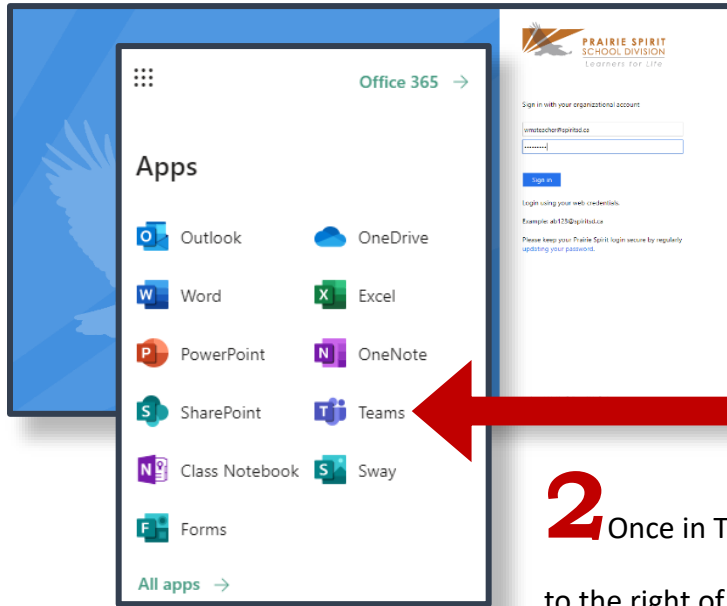


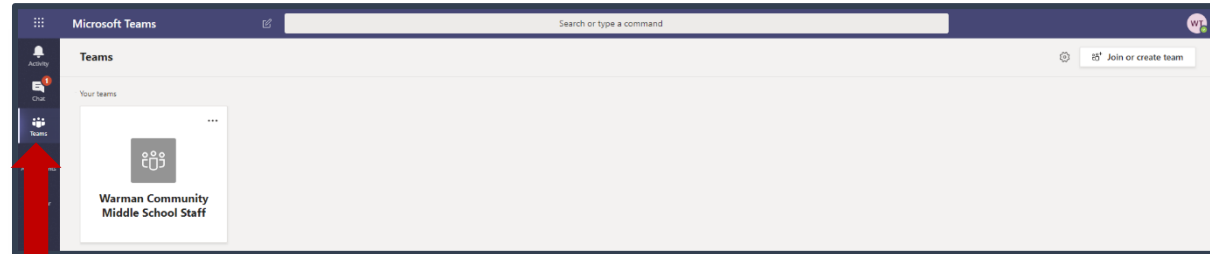


Creating a Class Team for you and your students

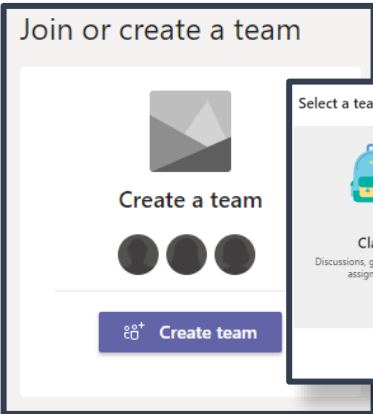
March 31, 2020



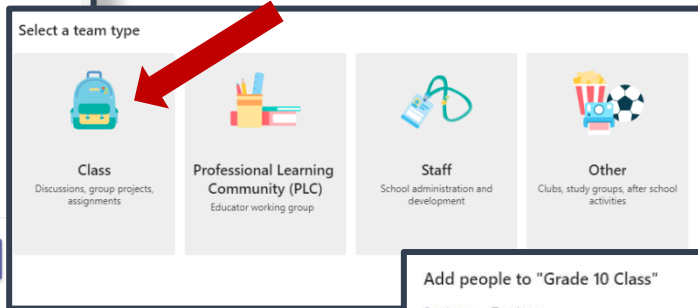
1 Sign into Microsoft Teams (either through Office365: <https://www.outlook.com/spiritsd.ca> or into the desktop version.



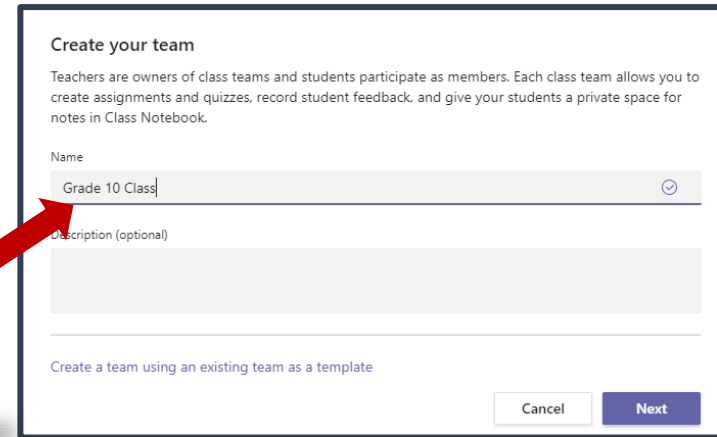
2 Once in Teams, click on **TEAMS** on the navigation bar to the left. And click on the **Join or create team** button to the right of the page.



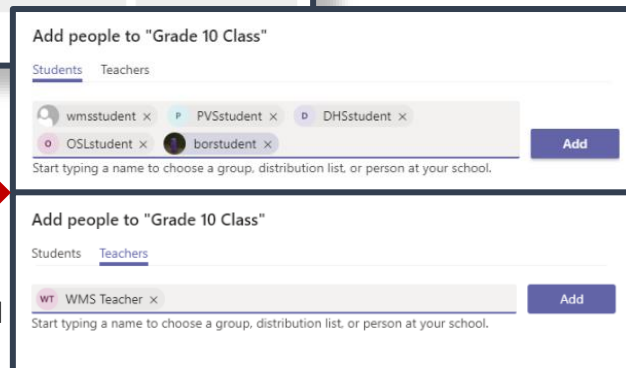
3 Click on the **create team** button and choose the **class team** type.



4 Name your class and click **next**.

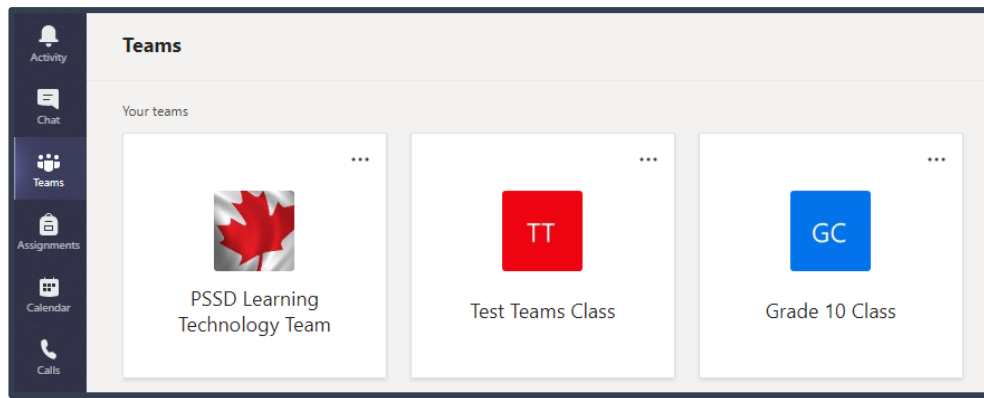


5 You will be prompted to add students/teachers to your class. Type in their first and last name and they will show up in this list and click **add**.



Once you add them to the class you will click **close** on the window.





You will see all your available teams here in the TEAMS tab. Your school staff one and then any that you create for classes.

Your class team is now created. You can upload class materials, assignments and create a class OneNote book or create additional tabs at the top.

