

MS Teams:

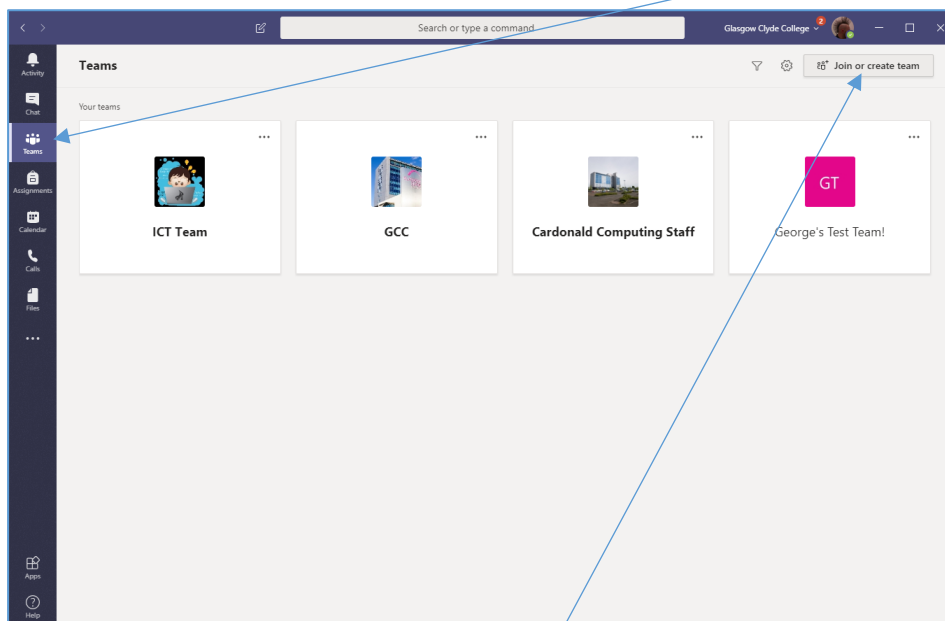
Adding Students as Guests to a Team

This guide shows:

- How to make a new Team
- Add students to that team
- What happens on the students side
- How both staff and student communicate

In the below George Howie (staff) will create a new Team to add students to.

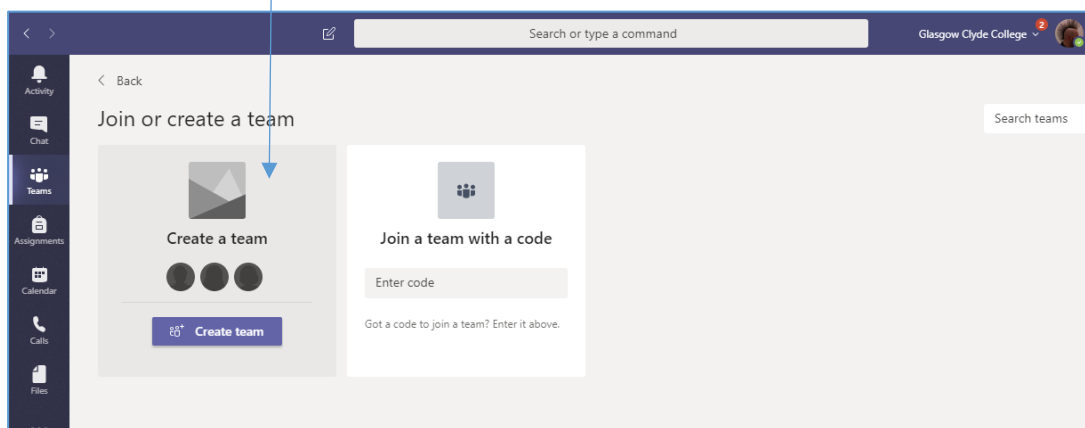
In Teams (the Teams program, or Teams in your internet browser) select the **Teams** button



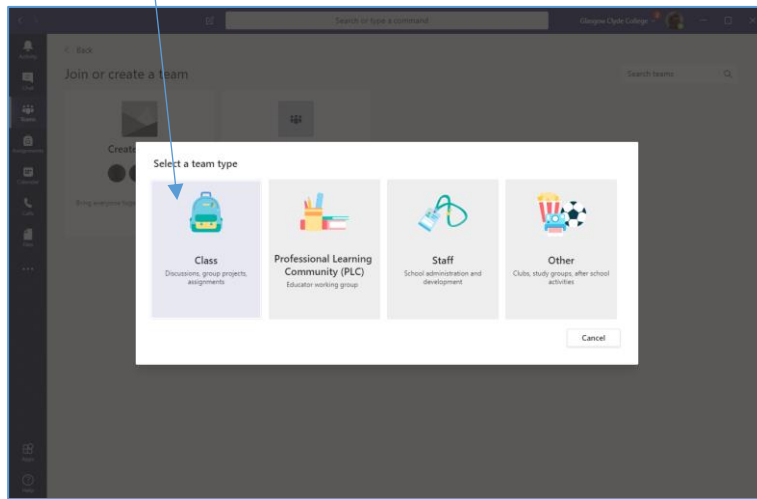
This shows all the Teams you are part of.

To create a new Team click the **Join or create team** button

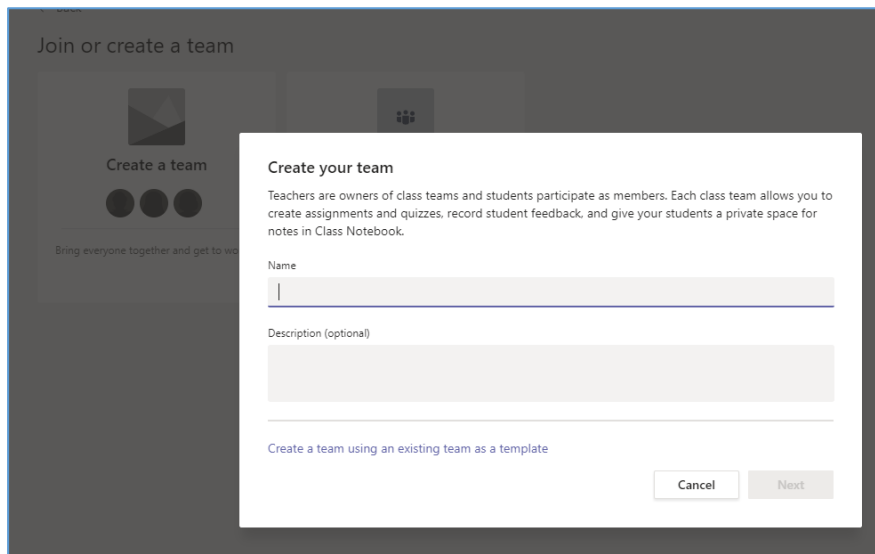
Then click on **Create a team**



Click on **Class**



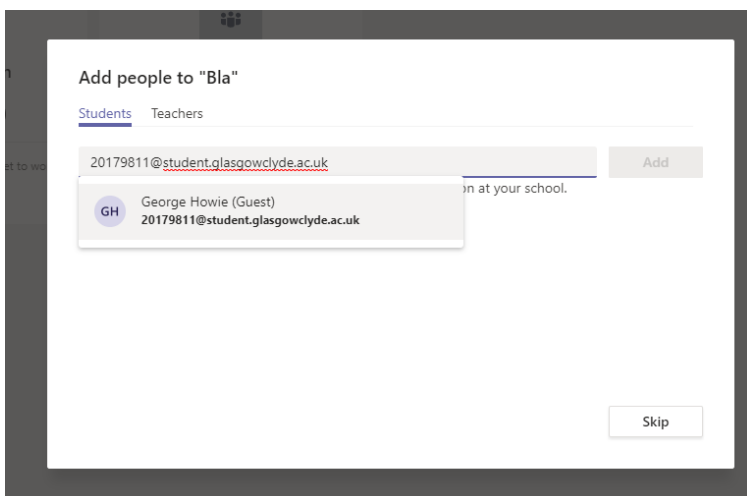
Give it a **Name** and **optional description** (below)



You then get the option to start adding your students

If you type in their full student email address

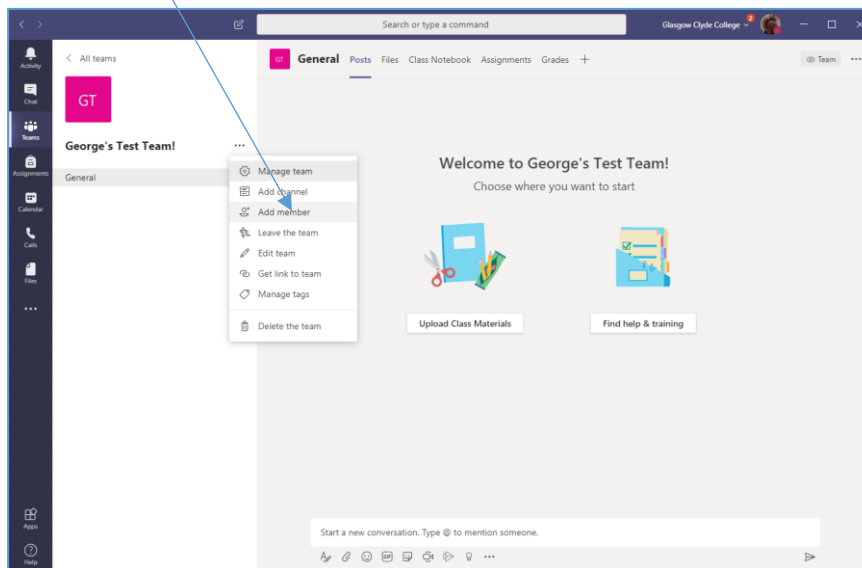
(In the example format of 20201133@student.glasgowclyde.ac.uk) you can press the **Add** button which sends them an invite via email which you will be shown later in this guide



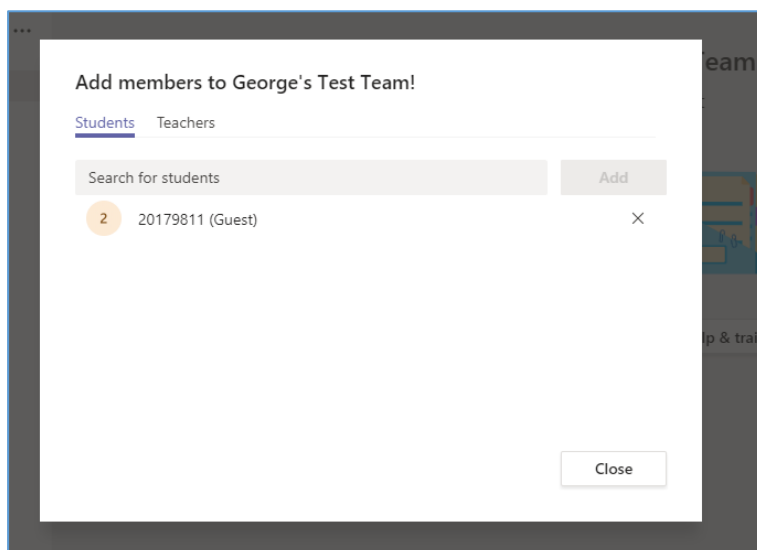
In this example below there is a team called 'George's Test Team!'

If you wanted to later add someone into the team press the 3 dots (options menu) and select:

Add member

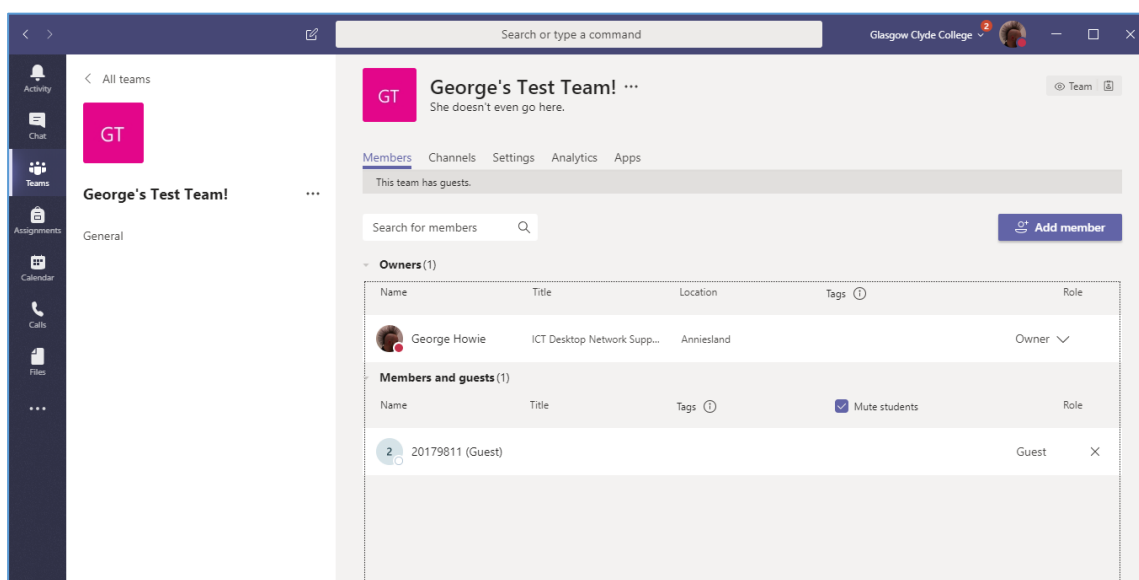


You then get the same window as before



To see all team members and guests, press the 3 dots (options menu) and select: **Manage Team**

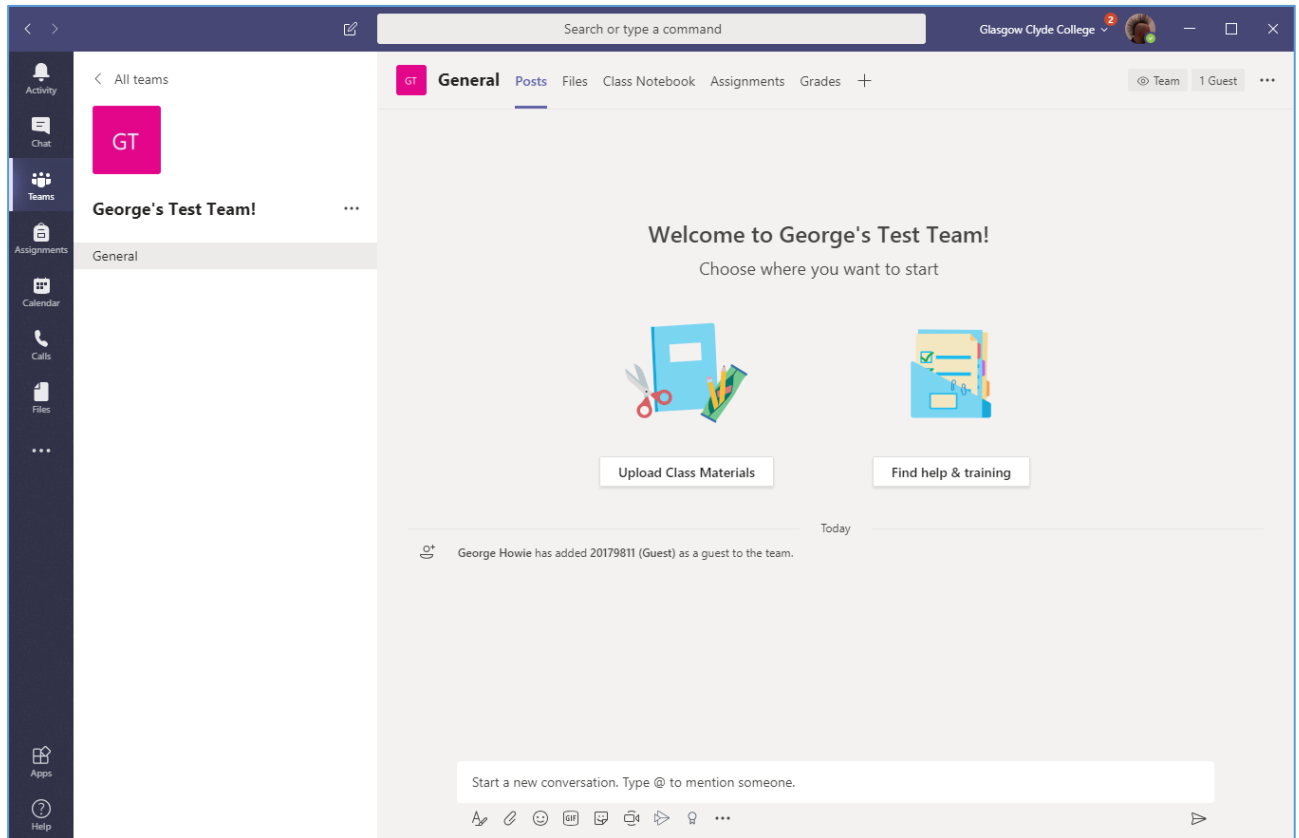
The below shows owners, then the members and guests if you click to collapse the menu title



As the Lecturer, if you go to the team this page is your first landing page below

You can upload Files for all members and guests to see at the top under 'Files'

You can then start an open chat conversation with members and guests



The next steps in this guide are what happens on the guest/students side once you have successfully added them to your team. They get an email invite

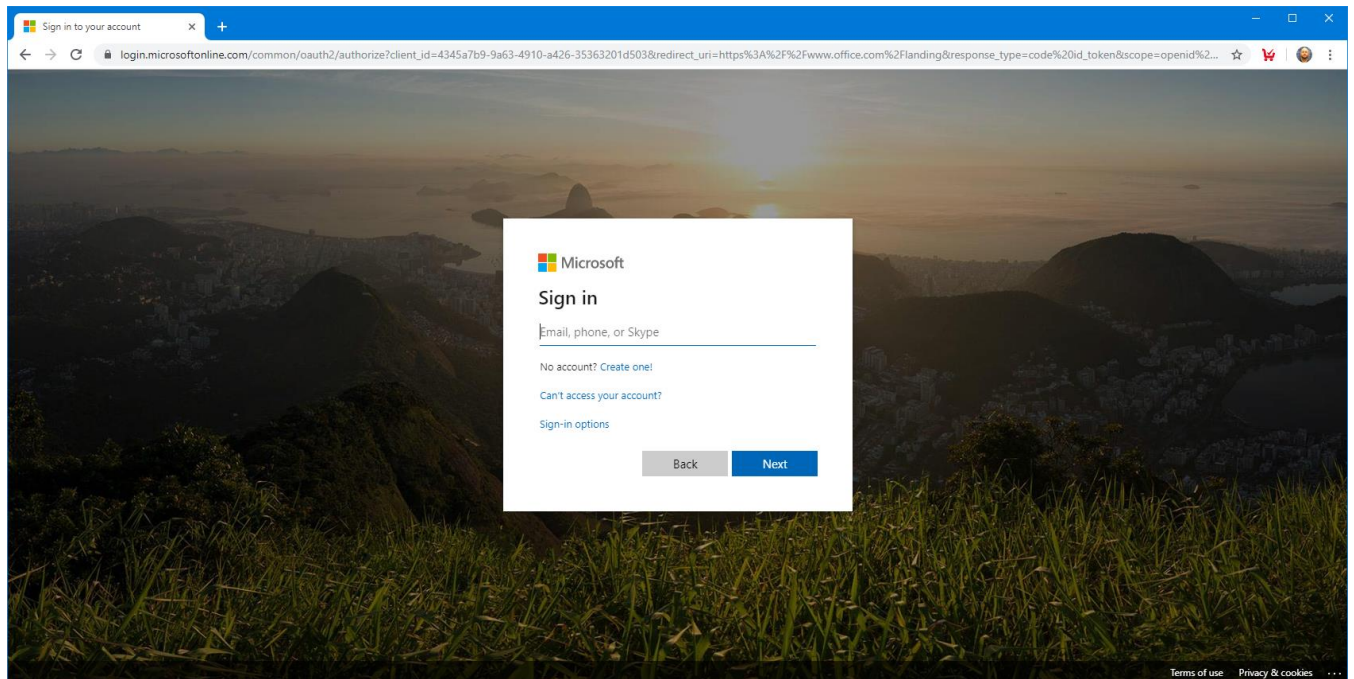
*Please instruct your members/guests/students to now check their college email

The guest/student now goes to check their college email

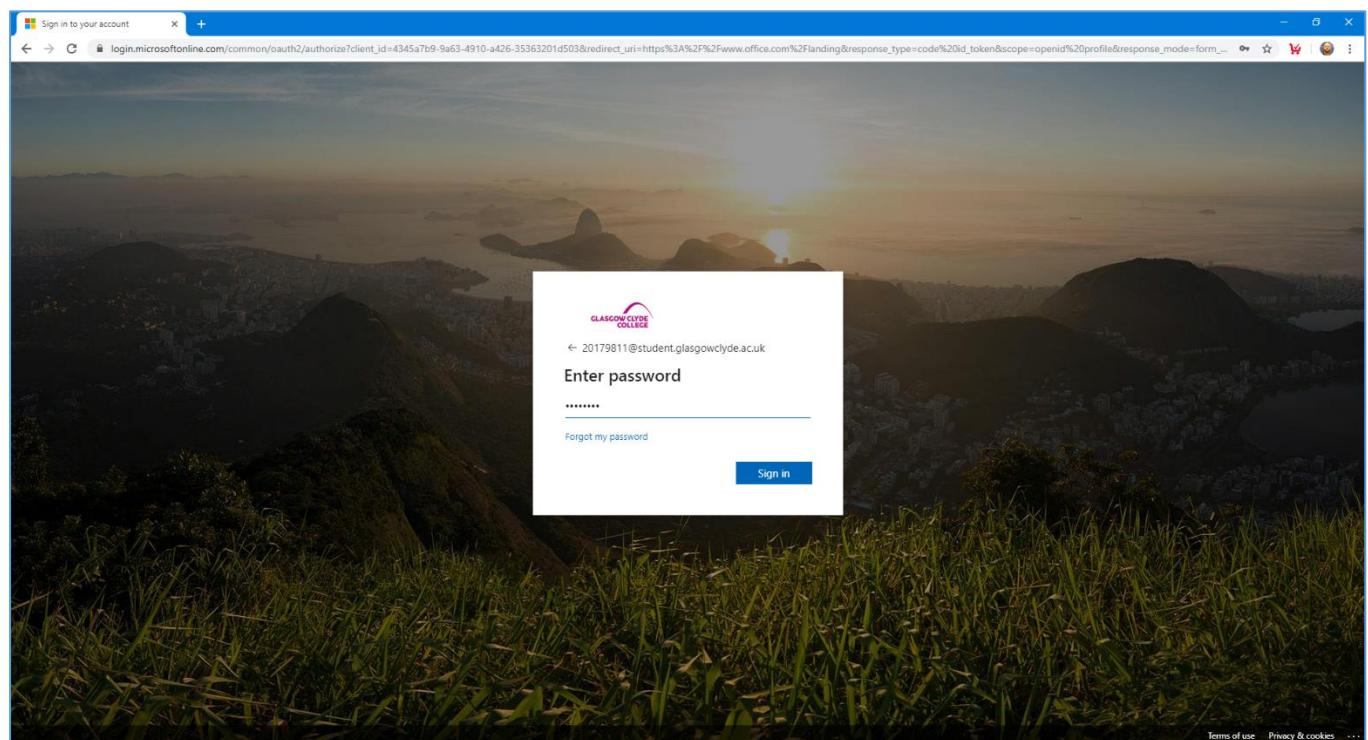
They can check their email in this several ways, easiest way to use the link:

<https://portal.office365.com>

You get the standard page asking your email address:



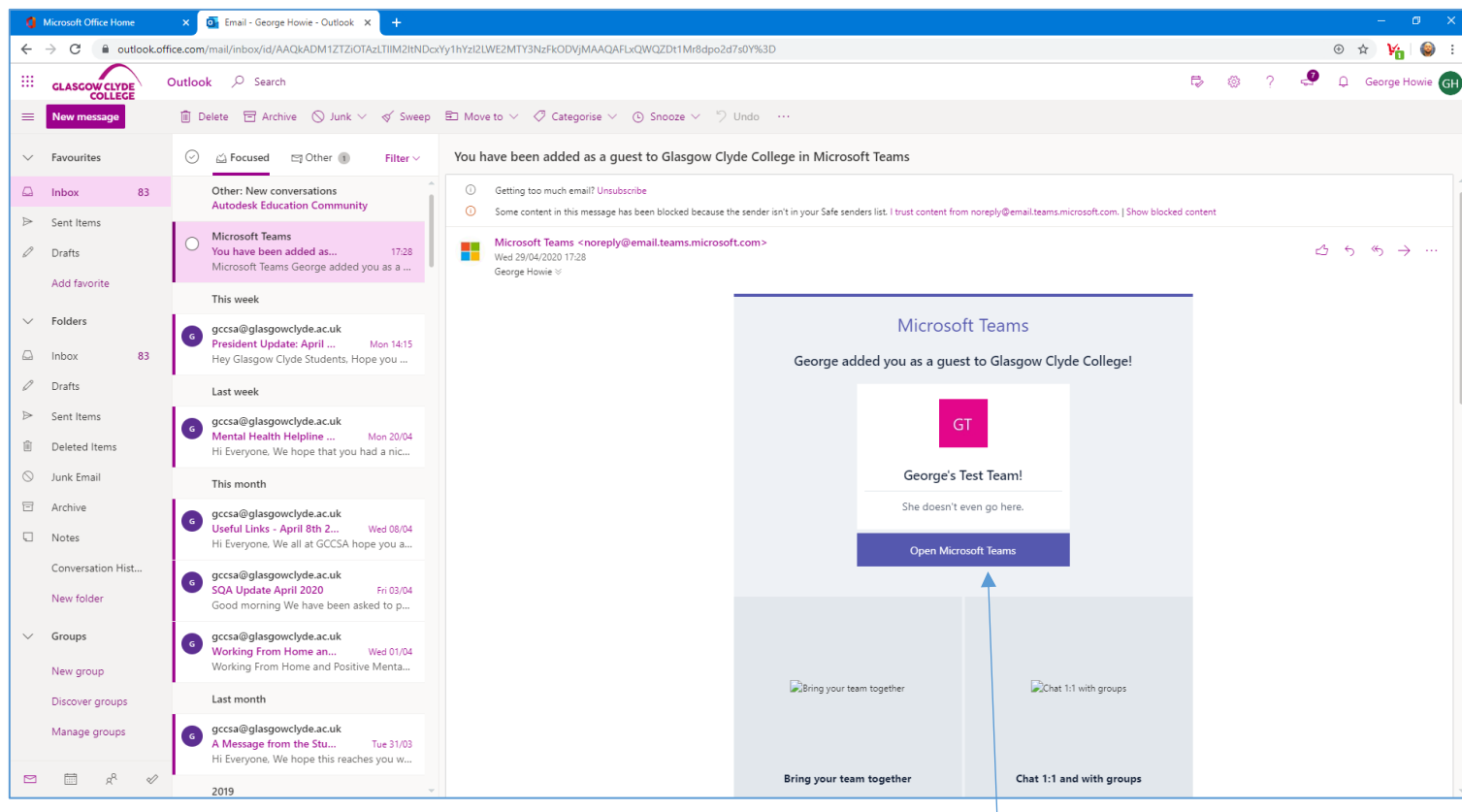
Standard page asking for password



Please remind students their email address is in the format: StudentID@student.glasgowclyde.ac.uk

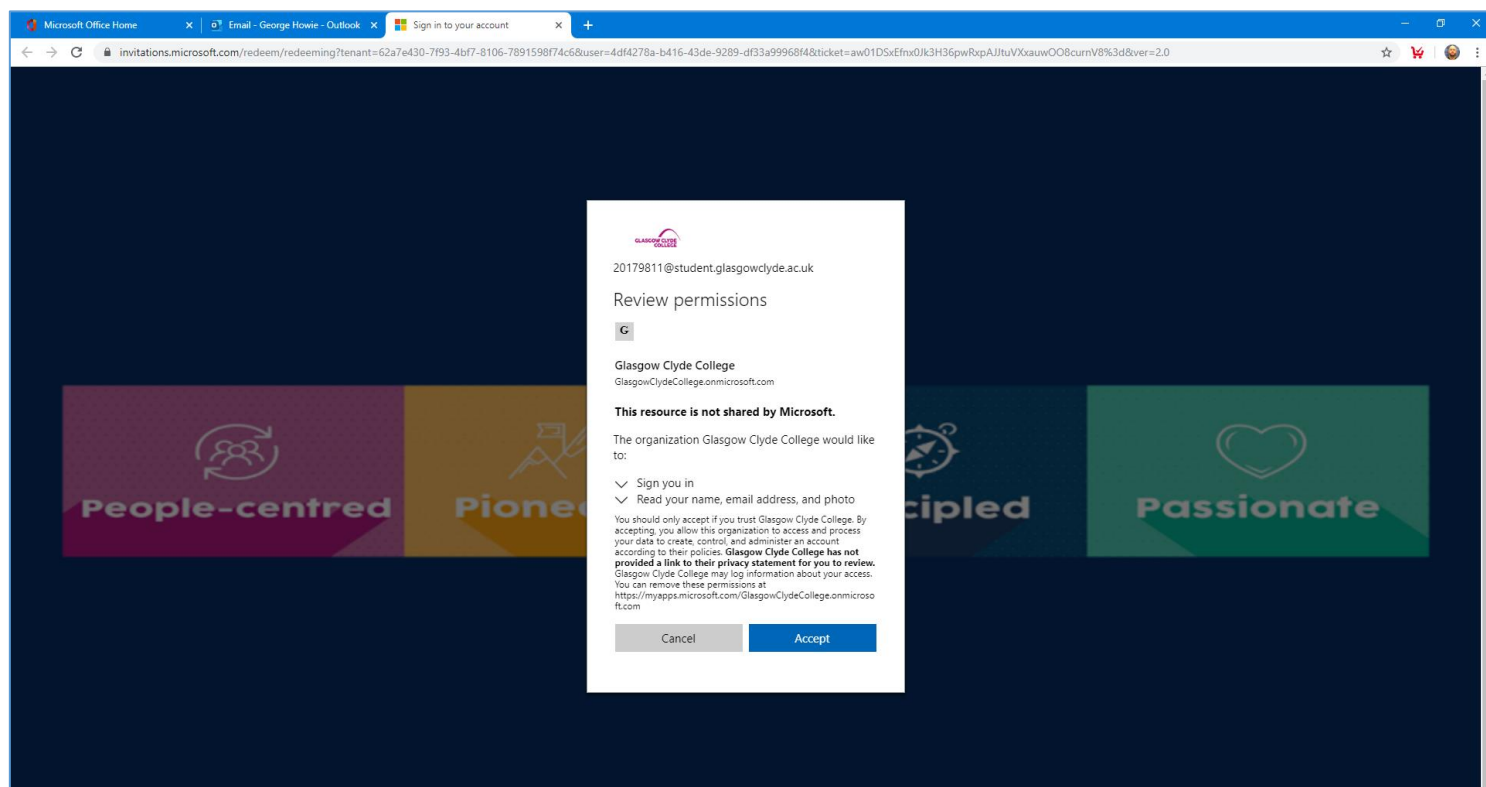
Once successfully logged in they get to their inbox (next page)

Now below the student has just received the Microsoft Teams invite we sent earlier

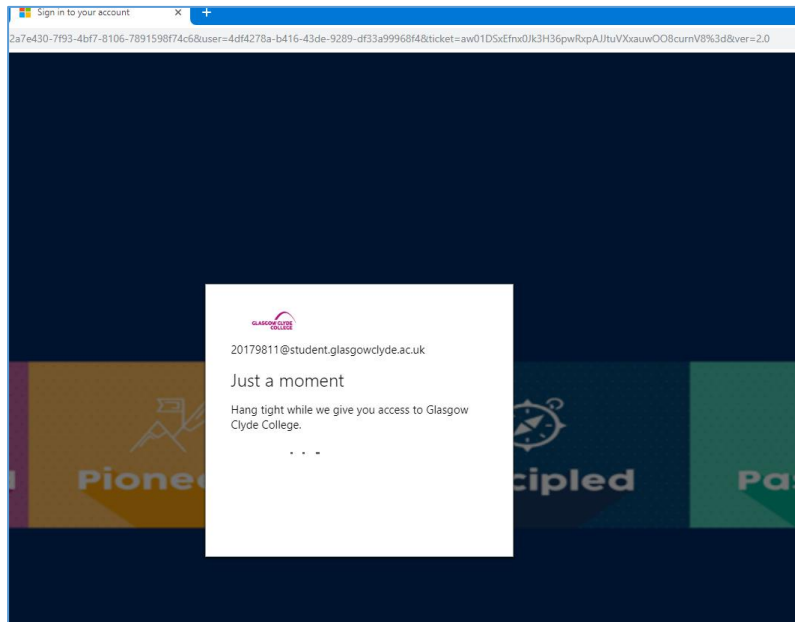


If you ask your students to click the button that says **Open Microsoft Teams**

The next page loads, they can read the steps then click **Accept**

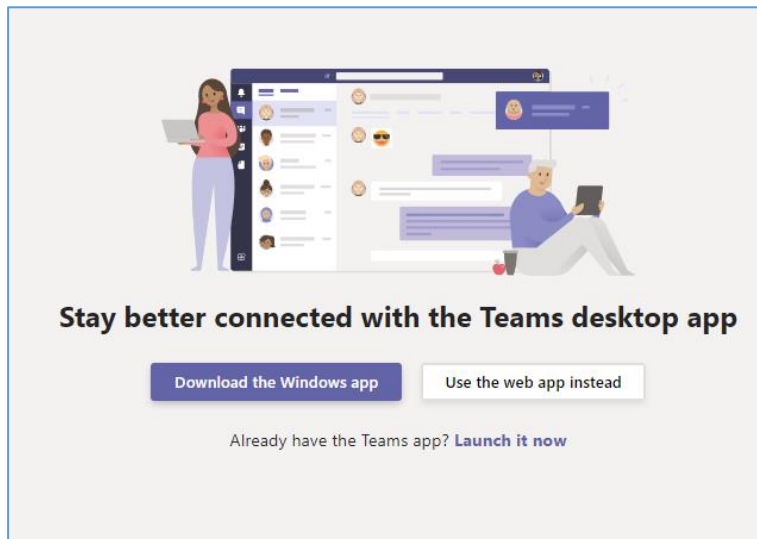


The student should see the next screens

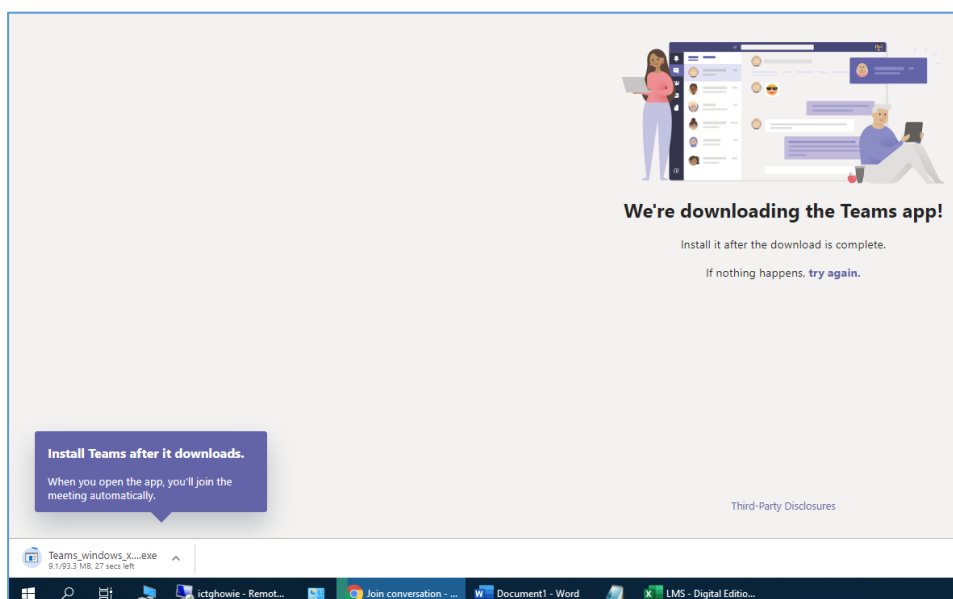


They then have the option to use Teams in their web browser or download the program

Download Windows App or use Web App



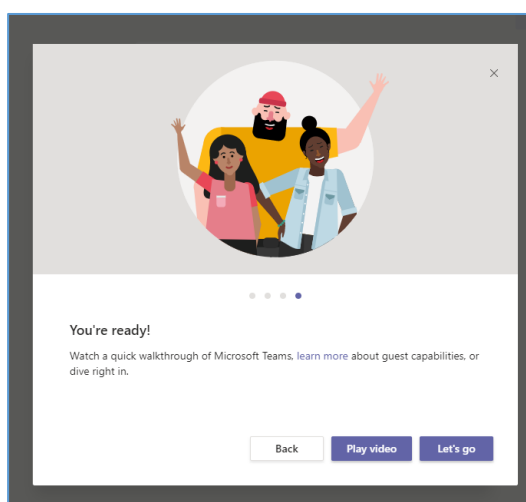
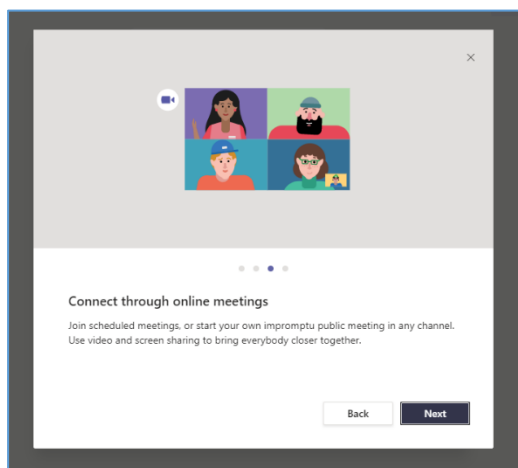
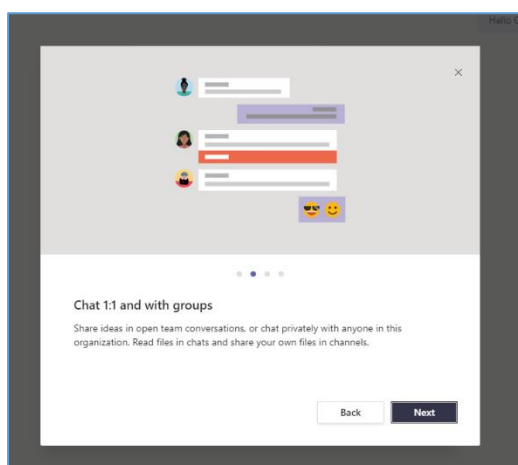
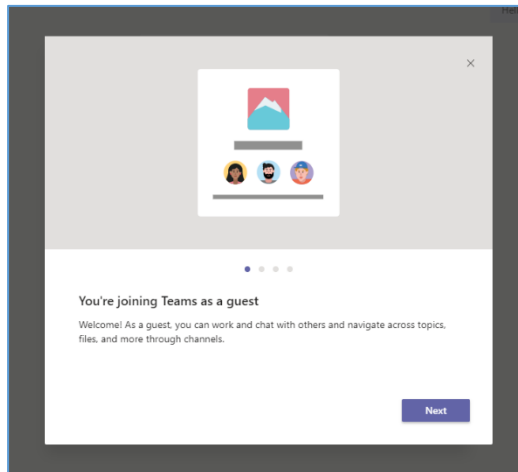
If they want to download, they click the button and it downloads a small one file installer below



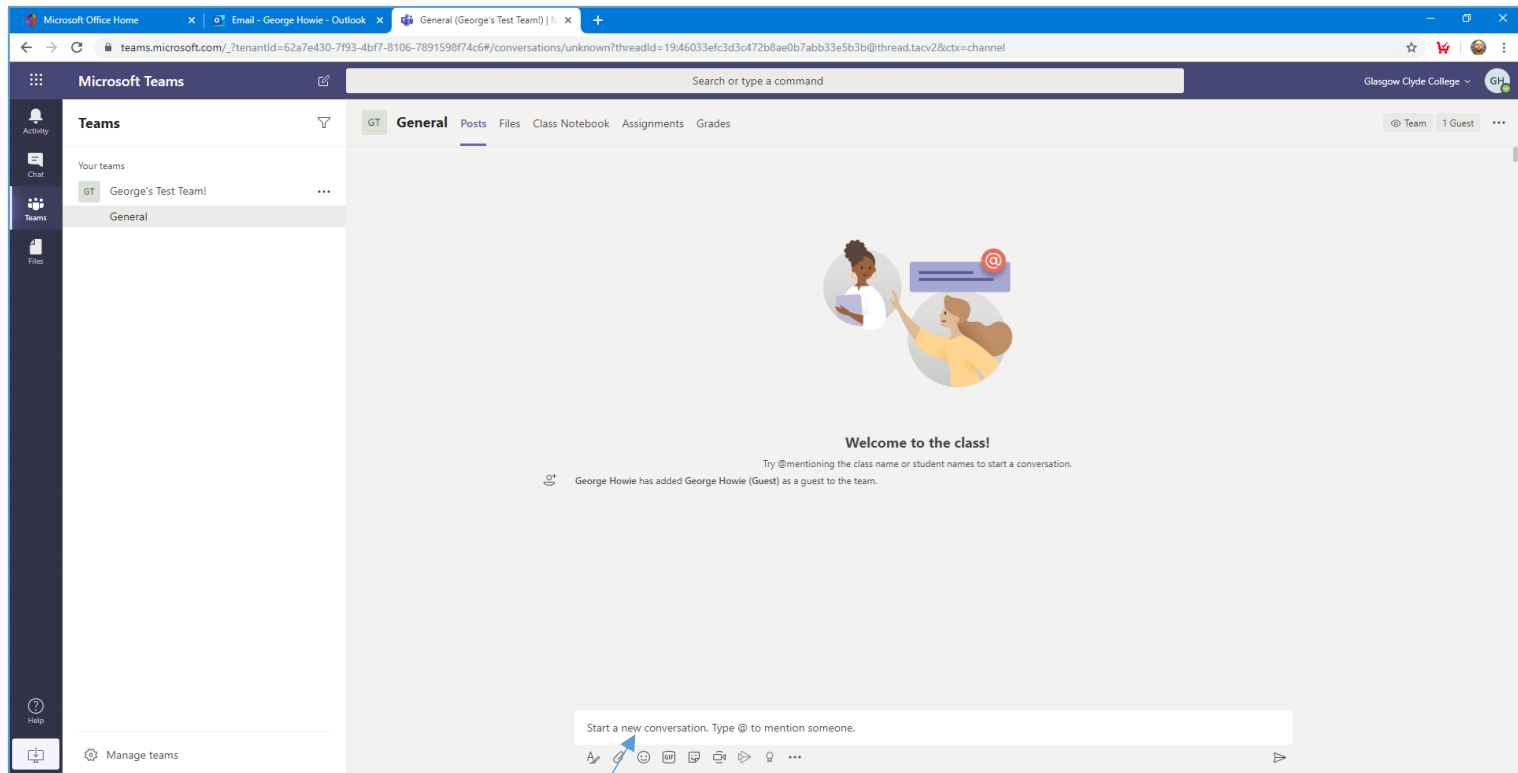
If they choose to use the Web App instead, then it loads straight to their page

Below are intro MS Teams windows for any new user.

They just need to click **Next**, then **Lets Go**



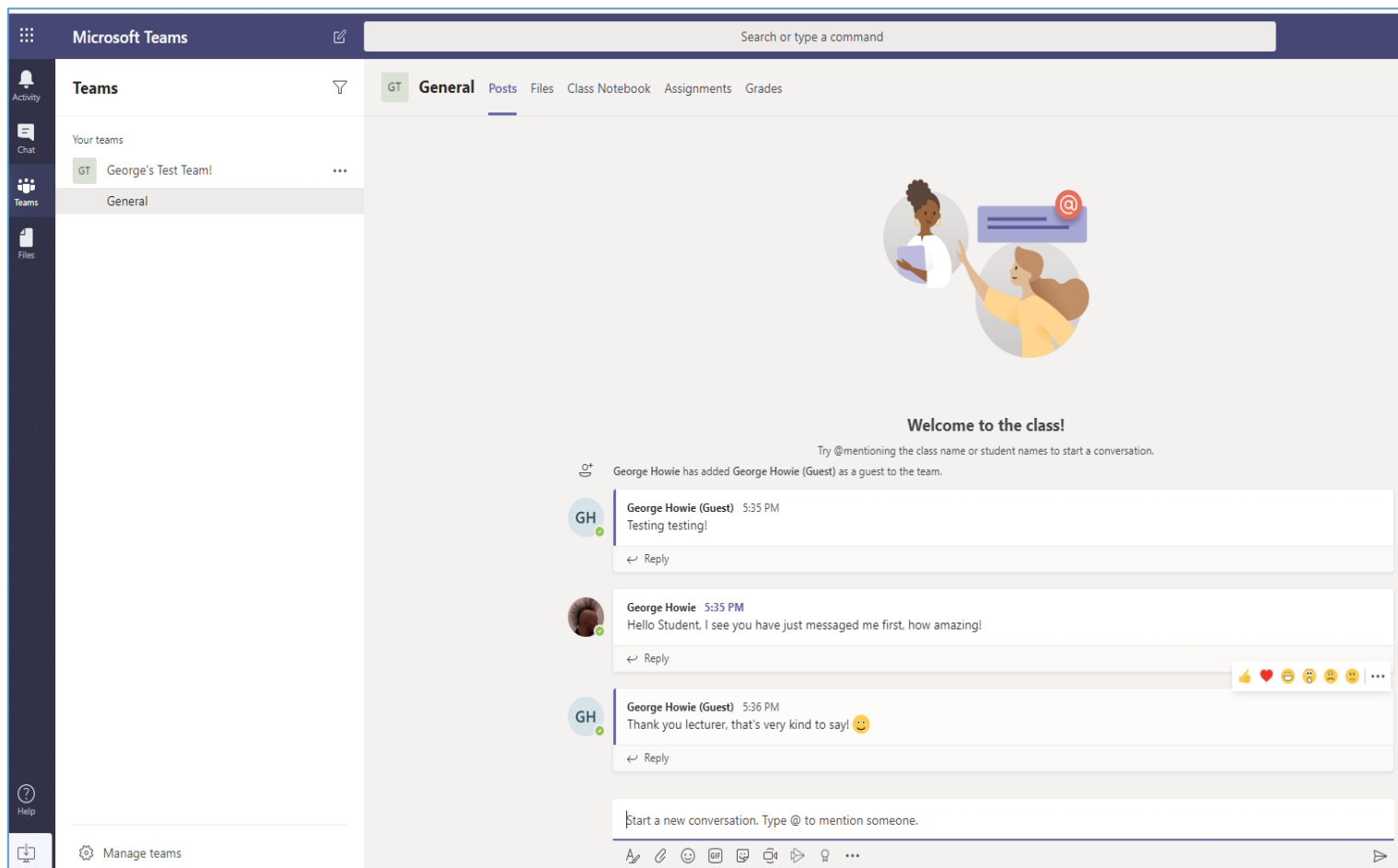
Their default landing page appears below



They just type at the bottom of the page and proceed to message anyone in the team

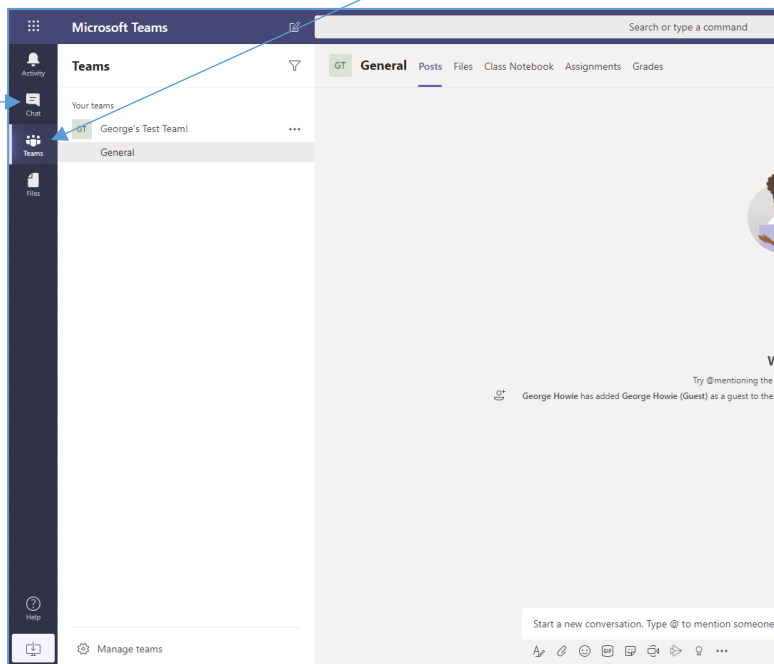
You can format text, use Emoji and Gifs, attach files and more

Below is an example of the chat starting on the Students side, then the staff member has replied



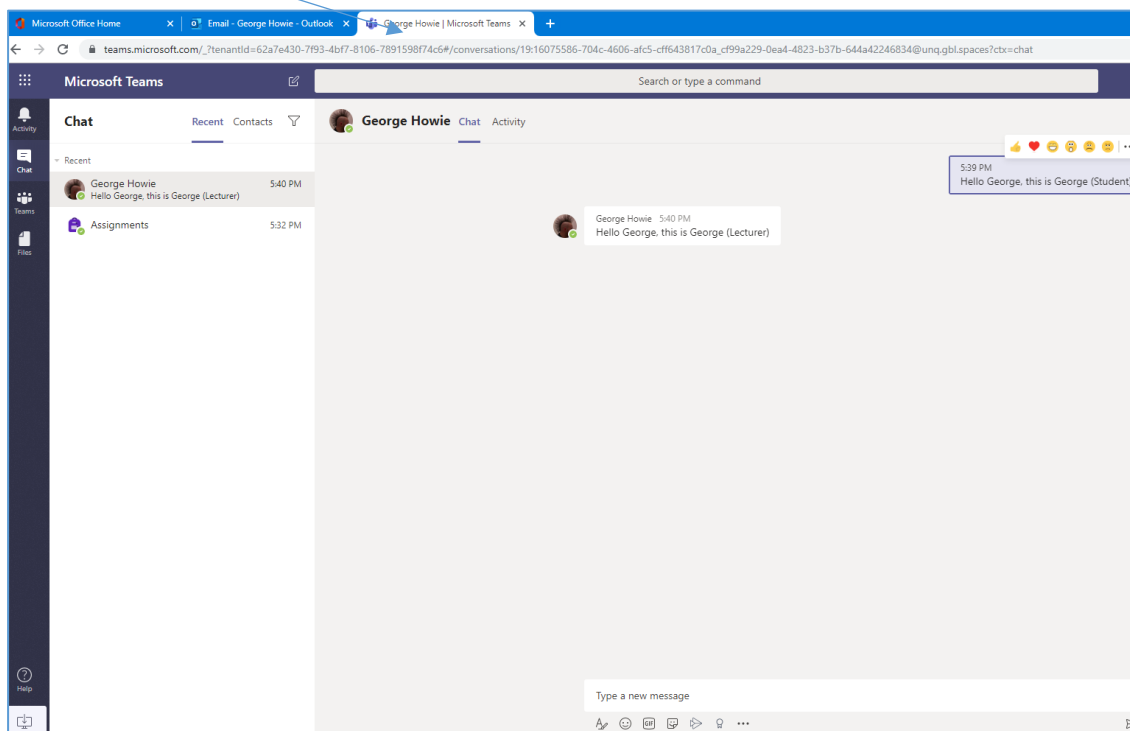
You now have established communication between staff and student/guest

Guests by default chat in the **'Teams'** section



If they click the **'Chat'** section, nothing is there because they've never chatted there before

If in this example below I am still logged in as the student, and I type my name **'George Howie'** in the **search box** at the top, it finds my **'George Howie'** staff profile. I click their name then it opens a new chat window



You can then begin a one on one chat

Preference is to keep all chat in the **'Teams'** section to keep it as a group discussion

NOTE: When added as a guest, users can't search our entire directory in the search. They can see in a search; the owner or teacher who added them to the group