



Microsoft Teams is a great way of teachers and children being able to take part in a virtual lesson. The teacher will be visible to the children, can ask and answer questions, write on a whiteboard, show PowerPoints and other documents...it is very much like a real lesson without being physically there!.

The following instructions will give you help on how to get set up and how to begin using Microsoft Teams to join a lesson.

- Start by downloading Microsoft Teams, either through a computer (Google 'Download Microsoft Teams') or the app store on your phone / tablet.
- If you see this screen, you can click on either 'Get the windows app or 'Use the Web app instead' it doesn't matter which you use.





 When you open Microsoft Teams, this box will appear. Type in your child's Microsoft account address in the box and click 'Sign in':



*	<u>Microsoft Teams Live Lessons</u> <u>Parents & Carers Guide</u>	
Then, enter your passwor	d and click 'see in':	
Enter password Enter the password for abc123@eja.dsat.education Password		
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The teams that your child is in will then appear (your child's will be their class) Click the team square to enter:

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When you are in the team's general area, it will look something like this:

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When there is a lesson to join, you will see this. Click the lesson (in a blue box):

0	Welcome to the first demo lesson!			
	Demo Lesson Thursday, June 11, 2020 @ 4:00 PM			
	← Reply			

Then, click 'Join Microsoft Teams Meeting':

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It may take a few seconds to join and you may have to wait in a lobby, but then you'll be able to see your teacher's face! Make sure your camera is turned off and your microphone muted to start off with.



If you wiggle the mouse, you'll see this box come up at the bottom of the screen:



The other buttons you probably won't need for the lesson.

On the lesson, your teacher will talk to you, ask questions, listen to your answers and share their slides (just like they do in a normal lesson):







Sometimes, they will write on a whiteboard:

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When the lesson is finished, please press the red telephone button to hang up and leave the lesson

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After the lesson, there may be some worksheets or extra questions for you to download in 'Files':

And don't forget, when you've finished, make sure you log out to keep yourself safe!