

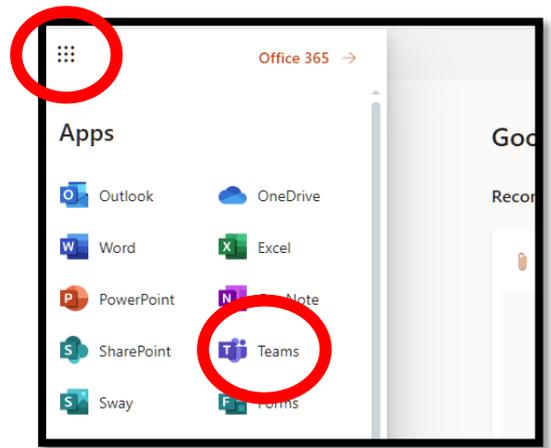
# STUDENT REMOTE LEARNING SOFTWARE GUIDE – MICROSOFT ONEDRIVE AND TEAMS

## Downloading, Installing & Opening Microsoft Teams

To install Microsoft Teams onto PC/Mac, login to your office 365 account...

1. Search '365' on google and click on Office 365
2. Click 'sign in' and enter your school email address
3. Type in your email password
4. From the **menu** (top left), select **Teams**
5. From here you will be able to click on 'Get the app'
6. Click on this to download and then open it to install

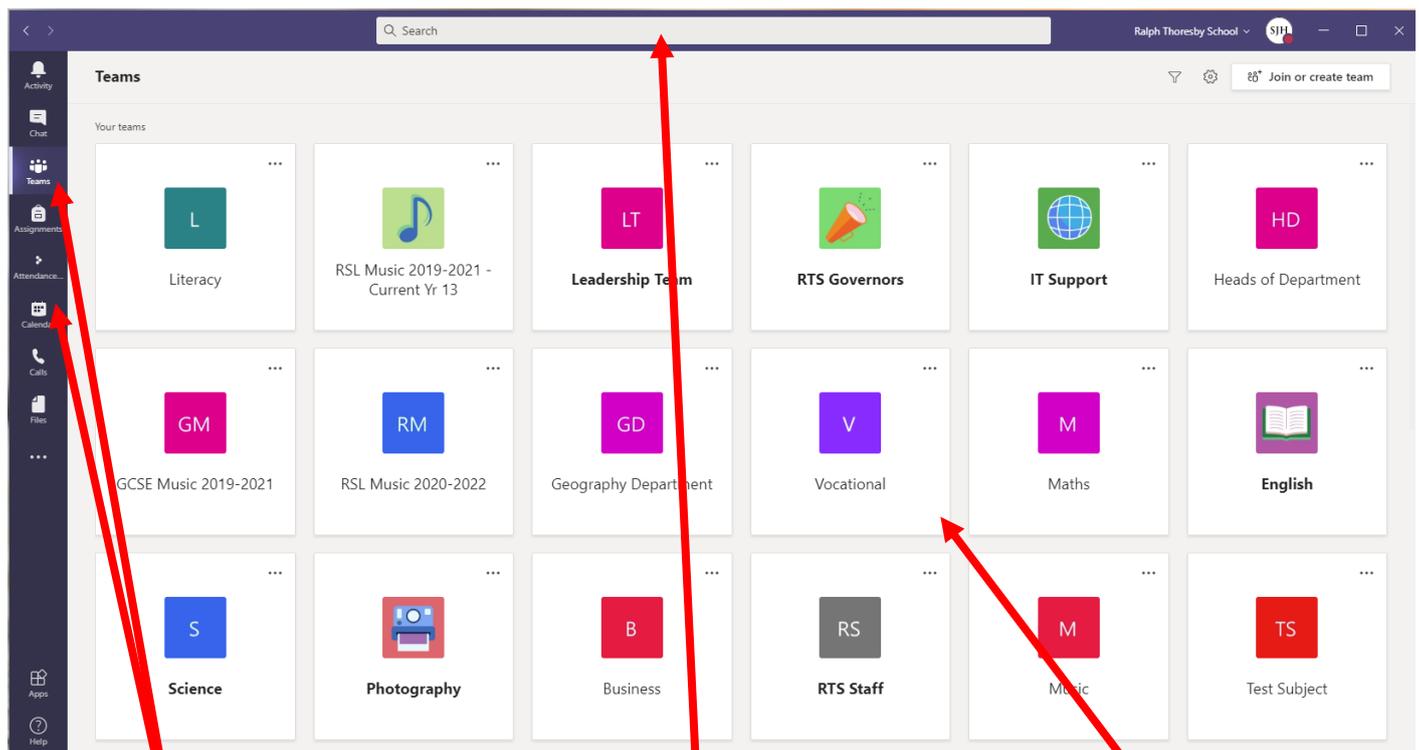
For mobile devices, simply search for the **Microsoft Teams** app from your app store.



*NOTE: If your computer does not have a webcam and/or microphone, you can use your mobile device instead, whilst also joining the lesson on your computer as well. This allows you to use your phone as your webcam and your computer for completing work set in the lesson (join the lesson on both devices).*

## Opening Teams

When you open Teams for the first time you will need to enter your school email address as the username. This will then take you to the main Teams screen...



### Menu Bar

Here you will find the main **Teams** tab as well as the **calendar** to find and join your live lessons

### Search Bar

Here you can search for teams, people, or files

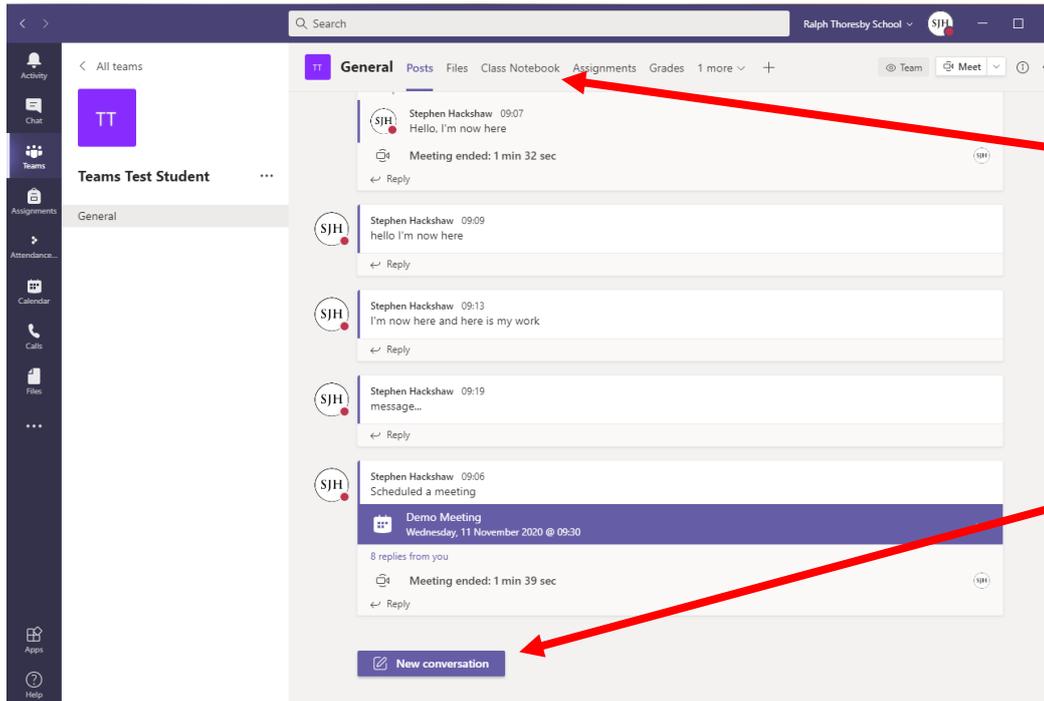
### Main Teams Page

Here you will find all of your classes. They start with the year group, then the class code and then the subject. E.g. **10R3Sc** would be Y10, group **R3**, subject **science**.

*A full list of subject codes can be found on the school website – use the search bar on the website and search 'subject codes'*

## Using Microsoft Teams

To start using teams, click on one of your classes. This will take you to your class 'team'.



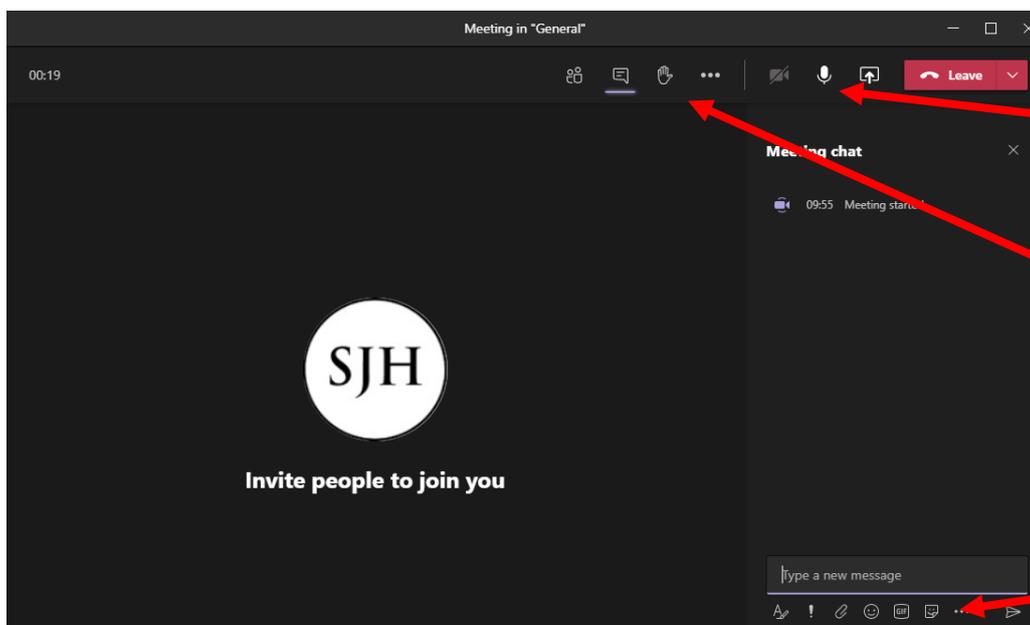
**Menu Tabs**  
Across the top, you will find different tabs:  
**Posts** – the main area to comment and upload work during a lesson  
**Assignments and grades** – view assignments and grades set by your teacher  
**OneDrive** – Access the online learning folder for this class, to access resources

**Posts Tab**  
On the main **posts** tab, you will be able to chat and upload work, just click on the **'new conversation'** button

## Live Lessons

To join a live lesson, go to your **calendar** tab (left hand side menu) and then click on the live lesson that's taking place. A small window opens up, click on **'Join'**. This will open up the settings window, where you can check your webcam and microphone settings (if you are using a PC without a webcam and will join by mobile device as well - acting as your webcam, just leave this bit all switched off)

Click the **'Join Now'** button to join the lesson



**Mute**  
You can mute yourself by clicking on this button

These buttons will show you the lesson **participants**, the lesson **chat** and you can also **raise your hand** to ask a question.

At the bottom of the **chat** screen, you will be able to add comments and questions and also upload documents etc

When you are in a live lesson on a computer, you actually have two windows open: The live lesson window (the black window directly above) and then, in the background, you will have the main teams screen (the screenshot at the top of this page). You can go between the two, just make sure you don't have them on 'full screen'.