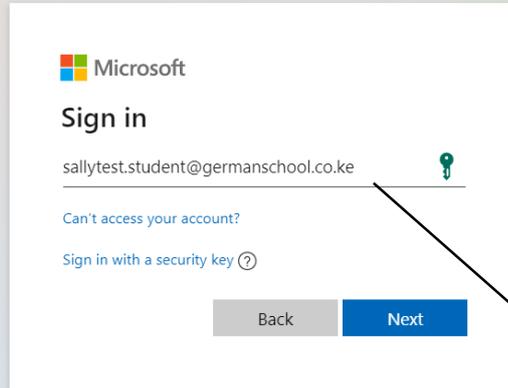
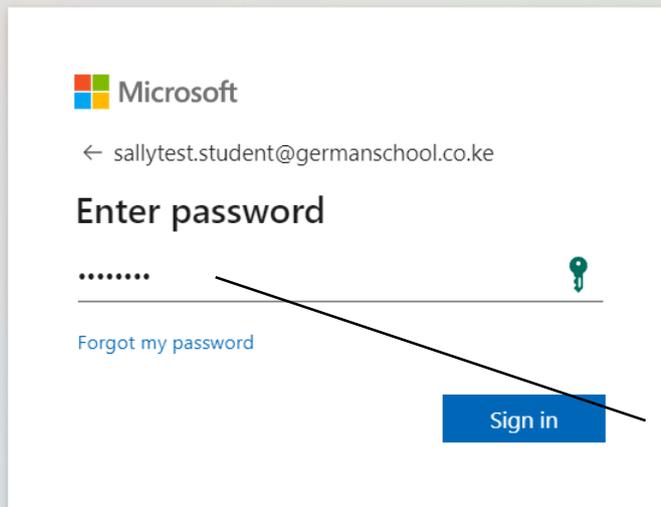
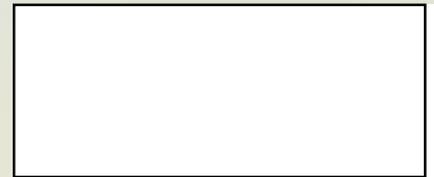


Introduction to Teams & E-Learning



Microsoft
Sign in
sallytest.student@germanschool.co.ke 
[Can't access your account?](#)
[Sign in with a security key ?](#)



Microsoft
← sallytest.student@germanschool.co.ke
Enter password
..... 
[Forgot my password](#)





sallytest.student@germanschool.co.ke

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

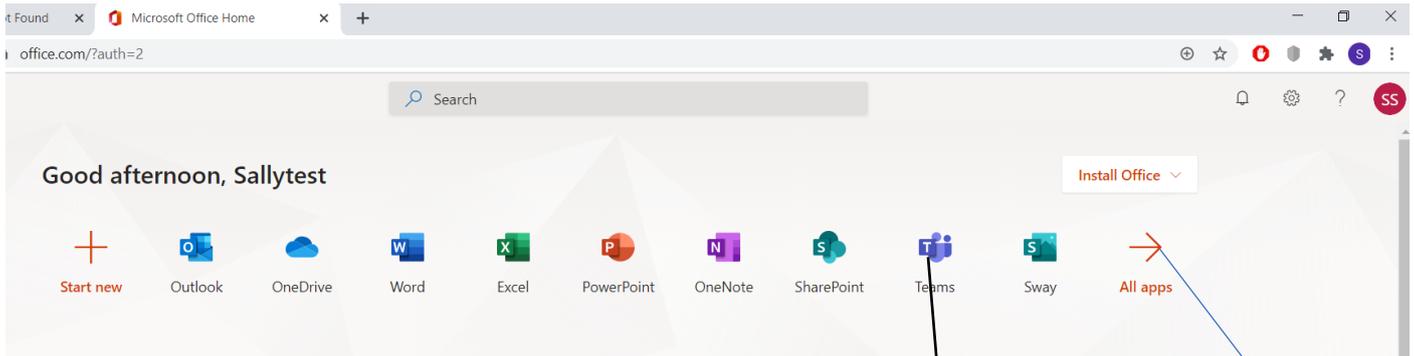
Don't show this again

No

Yes

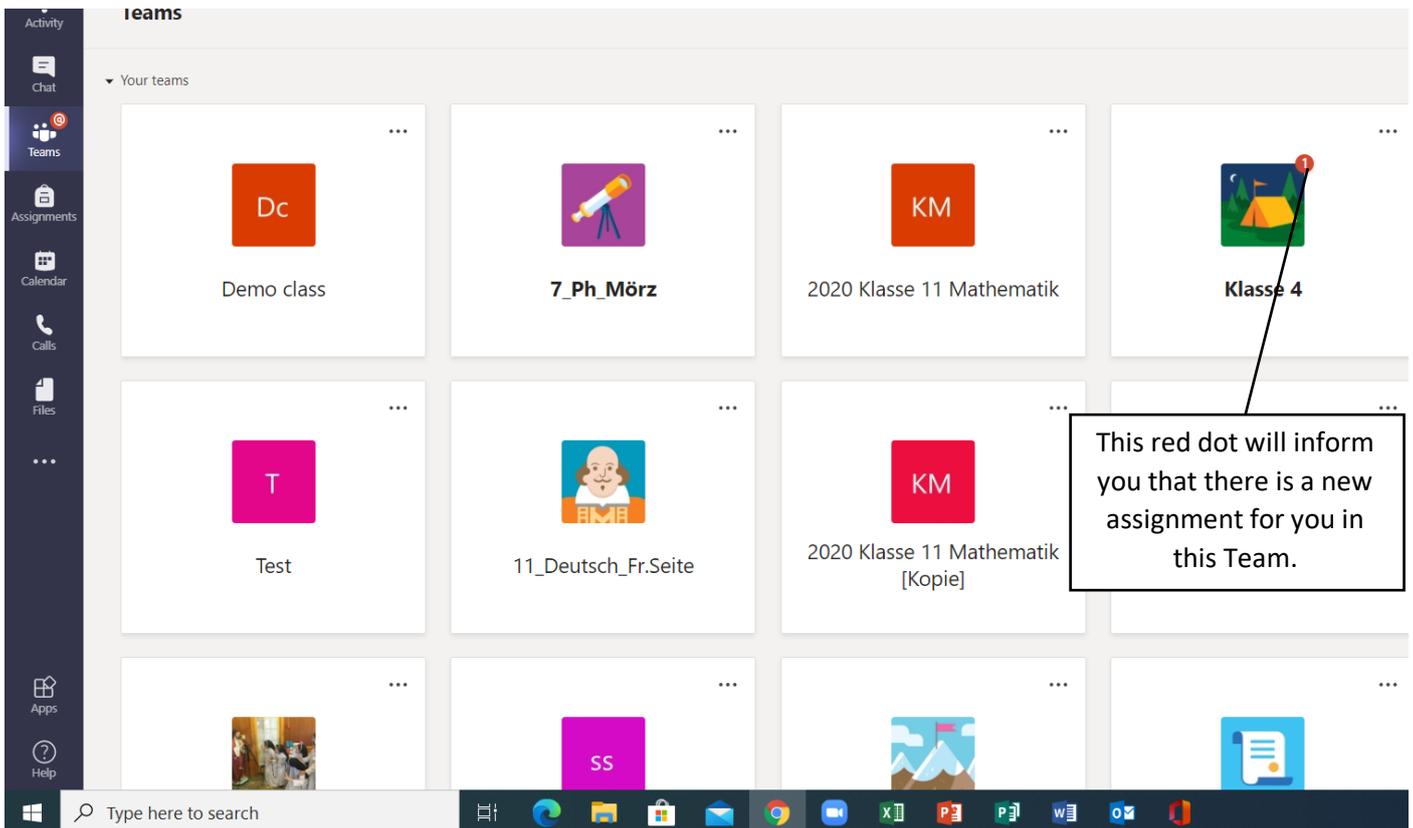
You can decide whether you want to stay signed in to avoid logging in several times, or whether you want to be logged off when you close your browser.

Click on YES if you are the only one using this device. Otherwise anyone else using this device can see your account



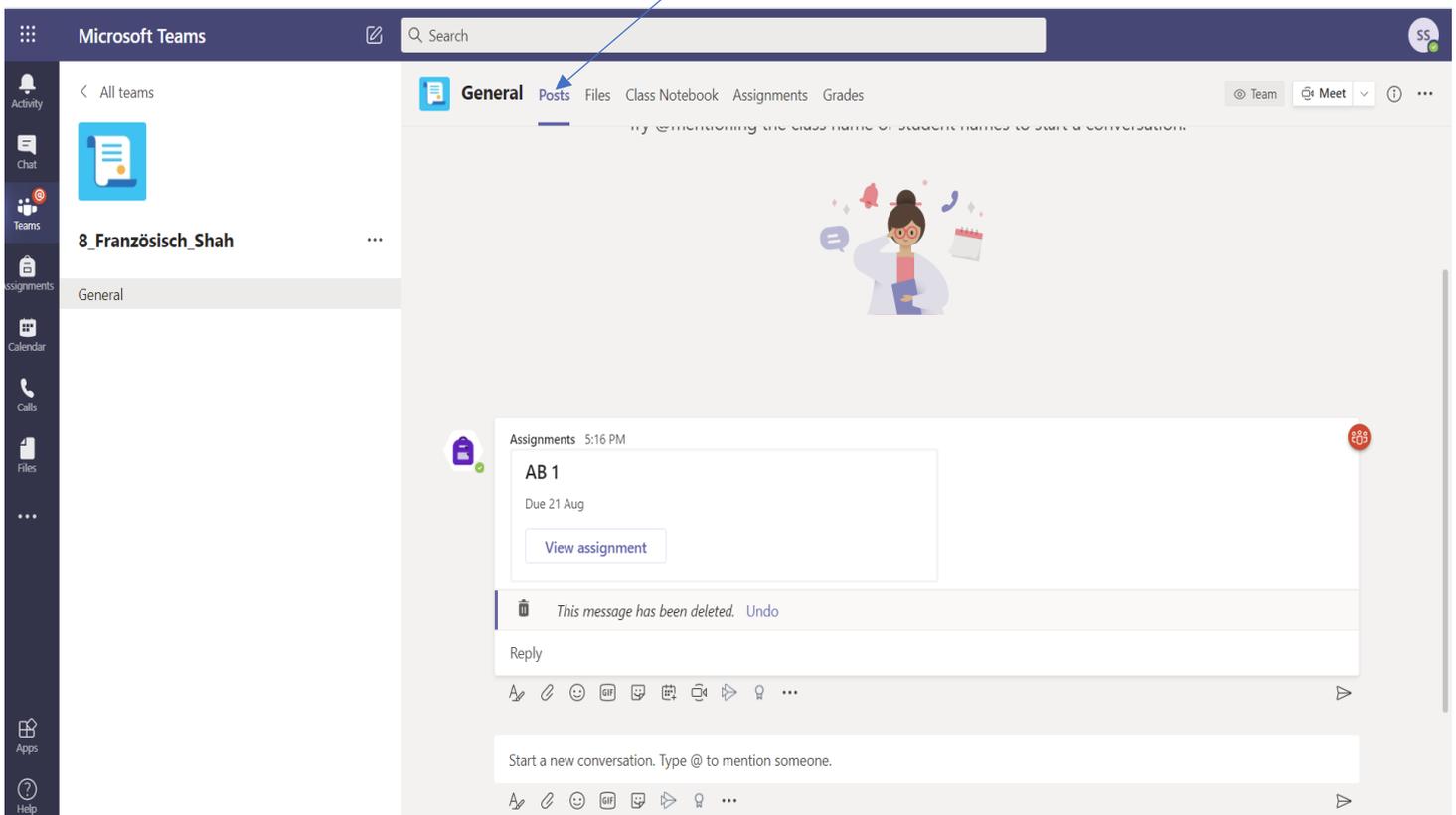
Click on the button Teams.
If you cannot find Teams, you can click on All Apps and then click on Teams

You will now be able to see all the Teams you have been assigned to by your teachers.



Working on assignments and handing them in

You can see the assignments in the Posts tab of this team.



Microsoft Teams interface showing the 'Assignments' tab for a team named '8_Französisch_Shah'. The 'Assigned' section contains two entries for 'AB 1' due tomorrow at 11:59 PM. A callout box points to the 'Assignments' tab with the text: "... the exercise can also be found under assignments".

Click on the exercise and work on it. Make sure that if you are doing the exercise online, you close the document after completing it.

Office Home | General (8_Französisch_Shah) | M x +

chool/tab::3717002657/19:352a3ee3f65d45b1abe3c42e4999daef@thread.tacv2?threadId=19:352a3ee3f65d45b1abe3c42e4999daef@thread.tacv2&messageId...

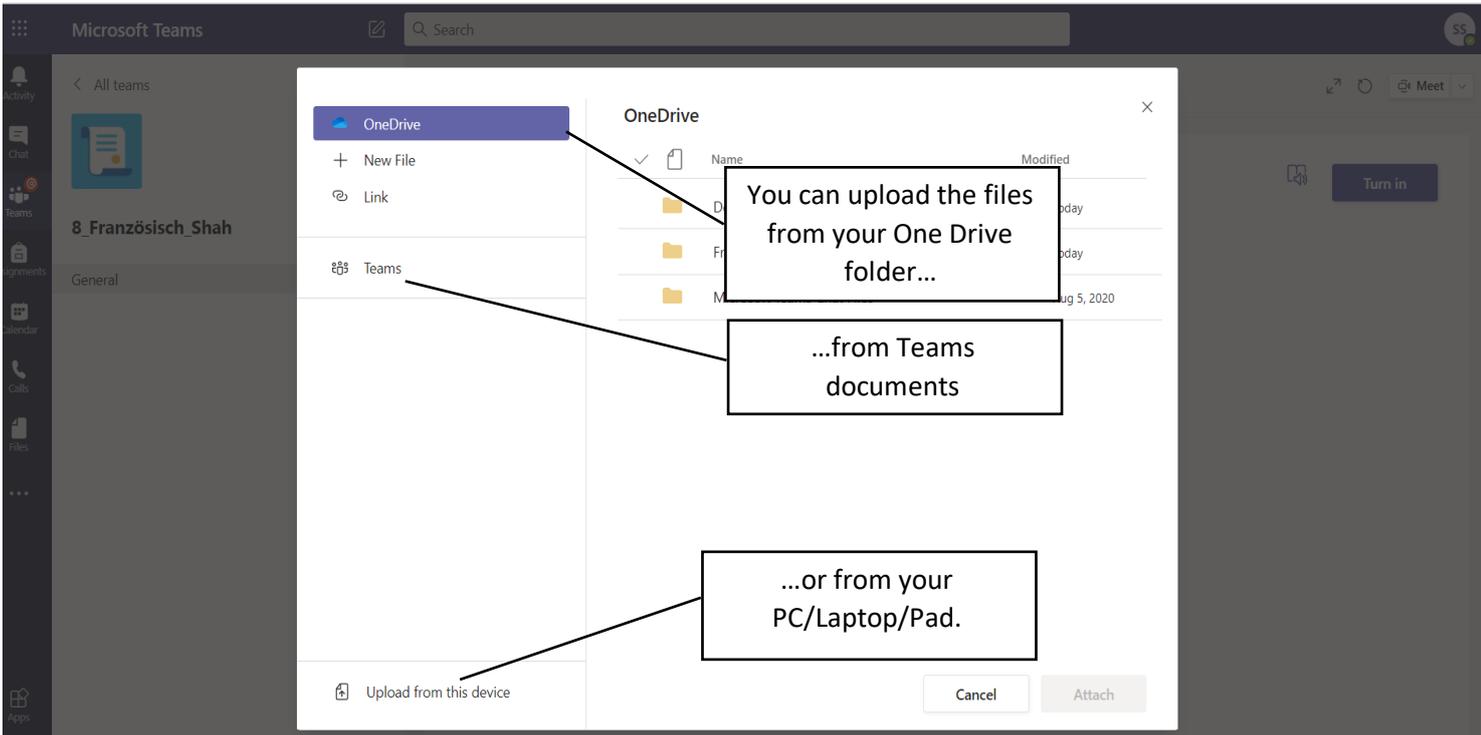
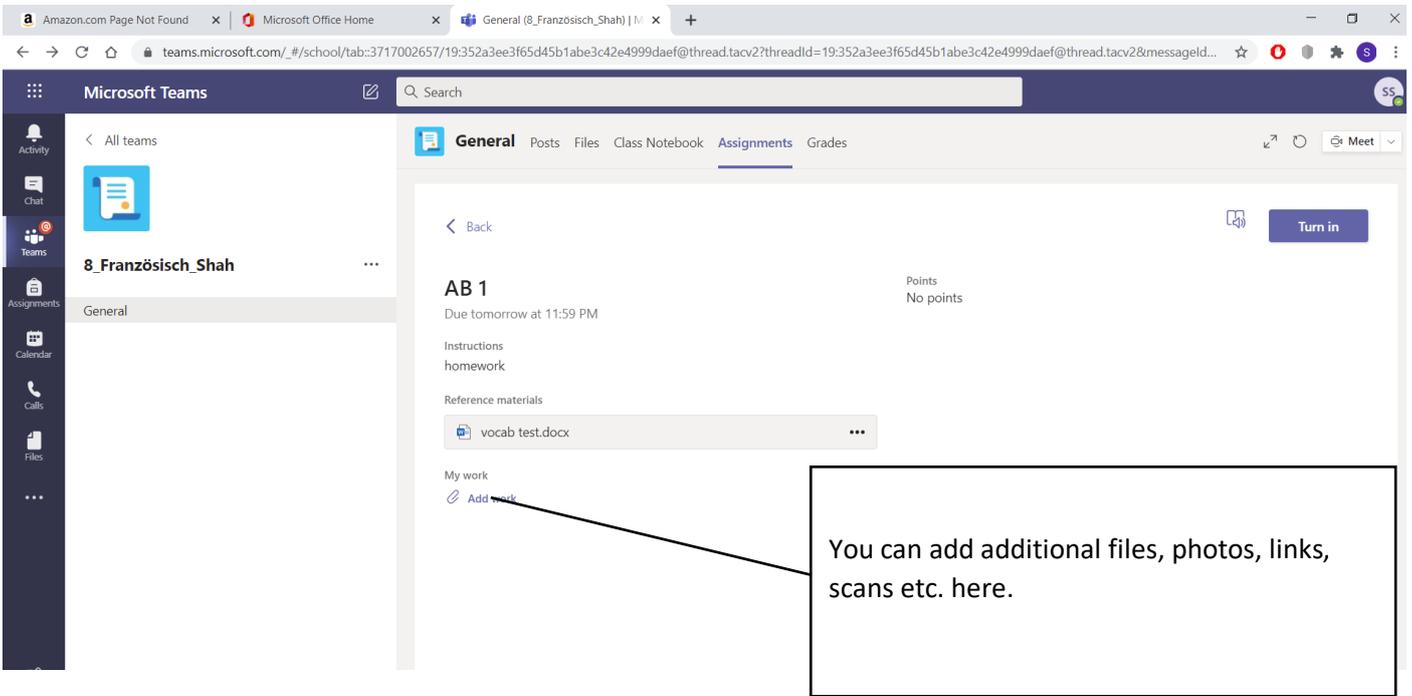
Close

vocab test Accessibility Mode Immersive Reader Open in Desktop App Print

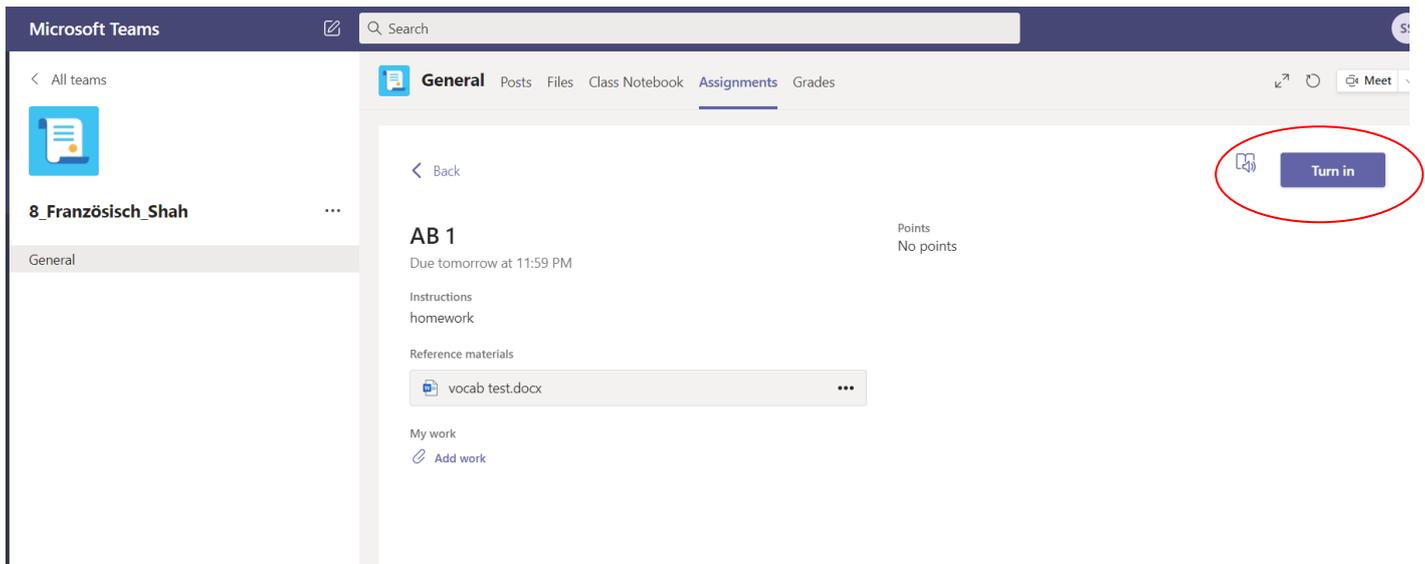
Classe 6 Test de vocabulaire Nom : _____

Un voyage de fous

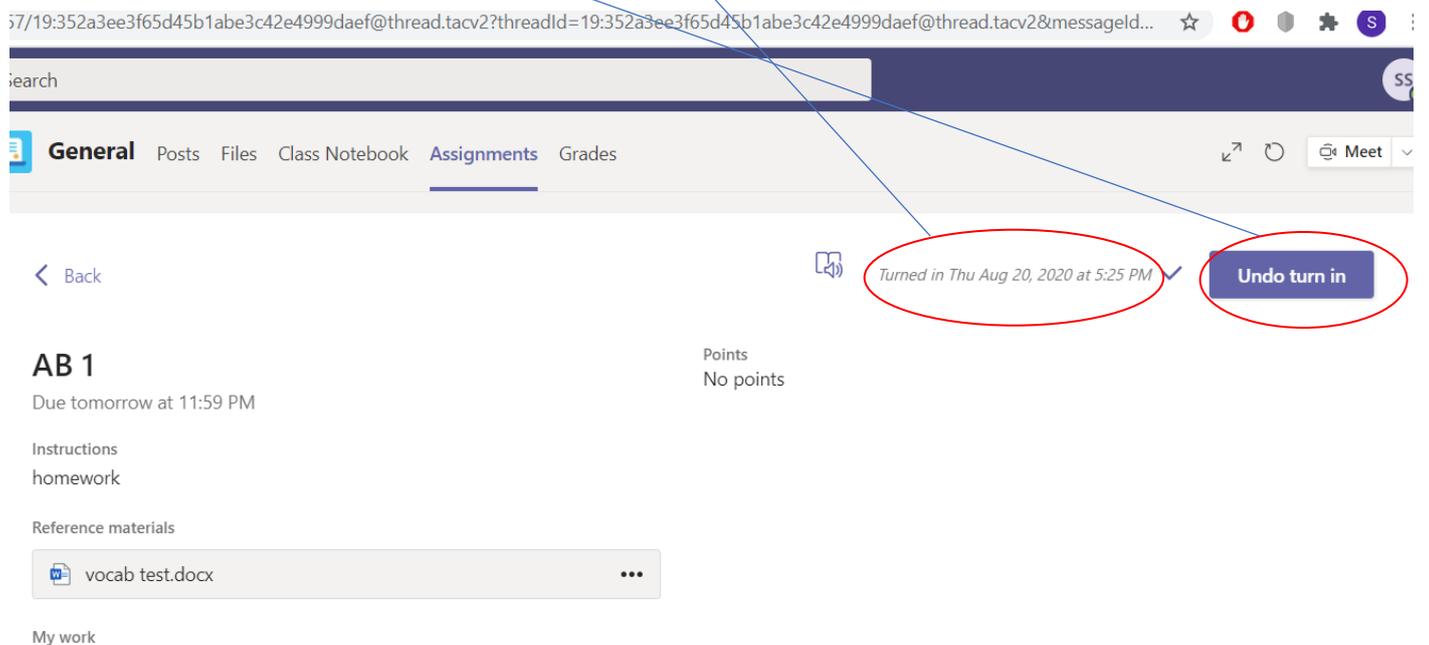
	allemand	français
1.	der Sommer	
2.	das Pferd	
3.	es ist schön	
4.	geschafft!	
5.	die Erinnerung	
6.	Schade!	
7.	es ist neblig	

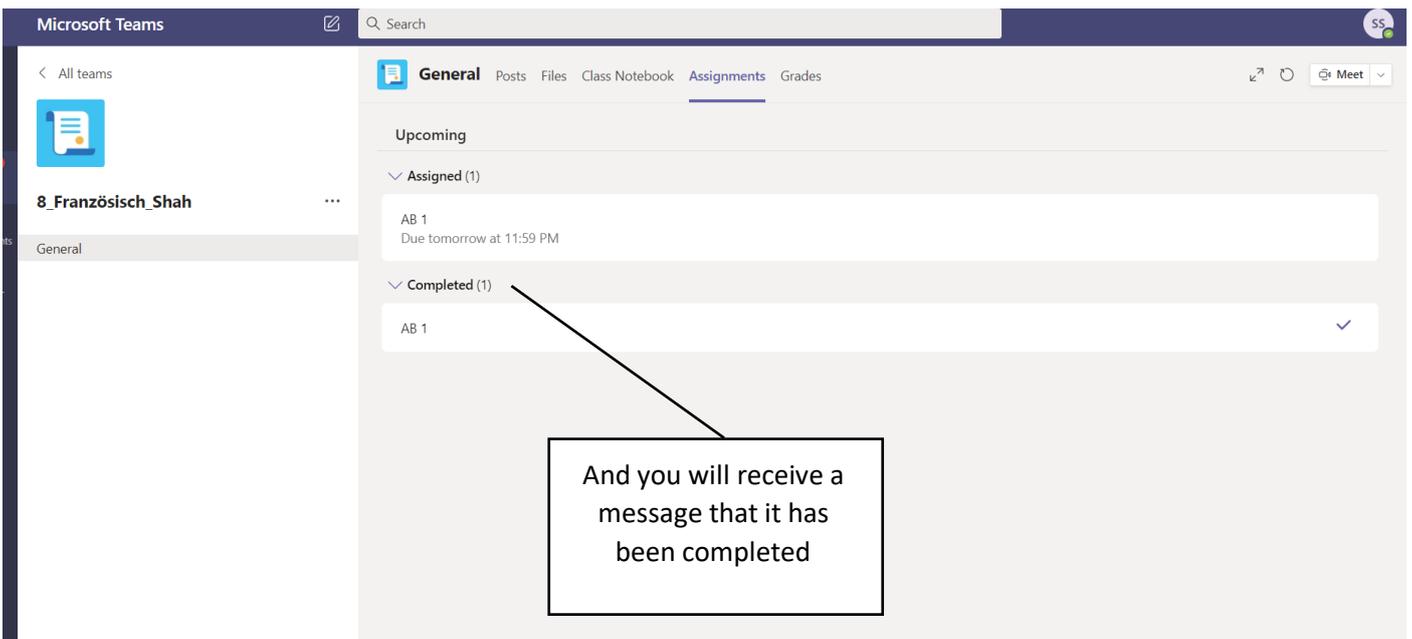
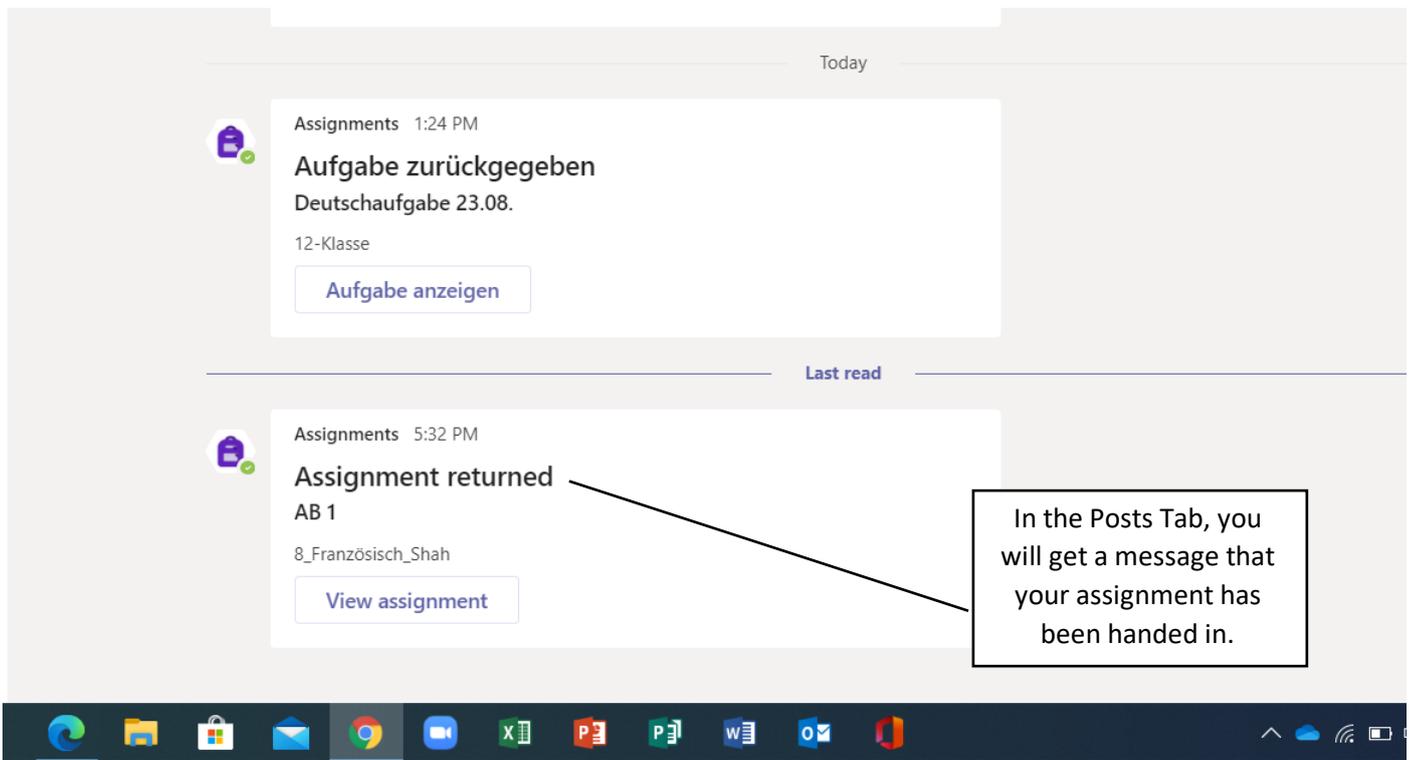


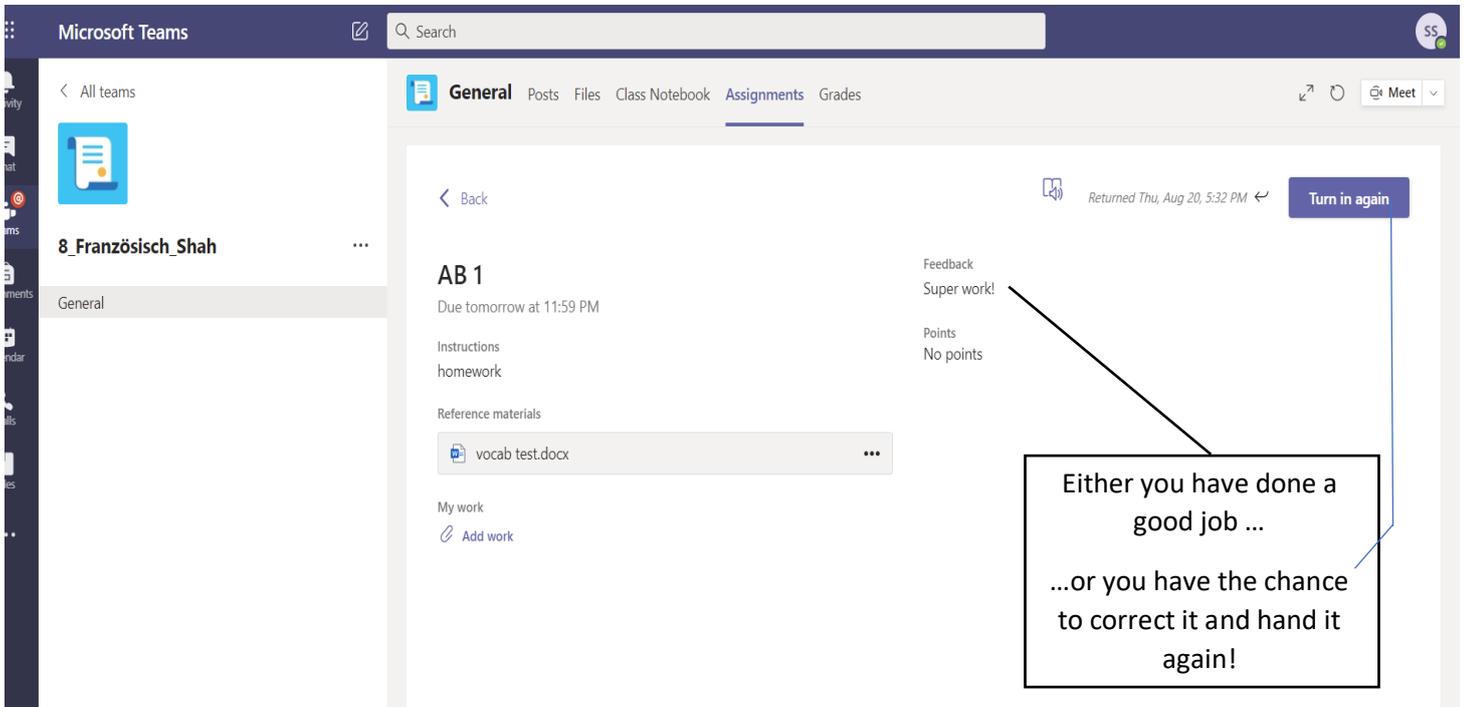
Do not forget: you must turn in your assignment – if not, your teacher will not receive it.



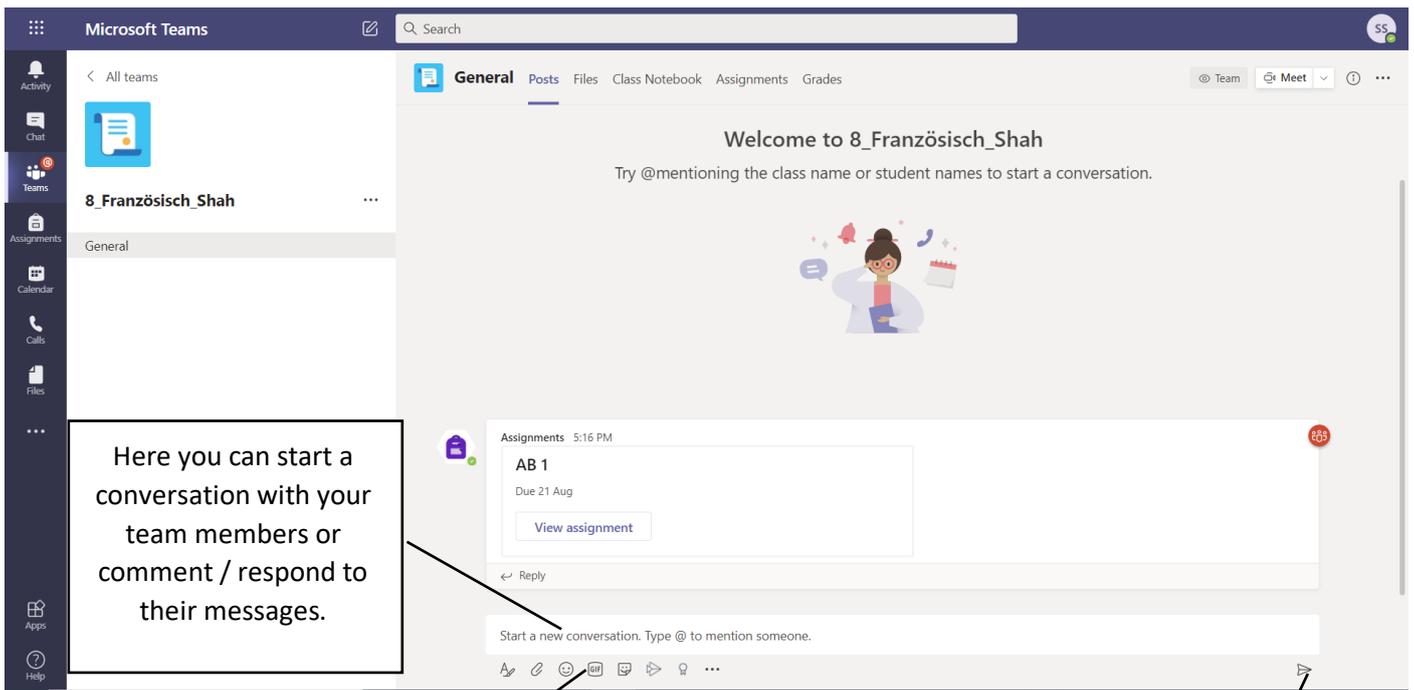
You will receive a notification that your assignment has been handed in. If you want to still correct something after handing it in, simply click on “undo turn in”.





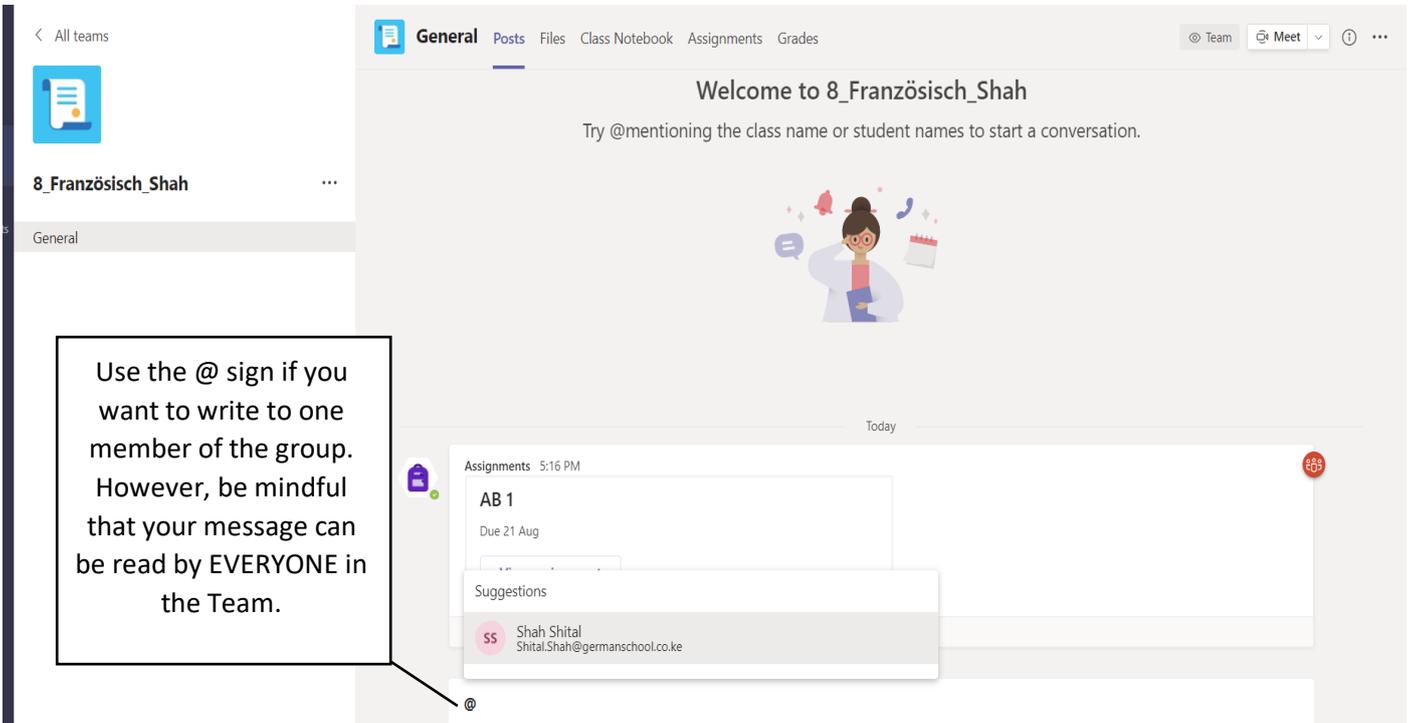


Chatting within your Team

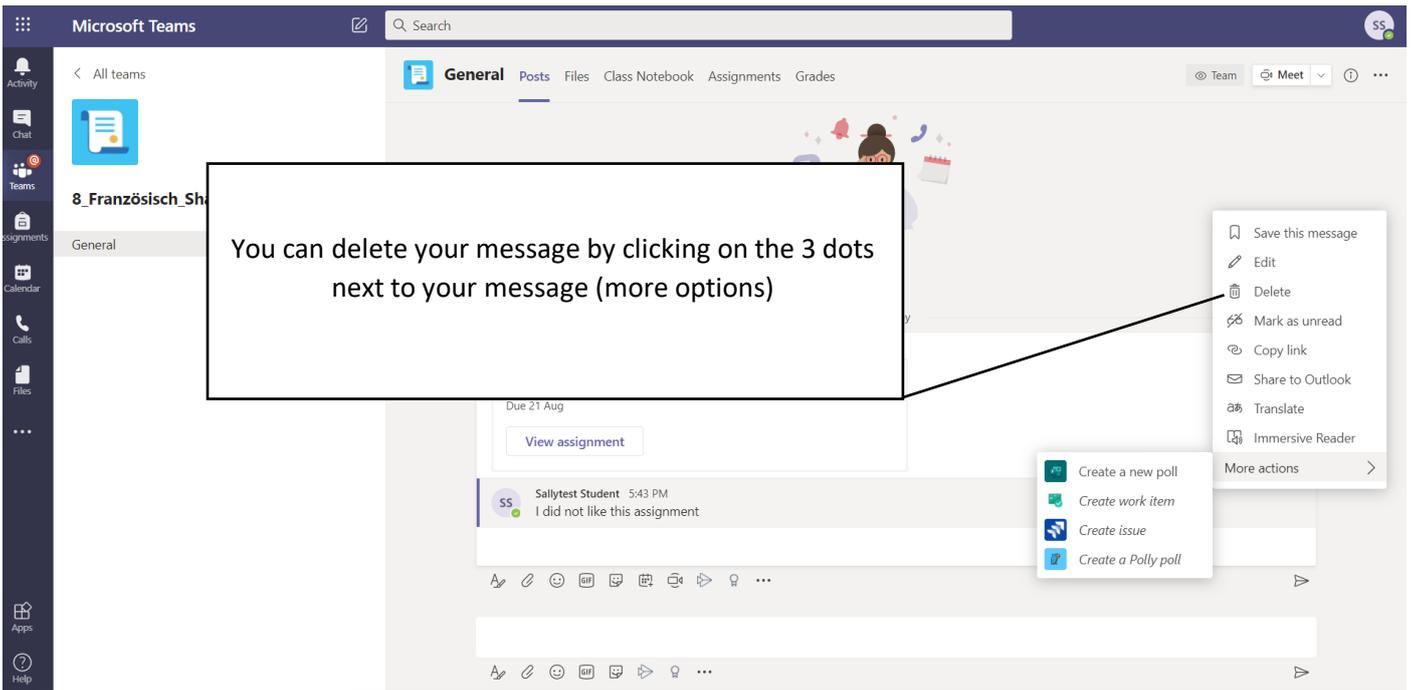


You can format your messages, add files (use paper clip sign), add an emoji, a GIF etc.

Click here to send your message



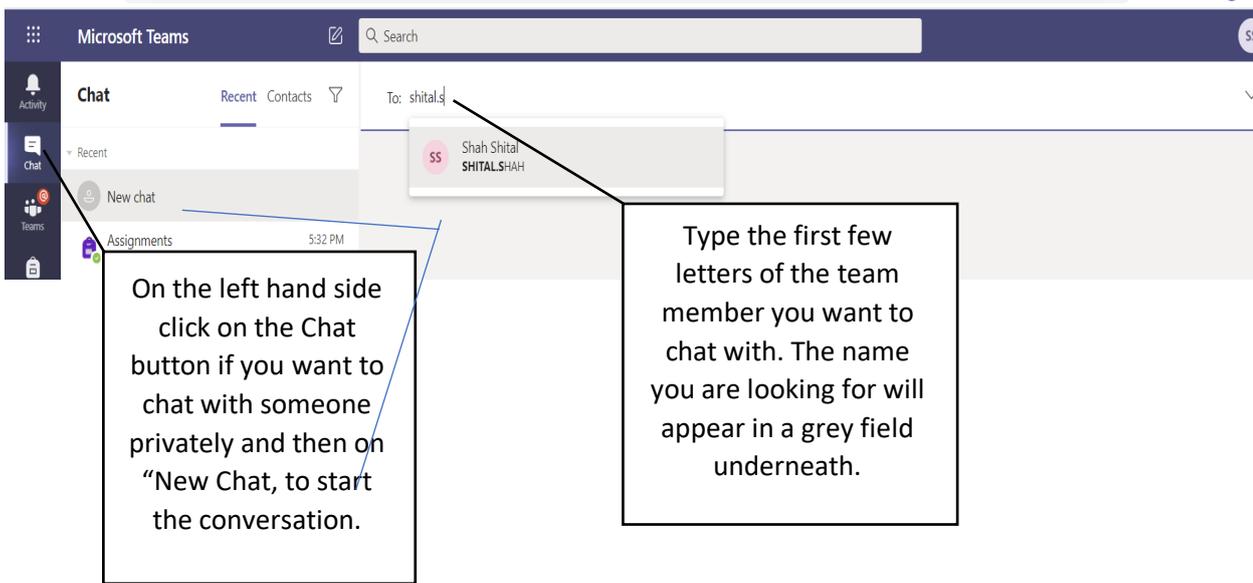
Use the @ sign if you want to write to one member of the group. However, be mindful that your message can be read by EVERYONE in the Team.



You can delete your message by clicking on the 3 dots next to your message (more options)

- Save this message
- Edit
- Delete
- Mark as unread
- Copy link
- Share to Outlook
- Translate
- Immersive Reader
- More actions >
- Create a new poll
- Create work item
- Create issue
- Create a Polly poll

Private chats

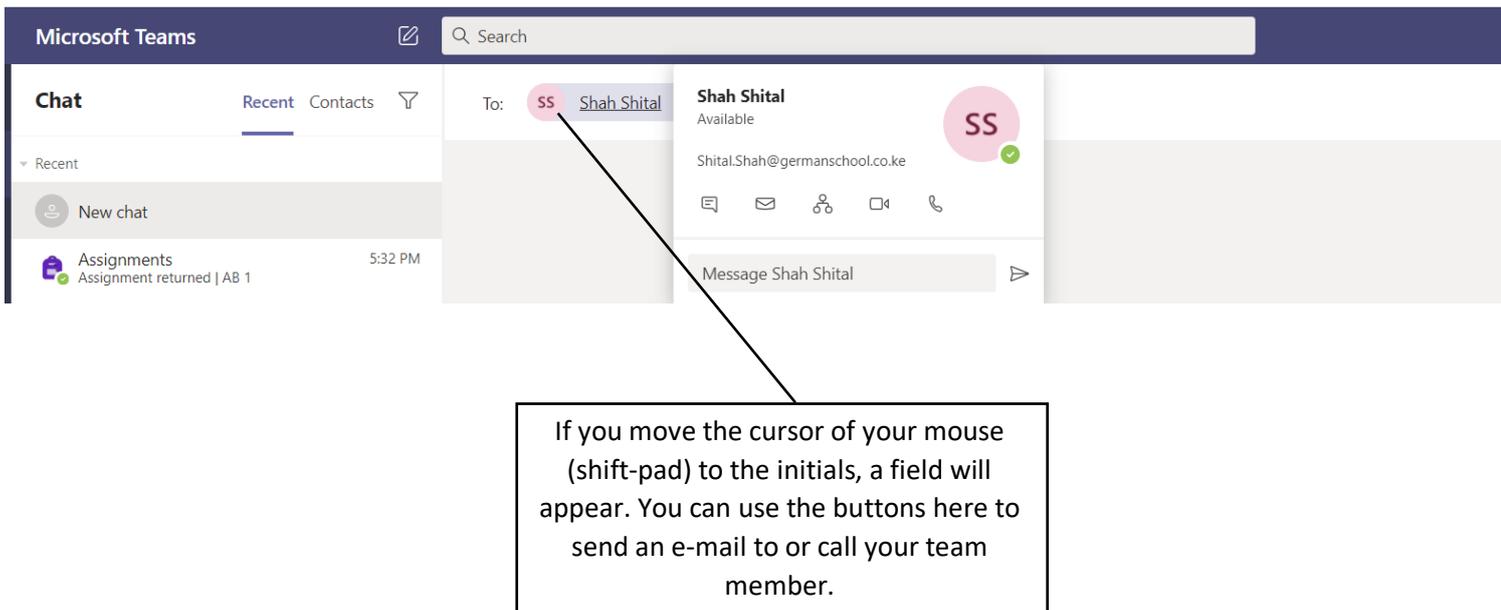


The screenshot shows the Microsoft Teams interface. On the left-hand side, the 'Chat' button is highlighted. Below it, the 'New chat' button is also visible. In the main chat area, the 'To:' field contains the text 'shital.s'. A search dropdown menu is open, showing a grey field with the name 'Shah Shital SHITALSHAH' and a pink circular icon with the initials 'SS'. A callout box points to the 'Chat' button, and another callout box points to the search dropdown.

On the left hand side click on the Chat button if you want to chat with someone privately and then on "New Chat, to start the conversation.

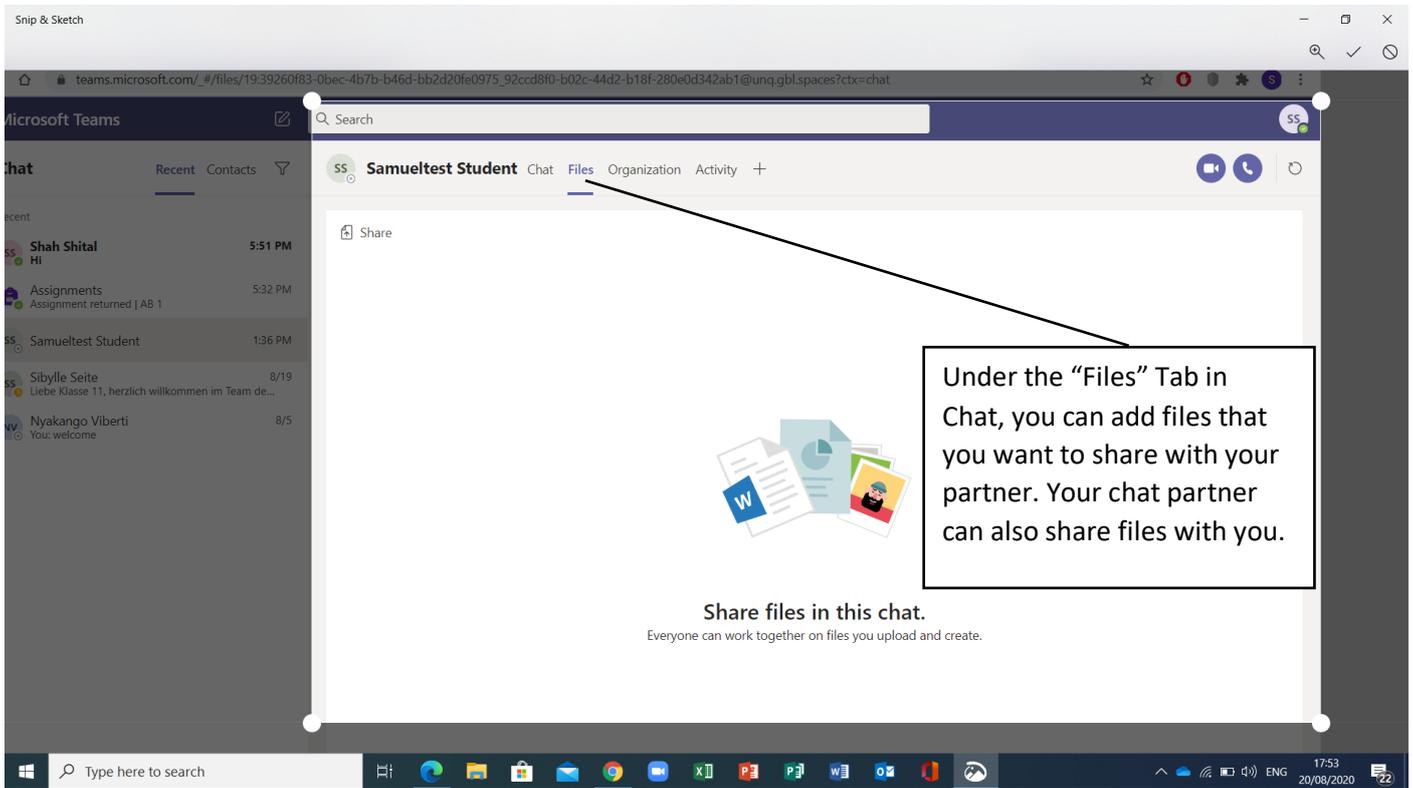
Type the first few letters of the team member you want to chat with. The name you are looking for will appear in a grey field underneath.

You can now have a private chat.



The screenshot shows the Microsoft Teams interface with a private chat window open. The 'To:' field contains the name 'Shah Shital' and a pink circular icon with the initials 'SS'. A callout box points to the initials. To the right of the chat window, a contact card for 'Shah Shital' is displayed, showing his status as 'Available', his email address 'Shital.Shah@germanschool.co.ke', and icons for chat, email, share, video call, and voice call. A callout box points to the contact card.

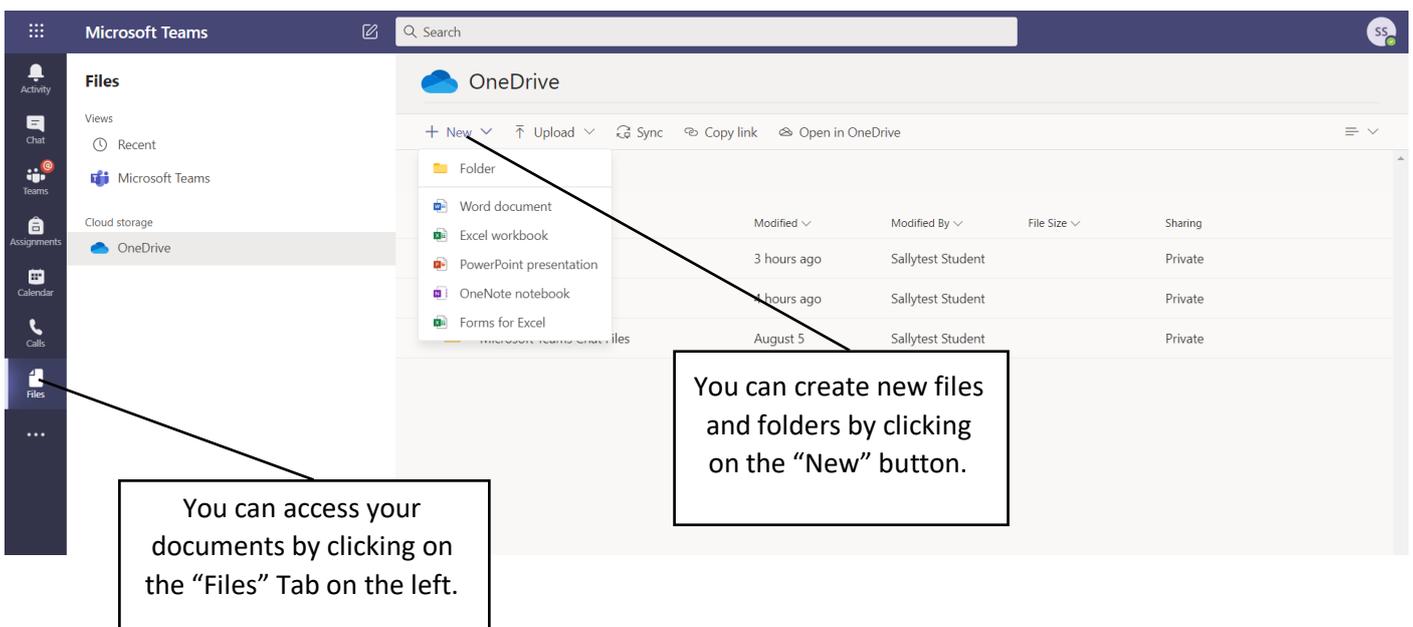
If you move the cursor of your mouse (shift-pad) to the initials, a field will appear. You can use the buttons here to send an e-mail to or call your team member.

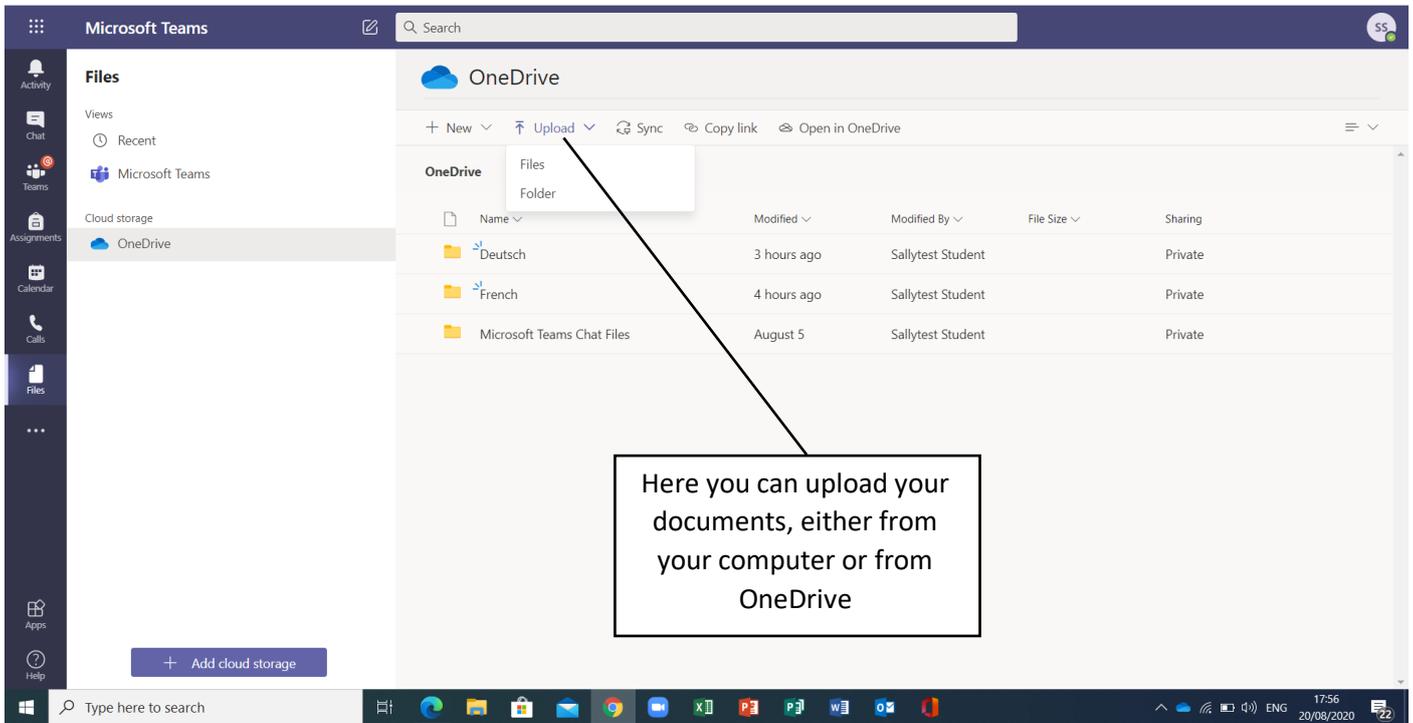


Organising my files and folders (a file is a single document, a folder is where you file your document!)

You can save your work as files and folders in OneDrive. We recommend that you organise your work just like you would organise your papers – create a folder for each subject (e.g. Deutsch, Geschichte, Biologie) and create subfolders in your subject folders if necessary (e.g. Kurzgeschichten could be a subfolder in the Deutsch folder).

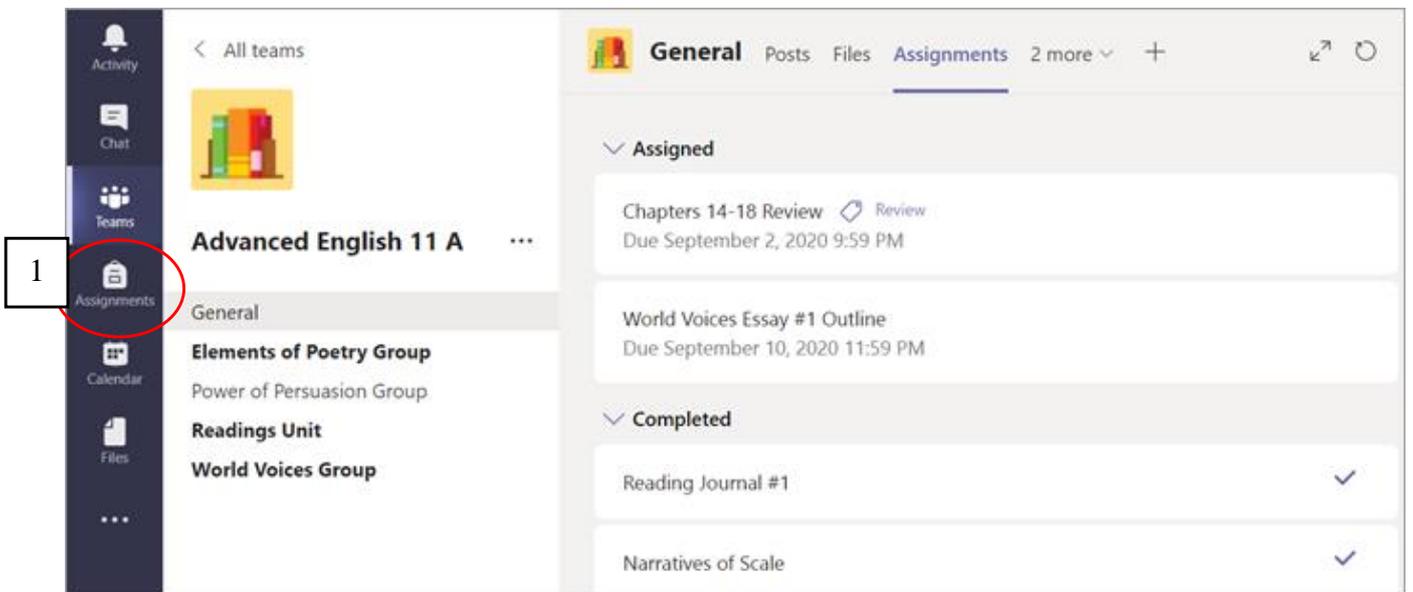
You can create new folders by clicking on the "New" button.





Quick help – Handing in an assignment

(for more details please see introduction tutorial)

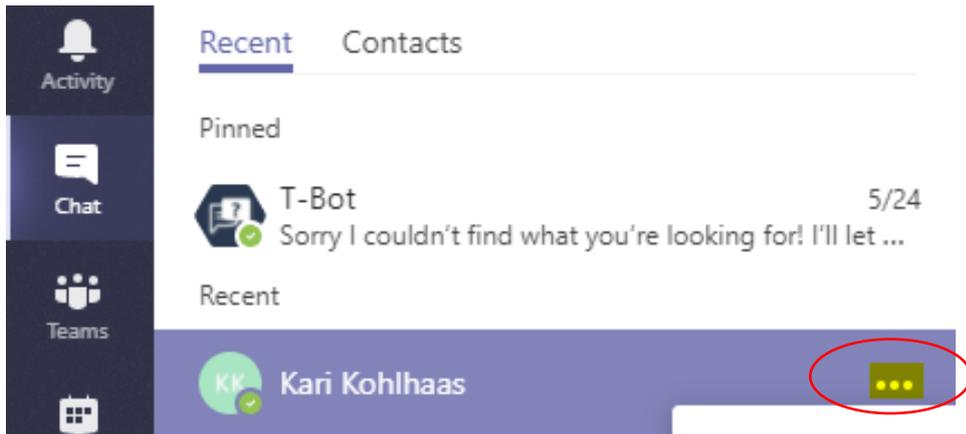


The screenshot shows a Microsoft Teams assignment page. At the top left is a back arrow and the word 'Back'. At the top right is a blue 'Turn in' button, which is circled in red. To the right of this button is a small box containing the number '3'. Below the back arrow is the title 'Shakespeare Sonnet Annotation' followed by a 'Homework' icon. Underneath the title is the due date 'Due September 13, 2019 9:59 PM'. The 'Instructions' section says 'Read Sonnet 116 and annotate it, using the PowerPoint for guidance.' The 'My work' section shows a PowerPoint file named 'How to Read a Sonnet.pptx'. Below the file list is a '+ Add work' button, which is circled in red. To the right of this button is a small box containing the number '2'. At the bottom, the 'Points' section indicates '100 points possible'.

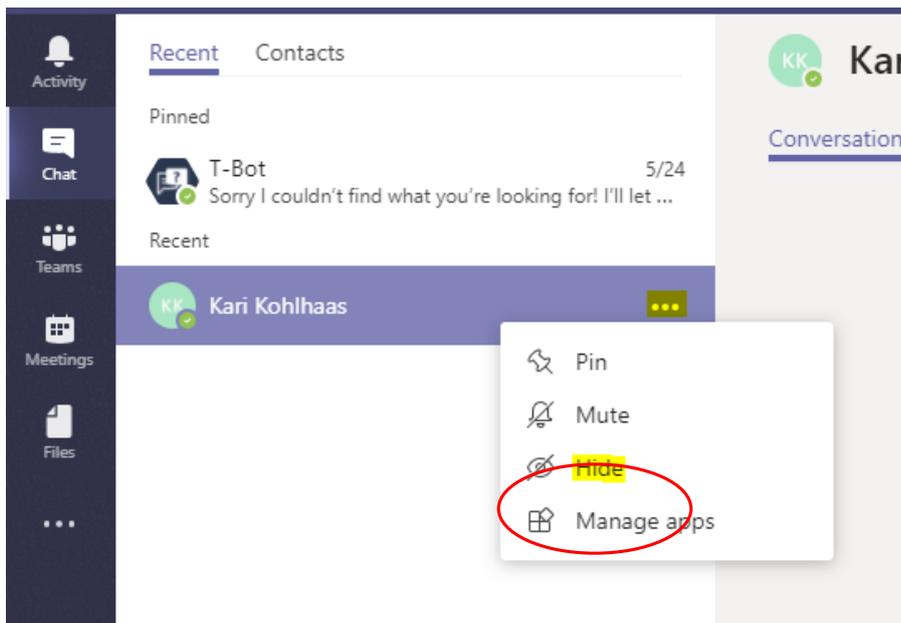
Mute chats in teams

The screenshot shows the Microsoft Teams navigation menu on the left side of the interface. The menu items are: Activity, Chat, Teams, Meetings, and Files. The 'Chat' icon is circled in red. To the right of the menu, the 'Recent' tab is selected, showing a list of recent chats. The first chat is from 'T-Bot' with the message 'Sorry I couldn't find what'. The second chat is from 'Kari Kohlhaas'.

Select "Chat" on the left side of the menu



Click on the tree dots ... next to the chat you wish to mute

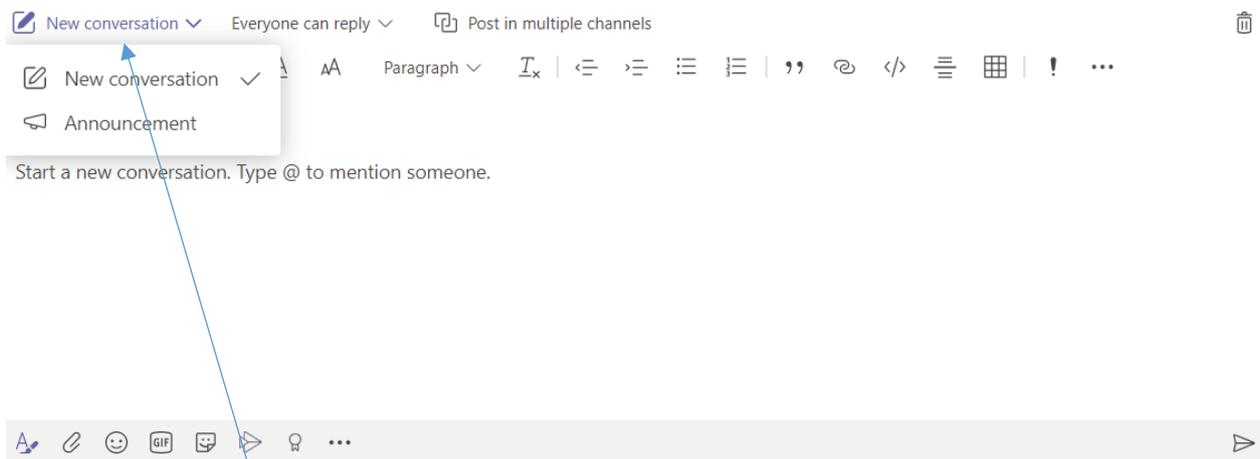


Click on "mute"

Want your instructions to stand out? Want to announce something important to your TEAM?



GO to Posts in the **General** channel and click on the A at the bottom of the page.



In the top let-hand corner, click on the drop-down box (New Conversation / Announcement)
Click on Announcement