

How to Install Microsoft Teams

There are three options for accessing and using Microsoft Teams remotely. These are:

1. Using a web browser (such as Chrome, Edge, Safari etc)
2. Downloading the Application to your PC or Laptop
3. Downloading the Application to a smart phone or tablet

1. Using a web browser

- Access your account via <http://login.microsoftonline.com/>
- Sign in to your account. Your username/email address is as follows:
 - Your username is your student email
 - Your password is the password you use to login to the school computers
- Left click on the Microsoft Teams application in the top window to open the web browser

2. Downloading the Application to your PC or Laptop

- Open this URL in your web browser:
<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>
- Select the link 'Download for desktop'
- Follow the installation instructions
- Enter your sign in details as above (you should only need to do this once)

You can also download this app through the Microsoft Store application by clicking on the start icon, opening the Microsoft Store application and searching for 'Teams'. Then follow installation instructions.

3. Downloading the Application to a smart phone or tablet

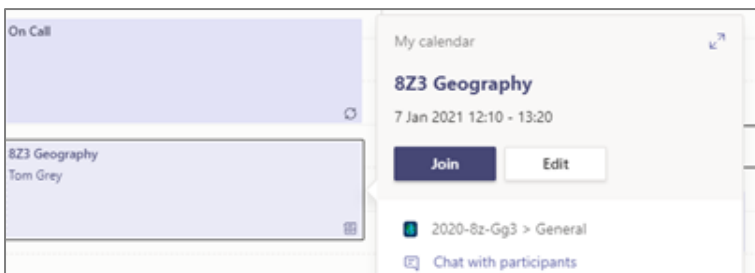
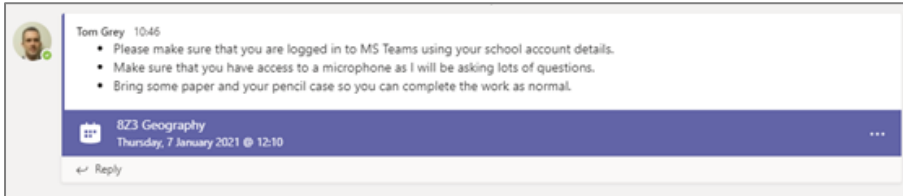
- Open the Application Store on your device
- Search for 'Teams' and download the application
- Open the application
- Enter sign in details as above (you should only need to do this once)

How do I attend a Remote Lesson?

Before you get started on remote lessons, make sure you are familiar with how Microsoft Teams works.

The steps for accessing your remote lesson are as follows:

- ✓ 5 minutes before the session starts, make sure you have **logged in to Microsoft Teams** using your usual Office 365 login details.
- ✓ Either click on the meeting link in the **post** channel for your lesson or select calendar and **'join'** the meeting from there.



- ✓ Before you join, **turn off your camera** and **turn off your microphone**.
- ✓ When you join the session, your teacher may say 'hello' so **toggle your mic** on and then off when you have finished speaking.
- ✓ Follow the rules on behaviour expectations throughout your remote lesson.
- ✓ When the remote lesson has finished, click on the **end call** button.

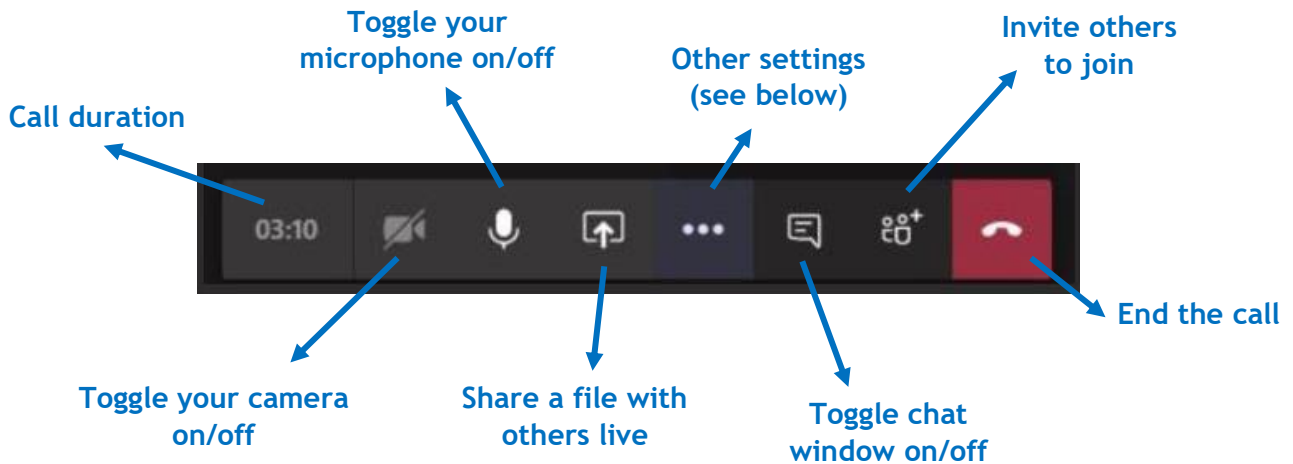
Behaviour Expectations for your Remote Lessons

The same rules and expectations that are in place in school, will be replicated during these remote sessions. When you are using Microsoft Teams for your remote lessons, please ensure that you follow these rules:

1. **Arrive promptly.** Aim to arrive to your session on time so you don't miss key information at the beginning of the session. These sessions are only 30 minutes long so be there for the full time.
2. **Turn off your camera.** Your teacher will block your incoming video stream in any case but you will not be seen by the teacher or other students.
3. **Mute your microphone.** For most of the session, you will be muted to stop sound interference. In calls, any background noise will disrupt the sound and stop you hearing everything. Only unmute when the teacher asks you to.
4. **Raise a hand.** If you have a question, answer or comment, click on the **raise hand** button and wait for the teacher to come to you.
5. **Respect at all times.** Just like in normal lessons, your behaviour should be polite and respectful at all times. Any students not demonstrating good behaviour will be followed up after the remote lesson.
6. **Appropriate chat.** The chat function is there as a learning tool and is not for socialising. If you are posting in the chat, it should be about the learning. If the chat feature is abused, students should expect there to be a follow up.
7. **Recording the remote lesson.** Your teacher will be recording the session so that other students (and you) can access it later on. The session will be available on the meeting chat. Be aware that your voice is being recorded. If you are concerned about this, please speak with your teacher.

In-Call Features

When you are in a call, you will notice a bar across the middle of the screen with a range of functions. Here is a quick guide to show you what they do:



At the time of producing this guide, a new feature has been released where a student can **raise a hand**. This is useful if you want to ask the teacher a question. They will see your hand is raised and then ask you to speak. You can turn your own microphone on and off at this time.

Using Microsoft Teams

A range of short video tutorials are available online to illustrate the features of Microsoft Teams. Most of the questions you may have about how to use Teams can be found here.

<https://support.office.com/en-gb/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>

Below are some features that you may want to know to get started:

- Getting around – how to navigate the application
 - https://support.office.com/en-us/article/welcome-to-microsoft-teams-b98d533f-118e-4bae-bf44-3df2470c2b12?wt.mc_id=otc_microsoft_teams
- Calls – how to make audio or video calls
 - <https://support.office.com/en-us/article/make-calls-0a27994b-4d5d-4ac1-a40d-83b72edca946>

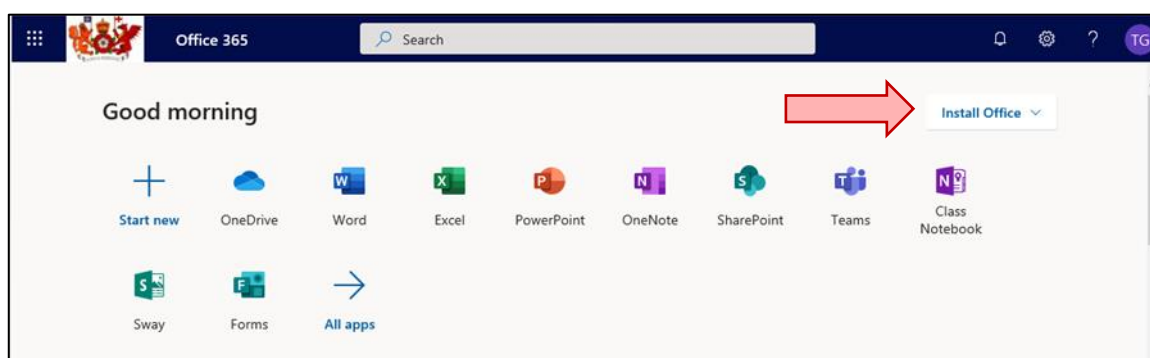
How to Access Email and Office 365

To access your school email:

- Go to: <http://login.microsoftonline.com/>
- Enter your username in the format: yourstudentnumber@studentXXXX.king-ed.suffolk.sch.uk
- Enter your password: the same one you use to log in to a computer in school

Desktop Access to Office 365 Applications

As a student of King Edward VI School, you are able to use the Microsoft Office Suite of applications for **free** on multiple devices. If you do not have Office applications, go to the following link and log in using your school email address and [school network] password: <https://portal.office365.com> and select the 'install office' button and follow the on screen instructions, these will differ between Windows and Mac but once prompted, simply log in and you will have access to the full suite of apps.



Mobile Access to Office 365 Applications

If you wish to access work using Microsoft application on a mobile device, there is a range of products available, a good place to start is the Microsoft Office App for iOS or Android available in the App Store or Google Play (more info here <https://www.microsoft.com/en-gb/microsoft-365/mobile/>). The app is **free** and if you log in using your school email address and password you will be able to use the files shared with you on your mobile devices.

