


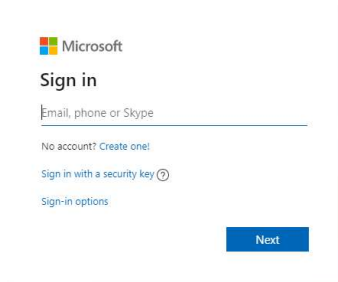
How to Login to Teams

There are two options to log into Teams; through a laptop/desktop computer or downloading the app onto your phone or tablet. For phone/tablet use, please see separate instructions.

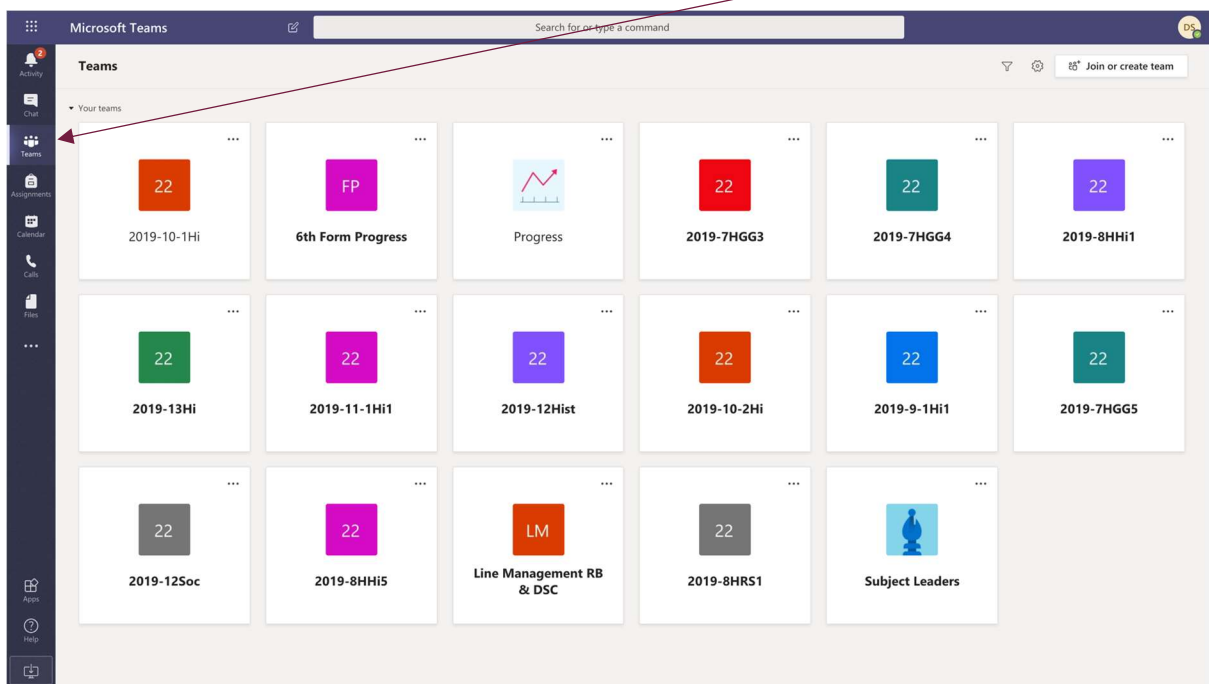
To access Teams through a computer;

Go to teams.microsoft.com, click on  in the top right hand corner and log in with your school log in username and password when you see the below screen and then select 'Teams' from the Office 365 dashboard. You can either run Teams as a web page or download the app.

Downloading the app is better if possible.

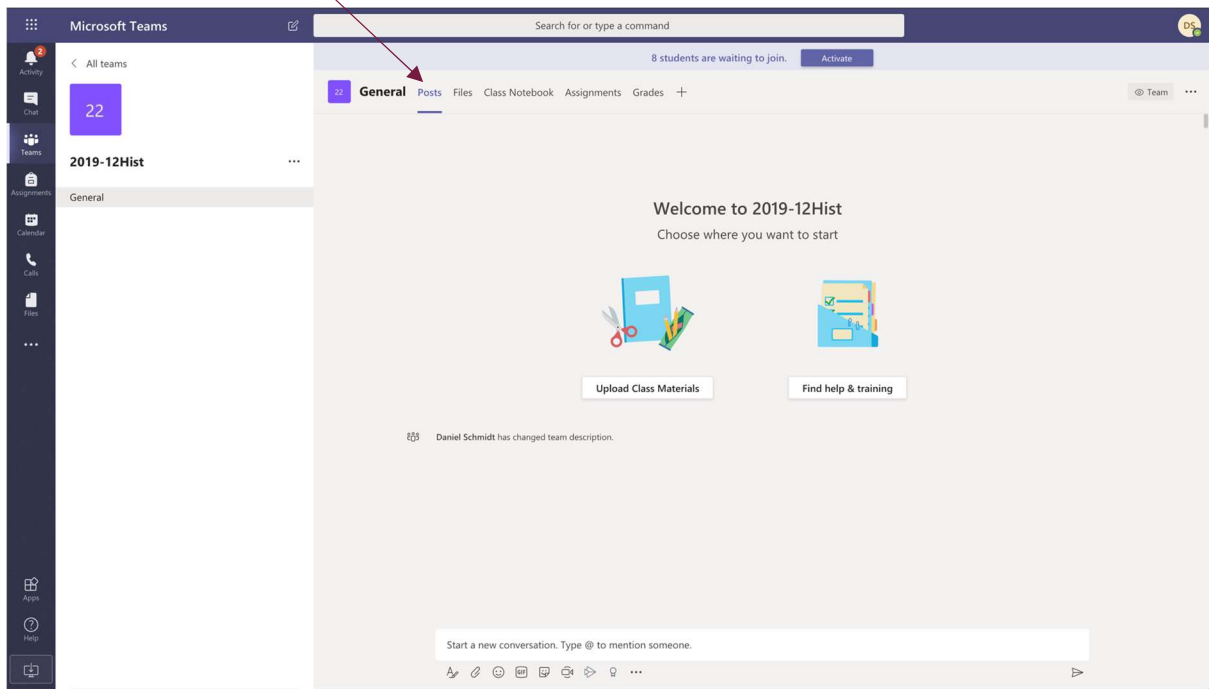


The main Teams menu is on the Left-Hand side of the screen. Select the 'Teams' button to see your classes.



In Teams you should see a list of all your classes (when your teacher has activated them). Click on the class that you require.

This is your class/group homepage and contains a feed where you and your teachers can post messages and share files.

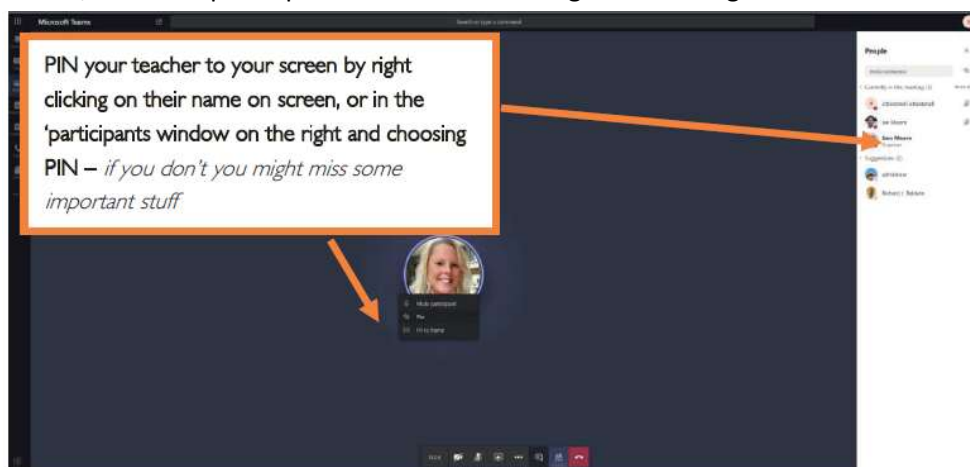


How to Join a Video Lesson

Once you teacher has set a 'Meeting' it will show on the class/group feed with an option to Join. You need to Click the Join button to join the meeting.

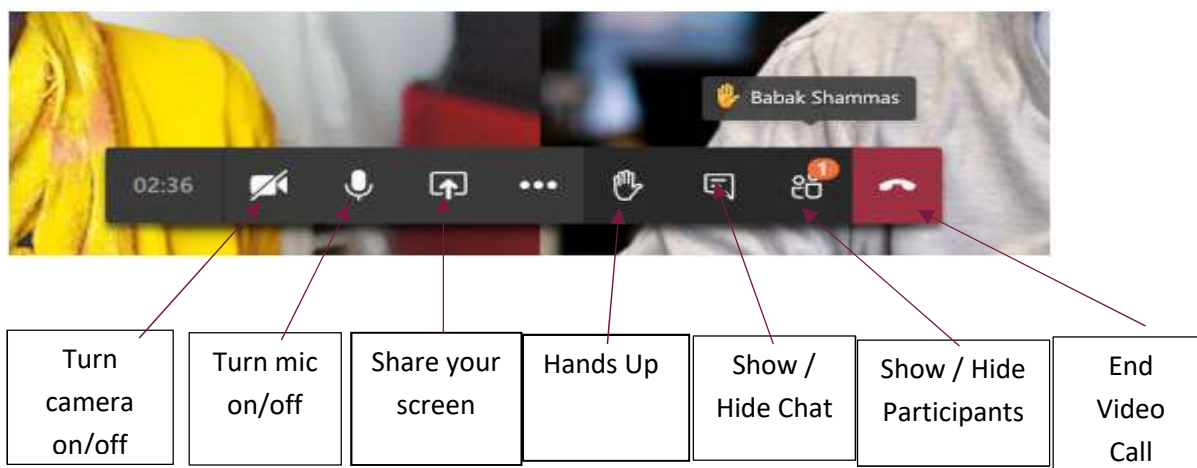


Once you have joined you need to pin your teacher to your screen by clicking on their name on the screen, or in the 'participants' window on the right a selecting 'Pin'



Navigating the Video Meeting Screen

Across the bottom of the video meeting screen is the menu bar.



Once in the meeting you should Mute your microphone. If you wish to ask a question, then click on the Hands Up button and the teacher will know that you that wish to speak.

When asked to speak don't forget to unmute your microphone.

You should blur your background at the start of the meeting. This is done by clicking on the 3 dots in the centre of the menu bar. This will bring up options, one of which is background image. Select this and blur your background.