

## Using Teams in O365

We are using Microsoft 365 (formally Office 365) Teams to enable you to meet online with your teacher.

If you're on a Mac/PC we have found it reliable to use

### Google Chrome

for the best experience.

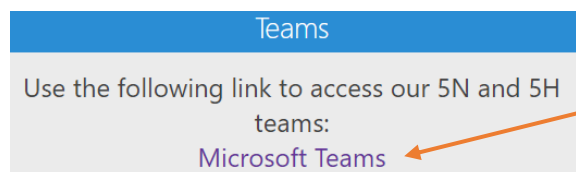
If you share a PC with a parent or sibling we recommend using **Incognito Mode** which can be done as follows:

1. On your computer, open Chrome.
2. At the top right, click More ☰ > New Incognito Window.
3. A new window appears. In the top corner, check for the Incognito icon 🕵️.

You can also use a keyboard shortcut to open an Incognito window: .

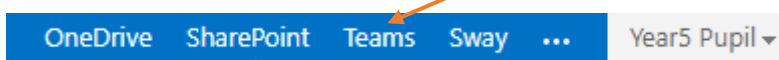
- Windows, Linux, or Chrome OS: Press **Ctrl + Shift + n**.
- Mac: Press **⌘ + Shift + n**.

Once you have logged in to the school VLE and navigated to your year group page (**we are using for example, Year 5**), you will see a link on the page to Teams.

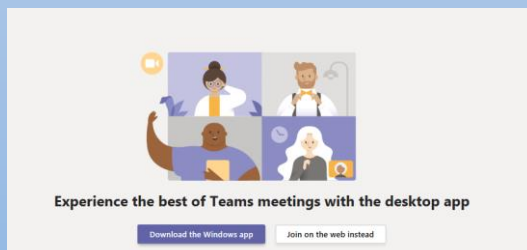


Click on this link and you will be taken to your Team

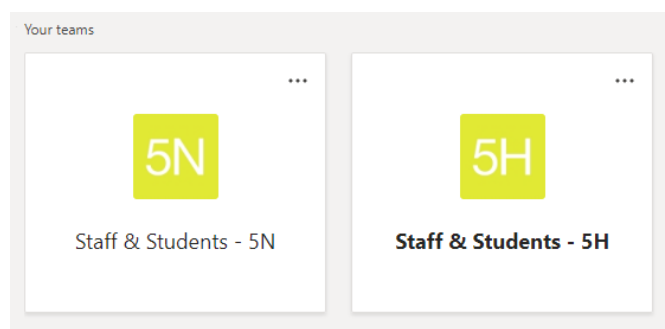
Alternatively, on the top line of your year page, click on Teams from the options there.



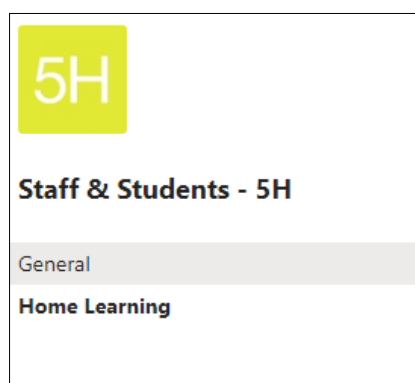
You may see a window like this below – in general click on **Join on the web instead** unless you know how to do otherwise (**this is essential if you share the computer with a parent or sibling**).



You will then see your Class Team

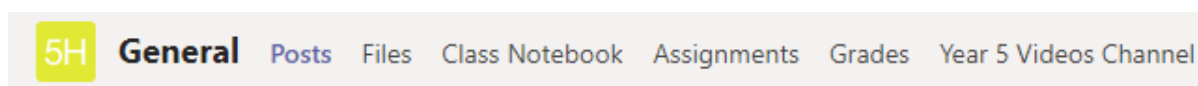


Once you have clicked on your Class Team you will see the following screen:



**Only your Teacher** is allowed to post in the General channel – this is where you may find instructions etc. However, the **Home Learning channel is where you may post.**

At the top of your Team screen are some tabs – one of them will take you to the Year 5 video channel, so you can check out the latest video quickly!



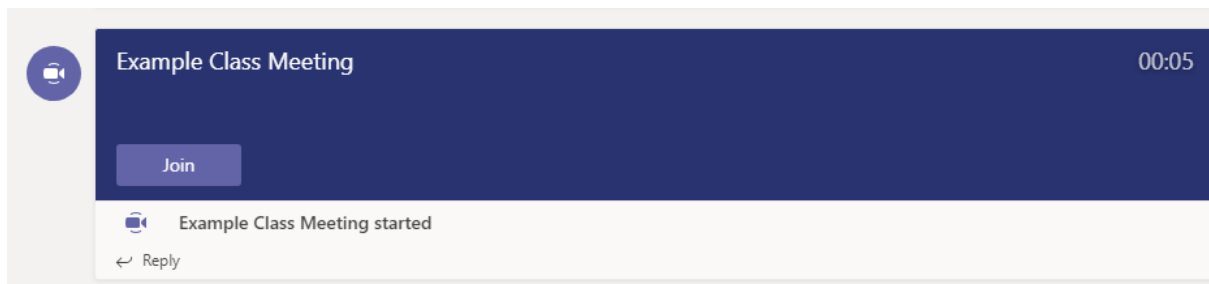
**There is also a Team App for Windows, Mac, Linux, iPhones, iPads, Android Phones & Android tablets. You can install those on your devices if you so wish but you do not have to.**

## Joining the class meeting

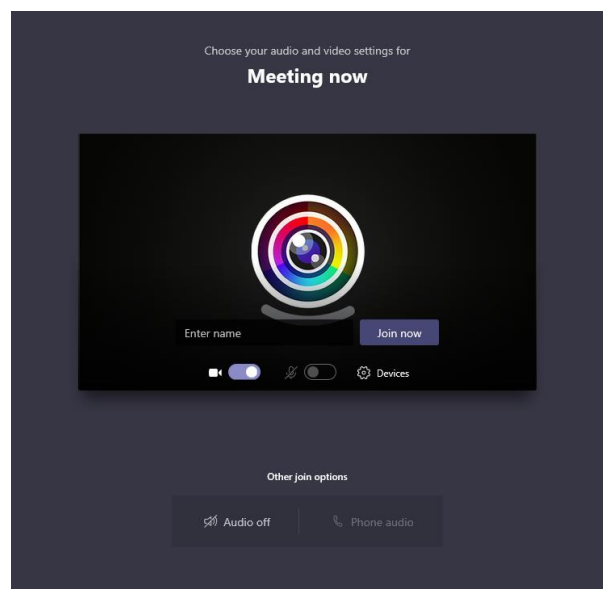
Your teacher may host some online meetings for you to join and catch up with both your teachers and your classmates.

Your parents will receive a message to let them know when these are so you can join if you're able to (they are not compulsory!)

When it's time you'll see a post in the **General Channel** like this:



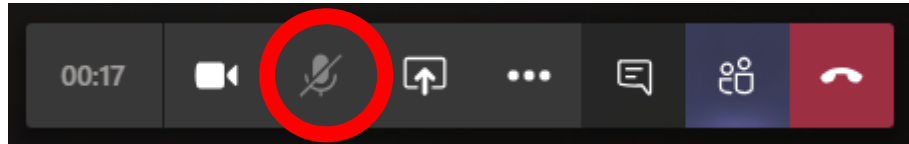
When you're ready to join, click on **Join** which takes you to the waiting room. You will see a camera icon and a microphone icon (if you have a camera and microphone – if you don't have a camera don't worry you can still talk). You can tick the icons if you want to be seen and/or heard.



When you are ready click **Join Now** and you'll be in the meeting.

## How to use the meeting once you are in

It is important to keep your microphone muted when you're not talking. Otherwise the whole meeting turns to chaos. You can do this by clicking the mute button at any time. This is found on the 'control bar' (shown below – you may need to wiggle your mouse or tap the screen to make it show up).



Make sure it's got the cross in it when you're not talking and no cross in it when you are.

**Note: Your teacher may mute you if you forget, that's ok just try and remember next time and unmute yourself when you're going to talk.**