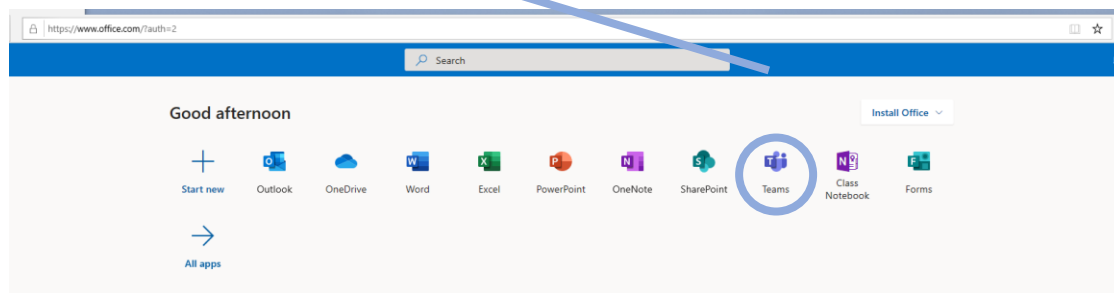


Guidance to students for accessing 'live lessons' through Microsoft Teams

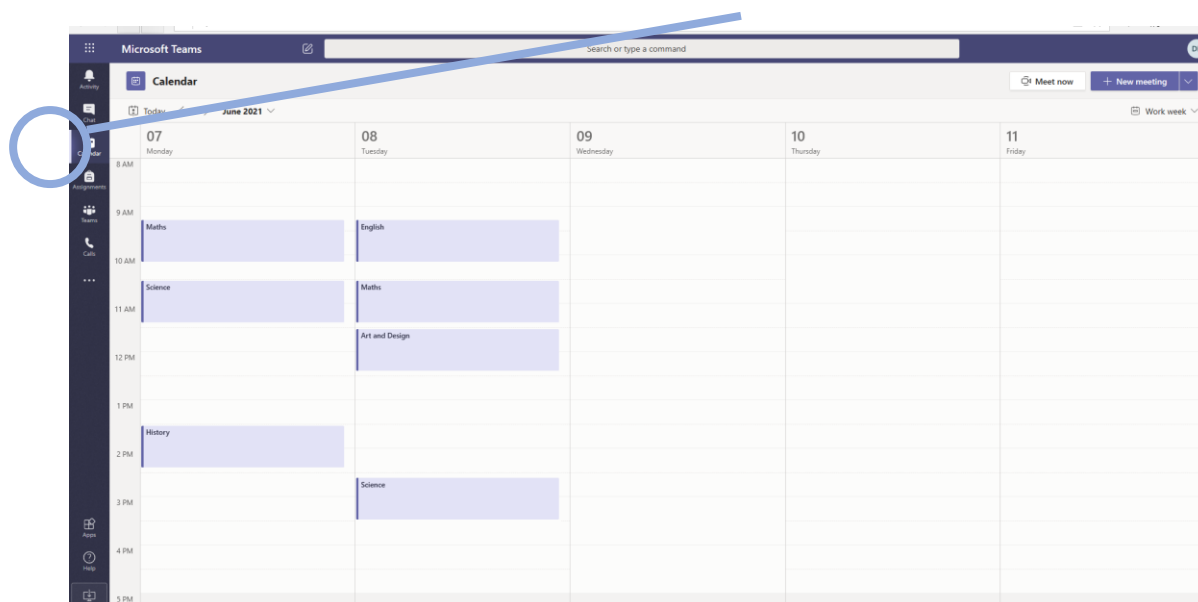
1. There are **two options** for accessing Microsoft Teams.

- A. Type office.com into your browser (google chrome or windows explorer) and log in using your school email address and password. You can click on the Teams icon when logged in to your Microsoft 365 account (in the same way as you have clicked on to the SharePoint icon for the One Note resources previously)..



- B. You can download the Microsoft Teams App on any device for free and log in using your school e-mail and password.

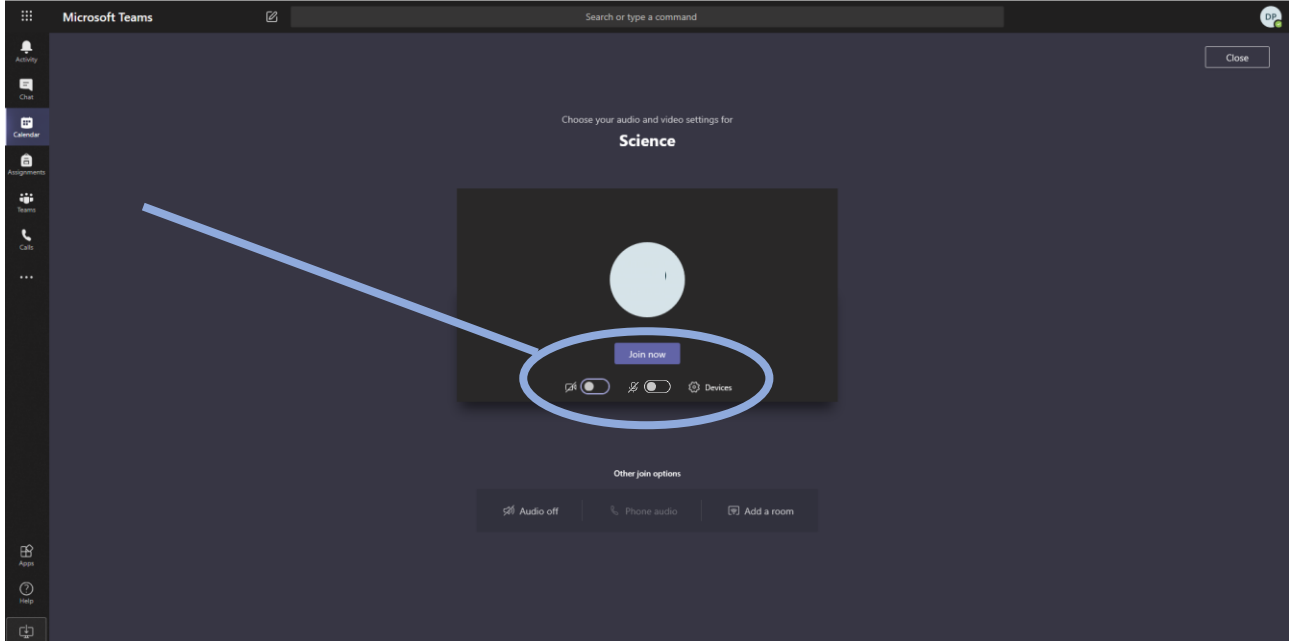
2. Once you have opened Teams you will need to go to the calendar section by selecting the icon:



Teachers will have invited you to all lessons and your calendar will automatically be populated when they do. Simply select the lesson you need to join by clicking on it. The word 'Join' will appear in a blue box at the top right of the screen, when the lesson is ready to access and you can simply click to join.

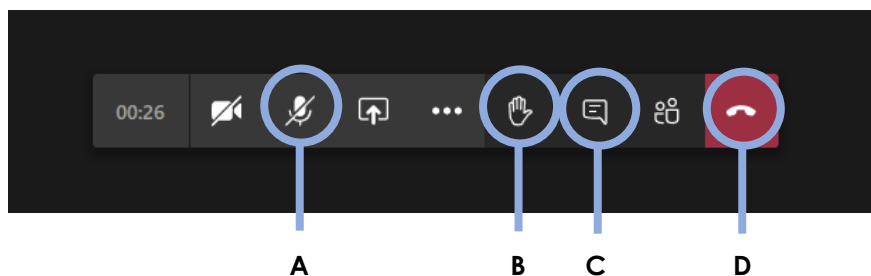


3. Once you have selected to 'Join' a lesson you will see the screen below. Make sure that the camera is off and the microphone is muted. When you are happy that you are ready then select 'Join now' by clicking the blue rectangle.



4. You will now have joined the lesson. At the start of every lesson you will see a reminder of the student protocol which your teacher will discuss with you. It is important that you follow the rules and any failure to do so will result in the usual behaviour policy being applied. A C3 will result in you being ejected from the lesson. Please read the student protocol on the next page carefully before we begin lessons.

5. When you are in a lesson you will see the tool bar below in the middle of your screen:



The key tools for you to be aware of are:

- A** – Microphone mute/unmute. This will be required if you are invited to speak in the lesson.
- B** – Hand up. This is the button to press if you have a question or would like to contribute.
- C** – Chat. This will enable you to write a response or a question to your teacher/the class.
- D** – Hang up. At the end of the lesson use this button to leave. You can then join another lesson.

Further advice and guidance

If you have any technical issues with using Teams please contact your teacher directly who will give you guidance. If they are unable to help they will ask a member of our IT support team to contact you.