

Student / parent/carer instructions for joining Microsoft Teams

You need a device compatible with teams - either a laptop, tablet or android/Apple phone.

Teams is free to download and install on all devices. If you have a laptop with an updated Windows OS then you will find it is already installed and can be accessed by typing 'Teams' into the search bar on the task bar. If it's not already installed you can install from a download accessed by googling Microsoft teams and accessing the download link from the Microsoft page.

If you have a smart phone or tablet you can find the Teams App from either the IOS App store (Apple iPhone), or the Play Store (Android). Just access the appropriate store and search for teams – click install to download it onto your device.

Once installed, open the app, students will need to click the join Microsoft teams meeting, this will automatically take them to the team's page when it is the time of the meeting.

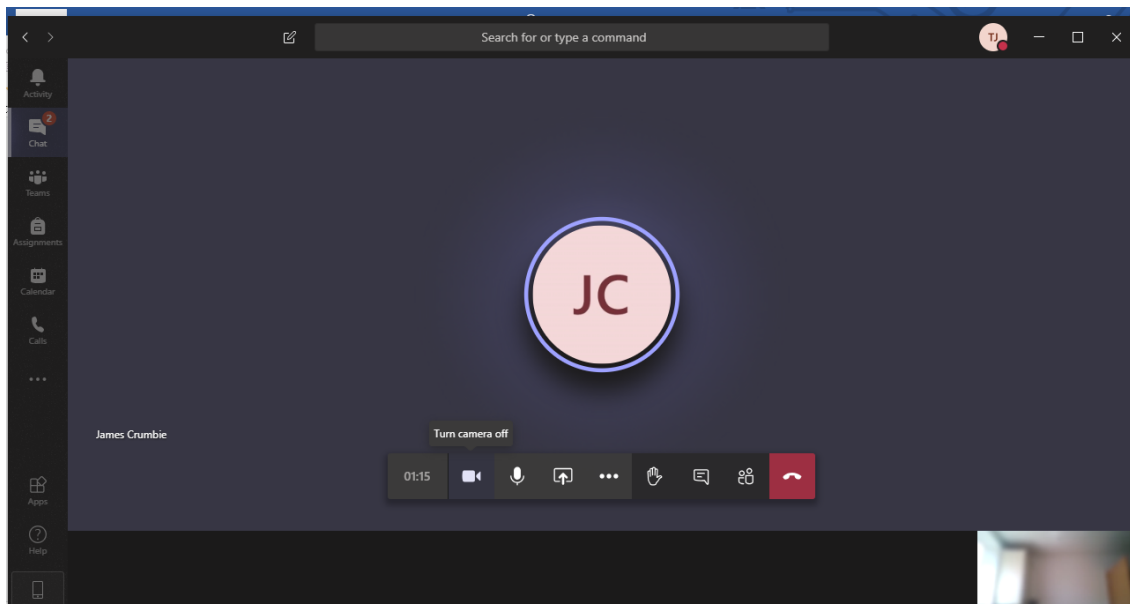
Students will receive an email to their school email address and will need to accept whether they are going to join the meeting; this will then move it into the student's calendar on their email.

Students are not to propose a new time – the timetable is fixed to ensure all subjects have x1 hour when teachers are available.

The screenshot shows an Outlook calendar invitation. At the top, there are action buttons: 'Accept', 'Tentative', 'Decline', 'Propose New Time', and 'Calendar...'. Below these is a circular profile picture with the initials 'TJ' and the name 'Toni Johnson'. The subject of the meeting is 'Psychology Lesson'. It is marked as 'Required' and lists 'Clare Thomas; James Crumble' as attendees. A table below shows the meeting details: 'When' is '28 May 2020 14:30-15:00' and 'Location' is blank. The body of the email contains the text 'Good Morning,' followed by 'This is your scheduled face to face online lesson with Miss Johnson'. At the bottom, there is a blue link 'Join Microsoft Teams Meeting' and a smaller link 'Learn more about Teams | Meeting options'.

Students will join the meeting (by clicking 'Join Microsoft Teams Meeting' at the bottom of the email) with no video, audio only. They will need to turn their camera off. The students screen will look like the below screen on a teacher's laptop. Students will be able to see the teacher on the video.

Specific instructions will be different per subject and will be fully explained at the start of each session by the teacher.



During the call, students will be able to see the teacher who is delivering the meeting or any files that the teacher is sharing