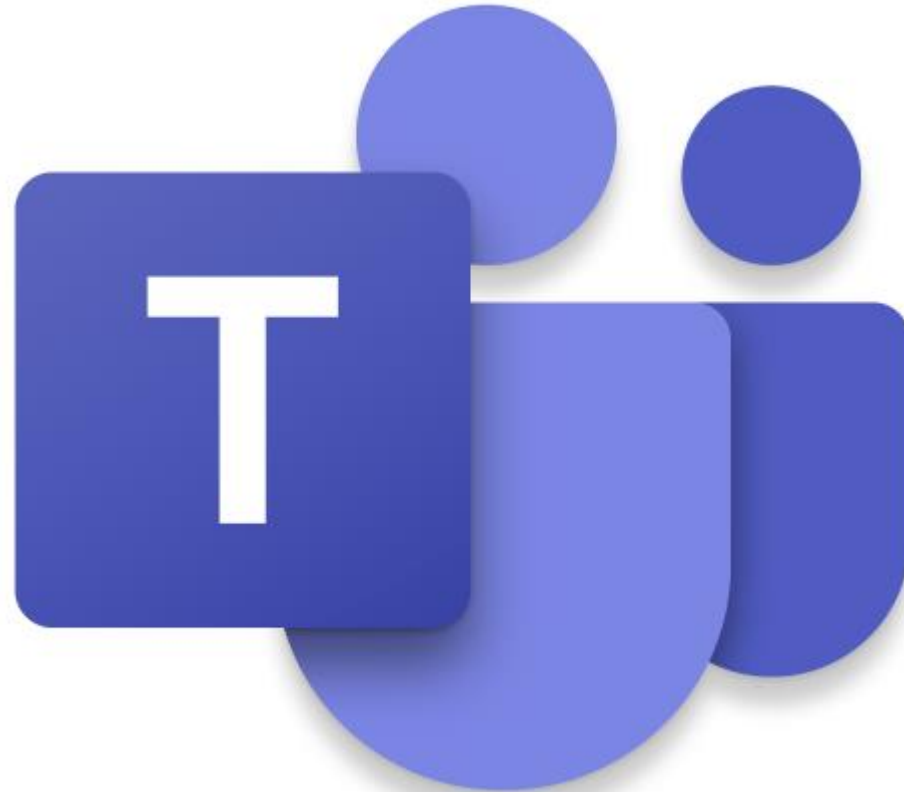


Microsoft TEAMS Student Guide



Standards and expectations during a live Teams lesson

You need to select a suitable location to base yourself

- You must **NOT** be on or in your bed when in a Teams lesson
- Ensure you are in a space that means you cannot be disturbed
- The Teams lesson is only for you and not for anyone else in your home, so they must not be with you during the lesson

You must be dressed as you would be in school

- You must be fully clothed with your shoulders covered
- No pyjamas or inappropriate wear

Your camera **MUST** be switched off

You are not to record or screenshot any lesson through Teams or a 3rd party device

- You should not attempt to record or screenshot any part of the lesson, if you do not understand something or need clarification, then ask your teacher

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

- Teams chat functions are not to be utilised to contact other students, even if your communication is about the work.
- Teams is strictly for communication with your teacher
- When typing and sending any text this must always be done in an appropriate manner with **no derogatory language or obscene images**

During the lesson make sure your microphone is muted

- This will make sure there is no feedback when the teacher is presenting.



🕒 office 365 mail



🕒 office 365 mail - Google Search



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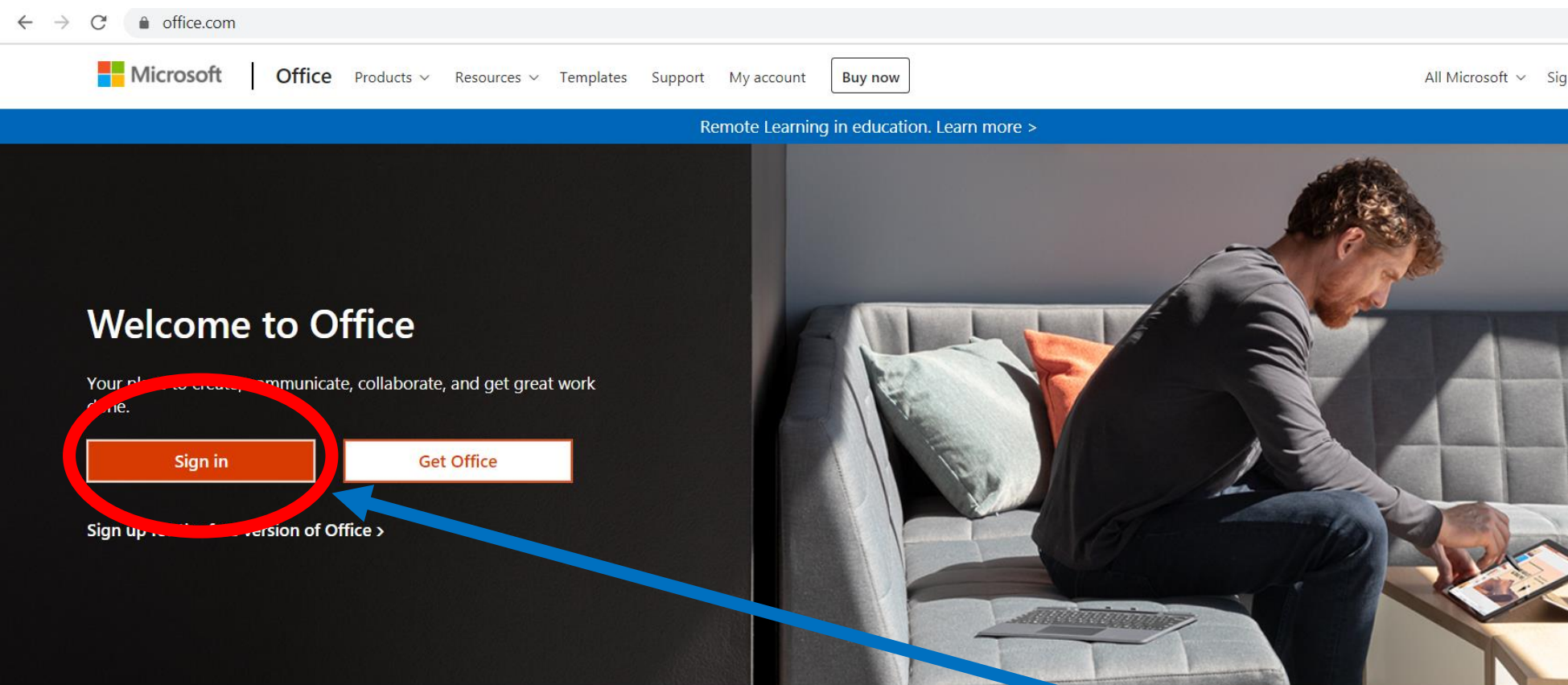
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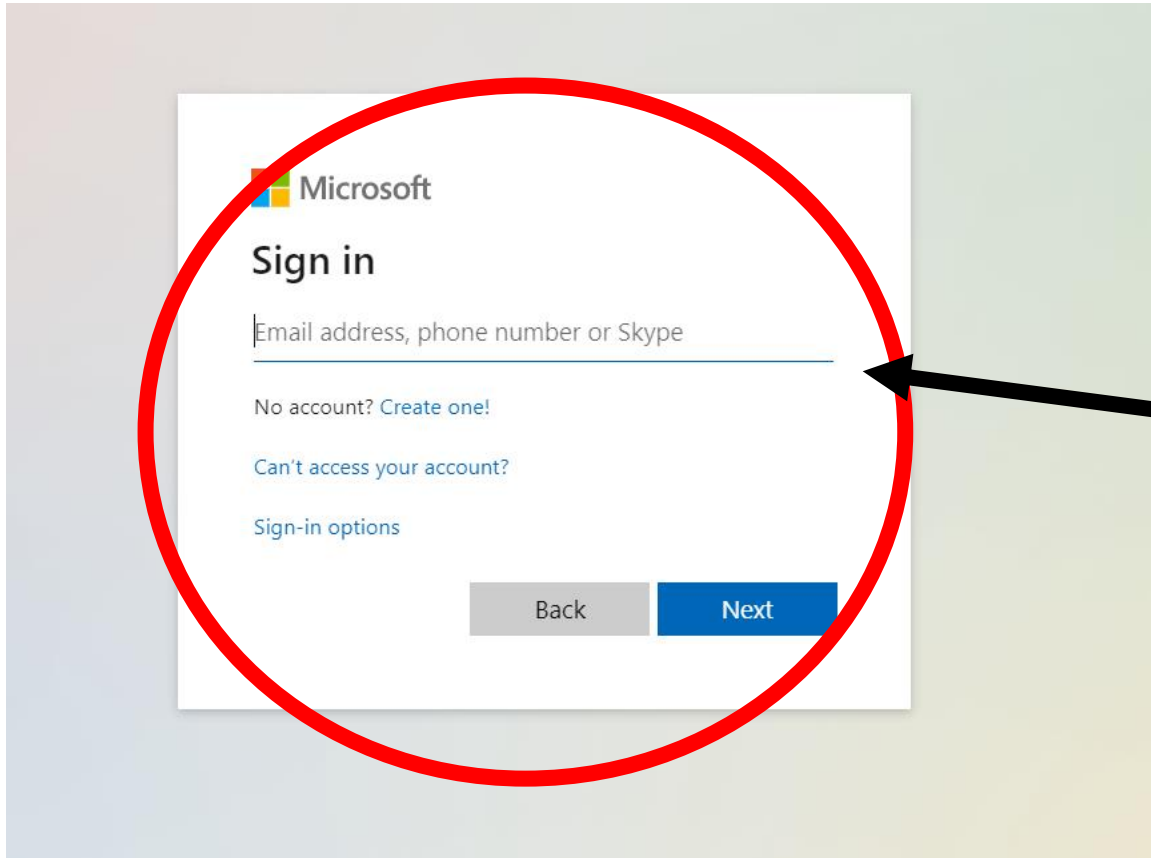
Outlook 365 Login - Office 365

Select the first link that appears.



Sign in to use your favorite productivity apps from any device

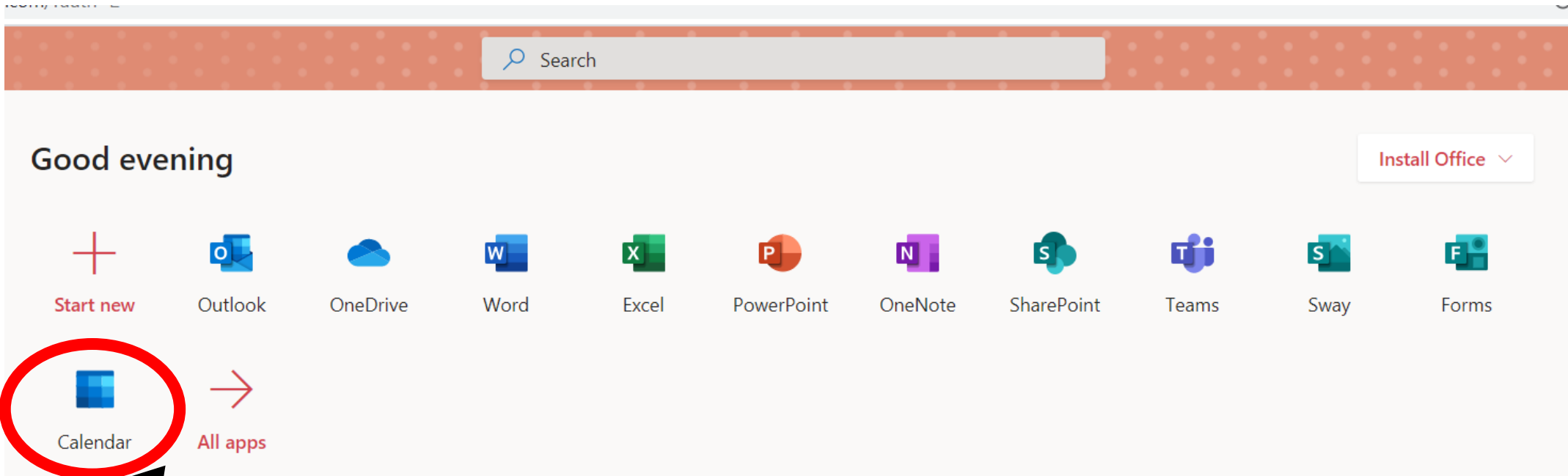
Select 'sign in'



Enter your new school e-mail address...

This can be found on the sticker in your planner.

Then enter your school password, this is also in your planner.





If you have a 'LIVE' lesson scheduled you will find an 'invite' in your calendar

Today ↑ ↓ September 2020

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

Reminders Dismiss all ✕

 **Remote Learning Demo** 19 min ago
22:00

22:00 **Remote Learning Demo**
30 min  G Yaseen

[Join Teams meeting](#)

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 hand corner

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](#)

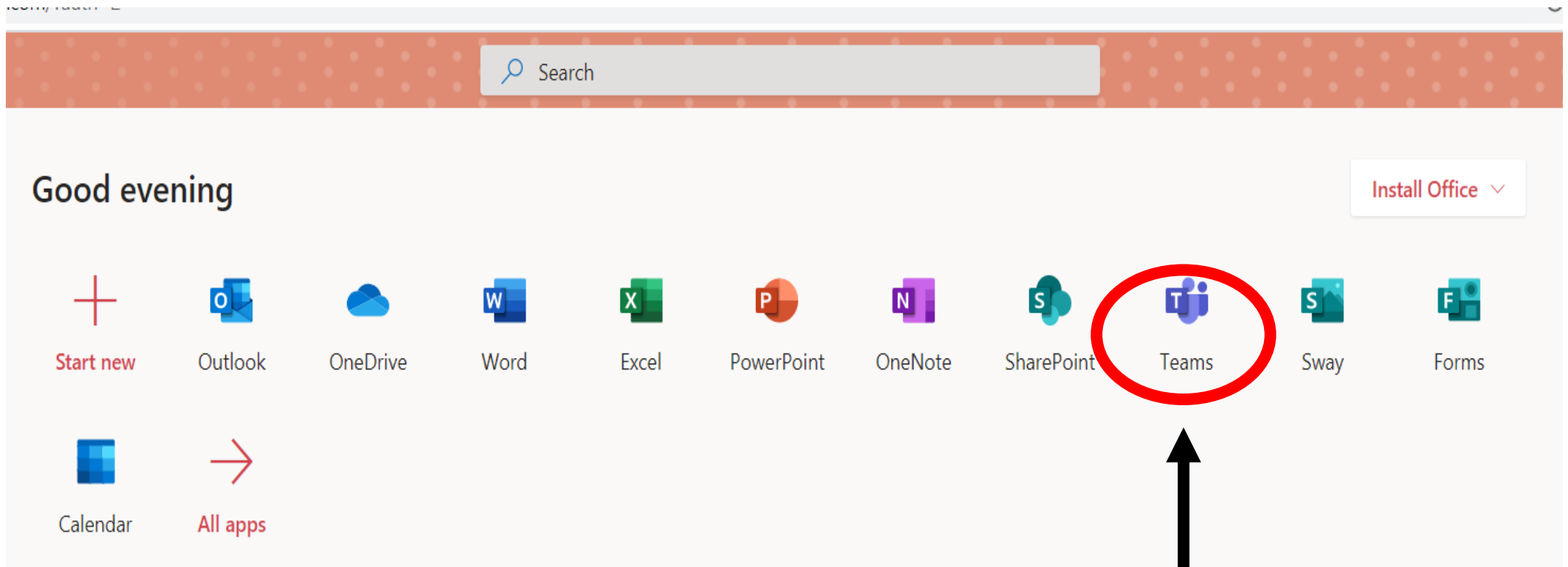
It is simpler to open 'TEAMS' in your web browser as this does not involve downloads or installation

How do you want to join your Teams meeting?

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

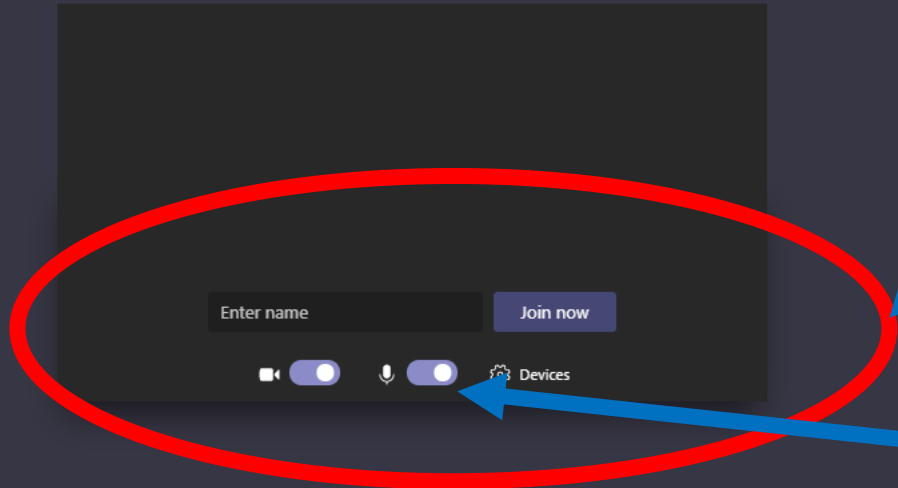
 **Continue on this browser**
No download or installation required.

 **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

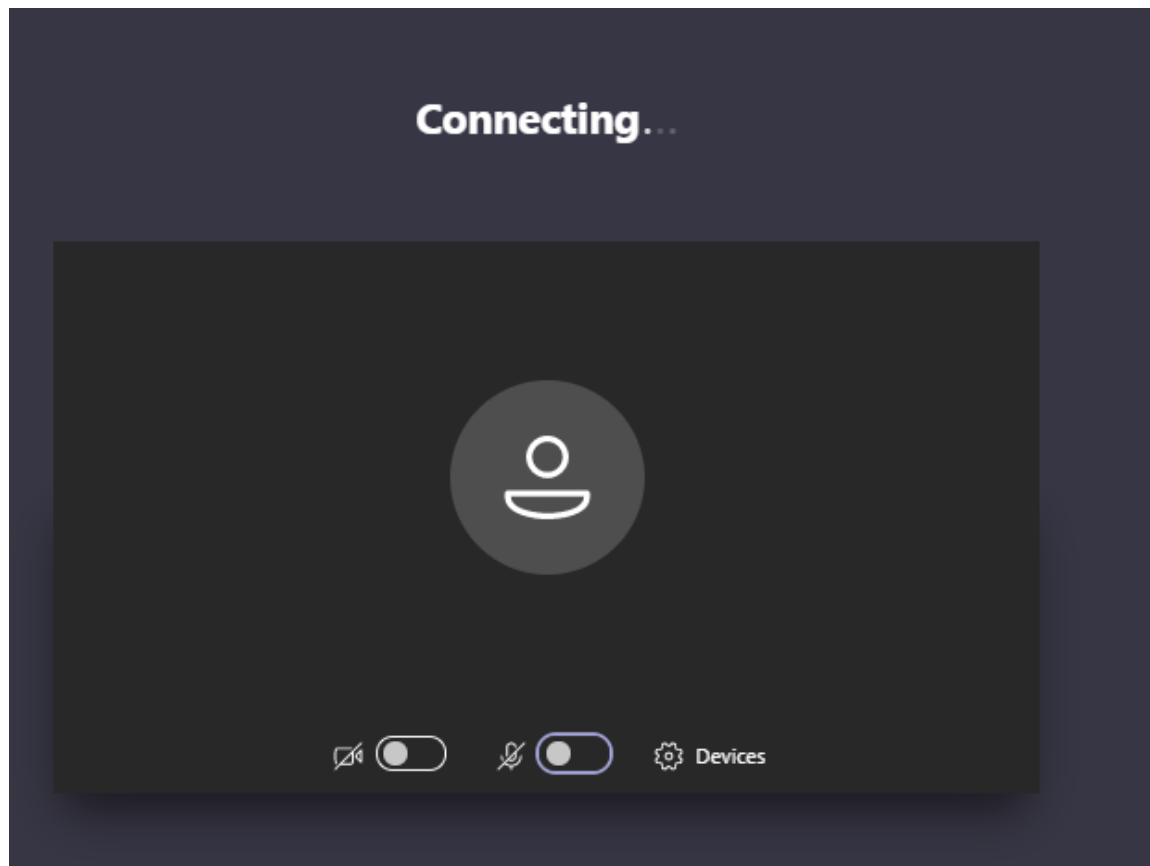


The screenshot shows a dark-themed interface for joining a meeting. At the top, it says "Choose your audio and video settings for Meeting now". Below this is a central panel with a dark background. Inside this panel, there is a text input field labeled "Enter name" and a blue "Join now" button. Below the input field and button are three controls: a camera icon with a toggle switch that is currently turned on, a microphone icon with a toggle switch that is currently turned on, and a "Devices" icon. A red circle is drawn around the "Enter name" field, the camera and microphone toggles, and the "Join now" button. Below the central panel, there is a section titled "Other join options" with two buttons: "Audio off" and "Phone audio".

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.



Activity



Chat



Teams



Assignments



Calendar



Calls



Files



...



Apps



Help



Share

Choose your audio and video settings for
Remote Learning Demo

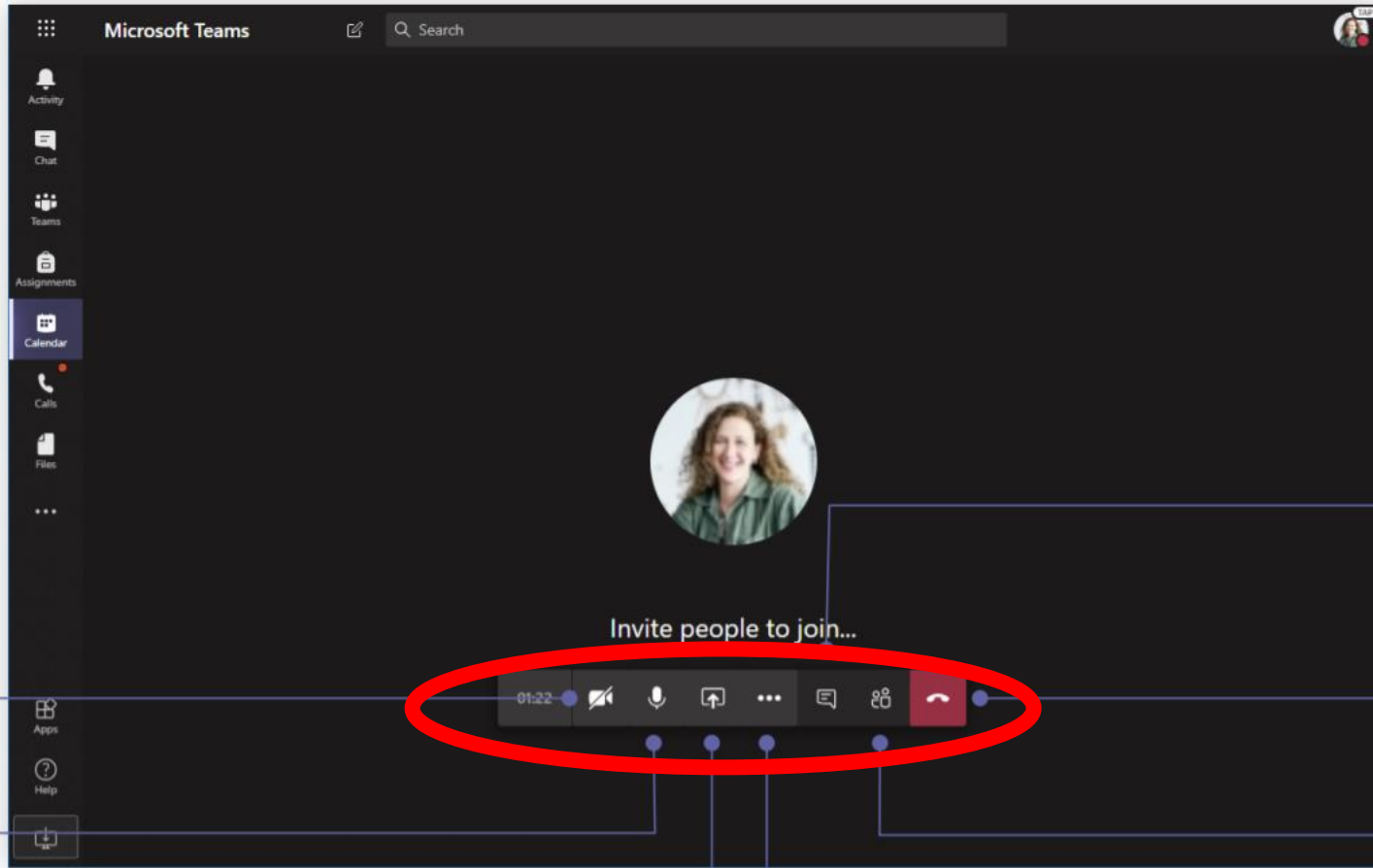
Join now

Video Audio Devices

Other join options

Audio off | Phone audio | Add a room

Clicking anywhere will bring up the tool bar



Turn your video feed on and off.

Mute and unmute yourself.

Share your screen and sounds from your computer.

Access additional call controls
Start a recording of the meeting, change your device settings, and more.

Send chat messages
Send chat messages, share links, add a file, and more. Resources you share will be available after the meeting.

Leave the meeting
The meeting will continue even after you have left.

Add participants to the meeting.