



# Teams for Lessons

## How to find your class and join your lesson online

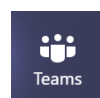
1. Logon to [www.office.com](http://www.office.com) with your school email address and password.

2. You will see Outlook (your email), as well as Word, Excel and all the other apps you can use.



3. Open the Microsoft Teams app 

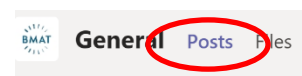
4. To see your classes, click on the Teams icon on the side menu



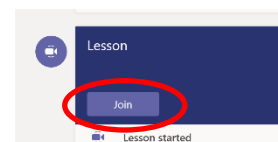
5. Check your timetable for the right class then click it to enter the **General Channel** of your classroom



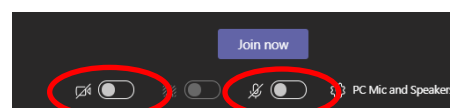
6. Select Posts at the top of the main window.



7. When your teacher starts the lesson, a notification will appear. Click the Join button.

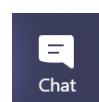


8. Turn off your video & microphone then click Join Now

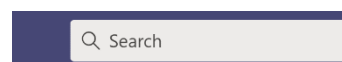


## Stuck? Contact your teacher

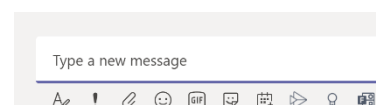
1. To send your teacher a chat message, click on the Chat icon on the side menu.



2. Enter your teacher's last name in the search bar at the top and select them from the list



3. Type your message at the bottom of the main window



4. Press 'Enter' or click the arrow icon to send



## Or See the video guides on your school website:

1. Find the 'Quick Links' tab on the website
2. Click on 'Work from Home' option
3. Click on the 'Students' button