

Using Teams in Microsoft 365

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

There is 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. Alternatively, you can use Teams in a web browser like Google Chrome.

Multiple Children on One Device?

If you have multiple Children who need to use the same device we recommend that each child uses a different browser. For example:

Child A => Google Chrome

Child B => Microsoft Edge (The new version)

Child C => The Teams App

Alternatively – if you create a separate user account on your computer for each child they can then all use the Teams Desktop App which offers the best experience.

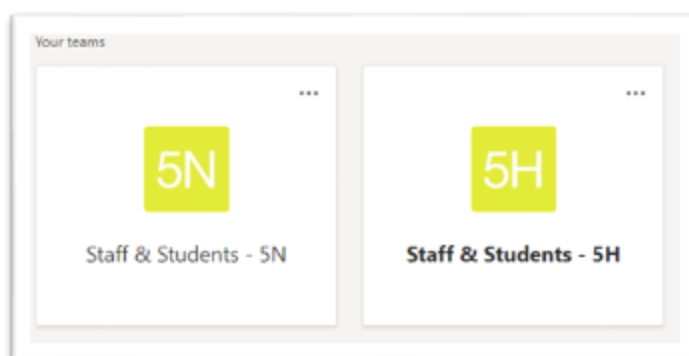
Note: We used to recommend incognito mode. We have had reports that this can cause issues with Teams and so no longer recommend it.

To access Teams either open the desktop application or visit
<https://teams.microsoft.com/>

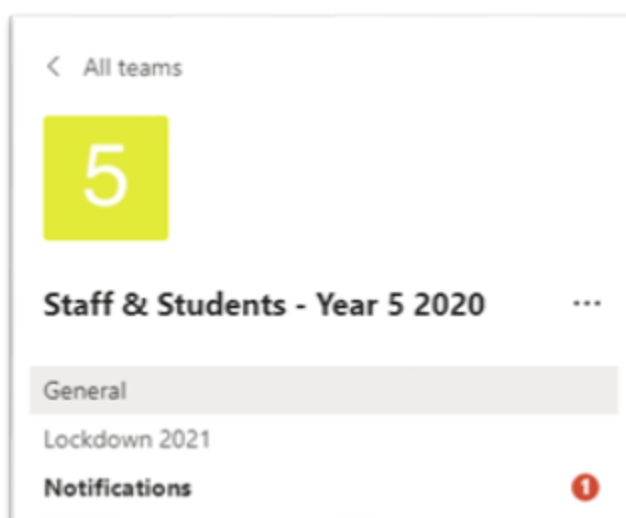
Your **username** is your school account_name@oakpupil.com
(e.g. asmith@oakpupil.com)

Your **password** is your usual school account password

Once logged in you will see your available Teams. You will likely have one for your class and one for your year group. During lockdown we will be using the year group teams mostly.



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



Only your Teachers are allowed to post in the General channel –this is where you may find instructions etc.

However, in the **Lockdown 2021** channel you may reply to posts made by your teachers. This can be used to get help with assignments etc.

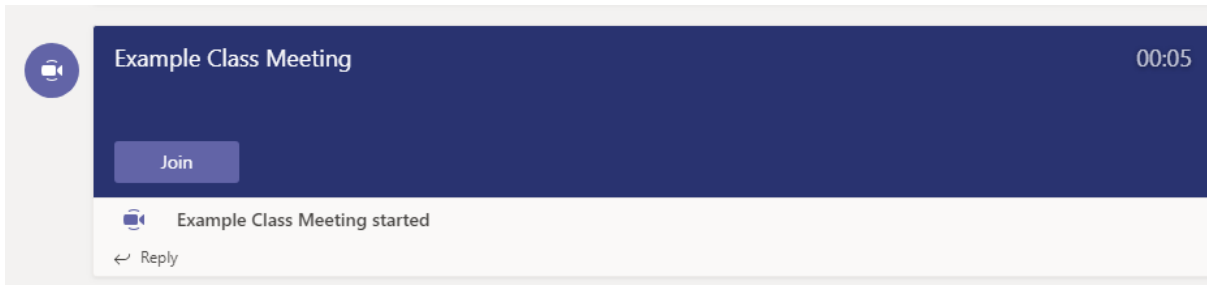
At the top of your Team screen are some tabs – one of them will take you to your year group video channel. There may be videos posted here –if so, your teacher will let you know.

Joining the Class Meeting

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

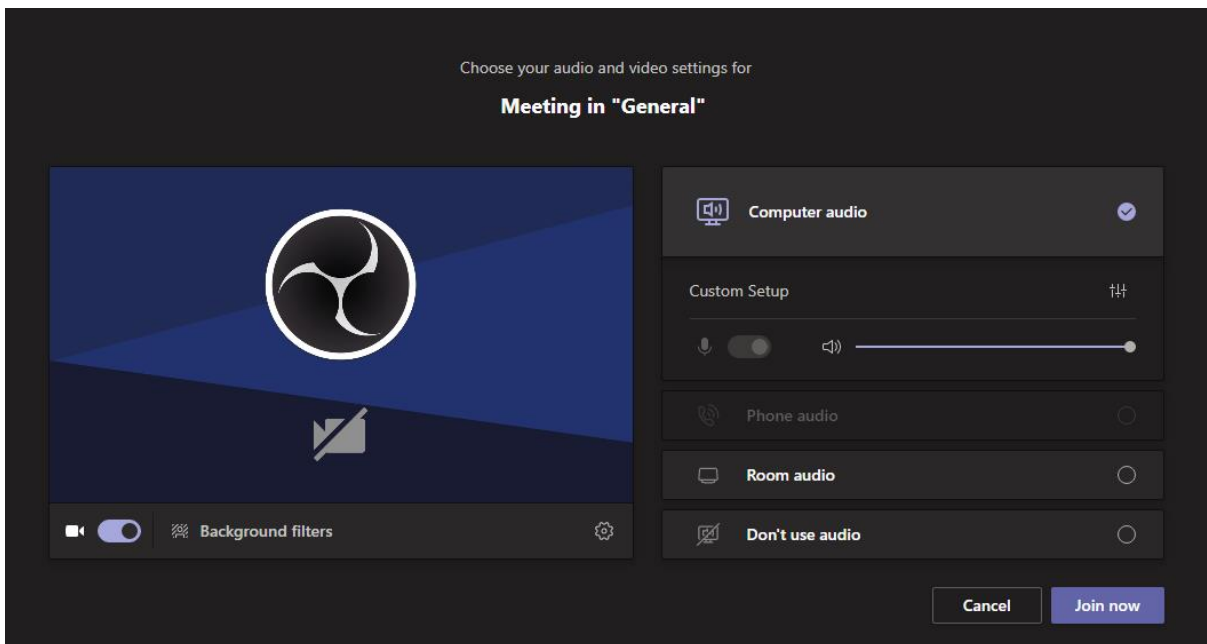
Your parents will receive a message to let them know when these are taking place.

When it's time, you'll see a post in the **Lockdown 2021** channel like this:



When you're ready to join, click on **Join**.

You will then 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**.

This will take you to the lobby. You will have to wait until your teacher admits you. Don't worry it shouldn't be long.

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 becomes difficult to follow. You can do this by clicking the mute button at any time. This is found on the 'control bar' in the top right of the Teams window (shown below).



Make sure it's crossed out when you're not talking and has no cross 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.

Notes About Updates to This Guide

- **07/01/21**
 - Changed advice around using incognito mode.
 - Updated section on joining meeting to include information about the lobby.