



Using Microsoft Teams - Pupils



You can use Teams from most web browsers or by downloading the app from your app store or Google Play Store etc.

To **download the Teams app** on mobile or desktop, visit aka.ms/getteams. To use Teams on a browser, visit office.com and **click on the Teams icon**, or visit teams.microsoft.com.

We would strongly recommend downloading the app as it tends to work better than using it on a web browser.

Signing In

Your student can sign in with their school email and password which has been sent to you. The video below will help if you have any issues:

<https://www.loom.com/share/d3fd0cb08bec4c819f9abc0fb151e176>

Once signed in

Watch this video to see how to join each lesson (the easiest way is the way shown from 1 minute 5 seconds in on the video).

<https://www.loom.com/share/7c7d9749946245e391306eac97139571>

Rules for using Microsoft Teams

- Pupils must be appropriately dressed (i.e.: not in pyjamas).
- Pupils must be in a suitable location (i.e.: not in a bedroom). This will ideally be in a family space (for example, a lounge, dining room or kitchen).
- The camera must always be switched on.
- Microphones must be muted when joining and remain on mute other than when speaking to avoid background noise.
- If a pupil is meeting with a teacher 1:1, where possible there should be an adult in the room with the pupil. If this is not possible, the teacher will record the session for monitoring purposes.
- The teacher will explain when to unmute and how the session will work upon joining.