

Using Teams in O365

We are using Microsoft 365 (formerly Office 365) Teams to enable you to meet online with your teacher.

If you're on a Mac/PC we have found it reliable to use

Google Chrome
for the best experience.

If you share a PC with a parent or sibling we recommend using **Incognito Mode** which can be done as follows:

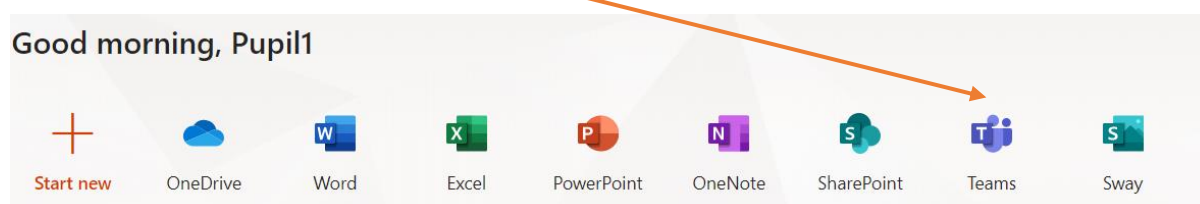
1. On your computer, open Chrome.
2. At the top right, click More ⋮ > New Incognito Window.
3. A new window appears. In the top corner, check for the Incognito icon.

You can also use a keyboard shortcut to open an Incognito window:

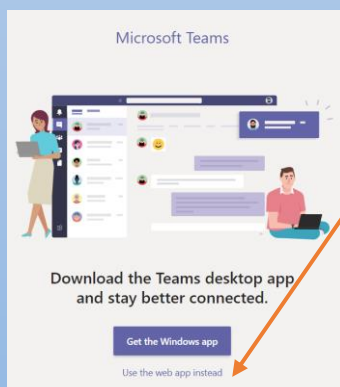
- Windows, Linux, or Chrome OS: Press **Ctrl + Shift + n**.
- Mac: Press **⌘ + Shift + n**.

Open an internet browser and go to Office.com and login. The username and password will have been sent to you separately.

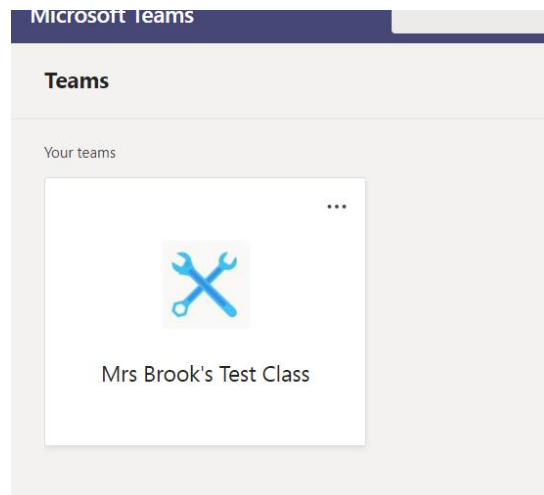
You will see the following. Click on the Teams icon



You may see a window like this below – in general click on **Join on the web** instead unless you know how to do otherwise (**this is essential if you share the computer with a parent or sibling**).



You will then see your Class Team



Joining the class meeting

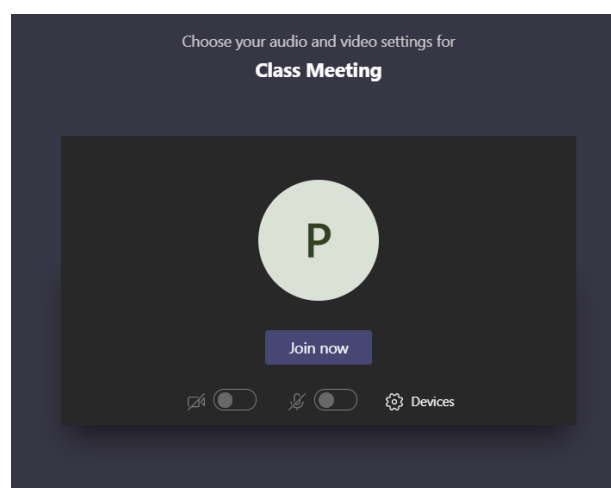
Your teacher may host some online meetings for you to join and catch up with both your teachers and your classmates.

Your parents will receive a message to let them know when these are so you can join if you're able to (they are not compulsory!)

When it's time you'll see a post in the **General Channel** (channels are selected on the left) like this:



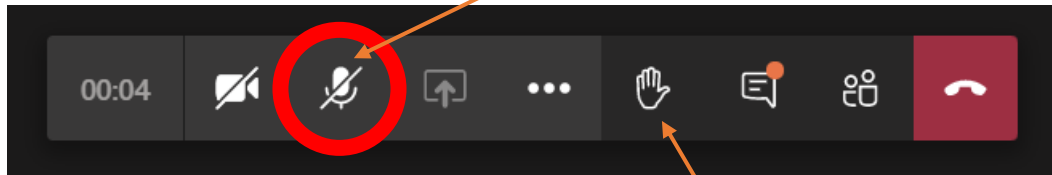
When you're ready to join, click on **JOIN** which takes you to the waiting room. You will see a camera icon and a microphone icon (if you have a camera and microphone – if you don't have a camera don't worry you can still talk). You can tick the icons if you want to be seen and/or heard. **It is important to join the meeting with the microphone muted as there can sometimes be a lot of feedback if lots of microphones are unmuted at the same time.**



When you are ready click **Join Now** and you'll be in the meeting.

How to use the meeting once you are in

It is important to keep your microphone muted when you're not talking, otherwise the whole meeting turns to chaos. You can do this by clicking the mute button at any time. This is found on the 'control bar' (shown below – you may need to wiggle your mouse or tap the screen to make it show up).



Make sure it's got the cross in it when you're not talking and no cross in it when you are.

Note: Your teacher may mute you if you forget, that's ok just try and remember next time and unmute yourself when you're going to talk.

If you want to talk, you can unmute yourself and then put up your hand, your teacher will be able to see that you have something to say and will invite you to talk.