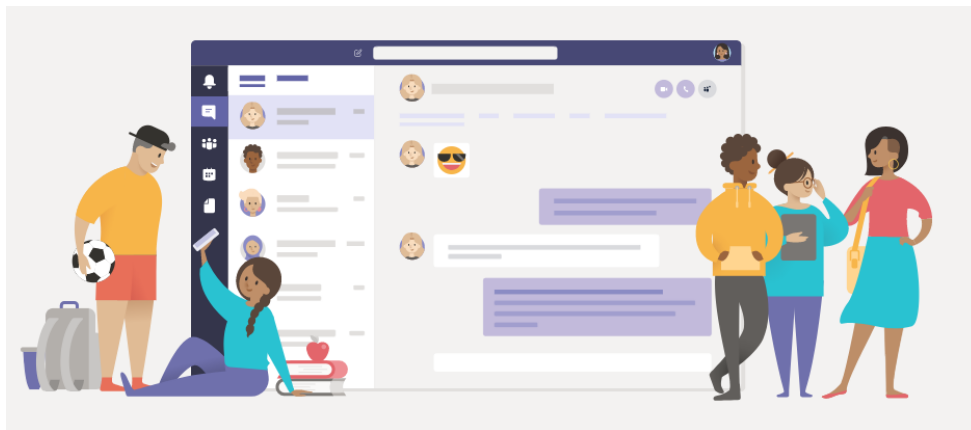


Microsoft Teams – Student ‘How to’ Guide



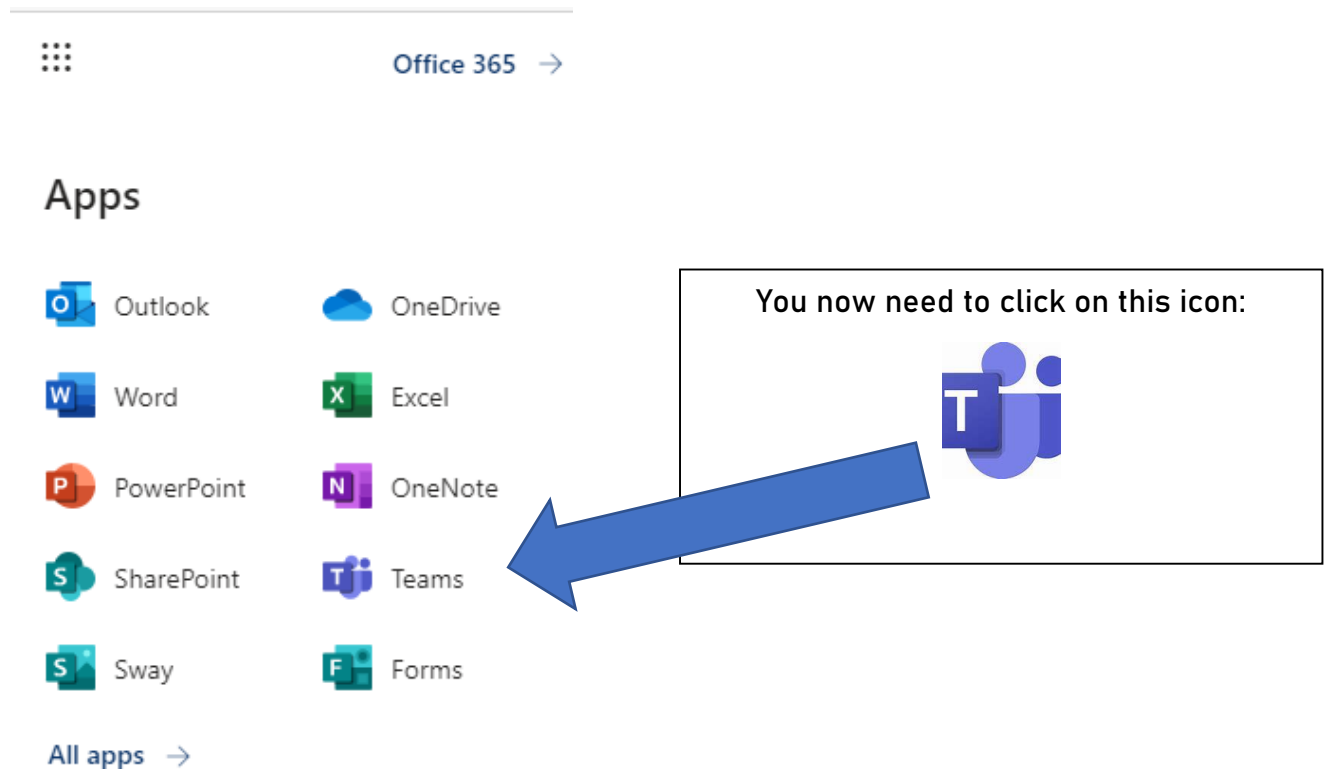
Microsoft Teams is for your live lessons. If any teachers have made pre-recorded lessons, they will send you a link to this on Show my Homework for you to watch and complete the work attached.

How do I access Microsoft Teams?

In your Outlook email you will see dots in the top left-hand corner.



Click on the dots



Downloading the Microsoft Teams App for your desktop will make it easier for you to join each lesson. You can also download Microsoft Teams on your phone, iPad or tablet if you have one.

It can be downloaded from the link below:

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

Available across Mobile platforms



iPad

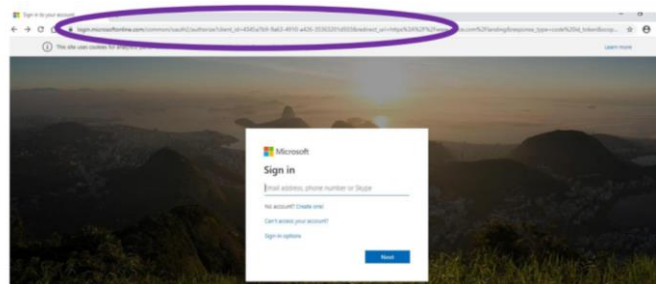
iPhone

Android

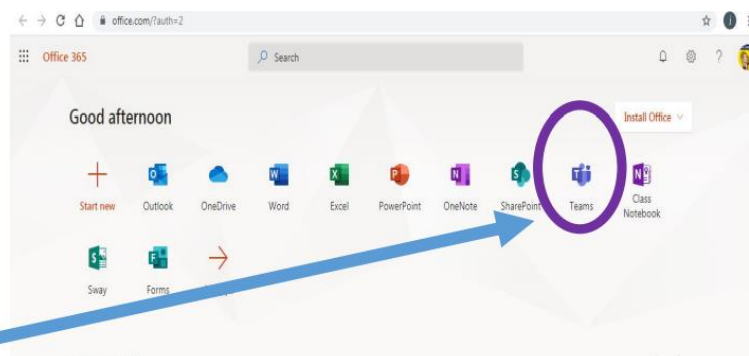
WP

Available in 181 markets and 25 languages to empower every individual to achieve more together

A different way of accessing Teams is by typing the following in your internet browser: login.microsoftonline.com and you will get this home screen.

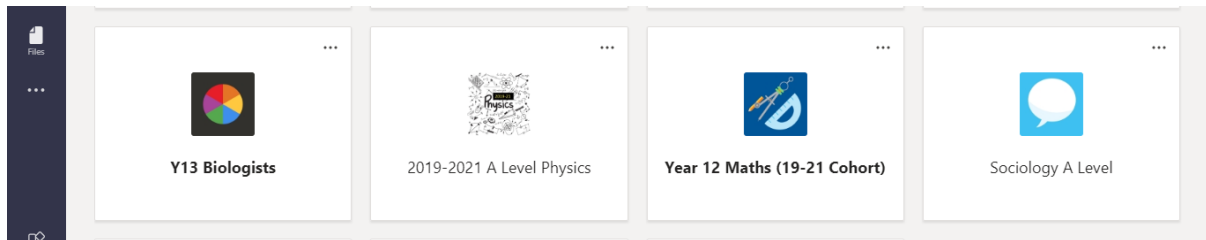


Only your school email will work with Microsoft Teams, so enter this and your password.

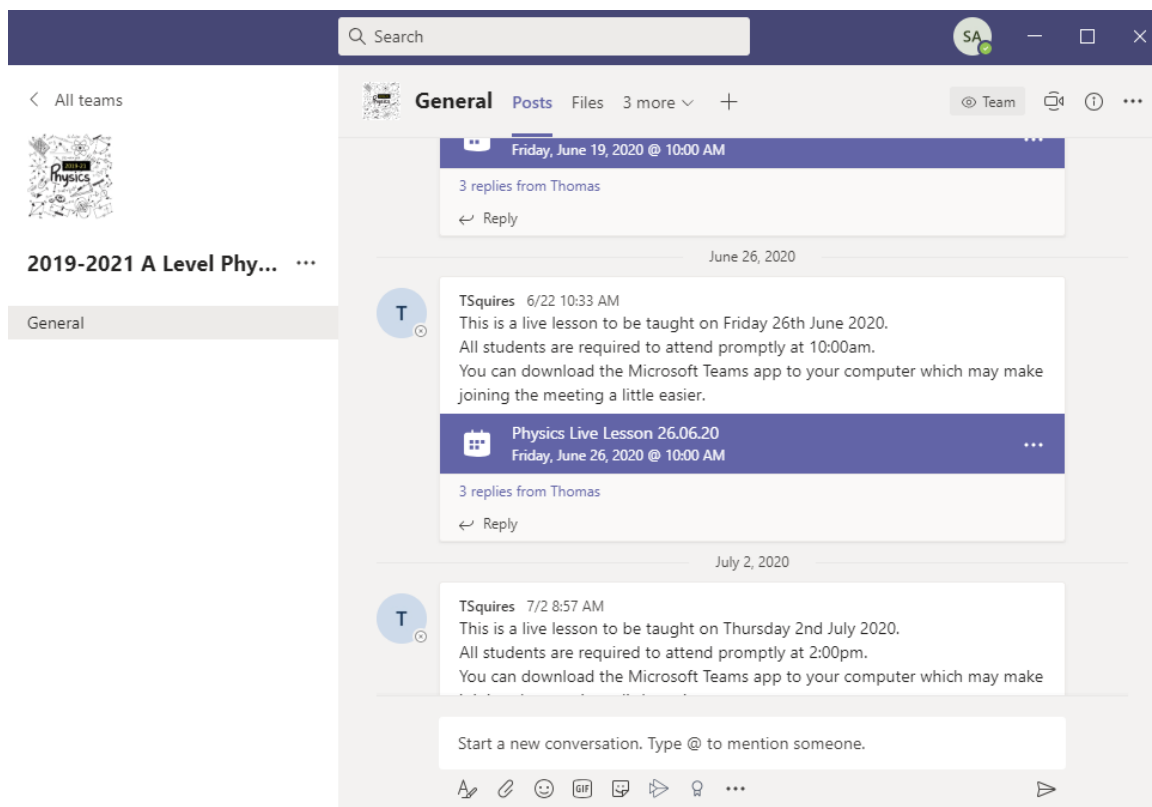


Select 'Teams' here

You are now logged onto Microsoft Teams if you can see the screen below (this is an example screen; your screen will be different and will show the classes that you are in):

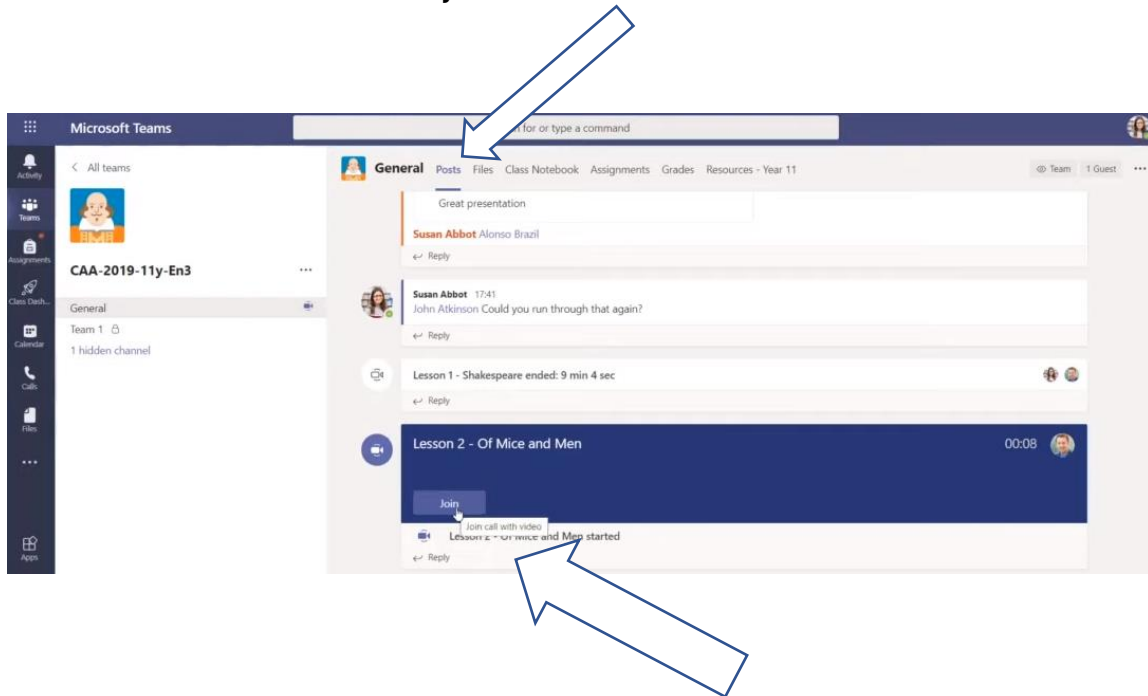


- You can click on one of your classes to see the main page for each class (the example below is for a Year 12 Physics class).

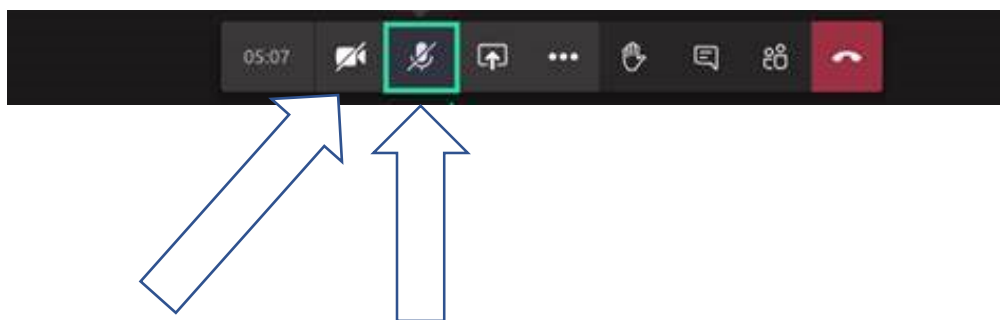


How do I join a lesson?

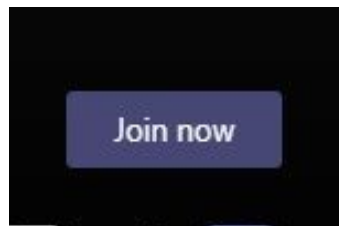
Your teacher will send you a link to your email account to access your lesson. You will also have a reminder email 15 minutes before your lesson is about to start. You will also be able to find your lessons under the 'Posts' tab for each of your classes.



Before you join your lesson, you need to make sure that your camera and microphone are both switched off.



The arrows above point to the camera and microphone icons. You need to make sure they have the line through each them like above. If they do not, then click on them so that they do.



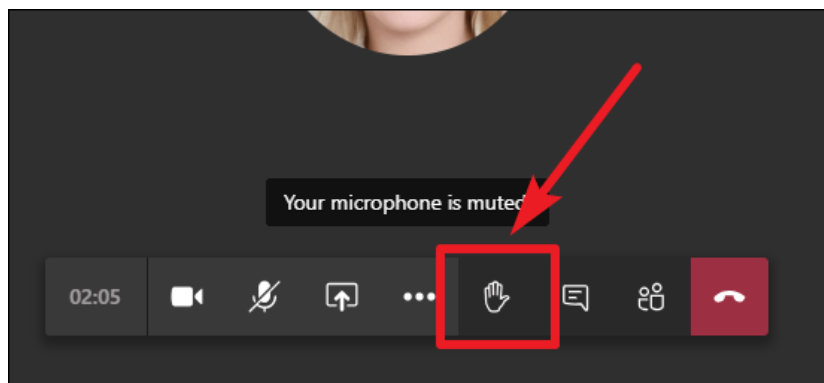
You will then need to click the 'Join Now' button (see above image).

You will then see your teacher on your screen.

How can I ask a question during a lesson?

If you need to ask a question, then you can put your 'hand up' by clicking on the icon below. Your teacher will then ask you to put your microphone on to ask your question.

You just need to click on the hand icon to ask a question.



How to be ready for your Teams Lessons:

- Ensure that you are clear on the code of conduct for Microsoft Teams lessons (this is on SMHK).
- Check your computer is working ok, and that you can access Teams before each lesson begins.
- Log in 5-10 minutes in advance and wait in the 'lobby' until your teacher admits you to the lesson.
- Have your exercise book, pens, calculator and any other required equipment ready and to hand for each subject.
- Ensure you are in a quiet part of your home away from interruptions (if this is possible).

If you are having any issues in accessing Microsoft Teams, you need to email your College Leader.

Eking@hillcrest.bham.sch.uk (Year 7)

NShaw@hillcrest.bham.sch.uk (Year 8)

AAdenike@hillcrest.bham.sch.uk (Year 9)

KAankiah@hillcrest.bham.sch.uk (Year 10)

SKennard@hillcrest.bham.sch.uk (Year 11)

