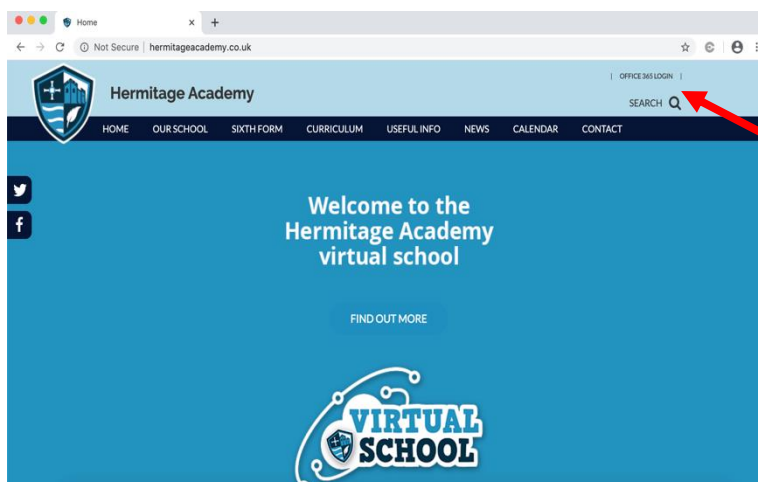
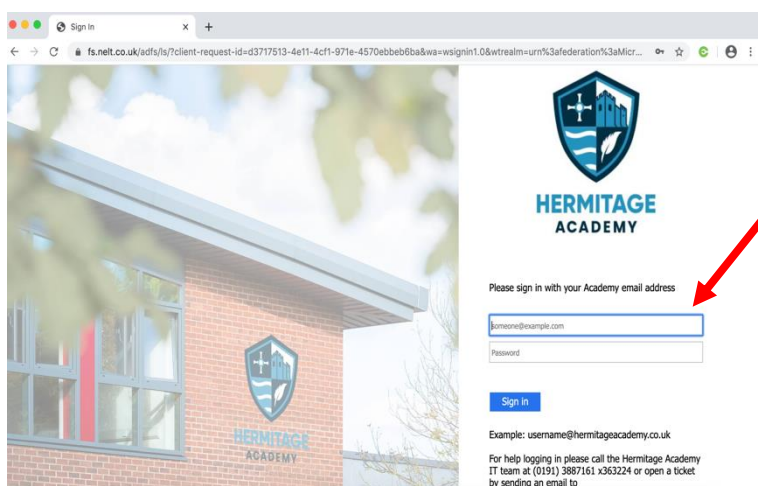


Logging into your Office 365 account, email account and using Microsoft Teams



Go to the school website and click on the 'Office 365 Login' link.

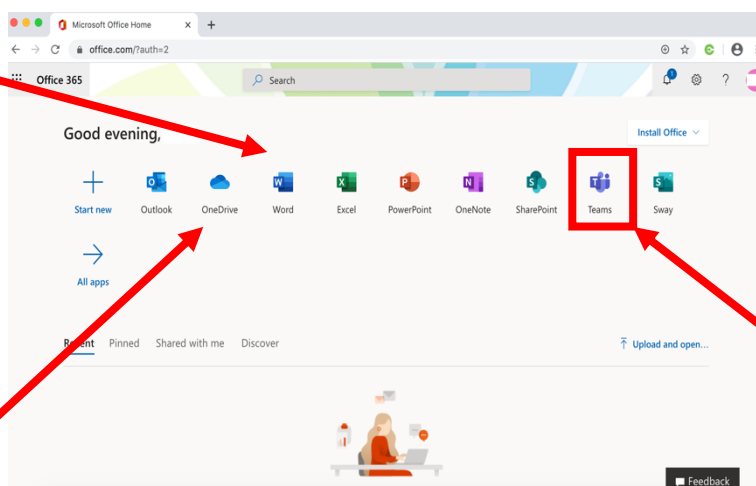


Now, type in your school email address and then your password.

Your email address will look like this:

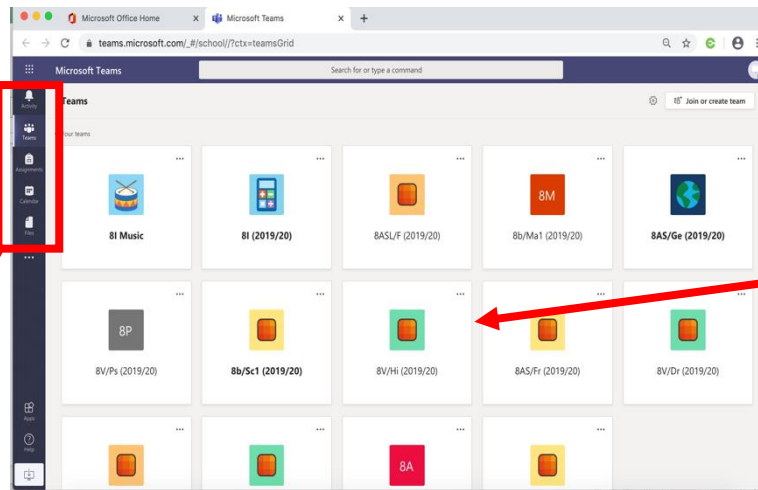
06JD04@hermitageacademy.co.uk

When you have logged in you will see all of your Office 365 apps.



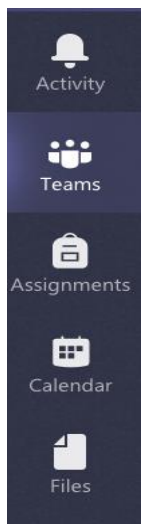
Any work you complete, using your apps, will be saved in **One Drive**.

This is your **Microsoft Teams** app.



When you enter **Microsoft Teams** you will see all of your classes.

These are your 'teams'.



This is your 'Activity' feed and is where you can check if any of your teachers have sent you a message or set you an assignment.

Clicking on this icon will help you navigate back to the page with all your Teams on.

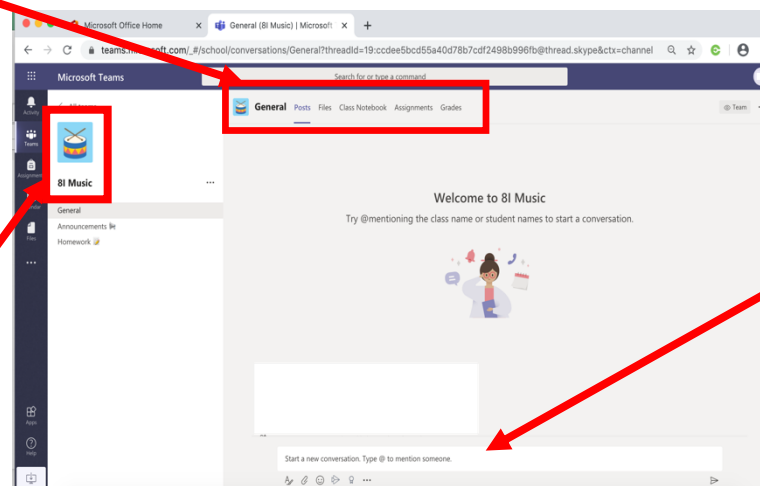
This icon takes you to a page where you can search for your assignments by class.

Clicking on this icon will take you to your calendar where you can input important dates and find out when you have a particular lesson. You can also join a lesson from this area.

This is where you will find any files and documents you have recently used and where you can access your One Drive account. All of your work will be saved here.

These tabs will help you navigate within your Team. These are called 'Channels'.

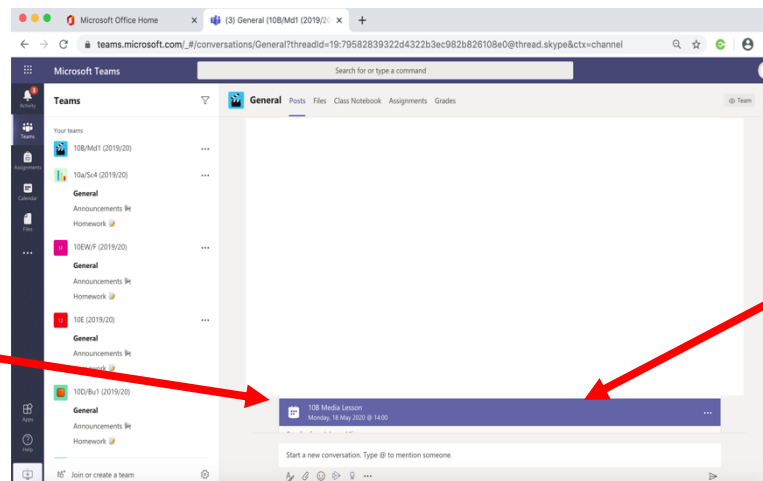
When you click on one of your classes or Teams. It will take you to the page for that particular class. For example, this one is for 8I music.



This channel is the general channel and is where your teacher can communicate and post messages to you.

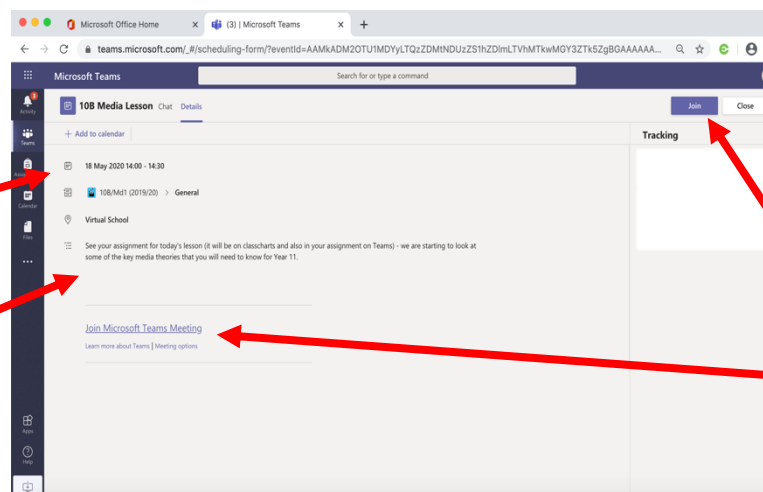
This screenshot is from a media class where the teacher has scheduled a lesson.

If you have a lesson it will appear (it will also be in your calendar).



To find out more about the lesson, you click on the blue box and the lesson details will appear.

This is the lesson details page. Here you can see the date and time of your lesson. You can also see any details about your lesson here.



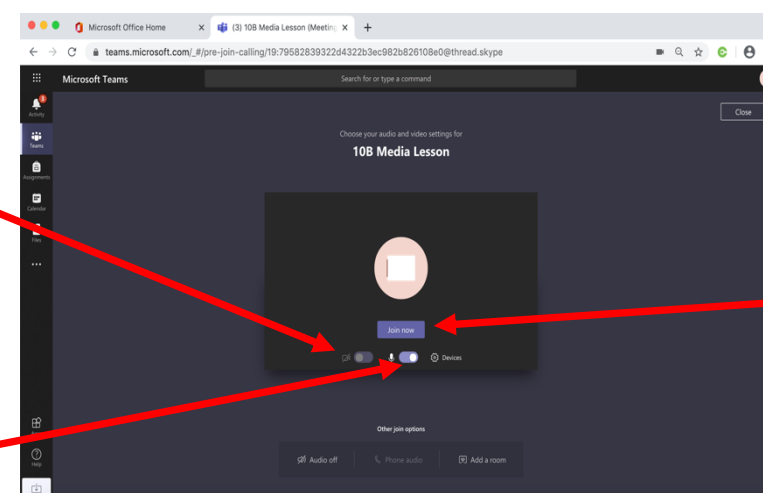
When it is time for your lesson, you join by clicking on the 'Join' button here or the join link here.

When you join the meeting you will see the pre-join meeting screen.

You will not be able to turn on your camera.

Your microphone will be on, but your teacher may decide to mute everyone when you enter the lesson.

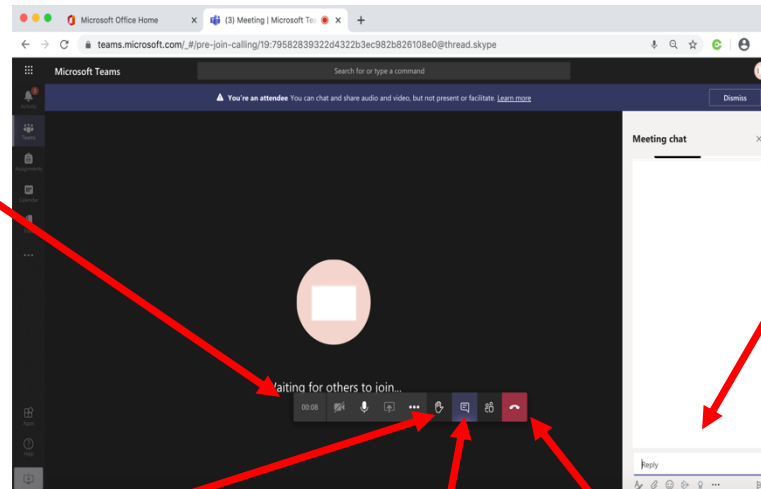
If you make a noise or speak, your teacher will be able to see who it is.



When you are ready to join the lesson click on 'Join now'.

This is the lesson page. You will see either your teacher or a presentation when you enter.

This is the task bar – if you hover over the middle of your screen, it will appear



This is the chat bar where you can respond to your teacher or ask any questions.

This is the 'raise your hand' function where if you have a question you should click on this.

To open the chat bar when you enter the meeting, click on the speech bubble.

When the lesson is finished, click on the 'hang up' button to leave.

Key 'Teams' rules and expectations:

- Remember, this is a lesson so you should behave as you would if you were at school (no shouting out and listen carefully to your teacher's instructions).
- You can limit distractions by finding a quiet place to work.
- Be ready for your online lesson – have a pen and some paper to make notes.
- Aim to join the lesson 3 – 5 minutes before it starts.
- If you have a question, use the raise your hand function or type it in the chat.
- Keep your microphone on mute, unless your teacher asks you 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.
- The chat function is there to ask questions and respond to your teacher's questions (and not for any other purpose).
- Your lesson will be recorded to ensure that if anyone is unable to attend, they will have access to the lesson.
- You are expected to act and behave appropriately and maturely. Your teachers are here to help you and want you to learn and do well.