

Connect



Apps

Install Office ▾



Outlook



OneDrive



Word



Excel



PowerPoint



OneNote



SharePoint



Teams



Class
Notebook



Sway



Forms



People

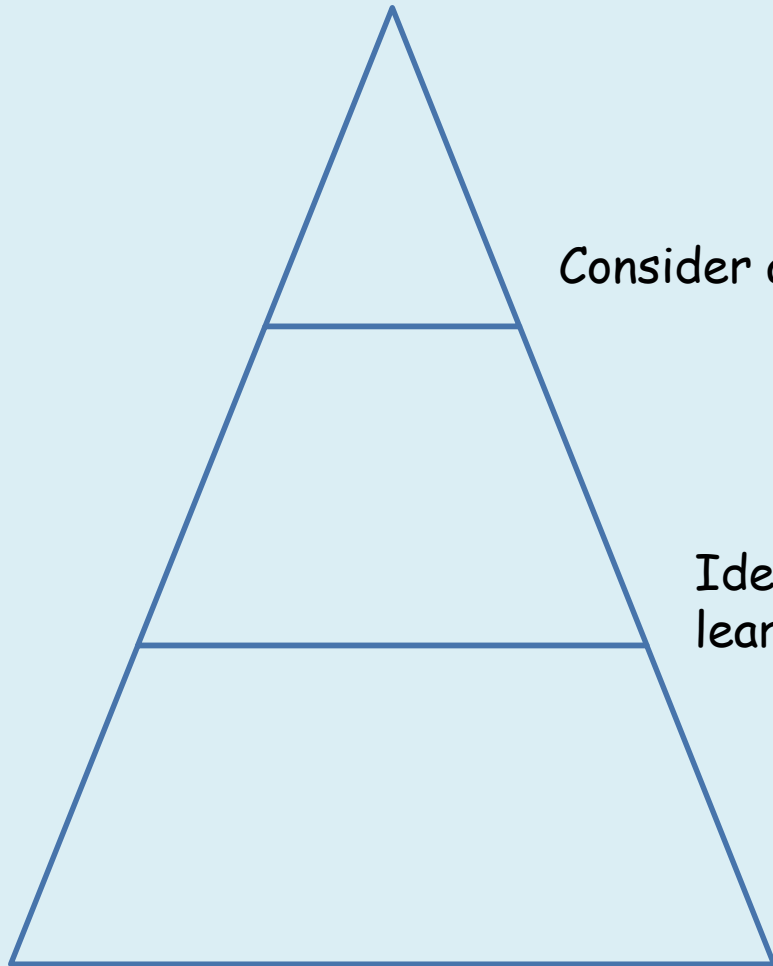


Staff
Notebook



Calendar

Explore all your apps →



Consider appropriate and inappropriate use of MS Teams

Identify some of the features of teams that will be helpful in a remote learning situation

Understand how to log in to MS Teams



What is Microsoft Teams?

Why might we need to use it?

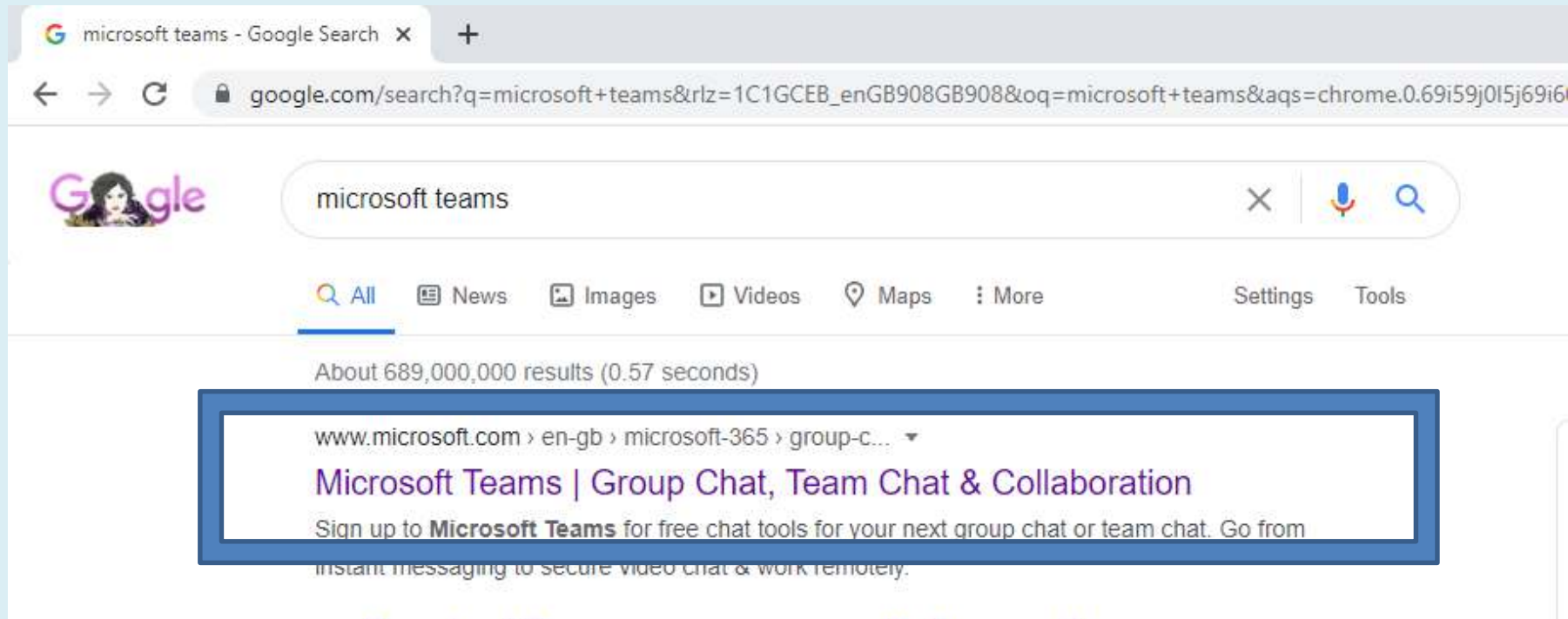
New learning



How to access:

Search for **MICROSOFT TEAMS** using *Google Chrome* (you can do this using any internet browser)

Navigate to the **Teams Website**



New learning



SIGN IN (even if you have not used it before there is no need to create an account)

The screenshot shows a web browser window with the URL `microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software`. The page features the Microsoft logo and navigation links for Microsoft 365, Microsoft Teams, Features, Resources, Plans and pricing, and Download Teams. A purple banner at the top states: "The Together Mode and Large Gallery View features are rolling out to customers now. Learn how to turn on these new features >".

The main content area includes the heading "Microsoft Teams" and the sub-heading "More ways to be a team." Below this are two buttons: "Sign up for free" (a dark blue button) and "Sign in" (a white button with a blue border). A link "Take a Teams guided tour >" is also present.

On the right side, there is a large video player showing a "Weekly Sync" meeting in gallery view. The video shows a grid of approximately 25 participants in a virtual meeting room. The video player interface includes a "Leave" button in the top right corner.

New learning



Your username is your **school email address**

e.g. if you are a Year 8 student called Emma Smith then your email address will be:

19SmithEmm@kingsburygreenacademy.com

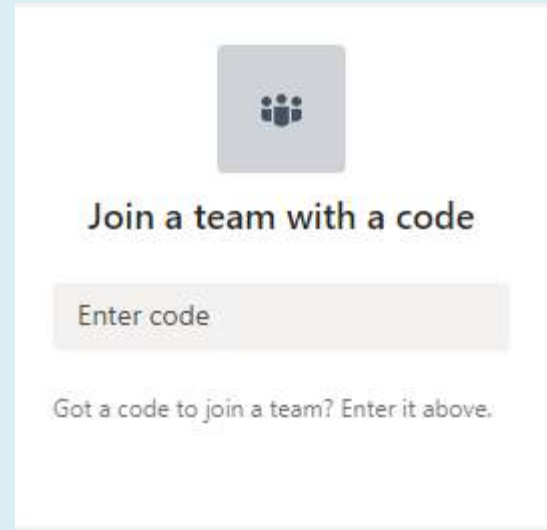
Your password is your **school password**

New learning



To join your Computer Studies class with a code you will need to find the 'TEAMS' option from the menu down the left hand side of the screen

Then, look for this option:



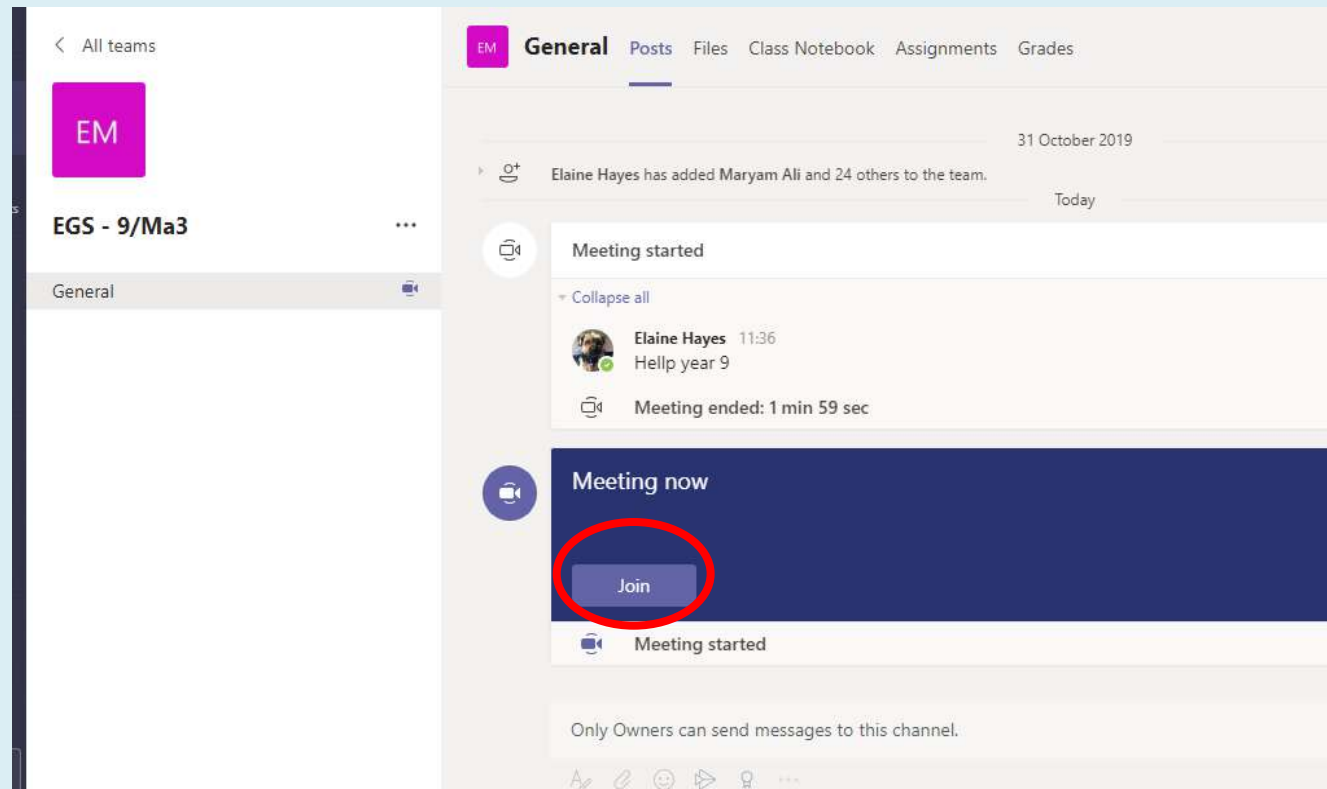
You will then need to **CAREFULLY** enter the code that your teacher has given you

New learning



If your teacher has started a virtual lesson, you will see a blue notification in your Team.

Your teacher will have told you what time your lesson starts, and you can join at any time by clicking the join button circled in red

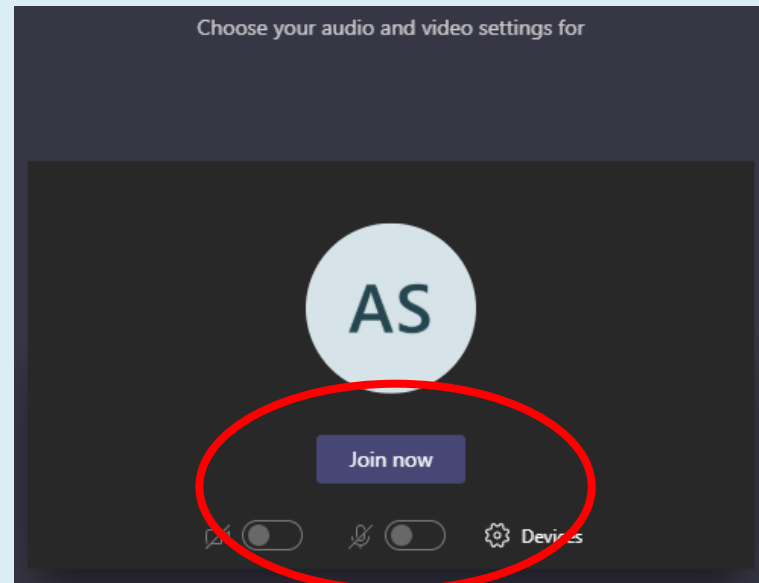


New learning



The red circle is the camera function. Make sure that it is off.

Your teacher may have told you to keep your microphone on or off - in this meeting, the teacher has asked all students to keep their microphone off unless they are asking a question. You can ask a question of your teacher using the chat function. All questions are kept in the Team after the lesson is over.



New learning



Microsoft Teams

Search for or type a command

Meeting chat

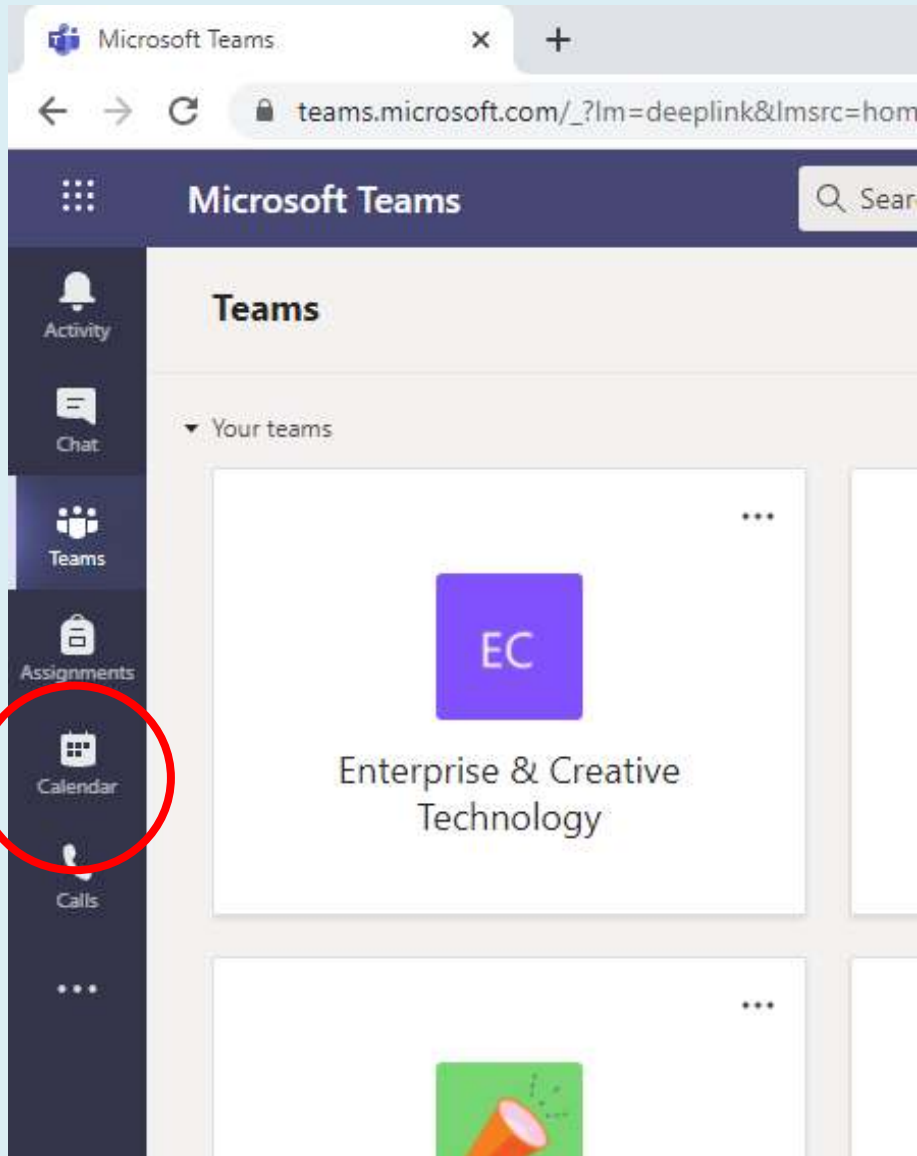
Pressing this button will open the meeting chat on the right, where you can ask your teacher questions

when the lesson is over, click this button.

Click this to send your Q

Reply

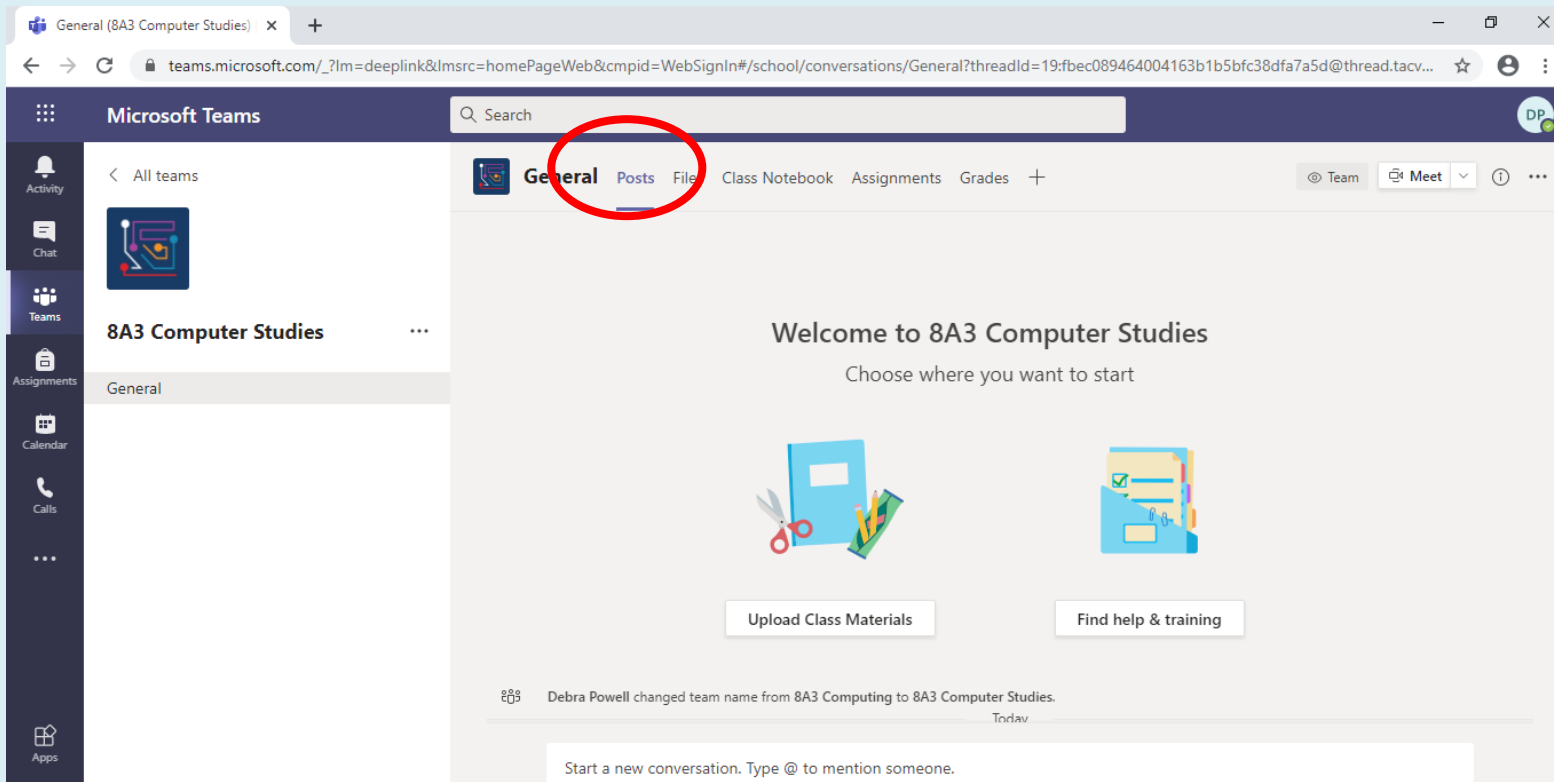
New learning



You can navigate to the *CALENDAR* function to see any meetings/lessons that your teachers have set up

This will help you to see when you should be joining virtual lessons

New learning



When you are in one of your TEAMS (class areas), you can use the POSTS tab to see any comments that your teachers have posted.

The FILES tab will be where you check if your teacher has uploaded any documents you may need to complete your work

Demonstrate



What is your username for MS Teams?

How do you join a TEAM (class group)?

What should you do if you forget your username or password?

How do you check to see what lessons you have scheduled?