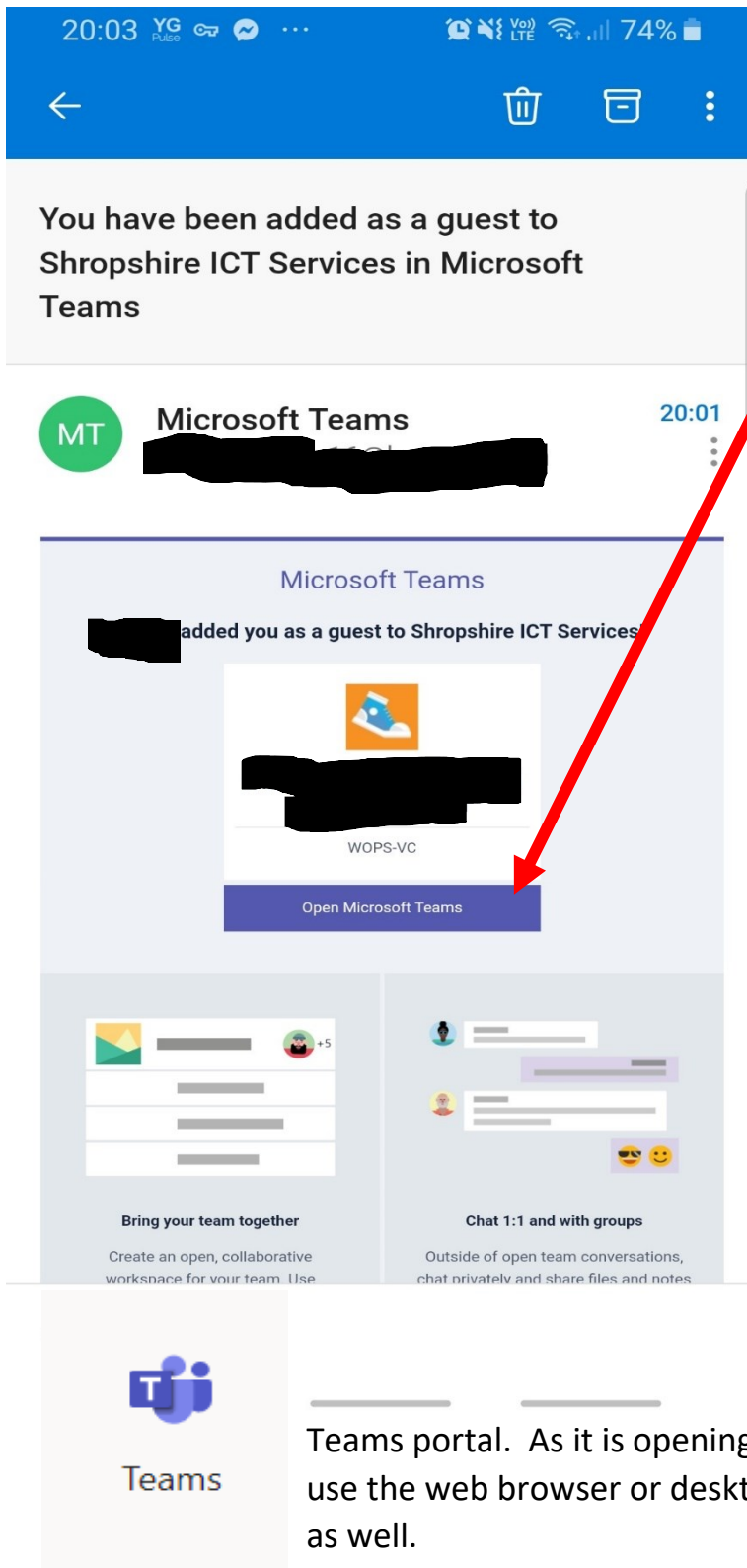


Pupil guide to using Teams



When you have been added to a Teams site, you will receive the following in your email inbox.

You will need to click on the link in the email and this will take you to your school Teams site.

If you are using a tablet or smart phone, it will ask you to download the app first before logging you in.

For all devices, it will ask you to re- enter your email address and email password. (Your Teacher will have provided you with this.)

Alternatively, type **Office.com** into the Google Chrome browser.

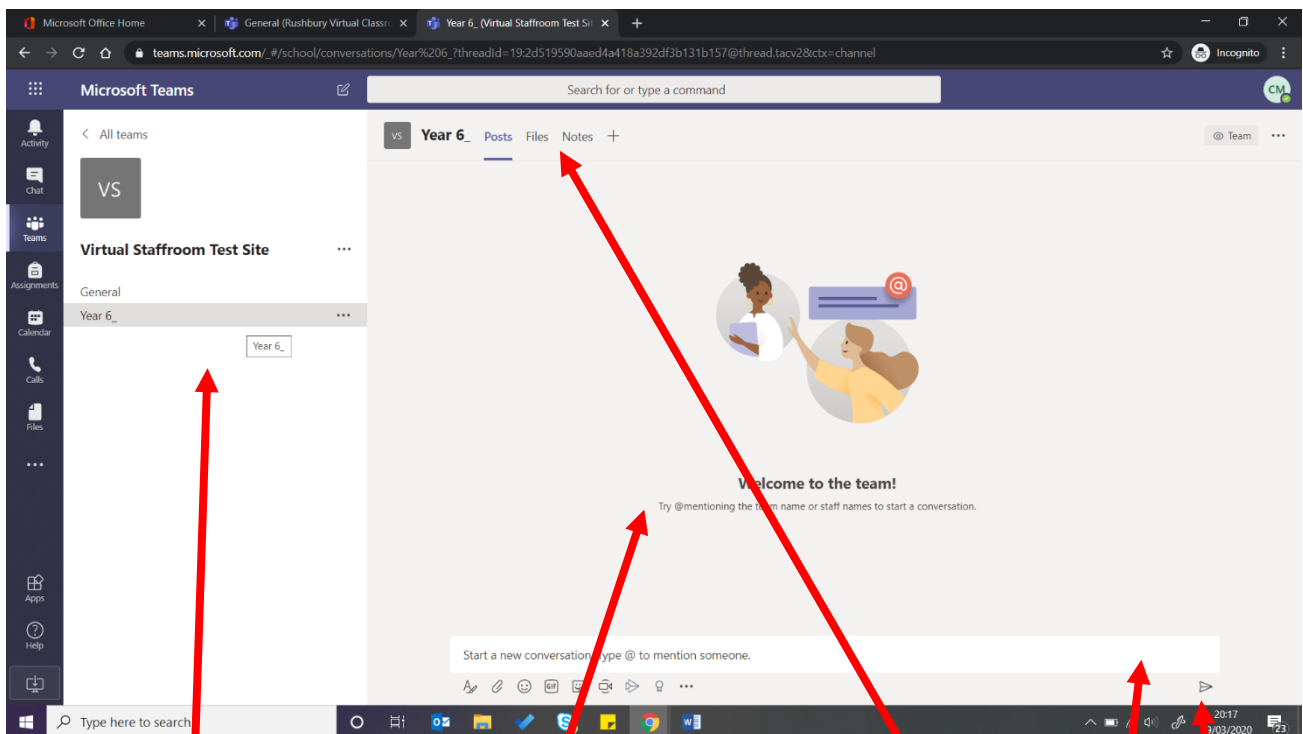
Then login via your email address and password and click on the

Microsoft Teams icon. This will then load the Microsoft Teams portal. As it is opening, it may ask you if you want to use the web browser or desktop app. Either option will work as well.



You may find you are asked to accept a privacy policy when you login and to select an organisation – please select Shropshire ICT Services.

It will then open this screen.



Here you will see the classrooms that you have access too. To join one just click on it.

Here your teacher will write messages to you, post work or assignments and start lessons.

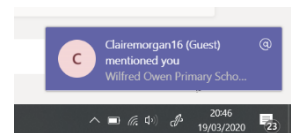
Click here you will find any work that you have not been able to complete.

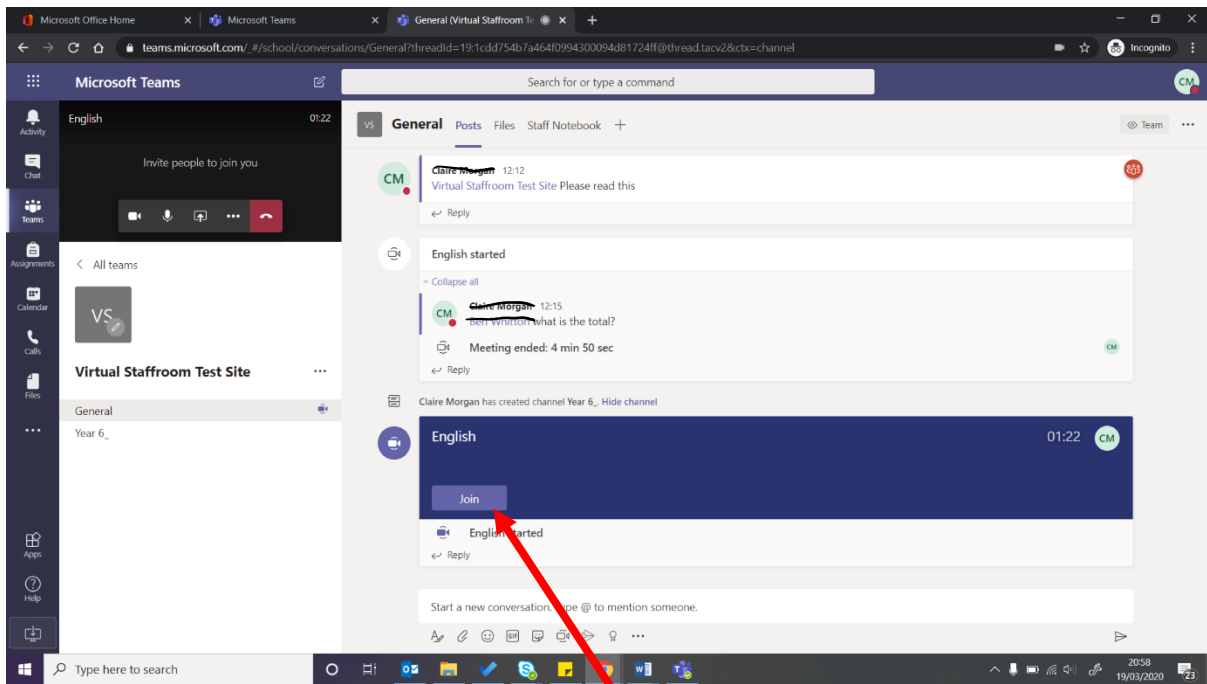
If you type here and then click here, you can post your message

How do I know if my Teacher is delivering a virtual lesson I need to join?

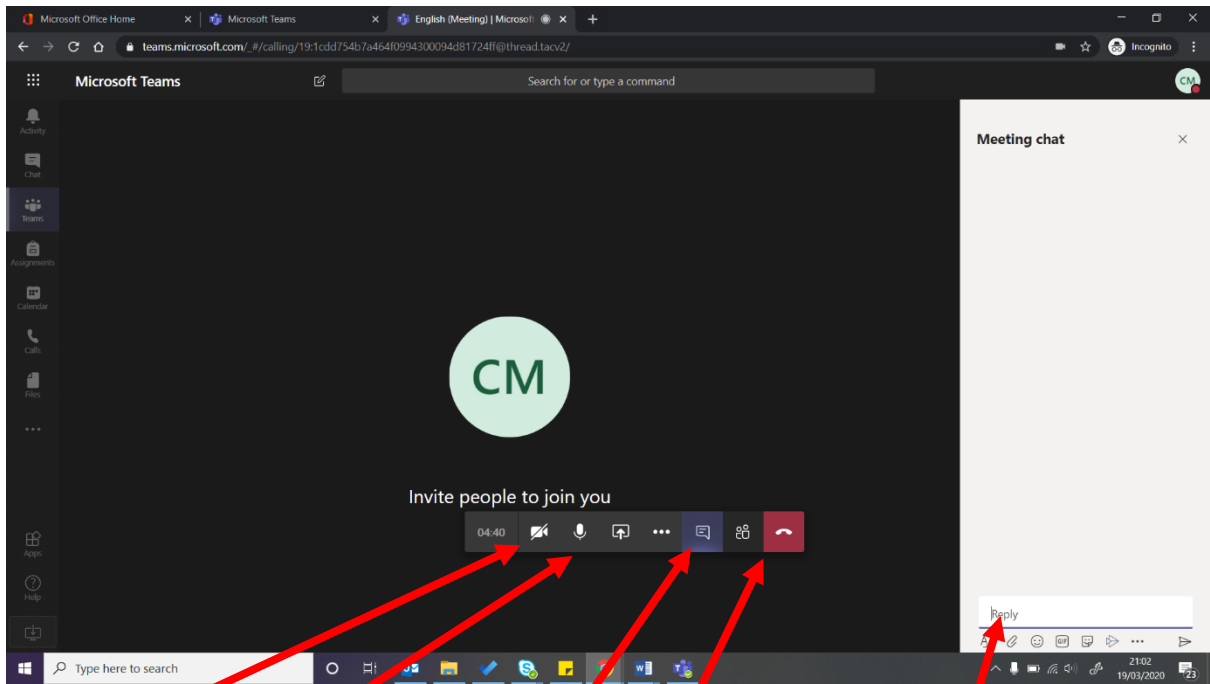
You will know if your Teacher is teaching a lesson because you will:

- Get an email telling you you have been invited to a meeting.
- You get a notification (pop up) to tell you that your Teacher has started a meeting.
- Or if you look in your area (under your class/teachers name) you will see this.





To join the lesson now, just click join.
Once you are part of the less you will see this screen.



Click here to turn your camera off

Click here to turn your mic on or off.

Click here to show the lesson chat pane

Click here at the end of the lesson

Here you are able to ask your teacher and each other questions and your teacher can respond to you. After the lesson this can also be looked at again as they will show in the posts section.