Installing/Setting up Microsoft Teams

PCs/Laptops

Windows Computers - Go to https://products.office.com/en-us/microsoft-teams/download-app and download the Teams app. Once downloaded and install, login the same as you would into SharePoint.

MacBooks – Go to https://products.office.com/en-us/microsoft-teams/download-app and download the Teams app. Once downloaded and install, login the same as you would into SharePoint.
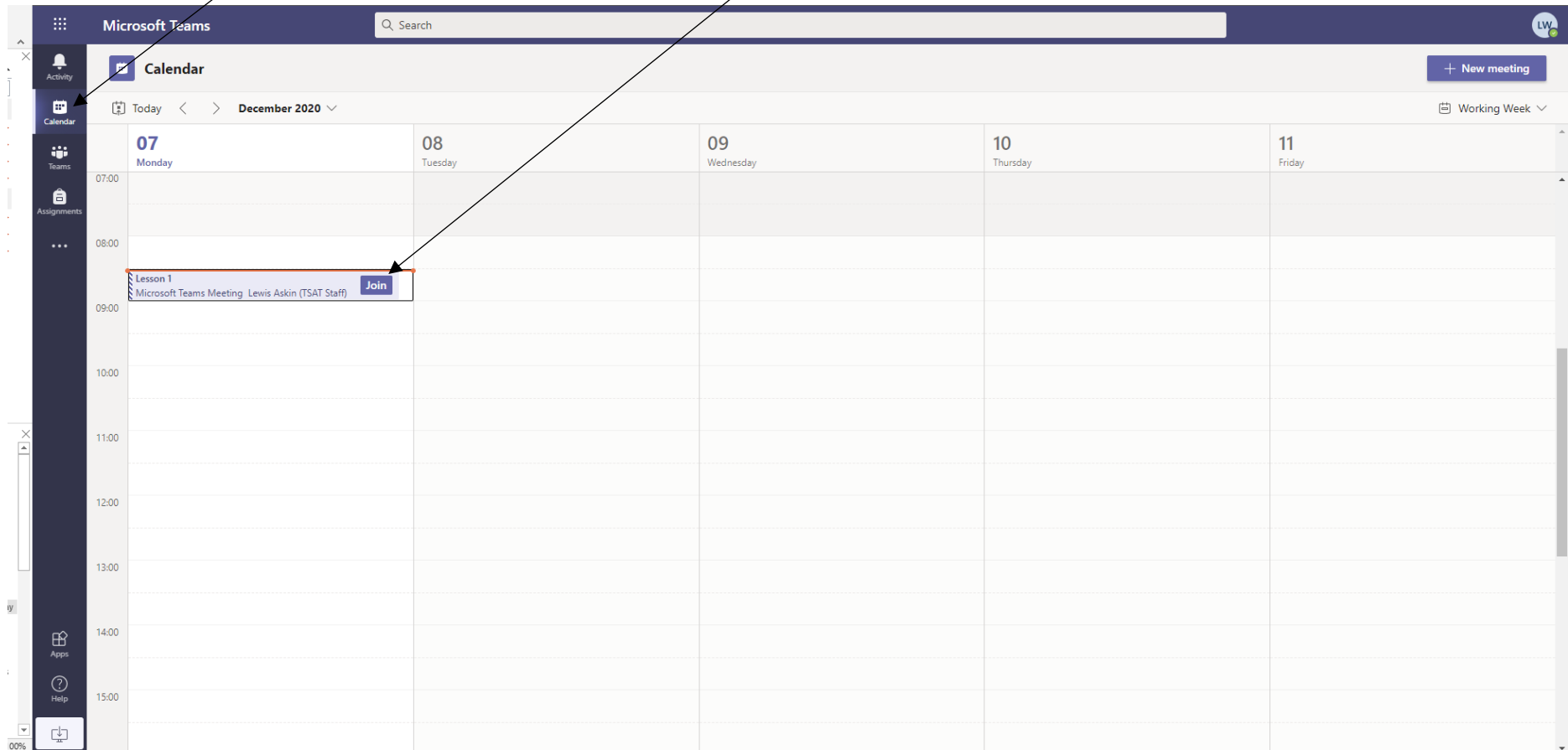
Mobile Devices

iOS Devices (Apple iPhones) – Go to the App Store and download Microsoft Teams Once the app has installed login the same as you would into SharePoint. Select OK when asked about notifications and access to your devices microphone, this will allow you to receive notifications when a new message is sent on your Team and you will be able to interact with other users on your Team.

Android Devices (e.g. Samsung, Huawei, etc) – Go to the Play Store and download Microsoft Teams Once the app has installed login the same as you would into SharePoint.
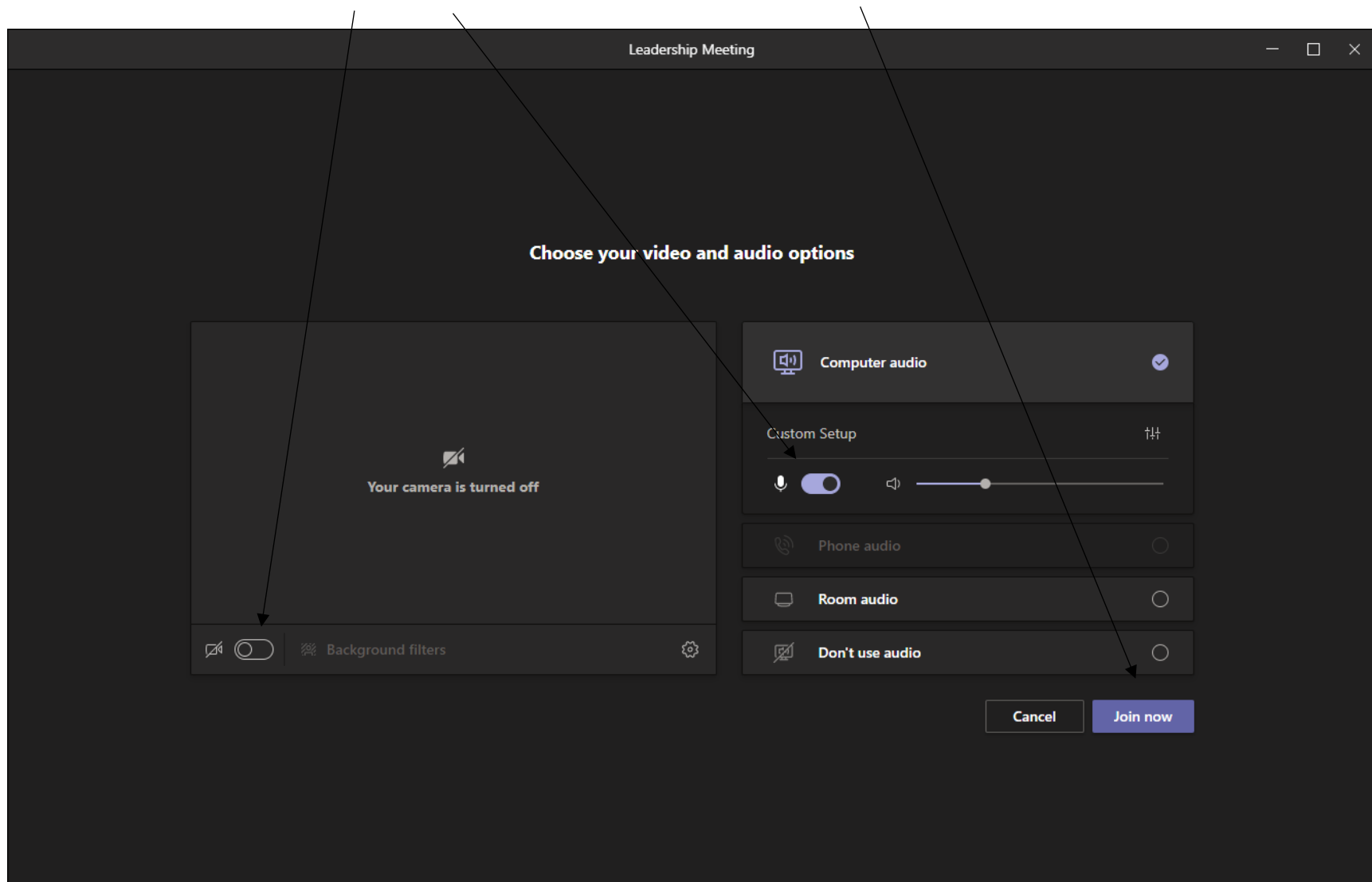
Once you have downloaded Teams, login with your login details,
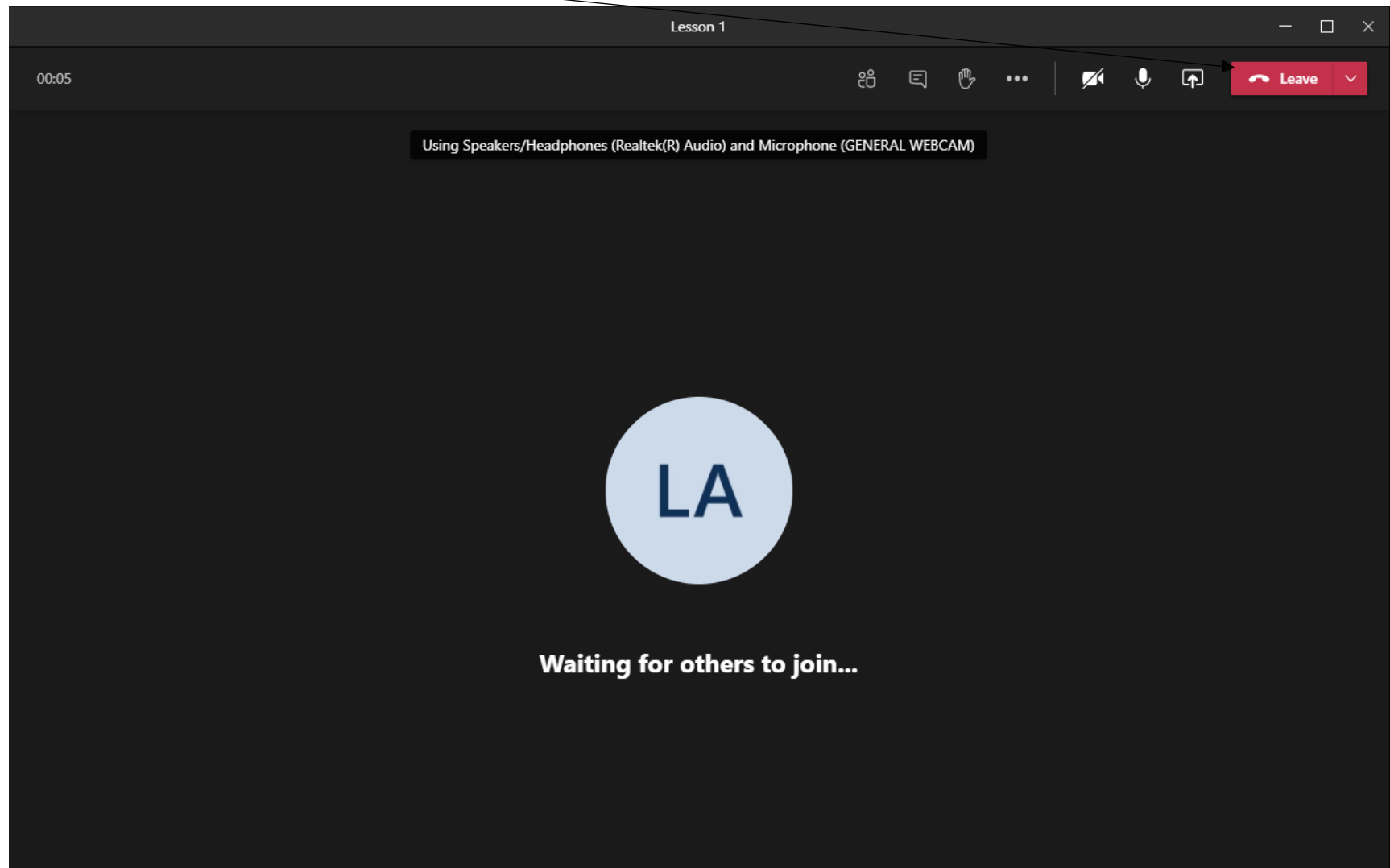
Joining a Teams Meeting – PC/Laptop

Once logged in select Calanedar down the left hand side and then select Join on the meeting for that day.

Then pick if you want to switch on video and audio with the sliders below and then click Join now.

Leadership Meeting

Choose your video and audio options

Your camera is turned off

Background filters

Computer audio

Custom Setup

Phone audio

Room audio

Don't use audio

Cancel   Join now

When the lesson has finished click Leave.

Using Microsoft Teams – Mobile Devices (iOS)

Once logged in select Calanedar at the bottom and then select Join on the meeting for that day. Then pick if you want to switch on video and audio with the sliders below and then click Join now. When the lesson has finished click the red phone.
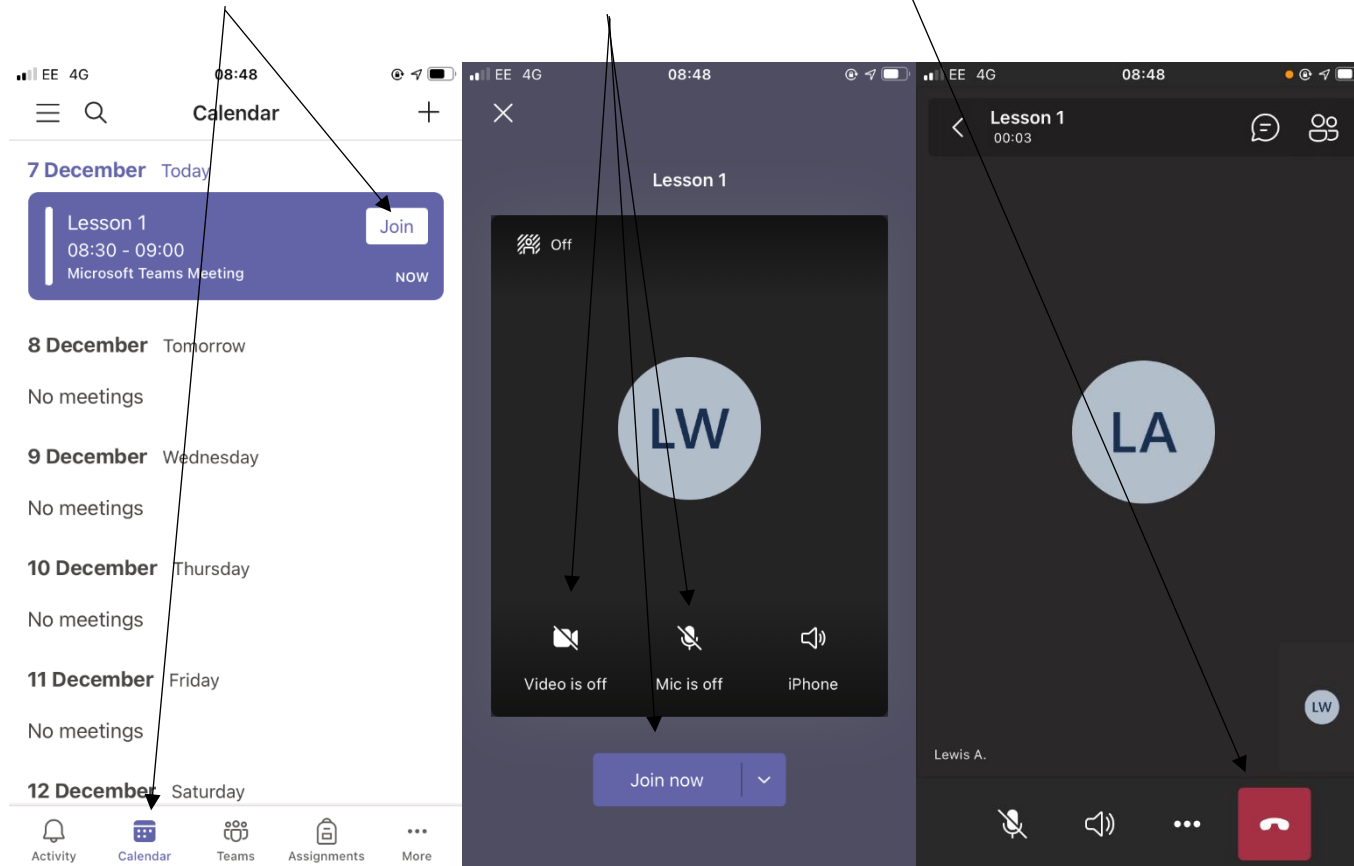
Using Microsoft Teams – Mobile Devices (Android)

Once logged in select Calanedar at the bottom and then select Join on the meeting for that day. Then pick if you want to switch on video and audio with the sliders below and then click Join now. When the lesson has finished click the red phone.