

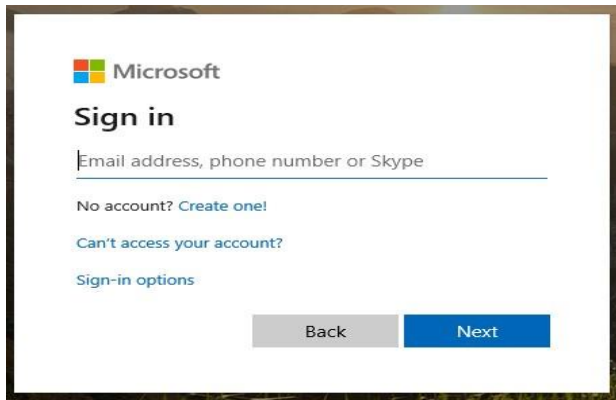


## How to access Teams :-

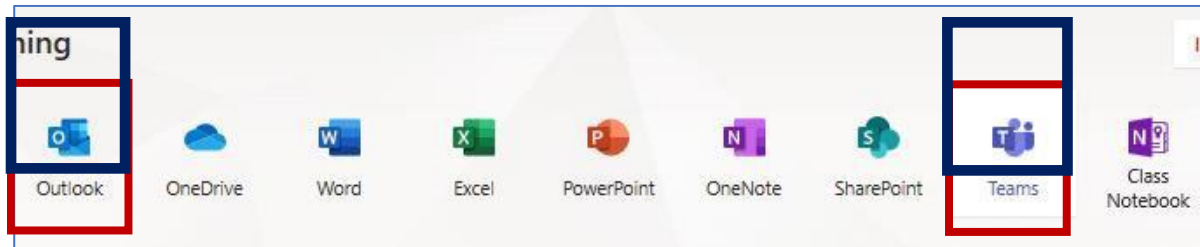
You can access Microsoft Teams in a couple of ways :-

1.

From [www.office.com](http://www.office.com) using your school email address and school password (eg [16fbloggs@cirencesterkingshill.gloucs.sch.uk](mailto:16fbloggs@cirencesterkingshill.gloucs.sch.uk))



Once logged in you will have access to a range of Microsoft apps including Outlook as well as **Teams**.



Click on the Teams icons to open the app, your classes/tutorials should appear as tiles on the left hand side. Do not worry if you do not have any/many listed as they will only appear once your teacher has activated them.

## How to access Teams continued...

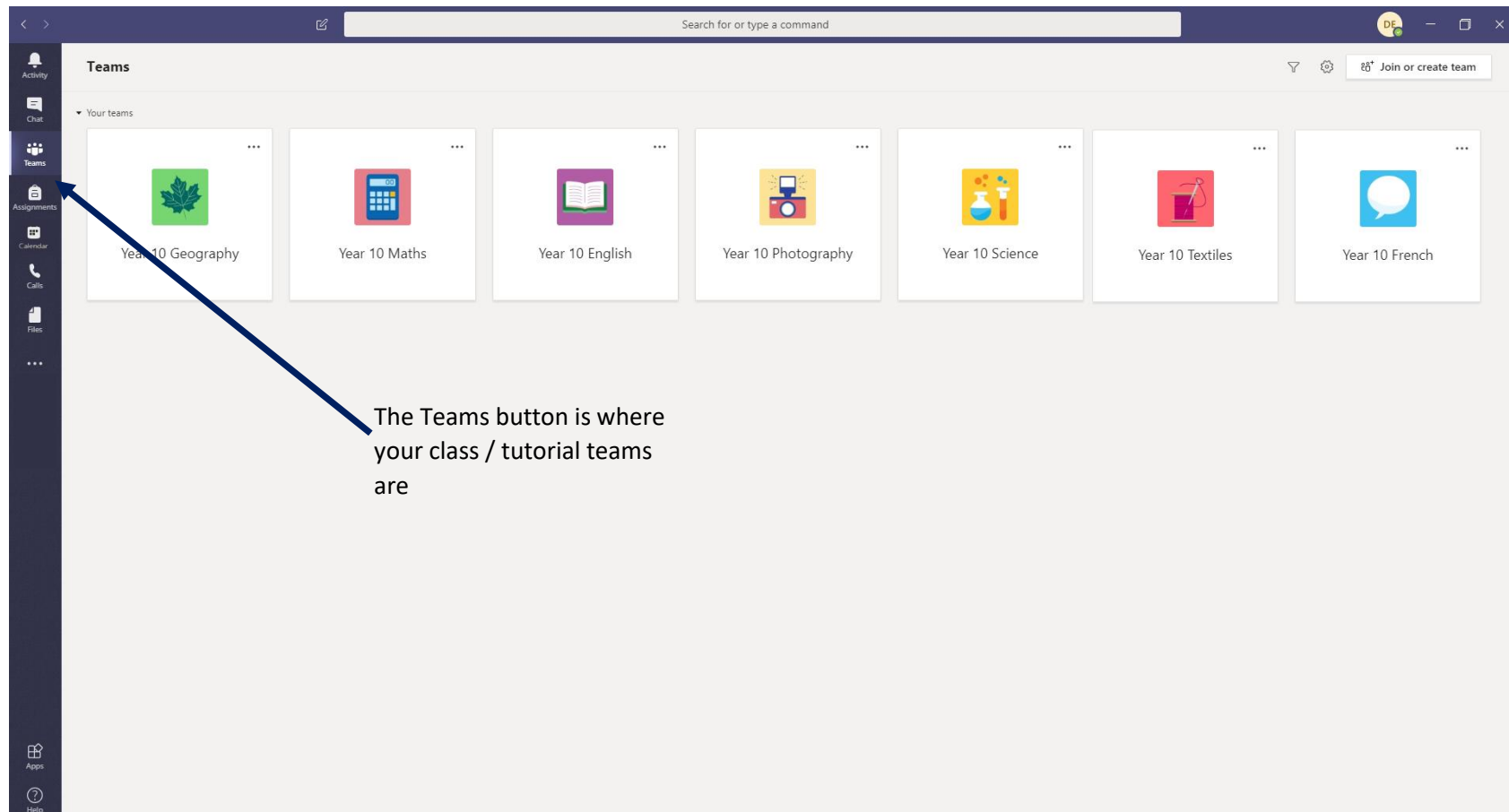
2.

You can download Microsoft Teams as an app to your PC/Mac/iPad/Tablet or Phone from this link :-

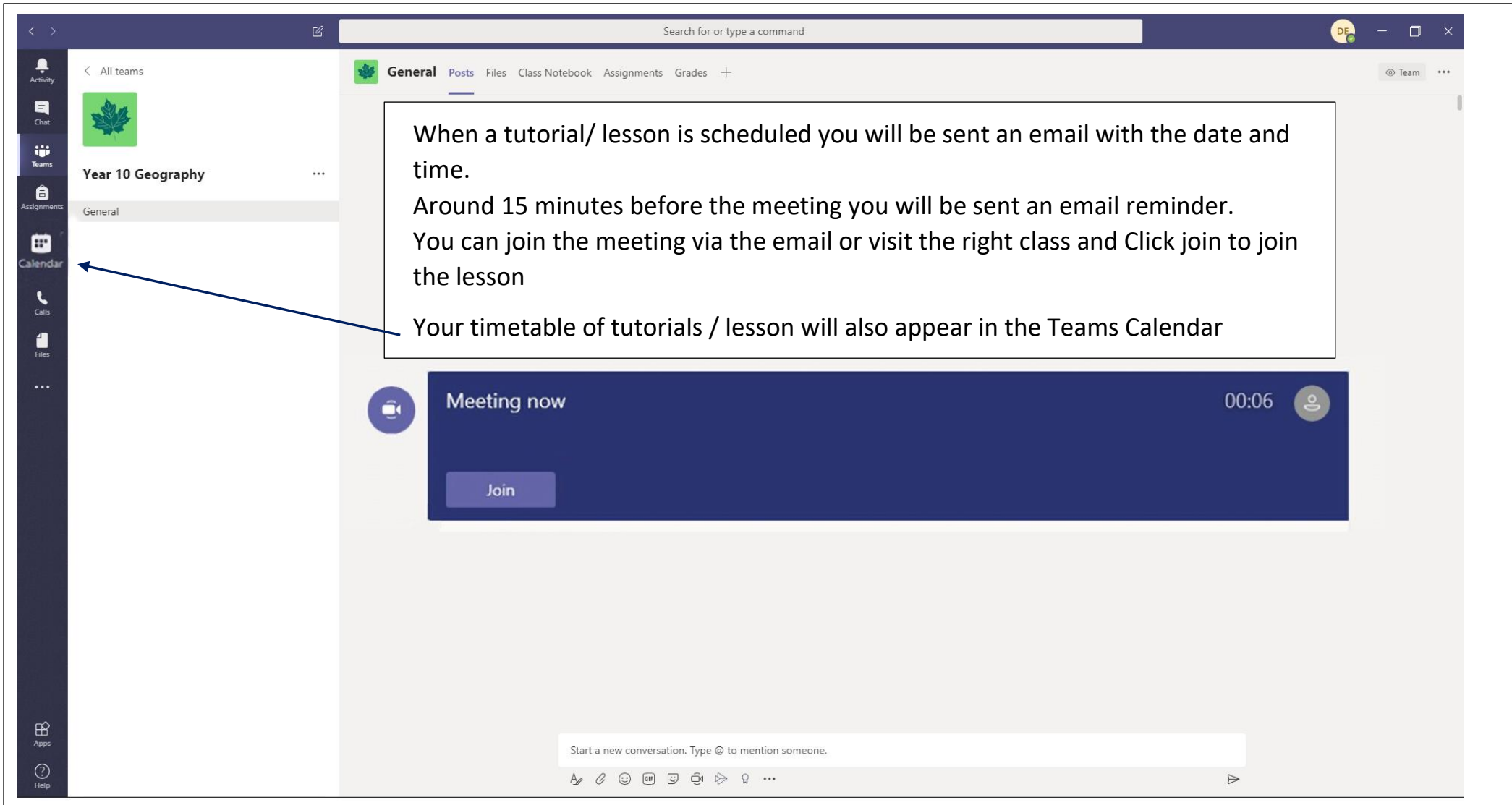
<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

The one advantage of downloading the app to your device is that it will give the option to receive notifications from Teams when new invites or content are posted.

## After you have logged into Teams you will see your classes in this style of layout



# How to join a tutorial / lesson

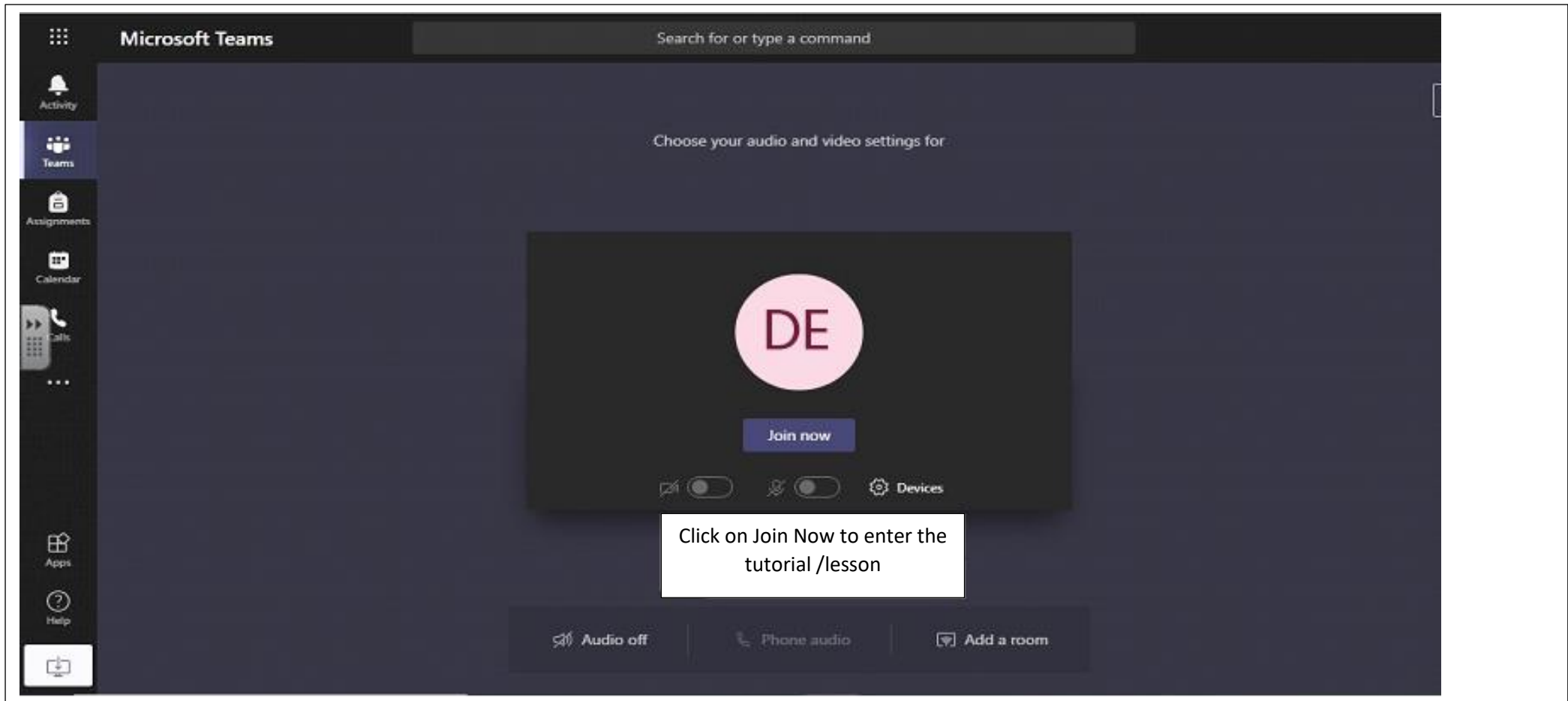


The screenshot shows the Microsoft Teams interface. On the left sidebar, the 'Calendar' icon is highlighted with a blue arrow. The main content area displays a 'Meeting now' notification with a 'Join' button. A text box is overlaid on the screen, providing instructions on how to join a tutorial or lesson.

When a tutorial/ lesson is scheduled you will be sent an email with the date and time.  
Around 15 minutes before the meeting you will be sent an email reminder.  
You can join the meeting via the email or visit the right class and Click join to join the lesson  
Your timetable of tutorials / lesson will also appear in the Teams Calendar

If a tutorial / lesson is recorded it will appear in the appropriate 'channel' for play back at a later date.

## How to join a tutorial / lesson continued..



You will see fellow pupils joining the meeting, either by a list down the side or via their webcam on screen



## Correct use of Teams when attending an online Tutorial Session

1. When requested by the teacher hosting the tutorial mute your microphone (if you have one)
2. As soon as you join the teams session change your background to a blurred one, this is achieved by clicking on the three dots and selecting show background effects. Choose the first one which is the blurred one and then apply (do not leave your camera background as the room you are in)
3. If you wish to ask a question please use the conversation button and ask it by text
4. At the end of the call, leave the tutorial in a timely manner – the teacher will not leave until all pupils are disconnected
5. You should type the question you have into the comments box and wait for your teacher to respond. You can of course continue to email your subject teachers with questions or queries at other times
6. You can switch off the camera if you wish or blur the background
7. If you do use the camera please ensure you are wearing appropriate clothing
8. You should keep your microphone muted unless your teacher wants you to speak
9. These sessions are not designed for you to catch up with your friends or socialise
10. The technology may not always work perfectly – please be patient and cooperative
11. If the teacher feels your behaviour is not acceptable then you will be removed from the session and your parents informed
- 12.

Don't forget to look out for the invite to each tutorial