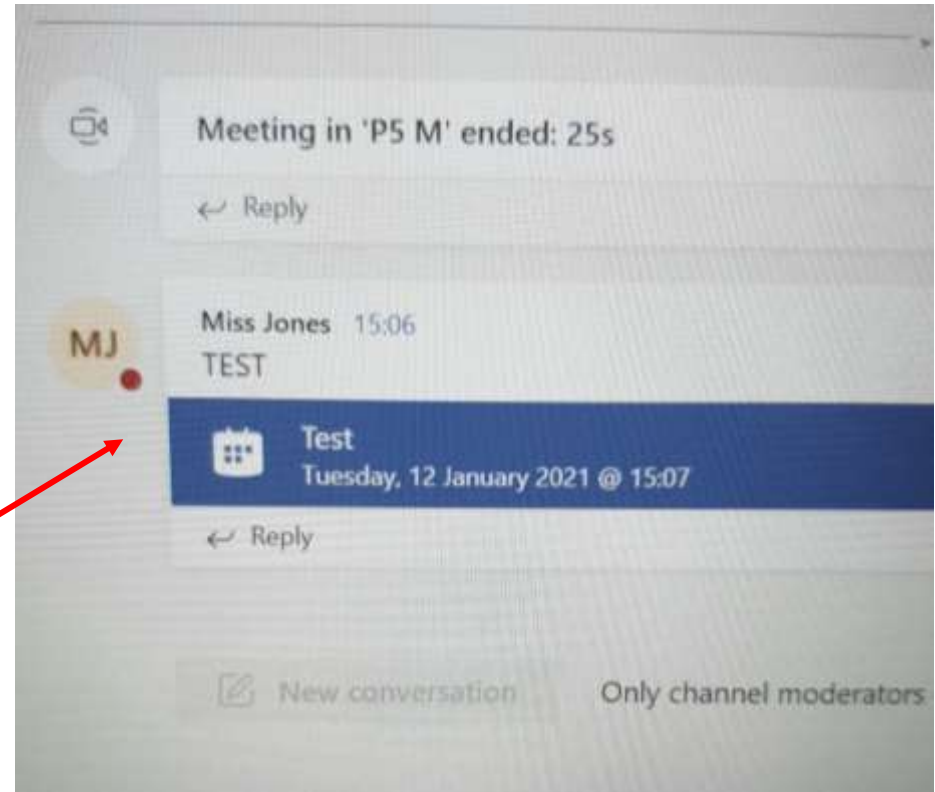
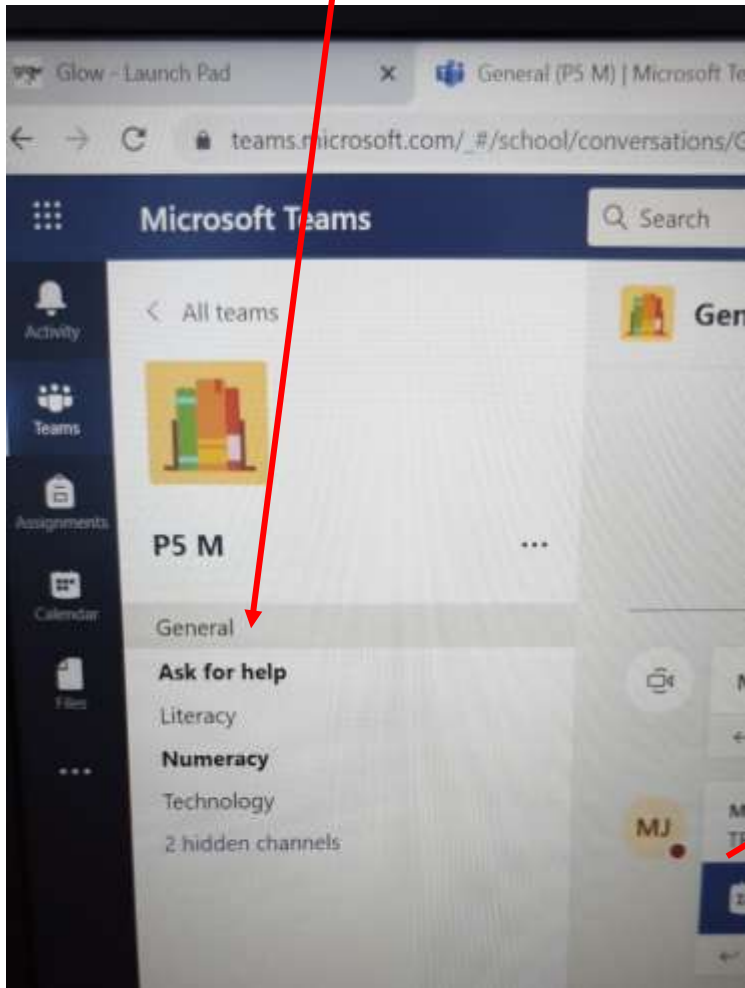


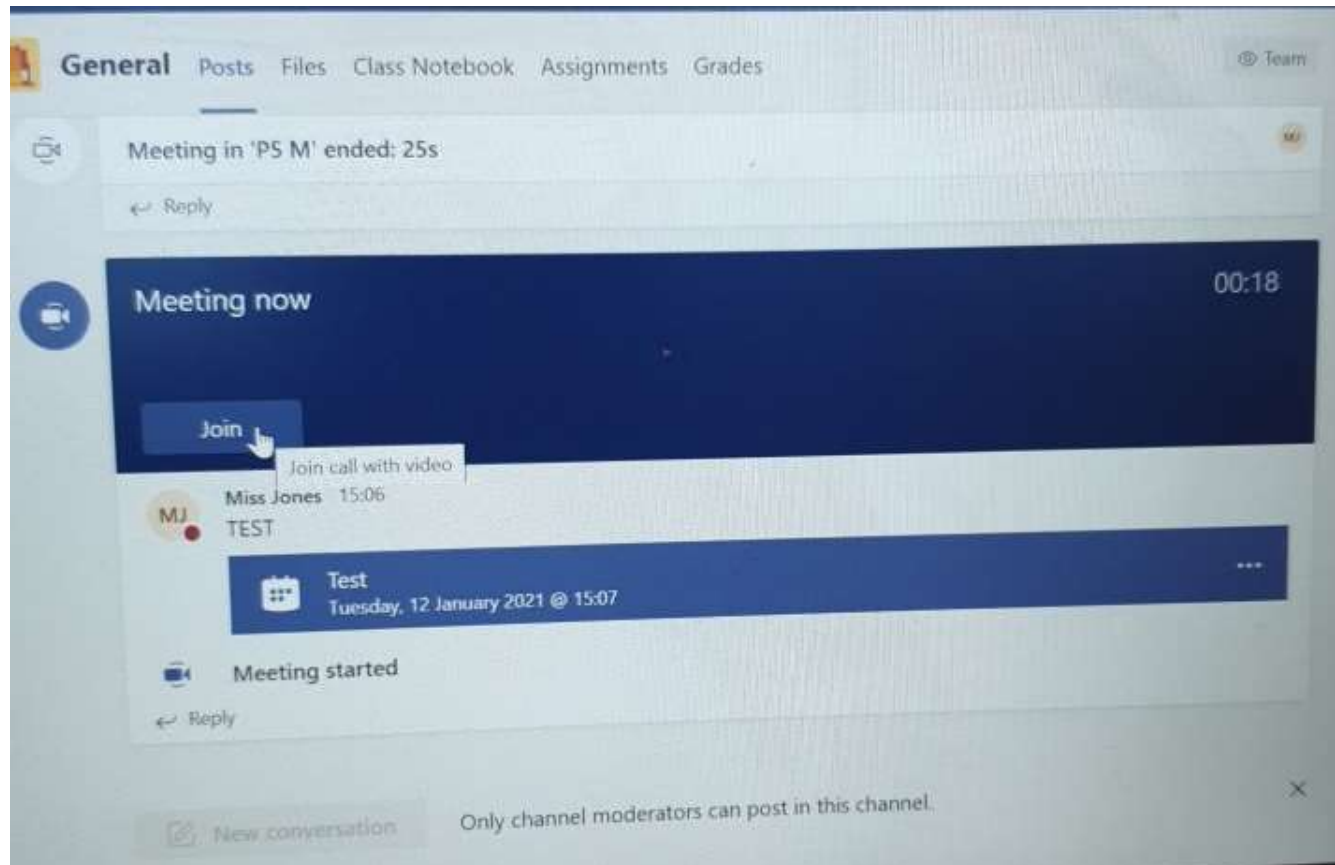
# Teams Meetings

A how to guide

Your class meeting can be accessed through the General channel in your teams area.

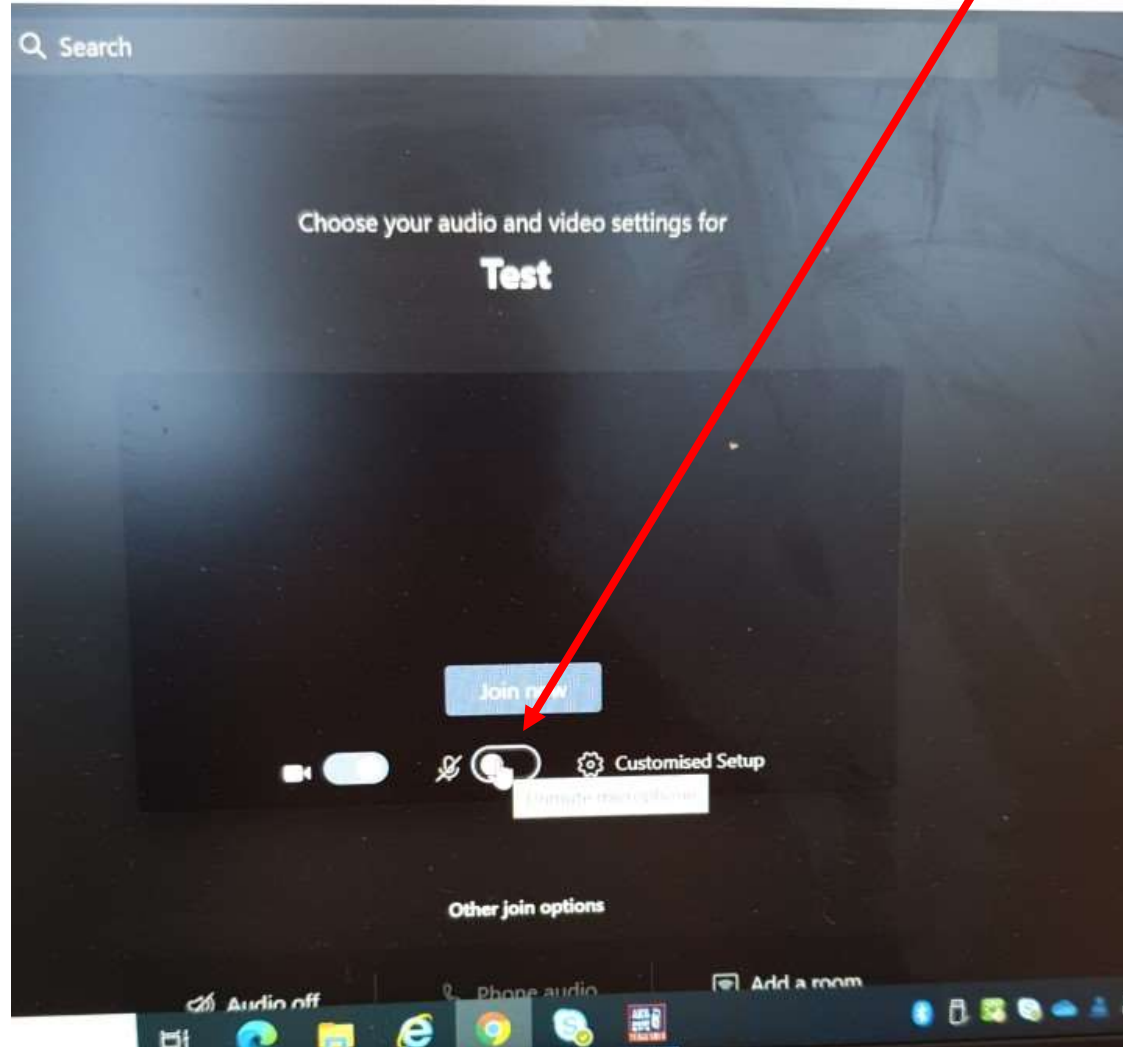


# Click on the Join button

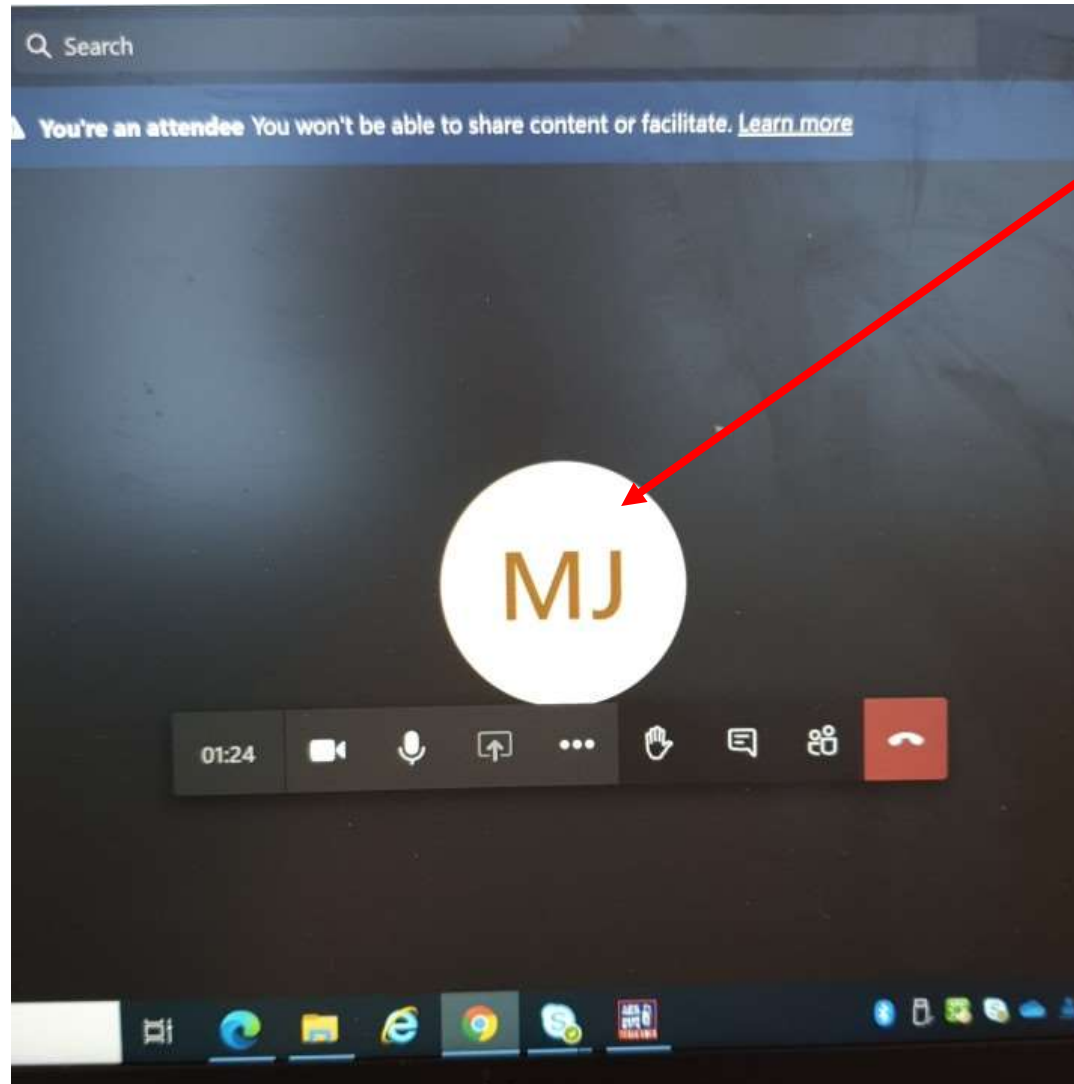


The screenshot displays a Microsoft Teams chat window for a channel named 'General'. At the top, navigation tabs include 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. A 'Team' icon is visible in the top right corner. The chat history shows a message: 'Meeting in 'PS M' ended: 25s'. Below this is a 'Meeting now' notification card with a 'Join' button. A mouse cursor is hovering over the 'Join' button, which has triggered a tooltip that reads 'Join call with video'. Below the notification card, a message from 'Miss Jones' at 15:06 says 'TEST'. Underneath the message is a 'Test' event card for 'Tuesday, 12 January 2021 @ 15:07'. At the bottom of the chat, there is a 'Meeting started' notification and a 'New conversation' button. A system message at the very bottom states 'Only channel moderators can post in this channel.'

Please ensure your mic is switched off.



Cameras can be left on. Then click Join Now.



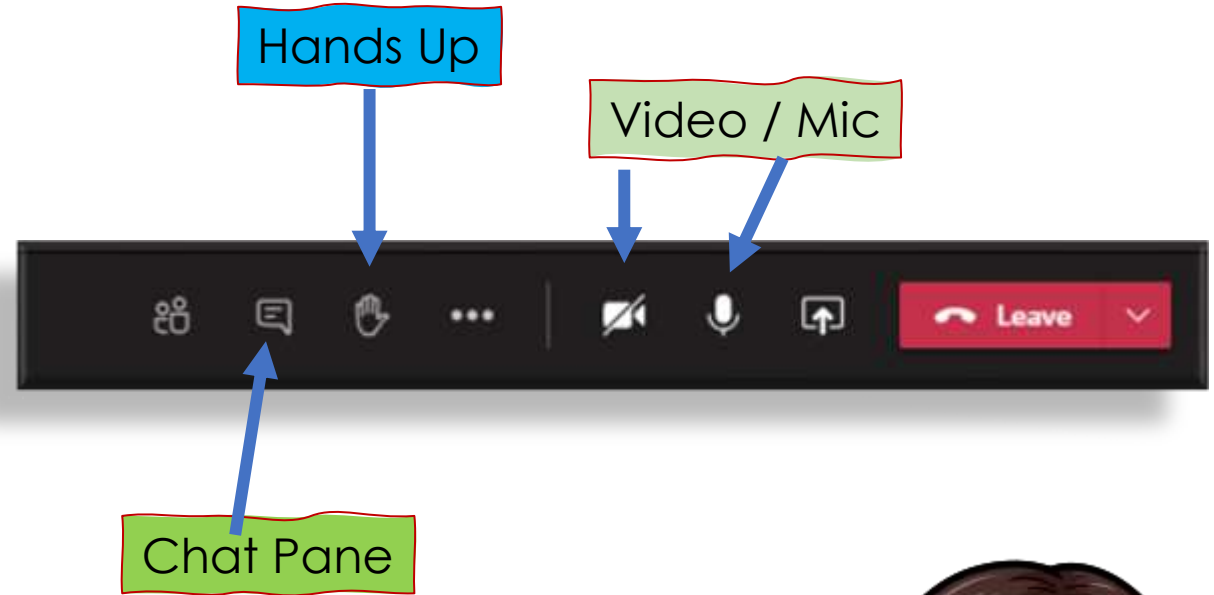
Once you are in the meeting you will see your teacher and classmates here.

If you are early to the meeting you will be asked to wait in the 'lobby' – don't panic your teacher will admit you when the meeting is ready to start so you don't need to do anything!

# During the Lesson

When your teacher asks please

- Mute your microphone
- Switch off your camera
- Raise your hand or type in the chat if you need to ask a question



**Remember:** our Team in an extension of our classroom, the same expectations for behaviour and effort are expected