

# Basic Usage of Microsoft Teams

1. This guide should be used alongside one of the following documents:

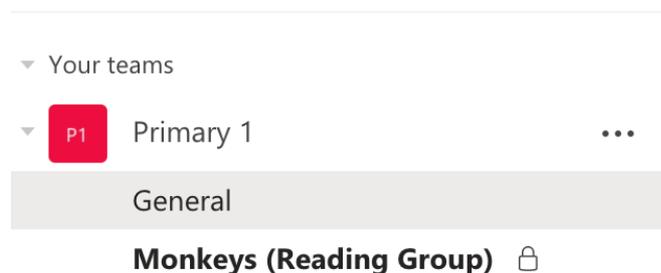
**a. Access Microsoft Teams on Desktop or Laptop**

**b. Access Microsoft Teams on iPad**

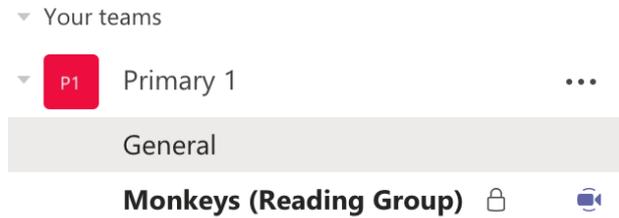
*It may be possible to set-up MS Teams on other devices (such as Samsung tablets or even Xbox and Playstation consoles). If assistance with a different device would help you to get your child online for live learning sessions, please get in touch and we will do our best to assist.*

2. When logged into MS Teams, on the left you should see the Teams and Channels that your child is a member of. The Team should be their class. Channels will generally be used as learning groups.

For example, in the illustration below you can see that this pupil is part of the 'Primary 1' Team. Within this Team, they are a member of the 'General' channel, which is an open channel. They are also a member of the 'Monkeys (Reading Group)', which is a private channel only visible and usable to members of that group.



3. To join a live session within these channels, look for the camera icons (see below). This indicates that there is a live session currently on. In this case, for members of the 'Monkeys (Reading Group)' channel. **Click on the name of the channel.**



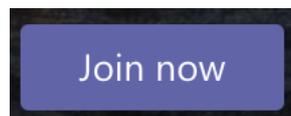
4. Click 'Join' in the new window.



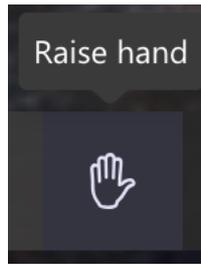
5. Click for the **Camera On** but **Microphone Off**. **Your child's teacher can mute your child's microphone but cannot switch it back on. This protects your privacy at home. Therefore, please teach your child how to turn their own microphone on and off so that teachers can ask them to do this during live learning sessions.**



6. Click 'Join Now'.



7. Your child should now be in the live learning session. Younger children may need to be supervised during the session but older children can probably be monitored from a distance. An adult should be on-hand at home to help with any difficulties.
8. Please encourage your child to use the 'Raise Hand' feature if they want to contribute.



9. To leave a session, click on the red 'Hang Up' button.

