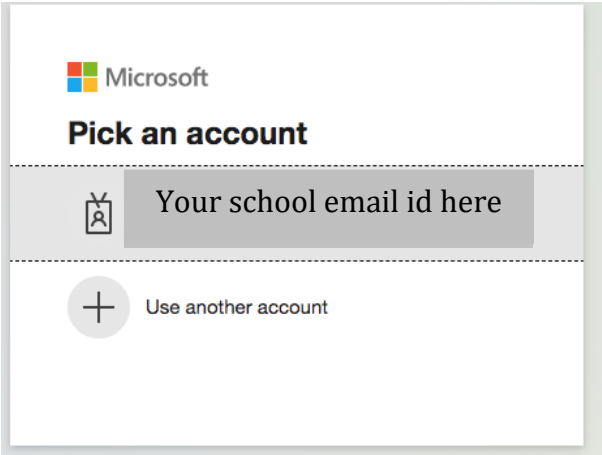
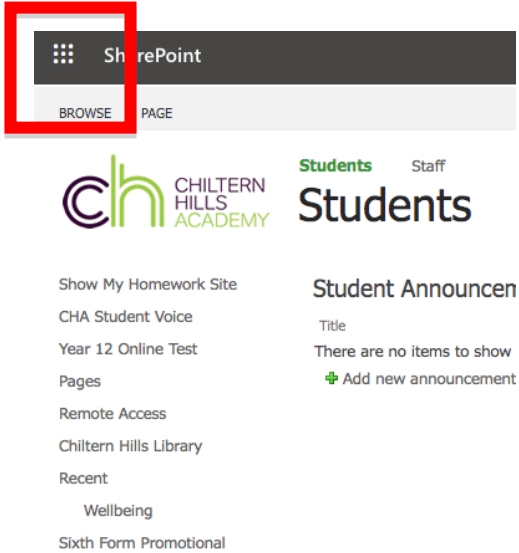


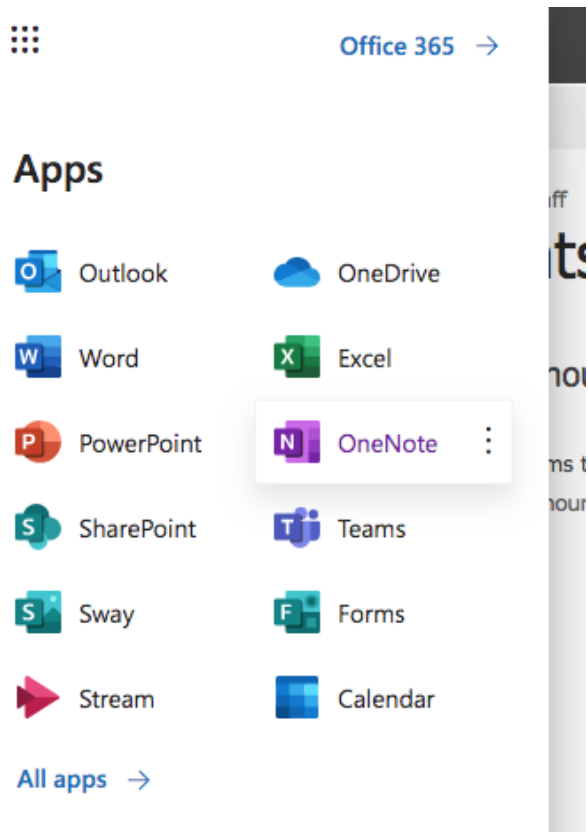
MICROSOFT TEAMS

Login to Microsoft Office from the link on the school website, using your school email address and password (the password will always be the same one you use to log into a school computer). You can then access Teams from the app menu.

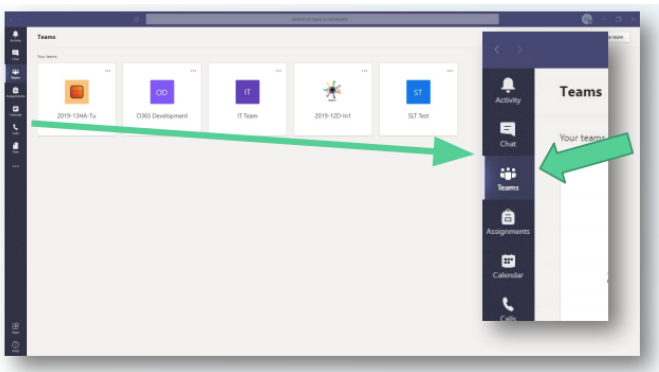


Use to waffle to navigate to your school email / Teams and other apps

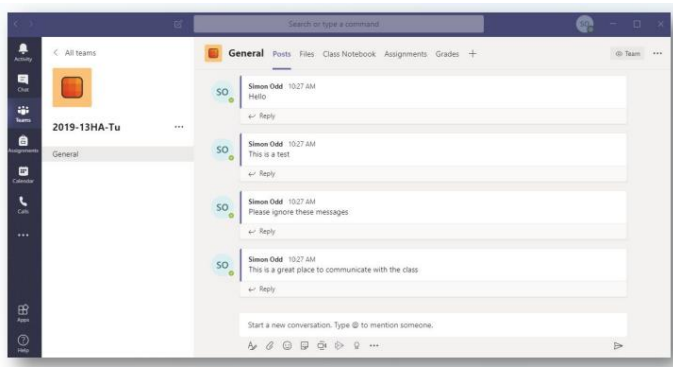




- Teams can be accessed online in Office 365 in the Apps menu (top left corner of any Office 365 screen) – as shown on left.
- It is also an app that can be installed on any device (Apple and Android) or can be accessed used Chrome or Edge browser on a windows computer.
- Additionally, it is available as a mobile app
- If using an app, simply login with your email address and password
- If you have any issues with your username and password, contact ictsupport@chacademy.co.uk It will be reset for you.

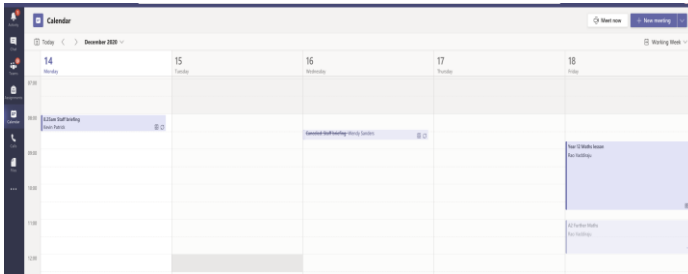


- Open Teams and click on the Teams tab on the left hand side
- Here you will see all of the Teams that you are a member of
- Only classes that have been activated by a teacher will appear
- If a class is missing, contact your teacher via email



- When a class is accessed the first tab you can see is Posts
- This is a communication area where students and staff can post messages
- All posts will appear linked to your name
- Teachers will be able to monitor all messages sent
- Make sure you only post messages that are appropriate to the class

Joining a lesson through Calendar:



You have two choices:

From your **Calendar**, select **Join** on an in-progress meeting.

Choose the audio and video settings you want.

In your email invite, select **Join Microsoft Teams Meeting** either through an app or using Browser (web)

Choose the audio and video settings you want.

Select **Join now**.

Joining a lesson in a Channel



If a meeting takes place in a channel, you'll see an invitation to join, relevant content, and who's in the meeting right in the channel. Just select Join.

If you have any issues with your username and password, contact ictsupport@chacademy.co.uk It will be reset for you.

Before the meeting

- Please wear appropriate clothing (not pyjamas!)
- Ensure a responsible adult is available to support you
- Ensure your microphone is clicked off at the start of the meeting- as this causes lots of interference
- Avoid using your bedroom for this meeting unless an adult is present with you
- Let household members know you are in a meeting

During the session

- Your teachers will have the same conduct and behaviour listed above.
- If you wish to speak, please click the 'Hands up' button to alert the teacher.
- Use polite and respectful language at all times
- Keep your microphone muted unless asked to turn this on.
- You are not expected to turn the webcam on at any time.