

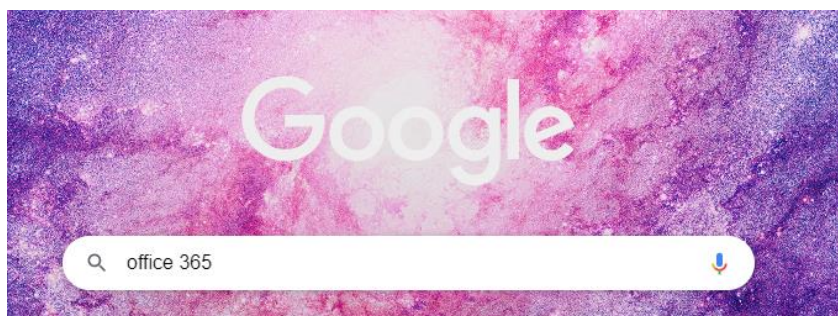
Pupil Guide to accessing TEAMS

Hi Everyone,

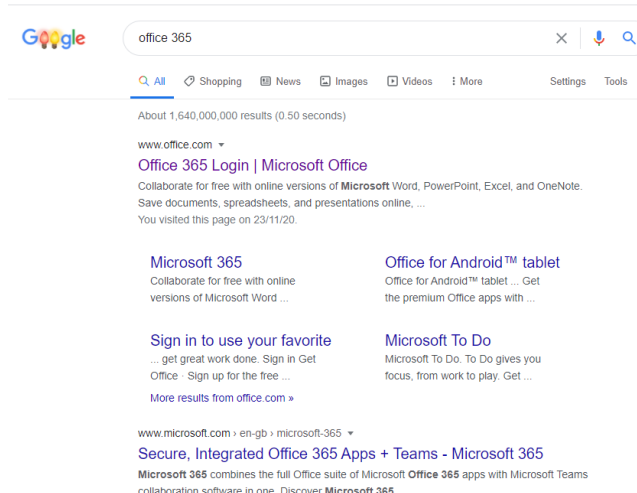
We know that many of you might be worried that you cannot access Microsoft Teams from home, so we have put together this little guide to help you. This will also help you know how to access your emails.

Step one – finding Office 365

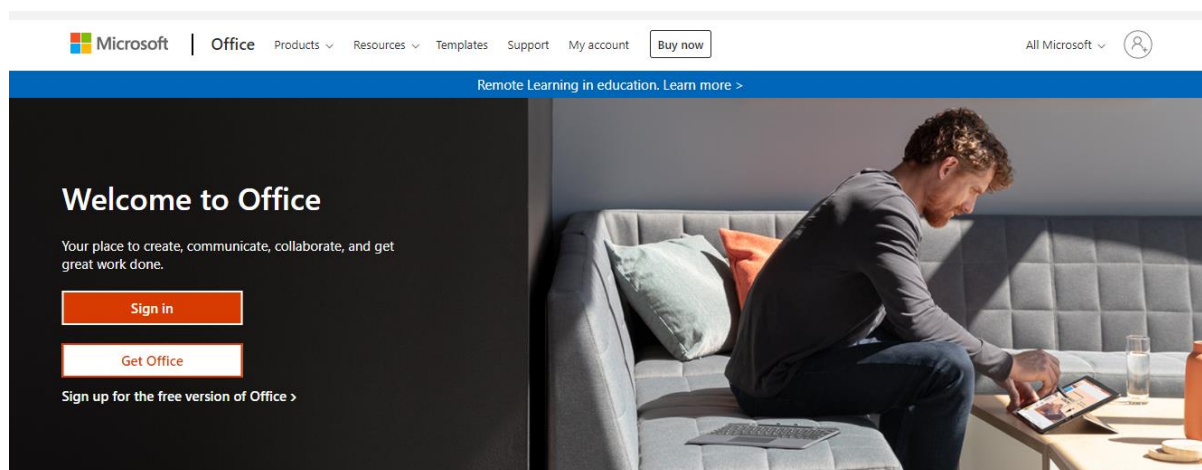
- In your search engine type office 365



- Next select the right link – usually the first one –

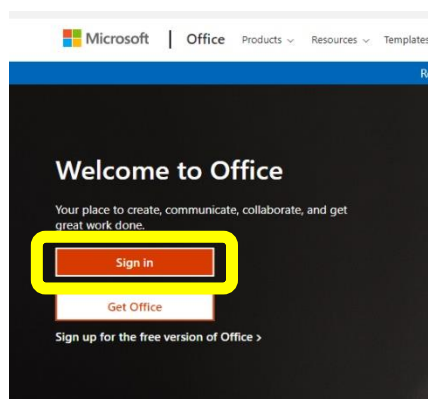


- You will be taken to a page like this one –

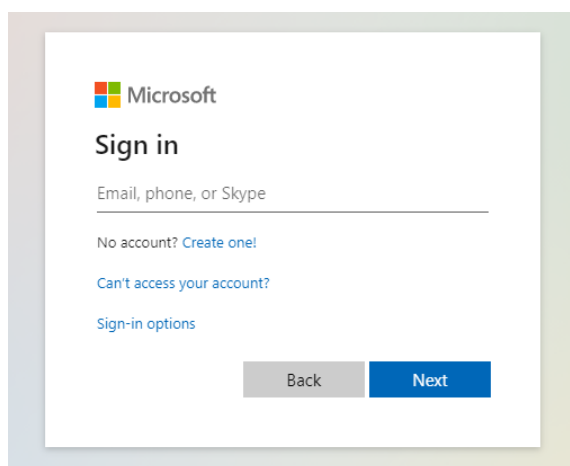


Step 2 – Signing in

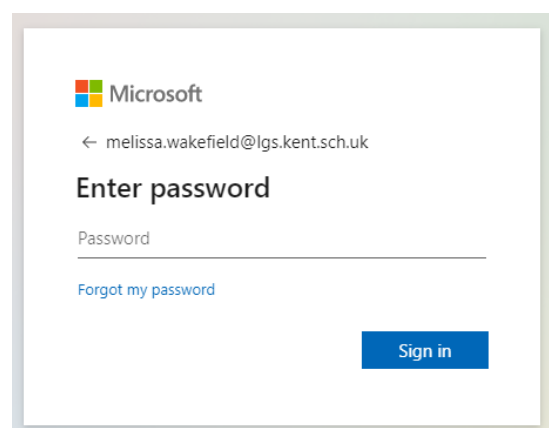
- Click the sign in link



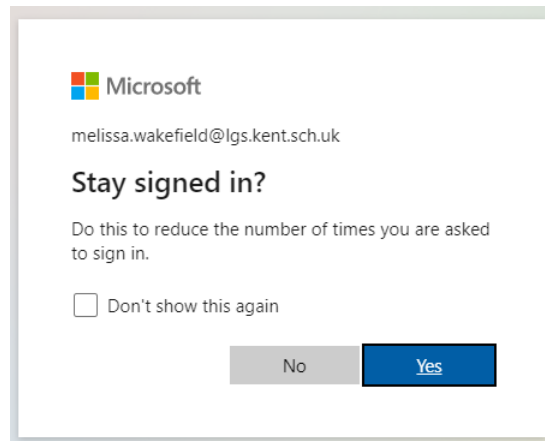
- A new screen will appear -



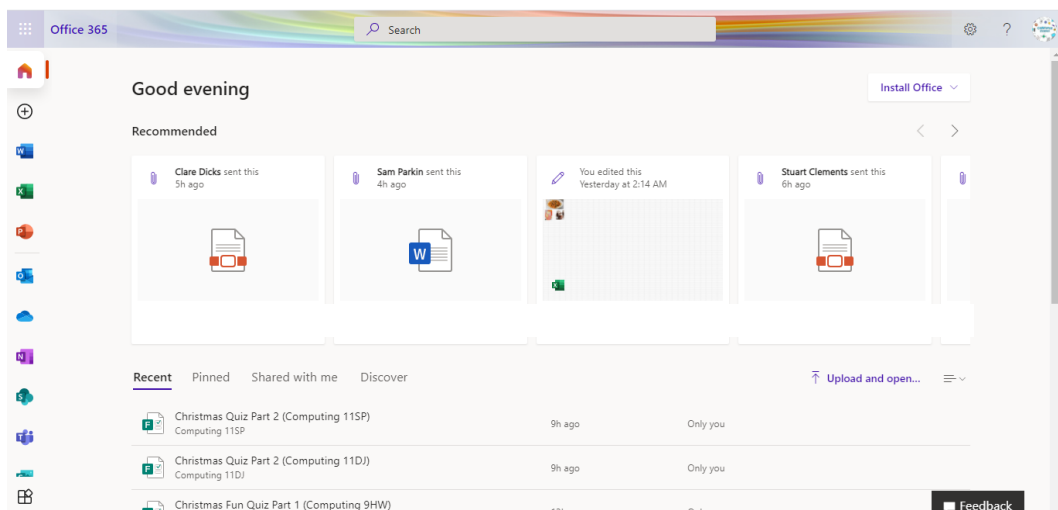
- Enter your email address, this will be your school username + the domain address
 - username@lgs.kent.sch.uk
- You will then be asked to enter a password – this is the same password you use to access the school computers



- A new screen will then appear – it will ask if you want to stay logged in – only click yes if it is a home computer / laptop that no one else has access too.

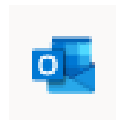


- You will now be logged in – your screen will look similar to this!



Step 3 – finding your emails

- Look at the colourful icons to the left of the screen – you will see a blue one with the letter 'O' on it
 - Click on this button for your emails



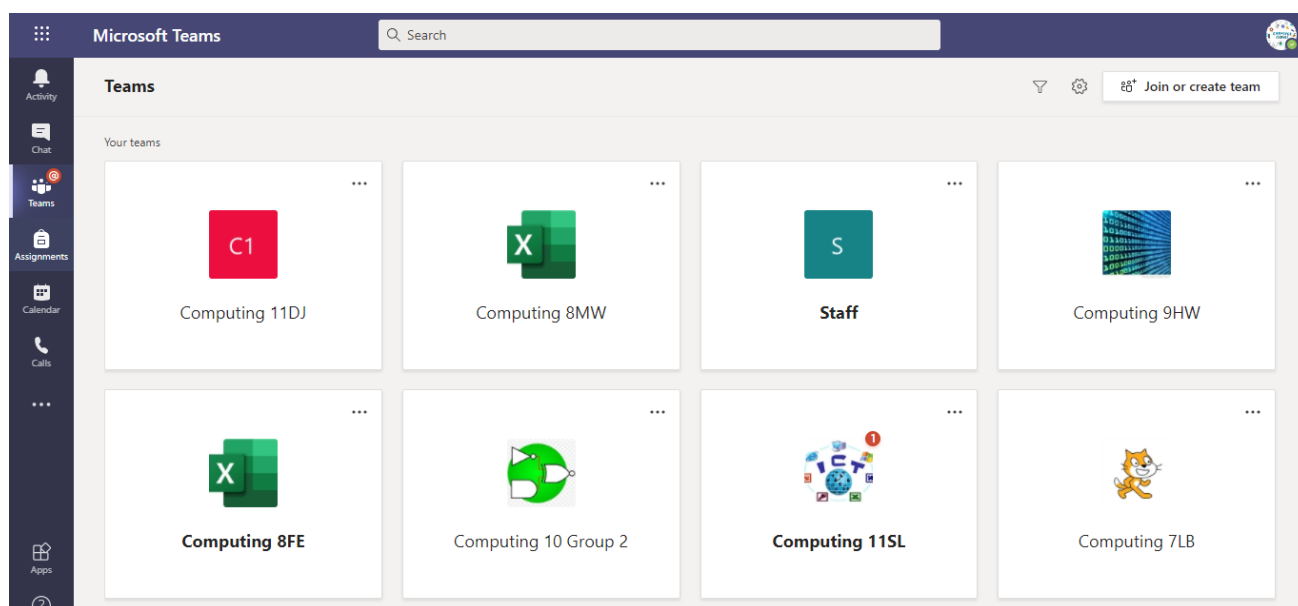
Step 4 – finding Teams

Look again at the colourful icons to the left of your screen – you will see a purple icon with the letter 'T' on it.

- Click on this button to access Teams



Step 5 – Joining a Teams meeting

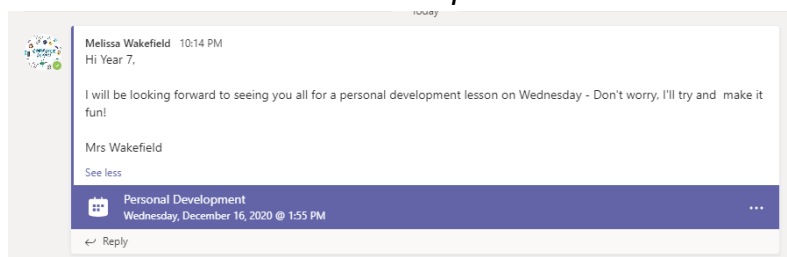


- Your welcome page to Teams will look similar to this – it should have all your classes on.
 - Remember the titles that are in bold, show that there is a new post
- Click on the square that has the lesson you are due to meet in

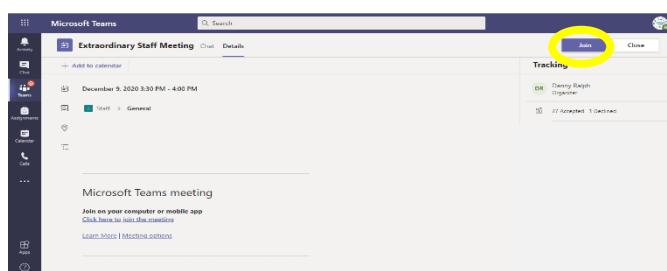


Form Group 7MWa

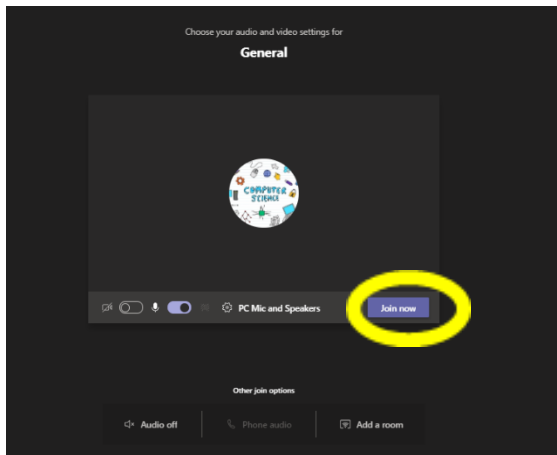
- You will see the invite for your lesson – it will look similar to this,
 - Remember the newest posts are at the bottom of the page



- Click on the purple box and the meeting details will open (similar to this)



- Click the join button a new window will appear



- Select the join now button
- You will be held in a virtual waiting room until your teacher is ready to start the lesson

Tips for joining in the Teams meeting

- If you don't want to be seen on the camera – click the camera button – it will put a line through it
 - If you want to be seen just click the camera again
- If you don't want to talk you can mute yourself – by clicking the sound button – a line will cross through it
 - When you want to talk you should just click the microphone button again

