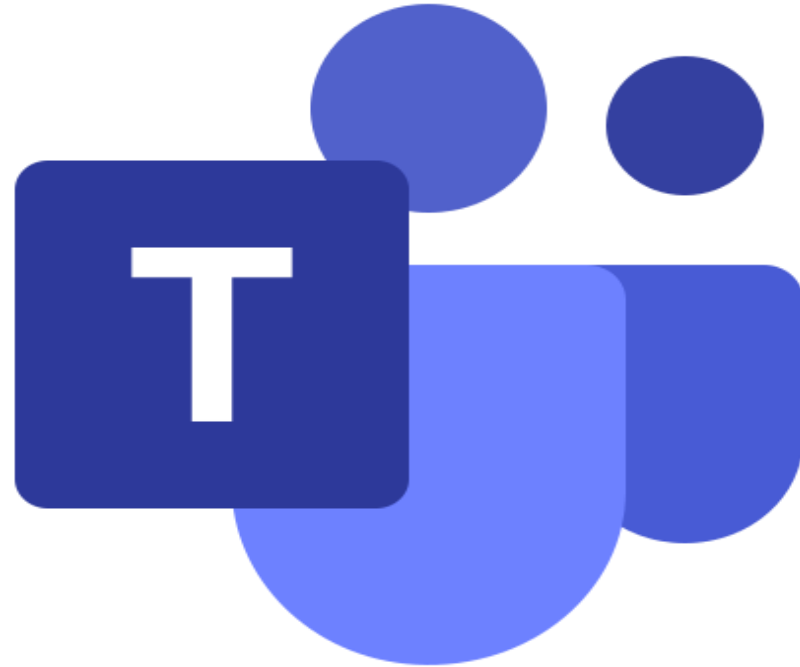




Microsoft TEAMS User Guide



Standards and expectations during a live TEAMS lesson

You need to find a suitable location for your lesson.

You must be dressed as you would be in school.

The camera and the microphone must be switched off.

Recording or taking screenshots during lessons through TEAMS is not allowed.

You can only use the chat function when instructed to do so by your teacher.



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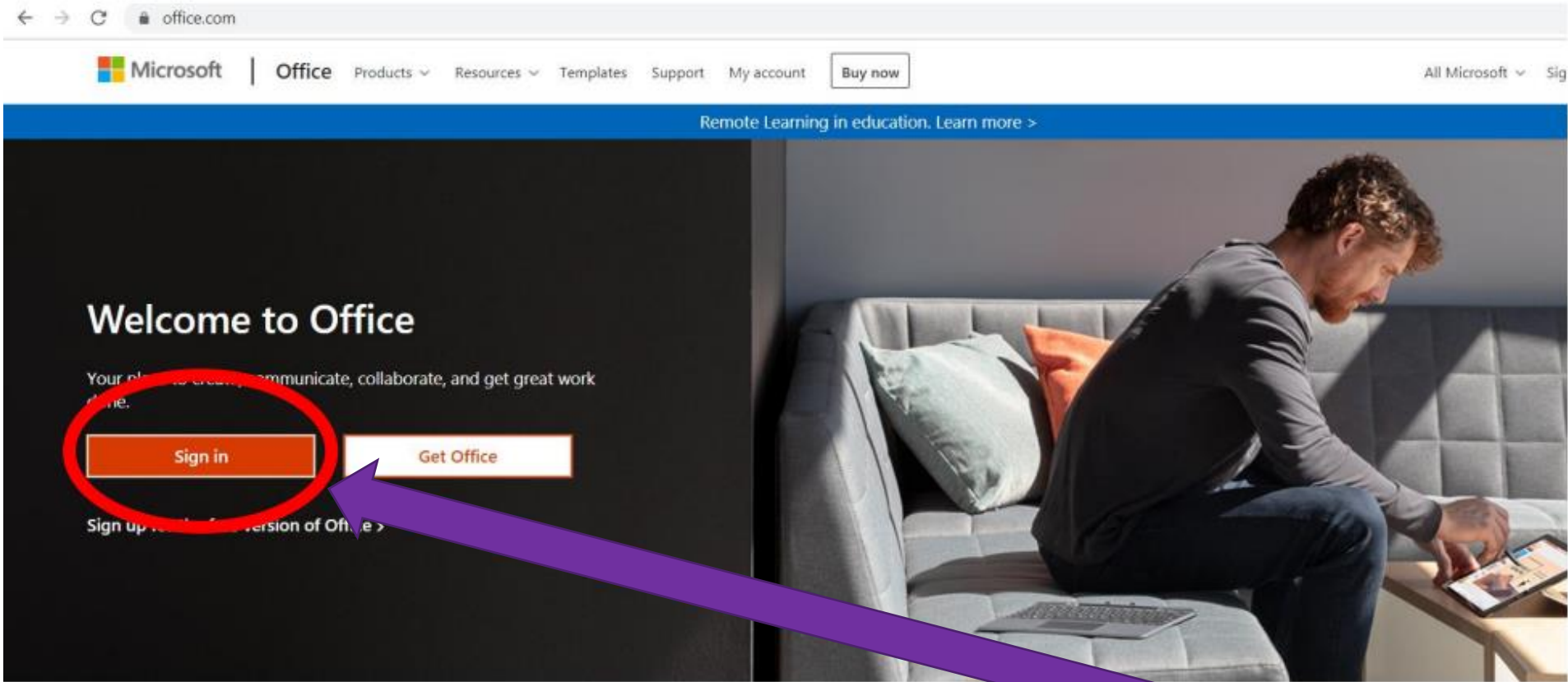
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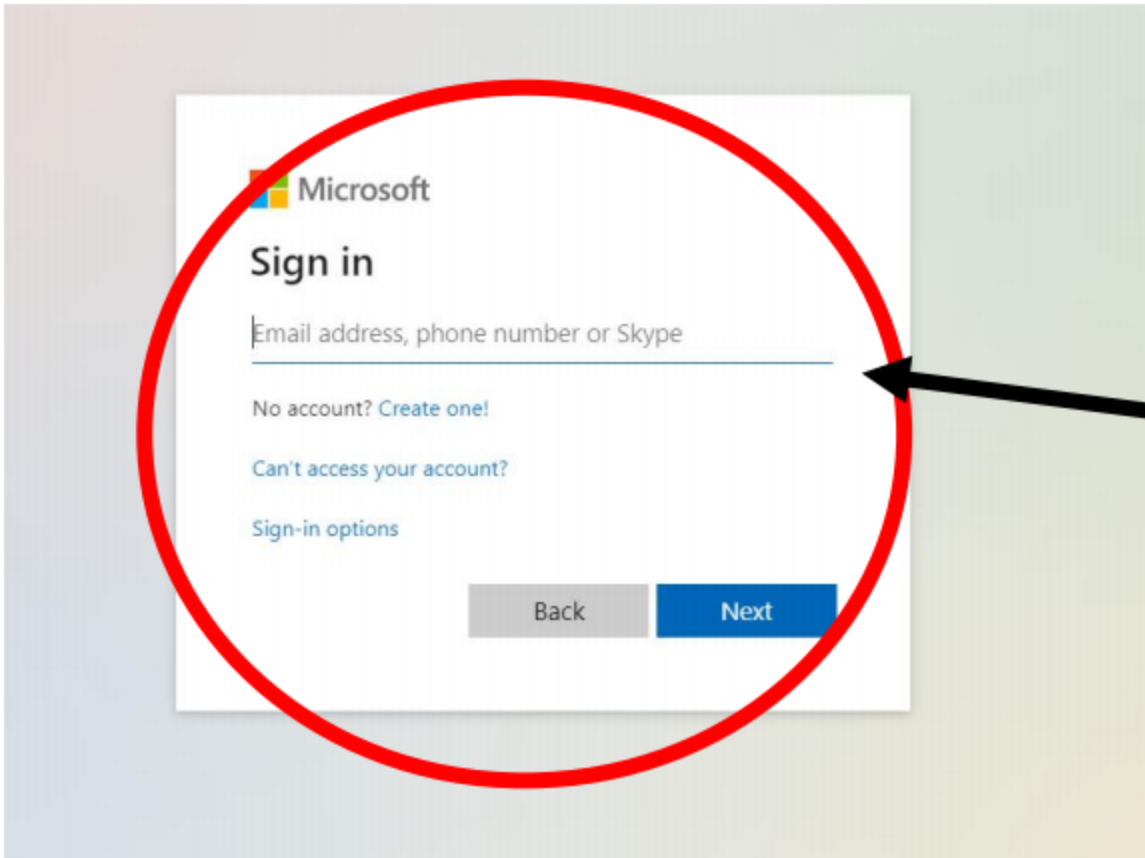
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Select the first link that appears.

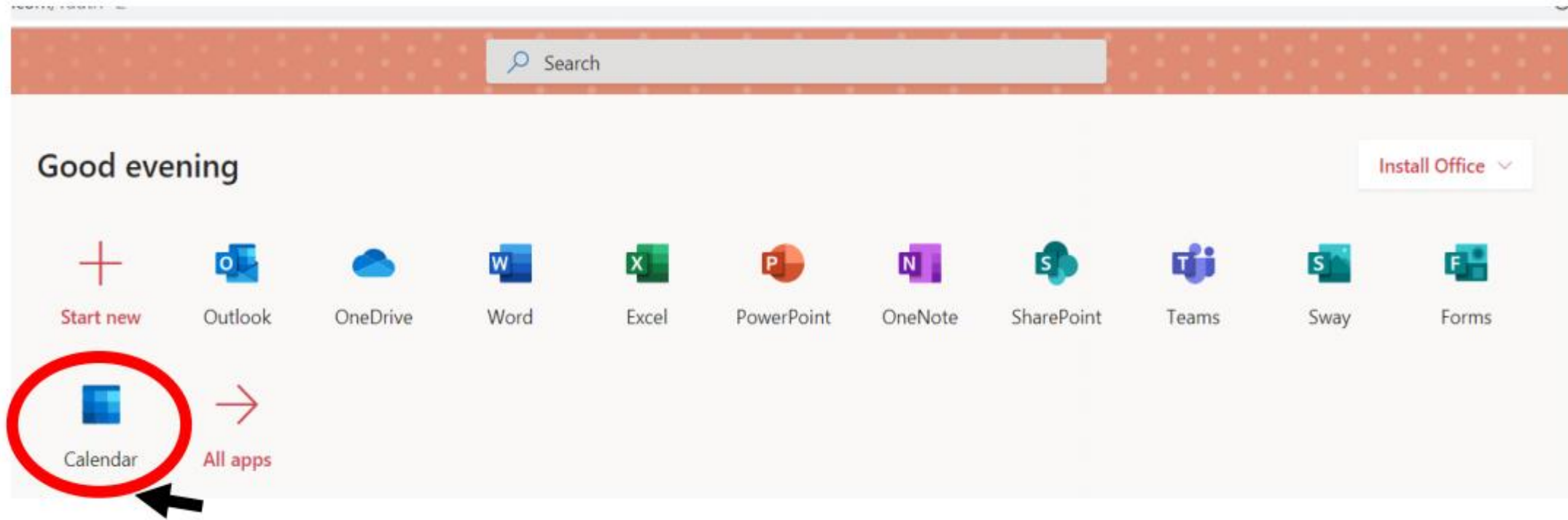


Sign in to use your favorite productivity apps from any device

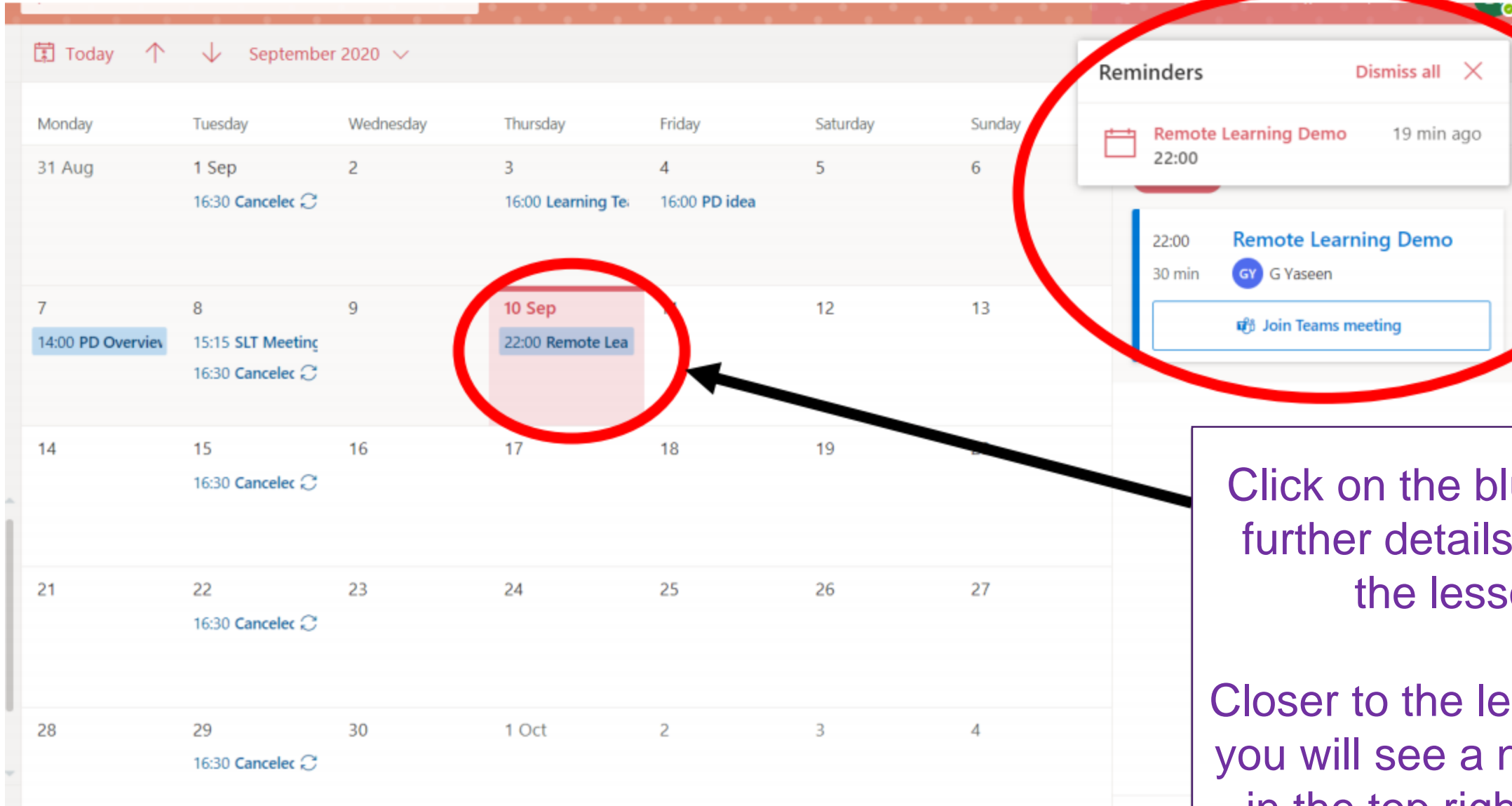
Select 'Sign in'.



Enter your school email address. You will find it on the sticker in your planner. If you do not have it or you have lost it, please contact your form tutor **on Class Charts** as soon as possible.



If you have a 'LIVE' lesson scheduled, you'll find the invitation in your calendar.



The screenshot shows a calendar for September 2020. A meeting titled "22:00 Remote Lea" is scheduled for September 10th. A notification in the top right corner, titled "Reminders", shows "Remote Learning Demo" at 22:00, 19 minutes ago. A blue tab on the notification says "Join Teams meeting".

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
31 Aug	1 Sep 16:30 Canceled	2	3 16:00 Learning Te	4 16:00 PD idea	5	6
7 14:00 PD Overview	8 15:15 SLT Meeting 16:30 Canceled	9	10 Sep 22:00 Remote Lea	11	12	13
14	15 16:30 Canceled	16	17	18	19	20
21	22 16:30 Canceled	23	24	25	26	27
28	29 16:30 Canceled	30	1 Oct	2	3	4

Click on the blue tab for further details and join the lesson.

Closer to the lesson time, you will see a notification in the top right corner.



er.html?type=meetup-join&deeplinkId=59b5840b-91dc-499b-9954-/c681cc6f/76&directDI=true&msLaunch=true&enableM

Open Microsoft Teams?

https://teams.microsoft.com wants to open this application.

Always allow teams.microsoft.com to open links of this type in the associated app

Open Microsoft Teams Cancel

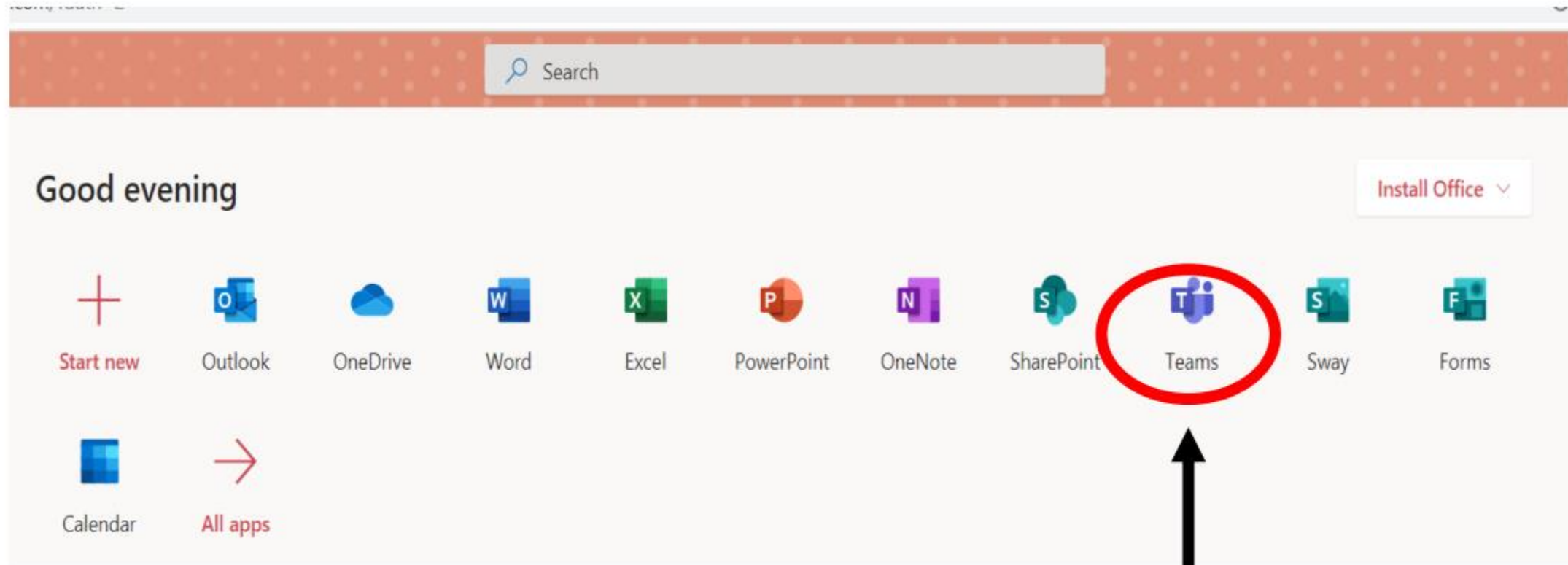
It is simpler to open 'TEAMS' in your web browser as this does not require downloads or installation.

How do you want to join your Teams meeting?

Download the Windows app
Use the desktop app for the best experience.

Continue on this browser
No download or installation required.

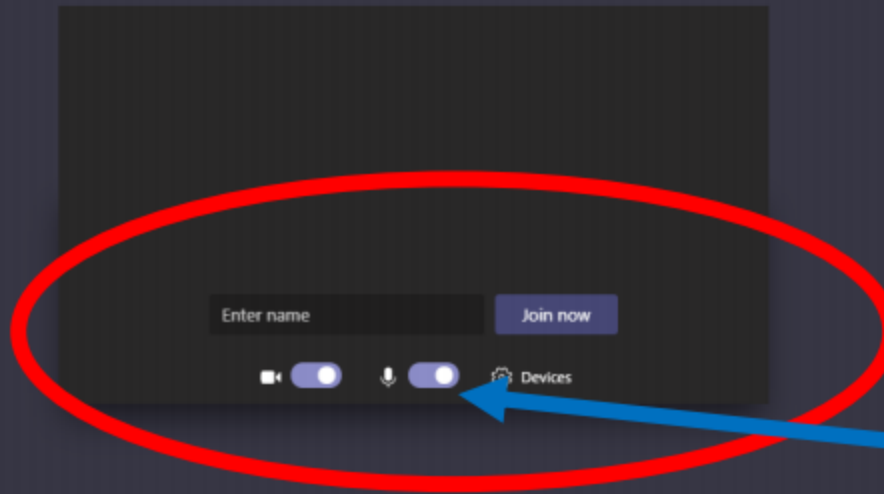
Open your Teams app
Already have it? Go right to your meeting.



You can also access a tutorial going through the TEAMS app.

Choose your audio and video settings for

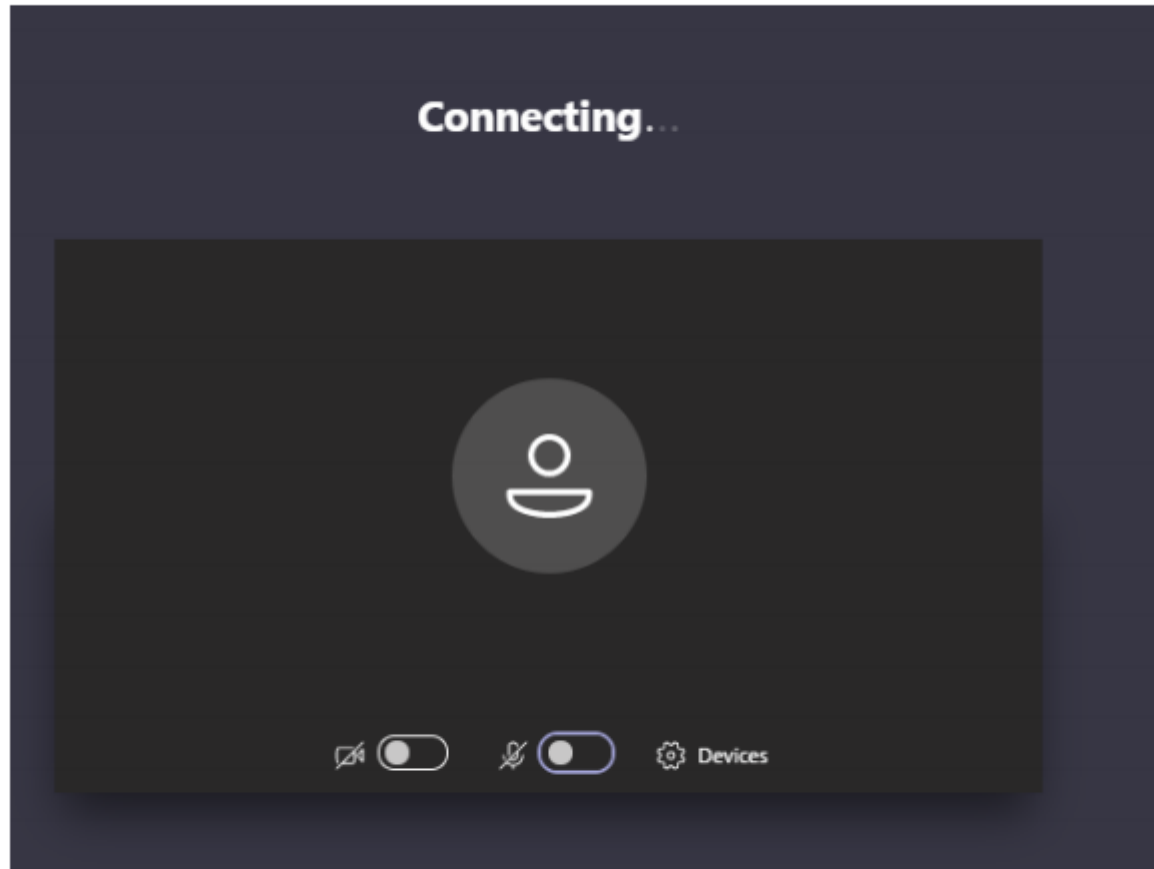
Meeting now



Enter your first name and the initial of your surname.

This will be used as your screen name during the LIVE lesson.

Make sure that both your camera and microphone are off before joining.



You will then see this screen which means you are being signed in.

Microsoft Teams

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Choose your audio and video settings for

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Teams Classroom can be accessed on Windows, Apple and Android devices. You can download it using the links below.



[Windows app](#)



[Apple app](#)



[Android app](#)