



# Hinckley Academy and John Cleveland Sixth Form

## GETTING STARTED WITH MICROSOFT TEAMS

### SMARTPHONES



Welcome to the MS Teams walkthrough which will guide you through key areas for using Microsoft Teams where you can have online live lessons, and access resources and assignments.

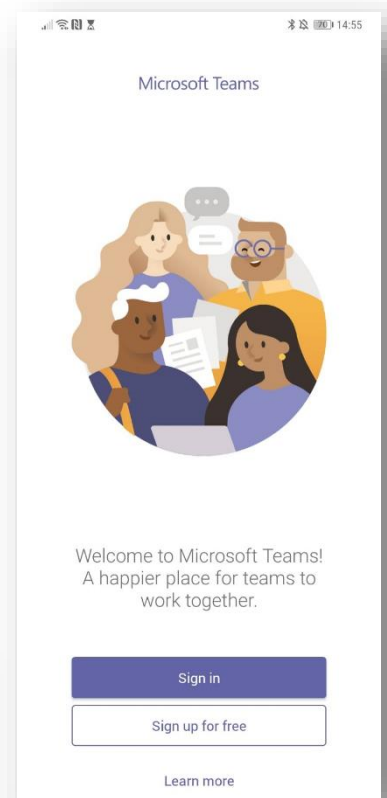
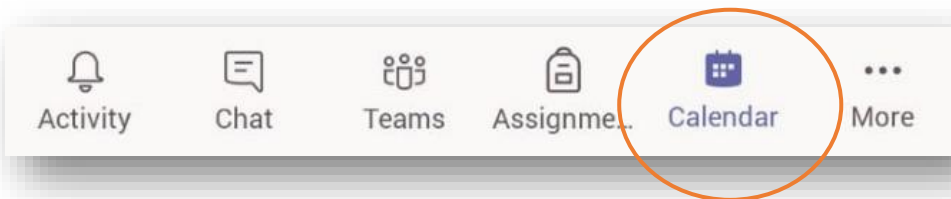
### Step 1 - Getting started – Downloading the Teams App

Search for **Microsoft Teams** on the App Store on iOS devices or the Play Store on Android devices.

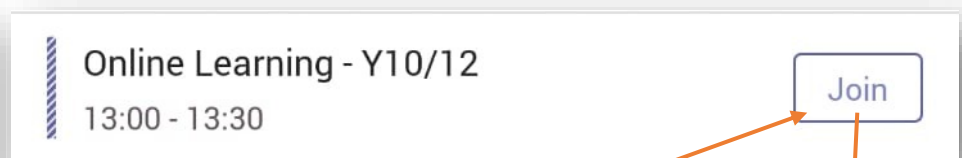
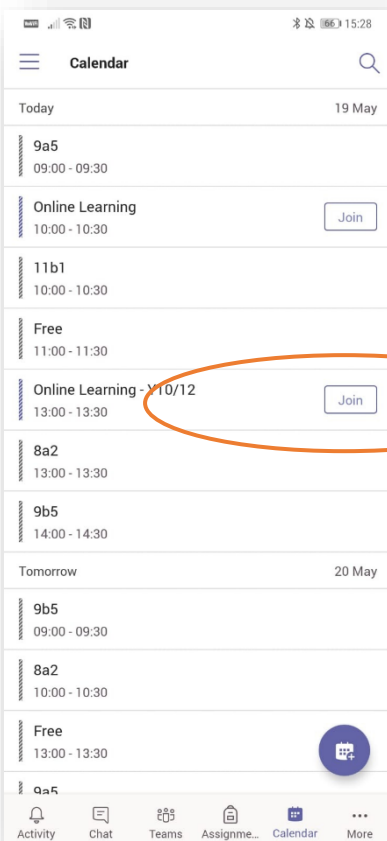
Open the app and sign in using your **school email** (e.g. 20aharris@hajc.leics.sch.uk) and your usual school computer password.

### Step 2 - Accessing a Live Lesson

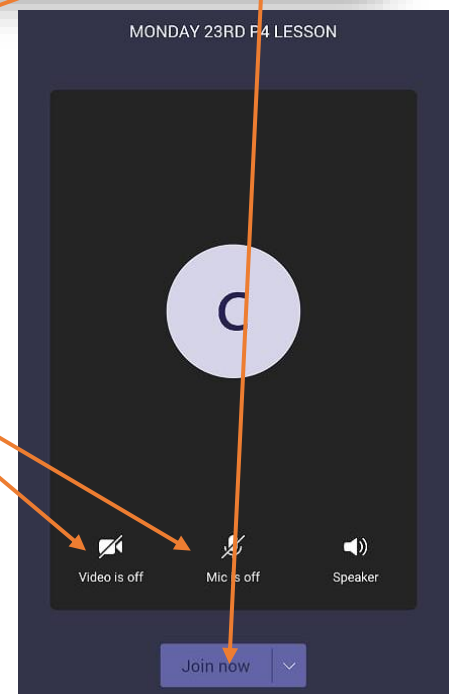
Any Live Tutorials or Lessons will appear in your calendar which you can access using the Calendar Tab at the bottom of your screen



Tap on the lesson and where you see the **Join** button, this is a live lesson that you can join:

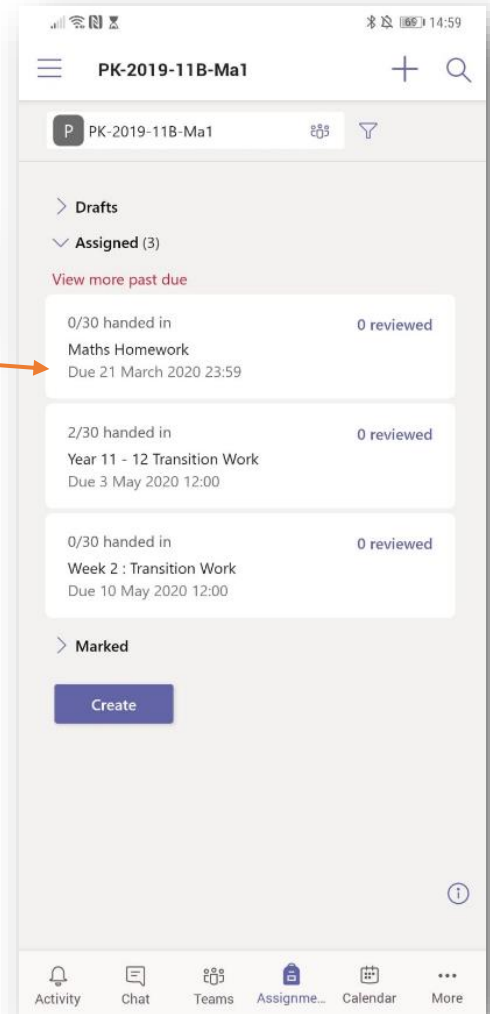
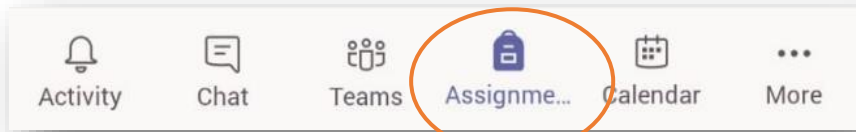


From here you can turn on and off your **camera** and **microphone** (note that your microphone may be controlled by your teacher when you join the lesson)



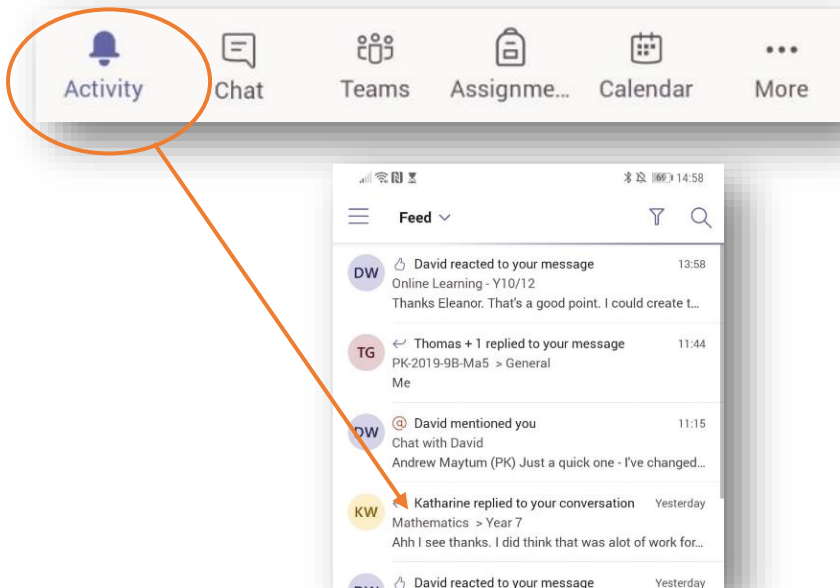
## What else can you do with Teams – Access Assignments

Select **Assignments** to see any tasks which your teacher has set for you within Teams.



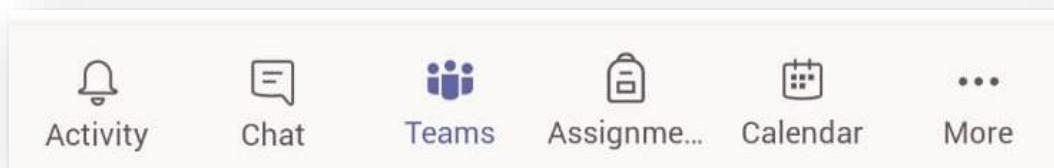
## The Activity Feed

Select **Activity** to see everything which is happening across your class teams. Anything that your teachers post will appear here.



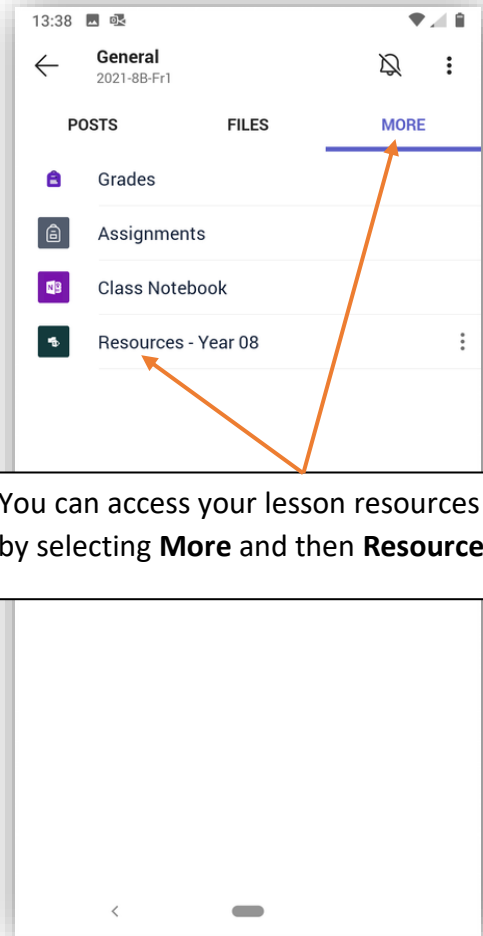
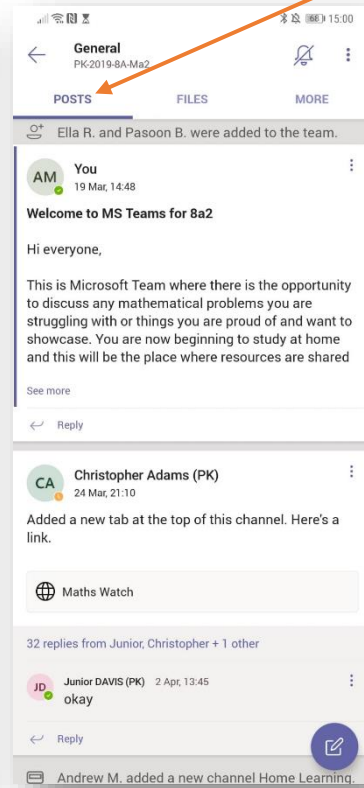
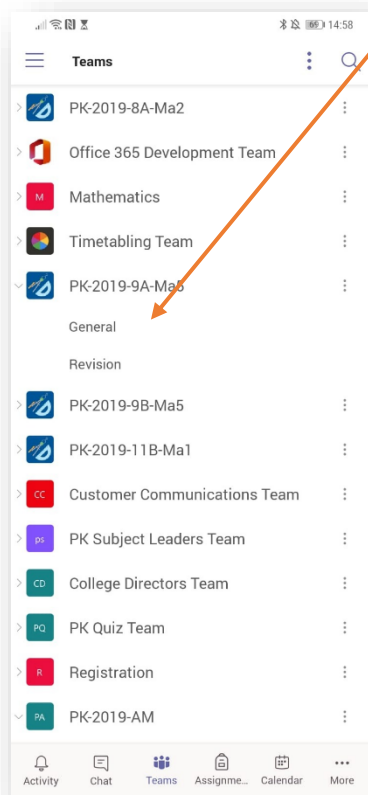
## What else can you do with Teams – Access your Classes

Select the **Teams** tab on the bar at the bottom of your screen to see all your classes. Then click a class and you will be able to access the channels for that class. Channels are where you can find different parts of your work in this class.



## An overview of your Class Team

Within your team you can access **Channels**, conversations within the **Posts Tab**.



You can access your lesson resources by selecting **More** and then **Resources**