Teams instructions

- 1. Go to <u>https://www.office.com/</u> 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
- Your school password (get in touch with your class teacher or Mr sexton if you forget thismartin.sexton@mca.attrust.org.uk)
- 2. Click on Teams



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

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iiii Iaana	Your teams			Teams	Tourte		
Assignments	 289	 ۴۴۹		Â		2020 finish A level comp	
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4. In the chat area, find and click on the invitation to the lesson.

0	This is the invite for all Computer Science lessons going forward. Please make sure you are signed in using your school email address and	
	password as guest access will not be allowed.	
	See more	_
	Computer Science lessons Monday, 4 May 2020 @ 13:30	•••

5. Click Join in the top right.



6. Make sure your camera is turned <u>OFF</u> and click join.

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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 are, where the invitation

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	Computer Science lessons Monday, 4 May 2020 @ 13:30					
▼ Collapse all						
Û₫	Meeting ended: 5 sec			9		
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Ē	Computer Science lessons	started				
	59 min 51 sec	Meeting Recorded by: Martin Sexton	•••			