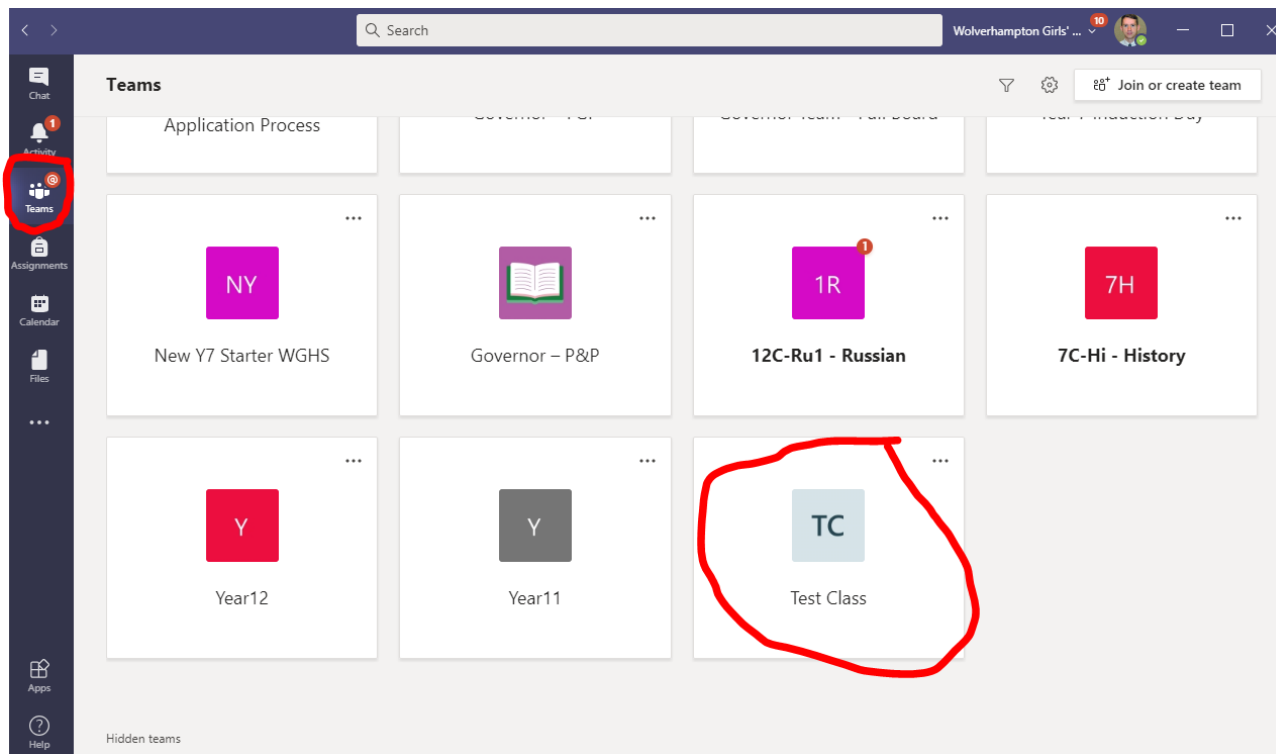


Joining a remote Lesson on Microsoft Teams – WGHS Student Guide

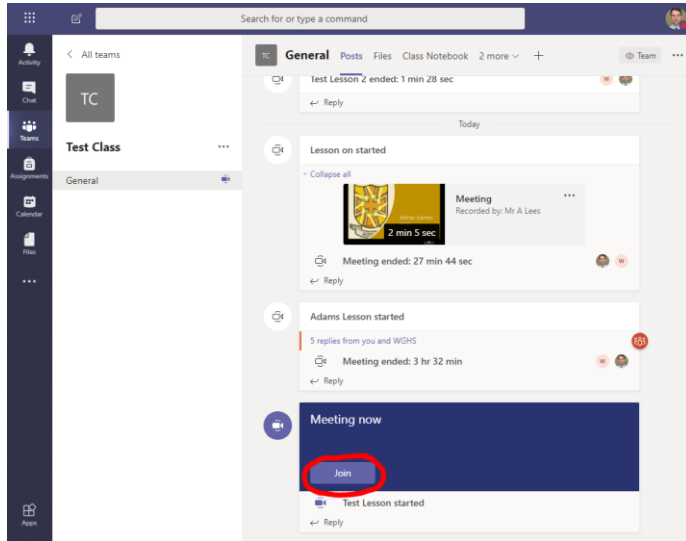
Step 1 – Start Teams via the school links page, or alternatively download teams on your own computer for better performance, this can be downloaded from here: <https://teams.microsoft.com/downloads>



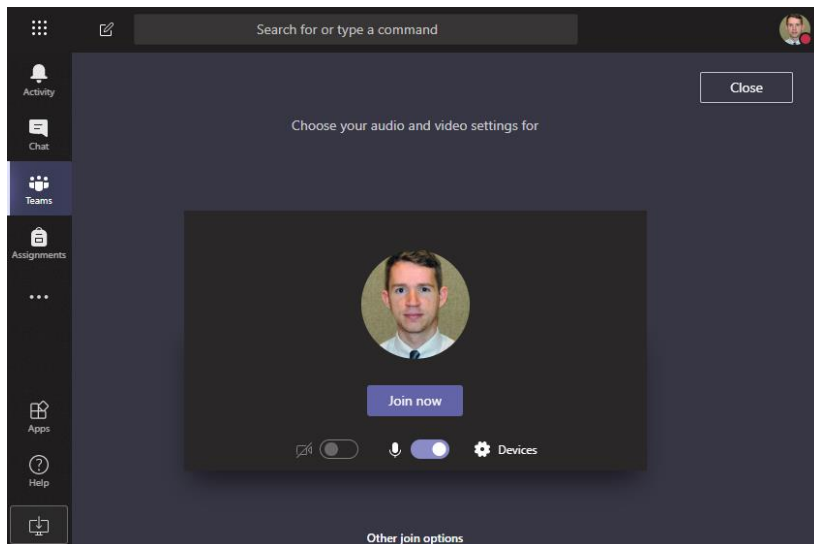
Step 2 – Select the Team\Class you wish to join the remote lesson with from the teams screen. (in this example I've clicked on Test Class)



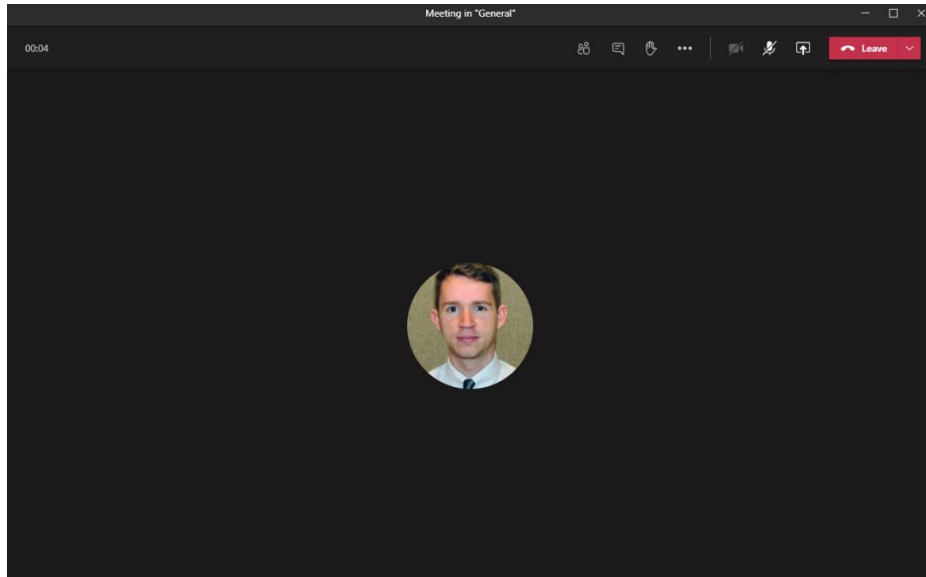
Step 3 – In the General section (its selected by default)– you should see a join Button for a meeting if a Lesson has been started by your teacher. Click that button to join the session.



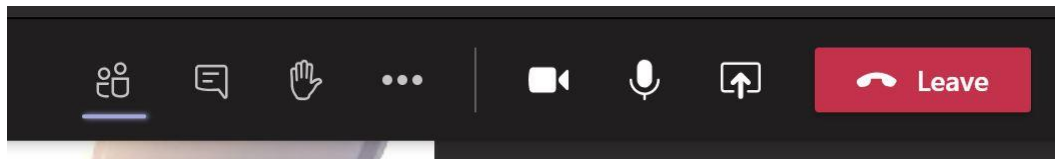
Step 4 – When you click Join it will give you the option to turn your camera and microphone on/off if you have them. Please keep your camera off and microphone off at this point, you can unmute the mic at any time during the lesson if you need to ask your teacher a question, or use the chat window. Next Click Join now.





Step 5 – You will now have joined the Meeting, now just wait for fellow students to join and the Teacher should start the lesson shortly.




Step 6 – A tool bar of features will now show in the top right of the screen, this give you the following options.




 Participants – Shows a list of people in the meeting

 Conversation – Shows a live chat in which you can ask the teacher questions or fellow students

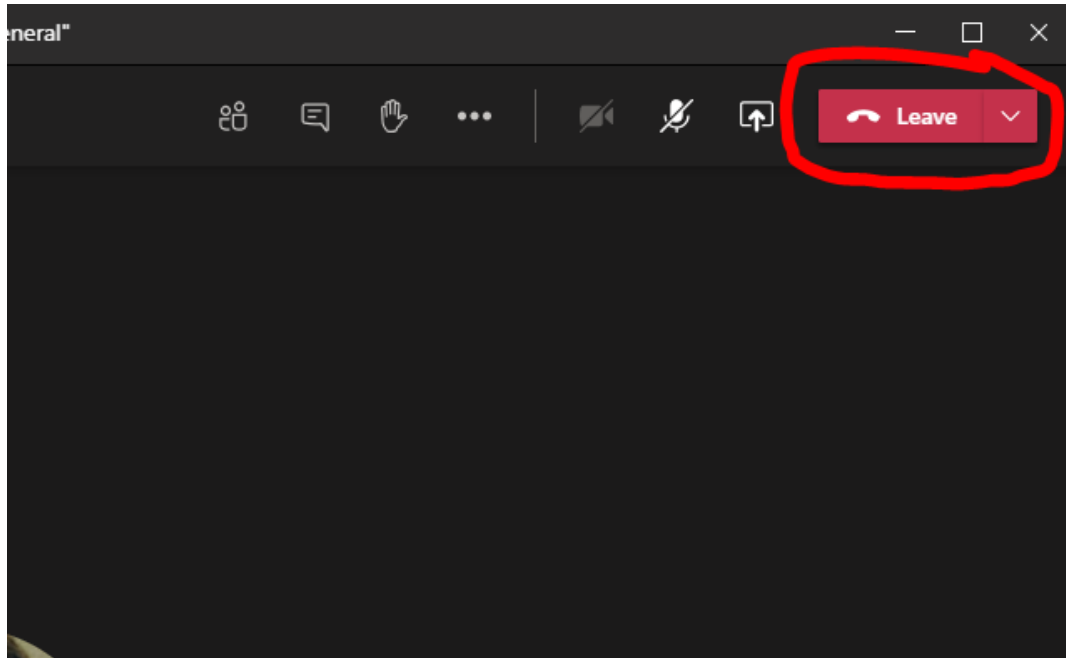
 Raise your hand – Gives participants a way of letting you know you have a question

 Camera – Lets you toggle the camera on or off

 Microphone - Lets you toggle the microphone on or off

 Leave – you can leave the meeting

Step 7 – Once the Lesson has finished you can leave the meeting by clicking hang up:



Step 8 – If you wish to re-watch the lesson you can do so in the Teams channel if it was recorded by your teacher:

