



# KSA student guide to using Microsoft Teams

## 1. How to access and use Teams on a laptop or desktop

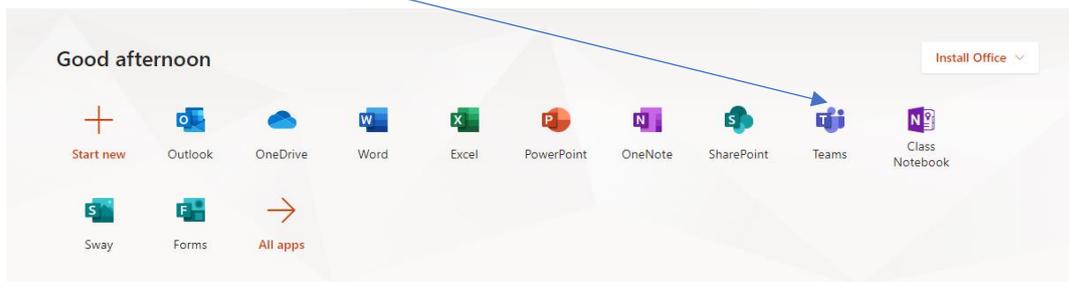


You can access Microsoft Teams on any web browser. Go to [www.office.com](http://www.office.com)

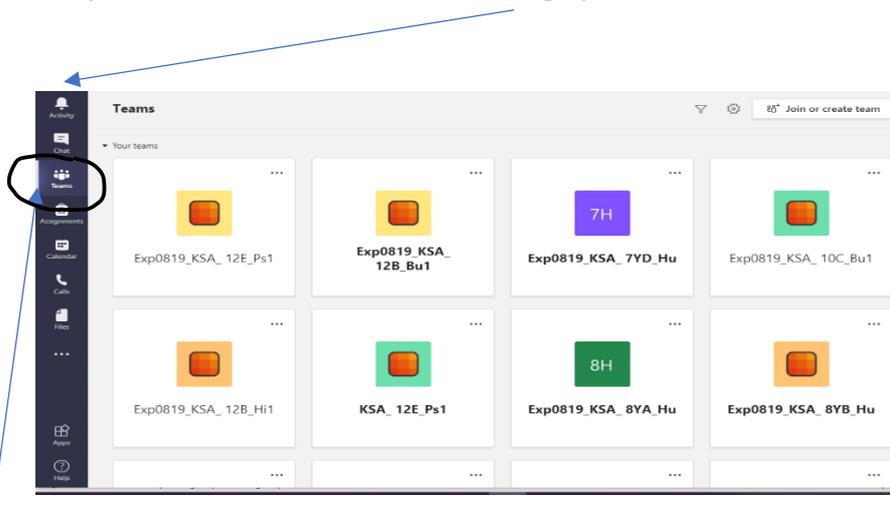
Click sign in and sign in with your full school email address. This ends with **@kingswoodsecondaryacademy.org**

You will be directed to the login page for the Trust – this is the same as logging into a computer in school, so your username and password are the ones you would normally use at school. Once you sign in, you will get the page below:

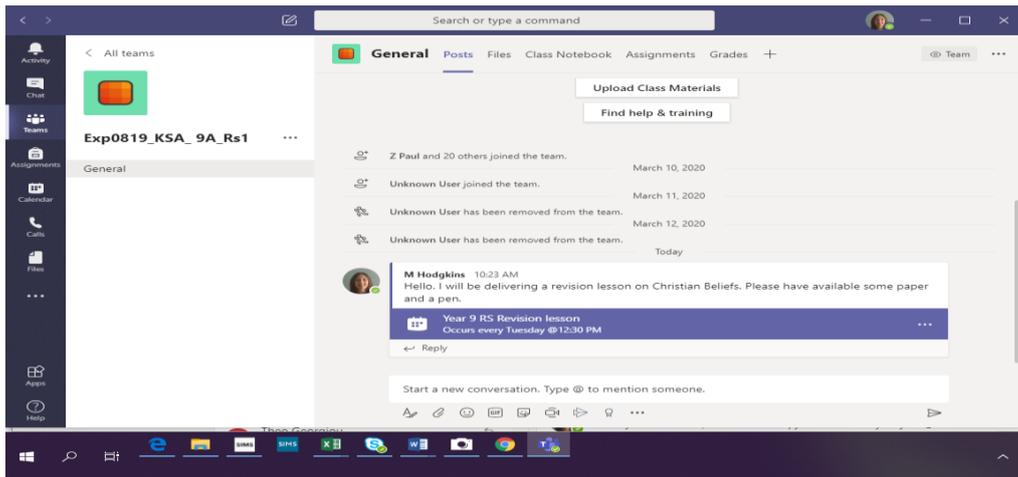
Click on the Teams icon.



You should now see all the Teams that we have set up for you at school. On the left side of the screen you will see a tab with the following options:



Click on the Teams icon and you will see a screen like the above. Click on one of your classes and it will look like the screen below. You can access your lesson when it has started by clicking on the 'join now' button.



You can also access your lesson by invitation. Before a lesson starts your teacher will send you an invite. You will receive this by email, and you click yes to accept. The lesson is now calendared, and you will receive a reminder on your desktop/laptop or mobile app. It will look like this on a desktop:

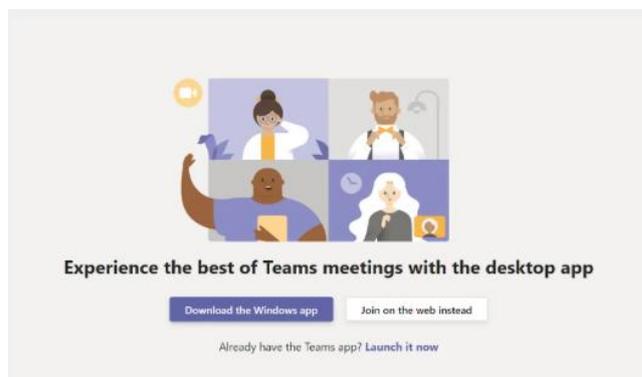
Tue 09/06/2020 13:00 - 13:30

[Join Teams meeting](#)

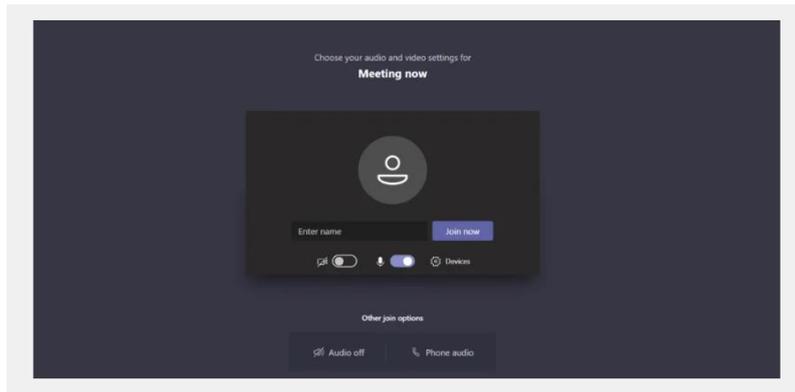
Remind me: 15 minutes before

Hello all,

Click the link to join the lesson. The link will open in your default browser and you will see the screen below appear. If you have Microsoft Teams installed on your device then it might ask if you'd like to open the meeting using the program:



You will then be taken to the entry screen below:



Your teacher will then welcome you to the lesson and your screen will look like this:

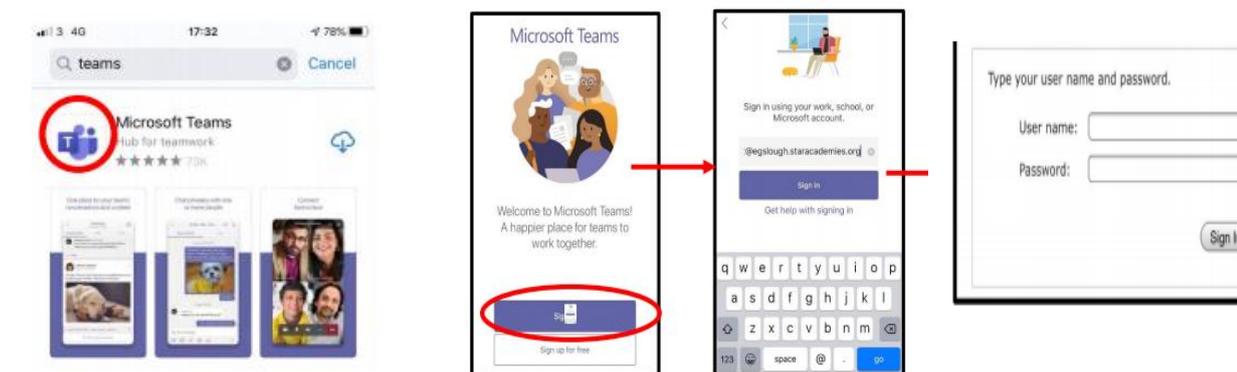


During lessons your teachers will control what you see and may choose to share their screen with you. You will be able to see PowerPoint presentations and word documents. **Your camera should always be turned off**, but you may be asked a question, so make sure you know how to turn your microphone on and off.

## 2. How to access and use Teams on a tablet or mobile phone

### Downloading the Teams App

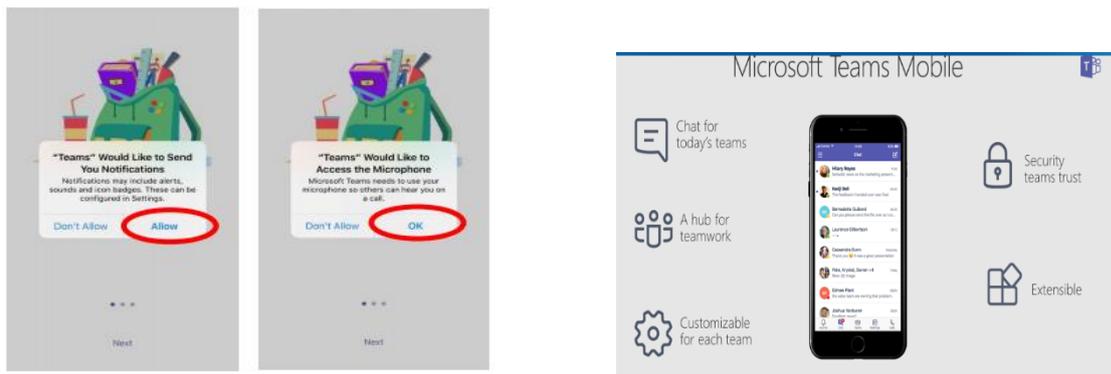
The Microsoft Teams app is available for free on the App Store (iPad and iPhone) or Google Play store (Android tablets and phones). Search for Teams and look for the purple Teams icon circled in red and download. Once it is downloaded, open the app and log in.



Sign in with your school email address.

You will be directed to the login page for the Trust – this is the same as logging into a computer in school, so your username and password are the ones you would normally use at school.

Turn on notifications for Teams so that you get an instant notification when your teacher has started a lesson or posted an important message. When joining a virtual classroom/online lesson you need to click allow access to your microphone, but during the virtual classroom, you will sometimes need to turn your microphone off. **Your camera should always be turned off.**



Please watch the following for more help and advice:

<https://www.youtube.com/watch?v=SemjM2fHV2Q>