



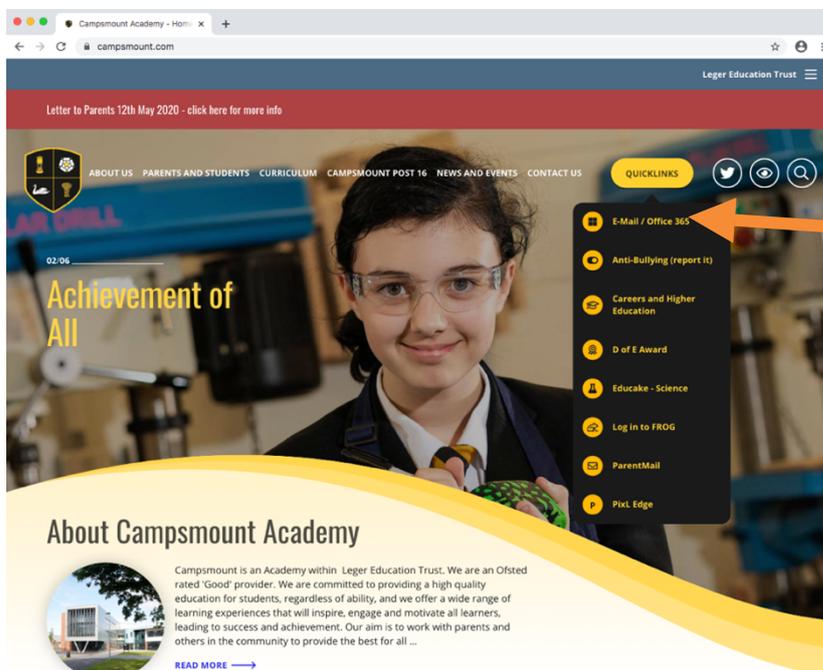
## Accessing Microsoft Teams – Step-by-Step Guide for Students

This tutorial will show you how to log in to Microsoft Teams using Google Chrome. Microsoft Teams is also available as a free app to download on Windows, Mac, iOS and Android devices. The process for each device might differ slightly. **We recommend downloading and installing the free Teams App** to access your work.

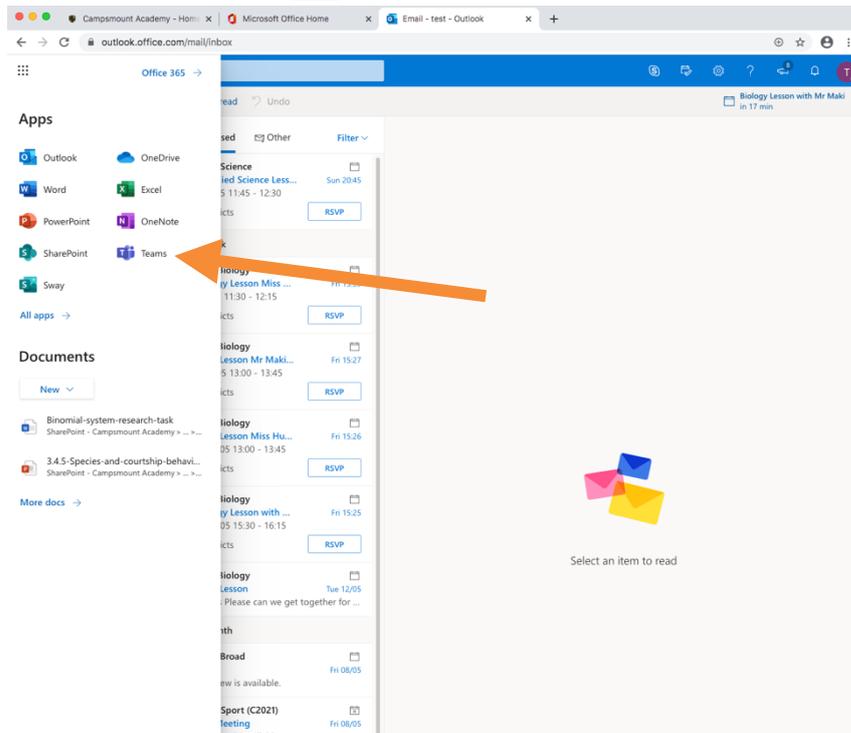
Home Learning on Microsoft Teams goes 'live' at 8am on Monday 1<sup>st</sup> June. You will receive an error message if you try to log on to Teams before that date.

### Stage 1 – Accessing Your Teams Account

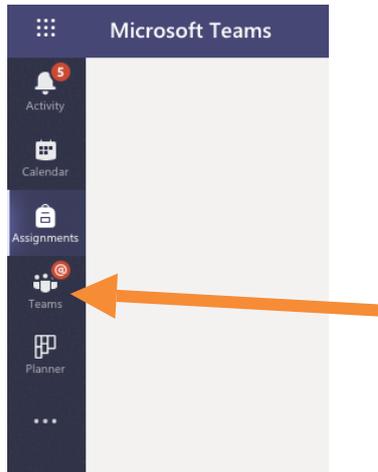
1. Log on to the school website and from the 'Quicklinks' menu select E-Mail / Office 365. Log in to your school email, using your @campsmount.com username and password as you would normally.



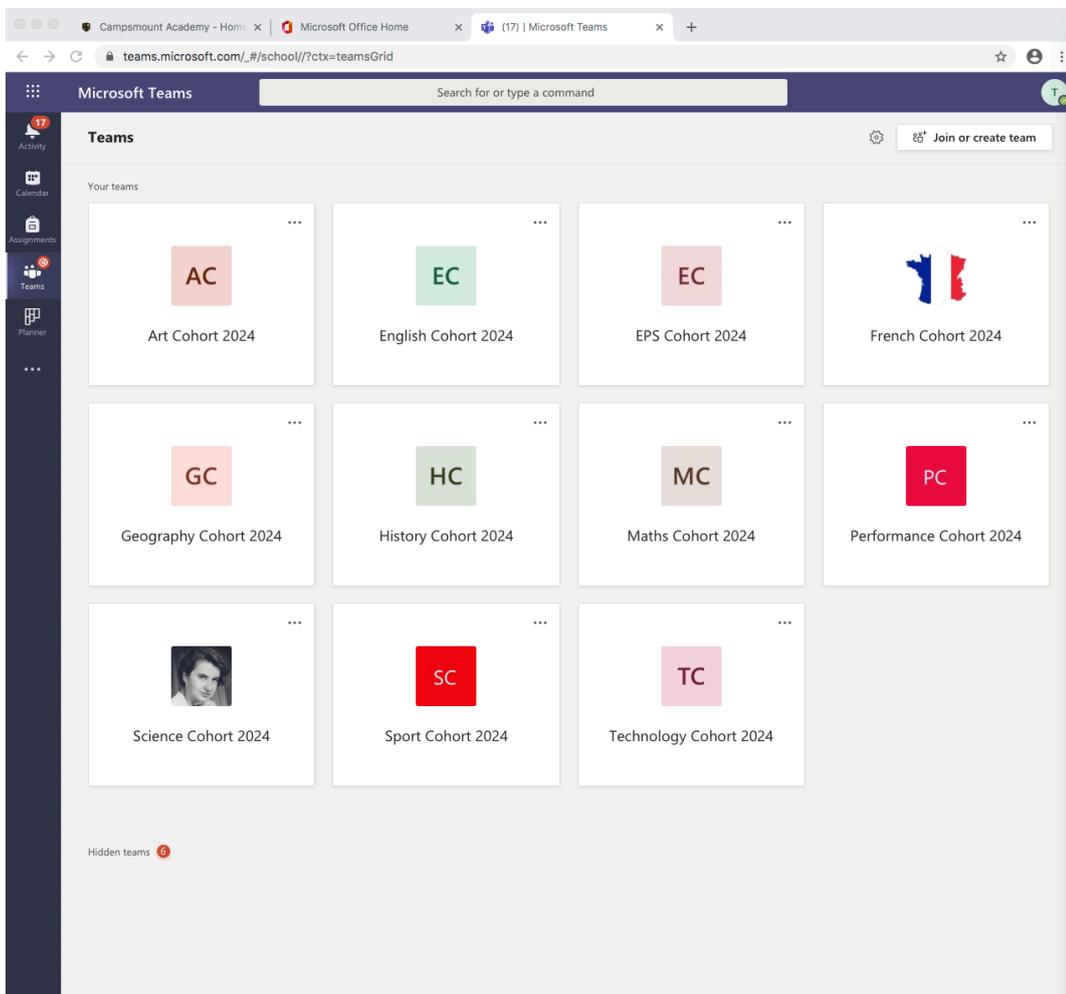
2. Click on the tiles icon  and then click on the Microsoft Teams app.



3. Click on the Teams icon on the left hand side of the window.



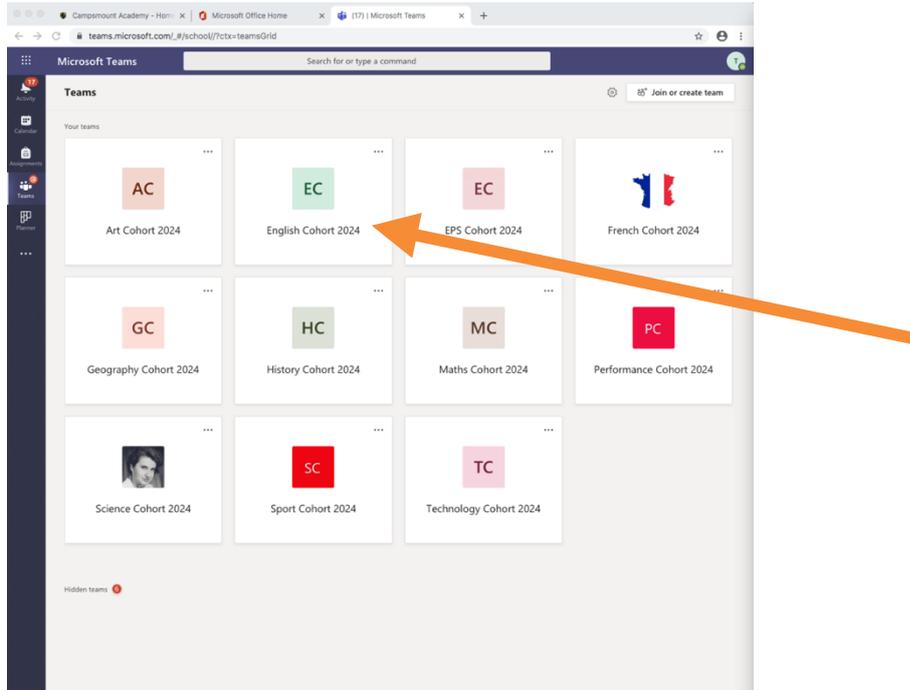
4. On the next screen you should be able to see all of your subject Teams.



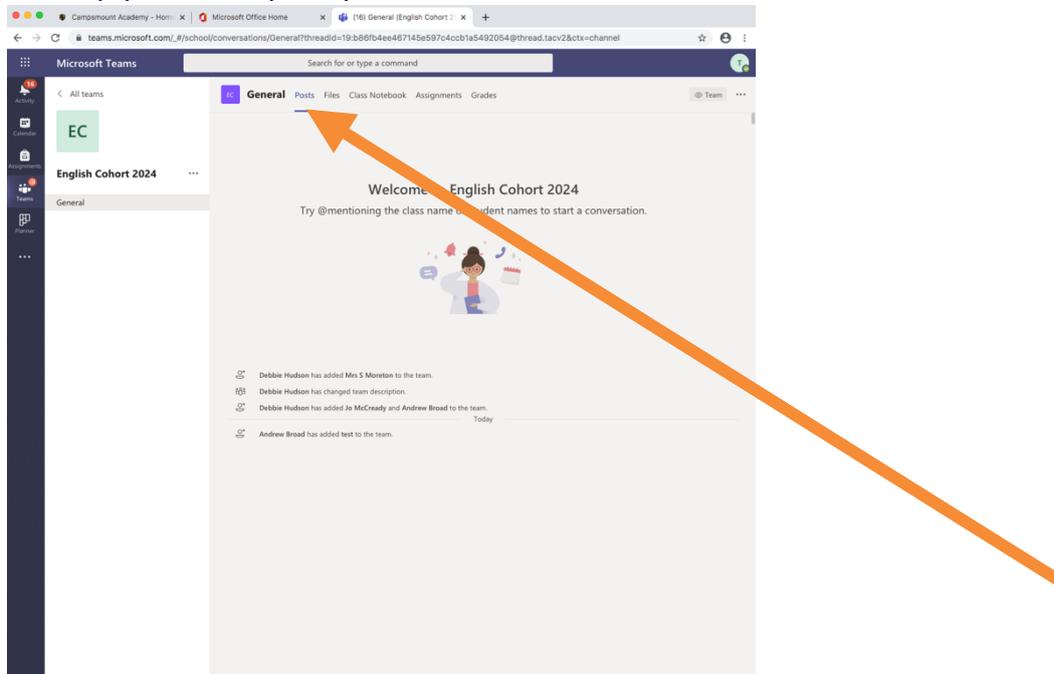
## Stage 2 – Accessing Your Work

Subjects will set work each week inside of their 'Team'. This work will be posted on a Monday morning.

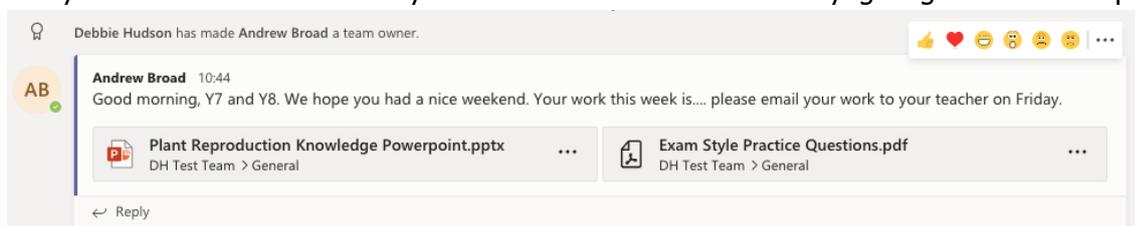
1. To see your English work for the week, click onto your English Team icon.



2. You will find the instructions for your work in the 'Posts' section. Your teachers might also attach documents and links such as PowerPoints, PDFs, Word Documents, and Web Links, that they think will help you to complete your work.



3. Let your teachers know that you have accessed the work by giving a 'thumbs up' to the post.



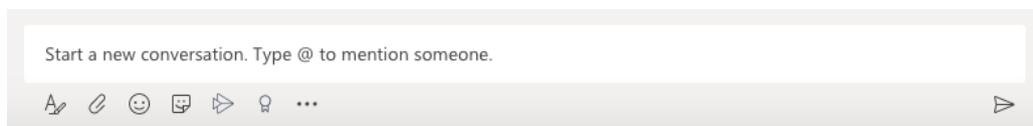


### Stage 3 – Writing 'Posts'

You might want to communicate with your teachers for different reasons. You might not understand an instruction, want to ask a question, want something clarifying, or you might want to show your work to your teacher and ask for some feedback.

Your teachers will monitor the 'Posts' section within each Team. This section is shared by everybody in the Team and **anything typed here will be seen by everybody else**. If you have a question you can simply ask it by starting a new conversation. Remember, if you have a question, it is likely that other students also have that same question and will want to know the answer too.

1. Type your question in the 'start a new conversation' space at the bottom of the screen and then click send.

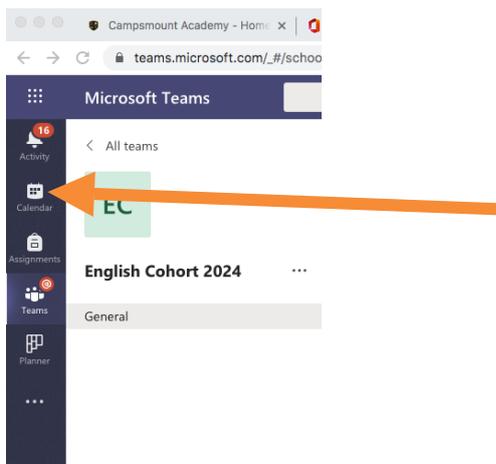


2. If you want to help another student by replying to a question that they have posted, you can click the 'reply' button underneath their post. Helping other students will gain extra Kudos!

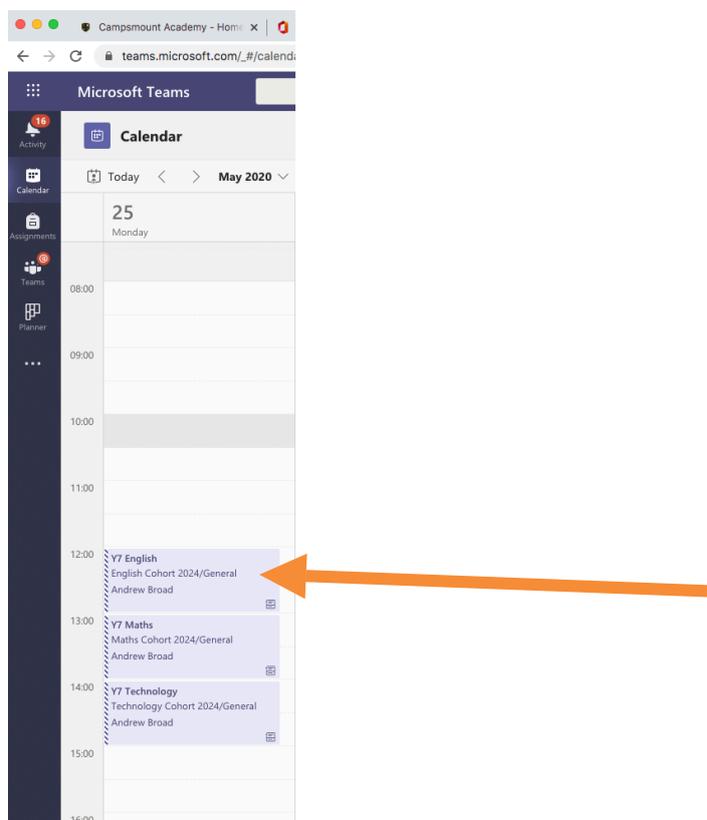
### Stage 4 – Accessing Live Video Support Sessions

Sometimes, it's better to speak directly with your teachers face-to-face. Each week, you will have a timetable of Live Video Support Sessions for each of your subjects. You can join as many or as few of these sessions as you want; you can join them at any point within the time of the session (not just at the beginning) and you don't have to stay for the whole session. We encourage you to join the sessions you think will benefit you the most. We suggest aiming for at least 1 or 2 Live Video Sessions a day to start with.

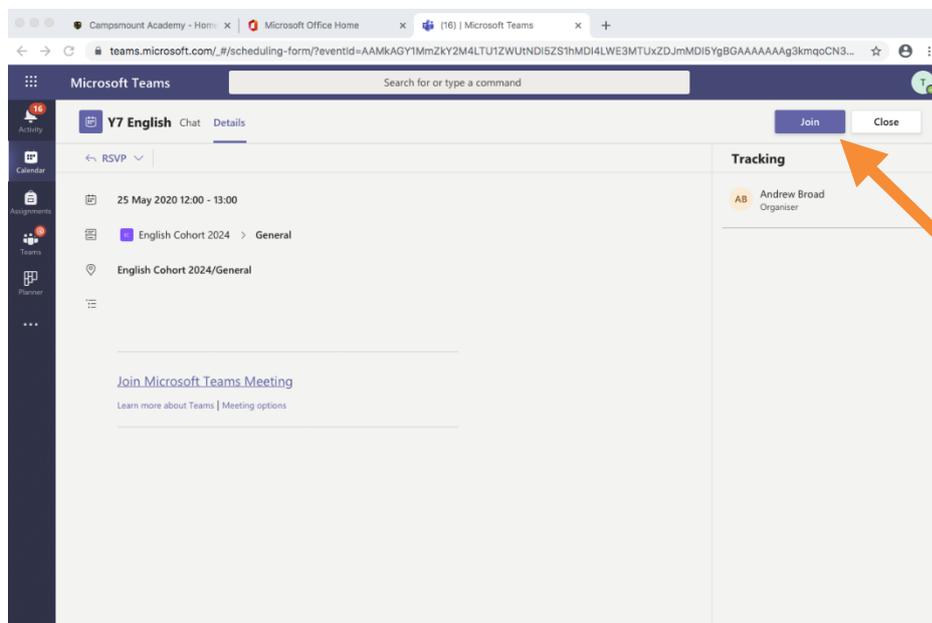
1. Click on the Calendar icon on the left hand side of the Window.



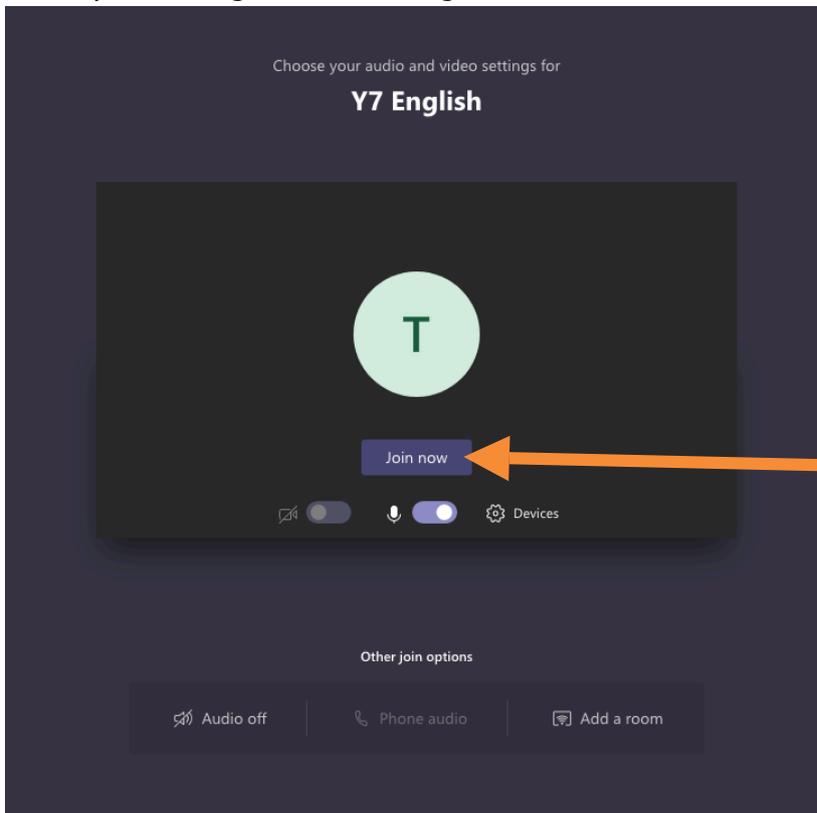
- On the next screen you will see your timetable of Live Video Sessions for the week. At the specified time, click on the session you want to join. In this example, at 12.00pm on Monday 25<sup>th</sup> May, I can click on the Y7 English session.



- On the next screen, click the 'Join' button.



- You might be asked to allow use of your microphone and camera. You will have to allow use of your microphone so you can speak to your teachers. If you want your teacher to be able to see you then you should also allow use of the camera.
- Check your settings before clicking the 'Join Now' button.



- Your teachers will be waiting for you once you have joined the session. Talk to your teachers, update them on the work you have done so far, ask questions and even share your work.
- You can choose to stay in the live session until the end, or leave once you have the answer to your questions – it's entirely up to you. When you want to leave, simply click the red 'end call' button in the menu bar towards the bottom of the window.

