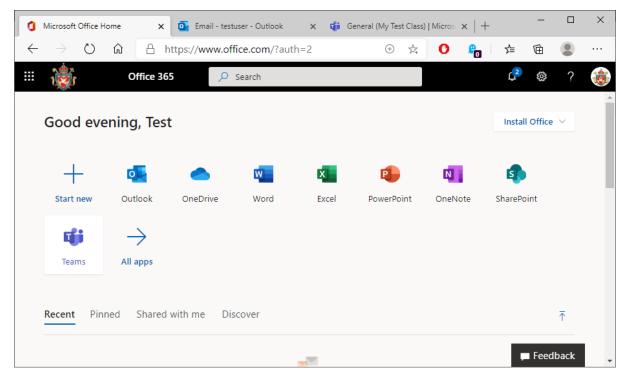
## Student Accessing Lessons via Teams Invite.

Log onto Office 365 at www.office.com

Use your network login username followed by @allsaints.notts.sch.uk as the log in username.

Use your normal **network password** for the **password**.



Open **Outlook** to view email messages.

٥	Microsoft Office Ho	ome	× 💽 Email - tes	tuser - Outlook	🗙 🧃 Gene	ral (My Test Class)	Micros	× -	-	_		×
$\leftarrow$	ightarrow O	ŵ	A https://outlook	k.office.com/m	ail/inbox	(+) Å	O	<mark>-</mark> 0	r∕≡	Ē		
	ٽُ <b>ي</b> ُ	Out	tlook 🔎 Search				ġ	1»	ŝ	?	<b>~</b>	ф 🧯
=	New message		🗎 Mark all as read	り Undo								nline Lesso 3 min
$\sim$	Favourites		🕗 🖾 Focused	🔄 Other	Filter 🗠							
	Inbox	1	My Test Class Online Lesson		☐ 20:25							
⊳	Sent Items		Wed 10/06 20	:30 - 21:00								
Ø	Drafts		Conflict: My L	esson Title	RSVP							
=	Archive											
	Add favorite											
~	Folders						S	elect a	n item to	o read		
	Inbox	1										
	<sup>م</sup> م الله	Ø										
-		_					_	_	_	_		•

Here there is an invite for an **online** lesson. **Open** the email.

0	Microsoft Office Ho	me	×	Email - testuser - Outlook	🗙 🥡 Gen	eral (My Test	t Class)   Micros 🗙   🕂 🗖	×
$\leftarrow$	ightarrow D	ណ៍	A ht	tps://outlook.office.com/ma	il/inbox/id/A/	A 🕀	🏂 🕐 🔓 🍃 🛍 😩	
	Û.	Out	look	, ∠ Search			다 다 않 ? 🚭	Q
=	New message		🗎 De	elete \Xi Archive 🚫 Junk 🗸	🗹 Sweep	🗈 Move		nline Lesso 2 min
~	Favourites		$\odot$	삶 Focused 🔄 Other	Filter 🗸	Online	Lesson	
	Inbox	1	0	My Test Class Online Lesson	<b></b> 20:25	МТ	A Marsden on behalf of My Test Class	÷ …
$\land$	Sent Items			Wed 10/06 20:30 - 21:00			Wed 10/06/2020 20:25 To: A Marsden; testuser; My Test Class	
Ø	Drafts			Conflict: My Lesson Title	RSVP		🛱 Online Lesson	
E	Archive						Wed 10/06/2020 20:30 - 21:00	
	Add favorite						1 conflict	
~	Folders						RSVP to this event Email organiser	)
	Inbox	1					Add a message to My Test Class (optional)	
Ø	Drafts							
$\bowtie$	Sent Items						✓ Yes     ? Maybe       × No     ⑤ Propose new time ∨	
Ĩ	Deleted Items							
$\odot$	Junk Email						Please join my on line lesson	
	Å 🗇	$\swarrow$						
-								•

Click on **YES** to add this to your **Calendar**. To view your Calendar, click on the **Calendar icon** on the bottom row, second from the left.

0	Microsoft Office	e Home	× 🖪 🕼	) Calendar - te	stuser - Outlo	🗙 🦸 Gene	eral (My Test	t Class)   Micros X   + - D X
$\leftarrow$	$\rightarrow$ D	۵ e	https://c	outlook.offic	e.com/caler	ndar/view/m	🕀	🗚 🕐 🔓 🎓 🛍 😩 …
	1	Outlo	ook 🔎 s	Search				🛱 🐵 ? 🖨 Q 🍓
≡	New event	🛱 Today	$\uparrow \downarrow$	June 2020 \vee	<i>,</i>			Reminders Dismiss all X
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Online Lesson 3 min ago
	1	2	3	4	5	б	7	20:30
								20 days My Test Class
								08:00 Canceled: My Class Video
	8	9	10	11	12	13	14	30 min My Test Class
			My Lesson Ti	tle				© Now
								20:30 Online Lesson
	15	16	17	18	19	20	21	20:30 Online Lesson 30 min My Test Class
	····· My Lesson Tit	le ·····						成 Join Teams meeting
								a som reality including
	22	23	24	25	26	27	28	
	····· My Lesson Tit	le ·····						
i								
RR	29		1	2	3	4	5	
	····· My Lesson Tit	ie						
Ø								•

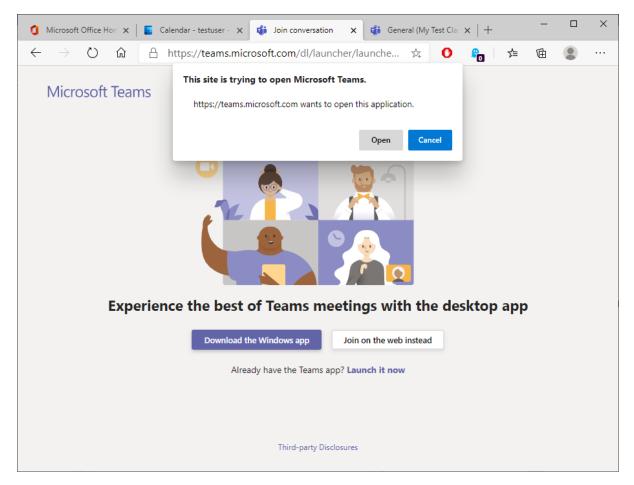
In the Calendar view, any other lessons you have added to your Calendar will be displayed on this screen.

📮 1 Reminder(s)	– ×
Online Lesson 20:30 10 June 2020	
Online Lesson	Now
	Join Online Dismiss
<u>C</u> lick Snooze to be reminded in:	
5 minutes Snooze	Dismiss <u>A</u> ll

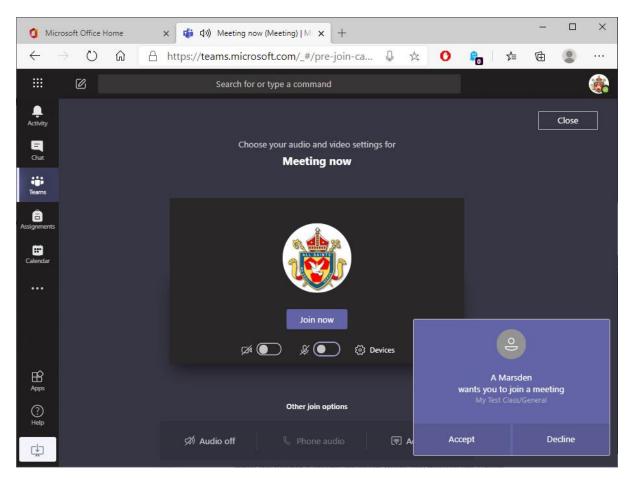
Lessons added to your Calendar will give you **reminders** when the lesson is due to start.

	Microsoft Office							st Class)   Micros ×   +	
<del>(</del>	$\rightarrow$ D	ណ៍	https://	outlook.off	ice.com/ca	lendar/view	/m 🕀	🛱 🚺 🔓 ն 😩	
:	Ĩ	Outl	ook 🔎	Search				ርር 🛱 🌚 ? 🔩 ር	1
=	New event	🗊 Today	$\uparrow  \downarrow$	June 2020	~			Reminders Dismiss all	×
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Online Lesson 4 min a	ago
	1	2	3	4	5	6	7	20:30	
								20 days My Test Class	
								08:00 Canceled: My Class Video	
	8	9	10	11	12	13	14	30 min My Test Class	
			My Lesson T	itle					
								() Now	
	15	16	17	18	19	20	21	20:30 Online Lesson	
	···· My Lesson Tit		17	10	15	20	21	30 min My Test Class	
	,							ւ Join Teams meeting	
	22	23	24	25	26	27	28		
3.	···· My Lesson Tit	le							
ŧ									
R	29	30	1	2	3	4	5		
	····· My Lesson Tit	leI							
2									

At the allotted time, click on Join Team Meeting. You may also Join a meeting by opening Teams directly.

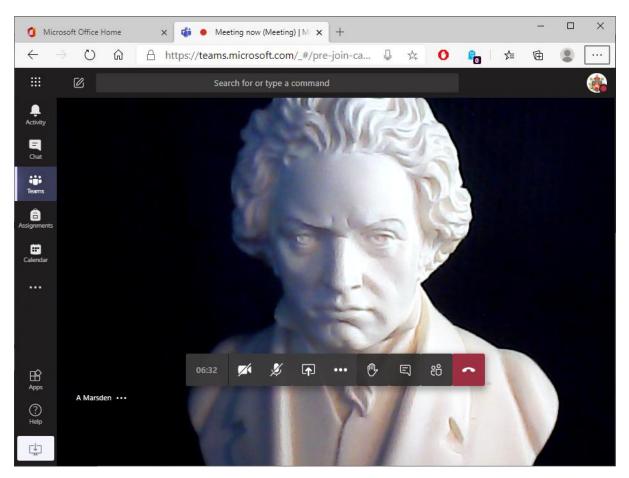


You may get this on the first login. Click on **Open**. You can also at this point download the Teams app if you wish. This gives more options than the Web based version.



Please click on the **camera** and **microphone** icons (below the Join button) to turn **OFF your camera and microphone**. You can turn your microphone on later if you wish to talk to the teacher. When you are ready click Join Now to enter the meeting.

While the teacher is getting the lesson ready, you may see this screen. Click on **Accept** and **Join Now** to start the lesson.



You will now see the teachers screen. From here they can share files, chat and display presentations for you to see.

You can use the icons on the screen to turn your camera on/off (*we ask camera are set to off*), turn your microphone On/Off, raise your hand and chat to your teacher.

When your lesson has ended, click on the **Red** icon on screen to hang up.