

Woodham Academy Microsoft Teams User Guide

- This guide is to ensure you are able to access Microsoft Teams and all of your live lessons. Each lesson will take place at the same time it would if you were in school, therefore you will need to check your timetable the night before and ensure you are on time for lessons.
- For all lessons you must ensure you have your usual school equipment (Pen, Pencil, Ruler, Rubber and Exercise Book).

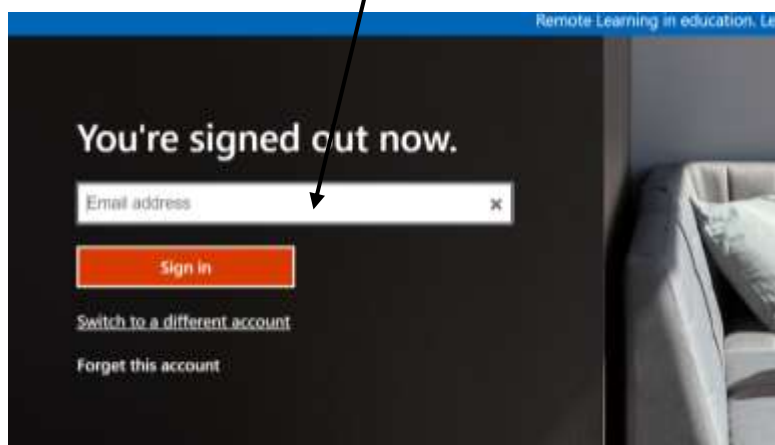
1) Go to Office 365



2) Sign into your Outlook account

Email Address – firstname.surname@woodham.org.uk

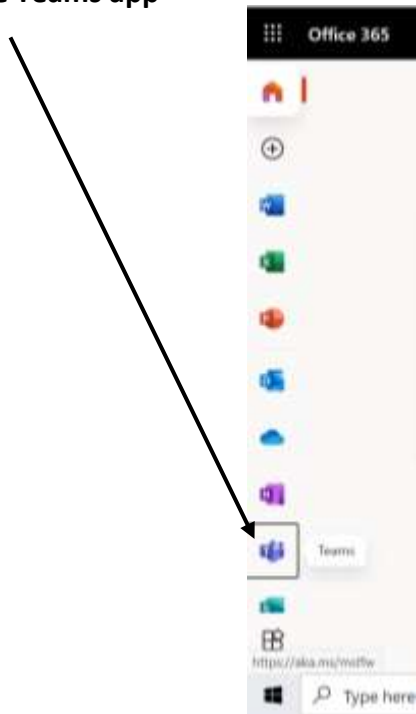
Password – This is the same password you use to log into the computer at school



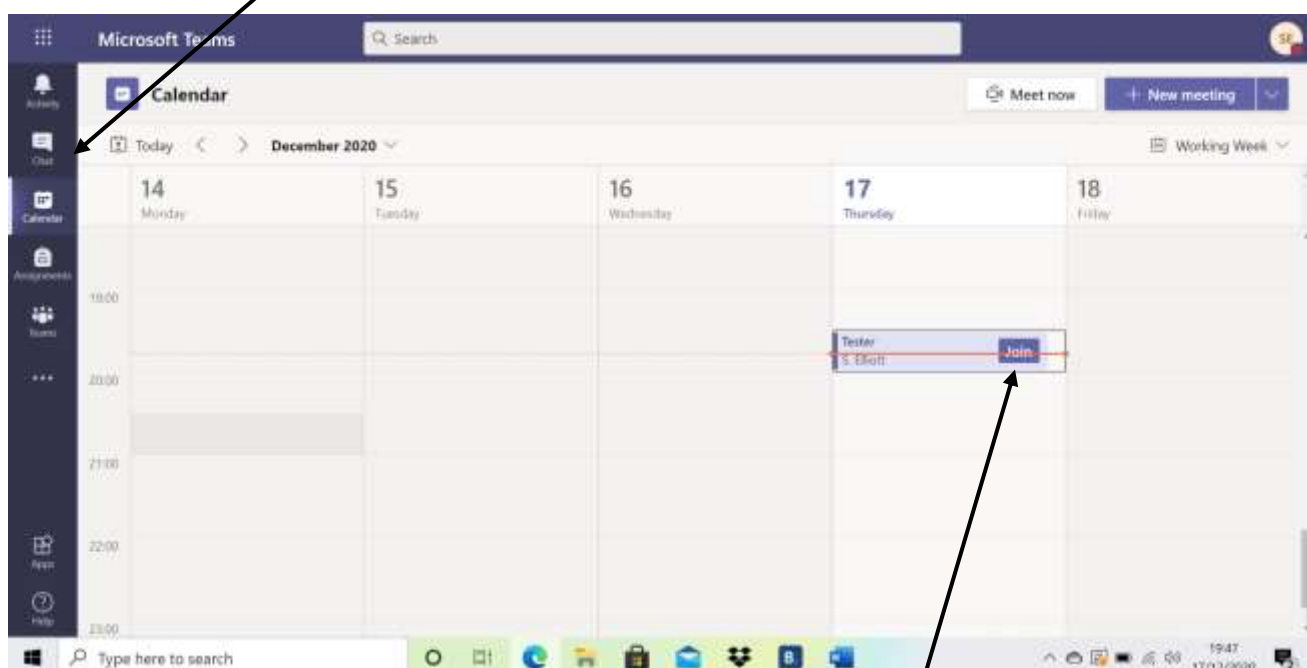
3) Go the app section of Office 365



4) Select the Teams app

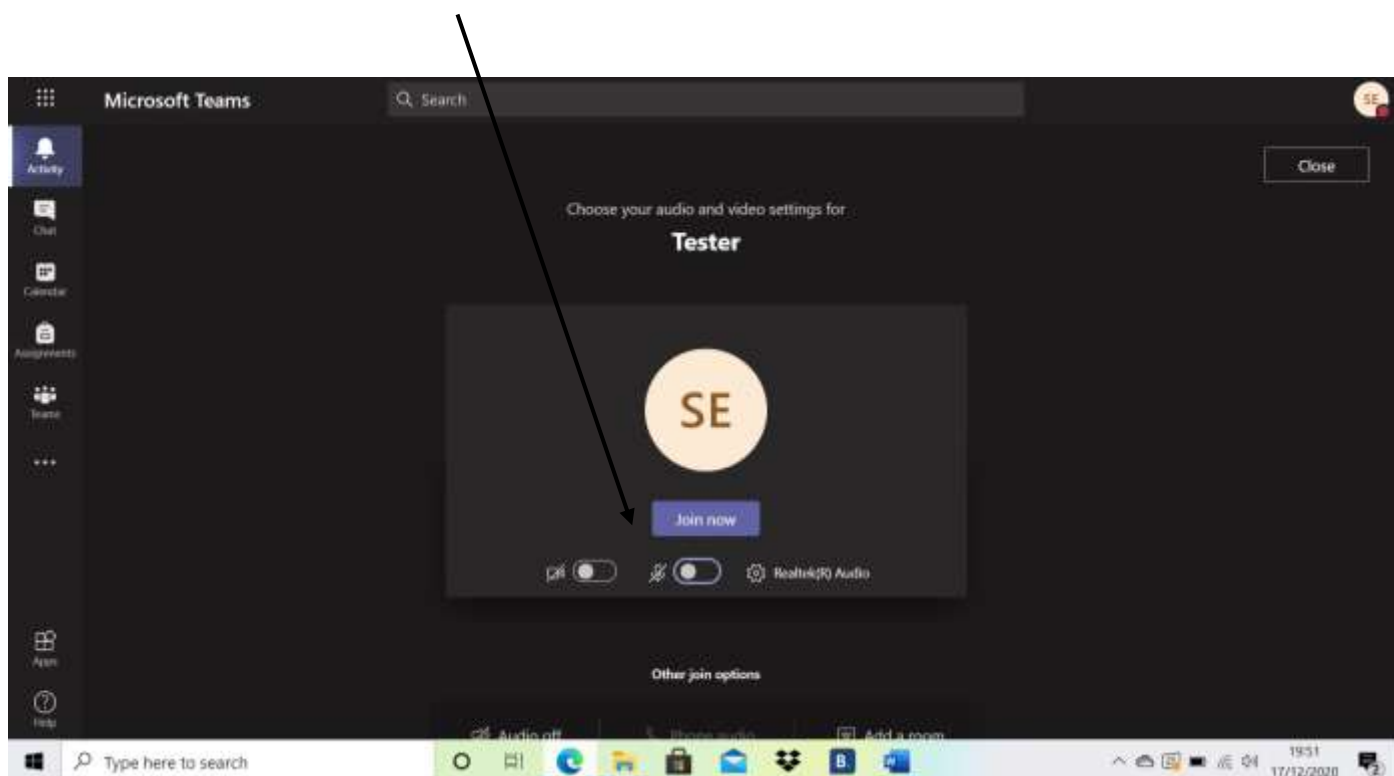


5) Go to your calendar which will show all of your scheduled live Teams lessons for that day



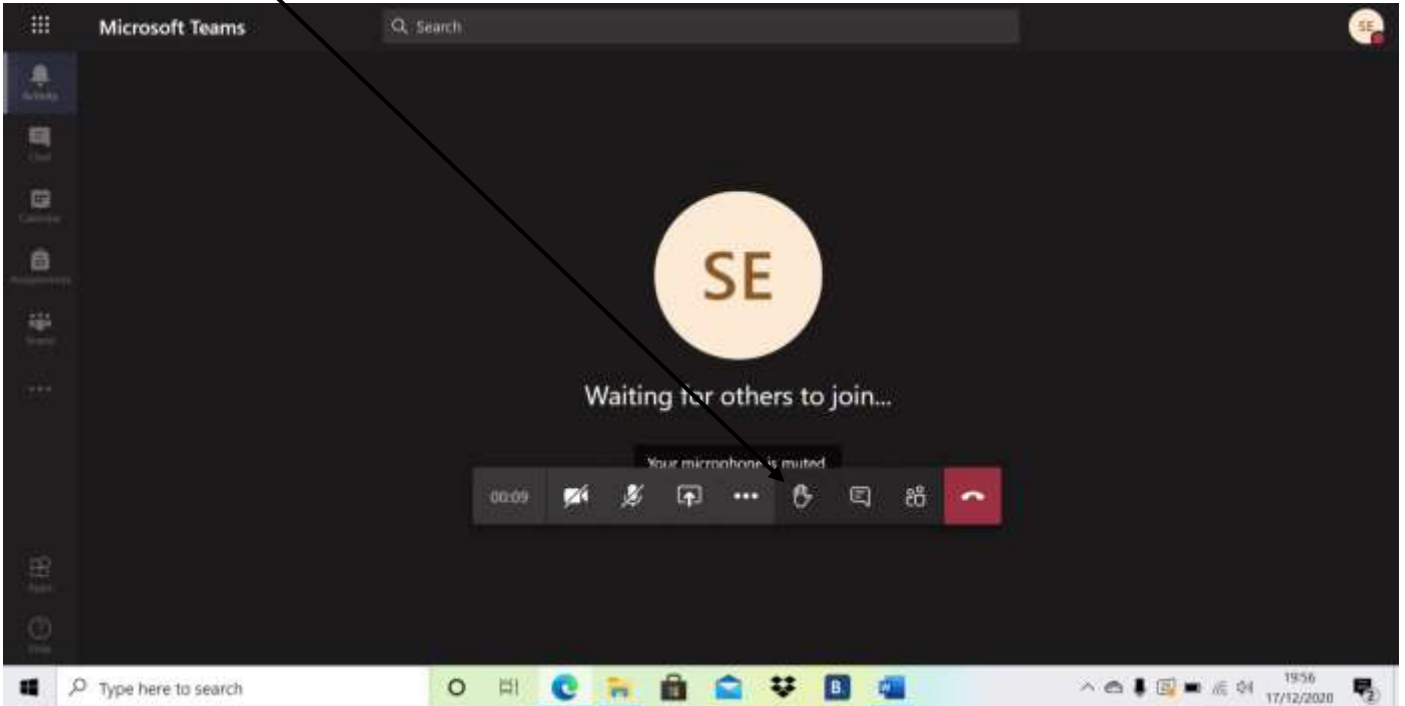
Your live lessons for that day will show here. Select join to enter the lesson.

6) Select 'join now'. Here you can also select to turn on/off you microphone and camera. Teachers will let you know what you need to have turned on

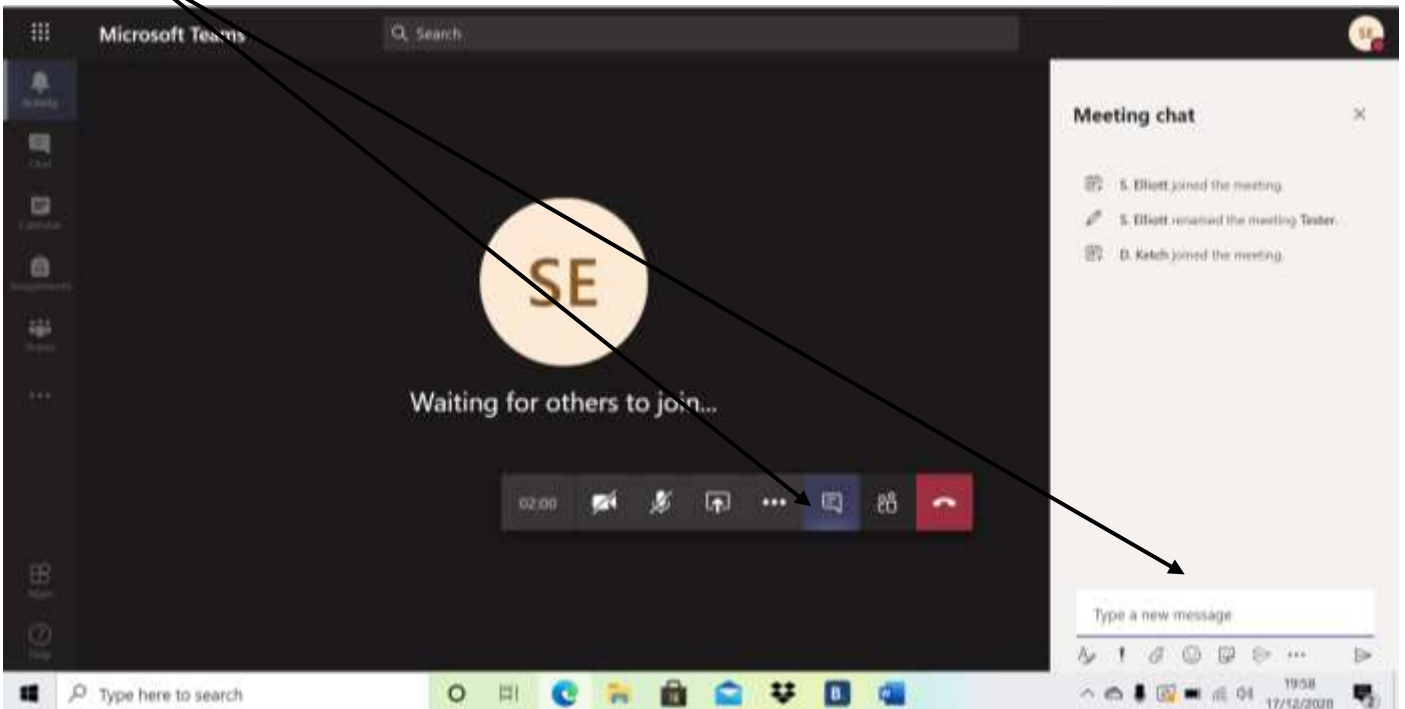


7) Once in the meeting you can again turn your microphone and camera on/off

Use the hand up feature if you need to ask a question



The conversation button will open the class chat where you can also ask questions (please only use this to ask the teacher questions or to give an answer R



Remember if you are ever unsure email your class teacher or Head of Learning