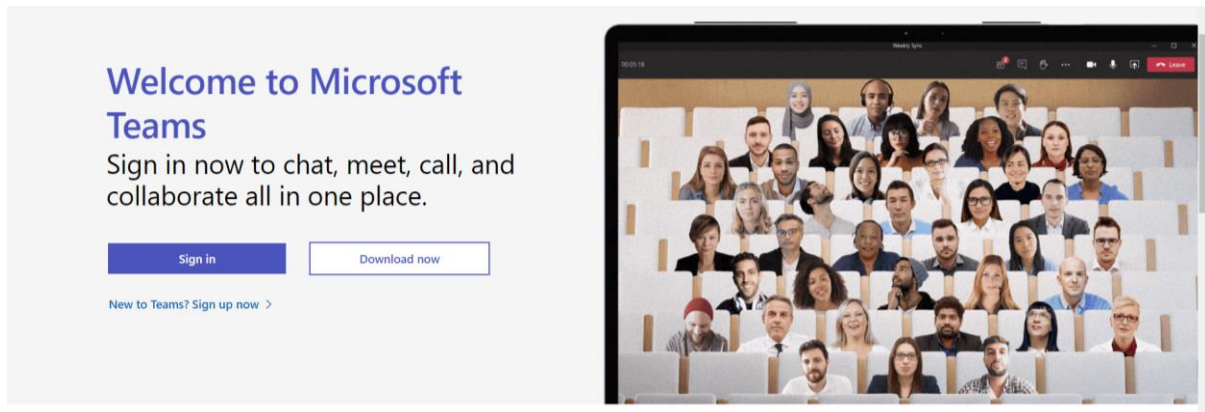


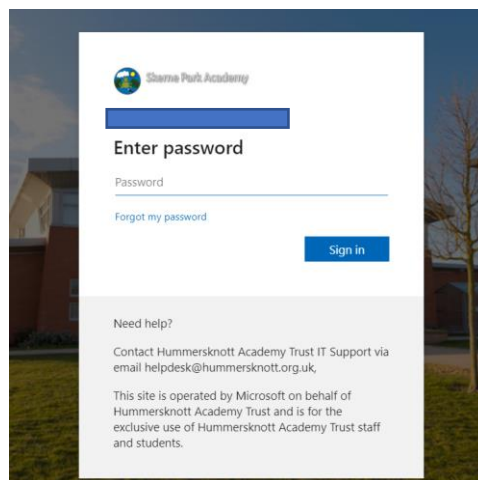
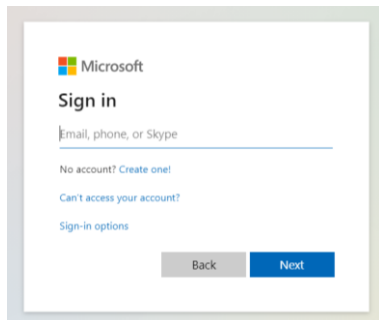
Hello everyone!

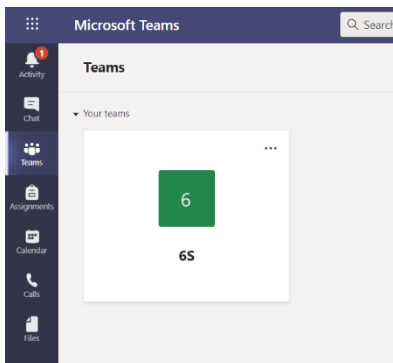
Please use this guide to help you log on to Microsoft Teams – we hope you enjoy your online lessons!

Either download the teams app onto your device or sign in on the web browser. Search for Microsoft Teams and click 'sign in'.



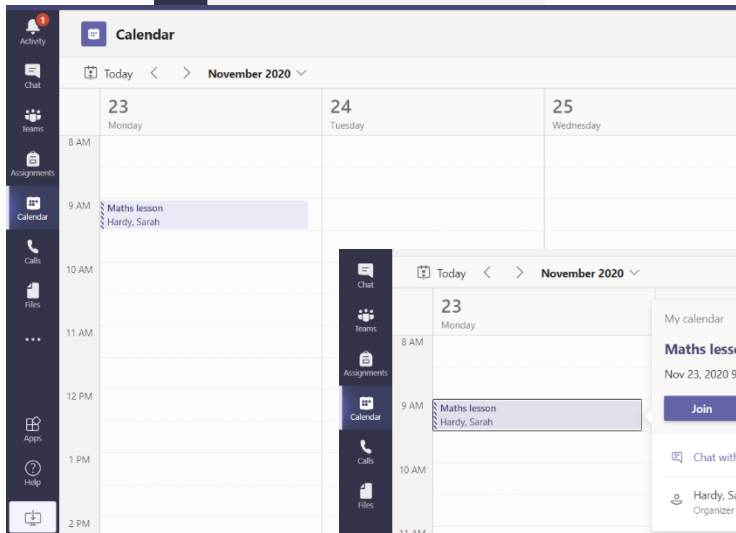
You will receive a text from school with your login details. Please enter your school email address and password from the text.



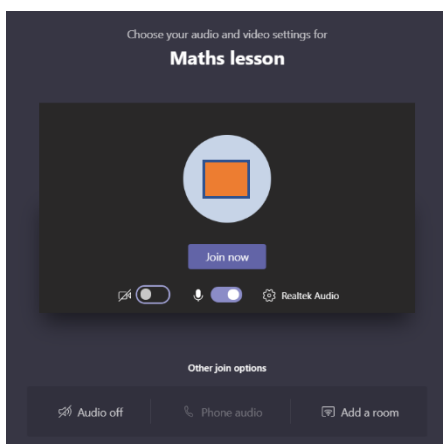
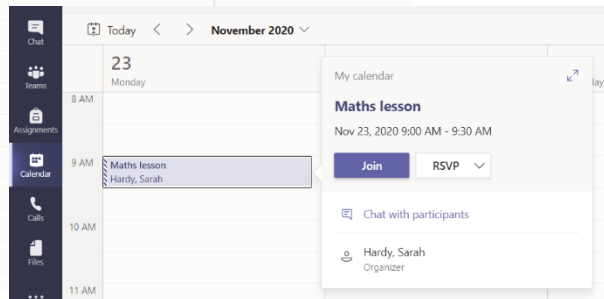


Once logged in, you will be able to see your class name on a square in the middle of the screen. If you cannot see your class, please contact school and we will check your settings.

Click on the calendar tab at the side of the screen (this may be in a different place if using the app)

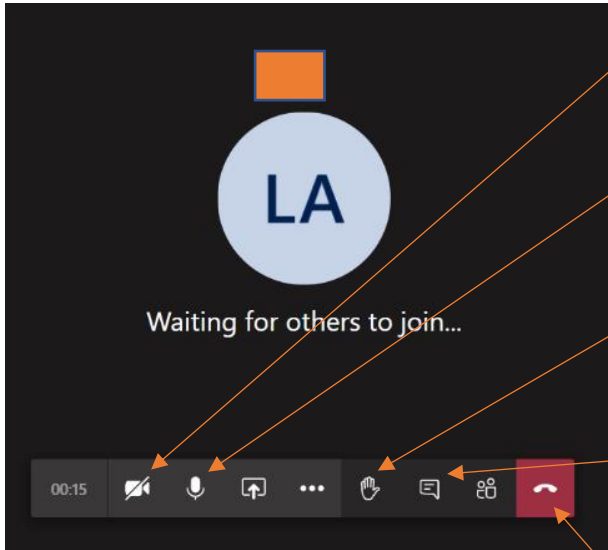


You will see the lessons that you have been invited to by your teacher. Click the lesson you are ready to join. Then select join.



Your initials will appear in the orange box. This means that your camera is switched off. Before you click join now, press the little circle next to the camera. This will turn your camera on so that your teacher can see you.

Click 'join now' and wait. You may be able to see your teacher and class straight away or you may need to wait a moment for them to join you.



Camera – when a line is through it, the teacher cannot see you. Click this so that the teacher can see you during the lesson.

Microphone – the teacher will ask you to mute unless she is asking you a question. This helps with sound quality on the call.

Hand up – if you need to ask a question, click the hand and the teacher will know that you have a question

Chat – you can type a question to your teacher here or your teacher may ask you to answer a question by typing an answer

Leave the meeting – this is to leave the lesson. If you press this by accident, you can re-join the meeting.

If you need any extra help, call the school and we will help you to join your lessons.