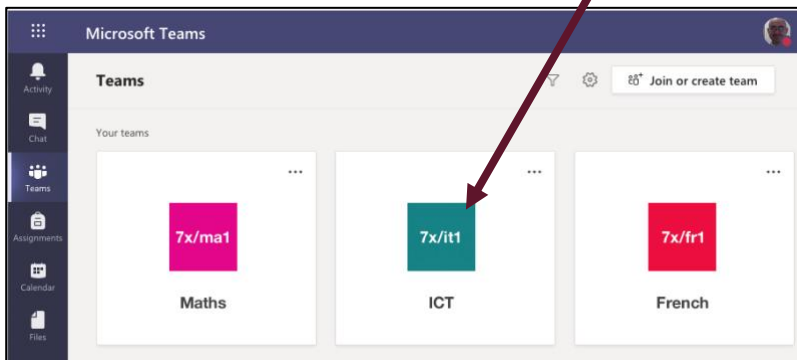


JOINING YOUR TEAMS LESSON

JOINING VIA TEAMS

Once you are logged in to Microsoft Teams you should see a team with your class name or course.

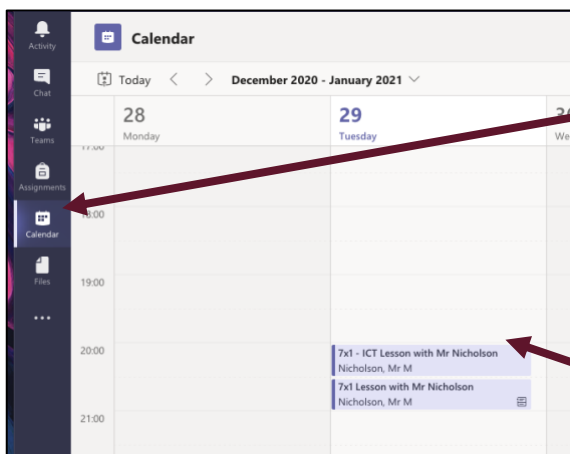
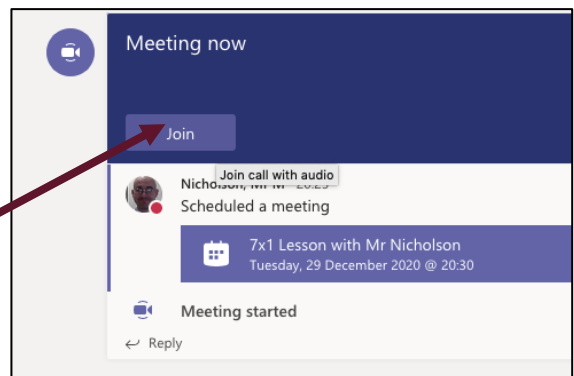
This is where you can join the lesson. Click the team.



The first page you will see is the Posts tab. This is where group chat and announcements are made.

This is where you can see when lessons have been scheduled.

Once the lesson starts you will see message in the Posts tab with a Join button. Click the join button to enter the lesson.



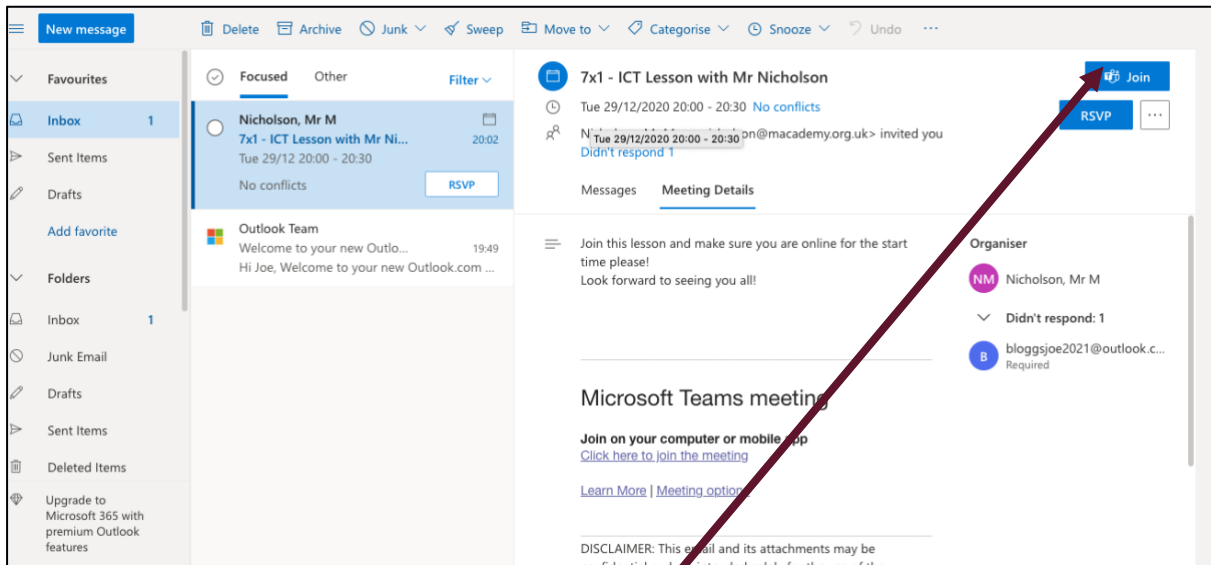
You could instead view your calendar, by selecting the calendar option on the left hand side.

This will show you your lessons you have been invited to.

Click on a lesson to join when it has started.

JOINING VIA EMAIL

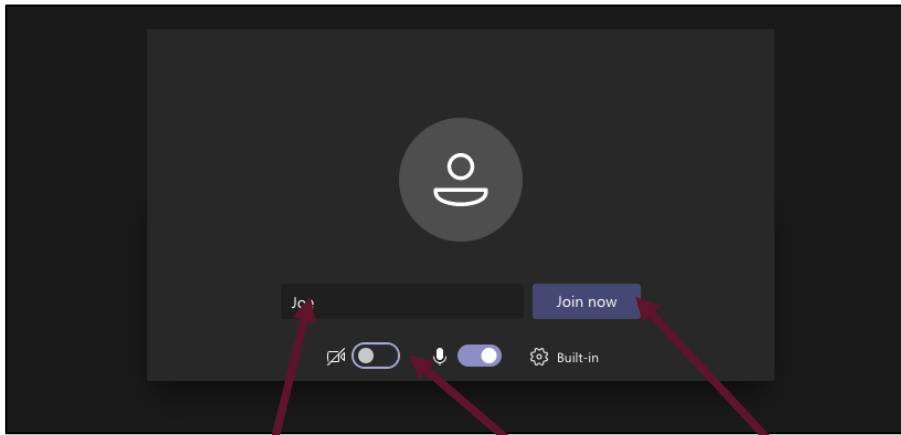
Every time you have been invited to a lesson by your teacher – you will receive a reminder and link via your school email.



You can join the lesson directly from the link email to you.

IN THE LESSON

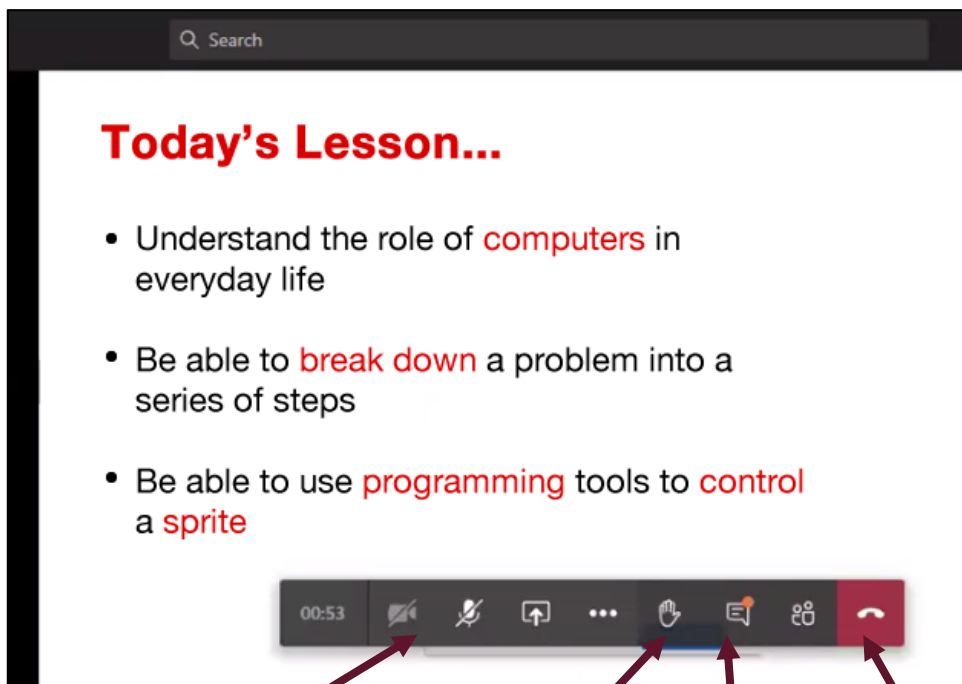
Once you join via either option, you will see the screen below:



You enter your name and turn your camera/audio off before joining.

Once you are inside the lesson, you may see your teacher via webcam, or information/documents they want to show you.

The menu bar at the bottom of the screen gives you lots of options:



Turn camera/audio on/off

'Raise Hand' – alert teacher

View or enter chat

Leave lesson