Using Microsoft Teams for Class meetings
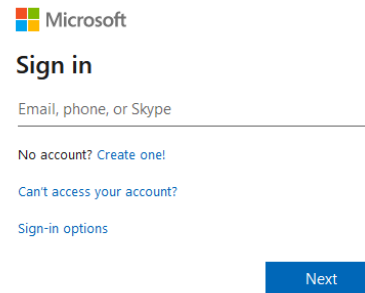
On any web browser, e.g.
Google Chrome, Firefox,
Edge, Safari etc, go to the following
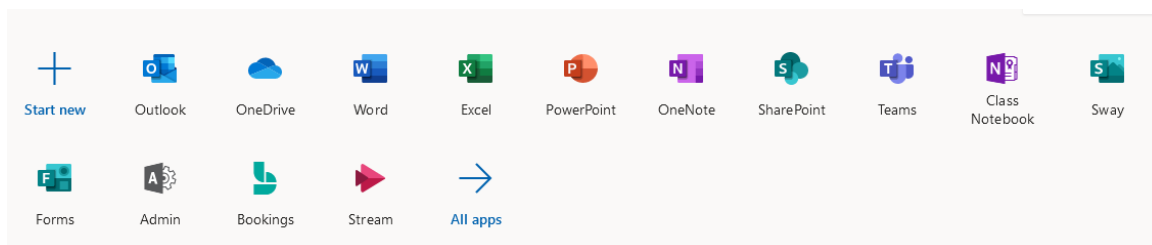webpage https://portal.office.com

Click sign in and sign in with your full school email address which is your
normal username followed by
@wwc.ttlt.org.uk

Example: The email address of Harry Potter in Year 9 would be
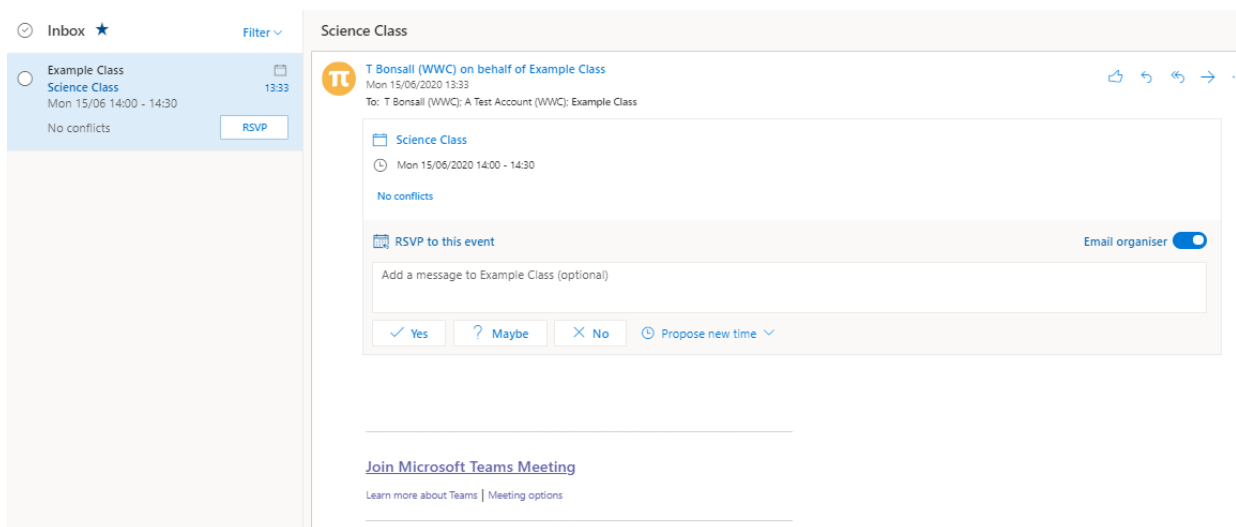10HarPot@wwc.ttlt.org.uk

It will then ask for a password, this is the same password that you use to log in
to the school computers.

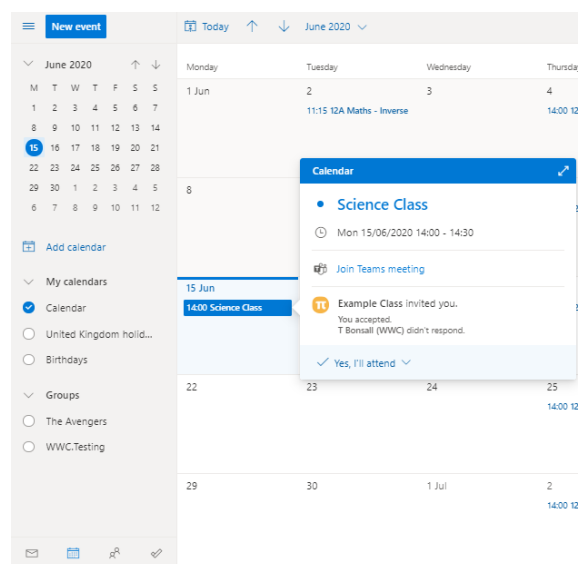Once you sign in, you will get the page below, Click on Teams

You should now see all the Teams that we have set up for you at school. If for
any reason you think you are in a wrong Team, email your teacher and we will
look into this for you. You can also install the desktop version of Teams for
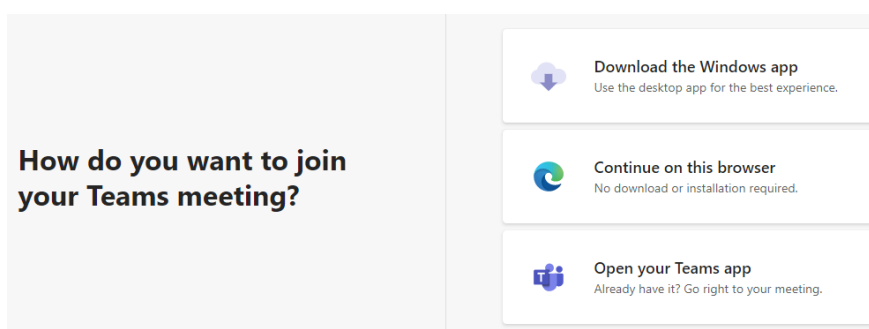free by following the onscreen instructions.

When your teacher arranges a meeting for your class, you will receive an email with the time and date for the Teams meeting and by clicking Yes it will add this to your calendar and let your teacher know that you can attend this class.

At the time of the meeting, simply click on the calendar at the bottom left of the email screen and select the class meeting and then click 'Join Teams Meeting'
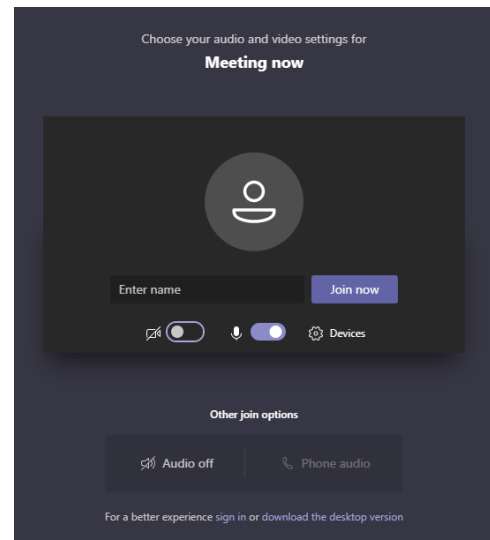

It will then ask if you would like to join the meeting, you can click Continue on this browser to join on the website or it will let you download the computer application for Teams if you would like, either will be ok.
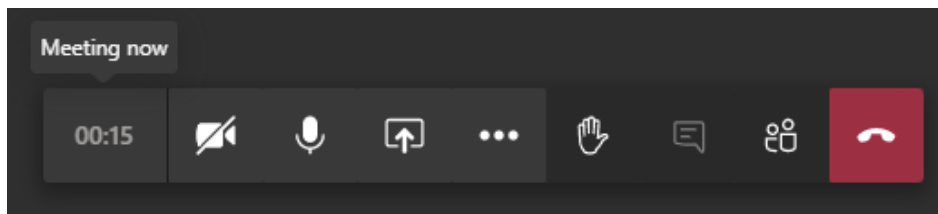
Once you have chosen, it will let you enable or disable your webcam (if you have one) as well as the microphone and it may ask you to enter your name (this name will appear to your teacher and everyone in the meeting)

Then click 'Join now' and you will be able to speak to your class teacher.

When the class is over, click the red 'Hang up' button.

Teams can also be downloaded on Apple and Android phones and tablets.

Search the AppStore or PlayStore for Microsoft Teams and install in the usual way.

When you load Teams for the first time it will ask you so sign in, use your school email address and password as above.