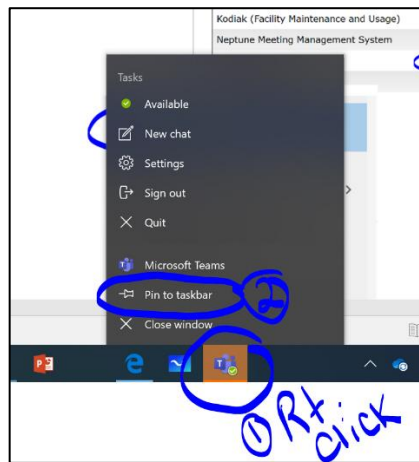
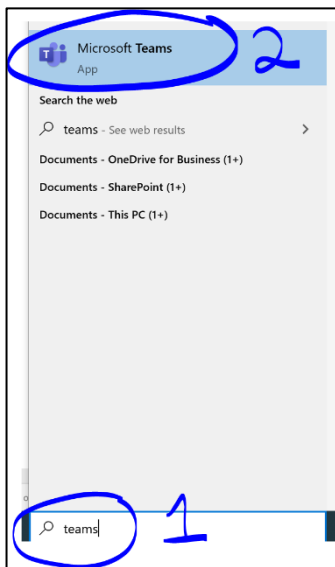
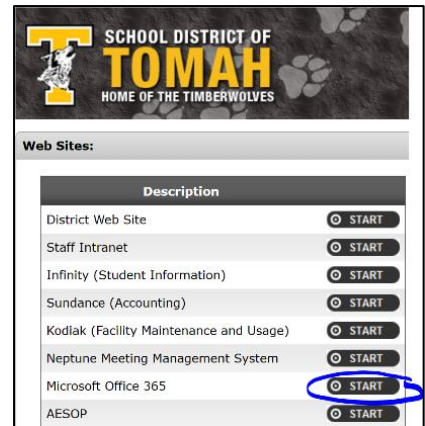


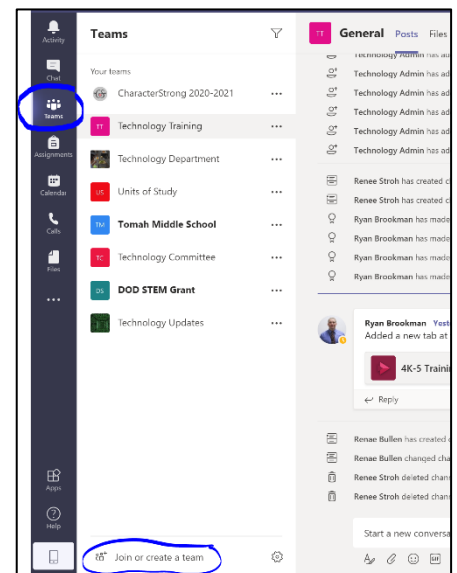
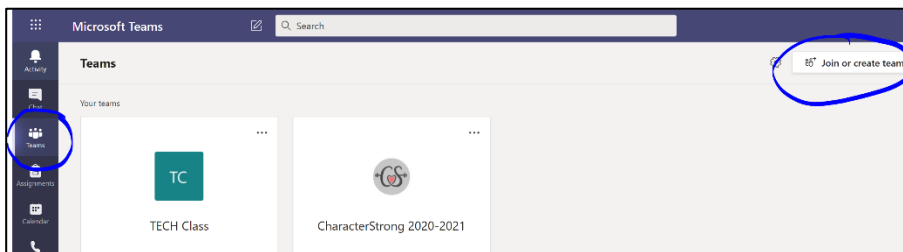
## Locating Teams and Creating a Class

1) If you prefer using the browser version of Teams, launch your browser. Select Microsoft Office 365 from the Staff Home Page.

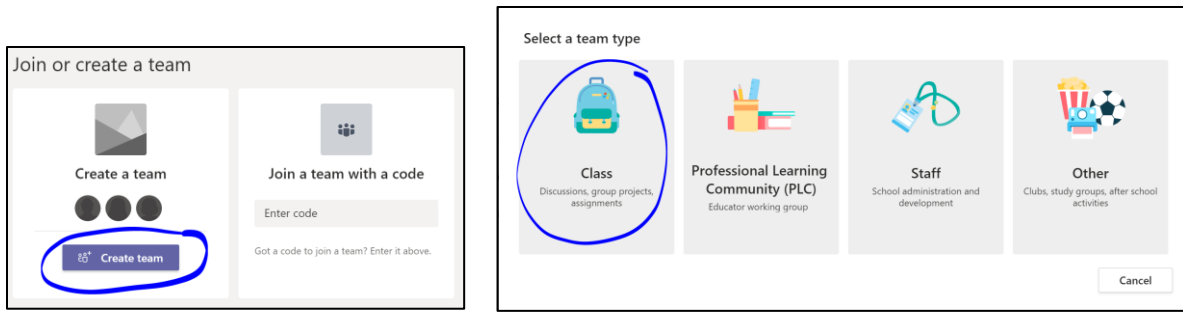
2) If you prefer using the desktop app, type “Teams” into the search window in the lower left hand corner of your screen (image left), or launch it from your taskbar (if pinned). If it is not pinned to your task bar and you want to pin it, right click on the app within the task bar, once it is opened, and select “pin to task bar” (image right).



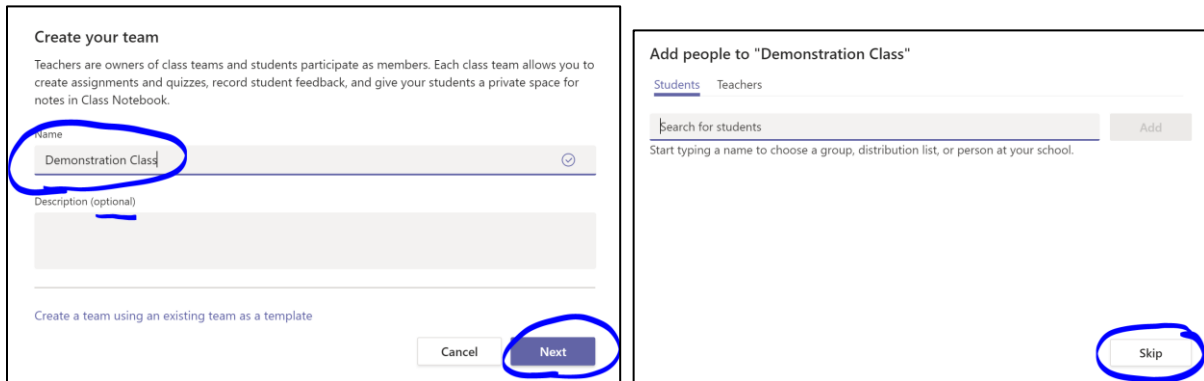
3) Make sure you have the “Teams” tab selected in the “My Space” menu ribbon (the dark blue menu ribbon on the left side of the screen). Click on “Join or Create a Team.” It will be located in the lower left hand corner (image right) or upper right hand corner of your screen (image below).



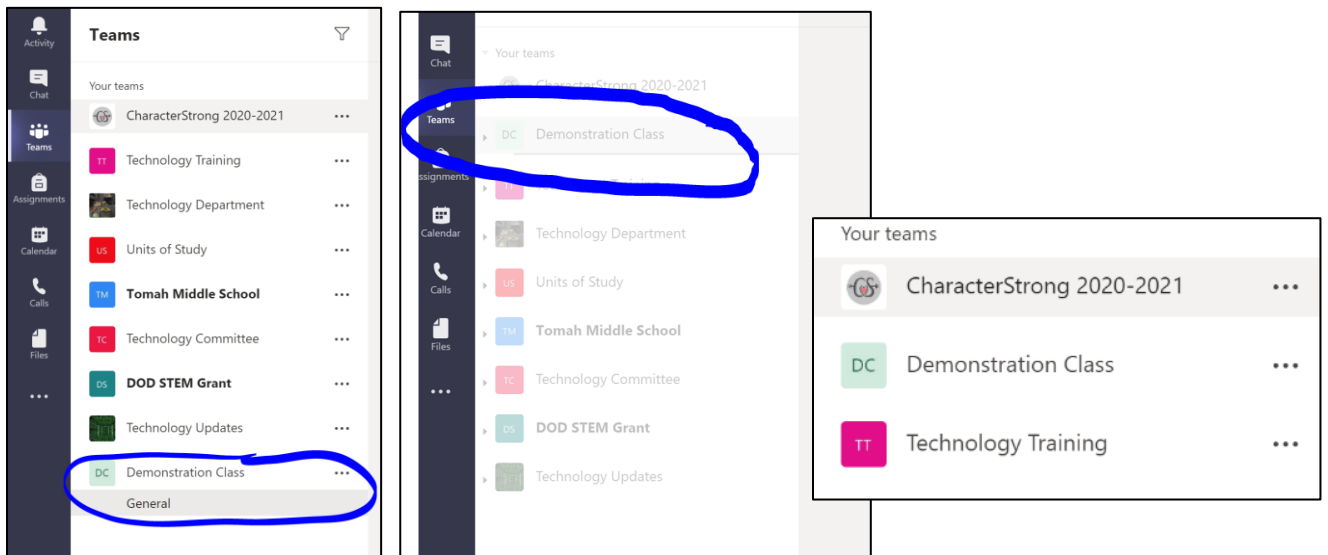
4) Select “Create team” and select “Class” on the following menu.



5) Follow the prompts to name your class, fill in the description if you desire, and click the next button. Click SKIP in the lower right hand corner of the next screen. Students will join your Teams class with a join code.



6) Your Teams Class will appear at the bottom of your Teams list (image left). You can reorder your list of Teams by clicking on a team; drag and drop it to your preferred order (image right). Note: It will turn light grey as you are dragging it (image middle).



SUCCESS! You have made your Teams class. Note, by default, it has a “General channel” beneath it.