

Microsoft Teams

Frequently asked questions

1. Which browser should I use?

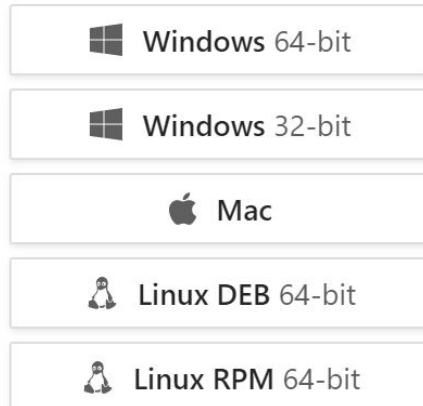
The most broadly compatible browsers are [Google Chrome](#) and [Microsoft Edge](#). Alternatively, you can also access Microsoft Teams with an app which you can download from <https://teams.microsoft.com/download>

2. What devices can I use?

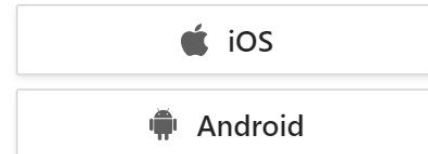
MS Teams is available on a wide range of desktop and mobile devices that can run a web browser. Example devices include any Windows machine, Mac OSX, iPads, Chromebooks, iPhones and Android mobile devices.

Get Teams on all your devices

Desktop



Mobile



3. How do I log in from a browser?

- Teacher- log in to the DoE portal
 - click My Learning Tools
 - search for Office 365 and click on it
 - click on MS Teams.
- Student- log in to the DoE portal
 - select My Learning Tools, and then the Microsoft Office 365 icon.
 - Select MS Teams.

Staff portal

NSW Department of Education

Staff portal

Home

My applications

My training

My learning tools

My websites

Helpdesk Tool

Help

Get support

Feedback

My learning tools

Find your bookmark here...

Bookboon - ITD eLibrary

Show details

Digital learning selector

Show details

G Suite (Google Apps for Education)

Show details

Learning tools selector

Show details

Microsoft Office 365

Show details

The Learning Hub

Show details

blogED

Show details

stem.T4L Learning Library

Show details

Student portal

NSW Department of Education

Student Portal

Home

Email

Oliver Library

Help

Notifications

Change password

Secret Questions

Change Colours

Sign Out

Feedback

Search

Hide

Google

Enter your search word Search

Calendar

Hide

We need you to verify who you are to Google so that we can look at your calendars. Please select the Authorise button below.

Authorise

Games

Hide

Puzzlemaker

Counselling and Support

Hide

Resources to help you right now.

My Links

Hide

Google

Cool Math

BlogEd

Hide

My Posts

My Blogs

No posts found

See more BlogEd content

Learning

Hide

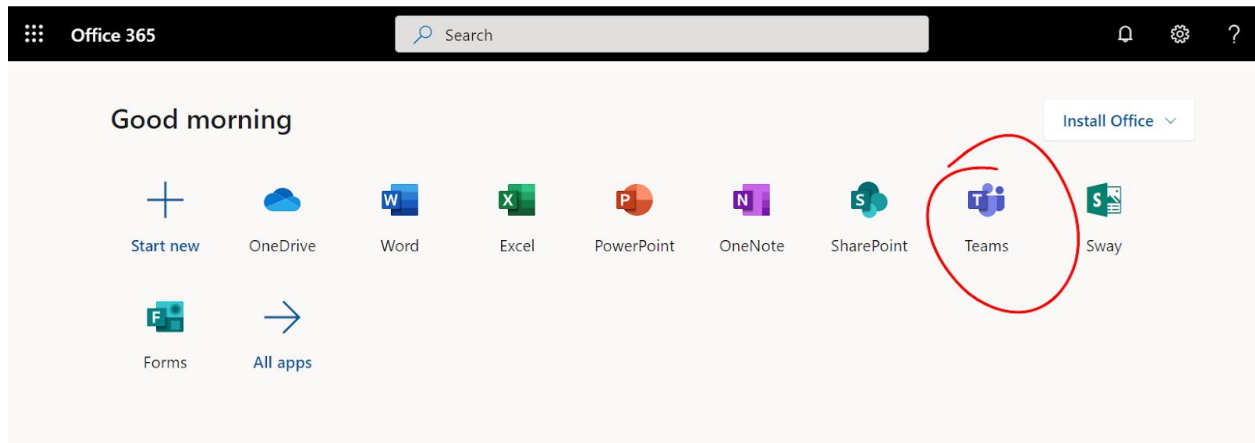
Microsoft Office 365

Adobe DoE software download

ABC Learn Online

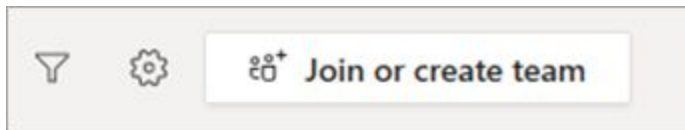
Show more

Microsoft 365 home page

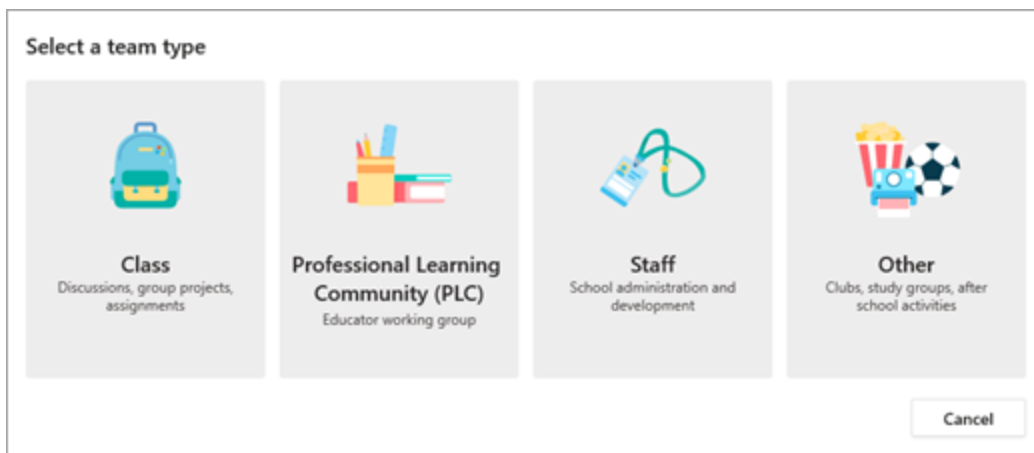


4. How do I get started teaching my students with MS teams?

- In MS Teams, select Teams in the left rail to view your teams.
- select join or create team
- create a new team.



- select Class as the team type.



- enter a name and optional description for your class team, then select Next. For example, Year 7 Maths 2020.

Create your team

Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook.

Name

Description (optional)

This team is searchable and discoverable. [Change setting](#) ⓘ

[Create a team using an existing team as a template](#)

- type in the name of the student(s) and select Add.

Add members to Advanced English 11 A

Students Teachers

Legg Gu × Terrie Cline × Dominic Tindall ×

5. Where are the files saved?

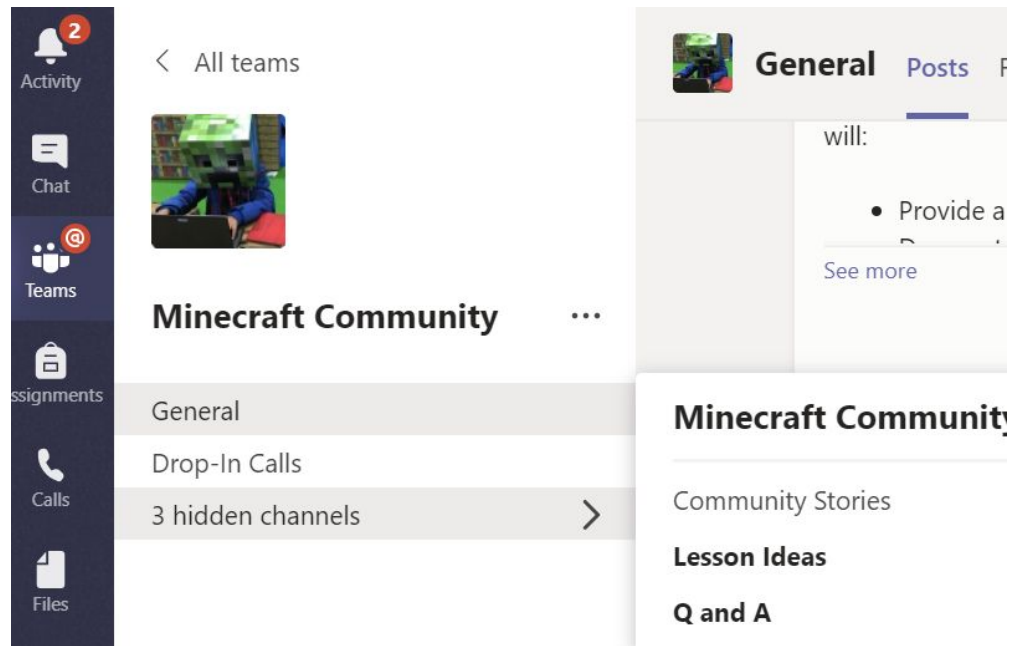
Every Team uses an online SharePoint service to store all files securely and safely. There are additional options to add other storage services including other existing SharePoint websites and even Google Drive.

6. How many people can be added to a Team?

Each team can have a maximum of 5000 members, including staff and students.

7. What is a Channel?

Channels are dedicated sections within a team to keep conversations organized by specific topics, projects, or disciplines. You might, for example, create a channel for each stage in a primary school.



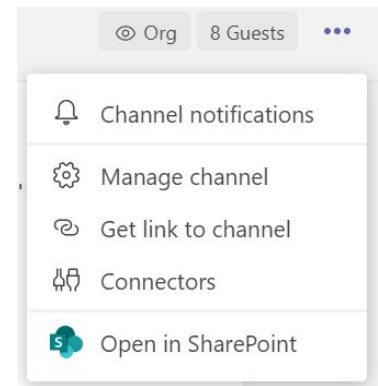
8. What is a Tab?

A tab in a Team channel delivers content to channels and group chats and is a great way to create collaborative spaces around dedicated web-based content. You might consider adding a webpage that displays regularly visited content, or a PowerPoint deck of resources for the unit of work being studied. Tabs can be added (by clicking on the + sign) and removed from a channel very quickly.



9. What features in Teams enable collaboration?

- Microsoft Teams integrates with Office 365 allowing word processing, presentations, spreadsheets and digital notes to be captured seamlessly from the one place
- the online file storage underpins the corresponding conversations and threaded chat, allowing side-by-side collaboration
- Organise the Team with channels and highlight the most relevant content by pinning it with tabs.



10. What is the difference between synchronous and asynchronous teaching?

You can read more about delivery modes of learning at

<https://education.nsw.gov.au/teaching-and-learning/curriculum/continuity-of-education/delivery-of-learning/delivery>

11. How do I message a student individually?

- students are **unable** to use the one-to-one and group chat features of Microsoft Teams, without teacher oversight. Chat messages should be posted in the context of a team channel
- if you, the teacher, would like to create a private conversation with a student, you can [create a private channel](#) in the class team inviting only that student.

11. Where can I learn more?

There is a rich collection of self-paced online resources available from a variety of sources.

- Microsoft Teams [official support site](#)
- check the [Digital Tools Learning Selector](#)
- [Getting Started with Technology](#) - department created videos of common tasks
- [Communicate effectively with Microsoft Teams](#) - a LinkedIn Learning course
- [Crafting a collaborative learning environment with Class Teams](#) - a course from the [Microsoft Educator Community](#)
- [Office Hours, Teams for Remote Learning](#) - recording of a webinar.