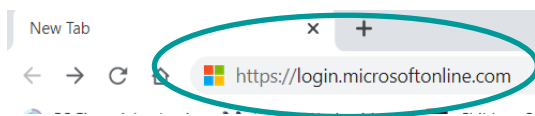


## How to use Microsoft Teams for Online Lessons (Students)

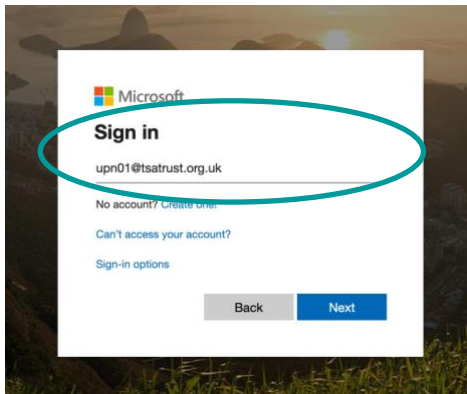
To prepare for potential School closures linked to the Covid-19 virus, we have been working to develop a solution that supports lessons being delivered through an online platform that Staff and Students can access from home. This guide has been produced to support Students with joining a virtual lesson within Teams.

### Instruction Steps

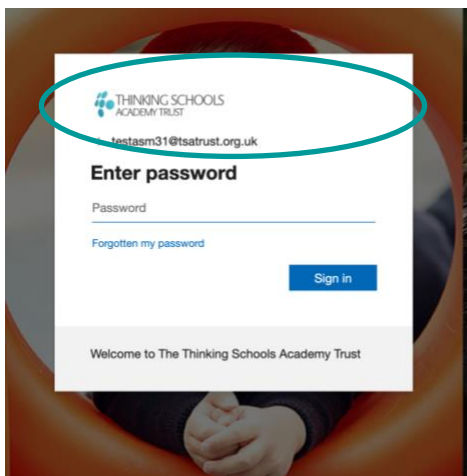
1. Browse to <https://login.microsoftonline.com>



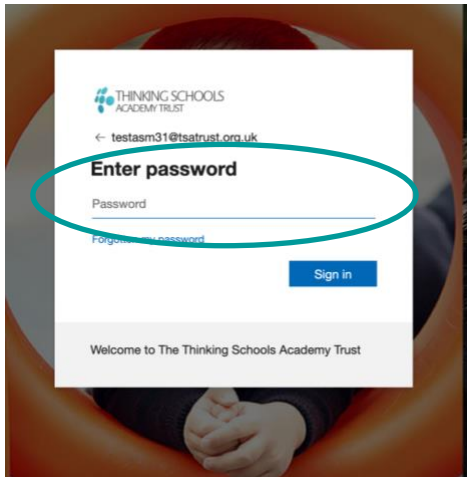
2. Enter your Office365 username into login window (Please note that your username is in the format of xyz01@tsatstudent.org.uk)



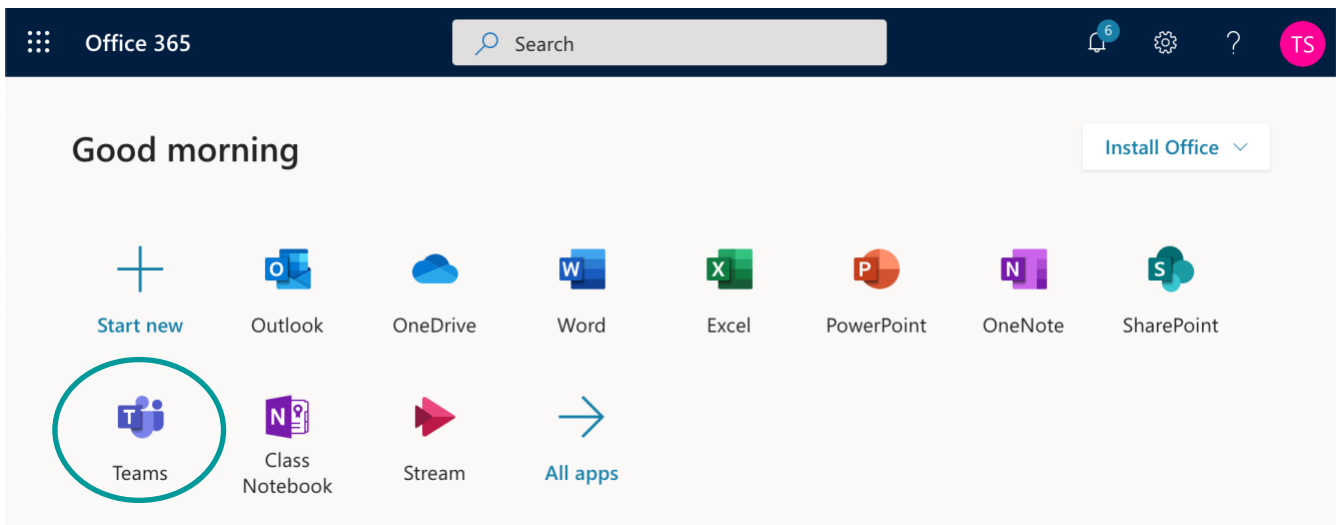
3. (After entering your username and click 'Next'. The login window will change to include the Trust logo and images of TSAT Pupils)



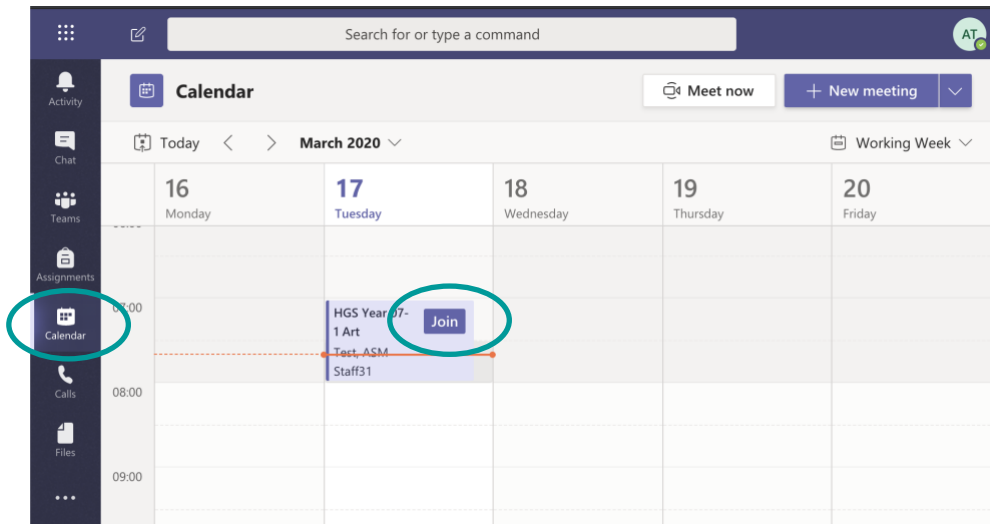
4. Enter password and click 'Sign in'



5. From the App Dashboard - Open Teams by clicking on the icon

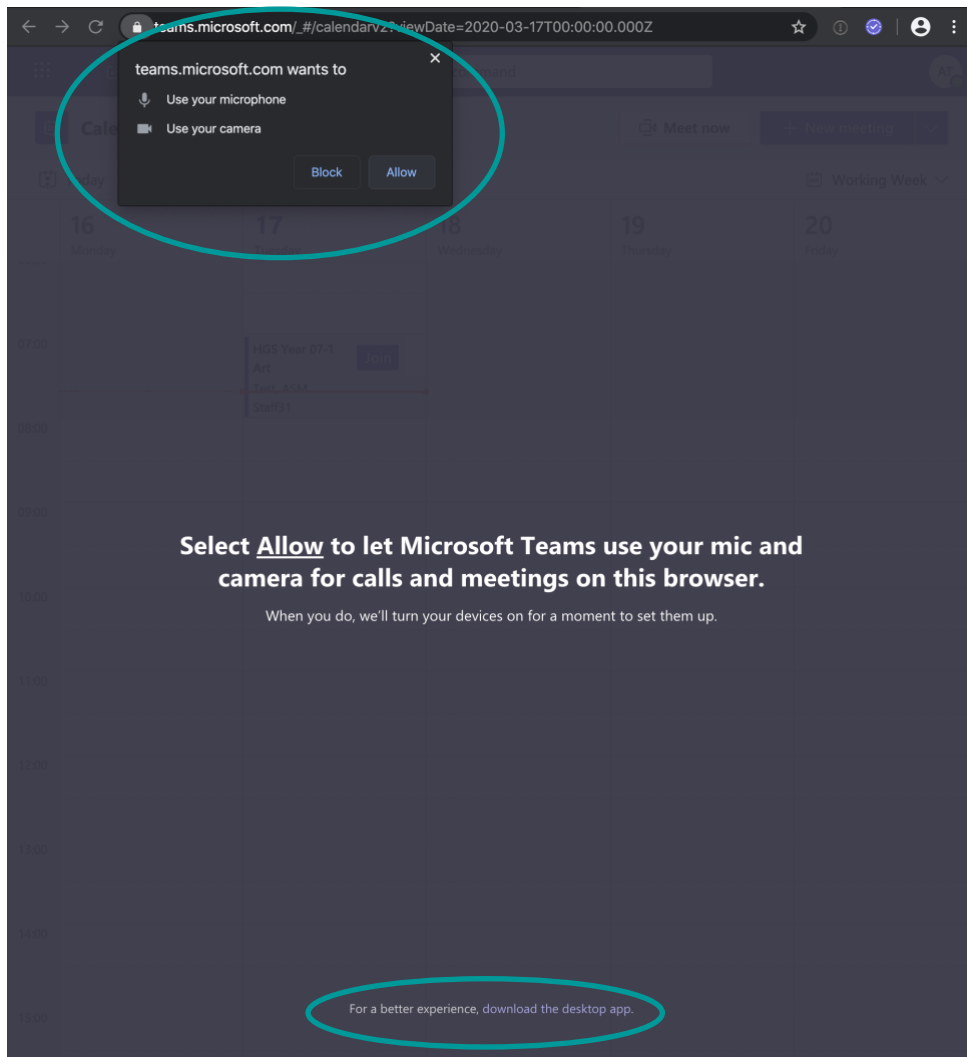


6. Your Teacher should have sent you an invitation to join the online lesson. To find the invitation click on the Calendar Tab and locate the class in the calendar.

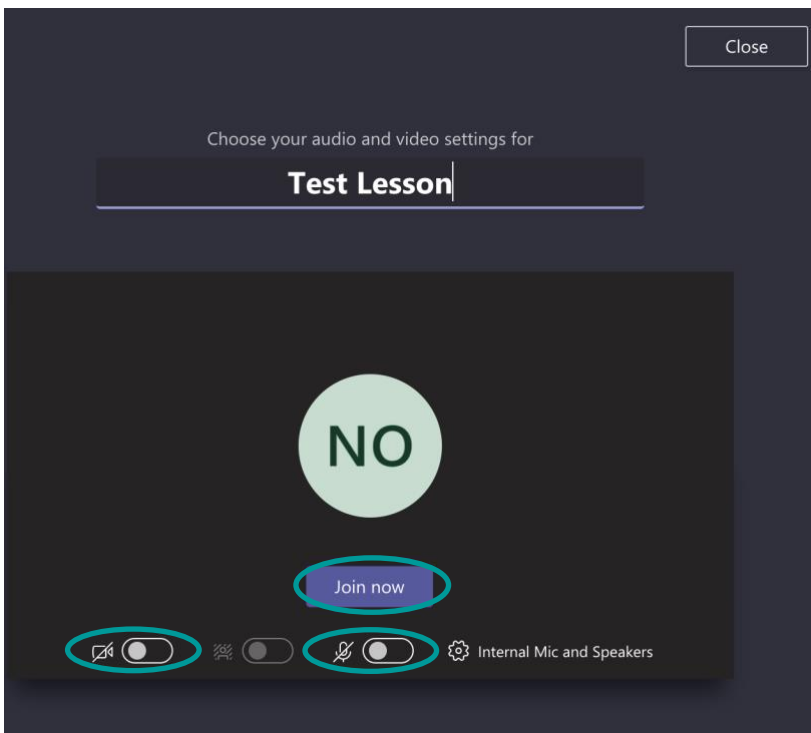


7. Once you have found the relevant class meeting click Join

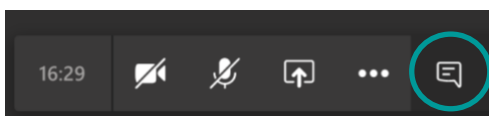
8. Your web browser may prompt to request use of Microphone and Camera (Ensure you select Allow). If you are using a desktop or laptop you can download the Teams app using the link at the bottom of the screen.



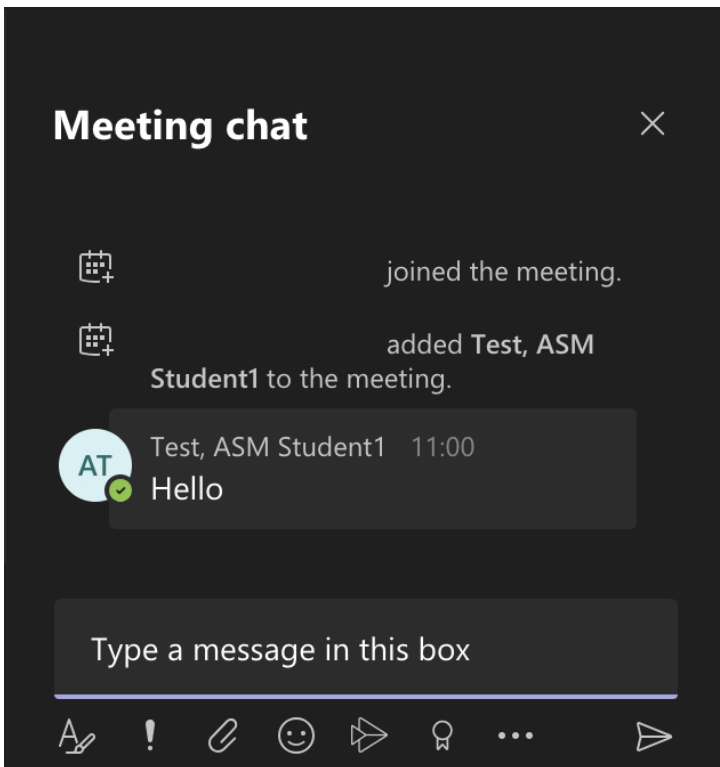
9. Check that the Microphone and Video Camera switches are disabled (switches will turn **black/transparent** with white circle). Your Teacher will be responsible for unmuting you if you have a question - you can notify your Teacher using the chat feature – see next step.



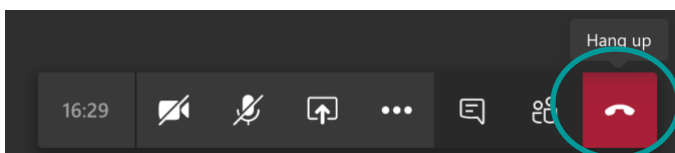
10. To communicate **and** interact with participants in the video conference, you can use the chat feature, which all participants in the call can see. To open the chat window click on the speech bubble icon.



11. In the sidebar that appears you are able to send/view messages during the call



12. When the lesson **has** finished click on the hang up icon in the toolbar

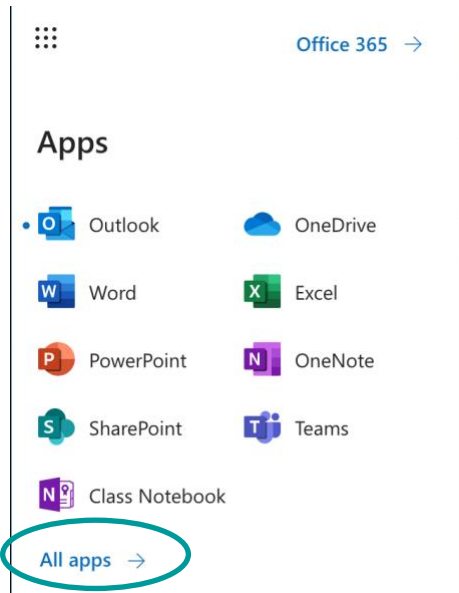


13. If the lesson was being recorded by your Teacher, the video will automatically appear in Teams once the call has ended. If you missed the lesson, or would like to re-watch part of the lesson you will need to use Microsoft Stream.

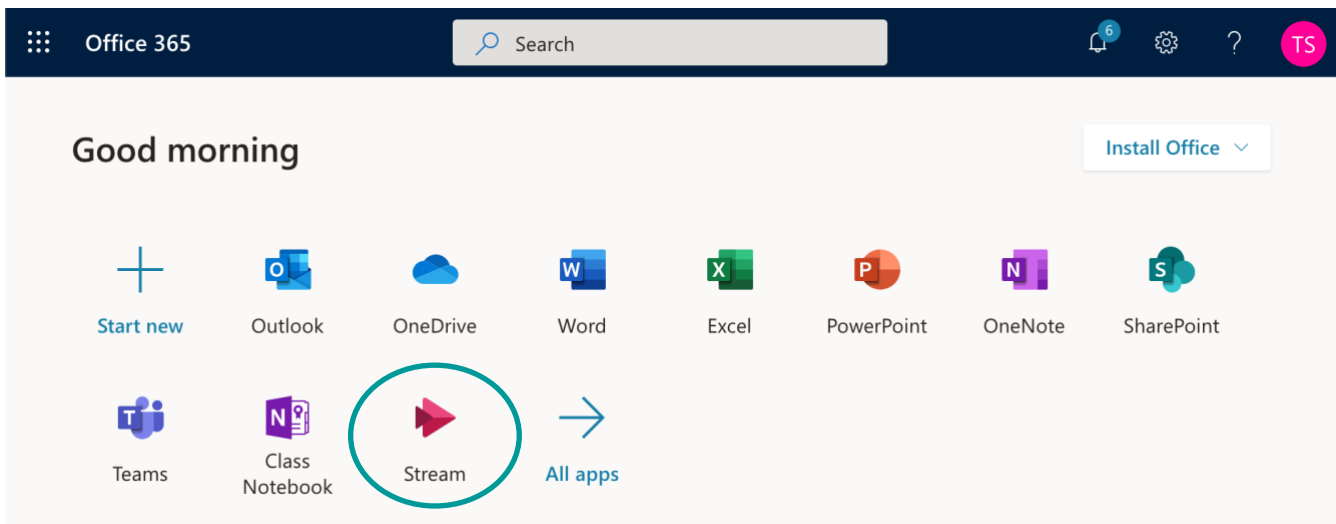
14. To open Stream launch the App Dashboard (Click on the 9 white circles in the top left hand corner)



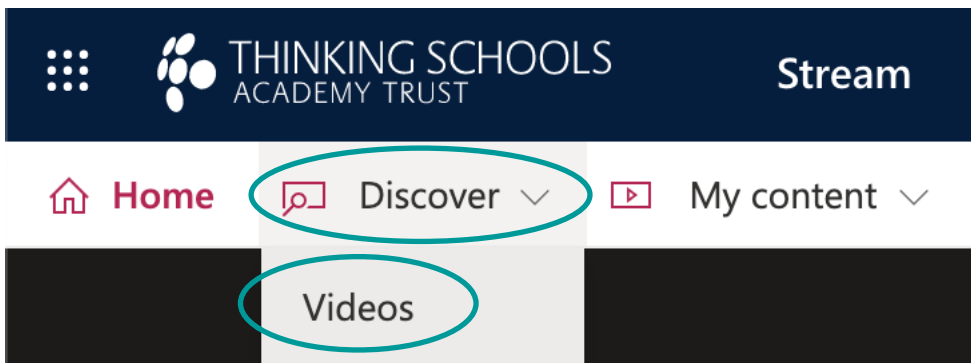
## 15. Click All Apps



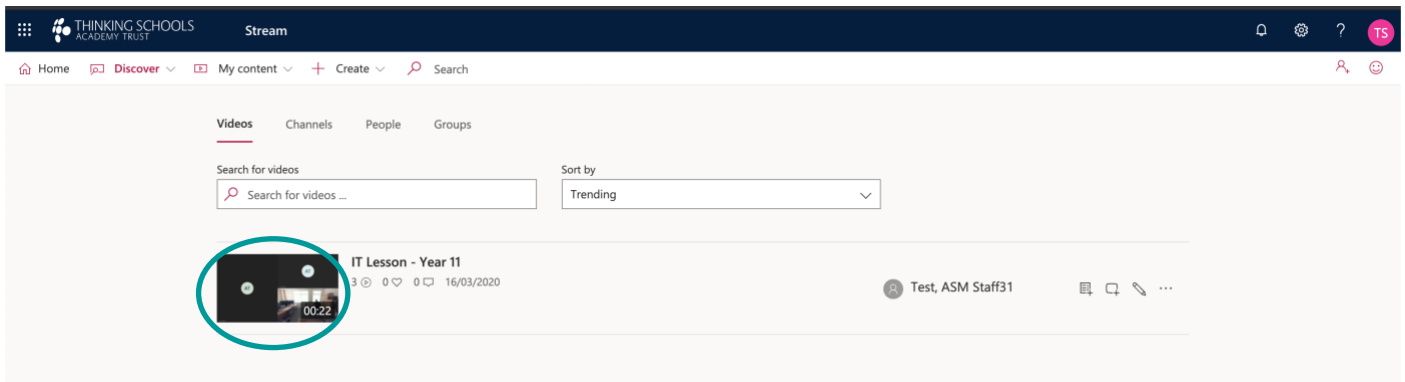
## 16. Click on Stream



17. Once Stream opens
  - a. Click on Discover
  - b. Click Videos



18. You should now see a list of recorded lessons that you were invited to join. You can play a recording simply by clicking on the video thumbnail



## More Teams Resources

Please visit <https://support.office.com/en-gb/teams> for more information and training guides with using Microsoft Teams