



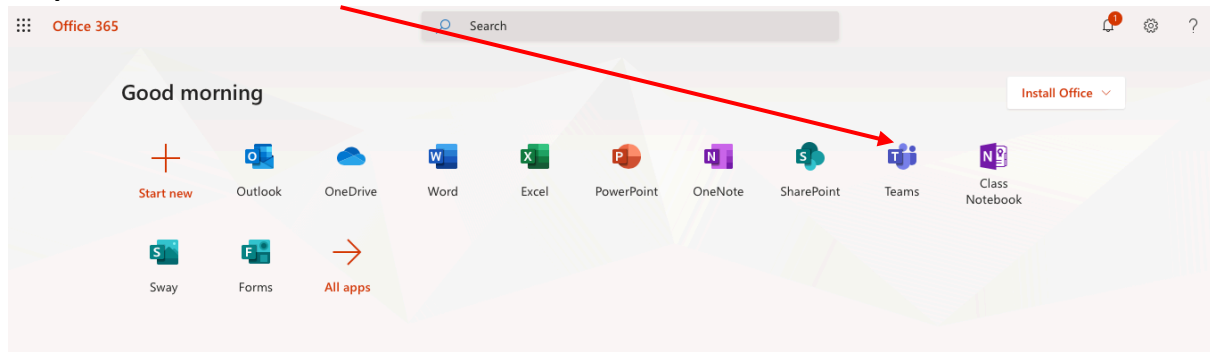
Student Guide to Microsoft Teams



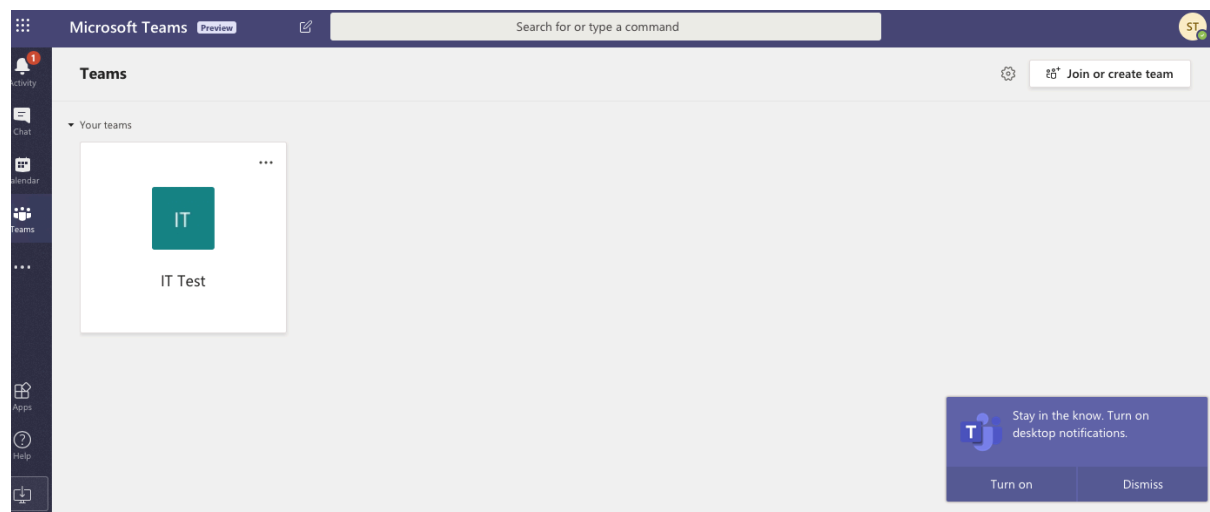
HOW TO LOG ON TO MICROSOFT TEAMS

Step 1: Go to the Office 365 website <https://www.office.com> and sign in with your school email address and password.

Step 2: Click on the 'Teams' icon



Step 3: The Teams page will look like this. First, 'Turn On' desktop notifications (this means you'll be notified when things are happening!). You have now successfully logged into Teams!



You have now completed **Task 1** and successfully signed into Microsoft Teams!

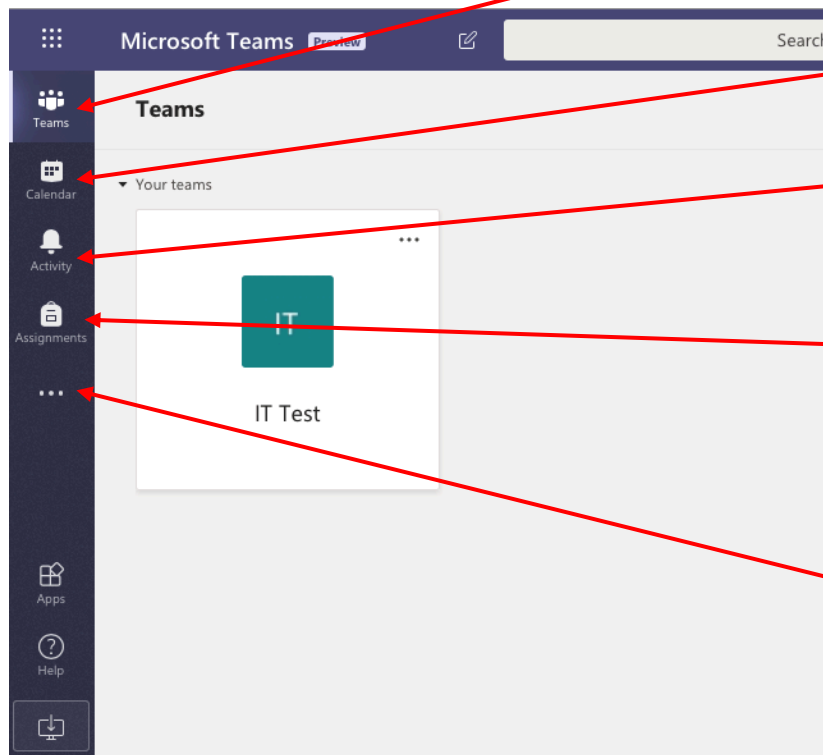


HOW TO USE MICROSOFT TEAMS FOR SEMINARS

***** When you are joining seminars, here are our expectations from you *****

- Try to find a quiet place in your house for the seminar (if possible)
- Have a pen and paper (or exercise book) with you ready to make notes
- Your microphone **MUST** be on **mute** (see instructions on following pages) unless your teacher tells you otherwise.
- You **MUST** only use the Chat feature only when asked by your teacher and to keep all 'chat' to a minimum and on task.
- There will be several teachers monitoring the seminar and chat. If you are misusing this facility OR unmuting yourself when you have not been asked to you **WILL** be **REMOVED** from the seminar and your parents/carers will be contacted.

Step 1: When you first sign-in the Teams page will look like this. Let me show you what it all means:



Teams: Shows all the Teams you have been added to and can use.

Calendar: Show scheduled Team meetings.

Activity: Show the latest things that has happened in the Teams you are in.

Assignment: This is where you might be asked to upload some work you have completed for your class teacher to assess.

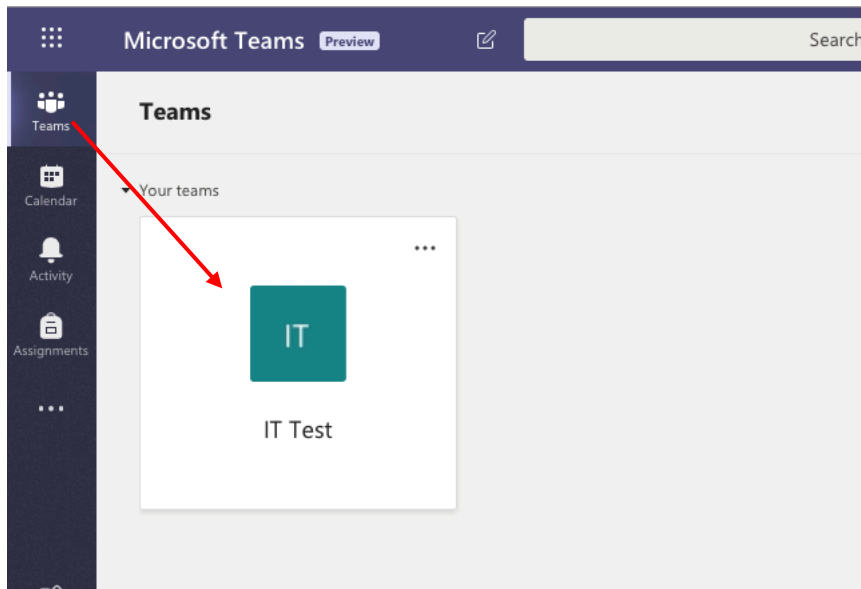
... : Gives access to other items, such as Files where your teachers will save items that you might need for each virtual lesson.



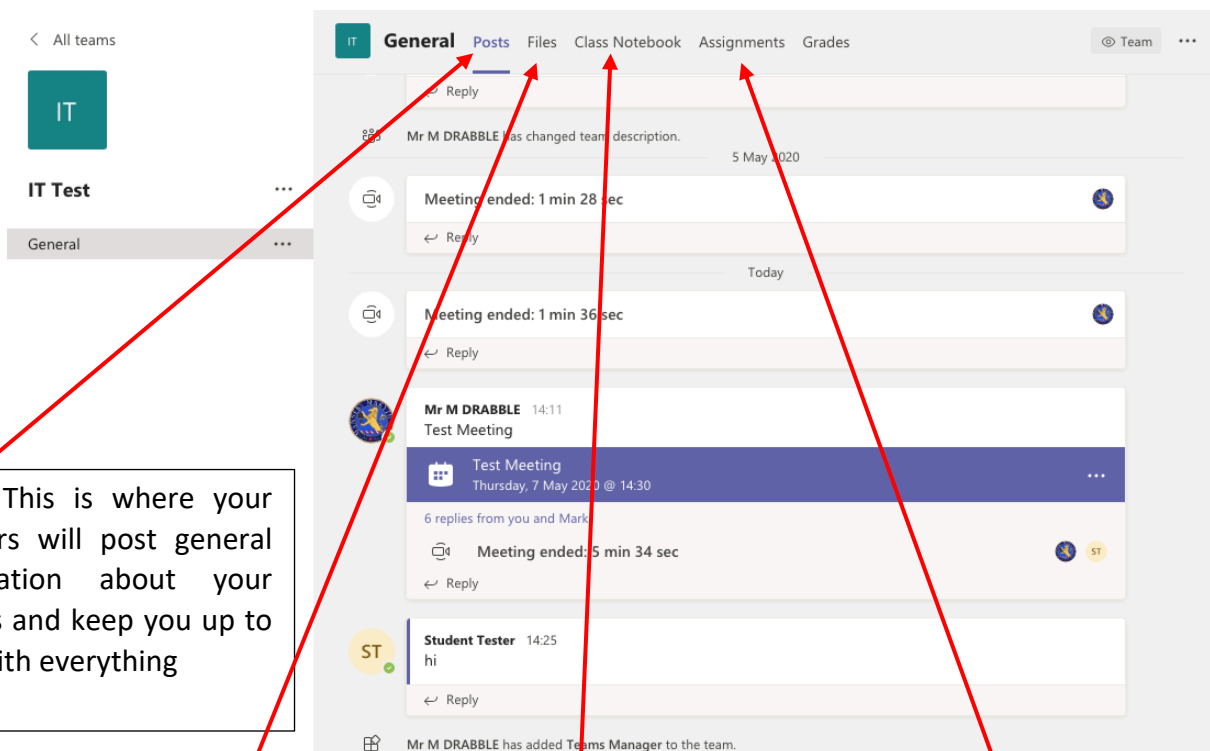
Student Guide to Microsoft Teams



Step 2: The first page will show what Teams you are a member of. Click the Team page for your year to access your work.



Let me show you what everything on the screen below means:



Posts: This is where your teachers will post general information about your lessons and keep you up to date with everything

Files: This is where your teachers will save items that you might need you your lessons.

Class Notebook: This is where you teacher may ask you to work collaboratively or individually. You can also access Files from here.

Assignments: This is where you might be asked to upload some work you have completed for your teachers to assess.

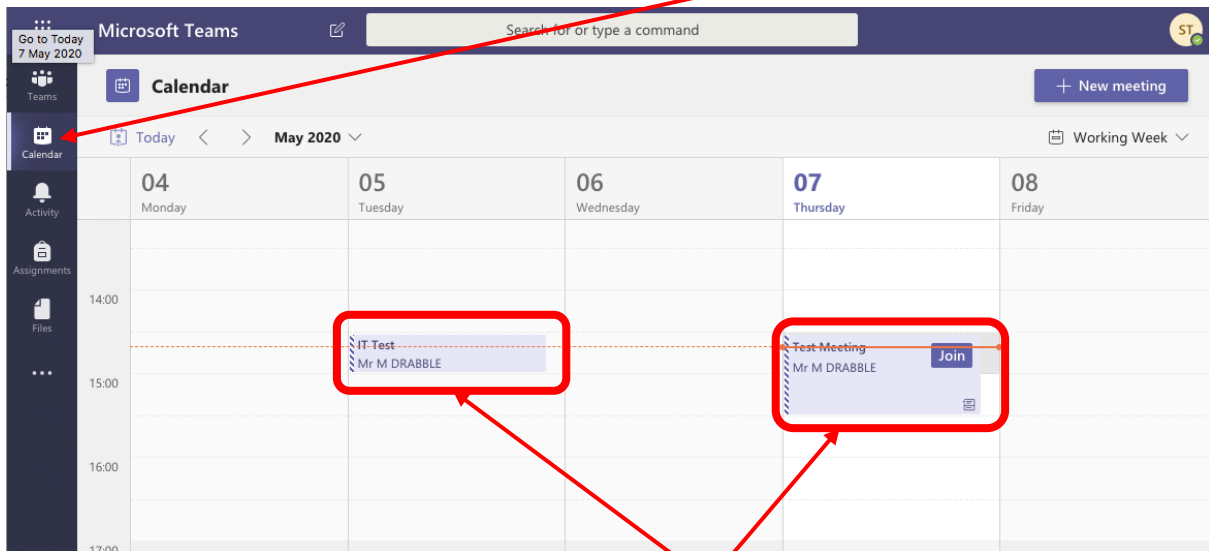


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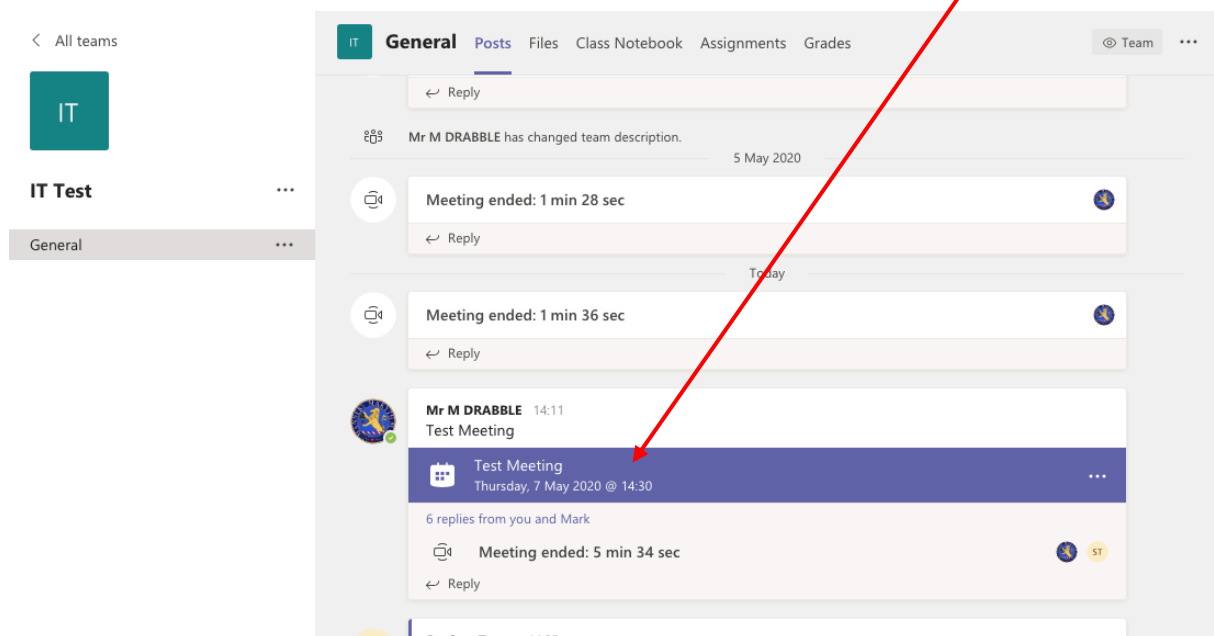
HOW TO JOIN A SEMINAR

The easiest way to view your next virtual lesson is by looking at your Calendar either within Teams or Outlook.

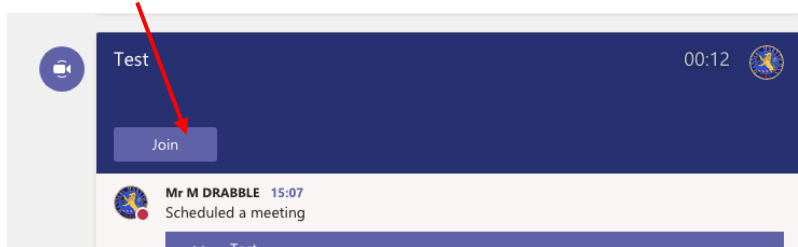


All scheduled lessons will appear here – example lessons have been highlighted.

You can also look within the Team – scheduled lessons will appear in the Post section.

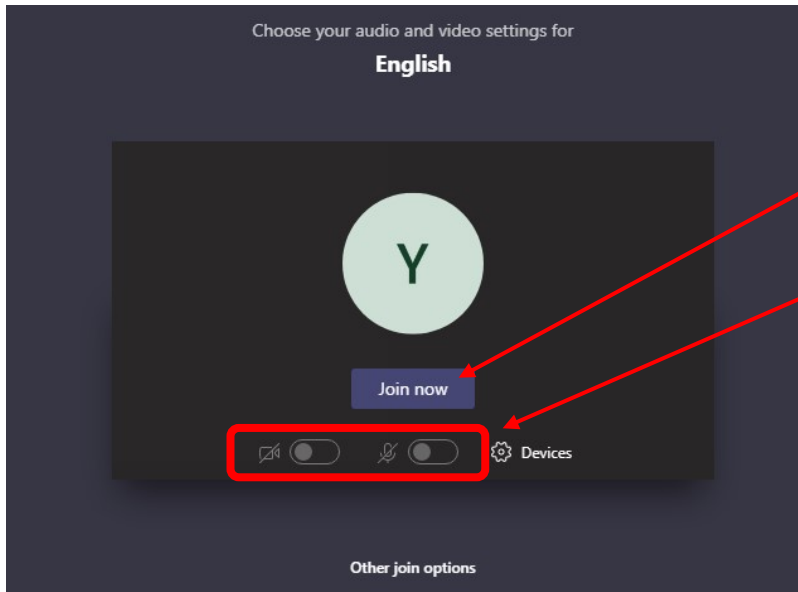


When the 'meeting' has started the scheduled meeting option will change and show a Join option. Clicking on Join will the lesson.





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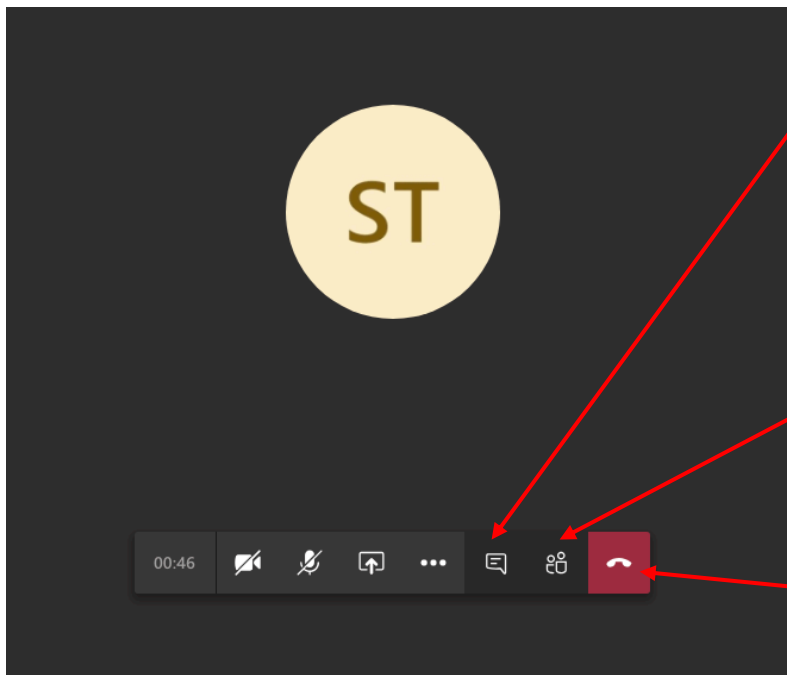
Step 4: Select 'Join now'

Make sure your microphone is off (muted) and your camera is turned off.

You **MUST** begin each lesson like this unless you are told by your teacher to turn them on.

You have now successfully joined the seminar. Well done!

If your teacher has their camera turned on or has shared their screen it will be displayed on your screen.



Show Conversation: This icon will display the chat window during your lesson.
REMEMBER: Only type in this chat window if your teacher has asked you to.

Show Participants: This icon will display the people currently in the lesson

Hang up: When your teacher has told you the lesson is over, you must disconnect by clicking the red telephone button.



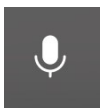
HOW TO MUTE AND UNMUTE YOURSELF

Step 1: Bring up the toolbar. Either move your mouse on a computer or tap the screen on a phone/tablet.

Step 2: You will now see the following. This is what it means:





If you are **muted** this means other people cannot hear you





If you are **not muted** this means other people can hear you

Unless your teacher tells you otherwise you should **ALWAYS** remain **MUTED!**

Step 3: At the start of the lesson you should be MUTED.

To check bring up the toolbar and if you see the  icon, click it or tap it and it will change to a . You are now muted.

Step 4: If your teacher tells you to unmute yourself this is how:

Bring up the toolbar and tap on the  icon. Click it or tap it, and it will change to a  icon. You can now be heard.

Remember, **DO NOT UNMUTE YOURSELF UNLESS YOU ARE TOLD BY THE TEACHER.** If you do this, you may be removed from the lesson.

HOW TO USE THE CHAT FUNCTION TO ASK QUESTIONS

At certain points during the lesson, your teacher may provide an opportunity to ask questions in a chat function.

Step 1: When told by a teacher, bring up the chat by clicking this button on your toolbar



Step 2: If it is an appropriate moment the teacher may ask you to unmute yourself so that you ask or answer a question.

DO NOT USE THE CHAT FOR ANY OTHER PURPOSE. If you do this, you may be removed from the lesson