

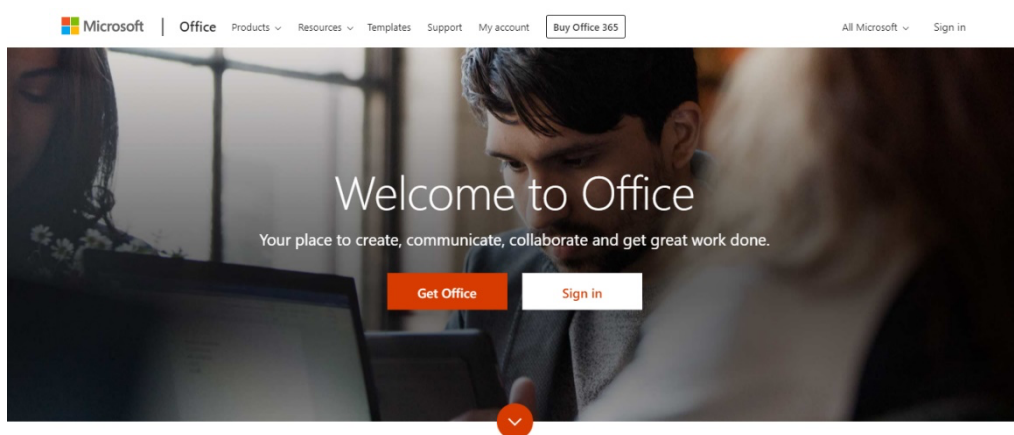
## Microsoft Teams – Guidance for Students

This guide will outline:

1. How to log into Teams using a browser (Chrome is recommended)
2. How to download Teams to your device (PC/ Mac)
3. How to download Teams to your mobile device (iPhone/ iPad/ tablet)
4. How to view a Team (your classes)
5. How to interact with a Team

### Section 1 – How to log into Teams using a browser (Chrome is recommended)

Using a web browser (Chrome is recommended, and free to download) go to [www.office.com](http://www.office.com)

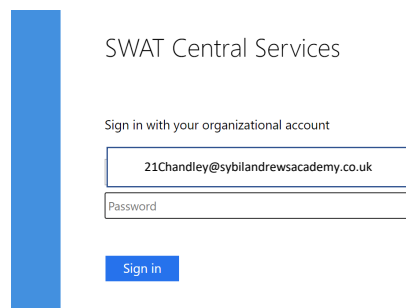


Click on 'Sign in'. Enter your school email address and click 'Next'.

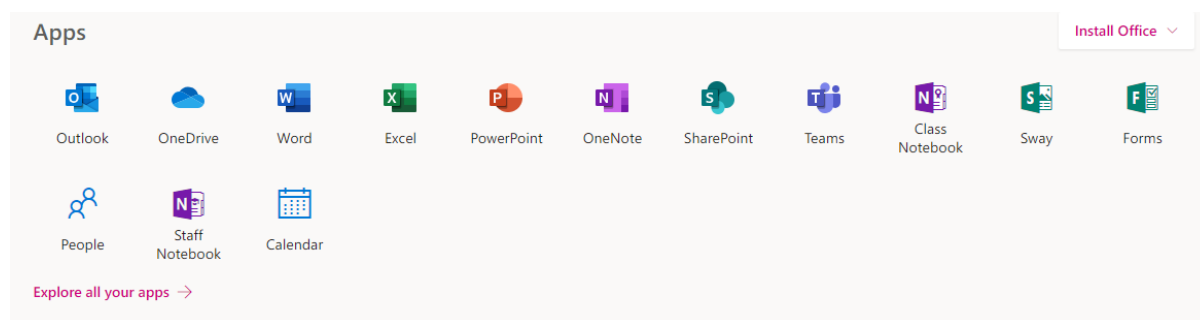
You will then be presented with the Trust log-in page. Enter your school email password and click 'Sign in'. Email addresses are year of entry, followed by the initial of your first name and then your surname, followed by @sybilandrewsacademy.co.uk

For example: [21FirstnameInitialSurname@sybilandrewsacademy.co.uk](mailto:21FirstnameInitialSurname@sybilandrewsacademy.co.uk)

**If you need to reset your password, please contact reception.**



You should be presented with the Office365 Apps screen.



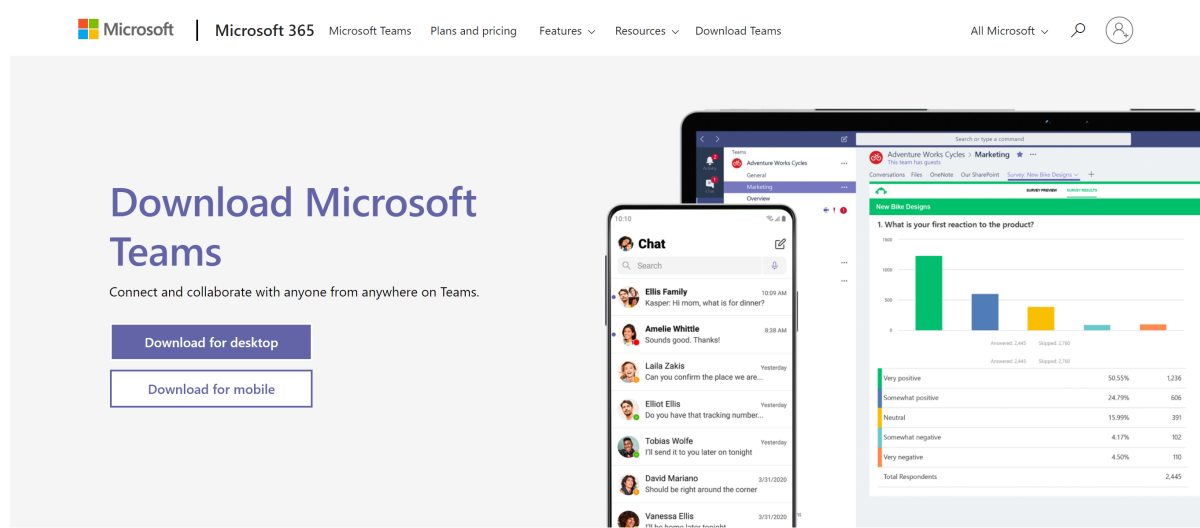
Click on 'Teams'. It should launch Teams within your browser. You can then use Teams within your browser.

**However, we would recommend downloading Teams to your Device. It works on PC and Mac as well as mobile devices (section 2 will now explain how to download Teams, if needed).**

## Section 2 – How to download Teams to your device (PC/ Mac)

To download Teams to your PC or Mac, go to this link and click on 'Download for Desktop'.

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



Follow the download instructions. These will vary, depending on your device/ browser/ access settings. If your device is restricted by an administrator (Parent/ Carer), you may need them to authorise the download.

Follow the instructions to sign in. This will include entering your school username and password to sign in. You may be directed to the Trust sign in page, as above.

Teams should now be logged in on your device.

### Section 3 – How to download Teams to your mobile device (iPhone/ iPad/ tablet)

Go to the App Store for your device. For example, for an iPhone, the App Store icon and tap on it.

In the search bar, type in 'Microsoft Teams'. Select the App with the logo, below, and check that the publisher is *Microsoft Corporation*.

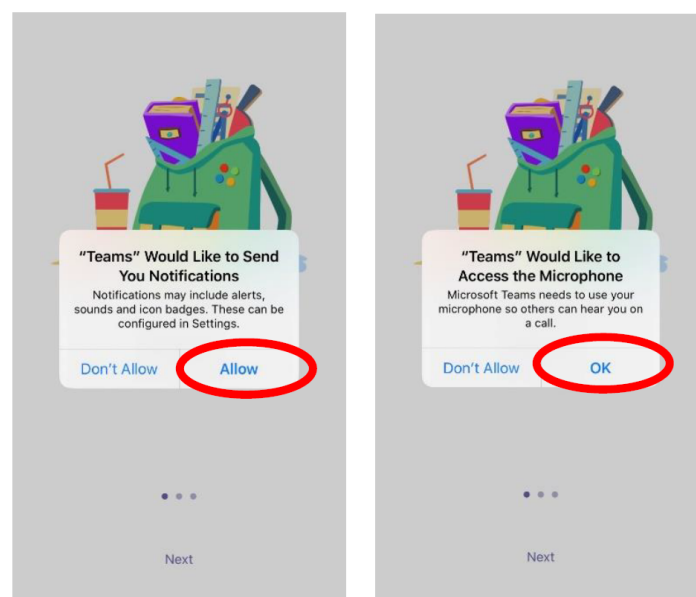


Download/ install the App to your device. It may require a password to download this App from the account, which is associated with the device. It may prompt for a password/ TouchID/ FaceID.

Follow the instructions to sign in. This will include entering your school username and password to sign in. You may be directed to the Trust sign in page, as above.

Teams should now be logged in on your device.

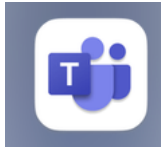
You need to allow some App settings. Please 'Allow' Notifications and 'Allow' Microphone access. **Please note, unless otherwise stated, we will not require your camera or microphone to be 'on' when you are on Teams meetings.**



**Please note that these instructions may differ, slightly, depending on your devices/ operating systems, etc. If you require further help, please contact a member of staff.**

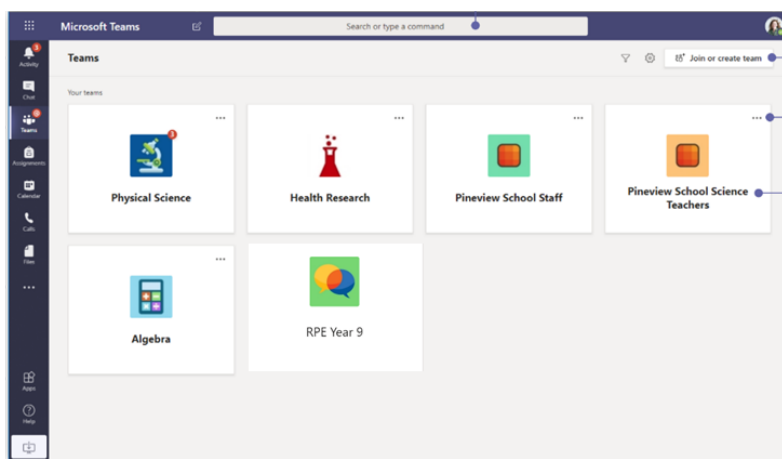
## Section 4 – How to view a Team (your classes)

1. Open Teams from your device.



These instructions will be related to the downloaded, PC version of Teams. Functionality for Mac/ in-browser and on mobile devices will differ, slightly.

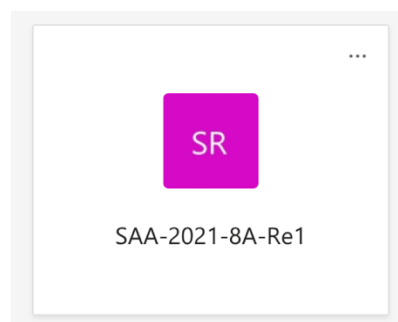
When you launch Teams, you will be greeted with a screen which is similar to this.



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The Teams that you have been added to will appear under the 'Teams' tab. To open a Team, click on it and it will launch within Teams. It will look like this.

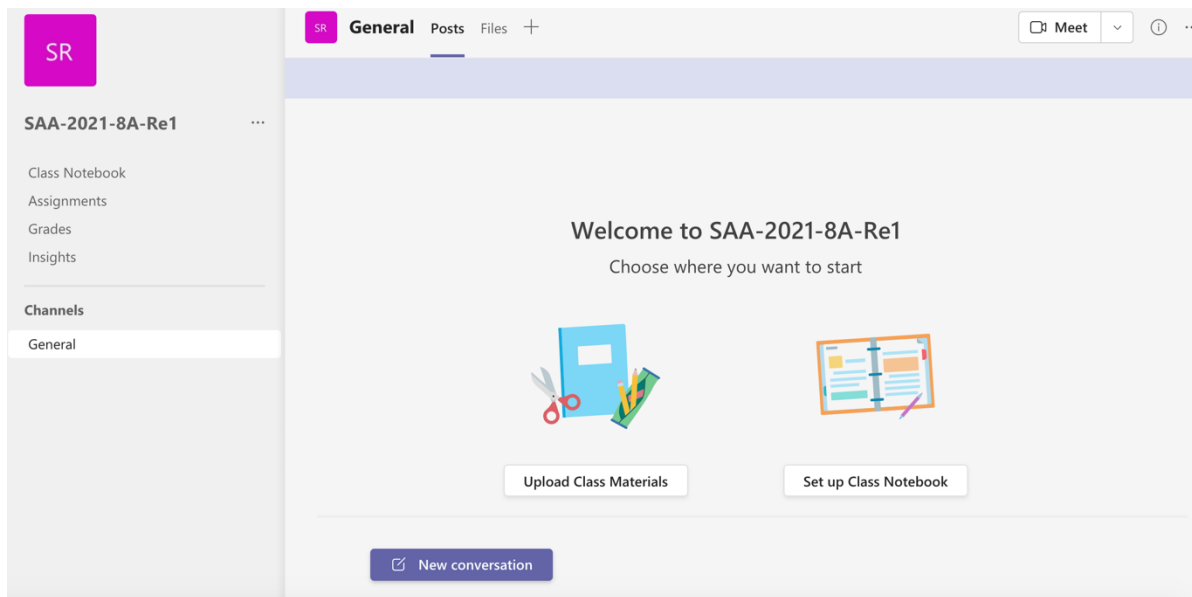
2. Find the class for the Subject/ lesson you now have (for example, if you are in 8A and have an RPE lesson now, you will click on: SAA-2021-8A-RE)



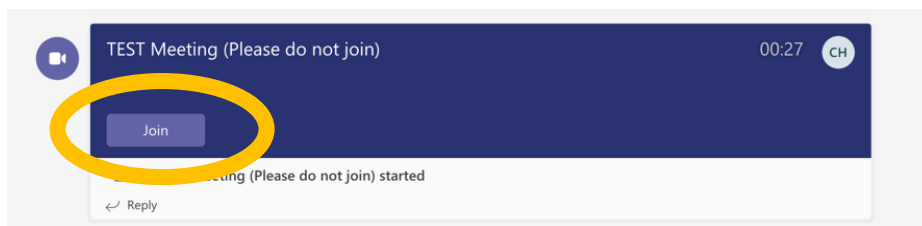
This will open your class Team.

<sup>1</sup> [https://edudownloads.azureedge.net/msdownloads/MicrosoftTeamsforEducation\\_QuickGuide\\_EN-US.pdf](https://edudownloads.azureedge.net/msdownloads/MicrosoftTeamsforEducation_QuickGuide_EN-US.pdf)

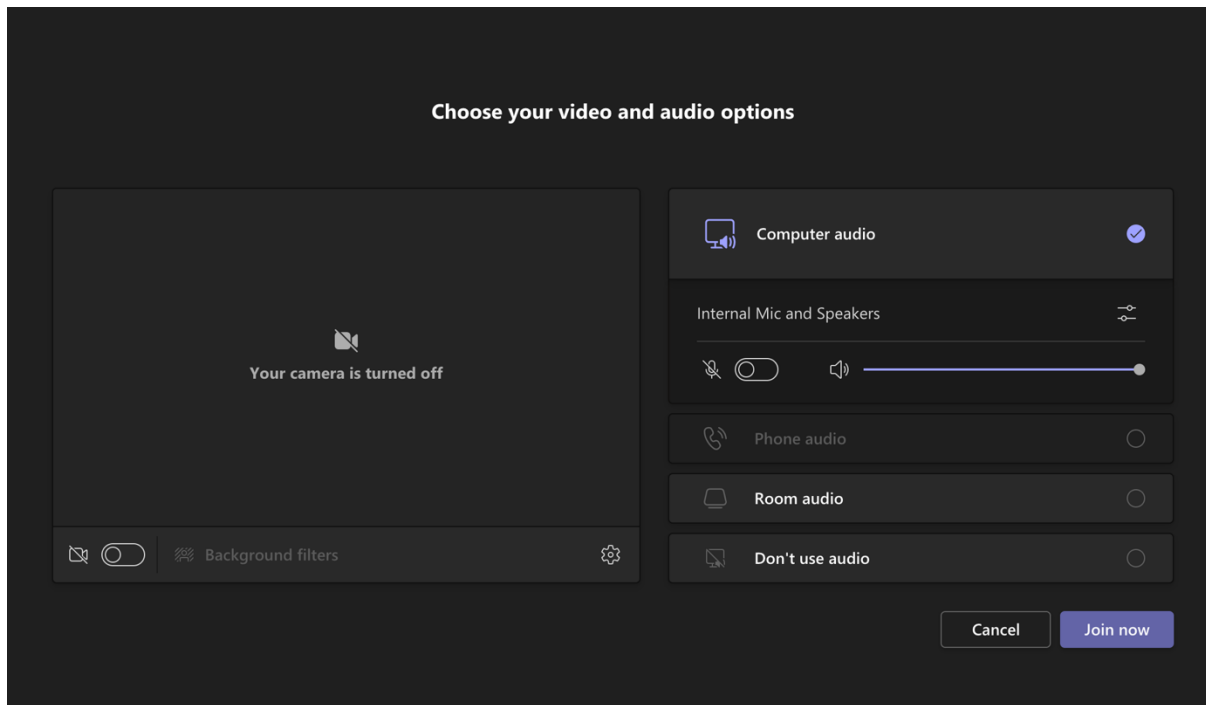
Your Teams page will look similar to this.



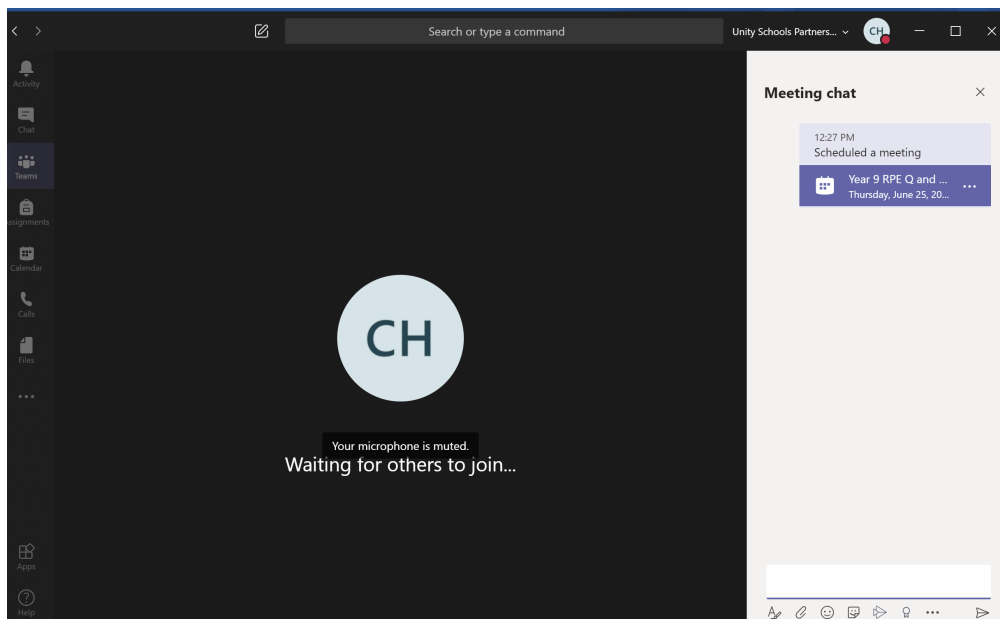
3. When the live lesson begins, click on Join.



**Please note that the member of staff will have their camera on and their microphone. When you join the meeting, please make sure you turn off your camera and turn off your microphone.**

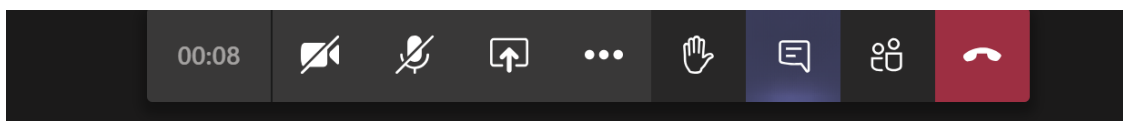


You can interact with the chat by clicking on the speech bubble icon. It will open a chat window, to the right-hand side.



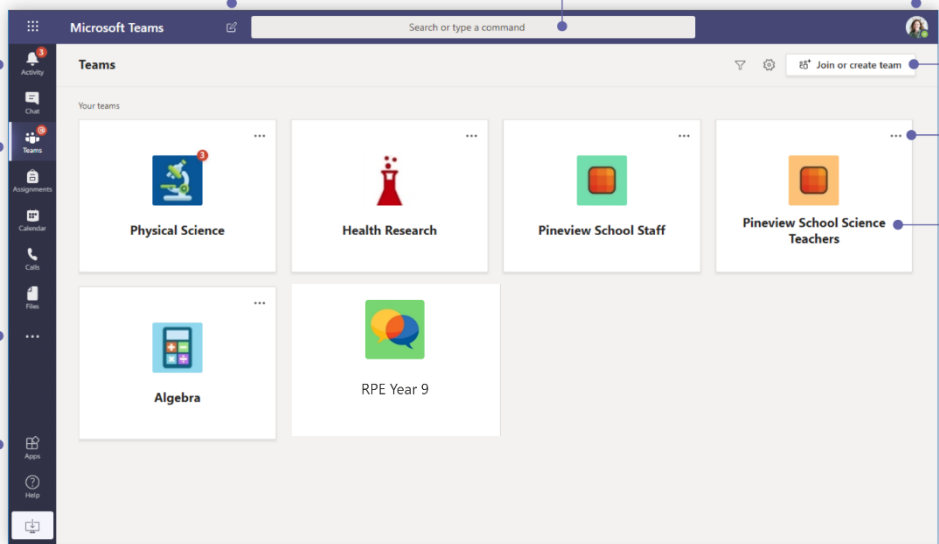
If you want to raise a hand, click on the hand. It will alert everyone in the meeting.

If you want to end the call, click on the far right-hand side button.



## Section 5 – How to interact with a Team

Please take a moment to understand the functions of the main Teams page.<sup>2</sup>



**Start a new chat**  
Launch a private one-on-one or small group conversation.

**Use the command box**  
Search for specific items or people, take quick actions, and launch apps.

**Manage profile settings**  
Change app settings, change your pic, or download the mobile app.

**Navigate Microsoft Teams**  
Use these buttons to switch between Activity Feed, Chat, your Teams, Assignments, Calendar, and Files.

**View and organize teams**  
Click to see your teams. Drag team tiles around to reorder them.

**Find personal apps**  
Click to find and manage your personal apps.

**Add apps**  
Launch Apps to browse or search apps you can add to Teams.

**Join or create a team**  
Find the team you're looking for, join with a code, or make one of your own.

**Manage your team**  
Add or remove members, create a new channel, or get a link to the team.

**View your team**  
Click to open your class or staff team.

**What is a team?**  
You can create or join a team to collaborate with a certain group of people. Have conversations, share files and use shared tools with the group – all in one place. That group could consist of a class of students and educators, a group of staff and educators collaborating on a topic, or even a group for a student club or other extracurriculars.

<sup>2</sup> [https://edudownloads.azureedge.net/msdownloads/MicrosoftTeamsforEducation\\_QuickGuide\\_EN-US.pdf](https://edudownloads.azureedge.net/msdownloads/MicrosoftTeamsforEducation_QuickGuide_EN-US.pdf)