Using Microsoft Teams for a Class

Installing Teams and quick Settings:

If Microsoft Teams is not installed on your computer, go to
https://teams.microsoft.com/downloads to download it and install it.
Note: Administrative rights are not required for the installation.

Once installed, you will be prompted for your username and password. If you are planning to use Microsoft Teams for your classes, login with your @UARK.edu email address and password.
After getting logged in, this is the view you will see:
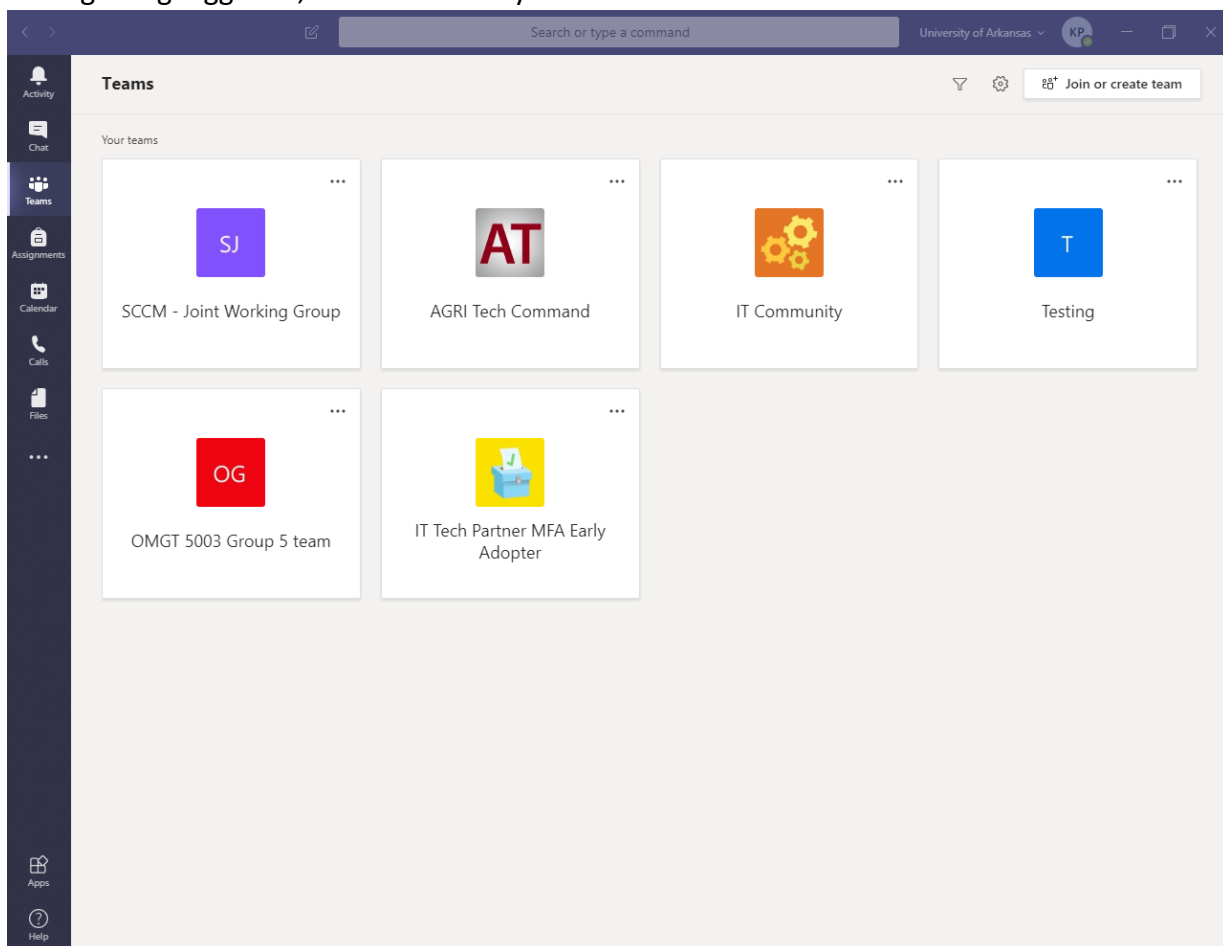
It is recommended that you change the layout to "List". You can do this by clicking on the Gear icon at the top right of the above page next to "Join or create team" and click on "Switch view." Here is a screenshot:
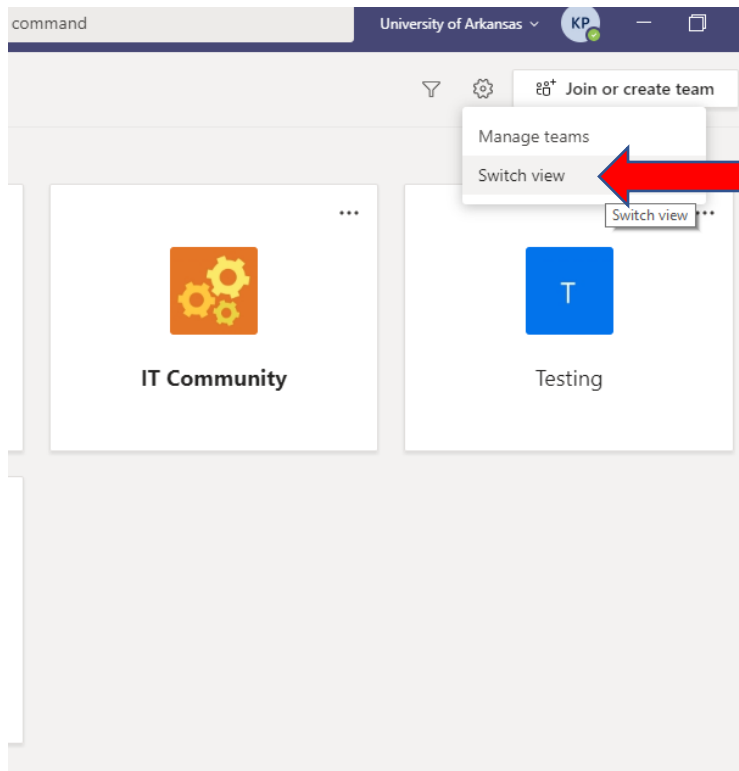

Select "List" under the "Layout" header:
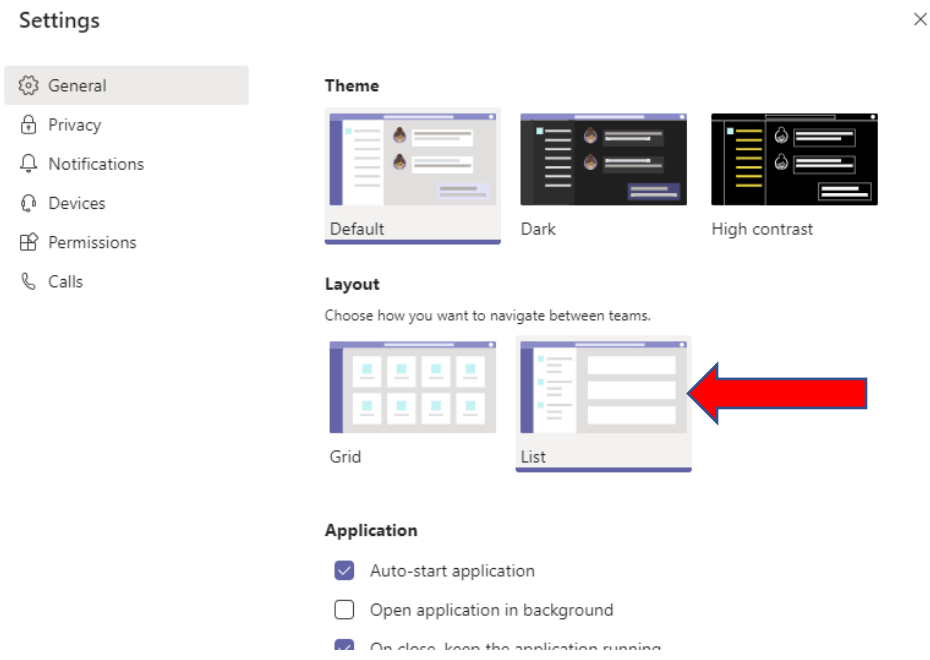
This is where you can change the Theme, Notification settings (in the list on the left), and other Settings for Microsoft Teams. Once you are done, click on the "X" at the top right of the settings page.

Create a Team:

To create a Team for your class, navigate to the Teams tab on the left-side menu and click on the "Join or create a team" button. If you changed your layout to List mode, as shown above, this button will be under the Teams tab on the left bar and then at the bottom of the list of Teams as shown here:
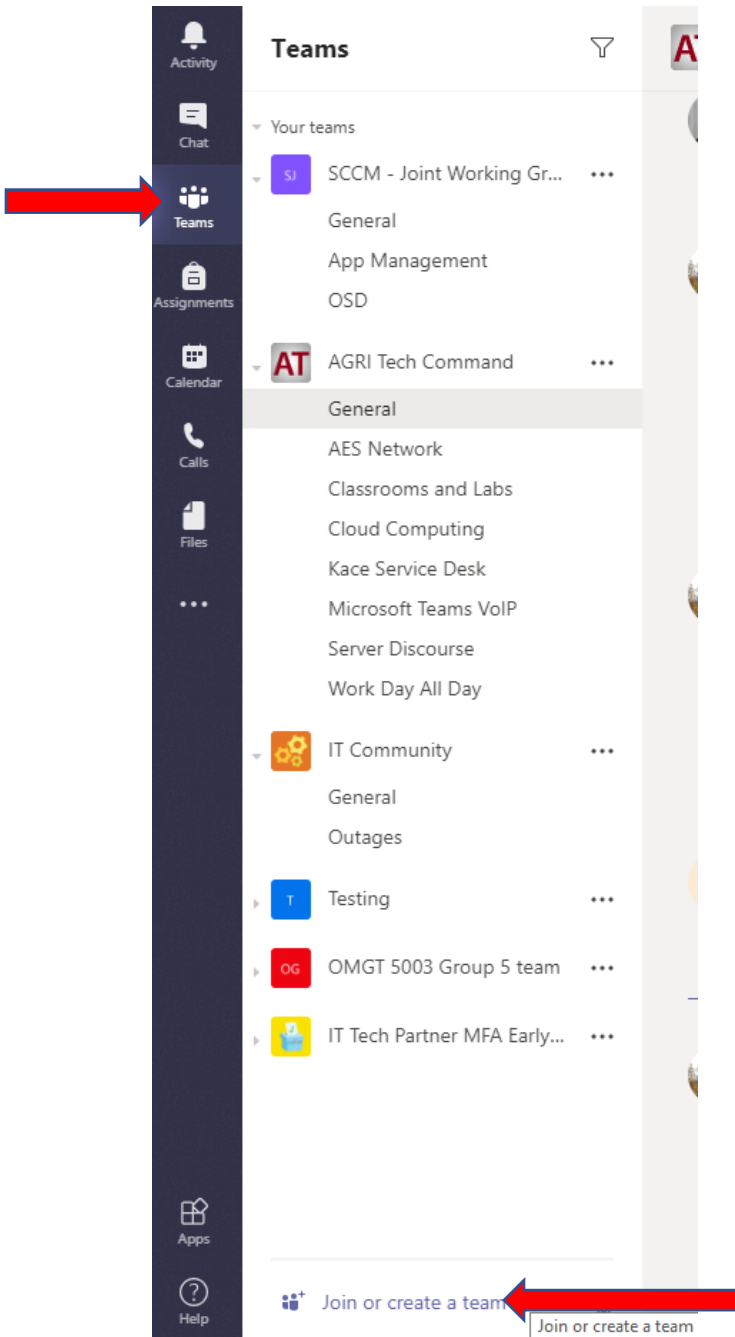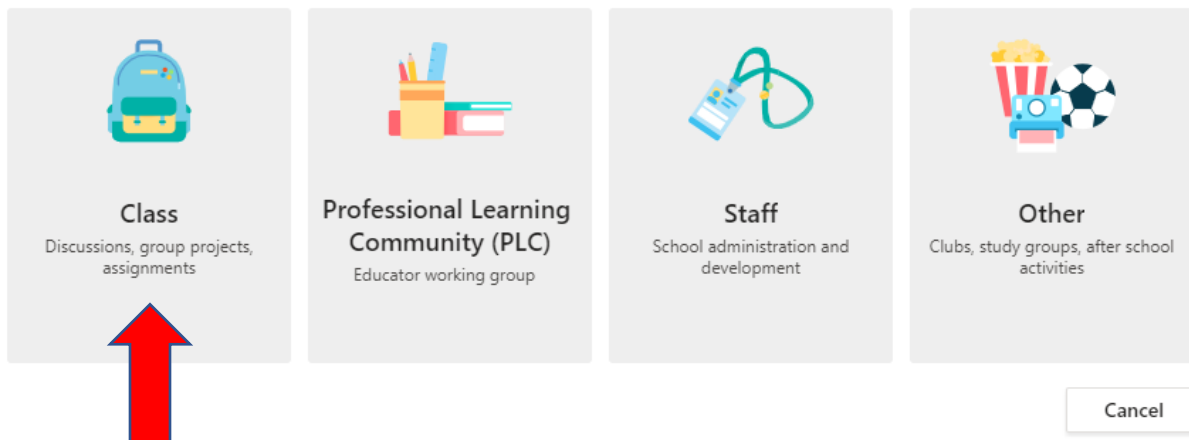
A new window will open in Teams. Hover the mouse over "Create a Team" and then click on the "Create team" button:
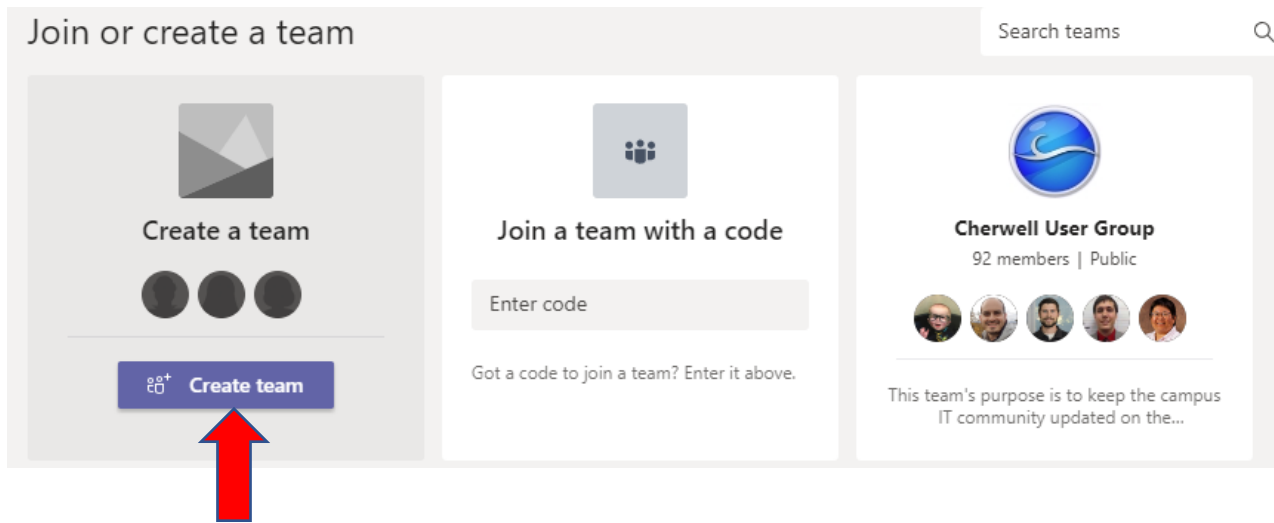
Then you will select the Team Type "Class":

For the name, enter your course code (for example, ANSC 1023 – Intro to Animals). The Description is not necessary:

If you have a few students, you may enter their username or names in the next step:

If you have a large number of students, click "Skip" since there is a more efficient way to getting a large number of students into your classroom Team after we finish creating it.
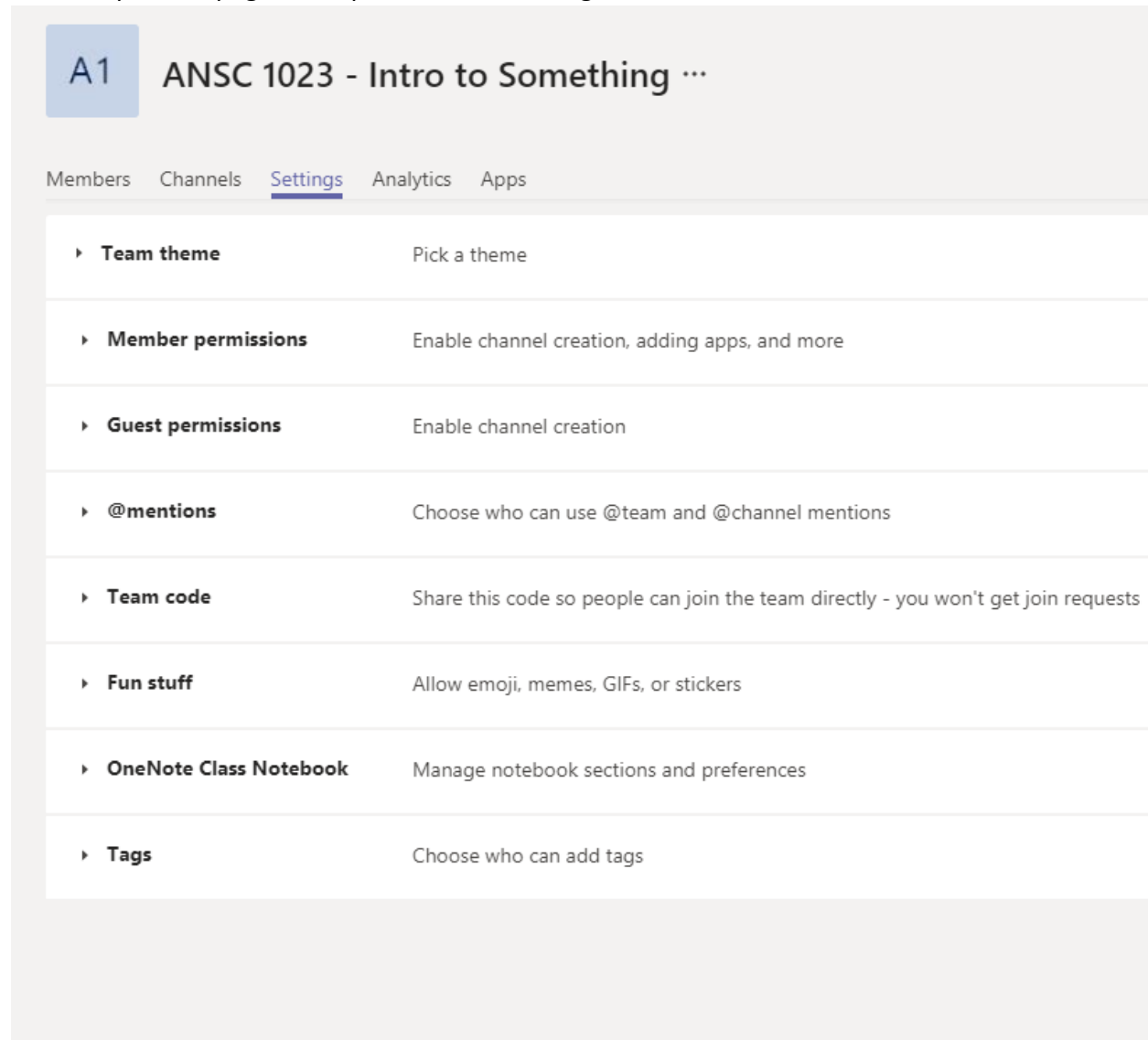
To add a large number of students, click on the ellipses (…) next to the classroom Team you just created:
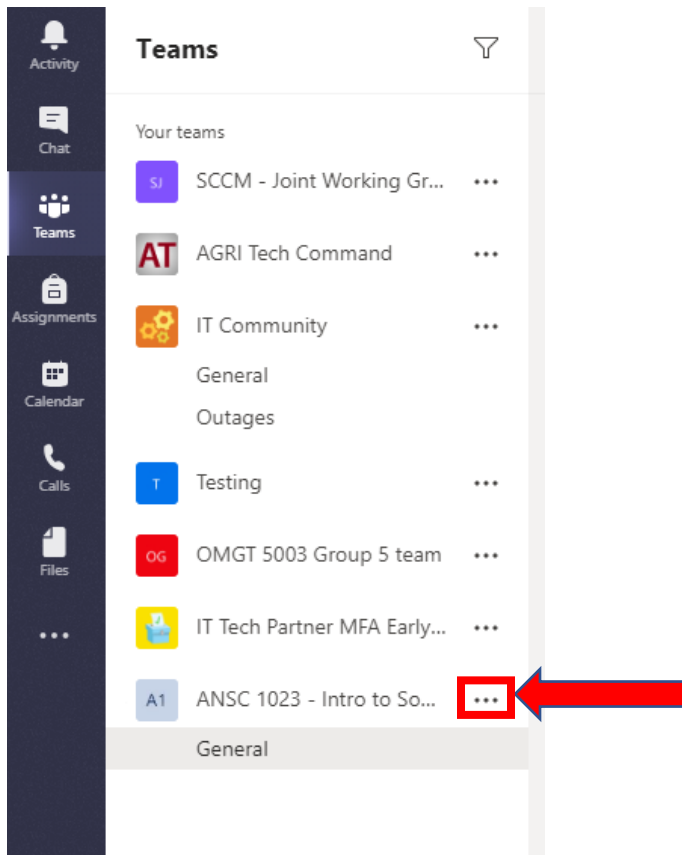
And select "Manage Team":
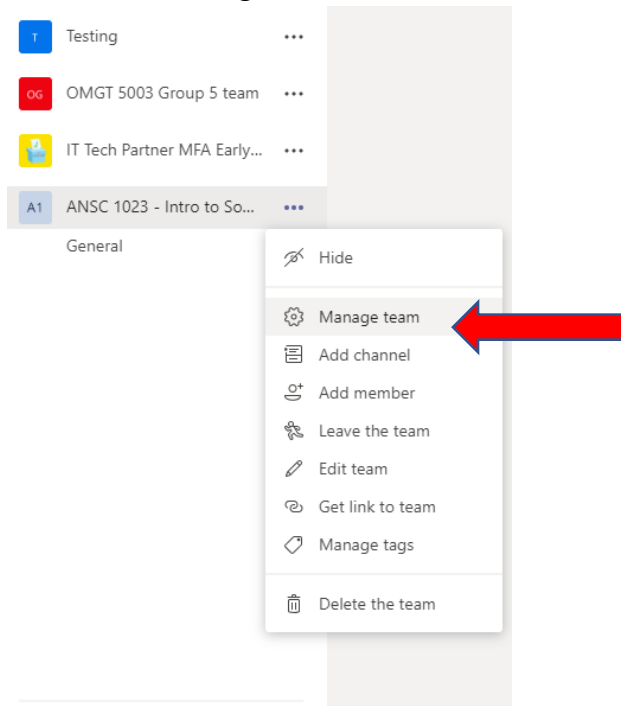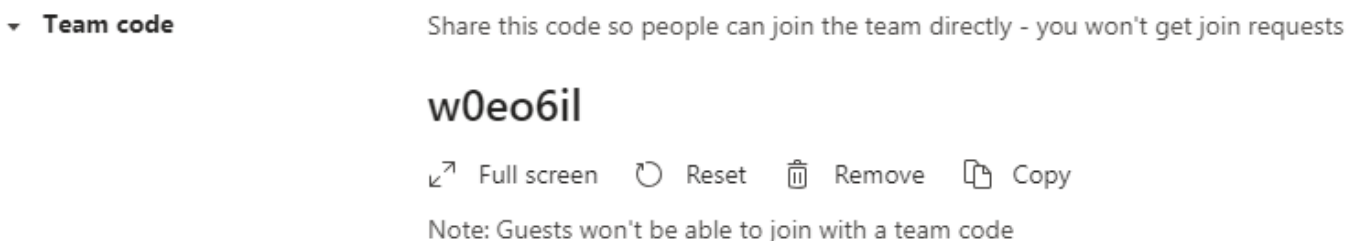
At the top of the page that opens, select "Settings":

Click on "Team code" and then click on the "Generate" button. This will create an alpha-numeric code that can be sent to your students:

Your students will enter that code into Teams by clicking on the "Join or create a team" button and entering the code into the "Join a team with a code" box.