

Remote Learning Timetable on Microsoft Teams

User Help Guide

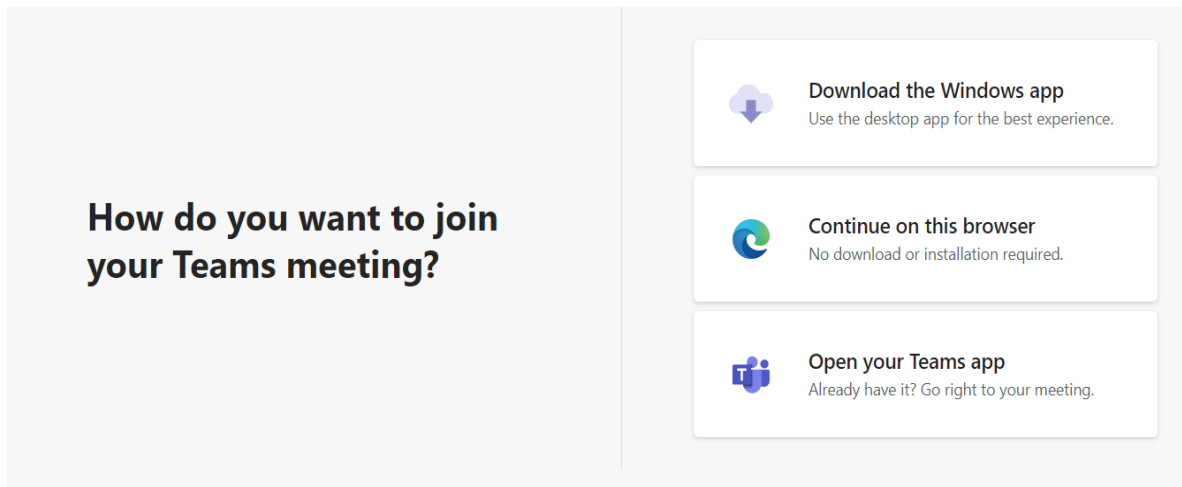
Version 1
12.01.2021

Initial Setup

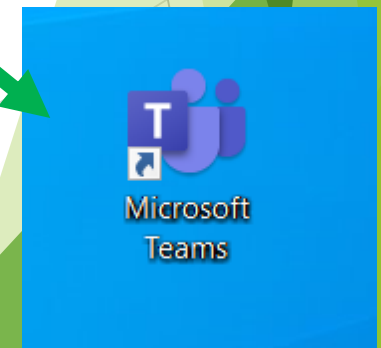
- ▶ The easiest way to see timetable is to Download the Microsoft Teams App to the device you are using (desktop/laptop/tablet/phone).
 - ▶ *Using browser Teams will not give you full functionality (won't work the same)*

Desktop / laptop

- ▶ 1. When you get an invite & accept yes
 - ▶ Select **Download the Windows app**



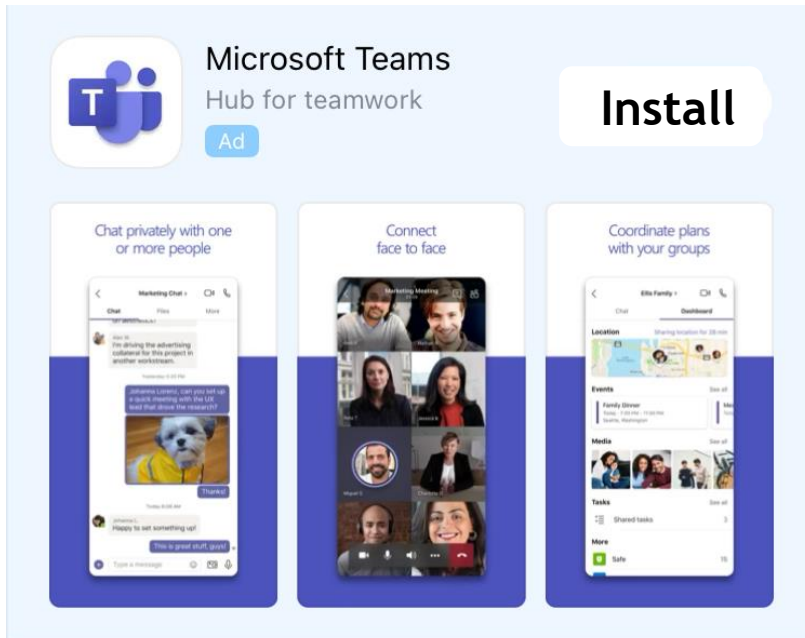
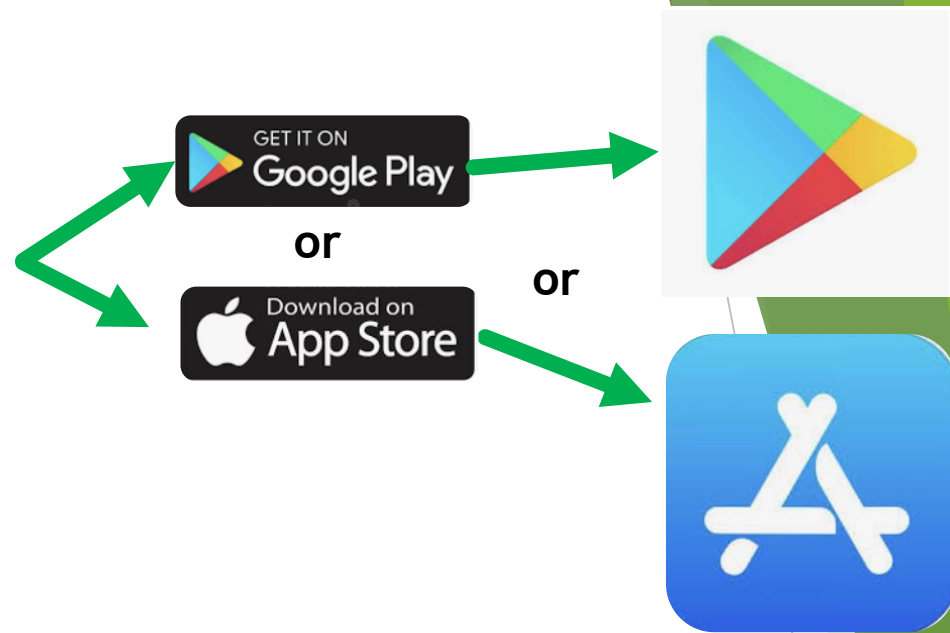
When installed
You will see this icon



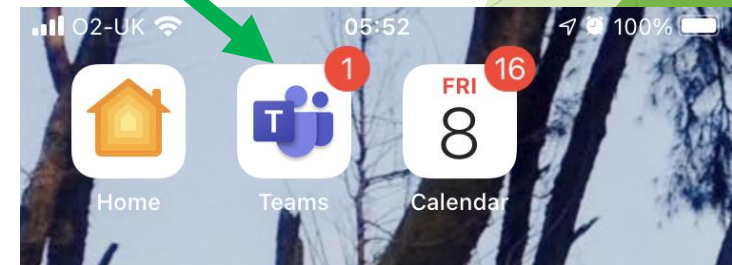
Initial Setup

Phone / iPad

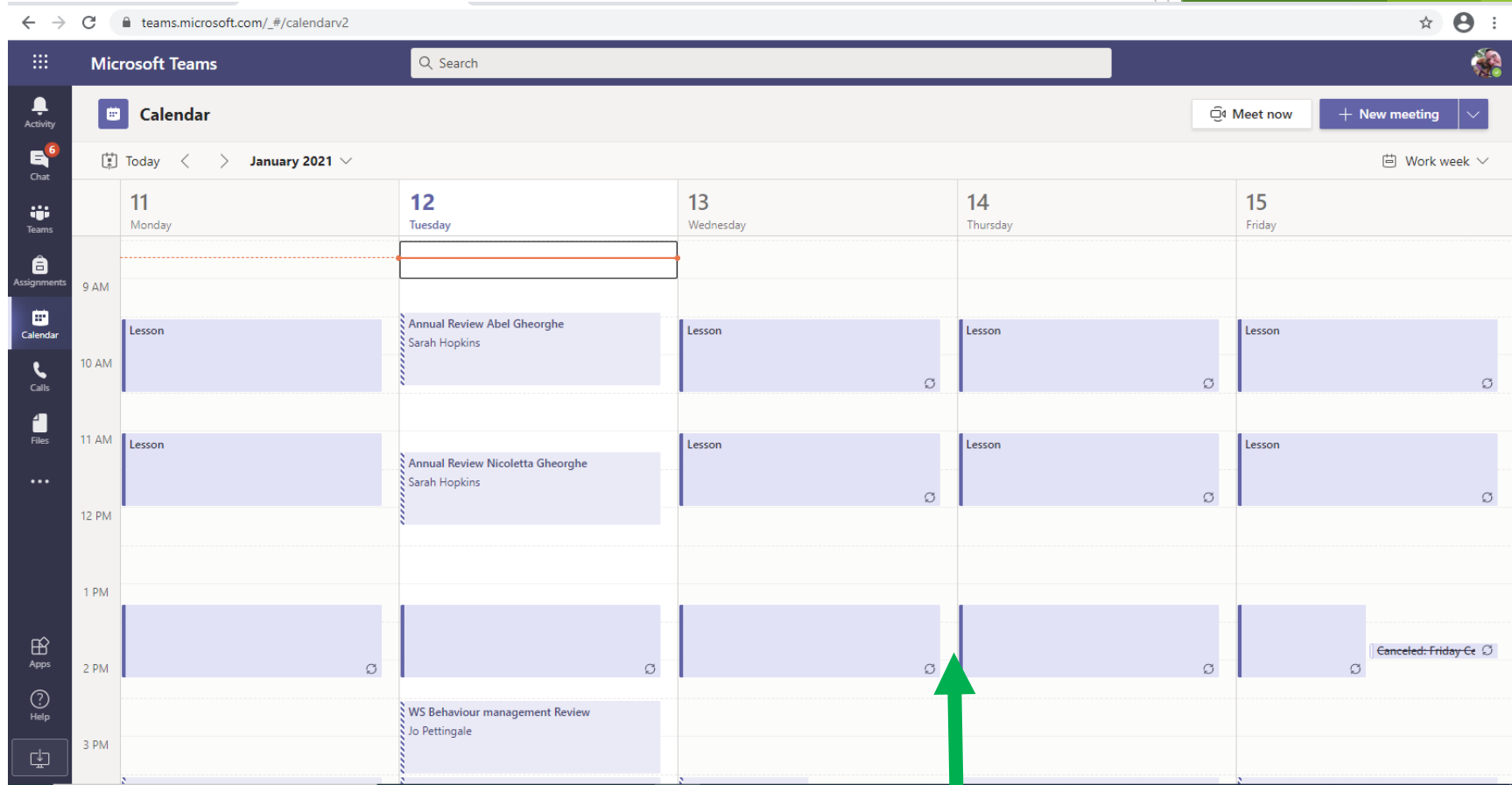
- ▶ Go to the app store on your device
- ▶ Search **Microsoft Teams**
- ▶ Select **Install**



When installed
You will see this icon




Seeing your timetable (Teams account)



1. In Teams App click on Calendar
2. You will see the lessons that you have been invited to.

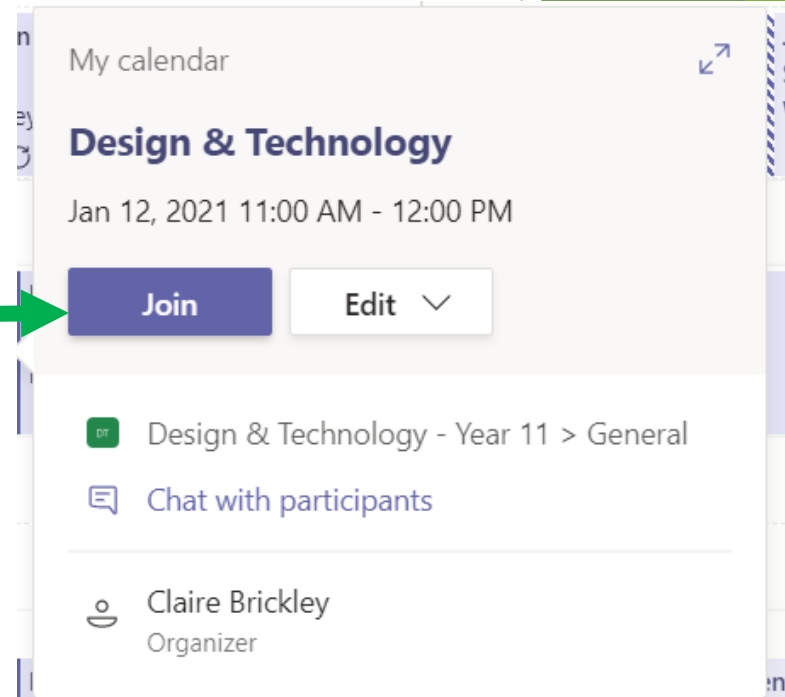
Joining a lesson

- ▶ To join - click on the lesson
- ▶ Click on 

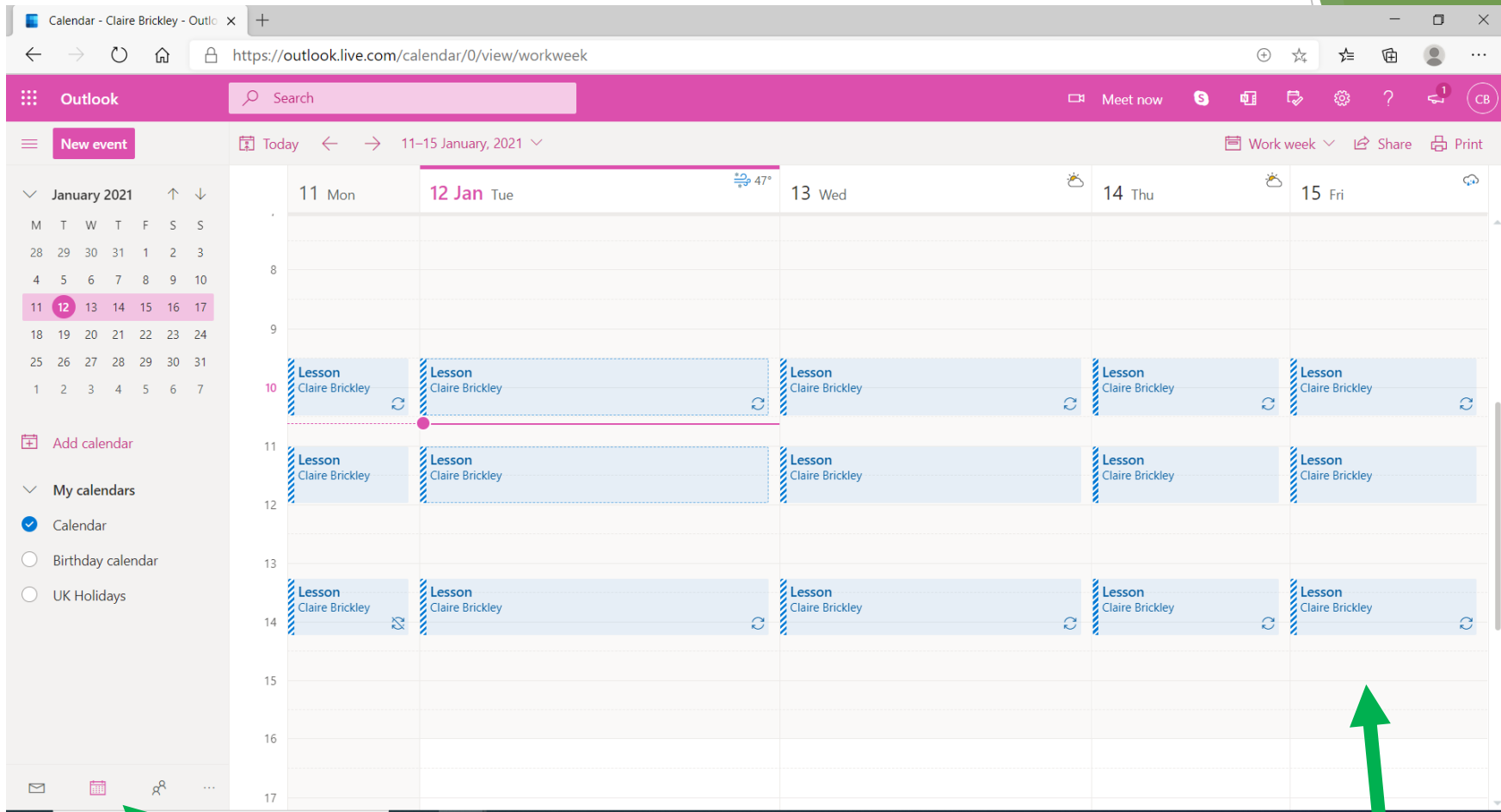
You will not get a new link each week

You should just see them in your calendar

You should have 3 lessons a day - if not contact school



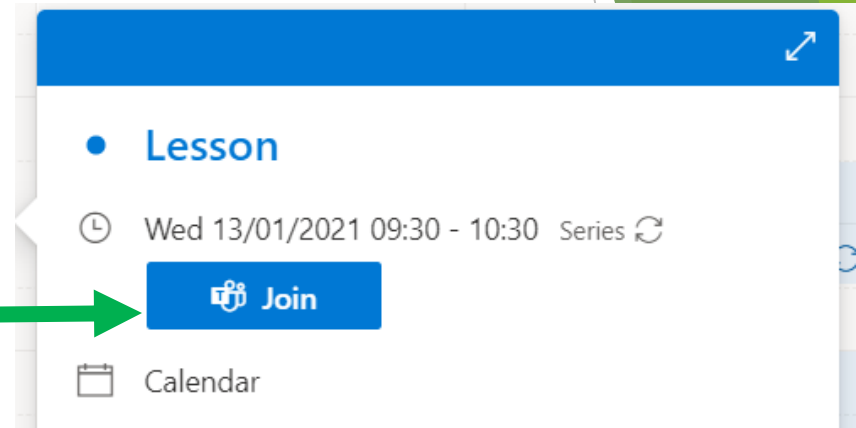
Seeing your timetable (email account)



1. In your email account click on Calendar
2. You will see the lessons that you have been invited to.

Joining a lesson

- ▶ To join - click on the lesson
- ▶ Click on



You will not get a new link each week

You should just see them in your calendar

You should have 3 lessons a day - if not contact school

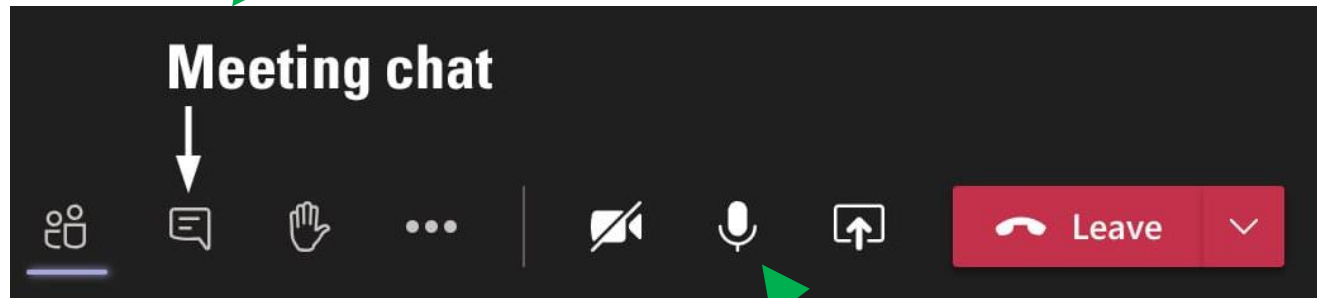
Notes

If your teacher asks you to

- ▶ 'Raise your hand'



- ▶ Use 'chat'



If you want to

- ▶ Be seen / not seen - click video

- ▶ Turn on / off your microphone