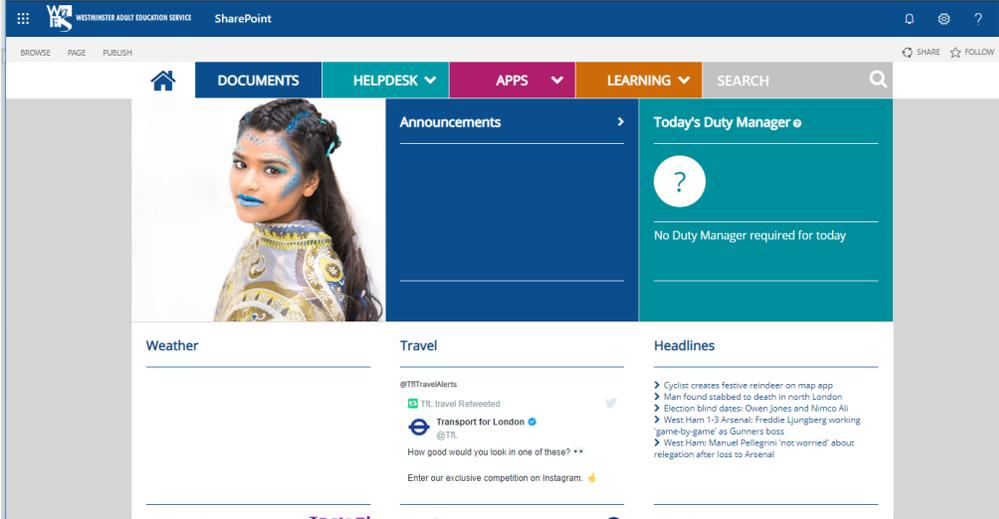


Microsoft Teams

SharePoint Homepage

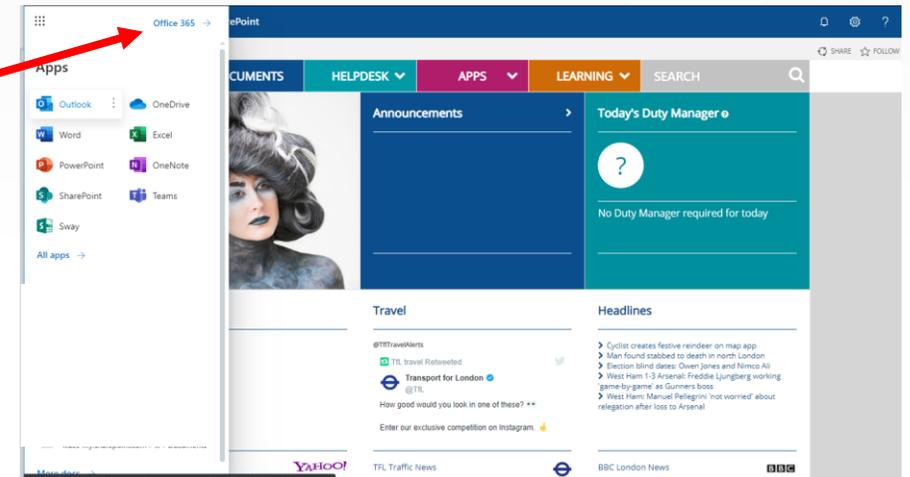
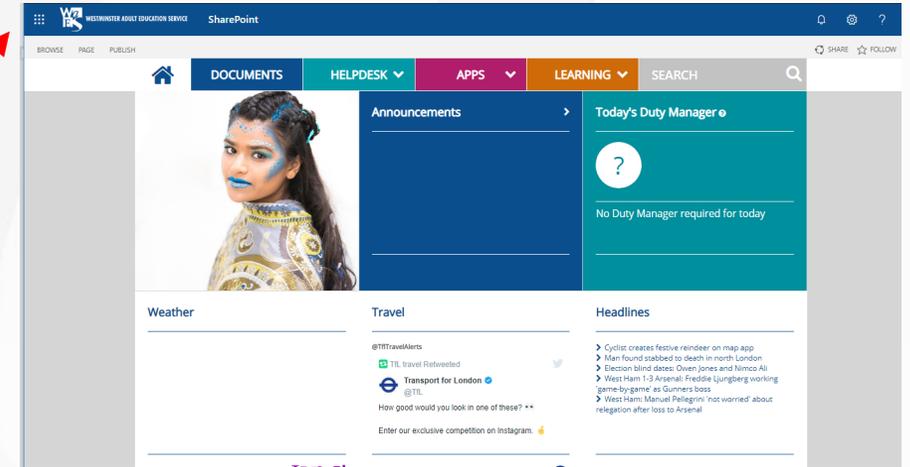
To access Microsoft Teams, you must first log in to SharePoint



App Launcher

From SharePoint, click on the “App Launcher”, which is in the top left hand corner of the page, illustrated as a small grid of 9 tiles.

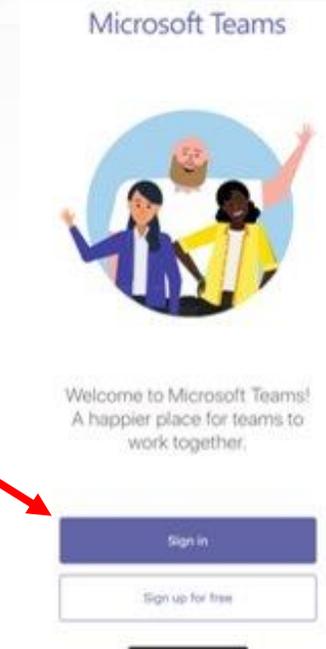
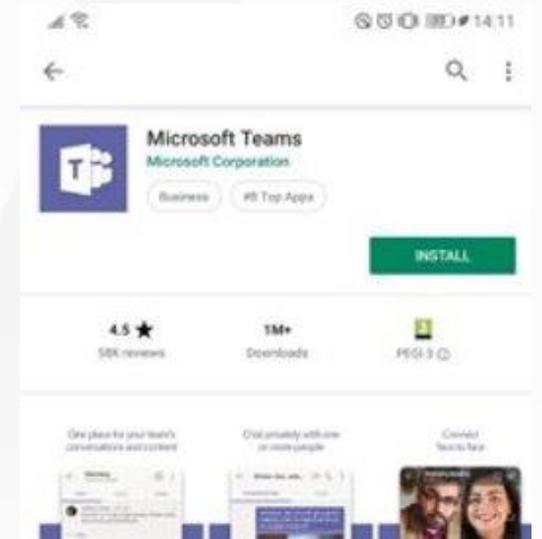
When you click on App Launcher, it will open up a side bar showing all the apps available for you to use. Click on “Teams” and you will be redirected to your Teams homepage



Mobile

From your phone, you will need to download Microsoft Teams from either the App Store (Apple ios) or Google Play Store (Android)

Once downloaded, you will need to click **“Sign in”** with your WAES email address and six-digit date of birth.



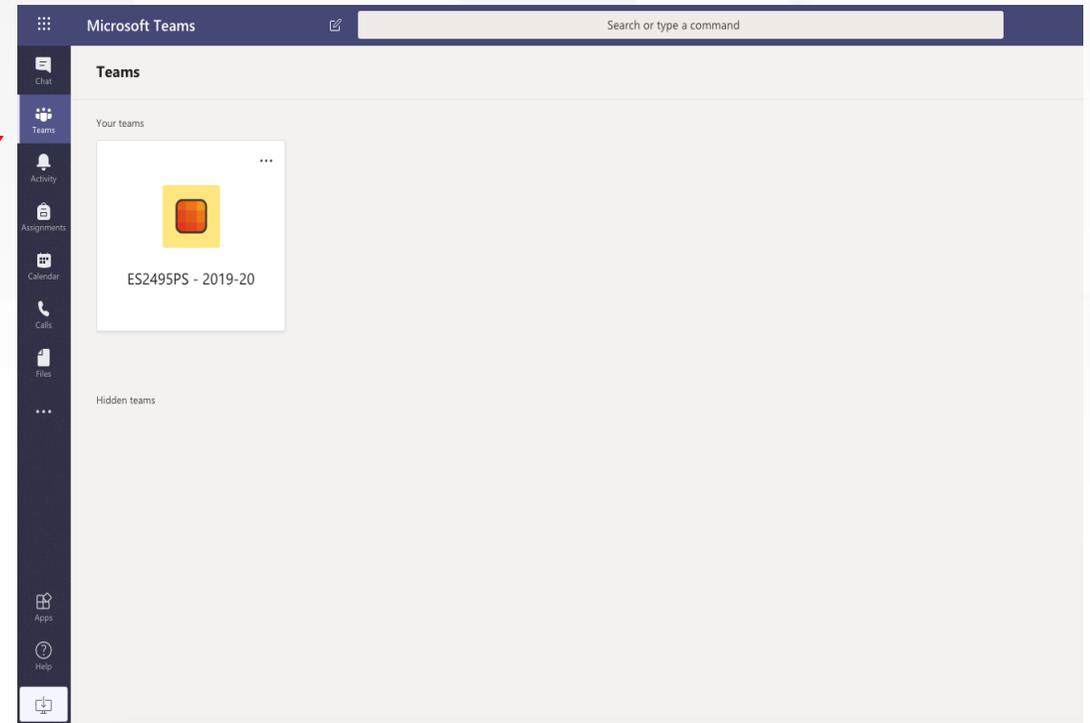
Teams Homepage

On the left hand side*, you will see your main Teams menu items, including Chat, Teams, Calendar and Calls.

Click on “**Teams**” to view your classes.

Here you will see all the individual classes you are part of. It could be one, it could be more, depending on how many courses you are enrolled on.

*If you are using mobile or tablet, the menu will show at the bottom of your screen instead.

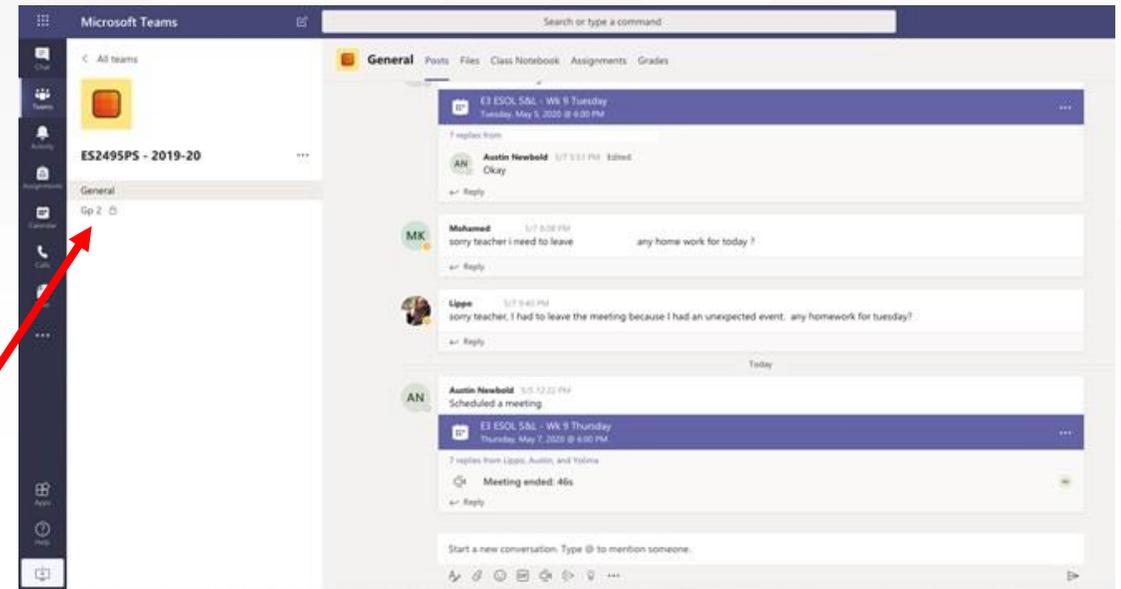


General/Posts

When you click into your class, it will open the General page for your course, where you will see a group conversation for your course.

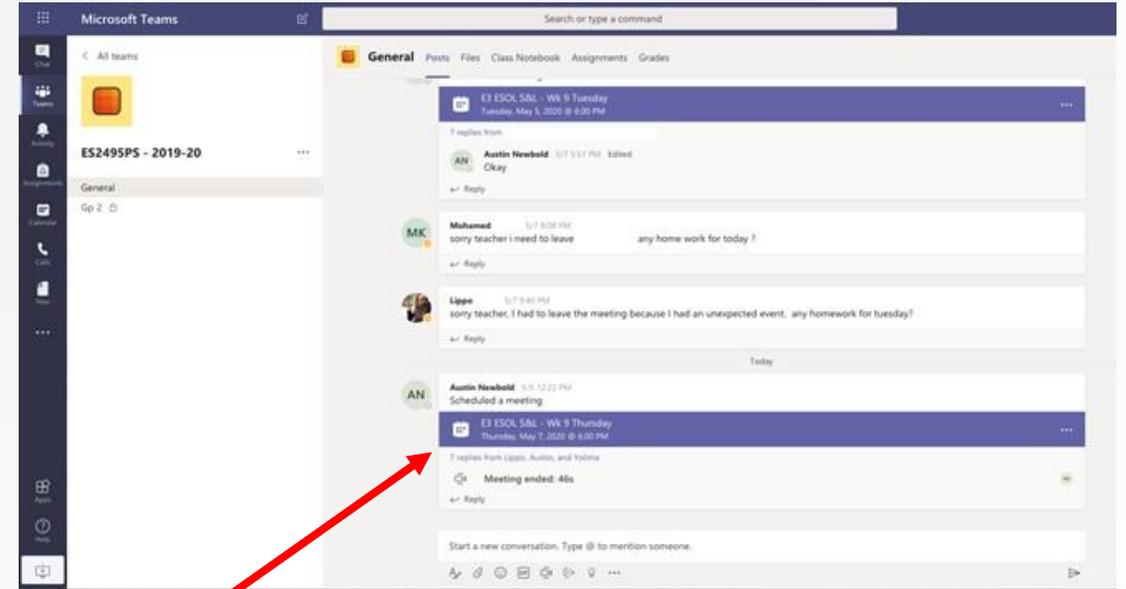
This is where your tutor and classmates can send messages, communicate and set class meetings for you to attend.

Your tutor may also create channels for different topics or to split the class into different groups, as shown here.

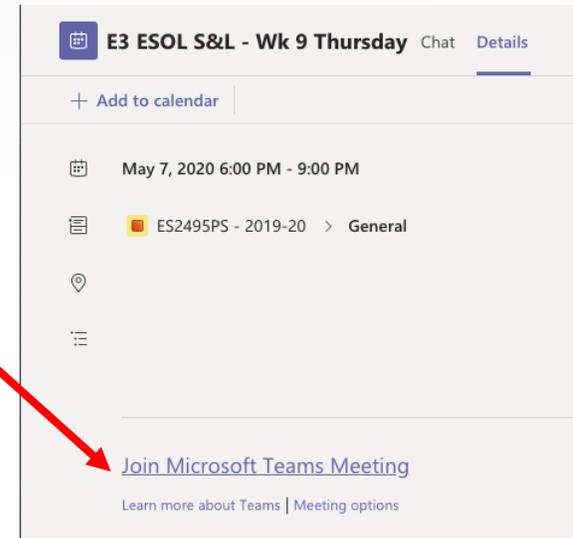


Meetings

Your tutor will arrange meetings for when you should be attending class and this will show in your group.



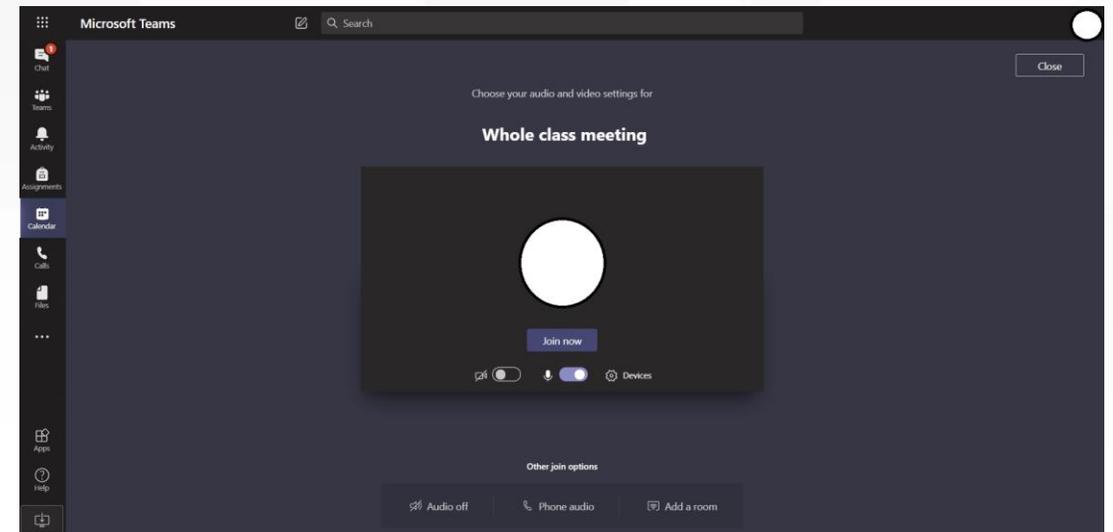
At the time of your class, click on the link in the conversation and then make sure you click “Join”, as shown in the pictures.



Meetings (continued)

Teams will then ask for your permission to access your microphone and camera, which you can toggle before finally joining.

Remember that your class must be able to at least hear you!



Files

If you click on the “Files” tab at the top of the page, you will be able to access, view and download all of the class work that your tutor has uploaded for the class.

