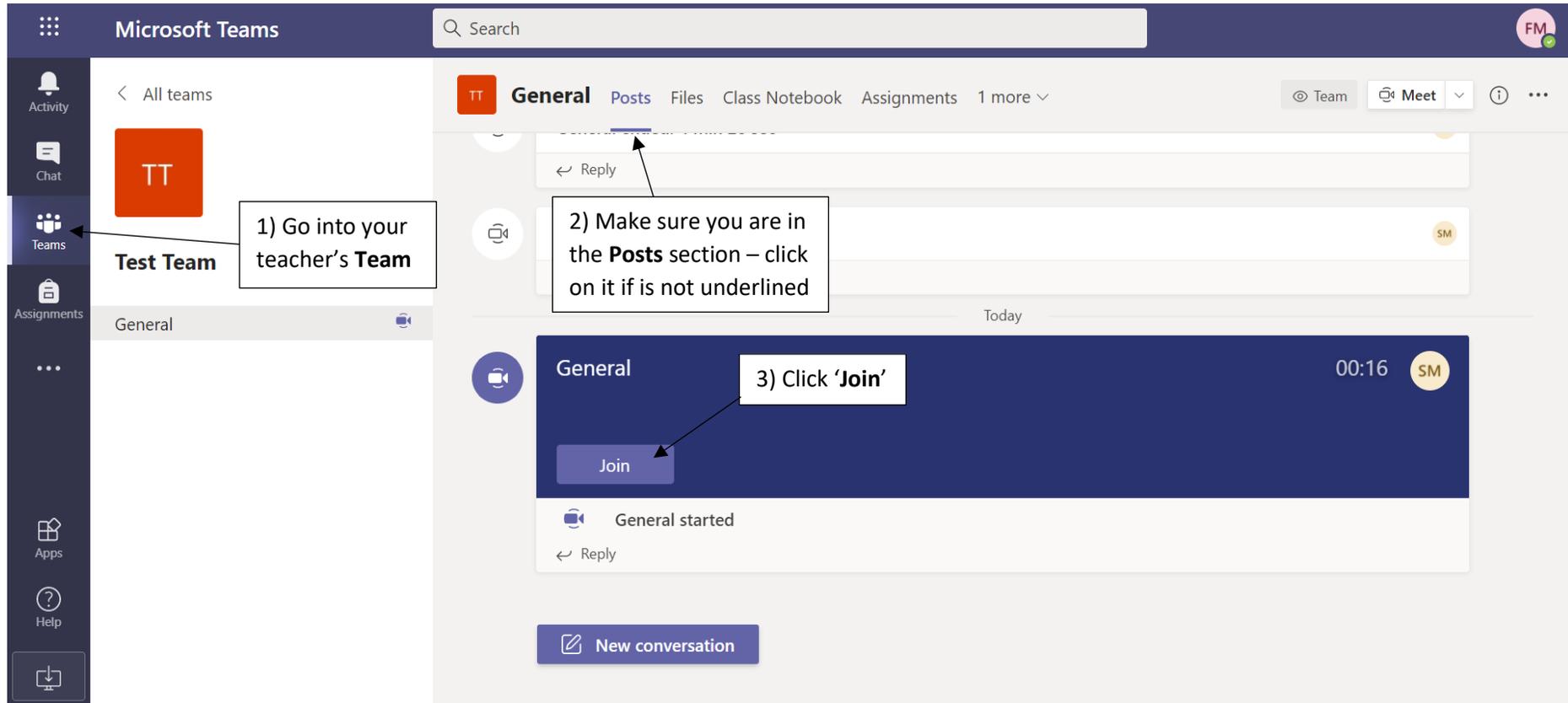


Live Lessons and Meetings in Teams

It is important that you follow your timetable each day. For each of your lessons, you need to go into your teacher's Team. You teacher may invite you to a live lesson/meeting – if they do, you will see a **Join** button in the **Posts** section of your Team. The following instructions will help you to join in a live lesson.



The screenshot displays the Microsoft Teams interface. On the left sidebar, the 'Teams' icon is highlighted. The main area shows the 'Test Team' with a 'General' channel. The 'Posts' tab is selected, and a meeting card is visible with a 'Join' button. Three numbered instructions are overlaid on the screen:

- 1) Go into your teacher's Team
- 2) Make sure you are in the **Posts** section – click on it if it is not underlined
- 3) Click 'Join'

Microsoft Teams

Search

Activity

Chat

Teams

Assignments

Apps

Help

Close

Choose your audio and video settings for

General

1) Click to turn your camera off

2) Click to turn your microphone off

3) Click 'Join Now'

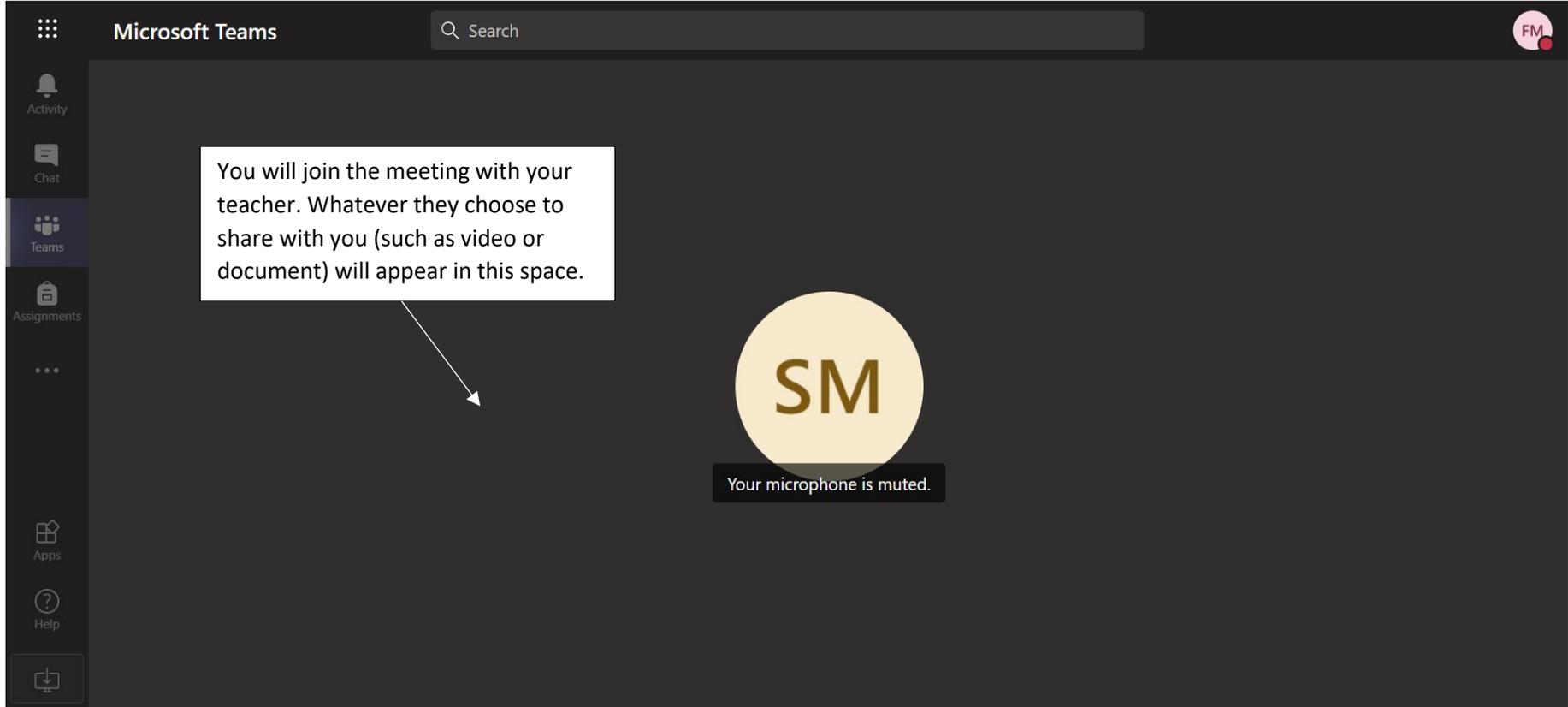
Join now

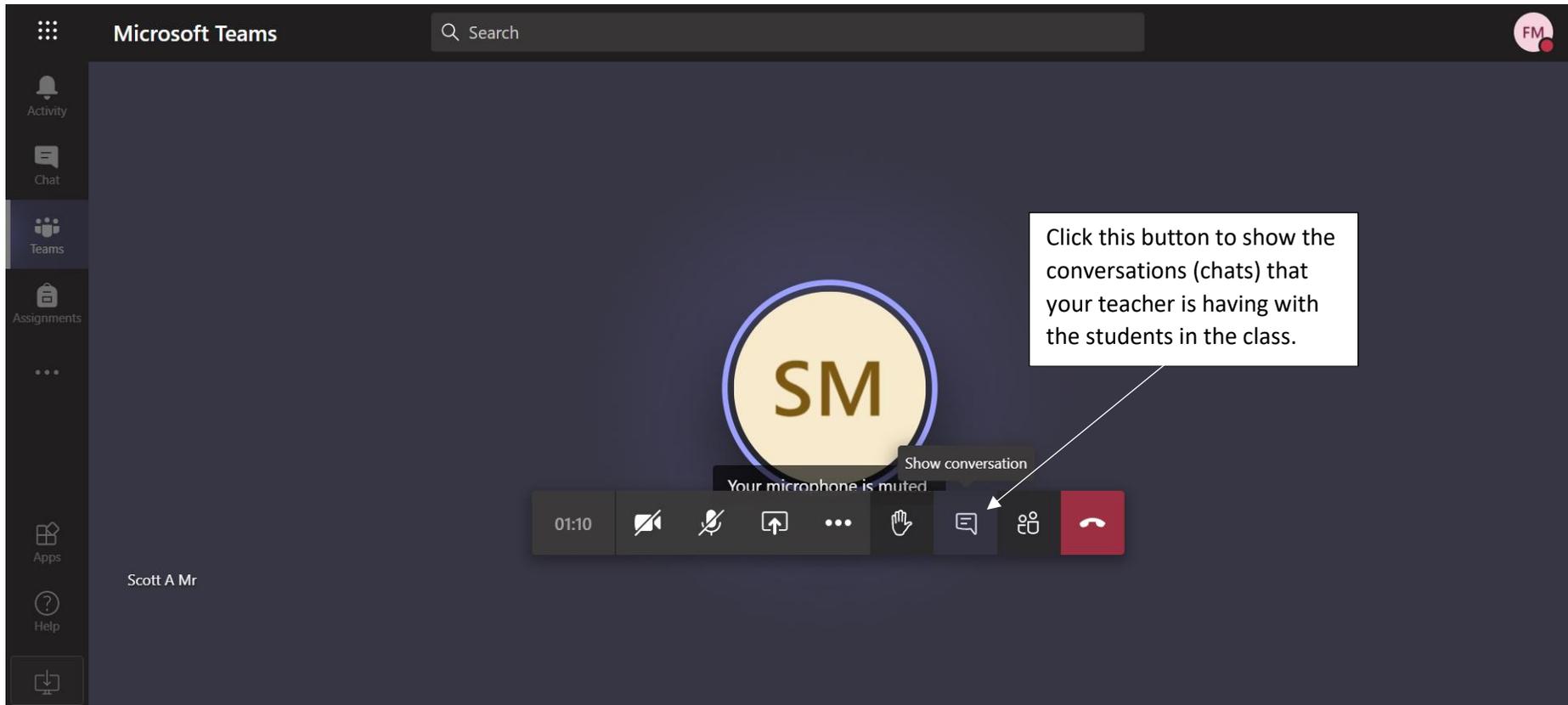
Unmute microphone

Realtek High Definition A...

Other join options

The image shows the Microsoft Teams interface for configuring audio and video settings. The left sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Apps, and Help. The main content area is titled "General" and displays settings for a meeting. A large pink circle highlights the "Join now" button. Three white callout boxes with arrows point to specific controls: the first points to the camera toggle switch, the second points to the microphone toggle switch, and the third points to the "Join now" button. Below the microphone toggle is a "Unmute microphone" button. At the bottom, there is a section for "Other join options" and a "Realtek High Definition A..." audio device selection menu.





The image shows a screenshot of the Microsoft Teams interface during a meeting. The left sidebar contains navigation options: Activity, Chat, Teams (highlighted), Assignments, and a menu of three dots. Below these are icons for Apps and Help. The main meeting area is dark grey and features a large yellow circle with the letters 'SM' in the center. A black notification bar at the bottom of this area states 'Your microphone is muted.' On the right, a 'Meeting chat' window is open, showing a message from 14:48 that says 'Hello 😊'. Below the message is a text input field with the word 'Reply' and a blue send button. Three white callout boxes with black text and arrows provide instructions: '1) Type a message to your teacher here if you need to.' points to the input field; '2) Click here to send the message.' points to the blue send button; and '3) Your message will appear here.' points to the message above.

Microsoft Teams

Search

Activity

Chat

Teams

Assignments

...

Apps

Help

SM

Your microphone is muted.

Meeting chat

14:48
Hello 😊

Reply

1) Type a message to your teacher here if you need to.

2) Click here to send the message.

3) Your message will appear here.

The screenshot shows a Microsoft Teams meeting interface. On the left is a dark sidebar with navigation icons for Activity, Chat, Teams, Assignments, and Help. The main area displays a shared Microsoft Word document titled "Document1 - Word" by "Scott A Mr". The document content is "This is a live lesson!". A status bar at the bottom of the document indicates "Your microphone is muted". Below the document is a Teams meeting control bar with a timer at 04:54 and icons for chat, mute, share, and end call. In the bottom right corner, a circular profile icon with the initials "SM" is shown above the name "Scott A Mr". A white callout box with an arrow pointing to the document contains the text: "If your teacher shares a document with you, it will appear in the main meeting screen." The top of the Teams window features a search bar and a user profile icon with the initials "FM".

The screenshot shows a Microsoft Teams meeting interface. On the left is a dark sidebar with navigation icons for Activity, Chat, Teams, Assignments, and Help. The main area displays a Word document titled "Document1 - Word" by "Scott A Mr". The document content is a slide with the text "This is a lesson!". Below the text, a status bar reads "Your microphone is muted". A callout box with a white background and black border contains the text: "If you have a question, or know an answer to a question that your teacher has asked, you can click the hand button to raise a hand. Your teacher will see this and may ask you to unmute your mic to allow you to speak." An arrow points from the callout box to the hand icon in the meeting toolbar. The toolbar includes a timer showing "04:54", icons for chat, hand-raising, and other meeting controls. In the bottom right corner, there is a circular profile icon with the initials "SM" and the name "Scott A Mr".

The screenshot shows a Microsoft Teams meeting interface. The main window displays a Word document titled "Document1 - Word" with the text "This is a live lesson!". The document is being edited in real-time. The Teams interface includes a search bar at the top, a left-hand navigation pane with icons for Activity, Chat, Teams, Assignments, and Help, and a right-hand "People" pane. The "People" pane shows a list of participants: "Fitzgerald A Mr" and "Scott A Mr" (Organiser). A call control bar at the bottom of the meeting window contains icons for mute, video, chat, and a red "End Meeting" button. A callout box with an arrow points to the "End Meeting" button, containing the text: "If you click the button with people on it, you will see a list of people in the meeting and a hand raised next to your name."

If you click the button with people on it, you will see a list of people in the meeting and a hand raised next to your name.

Microsoft Teams

Search

Activity

Chat

Teams

Assignments

Apps

Help

Document1 - Word

File Home Insert Design Layout References Mailings Review View Help

File Home Insert Design Layout References Mailings Review View Help

Clipboard Font Paragraph

Calibri (Body) 12 A A+ A- B B+ B- I U L Link Unlink Color Text Background Color Paragraph Styles

Find Replace Select Editing

Lower hand

Keypad

Start recording

Turn off incoming video

Enter full-screen

Show meeting notes

Show meeting details

Show device settings

This is les

Your microphone is muted

04:54

Lower hand icon

Three dots menu icon

Call control bar

People

Invite someone

Currently in this meeting (2)

FM Fitzgerald A Mr

SM Scott A Mr
Organiser

FM

To lower your hand, click the hand again. If you can't see the hand, click the button with 3 dots (ellipsis) and choose **Lower hand**.

Microsoft Teams

Search

Activity

Chat

Teams

Assignments

Apps

Help

General 03:28

SM

Your microphone is muted

TT **General** Posts Files Class Notebook Assignments 1 more

Team Meet

Meeting ended: 32 min 23 sec

Reply

Today

General 03:28 SM FM

Join

General started

FM Fitzgerald A Mr 14:48 Hello 😊

Reply

New conversation

All teams

If you click on the Teams button, the main meeting screen will shrink into the top left corner.

You can then access other parts of the team, such as Posts and Assignments, if you need to.

Click the small meeting screen in the top left corner to make it bigger again.

The screenshot shows the Microsoft Teams meeting interface. At the top, the title bar reads "Microsoft Teams" with a search bar on the right. The left sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Apps, and Help. The main area displays a large yellow circle with the initials "SM" in the center. Below this, a call control bar is visible, containing a timer showing "10:42", icons for video, audio, screen sharing, and chat. A tooltip above the audio icon says "Your microphone is muted". To the right of the call control bar is a red button with a white telephone handset icon, labeled "Hang up".

People ... X

Invite someone

Currently in this meeting (2)

- FM Fitzgerald A Mr
- SM **Scott A Mr**
Organiser

Scott A Mr

To leave at the end of the lesson/meeting, click the red **Hang up** button.

You can then go to another Team (for the next lesson on your timetable).