

# MICROSOFT TEAMS

## P U P I L G U I D E

### STEP 1: log in to school email



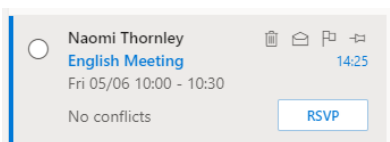
Access the 'links' tab on the school website: <http://www.george-eliot.warwickshire.sch.uk/links>  
You are not in Office 365. Click the Outlook email link (pictured).  
Pupils' login is the same ID/password as they use on school computers.

### STEP 2: decide which device you will use for the digital meeting/lesson



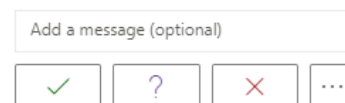
The best user experience is in the computer app Microsoft Teams, which is free to download  
Teams apps are also free for phones/tablets  
You can also access it through your computer's internet browser (eg Chrome or Internet Explorer)

### STEP 3: Accept the invite your teacher sends

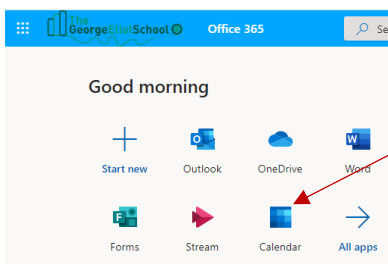



You will receive an email with an RSVP which tells you the date/time  
This may be a lesson, feedback or a tutor group check-in  
Click RSVP

Click 'accept' to let your teacher know you will be attending  
You can also click 'tentative' if you're unsure or decline if you're busy

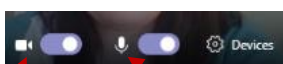


### STEP 4: 5-10 minutes before the start time, join the waiting room



Return to your Office 365 (see step 1)  
Open your calendar  
If you have 'accepted' the event will show up in your calendar  
Click the calendar event and  Join  
You will be in a 'lobby'; your teacher will let you in at the start

### STEP 5: In the meeting



Camera Mic

When it asks if you give permission for it to enable your camera and microphone, click 'yes' if you're happy to be seen/heard by everyone else.  
Click 'no' if you'd rather just listen in.

In the meeting, wiggle your mouse around and the following bar appears:



Please direct any questions to your tutor. A video guide is available at: <https://youtu.be/4Rdj0jcOjLM>