

A student guide to

Microsoft Teams

Introduction

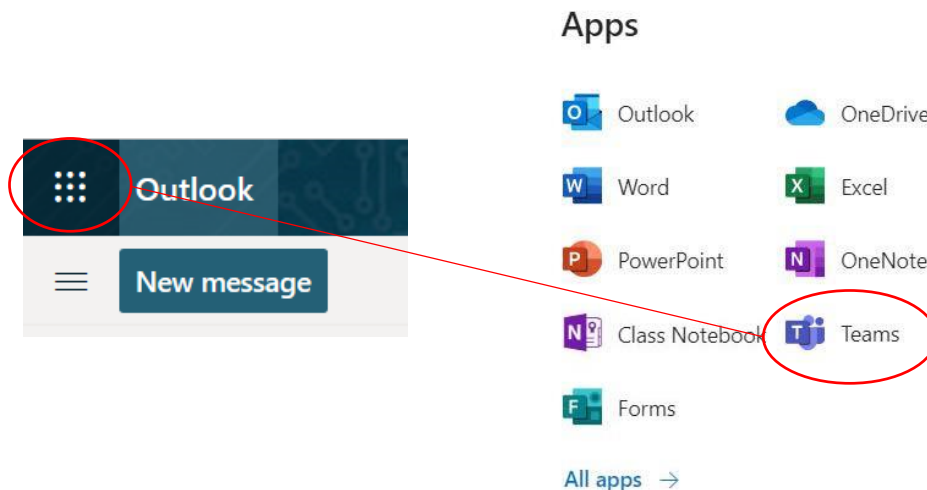
Teams can be accessed through a dedicated app (via mobile, tablet, laptop or workstation) or any browser (simply visit <https://teams.microsoft.com>).

To download the app, simply Google Microsoft Teams, and select Download Teams from the Microsoft Teams website (there are options for both desktop and mobile devices)

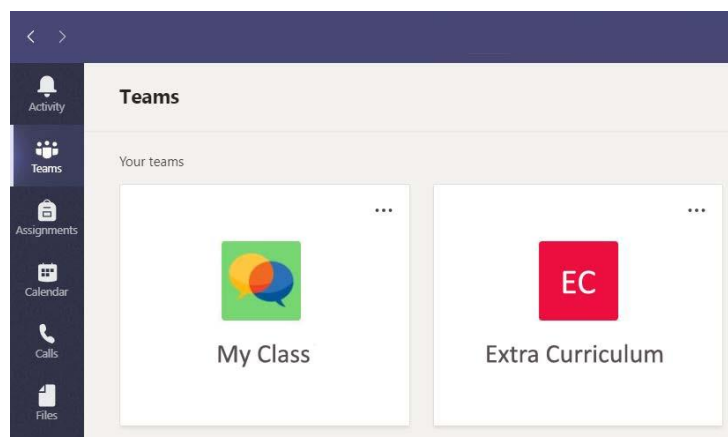
Logging on

In order to log into Teams simply use your Academy email address (username@st-georges-academy.org) followed by your Academy network password in the same way you would access your web mail.

There is even a quick link to Teams in Outlook. Simply, select the App Launcher (icon with 9 dots) in the top left, and then click on the Teams icon.



Any Teams you have been assigned to will be located under the Teams icon (see below)



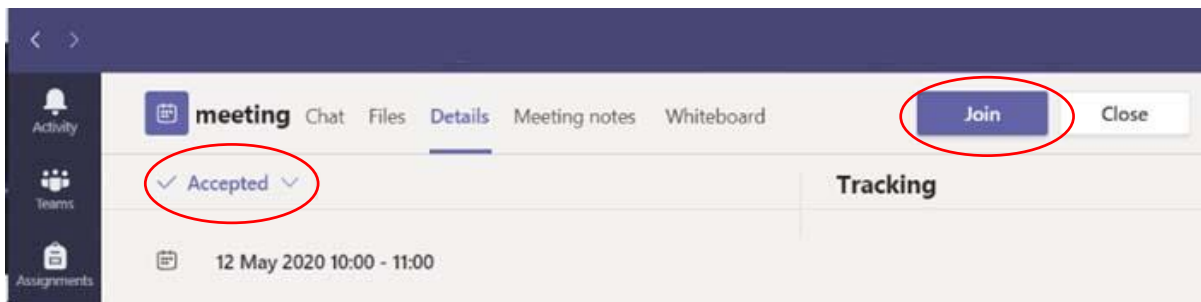
You will find notifications, class work and meeting requests within each of these Teams.

Note: Teams is provided for educational purposes only, and is not a social media platform. Students cannot set up personal Teams, and anyone not using it sensibly will be removed.

Meetings (Teacher-led Sessions)

Scheduled meetings appear within your Teams General Channel. You should also get an email containing a link to the meeting.

In order to add it to your calendar simply click on the meeting and select Accept.



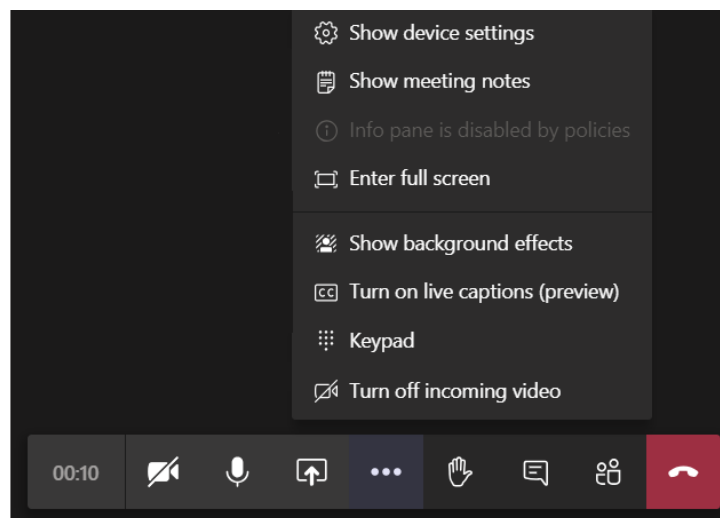
You can also press the Join button (top right) to enter the Live session, where you will be prompted to test your camera and microphone before entering.

If the session is not available yet, you will be held in a Lobby area until the Teacher starts the official Meeting.

In meeting

When in a meeting please follow all the Live Streaming Protocols at all times.

Additional menu options are available simply by moving your mouse during the meeting. These can be different depending whether you are using the website, mobile or desktop application.



The menu (from left to right) is as follows:

1. Time elapsed – how long the meeting has been going for.
2. Video – turn the camera on or off.
3. Microphone – turn audio on and off (it is best to leave this off unless you are speaking to avoid any background noise).
4. Share screen – generally only used by the presenter to display applications
5. Additional Menu (... the three dots) – used for blurring your webcam background, or to turn on captions if you are struggling to hear.
6. Raised hand – a polite way to highlight you have a question without disrupting the lesson.
7. Chat – opens a side bar to allow you to post live questions, or comments.
8. People – this shows the participants in the meeting.
9. End Call – exits the meeting.