

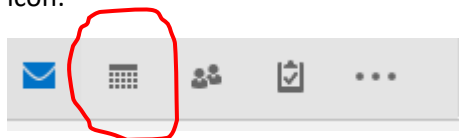
Live Lessons in Microsoft Teams



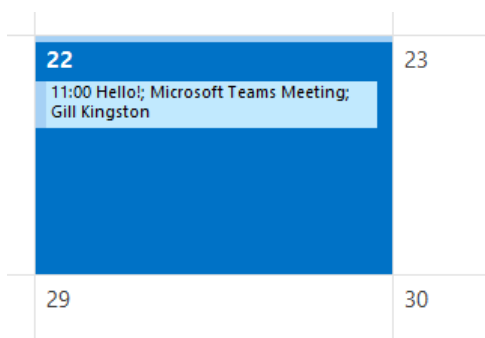
Harrogate
High School

A 'how to' guide to accessing a Teams 'meeting':

Make sure you can access your school emails in Outlook. Go to Outlook, either by signing-in to www.office.com with your school email address and password or by opening the Outlook desktop app. Teachers will send you invitations to your live lessons (this is called a 'meeting' in Teams). You should receive an email notification that you have been invited to a Teams meeting (lesson). If you open the email, you can **accept** the invitation to this meeting and the meeting will be added to your calendar. To see your calendar, go to the bottom left of the screen in Outlook and click on the Calendar icon:



You will then see the Invitation for the meeting on the date as shown below:



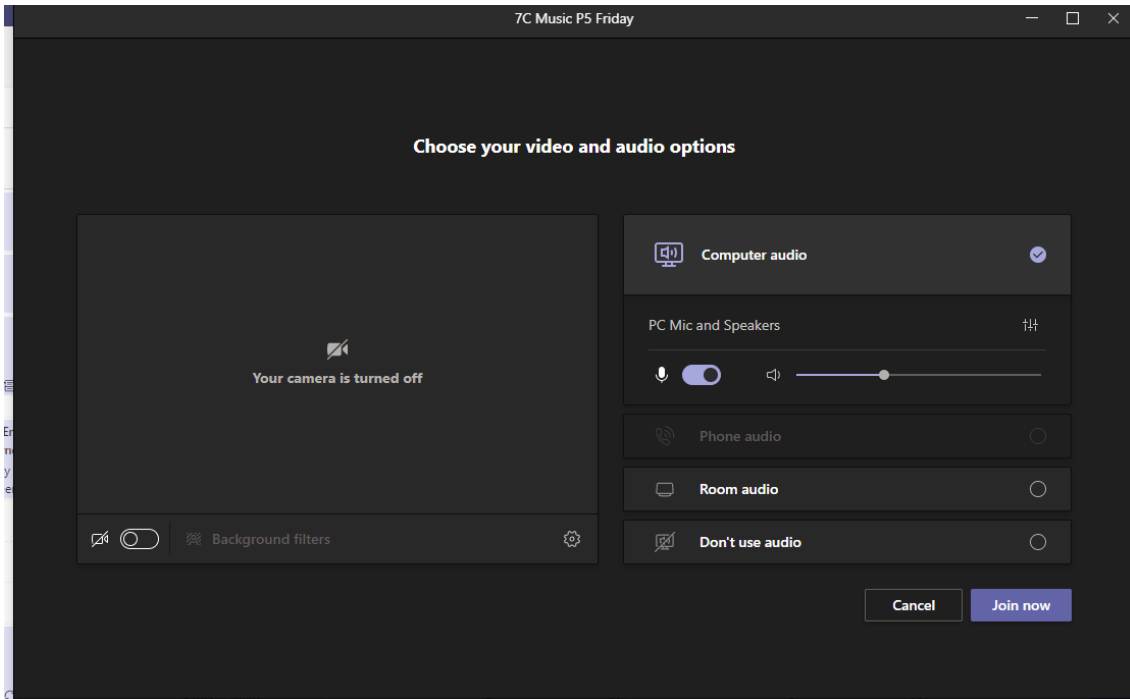
If you then double-click the meeting, you will see a pop-up with the invitation details:

A screenshot of the Microsoft Teams meeting invitation details in Outlook. The window title is "Hello! - Meeting". The ribbon includes "File", "Meeting", "Insert", "Format Text", and "Review". The "Meeting" ribbon has several groups: "Actions" (Save & Close, Delete, Forward), "Show" (Appointment, Scheduling Assistant), "Teams Meeting" (Join Teams Meeting), "Meeting Notes" (Meeting Notes), "Respond" (Accept, Tentative, Decline, Propose New Time, Respond), and "Options" (Show As: Busy, Reminder: 15 minutes, Recurrence, Time Zone). The meeting details are as follows:
Accepted on 22/05/2020 10:11.
Organizer: Gill Kingston
Subject: Hello!
Location: Microsoft Teams Meeting
Start time: Fri 22/05/2020 11:00 (All day event checkbox is unchecked)
End time: Fri 22/05/2020 11:30
Below the details, there is a link to "Join Microsoft Teams Meeting" and a link to "Learn more about Teams | Meeting options". At the bottom, there is a message: "At Harrogate High School we work flexibly. Whilst it suits me to email now, I do not expect a response or action outside of your own working hours."

If you haven't already accepted the invitation, you can accept it here.

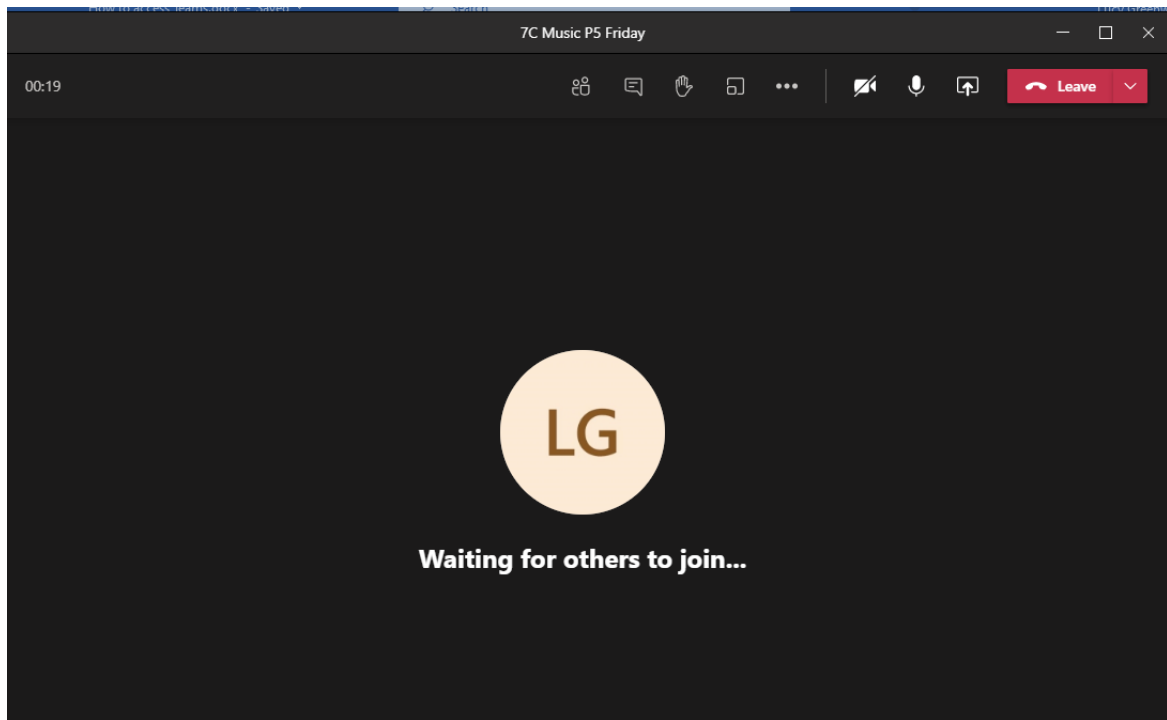
When it is time for your live lesson, double-click on the 'meeting' in your calendar again, and click '**Join Microsoft Teams Meeting**' - this will usually open your web browser. If you **DO NOT** have the Teams desktop app it will request that you either **download the windows app** or **use Teams in your web browser**. We recommend downloading the Teams app, as it will be useful in future meetings and has full functionality, but if you need to use the web browser because you are short of time, please do this.

Once Teams has opened it will ask you to '**Join**' the meeting. You will be able to identify when you have joined the meeting as it will look something like the following:

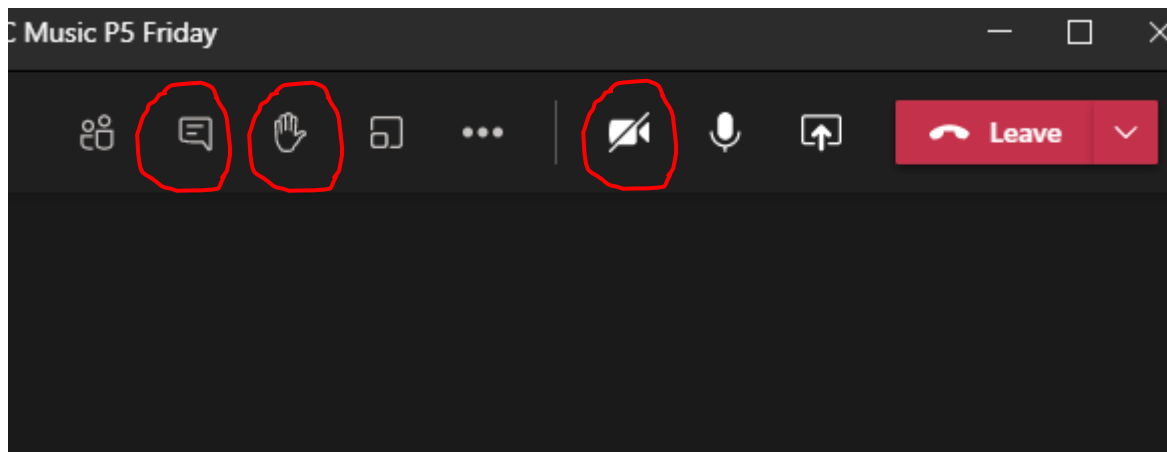


You will need to ensure you have your camera and computer audio turned **ON**. It is a good idea to use headphones/earphones to listen to the sound. You will be muted, as your teacher will have set the meeting up this way. Once you have clicked to join the meeting, your teacher will let you in to the meeting when they are ready to start the lesson.

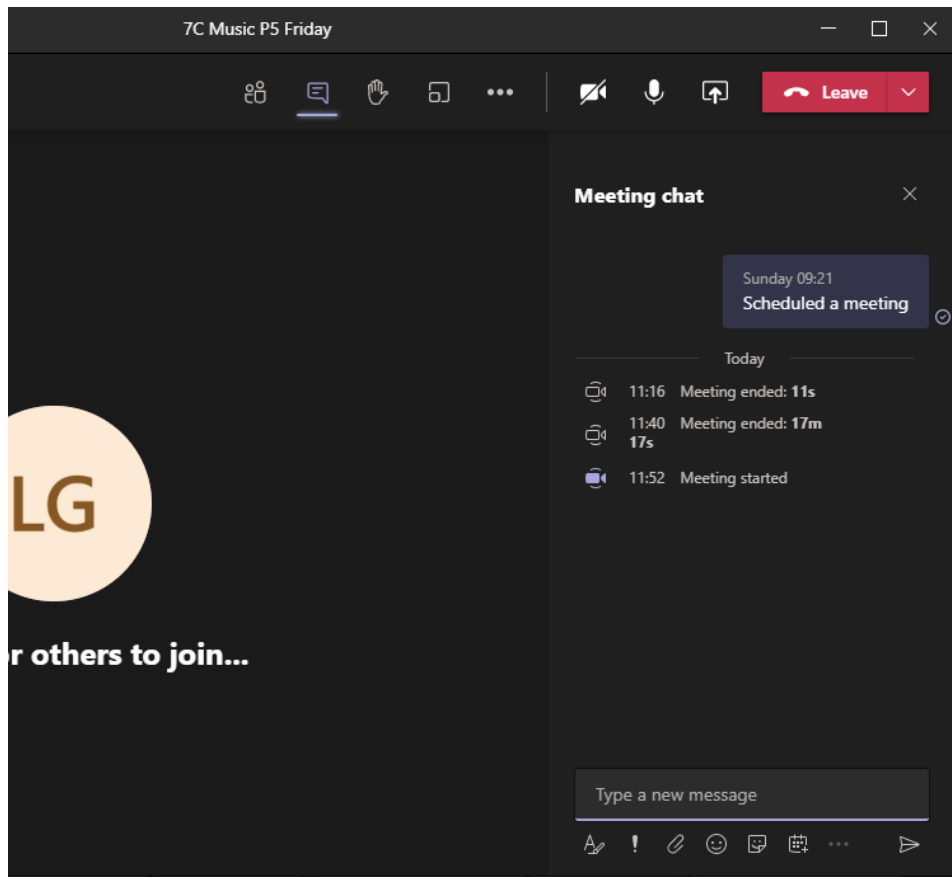
Once your teacher has let you into the meeting, you will see a screen similar to this (but with video of people in your class and your teacher):



Notice the icons at the top of the screen that allow you to see the chat and raise your hand, as well as turn your camera off/on:

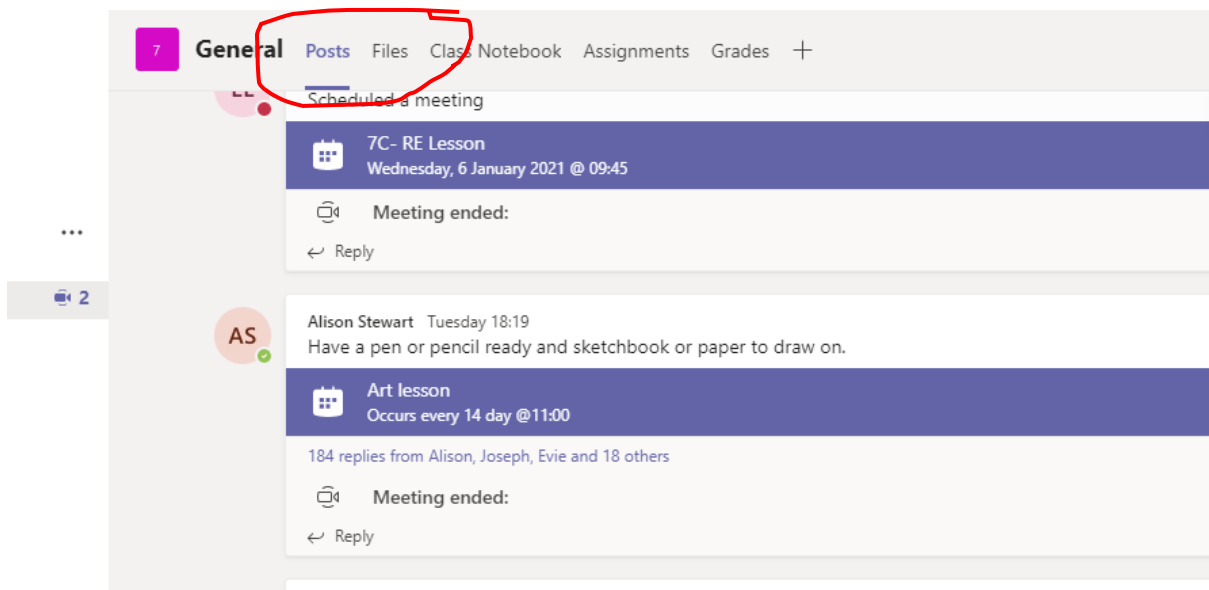


You should open the chat bar by clicking on the chat icon (the speech bubble). Then your screen will look like this and you can ask/answer questions during the lesson:



You are then ready to engage in the live lesson!

You will notice that, in your class team, you have tabs across the top for 'Posts', 'Files', etc.



The 'Files' section is where your teacher may upload resources or you may be asked to upload work, so this is also useful to check.