

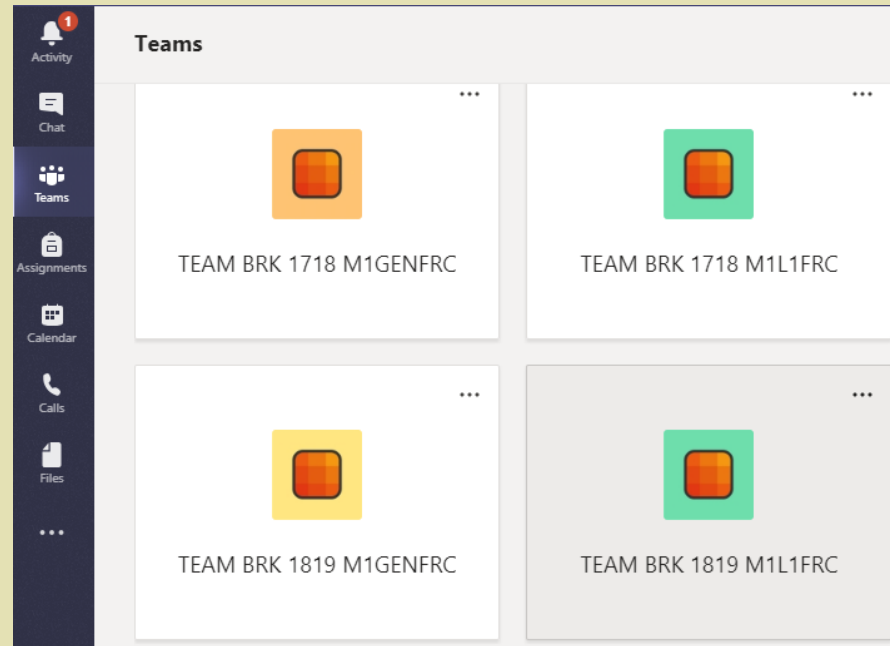
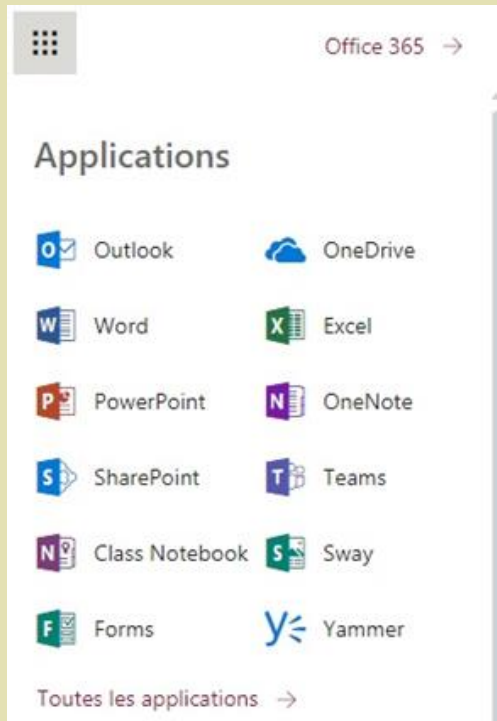
Introduction to Microsoft Teams for Parents



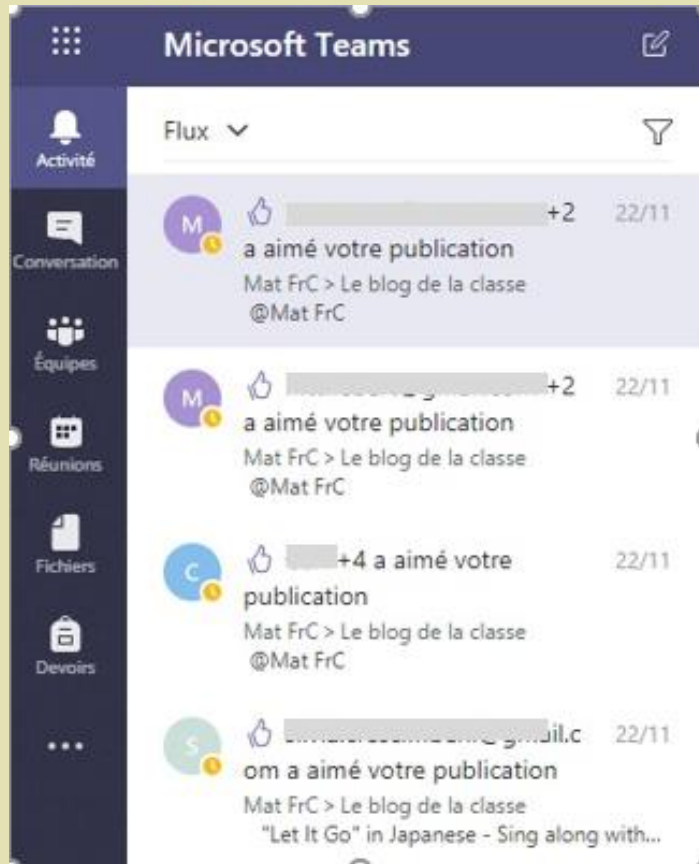
THE DIFFERENT VERSIONS OF TEAMS

Teams exists in a web version (in Office 365) and a desktop application version for Windows and Mac.

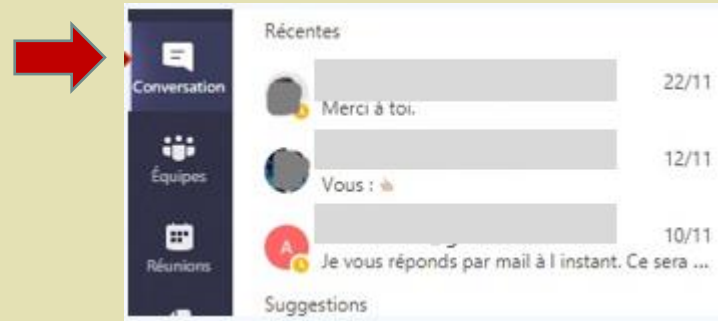
Teams exists in mobile version under Android and IOS for smartphones and tablets.



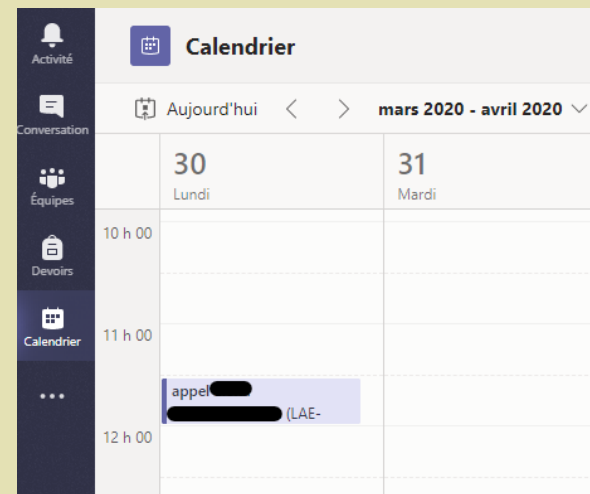
SMALL VISIT OF TEAMS IN COMPUTER VERSION



The "Activity" tab keeps you informed of messages posted and "like" mentions.

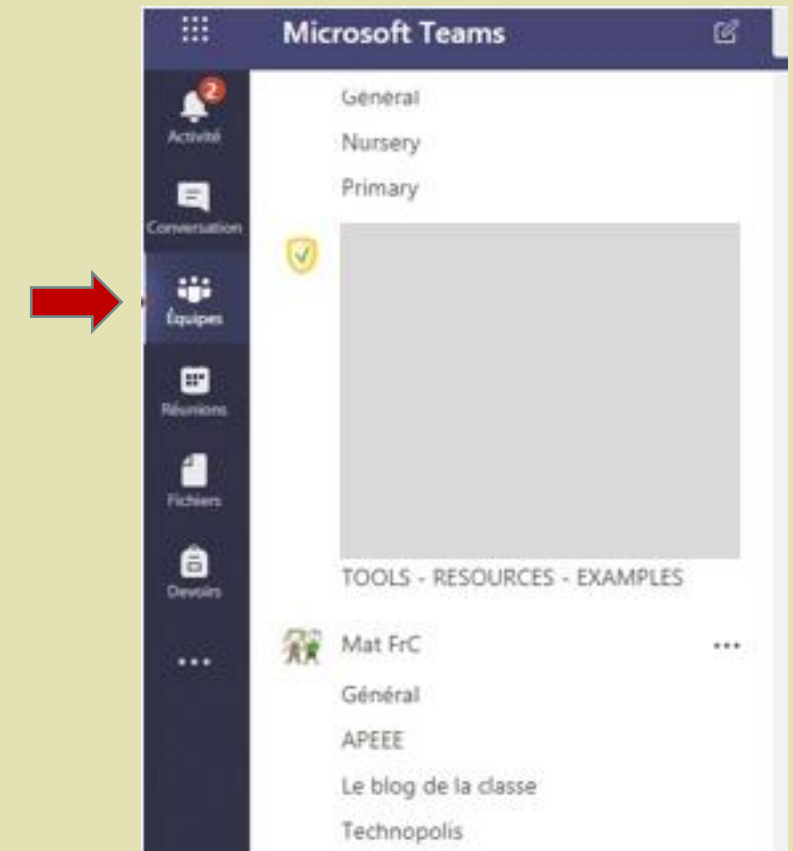


You can find your private conversations in the "conversations" tab.



The "calendar" tab displays your meetings and allows you to organise videoconferences (see below).

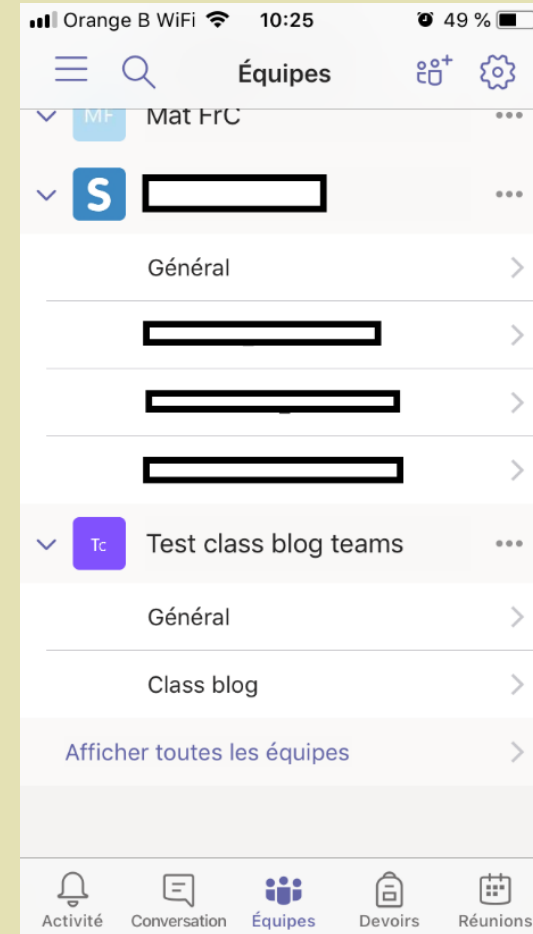
The "Teams" tab contains all the teams you are part of. When the name of a channel appears in bold, it means that something has been published or modified in that channel.



SMALL VISIT OF TEAMS IN MOBILE VERSION

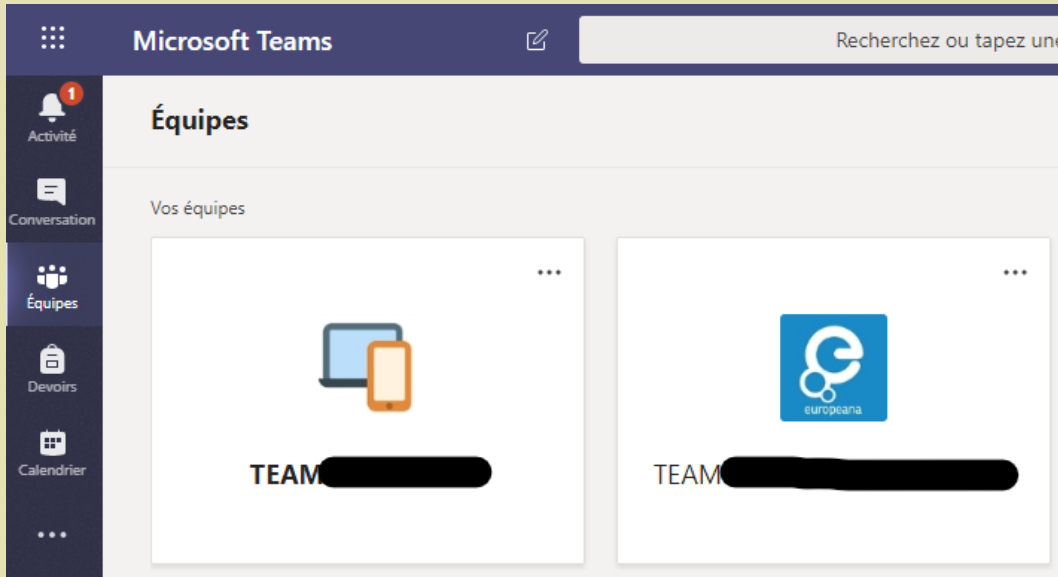


You will find the features of the web version, including conversations and videoconferences.



The display of the teams is identical to that of the web version.

FIND YOUR CLASS TEAM



In the "Teams" tab, you will find all the teams you are part of and the teams (or teams) in your child's class.



Just click on your child's class to get started.

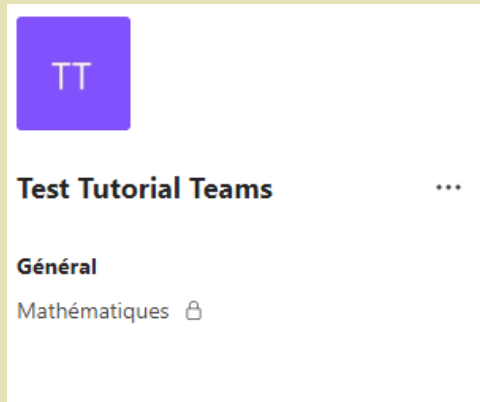
SHORT TOUR OF THE CLASS TEAM

At the top, the different tabs of the channel you are in.

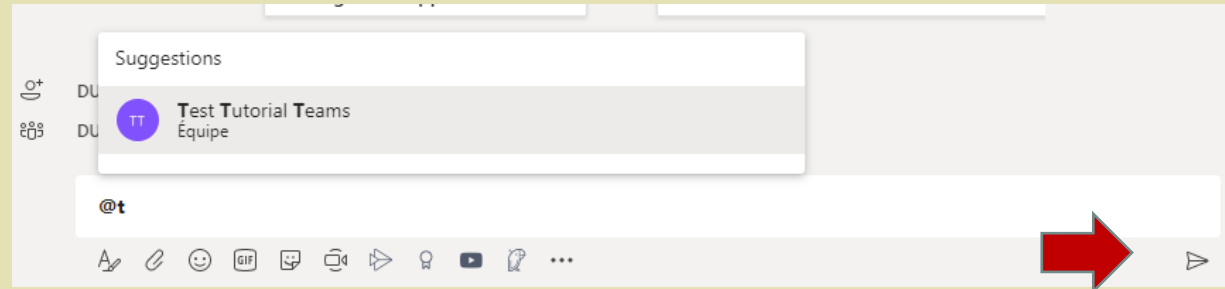
On the left, the different channels of your child's team.

The image shows a screenshot of a WhatsApp channel interface. At the top, there are navigation tabs: "Général", "Publications", "Fichiers", "Devoirs", and "ordre de passage du 2...". Below the tabs, there is a header with a profile picture of two children and the name "Mat". The main content area displays a message with a blue header: "Les devoirs sont dans le canal « général » dans l'onglet « devoirs »". Below this, there is a section titled "Apprentissage à distance" with a sub-header "BLOG DE LA CLASSE". Underneath, there are links for "canal de communication parents", "Lien vers la bibliothèque en ligne", and "Lien vers le site de la classe". At the bottom, there is a section for "Vacances de Pâques". The right side of the image shows a detailed view of a message in the "Devoirs" tab, with a blue header and a white body containing text and a photo of a document titled "Test devoir Mat".

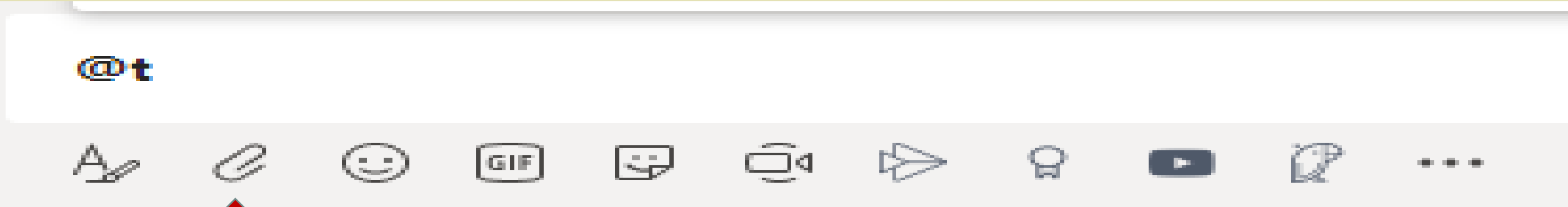
START A CONVERSATION IN TEAMS



Go to the channel in which you want to start a conversation



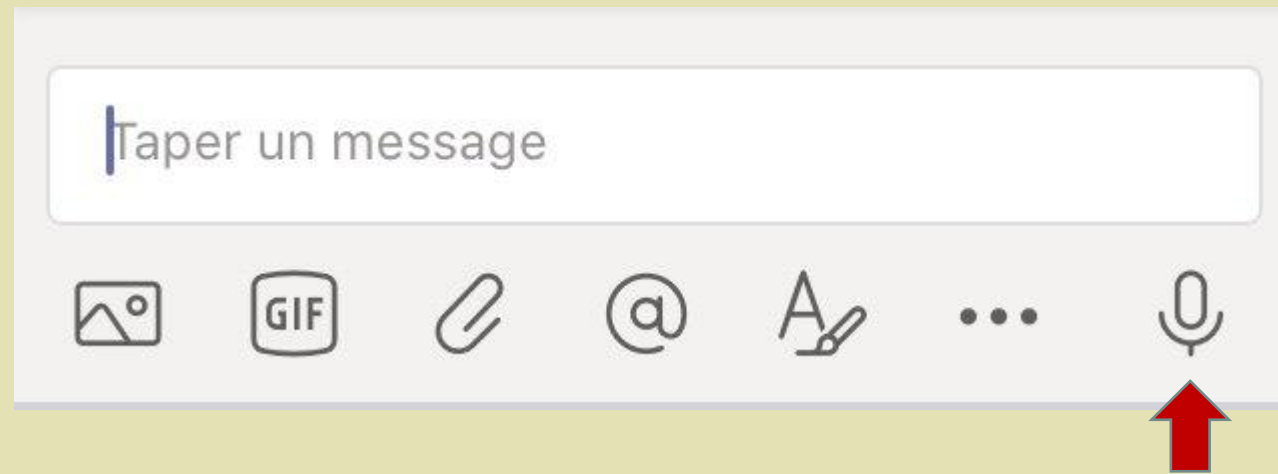
Start typing your message in the text window. Use the @ sign to mention a specific person but also to mention the whole team and make sure that members receive notification of this message. Click on the arrow to send the message.



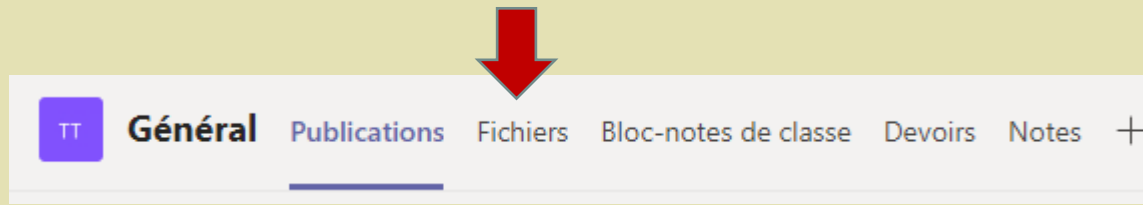
You can attach a file to your message (word file, pdf, audio file, video...).

RECORD AN AUDIO MESSAGE

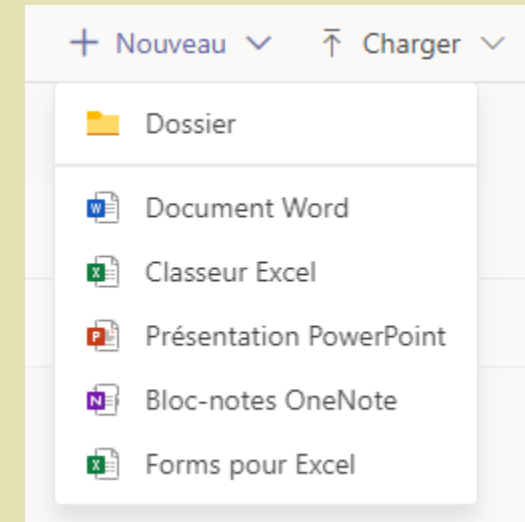
In the mobile application, you can record an audio message by clicking the microphone icon. This feature is not available in the web and desktop application versions.



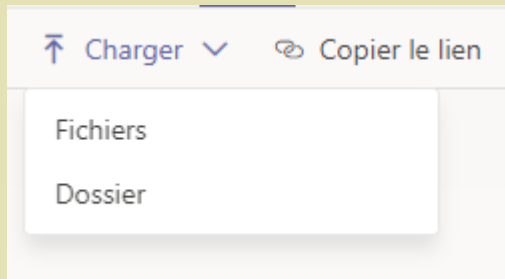
SHARE FILES



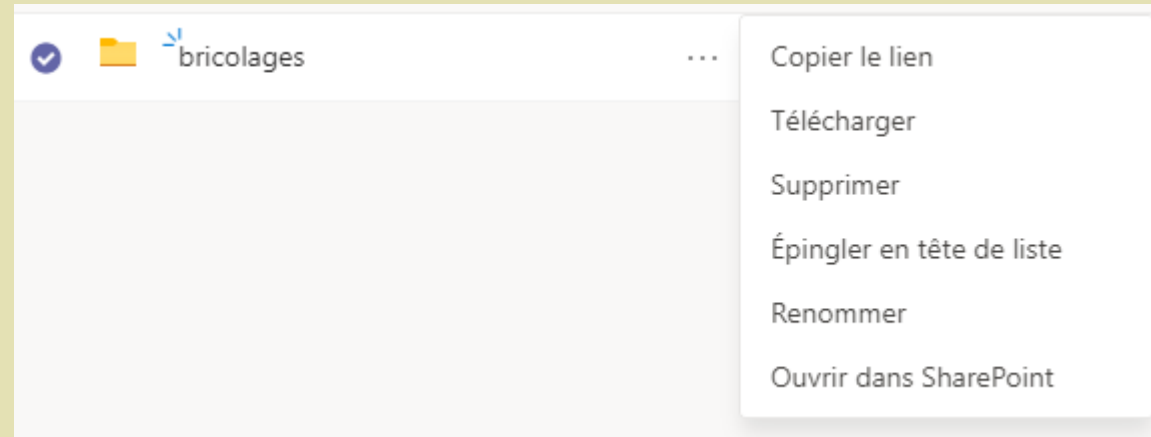
You can share files in the file tab of the channel. Each channel has its own file tab. Files are shared with all members of the channel.



By clicking on "new" you can create a document or a new folder.



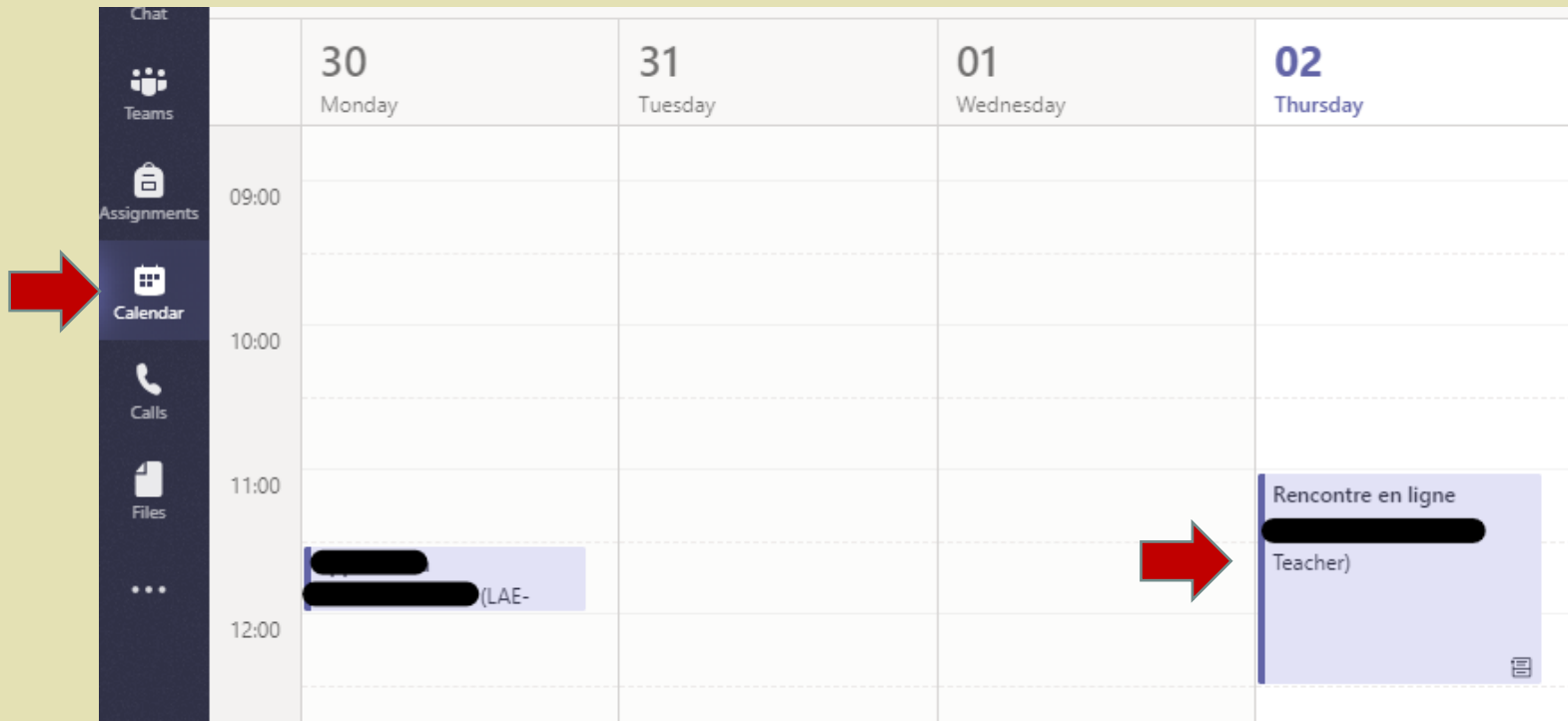
By clicking on "load" you can load files or folders.



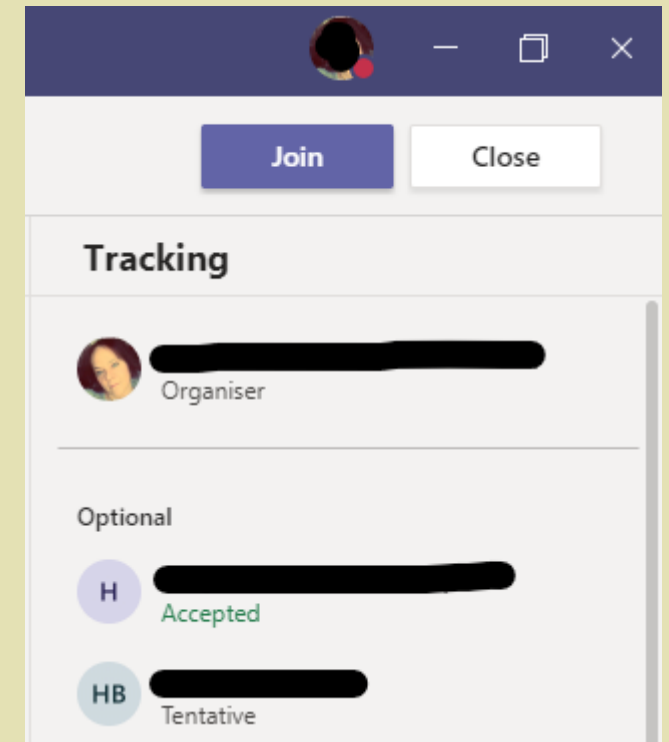
If you click on the 3 dots next to the name of a folder or file you can access the possible actions for this item.

PARTICIPATE IN VIDEOCONFERENCES

In the calendar, click on the meeting organized by the teacher.



Click on "Join" to join the videoconference.



THE TOOLS OF VIDEOCONFERENCING

To display the toolbar, simply move the mouse in the video conference window.

