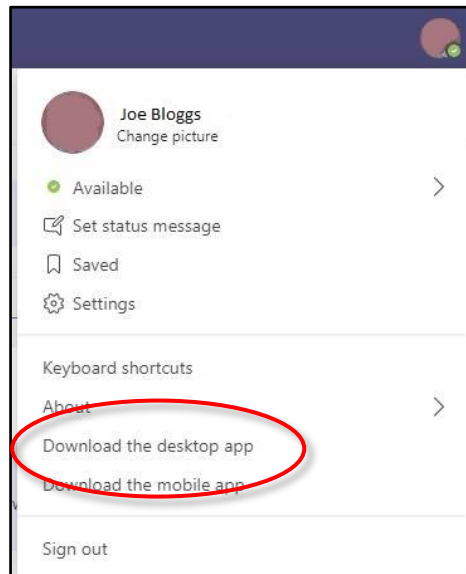



# Teams for Students

## Installing the Desktop App at Home

You will have to install the desktop app. A web version is available, but it's best to use the desktop app.

- Go to <https://teams.microsoft.com/>
- Login using your full school email address and password.
- Click on your face at the top right of the screen and choose 'Download the desktop app'.

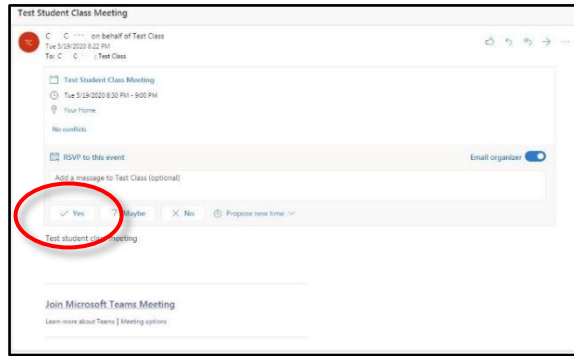


- Once downloaded, run the installer.
- Once it's installed, sign in using your full email and password again. You should see the Teams window appear once you're logged in.
- This app will open every time you start your PC. If you don't want that to happen, find the Teams icon near your clock  (you might have to click the ^ to find it), right click it and choose Settings. You can untick Auto-start application in there.

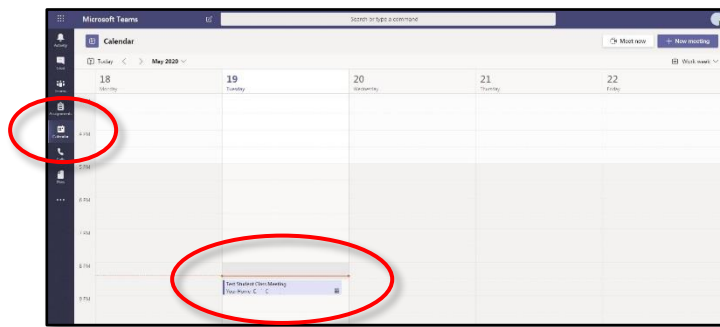
## Joining a Scheduled Class Meeting

For each online lesson you will receive an email invitation. So that everything gets scheduled correctly, you have to accept each invitation. This will add events to your calendar for each lesson.

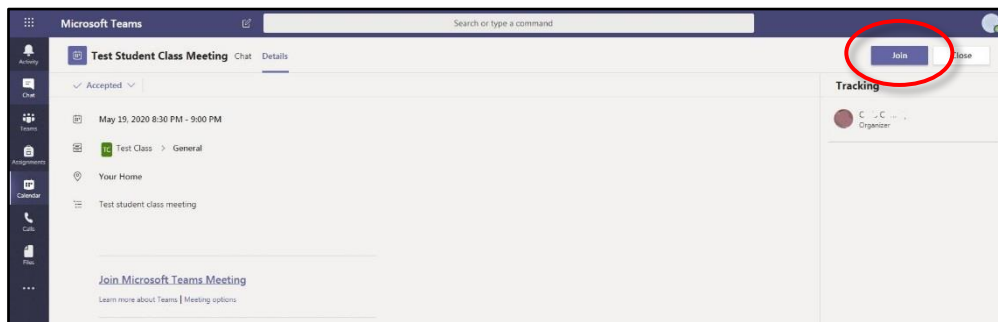
- Go to <https://outlook.office.com/mail/inbox>
- Login using your full school email address and password.
- Open the email invite.
- Click 'Yes'.



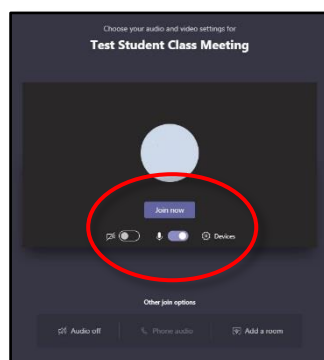
- This will create an event/lesson in your calendar.



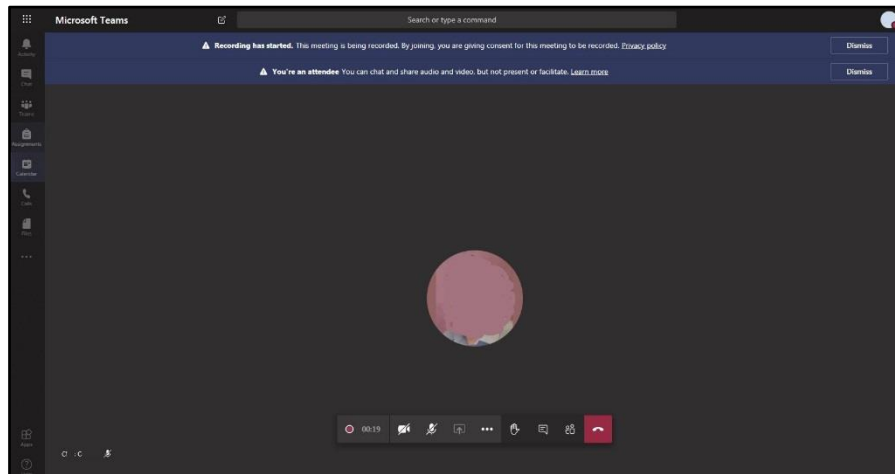
- When the time comes to join your lesson, go to your calendar, click on the lesson, and then click 'Join'.



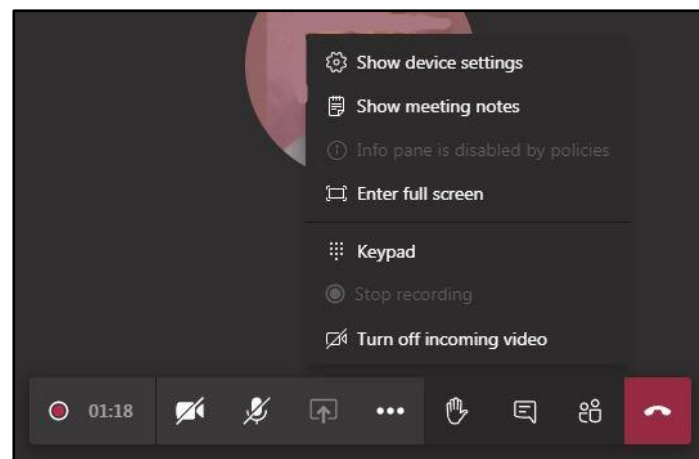
- You will be taken to a pre-staging area where you can finalise your camera and mic setup.
- Click 'Join now' to actually join the lesson.



- Once you are in the lesson you should see a few warnings about the lesson is being recorded and that you can chat, and share audio and video.



- When you move your mouse over the screen, you will see a control bar. This allows you to change certain settings for your meeting.



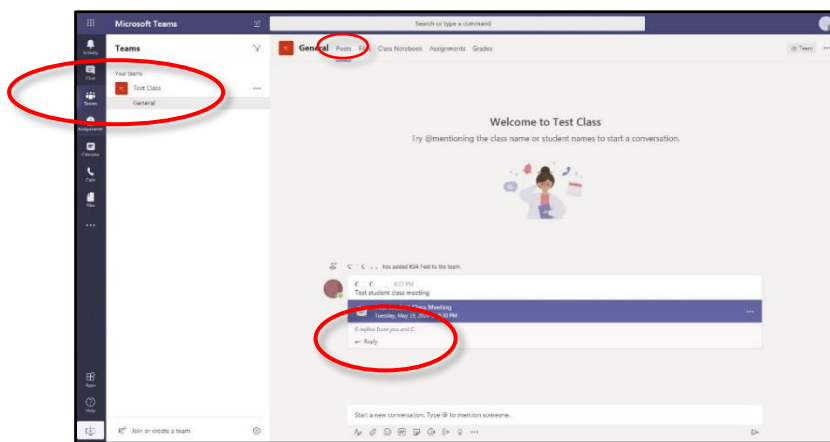
These are, respectively:

- The meeting length so far
- Turn camera off/on
- Turn mic off/on
- Share (Only if the teacher allows)
- More actions, including:
  - Full Screen
  - Meeting notes, which will be available after the meeting has finished. You can add sections with titles.
- Raise Hand, which will grab the attention of the teacher
- Show conversation, which opens the chat bar on the right hand side (useful if you want to ask questions without all talking over one another on your mics)
- Show participants
- Hang up

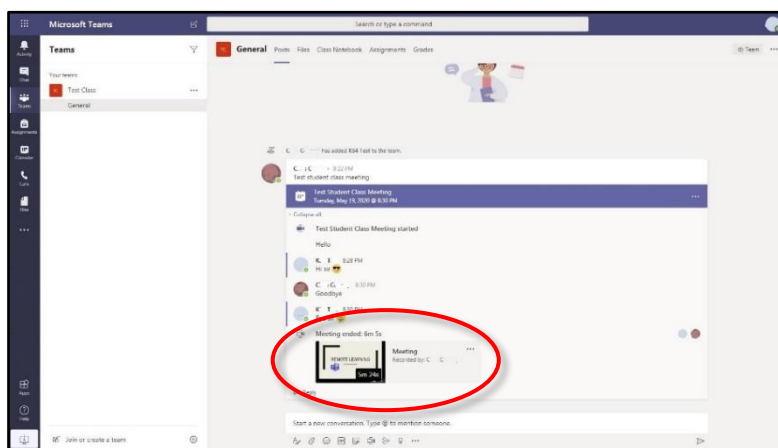
When you hang up, it asks you to rate the call quality. Just Dismiss this.

## After the Lesson

- Once the lesson has finished, Teams automatically captures all of the chat and any recorded video. These will then be accessible in the class' team channel.
- Go to the Teams tab. Find and click on the class you want. Select 'Posts' from the top menu. Review the chat. You may have to expand the replies to see everything.



- The recorded lesson video can be found here too, but it **will take some time**. Anywhere from thirty minutes to a few hours after the lesson has finished.



## Code of Conduct for Online Lessons

- Keep your microphone muted
  - Just like in the classroom, it is rude to talk at the same time as the teacher.
  - Keep your microphone on mute unless you are asked to turn it on to ask or answer a question.
  - If you are given permission to speak, turn on your microphone to speak but remember to turn it off again once you have finished.
- Camera – Up to you
  - You can turn on your camera if you want to, but...
  - Please don't be silly with it. You are in a lesson, so behave nicely!
  - If you don't want to be seen, that's fine. Keep it turned off.
- Chat
  - You can use the chat feature to make relevant comments or ask questions.
  - If you do have a comment/question, please ask it properly and not with leetspeak.
  - Emojis are ok, just don't overdo it.
  - At various points during the lesson, any questions you may have will be looked at and hopefully answered.