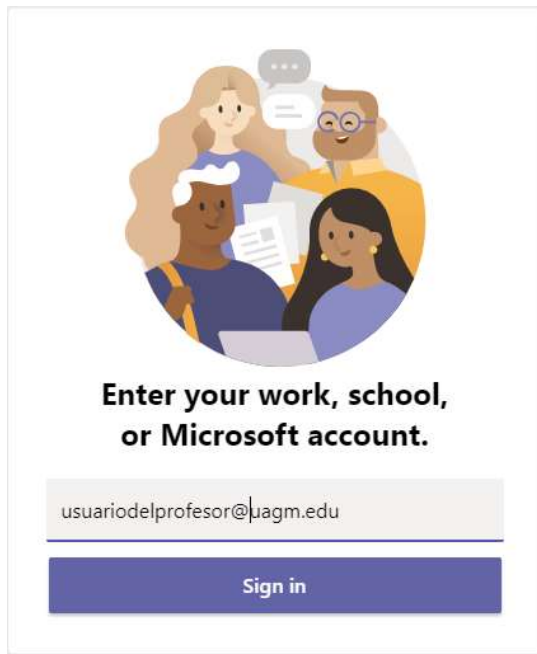


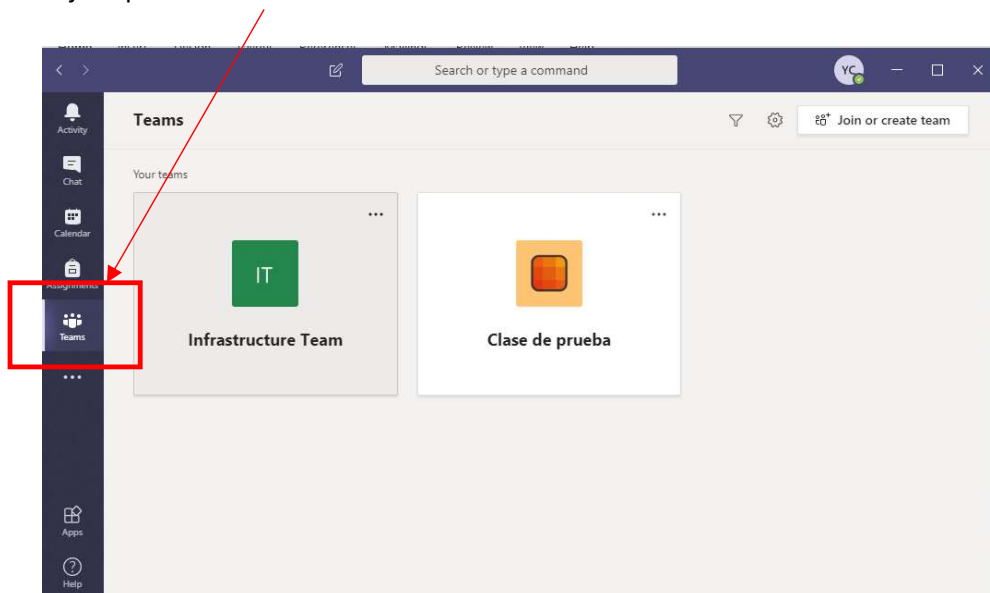
¿Cómo crear un grupo en Teams?:

1. Entre a la aplicación Teams:

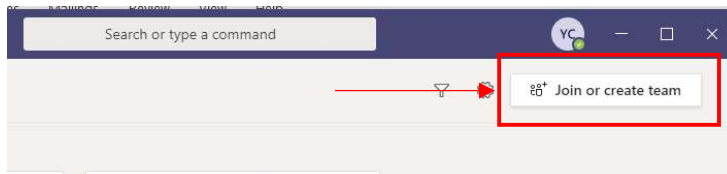


- a. Coloque su dirección de correo electrónico, ej. profesor@uagm.edu
- b. Presione el botón, "Sign in".
- c. Coloque la contraseña y presione el botón de "Sign in".

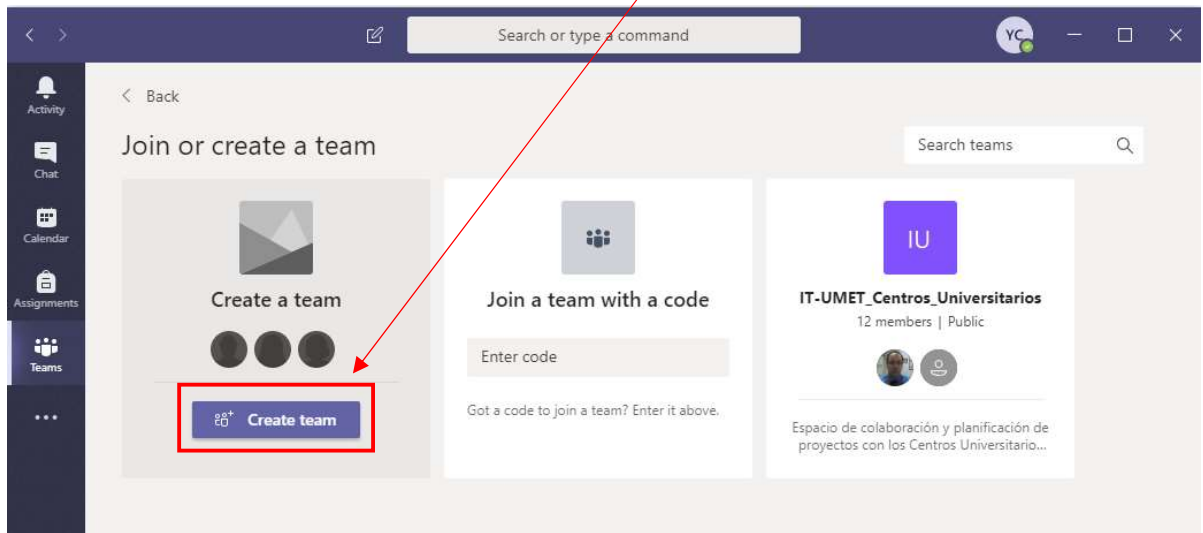
2. Elija la pestaña Teams.



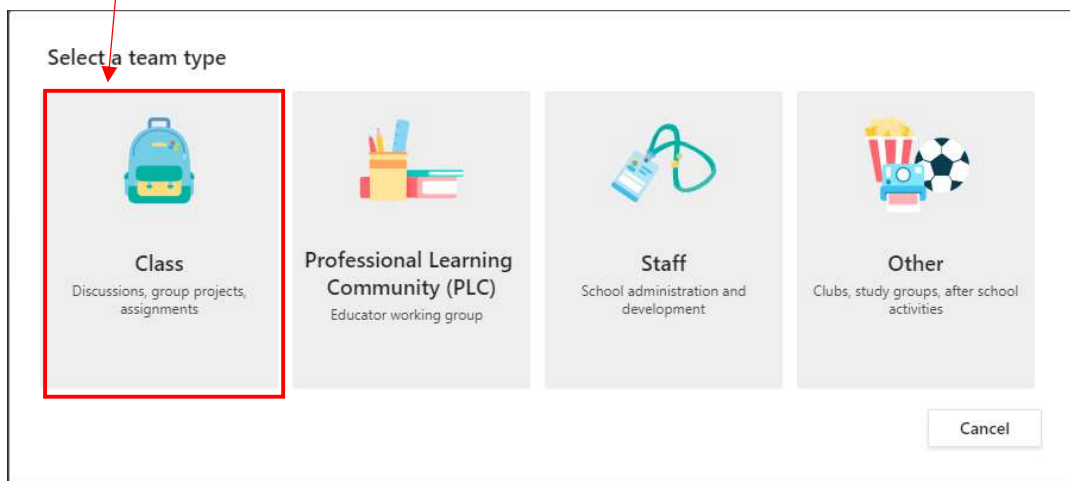
3. A su mano derecha, de un click al botón de *“Join or create team”*



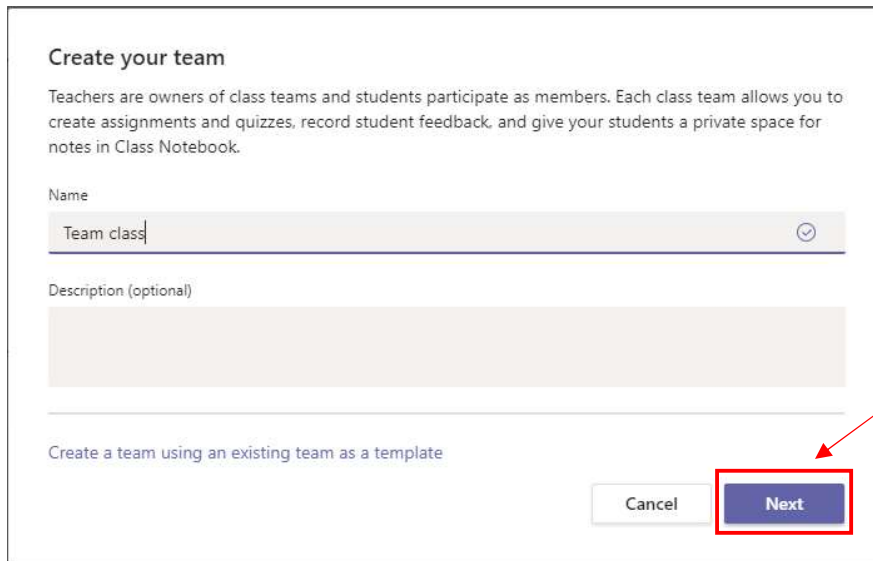
4. Hacer un click sobre *“Create a team”*



5. Elegir **Class**



6. Asigne un nombre al equipo y presione el botón, Next.



Create your team

Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook.

Name

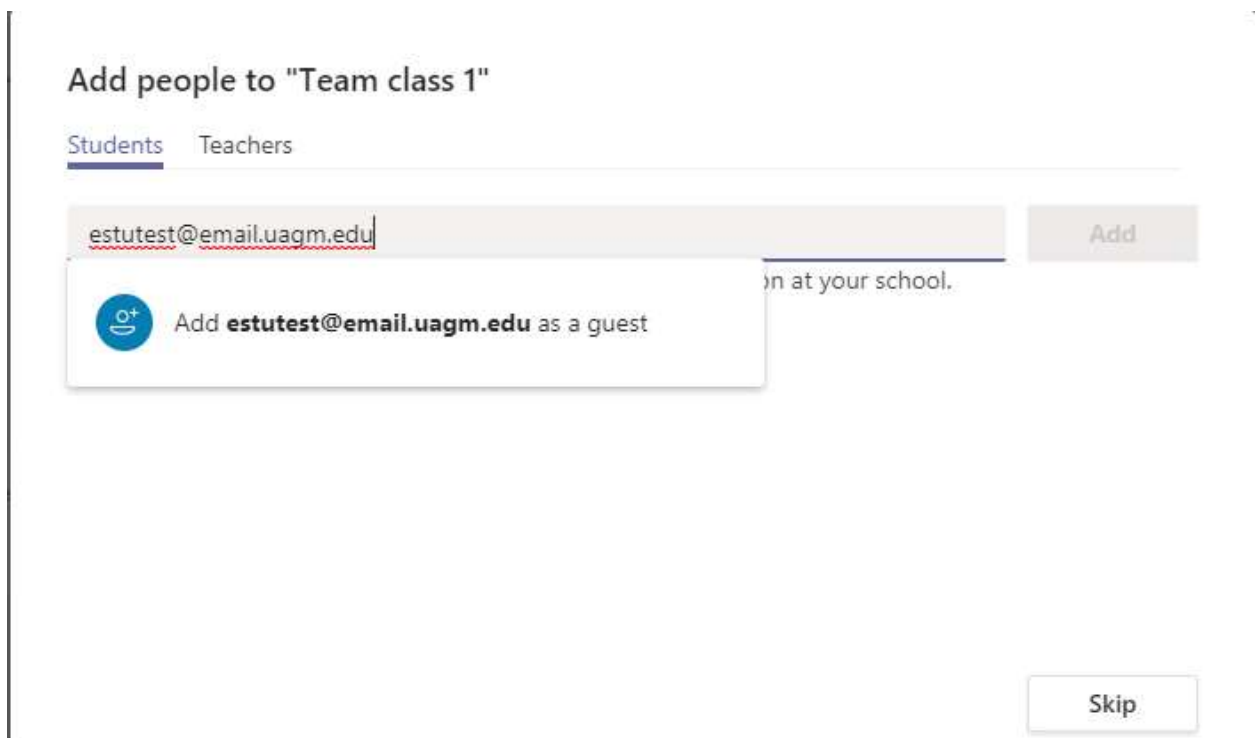
Team class

Description (optional)

Create a team using an existing team as a template

Cancel Next

7. Añada a sus contactos utilizando la dirección de correo electrónico.



Add people to "Team class 1"

Students Teachers

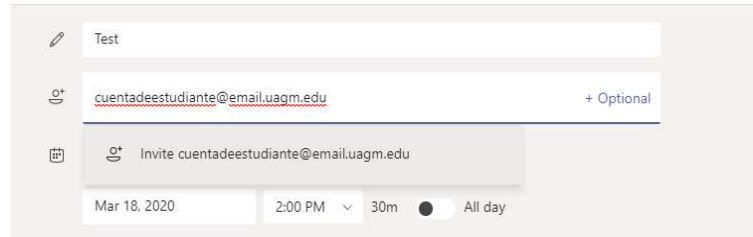
estutest@email.uagm.edu Add

Add estutest@email.uagm.edu as a guest

Skip

- a. Escriba la dirección de correo y la elige, dando un click en Add usuario@email.uagm.edu as a guest.
- b. Presione el botón "Add"
- c. De click en "Close" cuando haya terminado.

- a. Añadir las personas que van a participar de la reunión, colocando la dirección de correo electrónico



A screenshot of a meeting invitation form. At the top, there is a text input field containing the word "Test". Below it is an "Add attendees" section with a plus sign icon and a text input field containing the email address "cuentadeestudiante@email.uagm.edu". To the right of this field is a "+ Optional" link. Below the email field is a suggestion box with a plus sign icon and the text "Invite cuentadeestudiante@email.uagm.edu". At the bottom of the form, there are three fields: a date field with "Mar 18, 2020", a time field with "2:00 PM" and a dropdown arrow, and a duration field with "30m" and a radio button. To the right of these fields is a toggle switch labeled "All day".

- b. Cuando complete los campos, seleccione el botón de **“Save”**.

