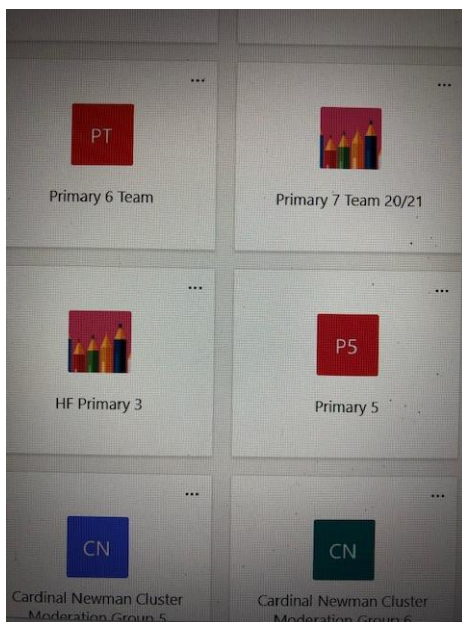
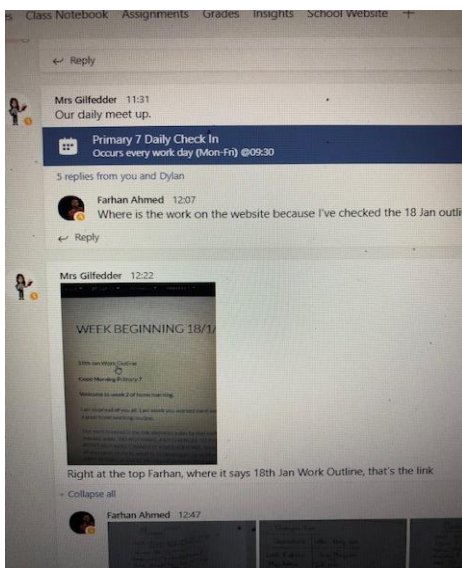


How to join a Microsoft Teams video call

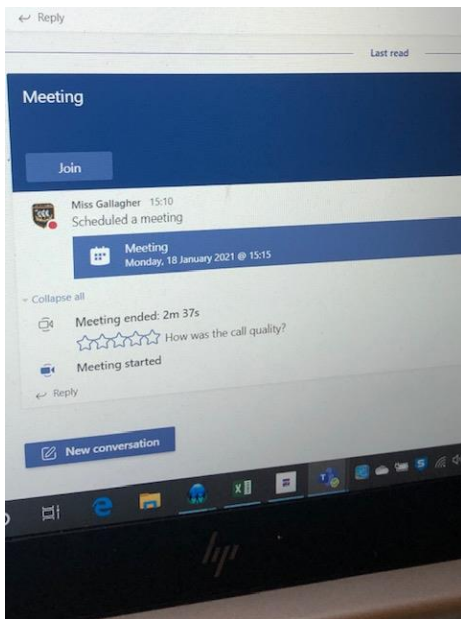
Before you try to join a Teams video call, please make sure that you have downloaded the Teams app onto your computer, tablet or phone. This will work much better than using the Teams tile on your Glow account. Remember when logging in to Teams you need to enter your full e-mail address e.g. gw20smithtom@glow.sch.uk



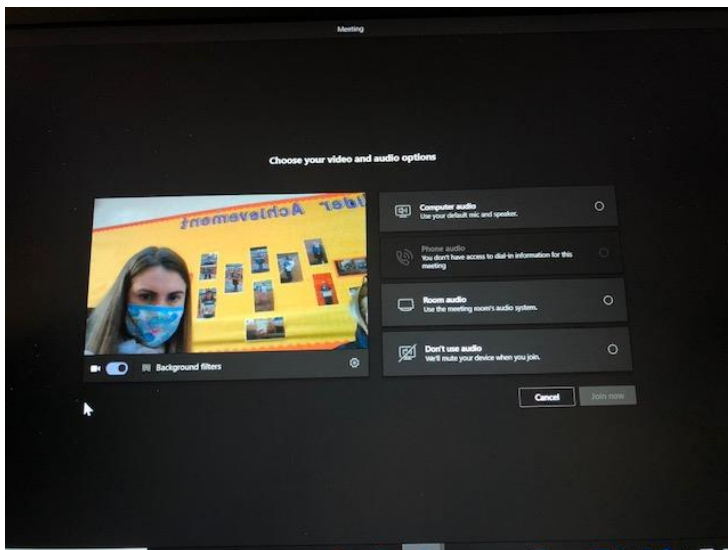
1. Open the Teams app and click on your class Team.



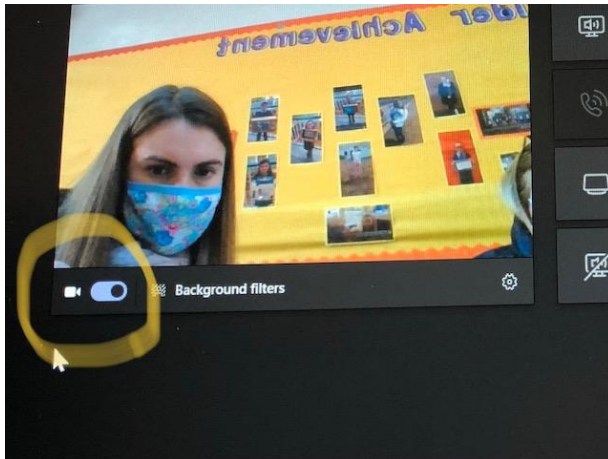
2. When your teacher organises a whole class meeting this will appear in the chat in your class Team. (You do not need to do anything if you notice this at a time before the meeting is due to start).



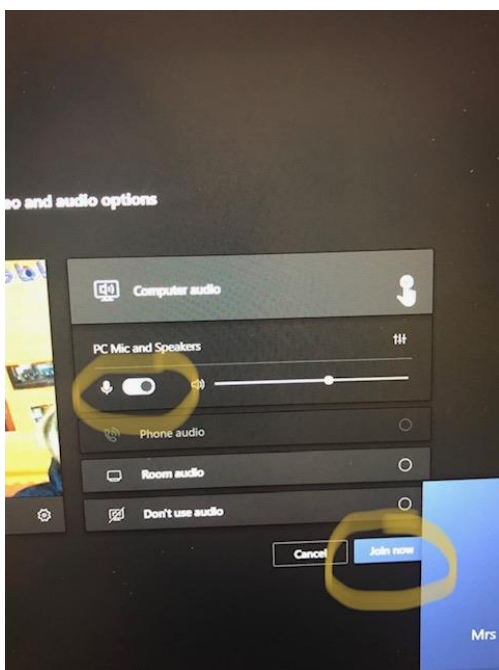
3. On the correct day/time your teacher will begin the meeting. You will now see the Join button appear in your chat inside your class team. Press this button.



4. A page will now open that allows you to choose your video and sound options. We would prefer you to have your camera switched on and your mic switched off for most of the meeting. When everyone has their mic on it gets difficult to hear what anyone is saying. Your teacher will let you know when you can turn you mic on and give you a chance each to speak.



5. Look for the little picture of a camera to see where to switch the camera on.



6. Use the computer audio part to switch your mic off for now and then click 'Join now.'

Once you have joined the class meeting your teacher will explain the rules. There is a little hands up icon that you can use if you wish to ask your teacher a question.

Have fun and remember to always be kind and treat others with respect during your video call, just as you would when you are in school.