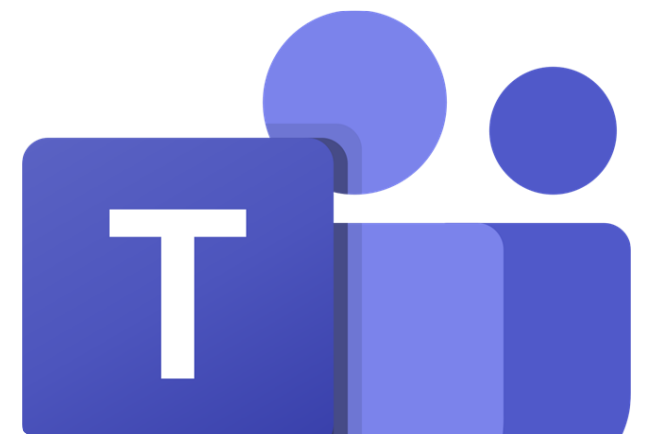


Microsoft Teams

Video Lessons



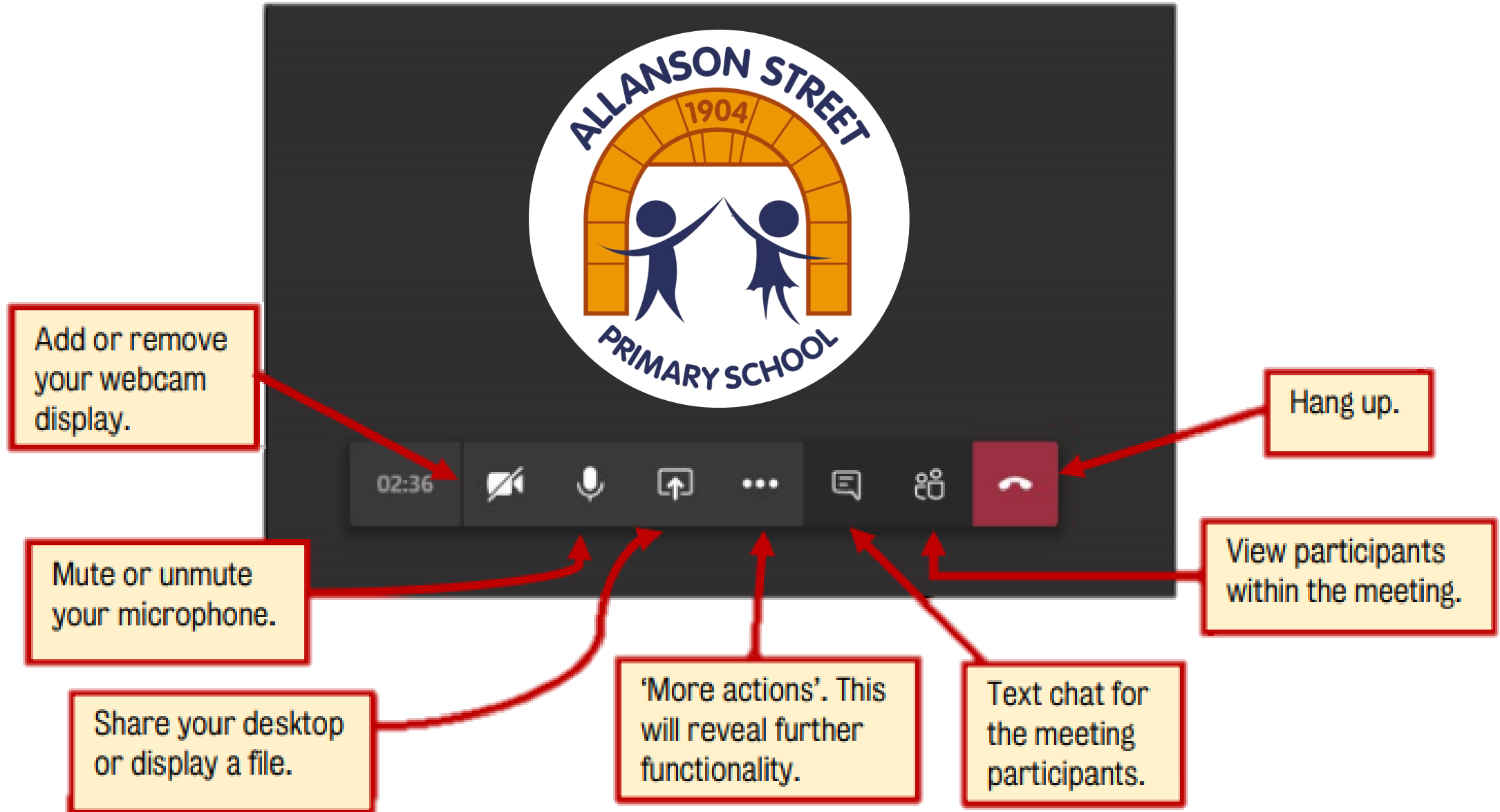
Logging on to Teams for the first time?

Please click on the link below:



<https://www.youtube.com/watch?v=mX2N1ueQtoo>

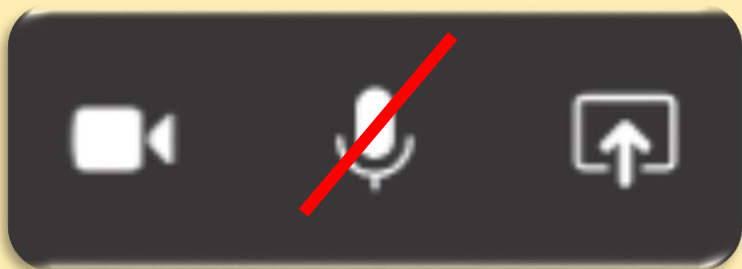
What will I see?





Classroom Rules

1



**Keep your
microphone
muted**



Just like in the classroom we take turns to speak.



Keep your **microphone on mute** unless the teacher asks for you to turn it on to ask or answer questions. This stops the programme freezing and lets everybody hear the teacher clearly.

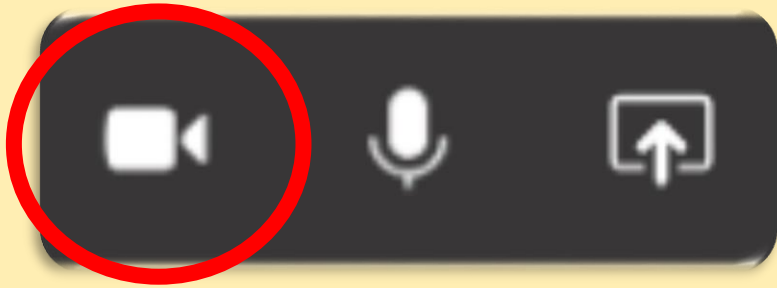


When it is your turn to speak, turn on your microphone, but remember to turn it off again once you have finished.



With this button, you can raise your hand to get your teacher's attention.

2



Camera?
It's up to
you!



You can turn on your camera if you want to, but remember...

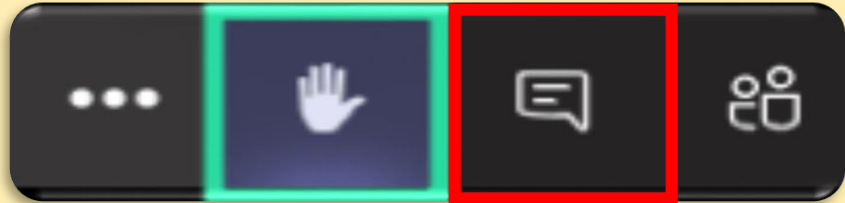


You are in a class and everyone can see you! Like in class, be the best that you can be and then it will be fun to see everybody else.



If you don't want to be seen or your camera doesn't work, that's fine. Keep your camera turned off. It's nice just to hear from you!

3



Chat

Hands up

or

type?



You might be able to use the chat feature to make relevant comments or ask questions in some classes.



If you do have a comment/question, please ask it using the 'hands up' or 'chat' button.



Emojis are ok to use too. Just make sure you also listen to your teacher.



Your teacher will tell you when they will look at the 'hands up' and try to answer any questions you might have.



Thank you!

**Now lets get going
and join our class..**