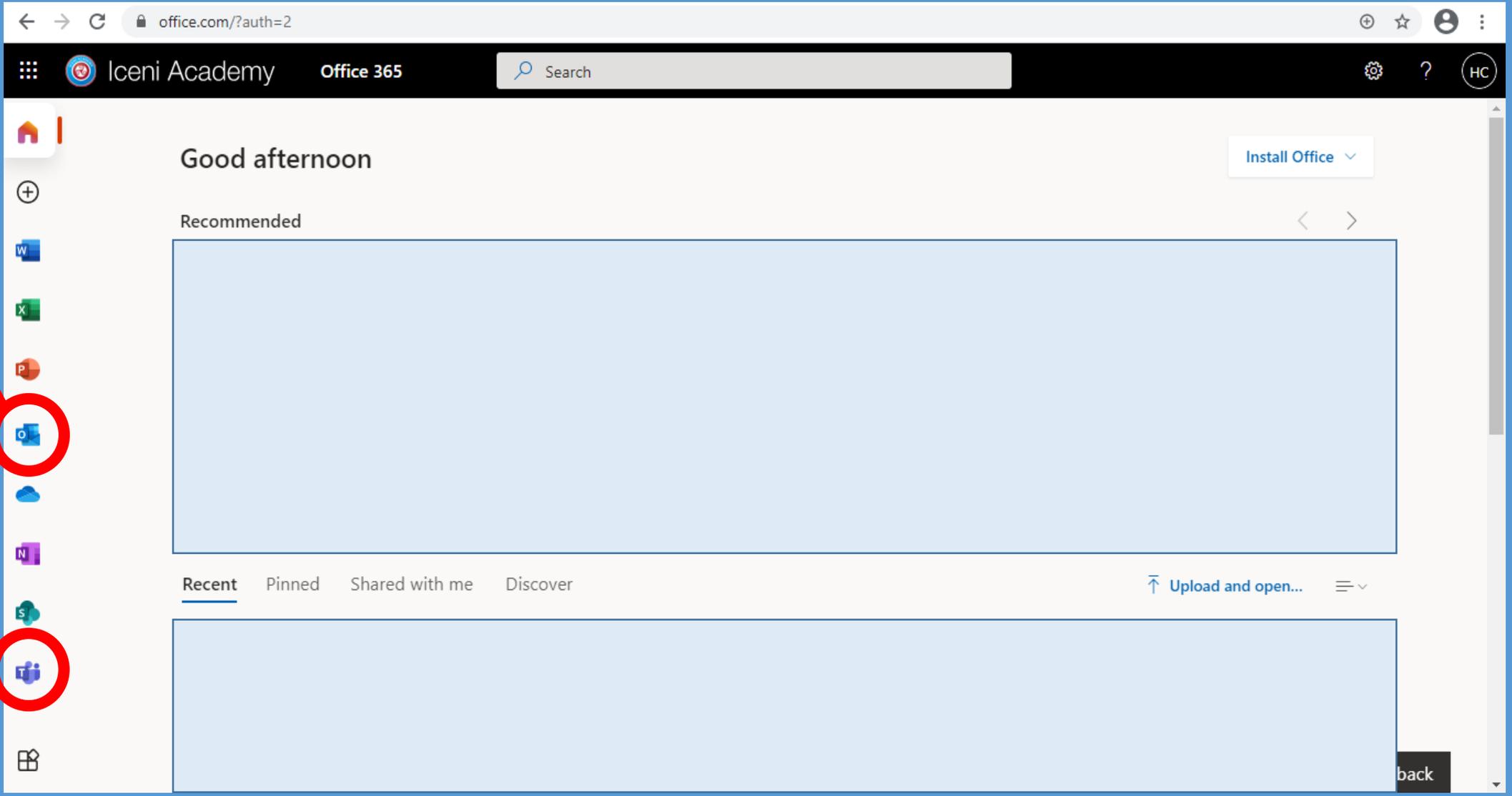




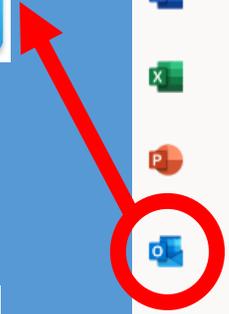
# **Microsoft Teams Support Session for Families**

# Accessing Emails

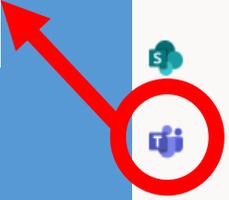
- Google Office 365
- Click on Office 365 Login / Microsoft Office
- Log in using 13-H.Colson@iceni.attrust.org.uk and password



Emails



Teams

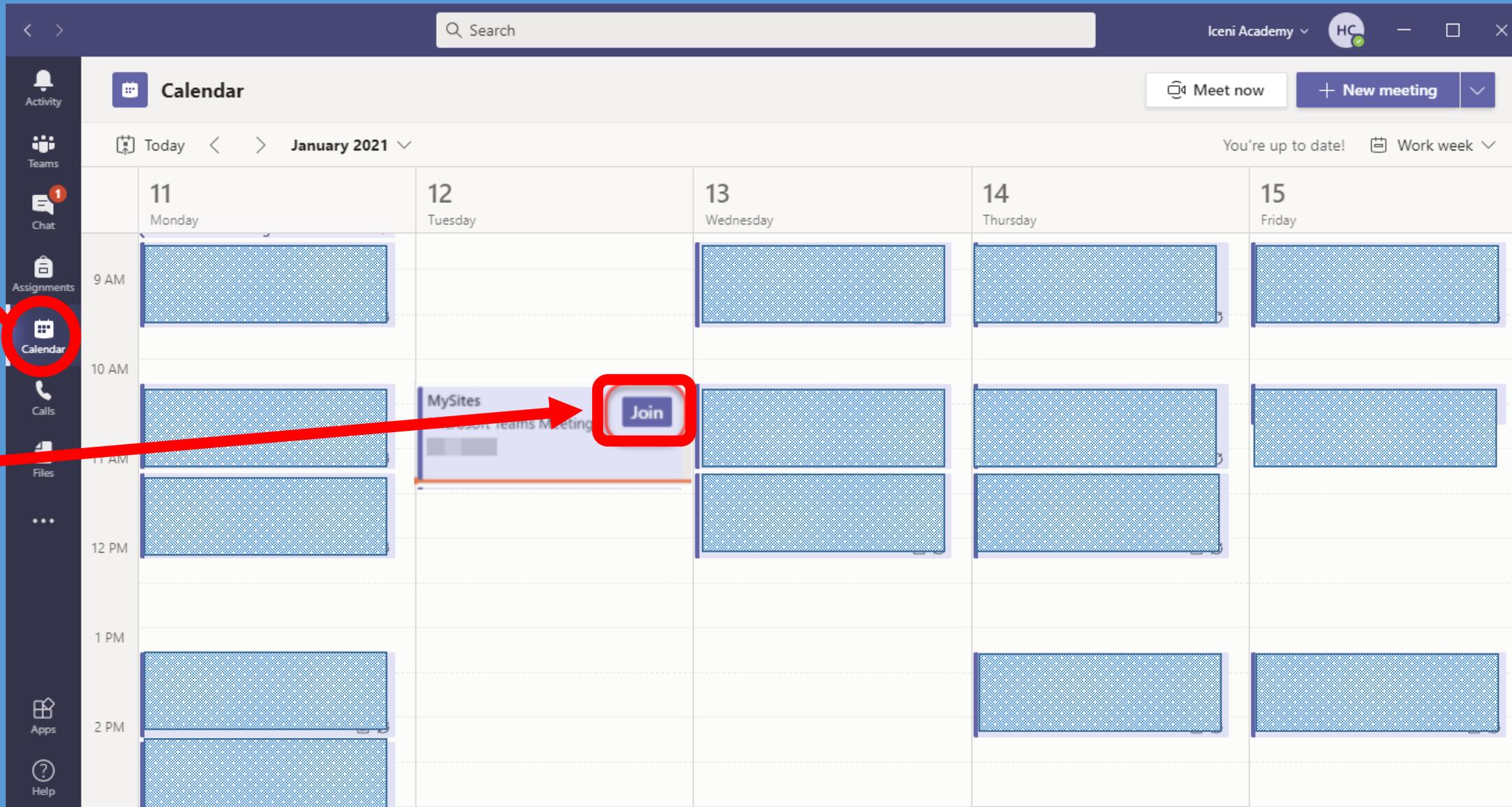


# Accepting Invites

Always press the tick button

The screenshot shows the Microsoft Outlook interface. At the top, the 'Iceni Academy' logo and 'Outlook' title are visible. A search bar is present. On the right side of the top bar, there are icons for chat, calendar, mail, notifications, settings, help, and a user profile icon labeled 'HC'. Below the top bar, the left sidebar shows a navigation pane with 'New message' highlighted. The main area is divided into 'Focused' and 'Other' tabs. The 'Focused' tab is active, showing a list of folders: Favorites, Folders, Inbox (selected), Drafts (2), Sent Items, Deleted Items (104), Junk Email (2), Archive, Notes (8), Achievements, Conversation Hist..., and DofE. The main content area displays an email invitation from Peter Deegan. The invitation is titled 'English Lesson' and includes a profile picture with the initials 'PD'. The invitation text reads: 'Required' and 'Optional' with two email addresses: 'val [redacted]@gmail.com;' and 'val [redacted]@outlook.com'. The time '2:42 pm' is shown. Below the text, there is an information icon and the text 'Please respond.'. At the bottom, the event details are 'Monday, 8:40am - 9:40am'. A red circle highlights the response options: a green checkmark, a question mark, a red X, and a three-dot menu. A red arrow points from the text 'Always press the tick button' to the green checkmark.

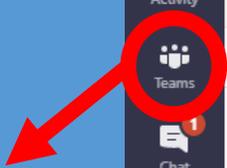
# Joining a Meeting



When your lesson is coming up, click on the link in your calendar and press 'Join'



# Alternative Method of Joining a Meeting



A screenshot of the Microsoft Teams application interface. The top bar shows a search box, the user's name "Iceni Academy", and a profile picture. Below this is a "Calendar" header with "Meet now" and "New meeting" buttons. The main area is a calendar grid for January 2021, showing days 11 through 15. The grid contains several blue rectangular meeting blocks. On the left sidebar, the "Teams" icon is circled in red, and a red arrow points from the Teams logo on the left towards it. The bottom of the screen shows the Windows taskbar with various application icons and the system tray.

The screenshot shows the Microsoft Teams application interface. At the top, there is a search bar and the user's profile information, including 'Iceni Academy' and 'HC'. The left sidebar contains navigation icons for Activity, Teams, Chat (with a notification badge), Assignments, Calendar, Calls, Files, and Help. The main area is titled 'Teams' and displays a grid of team cards under the heading 'Your teams'. The teams listed are:

- Maths (purple square with 'M')
- 2020-9M-Ma1 (orange square with '22')
- 2020-11M-Ma1 (purple square with '22')
- 2020-10M-Ma4 (purple square with '22')
- 2020-7M-Ma1 (blue square with '22') - This team is circled in red, and a red arrow points to it from below.
- 2020-8M-Ma3 (pink square with '22')
- NPQML (purple square with 'N')

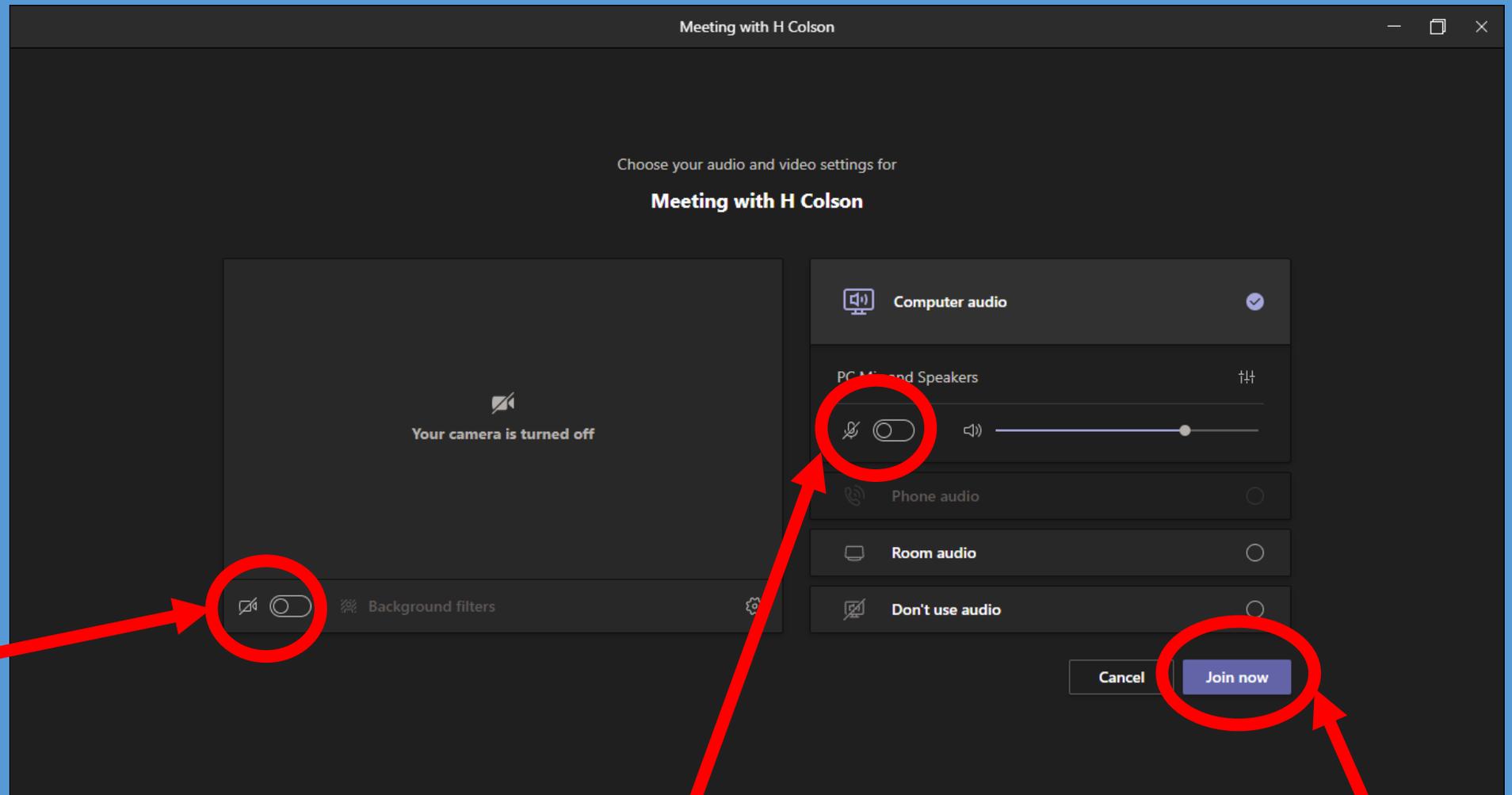
At the bottom of the grid, there is a section for 'Hidden teams'.

Click on the Team that your next lesson will be

The screenshot shows a Microsoft Teams chat window. At the top, there is a navigation bar with tabs for 'General', 'Posts', 'Files', 'Wiki', and '2 more'. The 'Posts' tab is highlighted with a red box. Below the navigation bar, there is a 'Free/Busy Calendar' card. Underneath that, there is a 'Reply' button. The main content of the chat is a dark blue card for a 'Meeting now' that is 01:00 long, with a profile picture of a woman. A red arrow points from the 'Posts' tab to the 'Join' button on the meeting card, which is also highlighted with a red box. Below the meeting card, there is a 'Meeting started' notification and another 'Reply' button.

Press Join

# Once You Have Joined a Meeting



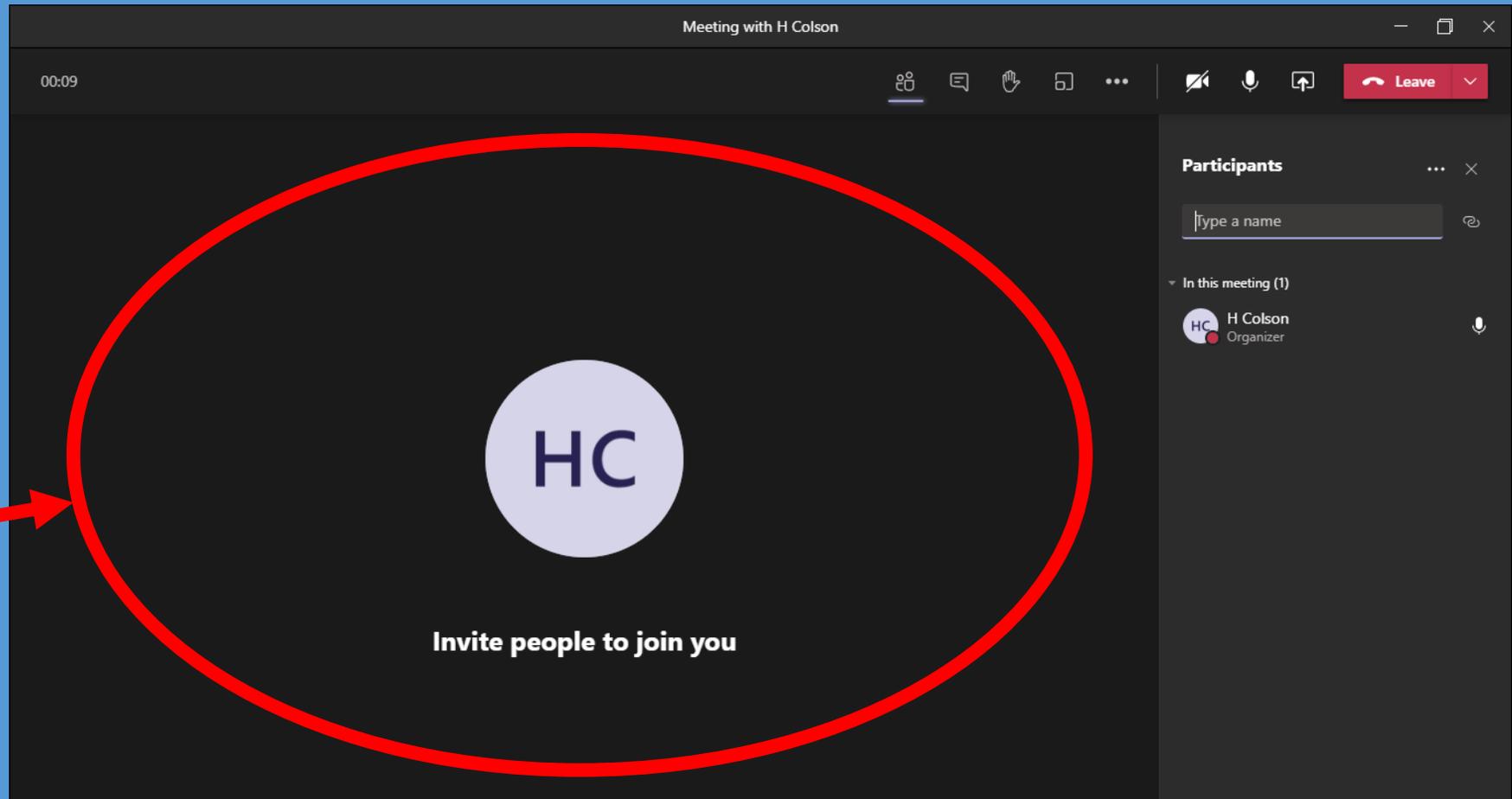
Click on the video button if you would like your video turned on

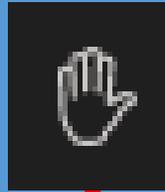
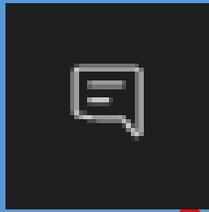
Make sure your microphone is on mute when you join

Press 'Join' when you're ready

# When You Are In a Meeting

All other participants' initials will show here





Meeting with H Colson

00:09

HC

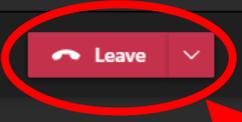
Invite people to join you

Participants

Type a name

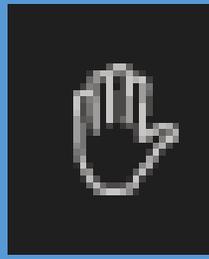
In this meeting (1)

HC H Colson Organizer

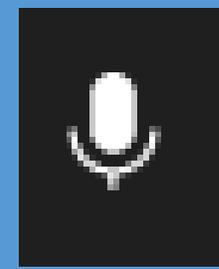




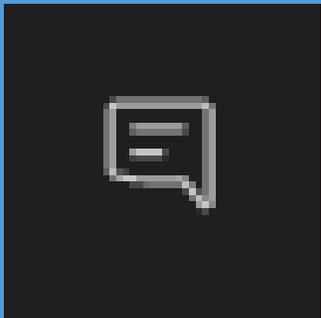
This shows you who is in the Teams meeting. Press it and the names appear on the right.



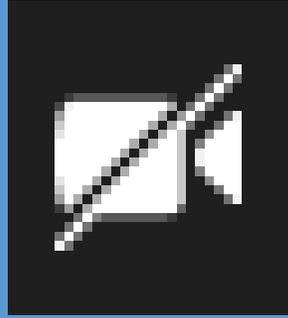
Press this button to raise your hand to ask/answer a question. Don't forget to press it again to turn it off.



Press this button to turn your mic on and off. My mic is currently on as there's no line through it



This shows you the Teams chat. You can ask/answer questions by typing in the chat.



Press this button to turn your video on and off. My video is currently off.



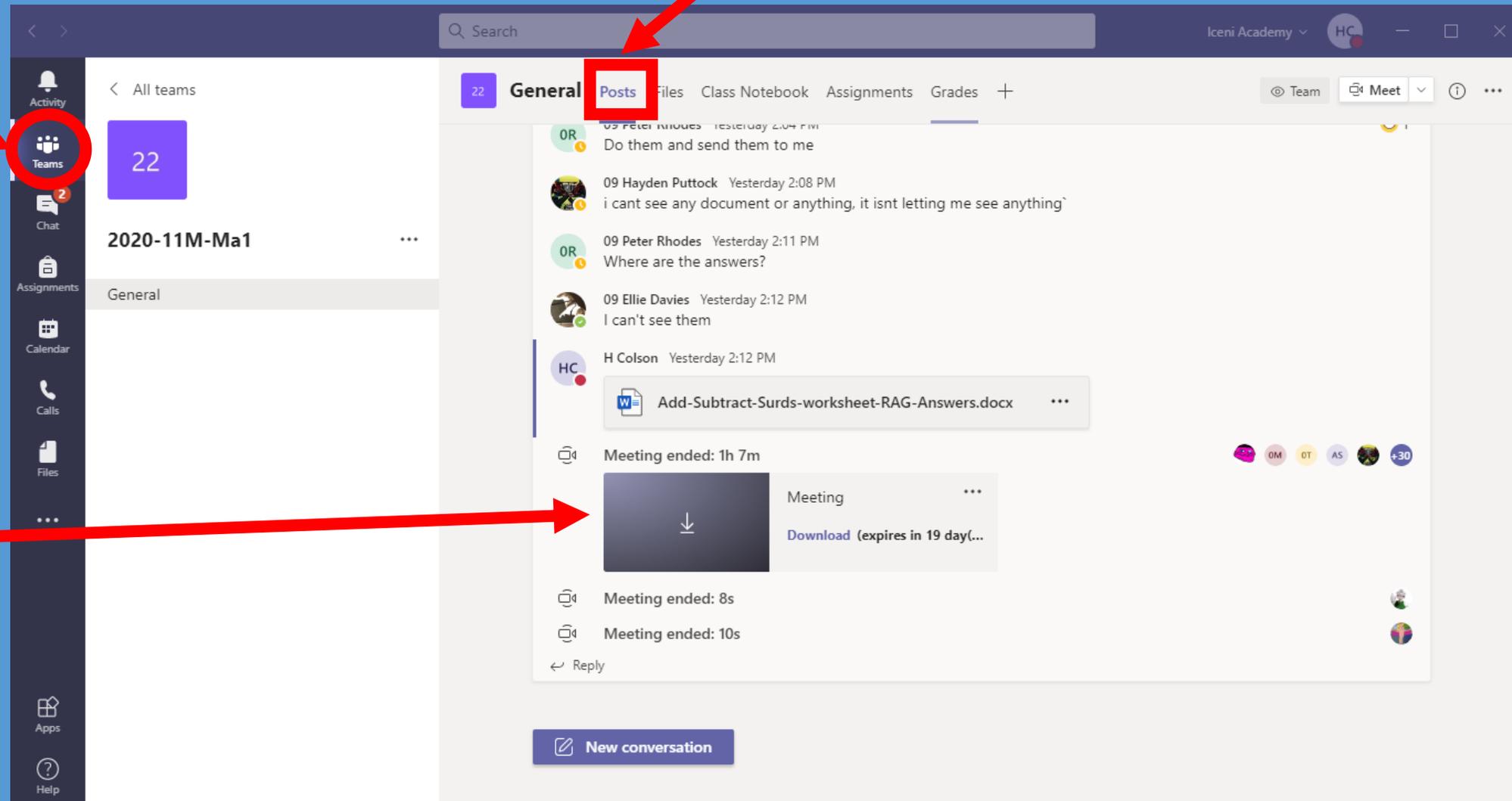
Press this button to leave the Teams meeting at the end of the lesson.

# Viewing Recordings Afterwards

Make sure you're on posts

Go to Teams and select the class that you would like to watch the recording of

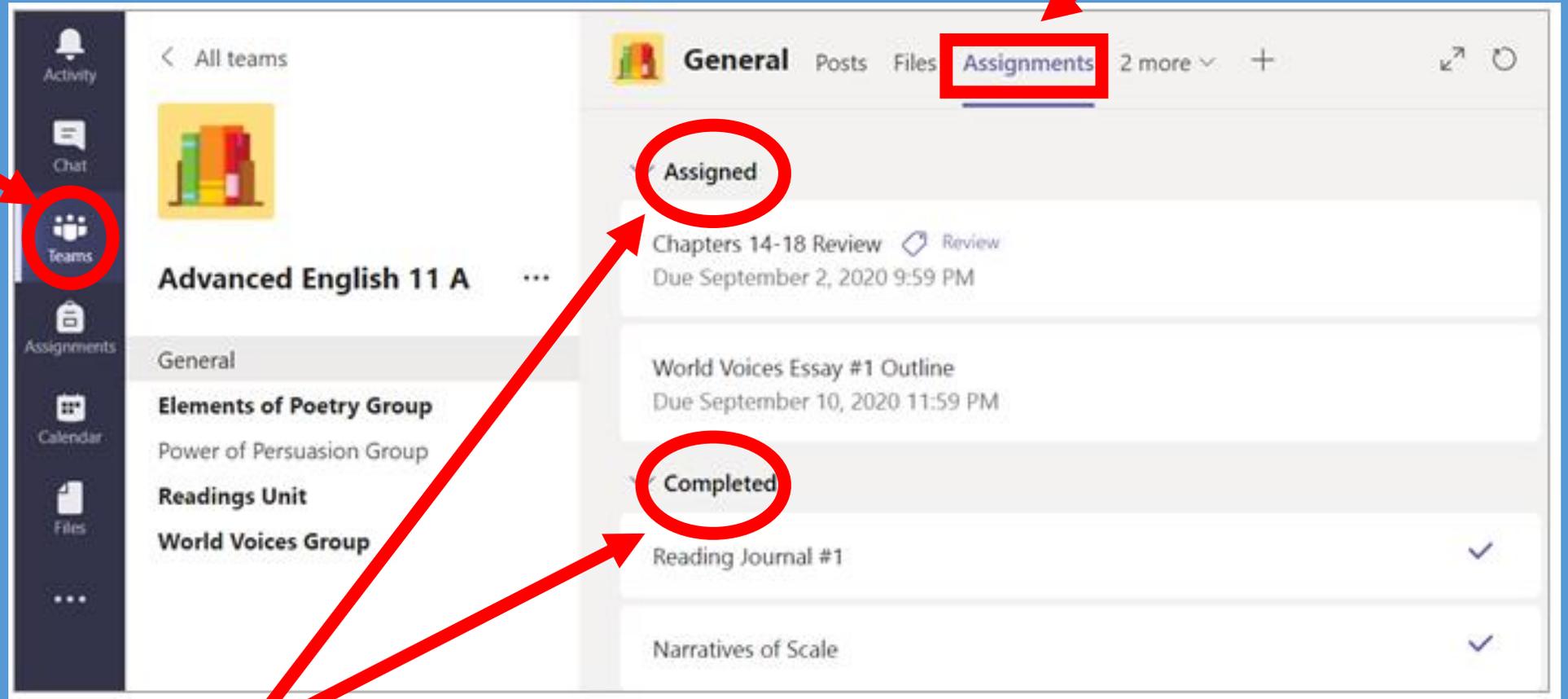
The recording will be at the bottom of the thread for the meeting. Just download and play



# Assignments

Go to Teams and select the class that you need to complete work for

Go to 'Assignments'



Newly assigned and completed activities will show here. Click on the assignment you need to complete

Once all work is complete and you're ready to hand it to your teacher press 'Turn in'. Once this button is pressed, your teacher will be able to see your work. You can 'Undo turn in' if you've made a mistake or forgotten to upload your work.

The activity will show under 'My work'. Click on each item to see instructions and/or answer documents

You may need to add a document to show your work. You can do this on Word and then upload or add a Google Word doc and then complete your work

The screenshot shows a homework assignment page for 'Shakespeare Sonnet Annotation'. At the top right, a purple 'Turn in' button is circled in red, with a red arrow pointing to it from the text above. Below the title, the due date is 'September 13, 2019 9:59 PM'. The instructions section says 'Read Sonnet 116 and annotate it, using the PowerPoint for guidance.' Below this, a section titled 'My work' is circled in red, with a red arrow pointing to it from the text on the left. Under 'My work', there is a document titled 'How to Read a Sonnet.pptx' with a red 'PP' icon and a three-dot menu. Below the document, the 'Add work' link is circled in red, with a red arrow pointing to it from the text on the left. At the bottom, the 'Points' section shows '100 points possible'.



If you have any  
questions please get in  
touch