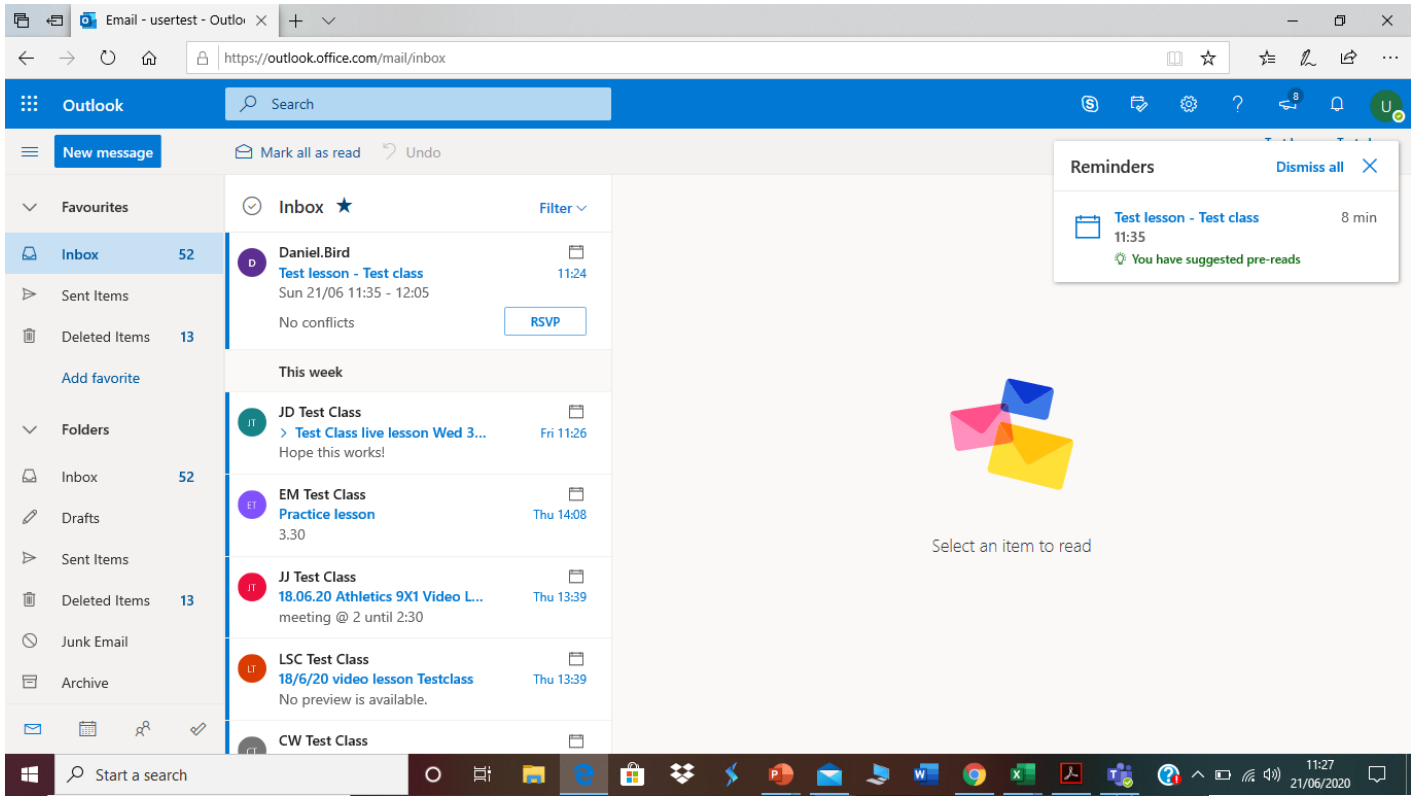


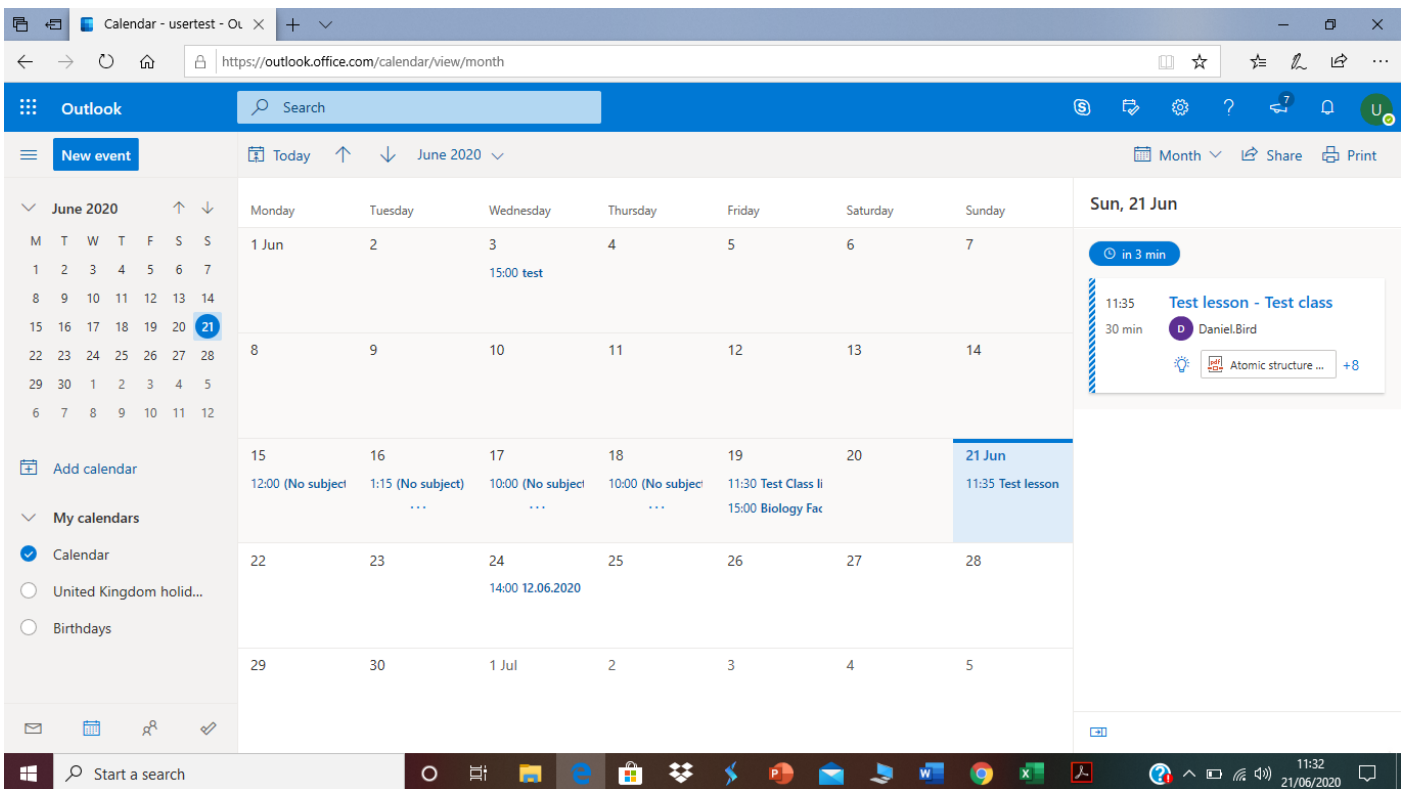
## How to join a video lesson through Outlook

1. Open your Outlook account and either click on the email invite and click the join button or open your calendar.



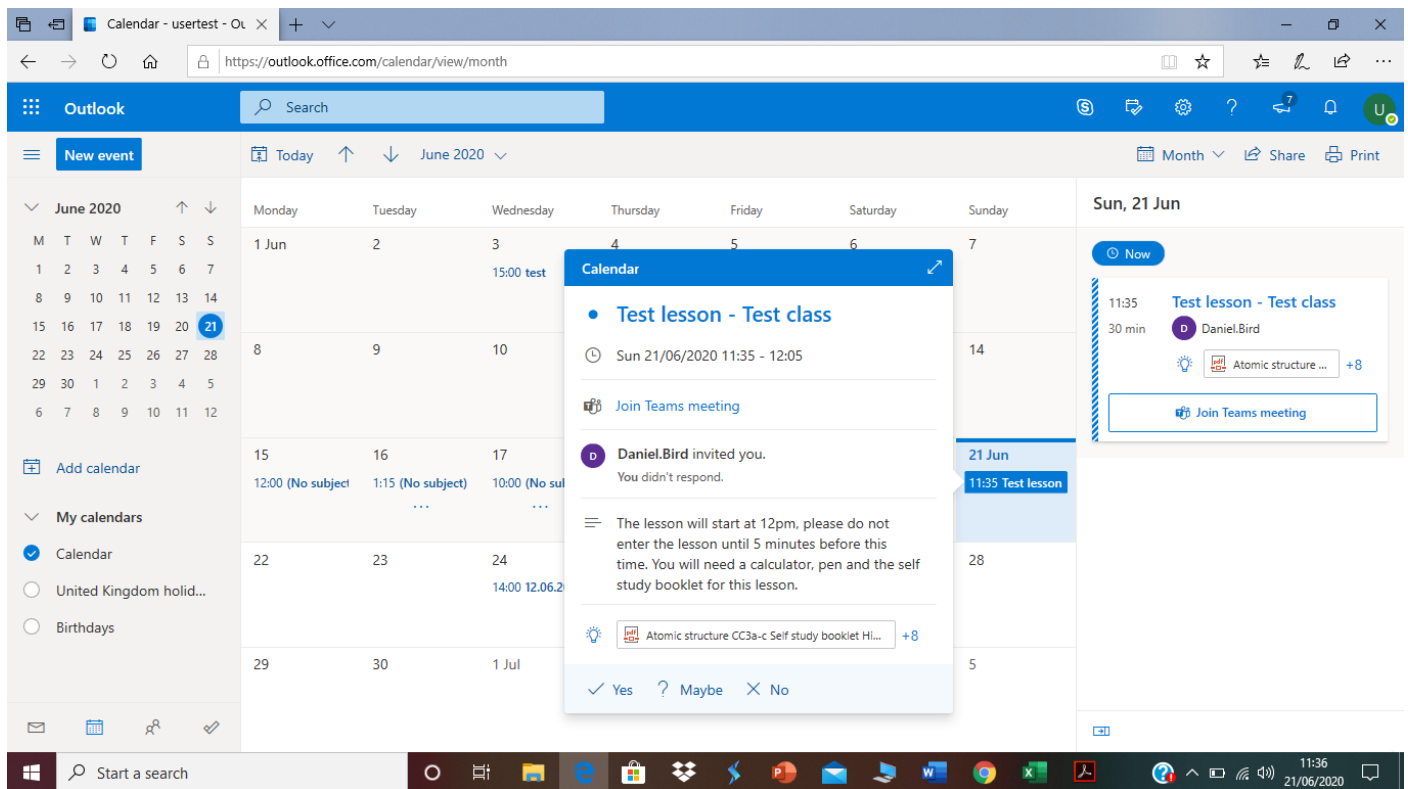
The screenshot shows the Outlook web interface. The left sidebar contains navigation options like 'Favourites', 'Inbox', 'Sent Items', and 'Deleted Items'. The main area displays the 'Inbox' with a list of emails. The top email is from Daniel.Bird with the subject 'Test lesson - Test class' and a time of 11:24. Below it, there are several calendar events for 'This week', including 'JD Test Class', 'EM Test Class', 'JJ Test Class', 'LSC Test Class', and 'CW Test Class'. A 'Reminders' pop-up is visible in the top right corner, showing a reminder for 'Test lesson - Test class' at 11:35. The bottom of the screen shows the Windows taskbar with various application icons and the system clock.

2. Find your video lesson on your calendar and click on the title of the video lesson.

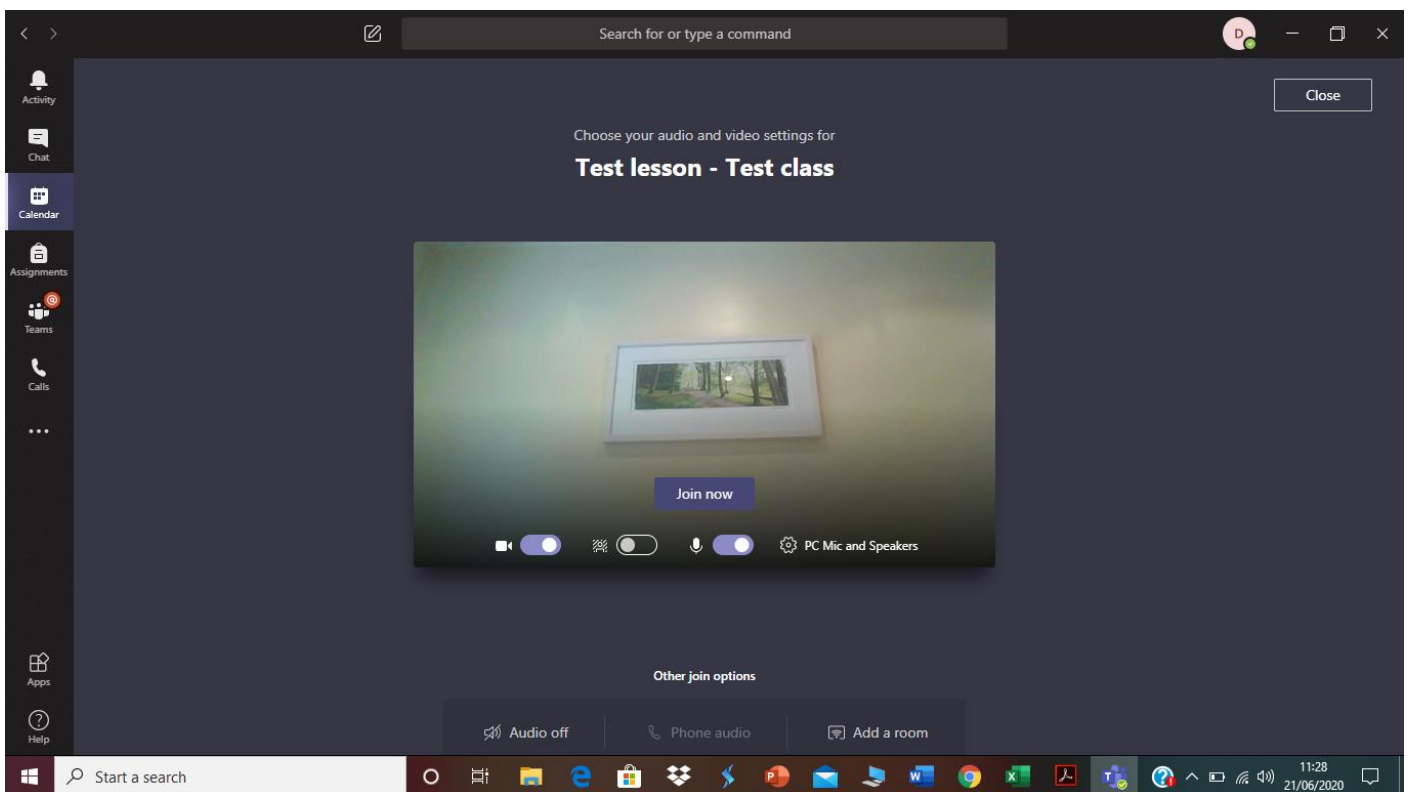


The screenshot shows the Outlook web interface in calendar view. The left sidebar shows the 'June 2020' calendar grid with the 21st highlighted. The main area displays a monthly calendar grid for June 2020. The right sidebar shows a detailed view of the event for 'Sun, 21 Jun' at 11:35, titled 'Test lesson - Test class' by Daniel.Bird. The event details include a duration of 30 minutes and a link to 'Atomic structure ...'. The bottom of the screen shows the Windows taskbar with various application icons and the system clock.

### 3. Click on Join Teams meeting and choose to open Teams



### 4. Make sure your microphone is on mute, your camera will not work as Mr Morgan has disabled all student cameras for your safety.



5. Please don't join the meeting until 5 minutes before the lesson starts, as your teacher may be teaching another lesson and you'll have a long wait! If your teacher isn't in the video lesson yet please wait patiently with your microphone on mute.

