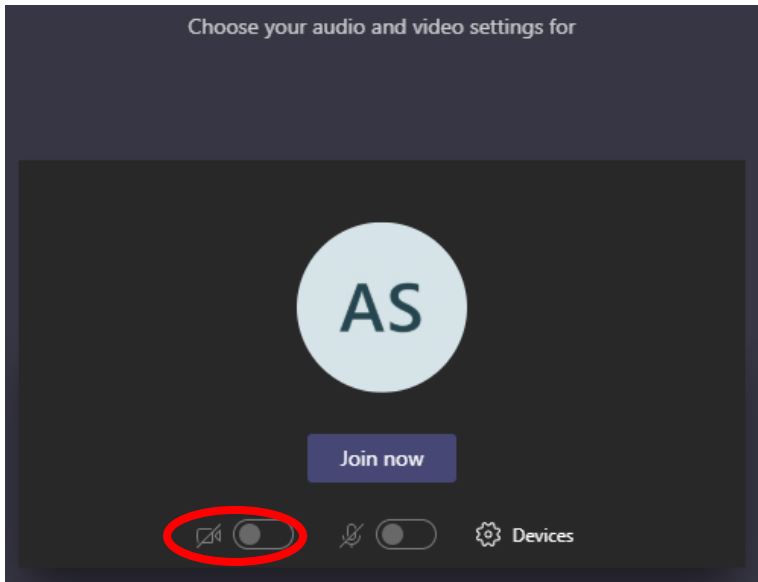


Teams - Joining a Live Lesson

The email you received from school will have a link for you to join the live lesson. There will be two links for each week's lessons - one for English and one for Maths.

About ten minutes before each lesson, log in to your school e-mail and click on the correct link. Your teacher will also post the link in your class team.

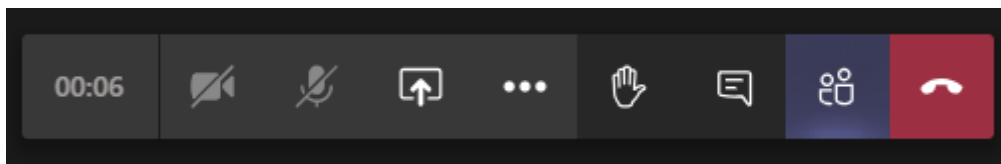


When you click on the link, you'll be taken to the meeting setup page.

The red circle shows the camera function. Make sure that it is off. To begin with you should also make sure your microphone is off.

When you're ready to join the lesson, click Join now. Do this at least 5 minutes before the lesson starts.

Once you're in the meeting you will see your teacher's video and sometimes a PowerPoint presentation, and you will hear your teacher talking. If you have a question, there are two ways to ask this. Both ways require you to click on one of the icons in the toolbar at the bottom of your Teams window.



If you want to ask a question by speaking, click the hand icon to 'raise your hand'. When the teacher is ready to take your question, your teacher will unmute your microphone and ask you to speak.

If you would prefer to ask a question by typing, click the speech bubble icon to enter the chat function. This will appear at the right hand side. You can type a message there and your teacher will answer it.

If you are having trouble with Teams, you can also ask for help using the chat function and the member of staff controlling the computer will try to help you.