

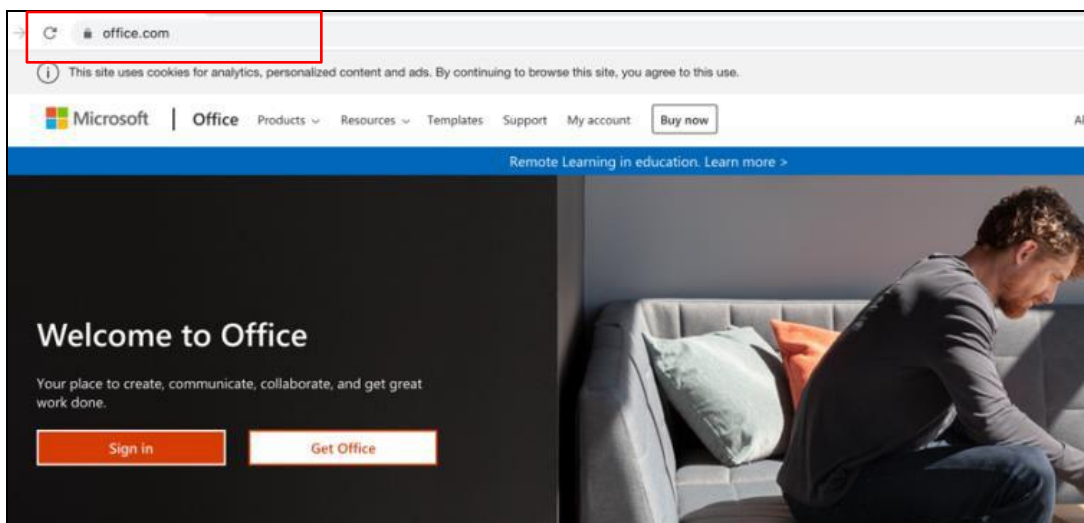


Microsoft Teams is used by teachers to support students during remote online learning. The sessions with students may be one-to-one sessions or taken in class groups. Teachers can upload files/resources to share with students. Completed work can be uploaded by students for teachers to mark.

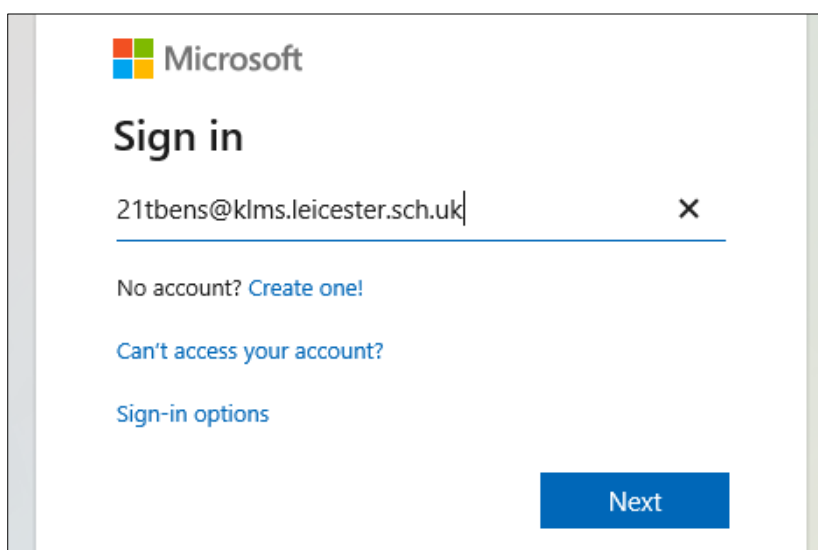
## How to Log into Teams?

To access Microsoft Teams you will need to access your emails through your Microsoft Office 365 school email account.

- To do this, open the web browser on your device. (Chrome, Internet Explorer, Safari etc),
- Type in www.office.com into the address bar. Then click on the **Sign In** button.



- Enter your school **email address** and **password**. Your school email address is prefixed with a number. The email format will be similar to the one displayed in this screenshot. If you cannot remember your email address then please contact the school on 0116 2416852.

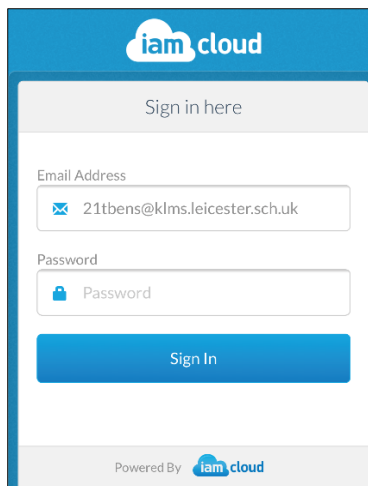


- Then click on **Next**.

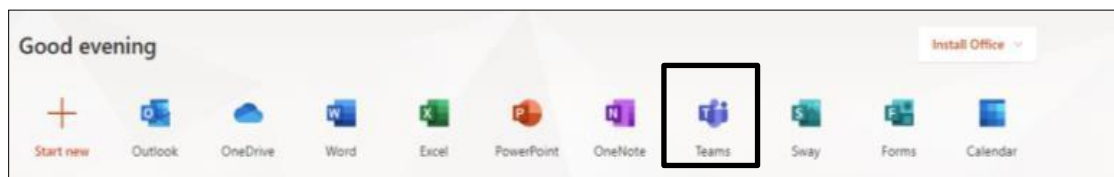


## How to Log into Teams? Continued ...

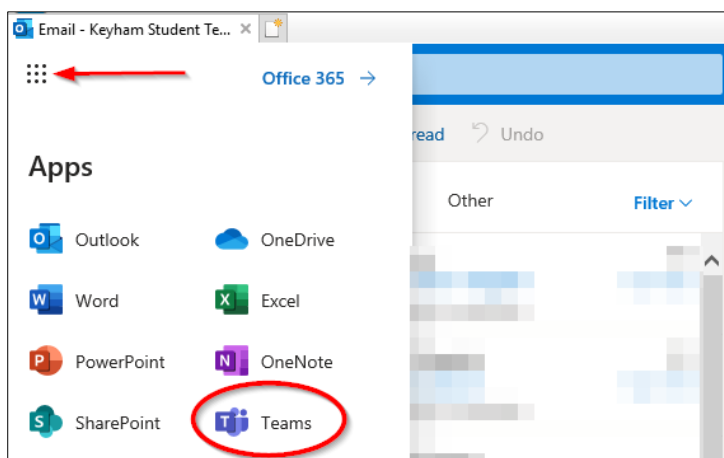
- The **iam cloud** window will be displayed.



- Type your password into the **Password** field.
- Then click on the **Sign In** button to log into your office 365 account.
- Located at the top of the window, the following tool bar will be available.



- Click on the **Teams** app in the tool bar.
- Please note, if you need to access your school emails then click on the **Outlook** app.
- If the Teams app isn't available in the toolbar, click on the box with the 9 dots in the far left of the window.

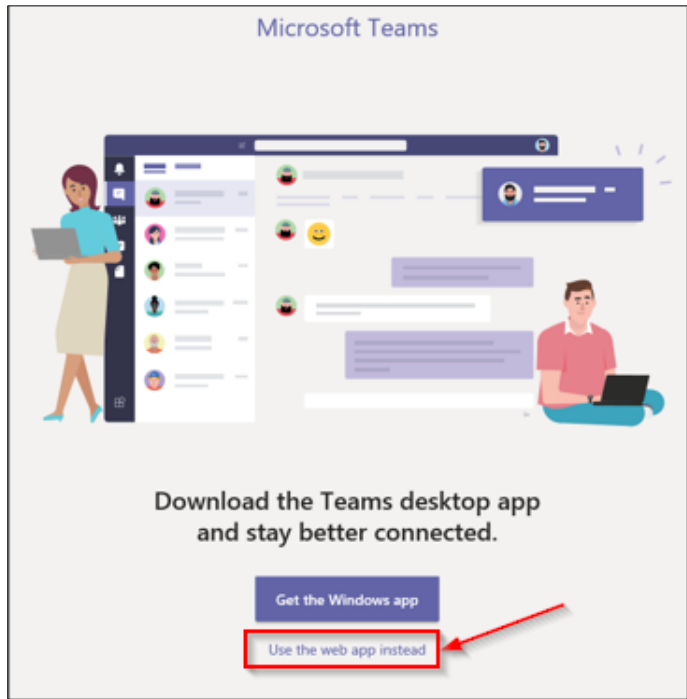


- You will see a list of apps, click on **Teams**.

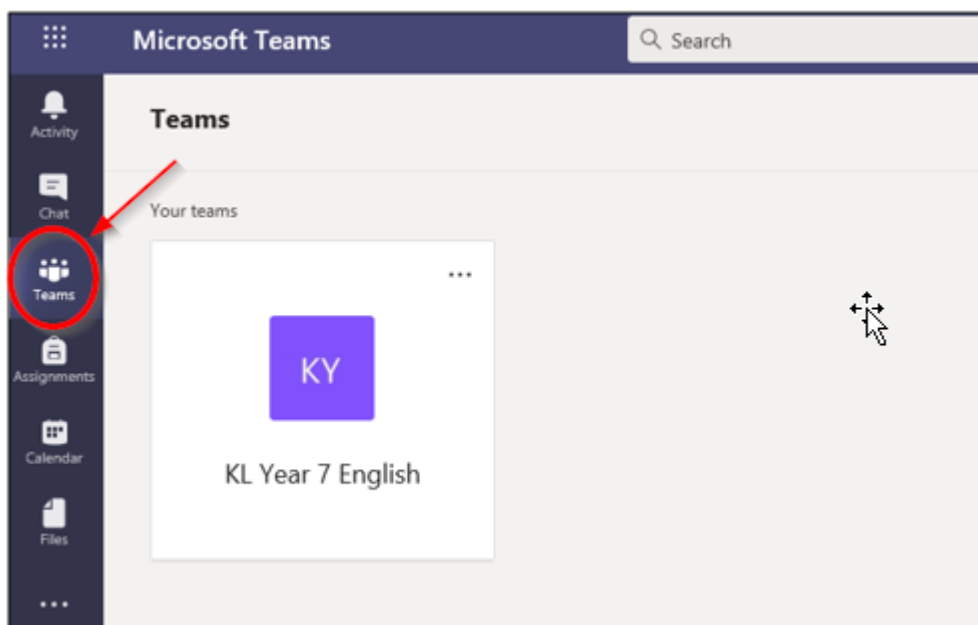


## How to Log into Teams? Continued ...

- You will be taken to the **Microsoft Teams** window, you can either download and **Get the Windows app** directly on your device or **Use the web app instead**. Select which option you would prefer. In this example, we will be using the **web app** version.



- Once you have opened Microsoft Teams, it should default to the **Teams** page. If it doesn't then click on the **Teams** option available in the navigation tool bar on the left.

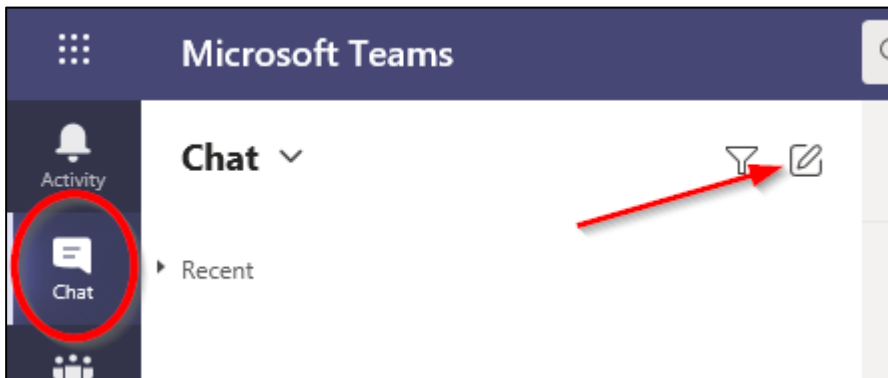


- Any Teams groups you have been assigned to will be available in the Teams screen.

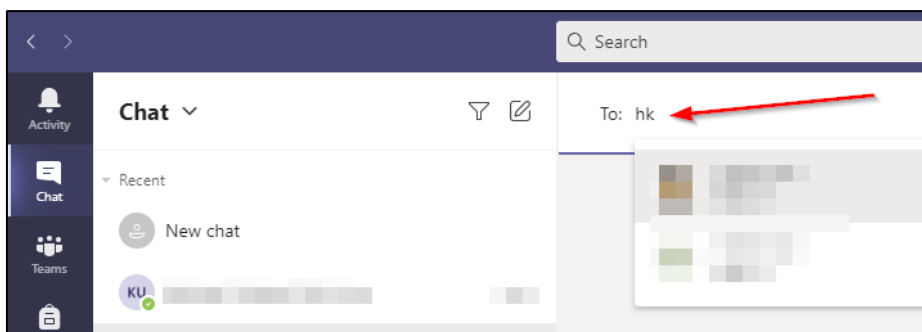


## How to use the Chat facility in Teams?

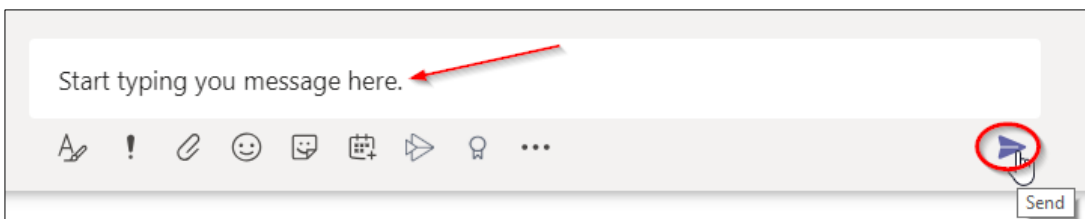
- To send messages in Teams, click on the **Chat** option in the navigation tool bar on the left.



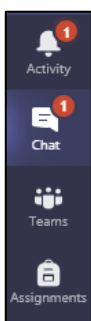
- Then to start a new chat, click on the square with the pencil icon at the top of the screen.
- Start typing the email address of the person you are sending a message to in the **To:** field. They should appear as you start typing their details. Select them from the list.



- At the bottom of the screen in the **Type** a new message box, type your message and then click on the right-facing arrow to send your message.



- If you receive a message, the **Activity** and **Chat** will be displayed with a notification like this.





## How to join a Teams meeting?

### Important Notes:

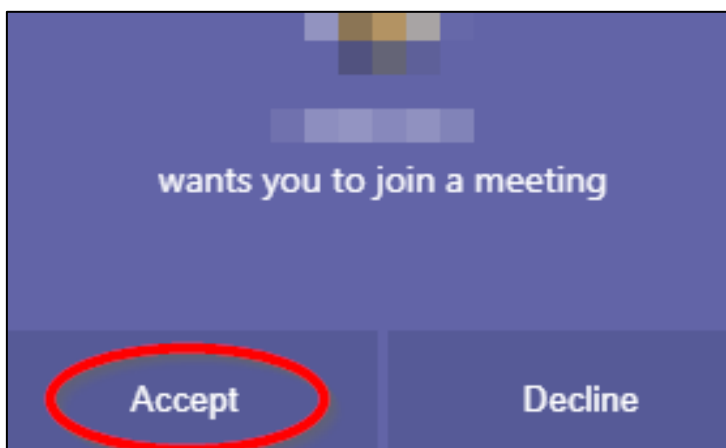
Before joining a teams call, you **MUST** turn your camera off. If the camera is not turned off then you will be asked to turn it off. If you refuse to turn it off then you will be removed from the online session.

Wherever possible, teaching sessions will be recorded for students to access the lesson again at a later date.

- If your teacher calls you directly for a 1-1 call. You will receive a call notification similar to the one shown below. Click on the **purple circle with the phone** icon to accept the call.




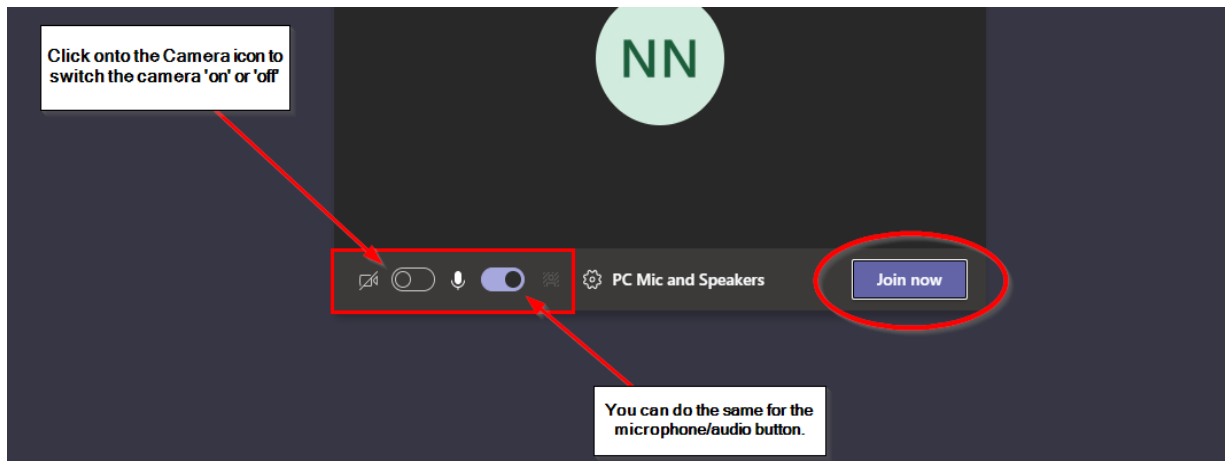
- If you have been invited to join a remote group lesson/meeting. You will be presented with a start-up meeting screen. This will be similar to the screen shown below. You will need to click on **Accept** to join the meeting.





## How to join a Teams meeting? Continued...

- Before you join the online session, you will be presented with some additional controls. You **MUST** click on the **Camera** icon and switch it **off**.
- The camera icon will then display with a line through it when it is switched off 



- Now you are ready to attend the online session, click **Join now**.
- Once the session has ended, click on the red phone icon to end the call.

