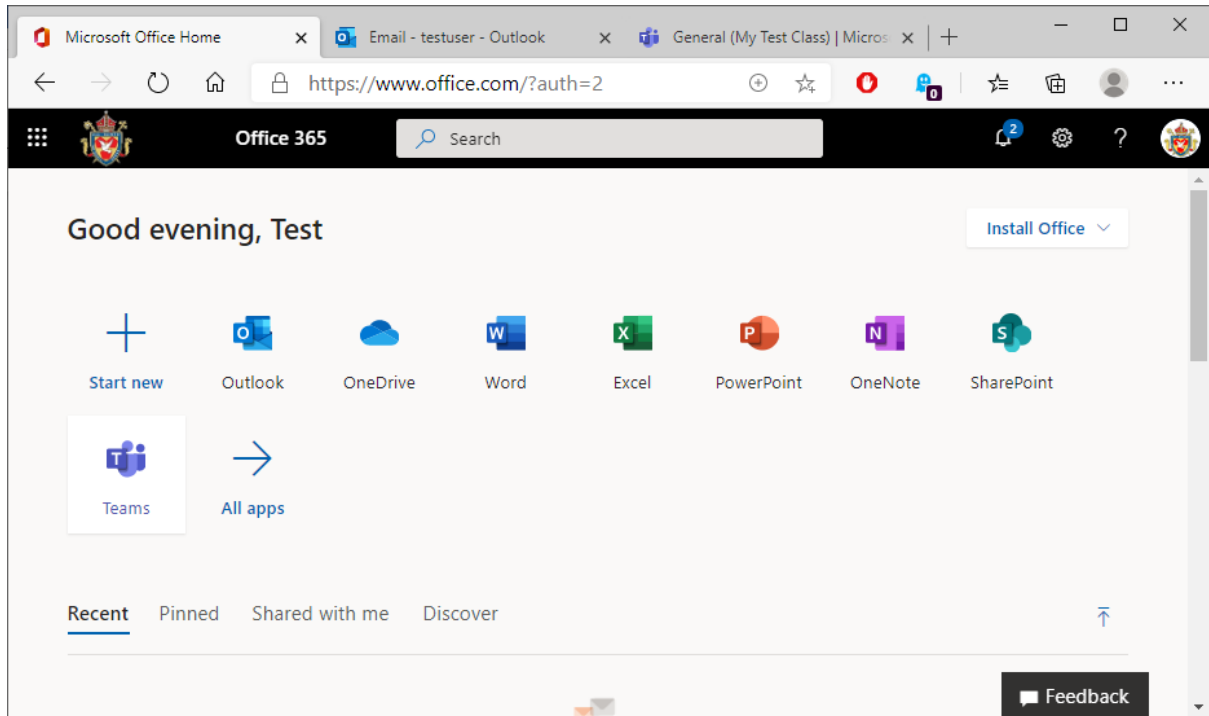


## Student Accessing Lessons via Teams Invite.

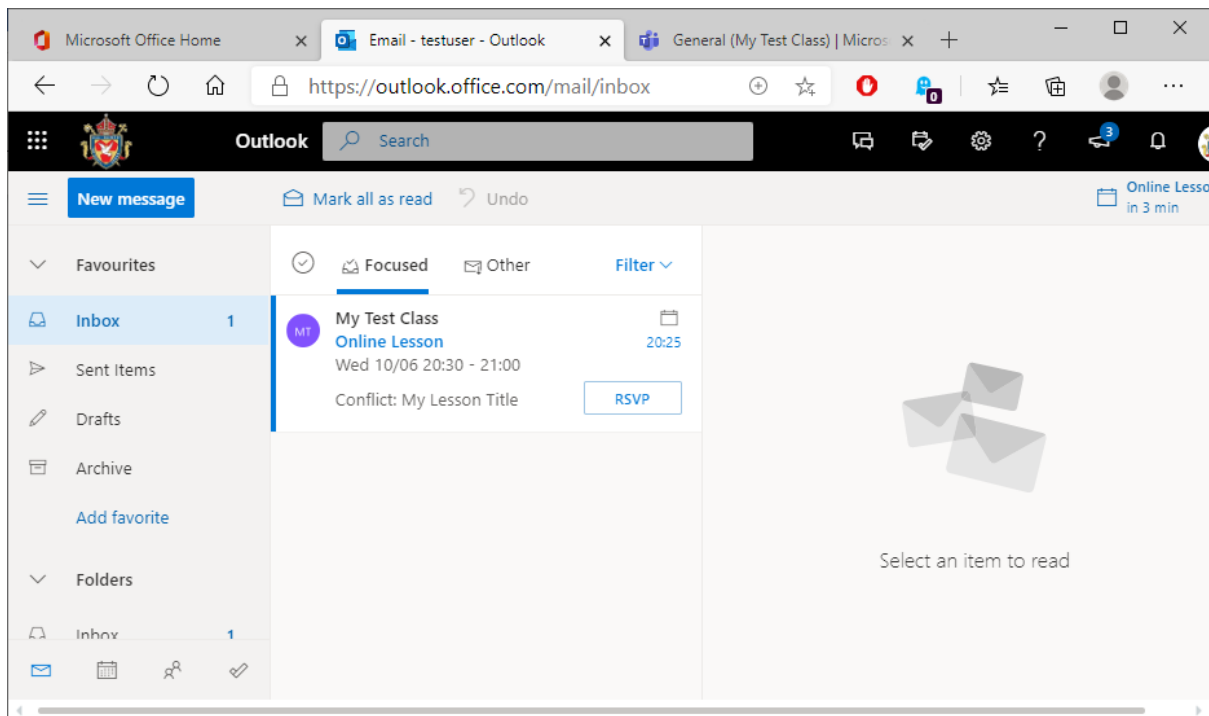
Log onto Office 365 at [www.office.com](https://www.office.com)

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

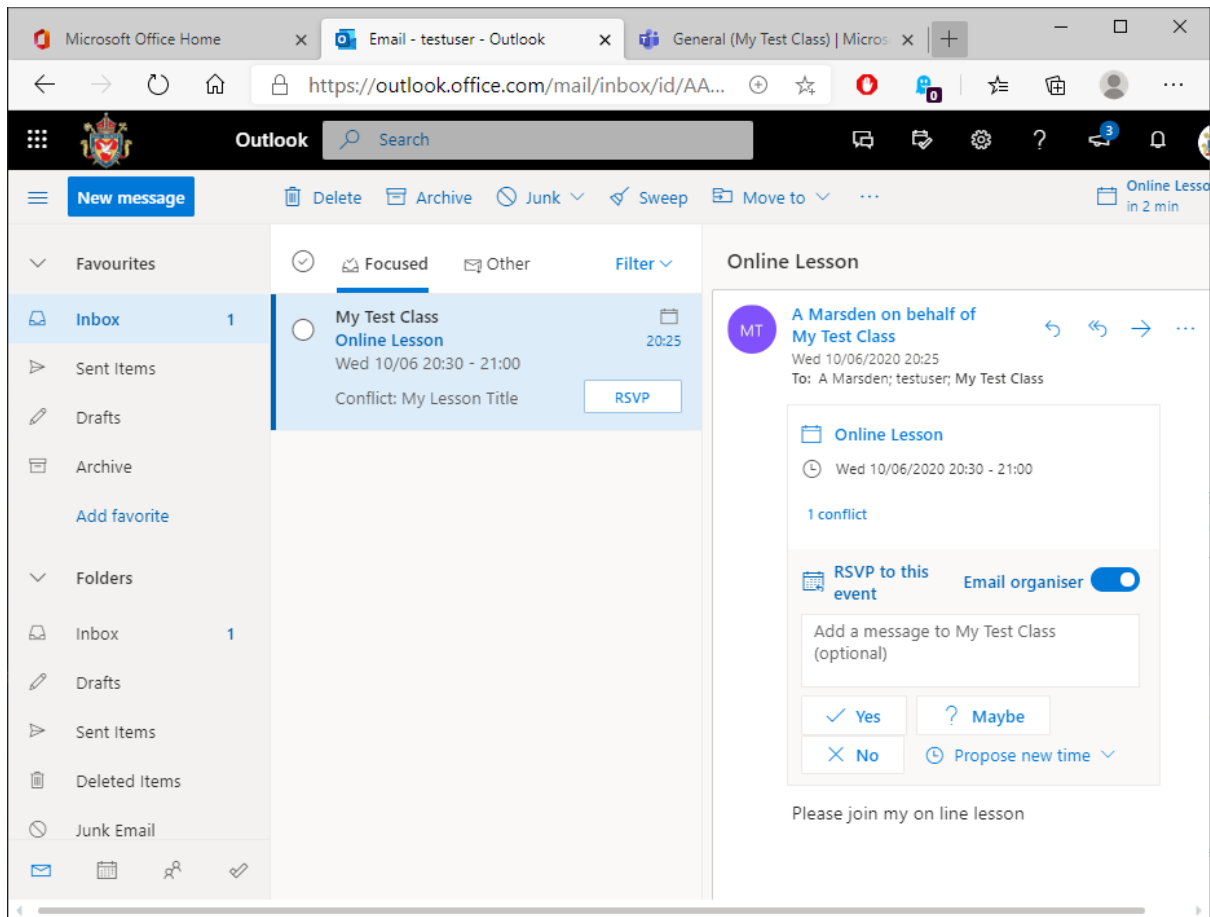
Use your normal **network password** for the **password**.



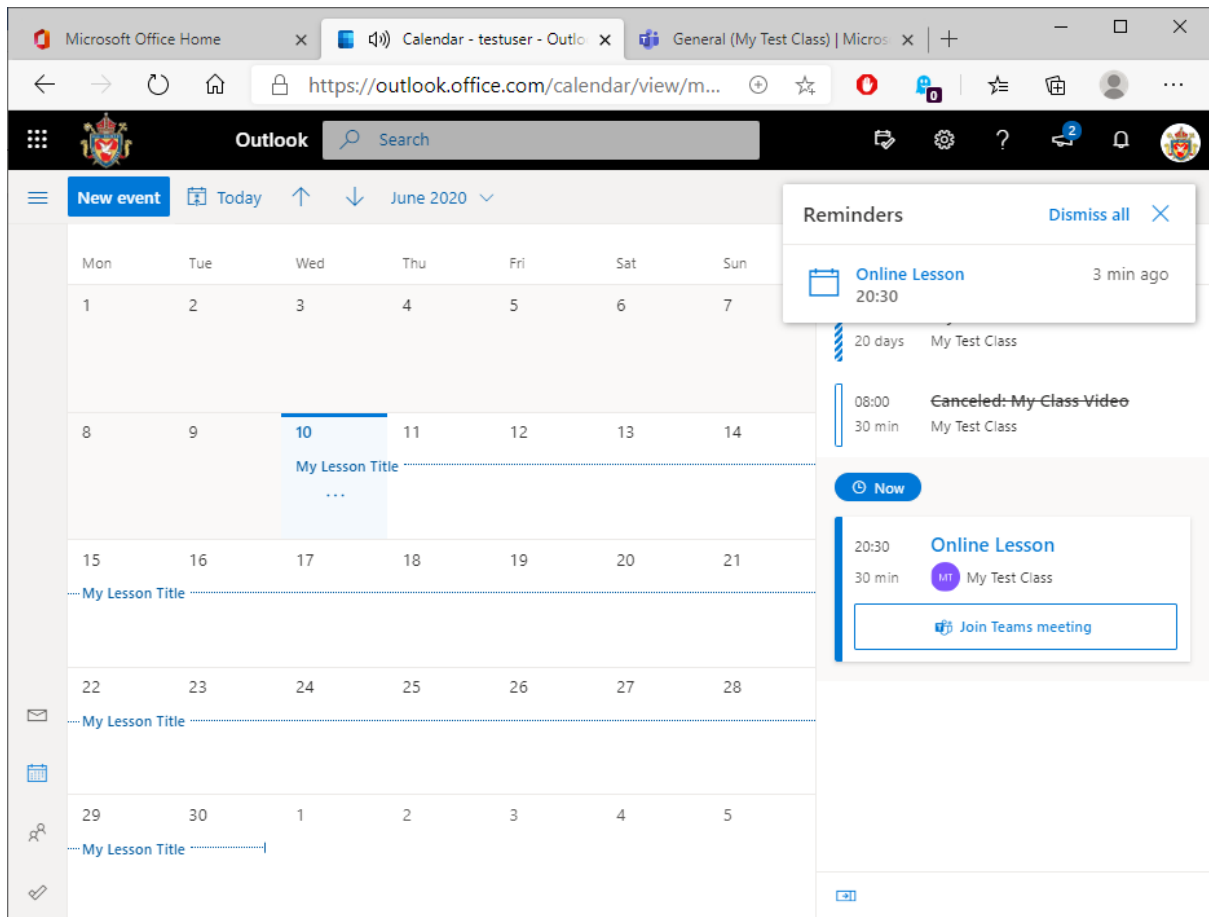
Open **Outlook** to view email messages.



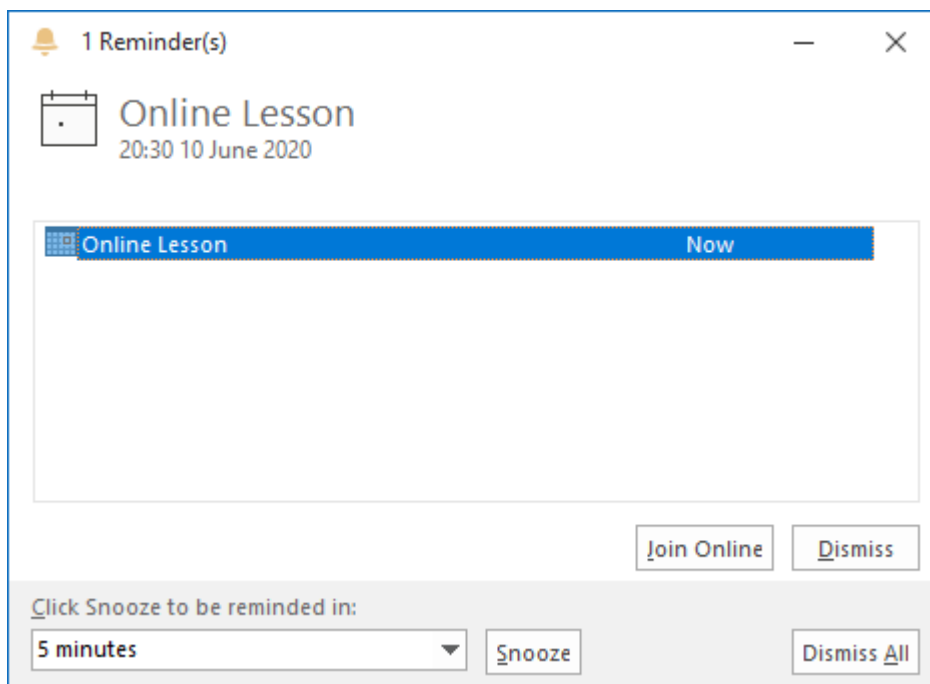
Here there is an invite for an **online lesson**. **Open** the email.



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.

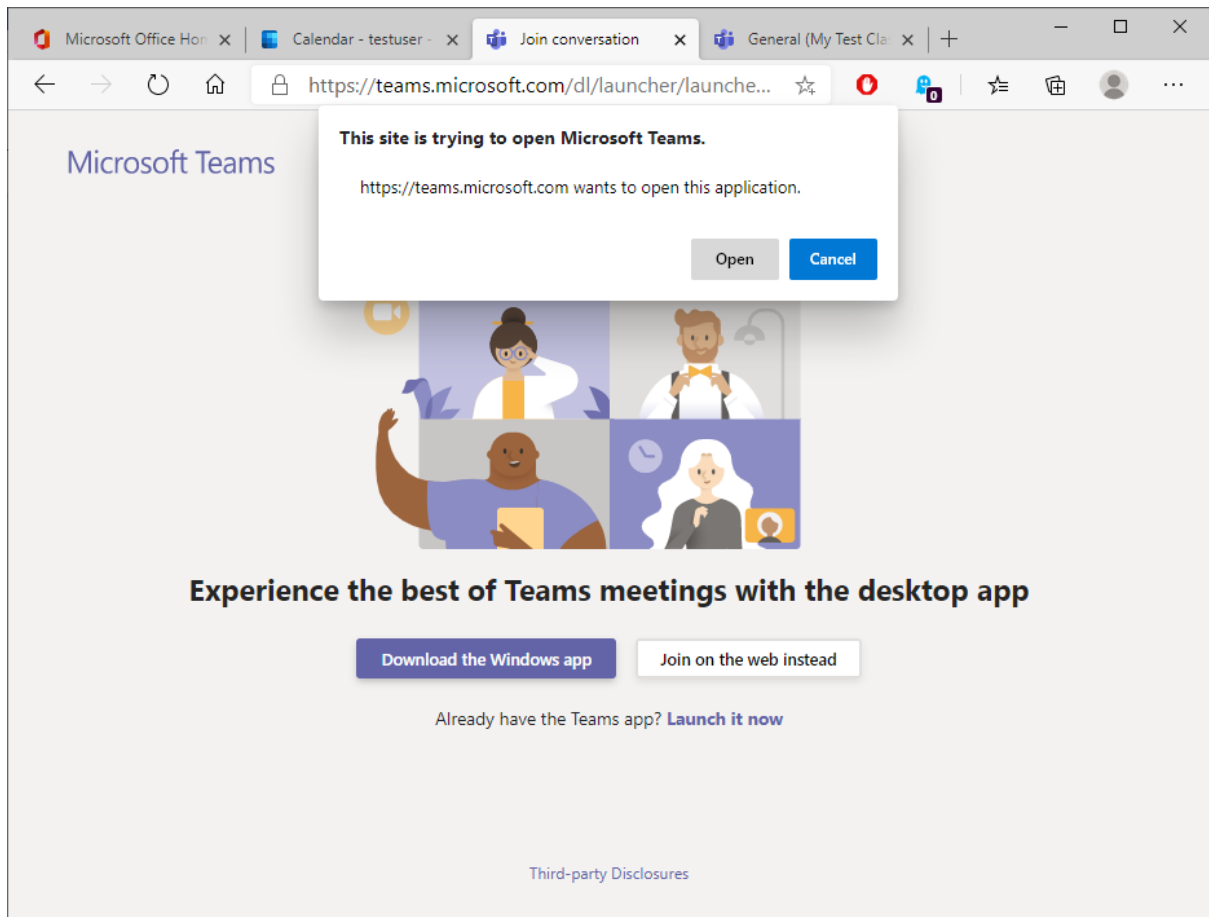


In the Calendar view, any other lessons you have added to your Calendar will be displayed on this screen.

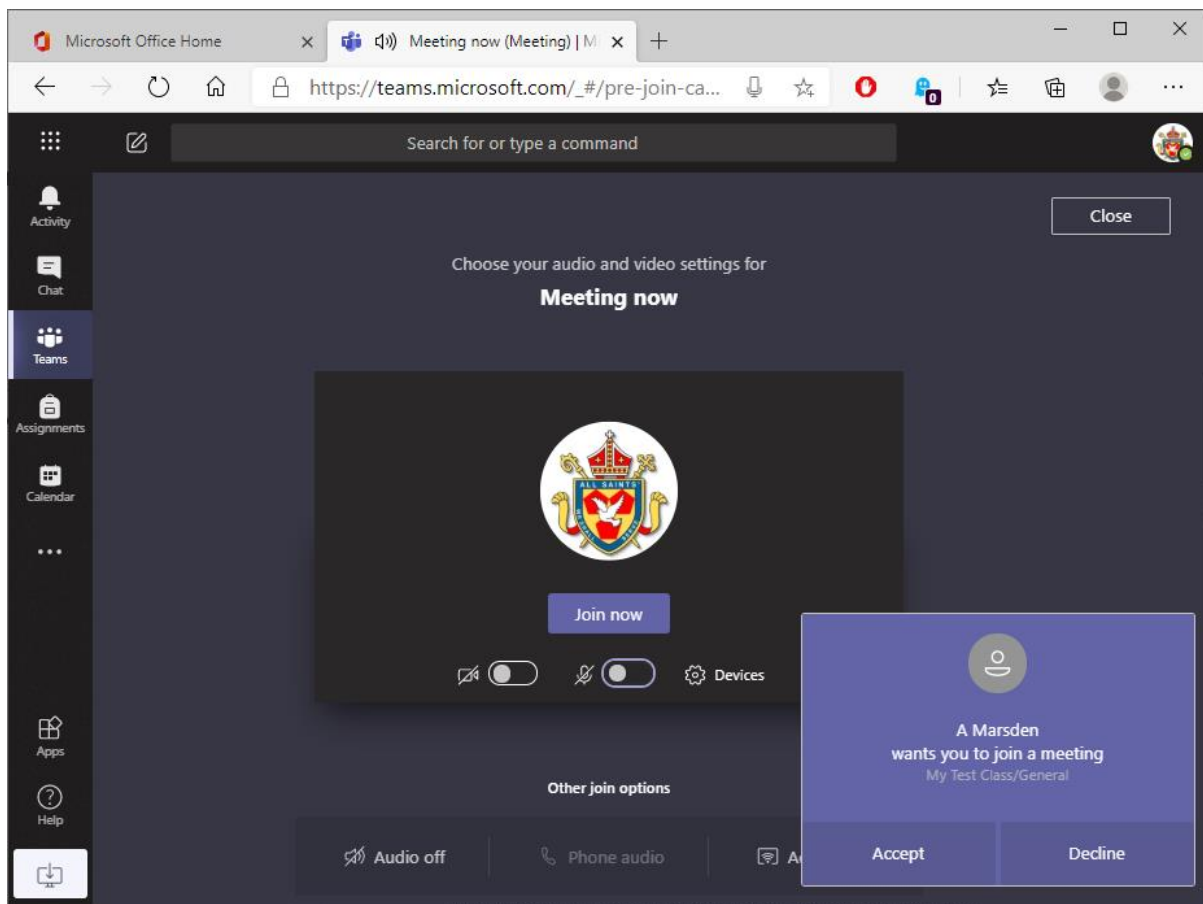


Lessons added to your Calendar will give you **reminders** when the lesson is due to start.



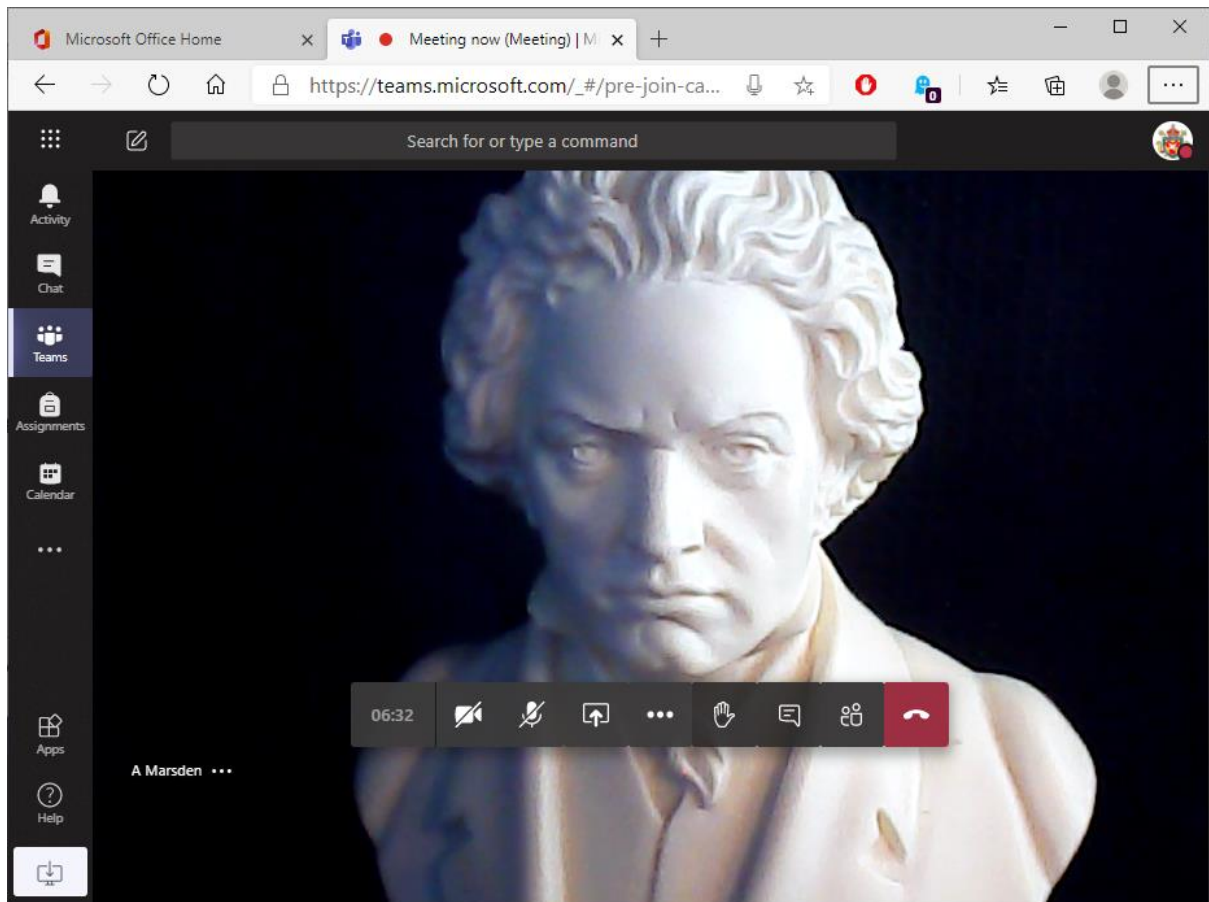


You may get this on the first login. Click on **Open**. You can also at this point download the Teams app if you wish. This gives more options than the Web based version.



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.