

A Simple Guide to getting on Microsoft Teams for Students

For some of your lessons your teachers may use Microsoft Teams. This is a quick guide to how to use it.

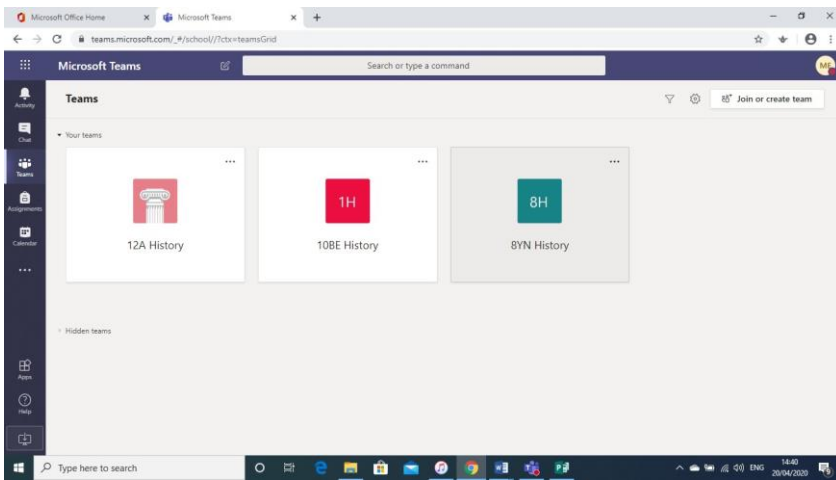
You can access it on a computer/laptop, tablet or smart phone if you like. You can get it by downloading the app. It looks like the picture on the right.



Your teachers will tell you by email the first time you need to use Teams for a lesson with the time and date, after that you will receive an invitation with a link. Just open the link or the app and join.

Use this link below if you want to download the Teams app to your computer or smart phone. You might find this better than accessing Teams on a web browser. If you share your computer with somebody else, make sure you ask their permission first.

[https://products.office.com/en-gb/microsoft-teams/download-](https://products.office.com/en-gb/microsoft-teams/download-app)

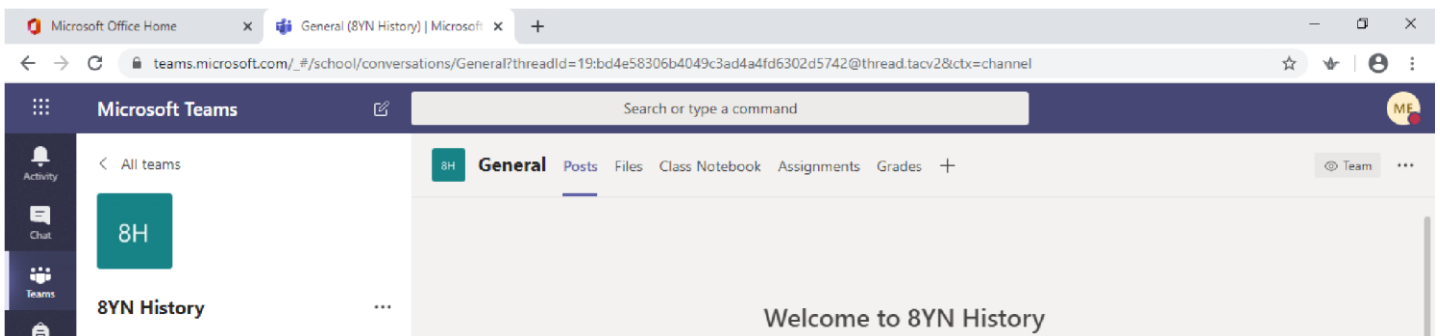


[app](#)

Once you have logged in, click Teams on the left hand side. You will then see the Teams you are a member of. Teams is really just another word for class.

Your teacher will have already set up the Teams for you, so just click on the right one.

Use school email if you need to ask your teacher an individual question.



Inside your Team you will see five main options at the top.

“Posts” is where your teacher might talk to you. Most of this will be done with text conversation. Just click reply underneath the conversation that has already begun.

“Files” is somewhere where a teacher might put resources you might need, such as a worksheet or PowerPoint.

“Class Notebook” is an area where your teacher might ask you to do some work which they can then see.

There are a lot of other options within Teams, such as “Chat” but it is best to use school email to talk to your teachers directly.

Teams Instructions for students – Live Lessons

1. Download the Teams app rather than join the lesson through your Office 365 login. This is important as the screenshare works much better on the app.
2. Use headphones – you will be able to hear the teacher and when, required, be able to speak and be heard yourself.
3. Cameras must be turned off unless the teacher specifically asks you to turn them on in for example, an A level class – the text chat ‘Posts’ can be used to ask questions. **YOU MUST ONLY USE THE CHAT TO ASK/ANSWER QUESTIONS ABOUT THE LESSON. IT IS NOT A SOCIAL MEDIA PLATFORM AND MUST NOT BE USED AS SUCH.**
4. The microphones will be muted by the teacher and unmuted when you are required to contribute.
5. Use the Hands Up icon if you want to ask a question.
6. ‘Files’ is where the teacher will have added the documents/Ppt for the lesson.
7. Once the lesson begins, your teacher will go through the Instructions and rules for the lessons. A register will be taken.
8. Lessons won’t be the same as in school – it is likely they will be parts of lessons e.g. instructions and explanations, short discussion or plenaries. It is likely that your teacher will ask you to prepare something for the lesson e.g. read Act 1 Sc 3 of Macbeth, then your teacher can focus on analysis.
9. Not all lessons will be taught via Teams
10. If you don’t comply with the rules for live lessons, then your teacher may have to exclude you from the lesson so that it can run more smoothly for everyone else. You would be reinstated next lesson.