

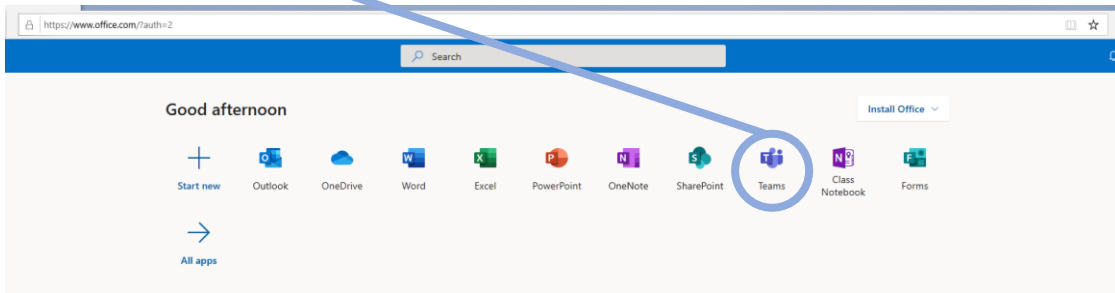


St Mary's College

Guidance for accessing 'live lessons' through Teams

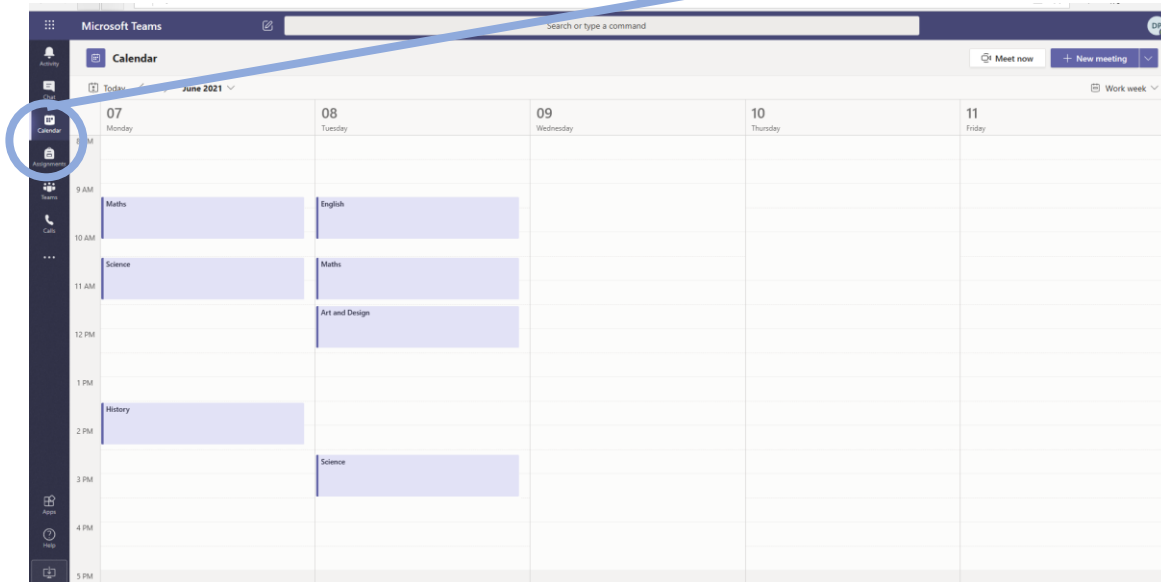
1. There are **two options** for accessing Microsoft Teams.

A. You can click on the Teams icon when logged in to you Microsoft 365 account at office.com (in the same way as you have clicked on to the SharePoint icon for the SMC study page previously).



B. You can download the Microsoft Teams App on any device for free and log in using your school e-mail and password.

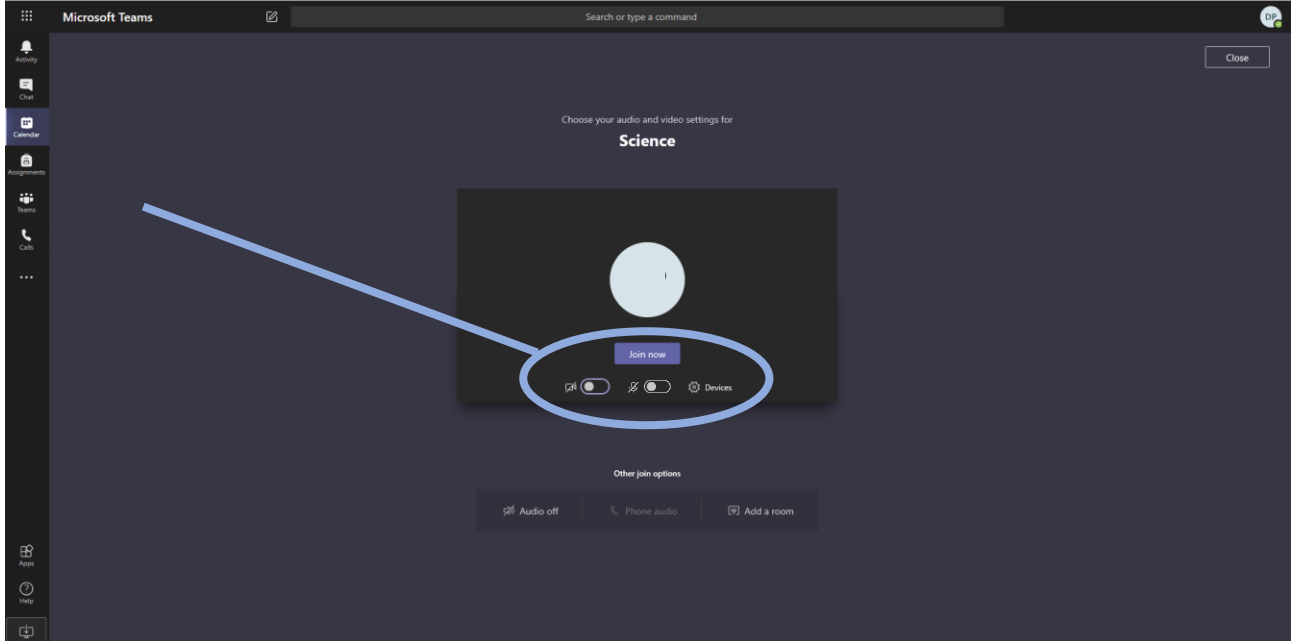
2. Once you have opened Teams you will need to go to the calendar section by selecting the icon:



Teachers will have invited you to all lessons and your calendar will automatically be populated when they do. Simply select the lesson you need to join by clicking on it. The word 'Join' will appear in a blue box, when once the lesson is ready to access and you can simply click to join.

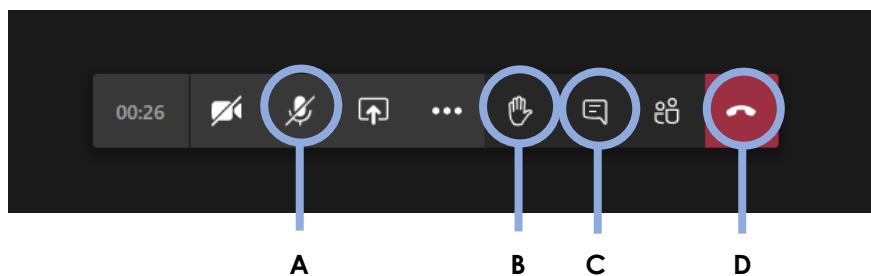


3. Once you have selected to 'Join' a lesson you will see the screen below. Make sure that the camera is on but that the microphone is muted. When you are happy that you are ready then select 'Join now' by clicking the blue rectangle.



4. You will now have joined the lesson. At the start of every lesson you will see a reminder of the student protocol which your teacher will discuss with you. It is important that you follow the rules and any failure to do so will result in the usual behaviour policy being applied and could result in you being ejected from the lesson. Please read the student protocol on the next page carefully before lessons begin.

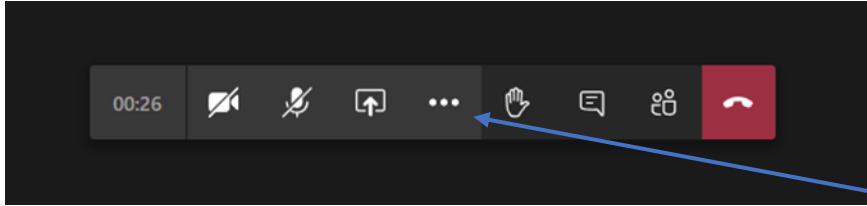
5. When you are in a lesson you will see the tool bar below in the middle of your screen:



The key tools for you to be aware of are:

- A** – Microphone mute/unmute. This will be required if you are invited to speak in the lesson.
- B** – Hand up. This is the button to press if you have a question or would like to contribute.
- C** – Chat. This will enable you to write a response or a question to your teacher/the class.
- D** – Hang up. At the end of the lesson use this button to leave. You can then join another lesson.

6. How to blur your background



To blur your background during a video meeting in Teams, click the three dots in the toolbar. Depending on whether your camera is already on there should be a "blur background" or "start camera with blurred background" option. Click this and your background will be blurred.

Further advice and guidance

Go to SMC Study for a how-to video on accessing and using Teams:

<https://smc23.sharepoint.com/sites/SMCStudy/SitePages/Support,-Advice-and-Guidance.aspx>

If you have any technical issues with using Teams please log them with the helpdesk using your school email helpdesk@smchull.org