

## How to access Microsoft Teams on an iPhone/iPad

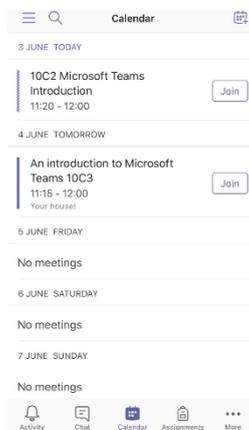
1. Download the Microsoft Teams app from the app store



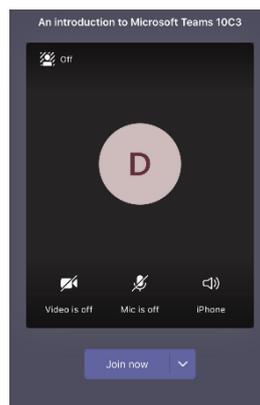
2. Once downloaded open the app, your school email address is your username and your password is the same as your school password,



3. Once you are logged into the app click on the calendar tab, you will be shown all of the video lessons that you have been invited to. Click the Join button for the lesson you are due to be in next.



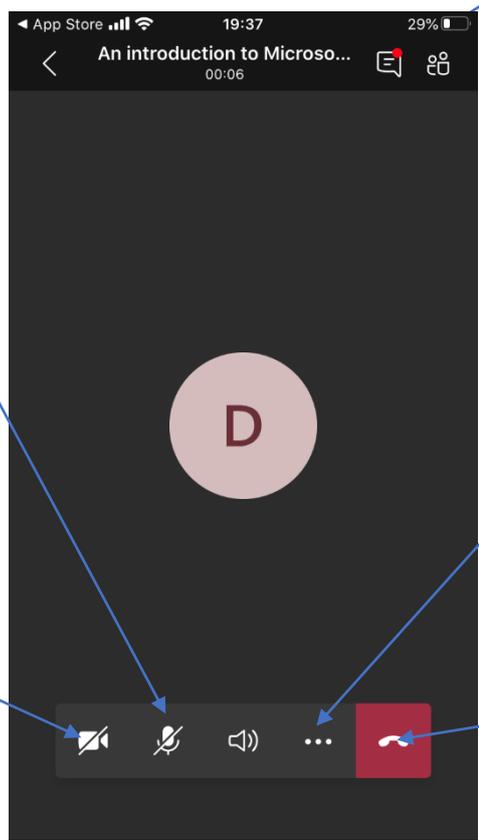
4. Make sure that your camera and microphone are switched off before clicking the Join now button,



5. Once you've joined the meeting you will see the screen below and if your teacher is in the meeting you will be able to talk to them.

The microphone icon allows you to mute and unmute your microphone. Please keep your microphone muted unless your teacher asks you to speak.

The camera icon allows you to turn your camera on and off. Your ability to turn on the camera has been turned off, so please don't try to turn it on!

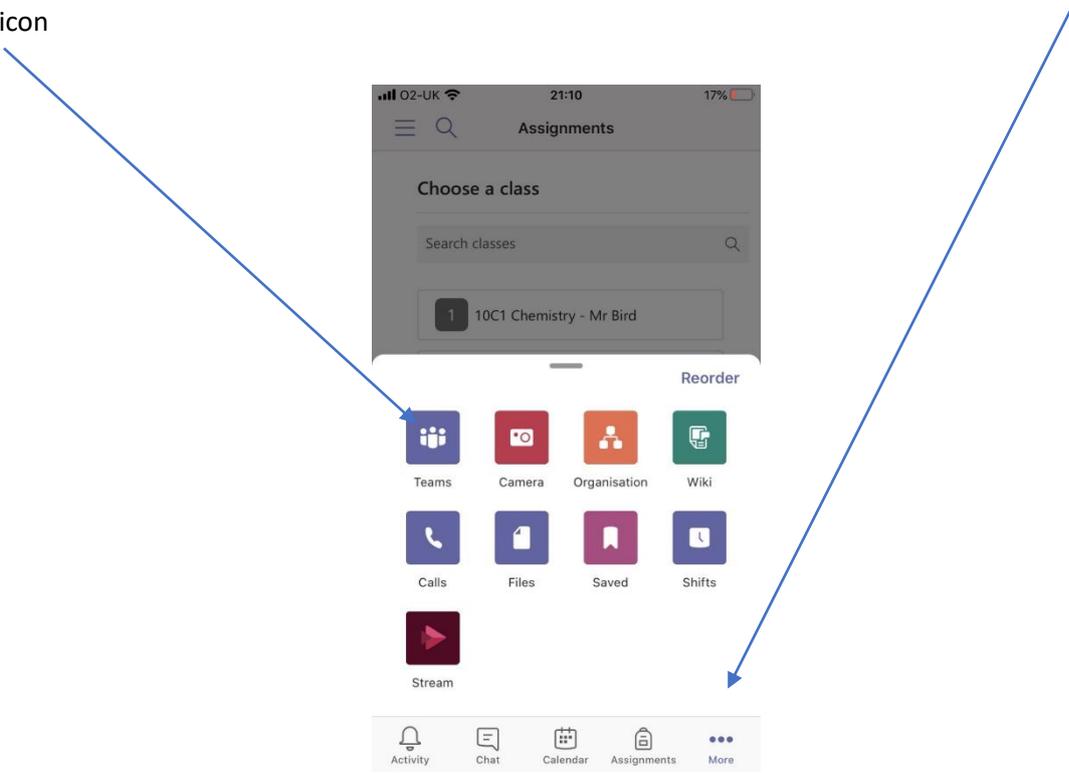


If you click on the speech bubble icon it will open the chat function. You can use this to ask your teacher questions.

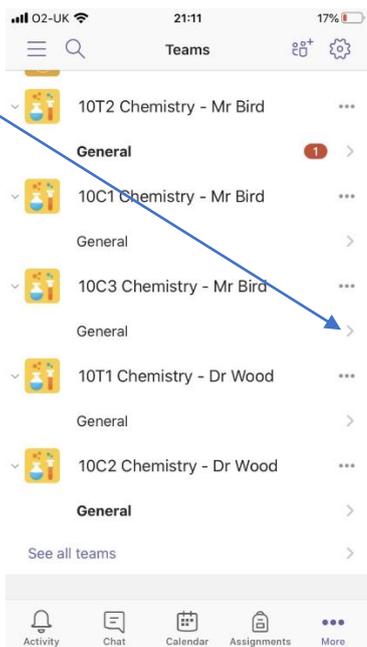
If you click on the three dots you can access other features. An important feature is the hands up button that will allow you to get the teachers attention.

Click on this icon to leave the lesson, make sure you leave when the teacher ends the lesson. You can access all of the files even after the lesson ends.

6. To access your groups lesson resources click on the three dots at the bottom of the home screen and select the Teams icon

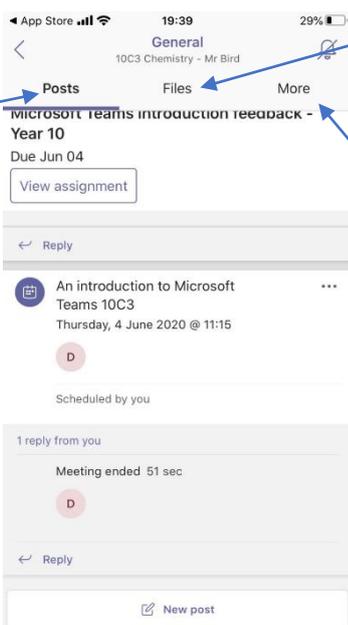


7. Select the Team for the subject you are trying to access files for and select the correct channel, which will mainly be general



8. The groups Team area will look like this.

The posts tab will show you new events that have happened in your group.



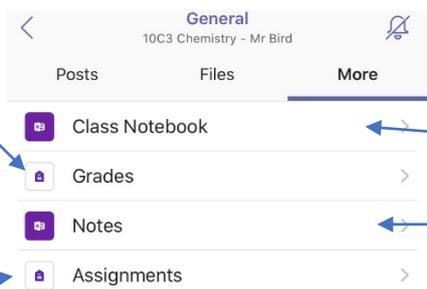
The files tab will be where your teacher has saved important lesson documents

The other features can be found by clicking on more

9. The other features will appear as shown below,

Your teacher will populate your grades section based on the assignments you complete

The assignments section is where you will find the quizzes and assessments your teacher will set to assess your understanding.



To use the notes sections, you will need to download the Microsoft OneNote app, which can be found in the app store.

10. The assignments may contain links to Microsoft Forms quizzes and you will be able to directly access them through the app by clicking on these links.

O2-UK 19:39 29%

10C3 Chemistry - Mr Bird

### Microsoft Teams introduction feedback - Year 10

Due tomorrow at 23:59

Instructions

At the end of the first video lesson please can you complete the attached questionnaire so that we can identify any problems and try to sort them out before our next video lesson.

Reference materials

<https://forms.office.com/Pages/ResponsePag...>

Student work  
None

Points  
No points

Immersive Reader



Teams 19:39 29%

forms.office.com

### Microsoft Teams Trial survey - Year 10

Hi Daniel, when you submit this form, the owner will be able to see your name and email address.

\* Required

1. Which science group are you in? \*

- 10T1
- 10T2
- 10C1
- 10C2
- 10C3