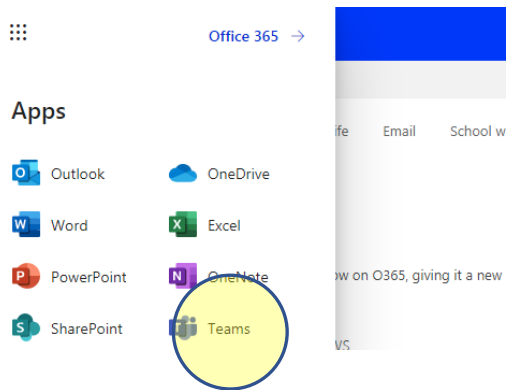


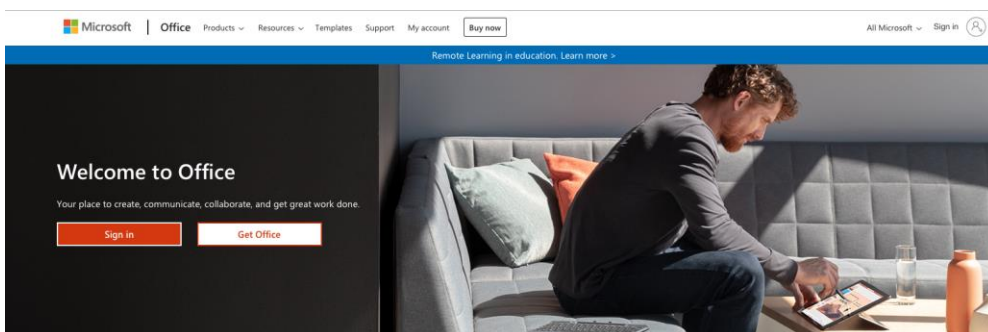
There are a number of ways of getting to your school *Microsoft Office 365* account to find *Teams*.

On a laptop or desktop computer

If you are able to use Remote Access from the school website (the button is upper-right), you can open the Chrome browser and open *Office 365* (upper-left). Choose *Teams*.



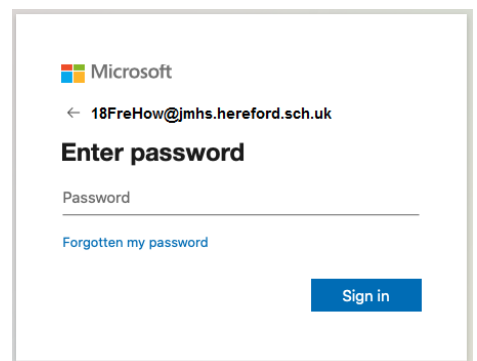
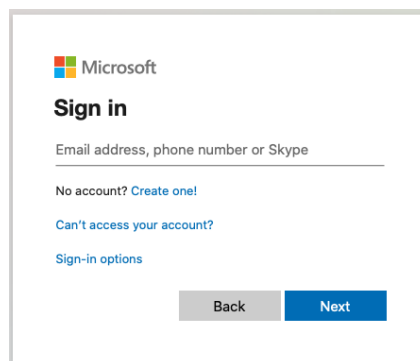
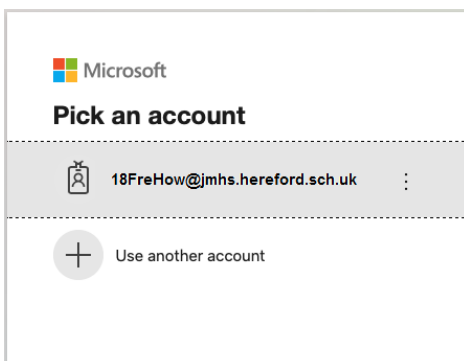
If you don't want to join through Remote Access, you can also go to *Office 365* from a browser. Use a search tool like *Google* to find *Office 365*. Use the *Sign in* button



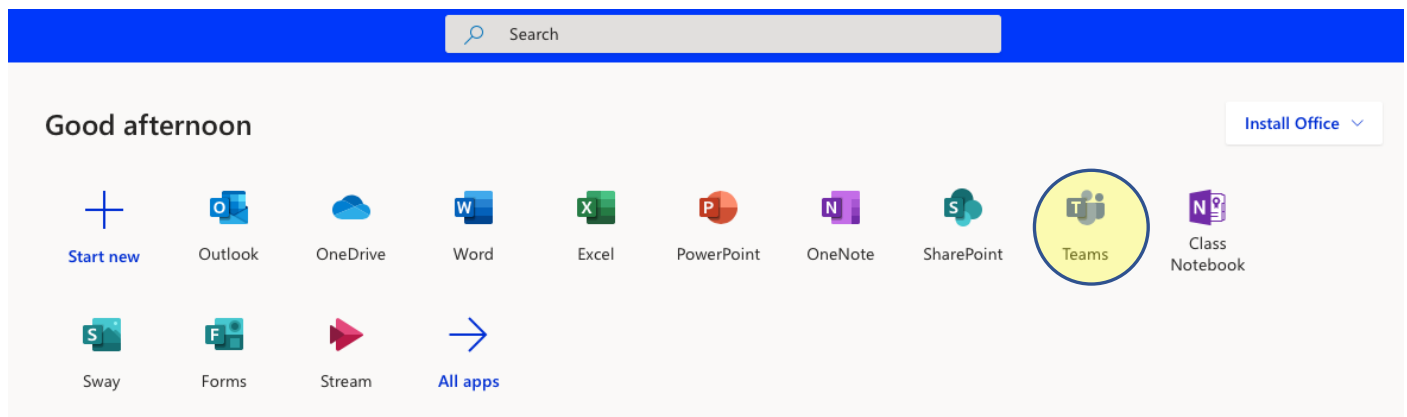
Sign in to use your favorite productivity apps from any device



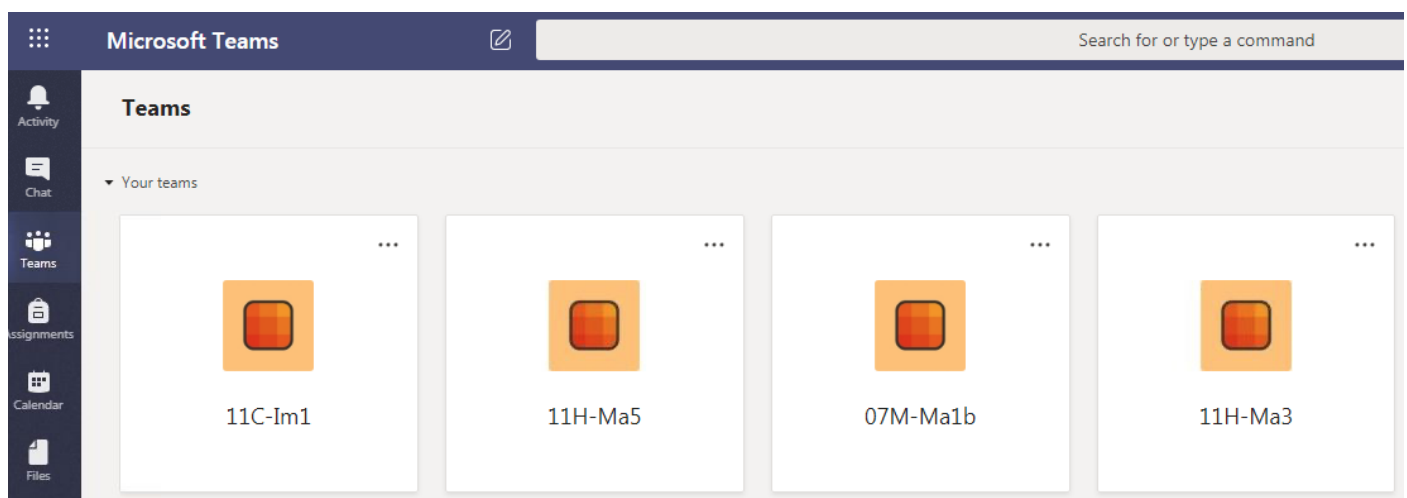
If you have used *Office 365* before, your school network ID might be saved. If not, sign in using your school ID e.g. 18FreHow@jmhs.hereford.sch.uk



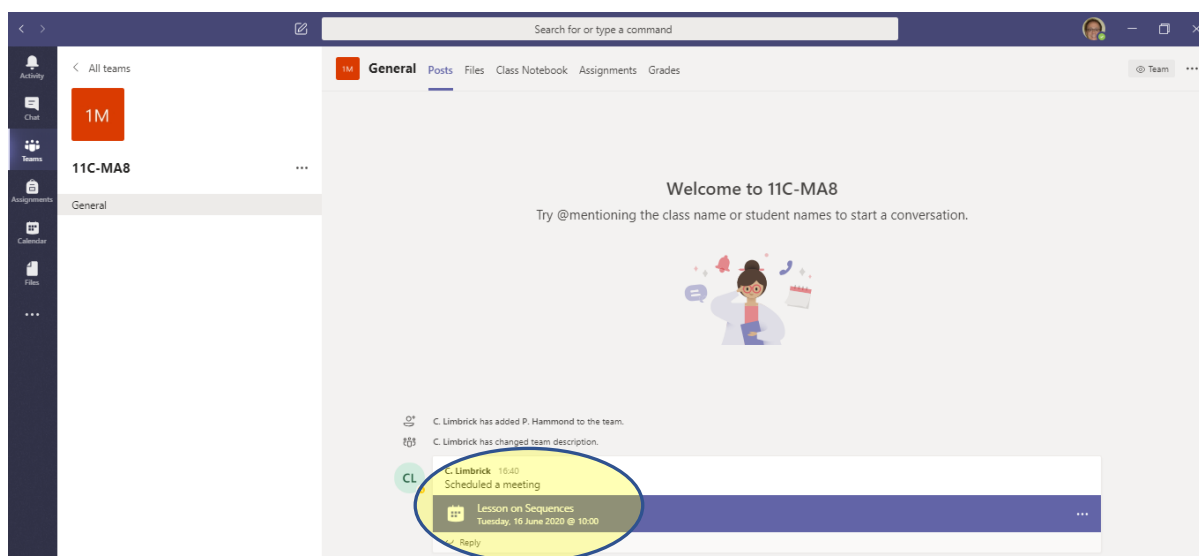
Once into your *Office 365* account, click on the *Teams* icon.



Once in *Teams*, choose the Team for the lesson that you want to be in. Your Teams will be named differently to those shown below.

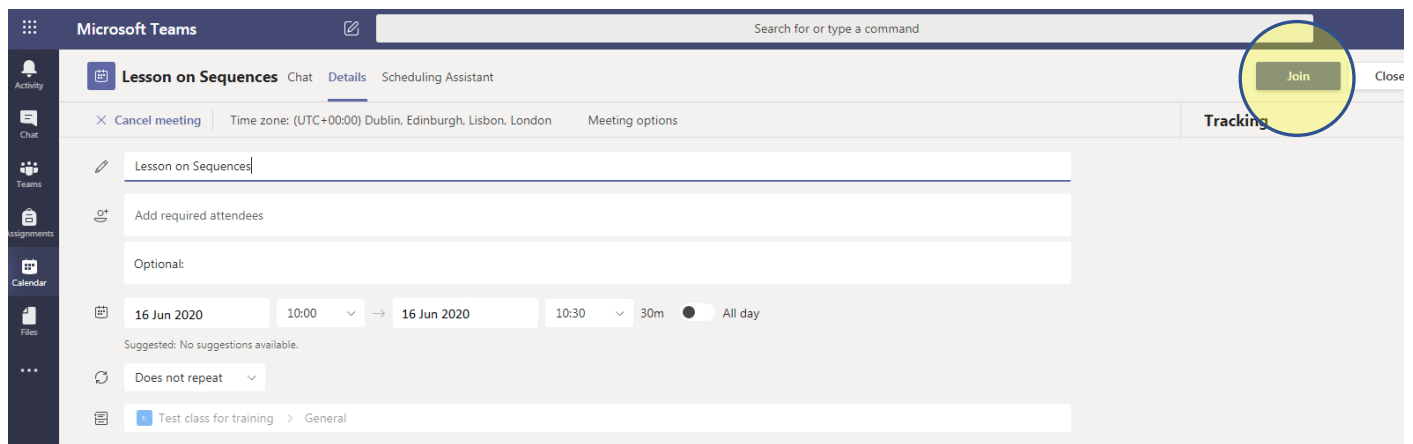


You should now see a screen like the one below. Under the *Posts* heading you will see a list of items, including meetings.

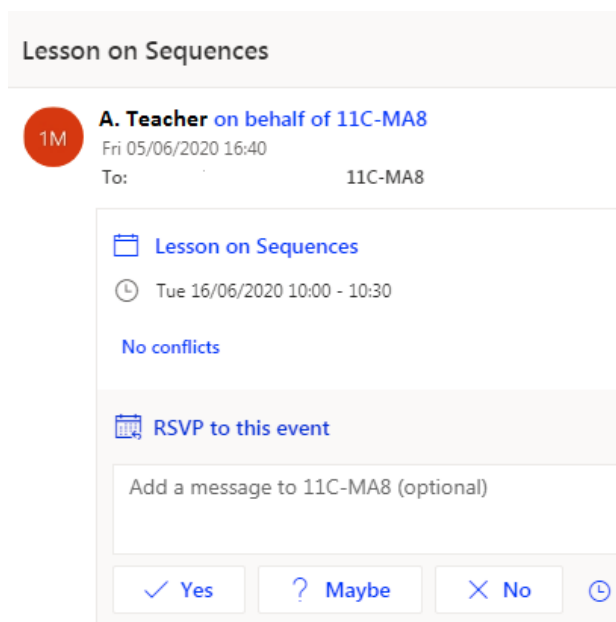


Click on the chosen meeting.

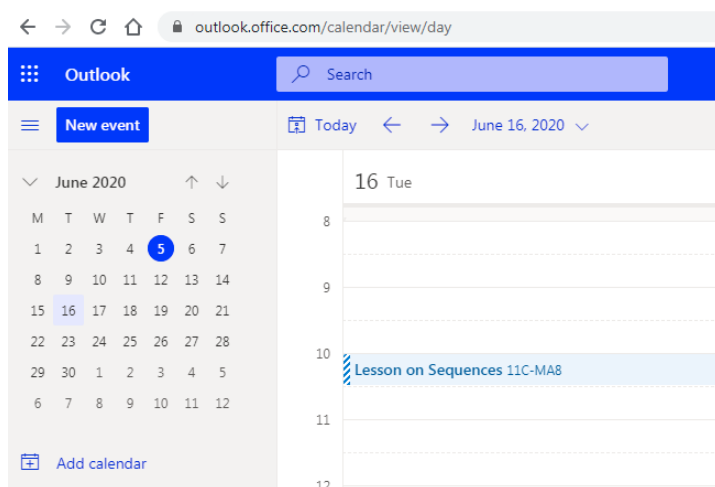
You can then click *Join* (upper-right) as shown below.



The lesson (meeting) will also appear in your school email. You can click *Yes* to accept the invitation.

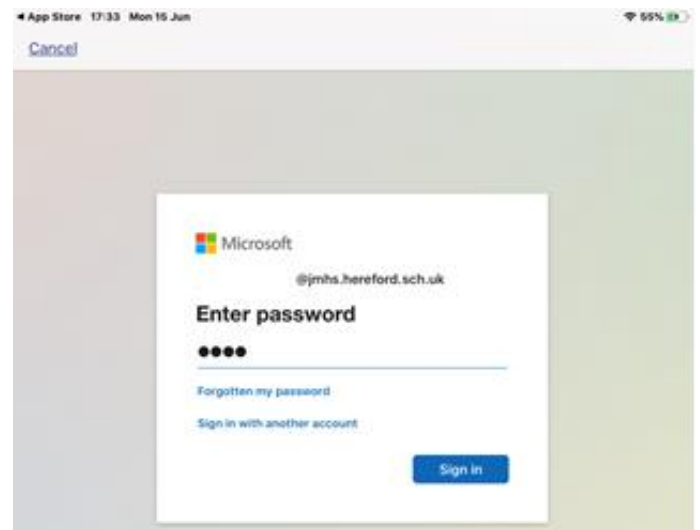
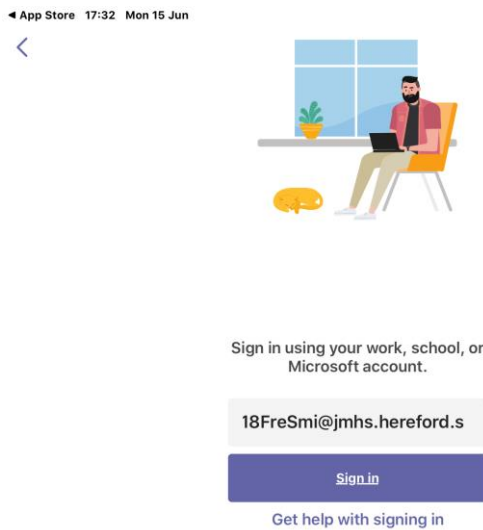


Another way to join a meeting is to go to the *Calendar* in *Outlook*, or at the left-hand side of your *Teams* screen. In the calendar you can click on the meeting and click *Join* (as shown above).



Accessing *Microsoft Teams* on your mobile phone or tablet

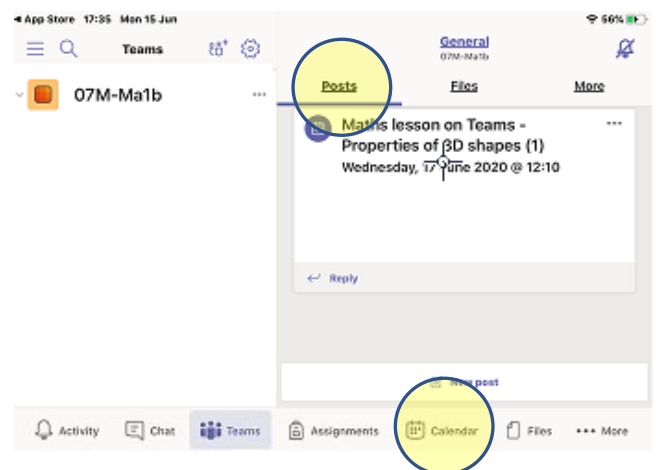
You will need to download the free *Microsoft Teams* app. After it has installed, you need to enter your own school email address (e.g. 18FreHow@jmhs.hereford.sch.uk) and your password so that your school *Office 365* account is joined.



On a tablet, you will see a list of all of the Teams to which you belong. Within the *Teams* view, and in *Posts*, you will see meetings and/or messages

You can join a lesson (meeting) in a number of ways.

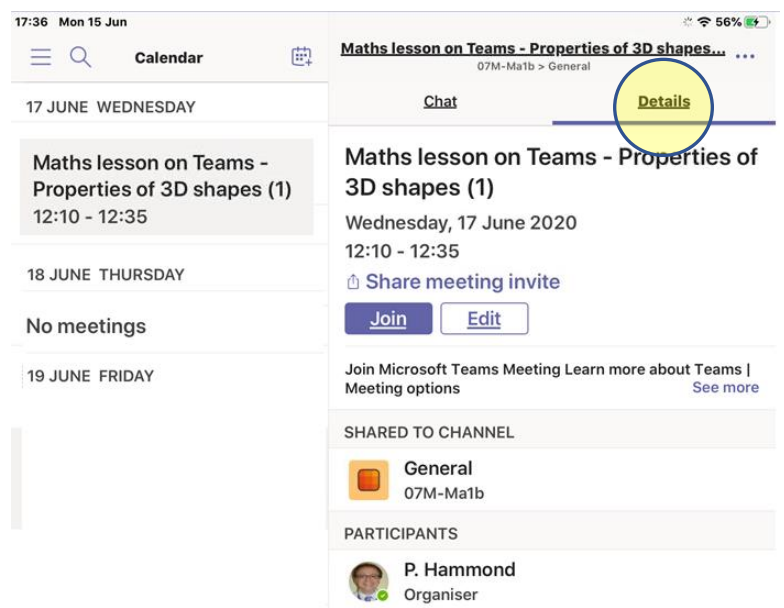
At the right time you can click in the lesson shown in *Posts*. Once the lesson is displayed, from the *Details* tab, click Join.



Within *Teams*, you can also go to the *Calendar* (at the base of the screen). If the calendar is not already visible, click on the *More* button (. . .), in the lower-right of the screen to show and select the calendar. The lesson (meeting) will only be shown in the week of the lesson.

When the lesson is due to start, you can press the *Join* button next to the relevant lesson.

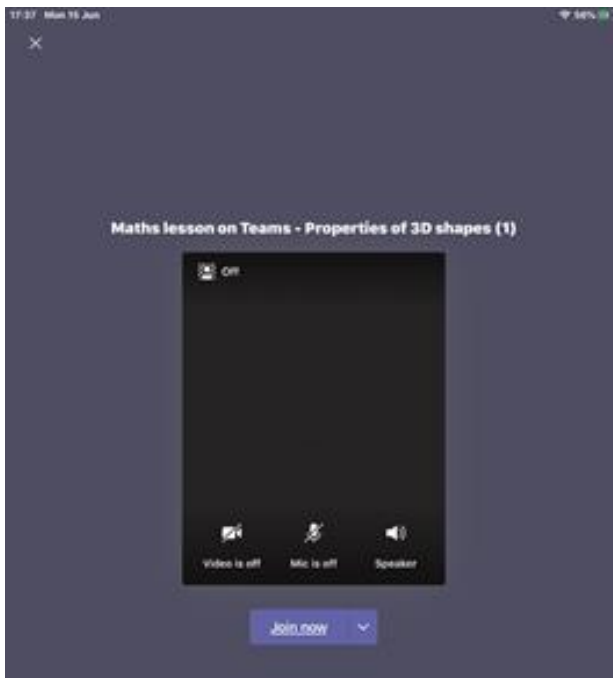
You can also join the lesson from the meeting which is shown in your *Outlook* calendar. The calendar icon is next to the email envelope icon in *Outlook*.



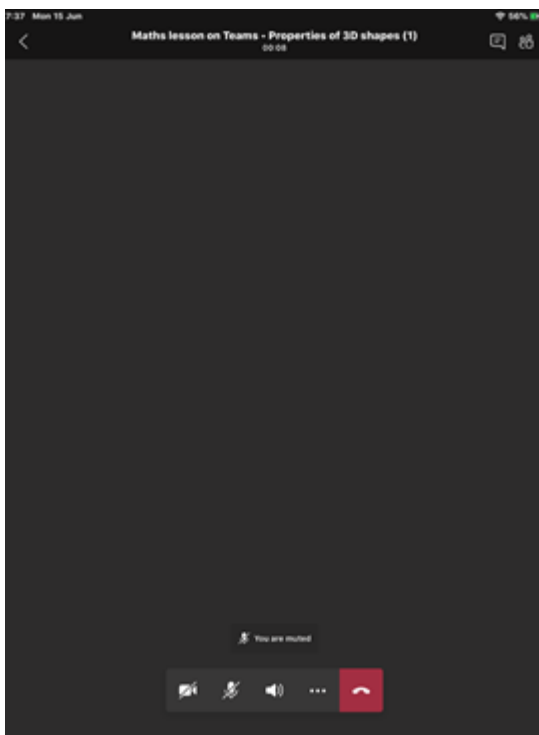
Joining a lesson on a tablet or mobile phone

Once you have clicked *Join*, a Teams meeting window will open. Your own camera is probably already off (but please check this). Your microphone may also be off; you should join the meeting with it muted.

When you are ready, click *Join now*.



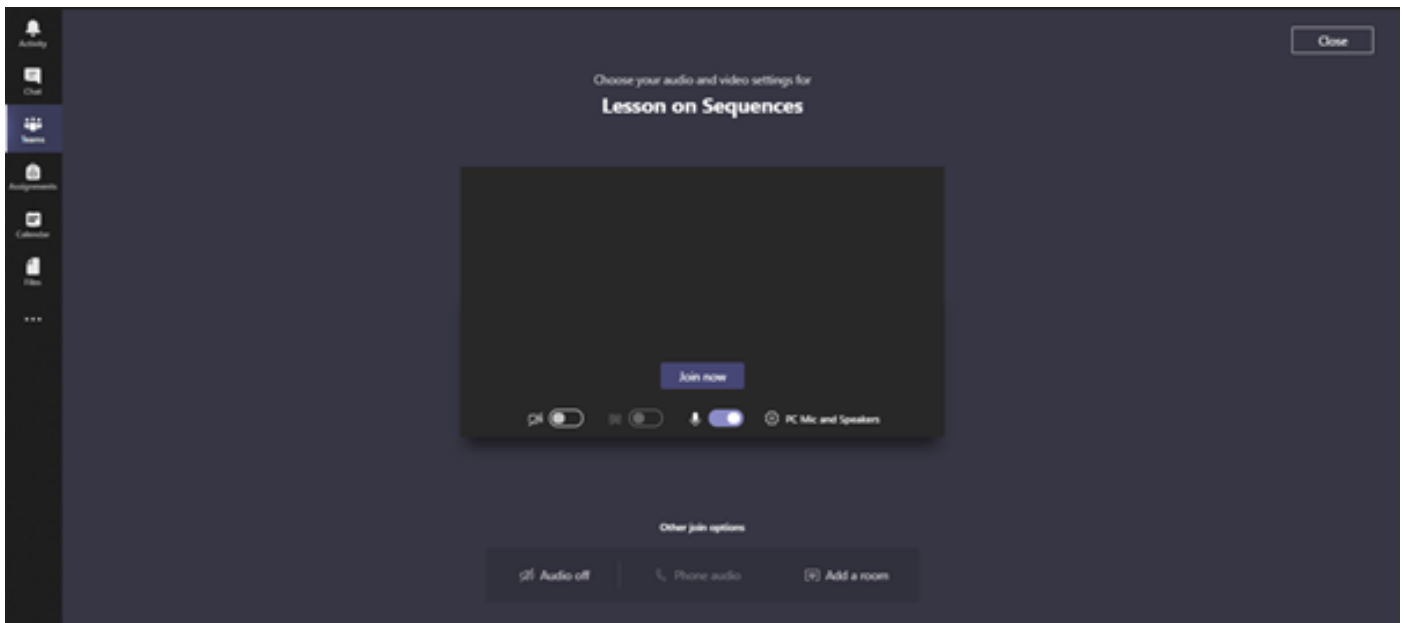
You will then be in the meeting; you may hear your teacher talking.



PLEASE READ 'DURING THE LESSON' AT THE BOTTOM OF THE NEXT PAGE.

Joining a lesson on a computer

Once you have clicked *Join*, you will see a screen like the one below. Your own camera should already be off (please check this), and you should mute your microphone.



Click *Join now*

During the lesson

You have now joined the lesson. Your teacher will probably already be there – you might see their staff initials or photo. If other students are there, you will see their initials too. You might hear your teacher talking. The teacher will see that you have joined, and might say hello to you.

- To speak, you will need to unmute your microphone.
- Don't have the volume on your computer too loud.
- Mute your microphone when you are not expected to speak.
- Teachers will normally ask you to mute your microphone while they are teaching.
- During the lesson, you are expected to behave well, just as you would in a normal lesson.

