

Student and parent guide for using Microsoft Teams

For people using a mobile device (e.g. a smart phone or tablet):

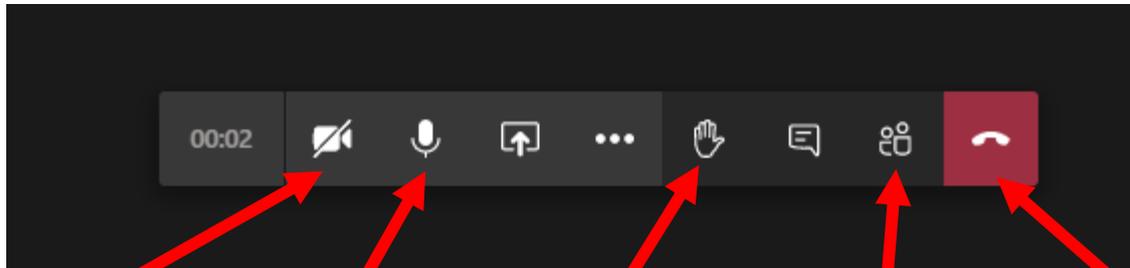
- 1) If you are using a device (e.g. a smart phone or tablet), you will need to download the Teams **app** first
- 2) Once the app has been installed, open up the eSchools message containing the link to the session and click on the **link**. This will take you to the Teams app
- 3) Click '**Join as guest**'. It may ask you if you allow access to your microphone or camera – please click yes to these.
- 4) When asked to type in your **name**, please use your actual name (not a nickname). If we don't recognise the name, we won't let you in!
- 5) Click on **Join meeting**
- 6) You will then be taken to a screen which says '**Someone in the meeting should let you in soon**'. Keep that screen open until one of us lets you into the meeting.
- 7) You will then be part of the live session! Please keep your microphone on mute until a teacher asks you to unmute

For people using a laptop or desktop computer:

- 1) **Copy the link** which was sent to you in eSchools from your teacher and paste it into the internet address bar
- 2) It will ask you if you want to join the meeting through the app or through your browser (the internet). Either of these are fine.
- 3) Click '**Join as guest**'. If your parents/carers have used Teams before, it may try to open the meeting through their account. It may ask you if you allow access to your microphone or camera – please click yes to these.
- 4) If asked to type in your **name**, please use your actual name (not a nickname). If we don't recognise the name, we won't let you in!
- 5) Click on **Join meeting**
- 6) You will then be taken to a screen which says '**Someone in the meeting should let you in soon**'. Keep that screen open until one of us lets you into the meeting.
- 7) You will then be part of the live session! Please keep your microphone on mute until a teacher asks you to unmute

Tips for using Teams for video calling:

- Make sure that your computer or device is on a still surface and make sure that the camera is pointing at your head! (You will see a little picture of yourself so you will know what everyone else can see!)
- Somewhere on your screen, you will hopefully have a bar which looks something like this:



This turns your camera on and off

This turns your microphone on and off

This lets you put your hand up to let us know that you have something to say

This shows you who is in the session

This ends the call. Don't click on it until the end!

- Keep your microphone on mute throughout the session. If you would like to say something, click on the hand button to let us know