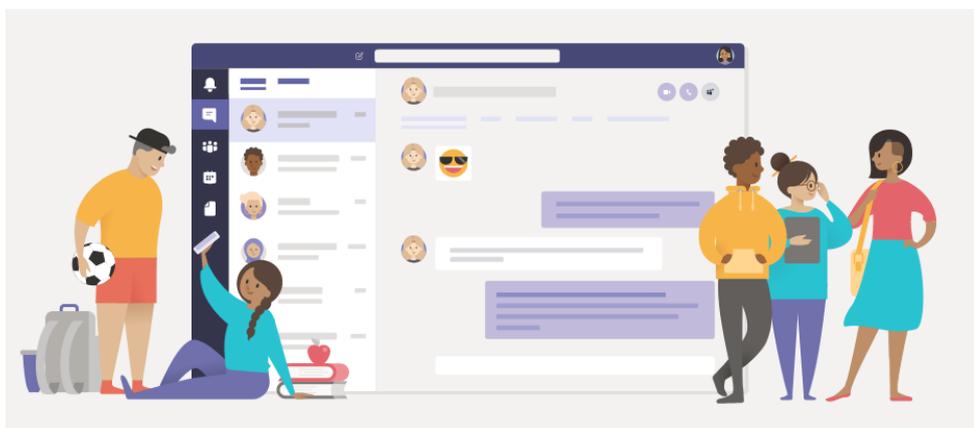


# Microsoft Teams – Student ‘How to’ Guide



Microsoft Teams is the platform that live lessons will take place on should you have to remain at home at any point during the academic year.

You must attend all live timetabled lessons (you will be following your normal timetable). If for any reason you are unable to attend a lesson, your parent/carer must inform the school, and you should email Mr Connor-Hemming. Each lesson will be 30 minutes.

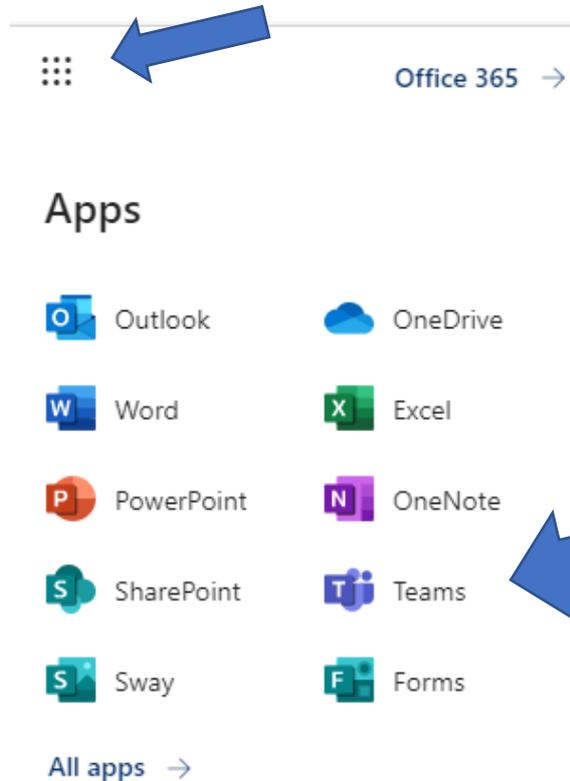
**Microsoft Teams is for your live lessons. If any teachers have made pre-recorded lessons, they will send you a link to this on Show my Homework. All other work will be set on Show my Homework.**

How do I access Microsoft Teams?

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



Click on the dots



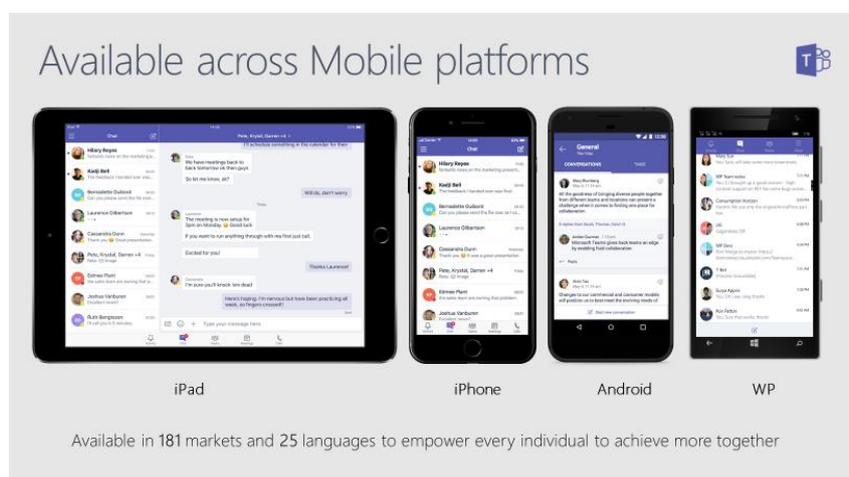
You now need to click on this icon:



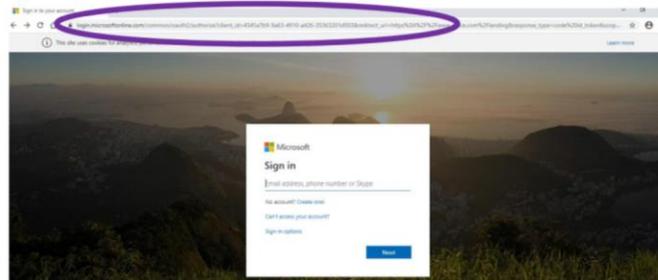
Downloading the Microsoft Teams App for your desktop will make it easier for you to join each lesson. You can also download Microsoft Teams on your phone, iPad or tablet.

It can be downloaded from the link below:

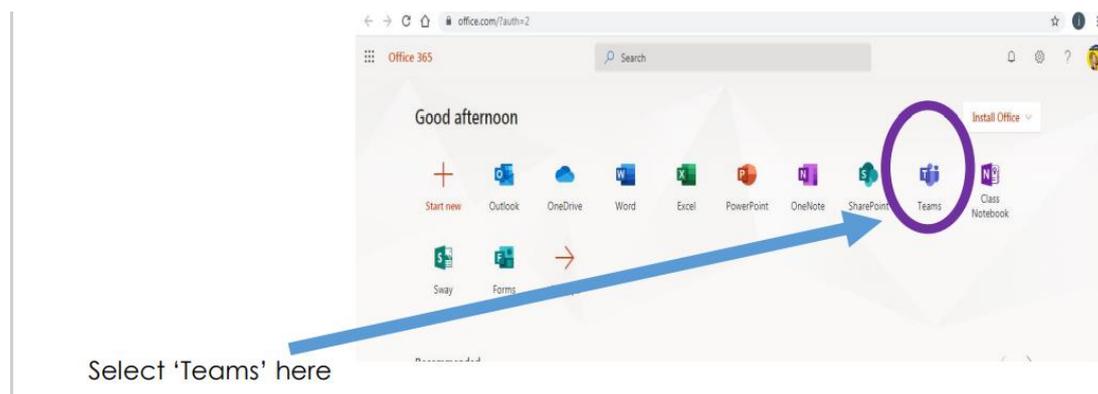
<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>



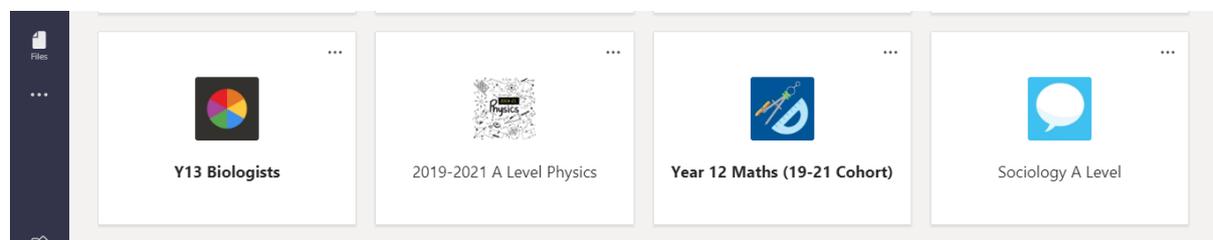
A different way of accessing Microsoft Teams is by typing the following in your internet browser: [login.microsoftonline.com](https://login.microsoftonline.com) and you will get this home screen.



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

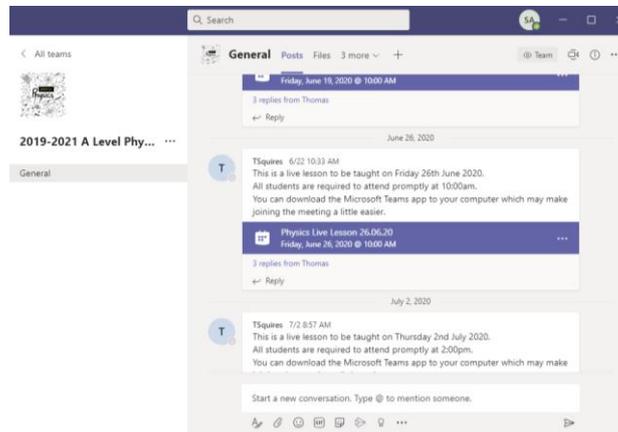


You are now logged onto Teams if you see the screen below:



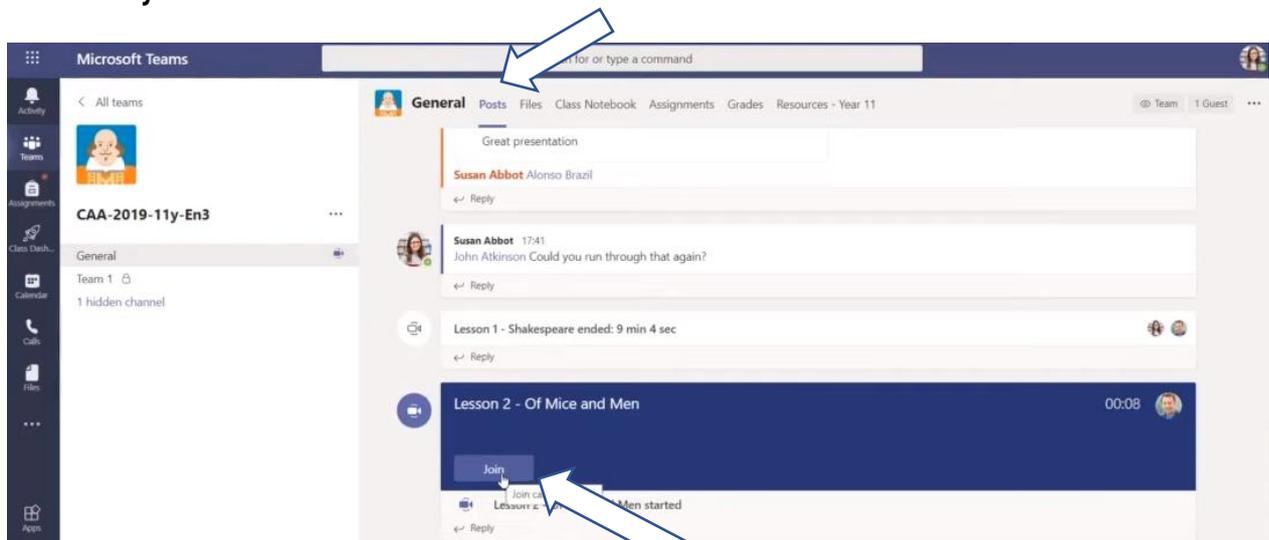
- The tiles above will show your classes. Your teachers will have added you to your class groups.

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



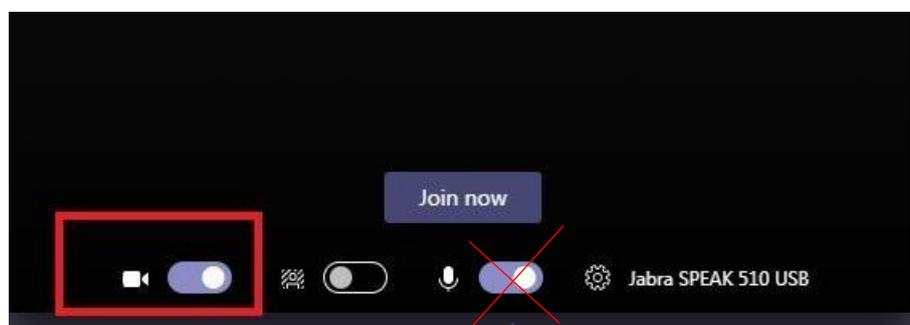
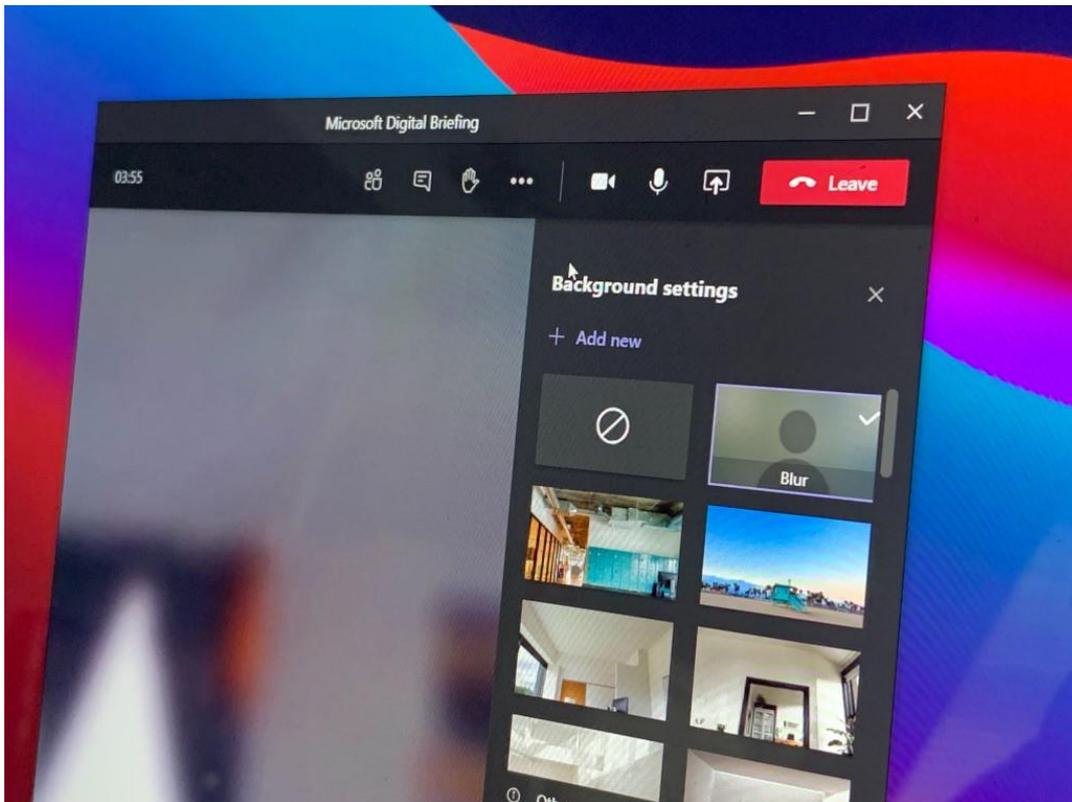
## How do I join a lesson?

Your teacher will send you an email link to access each 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.



- You will see the lesson listed and there is an option to 'Join' the lesson.

You must ensure that you have the Microsoft Teams 'Blur' background on (see image below)

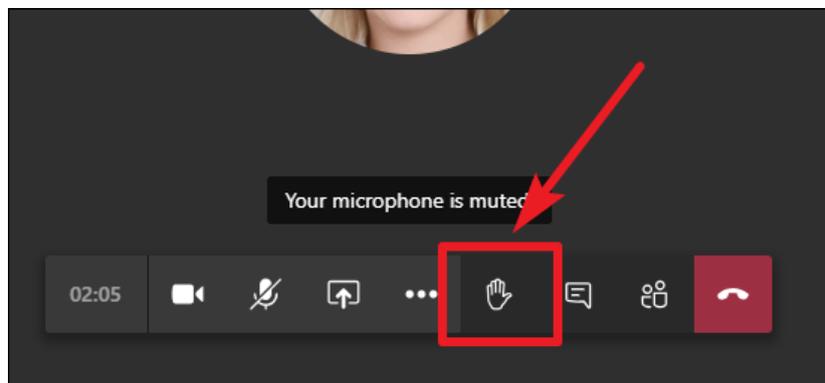


You will then need to click the 'Join Now' button (see above image). You can see from the image above, that in this case, both the camera and microphone are switched on. You need to ensure that your camera is on (with the MS Teams blurred background), but your microphone is switched off.

## How can I ask a question during a lesson?

Your camera will be switched on during your lessons (you must have the Microsoft Teams blurred background on), however, your microphone should be turned off when you join each 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:

- Remind yourself of the code of conduct for Microsoft Teams lessons.
- Check your computer is working ok, and that you can access Microsoft Teams before each lesson begins.
- Log in 5-10 minutes in advance and wait in the waiting room.
- Have your mini-whiteboard, pen, knowledge organiser folder, calculator and other equipment ready for each lesson.
- 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, then it is vital that you email your College Leader and copy in IT Support (see below) – [itsupport@hillcrest.bham.sch.uk](mailto:itsupport@hillcrest.bham.sch.uk)