

Churchill Gardens Student Guide

Getting Started with Teams



Teams - How to Login

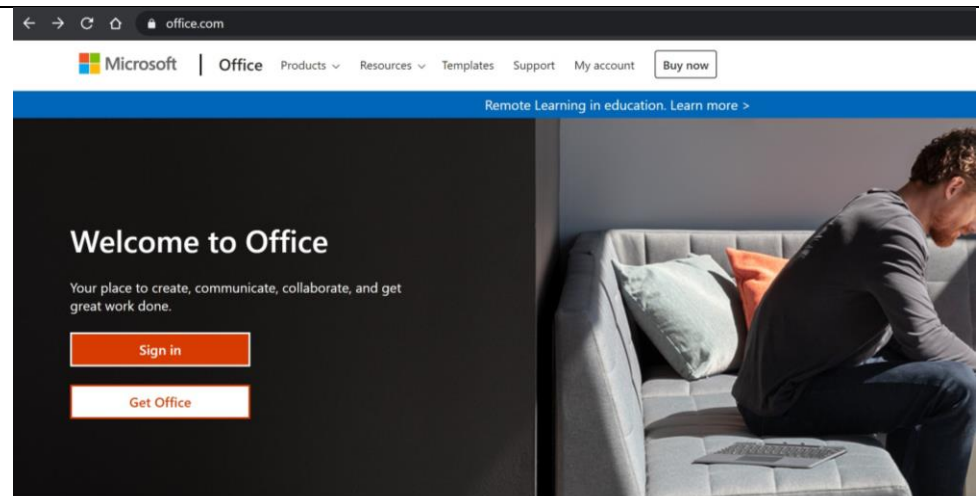
You can download the Teams programme/app to your PC or most devices. Alternatively, follow the instructions below to access it online.

There are two ways to do this:

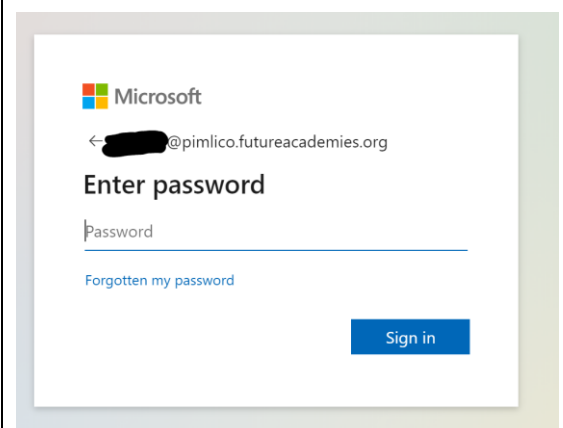
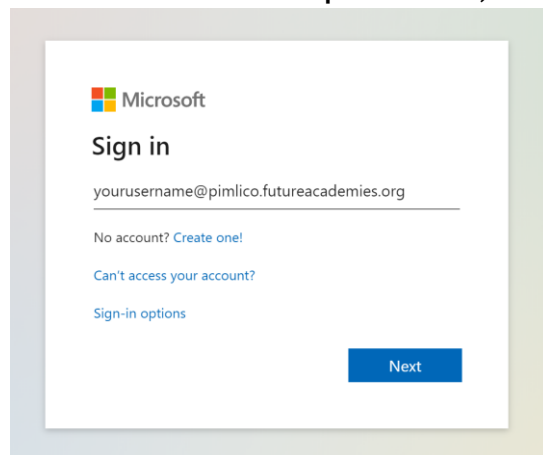
- 1) Logon to teams.microsoft.com where you will be prompted to give your login details (sent via text). You can decide whether you want to download the app or use your browser.
- 2) Go via www.office.com.

On Google Chrome or Microsoft Edge, go to www.office.com

Microsoft does not support Safari or Firefox for Teams and Internet Explorer has limited functionality.

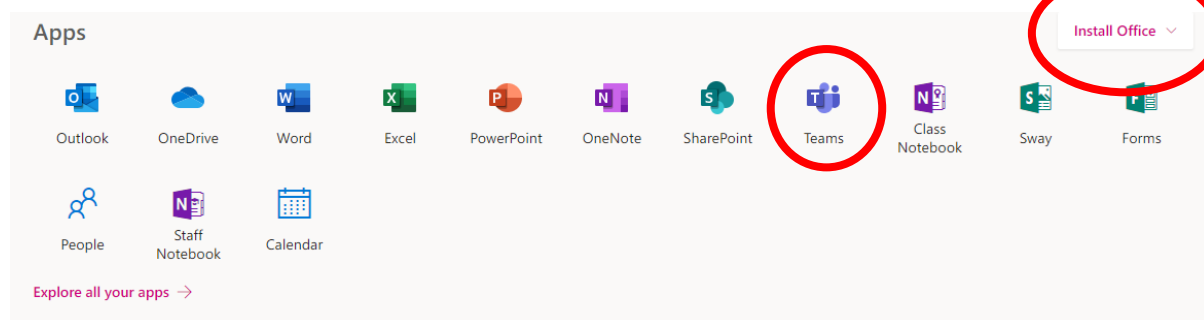


Click sign in and sign in with your full school email address and password, sent via text.



Once you have logged in you will be sent to this page.
Click on the Teams icon.

If you don't have Microsoft Office, you can install it here for free!

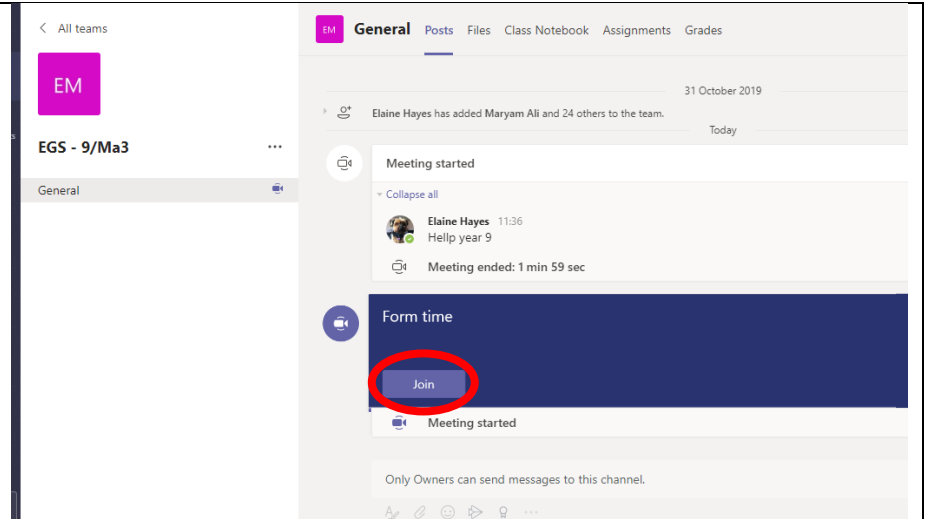


You should now see all the Teams you have been added to. Click on your tutor group Team (it's the one that ends with -PSHE)

Joining Your Virtual class

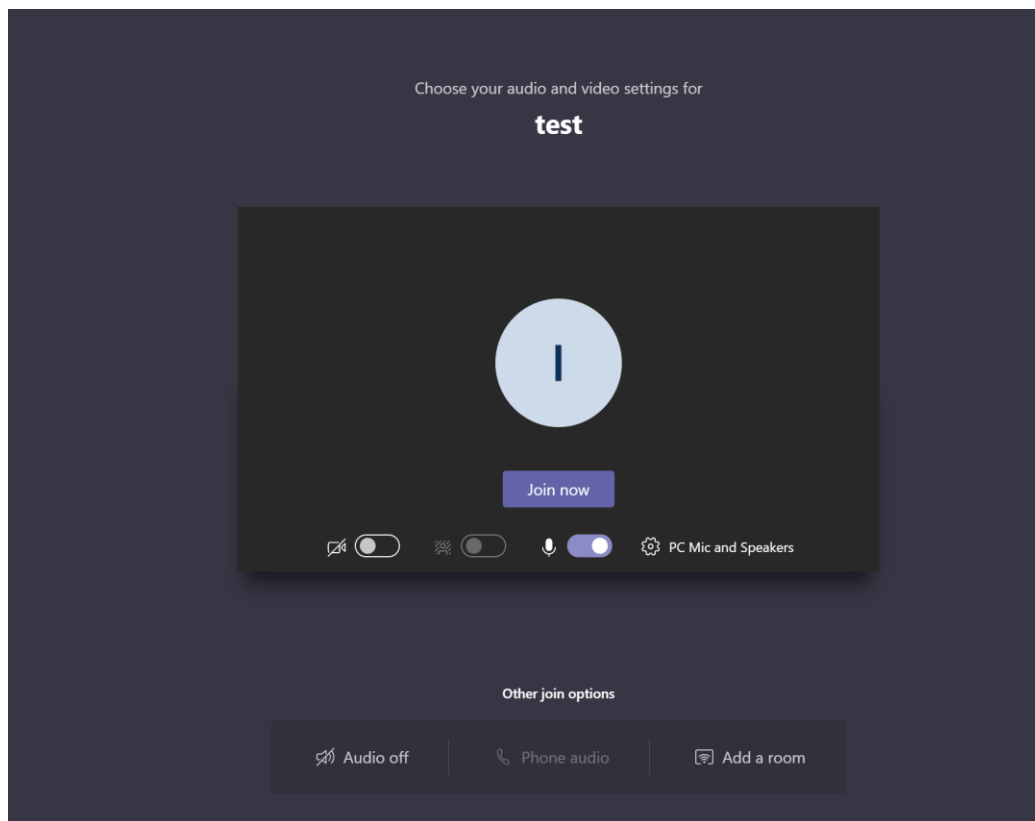
When you click on your team, you will be taken to the 'Posts' page of your Team site.

Once your teacher has scheduled your lesson, you will see a blue notification in your Team. Your teacher will have told you what time your session starts, and you can join at any time by clicking the join button circled in red.



Before you join, you will see this page where you can select your microphone and video settings before joining the call keep your video and microphone switched off.

Teachers need to admit pupils into the lesson, please be patient!



Once you have joined the session, you should be able to see your class teacher and a shared screen.

At the end of the lesson you must click the red 'Leave' button and join the new lesson.

