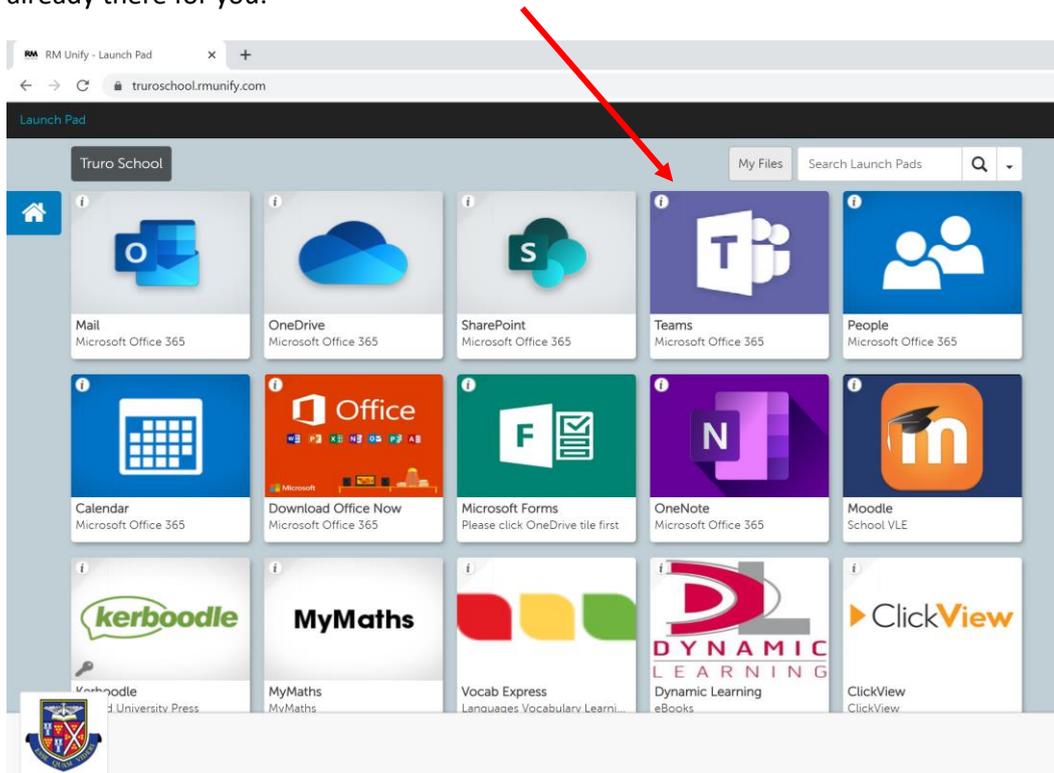


# Introduction to Microsoft Teams

From the start of the Summer Term, we are going to be using Microsoft Teams for some of our lessons. The way we use Teams will vary from subject to subject and from teacher to teacher but there are some key things you need to know to get started.

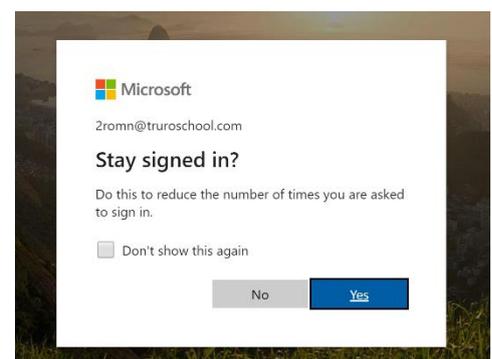
## How to find Teams and Log on

Firstly log on to RMuNify in the same way as you normally would (to find your emails or your OneDrive). Teams is already there for you:

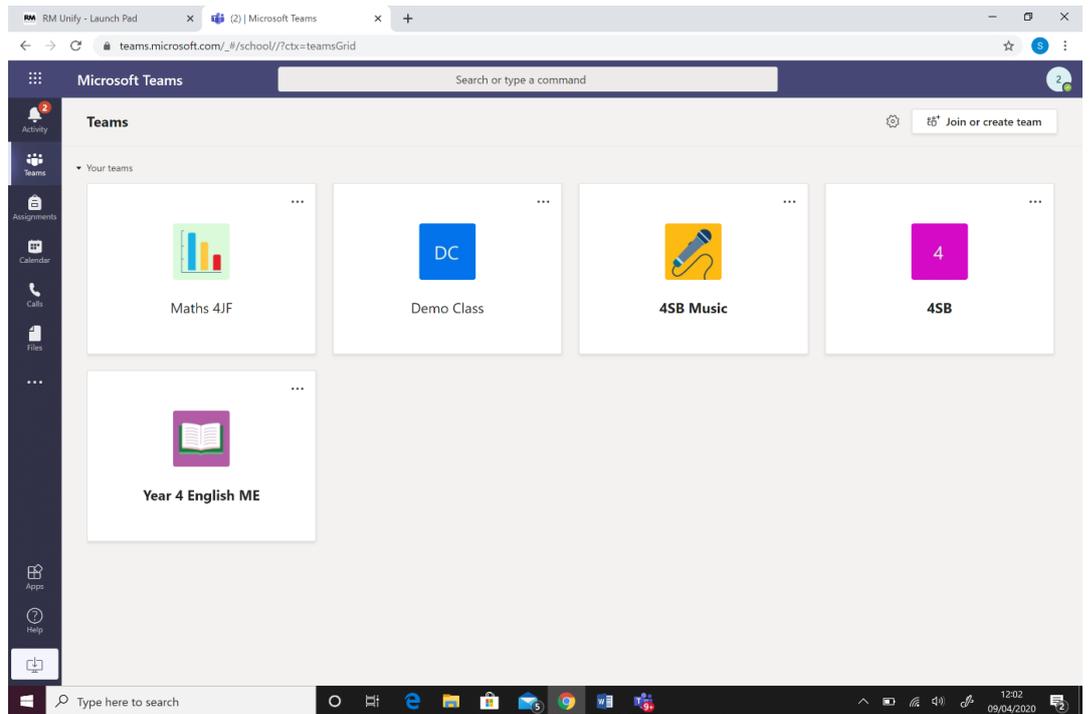


Click on the Teams tile. It may ask you to sign in again or if you want to stay signed in. The answer is Yes you do want to stay signed in, or if asked to do so simply sign in again using your full email address including the @truroschool.com part (eg [3JonesF@truroschool.com](mailto:3JonesF@truroschool.com)).

You will now be signed in and ready to go!

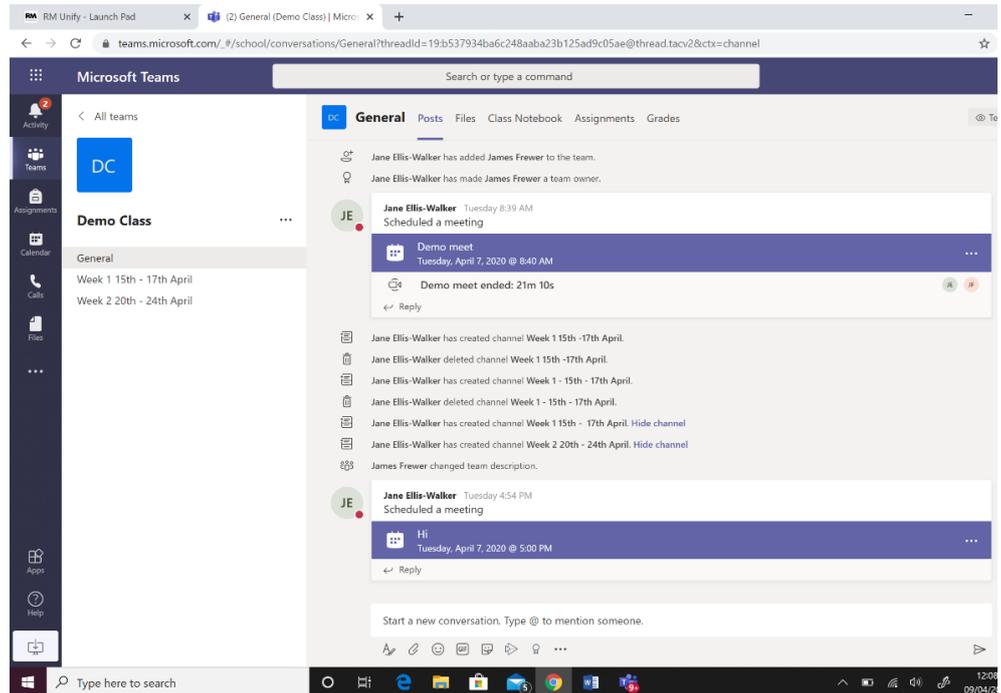


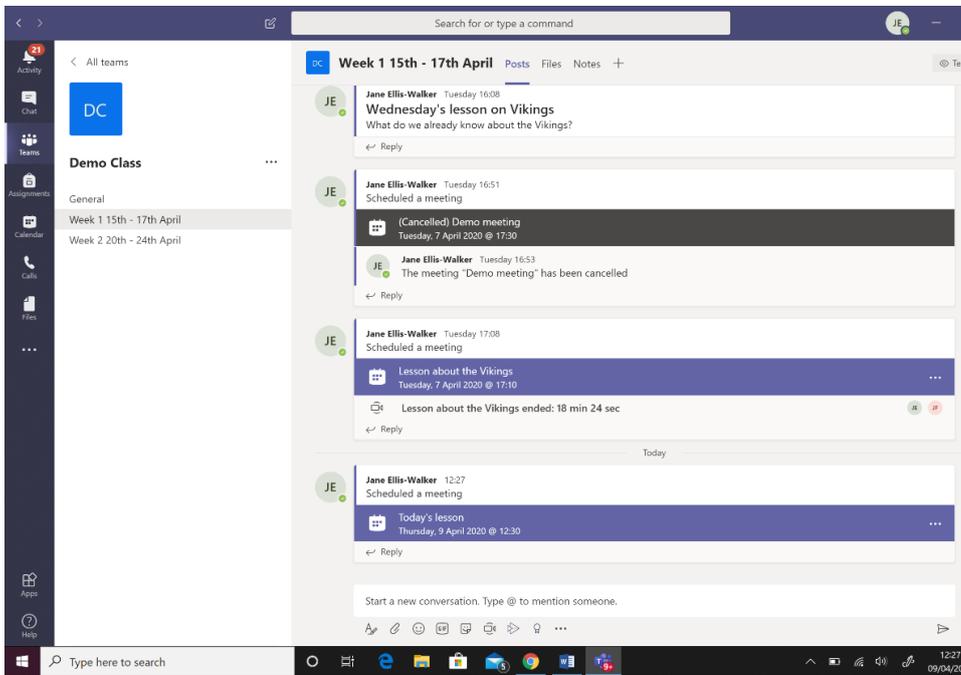
On the main screen you will see the teams that you belong to. All of your classes might not be there yet but they will be added between now and the start of term. If there is a class that you should belong to and it isn't there at the start of term, please let your form teacher know.



Let's take a look inside a Team:

At the left hand side you can see that there is a **'General'** heading. This is where introductory information might be kept, information about people being added to the Team and information about new channels being created. The notices here are not important for you. The important parts are the headings with the week numbers and dates.

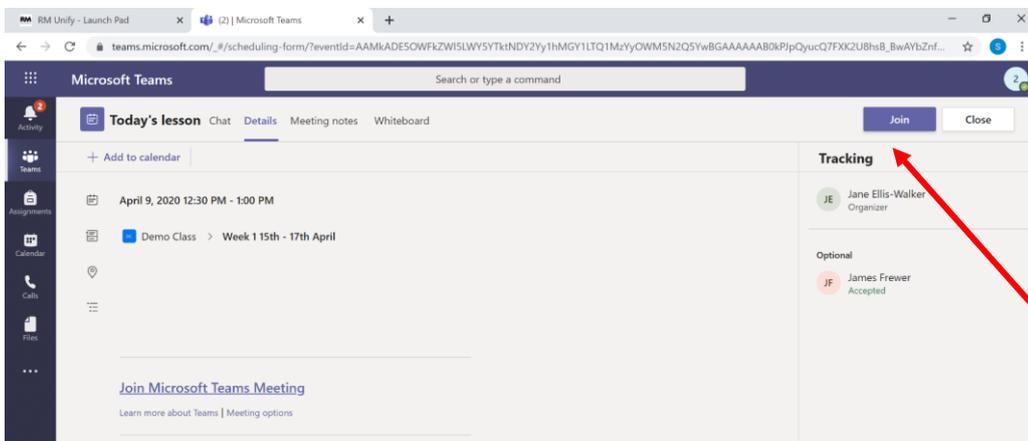




The 'Week 1', 'Week 2' headings are what you click on to find the information about what you are learning and the conversations with your teacher about that learning.

You can see here there is a message with a heading 'Wednesday's lesson on Vikings' and a question written beneath it. To answer the question, click on the **reply** button underneath the question.

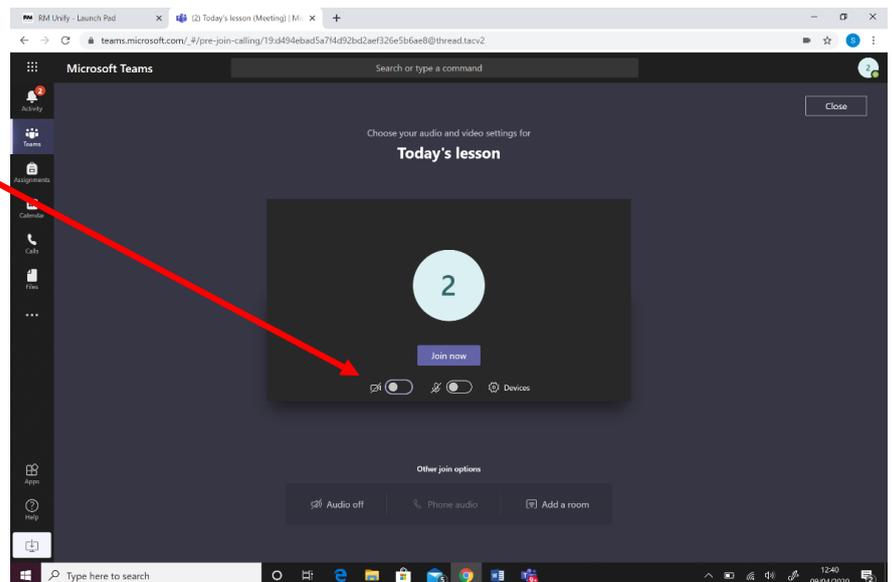
The teacher might also add a Powerpoint for you to watch, a document for you to read, a video for you to watch in this section.



You can also see that there is a lesson scheduled for today (Thursday 9<sup>th</sup> April) due to start at 12:30.

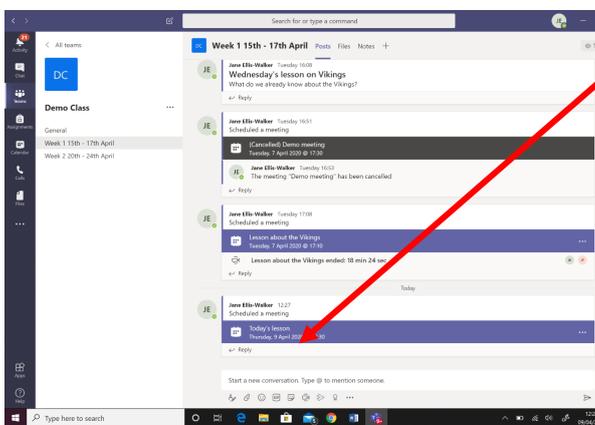
If we click on this meeting (this is what lessons are being called in Teams), we can see that we can join the lesson by clicking **Join** at the top of the page.

When we click **Join**, it takes us to this page. You can join with or without a video. You can also turn your microphone on or off here. Please leave your microphone off unless you are asking or answering a question in the lesson. If possible, it would be great if you could use headphones during the lesson as it reduces the background noise when you do speak.

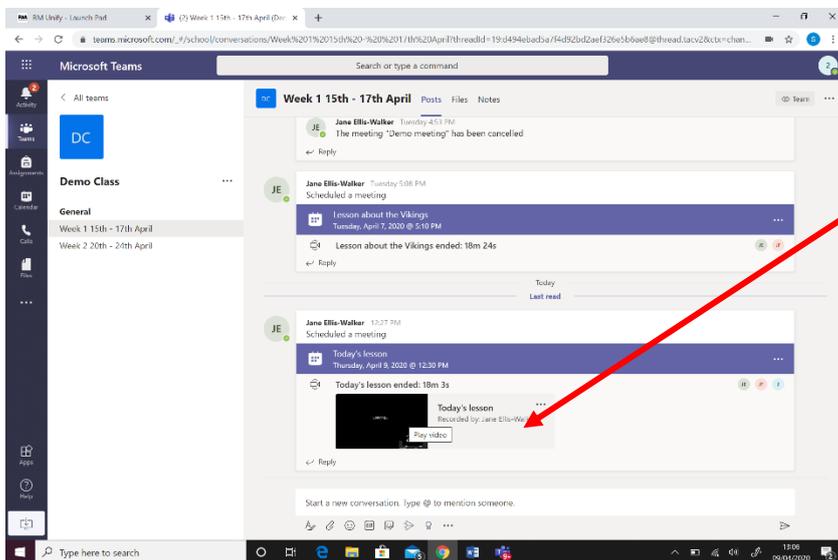




During the lesson, you might see the teacher's face, they might show you something from their screen and you might see other people in your class. Just like in school, no two lessons will be the same. The teacher might only keep the live part (that is the part when you're all online together and can hear each other) going for a couple of minutes and then ask you to do a task.



You can ask them a question by replying under the meeting heading for the lesson. They will be there for the rest of the lesson time.



If you are not able to join the lesson at the same time as the teacher, the teacher will record the lesson and you can watch it later by clicking on the saved video underneath the message about the 'Meeting'.

It is important that you are sensible and show your best behaviour when using Teams, just as you would in the classroom.