

MS TEAMS – Accessing your Lessons.

- The class should be scheduled in your calendar area, which you can then use to join it.

1 Accessing TEAMS

You can download the Microsoft Teams App for your device from the app store or you can access it in your internet browser using the following link:

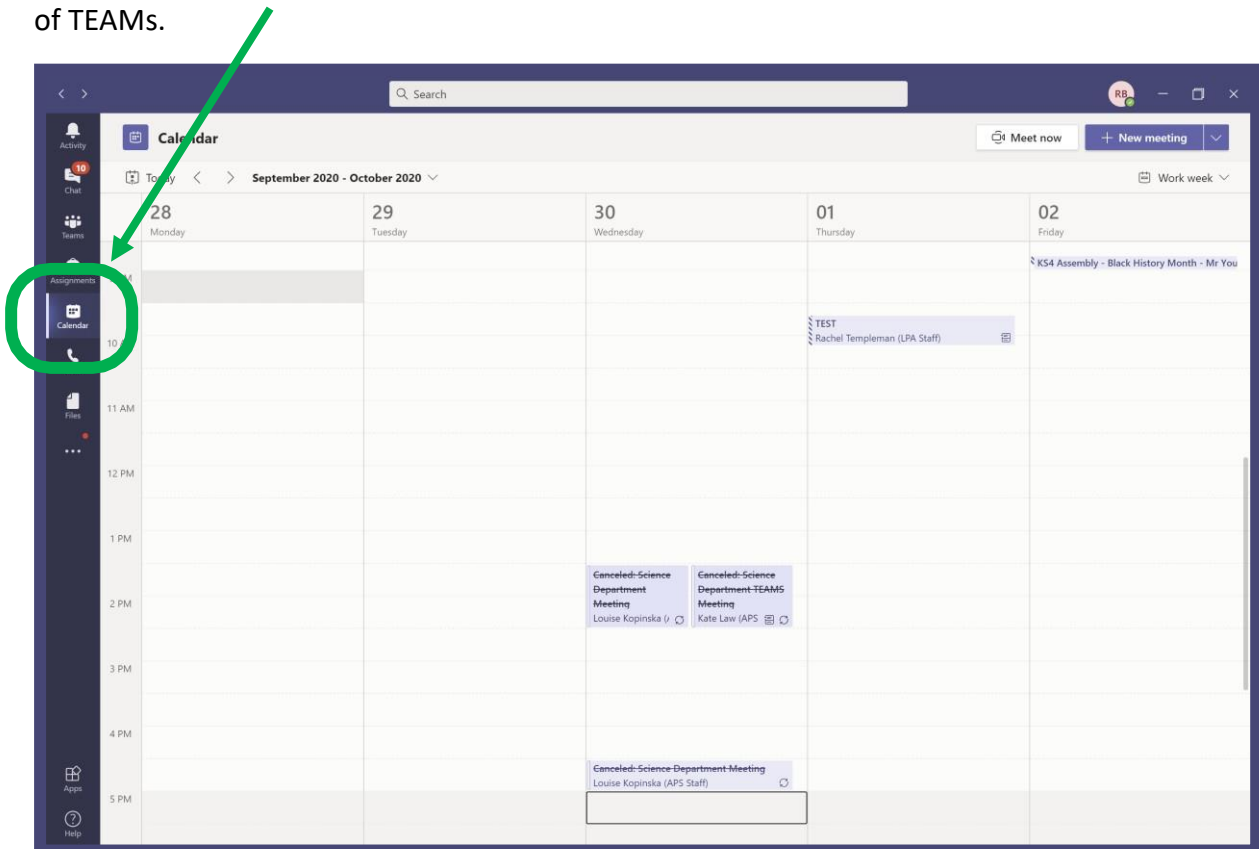
<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software>

Please then sign in using your school email address and network password.

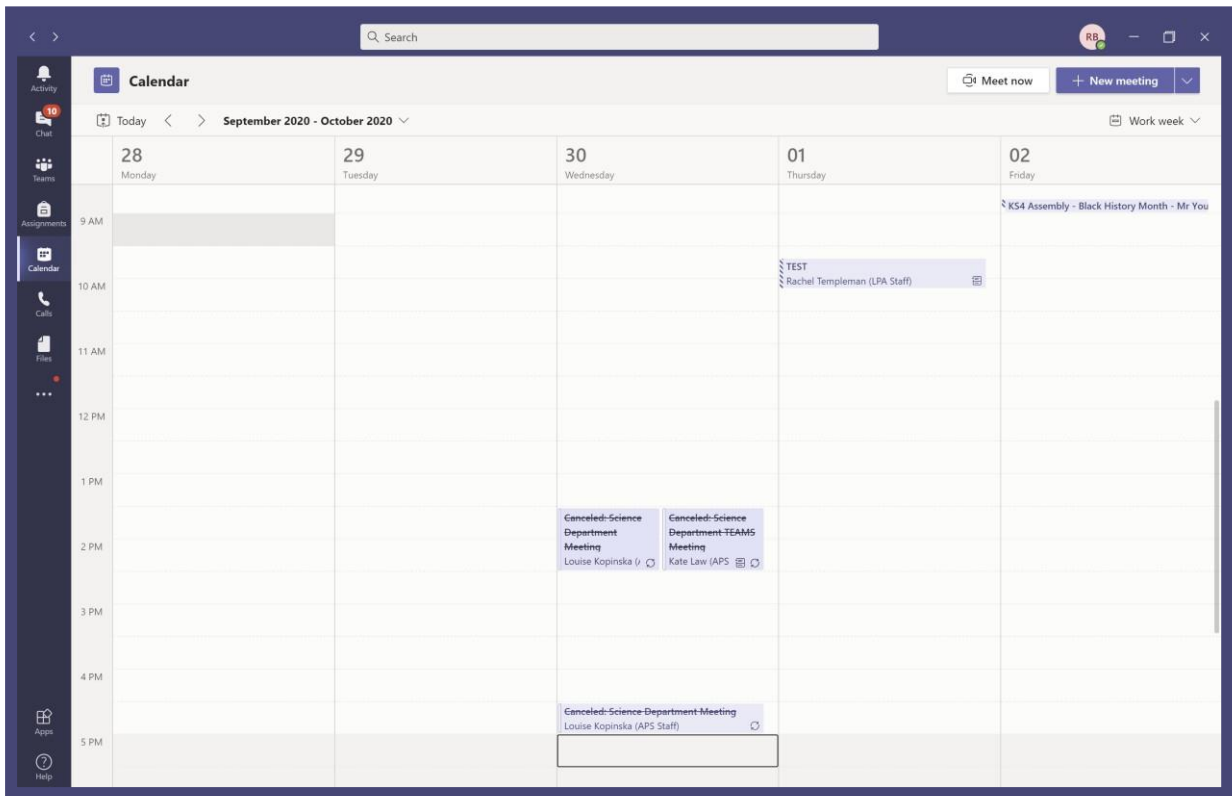
i.e. 15bloggsj@lydiardparkacademy.org.uk

2 How to find and join your class

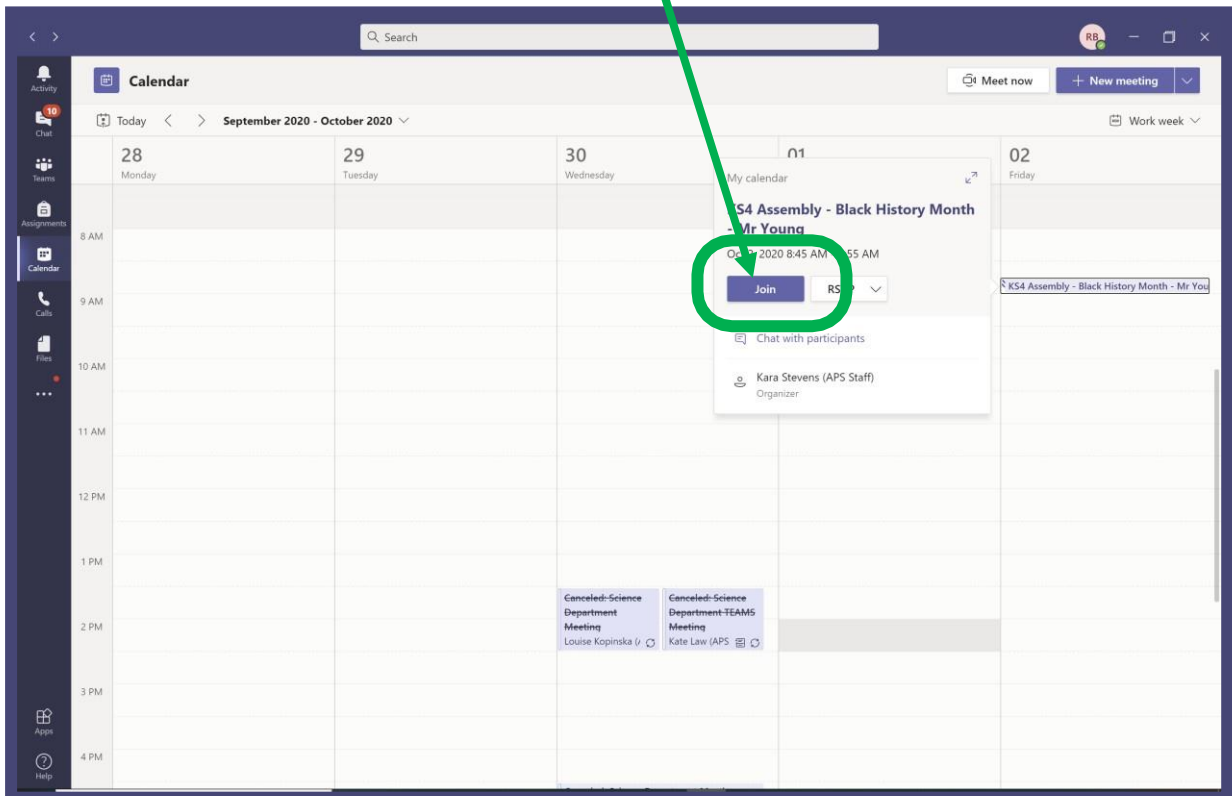
To find your scheduled classes please click on the calendar tab on the far left-hand side of TEAMS.



Once in your calendar you can find the class you wish to join. Right click on the meeting.



You can then join the meeting (your lesson) by right clicking on join.



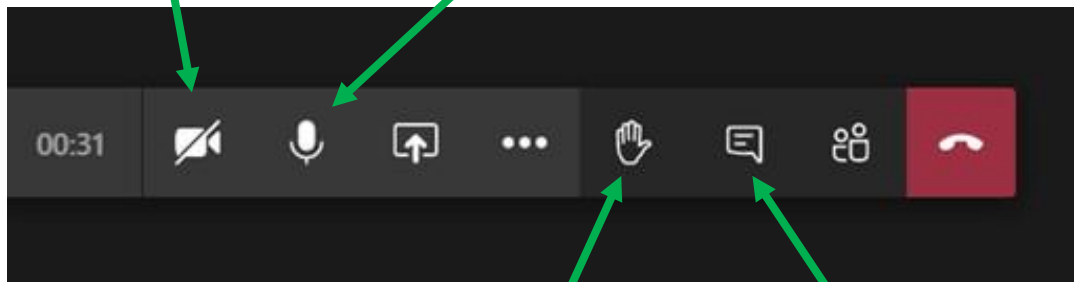
You will then be able to see and hear your lesson.

3 Controlling your settings when in the lesson.

Once in your lesson you should be able to see the bar shown below that will allow you to control your settings.

Enable or stop your video camera

Enable or Mute your microphone.



Raise your hand

View the chat and use this to ask any questions

Please keep your microphone muted.

You do not need to enable your video.

If you have a question, please ask it in the chat. You can raise your hand to draw attention to your question.