

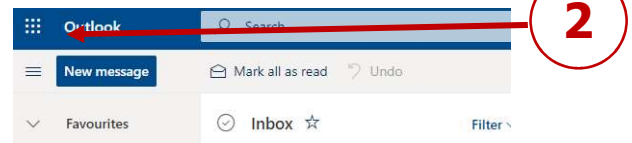
# Pupil Guide: Microsoft Teams


Attending Live Lessons on Microsoft Teams

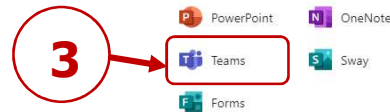



## Accessing Microsoft Teams using a PC/laptop

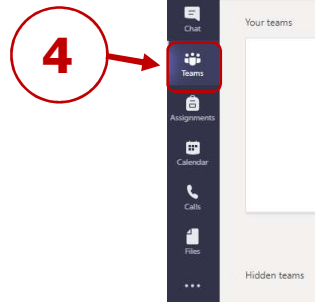
You can access Microsoft Teams by logging onto your school email using an internet browser e.g. Chrome, Microsoft Edge etc.



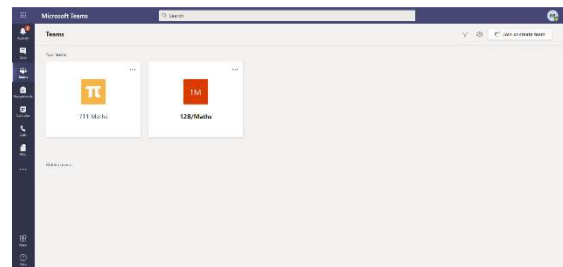
1. Open your school email.
2. Click on the  in the top left corner.
3. An option list will open up. Select 'Teams'



4. Select the  option on the left hand side menu.



You should now be able to see a page that summarises the 'Teams' that you are a member of. Don't worry if not all your classes are visible – your teachers will be busy setting up the 'Teams'.



You can download a desktop version of Teams here:

[Download Teams on my Desktop](#)

## Accessing Microsoft Teams Using a Tablet

1. Download the 'Microsoft Teams' app from the App store.
2. Sign in using your **school email** and the password you normally use to access your school email.
3. You should be taken to the screen above.



## Invitations to Virtual Lessons

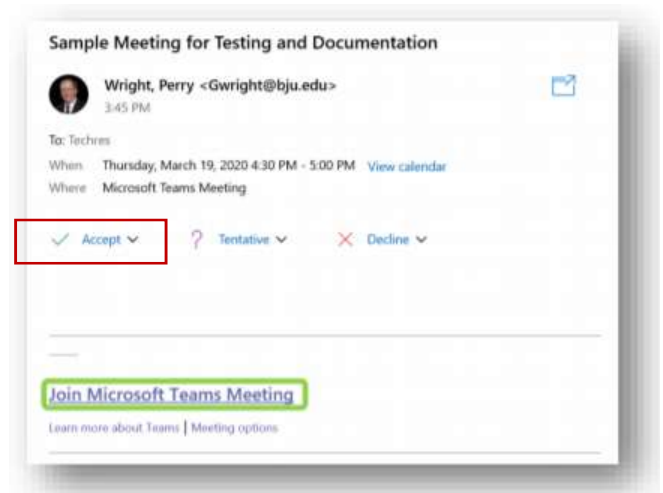
Your teacher will schedule virtual lessons using the calendar function on Teams. Teachers will give at least 3 days' notice for your virtual lesson.

This will automatically generate an invitation to your school email account.

The invitation may give you more information about the lesson in terms of preparation work, equipment needed for the lesson, or print outs required.

If you are able to join the meeting live, you should press 'Accept'.

If you are unable to join the meeting live, you can access the recording on Teams at a time that is convenient.

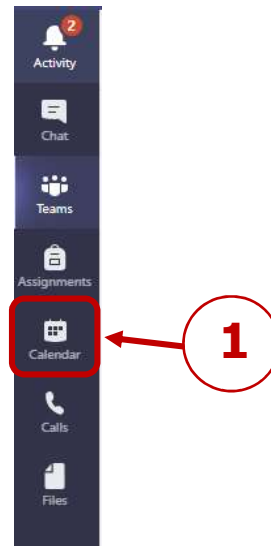


## Attending a Virtual Lesson

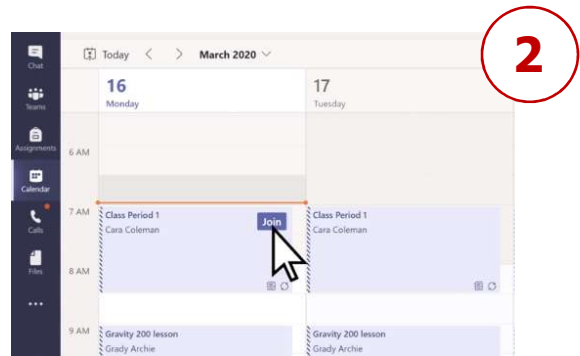
Your teacher will schedule the virtual lessons. You will receive an email notification confirming the date, and time, of your lesson.

At the time of your lesson, log onto Teams using the instructions above.

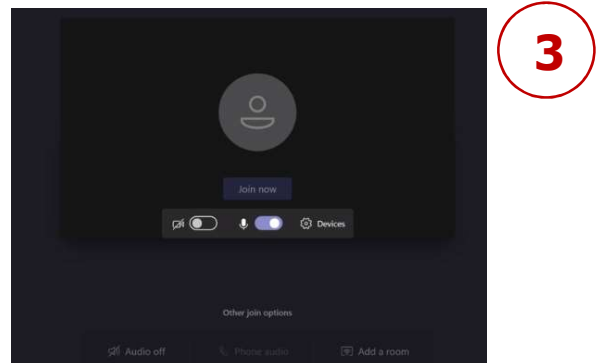
1. Select the 'Calendar' option on the left hand side menu.



2. Click 'Join' at the time of the lesson.



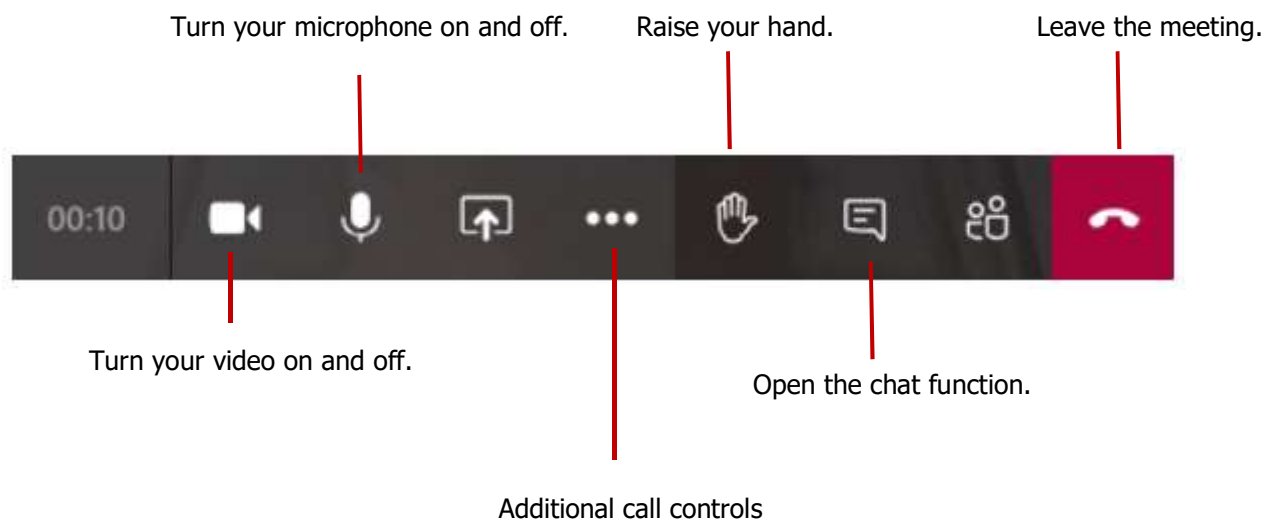
3. Before joining the meeting, adjust your microphone and camera settings.  
**Your microphone should be muted.**  
You can choose whether to have your camera on or off.




4. Click 'Join Now'.
5. You should be in the lesson now.

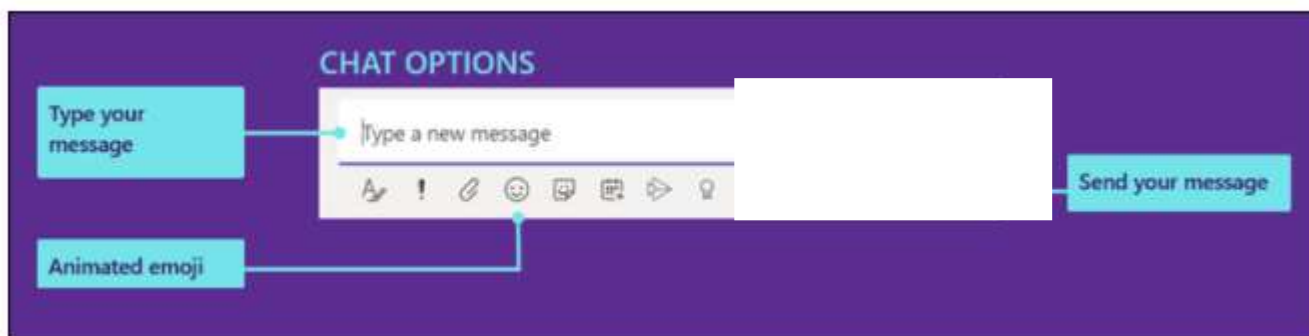
## Participating in a Virtual Lesson

During the lesson you have the following options, and actions, available to enable you to participate in the lesson.



## Using the Chat Function

By clicking on  you will open the chat function. Your teacher will indicate when this is appropriate to use in the lesson. The chat function allows you to contribute answers, or ask questions. Comments will be visible to everyone in the team, including your teacher.

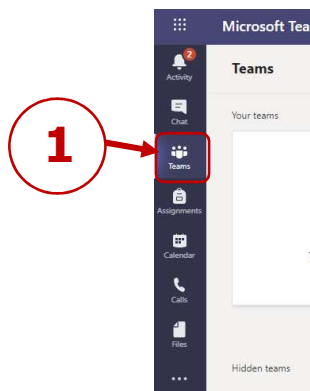


You should remember that Microsoft Teams is being used as a replacement for your lessons in school. It is not a replacement for social media – please ensure that the language you use and the content of your comments reflect this.

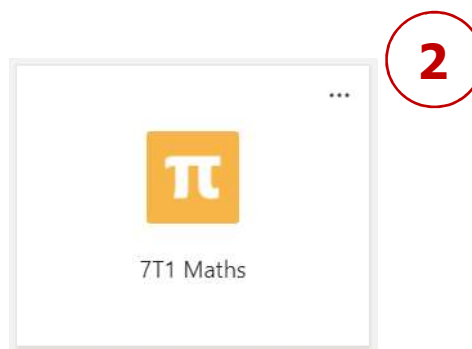
## Accessing a Recording of a Live Lesson

If you are unable to attend a lesson at the scheduled time, you are expected to watch a recording of the lesson at a time that is convenient. You can access the recording by following the steps below:

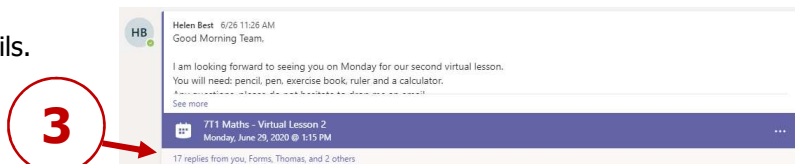
1. Click on Teams



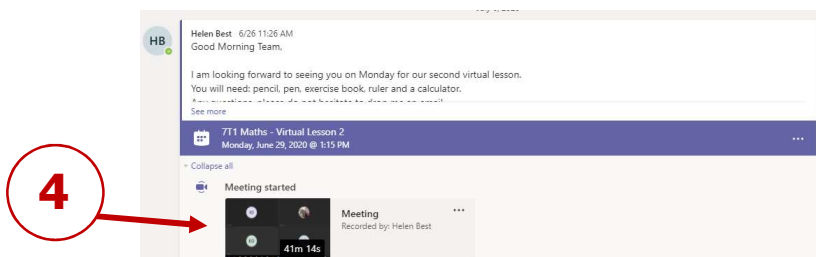
2. Click on your class tile.



3. In the General Channel, find the lesson details.  
Click to see the replies.



4. A recording of the lesson will appear.  
You can view the lesson.



If you are having problem accessing Microsoft Teams OR accessing the live lessons, please contact your class teacher initially using your school email address.

Note: Microsoft Teams has many other features, however, we will be using Microsoft Teams to deliver live lessons. Firefly will remain the main way of your teachers setting work, collecting work and providing feedback. You do not need to access the other features of Microsoft Teams.