in smaller groups Organize virtual or face-to-face meetings 	<ul style="list-style-type: none"> Collaborate and communicate with team members Make announcements Share content Organize virtual or face-to-face meetings Work in smaller groups
Permissions	<ul style="list-style-type: none"> Private Team only. Teachers can mute /disable individual students' conversations. Students only have write permission in certain areas. 	<ul style="list-style-type: none"> Educators share equal read-write permissions. 	<ul style="list-style-type: none"> Staff leaders control posting settings. Staff members only have write permission in certain areas. 	<ul style="list-style-type: none"> Staff leaders control posting settings. Staff members only have write permission in certain areas.
Default Setup	Class Notebook <ol style="list-style-type: none"> Collaboration Space Content Library Student Notebooks <ul style="list-style-type: none"> Class Notes Handouts Homework Quizzes Assignments <ul style="list-style-type: none"> Teachers can create, distribute, track and review and grade student work. Students can track due dates, submit their work and check feedback. 	OneNote notebook	Staff Notebook <ol style="list-style-type: none"> Collaboration Space Content Library Private Notebooks <ul style="list-style-type: none"> Professional Dev Classroom Observations Lesson Plan Feedback Evaluation Parent Communication 	OneNote notebook (optional)
Learn More..	Create a team for classes	Create a team for PLCs	Create a team for staff	

Source: [Microsoft Support - Choose a team type to collaborate in Microsoft Teams](#)

- Team visibility setting:
 - **Public** (visible to entire organisation)
 - **Private** (by invite only)
- Create a team
 1. **Add members** (individual users or groups) **by email addresses** or
 2. **Generate a code** for users to join
 3. Share the team link and approve the members

Teams and Channels

Read: [Best practices for organising teams](#)



- Add **channels** within a team to focus on specific topics with customised content (*up to 200 channels per team*)
 - **Private Channels**
- Add **connectors** to integrate 3rd party tools

Conversations

- **Threaded conversations** (reply to posts / start a new conversation).
- Use **@mention** to bring to someone's attention. **@team** and **@channel** mentions will trigger an email notification by default if the members are not logged in.
- **Like** and **save** important messages
- Express yourself with attachments, **emojis, stickers and GIFs**
- New members can see past content and chat history anytime (*if team owner choose to allow*)

Tabs

- **Organise your files, notes, links** and custom tools into tabs for quick access.
- Seamless integration with in-built **Word, Excel, PowerPoint and OneNote** for co-editing.

Meetings

Schedule an **audio or video call with anyone** or with your team for **online meetings**.

- **Share screens** (entire desktop / specific window / PowerPoint file)
- Use the **Microsoft WhiteBoard** right in your meeting
- **Record meetings** for absentees (saved in Microsoft Stream)
- **Chat** during meeting (captured in Conversations)

See: [Online Meeting with Teams](#)

Chat

Private chat for **1:1** or **form chat groups**:

- Share files
- Make an audio/video call

For more guides and FAQ, visit [Microsoft Teams Help Center](#).

Limits and Specifications

See: <https://docs.microsoft.com/en-us/microsoftteams/limits-specifications-teams>