



Microsoft Teams

Guidance for Students



Microsoft Teams may be used by your teachers to hold live lessons and assign work. Teams can be accessed from any modern browser (e.g Google Chrome), desktop, laptop, smartphone or tablet.

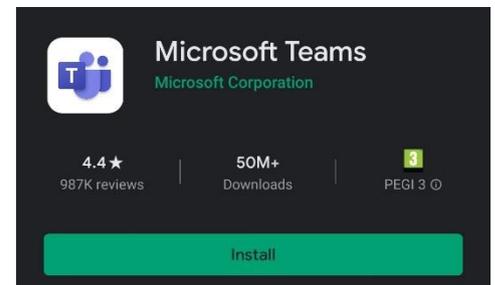
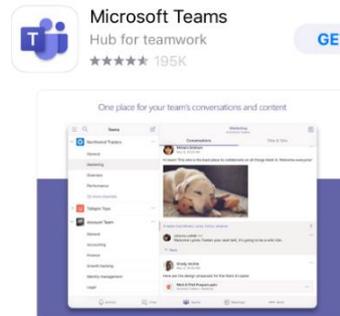
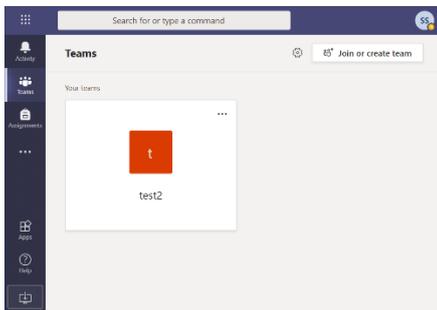
Desktop/Laptop

<https://teams.microsoft.com>

iPad/iPhone



Android

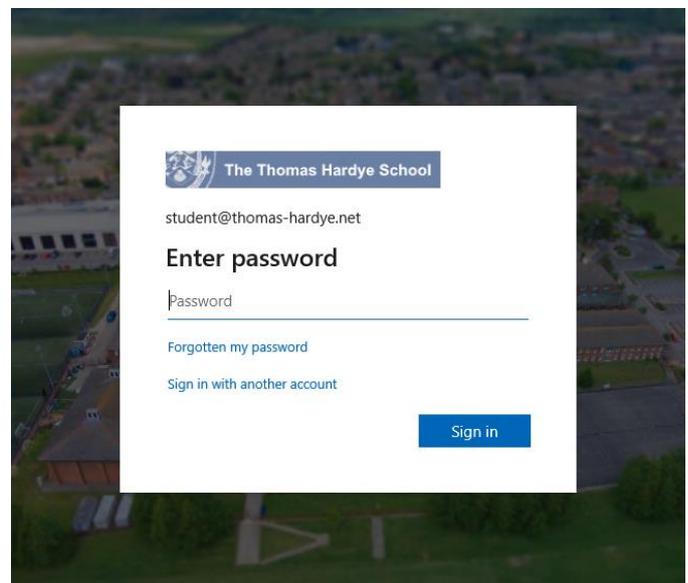


A Teams account has already been created for you.

To log in to Teams enter your **school email address** and **password**

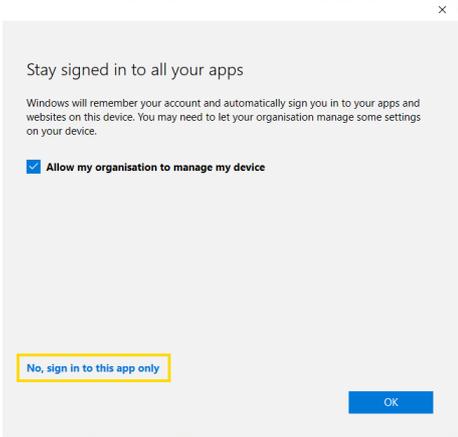
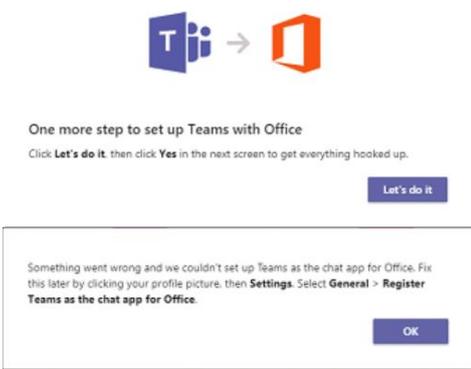
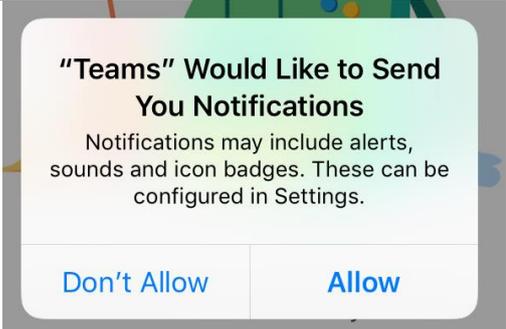
Your email address is:

username@thomas-hardye.net



Installation Pop-ups

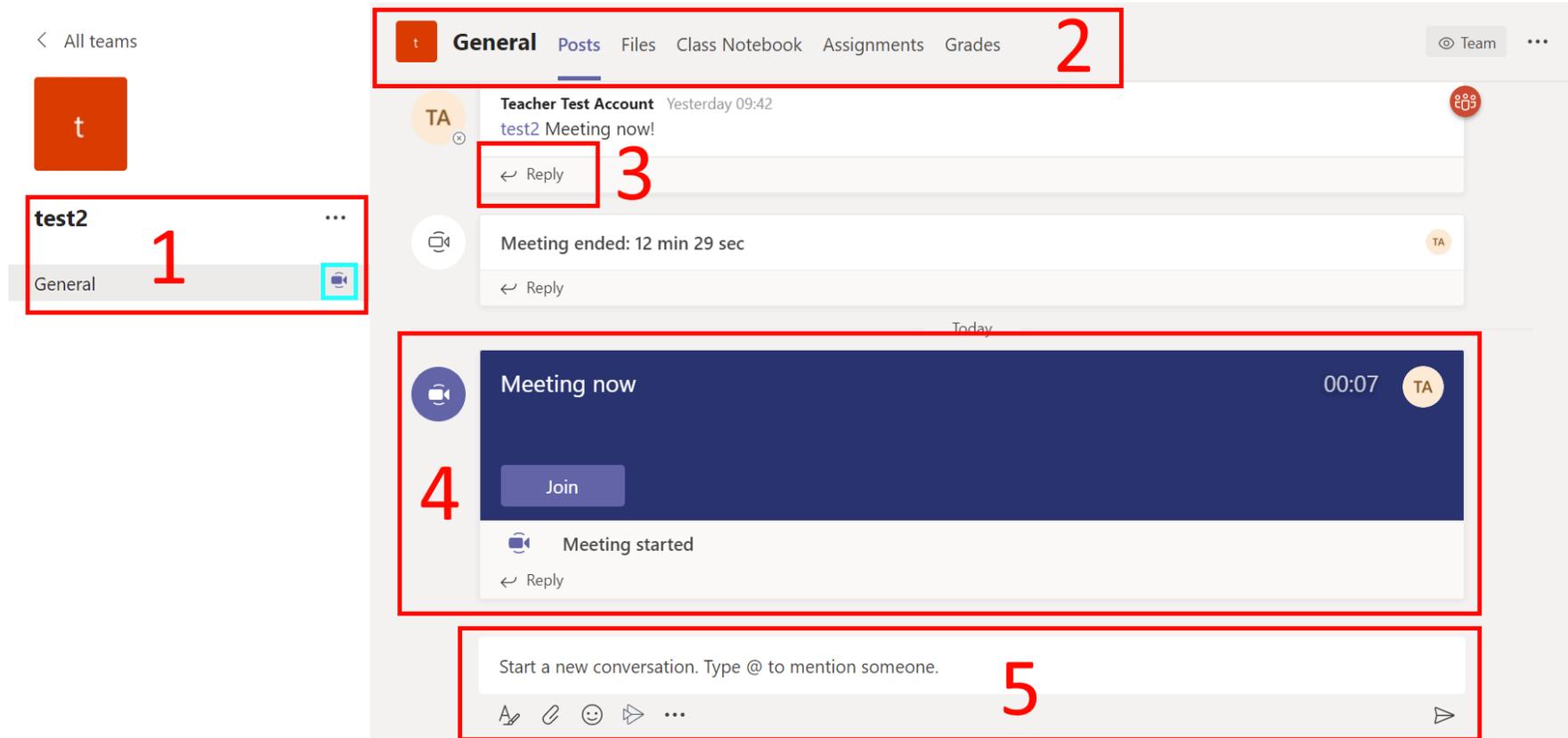
When installing the Teams apps you may see the following pop-ups:

Explanation	Pop-up Image
<p>After installing the Teams desktop app, this will appear after logging in.</p> <p>Allowing this would give the school the ability to enforce security policies (such as passwords) on your device using Microsoft Intune</p> <p>We do not use these policies, and will not manage your device using them.</p> <p>If you would prefer, you can click No, sign in to this app only and skip this step</p>	
<p>When Teams loads for the first time, you may be prompted to link it with Microsoft Office.</p> <p>This makes it easier for you to edit documents in Teams through your Microsoft Office installation.</p> <p>This is not required, and you can click No on the following prompt.</p> <p>If you click No, a failure message will be displayed but can be safely ignored.</p>	
<p>When joining a live lesson for the first time you may get a firewall warning.</p> <p>You can safely click Cancel here, it should not affect the operation of Teams.</p>	
<p>On mobile, you will be asked to allow notifications.</p> <p>We suggest you allow this. It will alert you when you are tagged in a post or assigned work through Teams</p>	

Teams Overview

A Team you are a member of will look like this:

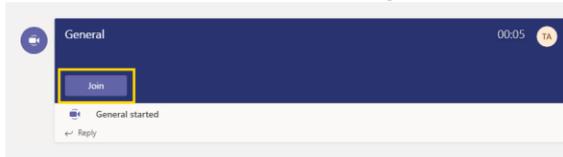
1. Team name and list of Channels – Your teacher may create Channels for each topic
 - a. If a live lesson is in progress, a camera icon will be displayed by the Channel
2. Tab list – all apps in the Team are displayed as Tabs here. You will likely only need to use Posts or Assignments
3. Reply – If your teacher has allowed it, you can comment on posts by clicking on **Reply**
4. Meeting – If a live lesson is in progress, click **Join** to join it
5. New Post – If your teacher has allow this, you may start a new discussion using the box at the bottom



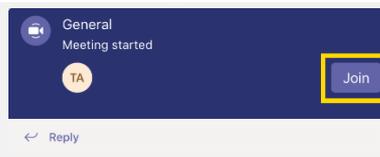
Joining a live lesson

If a live lesson is in progress, join it by clicking the **Join** button

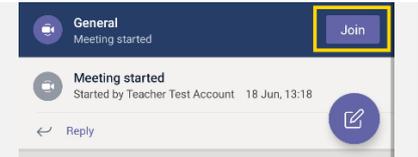
Web/Desktop



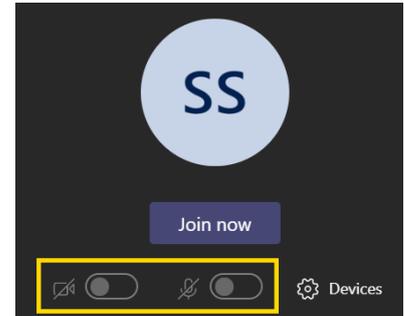
iPad/iPhone



Android



Your teacher will tell you whether you should have your camera and microphone switched on or off.



Live Lessons and Controls

Just like a real classroom, you should not speak unless given permission from your teacher.

If you wish to speak, use the **Raise my hand** button to alert your teacher.

During a live lesson you will have access to the following controls:

Explanation	Image
<ol style="list-style-type: none"> 1. Turn video on/off - 2. Turn microphone on/off 3. More options 4. Leave live lesson 5. Raise my hand 	<p>Android/iPad/iPhone</p>
<ol style="list-style-type: none"> 1. Turn video on/off 2. Turn microphone on/off 3. Raise my hand 4. Leave live lesson 	<p>Web/Desktop</p>

Any Issues? If you have trouble accessing Teams, please email: ITSupport@thomas-hardye.net