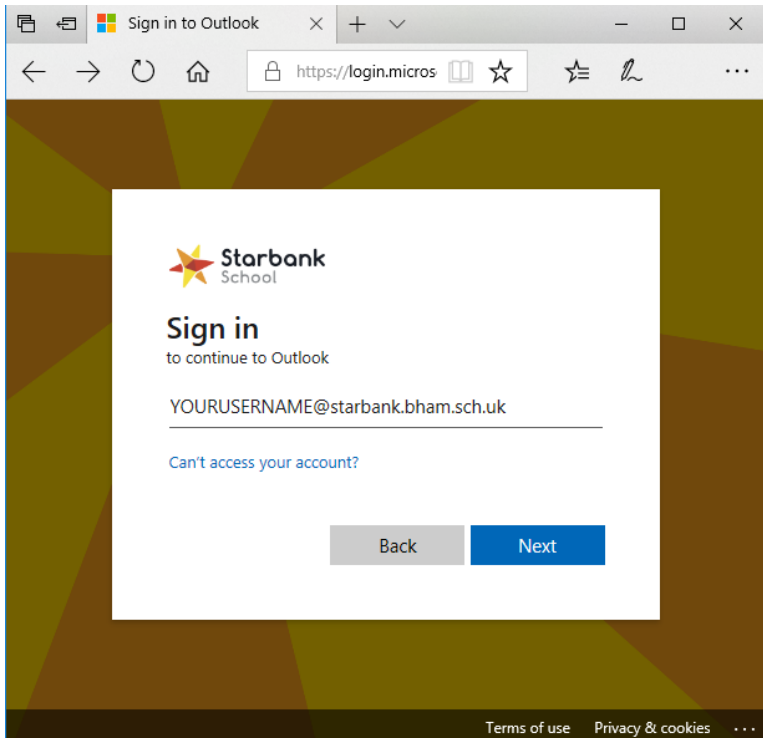


A Student Guide to Using Microsoft Teams

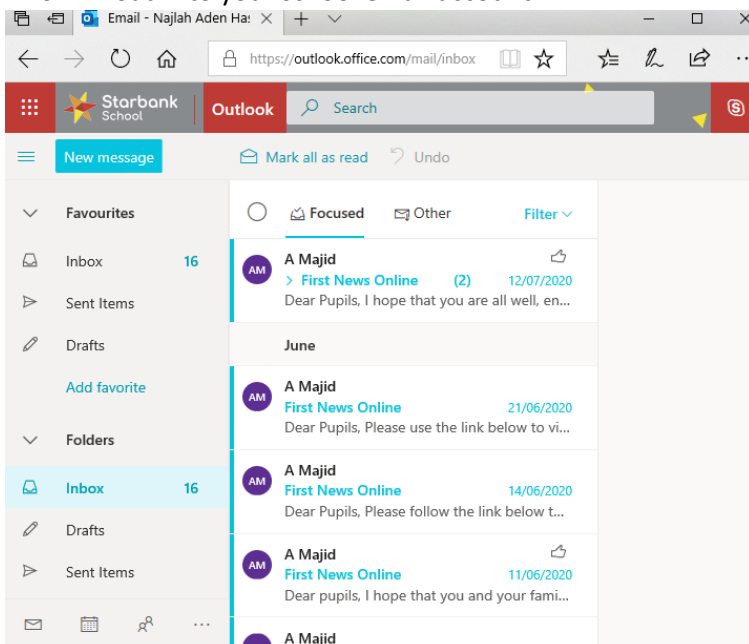
Logging into MS Teams:

Using a laptop or desktop

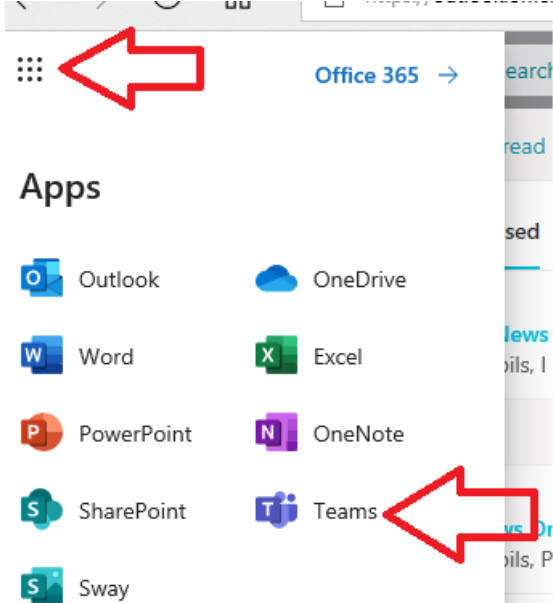
- 1) Go to <http://mail.starbankschool.co.uk>



- 2) Log in using your school email address and password
- 3) This will load into your school email account.

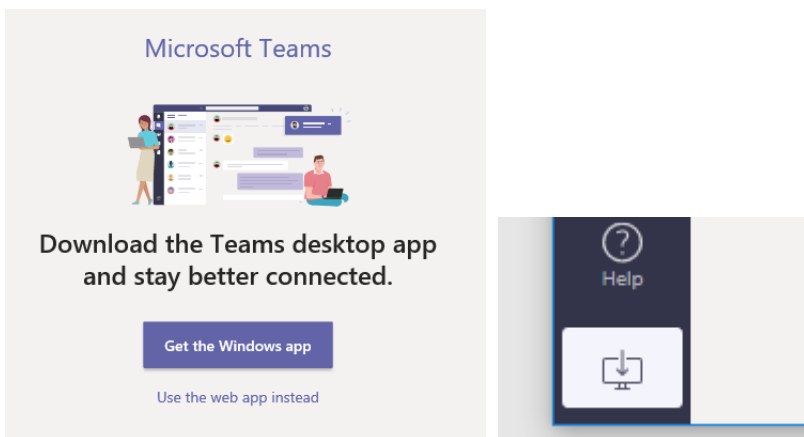


4) Once you are in office 365 you can now load MS Teams.

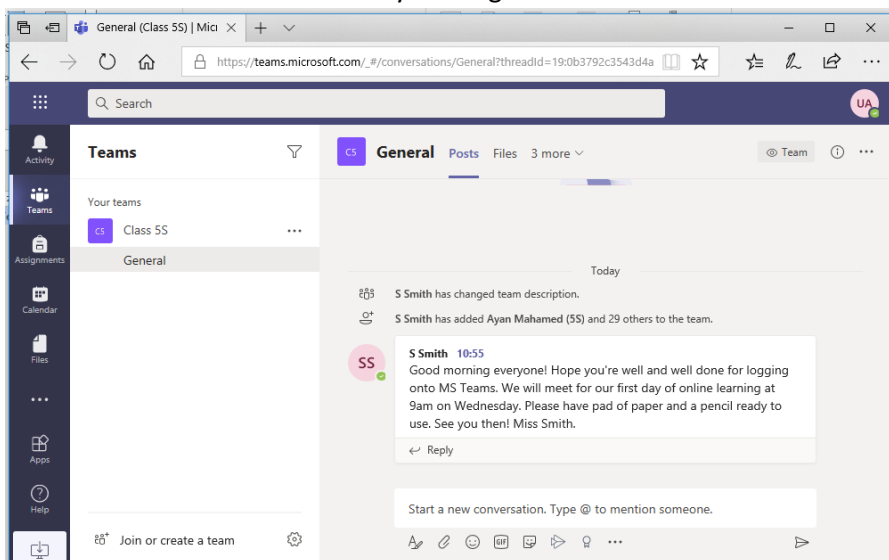


5) There are 2 options now, either to use MS Teams online or downloading an application onto your computer. We would recommend, if possible for you to use the downloaded application.

In order to download the app, click on the link that it provides or click this button at the bottom of the screen.



6) If you are the only member of 1 team this will now load. If you are in multiple teams you can see all the teams by clicking 'Teams'



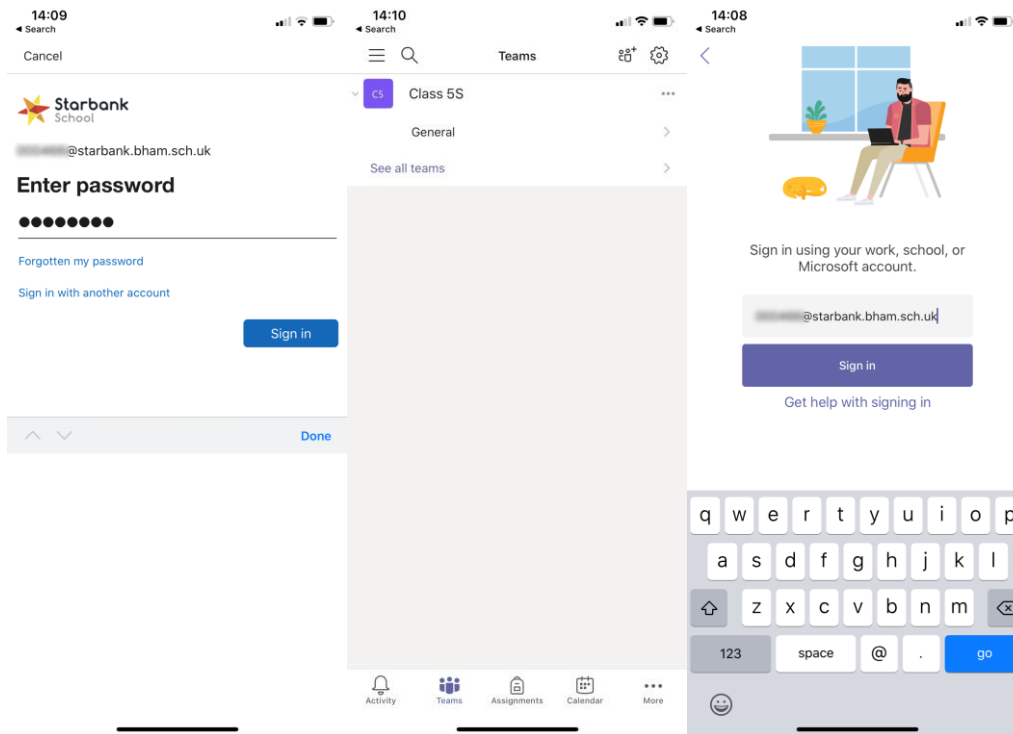
On a mobile device/tablet

To access teams on a tablet or mobile phone you need to download the Microsoft Teams app from the App Store / Google Play Store.

Teams app on Apple App Store - <https://apple.co/3jS6NJU>

Teams app on Google Play Store - <https://bit.ly/2DBotJQ>

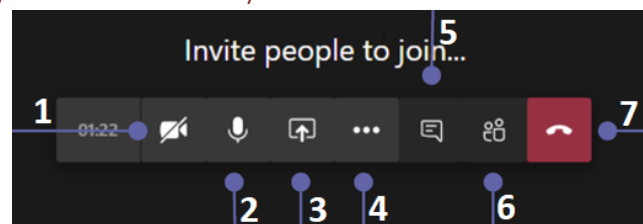
Once installed you need to login with your school email address and password.



Using the main functions in MS Teams.

Live lessons will be taught over video. Your teacher will invite you to join them in a video call with the class. Accept the invitation and any calls.

Once in a meeting you have some key controls:



1. Turn your video feed on and off.
2. Mute and unmute yourself.
3. Share your screen and sounds from your computer.
4. Access additional call controls
5. Send chat messages
6. Add participants to the meeting.
7. Leave the meeting