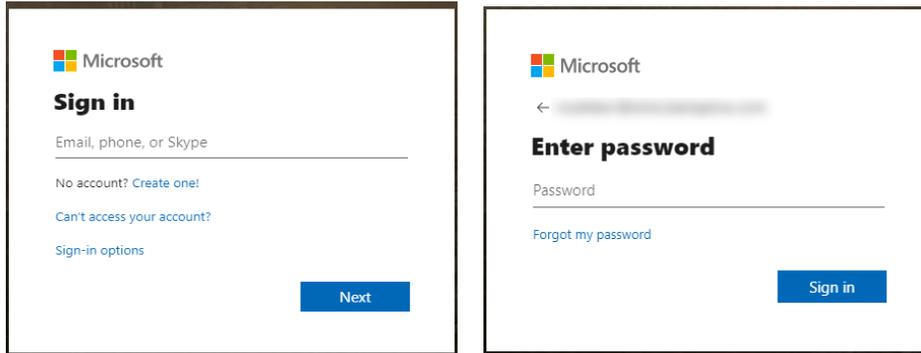


# How to use Microsoft Teams

## Tested on both Google Chrome and Windows/Mac

### Logon to Microsoft Teams

- 1) Enter the email address followed by password, given to you from the school.



- 2) Once logged in, Microsoft Teams will give an overview of how to use it. Once finished click "Got it".

- 3) Below is the screen you will see once logged in. Please see notes next to arrows.

In "Posts" you can ask questions about your work and discuss the work with each other. This section **must not** be used for general chat with each other.

Each channel has its own post section, so please post in the correct subject channel.

In here, you will find any documents that you will need for home learning.

Each channel has this feature & "Files" will be stored in the relevant subject channel.

These are channels.

Each channel has its own subject. Within the channel you will find a conversation & the files for that subject.

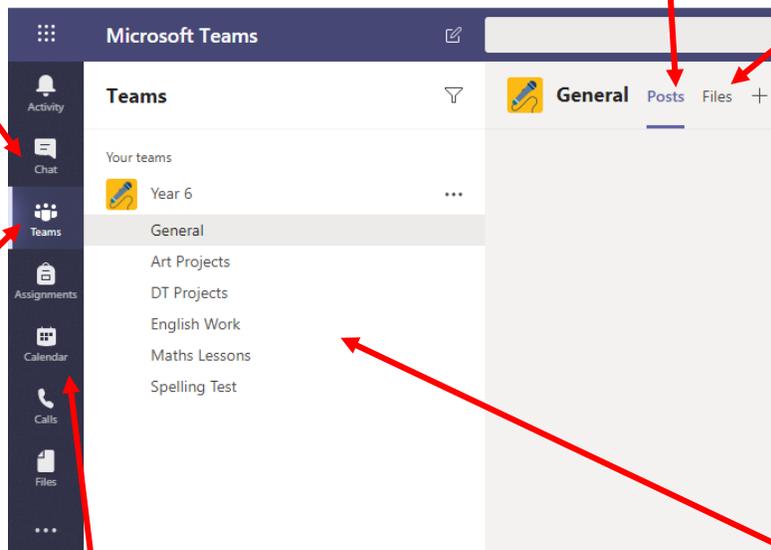
Please check each channel for work set. You can also post pictures of your work in the relevant channel.

e.g. Your art project.

**Please do not use this to talk to each other. The teacher can see any discussions in here.**

If you have a question regarding the work for the teacher, you may message them in the subject channel.

Click here to go back to the home page (Displayed in the screenshot).



Here you will find all scheduled lessons/meetings for the week. You can join calls at the scheduled time here. You can also find information about the lesson by clicking on the meeting prior to joining.

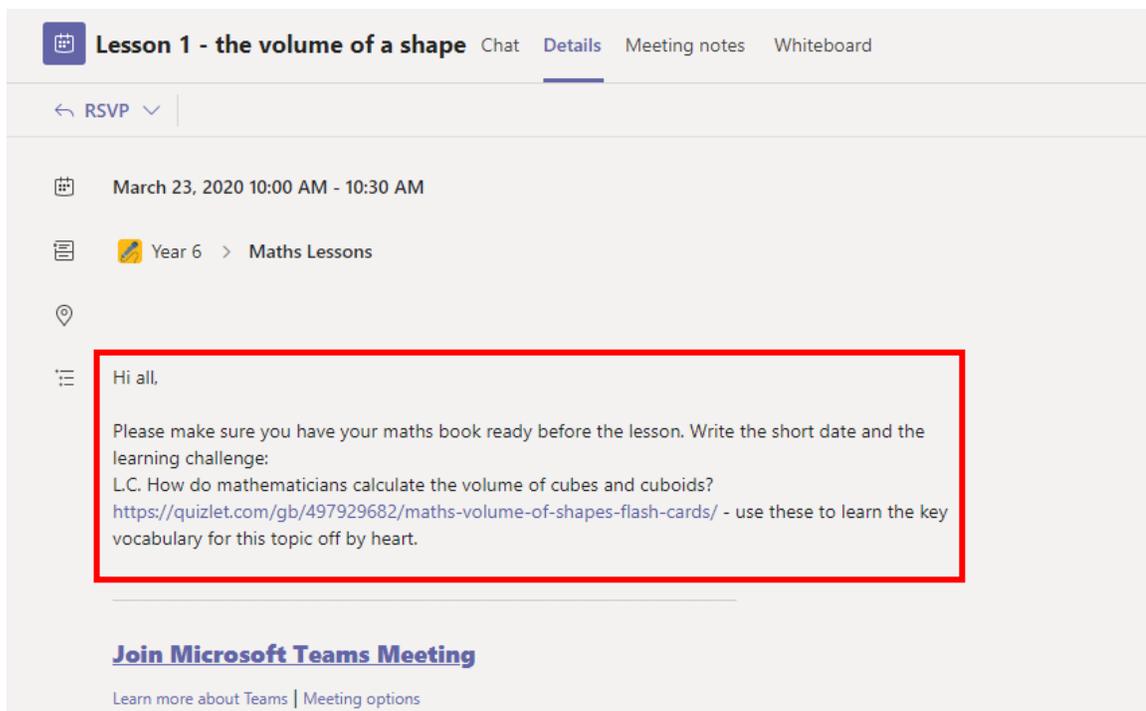
**Please be ready 5 minutes before the scheduled time.**

## Joining and preparing for a lesson

- 1) Go to the relevant channel (i.e. Maths, English) to download any work set in the Files section, so you are ready to do the activity after the online lesson.
- 2) Go the Calendar and click on the lesson for the day. As an example, at 10AM there is a Maths lesson. Click on the lesson within the calendar.

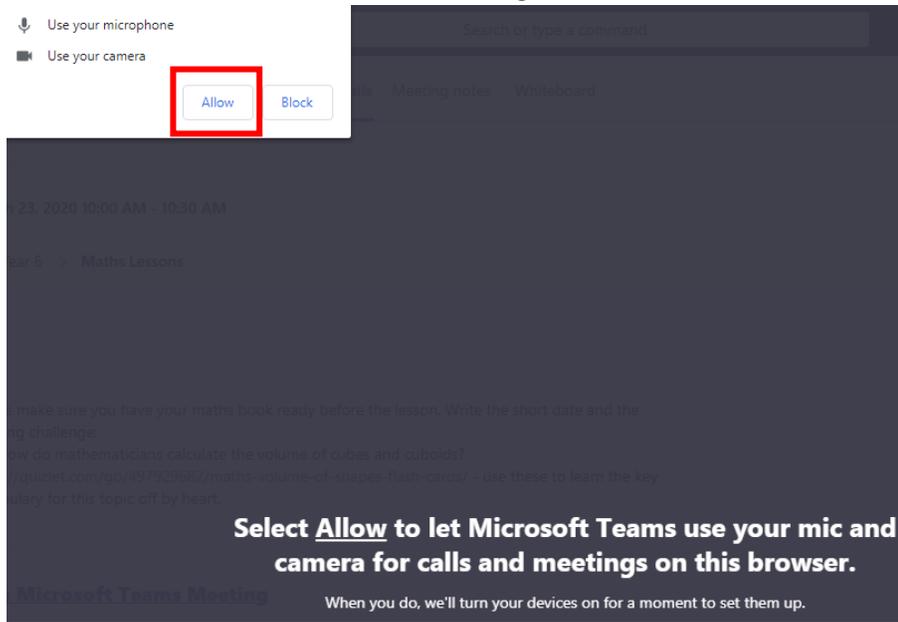


- 3) Read the information in the description below, as shown in the red rectangle. Copy the date and LO into your book in advance of the lesson. If there are any links, they are for you to use during or after the lesson.

A screenshot of a Microsoft Teams meeting details page. The title is "Lesson 1 - the volume of a shape". The meeting is scheduled for March 23, 2020, from 10:00 AM to 10:30 AM. The channel is "Year 6 > Maths Lessons". A red rectangle highlights the following text: "Hi all, Please make sure you have your maths book ready before the lesson. Write the short date and the learning challenge: L.C. How do mathematicians calculate the volume of cubes and cuboids? <https://quizlet.com/gb/497929682/maths-volume-of-shapes-flash-cards/> - use these to learn the key vocabulary for this topic off by heart." Below the text is a "Join Microsoft Teams Meeting" button and a link to "Learn more about Teams | Meeting options".

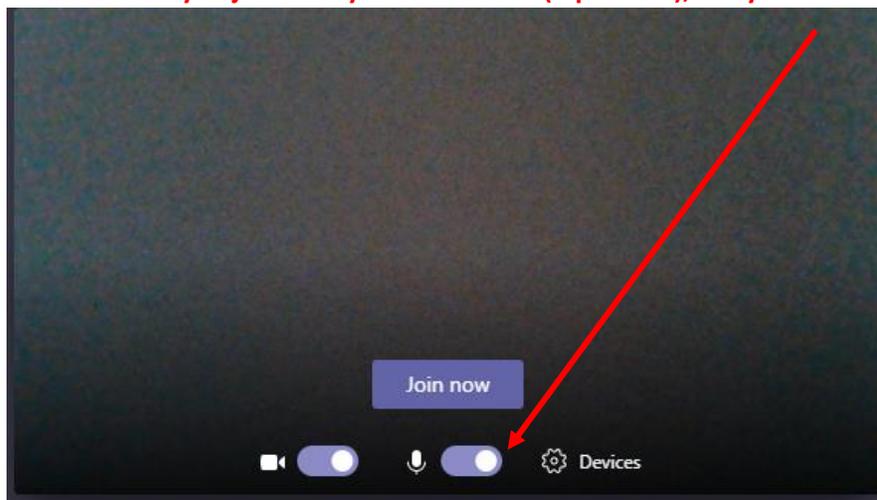
- 4) To join the lesson click on the link in the screenshot above “**Join Microsoft Teams Meeting**” or **Join** in the top right corner.

- 5) If using for the first time, you will be asked for Teams to have access to the microphone and camera. **The camera can be disabled during the call.** Click on Allow.

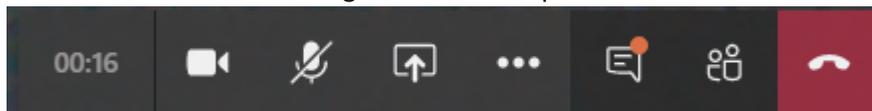


- 6) When ready, click on the **Join now** button.

**Please ensure you join with your camera on (if possible), but your microphone off.**



- 7) At the bottom of the meeting there are multiple controls.



↑  
Turn camera on/off

↑  
Mute/Unmute microphone

↑  
Do not click

↑  
This is the channel chat. You should have this open so you can contribute to the conversation or type questions to ask your teacher.

↑  
To end the call