



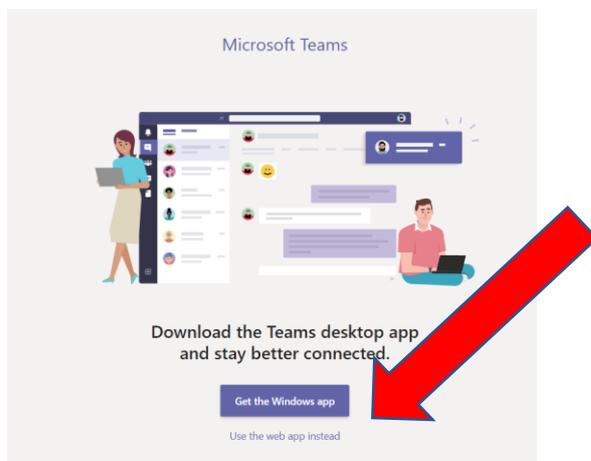
Microsoft Teams Live Lessons Parents & Carers Guide



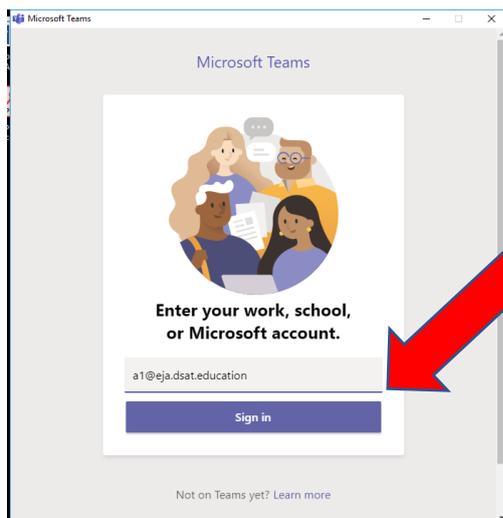
Microsoft Teams is a great way of teachers and children being able to take part in a virtual lesson. The teacher will be visible to the children, can ask and answer questions, write on a whiteboard, show PowerPoints and other documents...it is very much like a real lesson without being physically there!.

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.
- Teams can also be accessed using the Microsoft Edge browser on XBOX.



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





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Then, enter your password and click 'Sign in':

Enter password
Enter the password for abc123@eja.dsat.education

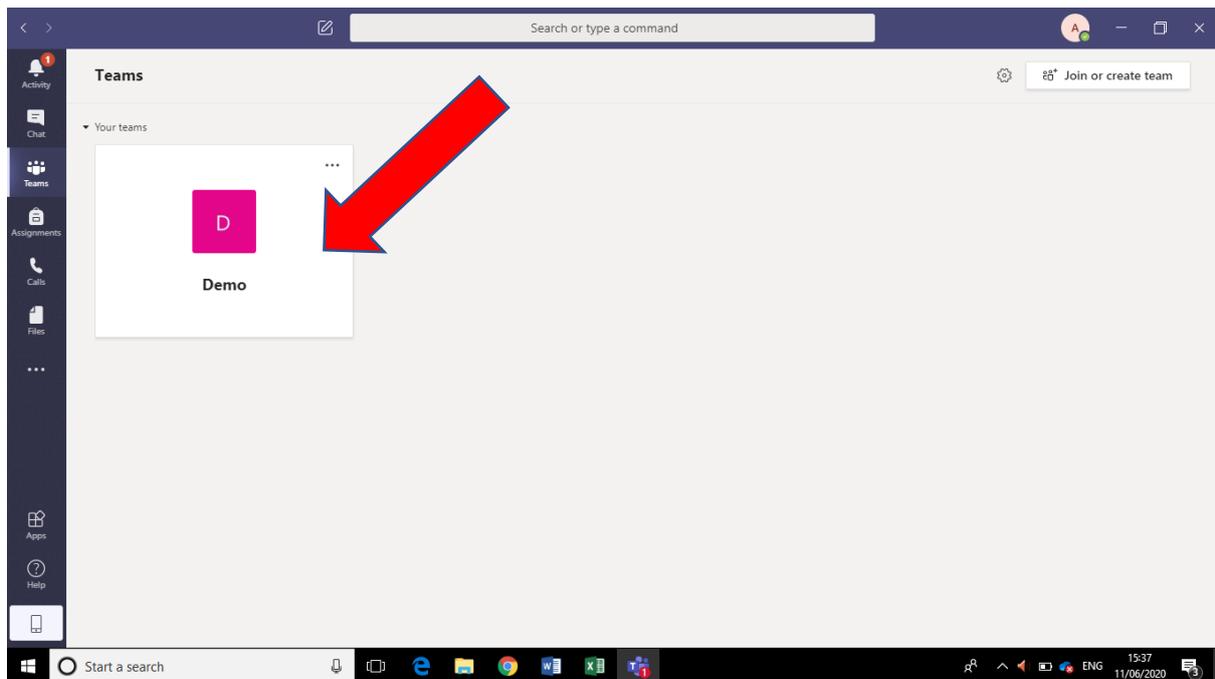
[Forgot my password](#)

[Sign in with another account](#)
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[Sign in](#)

A red arrow points from the text above to the password input field.

The teams that your child is in will then appear (your child's will be their class) Click the team square to enter:

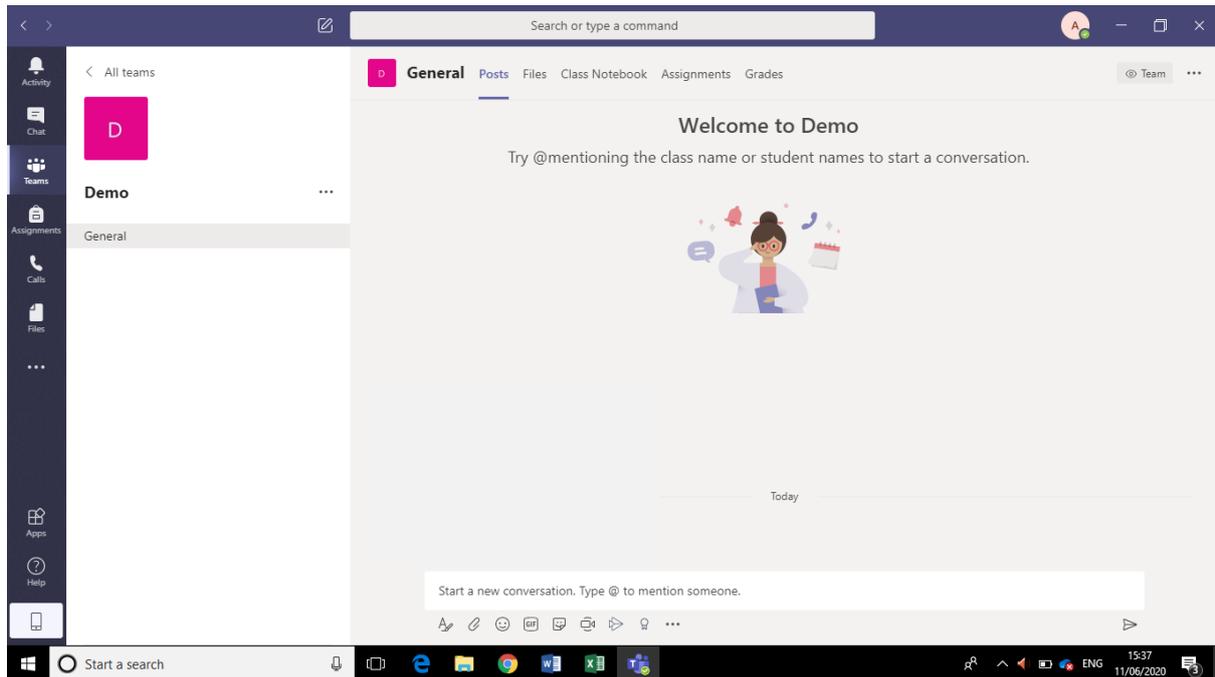




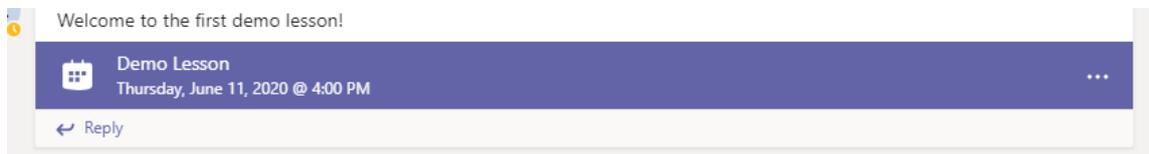
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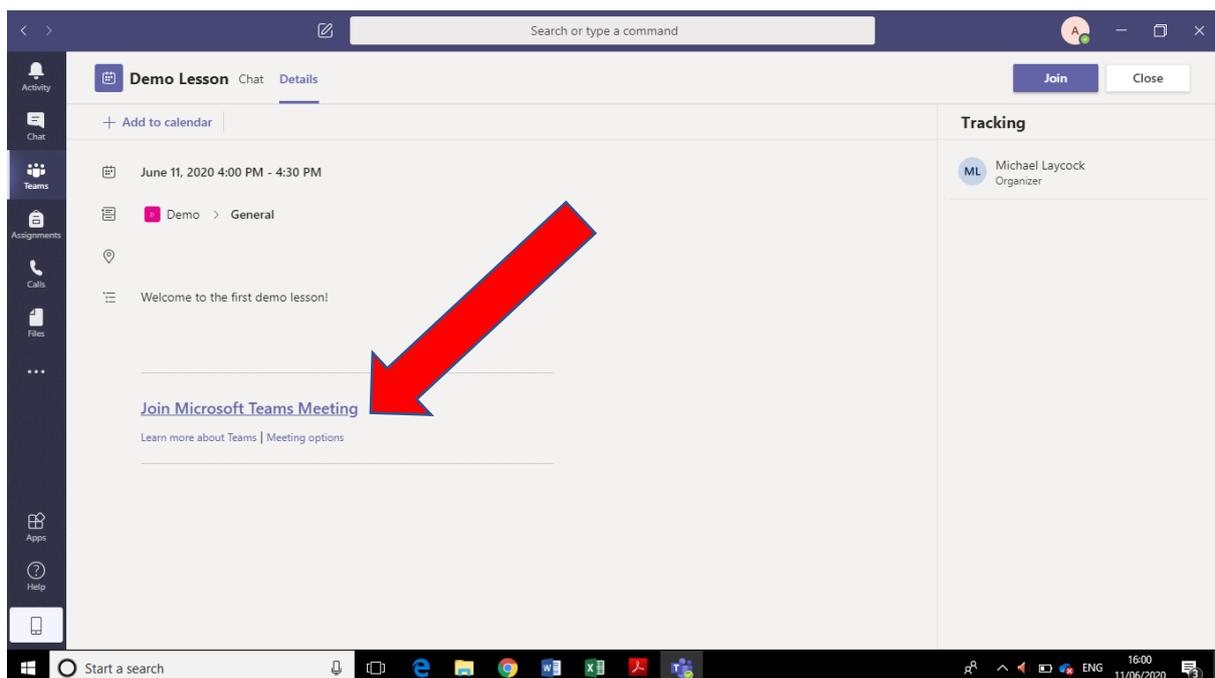
When you are in the team's general area, it will look something like this:



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



Then, click 'Join Microsoft Teams Meeting':

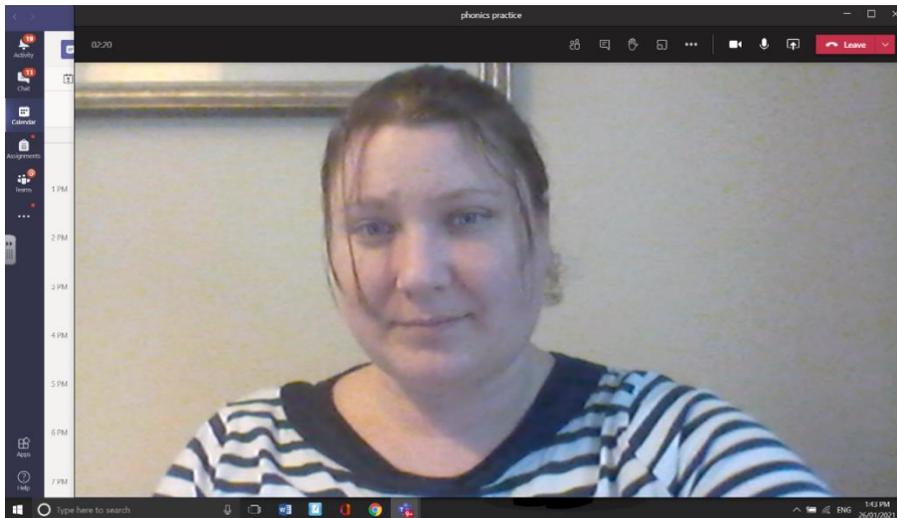




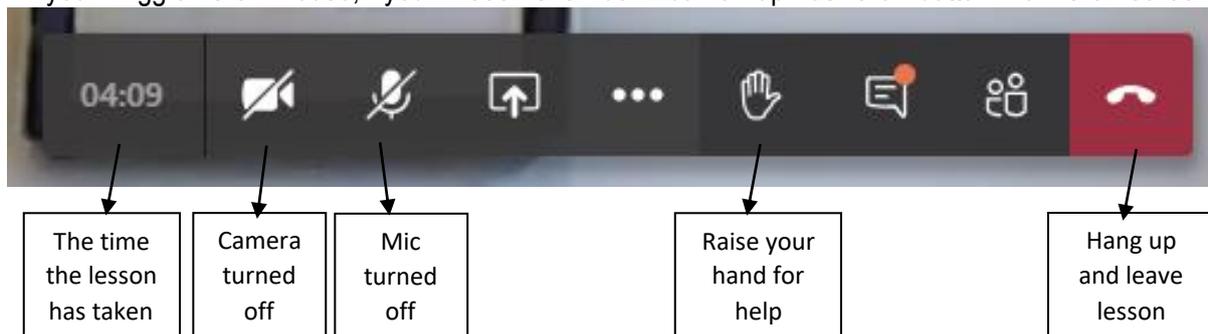
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It may take a few seconds to join and you may have to wait in a lobby, but then you'll be able to see your teacher's face! Make sure your camera is turned off and your microphone muted to start off with.

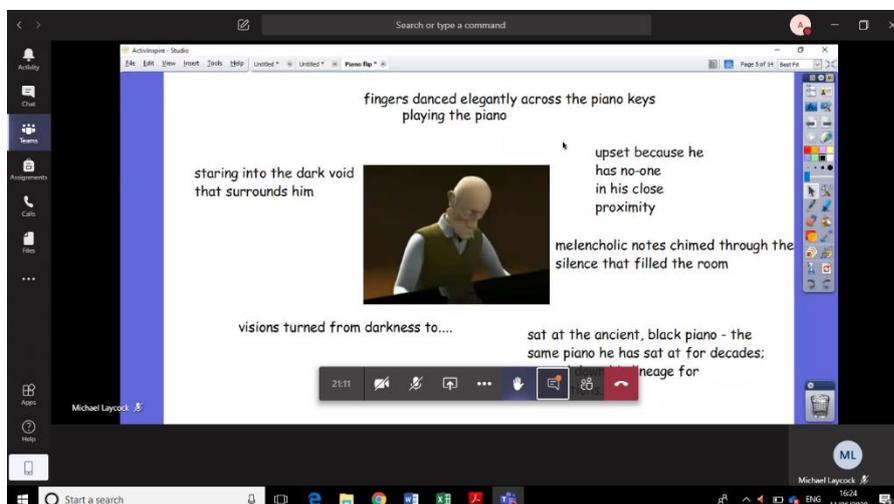


If you wiggle the mouse, you'll see this box come up at the bottom of the screen:



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):

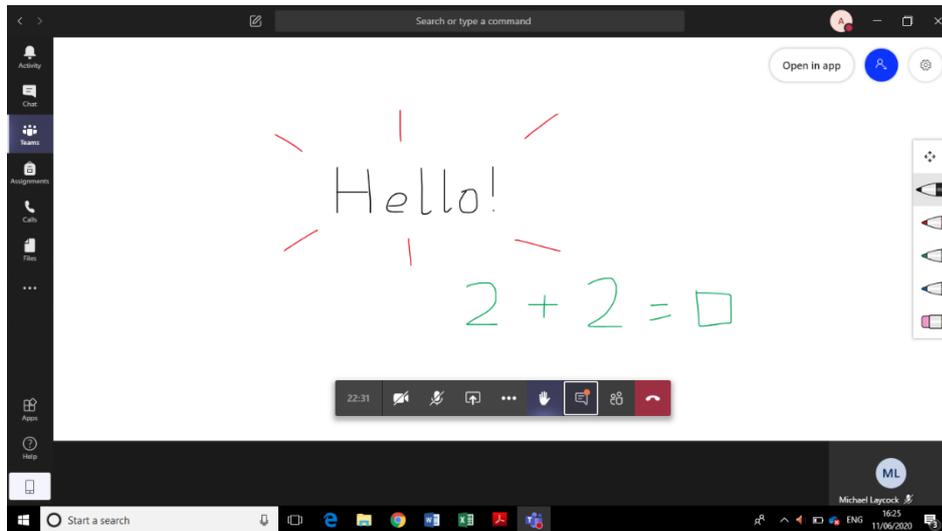




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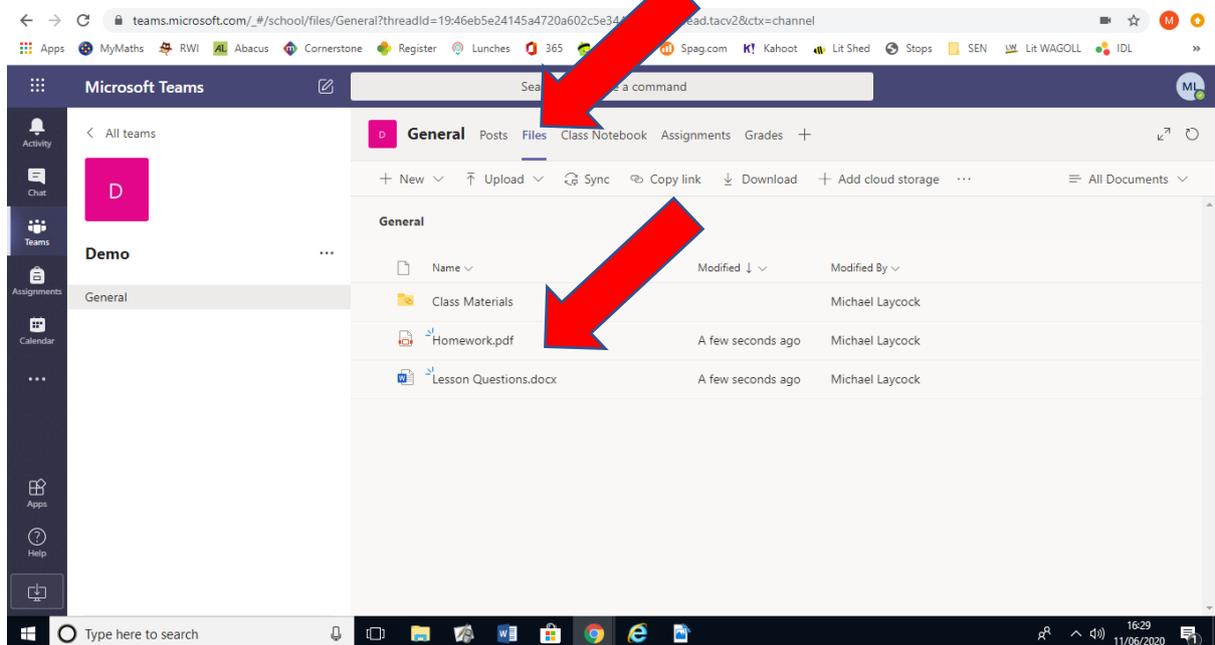


Sometimes, they will write on a whiteboard:



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

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!