## **Microsoft Teams**

📒 Curtin University

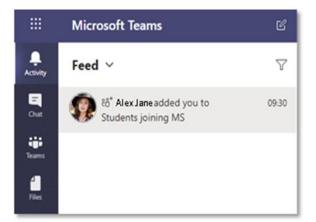
Features on Student Guest Version

## How is Microsoft Teams different for students?

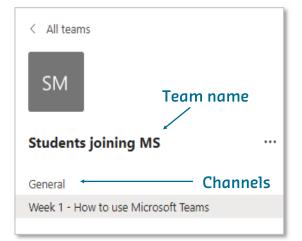
Students can now be invited as <u>guests</u> to the staff Microsoft Teams <u>tenant</u>. This gives them basic access to the application, where they are able to **communicate with staff members that have invited them to a team**.

## Features on Microsoft Teams as a Student (Guest):

The Activity icon: This shows your all of your notifications from the different teams you are members of. You can see <u>@mentions</u> from staff members and reactions. New messages will also be shown here.



<u>Teams and Channels</u>: This is the area where participants in your class can chat, share files and have online meetings. You must be invited into the team to access it.



The Chat function: Students can use the chat feature, when added to a chat by a staff member. You can use chats for conversation and/or small collaborations.

	Microsoft Teams	៩	Seach for an igner a command and a second an	
	Chat	Next Centers 7	Contraction of the second seco	
8	kor	24	UN 40	
	0			
1				1
			Type a new message	L
0 13				

**File sharing:** Students can share files in chats and teams that they have been added to by staff members. They can access files in both a chat and a channel by selecting the **File** tab at the top of the screen.

SM General Posts Files	Class Notebook				
+ New $ \sim  ~ \bar{\uparrow} $ Upload $ \sim $	G Sync 👁 C				
General					
□ Name ∨					
Class Materials					