



Pupil Guide to Microsoft Teams



Logging in

You have all been given your own personal login details in the following format:

Y3

20BillyB@alfredstreet.northants.sch.uk

Y4

19BillyB@alfredstreet.northants.sch.uk

Y5

18BillyB@alfredstreet.northants.sch.uk

Y6

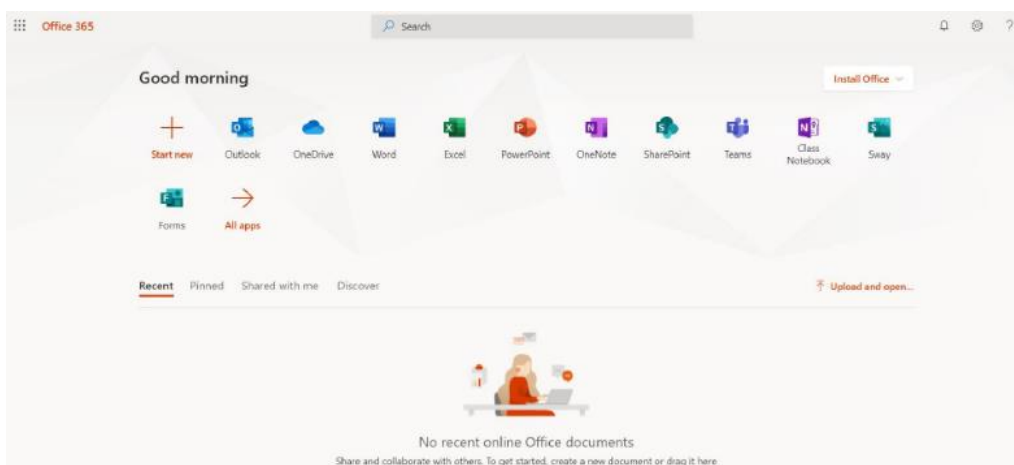
17BillyB@alfredstreet.northants.sch.uk



Password : Alfred20

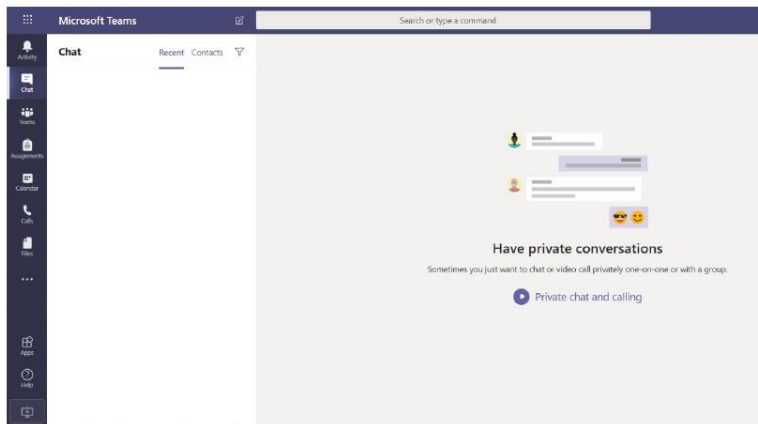
In order to login, you will need to go to <https://login.microsoftonline.com/> where you will see the page displayed above. Here you can enter your username (your email address) and your password (provided by us). Alternatively you can download the Office 365 and Teams apps on mobile devices and login.

Office 365 Dashboard





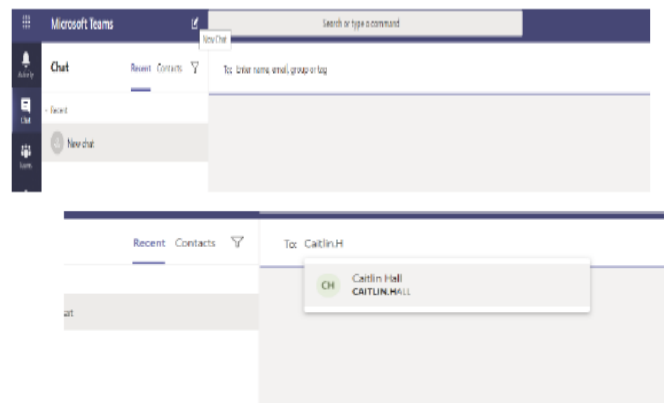
Microsoft Teams – Computer Instructions



This is the chat window within Microsoft Teams. You will need to download the desktop app.

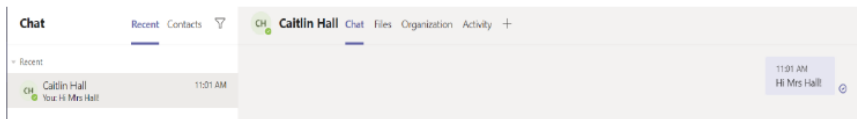
Chat Tab – Computer Instructions

To start a new chat you will first need to click the 'Chat' Icon to the left.

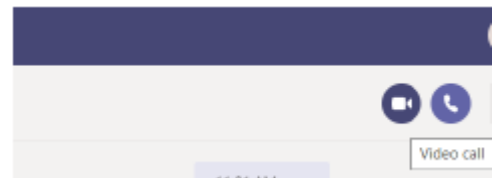


In the 'To' section, click and begin to type the name of the person you want to talk to. You can then choose them from the list.

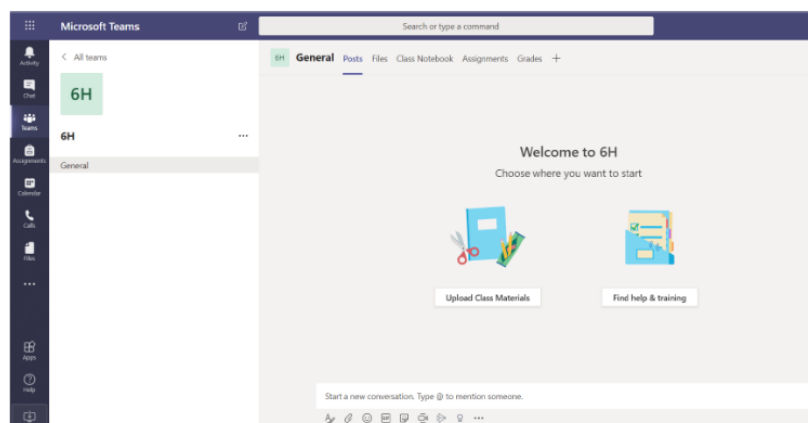
You can now type messages.



You can also call or video call by pressing these two buttons. Make sure you message via chat first to check they are available for a call.

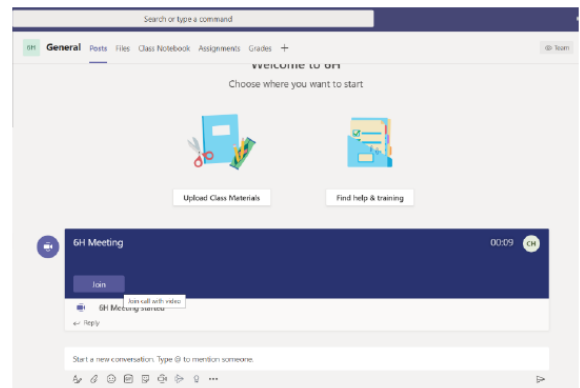


Teams Tab – Computer Instructions



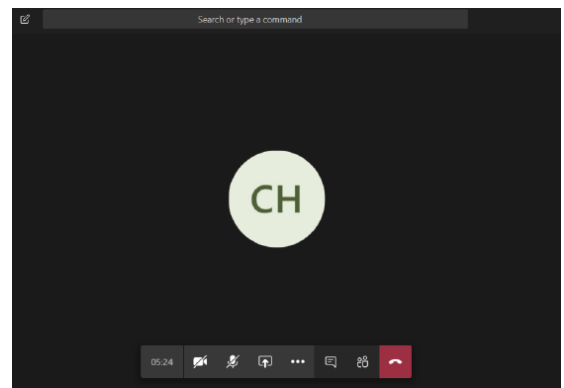


If you click on the 'Posts' button, you can see any posts, comments and documents shared by your teacher, and also any live meetings that you can join. In the screenshot the right, you can see the teacher has started a meeting 6H – simply click it to join in!



to
in

When joining a team's meeting, this is what you will see on your screen. You can turn on and off your video or audio (your teacher can). Whoever is currently talking's name will show on the screen (or video if they are using it). Teachers can share slides, whiteboards and videos with you through teams.



(or

If your teacher has muted you all so that she/he can talk, you can also press the little message icon (in the middle of the screen you second from the hang up button) to type a question for your teacher while or to ask to share something with the class. That way the teacher will be able to unmute you to share your stories! There is also the little text message icon. If you click on this, you can share with your teacher if you have something you want to say, so they know you want to talk to the class. 😊

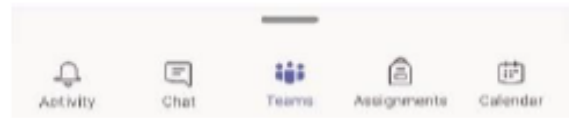
Microsoft Teams Mobile Version

Login Page



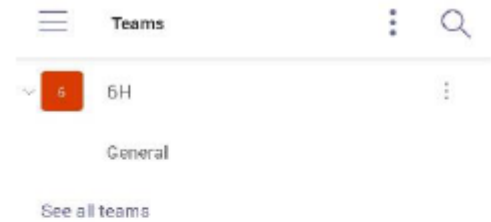


There are five options at the bottom to choose from: Activity, Chat, Teams, Assignments and Calendar. For now, we only need two of these – Chat and Teams.

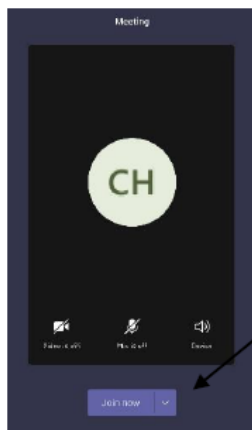
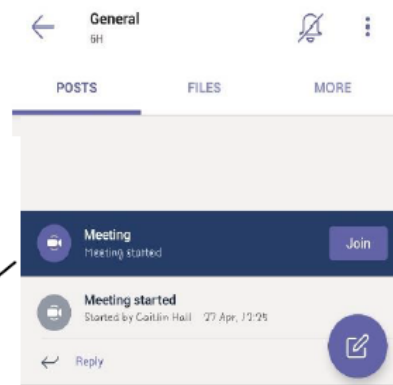


Teams Tab – Mobile App Instructions

To open your class homepage, click on the Teams icon and choose your Class. You will need to click 'General'.



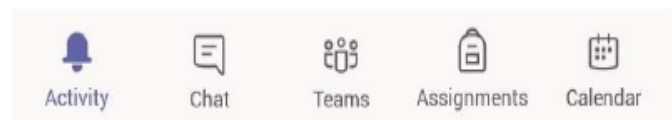
Once you have clicked onto your class page, you will be able to see Posts and Files shared by your class teacher and each other. If a meeting with your teacher is taking place, you will find it here.



If you click the Join button on a Meeting it will add you into the conversation. You can turn on and off your video or audio (or your teacher can). Whoever is currently talking's name will show on the screen (or video if they are using it).

Chat Tab – Mobile App Instructions

To start a new chat you will first need to click the 'Chat' Icon at the bottom of the app.



This is the chat homepage. Any chats that you have started with people will show in the space below. To start a new chat, click the little purple circle, with a pencil and notepad.



Start typing the name of the person you want to chat with and choose their name from the list.

Now you can send messages. You can also attach photos using the little picture icon, send documents by clicking the paper clip and click the camera or phone to call the person. Remember to ask in chat before you call!

