



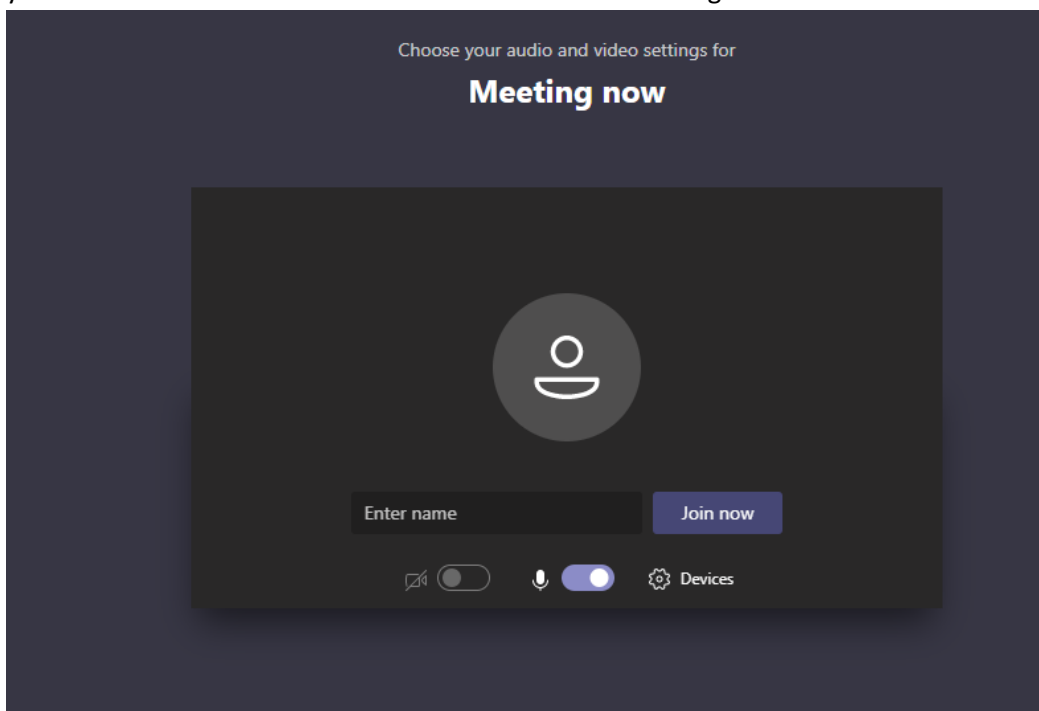
Student Guide to Microsoft Teams

1. You may soon receive an email from your teacher inviting you to join a meeting. When the meeting is scheduled, please tell your family members that you are having it, so they are aware you are in contact with your teachers.
2. The email will include a link (“Join Microsoft Teams Meeting”) which you need to click on.

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

3. If you are on a phone, you will be asked to download the Microsoft Teams app before you can join.
4. If you are on a laptop, you will get the option of joining on the web using a browser or downloading the app.
5. You will be asked if Microsoft Teams can use your microphone and camera – you will need to click “allow”.
6. Then enter your name, click “Join now” and you should be good to go. DO NOT login with your school email address as it will result in an error message.





7. During the meeting, please keep your microphone turned off unless you want to speak. Otherwise you get lots of weird feedback noises.
8. During the meeting, your teacher may wish to communicate with you using the chat feature, and you can also use it to ask them questions if you are not sure about something. It's also a helpful way of letting people know if there are any technical problems, like if someone is on mute. Please ensure your comments are appropriate for a learning environment, including your choice of emoji's...
9. When you are in a meeting please make sure that:
 - a. You are dressed appropriately (e.g. no pyjamas!)
 - b. Your background is suitable (e.g. avoid showing your bed)
 - c. You use appropriate language
10. Your teacher may tell you that the session is being recorded so others can access it later. Please do not record it yourself.