



# Microsoft Teams – Meetings

## Student Guide



# What is this guide for?

This guide shows you how to use Microsoft Teams Meetings for live lessons in a situation where learning is taking place from home. The Academy will let you know if there is a period of time that live learning is taking place – this will be in circumstances where school may be closed to large groups of students.

You should use the guide to familiarise yourself with how to use Teams Meetings.

You can also speak to your Personal Tutor if you need any help/support with this.



# What is Teams?

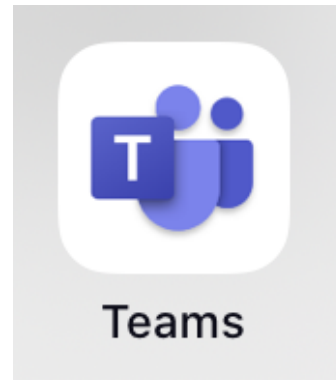
Microsoft Teams is a platform included within your Office 365 account. It allows you partake in remote lessons on your iPad.

This presentation will cover the following:

- Locating the Teams app on an iPad
- Signing in
- Viewing your scheduled meetings
- Joining a meeting
- Settings and options within a meeting
- Ending your meeting once a lesson finishes

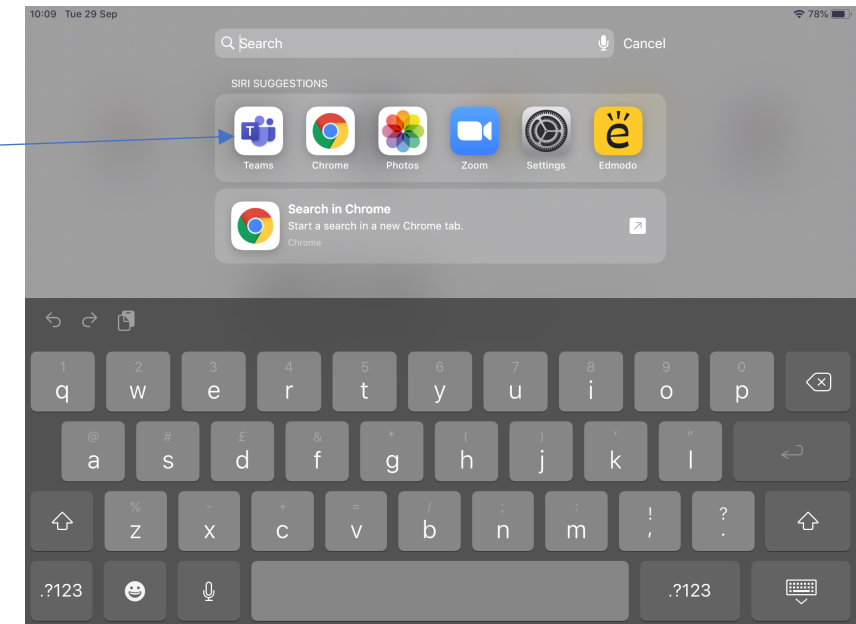


# Locating the Teams app



The Microsoft Teams app should already be installed on your iPad. However if you are unable to find the app, you can manually search by swiping downwards on the home screen to access 'Search'.

From the search screen, you can begin typing 'Teams' and tapping on the app when it appears.



# Signing in

## Microsoft Teams



Welcome to Microsoft Teams!  
A happier place for teams to  
work together.

Enter email, phone, or Skype

Sign in

[Get help with signing in](#)

When you first open the Teams app, you will be required to login with your school email address. Your school email address is your username on the back of your iPad, followed by '@universityofkentacademiestrust.org.uk'

## Enter password

Password

[Forgotten my password](#)

[Sign in with another account](#)

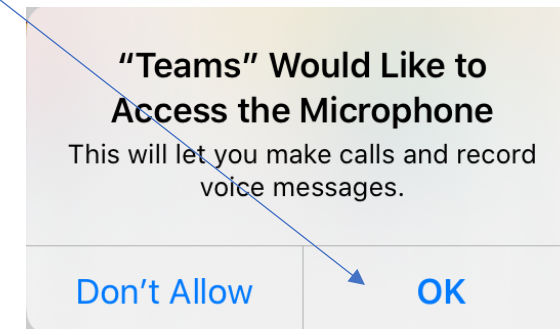
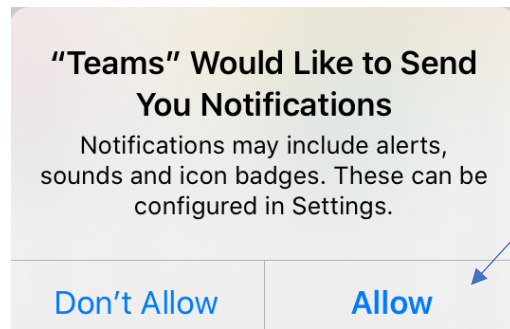
Sign in

After entering your email address, you will be required to enter your password. You can find your password on the label on your iPad box.



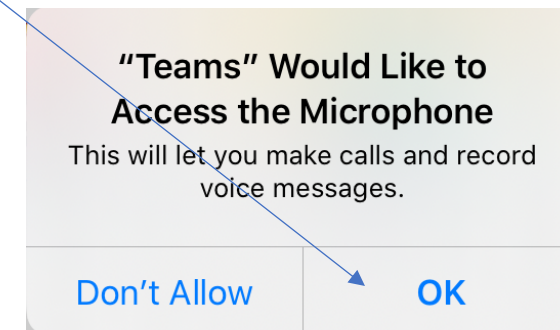
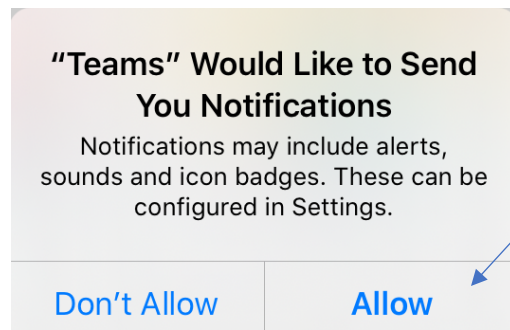
# Granting Access

When you first sign into the Teams app, you will be requested to allow Teams to send you notifications and also to access the device microphone. **It is important that you grant the app permission to do both of these things.**

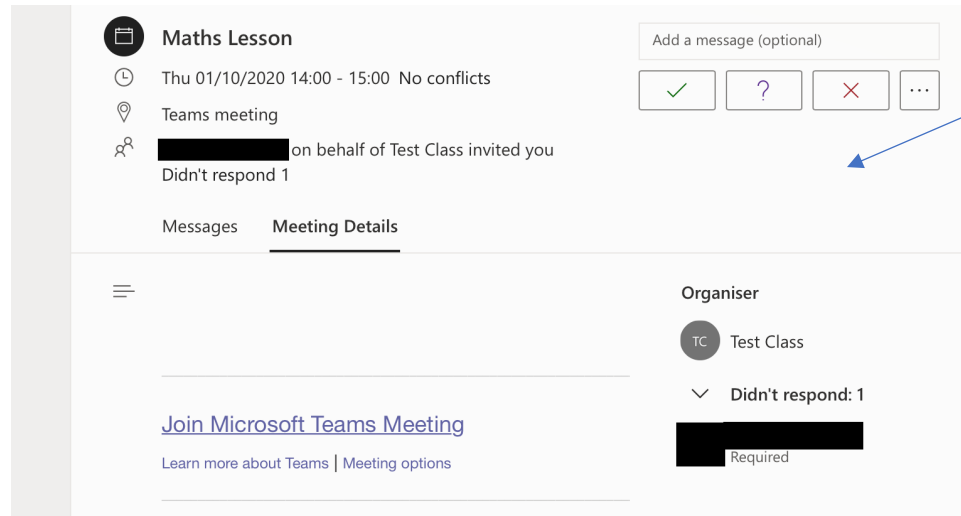


# Granting Access

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# Joining a Meeting



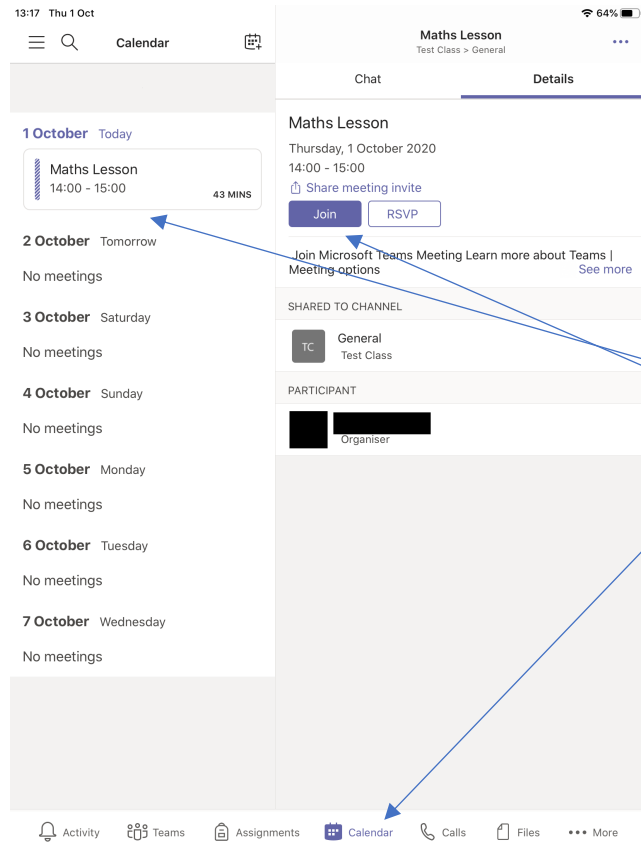
When a teacher shares a meeting with you, you will receive an email notification.

You will also receive a notification 15 minutes before it starts and at the start of the meeting.





# Joining a Meeting



You can also view all of your scheduled meetings in the 'Microsoft Teams' app.

To view these first of all select the 'Calendar' tab.

You can also join your meetings from here by:

- 1) Selecting the lesson that you would like to join.
- 2) Tapping the Join button



# Joining a Meeting

When you first join your Meeting you will be presented with a few options before you enter:

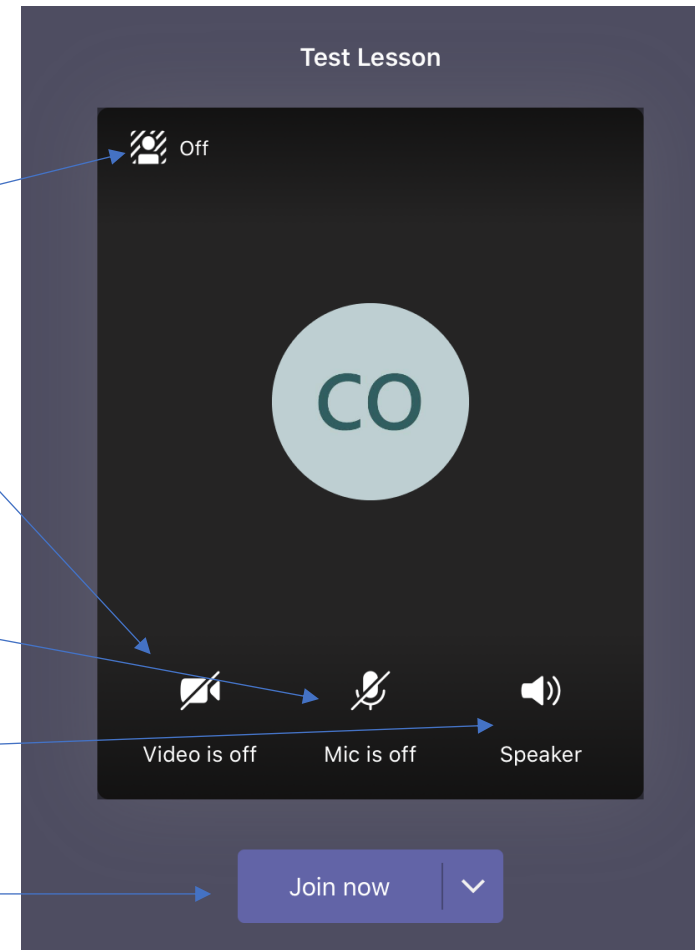
The button in the top left will allow you to enter your call with a blurred background.

This option will allow you to initially set your camera to on/off.

This option will allow you to initially set your microphone to on/off.

This option will allow you to initially mute/unmute your audio.

Finally you can tap 'Join now' to join the meeting.



# Meeting Controls – Quick Look



This button will switch to the text chat view.

This button will take you to the participants view.

This button will allow you to share your screen or files.

This button will allow you to 'raise your hand' to make your teacher aware that you require assistance.

These buttons will allow you to enable/disable your camera/microphone/audio as on the previous slide.

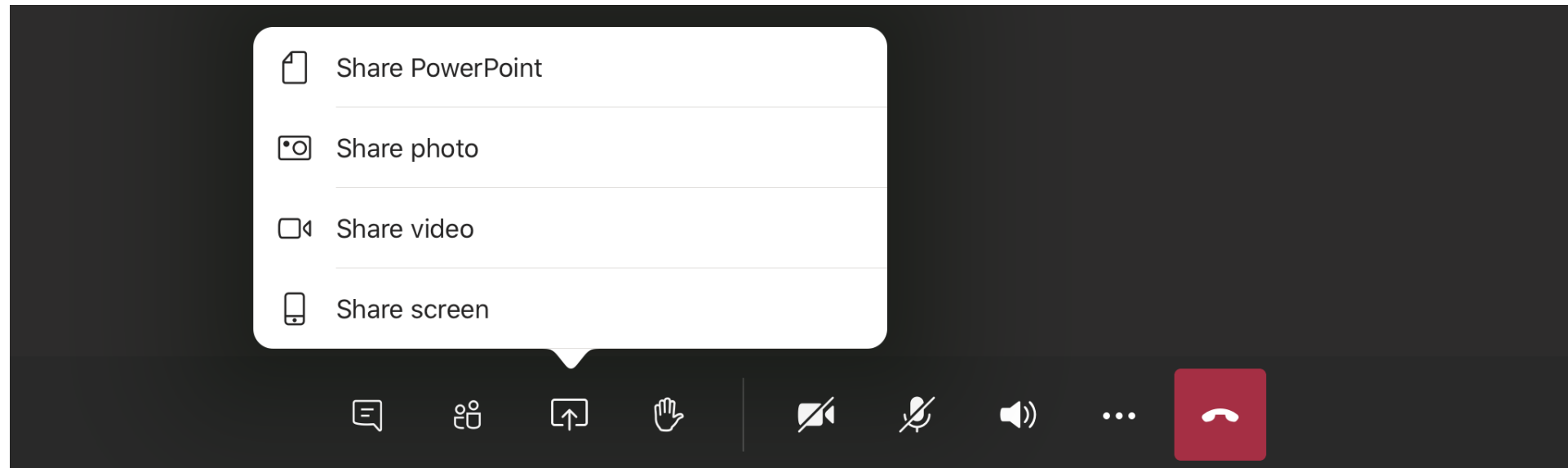
This button will display extra settings.



# Sharing your screen when your teacher asks you to

To begin sharing your screen, tap the 'Share' button and then 'Share Screen' as shown below.

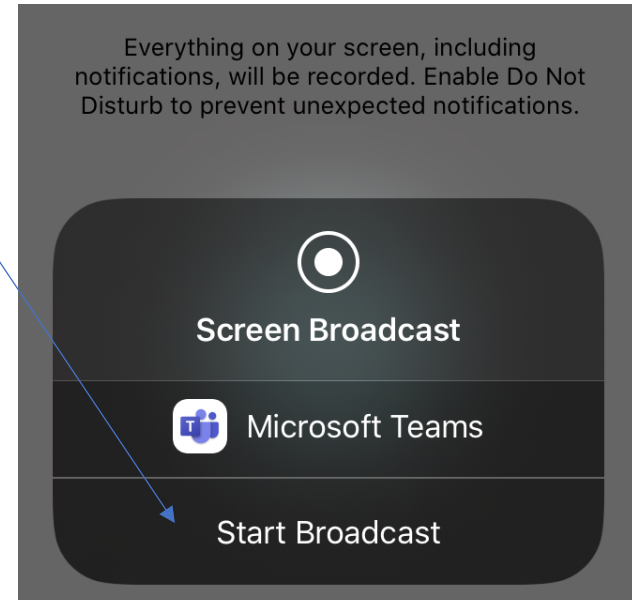
This function is used to share your work to the group or to present something for your lesson.



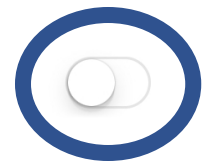
# Sharing your Screen

You can then start sharing your screen by selecting 'Start Broadcast'.

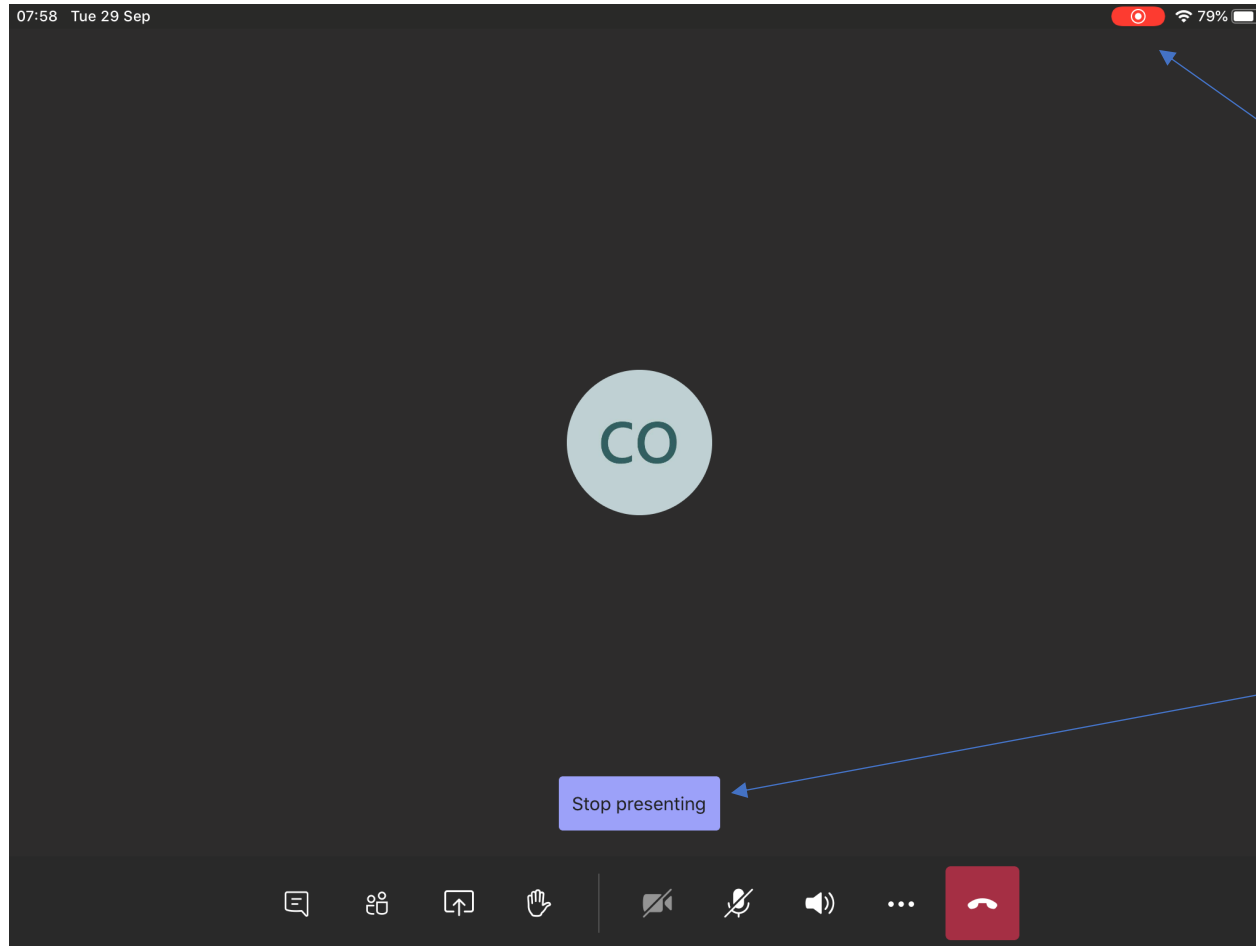
Please note the information at the top of the picture. As you are broadcasting your screen, your students will be able to see everything on your screen, including notifications. To prevent notifications from appearing, you can enable 'Do not Disturb' in Settings.



Do Not Disturb



# Sharing your Screen



A red icon will appear in the top right corner of your iPad. This icon will remain all the while you are sharing your screen.

After you have finished sharing your screen, you can simply tap the 'Stop presenting' button at the bottom of the app.



# Ending your Meeting



Once your lesson is over, click the end meeting icon to leave the meeting.

