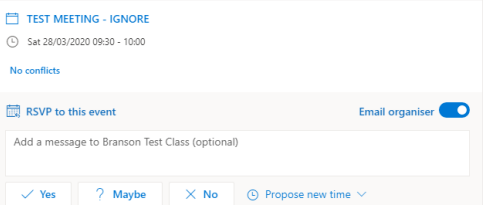


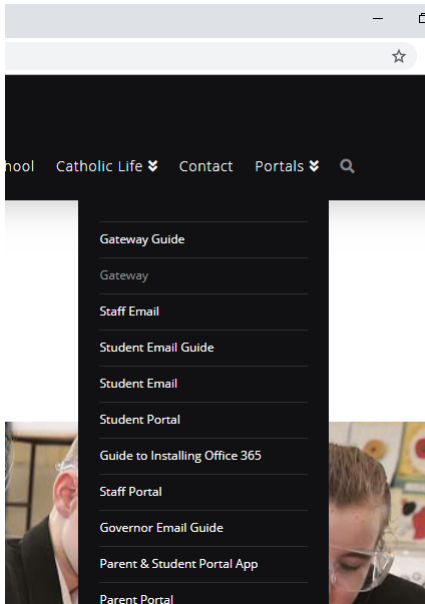
St Peter's Catholic School

Microsoft Teams Guide

Microsoft Teams will allow your teacher to live demo a lesson to you and the rest of your class across the internet.

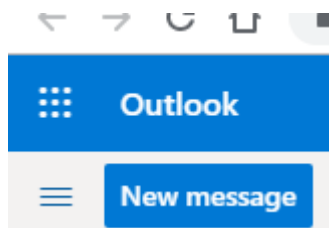
You can do this from your own laptop, tablet or phone. If you are using it from your tablet or phone you will need to download the Microsoft Teams app from your app store. Once you have downloaded it sign in using your school email and password.

	<p>When your teacher sets you a lesson through Teams you will get an email request. Open this email and accept the meeting.</p> <p>The email will look similar to this one.</p>
	<p>When it's time for your lesson you need to open Teams. If you're using your tablet or phone then open up Teams and go to your calendar and select Join next to your lesson.</p> <p>If you're using your laptop or PC then follow the below instructions.</p>

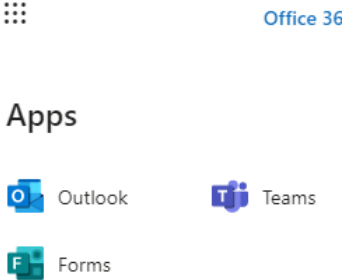
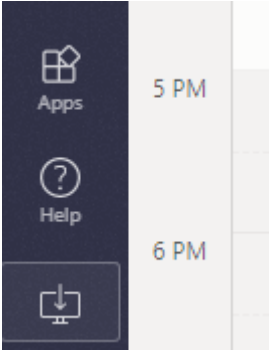
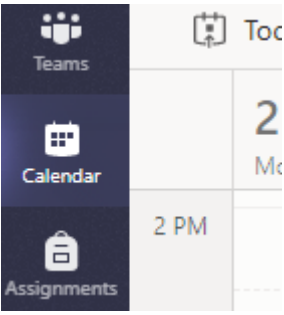
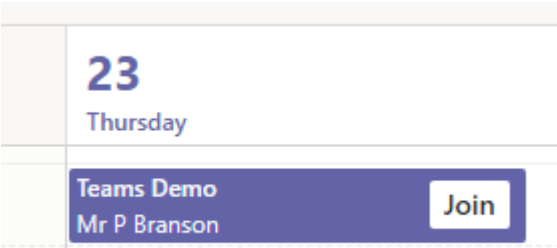


Open the **Student Email** link on the school website and log in with your school email.

www.st-peters.solihull.sch.uk



Once you have this open click on the 9 white dots in the top left-hand corner of the screen.

	<p>You can now select Teams to open it up</p>
	<p>If you are using Teams on your own computer you can download the Teams app onto it if you wish too. To do this select the Download desktop app option in the bottom left hand corner of the screen.</p> <p><i>Please note though, you don't need to download the app, it will still work in your browser.</i></p>
	<p>When you have Teams open and have logged in you will need to navigate to the Calendar icon.</p>
	<p>Find your lesson (under the correct date and time) and select Join</p> <p>You'll now be connected to your lesson. Make sure your mic is turned on. Camera are disabled in Microsoft Teams.</p>