

# A Student Guide to Using Microsoft Teams



# How we can support you further?

To further support you with your remote learning, we will be starting each lesson with a Teams chat for all of your timetabled lessons.

For the first 10-15 minutes of each of your timetabled lessons, you will be invited to join an MS Teams call to give you an opportunity to ask questions about your work, clear up any misunderstandings or just to touch base with your teacher.

All students **MUST** join the meeting so we can take a register and clearly see who is and who is not engaging with the Remote Activities.

# Protocols when using MS Teams

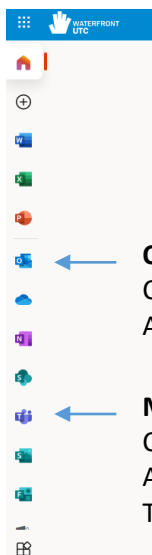
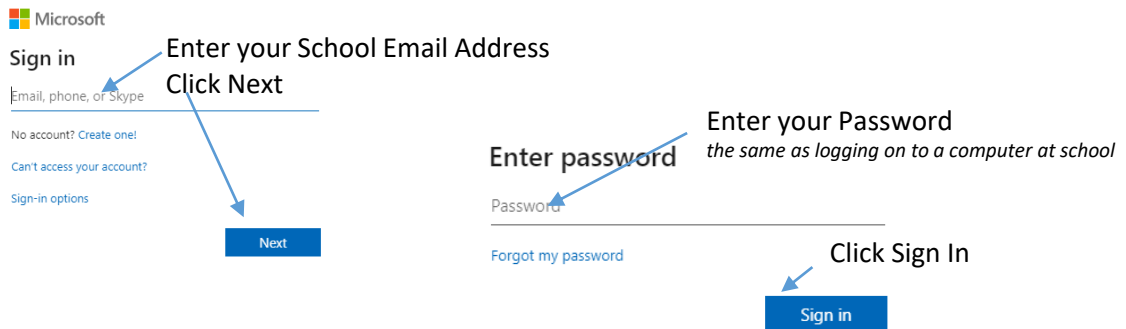
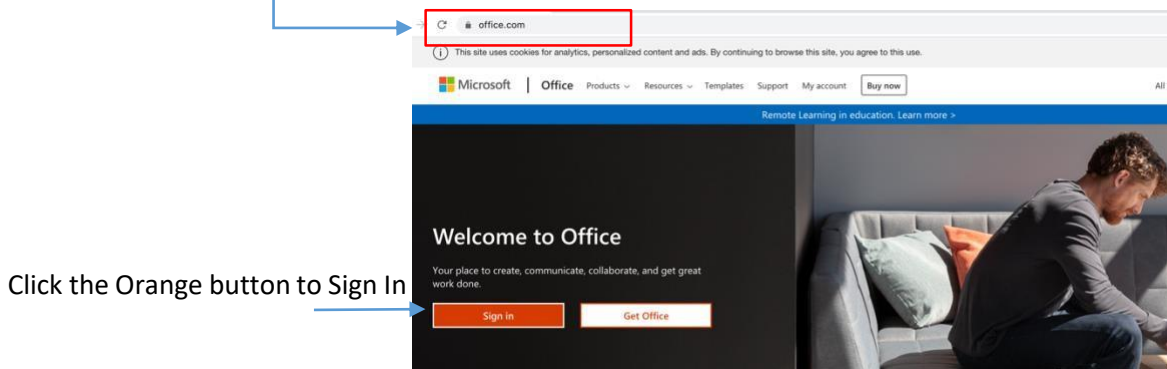
- You **MUST** join the Teams meeting
- Ensure your camera is turned off, it is not permitted for students to have cameras on.
- Ensure your microphone is muted, only unmute if asked to do so by the teacher.
- If you need to ask/respond to a question, use the “Raise Hand” function to get the teachers attention.
- You can ask a question in writing using the chat function for the teacher to respond to verbally.
- Teams sessions **MAY** be recorded for future use in class.
- The teacher may decide to have their camera on with a blurred background to support explanation.
- You are expected to behave professionally and appropriately, the same as you would in a Classroom

# How to Login to Teams?

Your classes have already been setup on Teams. To join a meeting simply click on the particular class group, at your lesson time, and 'Join'.

Sign in to your Microsoft Office 365 email account.

On the web browser (Chrome, Internet Explorer, Safari etc), type in [www.office.com](http://www.office.com)



## Outlook - Email

Click here to view and send emails:

ALL completed work **MUST** be emailed to Class Teachers for marking and feedback.

## MS Teams

Click here to load MS Teams and join meetings:

ALL students **MUST** join every meeting at the start of their usual timetabled lessons. This is for registration and for support where needed.

# How to Join a Teams meeting?

Joining a **Teams Meeting** by using the **Email Invite Link**

One of the most common ways to join a meeting in Microsoft Teams is by clicking on the email invite.

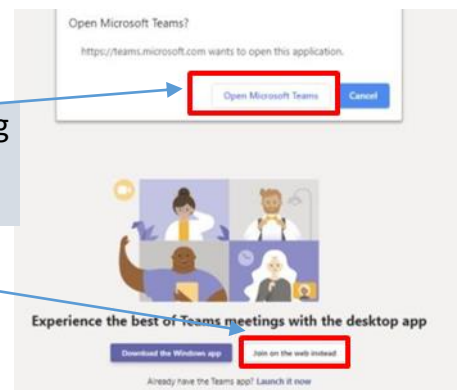
Below is an example of a Teams meeting invite sent via an email.

Email invite containing the link to the Teams meeting. As you can see, you need to click the link that says **'Join Microsoft Teams Meeting'**

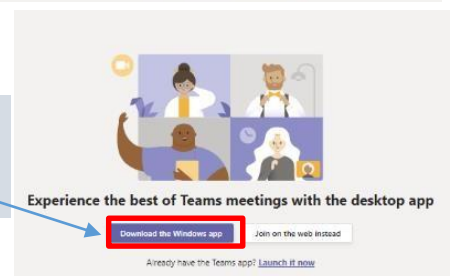


When you click on the link, the link will open in the default web browser taking you to the Microsoft Teams website.

Click on 'Open Microsoft Teams' to open a Team meeting Or you can select cancel and open Teams from selecting 'Join on the web instead'.



You may find it more feasible to Download the Windows app. This will open the meeting using the Downloaded Teams app.



You can also join a meeting directly through your Calendar.

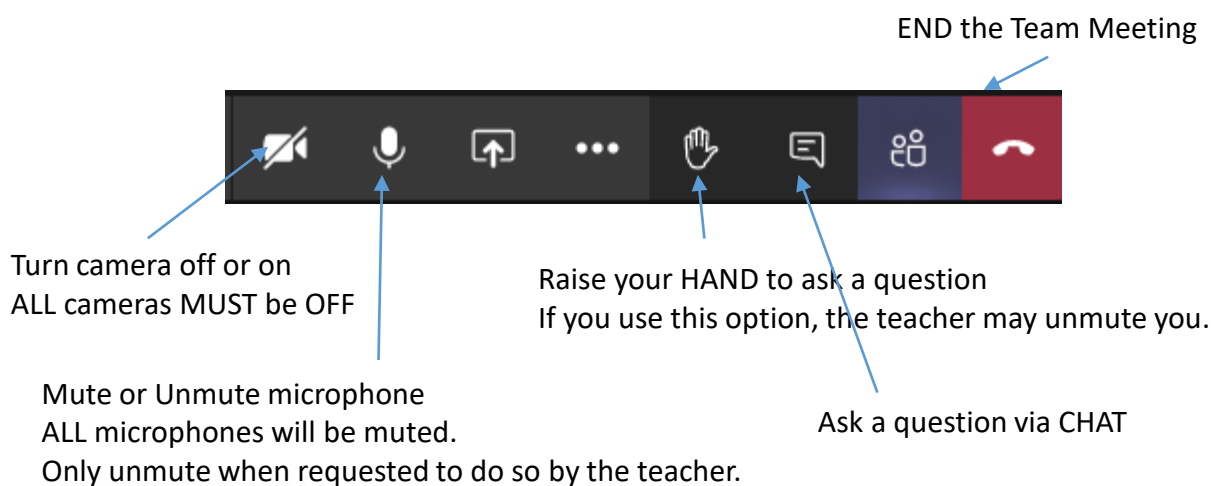
Simply click on the 'Invitation' in your calendar and click 'Join'



Then you can select 'Open Microsoft Teams'

# What to expect when you join a Teams meeting?

You will be presented with a start-up meeting screen. This allows you to configure your meeting controls before you join the meeting.



- ALL students MUST join these meetings at the start of every timetabled lesson.
- ALL work will still be set on ClassCharts
- ALL work will still need to be emailed to teachers for marking and feedback.
- These meetings will only last for 10-15 minutes
- These Teams Meetings are in place for the following reasons:
  - *To offer further guidance and support to help you engage with the Remote Learning activities*
  - *To take a class register*