

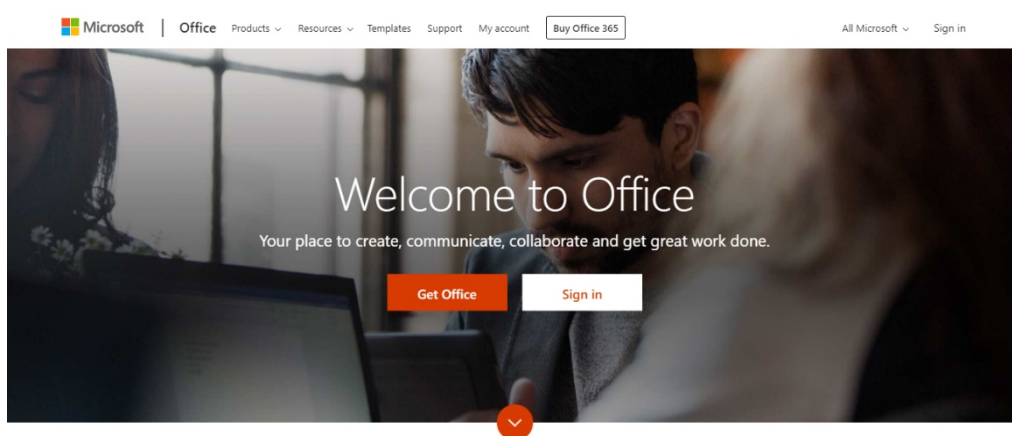
Microsoft Teams – Guidance for Students

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
6. How to view your calendar/ meetings

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

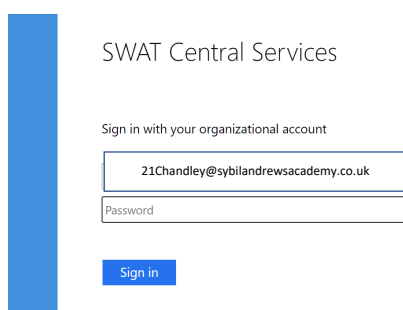
Using a web browser (Chrome is recommended, and free to download) go to www.office.com



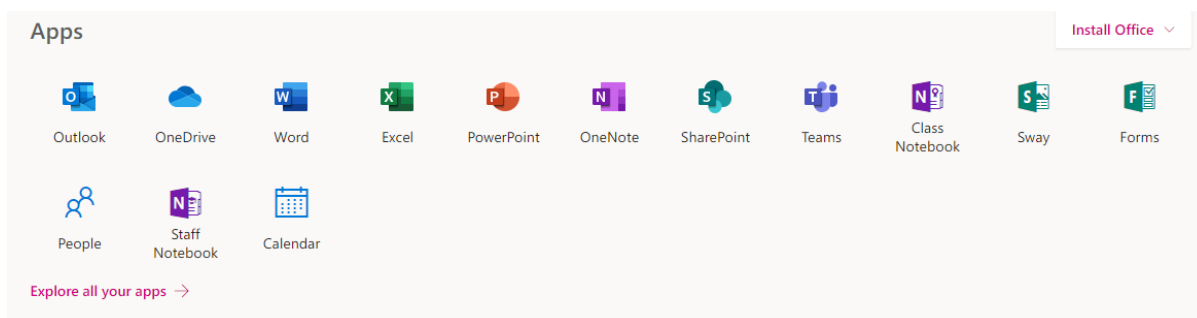
Click on 'Sign in'. Enter your school email address and click 'Next'.

You will then be presented with the Trust log-in page. Enter your school email password and click 'Sign in'. Email addresses are 21FirstnameInitialSurname@sybilandrewsacademy.co.uk

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



You should be presented with the Office365 Apps screen.



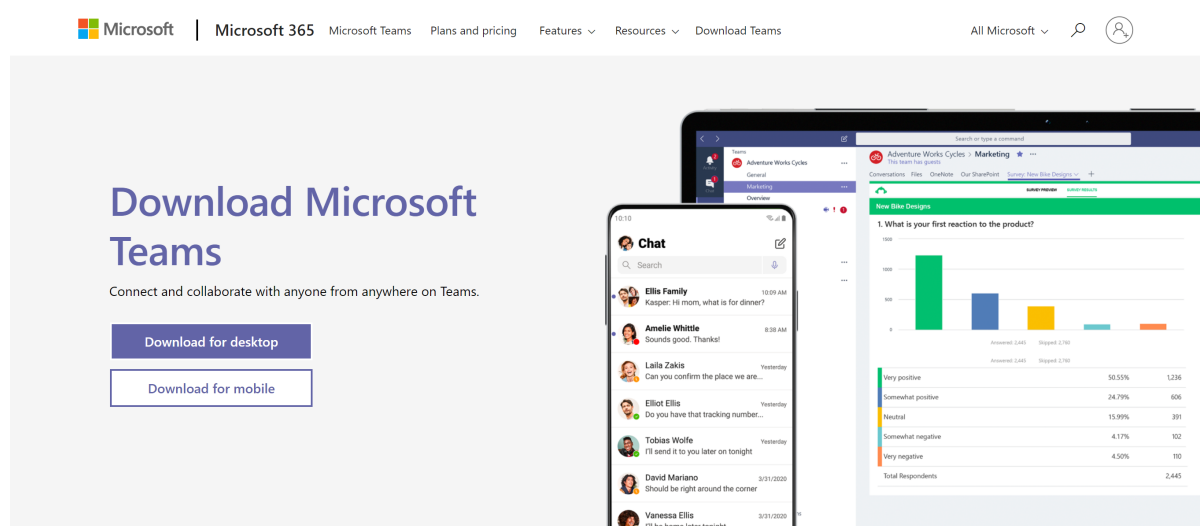
Click on 'Teams'. It should launch Teams within your browser. You can then use Teams within your browser.

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*.

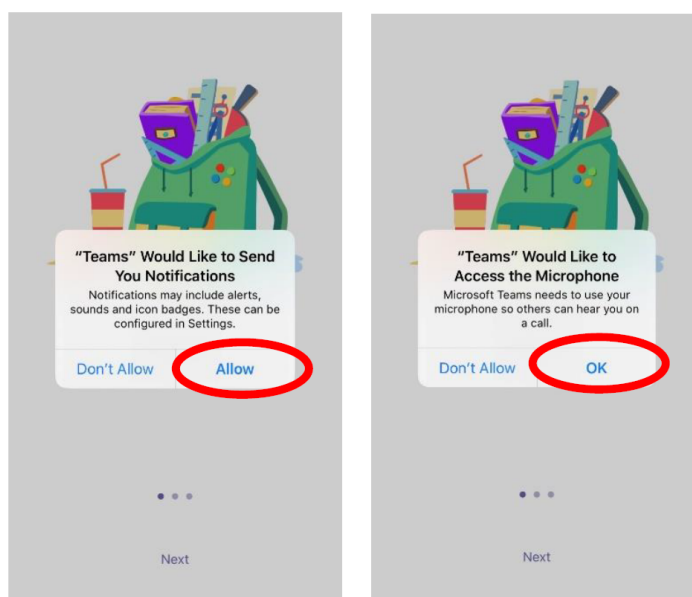


Download/ install the App to your device. It may require a password to download this App from the account, which is associated with the device. It may prompt for a password/ TouchID/ FaceID.

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.**

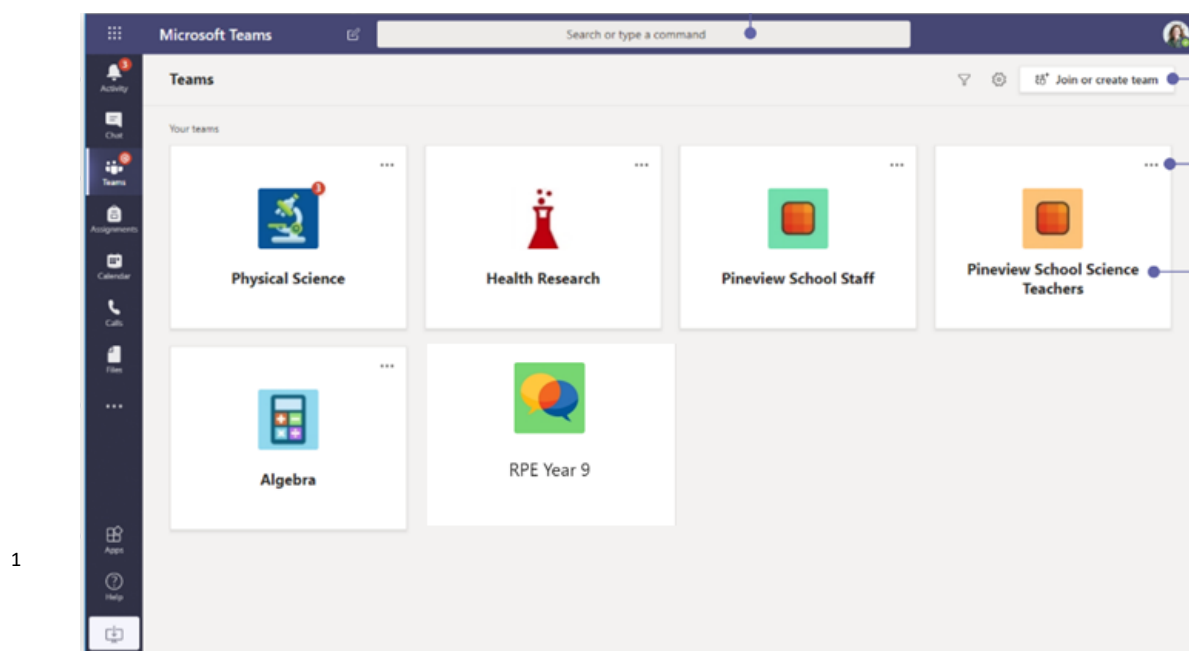


Please note that these instructions may differ, slightly, depending on your devices/ operating systems, etc. If you require further help, please contact a member of staff.

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

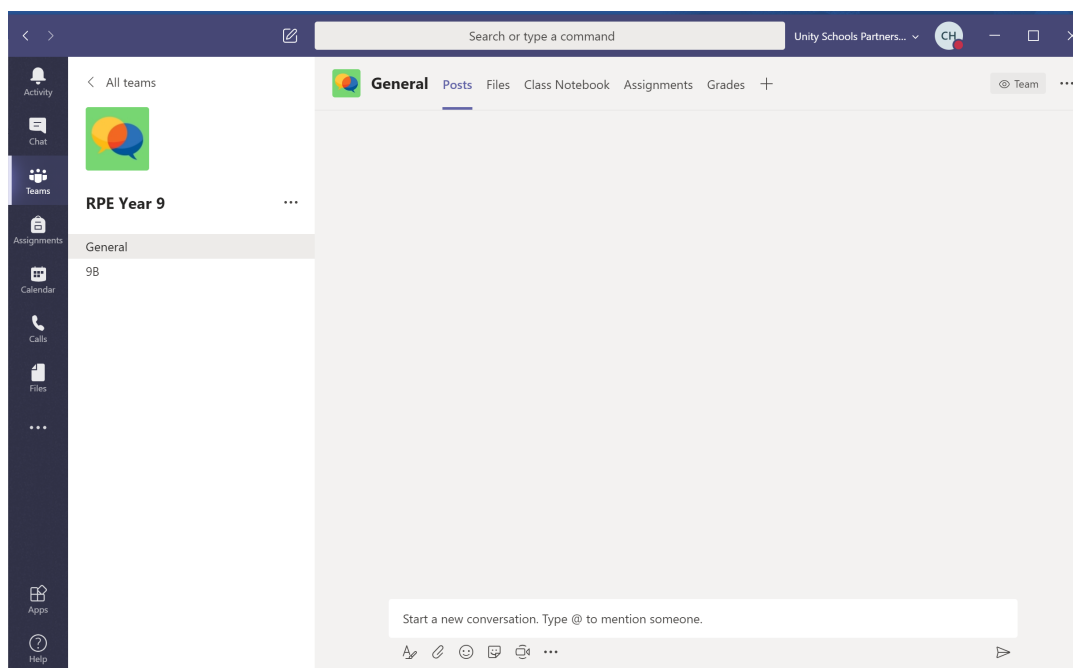
These instructions will be related to the downloaded, PC version of Teams. Functionality for Mac/ in-browser and on mobile devices will differ, slightly.

When you launch Teams, you will be greeted with this screen.



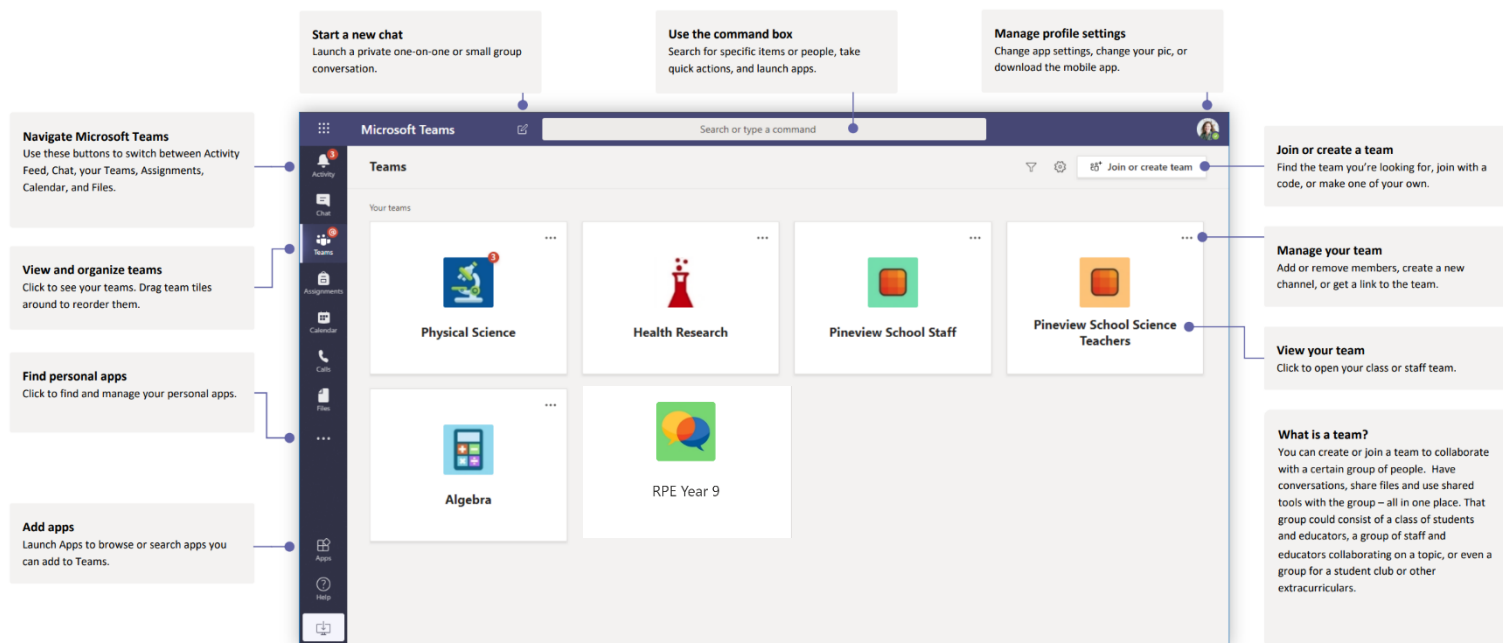
The Teams that you have been added to will appear under the 'Teams' tab. To open a Team, click on it and it will launch within Teams. It will look like this.

¹ https://edudownloads.azureedge.net/msdownloads/MicrosoftTeamsforEducation_QuickGuide_EN-US.pdf



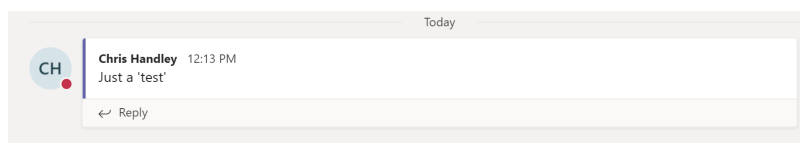
Section 5 – How to interact with a Team

Please take a moment to understand the functions of the main Teams page.²

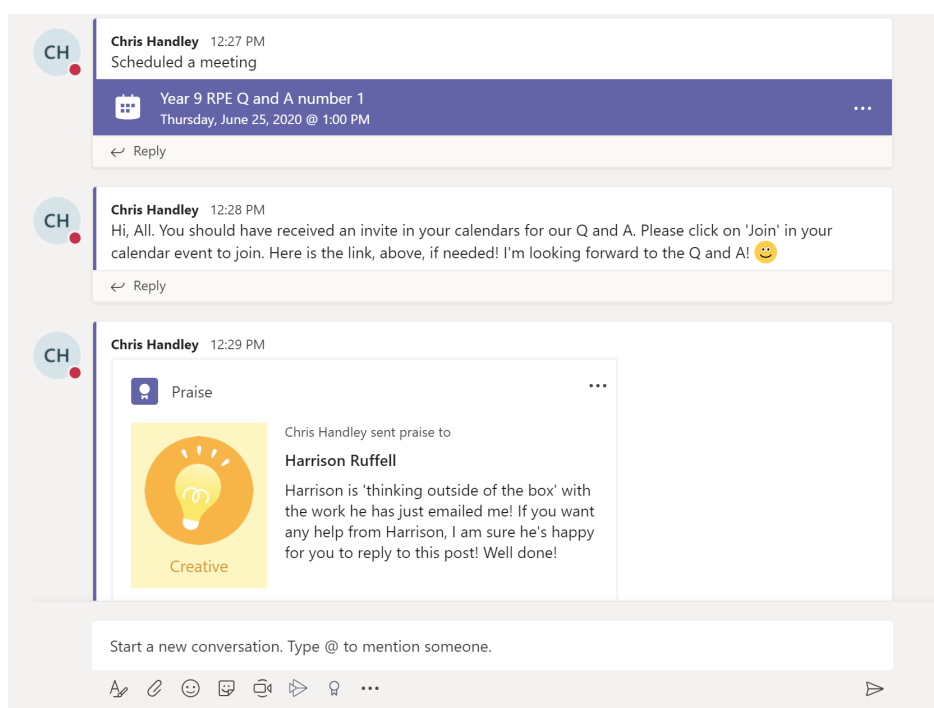


² https://edudownloads.azureedge.net/msdownloads/MicrosoftTeamsforEducation_QuickGuide_EN-US.pdf

Members of the Team may be able communicate using the 'Start a new conversation' bar. **Please note, this is a professional environment and you cannot remove posts in this forum.**



You may be able to reply to posts, using the 'Reply' button.

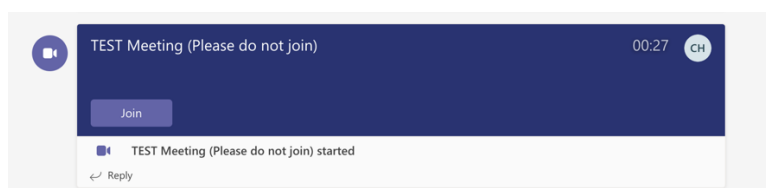


When staff schedule meetings, you will be able to join the meetings straight from the Teams chat.

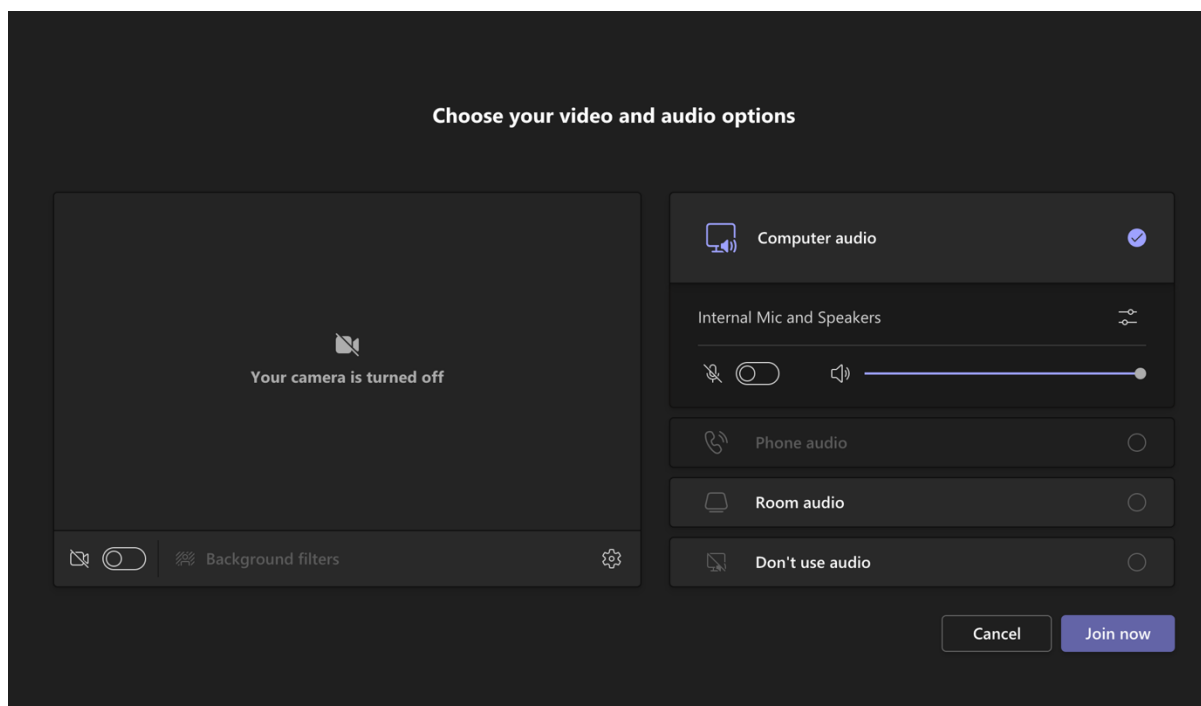
Section 6 – How to view your calendar/meetings

When staff begin a live lesson,. this will automatically appear in your Team channel. This will follow the 7C Timetable (timetable will be distributed).

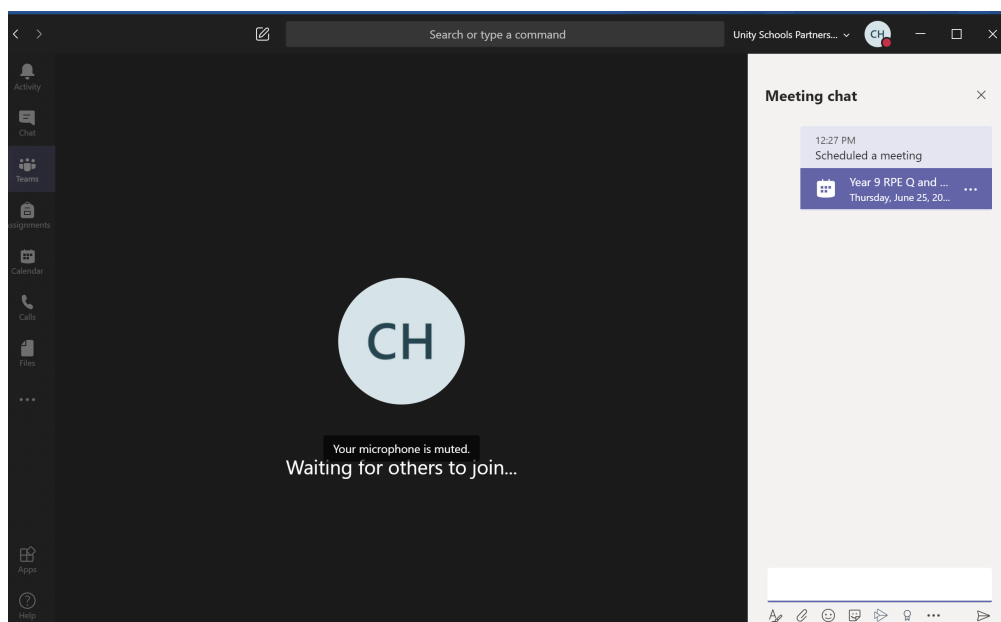
Click on join to join the live lesson.



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.

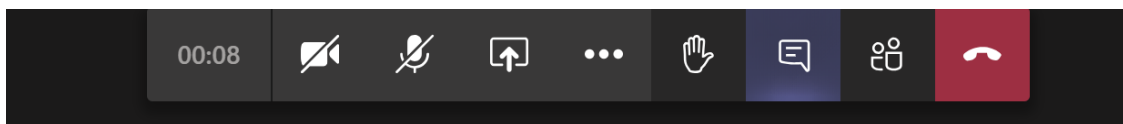


You can interact with the chat by clicking on the speech bubble icon. It will open a chat window, to the right-hand side.



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.



Please note, a recording of the meeting will be added to the Team after the meeting has taken place.