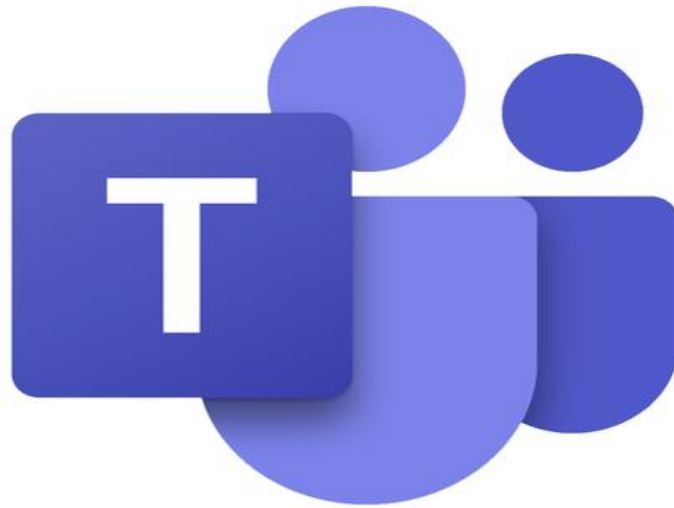


# Student guide to accessing Teams at home



# Installing Office 365 on your laptop / PC

Log in to your school email

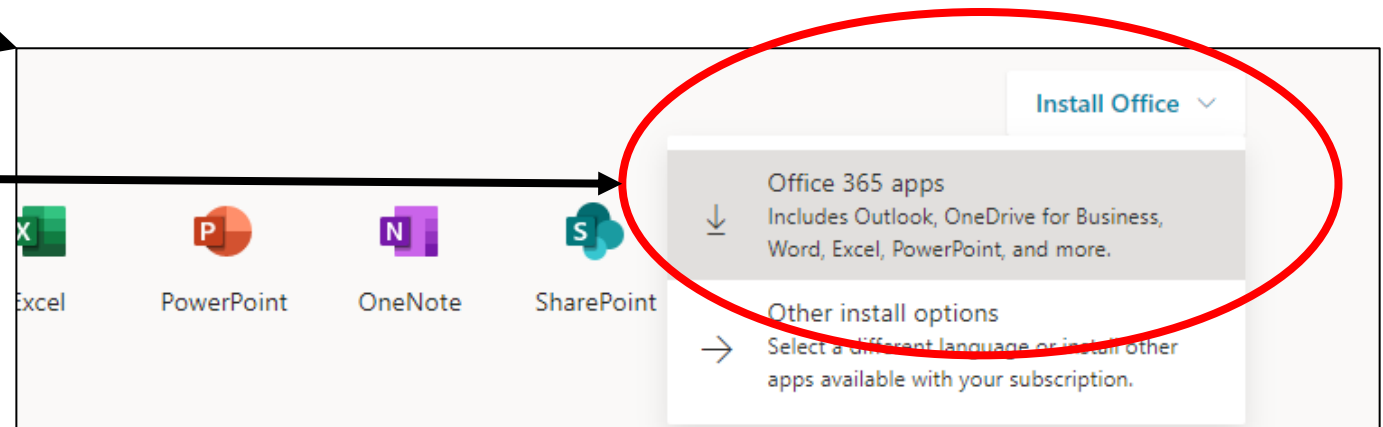
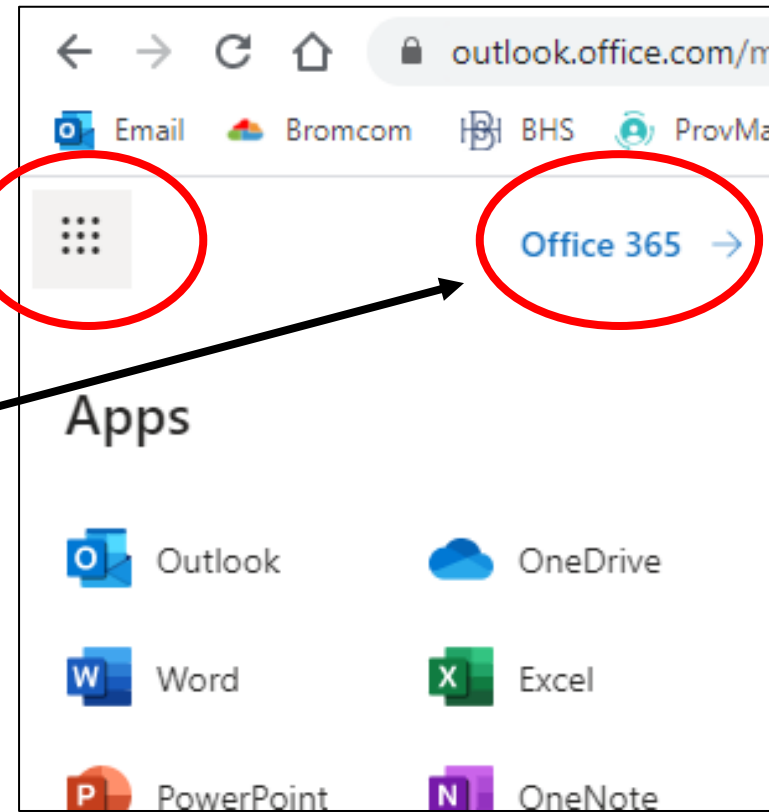
Click on AppViewer button (top left)

Then click Office 365

A new window will open

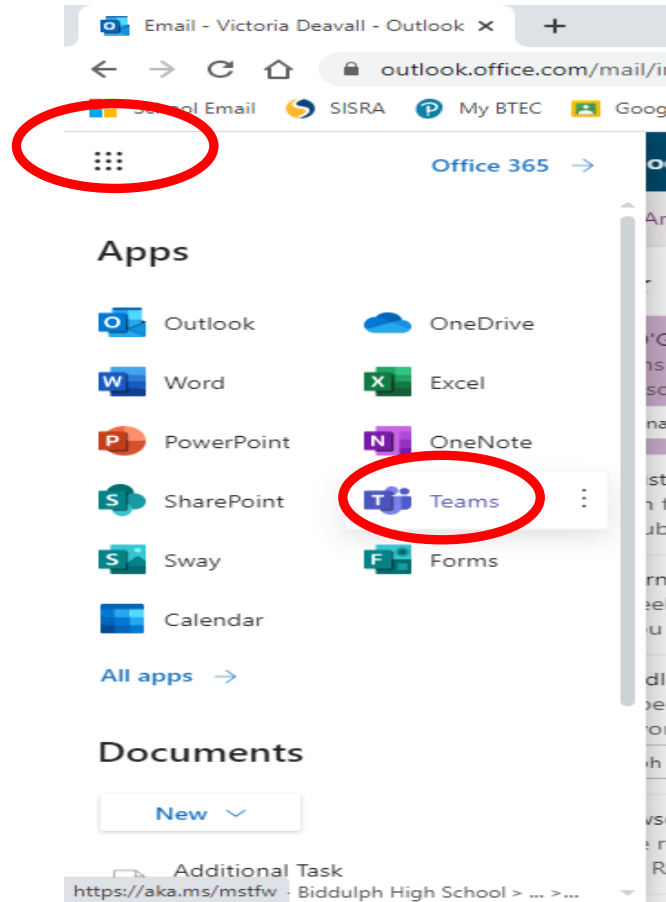
Click "Install Office" and "Office 365 apps"

Then follow the instructions



# Step 1: From your email


- Click on the 9 dots to open apps
- Click on the Teams app



# Step 2: Open Teams

- It may ask you if you wish to download Teams to your desktop (this is a good idea as it where all your work/ lessons will be)
- You can click “use the web app” if you prefer – it may just look slightly different

Microsoft Teams



Download the Teams desktop app and stay better connected.

[Get the Windows app](#)

[Use the web app instead](#)

# Step 3: Sign in

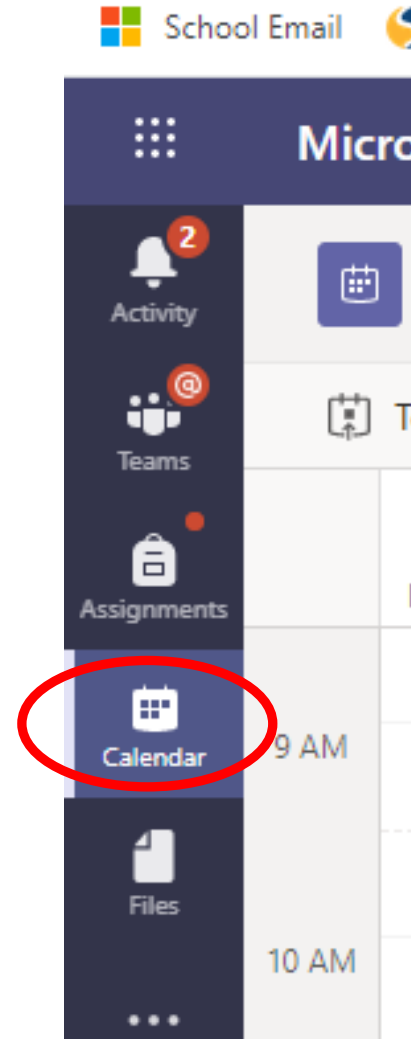
If it asks you to log in, you use your school email address

username@biddulphhigh.co.uk

Use the same password as you log on the school computer with



# Step 4: Go to Calendar

- Click on the calendar tab on the left hand side



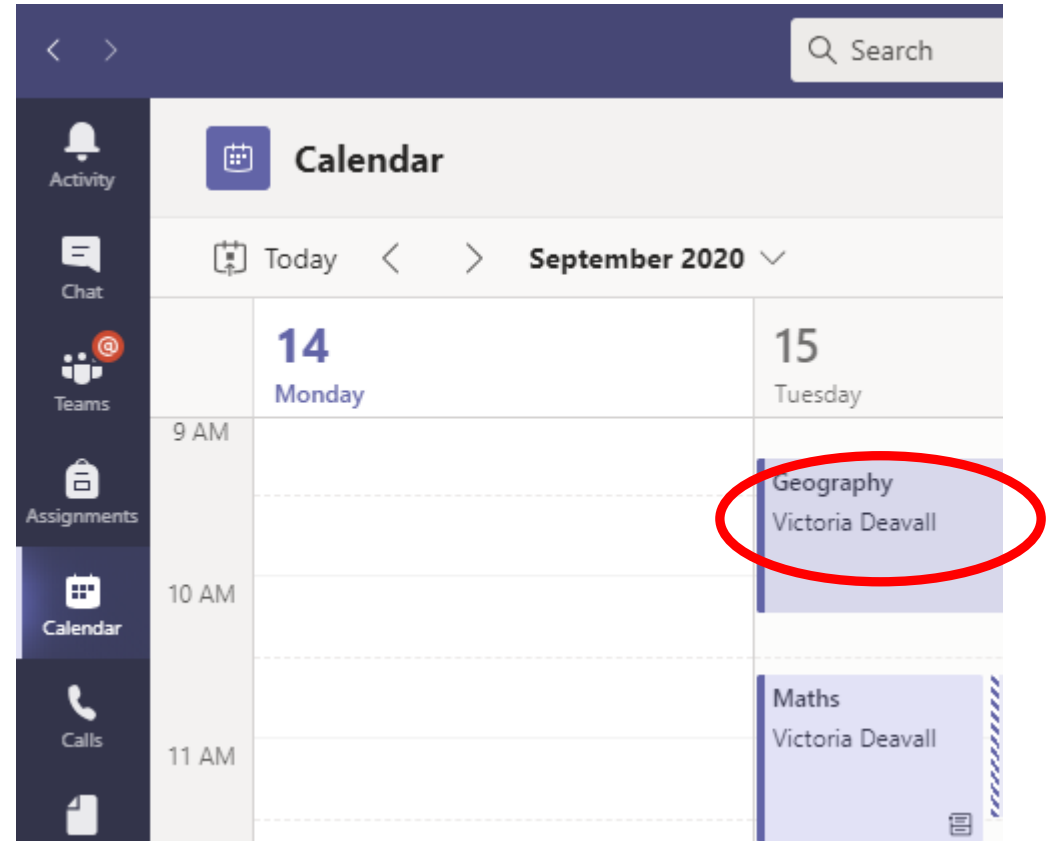
# School times of day

- Monday is tutorial day

 <b>SCHOOL DAY</b> 	
TIME	ACTIVITY
08.40	Arrive at School
08.45	Go to Tutor Room
08.50 – 09.15	Registration
09.15 – 10.15*	Period 1
10.15 – 10.35	Break
10.35 – 11.35	Period 2
11.35 – 12.35	Period 3
12.35 – 1.15 (warning bell at 1.10)	Lunch
1.15 – 2.15	Period 4
2.15 – 3.15	Period 5
* Except Tutorial (09.30 – 10.15)	

# Step 5: Click on the lesson

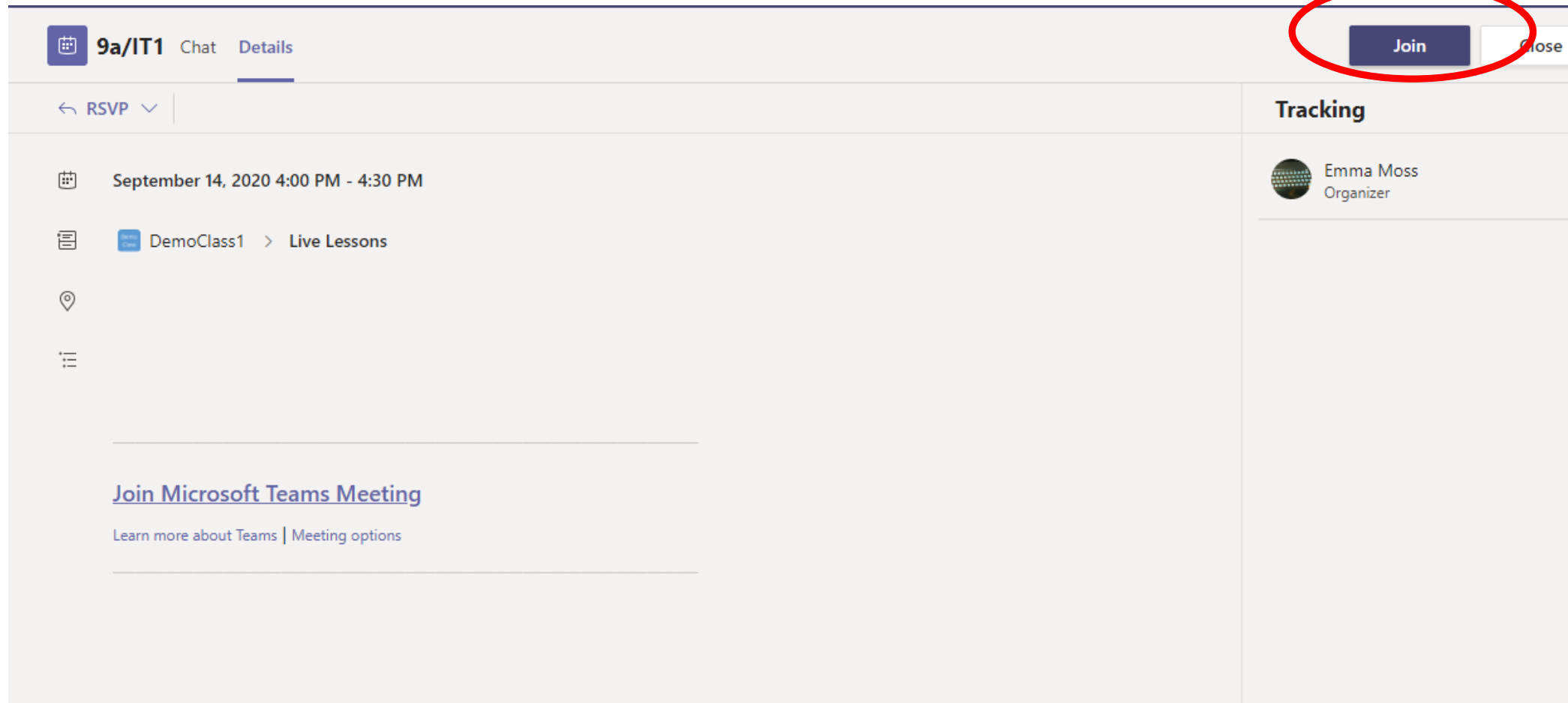
- You will be following your school timetable
- Check the time – click the lesson that you should have at that time.





# Step 6: Click join

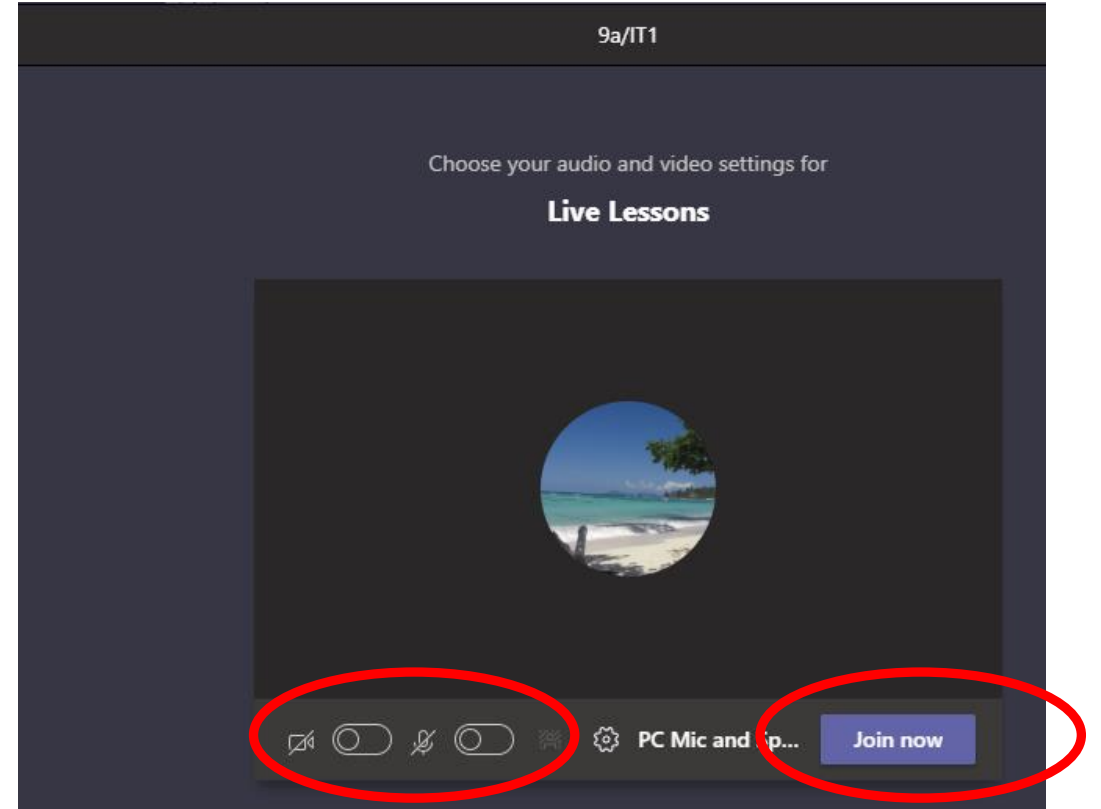
- Check the lesson time is correct and click join



The screenshot shows the Microsoft Teams interface for a meeting. At the top, there is a header with a calendar icon, the meeting ID '9a/IT1', and tabs for 'Chat' and 'Details'. On the right side of the header, there are two buttons: 'Join' and 'Close'. The 'Join' button is highlighted with a red circle. Below the header, there is a navigation bar with a back arrow, 'RSVP', and a dropdown arrow. The main content area on the left displays the meeting details: 'September 14, 2020 4:00 PM - 4:30 PM', 'DemoClass1 > Live Lessons', and a location pin icon. At the bottom of the main content area, there is a link 'Join Microsoft Teams Meeting' and a sub-link 'Learn more about Teams | Meeting options'. On the right side, there is a 'Tracking' section with a profile card for 'Emma Moss, Organizer'.

# Step 7: Microphone & Video off

- Ensure your microphone and camera are off
- Then click join



# Behaviour expectations

- Do not turn on your video
- Do not turn on your microphone, unless your teacher asks you to
- The “chat” is recorded and has your username on anything you post – please be professional
- The lesson is recorded
- If you do not follow expectations, you will be removed from the lesson

# Step 8: Wait for your Teacher

- Be patient – we will be with you as quickly as we can



If you are stuck raise your hand

# Step 9: During the lesson

- You will need your exercise book (or paper) and a pen / pencil
- You may be asked to answer questions during the lesson – by typing in the chat
- You may be asked to complete assignments or quizzes and turn them in

