

## About Microsoft Teams

Microsoft Teams is an interactive, intuitive meeting place in which users may converse and collaborate in a virtual platform. Currently, all ECASD staff and students have access to Microsoft Office365 licensing, which includes Microsoft Teams. ECASD staff may schedule virtual meetings with their colleagues, students, their students' parents, or a combination of all three. Please use this guide to help you navigate through a successful virtual experience using Microsoft Teams.



## Installing/Finding Microsoft Teams

### On an ECASD, Windows 10 device (laptop, desktop):



Open the Windows 'Start' menu and begin typing Teams. The Microsoft Teams pre-loaded app will populate in the results. Please select it.

### On an ECASD iPad:





Locate the Self Service App and open it. In Self Service, search or scroll down until you find the Microsoft Teams app. Select 'Install.' Return to the home screen and wait for it to install.

### From a personal computer:

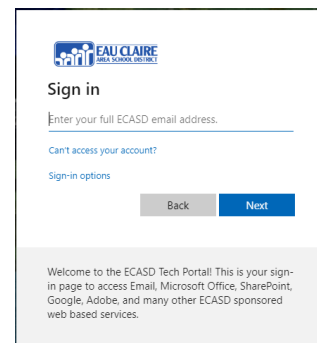
To install *just* the Microsoft Teams program, visit <https://products.office.com/en-us/microsoft-teams/download-app>, and select "Download for Desktop." Each student in the district is afforded a license for the full Office365 Suite of software. To leverage this license and download the software, please visit <https://www.ecasd.us/hup>.

### From a personal mobile device:

The Microsoft Teams app is available for download from the Apple App Store  or Google Play .

## Logging In

Students will need their ECASD email address and password to log-in to Teams. Your email address is formatted as: [studentID]@ecasd.us. Your password is your lunch PIN. If you do not know your Student ID or lunch PIN, you may contact your school secretary for that information.



The screenshot shows a web browser window with the ECASD logo at the top. Below the logo is a 'Sign in' section with a text input field labeled 'Enter your full ECASD email address.' Below this field are links for 'Can't access your account?' and 'Sign-in options'. At the bottom of the sign-in section are 'Back' and 'Next' buttons. Below the sign-in section is a welcome message: 'Welcome to the ECASD Tech Portal! This is your sign-in page to access Email, Microsoft Office, SharePoint, Google, Adobe, and many other ECASD sponsored web based services.'

## Using the Chat Feature

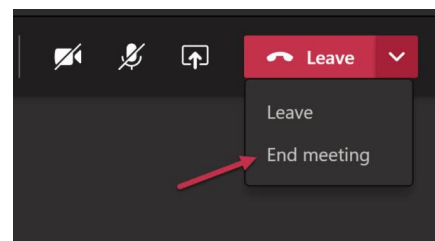
The chat function of Teams is an instant messenger you can use to communicate with teachers and students.

- In Teams, click on or tap the speech bubble icon with the word "chat."
- Available chat 'conversations' may be located along the left-hand side.
- To start a new conversation, click or tap the icon that looks like a pencil in a box. Search for the names of people (students or teachers) you would like to add to your chat. You can add as many people as you like.
- Once you have added everyone to your chat, enter your message in the box that says, "Type a new message." Everyone in your chat conversation will see this message and can respond to the whole group.



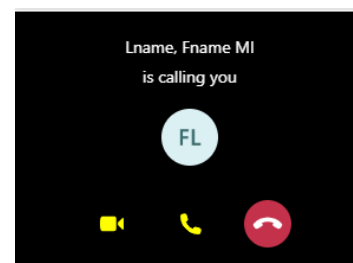
## Making a Video Call

- You may transition a chat into a video call.
- To start a video call, first, begin a chat with the people you would like to call. (Or open a chat you have previously interacted in.)
- Once you have opened the chat, look for a video camera icon in the top right corner.
- Click or tap the video icon to begin a video call.
- As people answer the call, their videos will appear on your screen.
- You can use the video camera and microphone icons to turn your video and sound on or off.
- To end the meeting for all in attendance, select the dropdown next to the 'Leave' button and instead select **End Meeting**, then confirm.
  - This will effectively end the meeting for all and restrict students from returning to it and chatting, should the Lobby settings be set to not allow bypassing.



## Receiving a Video Call

- When someone tries to call you, their name will appear on your device, and the device will vibrate or make a ringing sound.
- Tap the blue 'accept' icon to answer their call or the red 'x' to decline.
- You can use the video camera and microphone icons to turn your video and sound on or off.



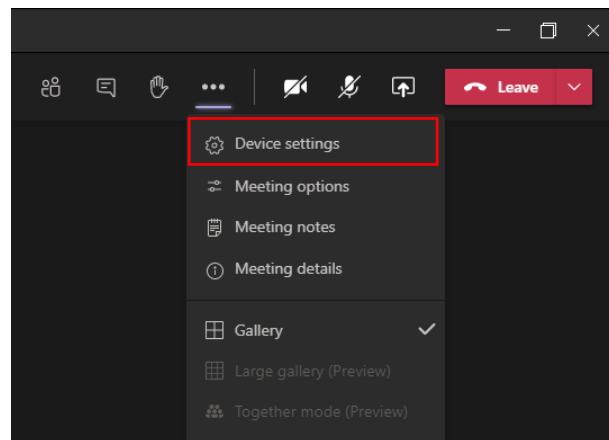
## Switch Cameras During the Meeting (Document Camera)

Using a different camera for your Teams meeting, like your Document Camera, please use one of the following methods:

- In the Device Settings menu, drop-down the selected camera in the 'Camera' section and select your desired camera.
- In the bottom right-hand side of the meeting window, select the 'Switch Camera' button to toggle to a different, connected camera.



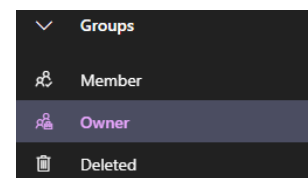
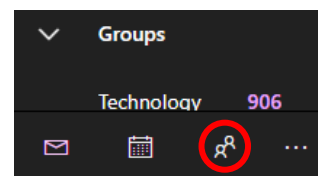
Switch Camera Button



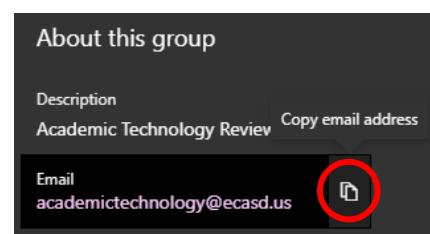
## Schedule Meeting of Multiple Course Sections – Video Link

Finding your course (group) email addresses:

- First, navigate to the [ECASD Start Page](#)
  - Select **Outlook**
- On Outlook's main navigation pane, select the **People** icon.
- On the People main navigation pane, select **Owner** in the "Groups" section.
- The resulting list will show all the groups that you are an Owner (Teacher).
- Select the name of the course.

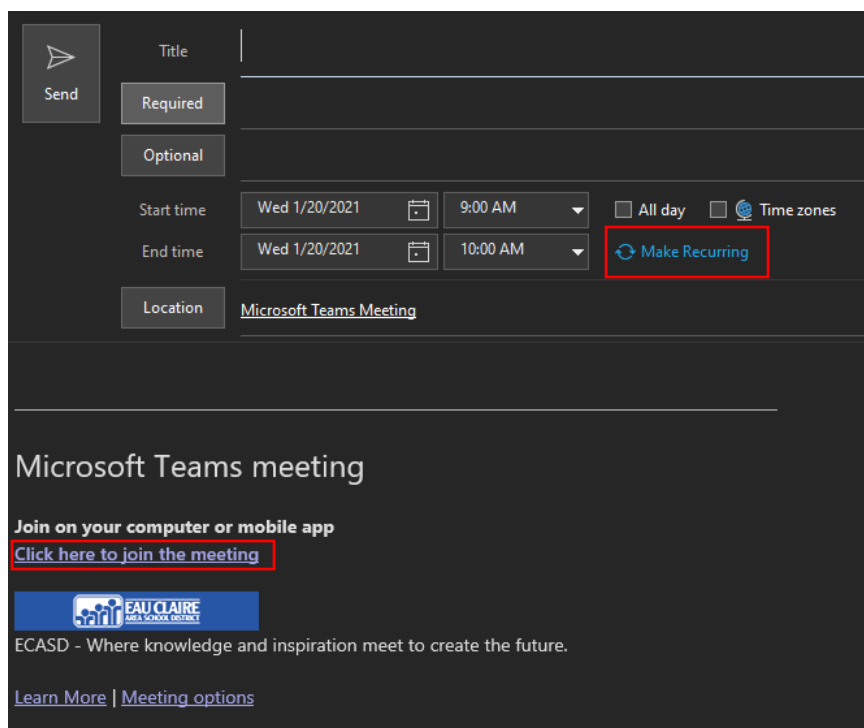
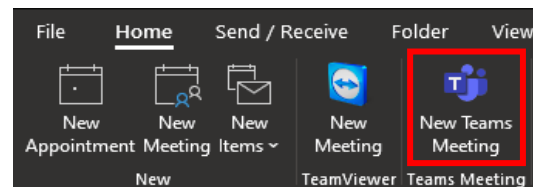


- In the information pane, select the **Copy icon** next to the "email" field.
  - This is the email address for that group of students. Should students be added or dropped, this will automatically include/remove them from all future events via Skyward Sync.



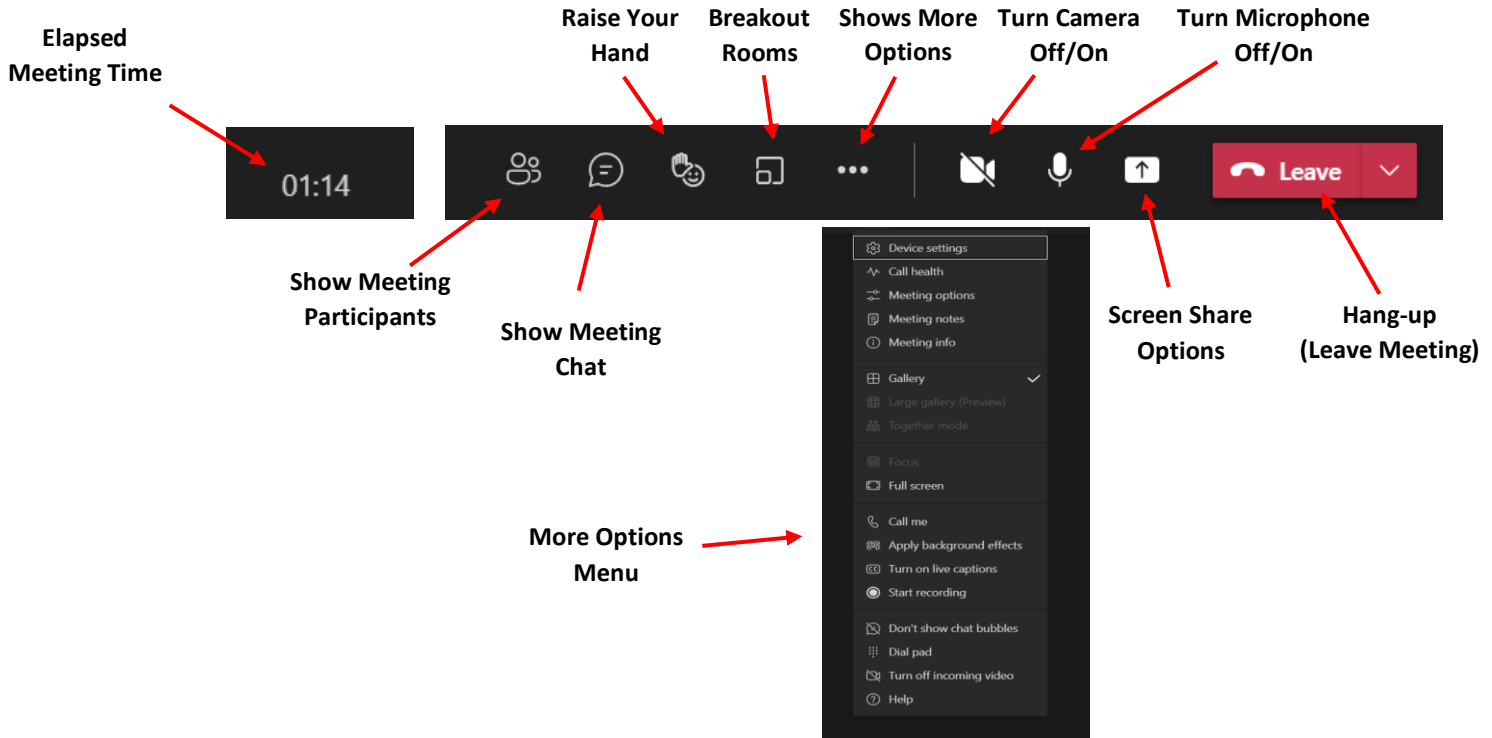
## Scheduling the Meetings

- In the Outlook (or Teams) calendar page, select **New Teams Meeting**.
- In the required attendees, paste the group email addresses you acquired in the previous process.
- Set a time and date and recurring meeting settings, if desired.
- Select **Send**.
  - Your students will all have this meeting on their Outlook/Teams calendar to join when scheduled.

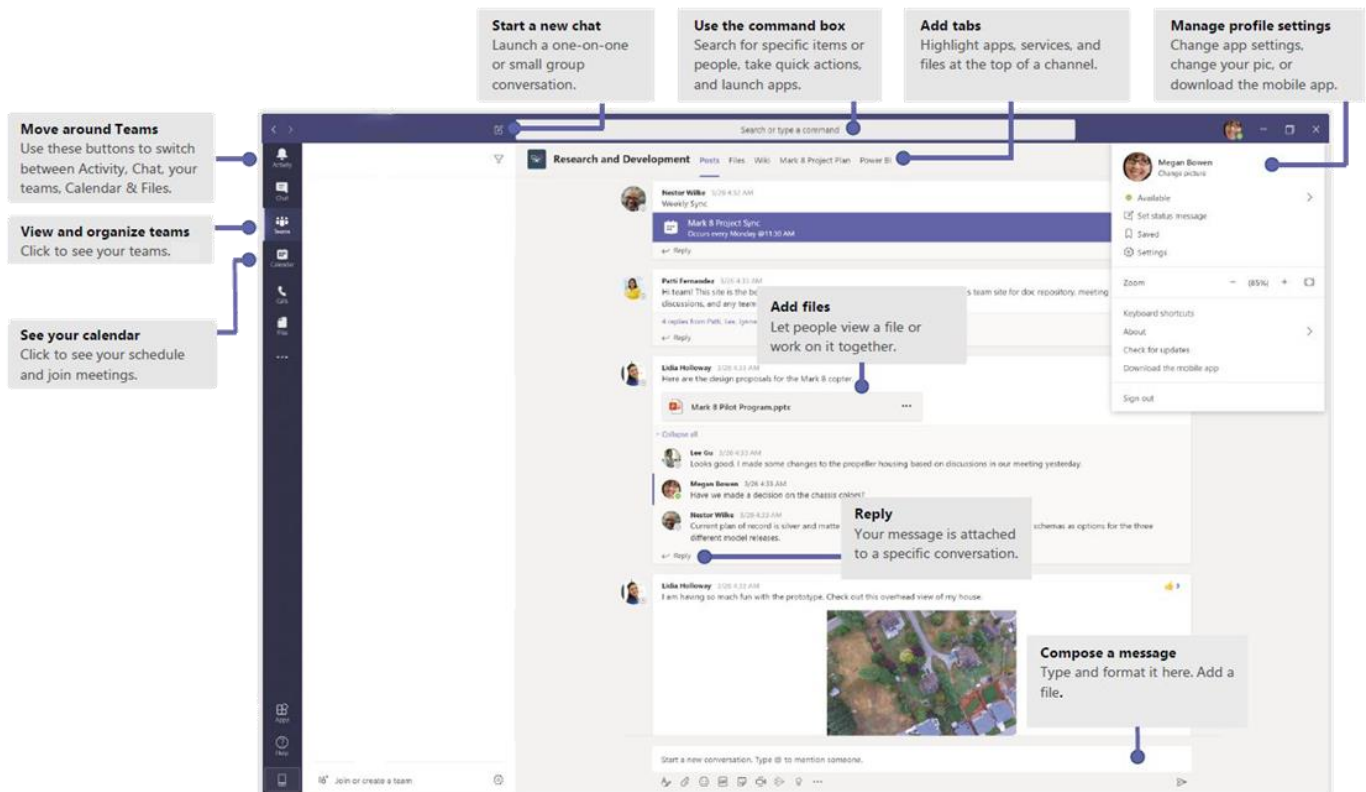


- You may optionally highlight and copy the "Click here to Join the meeting" link and paste this in your Canvas course.

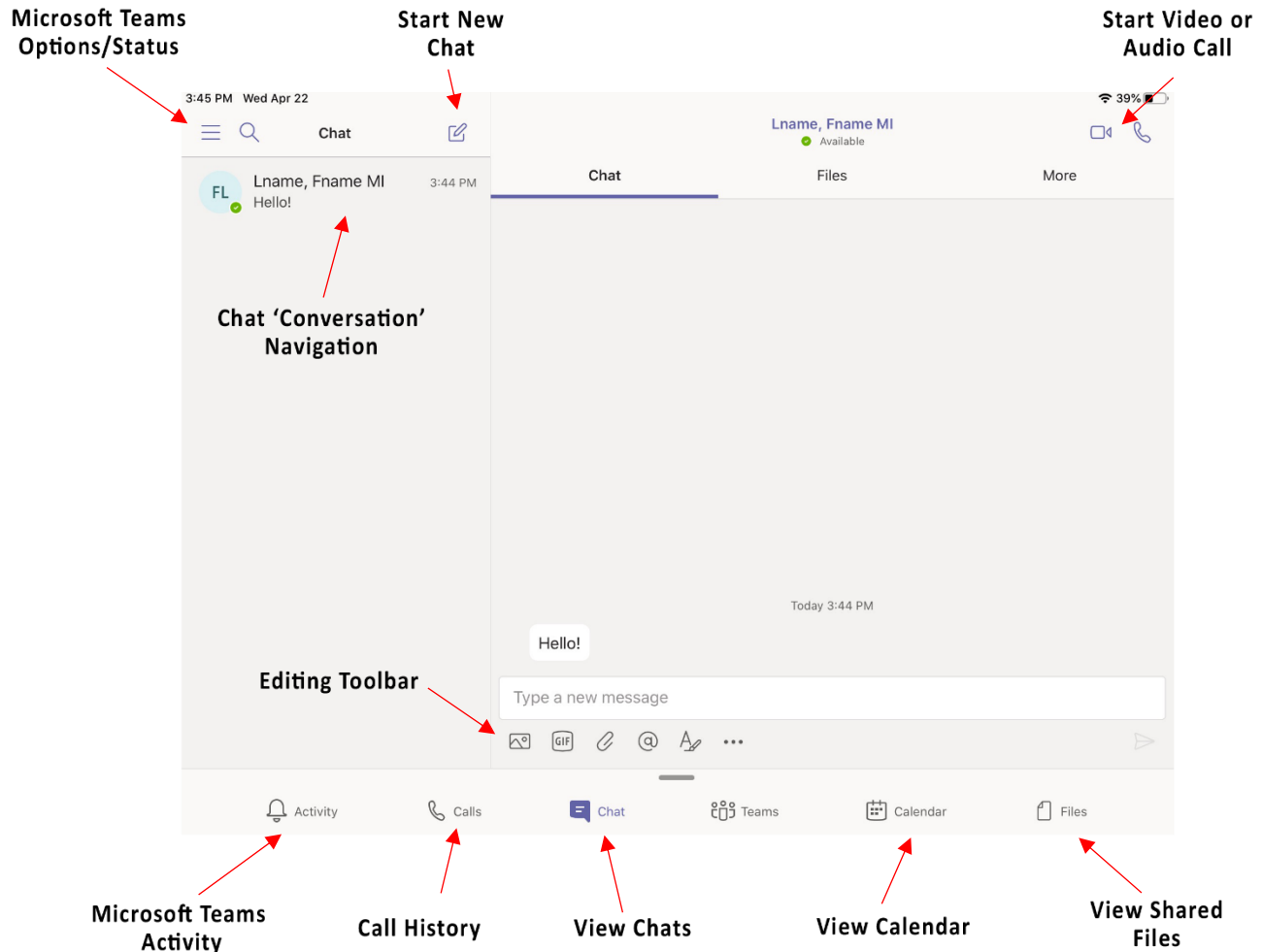
## Windows 10: Video Call Toolbar Map



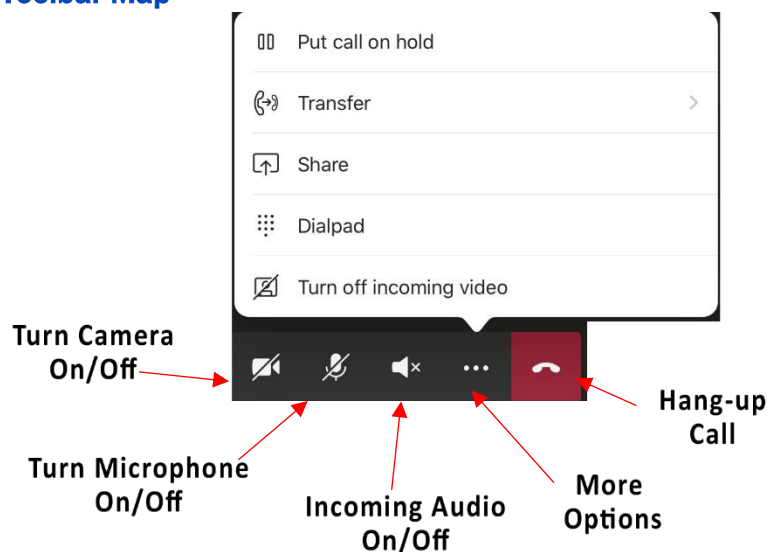
## Windows 10 Button Map



## iPad App Button Map



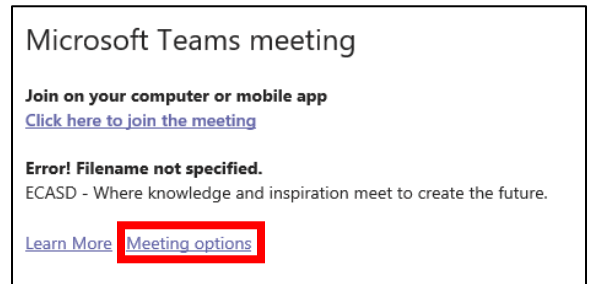
## iPad App: Video Call Toolbar Map



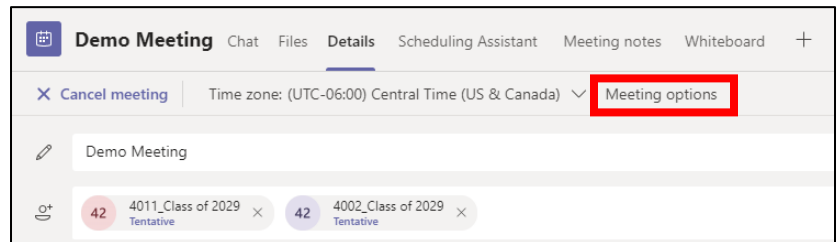
## Where do I find the Meeting Settings?

The Teams meeting settings may be accessed in a few locations, and are as follows:

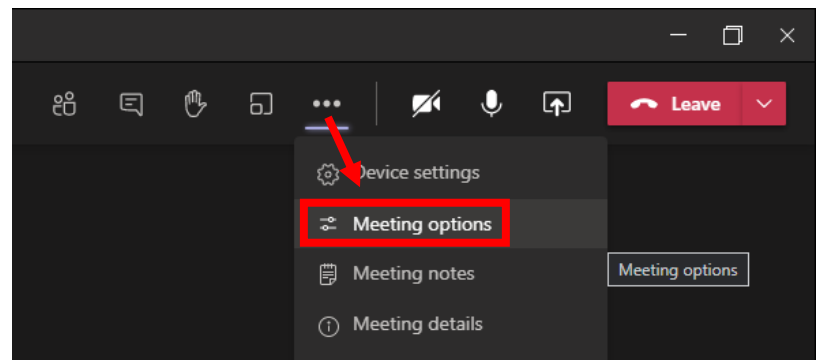
- In the Outlook or Teams calendar in the re-opened, previously sent meeting invitation, look for the 'Meeting Options' link under the 'Join Teams Meeting' link.



- In the Teams calendar, open the previously sent invitation, and look for the 'Meeting Options' button in the meeting details banner.



- From within the meeting, select the 'More actions' button (3 dots) and select Meeting Options.



## What are the available Meeting Options and what is recommended?

### Who can bypass the lobby?

Description: When a student or another attendee joins the meeting, they can either be let directly into the meeting or made to wait until the organizer lets them in.

ECASD Recommendation: Only me

### Always let callers bypass the lobby

Description: This coincides with the previous setting and letting some not have to wait to be let into the meeting.

ECASD Recommendation: No

### Announce when callers join or leave

Description: Will show when attendees join the meeting or leave it.

ECASD Recommendation: No

### Who can present?

Description: Basically, means who may share content and the moderation of some of its features, including muting others/removing them from the meeting.

ECASD Recommendation: Only me (may be given to individual students mid-meeting, if necessary)

### Allow attendees to unmute

Description: When toggled to yes, only the meeting organizer/presenter may allow attendees to speak.

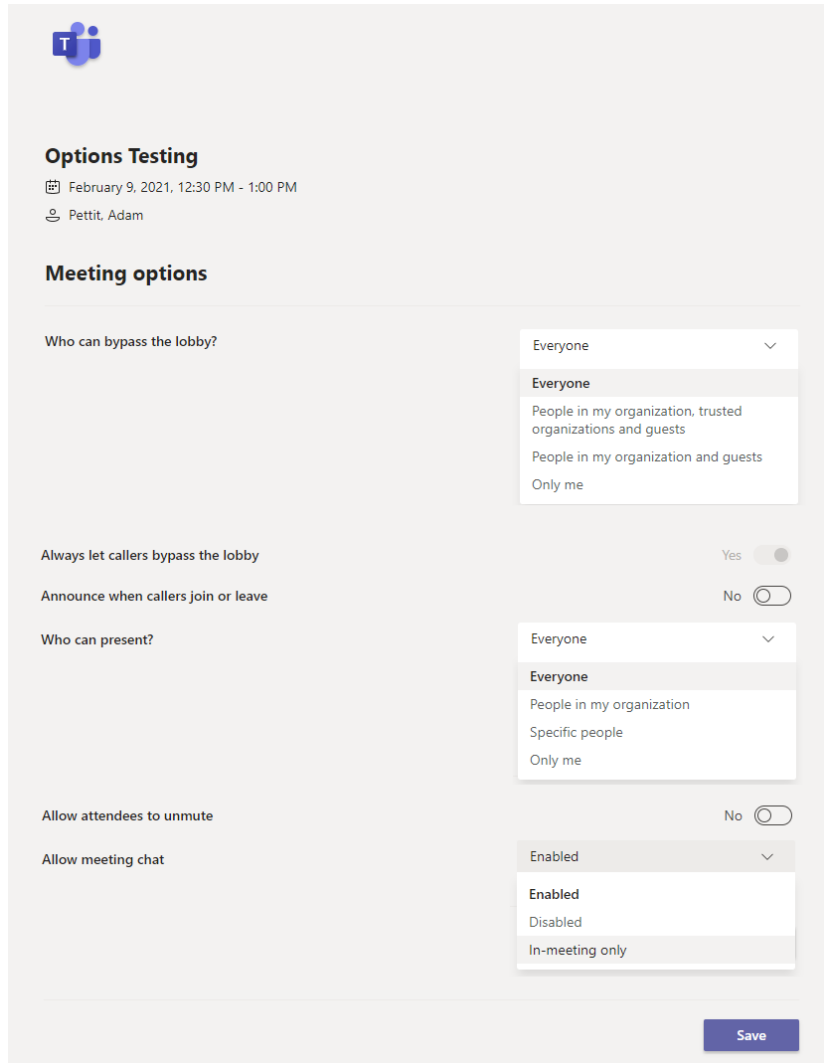
ECASD Recommendation: No (unless you don't want your students to be able to unmute themselves and talk)

### Allow meeting chat

Description: Defaulted to Enabled, this allows the teacher to Disable chat feature inoperable for attendees during the meeting, even mid-meeting, if necessary. The In-meeting only setting is for those who maybe don't properly End the meeting or allow their students to bypass the lobby.

ECASD Recommendation: Enabled (set to Disabled if you would like to stop your students from chatting while you're teaching)

As always, make sure to tap **Save** to make the settings apply.



**Options Testing**  
 February 9, 2021, 12:30 PM - 1:00 PM  
 Pettit, Adam

**Meeting options**

Who can bypass the lobby? Everyone

Everyone  
 People in my organization, trusted organizations and guests  
 People in my organization and guests  
 Only me

Always let callers bypass the lobby Yes

Announce when callers join or leave No

Who can present? Everyone

Everyone  
 People in my organization  
 Specific people  
 Only me

Allow attendees to unmute No

Allow meeting chat Enabled

Enabled  
 Disabled  
 In-meeting only

**Save**

## Important End-user Information

- Should you experience issues with any of the above items, please reference the basic troubleshooting table below, [Microsoft Teams Support](#) or contact the ECASD Helpdesk (715.852.3411) between 8 am and 3 pm.
- Students are encouraged and expected to maintain positive digital citizenship when using online tools. Reference the following links as a resource of reminders for responsible behavior online:  
[K-6 Student Internet Etiquette \(Netiquette\)](#)  
[Digital Citizenship](#)
- Using Teams as a 'guest' will not allow the full range of Teams options (recording, sharing, video, etc.)

Basic Microsoft Teams Troubleshooting	
Issue	Possible Solution
I can't hear the other participants.	Ensure your device sound isn't muted.
The other participants cannot hear me.	Go to More Options > Show Device Settings > Make sure the microphone is active. Otherwise, restart your device or MS Teams app.
The other meeting participants can't see me?	Toggle the Camera button on the video chat on and off; or close Teams/re-enter the meeting. OR make sure that the camera permissions in the iOS Teams app settings are allowing the camera to be used by Teams.
How can I keep my teacher on the big screen?	Select the options button of a user in the screen or Show participants tab and select the 'Pin' icon. You may pin up to 4 users.
My video is cutting in and out?	Restart MS Teams; disconnect your wifi and reconnect
My video is showing up side-ways? (iPad)	Turn your iPad and back again. Make sure your aspect lock isn't engaged in the control menu.