

# How to use Teams

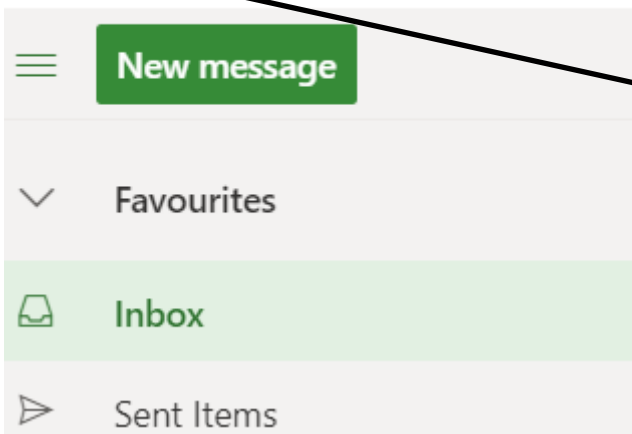
You can download the Microsoft App Teams to your computer as this app gives more flexibility in using teams. (copy and paste the below link into your browser)

<https://products.office.com/en-gb/microsoft-teams/download-app>

Then you sign in with your school email address


If however you prefer you can just use the email that takes you to Teams (as below)...

 Outlook

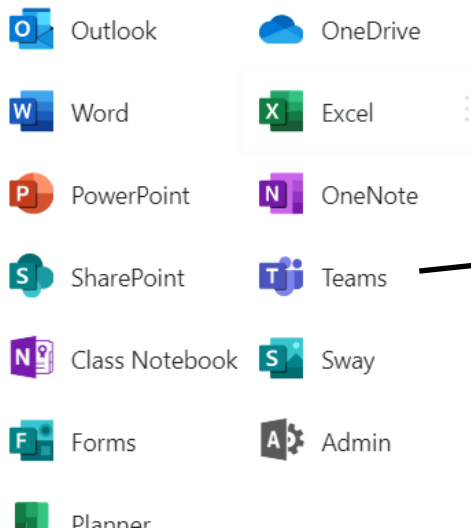


Just click on the dots in the top left corner

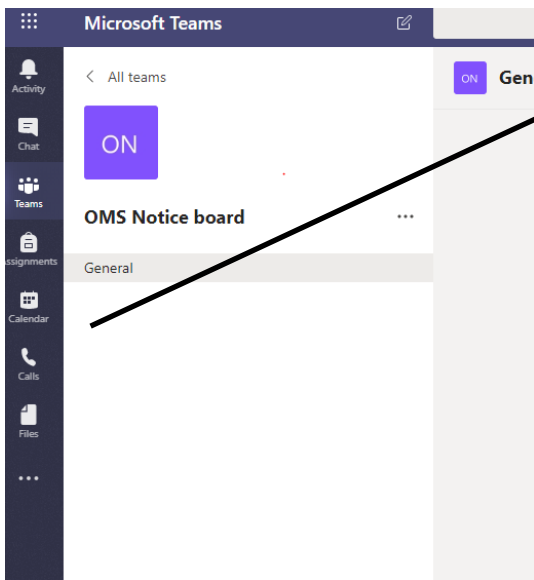
Click Here

 Office 365 →

## Apps



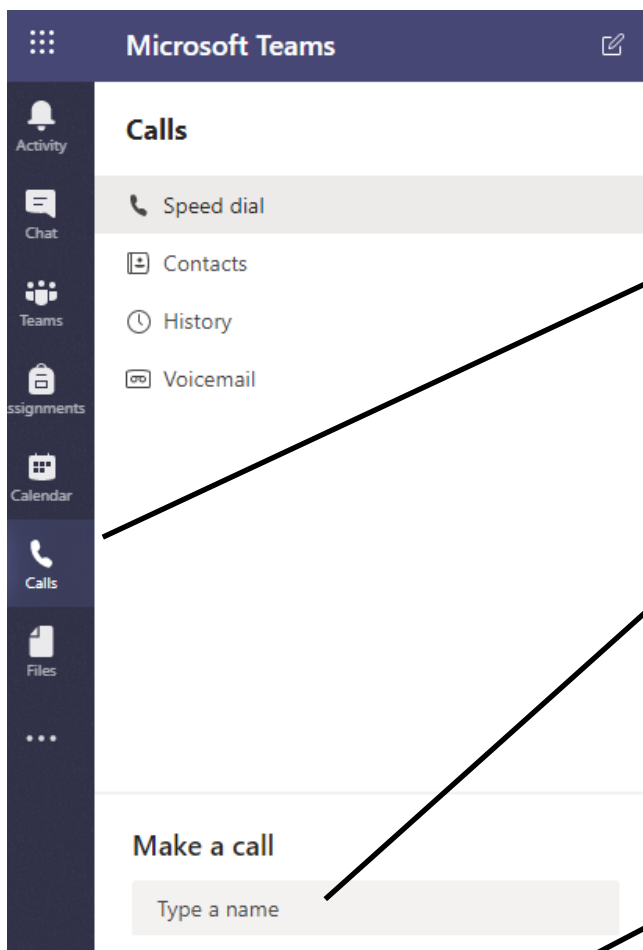
Choose Teams



You will see this bar down left hand side and from this you can :

- see your latest **Activity**
- See your Chat
- See your Teams
- See your Assignments
- See your Calendar
- Make calls or video calls

And more



Choose Calls

Type in name of staff member or pupil (Anyone on our email system)

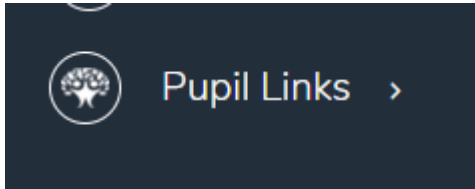
Then choose call

You can either call phone or video call  
Obviously the person you are contacting needs to be on the app for them to see the call but you can arrange that prior if you choose

## NOTES

For a pupil to access their teams it is the same way as shown on the previous pages but via their own email.

For a pupil to access their email they can do so from the pupil links on bottom of the home page on our webpage.



Please be aware that this is the only SECURE system to use with other staff members or Pupils as this system is only available through our encrypted emails as opposed to being available outside of the school.

Anyone who is unsure or wishes to have help can call me via Teams—I am always online from 8.00am until 3.00pm and I can talk you through it.

For those who get the hang of it quickly, you can contact me for further advice and I can show you how to share a live document with a pupil, or even take command of a document they have on their screen