

How to access Microsoft Teams

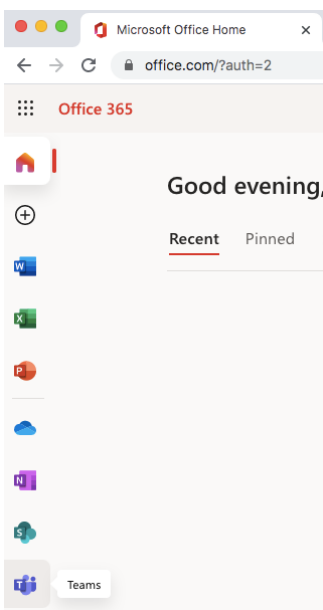
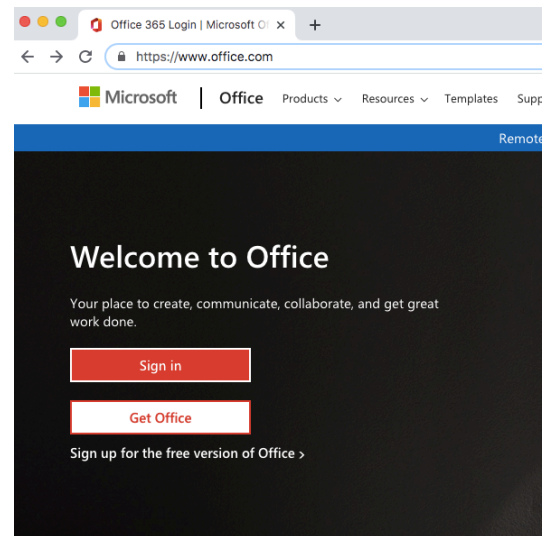
You can access Teams using a web browser or through the app. If you use a web browser it works best using Chrome. It does not work well using Safari.

Step 1 - Go to www.office.com

Step 2 - Click Sign in

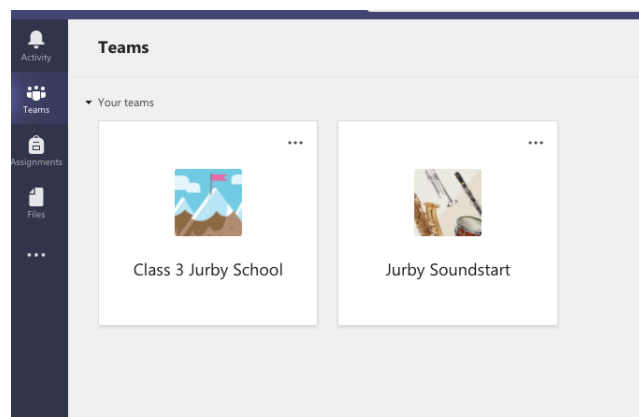
Step 3 - enter your username. This is in the format of the year you were in Reception, followed by your first name and your last name, followed by @sch.im e.g. a child called Fred Smith who is in Year 6 would be 14fredsmith@sch.im If they were in Year 2 they would be 18fredsmith@sch.im

Step 4 - Enter your password this will have been sent to your parents. Everybody's password starts with JCS (in capitals) for Jurby Community School, followed by an animal, (different for everybody), followed by the same number that is in your user name.



You can then access the various Office applications using the links on the left hand side. Teams is at the bottom.

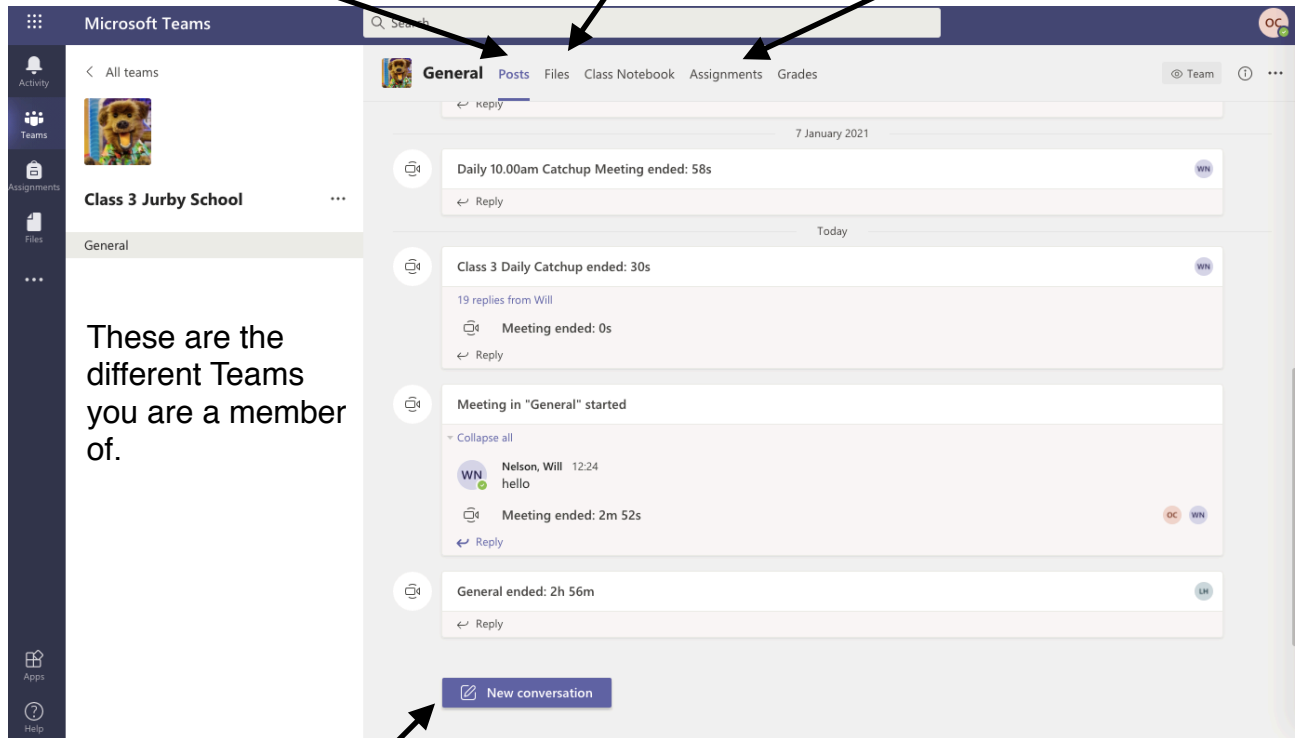
When you open Teams up you will see a Team for your class. Simply click on the team you want to go into.



Under posts you will see messages from the Teachers and your friends.

Under Files you will find documents from your teacher.

Under Assignments you will find assignments to complete when they are set.



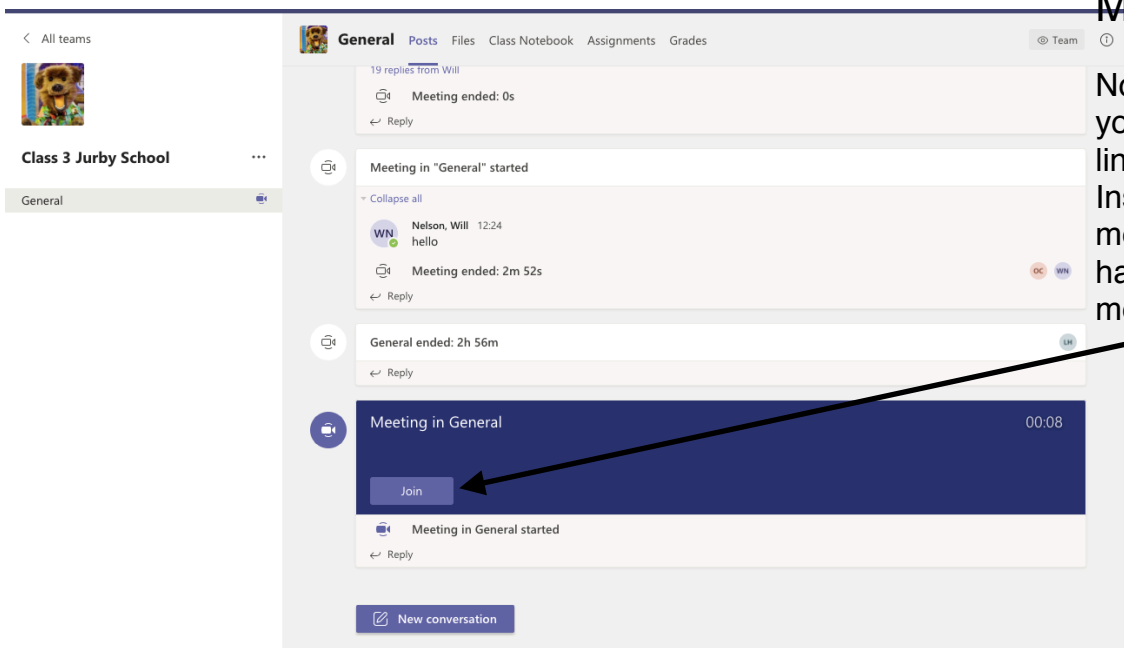
These are the different Teams you are a member of.

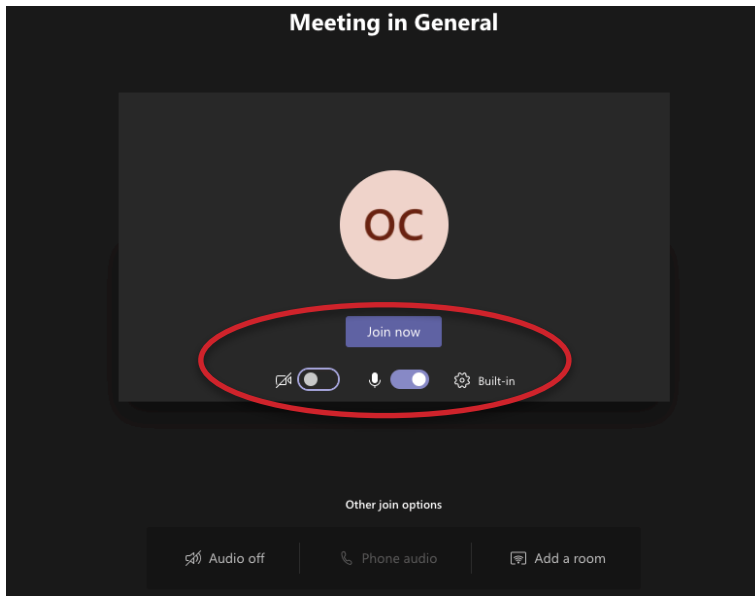
Click to start a new Conversation. Why not say hello or share what you have been doing?

Under Posts you can ask questions, and answer any questions that your friends have asked. Anything you write is visible to the whole class, so remember to think, is it kind, is it nice, is it needed?

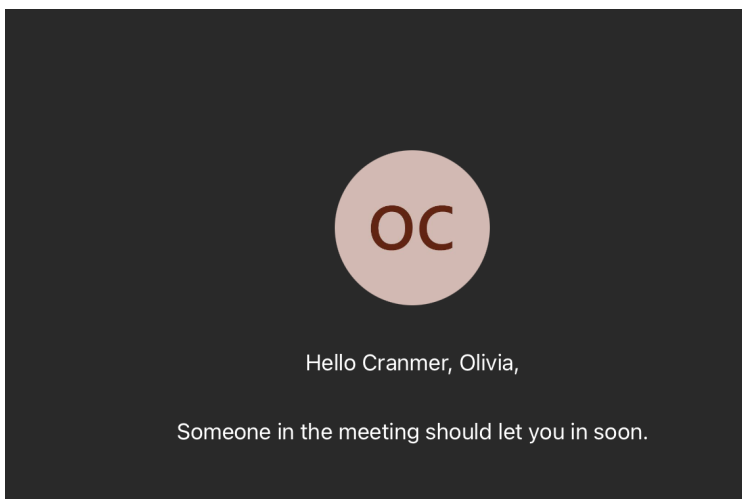
Meetings

Now that you are logged in, you don't need to click on a link to join the meeting. Instead you will get a message to say a meeting has started. Simply click join meeting when it appears.





When you join the meeting you will get an option to join with your camera on or off and your microphone on or off. Please join with your camera on so we know who it is, but you can turn it off once we have said hello if you want to.



You will get a message saying somebody will let you in. This should only take a few seconds for us to do.

If these disappear move your mouse over the screen and they should come back.



Use this to leave the meeting.

Use this to turn your camera on and off. If your wifi is poor you may find the call is better with your camera off.

Use this to turn your mic on and off. If the teacher is trying to make sure everyone can hear them, they might mute everybody, but we can't unmute you, so you will need to do this yourself.

Use this to raise your hand, just like you do in class if you want to ask something.

Use this to send text message to the whole meeting. Everyone can see what you put.