

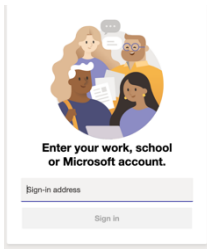


Microsoft Teams Help Guide

Where can I log in?

You can download the Microsoft Teams app or you can log in at <https://teams.microsoft.com/> for Teams Meetings.

How do I log in?



Each child will have their own account. The details will look something like this:

Email: xx2027@ratby.bepschools.org

Password: Carrot999

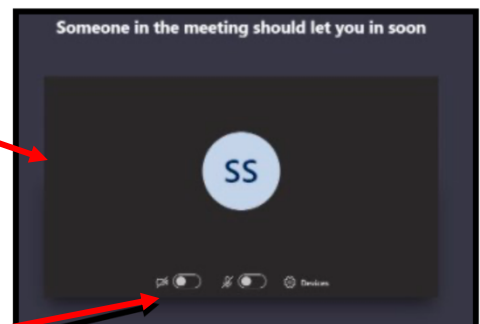
Please note the passwords usually start with a capital letter.

Guide to using browser /desktop version:

What functions can I use during the meeting?

You will join a lobby when you join the meeting.

Camera: Please turn the camera on as indicated in this picture:



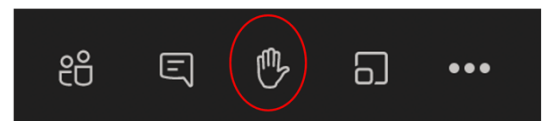
Microphone:

The microphone will not give you the option to unmute yourself in the lobby. If your teacher allows the microphones to be unmuted during the session you can turn it on using this button.

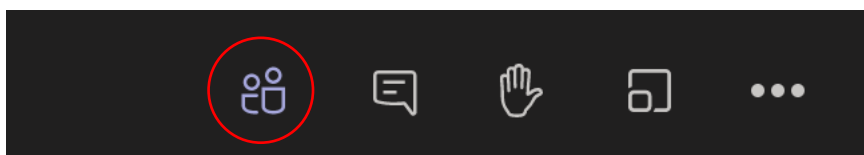


Raise your hand:

You may be able to raise your hand if you would like to speak using the 'raise hand' button.

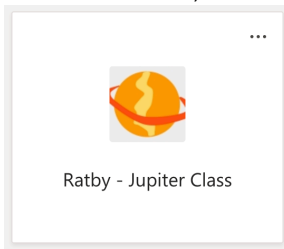


Gallery: If you are not able to see many of the participants, you may be able to choose gallery or large gallery to view more people.

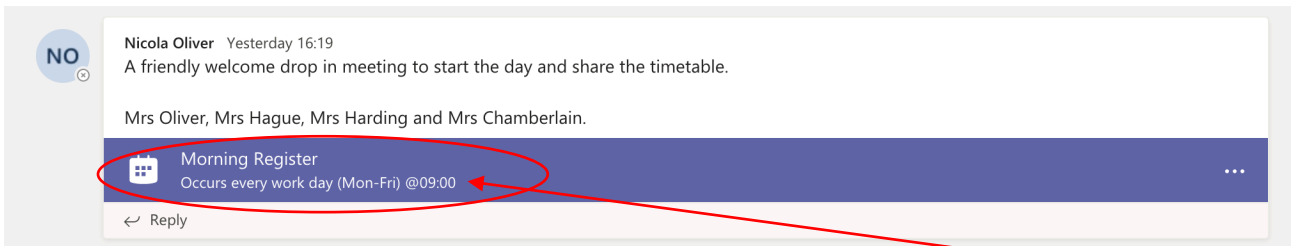


How do I join a meeting?

Once in Teams, select your child's class Team (I have used Jupiter in the following example):

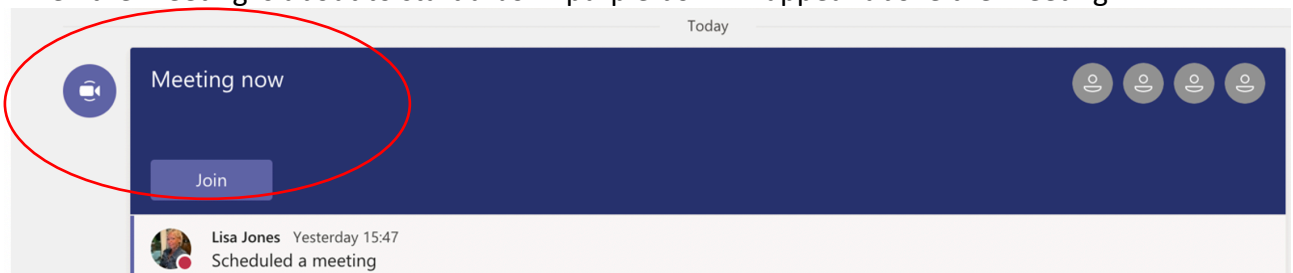


You will see the meeting listed in the General Channel. Each meeting looks like the one below.



You can see in the purple bar the time of the meeting. In this example 09:00.

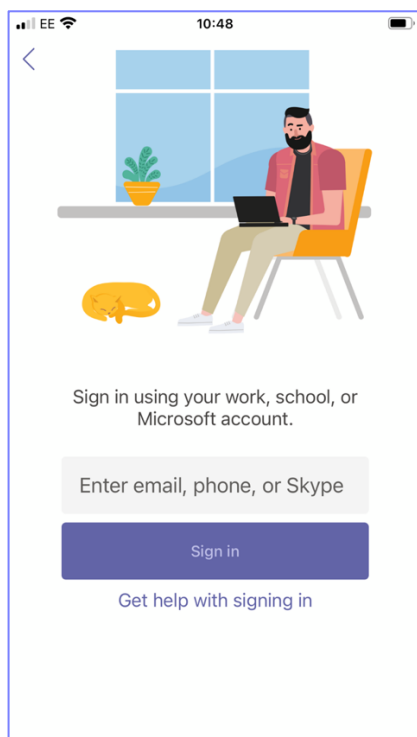
When the meeting is about to start a 'Join' purple box will appear above the meeting.



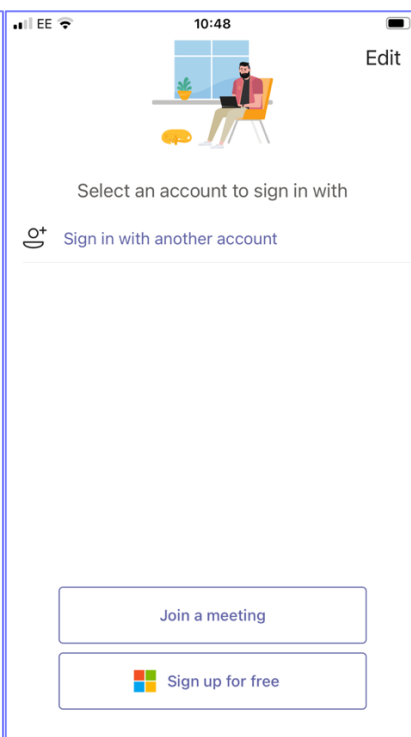
Please check carefully that the meeting you are joining is the correct day and time!

Guide to using App version:

Step 1: Open App



Step 2: Sign in with BEP email address



Step 3: Select **Teams** for the options at the bottom of the screen

Your child should only be able to see the Team for their class.
Select Class Team Name e.g 'Ratby – Jupiter Class'

Select 'General'.

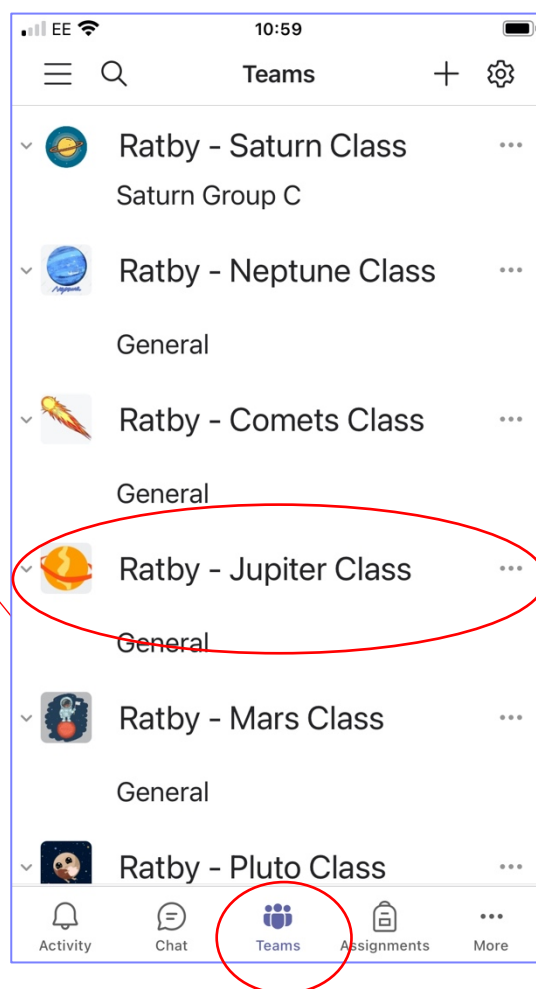
Activity: Recent action on Teams

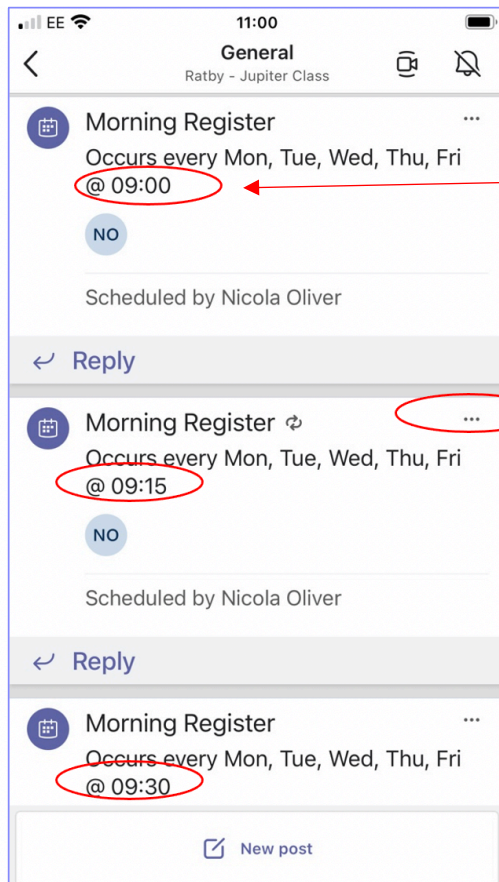
Chat: send messages to other members on teams

Teams: Select the Team you want to join the meeting for

Assignments – don't worry about this one

More – See later in instructions





You will be able to see all the meetings set up for the day.
There will be 2 or 3 morning meetings and 2 or 3 afternoon meetings and the times of the meetings

To join a meeting click on 3 dots next to the meeting

Select '**View Meeting Details**'

Select '**Join**' to join the meeting

