



## Microsoft Teams – Step-by-Step guide

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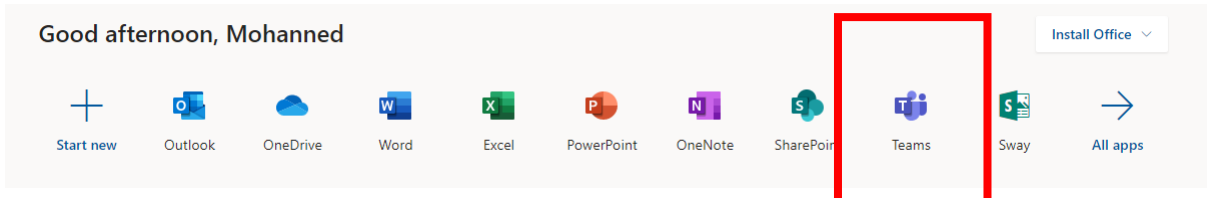
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## 1. Getting started

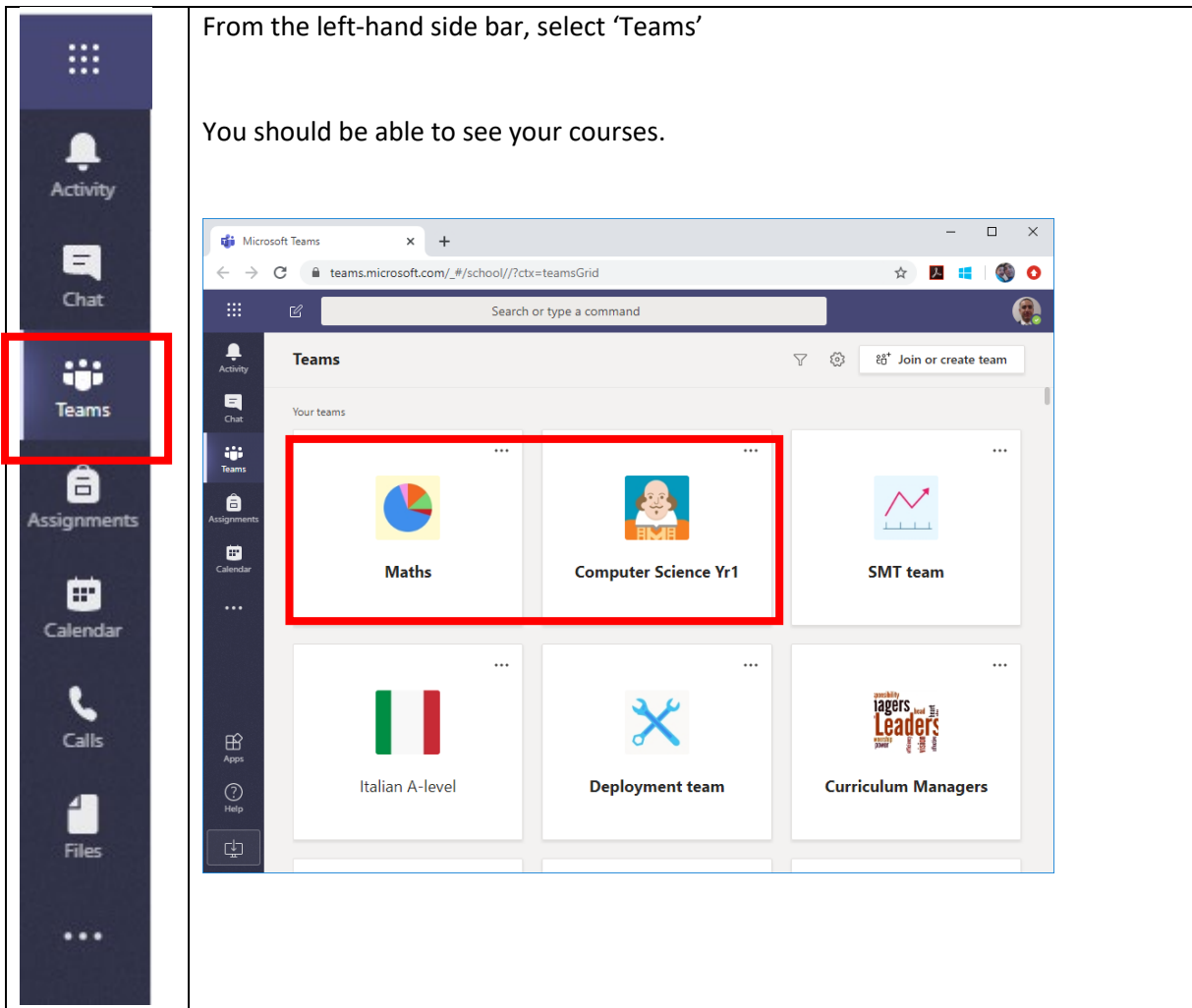
In a Web Browser, type: <http://portal.office.com/>

You need to log in with your BSix username and password.



From the left-hand side bar, select 'Teams'

You should be able to see your courses.



Microsoft Teams

teams.microsoft.com/\_#/school/?ctx=teamsGrid

Search or type a command

Join or create team

Your teams

Maths

Computer Science Yr1

SMT team

Italian A-level

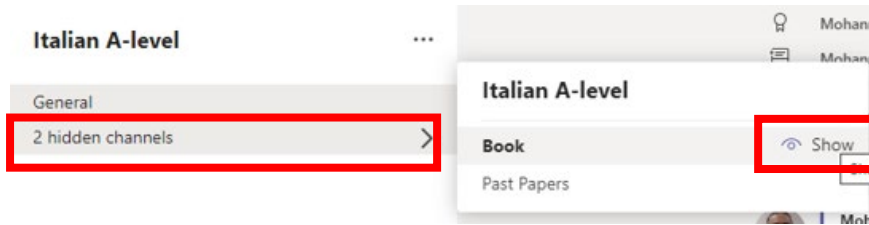
Deployment team

Curriculum Managers

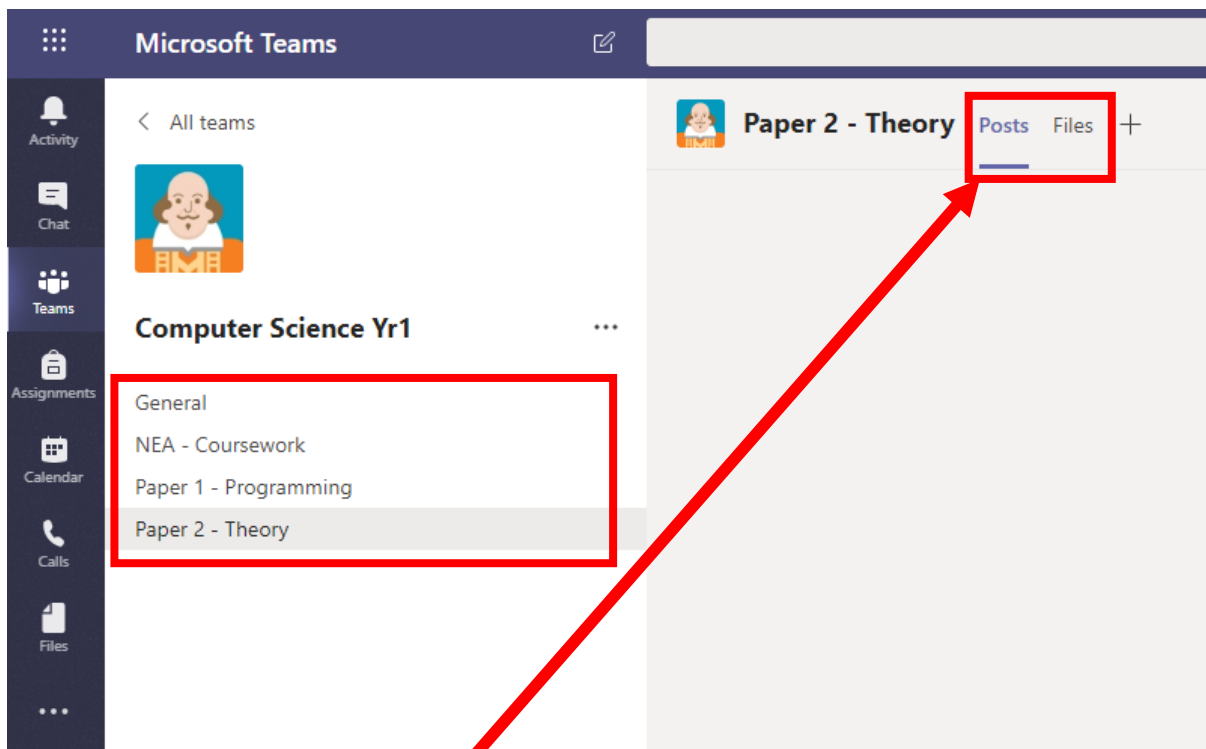
## 2. Viewing resources

A channel is like a folder. Your course is likely to have multiple channels with resources stored under each 'channel'.

You may see 'hidden channels' but you can show them permanently but clicking on Show as illustrated below:



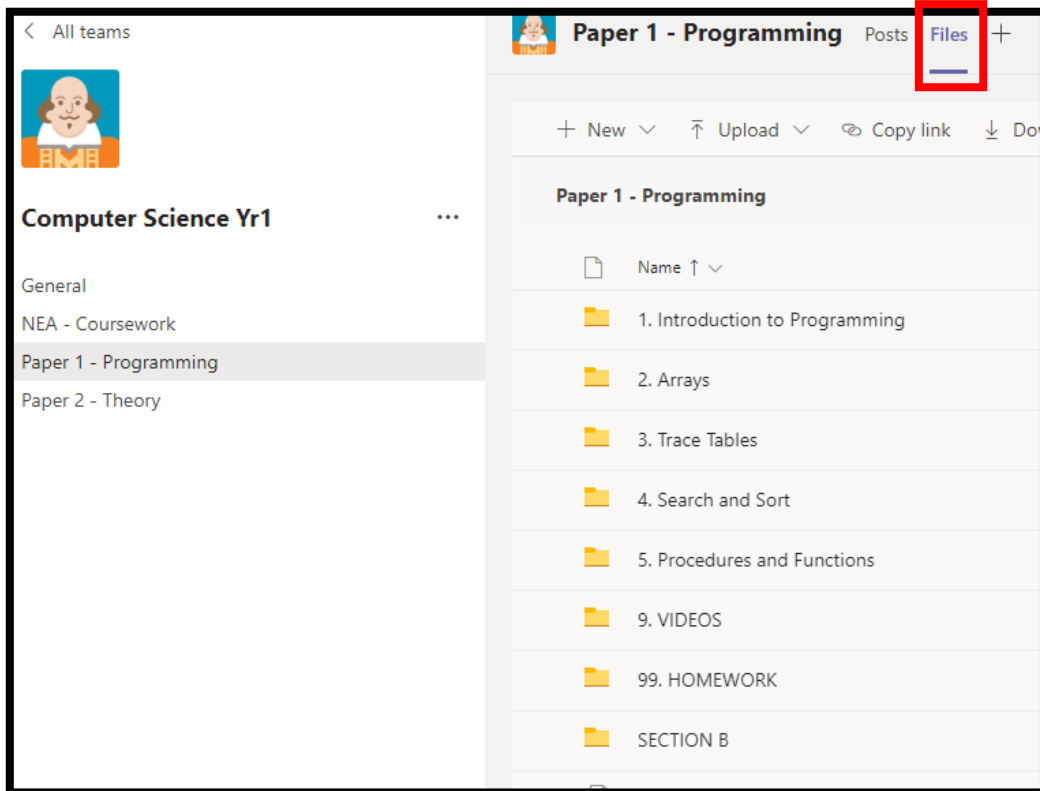
In 'Computer Science Yr1' team, the three 'channels' are the three units in this subject. The 'General' channel is included by default.



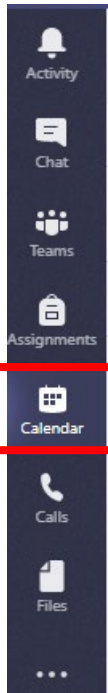
Each 'channel' has two tabs: **Posts** and **Files**

**Posts:** you can post questions, links etc in a similar way that you post on Facebook.

**Files:** this is where you will find the Files shared by your teacher. Below is an example of the files available on 'Paper1 – Programming' channel.



### 3. To attend an online lesson –



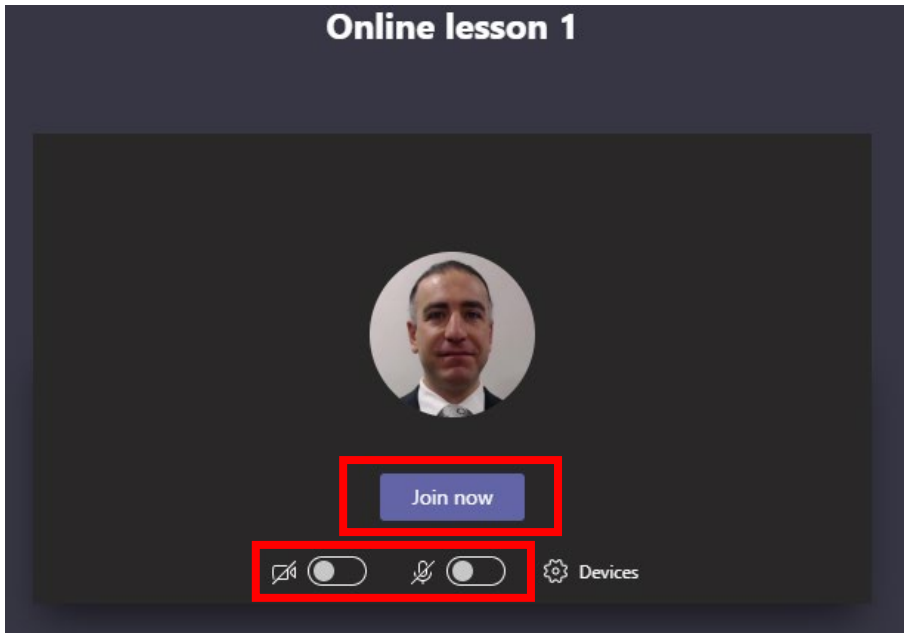
Click on 'calendar' to see any online lessons that have been scheduled for your courses.

When it is time to join the meeting, you need to click on 'Join'

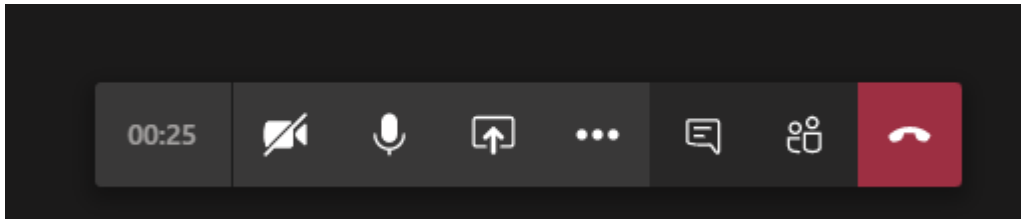








**IMPORTANT:** To ensure the smooth running of the online lesson:

- Please do not enable your video
- Please do not enable your audio



Once you have joined, the following bar is important to learn:

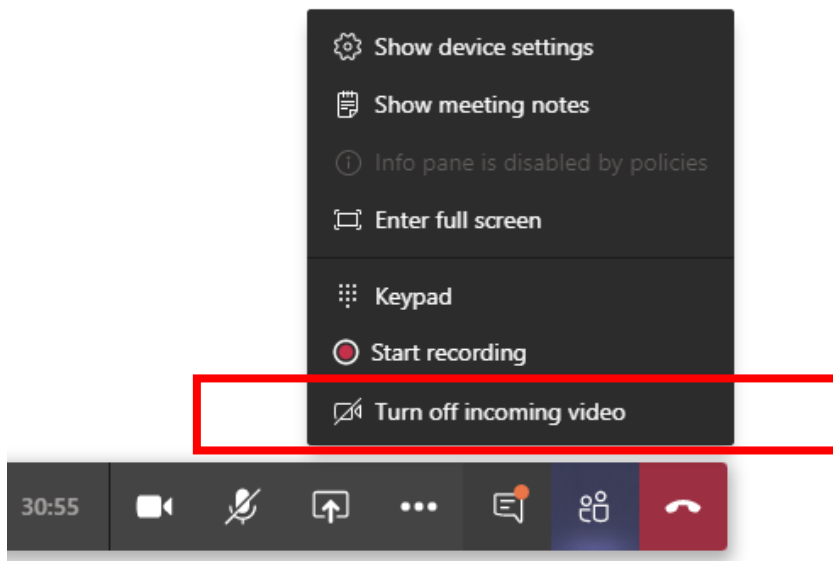


1		To enable/disable Video call
2		To enable/disable Voice call
3		Teachers use this to present for you
4		To offer different options, one of which to <b>'Turn off incoming video'</b>
5		To allow chatting by text during the lesson – this gives you the opportunity to ask questions live as the lesson takes place.
6		To show the participants in your lesson

### Turn off video and audio –

Students are asked to join the online lesson (meeting) without their video or audio on. So before joining the meeting, ensure your video is off and your audio is off too. *(previously explained on page 4)*

**IMPORTANT:** Some students may choose to disobey our instructions and turn on their video camera. It is therefore important to know that it is your responsibility as a student to **'Turn off incoming video'** feature as illustrated below. This will stop any video cameras to be imposed on your screen regardless whether others turn their cameras on or off.



**IMPORTANT:** Microsoft Teams is monitored as part of the college systems. Any student found to be misusing it will have all their IT accounts disabled.

## Microsoft Teams Mobile App

It is useful to download the app on your smart mobile where you can easily access most of the features. Search 'Microsoft Teams' and download the app.

