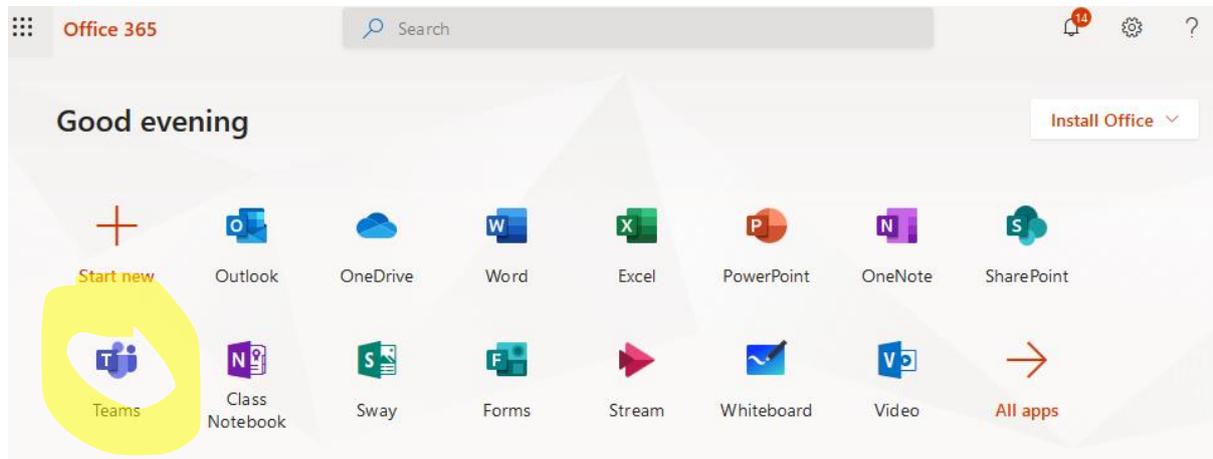
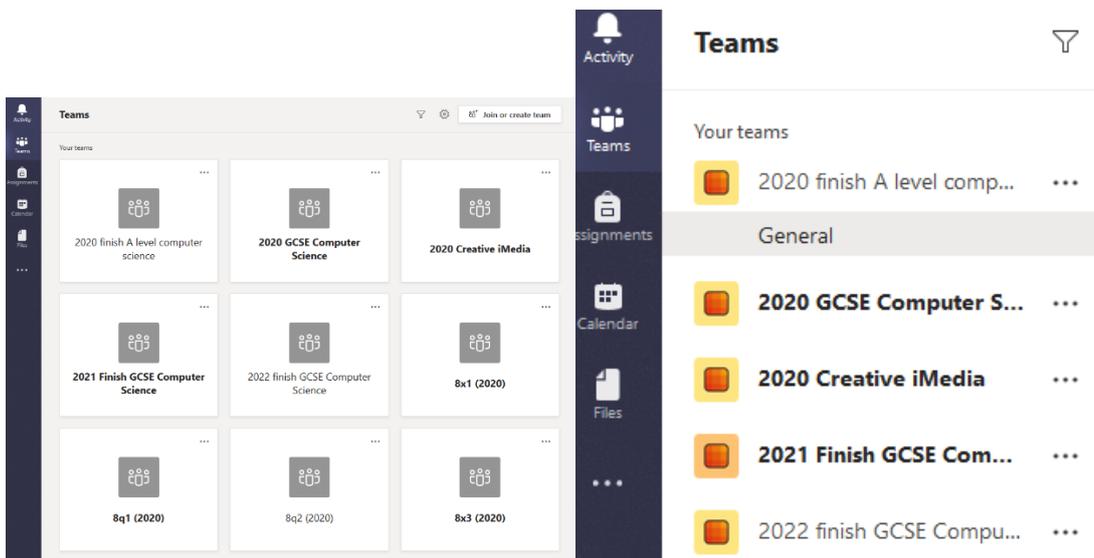


## Teams instructions

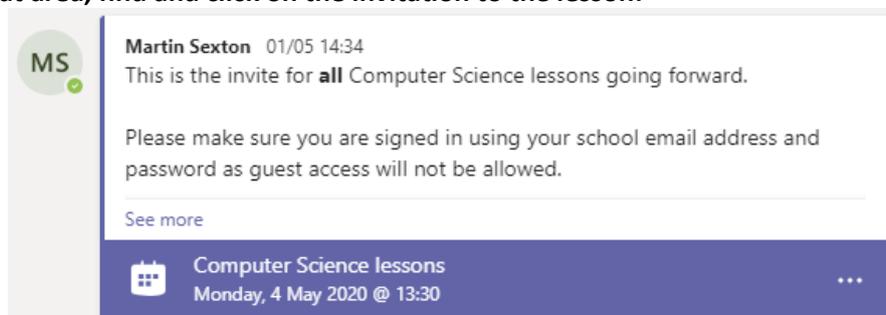
1. Go to <https://www.office.com/> or download and open the Teams app on a phone or tablet
  - Log in with your school email address: [surname.firstname@mca.attrust.org.uk](mailto:surname.firstname@mca.attrust.org.uk)
  - Your school password (get in touch with your class teacher or Mr sexton if you forget this- [martin.sexton@mca.attrust.org.uk](mailto:martin.sexton@mca.attrust.org.uk))
2. Click on Teams



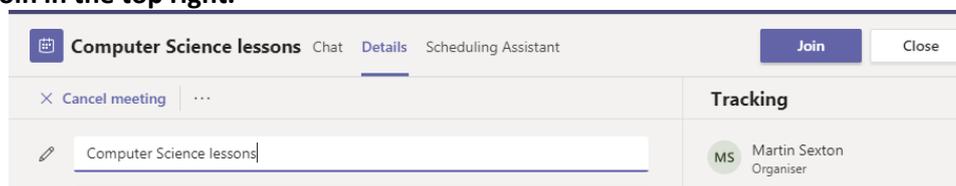
3. Choose your class Team (it will have one of the following views)



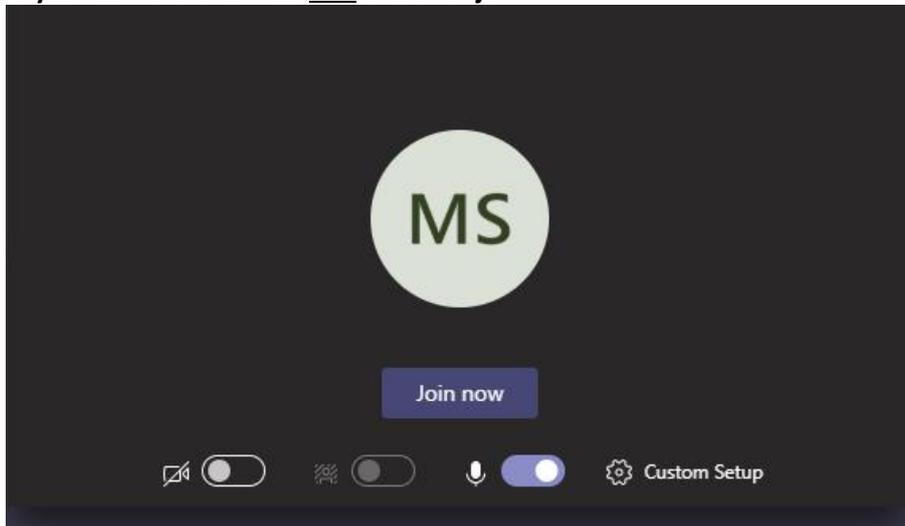
4. In the chat area, find and click on the invitation to the lesson.



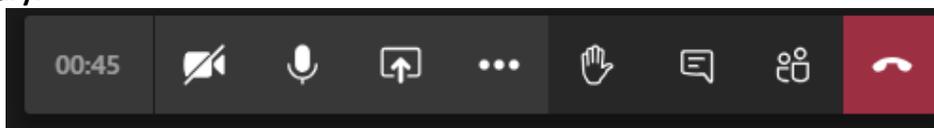
5. Click Join in the top right.



6. Make sure your camera is turned **OFF** and click join.



7. Use the tool bar at the bottom to mute/ unmute yourself, raise your hand and type in the chat if necessary.



8. Once lessons have finished, recordings will save automatically to the chat area, where the invitation is

