

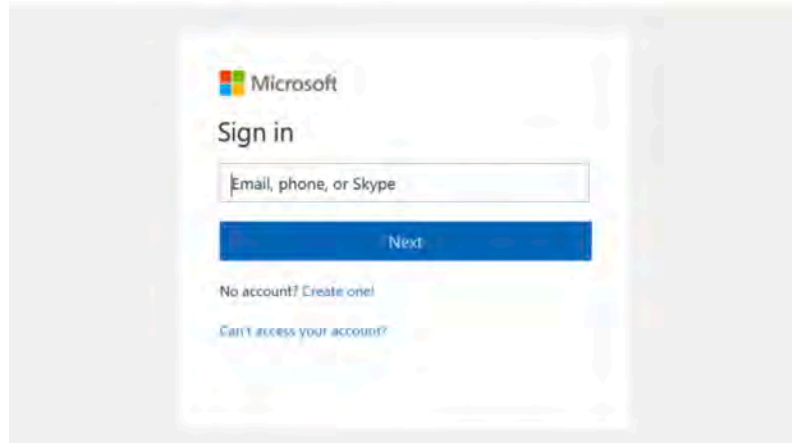
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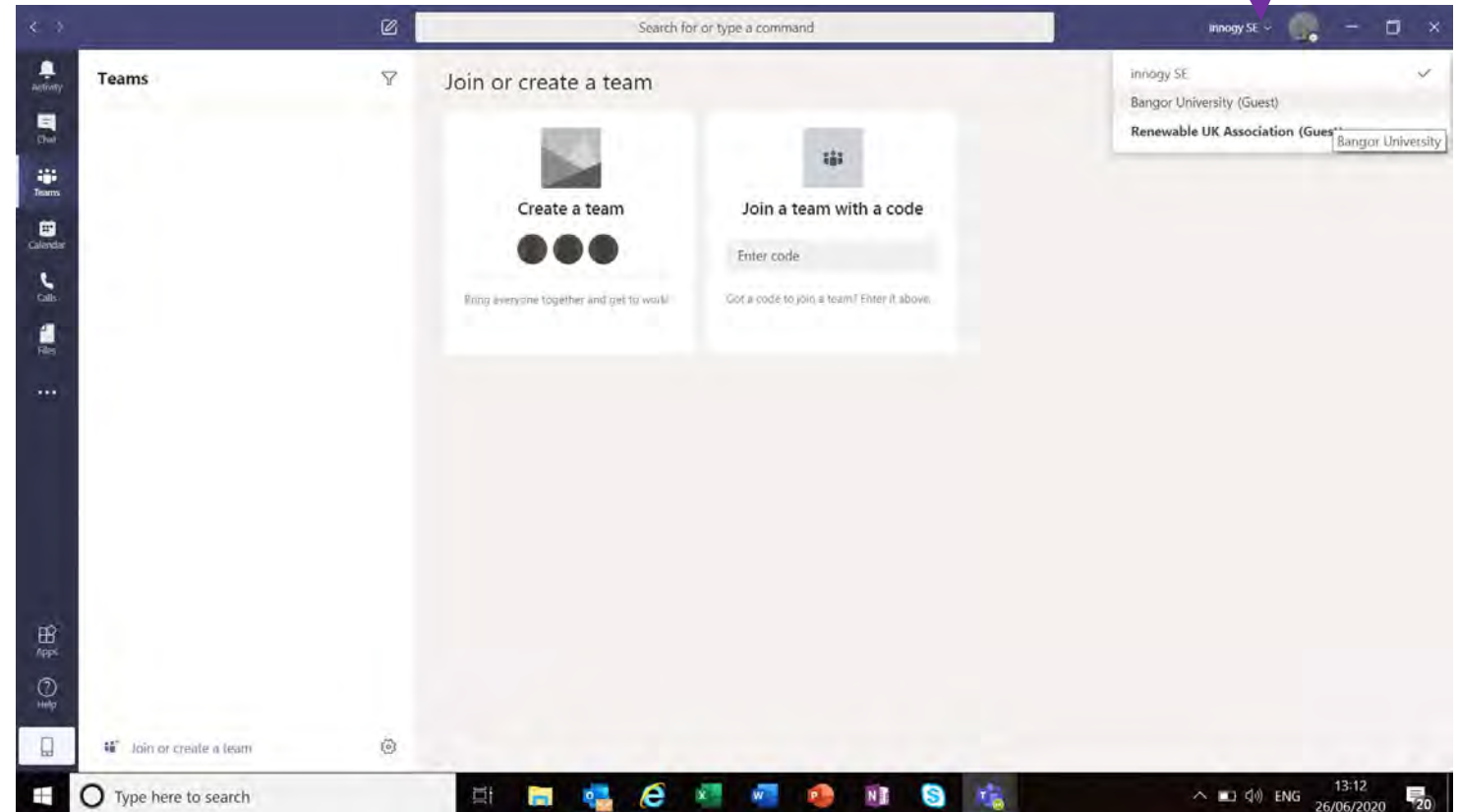
Sign In



In Windows, click Start > Microsoft Teams.
On Mac, go to the Applications folder and click Microsoft Teams.
On mobile, tap the Teams icon.

Sign in with your email and password.

If you already have TEAMS with another establishment, make sure to select the establishment that you want to use with TEAMS from the list.



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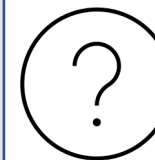
New to Class Teams? Here's a quick guide!



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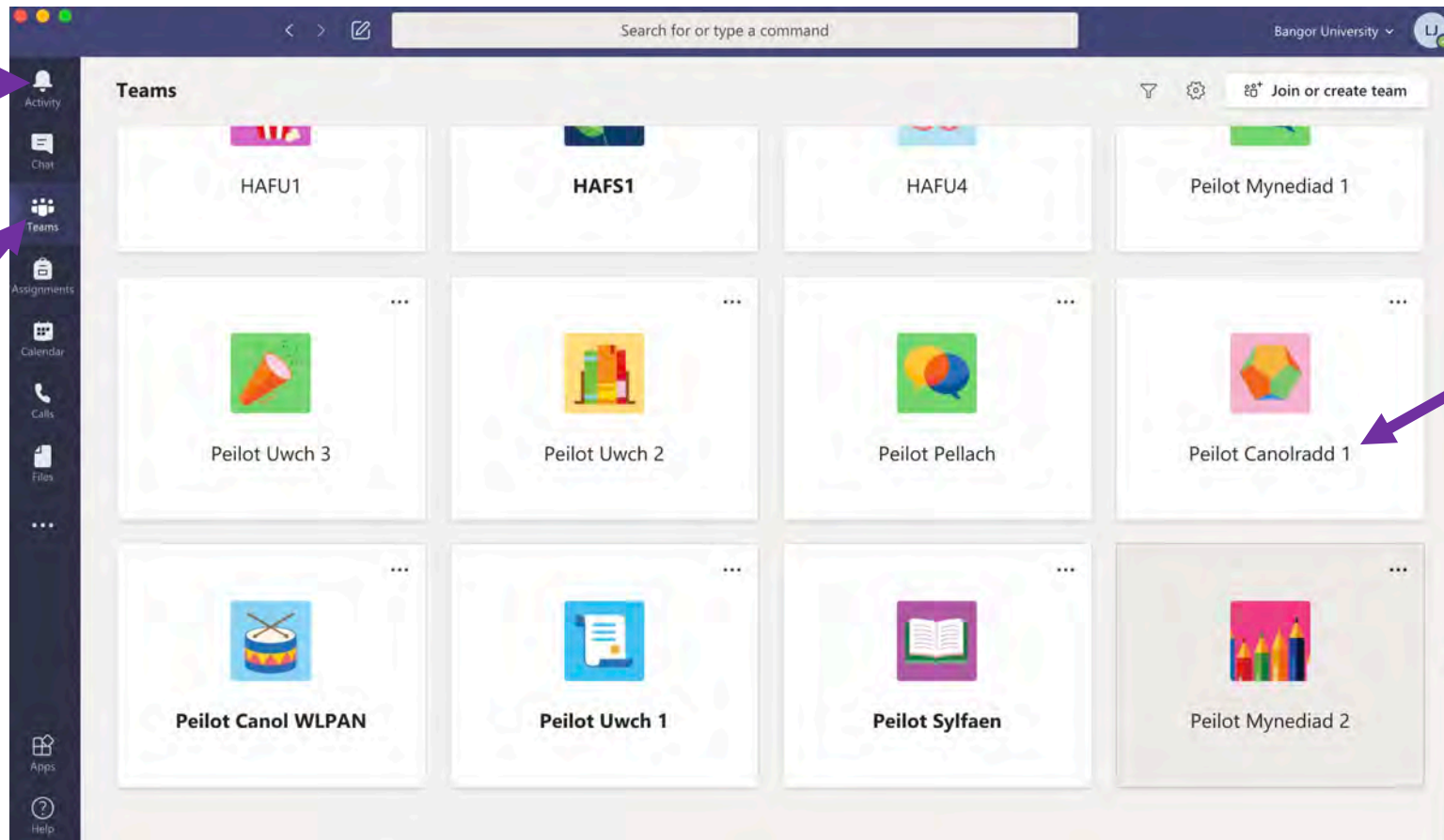


What is a Team?
You can create or join a Team to collaborate with a certain group of people, have conversations, share files and use shared tools with the group – all in one place.



Navigate Microsoft Teams
Use these buttons to switch between Activity Feed, Chat, your Teams, Assignments, Calendar, and Files.

View and organize teams
Click to see your Teams.



View your Team
Click to open your class Team.

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Class TEAMS provide a special platform for teaching and learning



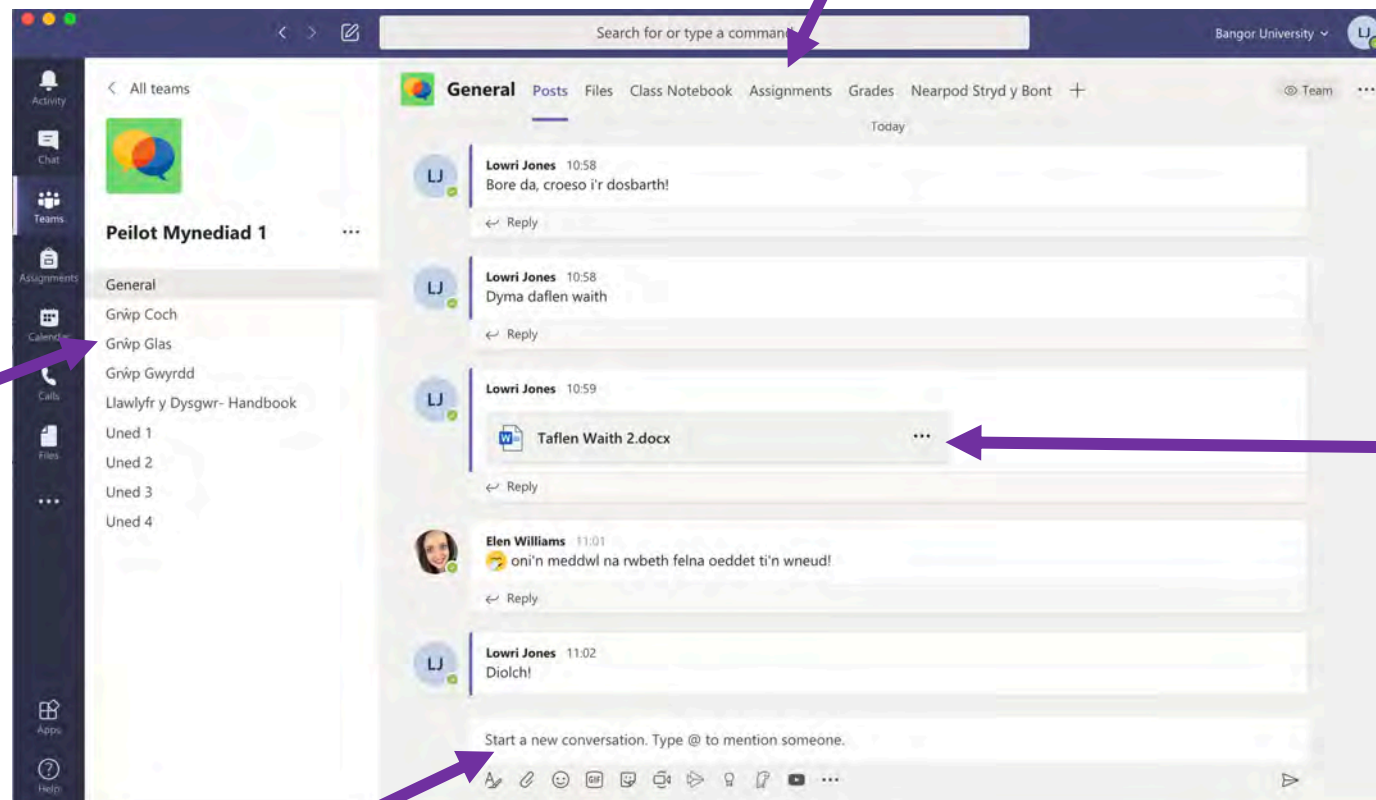
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Tabs

Across the top here you will find various tabs to support your learning needs. This will include your course files, assignments and apps like Nearpod and Quizlet to further support your learning needs.

Channels

Every Team has channels. Click one to see the files and conversations about that topic, class unit, or week in the course. You can even have private channels for group discussions! Every Team comes with a General channel, this is where you will find all your 'Class materials'.



Share files

Class members can view a file or work on it together.

Start a discussion with the class

Type and format your message or announcements here. Add a file, emoji, GIF, or sticker to liven it up!

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Joining a meeting in TEAMS



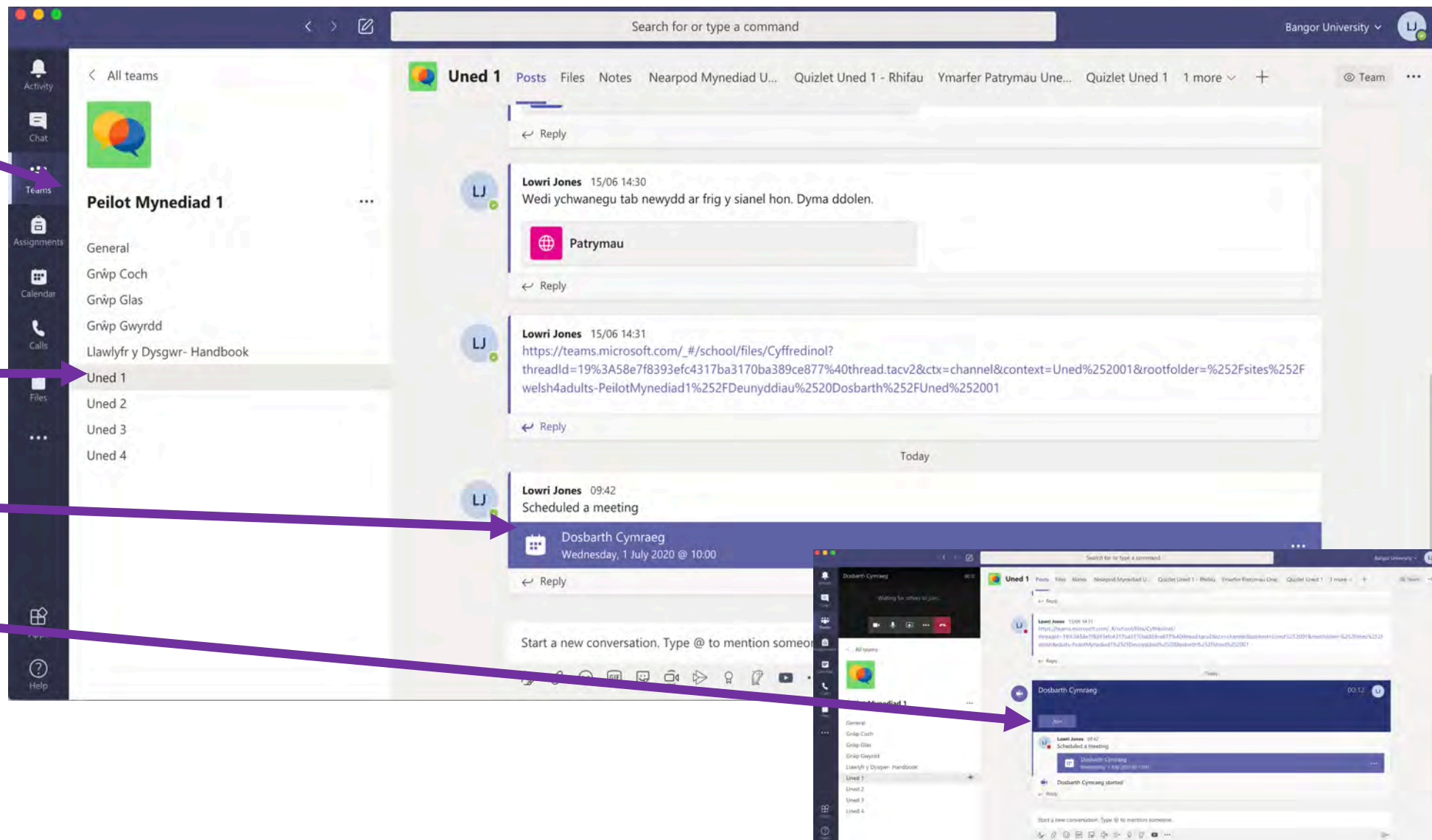
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Ensure that you are in the correct TEAM, you can see the TEAMS that you are in here. You can also navigate to other TEAMS by clicking back to ALL TEAMS

Select the correct channel within the TEAM where the meeting/class is taking place. The channel that you are in will be highlighted grey.


Your lesson/class will be scheduled and you will see that meeting in the Posts tab like this.

Once the lesson has started, click the Join button to join your class.



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**Ymuno efo'r wers yn
Microsoft Teams**

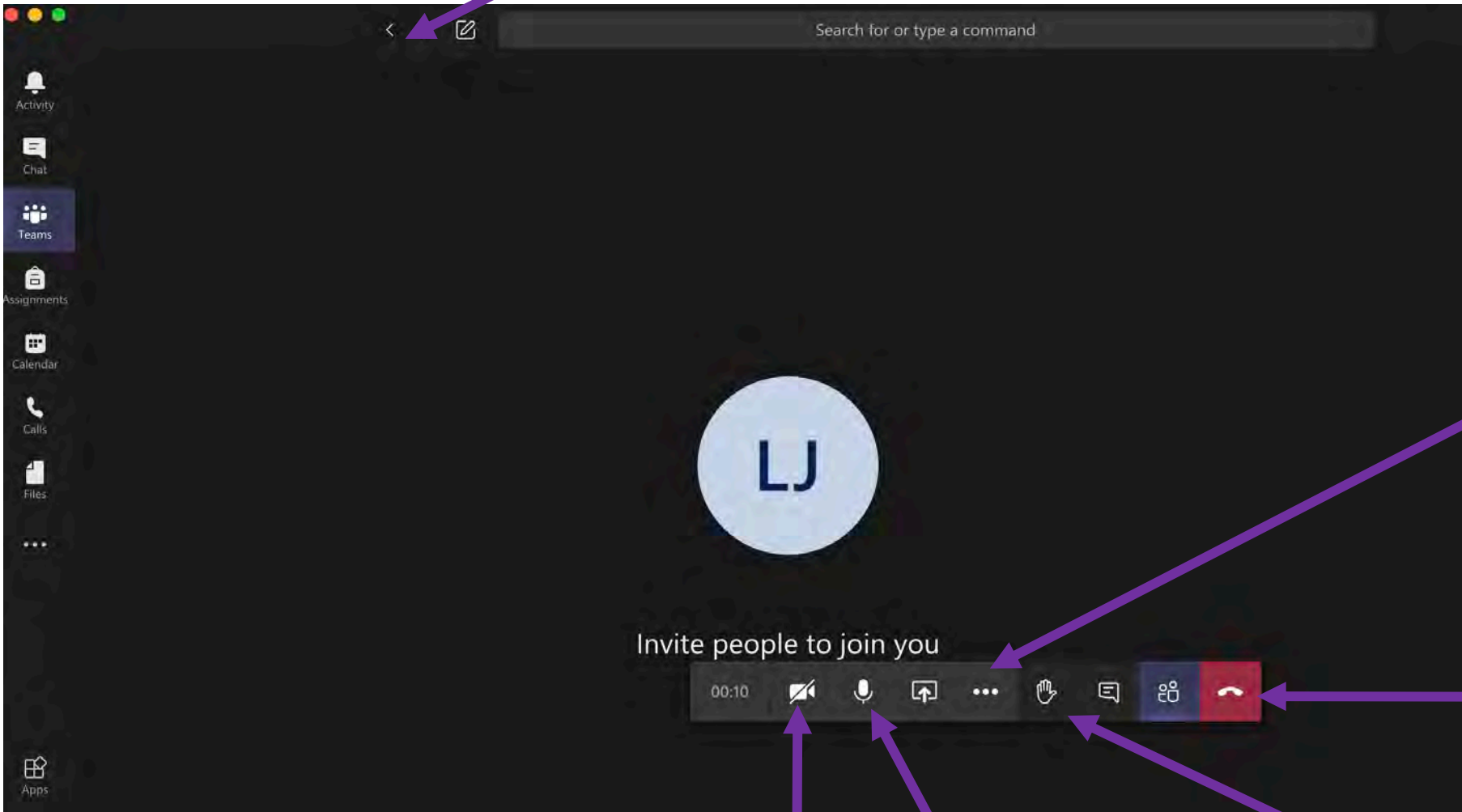
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During the TEAMS call



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Navigate back to your TEAM tabs by clicking on this arrow.



Click here for further settings.

Click on this button to end the call.

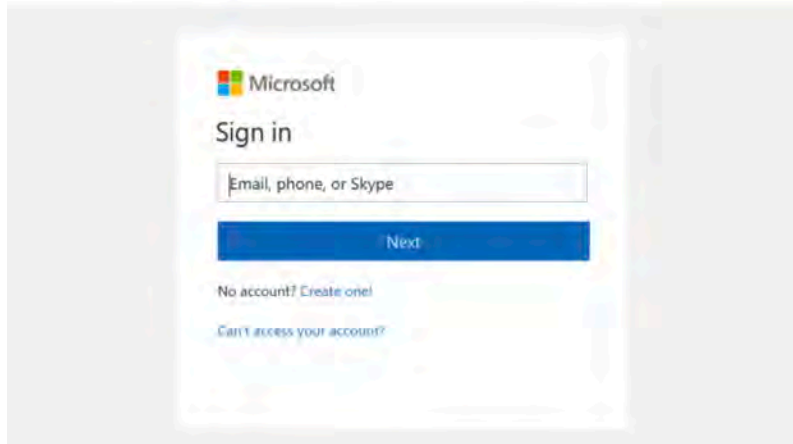
Switch your camera on/off with this button.

Switch your mic on/off with this button.

Click on this HAND button to raise your hand in the lesson.

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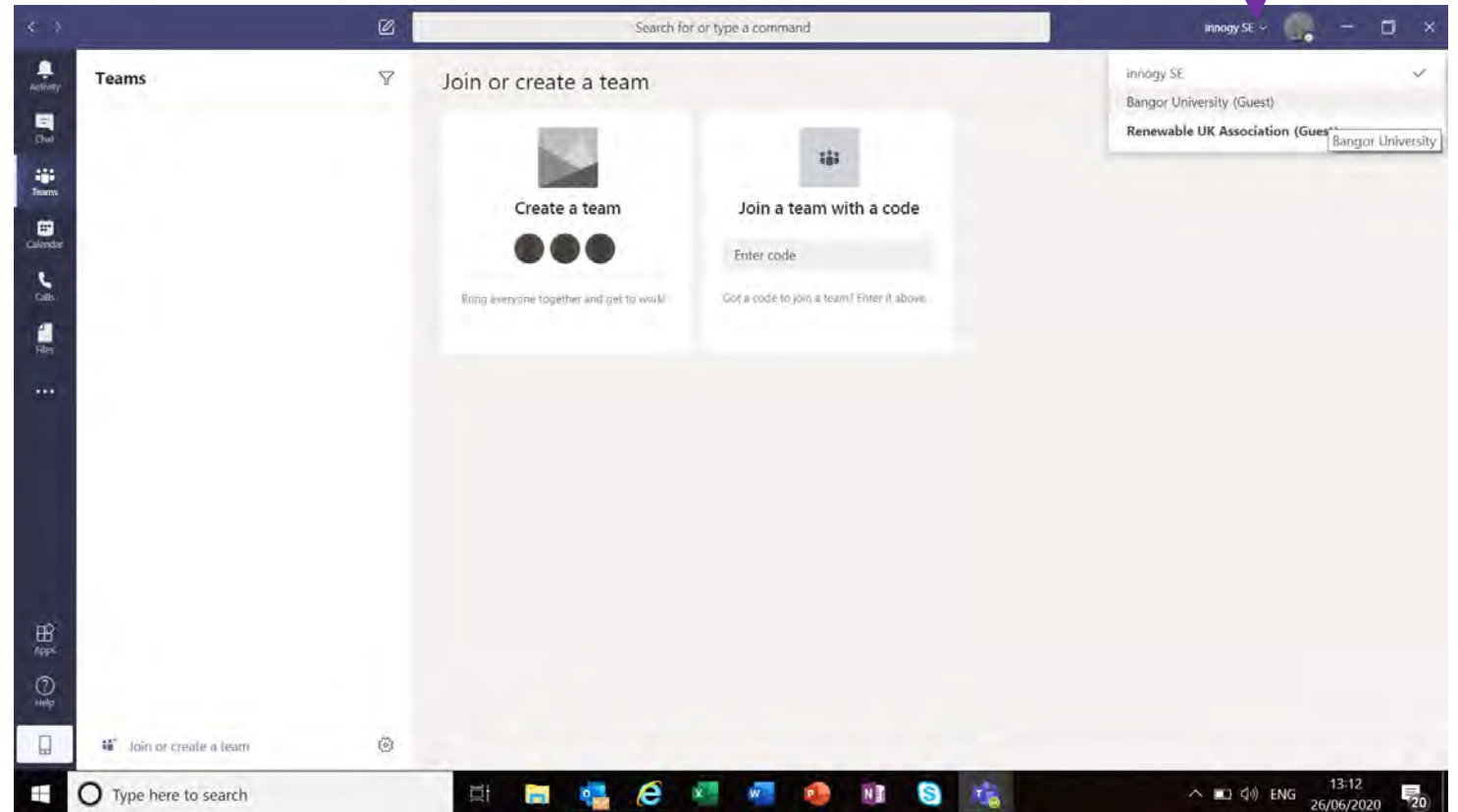
Mewngofnodi



Yn Windows, cliciwch Start > Microsoft Teams.
Ar y Mac, ewch i ffolder Applications a chlicio ar Microsoft Teams.
Ar ddyfais symudol, tapiwch ar yr eicon Teams.

Mewngofnodwch gyda'ch ebost a chyfrinair.

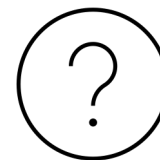
Os dach chi'n defnyddio TEAMS yn barod,
gnewch yn siwr eich bod yn dewis 'Prifysgol
Bangor' yma.



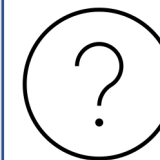
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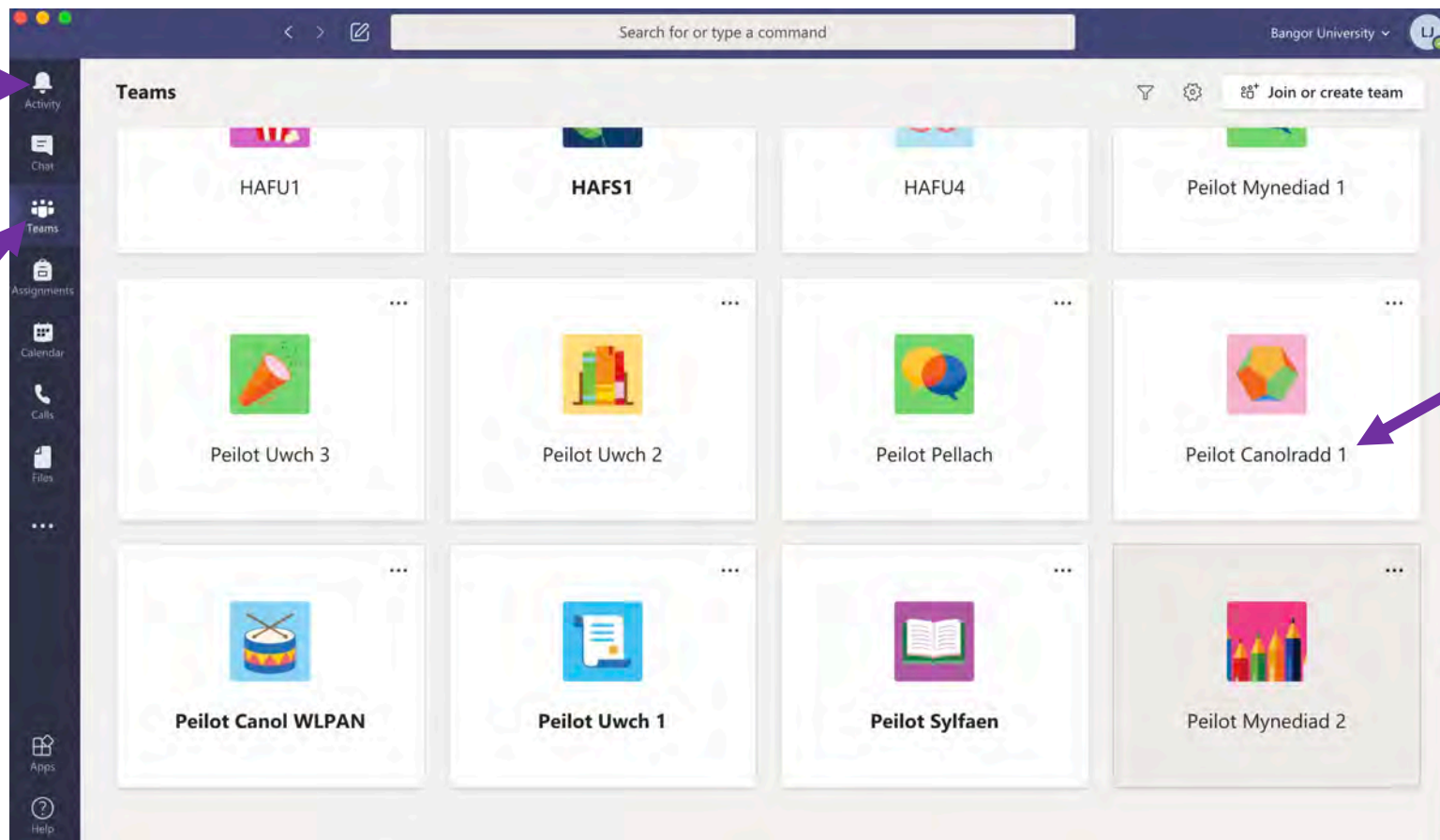
Be ydy TEAM?
Mi fedrwch chi greu neu ymuno efo TEAM er mwyn cydweithio, sgwrsio a rhannu ffeiliau efo grwp o bobl.



Dach chi'n newydd i Class Teams? Dyma ganllaw sydyn!

Ffeindio'ch ffordd o gwmpas Microsoft TEAMS
Defnyddiwch y botymau yma i fynd rhwng adrannau yn TEAMS.

Fy Nhimau
Cliciwch yma i weld eich timau.



Mynd i mewn i'ch TEAM
Cliciwch i agor eich TEAM.

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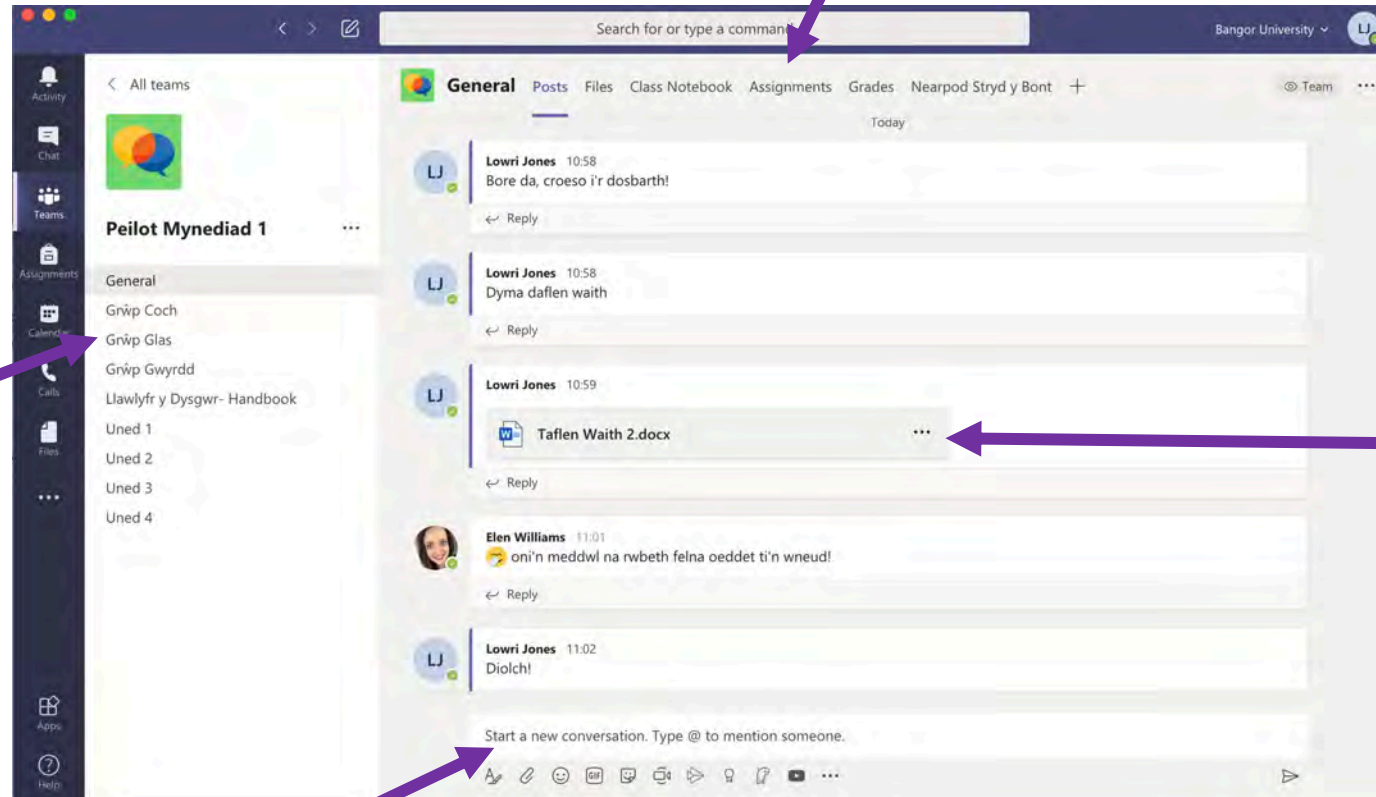
Mae Class TEAMS yn blatfform arbennig ar gyfer dysgu.

Tabs
Mi fedrwn chi weld 'TABS' dros y top yma. Dach chi'n medru ffendio adnoddau yma gan eich tiwtor fel Nearpod, Quizlet, ffeiliau a mwy.

Sianeli
Mae yna sianel ym mhob TEAM.
Cliciwich ar y sianel er mwyn gweld ffeiliau, sgysiau ac adnoddau y sianel yna.
Mae pob TEAMS yn dod efo Sianel CYFFREDINOL, yma mi fedrwn chi weld 'Adnoddau'r Dosbarth'.

Rhannu Ffeiliau
Mi fedrwn chi rannu neu edrych ar ffeiliau drwy glicio arnyn nhw yma.

Sgwrsio efo'r dosbarth
Teipiwch eich negeseuon yma, neu rannu GIF, ffeil neu emoji!



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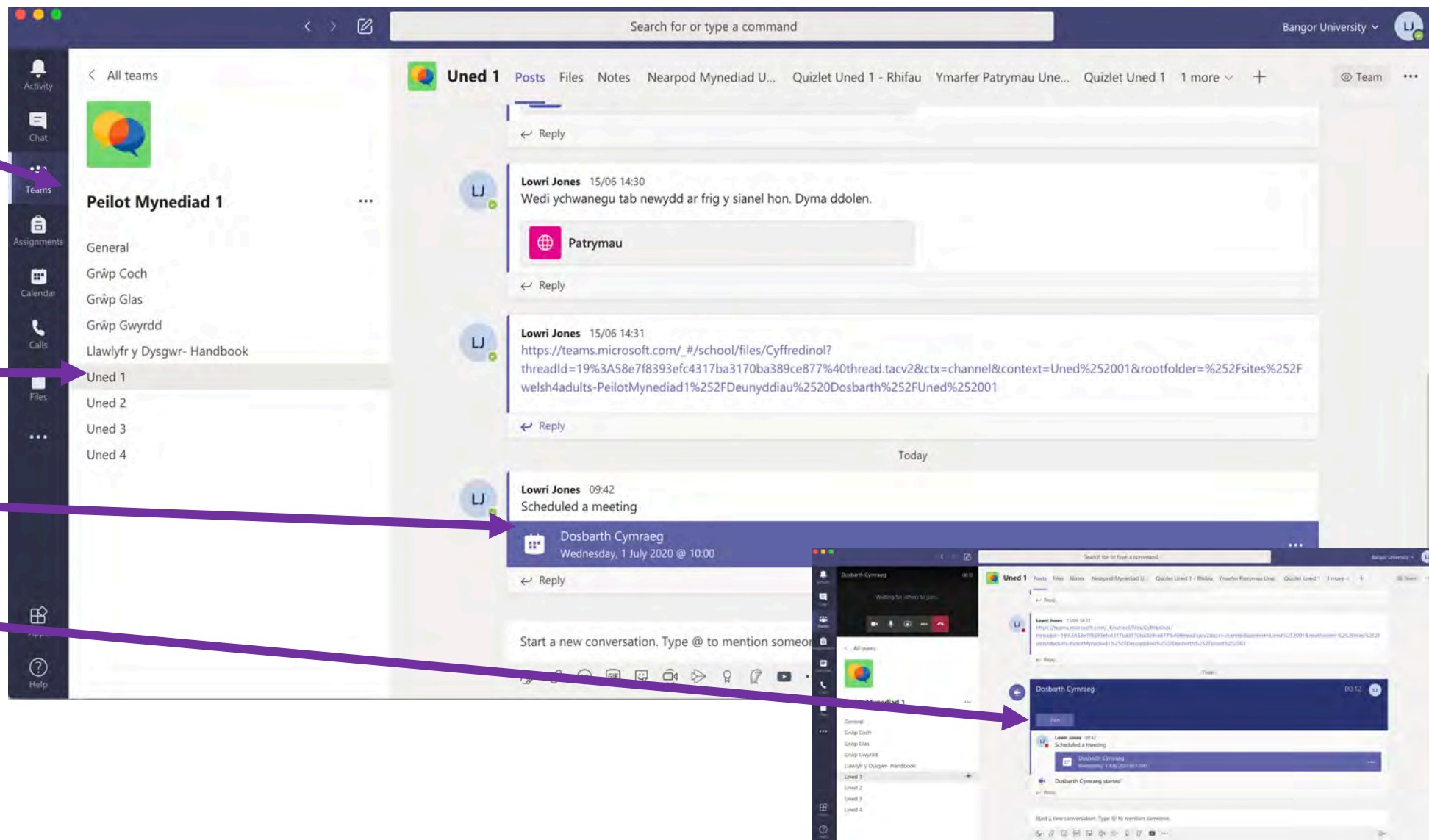
Ymuno efo Class TEAMS.

Gwnewch yn siwr eich bod yn y TEAM cywir, mi fedrwn chi weld y TEAM dach chi ynddo yma. Dach chi heyd yn medru symud i TEAM arall drwy glacio'r saeth yn ôl i ALL TEAMS.

Gwnewch yn siwr eich bod yn y sianel gywir o fewn y TEAM. Mae'r sianel dach chi ynddi wedi ei lliwio yn llwyd.

Mi fydd eich galwad ar gyfer y dosbarth yn cael ei threfnu ac mi fydd yn edrych fel hyn.

Pan fydd eich gwrs yn dechrau, cliciwch ar y botwm JOIN fydd yn ymddangos.



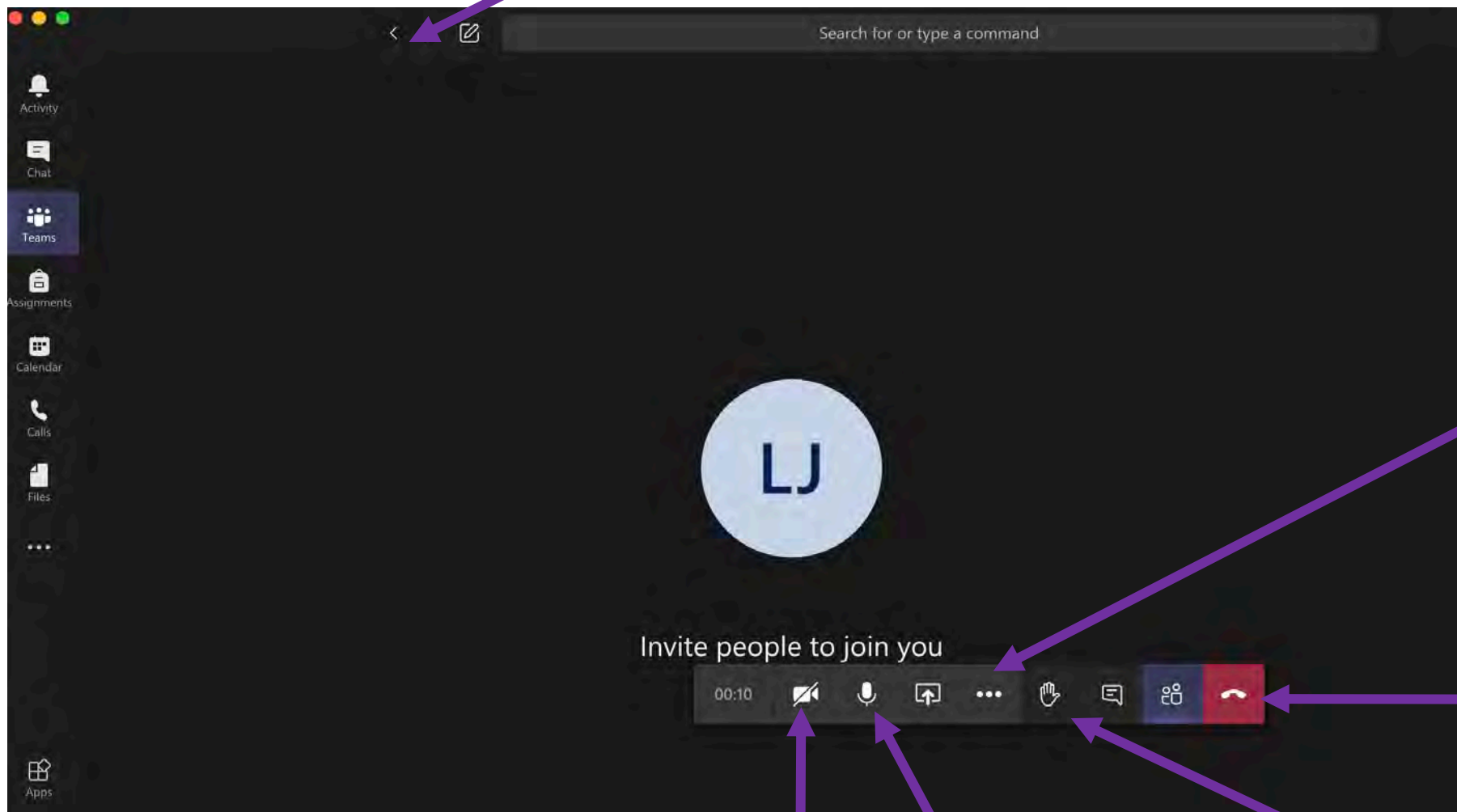
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Yn ystod yr alwad TEAMS.



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Mi fedrwch chi symyd yn ôl yn ystod galwad drwy glicio yma



Cliciwch yma i weld mwy o osodiadau

Cliciwch yma i orffen yr alwad

Dach chi'n rheoli eich camera drwy glicio yma.

Mi fedrwch chi fudo eich meic drwy glicio yma.

Cliciwch ar y llaw i godi eich llaw er mwyn dweud rhywbeth yn ystod y wers.