

# Downloading & Accessing Teams

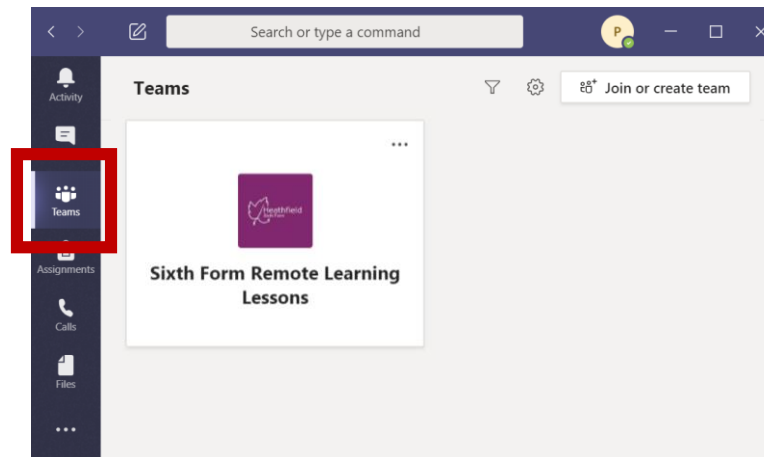
## Desktop Version:

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

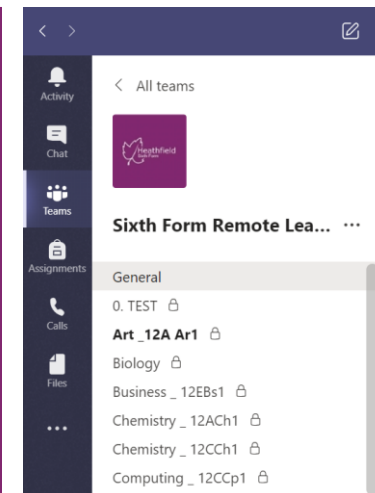
## Mobile Version (via email):

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app#office-SmsEmail-ntsjuwrn>

Or use your App stores on mobile devices.



Select Teams from the left hand side Menu. To access your classes click on the **Sixth Form Remote Learning Lessons**



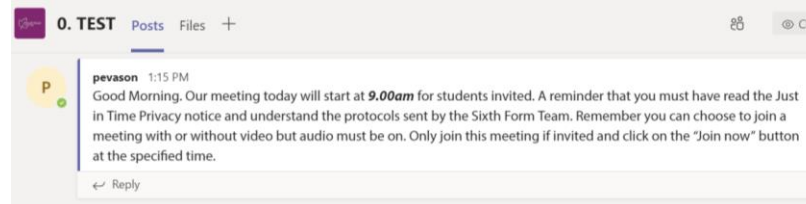
Only classes you are enrolled in should be visible. If you are missing a class email Mr Evason.

# For a Lesson...

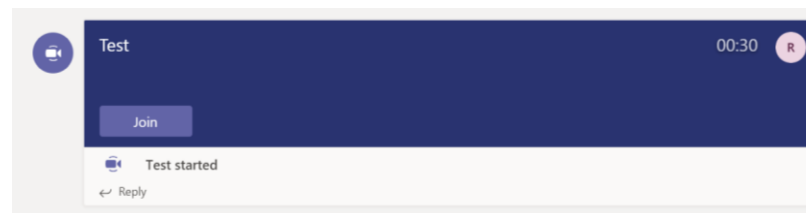
Check your Firefly Tasks which will tell you the time for your lesson.

These will be taking place in normal timetabled slots. However, to manage the size of group you may be invited to join a meeting part way through a lesson.

**Remember. Only join the lesson when you have been invited.**

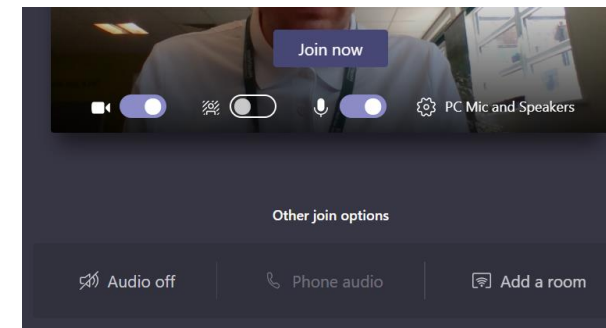


A message will be posted by your teacher reminding you of the information you have read and the timing of the session.



The Join Now button will appear when the meeting is starting.  
**DO NOT JOIN THE MEETING UNTIL THE STATED TIME.**

When you join the meeting choose the following options...



Option 1: You may turn your camera off  
Option 2: You may blur your background  
Option 3: you may turn your audio off

You have the chance to change this when you are in the meeting.

## For a Lesson...

When you are in a lesson please ensure you follow instructions and abide by the protocols.

### Remember...

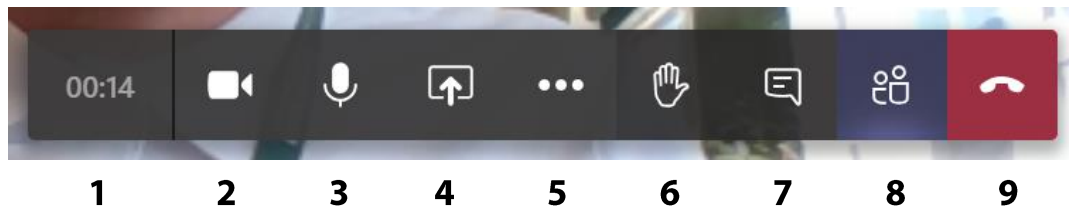
- If you are late to a lesson you will be asked to leave. Please email your teachers for reasons.
- If any rules are broken during the lesson you will also be asked to leave.

Attendance and behaviour will be logged with the Sixth Form Team.

## Useful Information

- In preparation for these sessions teachers may send you documents to read and refer to.
- Teachers may share their screens to show you some resources (PowePoints) etc
- Teachers will establish protocols for asking questions. They may call you by name to answer a question.
- At the start of the session teachers will read a script. Listen to this patiently.
- Timings of the sessions are limited to 20-30 minutes maximum.

When in a meeting familiarise yourself with the bar below which can be found by moving your mouse over the image...



1. Length of meeting
2. Camera. Select this to turn your camera on and off
3. Microphone. Select this to turn your microphone on and off
4. Share Screen. Do not use this feature
5. ... (other options). You can change your background here
6. Hands Up. This is where you can digitally raise your hand
7. Conversation. This is where you can have a dialogue during the lesson
8. Show Participants. Do not use this feature
9. Hang Up. This is to leave the session

## Remember...

- The first session may go wrong for students and staff! Please be patient with any technical difficulties.
- Follow the basic guidance when attending and joining a room. We need to manage a number of students at once.
- This is a digital classroom. All of our normal expectations remain. This will allow for these sessions to be as productive and as enjoyable as possible.