

# Using Microsoft Teams for Online Classes in QUEST

## Instructions for Students

**Microsoft Teams for Education** is a Learning Management System built around Microsoft Office365. It enables teachers to create virtual (online) classrooms to deliver online lectures to students. These lectures can be recorded and can be played later by the students.

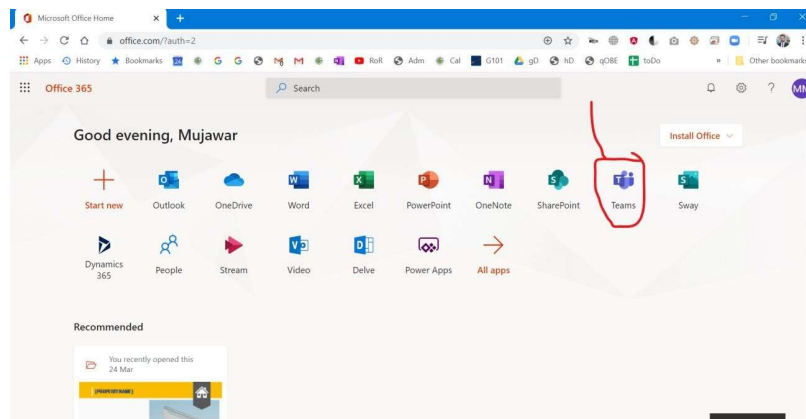
## How to Use / Download MS Teams Software

### 1. How to Use Microsoft Teams (MS Teams)

- Note.** For using MS Teams, licensed office 365 username and password will be required. The students QUEST Emails IDs have already been created and assigned licenses, and shared at QUEST Website.

Open any internet browser (e.g. Google Chrome, Firefox, Internet Explorer) and

Go to [office.com](https://office.com) and then click on **Teams**



**OR**

Go to [teams.microsoft.com](https://teams.microsoft.com)

Sign in with your QUEST faculty/student email ID (e.g. [19mccnxx@quest.edu.pk](mailto:19mccnxx@quest.edu.pk))

Now, you will be logged into *Microsoft Teams for Education* with your courses displayed under *Teams* tab.

### 2. Getting Started with Classes (Students)

- Access your online classroom in Office 365 Education and Microsoft Teams.
- Grab your QUEST sign-in information and head into class at Office.com.

## Sign in to Teams

1. Open [Office.com](https://office.com) and sign in with your QUEST email and password.



student@quest.edu.pk

### Enter password

Password

[Forgot my password](#)

[Sign in with another account](#)

Sign in

**Note: If you have office 365 credentials, Logo of HEC will appear, and password will be required.**

2. From your Office.com homepage, click on the **Teams** app to open right in your browser.

**OR** click this link to directly download Teams Software:

<https://products.office.com/en-us/microsoft-teams/download-app>

3. Select **Teams** in to see which class teams you're in. If your teacher has already set up the class team and added you, you'll see one or more (depending on how many classes you have) class team tiles.

**Note:** Don't see any class team tiles? Your teacher may have invited you to join your class team with:

- A join code (from the Teams page, select Join or create a team and enter the code)
- A link (check your email!)

When you see your class tiles, click on one to start connecting with your teacher and classmates!

## 3. Quick Video Tutorials for students

(duration: approx. 2min each)

1. Teams for Education Intro  
<https://www.youtube.com/watch?v=28vnuOLbYR4>
2. Signing into Microsoft Teams for the first time  
<https://www.youtube.com/watch?v=qx8xHpRMFHU>
3. Working with classes and classmates in Microsoft Teams  
<https://www.youtube.com/watch?v=5yT1K34RJo4>
4. Connecting with Microsoft Teams  
[https://www.youtube.com/watch?v=PasT3Q1ZR\\_I](https://www.youtube.com/watch?v=PasT3Q1ZR_I)
5. Organize classwork with Microsoft Teams  
<https://www.youtube.com/watch?v=knOp1wT84x8>

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