



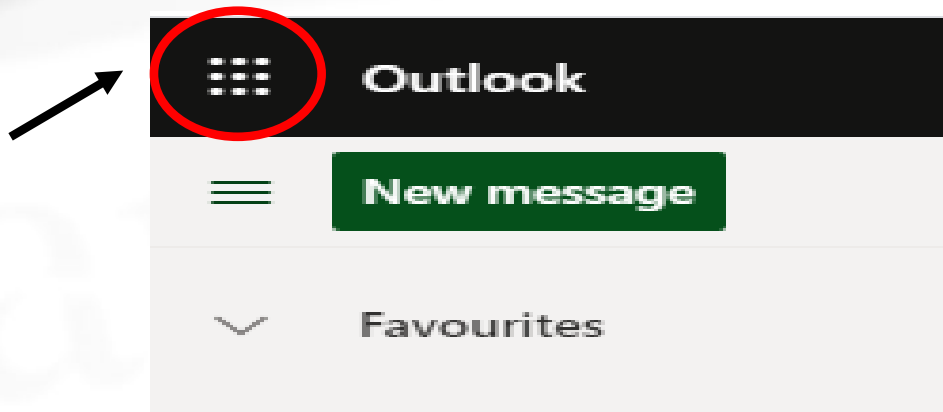
## Getting started on Microsoft Teams... a quick 'set up' guide for students



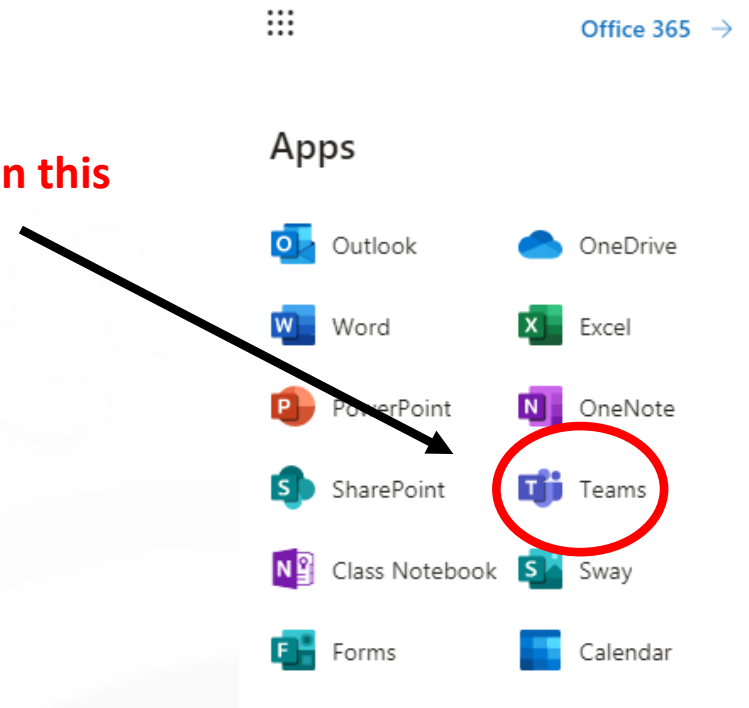
## How do I access Microsoft Teams?

- Via your email in Microsoft Outlook (you must use your school email account)

Click on this in the top left corner of your email



Click on this icon





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## How do I access Microsoft Teams?

- Or you can add it as an App from the App store on your device, and sign in using your school email log-in details





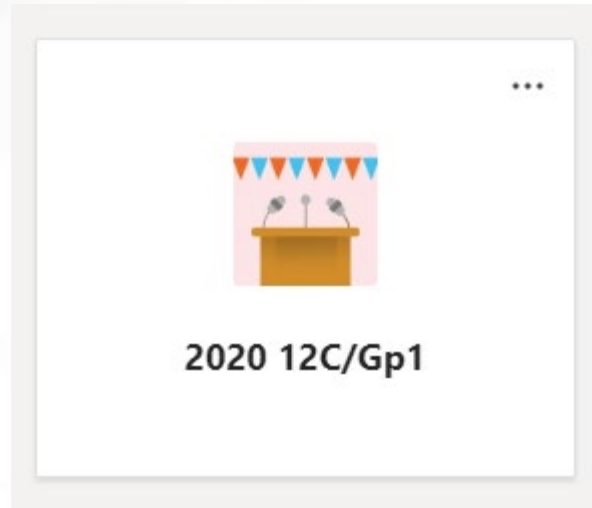
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How will I know if my teacher wants to set up a class and run a live lesson?

- You will get an email to your school email address, telling you that you have been invited to join a Team. Your class will be coded similarly to this: 2020 11B/Hi1.
- You will know which teacher has set this up
- Simply click on your App or access via your email page, as shown previously

## What will it look like then?

- Click on Teams at the bottom/side and all the Teams you are in will appear like this...
- Click on that







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This is what you see next – it's a bit like WhatsApp, where you can all type messages and reply

The screenshot shows a Microsoft Teams chat window. On the left is a navigation pane with icons for Teams, Calendar, Activity, Assignments, Chat, Files, and Apps. The main area displays a team named '2020 12C/Gp1' with a 'General' channel. The chat history includes:

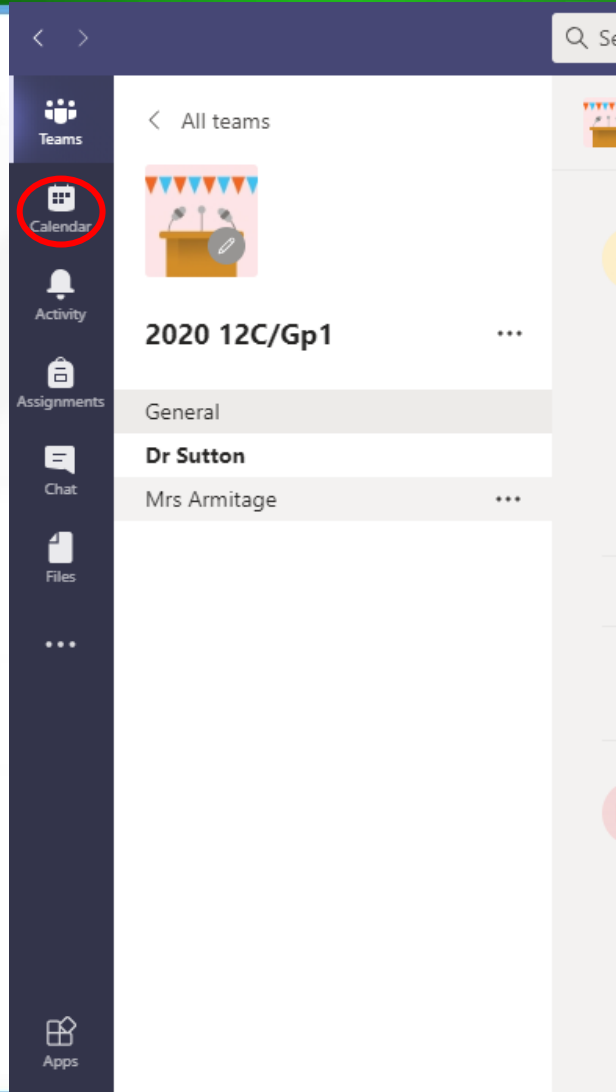
- A system message: 'Zoe Armitage has added Mel Sutton to the team.'
- A message from Zoe Armitage (ZA) at 8/20 1:49 PM: 'Added a new tab at the top of this channel. Here's a link.' with a link to 'BBC Politics'.
- A system message: 'Zoe Armitage has created channel Mrs Armitage. Hide channel'
- A system message: 'Zoe Armitage has created channel Dr Sutton. Hide channel'
- A system message: 'Zoe Armitage changed team description.' dated August 21, 2020.
- A system message: 'Zoe Armitage has added 14ARichards to the team.' dated September 2, 2020.
- A system message: 'Zoe Armitage has added 15CPreston and 4 others to the team.' dated September 7, 2020.
- A message from Mel Sutton (MS) on Monday 6:04 PM: 'Added a new tab at the top of this channel. Here's a link.' with a link to 'Politics Home'.

At the bottom, there is a text input field with the placeholder 'Start a new conversation. Type @ to mention someone.' and a toolbar with icons for text, link, emoji, video, voice, and more options.



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- Your teacher will set up a live lesson
- You will get an email that invites you to it
- To see if you have any live lessons scheduled, you can **click on your calendar**



- If you have a lesson, it will appear in your calendar and you can just click on it, and then **click on 'join'** at the scheduled time
- Lessons should be scheduled at a time when you would normally have it, if you were in school



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- Your teacher will upload any resources for you to us
- To use these resources **access the files section within the Team**

