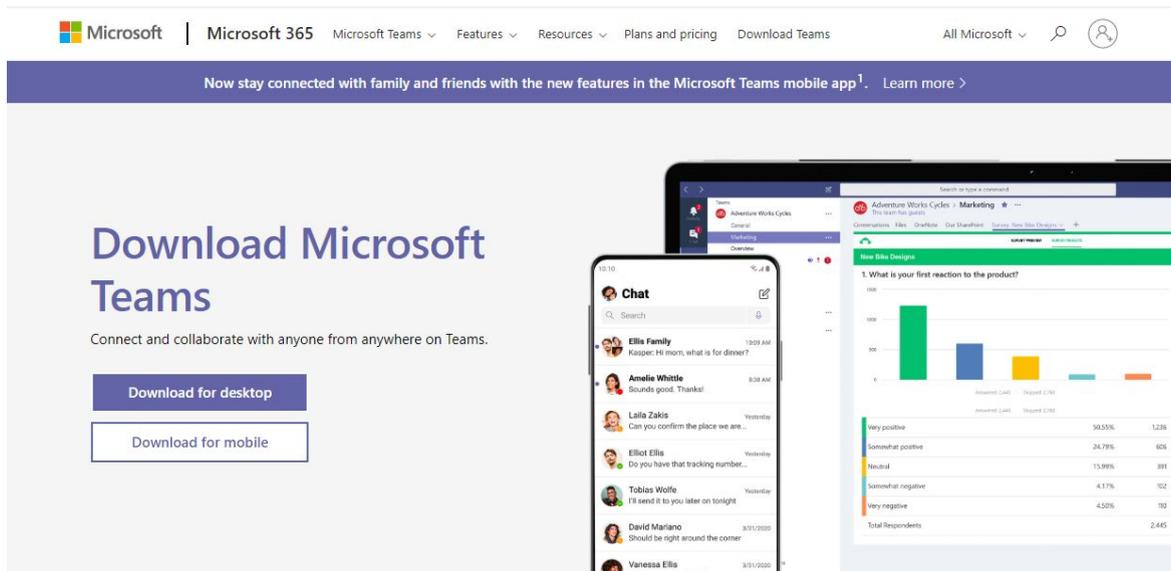


Getting Started Using Microsoft Teams

The first step is to download the Microsoft Teams Application if you are using a desktop you can download it here:

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app#desktopAppDownloadregion>

Click “Download for desktop”

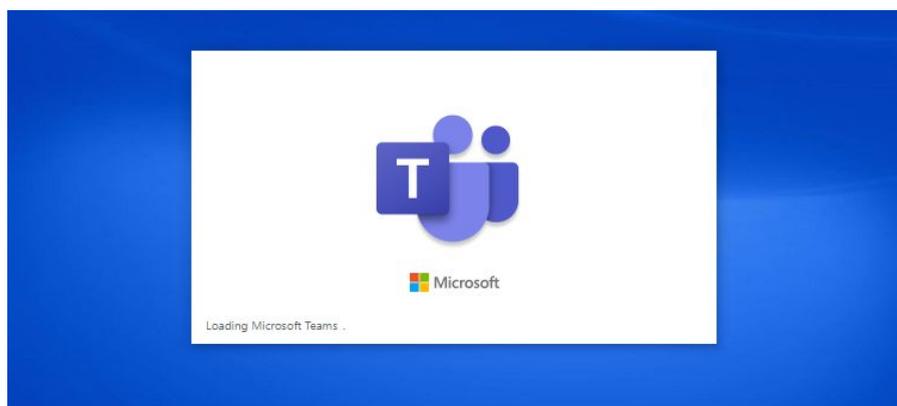


Download Teams for work on your desktop

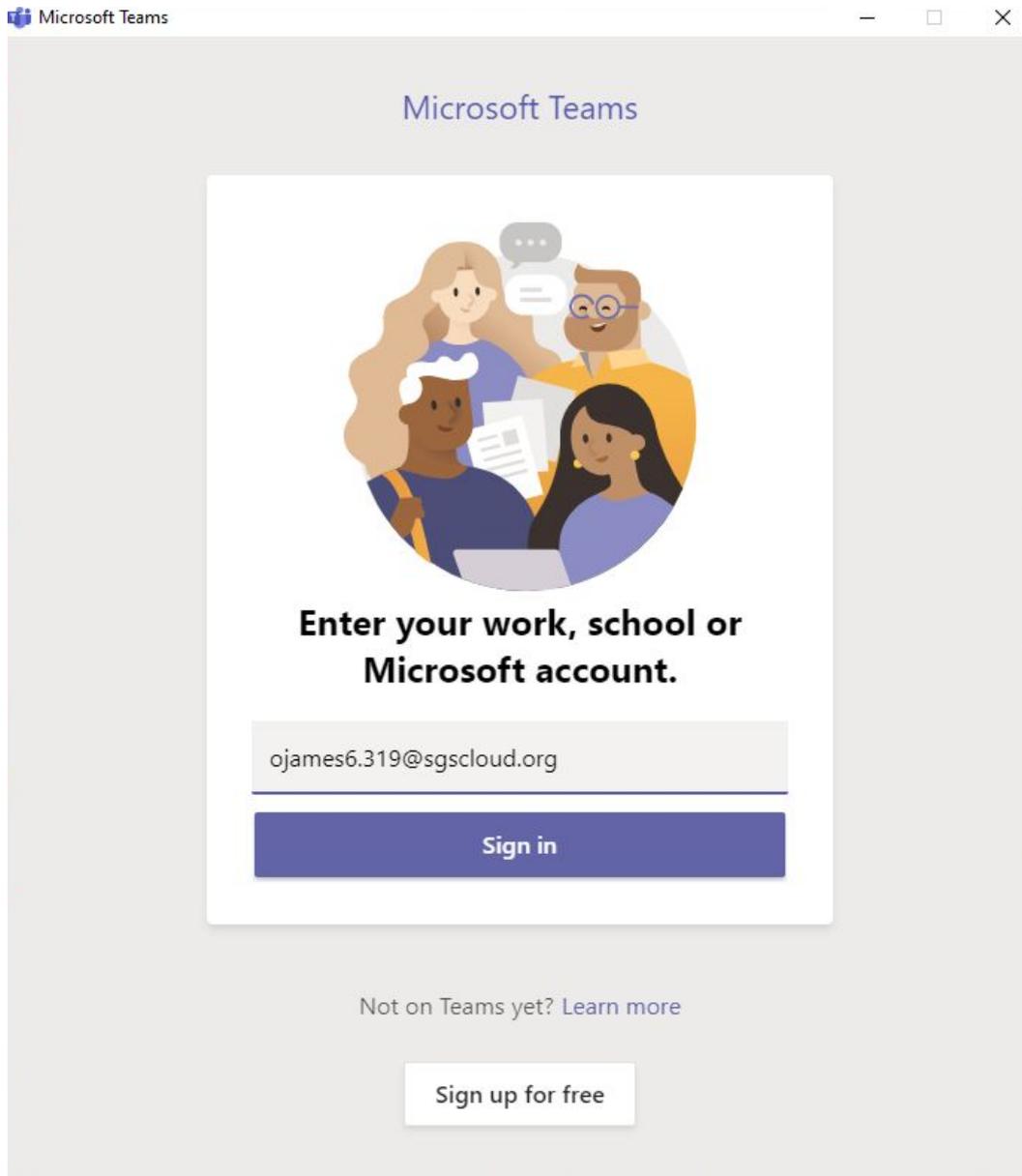


We don't suggest using a tablet or phone to use teams. If your son or daughter does not have easy access to a computer the school can lend them a chromebook to use. If absolutely necessary though then the Microsoft Teams app can be downloaded from the relevant App Store.

Once you have downloaded the application double click it. The following screen should be displayed briefly



Followed by this one asking for login information.



Your child's login is of the form **xxxxxxx.319@sgscloud.org** where "xxxxxxx" is replaced by the string of letters and numbers that makes up your child's school email address.

For example if your child's name was "David Attenborough" their school email might be "atted001.319@lgflmail.net" but their teams login would be "atted001.319@sgscloud.org"

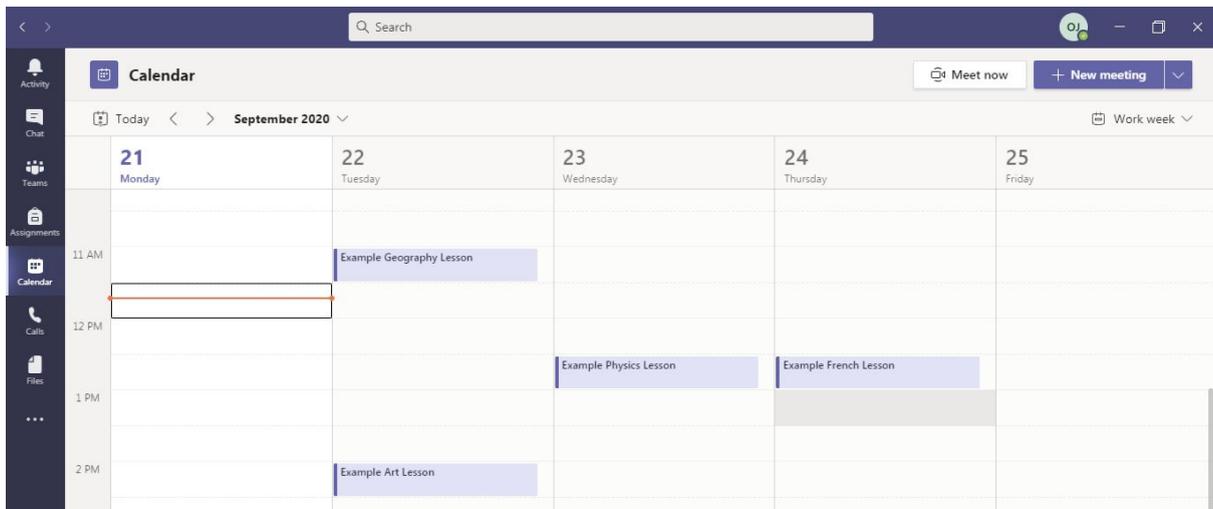
Once you click sign in you will be prompted for a password.



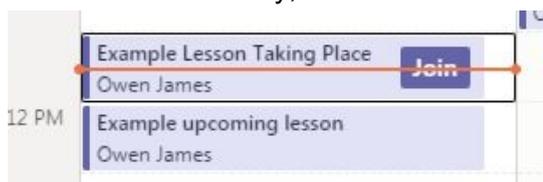
Their password will be the same one they use to access their school email.

Once signed in the application will take them to the “Teams” page by default. This can be seen on the toolbar that runs down the left hand side of the screen.

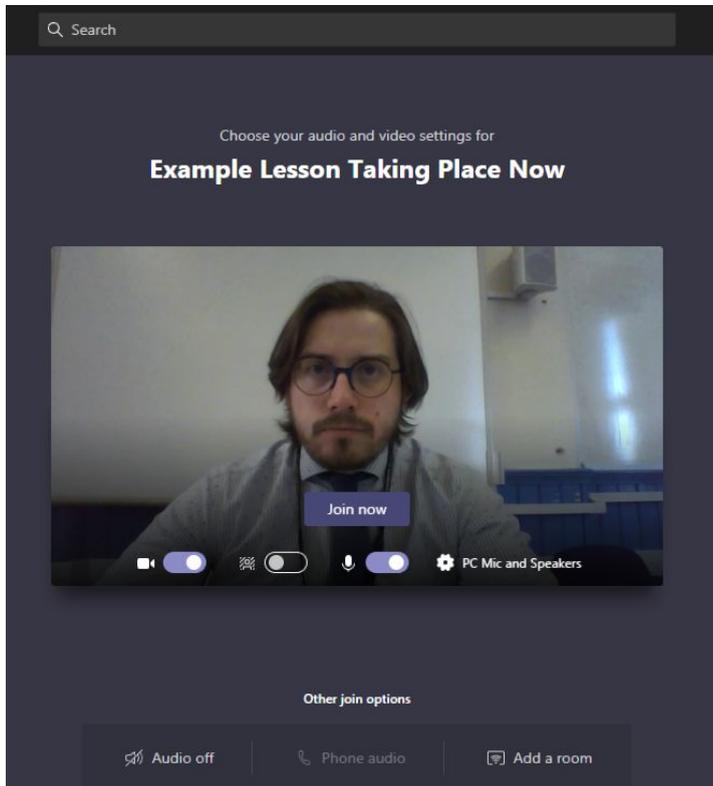
The only page that pupils will be expected to use is the “Calendar” page. Click “Calendar” on the left hand toolbar. You should see a week by week calendar of lessons (called “meetings” by Teams) pupils have been invited to by teachers.



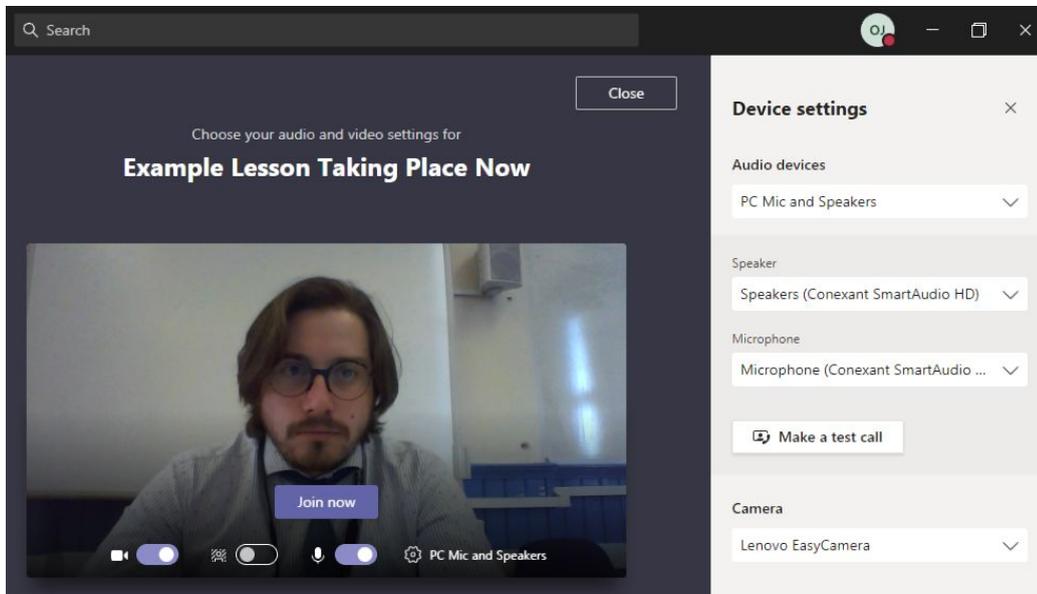
If a lesson is currently, or is soon to be taking place there will be a “Join” button. Click it.



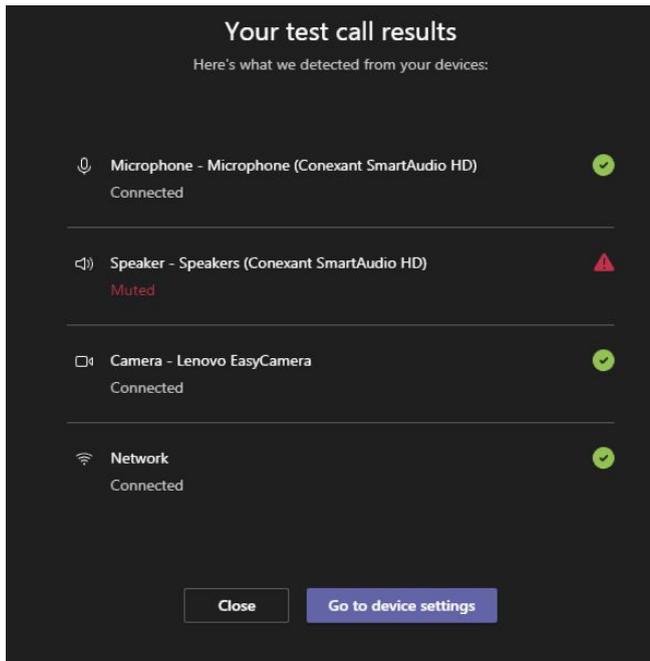
You will not yet have joined the meeting but will be taken to an intermediate page where you can select your audio settings.



Clicking "PC Mic and Speakers" will bring up the following options:



For the most part the default settings should work. Pupils should have their cameras on and their microphones muted, (they can unmute if they are asked to by a teacher). At this point you can “Make a test call” if you want to make sure everything is working properly. The test call will just echo any sound picked up by your microphone to check that both microphone and speakers are working. Once you end the call you will get a report screen that highlights any problems. Like this:



As you can see, I have my speakers muted so I would have to unmute them to solve this problem and close the window. Once any problems are sorted out you can click “Join Now” to join the lesson.

Once in the meeting there will be the following function bar:



The buttons may be in a different order depending on your settings and version of teams. They may also either be in the center bottom of the screen or along the top bar. Each of the buttons perform the following function:

1. Meeting Timer: The meeting timer displays the amount of time you have been in the meeting.
2. Camera Button: Click the camera button to turn your camera on or off. If your camera is currently off, the camera icon will have a slash through it. *Pupils are expected to keep their cameras on so teachers can improve active participation.*
3. Microphone Button: Click the microphone button to mute or unmute your microphone. If your microphone is muted, the microphone icon will have a slash through it. *Pupils will be expected to be muted unless asked to unmute by a teacher.*

4. Share Button: *Pupils will not be expected to share their screens.*
5. More Actions Button: Click the more actions button to open a menu of additional Teams actions and features. Among the options listed in this menu are options for accessing device settings, entering full screen mode, and starting or stopping a meeting recording. *It is unlikely that pupils will need to change their settings if they correctly set up their camera and audio settings at the beginning of the lesson.*
6. Raise Your Hand Button: Click the raise your hand button to alert the presenters that you have something to contribute without interrupting the ongoing conversation. This can be used in the same way that a pupil would raise their hand in a lesson. Or some teachers may use this functionality in other ways.
7. Show Conversation Button: Click the show conversation button to open the Meeting chat panel in the right side of the meeting window and chat with meeting participants. *Pupils should not use the chat unless instructed to by the teacher. Teachers can see the chat even after they have left the meeting so this is never a private chat for pupils only.*
8. Show Participants Button: Click the show participants button to open the People panel in the right side of the meeting window and view a list of meeting attendees. *Pupils will probably not need this functionality, but it does allow them to see whose hands are up.*
9. Hang Up Button: Click the hang up button to leave the meeting. Other participants will be able to continue without you. *As in a normal lesson pupils should wait to hang up until they are dismissed by a teacher.*