

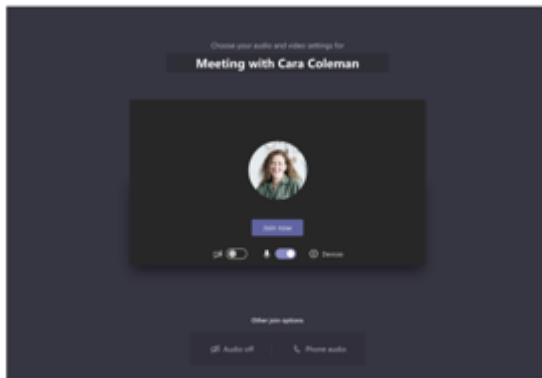
## How to access and use Microsoft Teams

### You can access Microsoft Teams:

- Via a browser – <https://teams.microsoft.com>
- Via the App – download at <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

(Use the email address and password, which you have been sent, to login)

To join a lesson, find the meeting in the subject channel of your team. Click to open the meeting and select **Join**. Double-check your audio and video input. Turn your camera and microphone off to begin with, the teacher will let you know if you need to turn your camera on and unmute if you want to be heard. Select **Join Now** to enter the meeting. When you enter the meeting there will be a slide you need to read, while you wait for your teacher to start the lesson.



CPS - Year 6

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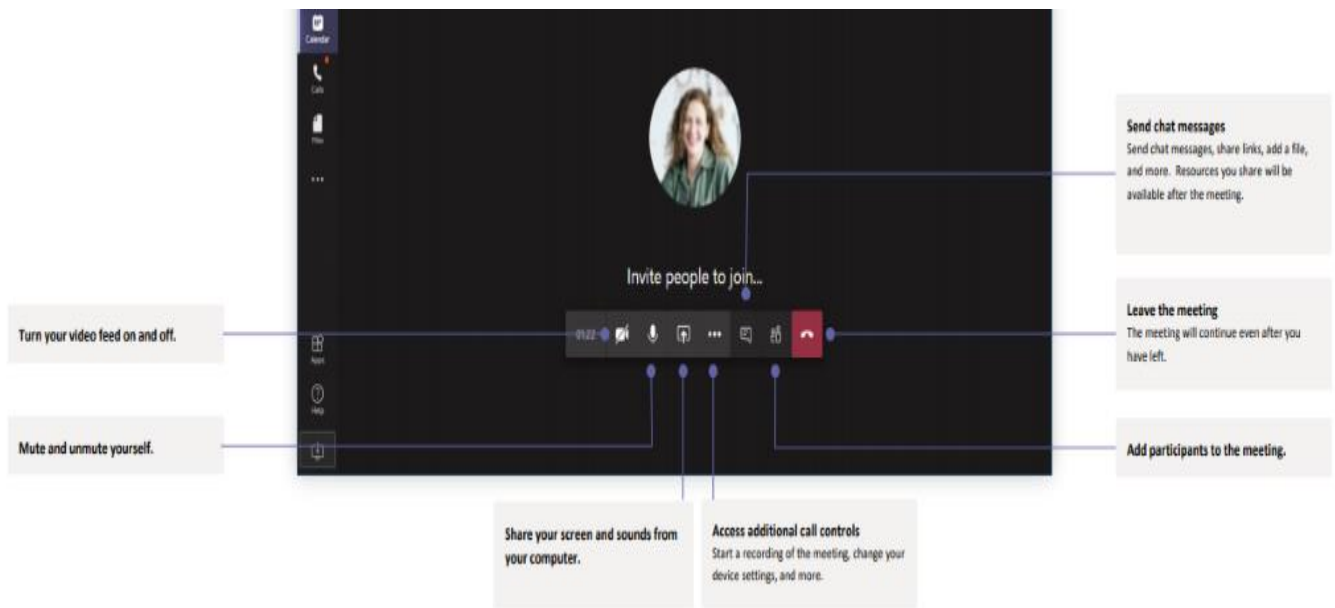
General

Maths Autumn 20

Reading Autumn 20

Writing Autumn 20

During the meeting there are some functions you might need to use. These can be found by hovering the cursor over the middle of the screen.



All meetings will be recorded so they can be accessed at any time but also for safeguarding purposes. They can be found in the year group channel in your Teams page and will be uploaded once the lesson has finished.

## CPS - Year 6

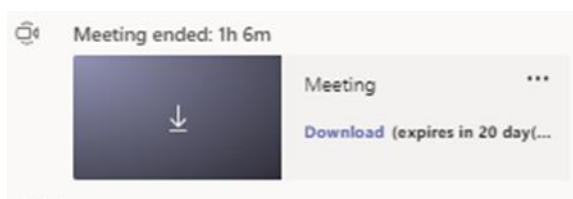
General

Maths Autumn 20

Reading Autumn 20

Writing Autumn 20

If you want to watch a previously recorded lesson, first select the subject (shown in the picture above) then click download for the lesson you want to view.



The most recent videos are the last ones you see and the date each one has been recorded will be displayed above it.

Occasionally, you might be asked to participate in a **Chat** or you may want to start a conversation to ask a specific question to your teacher.



***To start a conversation with the whole team...***

Click **Teams**, pick a team and a channel, write your message and click **Send**.