

Microsoft Teams for Education brings conversations, content and video meetings together in a secure learning experience. With Teams, parents and guardians can help their students connect with their teachers and learn from anywhere. Use the information below to connect your student to their virtual classroom **quickly!**

Get Started

1

Set up a learning environment

To join an online class or video meeting in Teams and access Teams chats, files, and assignments from home, your student will need a computer, tablet or smartphone.

If you can, try to **set up a space free of distractions and background noise.**



2

Open Microsoft Teams

You can use Teams from most web browsers or by downloading the app.

To **download the Teams app** on mobile or desktop, visit [LDSB/getteams](https://ldsb.getteams.ca).

To use Teams on a browser, visit [Minds Online](https://ldsb.elearningontario.ca) at <https://ldsb.elearningontario.ca> click on **Office 365** and then **O365 Teams icon**.



3

Sign In

Sign in with your Limestone full email address (username@limestone.on.ca) and password.

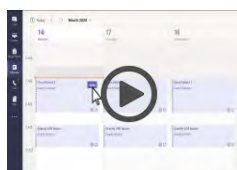
Watch the [Sign in Video](#) for a walk-through.

How-to videos for learning at home

4

[Join scheduled class meetings](#)

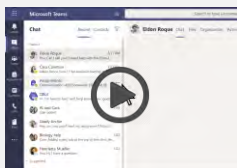
for class, review sessions, or school activities either in the app or via a link from the teacher.



[Join a Meeting](#)

5

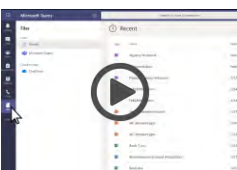
[Quickly connect your student with their classes, teachers and friends](#) using video chat, audio calls, and chat from either mobile or desktop.



[Connect with Classes](#)

6

[Help your student organize their schoolwork](#) by managing their files, class notes, and assignments.

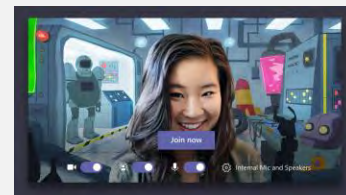


[Organize Schoolwork](#)

7

[Use background blur](#) or a custom image to help conceal your child or student's surroundings during an online classes.

(only available on PC, Mac, and iOS)



8

[Optimize for low bandwidth](#) networks by syncing files to your computer and mobile device and following these other best practices.



9

[Launch Immersive Reader](#), to enable read aloud, parts of speech, picture dictionary and other tools to help your student improve their reading



More resources:

[REMOTE LEARNING FOR PARENTS](#) | [REMOTE LEARNING FOR STUDENTS](#) | [TEAMS ETIQUETTE FOR STUDENTS](#) | [FAMILY LEARNING CENTER](#)

Microsoft Teams for Education

Class teams

Class teams provide special capabilities tailored for teaching and learning

Add channels and manage your team

You can change team settings, add members to the class team and add channels.

Open Class Notebook

Class Notebook is a digital binder you can use in your class to take notes and collaborate.

Every team has channels

Click one to see the files and conversations about that topic, class unit, or week in the course. You can even have private channels for group projects!

Every team comes with a General channel. Open channel settings to add new channels, manage notifications and other settings.

Format your message

Add a subject, format text, convert the message to an announcement, post across multiple teams or control who can reply and more.

Add tabs

Explore and pin applications, tools, documents and more to enrich your class. We're constantly adding more education specific tabs. Check back often.

Share files

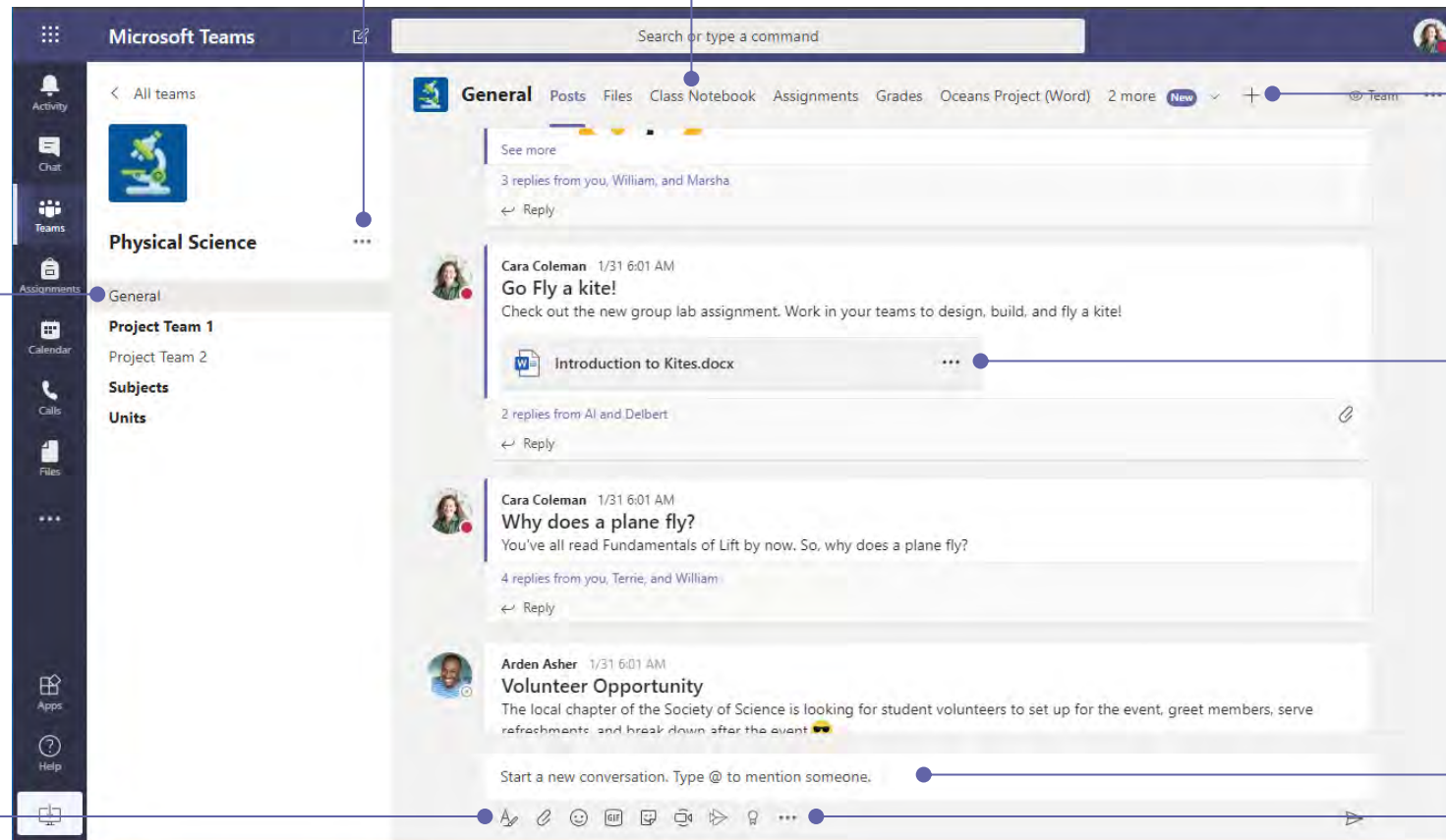
Let class members view a file or work on it together.

Start a discussion with the class

Type and format your message or announcements here. Add a file, emoji, GIF, or sticker to liven it up!

Add more messaging options

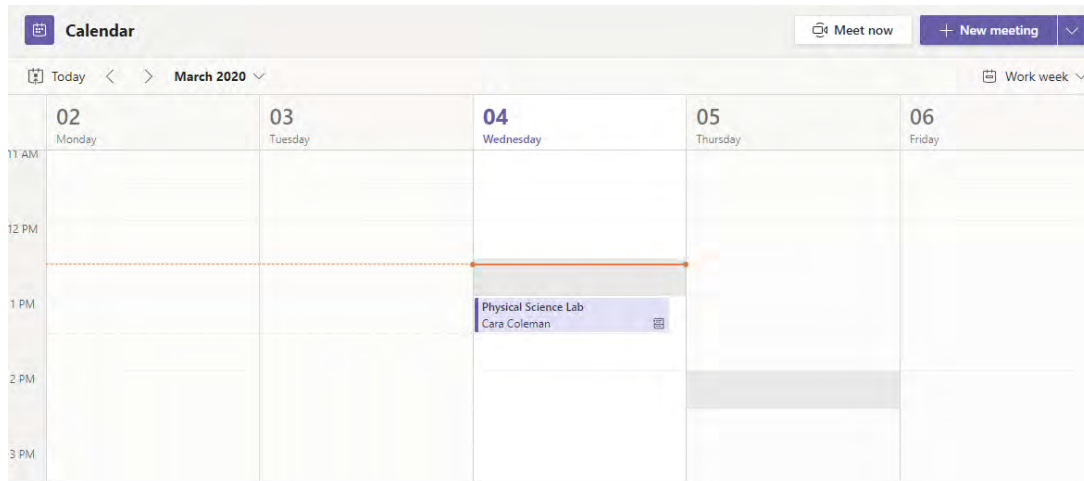
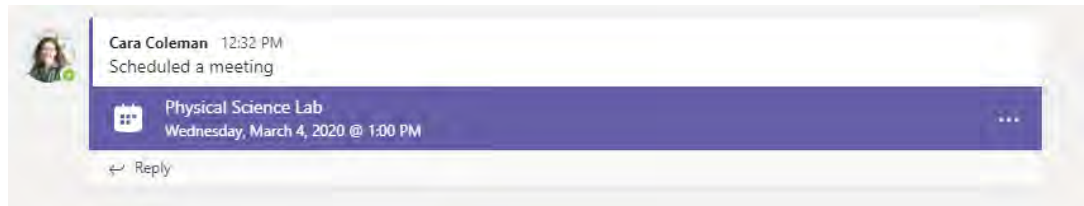
Click here to add new messaging capabilities like polls, Praise, and more to enrich classroom discussion.



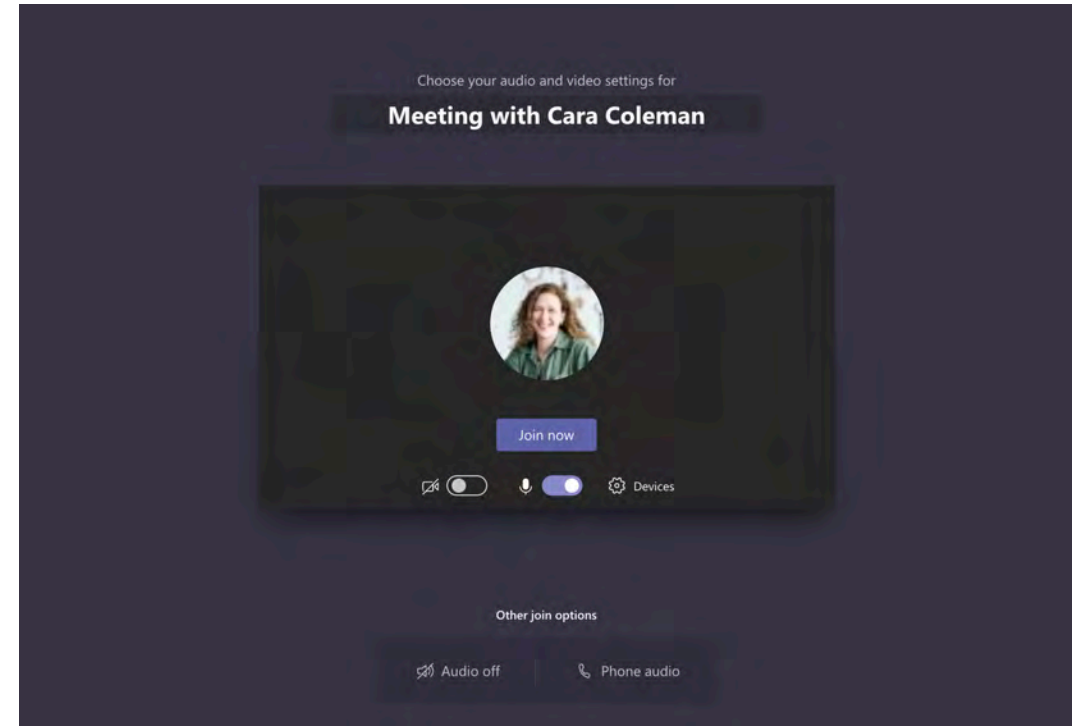
Microsoft Teams for Education

Join a meeting

Hold classes, staff collaboration meetings, or trainings over online meetings



Find the meeting invitation in the channel of your team or on your Teams calendar. Click to open the meeting item and select **Join**.

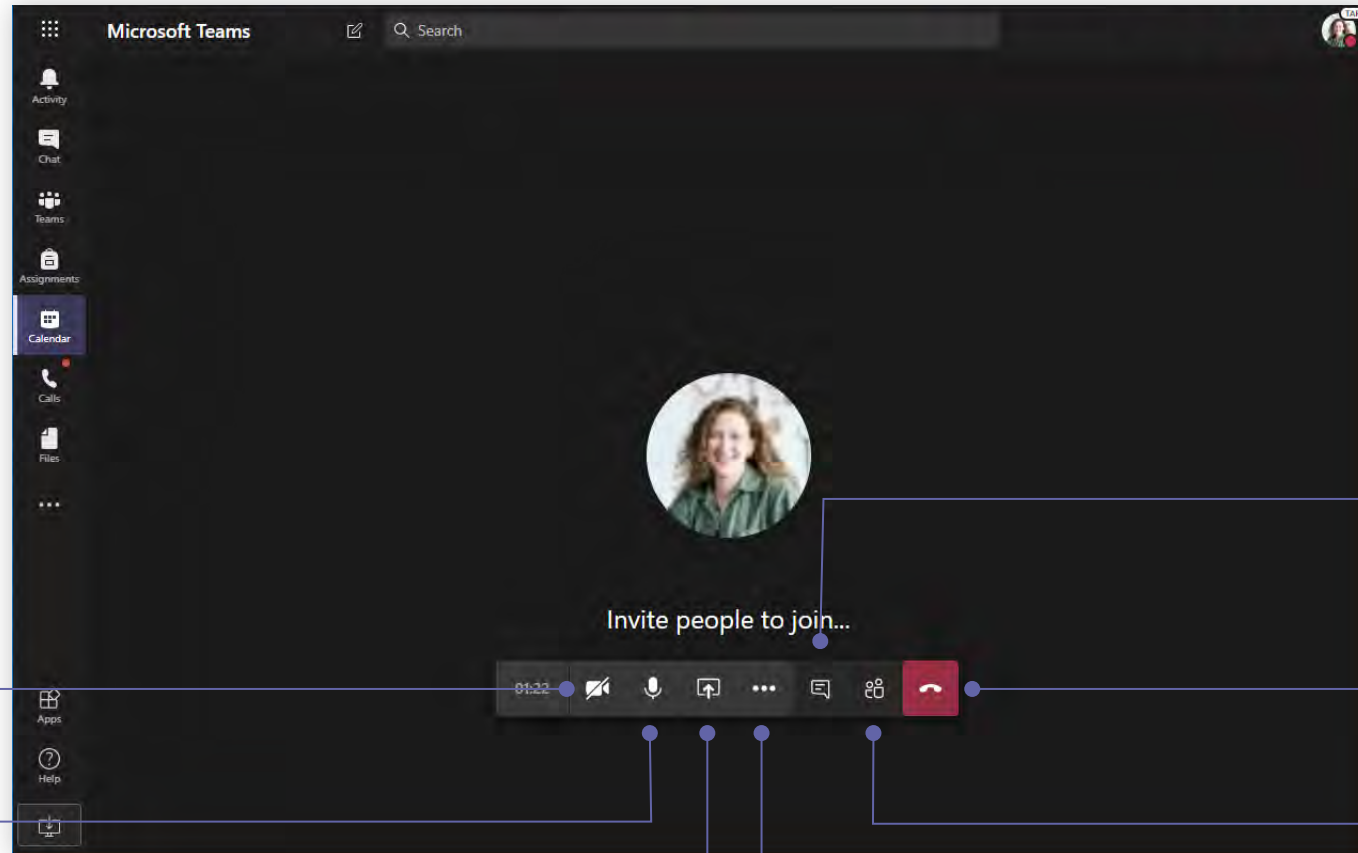


Double-check your audio and video input, turn on the camera, and unmute your microphone to be heard. Select **Join now** to enter the meeting.

Microsoft Teams for Education

Participate in a meeting

Share video, voice, or your screen during the online call.



Turn your video feed on and off.

Mute and unmute yourself.

Share your screen and sounds from your computer.

Access additional call controls
Start a recording of the meeting, change your device settings, and more.

Send chat messages

Send chat messages, share links, add a file, and more. Resources you share will be available after the meeting.

Leave the meeting

The meeting will continue even after you have left.

Add participants to the meeting.