

Does your school or university need to enable Microsoft Teams for remote learning? Use the information below to get up and running **quickly!**

## IT admin guidance

Get Teams ready for students, faculty, and staff:

- Make sure everyone has access to Teams using the free [Office 365 A1](#) SKU. Please reach out to your Microsoft account team or partner if you need help.
- If you already have a subscription, make sure that [Teams is turned on](#) for everyone.
- Understand how to get your organization started with [Meetings in Teams](#), including capabilities, requirements and planning considerations for Teams.

## Communication

Ready to roll Teams out to your users? You can find email templates here in the [Adoption Toolkit](#):

- Faculty
  - Use the **Get Started Email** to tell everyone that Teams is available for them.
  - Use the **Work from Anywhere Email** to help students and faculty feel productive quickly.
  - Use the **Customize Learning Email** to help your school get the most out of Teams.
- Students
  - Use the **Get Started Email** to tell everyone that Teams is available for them.
  - Use the **Learn from Anywhere Email** to help students and faculty feel productive quickly.

## Guidance

Share these assets with your faculty and students to help them get started quickly:

- Faculty
  - Use the [Quick Start Guide \(pdf\)](#) to learn the Teams basics.
  - Walk through Teams with these [Interactive Demos](#).
  - Set up your [remote classroom](#) and [use meetings to connect with students](#) with these Best Practices.
- Students
  - Teach students the Teams basics and provide tips for remote learning success with [this guide](#).
  - Walk students through how they can use Teams meetings with [this resource](#).

## Resources to Learn more

- IT
  - Further your Teams journey with the [Remote Learning Guide for IT Admins](#).
  - See Teams in action and get your questions answered in one of our [online webinars](#)
  - Leverage Teams Meetings from within [Canvas, Blackboard, Schoology, and other LMSs](#)
- Faculty
  - Go deeper in Teams with our [educator trainings](#).
  - Enable Distance Learning for students even when bandwidth is low with these [tips and tricks](#)
  - Leverage Teams Meetings from within [Canvas, Blackboard, Schoology, and other LMSs](#)