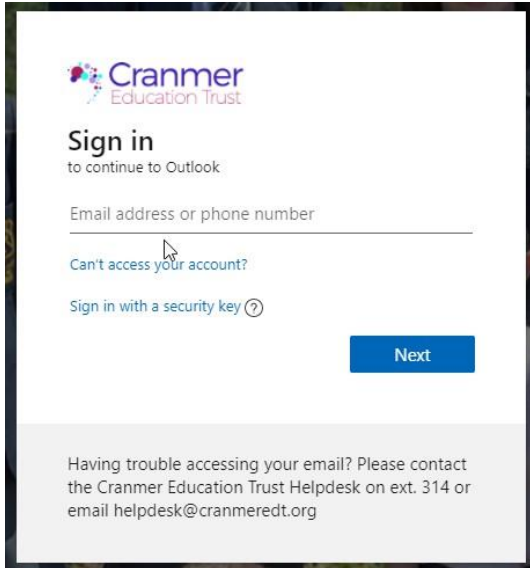


Accessing Microsoft Teams: A guide for students and parents

Select the Microsoft 365 log in link in the Quick Links Section or click here
<https://login.microsoftonline.com/>

Sign in using your school email and password:



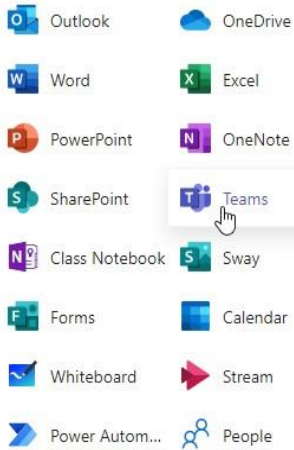
The screenshot shows a web browser window displaying the sign-in page for Cranmer Education Trust. At the top left is the Cranmer Education Trust logo. Below it, the text "Sign in" is followed by "to continue to Outlook". There is a text input field labeled "Email address or phone number". Below the input field are two links: "Can't access your account?" and "Sign in with a security key (?)". A blue "Next" button is positioned to the right of the input field. At the bottom of the page, there is a grey box containing the text: "Having trouble accessing your email? Please contact the Cranmer Education Trust Helpdesk on ext. 314 or email helpdesk@cranmeredt.org".

When Outlook opens click the 9 dots in the top left hand corner (see the red circle on the screenshot below) and it will show you all the different Microsoft Office 365 apps, select "Teams" (if it's not there, go to "All Apps" and it will show up)



Office 365 →

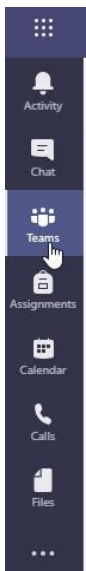
Apps



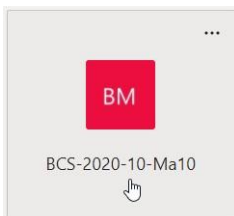
All apps →

NOTE: There is a Microsoft Teams desktop app that you can download which we would recommend.

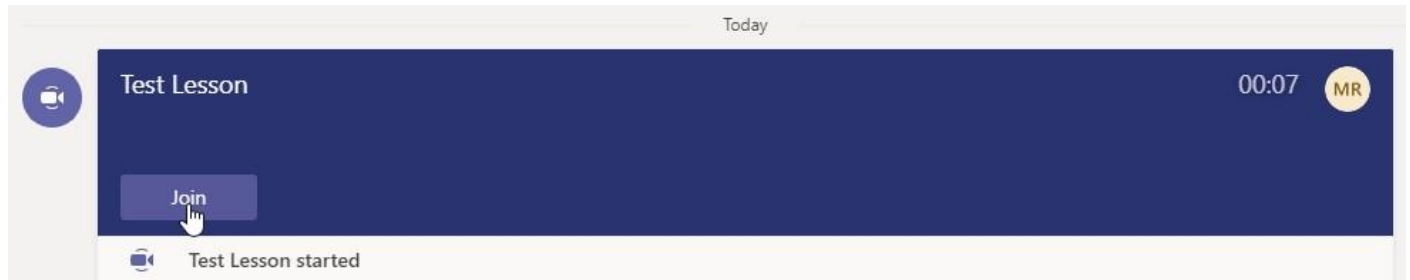
When Teams opens click “Teams” on the left-hand toolbar (see below) and it will bring up a screen it will bring up a screen with all your different classes.



Select the class you want to go into the class Team:



As soon as the teacher starts the lesson a box like this will appear in the class Team – click “Join”.

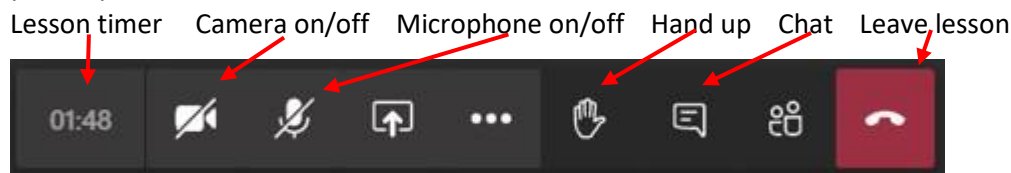


NOTE: It may take the teacher 5 minutes or so to start the lesson as they travel across the school site, just go to the class Team and wait for the lesson to start

When you join the lesson make sure your microphone and camera are switched off.

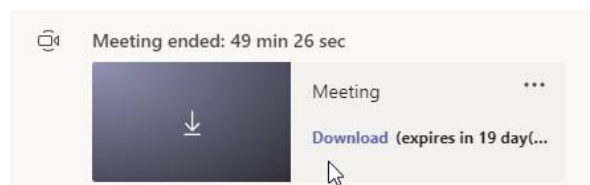


The toolbar: When you're in the lesson the toolbar gives you access to all the key functions. Here are the key ones you may need:



What if you are unable to join the lesson live?

We would like students to join the lesson live, however we know that this is not always possible. A recording of the lesson will be posted in the class Team after the lesson which students can access for the next 21 days.



Accessing on a tablet/mobile phone?

If you're accessing on a tablet or mobile there is a Microsoft Teams app that you can download for free on iOS and Android. As with the desktop version, sign in with your school email and password.

Expectations for live lessons



Please mute your microphone when you join the lesson



Please have your camera switched off when you join the lesson



If you have a question please use the “hand up” button



Have your lesson equipment ready and be doing your “do now” task when you join the lesson



Be prepared for the teacher to ask you to contribute to the lesson by un-muting yourself or using the “Chat” function.