



# Jurby Community School

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Believe it; Achieve it



## Guide to using MS Teams via the App

This guide has been written using pictures from the iOS App. The Android App is very similar.

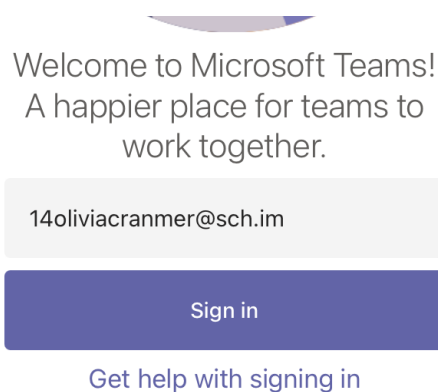
1 - Download the App and Open it.

2 - Enter your username. This is in the form of two numbers, followed by your first name and last name, followed by @sch.im

The number is the year you were in Reception e.g. Olivia in Year 6 is [14oliviacranner@sch.im](mailto:14oliviacranner@sch.im)

Your username will be sent to your parents by e-mail or text message.

3 - Click Sign in.



4 - Enter your password. Again 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.



14oliviacranner@sch.im

### Enter password

••••••••

[Forgotten my password](#)

[Sign in with another account](#)

Sign in

### Microsoft Teams



Welcome to Microsoft Teams!  
A happier place for teams to work together.

Enter email, phone, or Skype

Sign in

[Get help with signing in](#)

[Join a meeting](#)

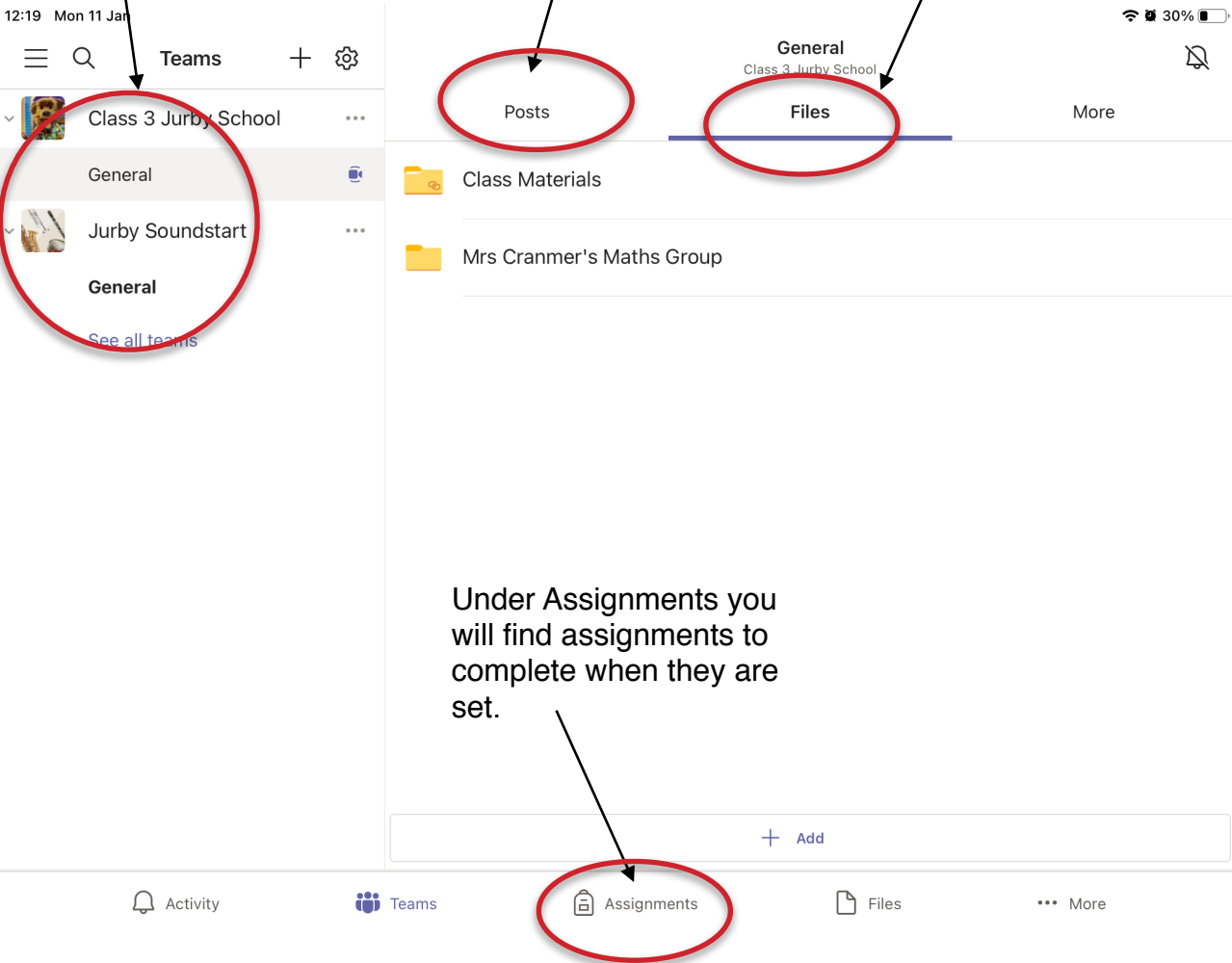
 [Sign up for free](#)

5 - When you get in you will see the view below or similar.

These are the different Teams you are a member of.

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.

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?

12:21 Mon 11 Jan

General  
Class 3 Jurby School

Posts Files More

Meeting ended 58 sec  
WN

Reply

Meeting ended 30 sec  
WN

24 replies from Nelson,

Meeting ended 1 hr 6 min 45 sec  
UL LH UL UU +7

Meeting started

Meeting started

Reply

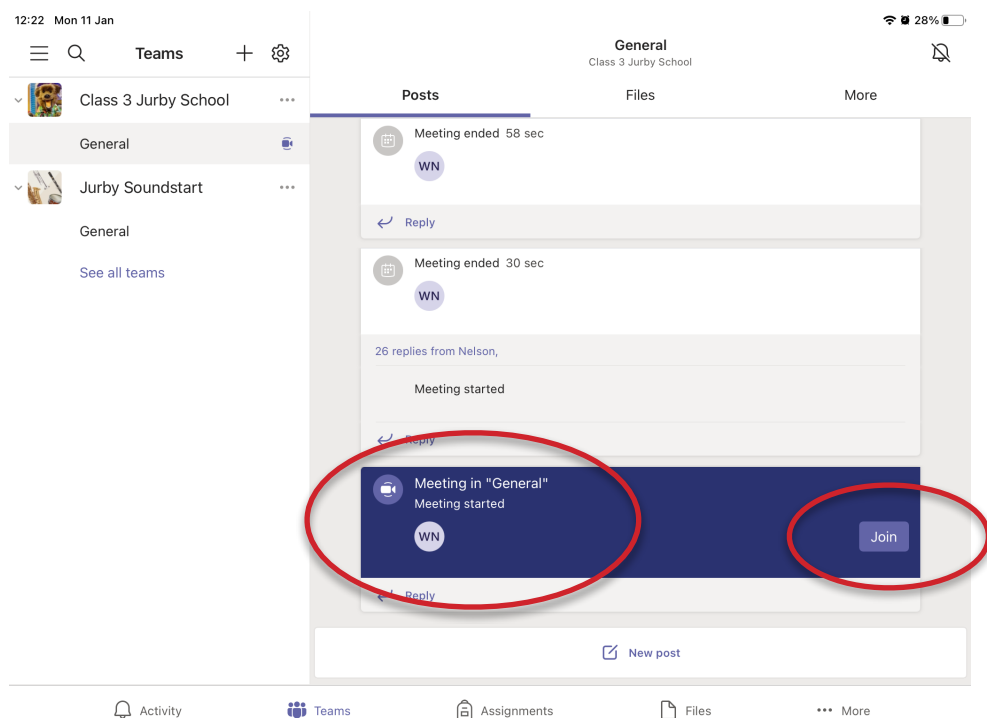
New post

Activity Teams Assignments Files More

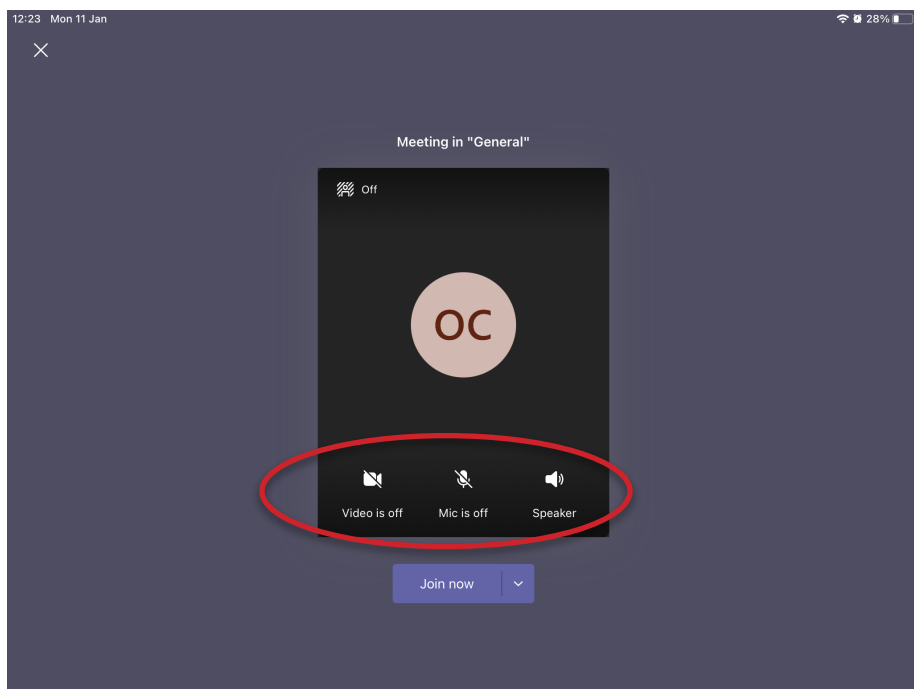
Click to start a new Post.  
Why not say hello or share  
what you have been doing?

# 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.



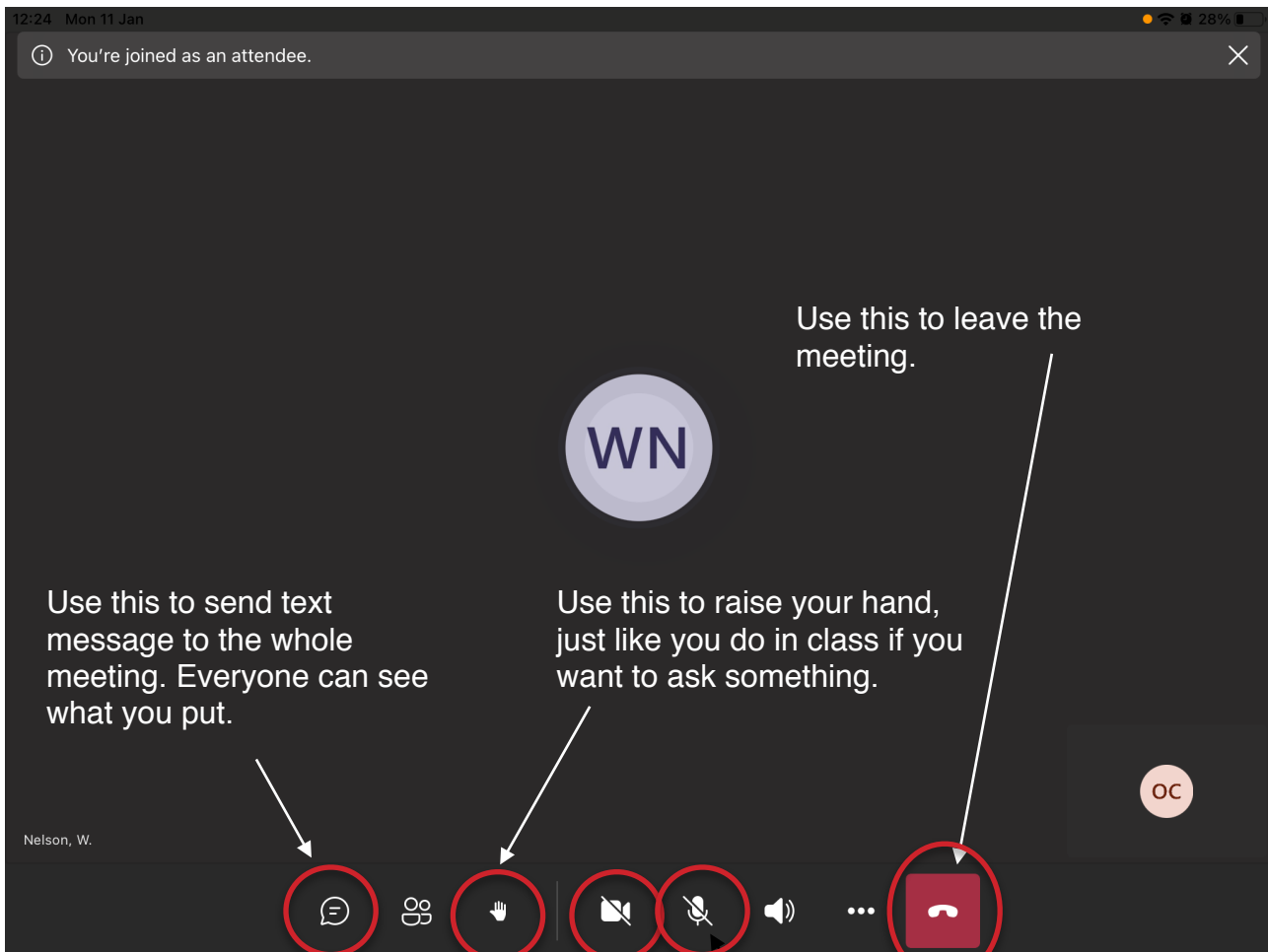


Hello Cranmer, Olivia,

Someone in the meeting should let you in soon.

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

Once we let you in there are some buttons at the bottom of your screen.



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

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

Use this to leave the meeting.

Nelson, W.

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 t make sure everyone can hear them, they might mute everybody, but we can't unmute you, s you will need to do this yourself.