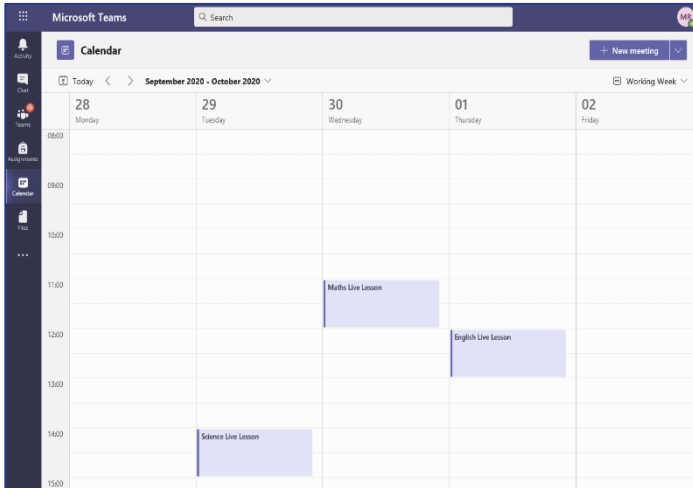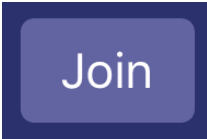# Chorlton High School
Microsoft Office: MS teams Live Lessons

If you are working from home you, or are participating in a Live Lesson from your teachers you will need to follow the steps below:
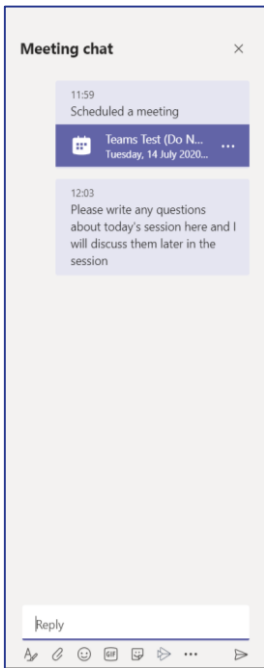

Step 1 – Open Microsoft Teams and click on your **calendar** (this is on the left bar). When you open your calendar you will see you have live lessons scheduled by your teachers.

Step 2 – Click on '**Joi**n' to join the live lessons. *You might be in a waiting room to begin with so be patient whilst your teacher starts the lesson and shares their PowerPoint with you.*

Step 3 – You will be muted by your teacher unless they want you to speak and answer questions. You should follow the lesson and listen carefully for instructions.
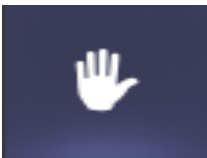

What if I want to ask a question?

You might want to ask a question in the Live Lesson. That's okay, you can use the chat button to ask a question.

Remember that the chat will be saved after the lesson so you can check for teachers answers. Your teacher might also ask you a question and you can use the chat box to answer that question.

What if I need help?

There are times like in lessons in school you want extra help.

Use the hands up button to let your teacher know you have a question or need some more guidance.

How do I leave the lesson at the end?
After your teacher has ended the lesson, you can leave by clicking the hang up button. After the lesson check for assignments or other tasks the teacher has sent.

BE READY - BE RESPECTFUL - BE SAFE

Make sure you arrive on time to Live Lessons

Have your book and a pen available

Listen carefully to instructions

Use chat functions appropriately

Remember to be polite

Respect other peoples right to learn