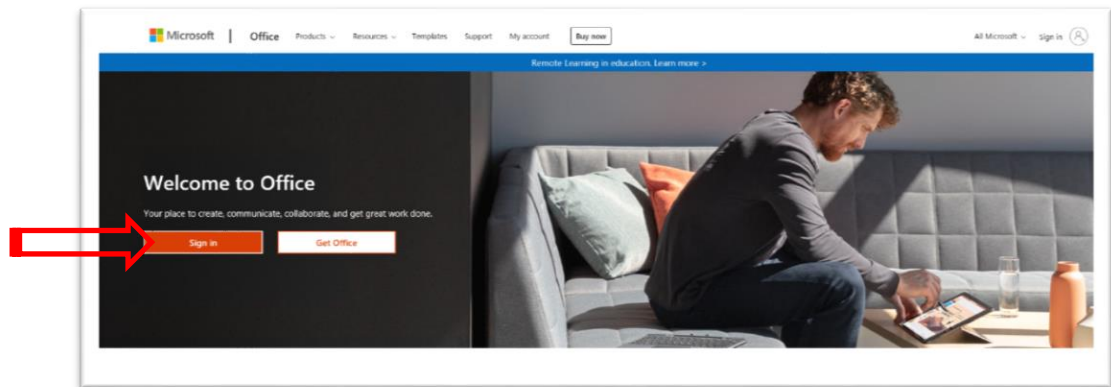


# MICROSOFT TEAMS FOR REMOTE LEARNING

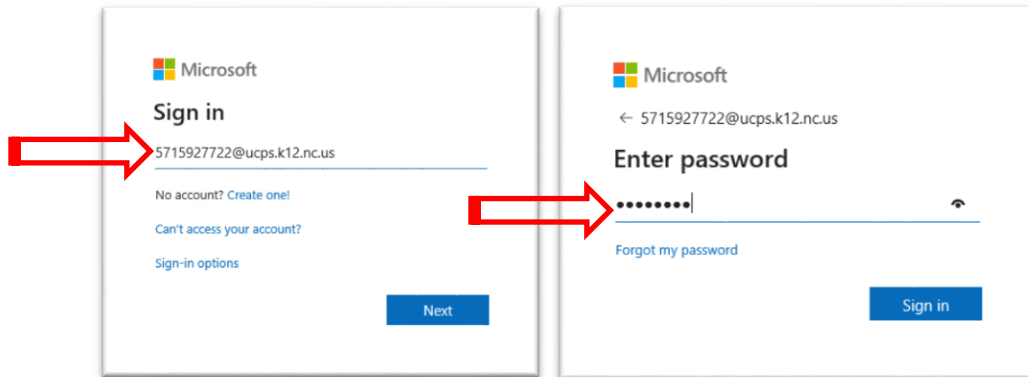
Created By: Technology Services

This document provides a walkthrough on how to use Microsoft O365 applications for remote learning. Canvas, Outlook, Teams, and Stream will be used for this process. Teachers will send invitations to join course content. Student will accept and join courses as they are happening in Teams or watch content on demand in Canvas.

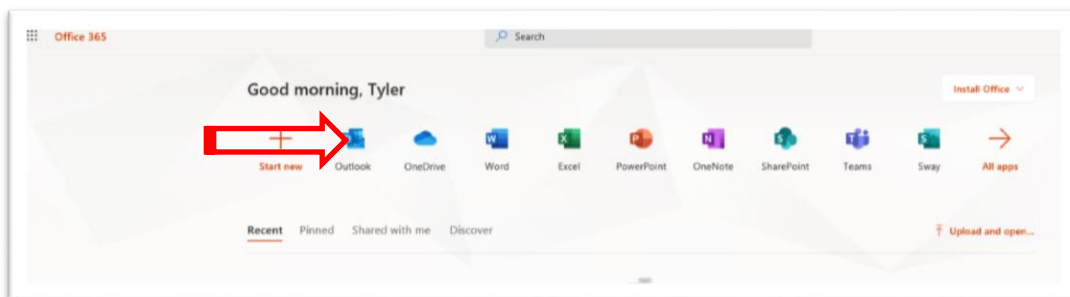
1. Navigate to the [Office 365 Login](#) page.



2. Login using "studentnumber@UCPS.K12.NC.US" (not the Google account @student.ucps.k12.nc.us)



3. Click the Outlook application to check the inbox for invitations.

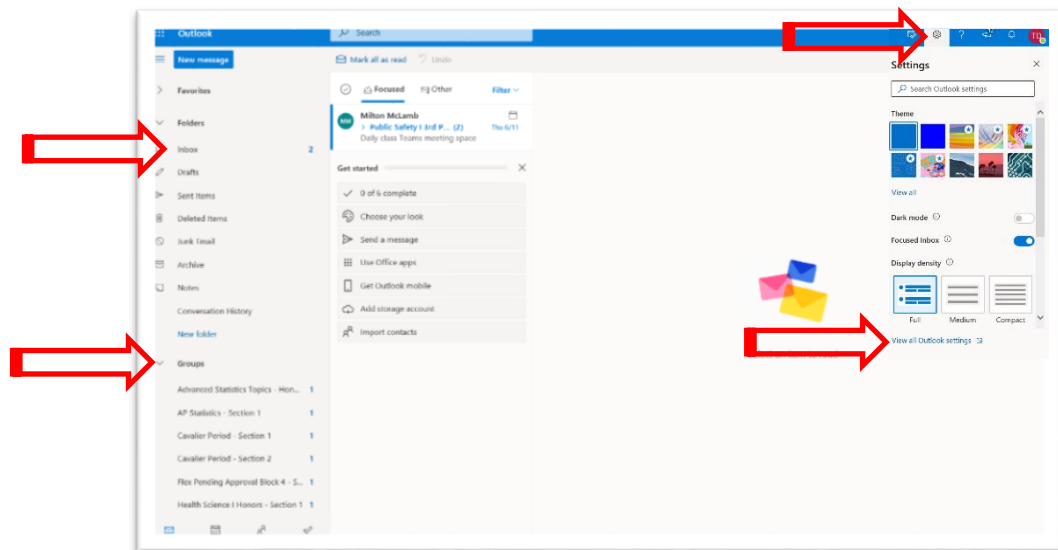


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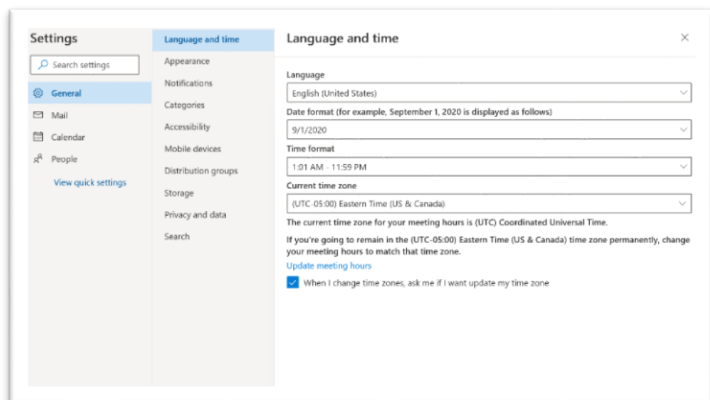
### 4. Outlook Web Access

- **Inbox** houses incoming calendar invitations sent to Course Groups and other mail from UCPS staff or classmates will be delivered here.
- **Groups** are made by class lists in Powerschool.
  - i. Powerschool courses and enrollments are dynamically synchronized with Microsoft. Microsoft then creates the group, whose members include currently enrolled students enrolled and the instructor for the course. Teachers will create Calendar invitations directed to the group.
- **Settings** will allow the user
  - i. Theme
  - ii. Dark mode
  - iii. Focused Inbox
  - iv. View All Outlook Settings



### 5. View All Outlook Settings of note

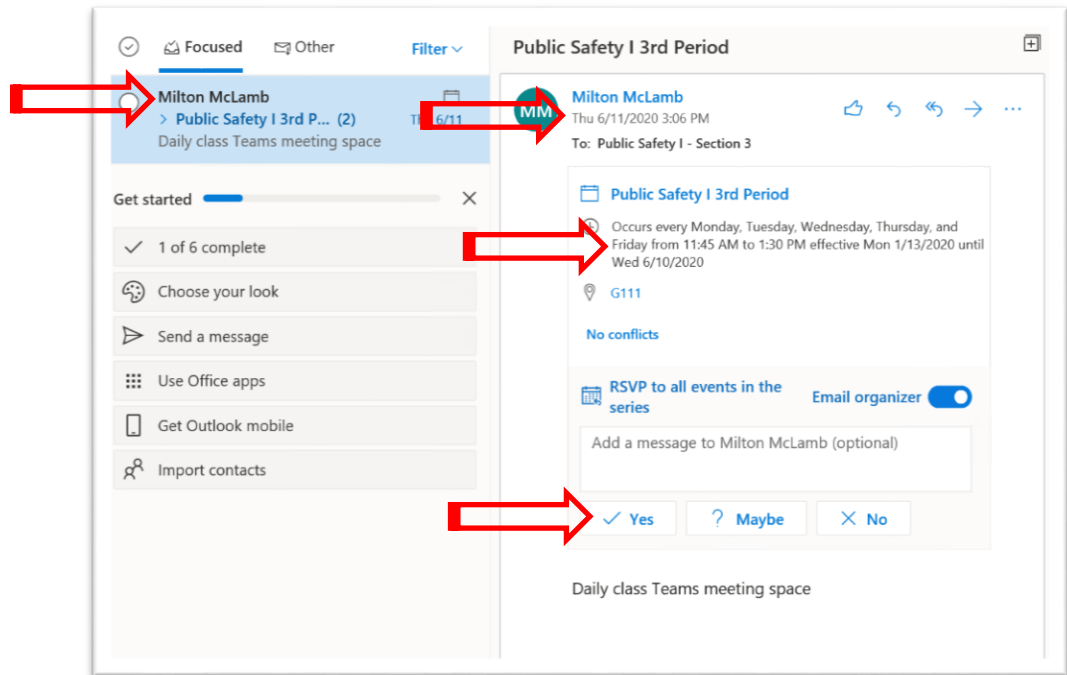
- General > Language and time > Time Zone
- Mail > Layout > Focused Inbox
- Mail > Attachments > Storage Accounts
- Mail > Rules
- Mail > Forwarding
- Mail > Automatic Replies
- Calendar > Shared Calendars



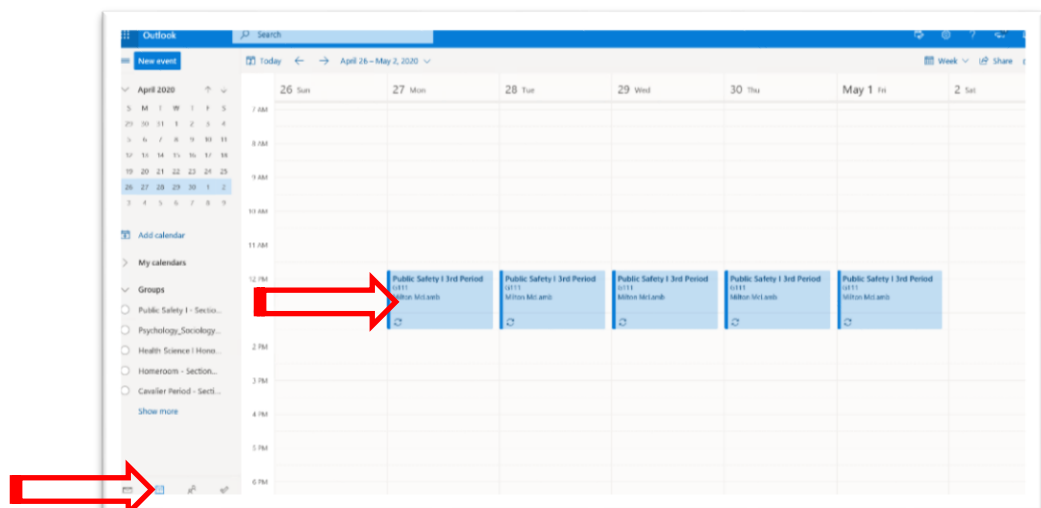
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- Invitations from Course instructors will appear in the inbox.
  - Select the message
  - Confirm the Teacher and Course match expected enrollment
  - Review the Occurrence details
  - RSVP Yes** to add the event to the calendar.



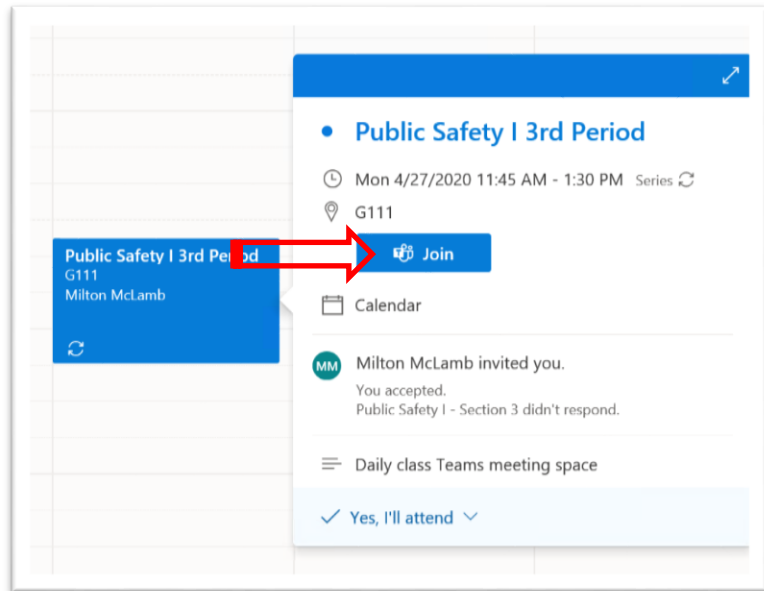
- Calendar is accessible at the bottom left corner of Outlook
  - Accepted invitations and their occurrences show on the daily schedule.
  - An alert will pop in Outlook 15 minutes before the meeting is about to start.
  - Click on the day's meeting to join the course



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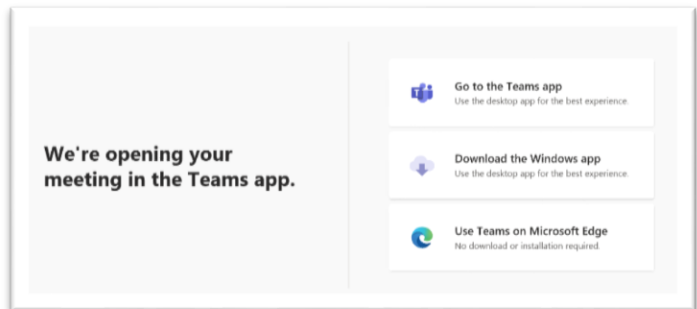
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8. Click **Join**.



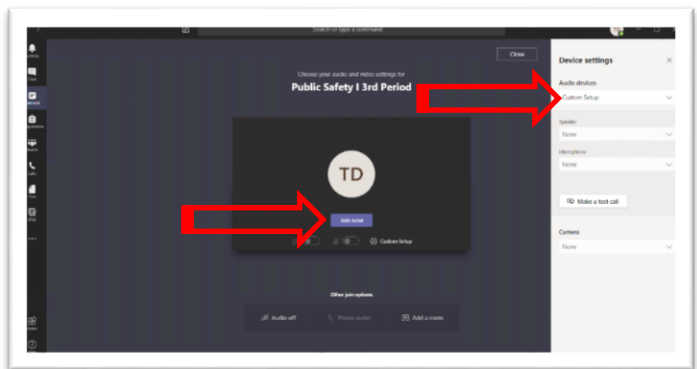
9. The **Join** button will open the default web browser and then attempt to open the Teams client if present.

- If no Teams client is installed login through the [Teams web portal](#)



9. Before Joining, in the pre team meeting space, some settings can be customized.

- UCPS Policy prohibits student camera use at this time.
- If external microphone or speaker is present customize setup.
  - i. Modify **Speaker**
  - ii. Modify **Microphone**



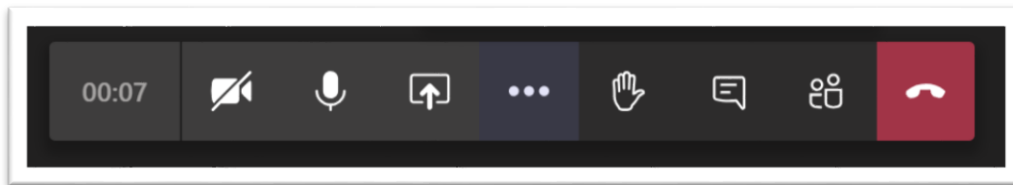
10. **Join Now**

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11. Once the meeting has started any mouse movement will display the toolbar. It will appear on screen in the Teams window.

- Camera: Toggle On/Off
- Microphone: Toggle On/Off
- Share Content: Select to share screen or content
- ... menu: Access advanced settings like **Turn on Live Captions**
- Raise hand
- Meeting Chat: click to open chat flyout
- Members: View meeting members
- Hang up: Leave the meeting



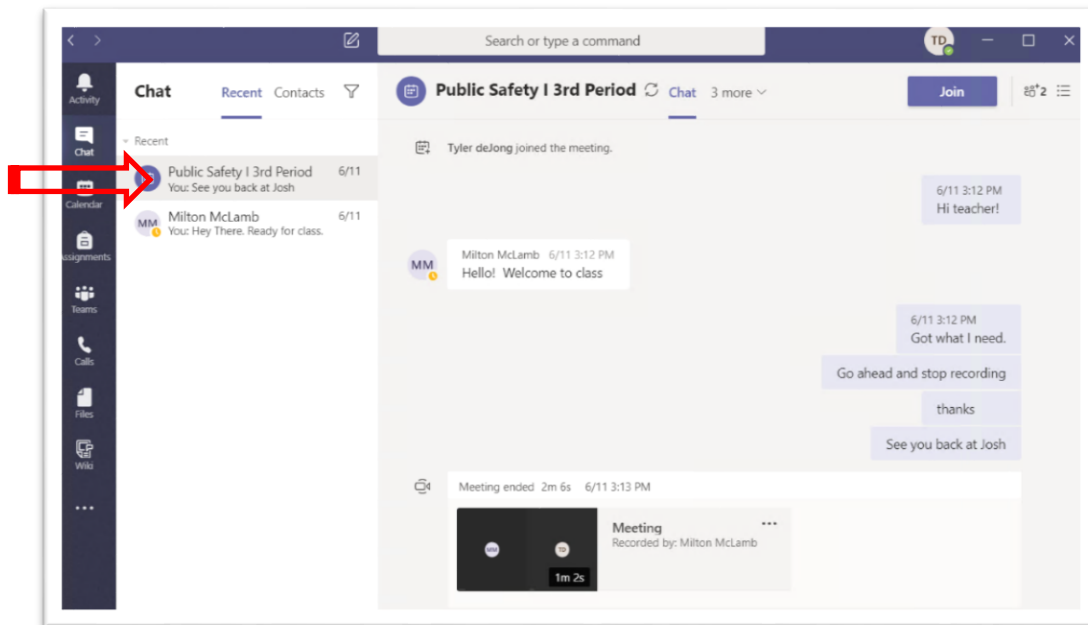
12. Before the course begins the Instructor will Start Recording.

- An audible message will play and a blue banner will appear at the top of the screen.

13. Recording will end once the course has concluded.

14. Recordings are uploaded to Microsoft Stream upon completion. Although recordings are available in the course chat, course instructors will post daily course content to Canvas.

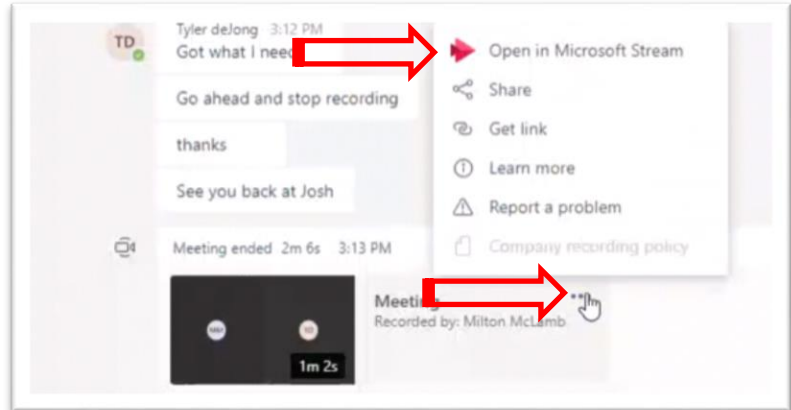
15. Go to **Team Chat**. Locate the Team chat for the course that was just taught.



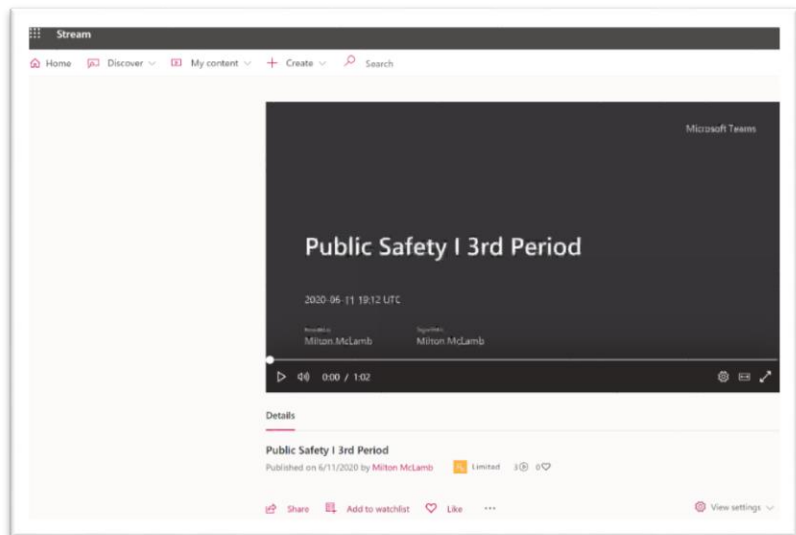
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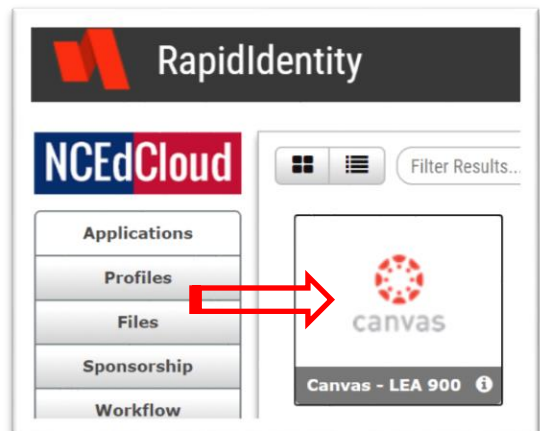
- 16. Click the **Three dots** to the side of the video
- 17. Select **Open in Microsoft Stream**



- 18. The content can be viewed. Alternately, the course content should be available under Canvas modules.



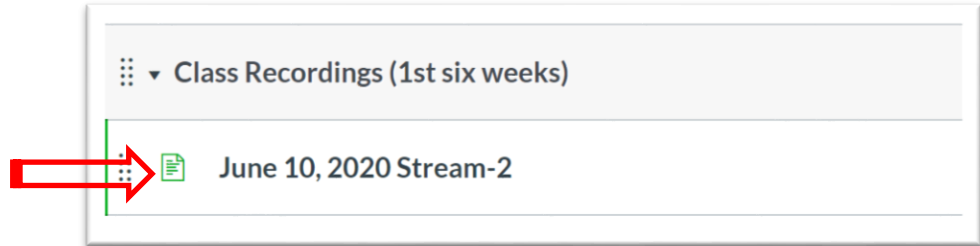
- 19. Login to **Canvas** through [NCEdcloud](#)



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20. Navigate to the proper course:
- Locate the Module: Class Recordings



21. Click the URL to open an embedded version of the course content in Canvas.

