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# MICROSOFT TEAMS

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A QUICK HOW-TO GUIDE FOR STUDENTS

## Contents

<b>Accessing Microsoft Teams</b> .....	2
<b>Join a Lesson/Meeting</b> .....	4
Pin the Teacher .....	9
<b>Access a Lesson at a later date</b> .....	10
From Teams Posts.....	10
<b>Microsoft Teams Student Protocols</b> .....	11

Microsoft Teams provides a way for teachers to connect with students and run lessons remotely within a secure environment

## Accessing Microsoft Teams

Teams can be accessed in the following ways:

- Go to <https://portal.office.com>
- By downloading the desktop application for your computer or Mac  
<https://teams.microsoft.com/downloads>
- By downloading the **Microsoft Teams** app from your phone's app store

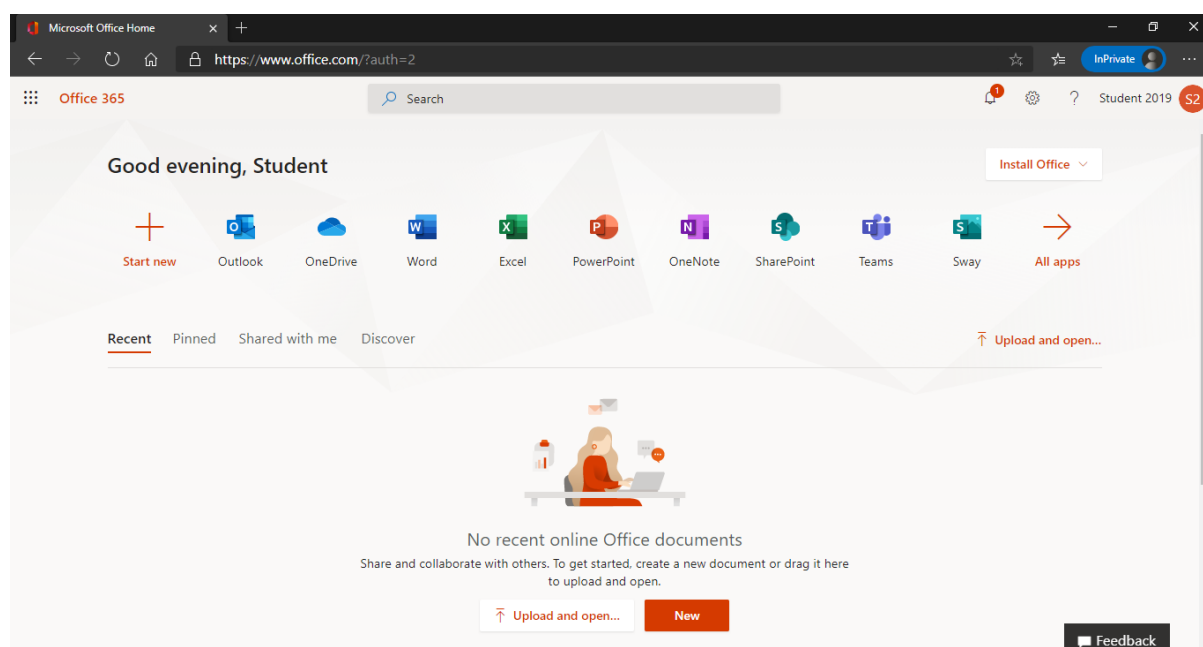


To log into the Apps, you will need to enter your school email address. This is your school username followed by @pws.emat.uk

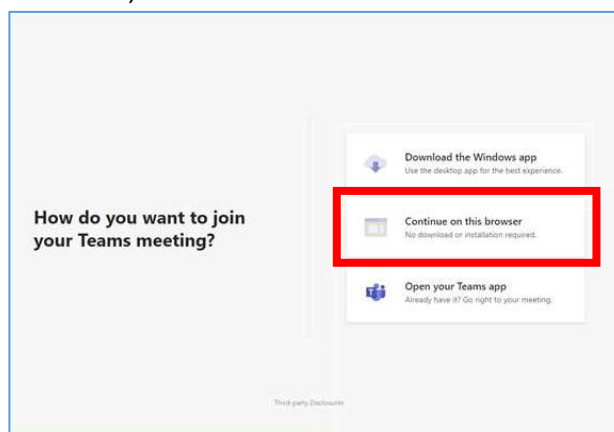
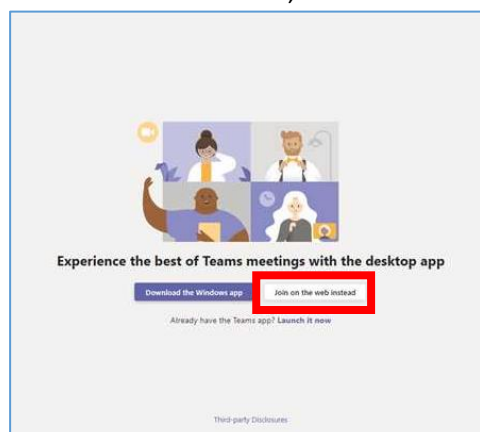
This guide will focus on using teams through a web browser. **We recommended using a Google Chrome based browser as it provides full compatibility.** The other methods of accessing Teams work in a similar way.

Log into your Office365 account at <https://portal.office.com>

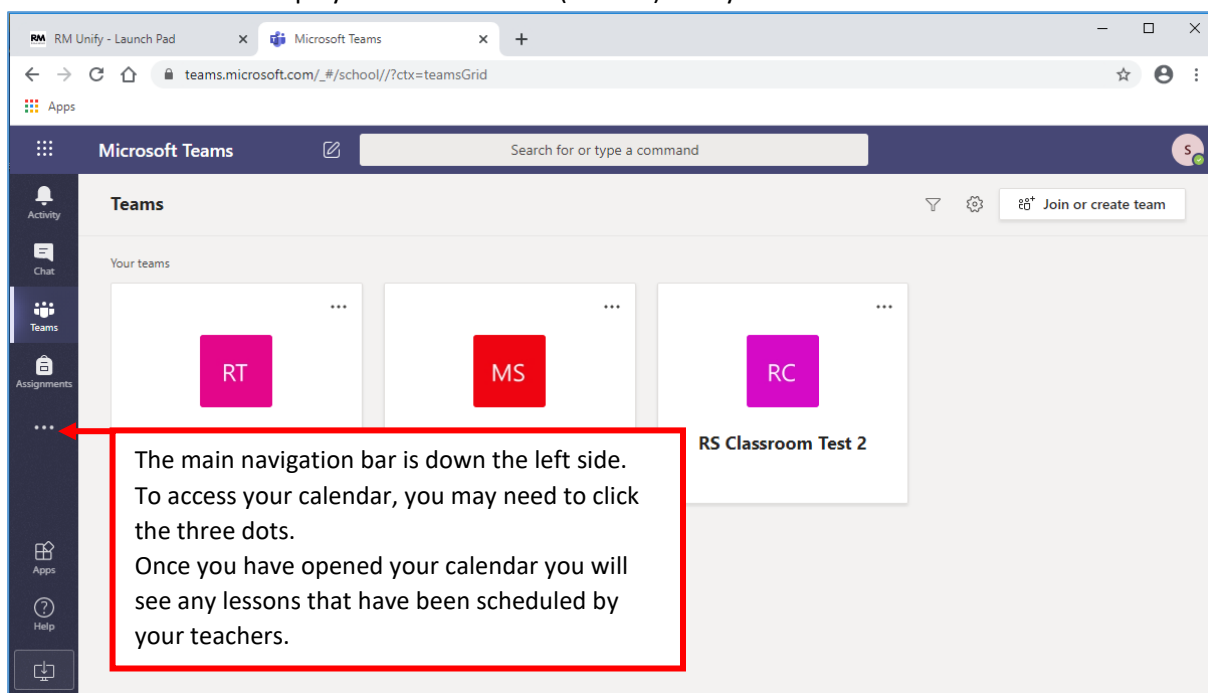
Once it has loaded, click on the **Teams** icon



If you do not have the desktop application installed, you will receive a prompt to download it. If you do not want to install it, click **Join on the web instead**, or **Continue on this browser**

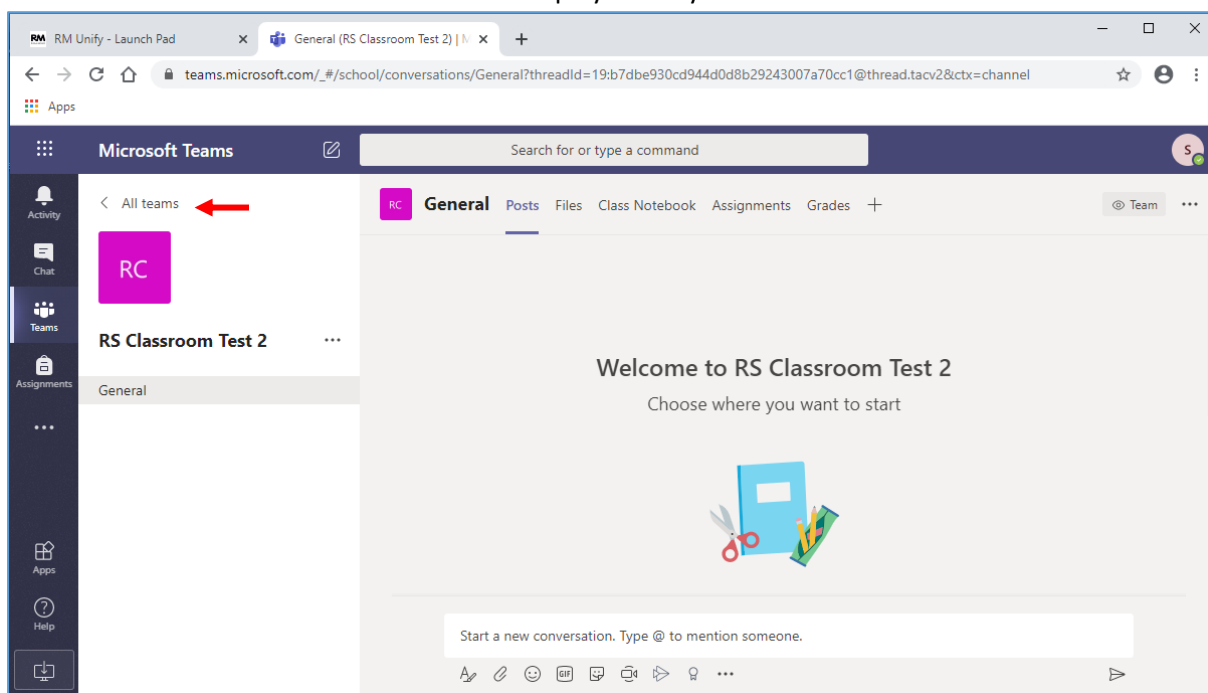


When Teams loads it displays all of the Teams (Classes) that you are a member of



Clicking on one of the Teams/Classes opens it up allowing you to chat with your teacher and classmates (Posts tab) and view files uploaded by your teacher (Files tab)

Click **All teams** to return to the screen that displays all of your teams.



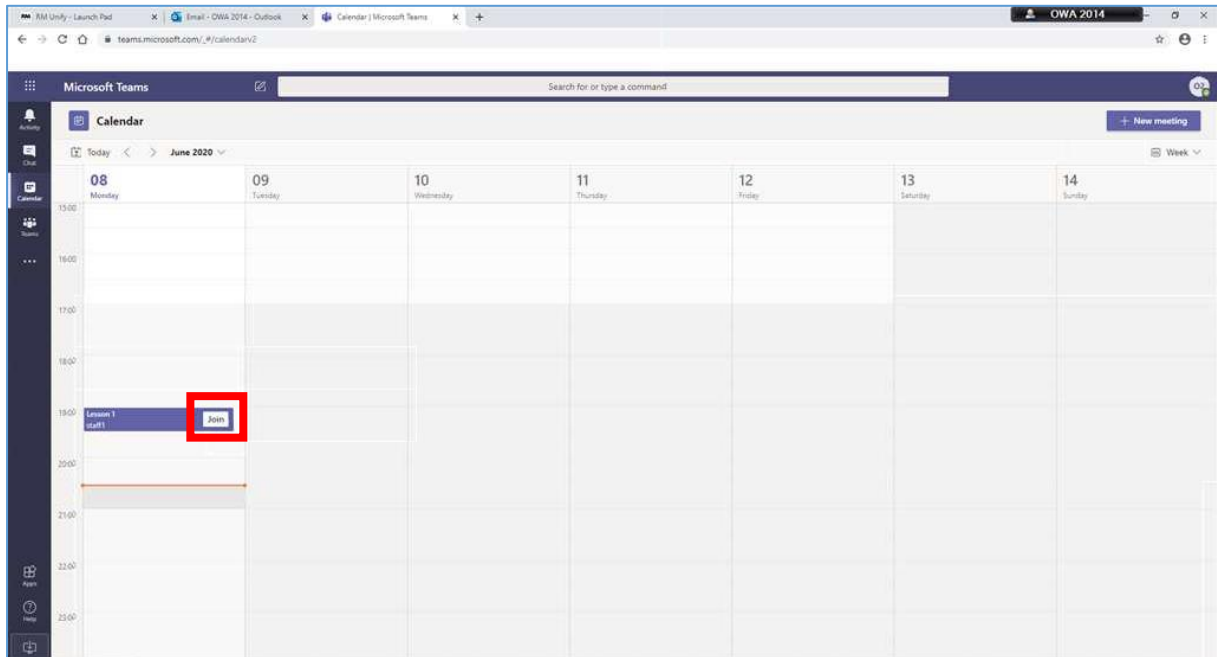
# Join a Lesson/Meeting

You can join a lesson/meeting in a number of ways:

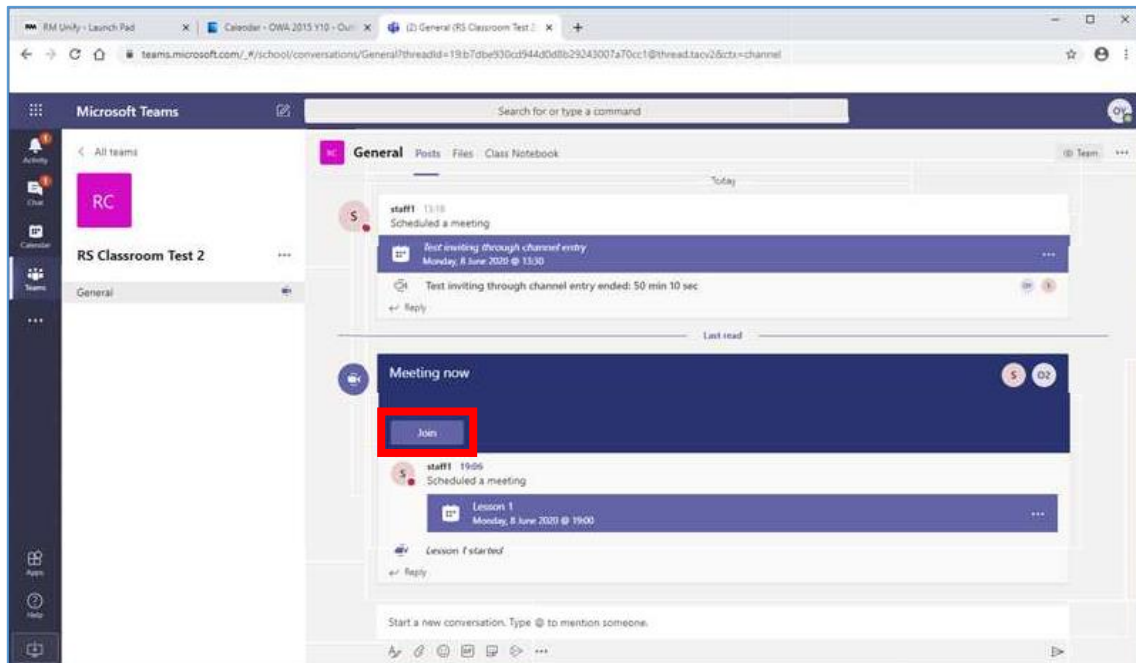
1. From the Teams Calendar

If you are using any of the apps, this will be the best way to join a meeting

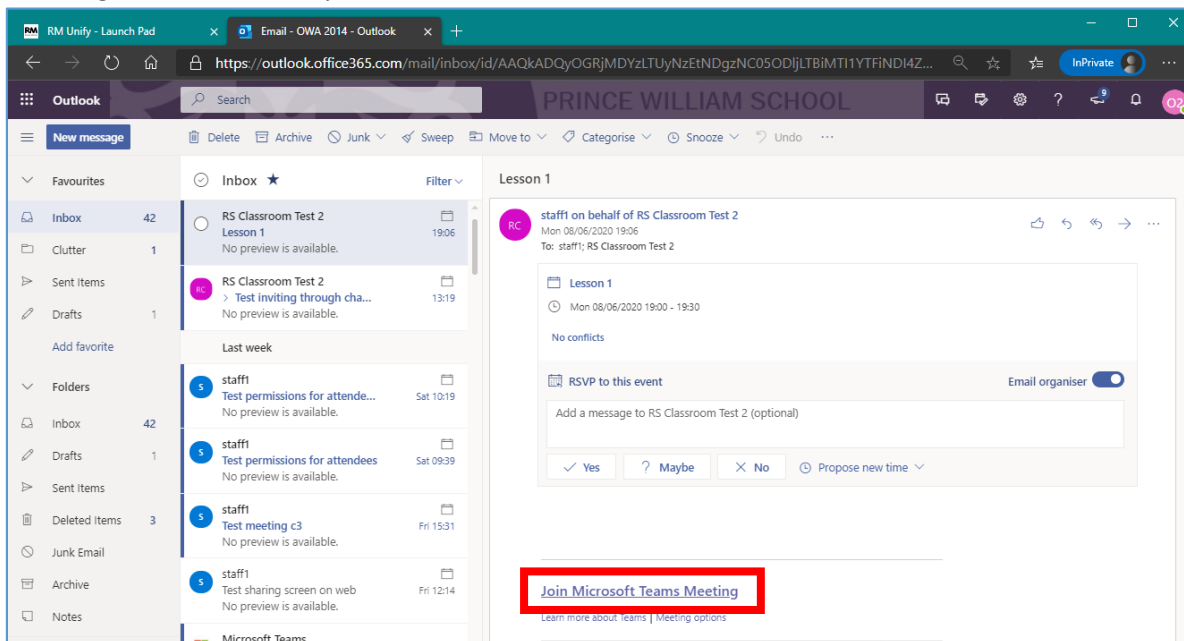
**We recommend joining a meeting this way to get full functionality**



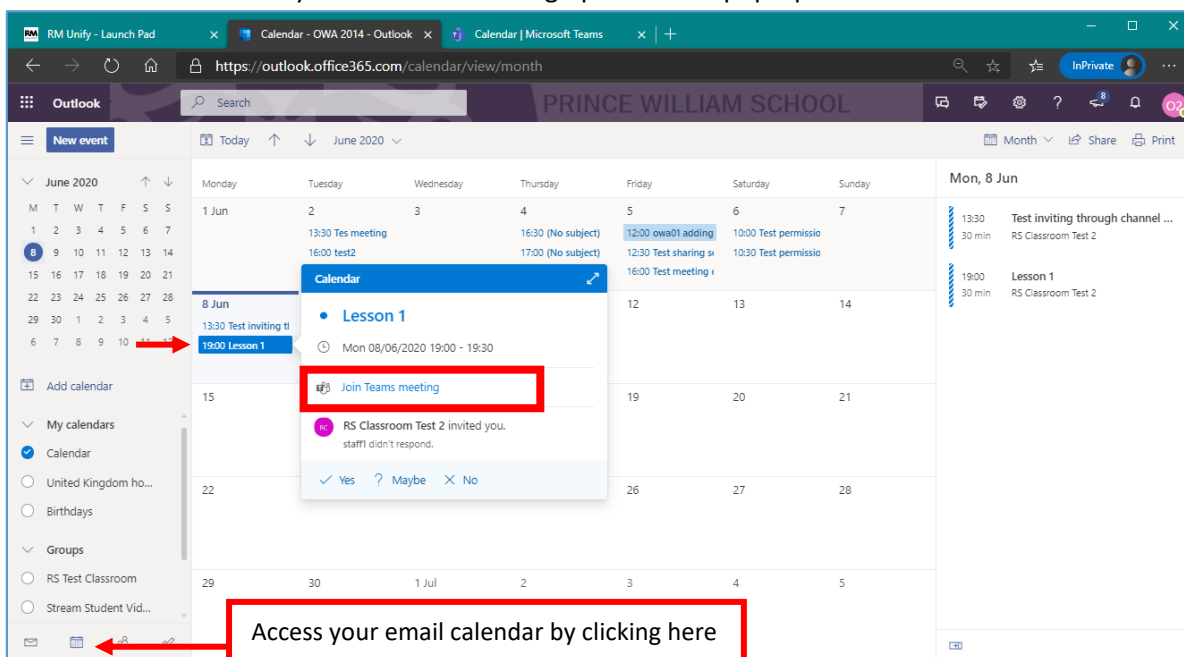
2. From within the Teams/Class Posts



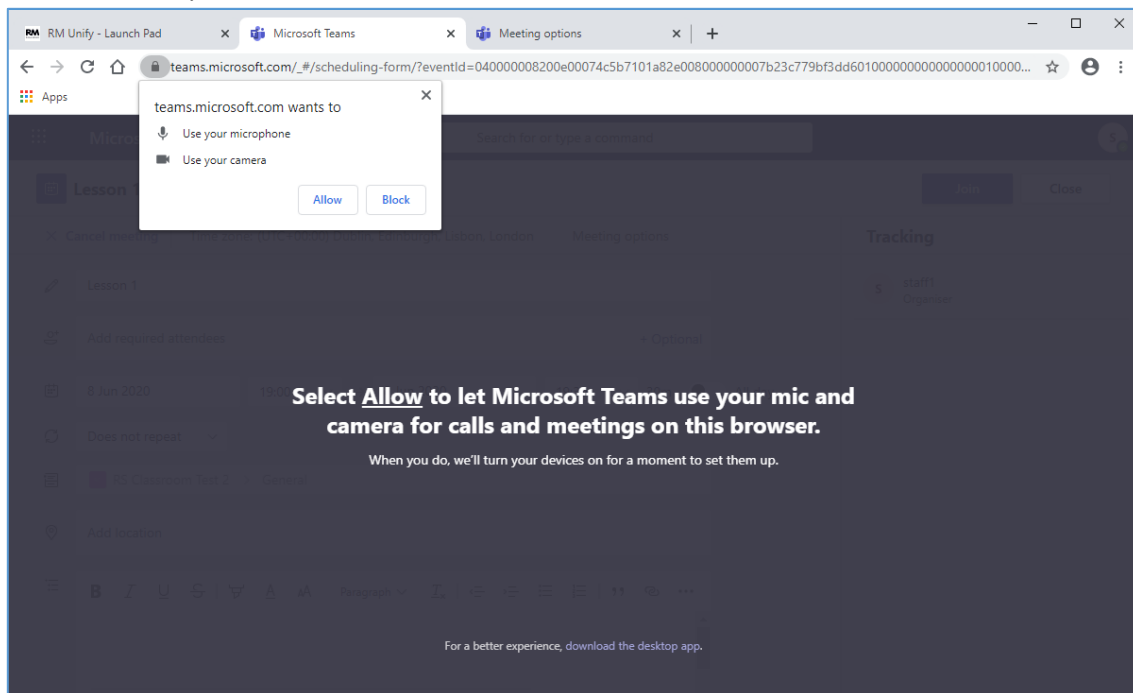
3. From the email invitation you will have received when your teacher scheduled the lesson  
Joining in this way may only give you Guest access to the meeting. This means you will not get full functionality



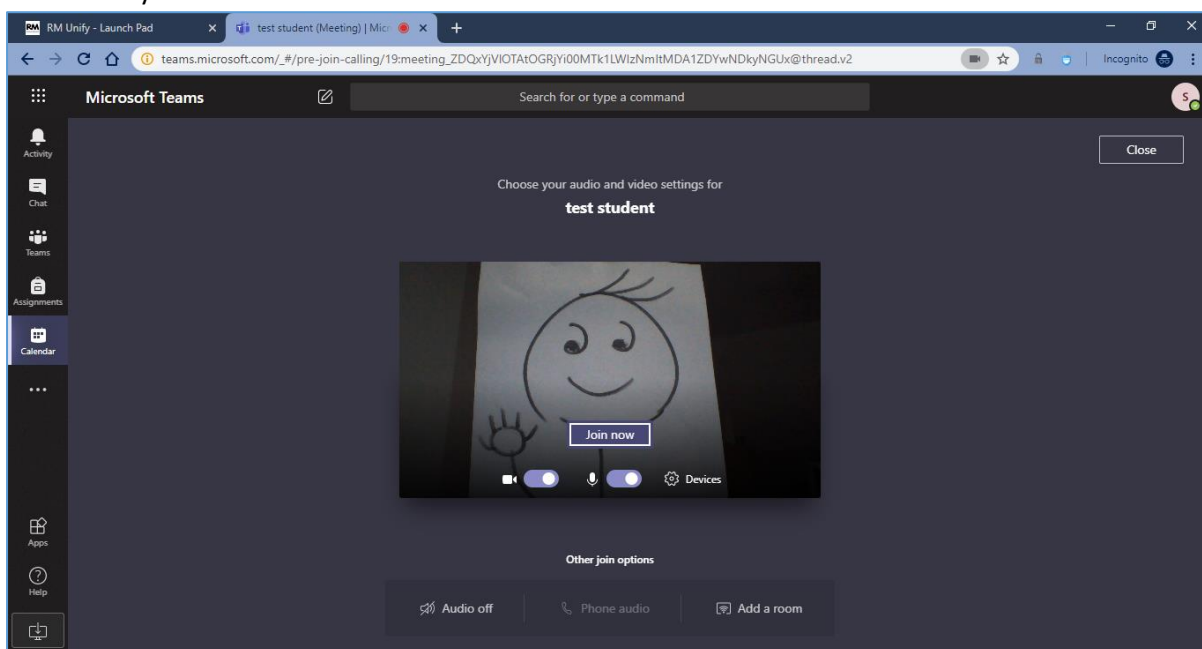
4. From your email calendar  
Click the item in your calendar to bring up a 'details' pop-up



When you first join a Teams meeting you will be asked to **Allow** teams.microsoft.com to access to camera and microphone



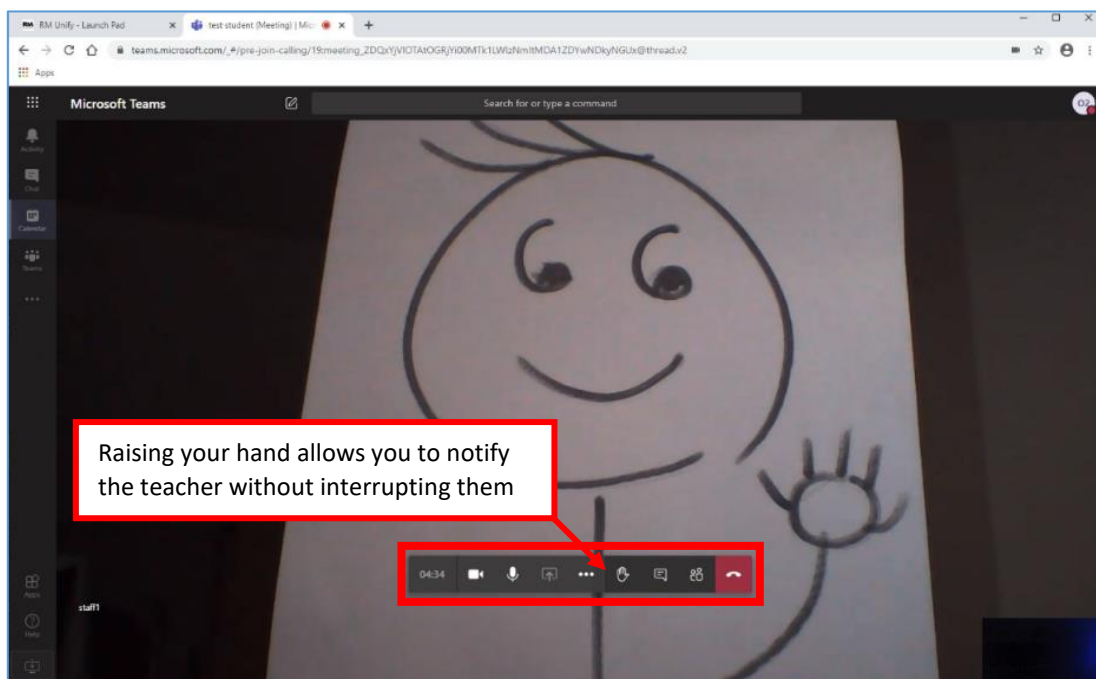
You will then be presented with a pre-meeting screen where you can turn on/off your camera and mic. You can also check your devices (mic and speakers) settings from here, to make sure they are set correctly



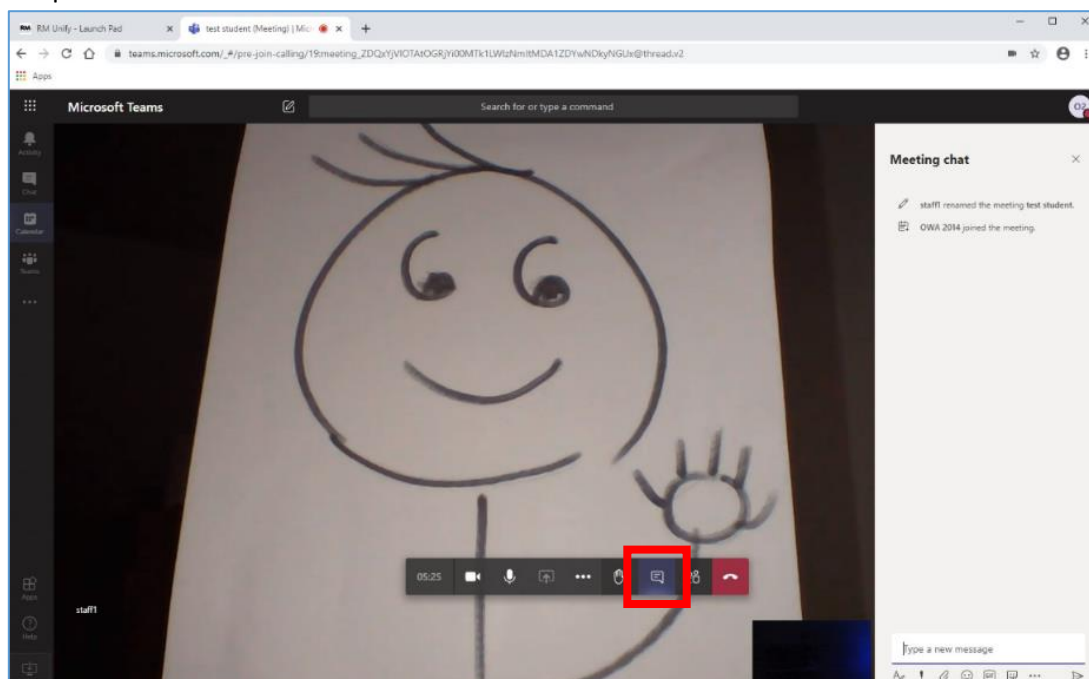
Once you have joined the meeting you will see a toolbar.

This allows to:

- Turn your camera and mic on/off. Please keep your mic muted unless your Teacher has asked you to do otherwise. You do not have to turn your camera on. Most students prefer to leave the camera on, but if you want to switch it off, you can before or at any time during the lesson.
- Raise your hand
- Chat

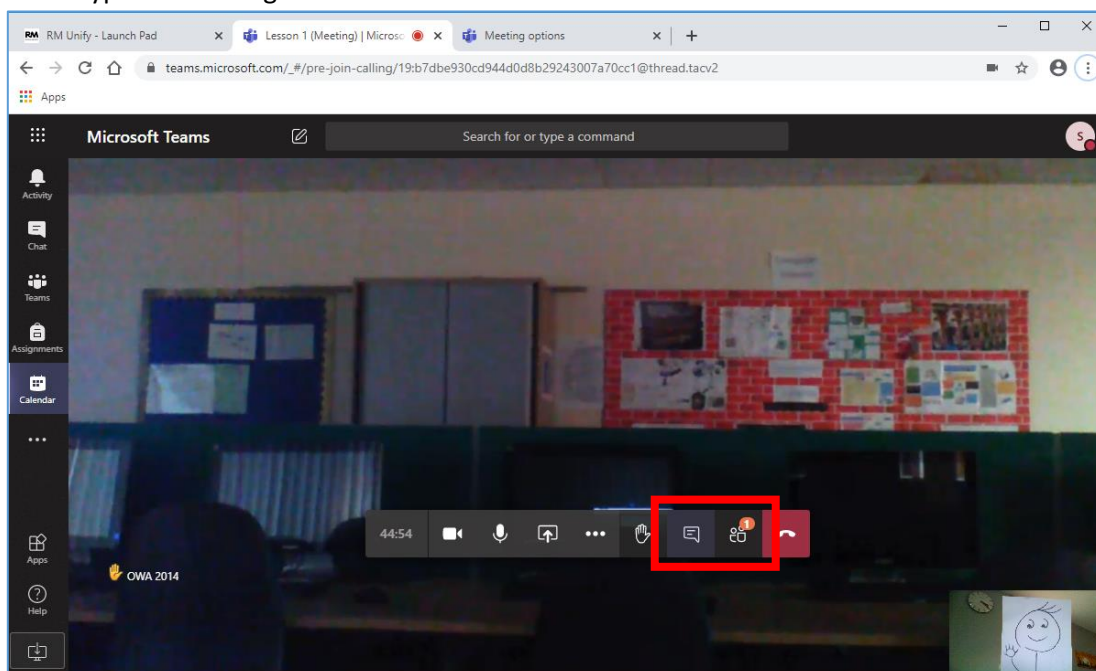


Chat allows you to ask questions without interrupting the teacher, or for students to answer each other's questions.

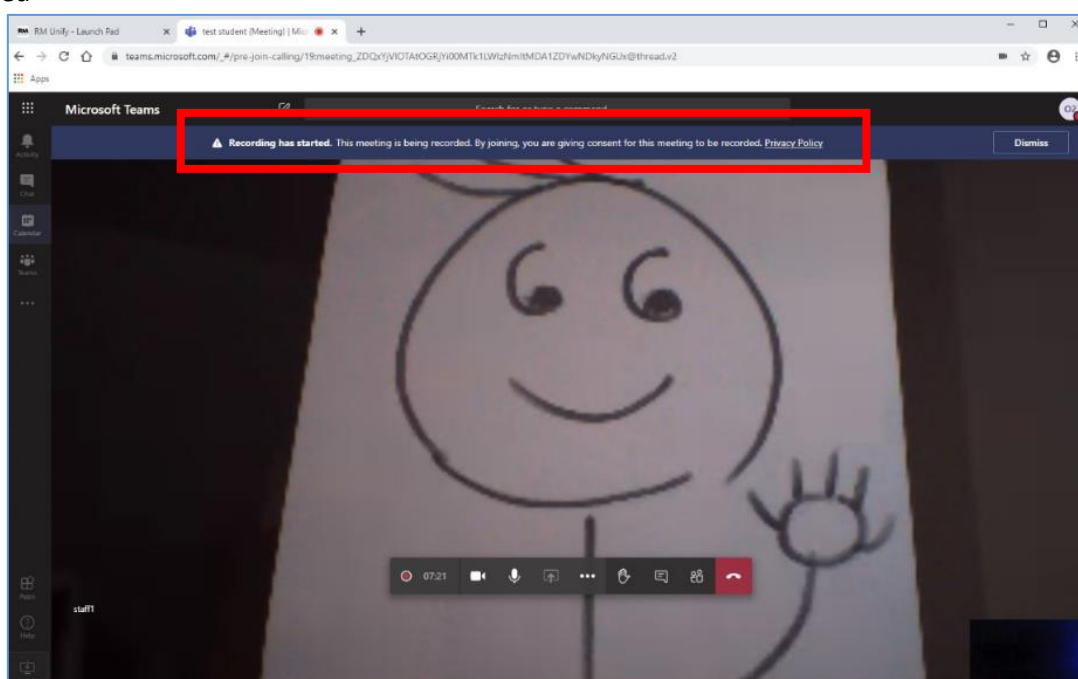




You will see a notification count on the Participants icon on the toolbar when someone in the meeting has raised their hand. The same will happen to the Chat icon when the teacher, or a classmate types something



When your teacher starts the lesson, they will also start recording it. You will see a banner along the top to notify you that the recording has started. Once the meeting has finished, it will be available in the Team Posts for you to watch any bits you missed

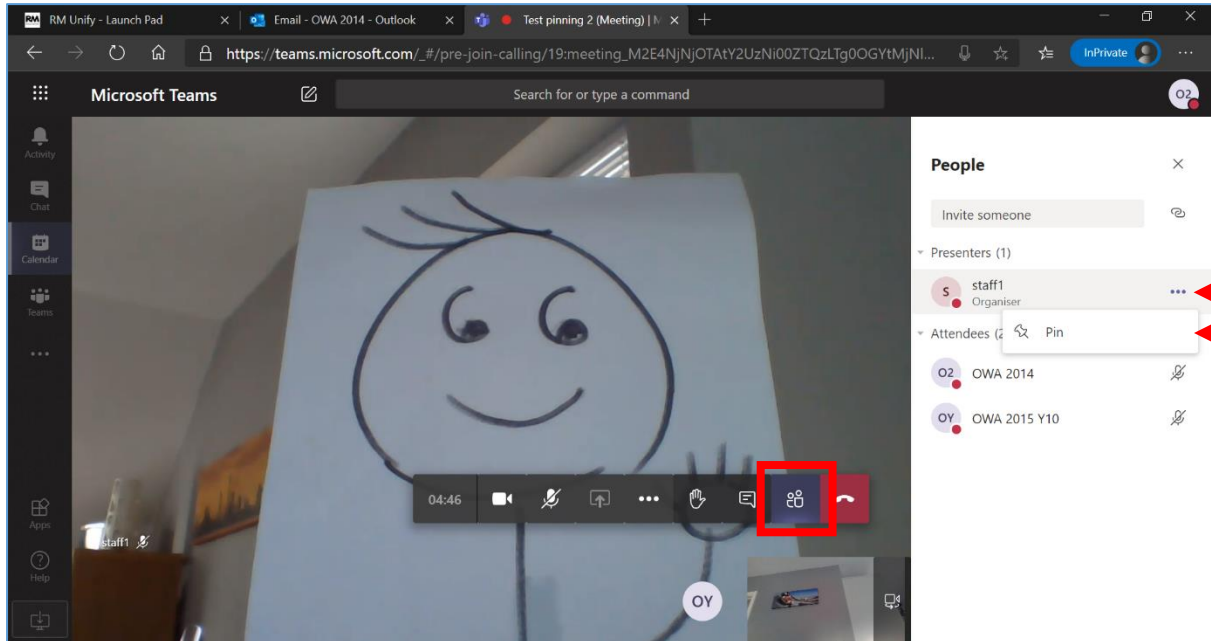


## Pin the Teacher

During a meeting, Teams offers the ability to 'pin' a member. This means that your screen focuses on that member, regardless of who is speaking.

Click the Participants icon on the toolbar, then click the three dots next to the member to bring up a menu. Choose **Pin**

To 'unpin', repeat the steps above and choose **Unpin**

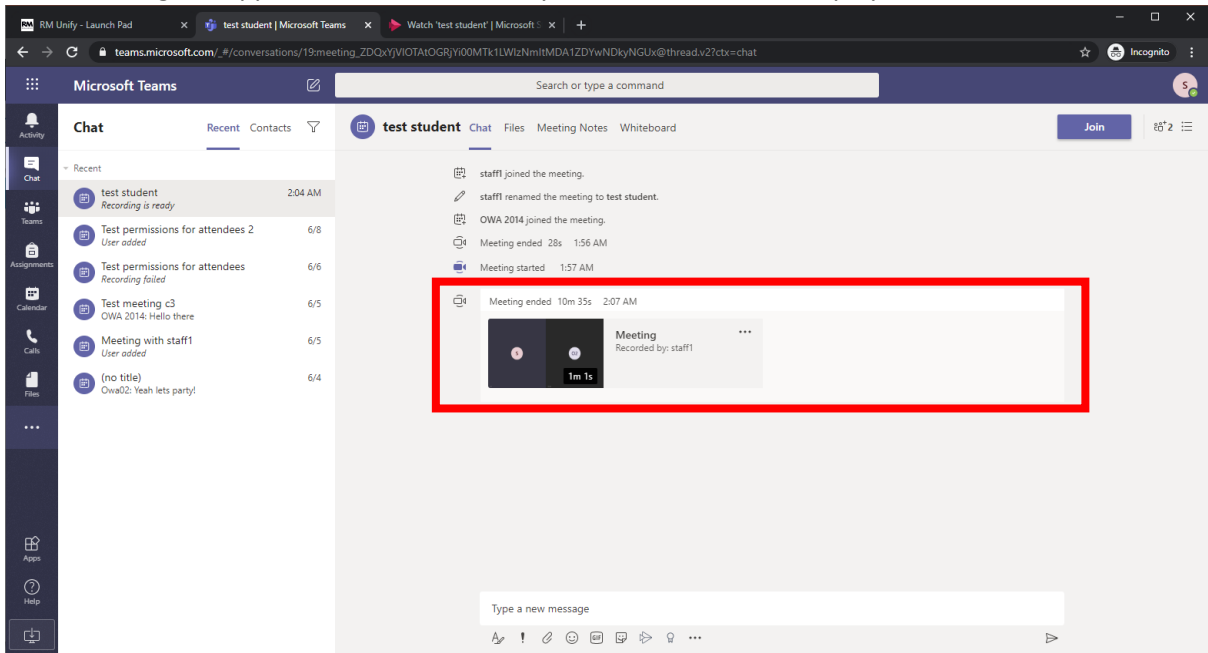


## Access a Lesson at a later date

Lessons will be available to playback for 21 days after the meeting.

### From Teams Posts

The recording will appear in the **Posts** tab of your class team. Click to play it



## Microsoft Teams Student Protocols

1. Before the lesson, you will be invited by your teacher and you will receive an invitation by email. Make sure you are on time.
2. Make sure that you are in a quiet, safe environment, free from distractions for your lesson. Ideally, this should not be your bedroom.
3. Make sure that you are dressed appropriately for your session in clothes that would be suitable for a school non uniform day – please ensure that you are not wearing anything which would cause you or others embarrassment or offence.
4. Please make sure that there is nothing in the background which might cause embarrassment or offence.
5. You should let the rest of your household know when you will need access to the computer/device and will be involved in a “live” session.
6. Just like in the classroom, it is rude to talk at the same time as the teacher. So, keep your microphone on mute unless you want to ask a question. Ask a question by using the raise hand icon or by typing into the chat. When you have got permission to speak, say what you want to say, and then mute your microphone again.
7. You do not have to turn your camera on. Most students prefer to leave the camera on, but if you want to switch it off, you can before or at any time during the lesson.
8. The Chat feature should only be used to answer or ask a question.
9. You must behave online as you would in a classroom setting. Interact with your teacher and other students respectfully and sensibly. Always use appropriate language.
10. You must not record or take photos of teachers or students during the Teams lesson, and you must not share lessons publicly
11. Be aware that anything posted on Teams can be accessed by school. You should not share personal information or make personal comments about other people. All lessons will be recorded and saved to the Team Posts, which means the lesson can be accessed securely by anybody in the class.
12. If you do not follow these simple rules which have been designed to keep you safe online, we will contact your parents and sanctions may be applied. You may also be removed as a participant from the lesson.
13. If you are unhappy with something that takes place during a Teams lesson, speak to or email the teacher or contact your tutor after it has finished.
14. The use of Microsoft Teams is part of the school IT Acceptable Use Policy