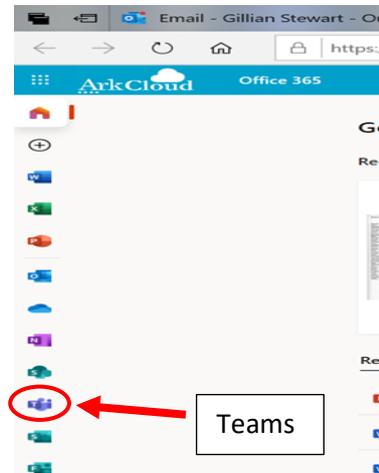
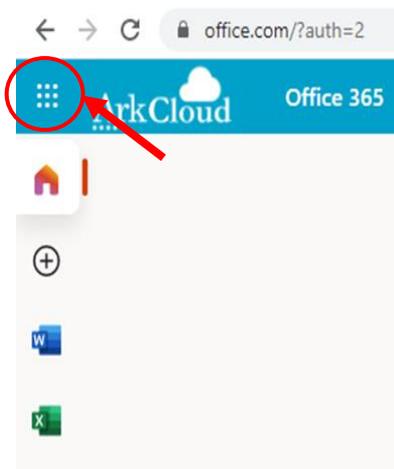
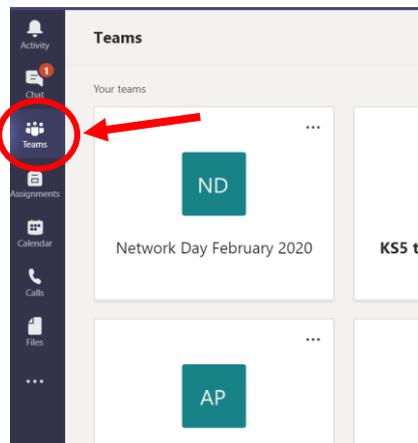


## Using MS Teams via Office 365

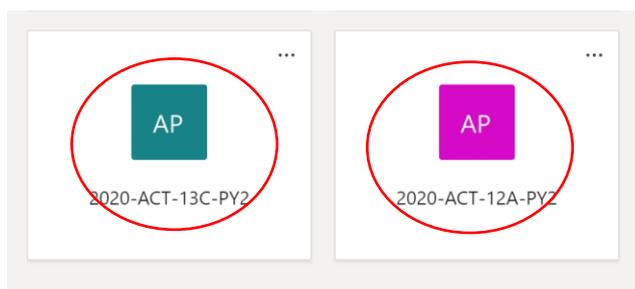
1. Log in to your school email account using your email user name and password.
2. Once you have logged in to your email you can access the Apps within Office 365. To access the Apps go to the top left corner of your Office 365 screen. You will see nine white squares. Click on these. This will take you to the Apps.



3. Find the App for MS Teams which is a purple coloured icon. Click on this icon.
4. Once MS Teams has opened there will be a menu on the left hand side of the screen. From this menu select the 'Teams' icon.



5. When you click on the Teams icon you will get a screen that shows your classes. These will appear as squares with the class code for each of your subjects. The classes will be either in a list or as squares depending on your viewing setting.



You will have squares on your screen and these have the names of your classes.

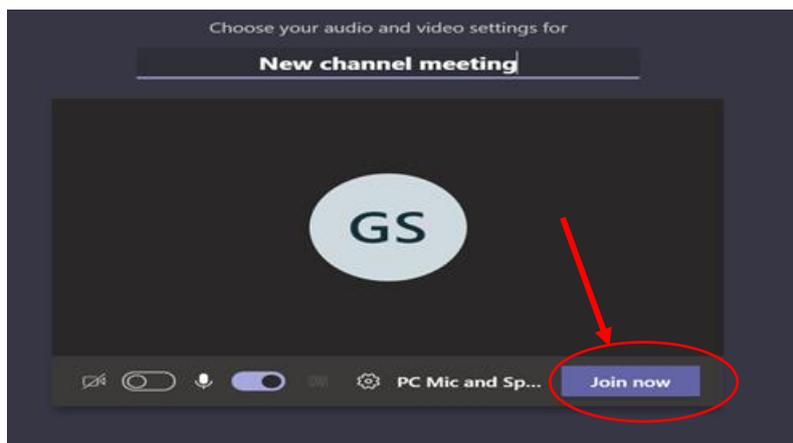
eg. **2020-ACT-12A-PY2**. Please **check that the codes begin with 2020**.

**You will attend lessons that are on your timetable.** When it gets to period 1 you will join the lesson that you have on your timetable for period 1.

6. Find the square in The MS Teams screen that has you lesson. If you have Sociology then find the square for Sociology. Click on the square. It will show the 'Welcome' message.



7. Click the 'Meet' icon in the top right. You will click on this just before your lesson starts. The lesson will start at the same time as when you are in school. When you click 'Meet' you will see the screen with 'Join Now'



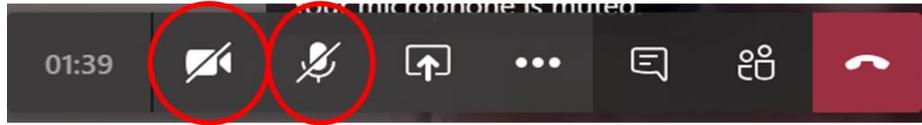
8. Click 'Join Now' to enter the lesson. Your teacher will see that you have joined the lesson as your name will appear in the Participants section of MS Teams.

### **The following rules apply to your home learning and use of MS Teams**

**The same high expectations exist for students who are joining lessons remotely:**

- You must wear your school uniform as you are attending lessons the same as when you are in school
- The school behaviour policy will still apply with sanctions and rewards being given by the teacher if you are not following the behaviour code
- Your mobile phones must be switched off and put away
- You must join the lesson on time

- You must sit at a desk and have your curriculum booklets / exercise books and pencil cases
- Be aware that the 'Chat' section of MS Teams is being monitored and you must only use it to ask questions about the lesson
- **For safeguarding purposes students who are using MS Teams Must have their camera off and microphone muted (this can be done using the icons at the top of the screen)**



9. During the lesson the teacher will check the 'Chat' section of MS Teams and answer questions that you may have typed.
10. The teacher will also check the 'Participants' section of MS Teams so that you can be marked present when the teacher **takes the register**.
11. When the teacher has finished the lesson you must click on the 'Leave' icon so that you can leave the lesson and find your next lesson.

