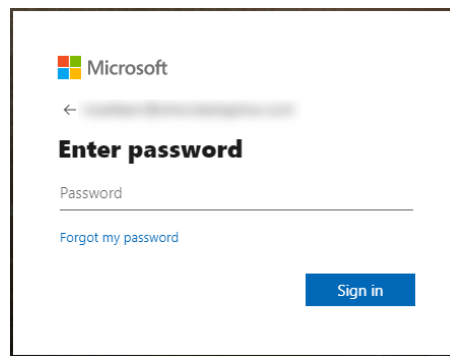
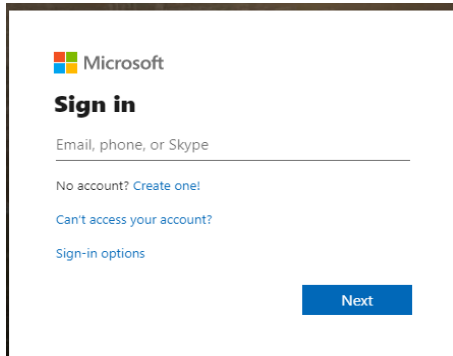


# How to use Microsoft Teams

## Tested on both Google Chrome and Windows/Mac

### Logon to Microsoft Teams

- 1) Go to the following website: <https://teams.microsoft.com/> and click Log on
- 2) Enter the email address followed by password, given to you from the school.



- 3) Once logged in, Microsoft Teams will give an overview of how to use it. Once finished click "Got it".
- 4) Below is the screen you will see once logged in. **Year 2 team is called 2CL2.** 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.

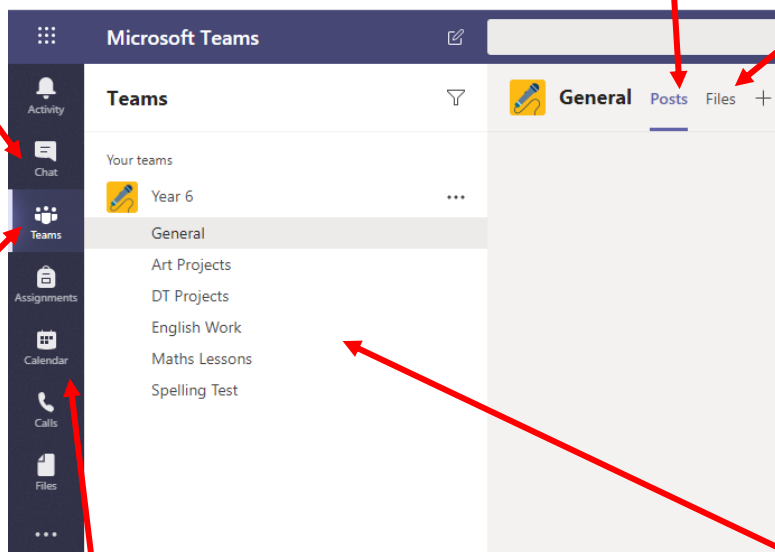
Please check each channel for work set. You can also post pictures of your work in the relevant channel.

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 directly here.

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.

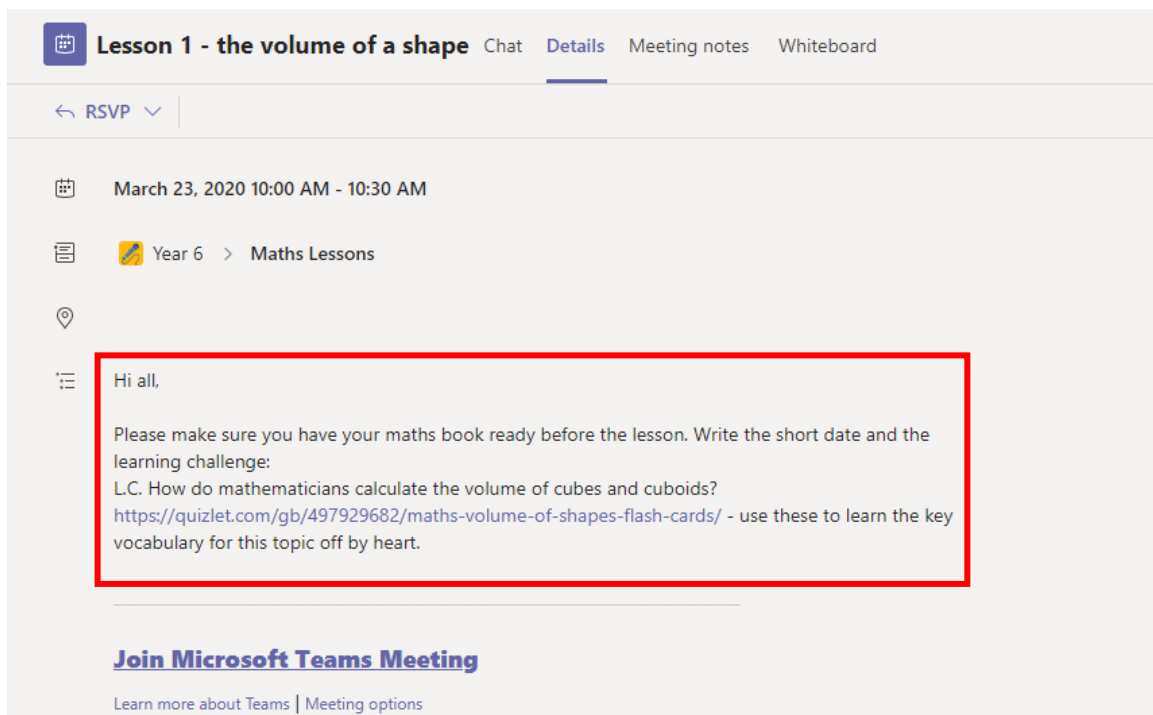
**Please be ready 5 minutes before the scheduled time.**

# Preparing for and joining a lesson

- 1) Go to the relevant channel (i.e. general, maths, English) to download any work set in the Files section, so you are ready to do the activity after the online lesson. **We have sent a pack home with these resources already printed off, to help you get started.**
- 2) Go the calendar (left toolbar) and click on the lesson for the day. **Your first lesson is at 9.30am tomorrow.** Click on the lesson within the calendar to open it.

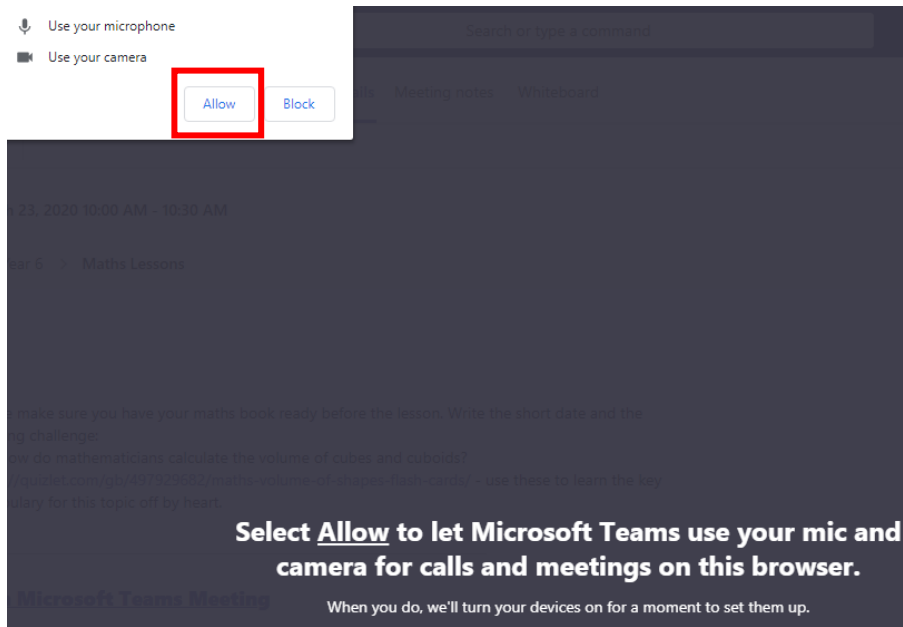


- 3) **In the future (but not to begin with) you may need to do the following:** read the information in the description below, as shown in the red rectangle. Copy the date and LC into your maths book in advance of the lesson. If there are any links, they are for you to look at before & after the lesson. For example, linked is a quizlet of key vocabulary for the lesson, which you can do before/after the lesson. Please see quizlet guidance if not sure.

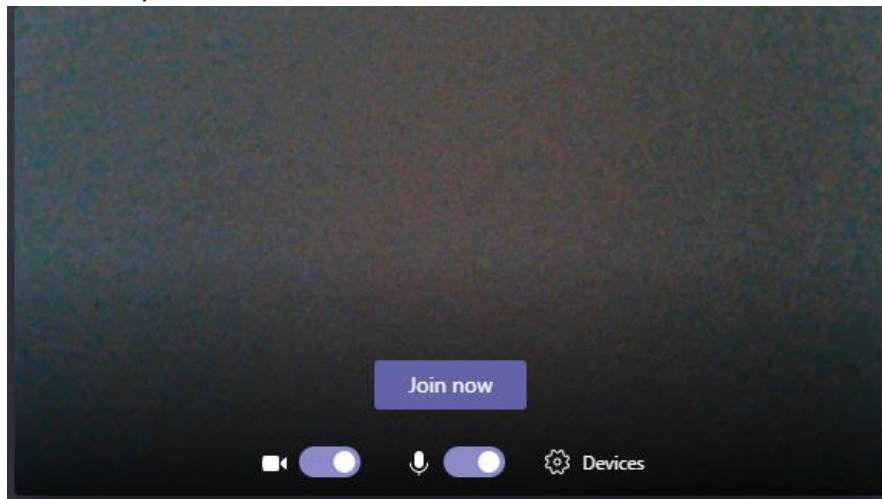


- 4) **To join the lesson click on the link** in the screenshot above **"Join Microsoft Teams Meeting"** or **Join** in the top right corner.

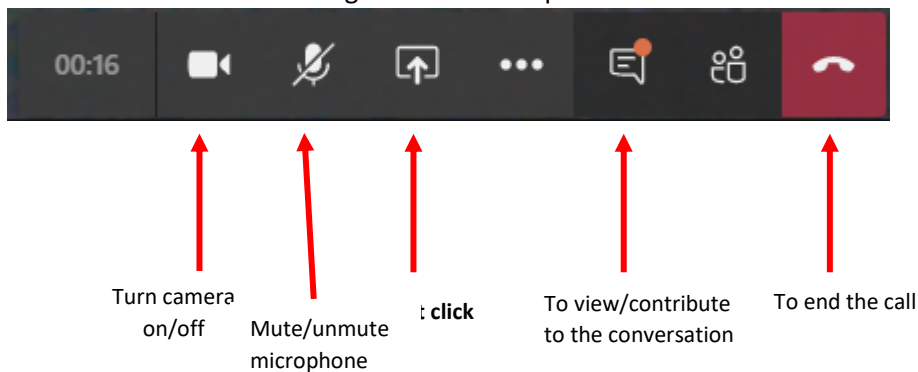
- 5) If using for the first time, you will be asked for Teams to have access to the microphone and camera. Click on Allow.



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



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



8) If it all goes wrong, don't panic! Stay online after the lesson for some support, or if that's not possible, email Ms Holmes via the office. There are always teething problems but we get there in the end 😊.