

## Microsoft Teams – Student Guide

Microsoft Teams is an application available to students as part of school's Office 365 subscription.

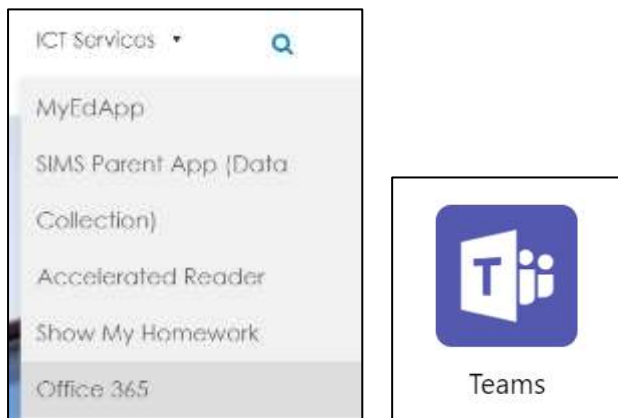
Teams is used for delivering live remote lessons to students as well as sharing lesson resources and assignments.

The best way to access Teams is through the official app, which is available for phone/tablet (Android and iPhone), PC (Windows 10) and Mac.

The app can be downloaded from the relevant App Store on any of the above, or from the Microsoft Teams website:

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

If you are unable to install the app on PC/Mac, Teams can also be accessed in any web browser (Chrome, Firefox, Safari, Edge). This should be opened by logging in to Office 365 using the link on the school website.



## Using Teams

You should use their school email address and password to sign in to Teams.

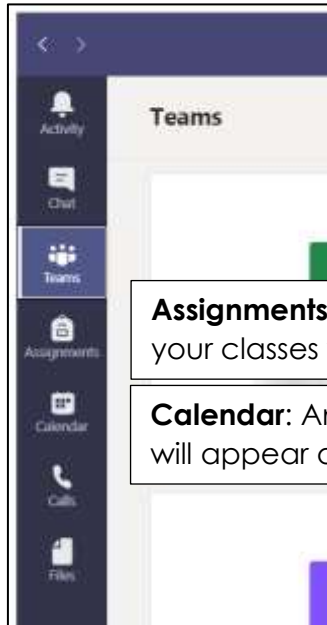
School email addresses are "username@chaseterraceacademy.co.uk", the username and password are the same as would be used on any school computer.

**Activity:** Any new lessons, recordings, assignments etc. will appear here

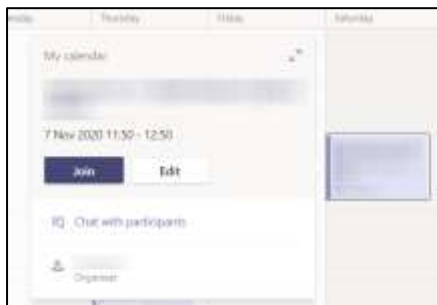
**Teams:** all your individual classes are accessible here

**Assignments:** Assignments from all your classes will appear in here

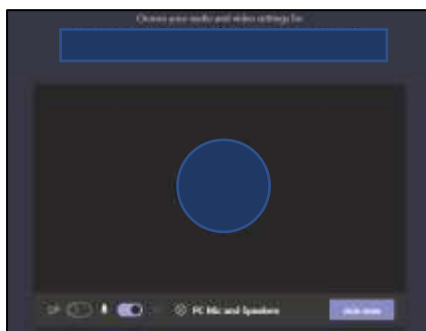
**Calendar:** Any scheduled classes will appear on the calendar



To join a live lesson, go to the **calendar** section and click on the lesson. Click on **join**.

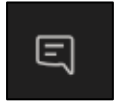
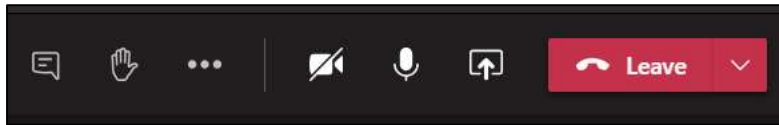


The next screen will ask you to switch your video and/or microphone on or off; you will see a preview of your video on this screen if you chose to switch it on. Please make sure that you and the area surrounding you are appropriate for a lesson. Click "**Join Now**" when you are ready to join the lesson.

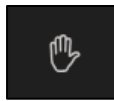


While in your lesson, you should keep your microphone muted until you wish to say something – this is to prevent other noises from distracting others.

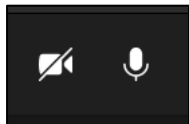
Control buttons are in the top-right hand corner:



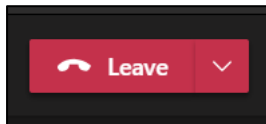
**Chat** – this button displays the lesson conversation, you can ask questions or write answers in here; the entire class will be able to see this



**Raise your hand** – use this button to get the attention of your teacher



**Turn Microphone/Camera on/off** – switch your microphone off when you aren't talking to the teacher/class



**Leave** – when the lesson has finished