

# Microsoft Teams

A Student Guide



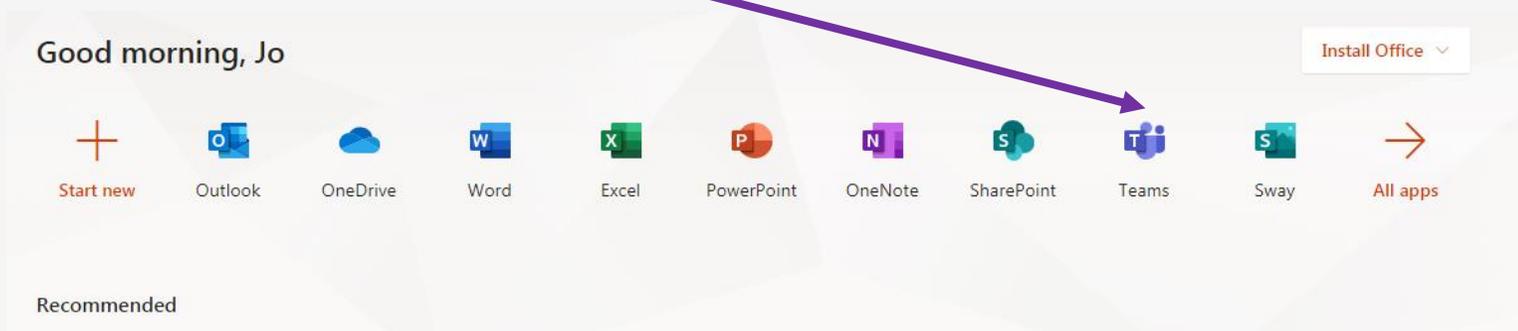
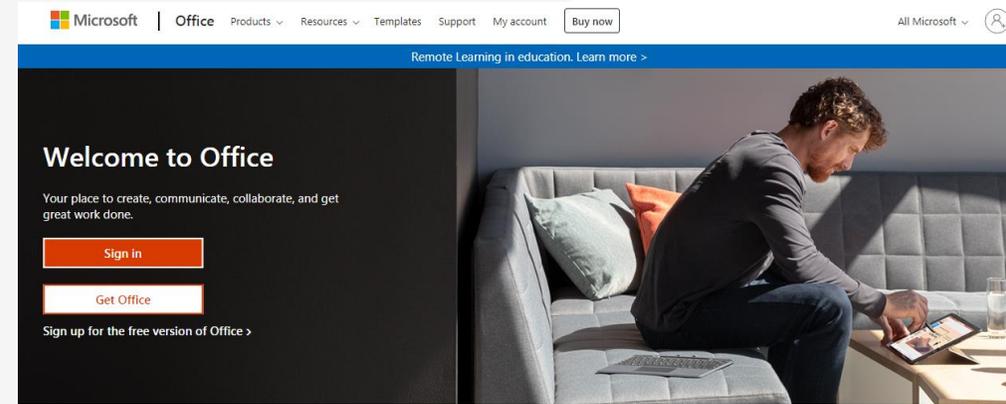
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CE HIGH SCHOOL

WISDOM  
HOPE  
COMMUNITY  
DIGNITY  
EQUALITY

# Getting started and logging on

**Sign into Office 365** you will need to log in using your school email and password (in the same way as you log into SMHW)

**Click on the Teams icon**

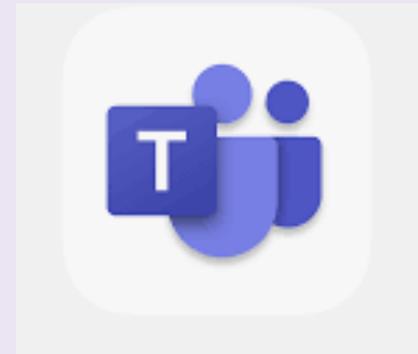


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# TEAMS app

If you are using a phone or tablet you should consider downloading the free TEAMS app.



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EQUALITY

5

Activity

Chat

Calendar

Assignments

Teams

...

# Your classes (Teams)

Clicking here lets you view the Teams you have been assigned to.

Year 10 English Students

Creative iMedia Unit R081

Year 10 GCSE RE



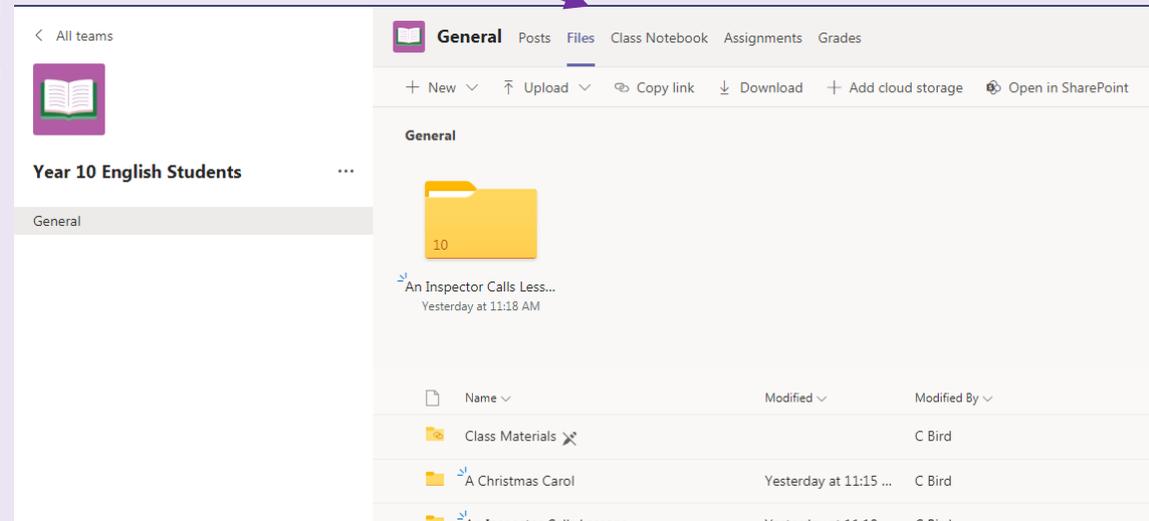
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# Accessing work when you are absent from school

When you click one of your Teams and select 'Files' you will see that staff have put work in the folder for you to access when you are absent from school.

When you are isolating from school and are not too ill to complete work you are expected to log into TEAMS on a daily basis and complete the work for that days lessons.

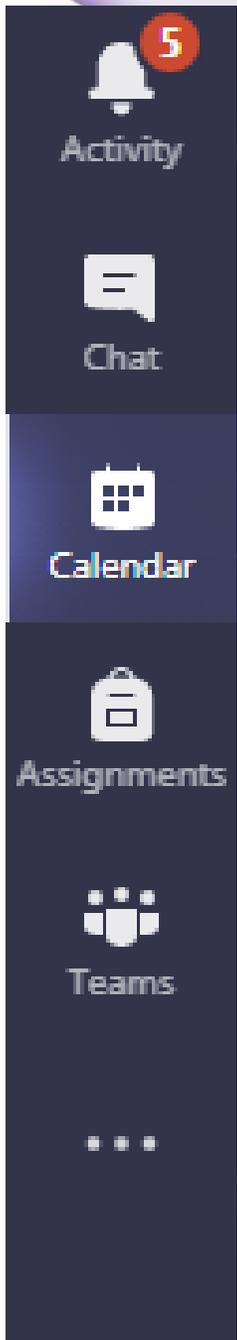


Work for absence will not be sent via SMHW unless you are isolating as part of a school bubble.



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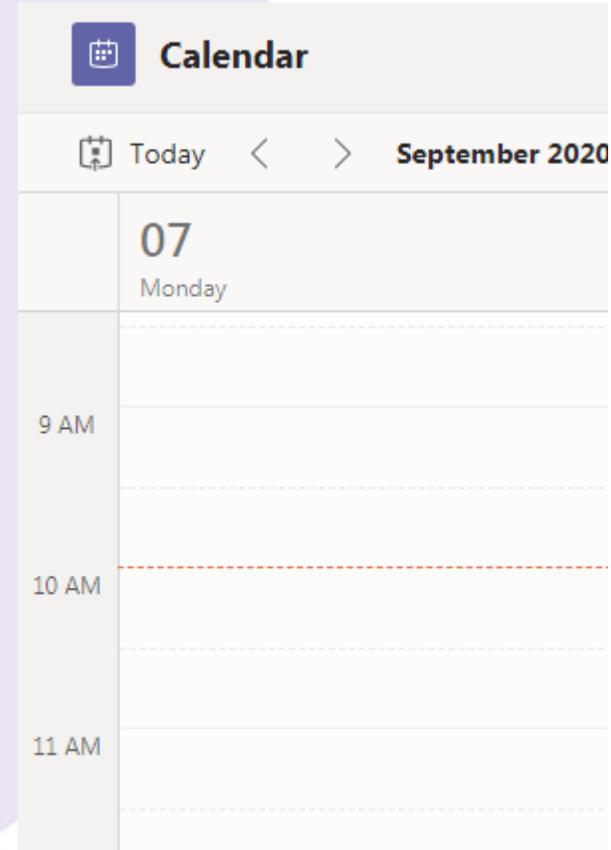
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# Lessons or meetings

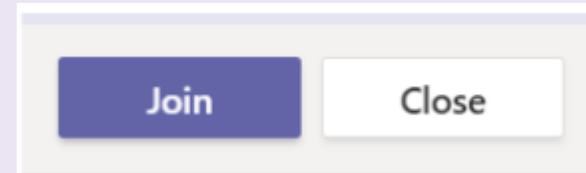
If you are in a bubble that is isolating you may have lessons scheduled by your class teacher via a webinar.

Clicking here shows your calendar and lets you know when remote lessons or webinars are scheduled for you.



# Joining a meeting or scheduled lesson

Click on the scheduled lesson that you wish to join in your calendar and then select join in the top right-hand corner.



You will have a have the option to select settings for your camera, microphone and background.

Always select the following unless told otherwise:

Microphone – MUTE

Camera – OFF

Blur background – ON (if using camera)



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# Joining a webinar

- Webinars are different to meetings or scheduled lessons.
- You will be able to see and hear your teacher but they cannot see or hear you.
- Other students cannot see or hear you and you cannot communicate with them.

## Demo Webinar



**Invite attendees**  
To invite attendees, copy the link and share it or send it in a calendar invite.

[Get attendee link](#) [Learn more](#)

Monday, 22 June 2020  
19:30-20:00 (30 minutes)

Click on 'Join' to take part in the webinar

[Join](#) [Chat](#)

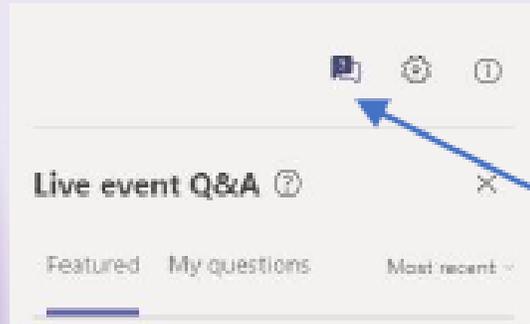
Your teacher will send you an invitation to attend a webinar via Show My Homework



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# Taking part in the webinar



During the webinar you can ask your teacher questions using the Q&A function on the right-hand side of the screen.

During a webinar you can pause, rewind and fast forward.

You can view a recording of a webinar in Microsoft Stream and your Team chat page.



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