

# Microsoft Teams – Student Guide

## Key Features

### Login

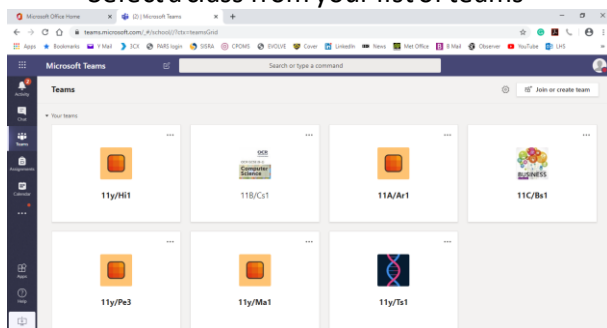
Using Google Chrome go to [www.office.com](http://www.office.com)  
Sign in using your School E-mail address and password (e.g. [username@students.lodeheath.org.uk](mailto:username@students.lodeheath.org.uk))

### Select Microsoft Teams

Phone\Tablet App also available – search for Microsoft Teams in the App or Google Play Store

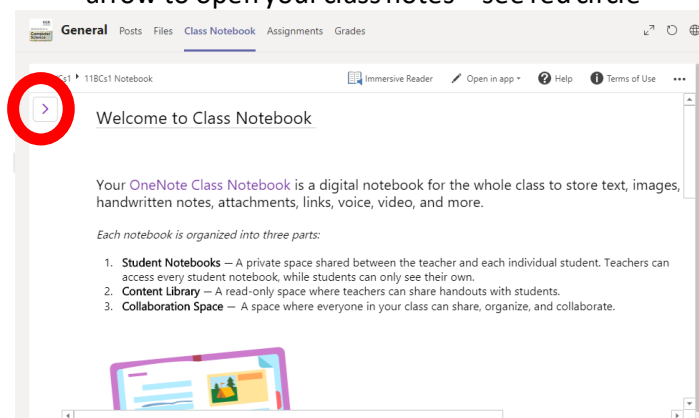
### Teams (Classes)

Select a class from your list of teams



### Class Notebooks (Exercise Books)

Click on Class Notebooks at the top then find the small arrow to open your class notes – see red circle



### Assignments

To complete tasks set by your teacher you can;

- 1) Go to each class and select Assignments (Top)
- OR
- 2) Select Assignments in the menu panel (Left)

Upload the completed task e.g. Word Document, PowerPoint or picture of work.

Your teacher will provide you with feedback and where appropriate a grade / points

Shared folder link: <https://lodeheath.sharepoint.com/sites/StudentsatLodeHeath>

## Additional Features

### Channels

Each class is automatically create with a 'General' channel, your teachers may create extra channels for topics, units, papers. See the left hand panel for these options

**All activity is logged to safeguard students and staff. Please remember features may be removed, for you or your whole class if used inappropriately.**

### Calls \ Chat

You have the ability to call or chat with students and staff,

Click on Calls on the left hand menu, find the contact and click on messaging, phone or video icons.

### Video

Within your Team, click on the little camera icon to create a meeting or your teacher may create a meeting. Students and staff in the Team will see a notification that a meeting has started and they can join.

Clicking the three dots brings up a menu where you can turn off incoming video, please also **MUTE your audio during the session**. Your teacher can also record the lesson and may post it in your team later. To finish the meeting, click on the red button to hang up.