

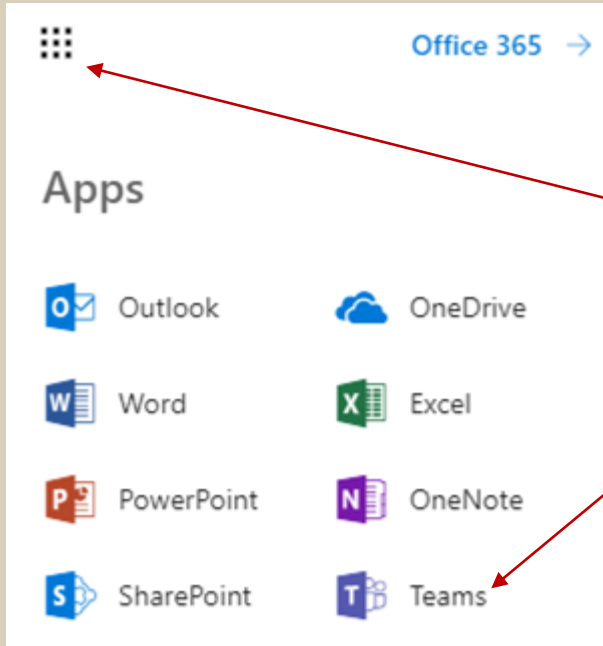


# Microsoft Teams

A Guide for Children and Parents

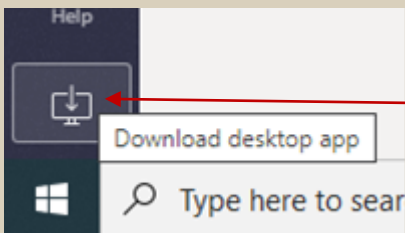


# Accessing Teams



Log into your Office 365 account and click on the 'Waffle'  
You will see all the apps available to you. Click on Teams.  
After logging in you'll see a Teams window.

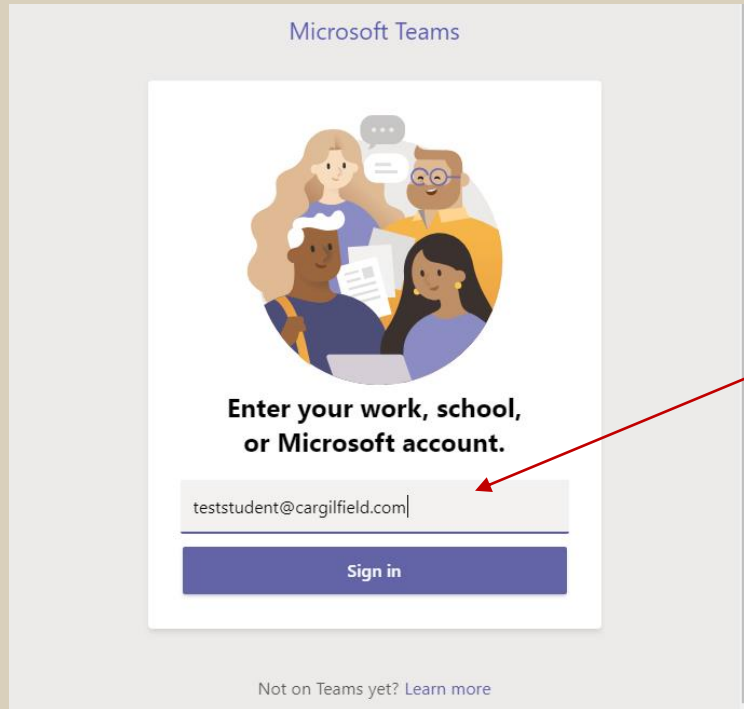
Please note: Teams works better in the App on your computer. If you are using a Tablet, you will need to download the Microsoft Teams app from either the Apple Store or Android store.



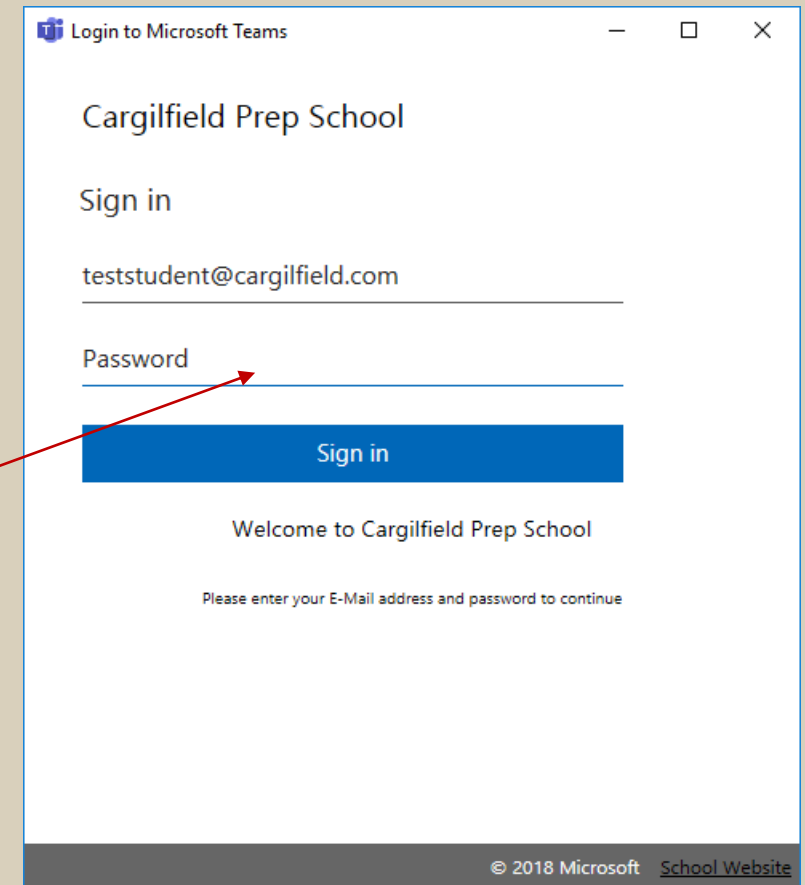
On the computer, you can click the Download Desktop App in the bottom left of your screen. You might need an adult to help you with this, but it is safe to download and install.



# Signing in to Teams



When you open up the Teams app, insert your email address here and press Sign in



Your password is the same password used to log into a computer at school.

If you have forgotten this, please ask a parent to email me on [rmurdoch@Cargilfield.com](mailto:rmurdoch@Cargilfield.com)

Now Press Sign in



# The Teams Dashboard



This is you. The colour of the dot indicates if you are online or not. Click on this to see what you can do. It automatically turns red if you are in a Team meeting.

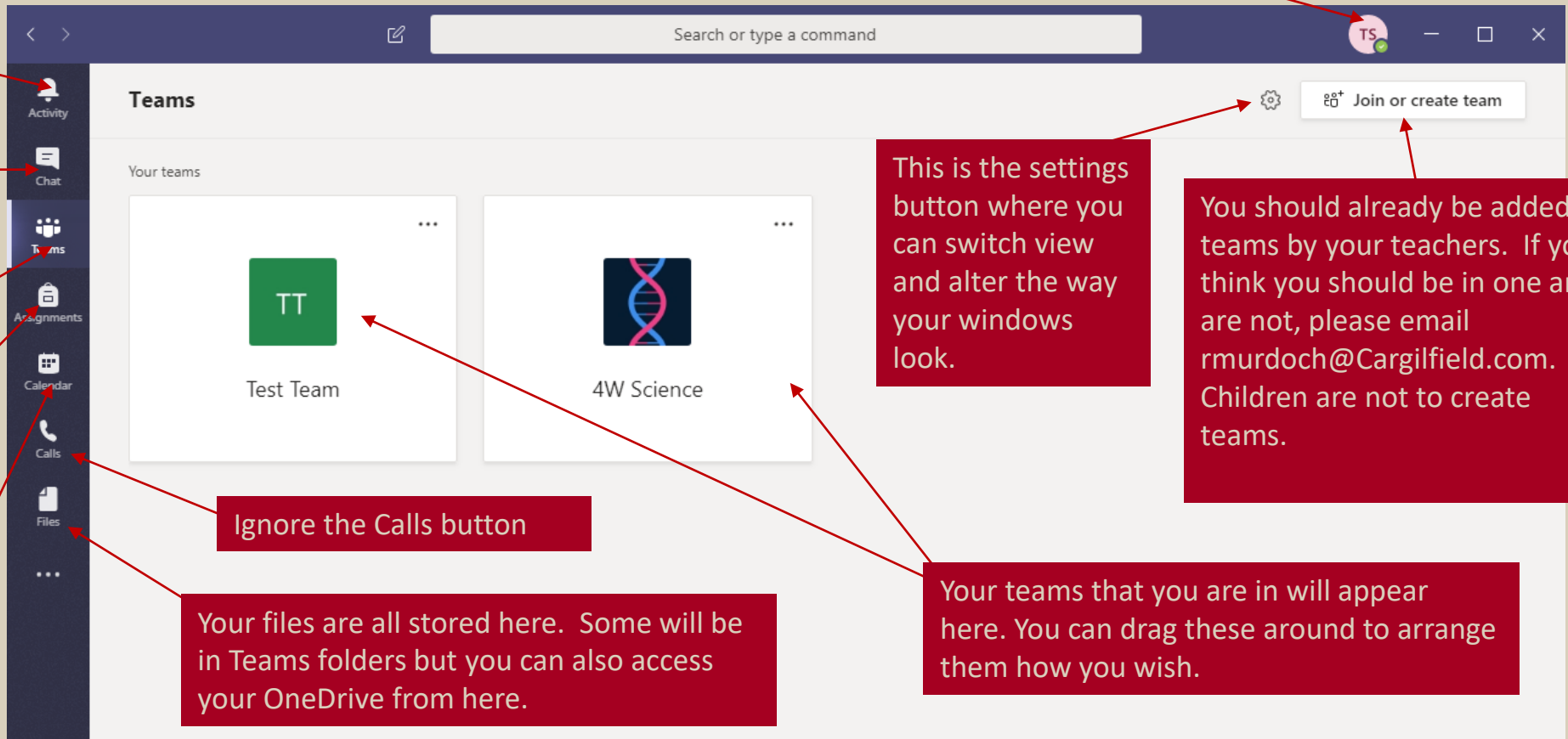
Your notifications will appear here

The Chat function for children has been disabled. To contact a teacher, please email them.

This button will display your Teams.

You can find any assignments that have been set by your teachers here

The Calendar will display any meetings you have. You can add your timetable to it.



This is the settings button where you can switch view and alter the way your windows look.

You should already be added to teams by your teachers. If you think you should be in one and are not, please email [rmurdoch@Cargilfield.com](mailto:rmurdoch@Cargilfield.com). Children are not to create teams.

Ignore the Calls button

Your files are all stored here. Some will be in Teams folders but you can also access your OneDrive from here.

Your teams that you are in will appear here. You can drag these around to arrange them how you wish.



# Settings



Have a look at the Settings and choose your Theme and Layout.

Have a look around in settings and make sure you have things set up the way you want. Don't change anything you aren't sure of and you can always ask an adult to help.

Languages may need to be changed to English United Kingdom. Scroll down to look at this.

**Settings**

- General
- Privacy
- Notifications
- Devices
- Permissions
- Calls

**Theme**

Default    Dark    High contrast

**Layout**

Choose how you want to navigate between teams.

Grid    List

**Application**

- Auto-start application
- Open application in background
- On close, keep the application running
- Disable GPU hardware acceleration (requires restarting Teams)
- Register Teams as the chat app for Office (requires restarting Office applications)

**Language**



# Meetings



When a teacher schedules a live meeting you'll get an email like this.

It would help the teacher if you could RSVP to the meeting.

The screenshot shows an email notification from Microsoft Teams. At the top, it says "behalf of Test Team" with a profile picture of "TT". The email is dated "Sun 12/04/2020 17:58" and is addressed to "; Test Student; Test Team". The main content is a meeting invitation for "Test Meeting with TestStudent" on "Sun 12/04/2020 18:10 - 18:40". It states "No conflicts" and includes an "RSVP to this event" section with a toggle for "Email organiser" which is turned on. Below this is a text box for "Add a message to Test Team (optional)". At the bottom of the RSVP section are buttons for "Yes", "Maybe", "No", and "Propose new time". The email body contains the text "This is a test meeting" and a link to "Join Microsoft Teams Meeting". At the very bottom, there are links for "Learn more about Teams" and "Meeting options".

When it is time, you click the link to join the meeting.



# Meeting Rules



## Rules for audio/video meetings

- You should turn off your microphone unless you are talking. It will make the experience better for everyone this way.
- Do not attempt to mute other people in the meeting
- Please note that video lessons can be recorded.

Please follow the Remote Learning Policy for information about general conduct and behaviour during online learning.



# Preparing for your Meeting



Activity

Chat

Teams

Assignments

Calendar

Calls

Files

...

Apps

Search for or type a command

Close

Choose your audio and video settings for  
**Test Meeting with TestStudent**

Turn your video on and off

Turn your mic on and off

When you are ready, click Join now

Join now

Internal Mic and Headph...

Other join options

Audio off | Phone audio | Add a room





# During the Meeting



Search or type a command

Activity  
Chat  
Teams  
Assignments  
Calendar  
Calls  
Files

00:07

Share your screen by pressing on this button to demonstrate work – only if a teacher has requested this

This will open up the chat with the participants in the group and will appear on the right hand side.

End the call by pressing here

People

Invite someone

Currently in this meeting (1)

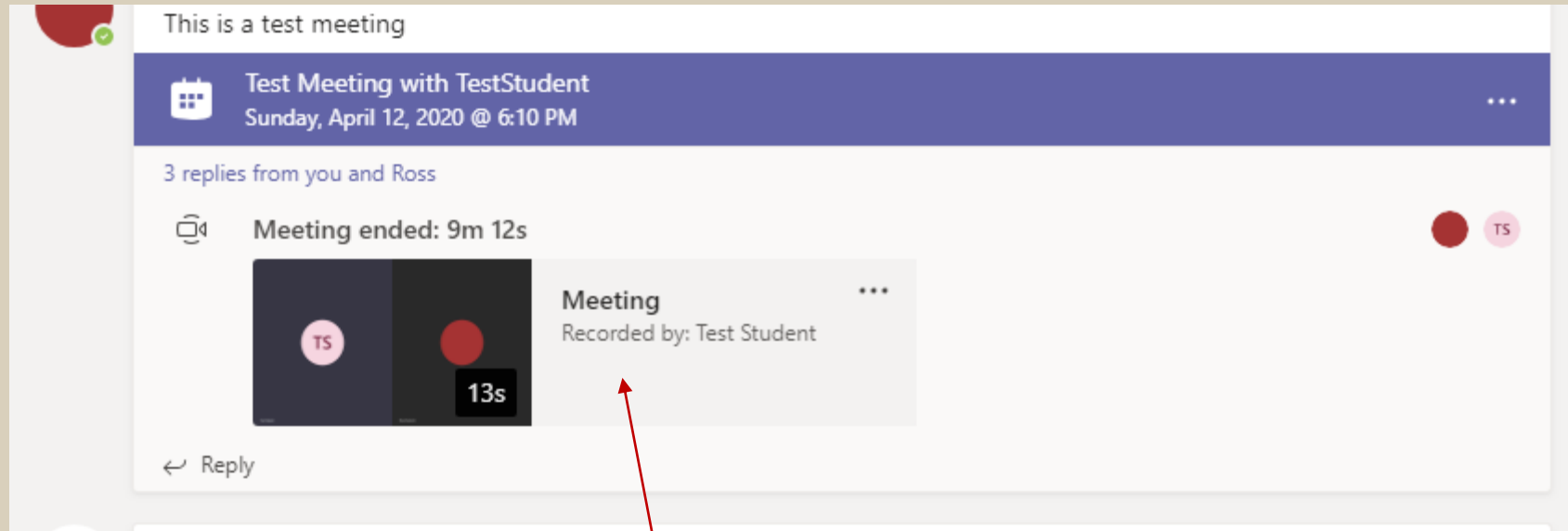
- Test Student  
Organizer

Suggestions (1)

- Ross Murdoch



# After the Meeting



After the meeting has finished, it is available to view in the Team chat which means that anyone who missed the lessons can view it again at another time