



Using your own laptop/tablet/device to log on to Microsoft Teams

Microsoft Teams

If you can, it is probably easier to download the Microsoft teams app from your usual provider eg Apple store or Google Play store.

Alternatively you could visit :

<https://teams.microsoft.com>

You will need your username and password. For most learners this is:

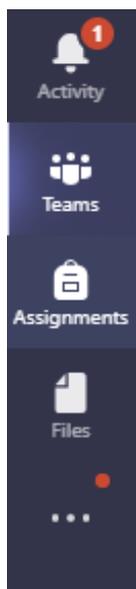
forename.surname@student.ttapa.net

Eg joe.bloggs@student.ttapa.net and then your usual password from school.

If you don't have this, then please ask for it at school.

Using Microsoft Teams - Learner guide

When Microsoft Teams loads up, there will be a menu of buttons down the left hand side.

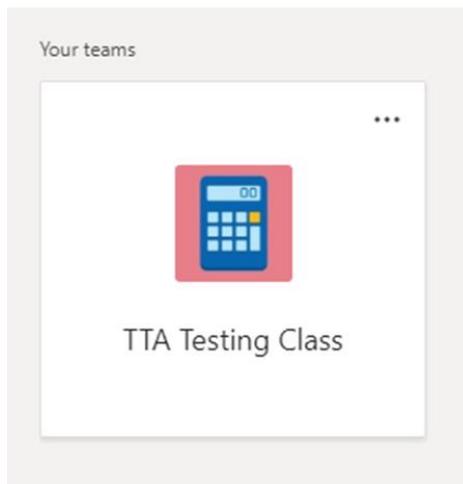


Depending on which one you press, will depend on which screen you see.

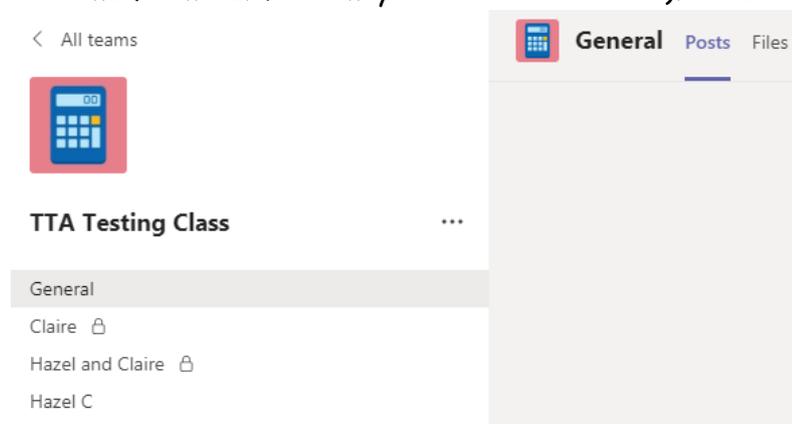
The Activity button shows all the recent activity on your account.

You will need the Teams button.

If you click on this, a list of the Teams that you are a member of comes up:



Click on the Team that corresponds to your lesson or teacher at the current time (remember these codes have come from SIMS so may look a little unusual). When it



opens up it looks like this:

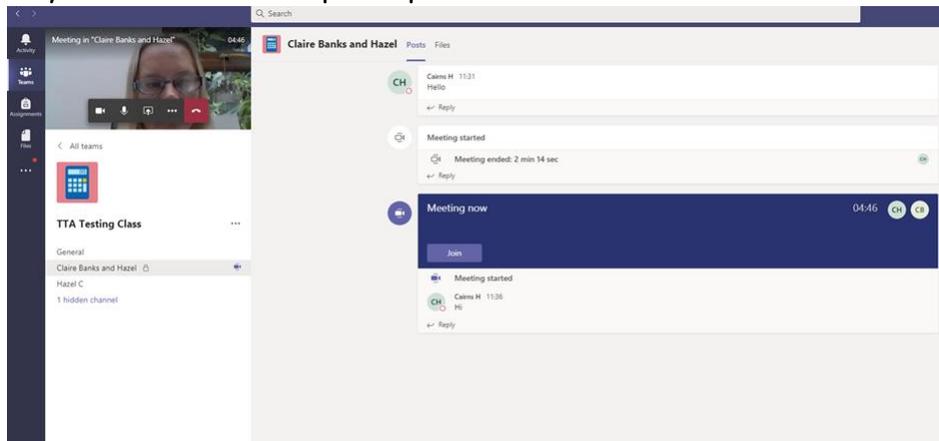
Your teacher may have already written something to you - in which case one of the channels (eg general) may be in bold writing. Look at this first.

The **General channel** contains all the discussion and information shared with the whole of your class. You can 'post' to this by typing at the bottom.

Start a post with @ and the name of the teacher or who you want to talk to.

Underneath the general channel are the channels that you are part of. In these channels, there might only be you and your teacher or a couple of you and the teacher.

If you click on this it opens up the channel:



Posts tab allows you to 'post' into this individual group. It also lets you know when meetings have started.

Start a post with @ and the name of the teacher or who you want to talk to.

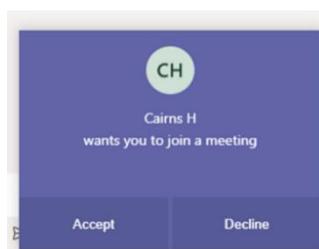
This will often show up as a number in your activity feed.

Assignments – the assignments button is on the left hand side. This contains work that your teachers have set you to do. If you click on the assignment it should open up and then you can work on it. You should be able to just answer questions on any document in there. Once you have finished, you can just 'turn it in'

Files tab shows files that have been uploaded into this channel that you may need to work on. If you click on this tab, it shows the files that are there - when you click on the name of the file it should open up and you can edit and save in real time.

Video/Audio calls

A teacher may audio or video call you. If this happens, this button appears:



Please accept these requests as they allow the teacher to talk to you and guide you through your work.

Just click 'Join now' in the centre of the next screen



On the next screen, a picture of your teacher may appear. You can 'chat' to them by clicking the speech bubble and a text box appears down the right hand side.

You can then click on the teachers face/teams button to get the channel back again and continue to work on things whilst your teacher is talking to you.