

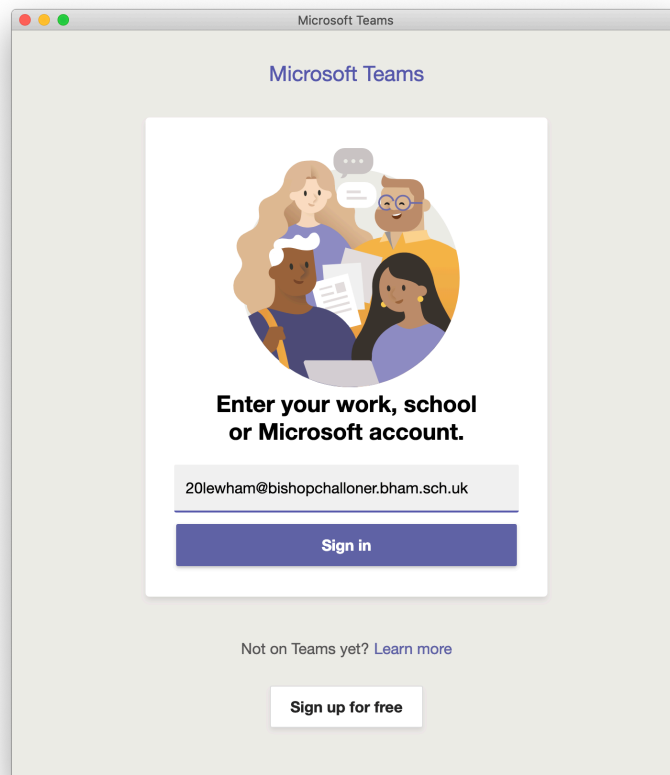


## **Accessing a Live Lesson at home**

This approach should be used when attending a virtual live lesson.

### **Step 1**

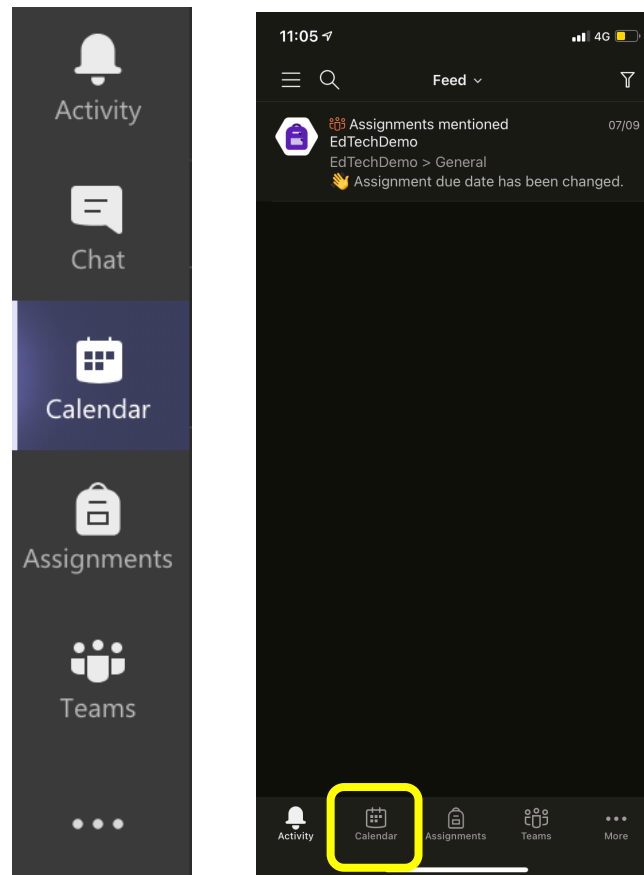
Login to the Microsoft Teams platform. We strongly recommend that you use the desktop version over the browser version. All netbook devices should have the Teams app downloaded as part of a lesson in school. For those who still do not have this, please see the guide entitled '**Installing the Microsoft Teams Desktop App**'.



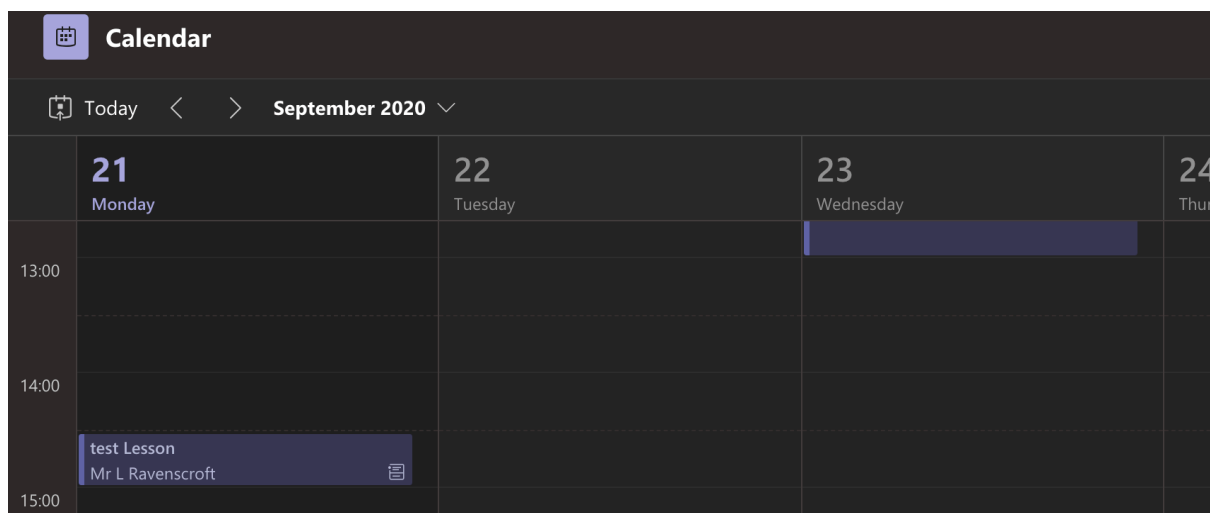
The email address and password are the same details that the student will have used to access their school email address and OneDrive in school. For more information on this, please see the guide '**Your School Microsoft365 Account**'.

## Step 2

When Teams opens it will open to the last page you were on. Irrespective of what you can see on the screen, use the navigation bar on the left-hand side (desktop/netbook version) to select Calendar. On a smartphone or tablet this will be at the bottom of the screen – shown on the right below.



The next screen that you will see is the calendar itself.



In this instance I want to join the test lesson at 14:30 on the 21<sup>st</sup> September. To do this I click on this event.

The resulting screen will provide me details of the meeting / lesson. In order to join the live lesson click the Join button located in the top right hand corner of the window – shown below.

