

## What is Teams for?

Teams is a feature of Microsoft that we'll be using while we're learning at home. We'll use teams for group discussions, check-ins, regular chatting, handing in assignments, conferencing, etc.

## What are my "groups?"

In Teams, you'll see that you are part of different "groups." The groups are set up by your different classes. When you open up teams, you'll see buttons. If you're looking for a group discussion, make sure you click on the right group (team).

## How do I log in to Teams?

- 1. Log in to your school email: username 27@student.foxboroyghps.org + your regular password
- 2. Go to your waffle and click on the button that says "Teams"
- 3. Click on the button that shows your team, or group.
- 4. Once you're in, you can chat, submit assignments, etc.

## Expected Behavior in Teams

Make sure that <u>EVERYTHING</u> you say & anything you post is <u>SCHOOL</u> <u>APPROPRIATE</u>. Your teachers can see everything that you post, and you will be held accountable for your words/actions in teams. This platform will be a great way for us to communicate with each other, so let's make sure we handle these discussions like we would handle any discussion at school — with appropriate and respectful words. :)