

Microsoft Teams: A guide for learners



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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

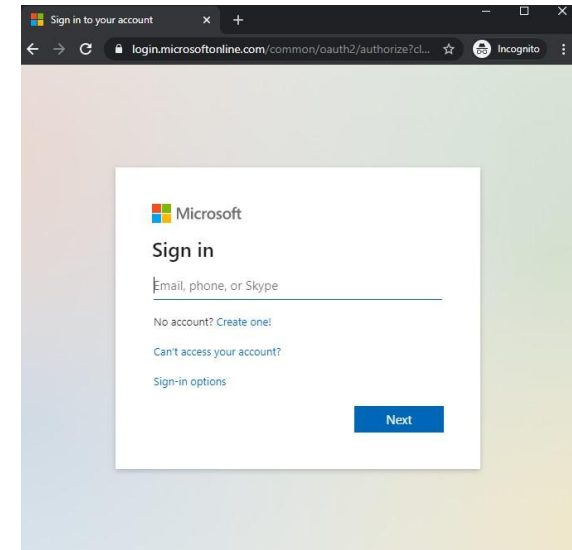
For the first sign in only, the password will need to be changed from the temporary password to a personal password.

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.

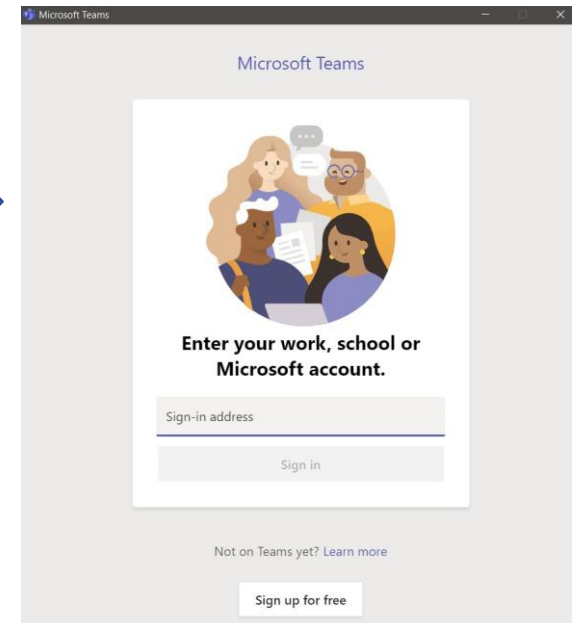
How do I sign in?

Two different ways

BROWSER



APP



Signing in from a browser

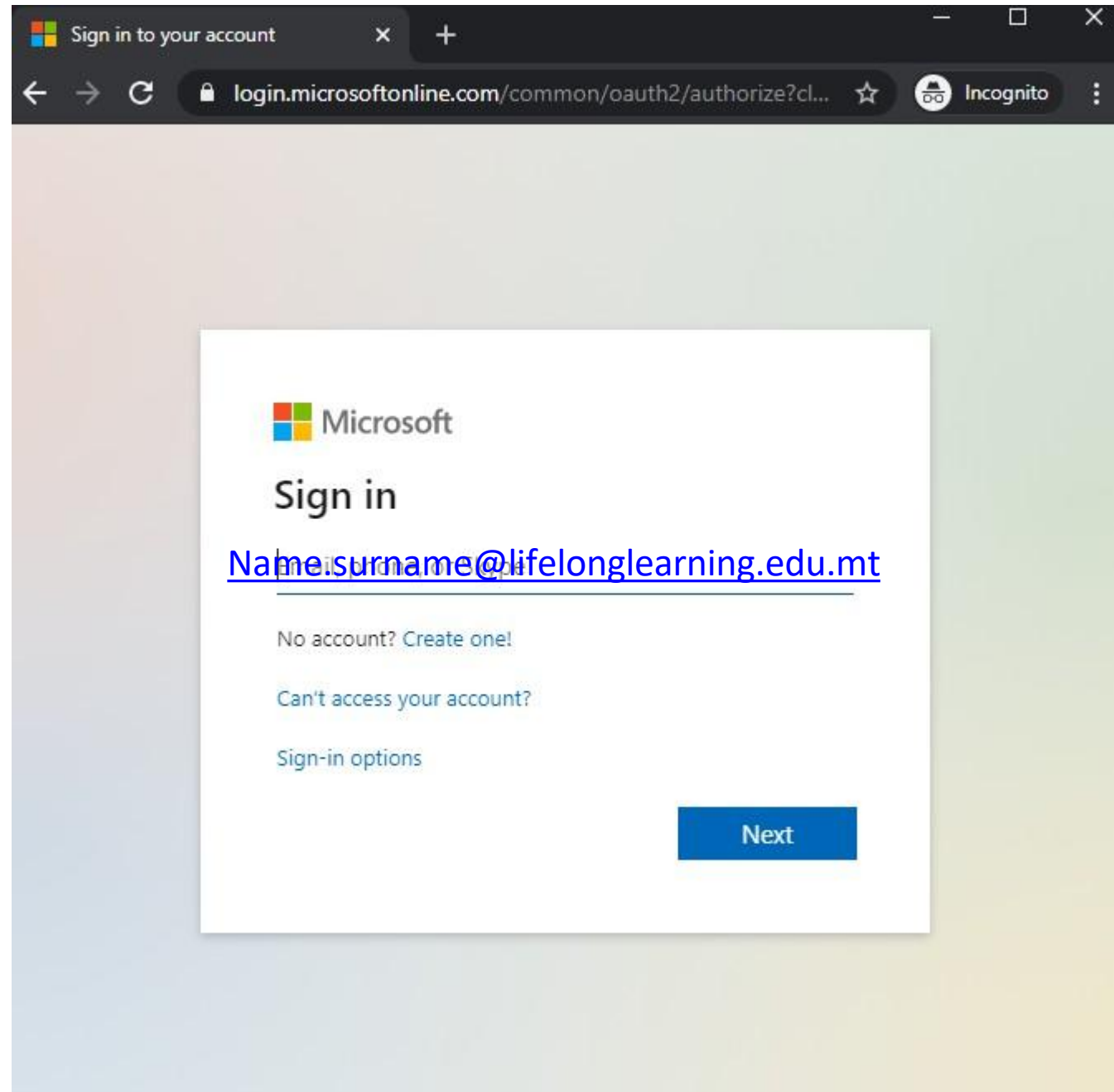
N.B. Select incognito if you have other Office 365 accounts

Open a browser

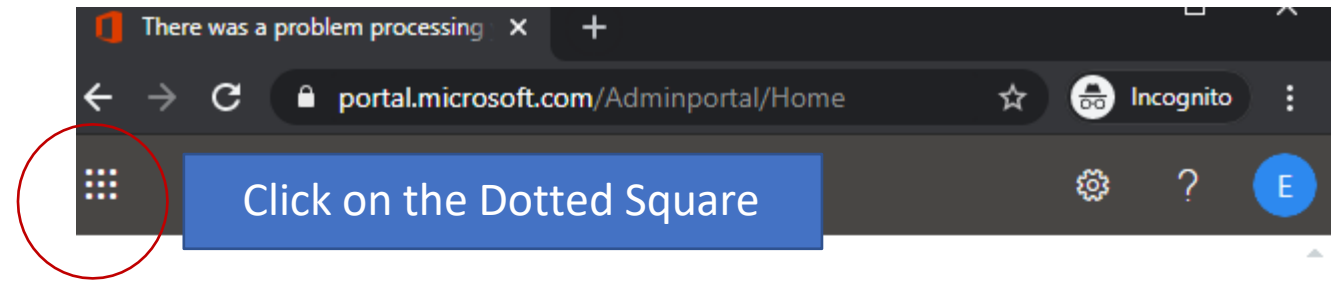
Type: portal.microsoft.com

Enter your email address

Enter your password



Signing in from a browser



SELECTING TEAMS

Click on the
square

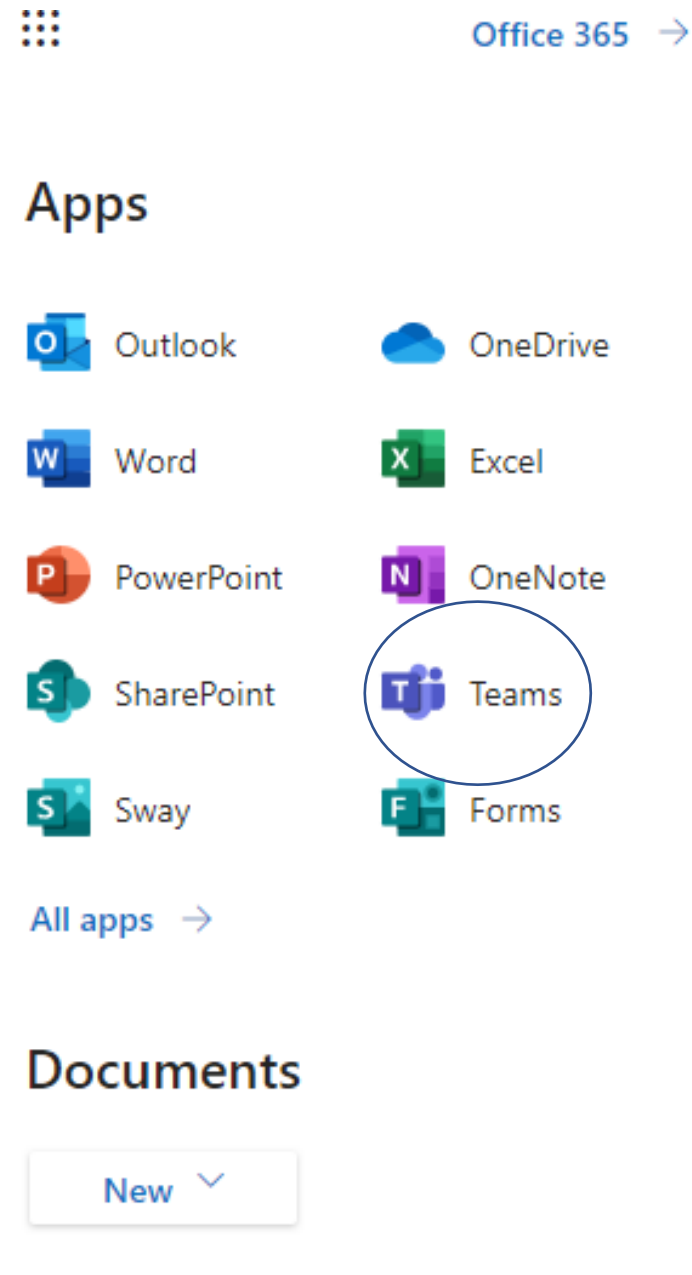
You don't
have
permission to
access this
page or
perform this
action.



[Support
Information](#)

Signing from a browser

Select Teams



How do you sign in from the app?

Enter your email
address

Enter your password

Microsoft Teams



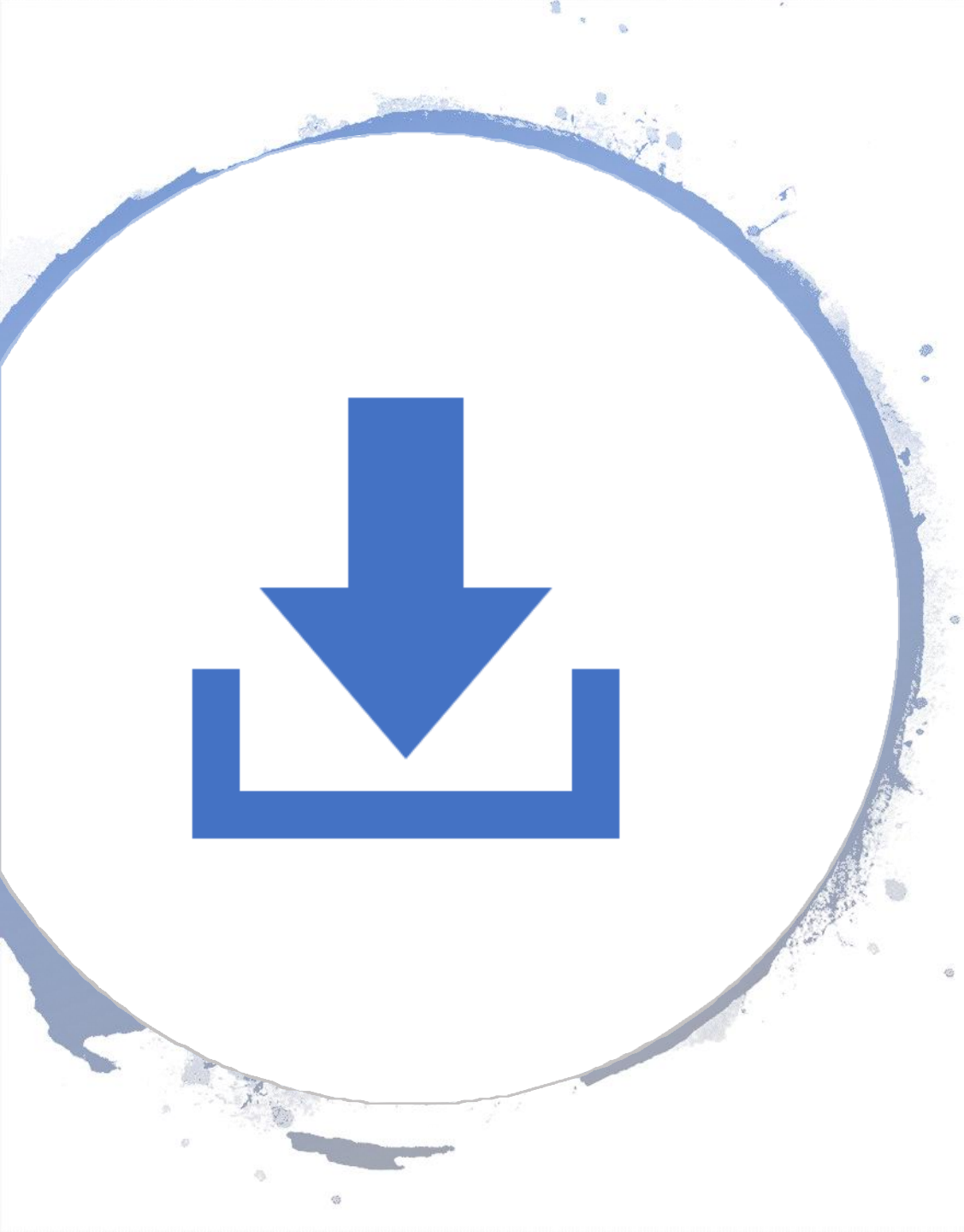
**Enter your work, school or
Microsoft account.**

christopher.giorgio@lifelonglearning.edu.mt

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.¹

[Learn more >](#)

Download Microsoft Teams

Connect and collaborate with anyone from anywhere on Teams.

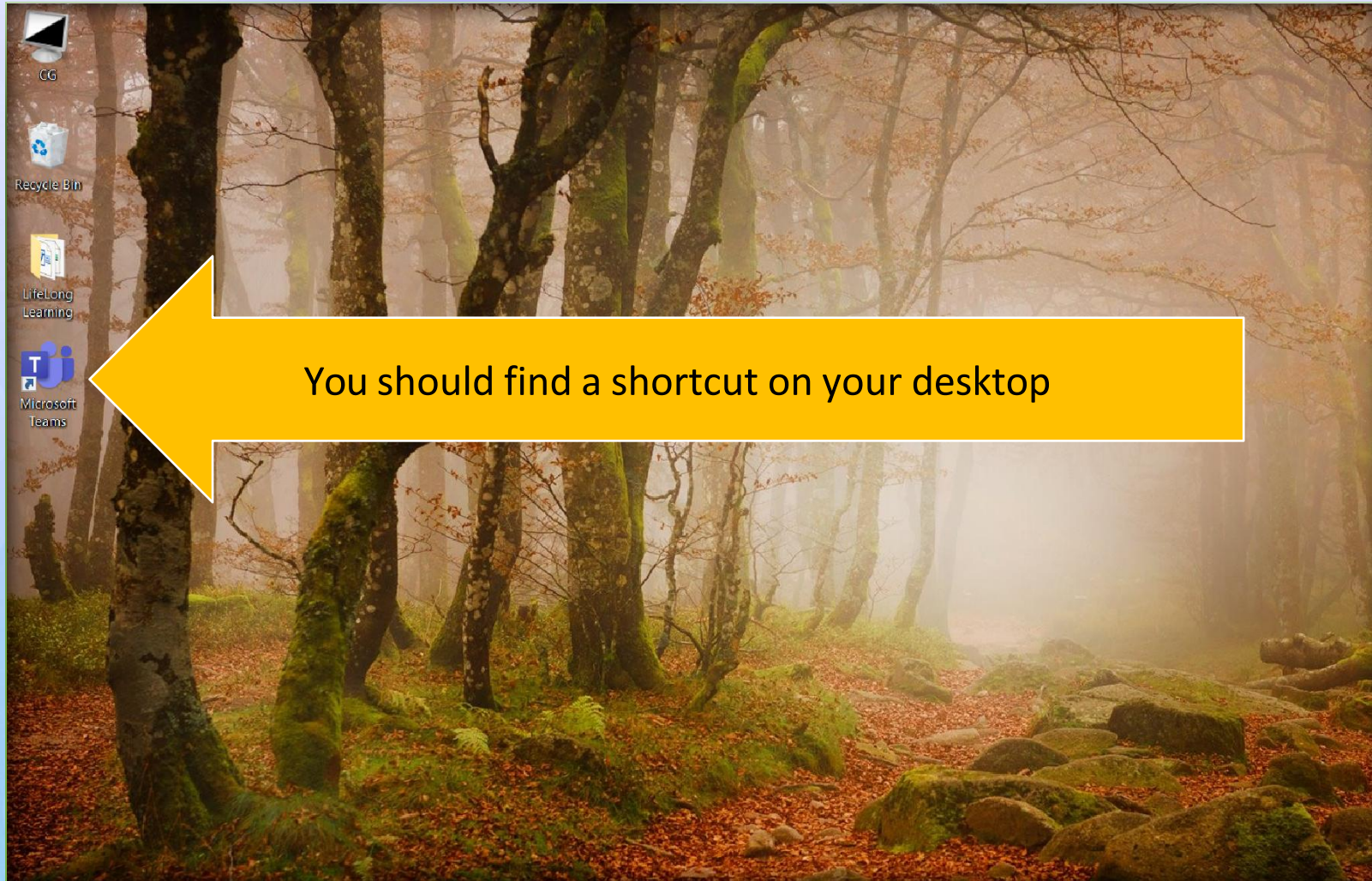
Download for desktop

Download for mobile

On mobile/tablet



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

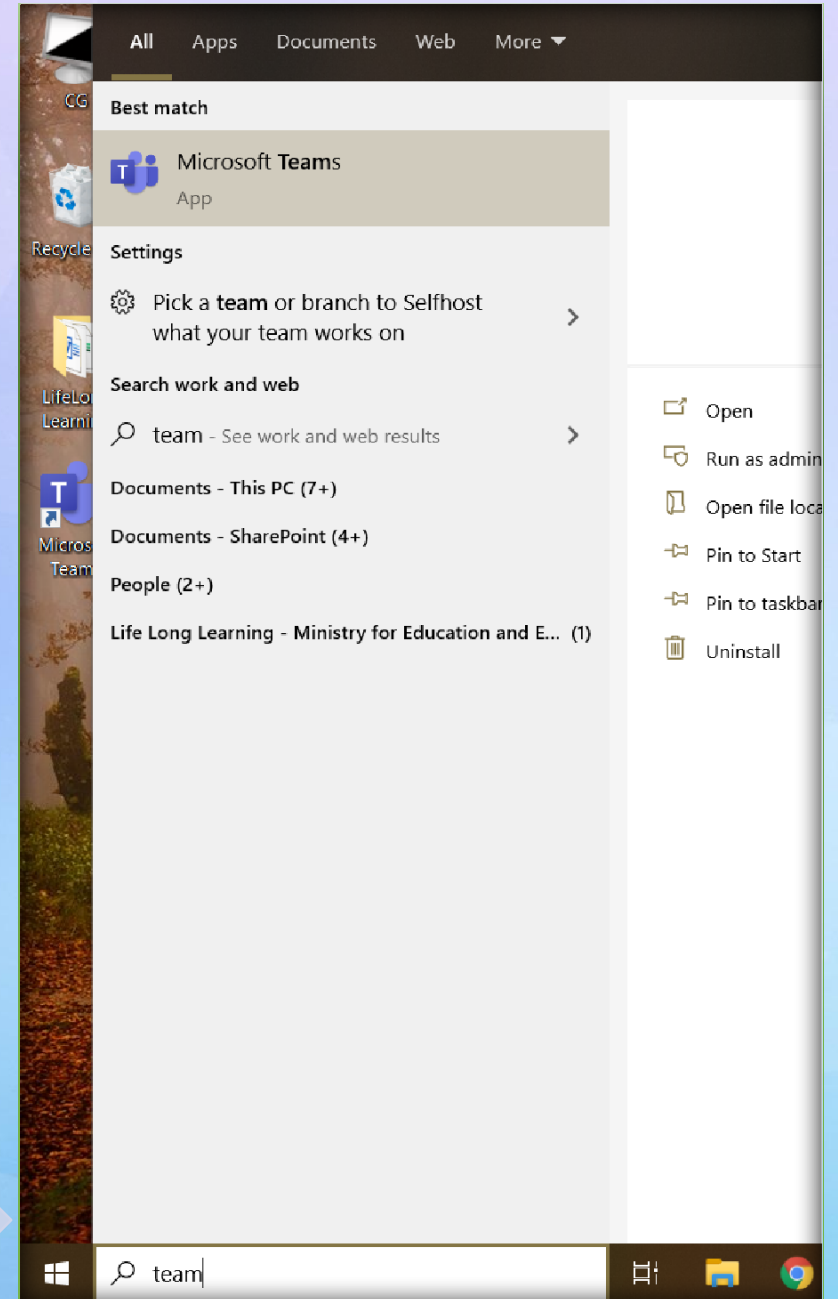


And if you don't?



Search for it on
the search bar:

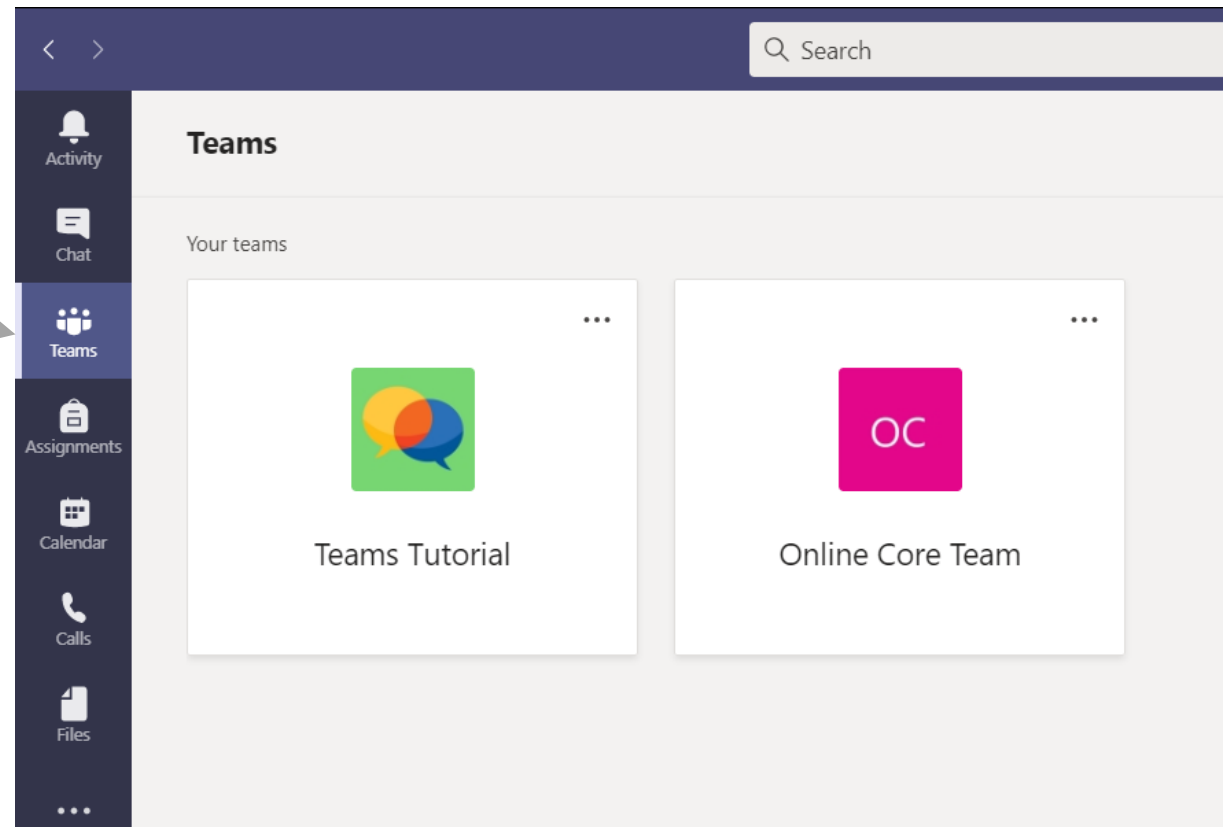
- It's on the bottom left-hand side of the desktop



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?



General

Here you can chat with other team members.

I have written a message & uploaded this presentation.



General

Posts

Files

PLC Notebook



© Team

 Meet

Welcome to the team!

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



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.



Teams Guide.pptx



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 interface. At the top is a search bar and a user profile icon labeled 'CG'. Below this is a navigation bar with tabs: 'General', 'Posts', 'Files', and 'PLC Notebook'. The 'Files' tab is active. A toolbar contains several icons: '+ New', 'Upload' (circled in red), 'Sync', 'Copy link', 'Download', 'Add cloud storage', 'Open in SharePoint', and 'All Documents'. Below the toolbar, the 'General' section is visible, containing a table of 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.

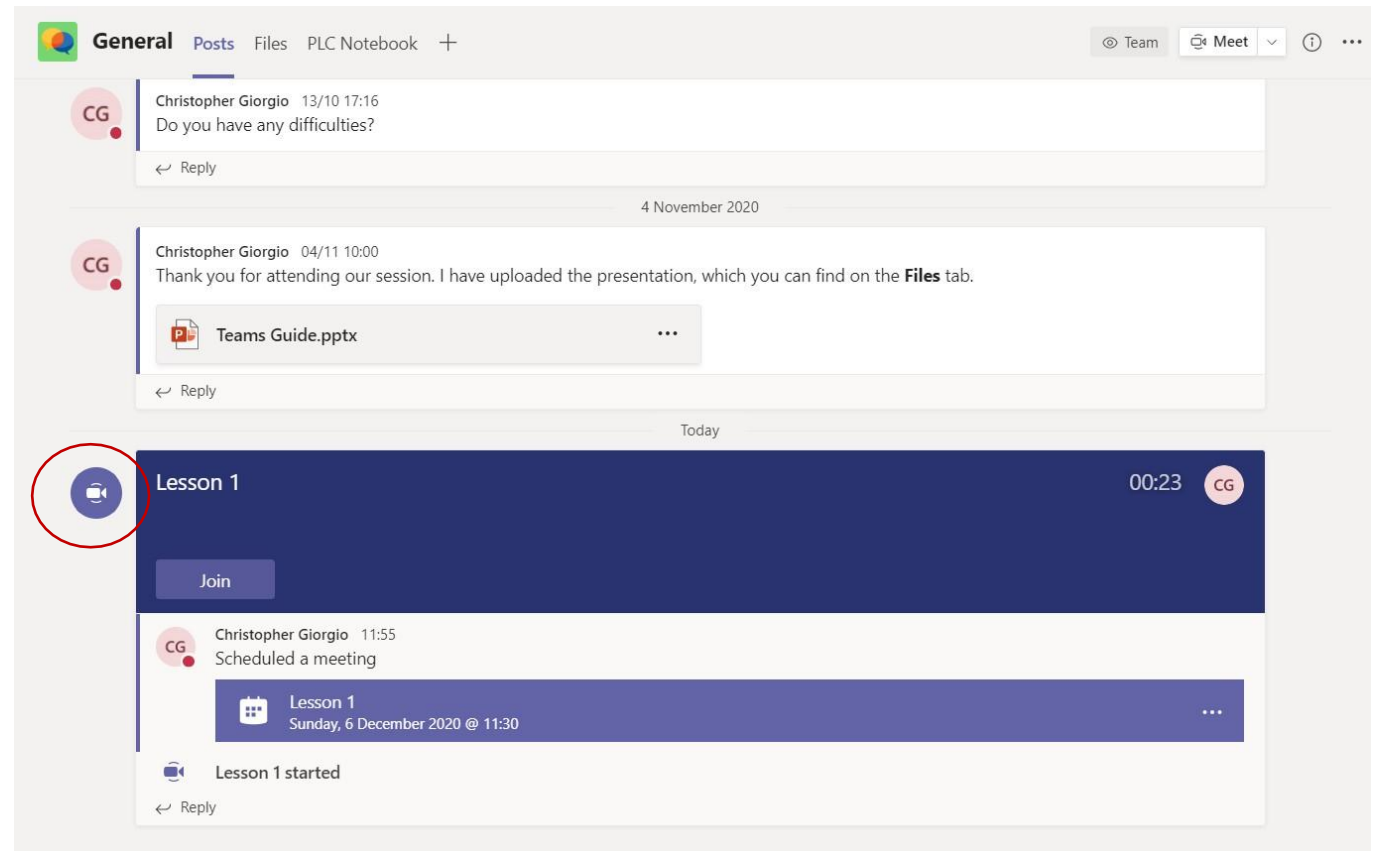
How do I join my online class?

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

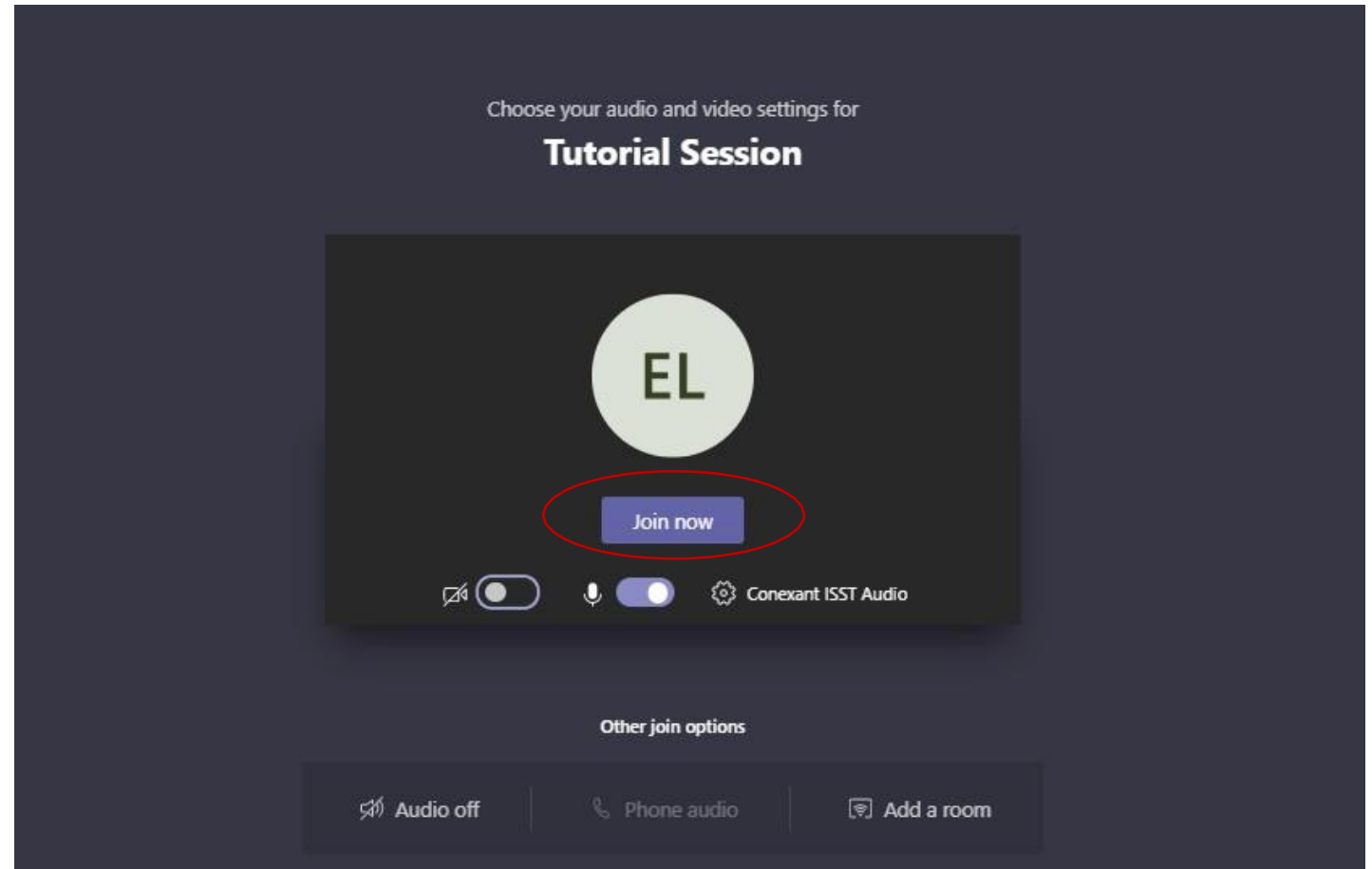
Find your Team

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

Select **Join > Join now**



Click on
Join Now



Helpdesk

Helpdesk

Directorate for Lifelong Learning and
Employability
Ministry for Education and Sport

Great Siege Road, Floriana
VLT 2000

25981101/2/3

lifelonglearning@gov.mt



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Using MS Teams



- Design: Christopher Giorgio
- Review: Mahira Spiteri
- Approval: Alex Farrugia