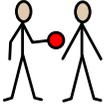
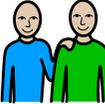
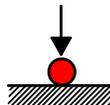
   
I can join a lesson or meeting on Microsoft Teams

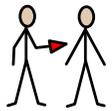
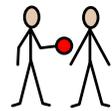
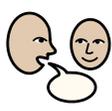


 Microsoft Teams can be used on a  computer,  laptop,  tablet, or a  smart phone.  We

 Microsoft Teams  when  we need to  work from home. You can  find  your  school work 

and  activities from  school, and send  messages to  your  teacher, and  friends.

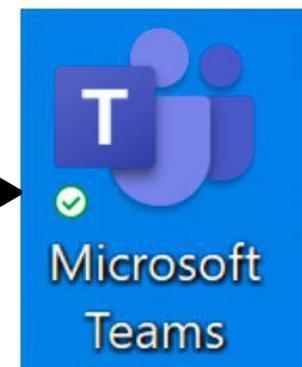
 Here  are some tips  to help  you  find  your work  and activities  to do  while you 

 are working from home.  If you  have  any  problems  finding  your work  and activities  contact 

 your  teacher.  Let's  get  started.

1

 Find  Microsoft Teams  icon  on  the screen  and double click.



2



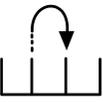
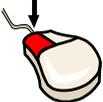
Login

Microsoft
Sign in
Email address, phone number or Skype
No account? [Create one!](#)
[Can't access your account?](#)
[Sign-in options](#)
Next

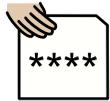
Type in your email address



Click next



3

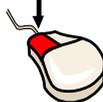


password

Type in your password.



click Sign in

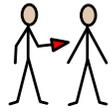


Microsoft
Enter password
Password
 Keep me signed in
[Forgotten your password?](#)
[Other ways to sign in](#)
Sign in

4



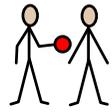
When



you



log in

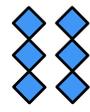


your

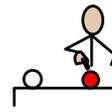


screen

will



look like



this:

These icons move to

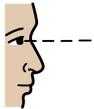


different areas in Teams,

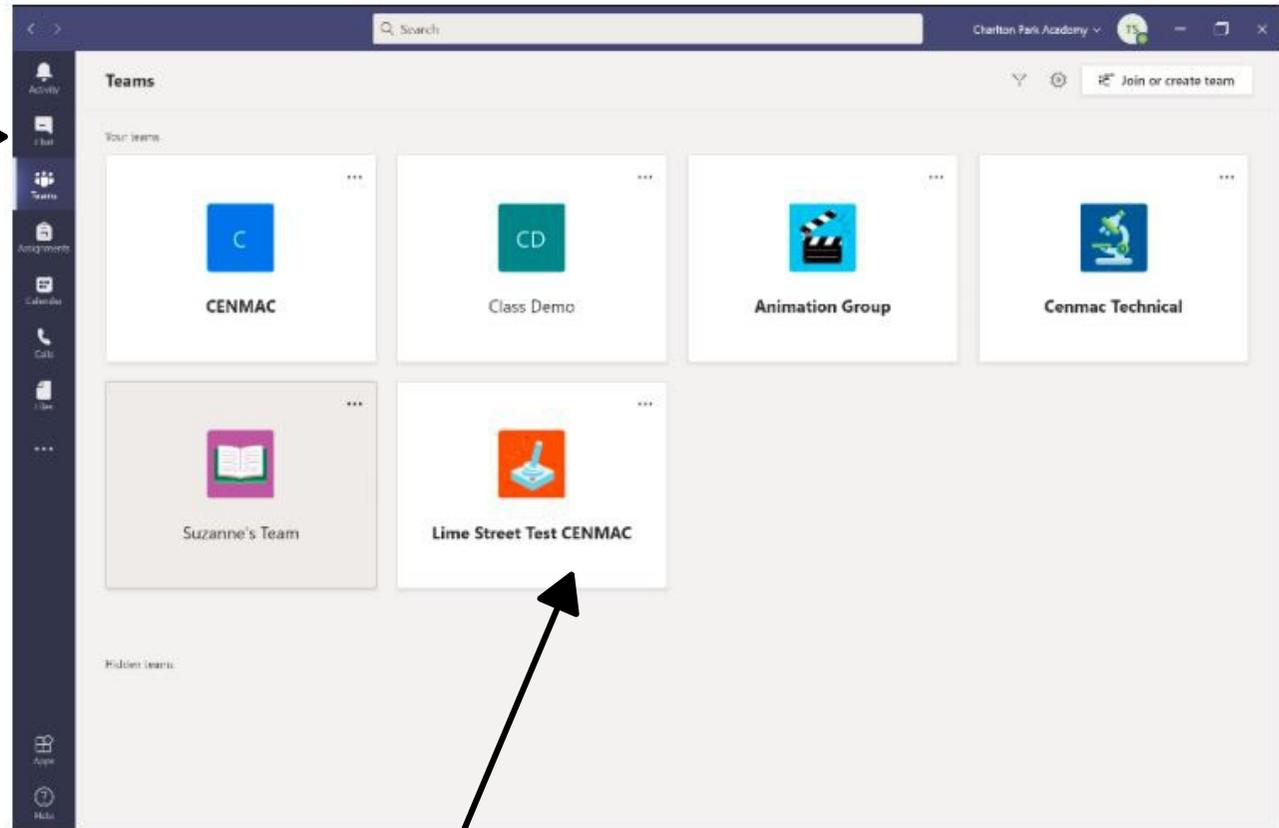




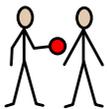
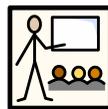
have a look on the

next page.

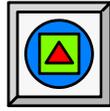
Your classroom will look like this with your class name.





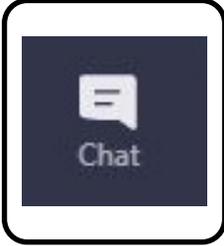
5



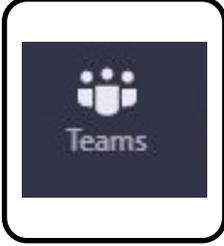
What the icons do:



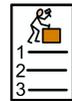
Click on Activity to see what has been added to your Microsoft Teams classroom.



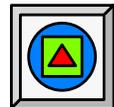
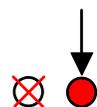
Click on Chat to send a message to your teacher, a friend or everyone in your class.



Click on Teams to find your classroom.



Click on Calendar to find planned lessons and meetings

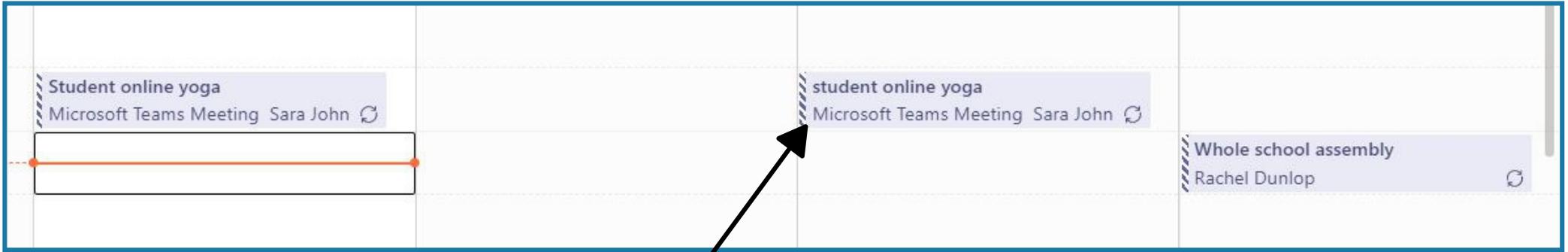


Don't worry about the other icons at the moment, these are the ones you are going to need.

6

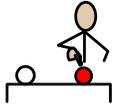
To find your lesson or meeting click on the calendar icon. then you will

see a screen like this.

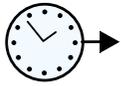


click on the lesson or meeting you want to join .

7

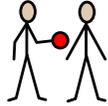


This



will

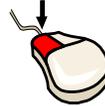
appear on



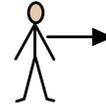
your



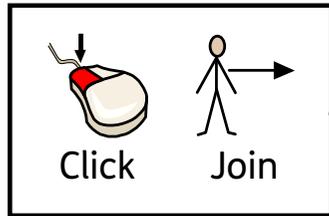
screen.



Click



join.



My calendar ↗

Communication - TAC PAC or Sensory Story

11 Jan 2021 13:15 - 14:00

[Join](#) ? Tentative ▼

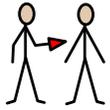
Angel Class > General

Chat with participants

8



When

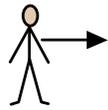


you

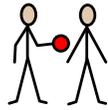


click

on



join

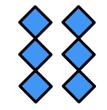


your

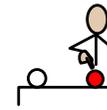


screen

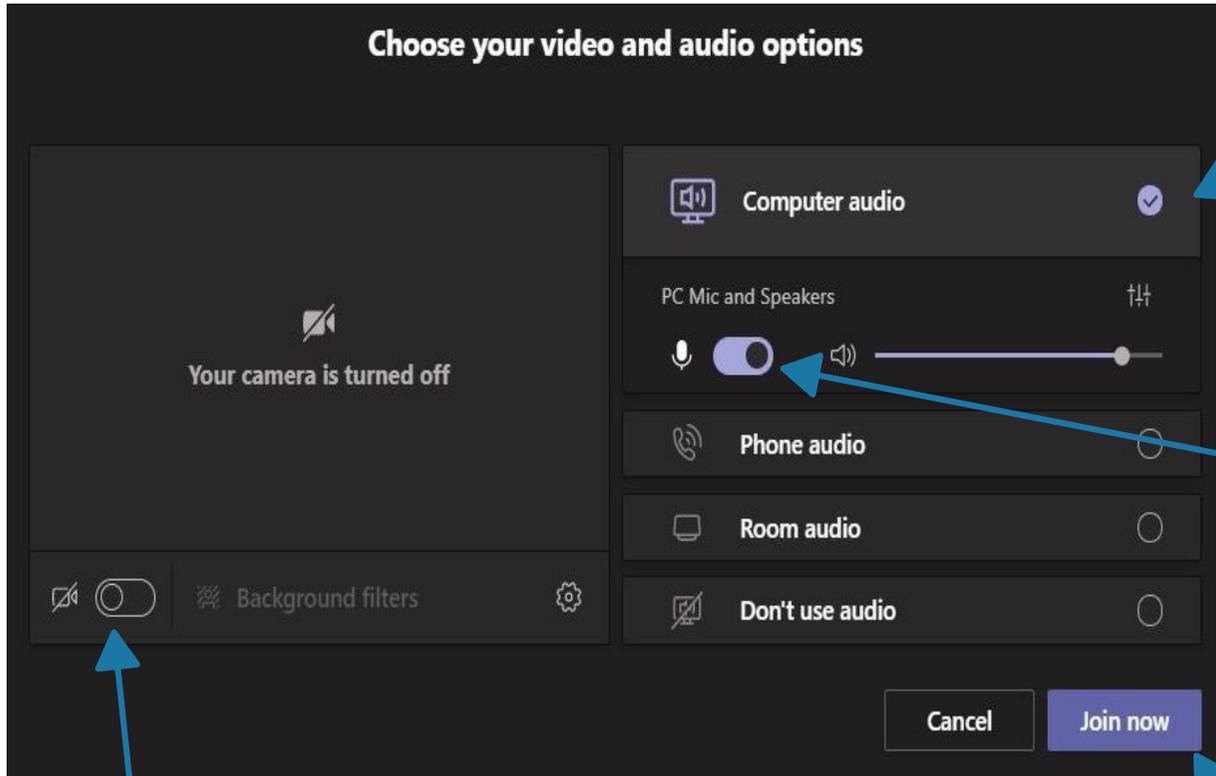
will

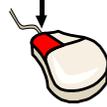


look like

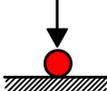
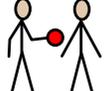


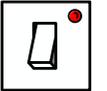
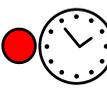
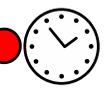
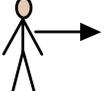
this:

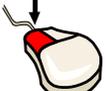
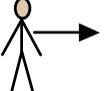


2   
 2. Click computer audio

3   
 3. Turn your mic on or
 off before the meeting.

1       
 1. Camera click here to turn your camera on

      
 or off before you join the meeting or lesson

4   
 4. Click to Join now

8



During

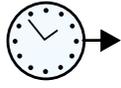
the



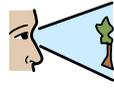
meeting



you

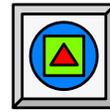


will

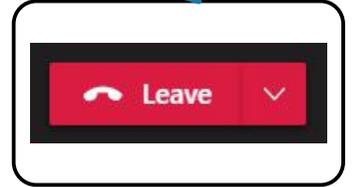
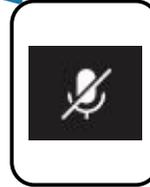
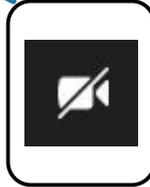
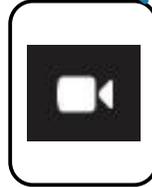
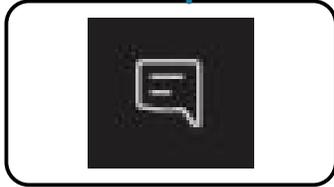
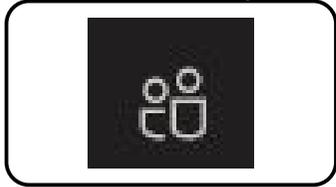


see

these



icons



Click here to see who else is in the lesson or meeting

Click here to write a message or read what other people are writing

Raise your hand - shows that you have something you want to say.

click to turn your camera on or off

Click to turn your mic on or off

Click to leave the lesson or meeting.