

Microsoft Teams

for Education — HFSE International School

Quick Start Guide

For Students & Parents | School Year 2025-2026

Welcome to **Microsoft Teams Classroom**! This complete guide will walk you through everything you need — from installing the app on your device, signing in for the first time, joining live classes, submitting assignments, and how parents can join the school chat. Follow each section step by step.

School	HFSE International School
Platform	Microsoft Teams for Education
Access	Web browser, Windows/Mac app, iOS & Android
Account	School-provided email & password
IT Support	Contact HFSE IT Support for assistance

PART A — Installing Microsoft Teams on Your Device

You can access Microsoft Teams on any device. Choose your device type below and follow the steps to install. If you prefer not to install anything, you can also use the web browser version — no installation needed.

W

Windows / Mac

1. Go to microsoft.com/teams
2. Click 'Download for desktop'
3. Select Windows or Mac
4. Run the installer file
5. Sign in with school email

A

iPhone / iPad

1. Open the App Store
2. Search: Microsoft Teams
3. Tap 'Get' to install
4. Open the app
5. Sign in with school email

G

Android Phone

1. Open Google Play Store
2. Search: Microsoft Teams
3. Tap 'Install'
4. Open the app
5. Sign in with school email

Tip:



Browser option (no install needed): Open any web browser and go to teams.microsoft.com to use Teams without installing anything. This is the recommended option for parents.

A1 — Laptop / Desktop: Detailed Installation Steps

1 Open a Web Browser & Go to the Download Page

- Open Chrome, Edge, Firefox, or Safari on your laptop or desktop
- Type in the address bar: microsoft.com/en-us/microsoft-teams/download-app
- Press Enter to go to the page

2 Choose Your Operating System

- Click 'Download for desktop'
- Choose Windows (for PC) or macOS (for Apple Mac)
- The installer file will start downloading automatically

3 Run the Installer

- Open the downloaded file (Teams_Setup.exe for Windows or Teams.pkg for Mac)
- Follow the on-screen instructions — click Next / Continue / Install
- Wait for the installation to complete (1-3 minutes)

4 Sign In

- Teams will open automatically after installation
- Click 'Sign in' and enter your school-provided email address
- Enter your password and click Sign in

A2 — Mobile Phone / Tablet: Detailed Installation Steps

Follow the steps below based on your phone type:

	iPhone / iPad (iOS)	Android Phone / Tablet
Step 1	Open the App Store (blue icon)	Open Google Play Store (colorful icon)
Step 2	Tap the Search bar at the bottom	Tap the Search bar at the top
Step 3	Type 'Microsoft Teams' and search	Type 'Microsoft Teams' and search

Step 4	Tap 'GET' next to the Teams app	Tap 'INSTALL' next to the Teams app
Step 5	Wait for download to finish	Wait for download to finish
Step 6	Tap 'OPEN' or find Teams on home screen	Tap 'OPEN' or find Teams in app drawer
Step 7	Tap 'Sign In' and use school email	Tap 'Sign In' and use school email

Note:

Important: Make sure you download the official Microsoft Teams app. Look for the purple 'T' icon with people. Avoid downloading any other app with a similar name.

PART B — Getting Started: Students

Once Teams is installed, follow these steps to set up your account and explore your classes.

1 Sign In with Your School Account

- Open Microsoft Teams (app or browser at teams.microsoft.com)
- Click 'Sign In' and enter your school email (e.g., student@hfse.edu.ph)
- Enter your password — if first time, you may be asked to set a new one

2 Find Your Classes

- After signing in, look at the left sidebar and click 'Teams'
- You will see all your class groups listed (e.g., 'Grade 7 – Science')
- Click on any class to open it and see Posts, Files, and Assignments

3 Explore Key Areas

- Posts tab: Class announcements and discussions from your teacher
- Files tab: Worksheets, lessons, and learning materials
- Assignments tab: All tasks given by the teacher with due dates

PART C — Joining a Live Class (Meeting)

1 Find the Meeting Invitation

- Go to your class Team → click the 'Posts' tab
- Look for a meeting card posted by your teacher
- Alternatively, click the 'Calendar' icon on the left sidebar

2 Join the Meeting

- Click the purple 'Join' button on the meeting card
- A preview screen will appear — check your camera and microphone
- Click 'Join now' to enter the live class

3 During the Class

- Mute your mic when not speaking (click the microphone icon)
- Use the Raise Hand button to ask questions politely
- Use the Chat panel (speech bubble icon) to type messages

4 After the Class

- Recordings may be posted by the teacher in Posts or Files
- Check the Assignments tab for any new tasks given during class

PART D — Submitting Assignments

1 Find Your Assignment

- Click on your class Team → go to the 'Assignments' tab
- Select the assignment to see full instructions and due date
- Download any attachments if needed (worksheets, readings)

2 Complete Your Work

- Type answers in the provided text box inside Teams — OR —
- Attach a file: Word document, PDF, or a photo of your handwritten work
- Use the built-in Word/PowerPoint editor for formatted documents

3 Submit Before the Deadline

- Click the purple 'Turn in' button when your work is ready
- A confirmation will appear showing it was submitted successfully
- You can still edit and resubmit anytime before the due date

Note:

! Always submit BEFORE the due date. The due date turns red when close to the deadline. Late submissions may not be accepted depending on your school's policy.

PART E — Messaging Your Teacher

Method	How to Use	Best For
Class Posts	Team → Posts → New Conversation	Questions for everyone
Private Chat	Chat icon → New Chat → type teacher name	Private concerns
Assignment Comments	Open assignment → Add comment box	Work-specific feedback

Tip:

Always start messages with a proper greeting and include your full name and section. Be polite and professional when chatting with teachers.

PART F — Guide for Parents: Join School Teams Chat via Email

This section walks parents step by step through joining the school's Microsoft Teams parent group chat using an email invitation sent by the school or teacher.

1 Open Your Email Inbox

- Check the email invitation sent by the school or teacher
- Look for the subject: you were invited to Microsoft Teams
- Click the 'Join Teams' button inside the email

2 Choose How You Want to Join

- A new page will open: 'Join the conversation on Microsoft Teams'
- Click 'Continue on this browser' — recommended, no installation needed
- If you have the Teams app already installed, click 'Join on the Teams app'

3 Type Your Email Address

- A sign-in window will appear: 'Sign in – Use your Microsoft account'
- Click the box that says 'Email or phone number'
- Type the email address you use (e.g., your Gmail or Yahoo email)
- Click the 'Next' button to continue

4 If You Don't Have a Microsoft Account

- If a red message appears: 'Microsoft cannot find your account'
- This means your email is not yet linked to a Microsoft account
- Click 'Create an account' below the Next button
- Follow the on-screen steps to create a free Microsoft account

5 Confirm Creating Your Microsoft Account

- A message will say 'Create your Microsoft account' with your email shown
- Check that the email address is correct
- Click 'Next' to continue and set a password for your new account

6 Verify Your Email Address

- A window will say 'Verify your email'
- Open your email inbox and look for a security code from Microsoft
- Type the code from that email into the boxes on screen
- If you don't receive the email after a few minutes, click 'Resend code'

7 Add Your Birthdate and Country

- A page will say 'Add some details to your account'
- Select your Country (choose Philippines if applicable)
- Choose your birthdate from the Month, Day, and Year dropdowns
- Click 'Next' to continue

8 Add Your Name

- A page will say 'Add your name'
- Type your first name in the first box and last name in the second
- Leave the checkbox unchecked if you don't want Microsoft product emails
- Click 'Next' to agree to terms and finish creating your account

9 Review the Welcome Message

- A popup will say 'A quick note about your Microsoft account'
- Read the short message about privacy and security
- Click 'OK' to close the popup and continue to Teams

10 Skip the Welcome Screen and Join

- You will see the Microsoft Teams welcome screen with your name at the top
- Click the blue 'Continue' button at the bottom
- This will take you directly to the school parent group chat

11 You're Done! Welcome to the Parents Group

- You will see the group chat (e.g., 'PARENTS | AY2026 | Secondary One')
- Your name will appear and you can see messages from the teacher
- You can now chat, receive school updates, and join online meetings!

Tip:



Once you are in the group chat, make sure to turn on notifications so you never miss important school announcements. On mobile, allow Teams to send you notifications in your phone's settings.

PART G — Common Issues & Quick Fixes

Problem	Quick Fix
Cannot sign in	Check email spelling; use 'Forgot password' on the login page
No sound in meeting	Check device volume; click mic icon to unmute in Teams
Camera not working	Allow camera access in browser/phone settings
Assignment not showing	Refresh page; make sure you are in the correct class Team
Teams app is slow	Close other apps; restart Teams; check internet connection
Cannot find the class Team	Ask teacher to resend the join link or team code
Email invite link not working	Try opening the link in a different browser
Red error: account not found	Click 'Create an account' and follow the setup steps
Did not receive email code	Click 'Resend code'; also check your Spam/Junk folder

PART H — Additional Resources & Links

Resource	Where to Access
Teams Web App	teams.microsoft.com
Download Teams Desktop	microsoft.com/en-us/microsoft-teams/download-app
Teams on App Store	Search 'Microsoft Teams' on the Apple App Store
Teams on Google Play	Search 'Microsoft Teams' on Google Play Store
Microsoft Help Center	support.microsoft.com/en-us/teams
Video: Join Teams as Guest	Search 'Join Teams as Guest' on YouTube
HFSE IT Support	Contact your school's IT helpdesk directly

You are all set! Welcome to Microsoft Teams Classroom.

Students, parents, and teachers — all connected in one place.

For technical issues, contact HFSE IT Support.