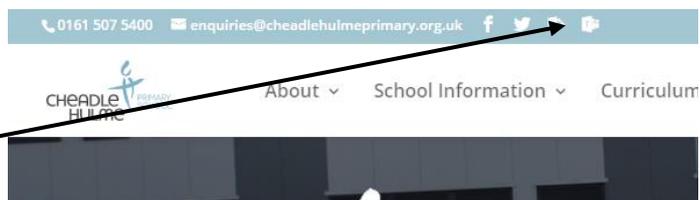


Microsoft Teams User Guide

To get to Microsoft Teams go to the school website

<https://www.cheadlehulmeprimary.org.uk>

and then click the Microsoft Teams icon on the top bar.



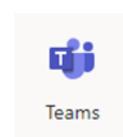
Or go to <http://office.com> and click the sign in button. To sign into office you will need to use the following format:

Username: Normal PC username followed by @cheadlehulmeprimary.org.uk e.g.

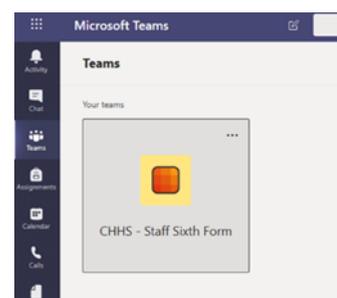
y15.smithj@cheadlehulmeprimary.org.uk

Password: Normal PC Password

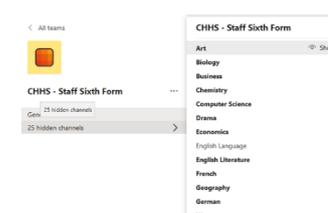
When you have signed in you will be shown all the office apps that you have available. To access Microsoft Teams simply click the Teams logo. There is also a shortcut at the top of each school website.



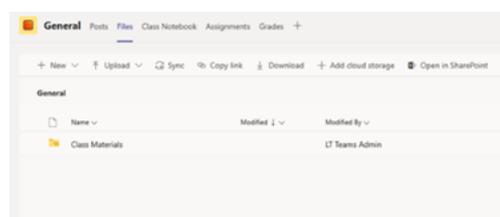
Once you have connected to Teams you will be presented with the Teams that you are a member of. From here you will be able to access the teams, access the calendar as well as access any assignments that have been set.



If you click on the Team that you wish to access then you will be able to see the subject channels. These subject channels are where all the subject specific materials will go as well as any subject chat etc.

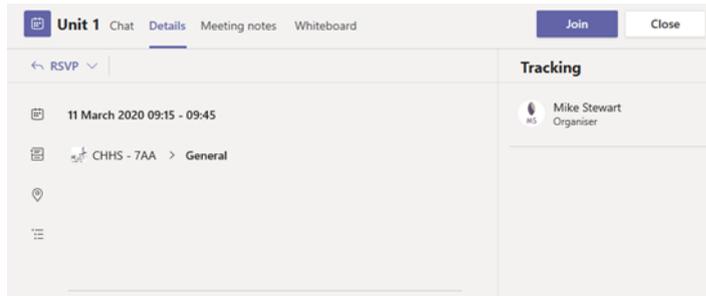
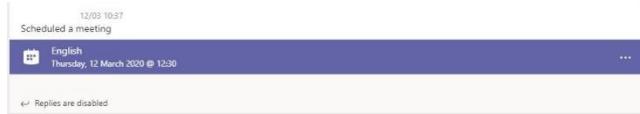


Within the channel there is a files area. This is where you will be able to find any resources that your teachers have placed in there for you to reference.



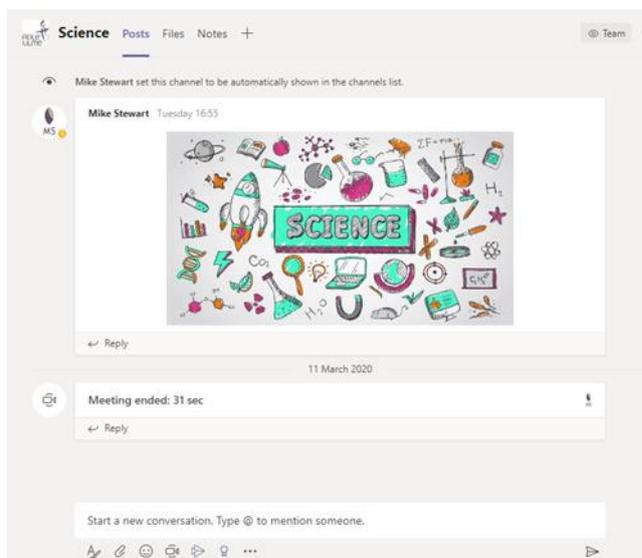
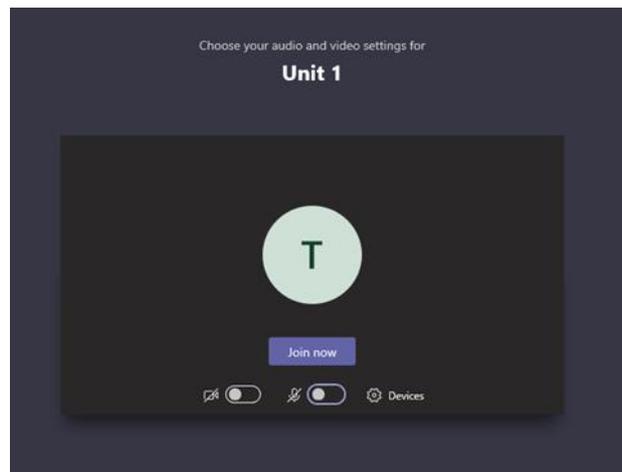
Joining a Lesson

To join a lesson you will need to go to the subject channel for the lesson. Once in here you will see the lesson scheduled in the Posts section.

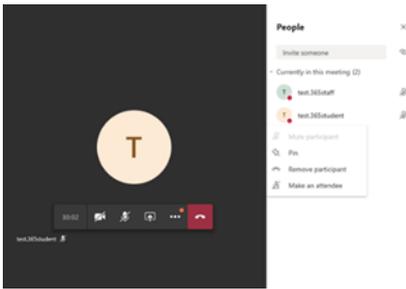


If you click on this lesson it will then load the lesson details and you simply need to click join in the top right to join the lesson.

When you first join the lesson you need to make sure your microphone is muted. To do this simply toggle the microphone switch so that there is a line through the microphone icon.



If your teacher has enabled the chat option for the lesson then to access this during the call you will need to click on the Teams icon on the left hand navigation bar. From there you can select the channel for the subject you are currently in and then in the posts section you will be able to respond to your teachers questions as well as raise any questions of your own.



When your teacher has told you that the lesson is over then you can disconnect by clicking the red phone button.