



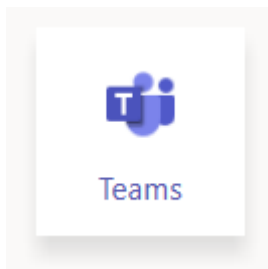
### Accessing Teams for Lessons

Microsoft Teams is currently being assigned to all student accounts and once activated students will be able to sign in using their school e-mail address

([Username@netherthorpe.derbyshire.sch.uk](mailto:Username@netherthorpe.derbyshire.sch.uk)) and school password.

To access Teams live lessons you can sign in on Desktop or Laptop computers or on a smartphone or tablet.

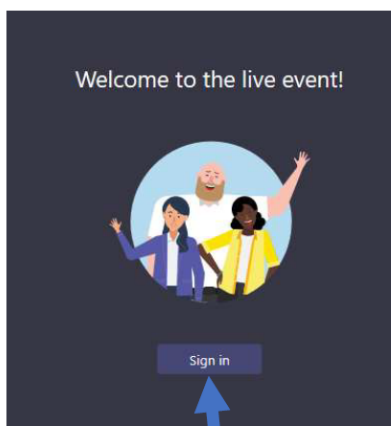
You can choose to access the system without installing the application to your device by signing in as detailed above at [www.office.com](http://www.office.com) and looking for the “Teams” icon.



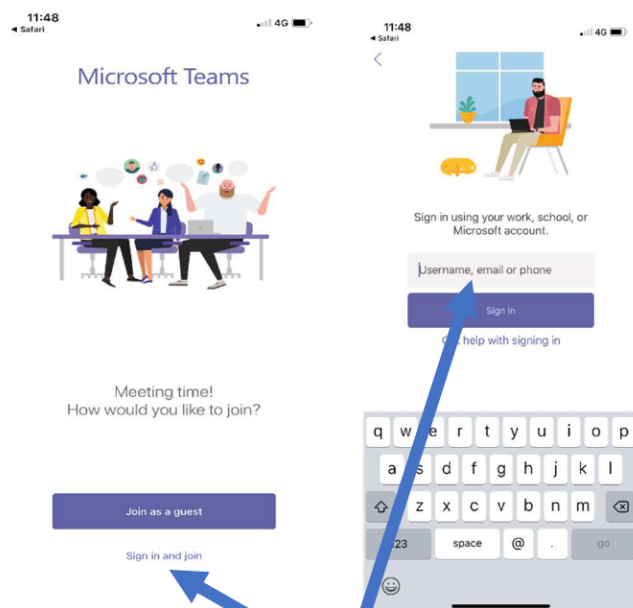
You can also download the Teams application for free from the Windows Store (Windows 8 and Windows 10 only) or from the Mac OS App Store.

If you prefer to access via a smartphone or tablet you will find the Microsoft Teams application in either the Google Play Store (Android) or the Apple App Store (iOS)

On all devices use your school e-mail address and password to sign in:



Computer sign in



Phone/Tablet Sign in



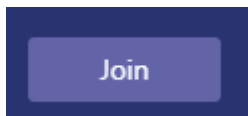
# Netherthorpe School

## Teams Lessons – Student Guide

When you sign in you'll see a list of classes which you have access to.

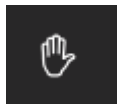
Look for the subject the live lesson is scheduled to take place in and either click or tap on that subject. If you join early it's possible the lesson won't have started yet. (Lessons usually open 10 minutes before the scheduled time).

When a lesson is ready for you to join you can click the join button which will appear in the lesson feed:

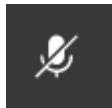


When you join you will not be able to join with your camera on and we ask that your microphone is muted as you join.

If you want to ask a question then you can raise your hand by clicking this symbol. You're teacher will get a notification and come to you when they are ready in the lesson.

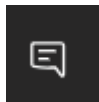


If you want to ask your question with your microphone you can unmute yourself by clicking:



Just remember to mute yourself again once you've asked the question. Other students will be able to hear your question through their speakers.

If you'd prefer to type your question you can click:



and type your question in the box on the right of the screen. Other students will be able to see your question in the chat window.

At the end of your lesson your teacher will end the lesson but if you need to leave early you can click the hang up button:



All lessons are recorded so if you miss the start or cannot get on at the scheduled time then you'll be able to watch the recording back later from the same group on Microsoft Teams.