

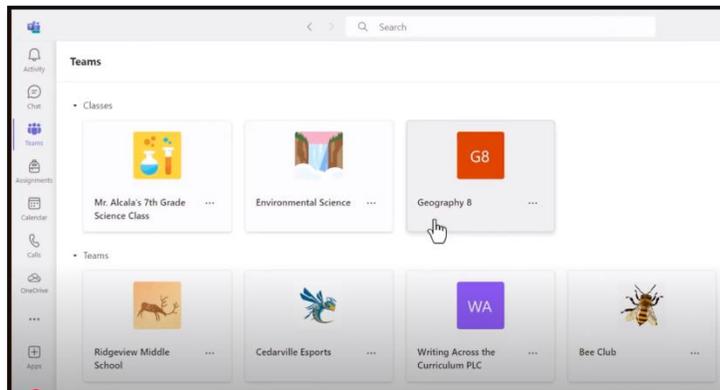
# Teams Resources for Students

## Navigating the MS Teams Space

### Dashboard Overview

When you launch the Microsoft Teams app, you'll arrive at your Teams dashboard. The dashboard displays white boxes with icons, each representing a Team to which you belong. These Teams are organized into three main sections:

1. **Classes:** Contains tiles for all your class teams
2. **Teams:** Contains tiles for your staff, PLC, and other teams
3. **Hidden:** Contains any teams you have chosen to hide (still active but minimized from view)



### Team Management Tips

- **Hide a team:** Select the ellipses (...) on a team tile and select "Hide"
- **Rearrange teams:** Within a specific category, drag and drop team tiles to put them in your preferred order

### Understanding the Interface

The Teams interface is divided into two main areas:

#### The "Me Space" (Left Navigation Bar)

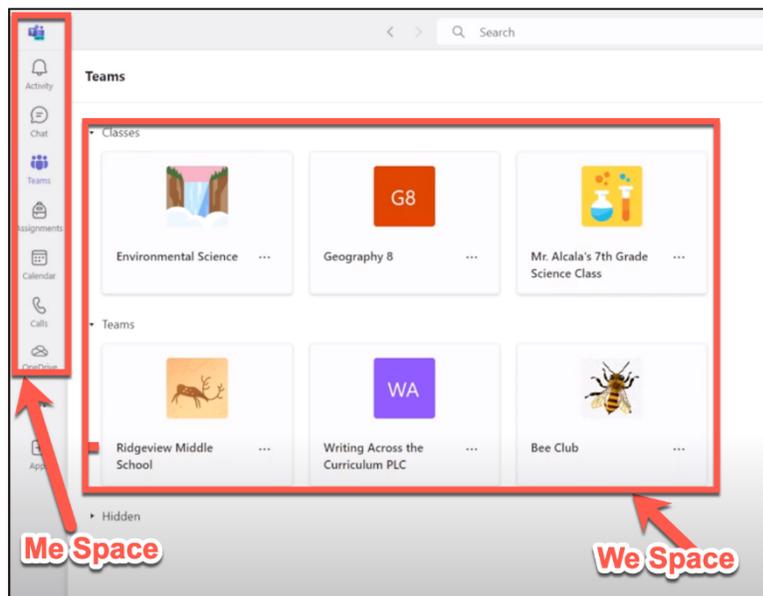
This area contains controls and notifications related to you personally:

- Recent activity notifications
- Private chats

- Teams list
- Calendar
- Calls
- OneDrive

## The "We Space" (Main Content Area)

This larger area displays one specific team and is where you communicate and collaborate with other team members.



## Navigating Within Teams

1. **Open a team:** Click on that team's tile in the dashboard
2. **Team navigation:** The left side of a team allows you to navigate to different apps and channels
3. **Channels:** Every team includes a **General** channel
4. **Tabs:** Every channel includes **Posts** and **Files** tabs

## Additional Features

- **Search:** To find anything in any of your teams, type a name or keyword in the search bar at the top
- **Help resources:** Access help by clicking the help button in the Settings menu for:
  - Help documentation and video training
  - Information about new features
  - Bug reporting tools