

Microsoft  
Teams: A guide  
for learners



**TAGĦLIM**  
TUL IL-ĦAJJA



LIFELONG  
**LEARNING**

# Contents

Signing in

Downloading Microsoft Teams App

Finding the Team Icon

Using the Chat

Uploading a File

Joining a Meeting from the Channel

Helpdesk

How do I sign in on Microsoft  
Teams?

You have received a username and password from the Directorate.

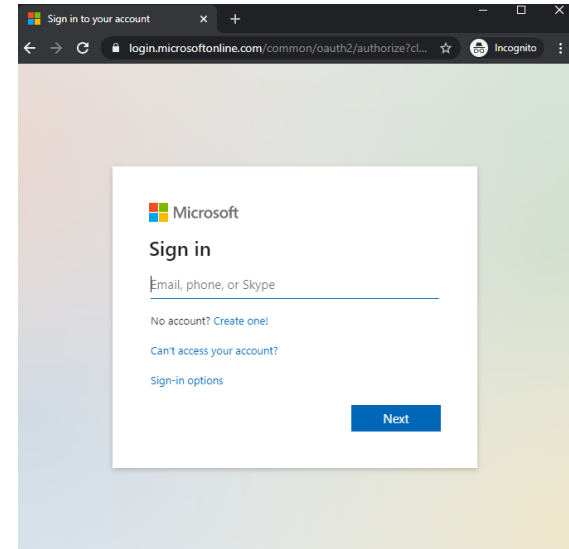
The username is in the form of an email, for example, [name.surname@lifelonglearning.edu.mt](mailto:name.surname@lifelonglearning.edu.mt)

For the first sign in only, the password will need to be changed from the temporary password to a personal password.

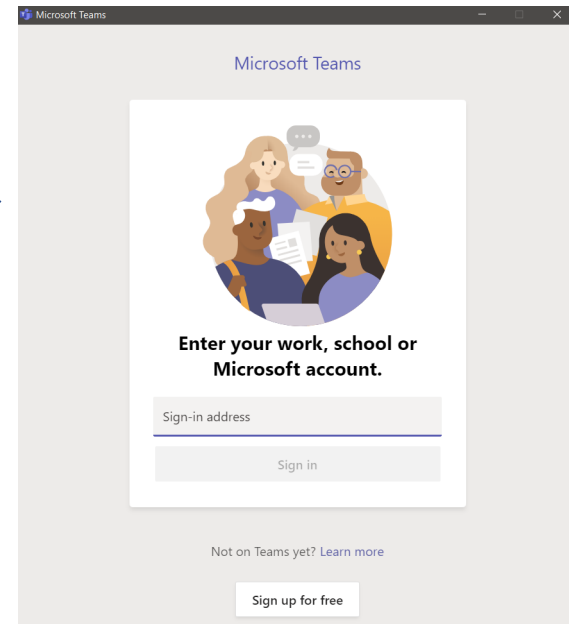
Do not share the personal password but it is recommended to write it down and to keep it somewhere safe since it is not saved automatically.

# How do I sign in? Two different ways

BROWSER



APP



# Signing in from a browser

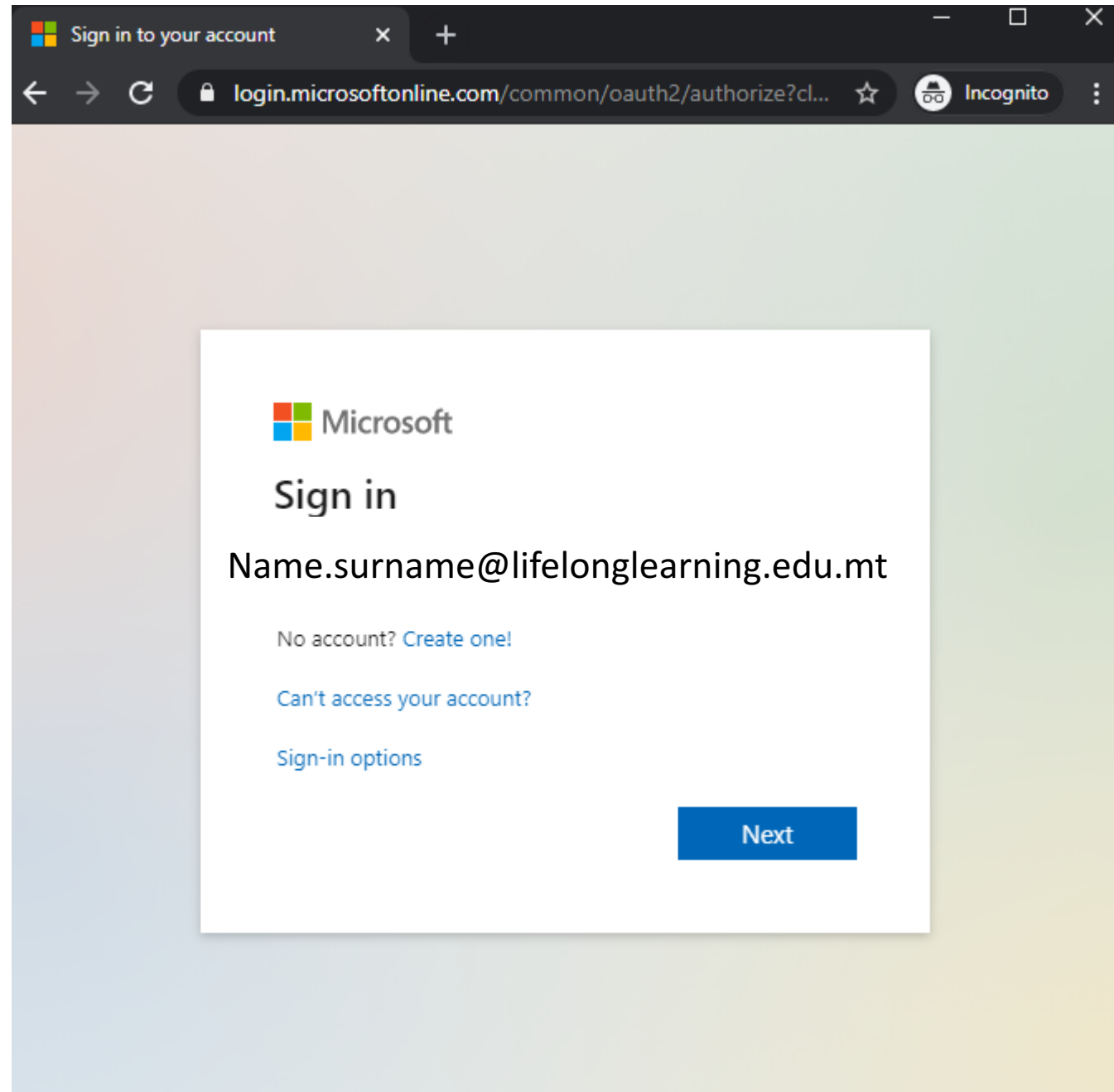
N.B. Select incognito if you have other Office 365 accounts

Open a browser

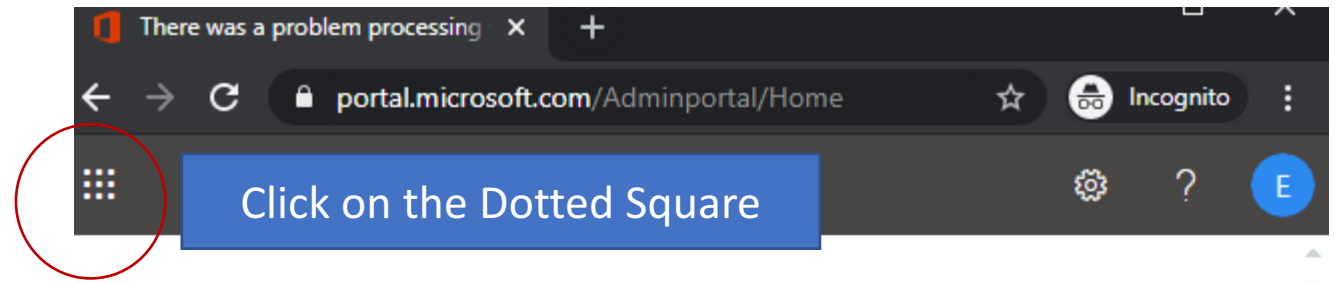
Type: portal.microsoft.com

Enter your email address

Enter your password



# Signing in from a browser



## SELECTING TEAMS

Click on the square

You don't have permission to access this page or perform this action.

[Support Information](#)



# Signing from a browser

Select Teams

Office 365 →

### Apps

- Outlook
- Word
- PowerPoint
- SharePoint
- Sway
- OneDrive
- Excel
- OneNote
- Teams**
- Forms

All apps →

### Documents


New ▾

How do you sign in  
from the app?

Enter your email  
address

Enter your password

Microsoft Teams

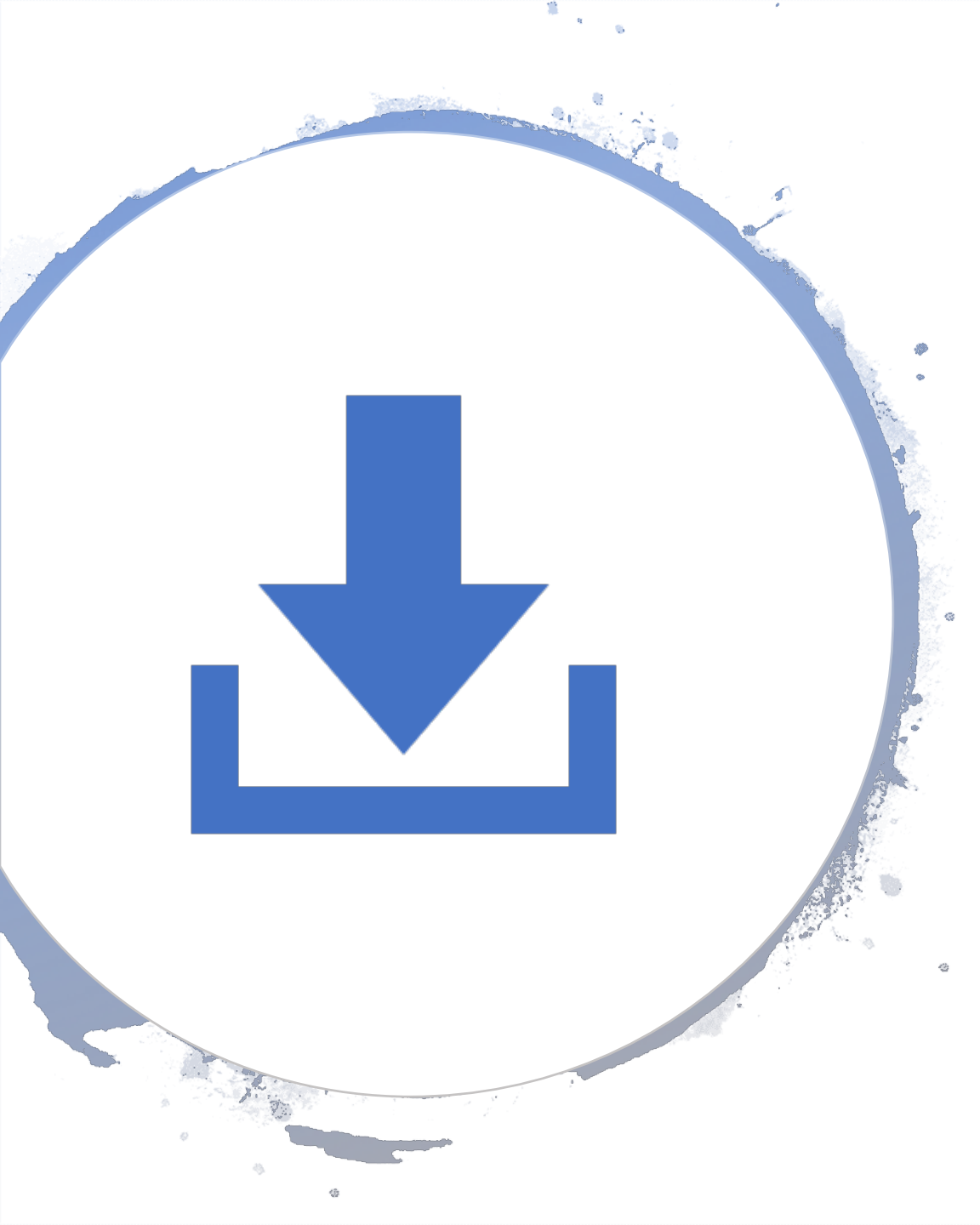


**Enter your work, school or  
Microsoft account.**

Sign in

# Downloading Microsoft Teams App

*For those who would like to download the app on a computer, tablet or mobile*



# How do I download MS Teams?

Click on the following link:

<https://www.microsoft.com/en-ww/microsoft-365/microsoft-teams/download-app>

# Download Microsoft Teams

Connect and collaborate with anyone from anywhere on Teams.

Download for desktop

Download for mobile



On a desktop/laptop:

Now stay connected with family and friends with the new features in the Microsoft Teams mobile app.<sup>1</sup>

[Learn more >](#)

## Download Microsoft Teams

Connect and collaborate with anyone from anywhere on Teams.

Download for desktop

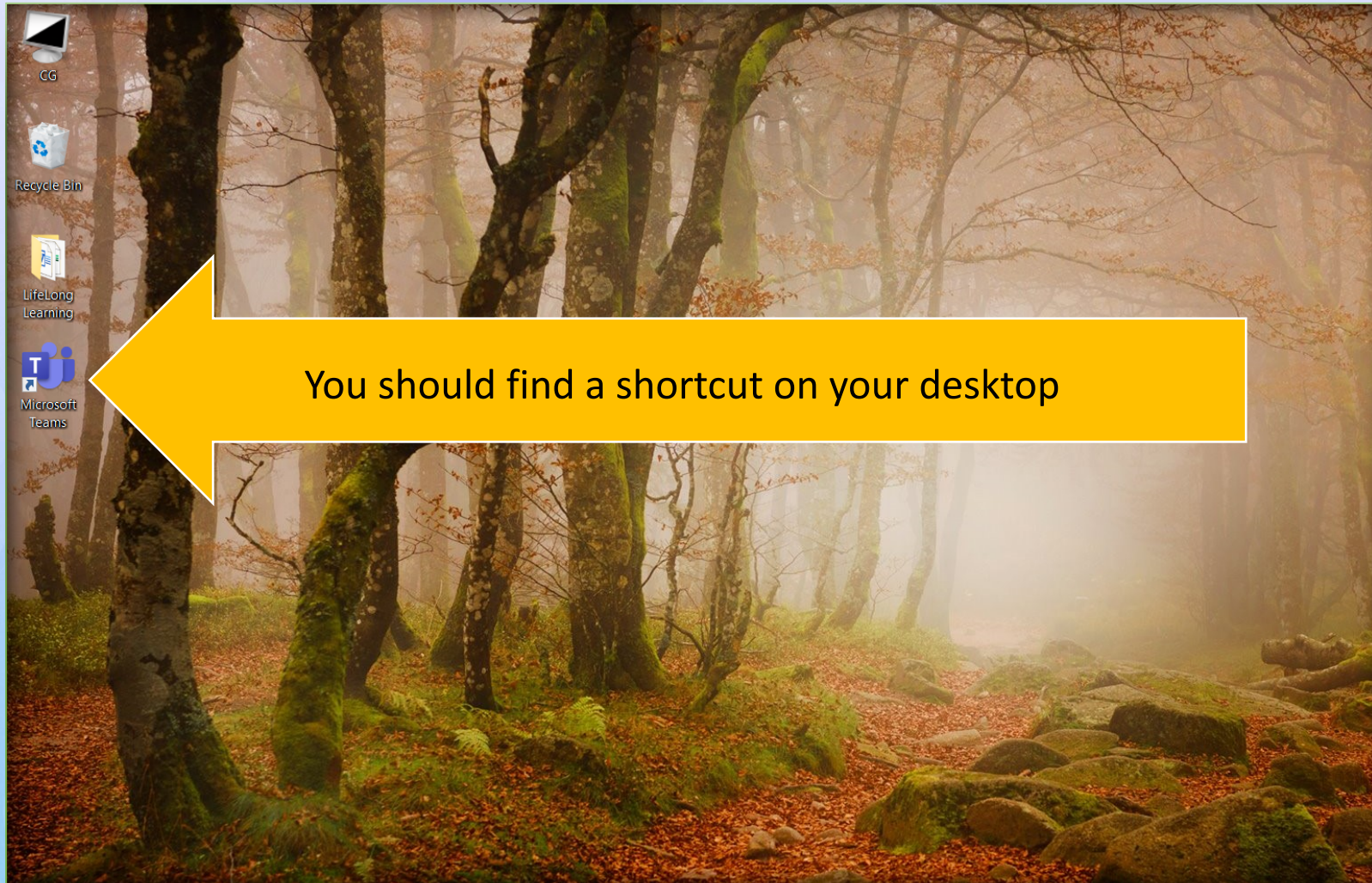
Download for mobile

# On mobile/tablet

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# Where can I find MS Teams on my computer/laptop?

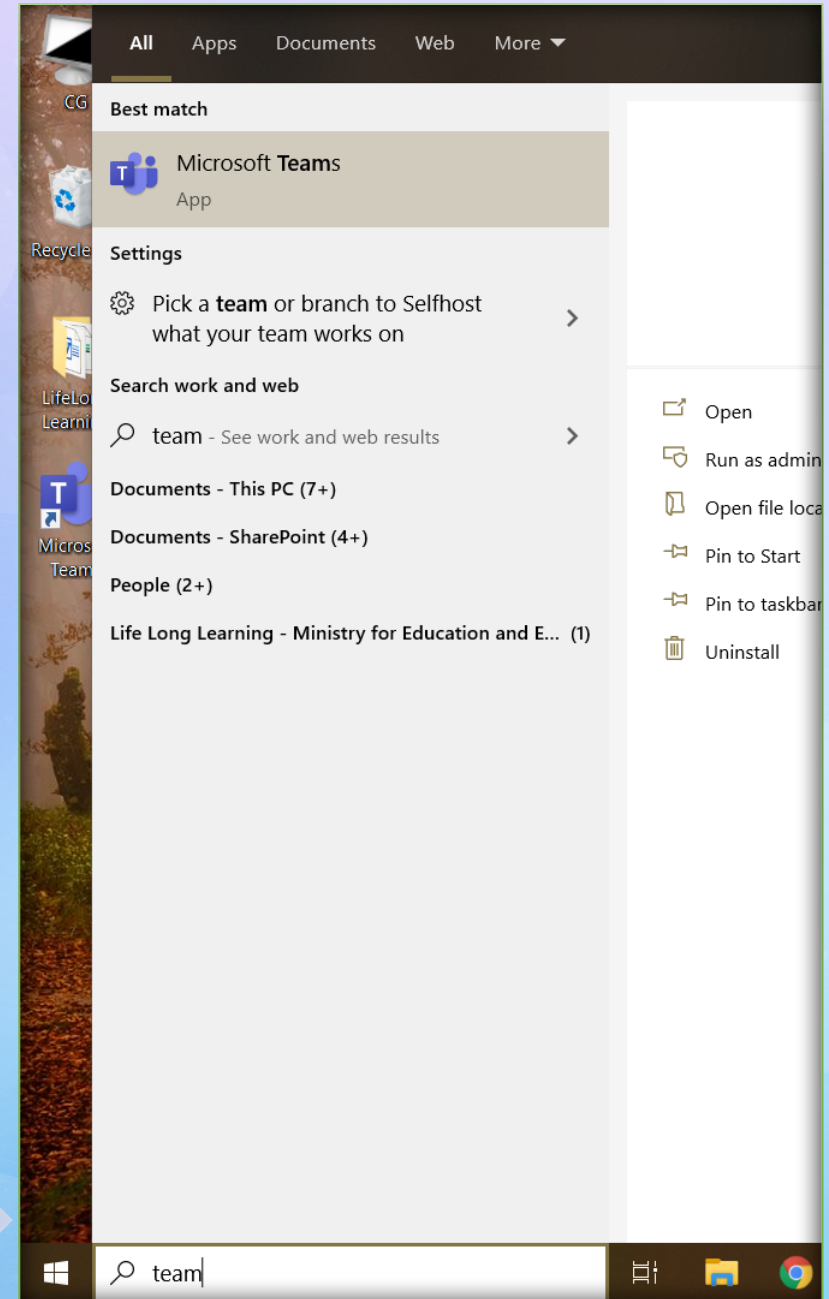


And if you don't?



Search for it on the search bar:

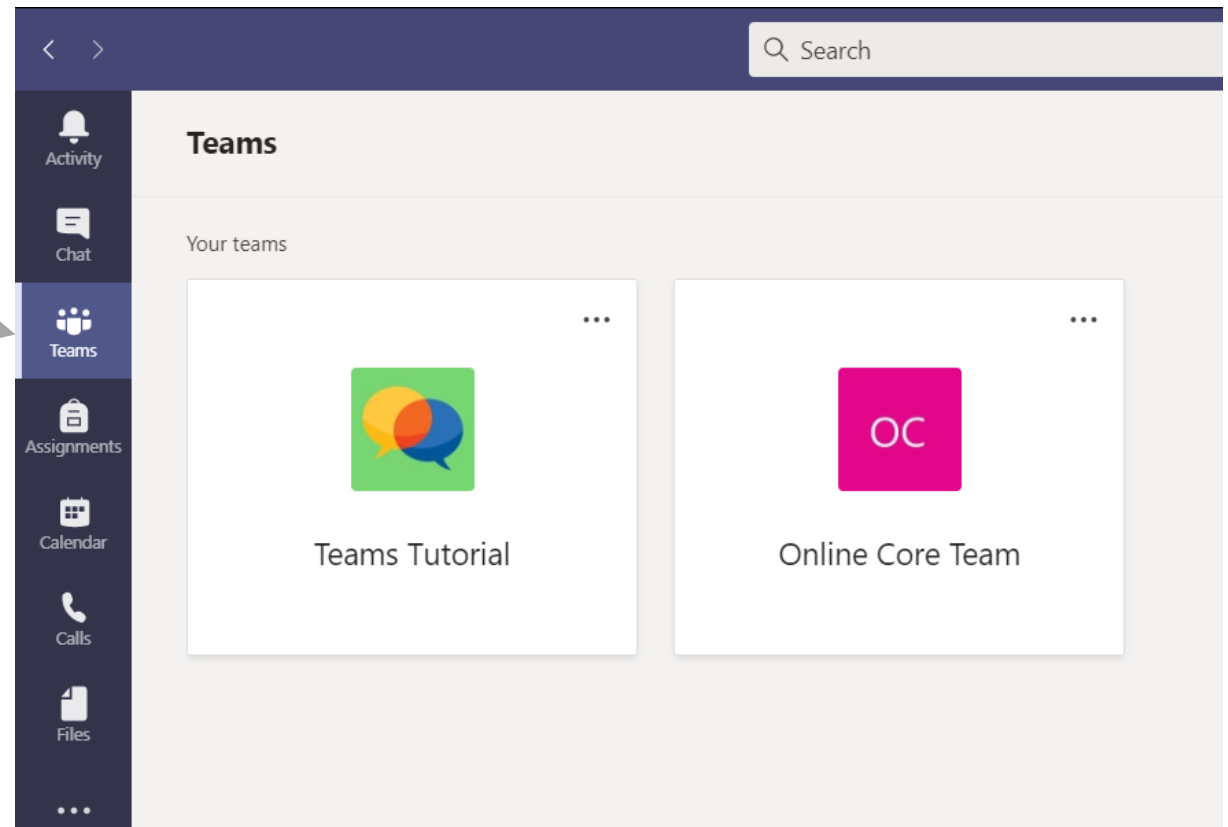
- It's on the bottom left-hand side of the desktop



How do I find my class in Microsoft Teams?

# Finding your Team

Click on Teams on the left-hand side of your screen.



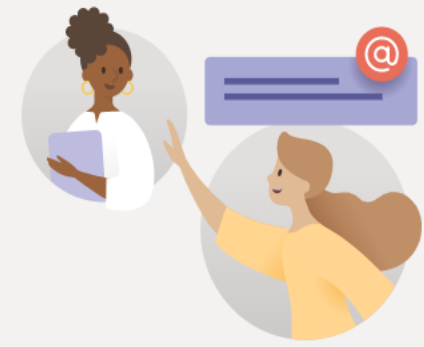
How do I use the chat in my team?

All teams



### Teams Tutorial

General



### Welcome to the team!

Try @mentioning the team name or teacher names to begin sharing ideas.

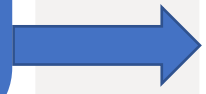
CG  
Christopher Giorgio 13/10 17:16  
Do you have any difficulties?  
Reply

Thank you for attending our session. I have uploaded the presentation, which you can find on the **Files** tab.



Here you can chat with other team members.

I have written a message & uploaded this presentation.



How do I upload or find a file?

Files can be found here:

Search




CG

General Posts **Files** PLC Notebook +

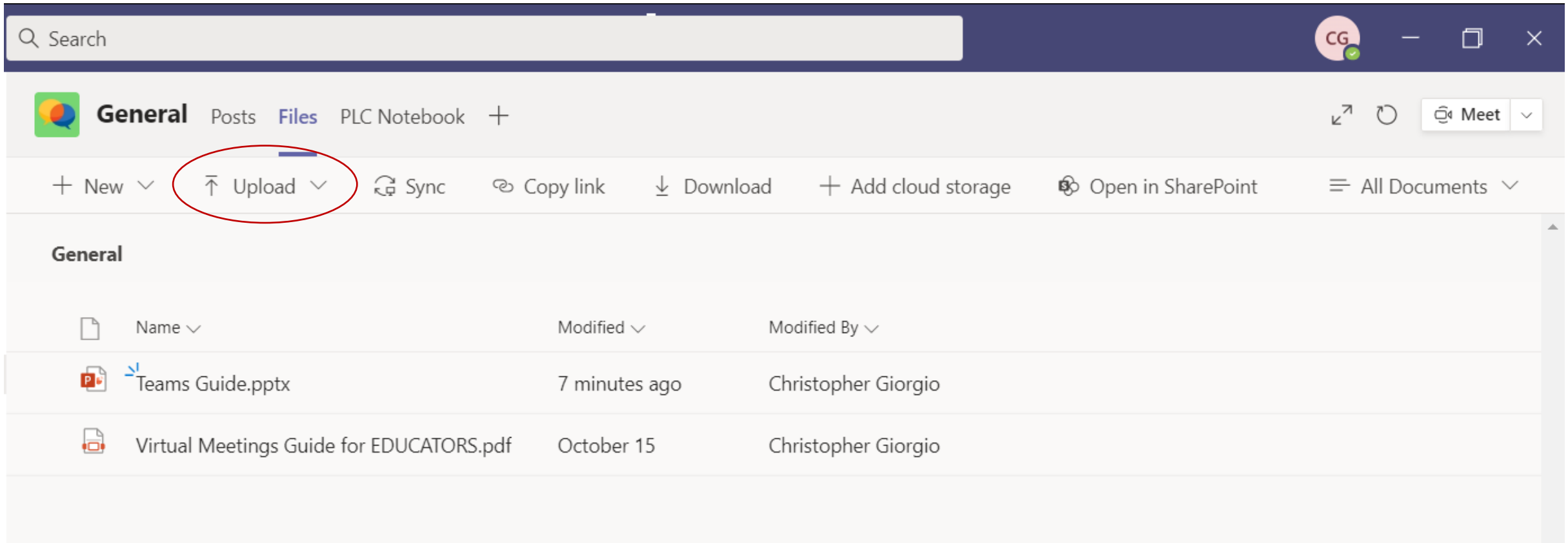
Meet

+ New ▾ ↑ Upload ▾ ↻ Sync ↻ Copy link ↓ Download + Add cloud storage ↻ Open in SharePoint ≡ All Documents ▾

**General**

 Name ▾	Modified ▾	Modified By ▾
 Teams Guide.pptx	7 minutes ago	Christopher Giorgio
 Virtual Meetings Guide for EDUCATORS.pdf	October 15	Christopher Giorgio

Files can also be uploaded here:



The screenshot shows a Microsoft Teams chat window. At the top, there is a search bar and a user profile icon labeled 'CG'. Below the search bar, the chat title is 'General', and the 'Files' tab is selected. The 'Upload' button is circled in red. The chat history shows two files:

Name	Modified	Modified By
Teams Guide.pptx	7 minutes ago	Christopher Giorgio
Virtual Meetings Guide for EDUCATORS.pdf	October 15	Christopher Giorgio

How do I join my online lesson on  
Microsoft Teams?

During the date and time of your lesson you should sign in to your Microsoft Teams account a few minutes before your lesson starts.

The educator will not be sending links to join the lesson but you are responsible to join the lesson by logging in to Microsoft Teams.

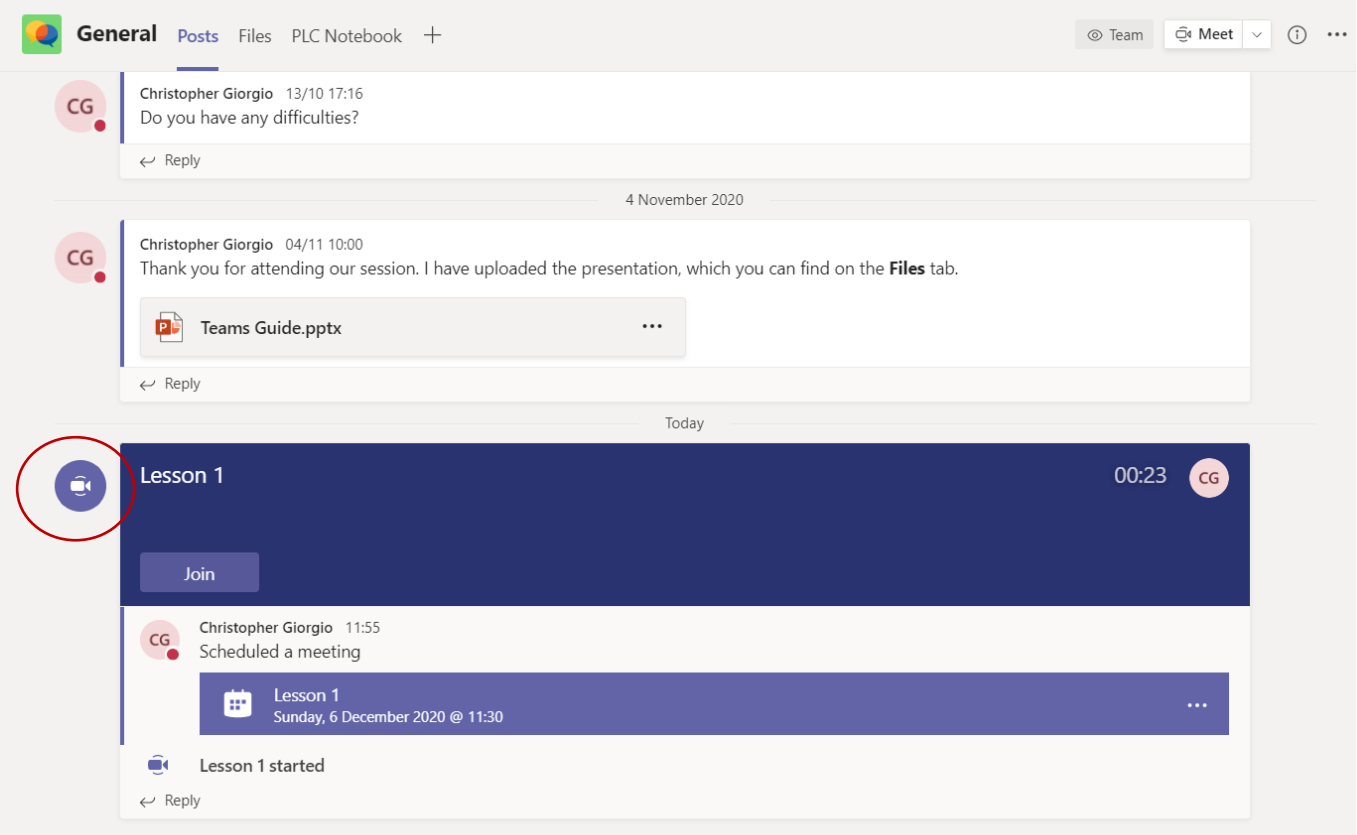
# How do I join my online class?

Log in to Office 365 and TEAMS  
(as explained before)

Find your Team

To join an ongoing channel meeting, select the **camera icon**

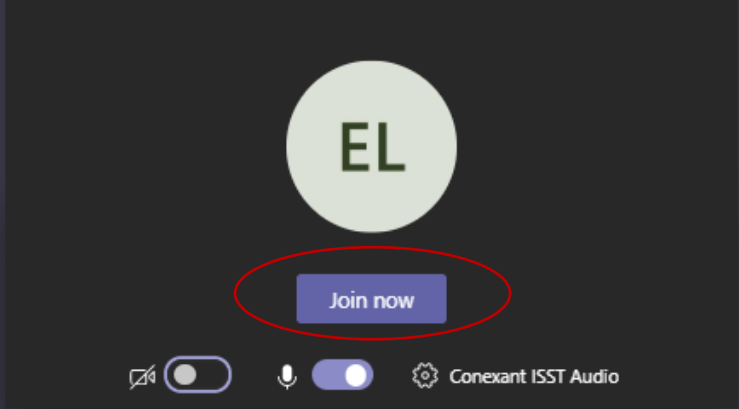
Select **Join > Join now**



The screenshot shows a Microsoft Teams chat interface for a channel named "General". The channel has tabs for "Posts", "Files", and "PLC Notebook". The chat history shows a message from Christopher Giorgio (CG) dated 13/10 17:16 asking "Do you have any difficulties?". A date separator indicates "4 November 2020". Another message from CG dated 04/11 10:00 says "Thank you for attending our session. I have uploaded the presentation, which you can find on the **Files** tab." Below this message is a file named "Teams Guide.pptx". A date separator indicates "Today". A meeting card for "Lesson 1" is displayed, showing a duration of 00:23 and a "Join" button. A red circle highlights the camera icon on the left side of the meeting card. Below the meeting card, a message from CG dated 11:55 says "Scheduled a meeting" and includes a calendar event for "Lesson 1" on Sunday, 6 December 2020 @ 11:30. At the bottom, a status bar indicates "Lesson 1 started".

Click on  
Join Now

Choose your audio and video settings for  
**Tutorial Session**



Join now

Other join options

Audio off | Phone audio | Add a room

Helpdesk

# Helpdesk

Directorate for Research, Lifelong Learning &  
Employability Ministry for Education and  
Employment  
Great Siege Road, Floriana  
VLT 2000

25981101/2/3

[lifelonglearning@gov.mt](mailto:lifelonglearning@gov.mt)



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TUL IL-HAJJA

# Using MS Teams



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