



Accessing Microsoft Teams: A guide for students and parents

Go to the Blue Coat website (<https://www.blue-coat.org/>), click “Menu” in the top right corner and then select “All Links”

The screenshot shows the website navigation menu for The Blue Coat School. The menu is organized into six columns: OUR SCHOOL, ADMISSIONS & PROSPECTUS, SCHOOL INFORMATION, NEWS & EVENTS, POLICIES, and QUICK LINKS. The 'All Links' option is highlighted in the QUICK LINKS column.

OUR SCHOOL	ADMISSIONS & PROSPECTUS	SCHOOL INFORMATION	NEWS & EVENTS	POLICIES	QUICK LINKS
Welcome	Open Day 2020	Inclusion	Newsletters	Complaints	Coronavirus Update
About Us	Prospectus	Curriculum	Communications	Behaviour	Bloodle
Holiday Patterns	Year 7 2021 Admissions Entry	Enrichment	Parents' Evenings	Anti-Bullying	MyEd
The School Day	Year 7 2020 Admissions Entry	Ofsted and SIAMS Reports	Parent Information Evenings	Whistleblowing	WisePay (Online Payments)
Staff List	Admission Appeals Timeline Entry 2020	Contact Details and Directions	Results	Curriculum Policy	Parents Evening Online Booking
The House System	New Year 7 - Information	Uniform	Link to DfE performance tables	Charging and Remissions	Virtual Desktop
Calendar and Events	Sixth Form Admissions 2020	School Meals	Vacancies	E-Safety	All Links
Bus Information and Timetable	Sixth Form Admissions 2021	Careers	Parent Forum	Academy Status	

Outlook



Select “Outlook”

Sign in using your school email and password:

The screenshot shows the Outlook sign-in page for Cranmer Education Trust. It includes a sign-in form with a 'Next' button and a helpdesk contact link.

Cranmer Education Trust

Sign in

to continue to Outlook

Email address or phone number

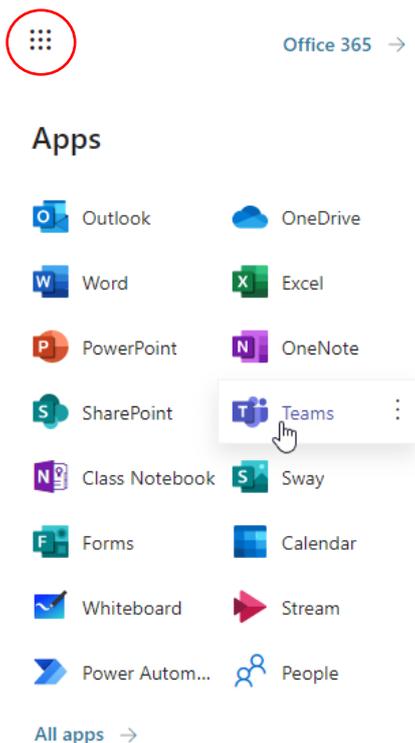
[Can't access your account?](#)

[Sign in with a security key](#) ⓘ

Next

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)

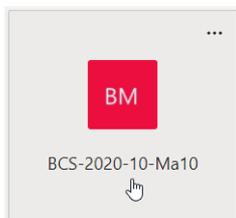


NOTE: There is a Microsoft Teams desktop app that you can download which we would recommend.

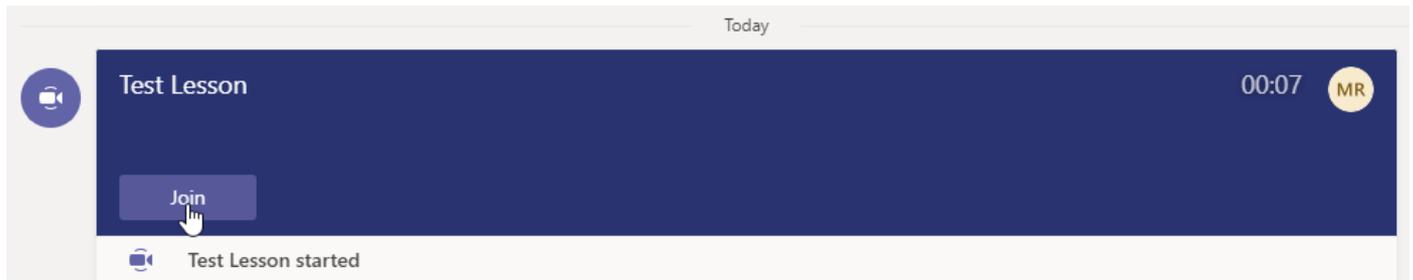
When Teams opens click “Teams” on the left-hand toolbar (see below) and it will bring up a screen it will bring up a screen with all your different classes.



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

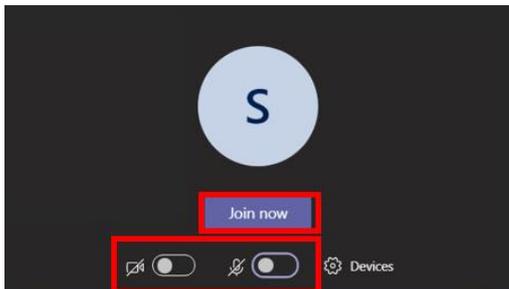


As soon as the teacher starts the lesson a box like this will appear in the class Team – click “Join”.

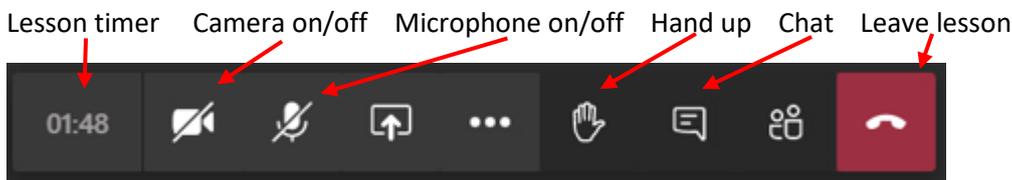


NOTE: It may take the teacher 5 minutes or so to start the lesson as they travel across the school site, just go to the class Team and wait for the lesson to start

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

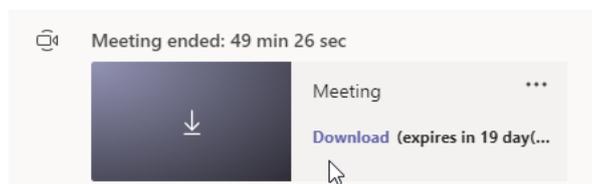


The toolbar: When you're in the lesson the toolbar gives you access to all the key functions. Here are the key ones you may need:



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.