

# Microsoft Teams



## FOR STUDENTS

If you are forced to isolate because of Covid 19, we want you to keep on learning with us. Therefore, if you are at home you can now join in your lessons through Microsoft Teams.

To log into Teams, follow the instructions on the reverse of this document; you will also need your school email address and password (these are the same as your school login):



Sign in

18JBloggs@snhs.uk

[Can't access your account?](#)

If you have forgotten your password, please call this number for it to be reset:

07947 622 305

## Expectations of you...

- Your lesson may be scheduled and this will show in your calendar, or your teacher may open the lesson at the appropriate time - this method will not show on your calendar, but it doesn't mean there is no lesson. Please be logged in to Teams at the right time as per your timetable.
- If there is no live lesson, you must check Show My Homework for what work your teacher wants you to complete.
- IF YOU HAVE A LIVE LESSON YOU MUST ATTEND - attendance will be monitored by your teacher. You must log in on time, with your microphone off and video off, for the duration of the lesson (unless your teacher requests otherwise.)
- If you need to ask questions, please use the chat function in the first instance and your teacher will do their best to reply. Be mindful, that they may still be teaching other students in the classroom, so they may not be able to respond straight away. Everyone can see what you type - use this sensibly.
- Do your work during your lesson time, whether you have a live lesson or not; this will help you manage your time and your day.
- When you have finished your work, please submit it in the way your teacher has requested. This could be to hand in when you return to school, or electronically via Teams, SMHW or email. If you are unsure, ask your teacher using the chat function during the lesson.

**Installing Microsoft Teams and getting started at home:** <https://www.youtube.com/watch?v=Zoc78NKvTK0>

**Introducing the virtual classroom on Teams:** [https://www.youtube.com/watch?v=jx36qQf\\_Qpk](https://www.youtube.com/watch?v=jx36qQf_Qpk)

**Attending a live lesson:** <https://www.youtube.com/watch?v=fdaMa1DSwXo>

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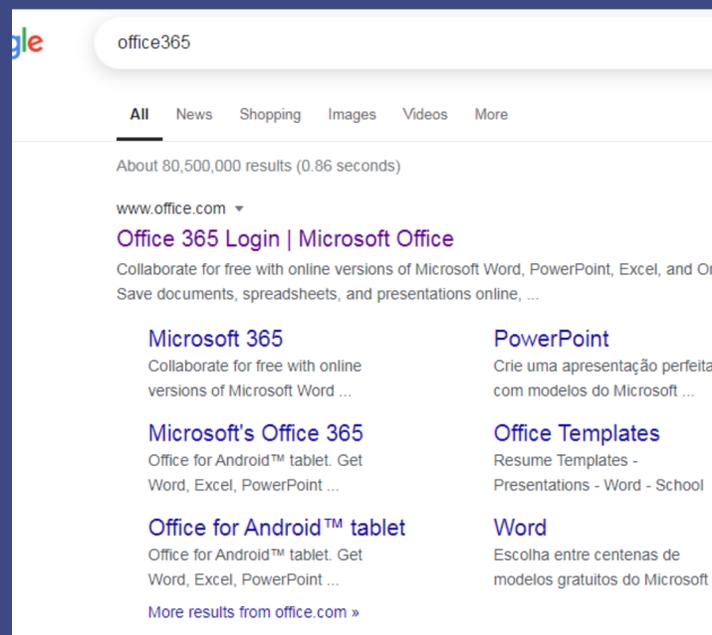
FOR STUDENTS



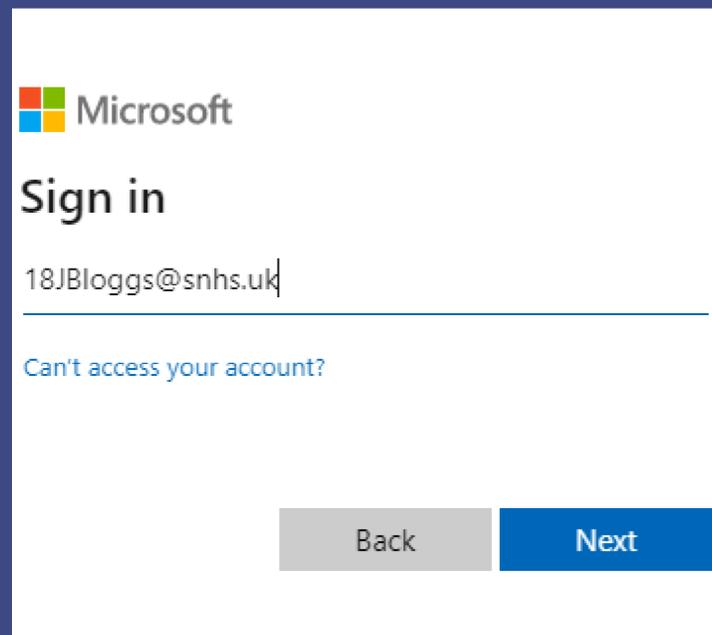
**01**  
Type 'Office 365' into an internet search engine, like Google.



**02**  
Select the Office 365 login option, as pictured.



**03**  
Click on the 'Sign in' option and enter your username and password from school, details on the reverse. (these are the same as your school log in).



**04**  
Then select the Teams icon from the list and then find the class you need..

