

# Microsoft Teams Support Guide



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Chase dreams.  
Succeed together.

# How to access Teams:

There are three main ways you can access Microsoft Teams:

## 1) Via the Teams tab on Office 365

- Google Office 365
- Use your school email address and password to log in
- Click the Microsoft Teams icon on the left hand side of the screen



## 2) Download Microsoft Teams onto your device

- Use either the app store (or equivalent)
- Google Microsoft Teams then click the 'Download Teams' option

## 3) Log in online

- Google Microsoft Teams
- Click onto the website
- Click sign in

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Students will require their school email address and password to log into and access Teams

Year 7:

firstnamelastname20@shuttleworth.lancs.sch.uk

Year 8:

firstnamelastname19@shuttleworth.lancs.sch.uk

Year 9:

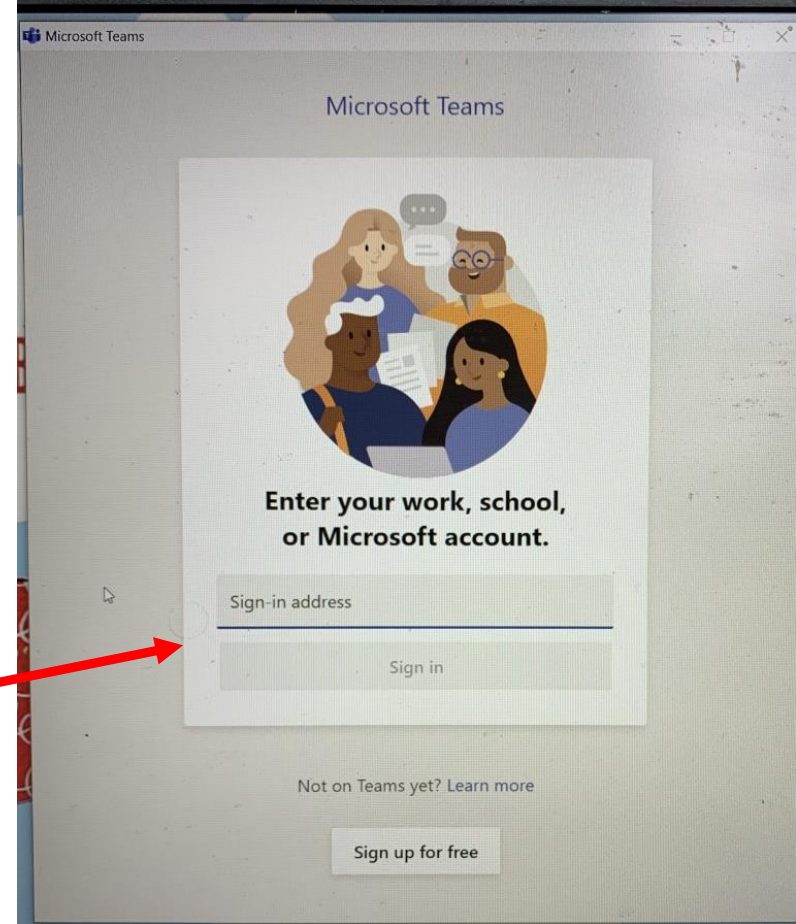
firstnamelastname18@shuttleworth.lancs.sch.uk

Year 10:

firstnamelastname17@shuttleworth.lancs.sch.uk

Year 11:

firstnamelastname16@shuttleworth.lancs.sch.uk



**If you have any issues logging into your account please email:**

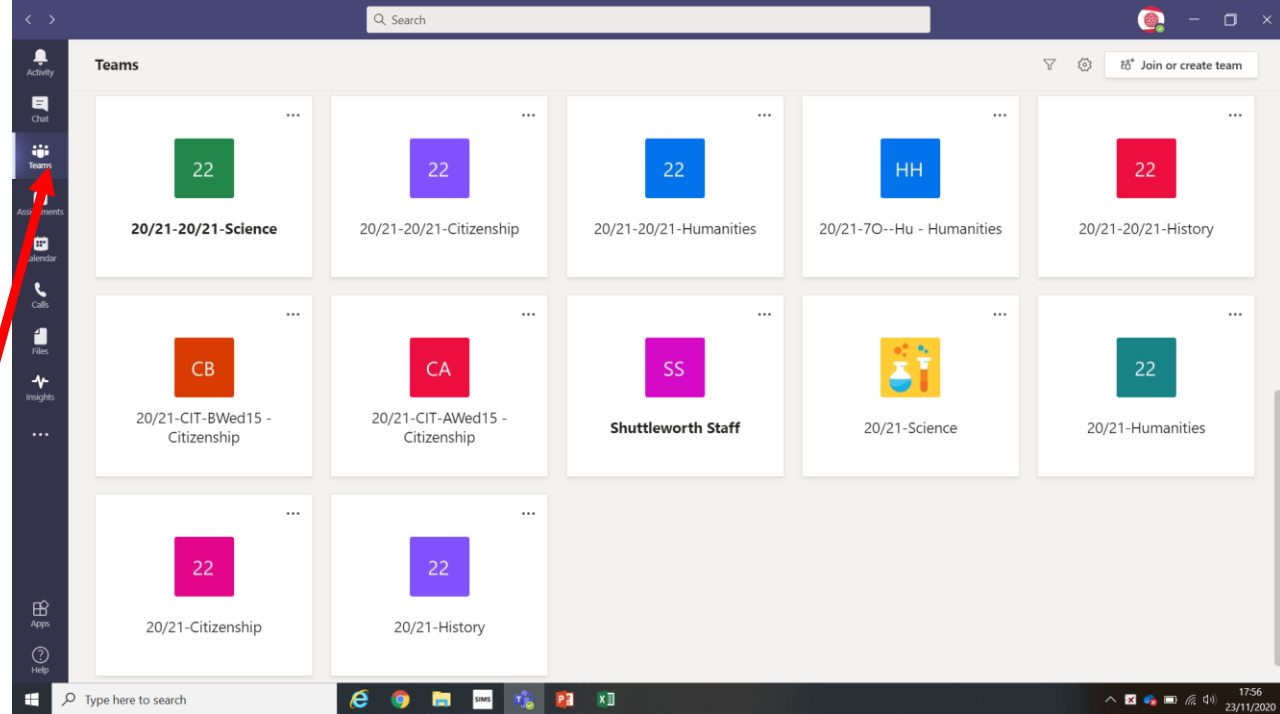
**[ICTsupport@shuttleworth.lancs.sch.uk](mailto:ICTsupport@shuttleworth.lancs.sch.uk)**

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Once students have logged into Teams they will have access to all of the teams they are a member of.

In order to take part in a lesson being streamed online they will need to select the relevant class that they are timetabled to be in.

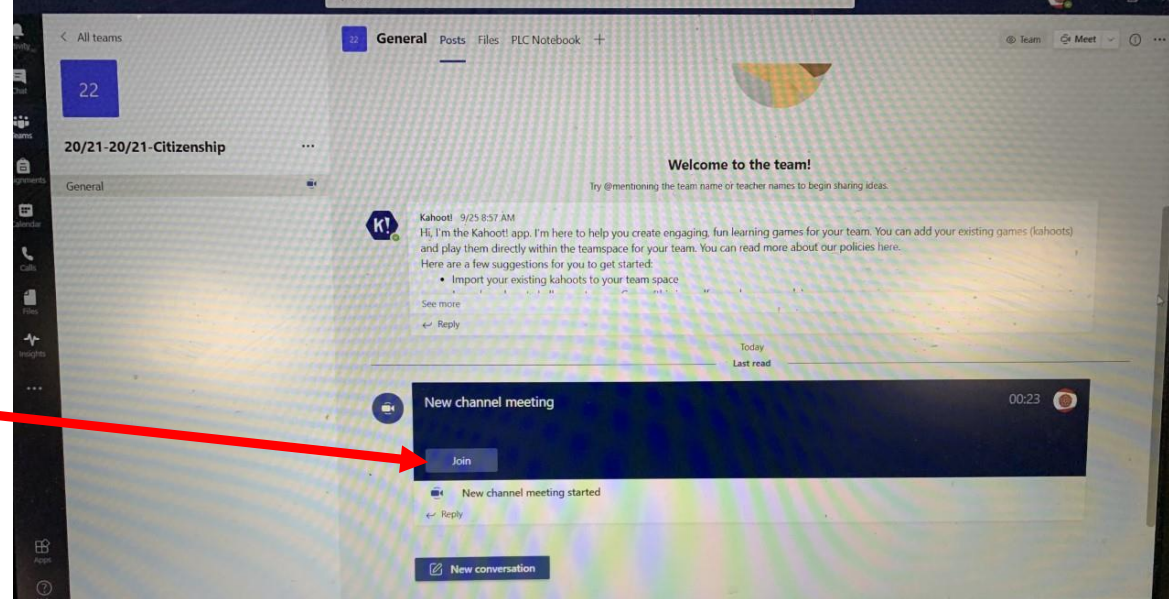
To return to the full list of teams at any time, click the 'Teams' icon on the left hand side of the screen.



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Once they have entered the relevant team a 'meeting' will appear at the time the lesson is timetabled to begin.

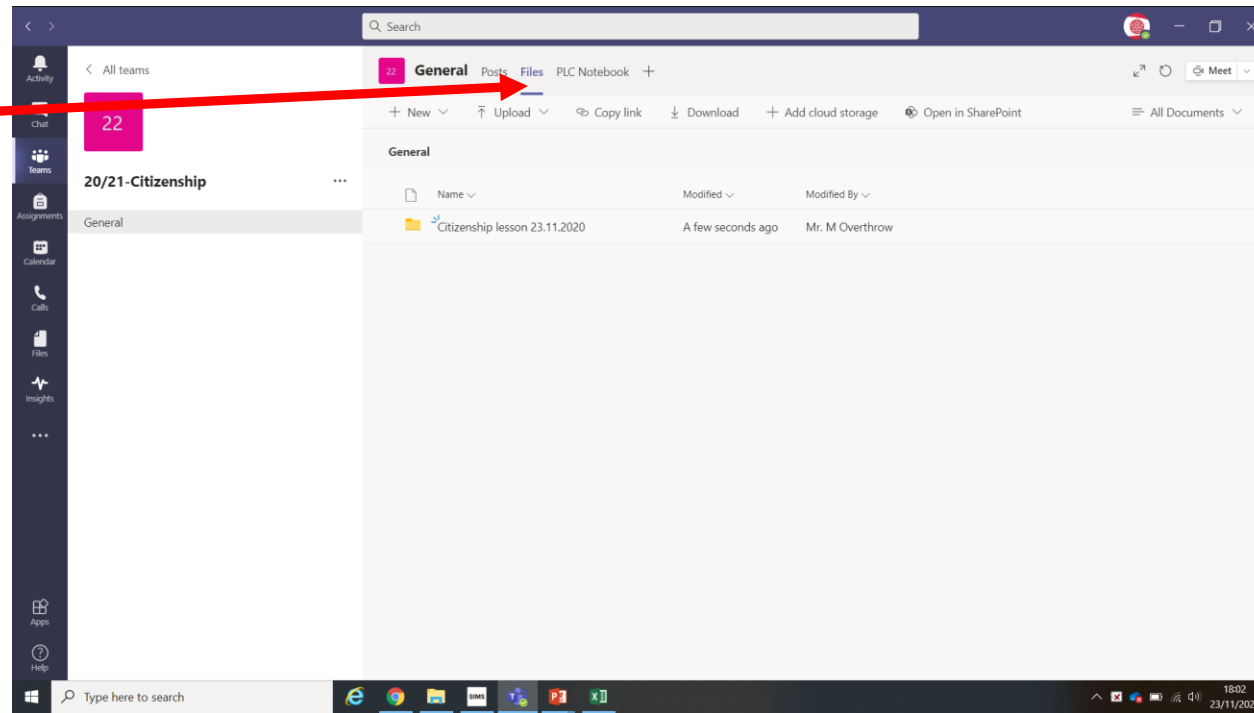
Students simply need to click 'join' to be added to the meeting.



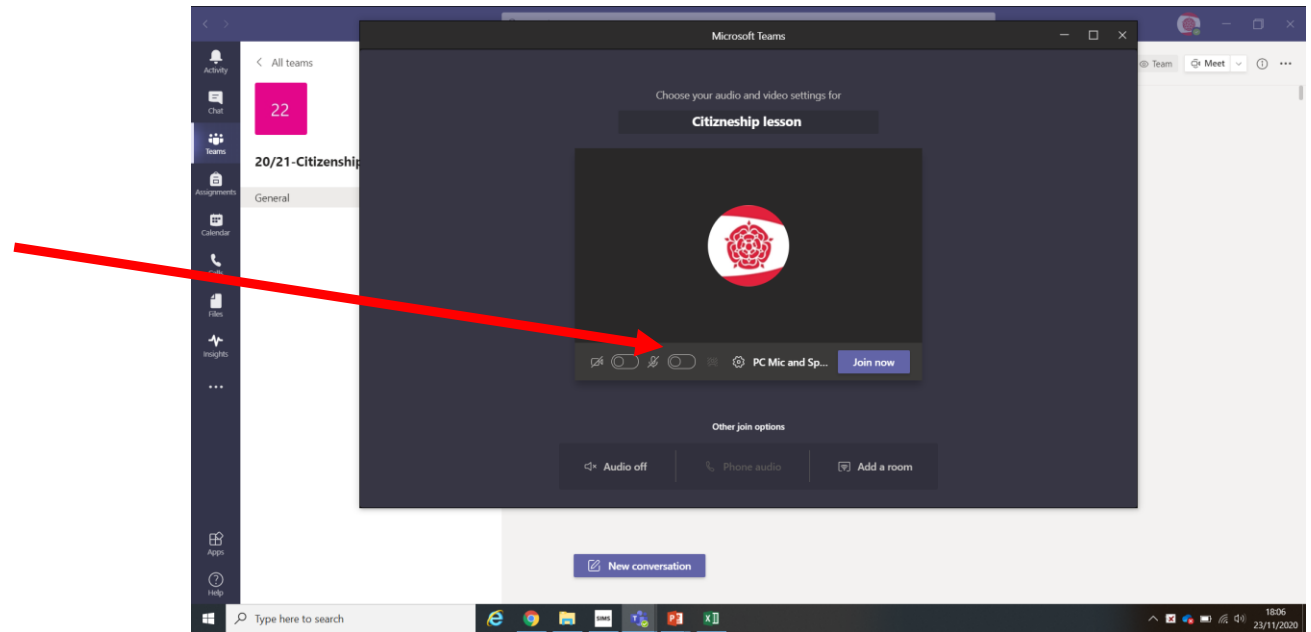
Students can use the 'files' tab to access lesson resources uploaded by the class teacher.

Files or resources may also be shared via the 'chat' function during the lesson.

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When students join the lesson it is essential that they join with both their camera and microphone turned off.

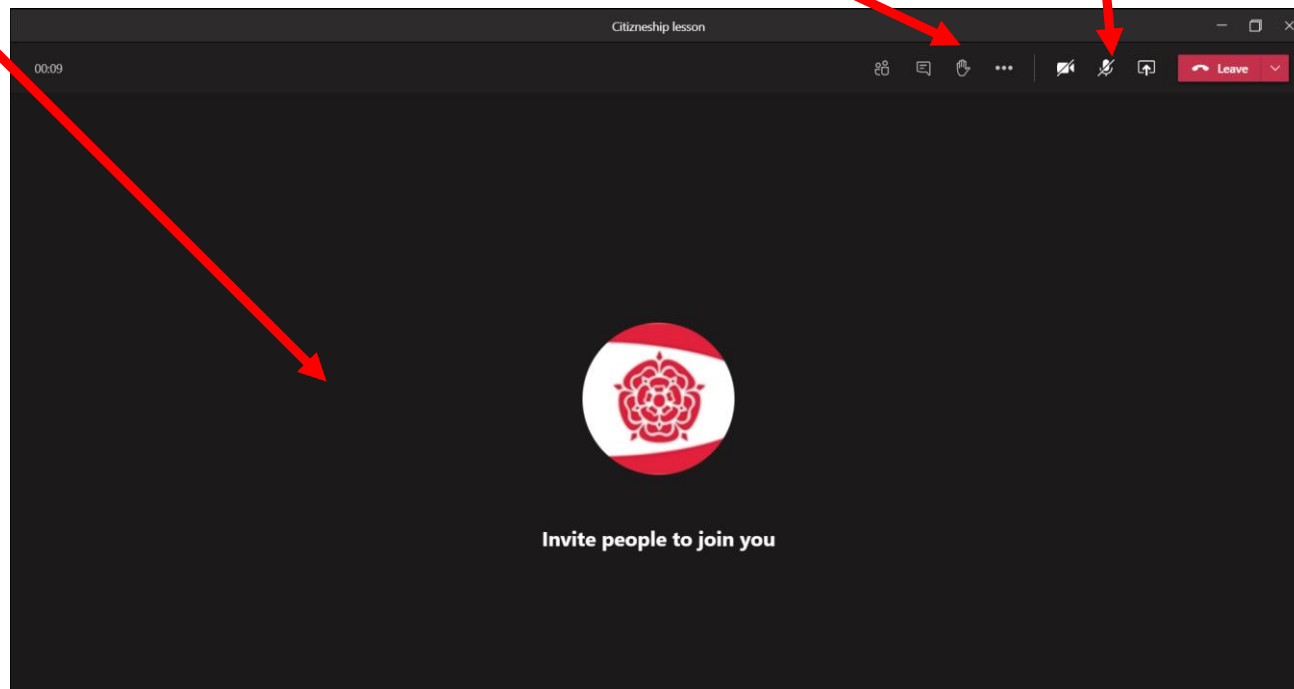


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The main screen will mirror the teacher's board allowing you to see the PowerPoint and hear the teacher's instructions and explanations.

Use the hand icon to get the teacher's attention in order to ask a question.

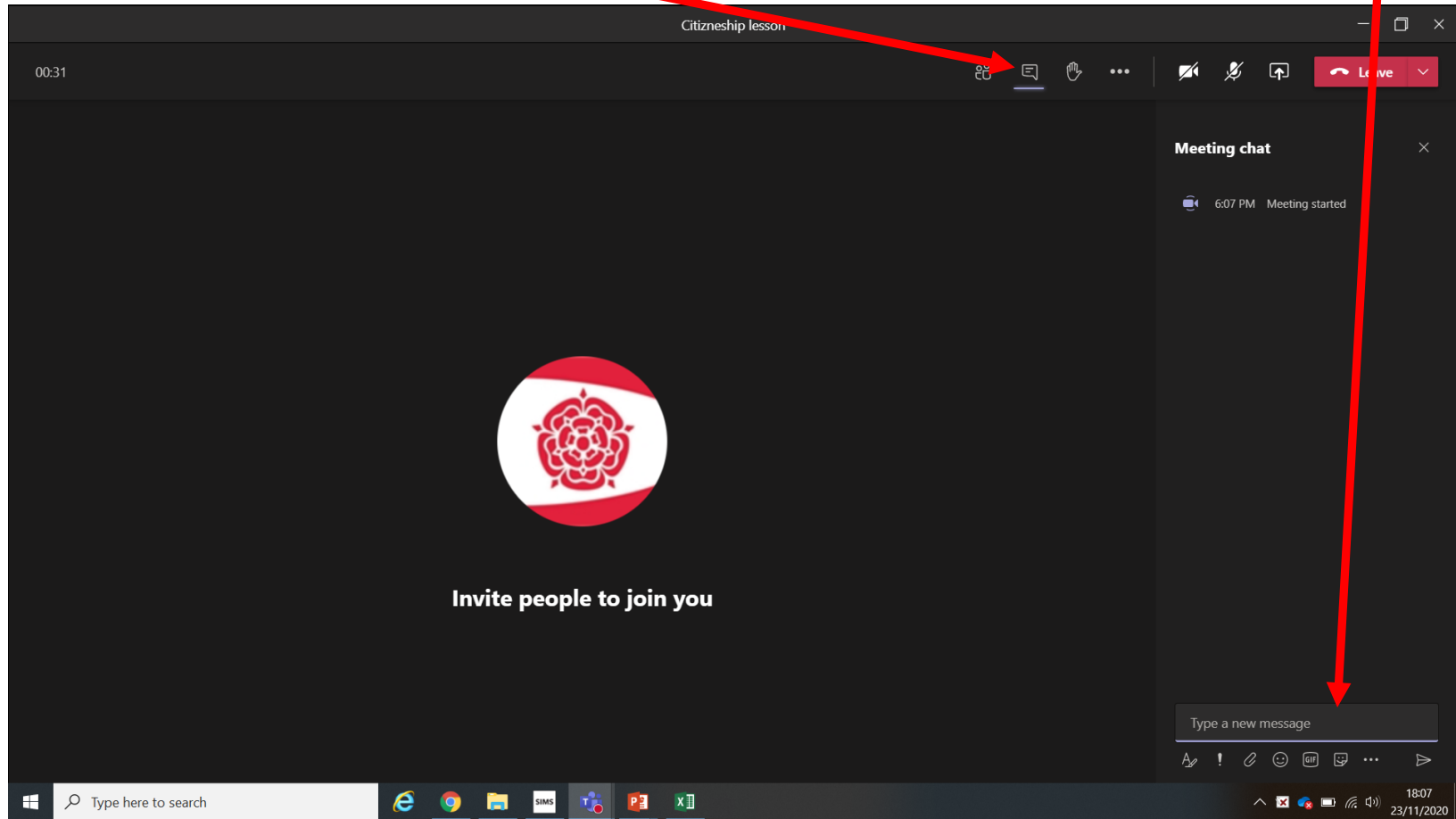
Use the microphone icon to unmute to ask or respond to questions. Mute your microphone once you have finished.



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If your microphone isn't working or you are asked to respond to a question via the 'chat function' this can be accessed using the speech bubble icon.

Messages can then be typed into the meeting chat.  
Resources can also be shared by the teacher through the meeting chat.



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# How and when to access lessons on Microsoft Teams

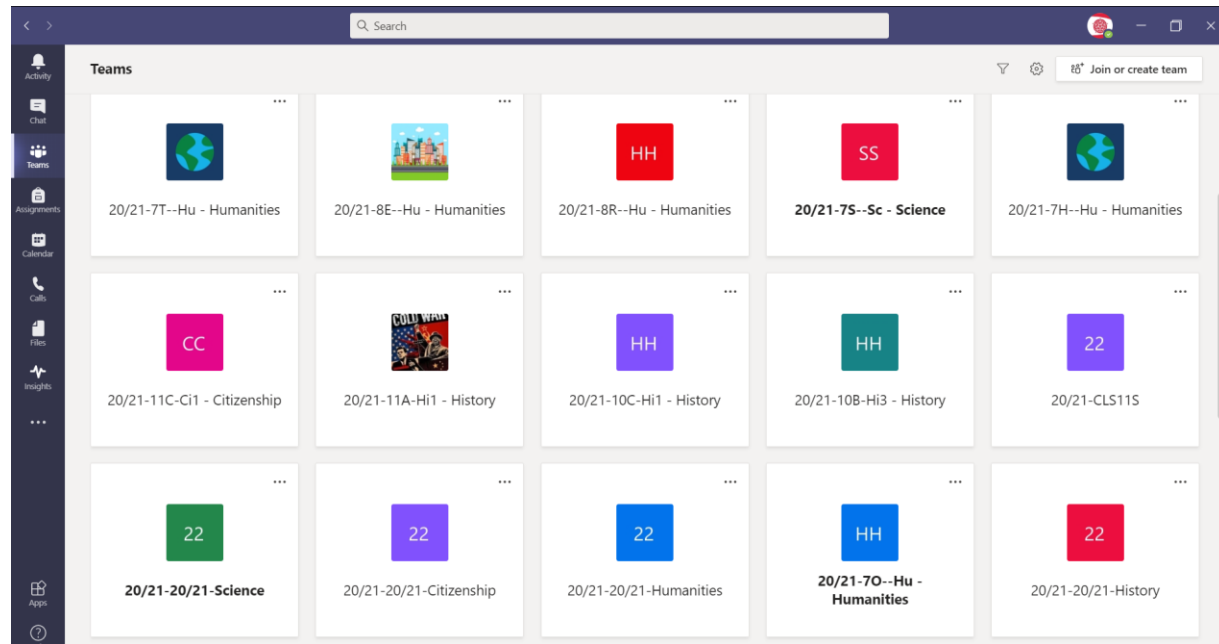
# When to access your lessons on teams

- The table below shows the start times for each year groups lessons.
- Make sure you are logged onto teams 5 minutes before the start of your lesson.
- DO NOT use the comments/chat function within the team for personal conversations prior to the start of the lesson.

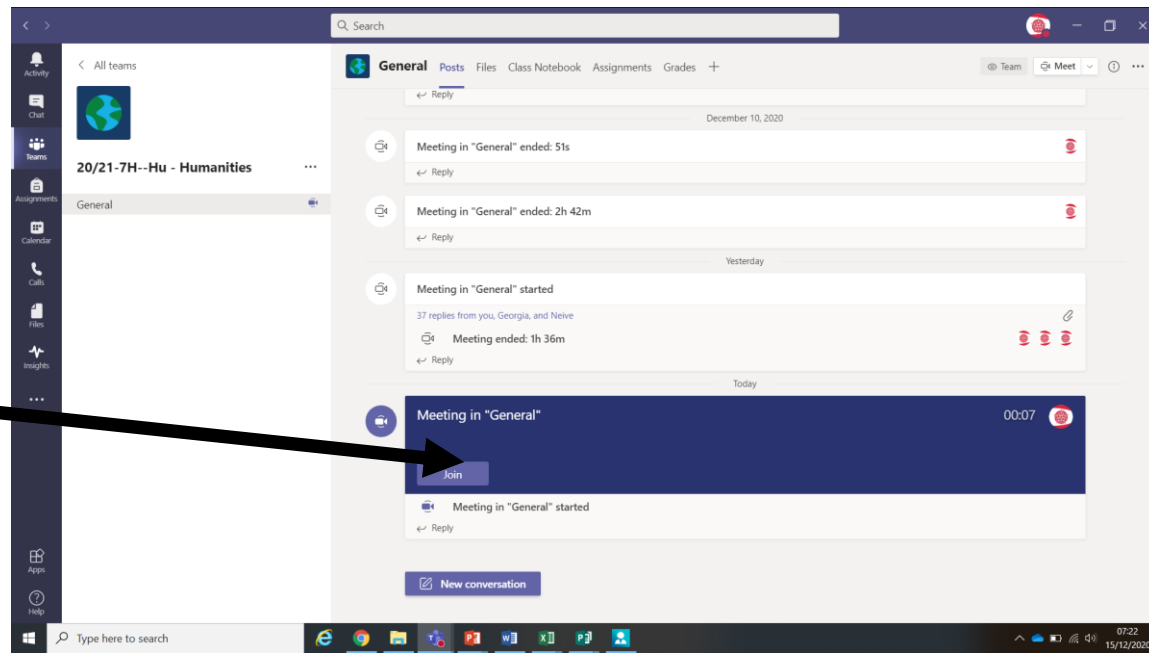
	Year 7	Year 8	Year 9	Year 10	Year 11
<b>Lesson 1</b>	<b>08:30</b>	<b>09:30</b>	<b>09:30</b>	<b>10:30</b>	<b>08:30</b>
<b>Lesson 2</b>	<b>10:00</b>	<b>11:00</b>	<b>11:00</b>	<b>12:00</b>	<b>11:00</b>
<b>Lesson 3</b>	<b>12:00</b>	<b>13:00</b>	<b>13:00</b>	<b>14:00</b>	<b>13:30</b>

# How to access your teams lesson

- 5 minutes before the start of your lesson open Microsoft teams.
- You will then need to select the lesson you are timetabled to be in.



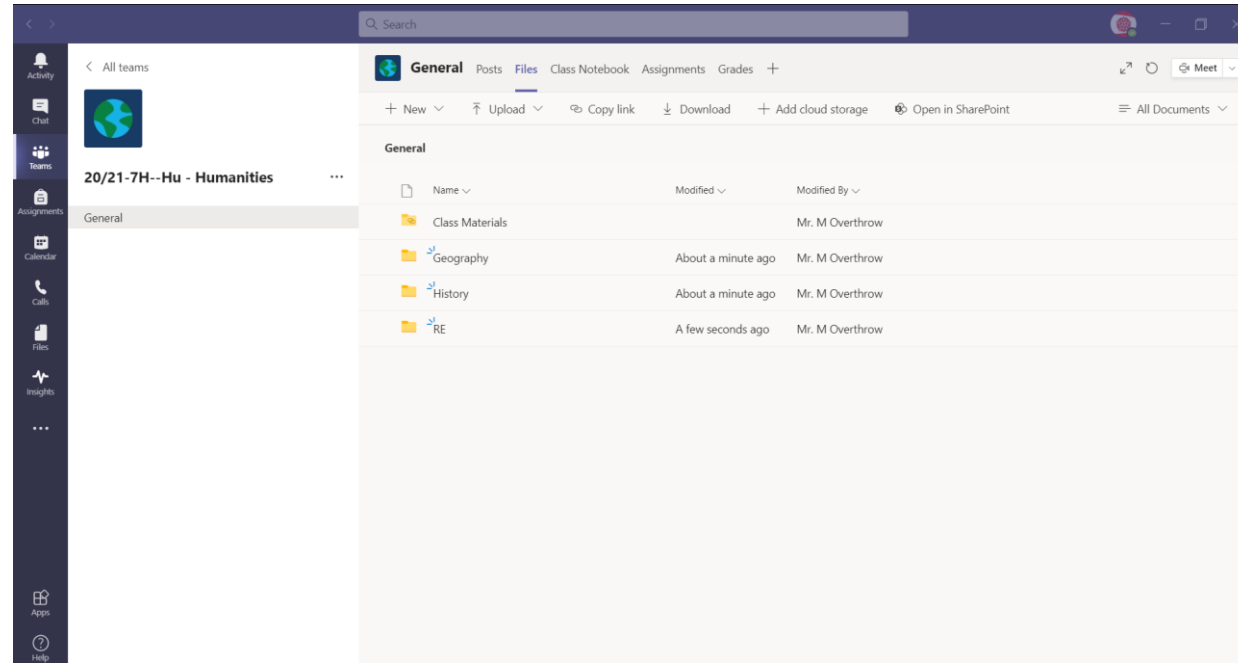
- When your lesson is due to begin your teacher will start a meeting.
- Simply click join.
- Make sure your microphone is muted and your camera is turned off.



# Accessing resources

There are two ways of accessing resources to use in lessons.

1. Use the 'files' tab in teams- this will take you to any resources that your teacher has uploaded before the lesson.



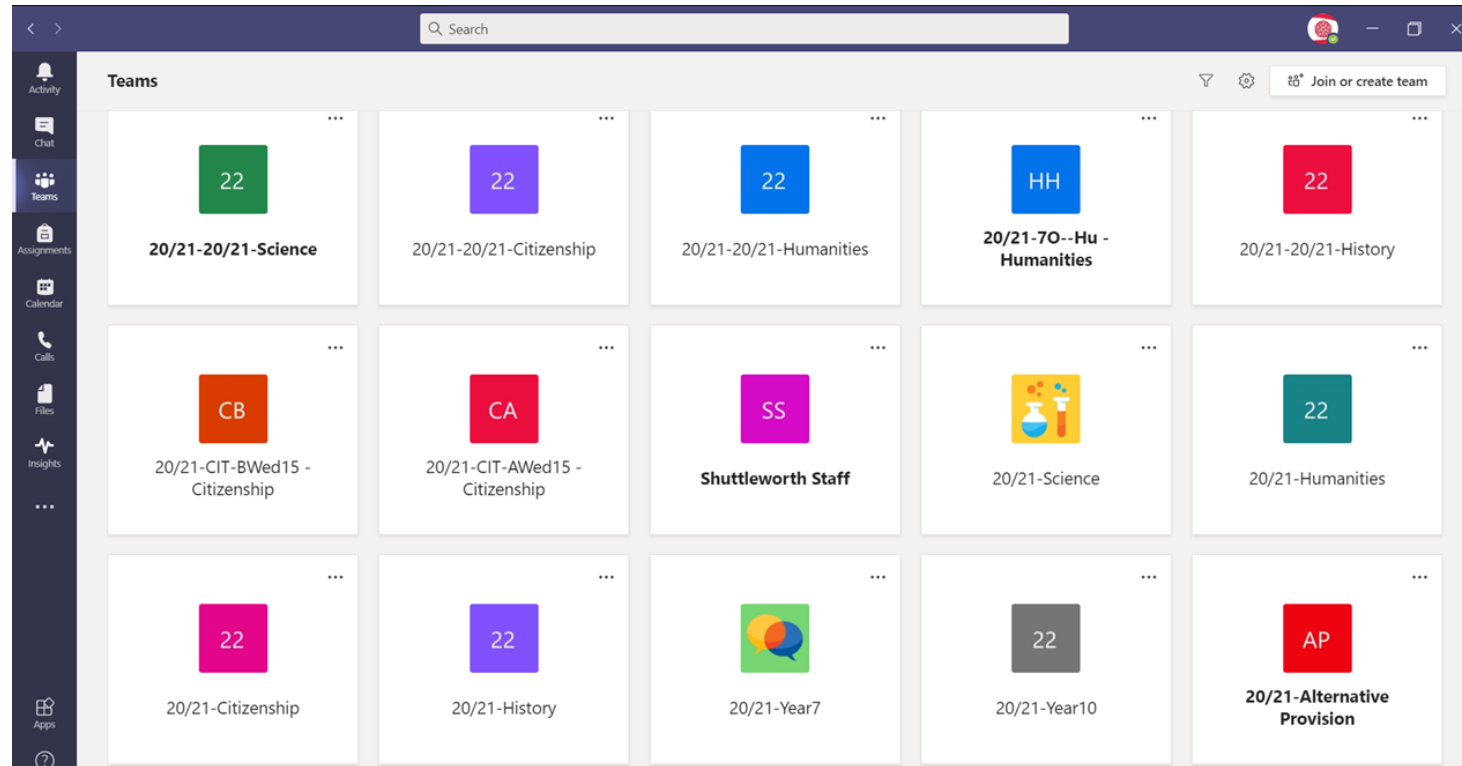
2. Files can also be shared to you via the chat function that you can click onto and download.

# How to access work when there is no lesson streamed on Microsoft Teams.

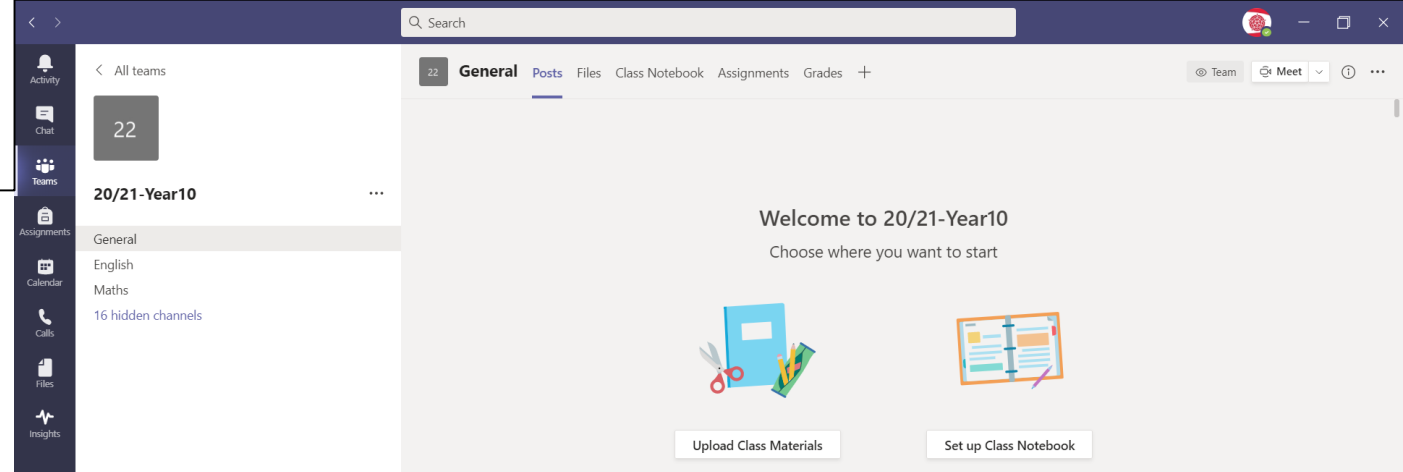
**If your teacher is unable to stream a lesson live to you on Microsoft Teams follow the steps below to access relevant work for the lesson.**

Step 1: Find your whole year group team and open it. These are named as follows:

- 20/21-Year 7
- 20/21-Year 8
- 20/21-Year 9
- 20/21-Year 10
- 20/21-Year 11



Step 2: Select the subject you are looking for from the list of channels.



Step 3: Click onto the files tab in the channel you have selected.  
Then open the document or file that relates to the relevant half term.  
  
This will contain instructions/tasks for you to complete.

