

## Microsoft Teams: Instructions

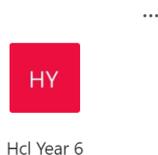
This document is split into two parts. Firstly, how to log into teams and secondly, how to join your lesson.

### Logging into Teams

1. Open your web browser (e.g. Google Chrome, Internet Explorer or Safari) and go to <https://login.microsoftonline.com>
2. Enter your 365 login as found on your login details letter. Click sign in, and you will be redirected to the E-ACT login page. Here you will need to enter the username and password, found on your letter.
3. Click on the Teams icon, which may be along the top of the screen, or down the left-hand side.



4. You should now see your 'Teams' which may include your year group team and your class team. For live virtual learning you will need to click on your year group team, which will look something like:



**N.B.** Teams is available as a downloadable app on some devices and you can also access Teams through the browser on an Xbox or Playstation.

### Joining Your Lesson

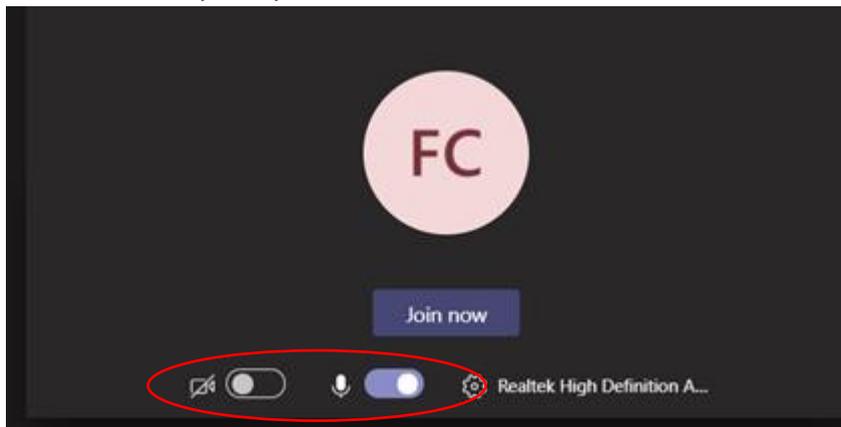
1. To join a lesson, you need to click on your **year group team**:



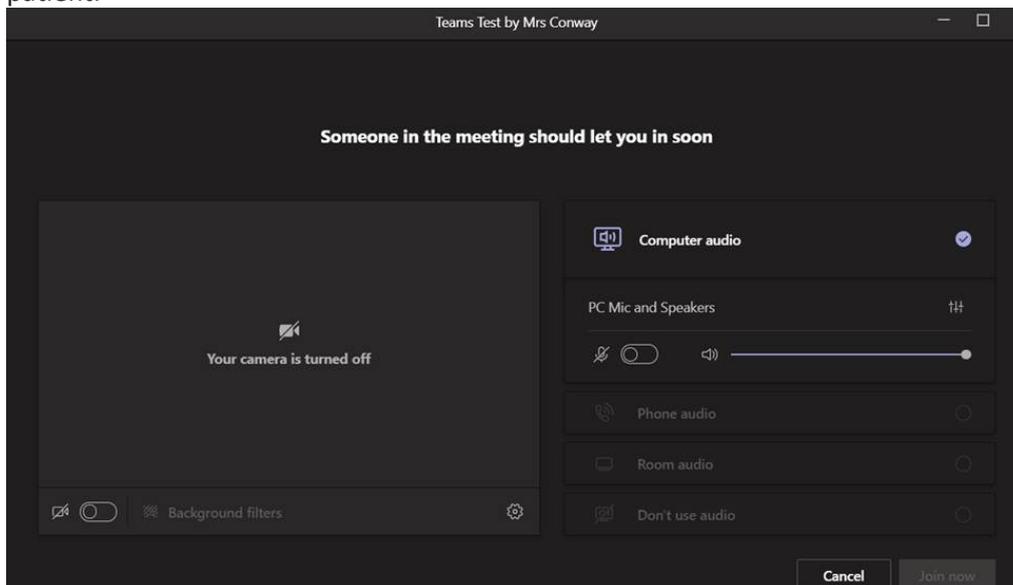
2. Your teacher will start the lesson from around 5 minutes before its official start time. You will see a blue notification in your Team. You can join at any time by clicking the 'join' button (circled in red).



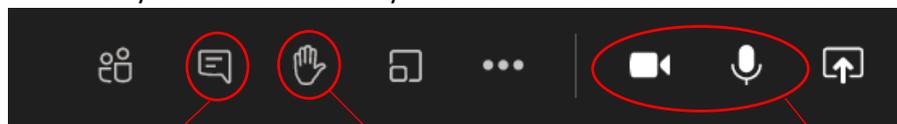
3. When you join, make sure that your camera and microphone are **off**. These buttons are both circled in red below. They both need to be set to the left. The image below shows the camera off and the microphone on. When you have checked that they are both switched off, click 'Join Now'. Your teacher will tell you if you should turn either of these on.



4. After clicking 'Join Now', you will see a message at the top of your screen saying 'Someone in the meeting should let you in soon'. When your teacher is ready they will let you in, so just be patient.



5. When you are in the lesson you can click on some of the icons below to interact with your teacher.



Opens the chat window on the right-hand side so you can type messages to your teacher. Use this sensibly.

Put your hand up. This shows the teacher you want to say or ask something.

These turn the microphone camera on and off. They should always be off, unless your teacher asks you to turn them on.

6. At the end of the lesson, you need to leave the meeting by pressing the red button.