

1



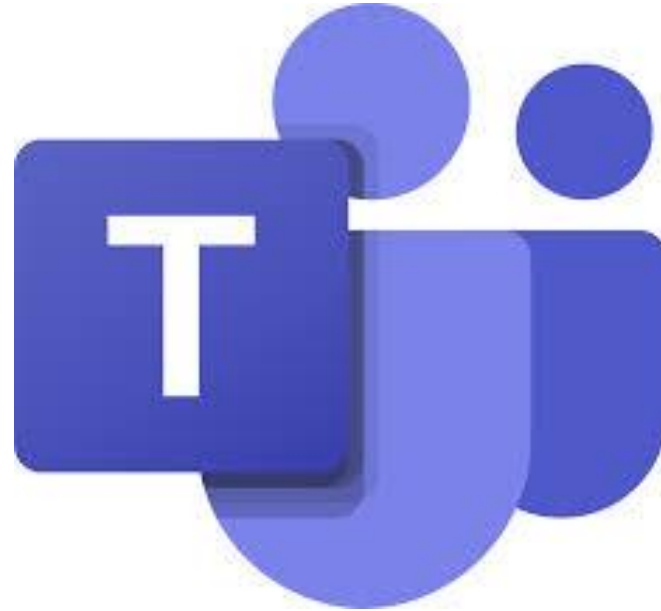
# The Grange Academy

*Wade Deacon Trust*



# Setting Up Microsoft Teams

## Guide for Students



'Aspire for Excellence'



# The Grange Academy

*Wade Deacon Trust*



## Where to look?

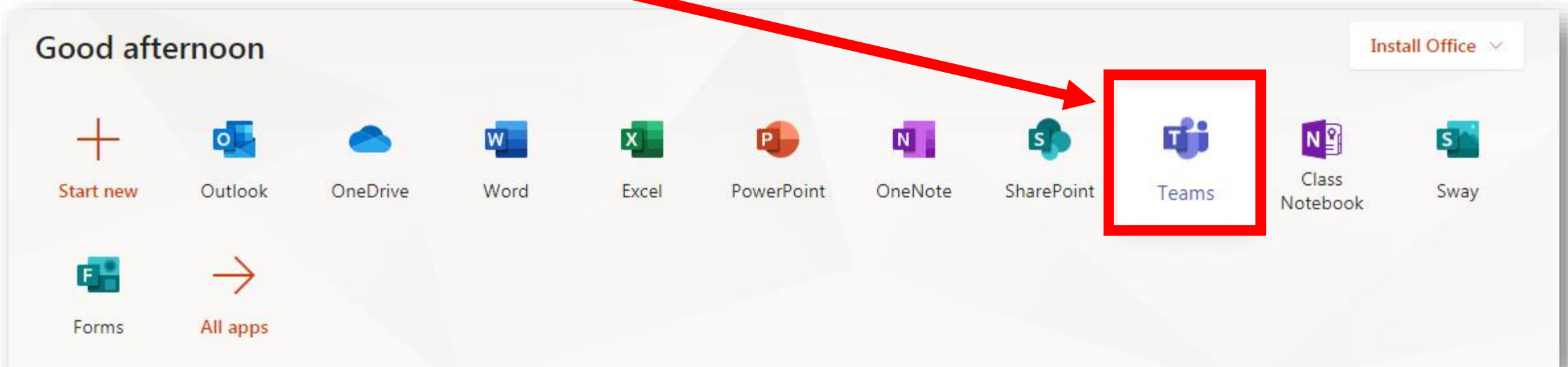
**Accessing on a laptop/computer: Slides 3 – 6**

**Accessing on a phone, iPad or tablet: Slides 7 - 10**

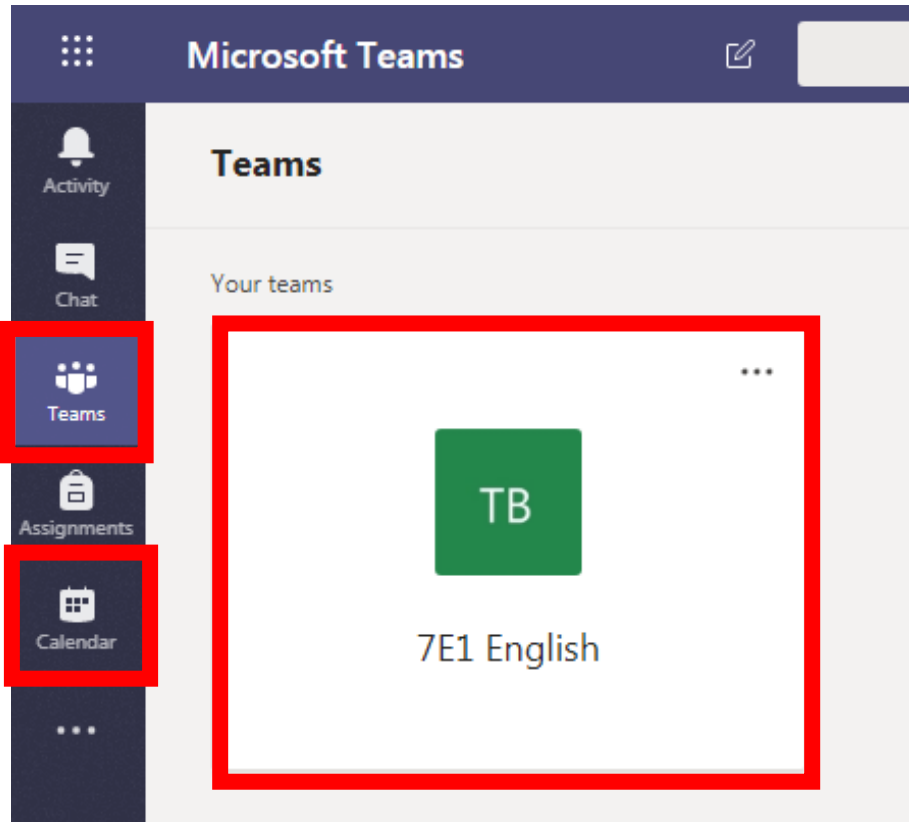
# 3

## Getting onto Office and Teams from a Laptop/Computer

- Go to [www.office.com](http://www.office.com)
- Log in to office using your school email address and password (your school email address is your computer login with @thegrangeacademy.co.uk at the end of it)
- Click on the 'Team's logo:

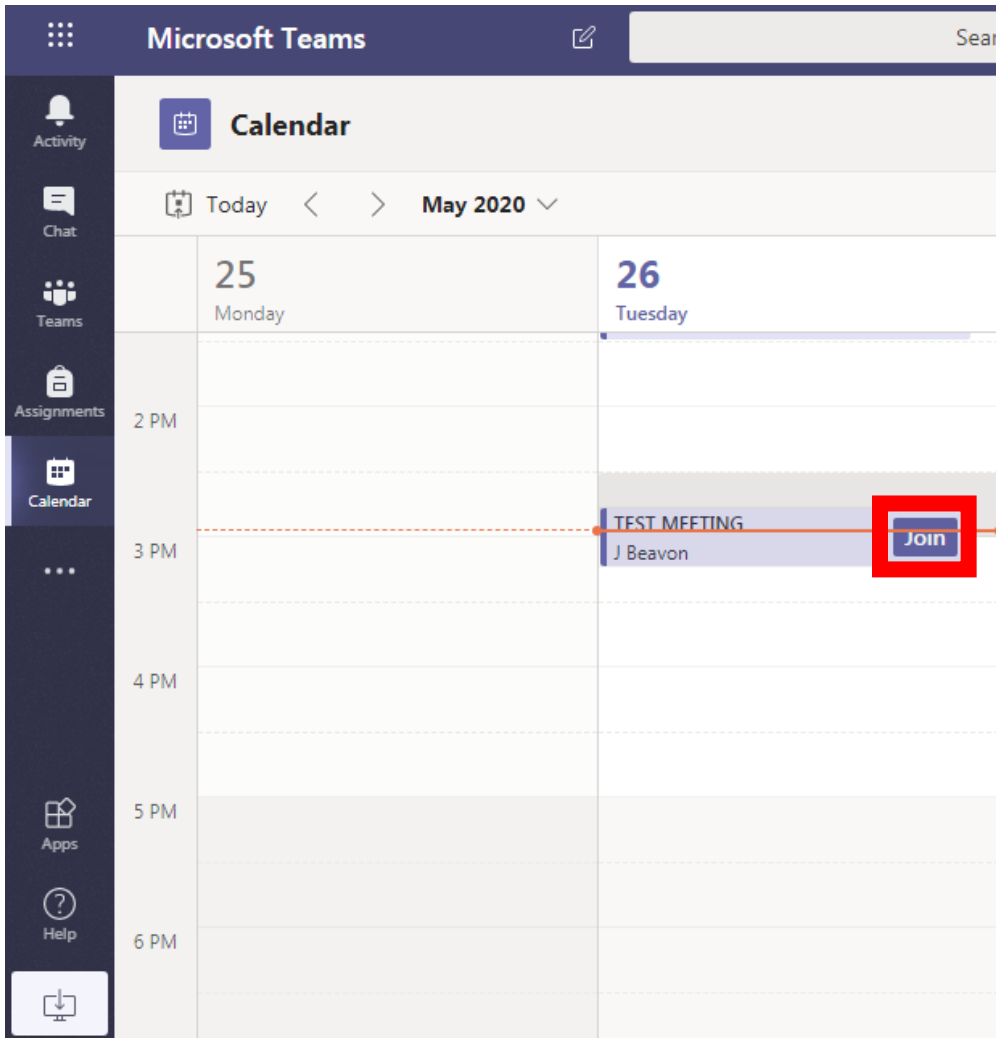


# Accessing your 'Teams' and 'Calendar'



- On the left hand side, click on the 'Teams' icon. All of the different teams you are part of will appear on the screen. Click into the class you want to look at. From here you will be able to access any documents or resources that have been shared by your teacher and you will also be able to enter into a group chat if you need support.
- In order to join a video lesson, click on the 'Calendar' icon on the left hand side and then you will see any scheduled lessons for that week.

# Joining a Video Lesson/Session



- Once you have clicked onto 'Calendar' you will see any video lessons that you have scheduled that week.
- When it is time for the meeting to start, then click the 'Join' button and this will take you into the lesson. You can choose to stay mute and with your camera off if you want to.
- Your teacher will ask you to mute yourself while the lesson is taking place and to 'Raise your hand' if you want to ask a question. You can do this by using the hand icon at the bottom of the call screen.

# 6

# Accessing the class chat and resources

The screenshot displays the Microsoft Teams interface. On the left is a dark sidebar with navigation icons for Activity, Chat, Teams, Assignments, Calendar, Apps, and Help. The main area is divided into two panes. The left pane shows a list of teams under the heading 'All teams' (highlighted with a red box). The selected team is '7E1 English', with a 'General' channel. A text overlay reads: 'Go back to see all of your classes... here'. The right pane shows the 'General' channel (highlighted with a red box) with tabs for 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. A text overlay reads: 'Your teachers will be able to share files, PowerPoints, quizzes and YouTube videos with you which you can access through files, assignments or in extra tabs that will appear at the top.' Below this is a welcome message: 'Welcome to 7E1 English. Choose where you want to start.' Two buttons are visible: 'Upload Class Materials' (with a folder icon) and 'Find help & training' (with a folder icon). At the bottom, a text input field (highlighted with a red box) contains the placeholder text 'Start a new conversation. Type @ to mention someone.' and a toolbar with icons for text, links, emojis, GIFs, attachments, video, voice, and a send button. A red arrow points from the text 'You will be able to write to your teacher and upload your work down here' to the input field.

Microsoft Teams

Search or type a command

The Grange Academy

All teams

7E1 English

General

Go back to see all of your classes... here

General

Posts Files Class Notebook Assignments Grades +

Your teachers will be able to share files, PowerPoints, quizzes and YouTube videos with you which you can access through files, assignments or in extra tabs that will appear at the top.

Welcome to 7E1 English

Choose where you want to start

Upload Class Materials

Find help & training

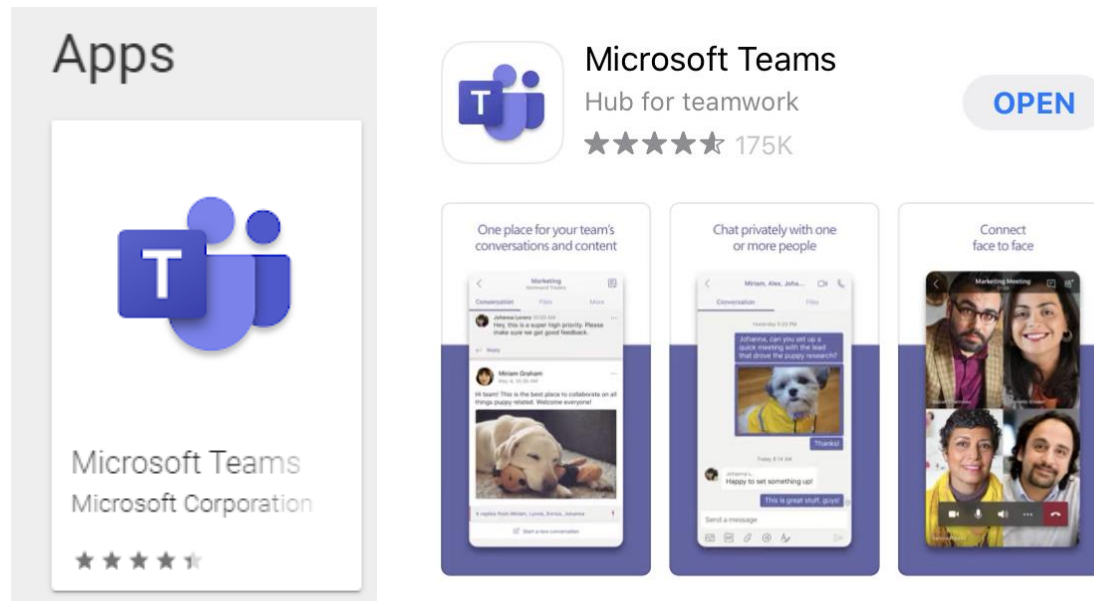
Start a new conversation. Type @ to mention someone.

You will be able to write to your teacher and upload your work down here

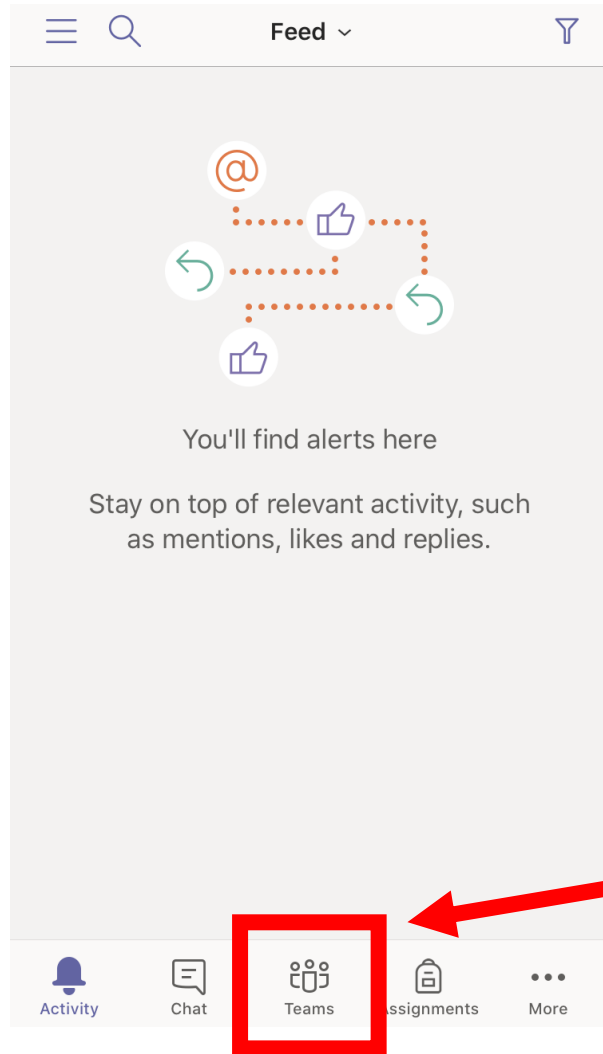
## 7

# Getting onto Microsoft Teams from a mobile phone or iPad/tablet

- Go to your phones/tablets App store and search for Microsoft Teams and download.
- Log in to Teams using your school email address and password (your school email address is your computer login with @thegrangeacademy.co.uk at the end of it.)

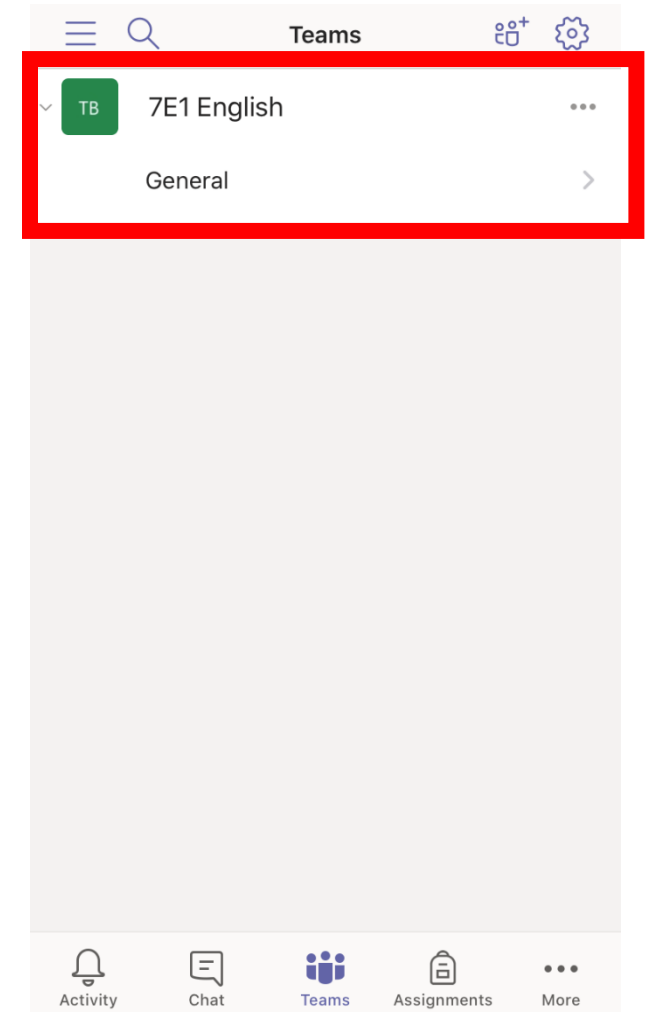


# Accessing your classes (Teams)



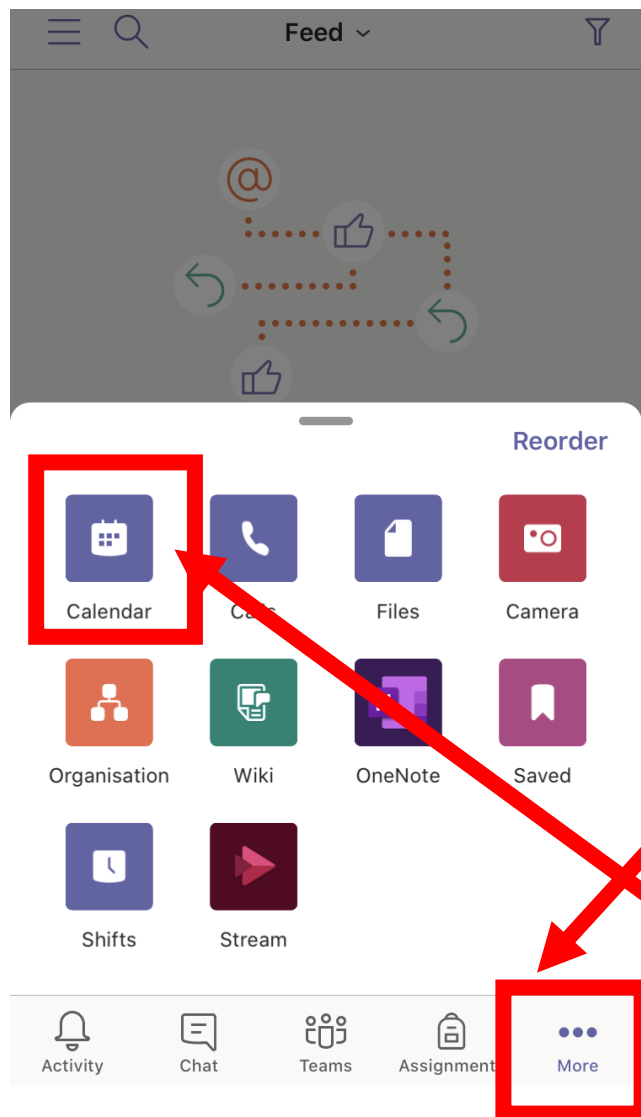
**You will then be able to see a list of all of your classes. You need to click on 'General' under the subject you want to look at. This will take you to the main page where you can see any messages, resources or lessons for that subject.**

**When you open Teams you will be taken to your 'Feed'. You then need to click 'Teams' here:**





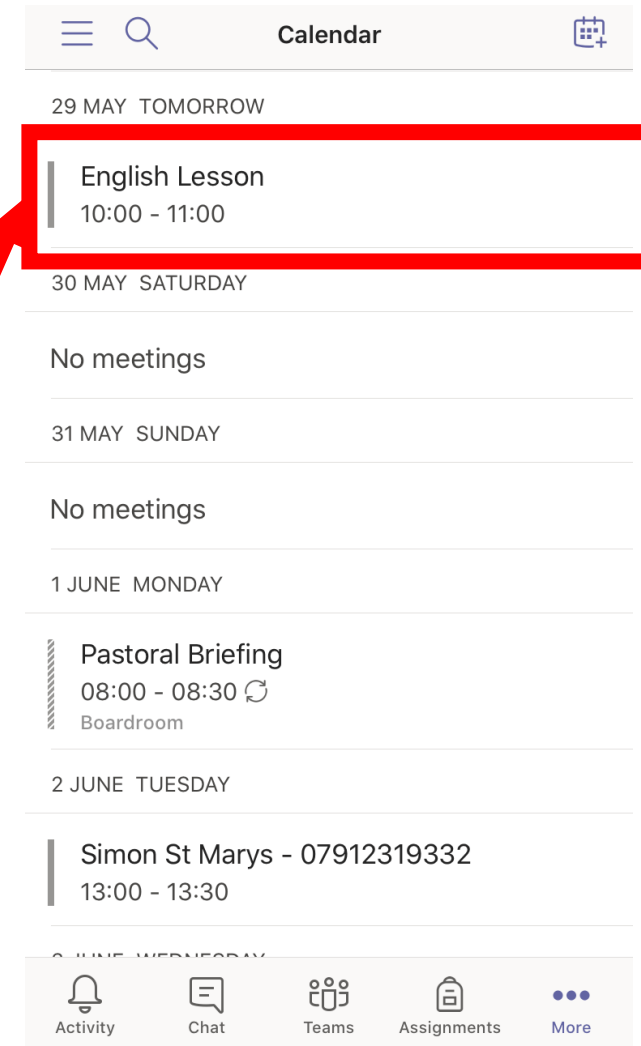
# Finding your 'Calendar' and joining a Video Lesson/Session



At the bottom of the screen you will need to click the three dots that says 'More'.

This will bring up a pop up menu and you will need to click 'Calendar'

You will then see a list of lessons and which day they are on. Click on the lesson when it is time to join it.



# Accessing the class chat and resources

