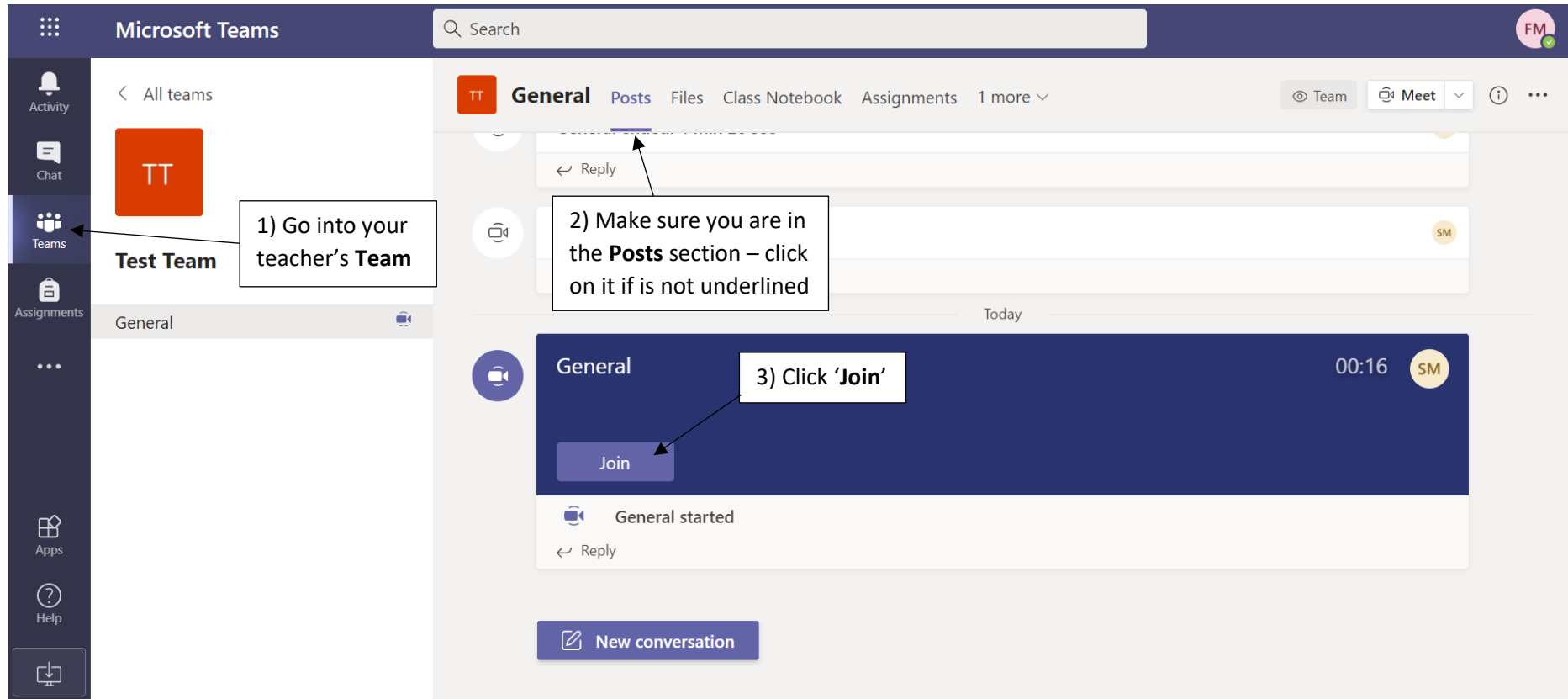


## Live Lessons and Meetings in Teams

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 interface:

- 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'

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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'

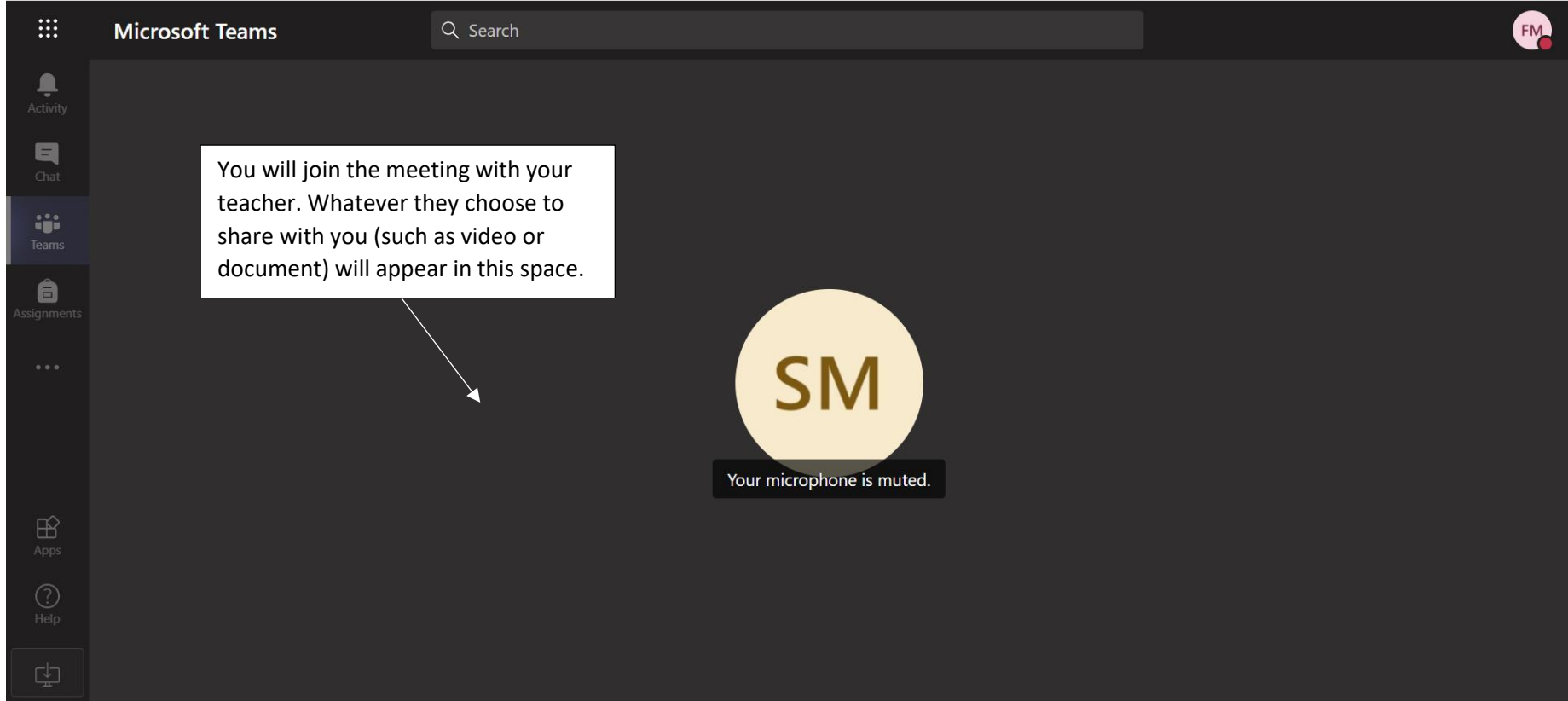
Join now

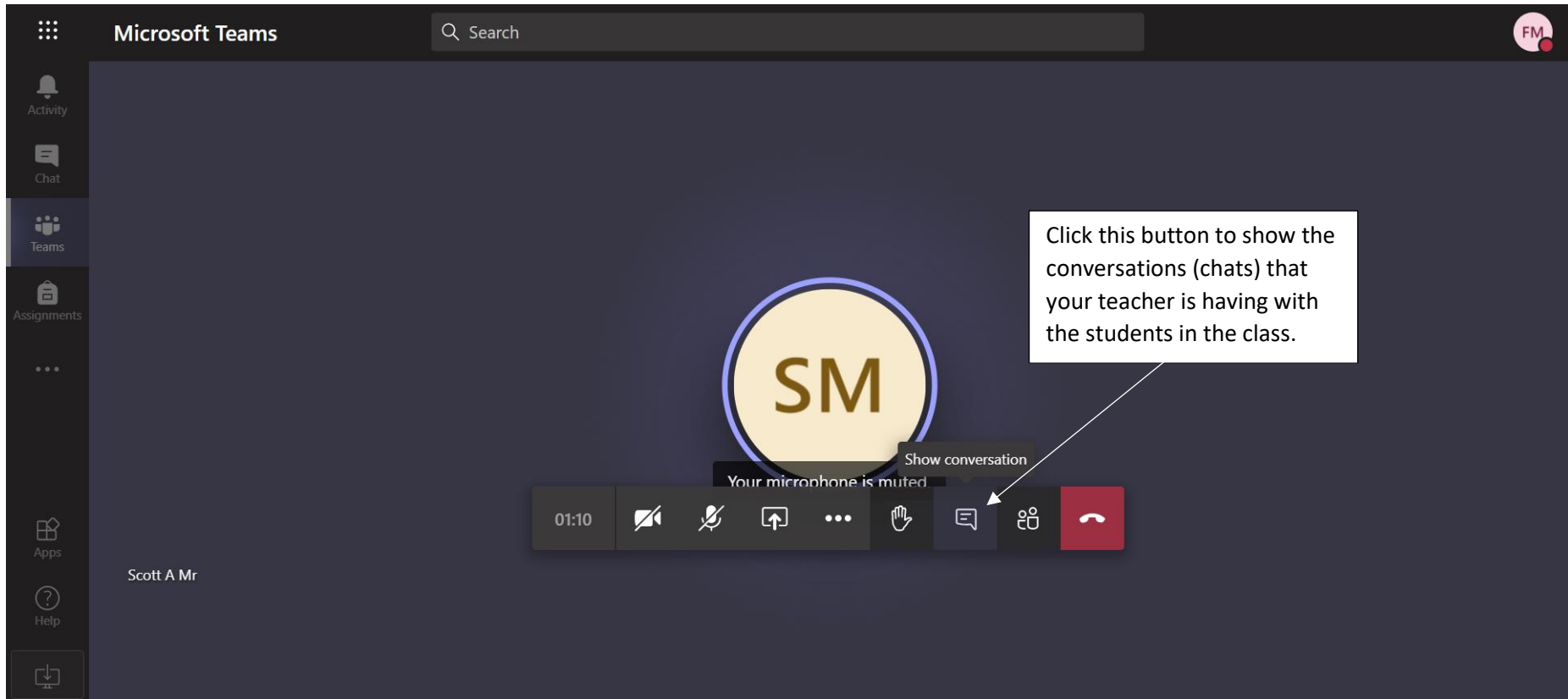
Unmute microphone

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 contains a "Join now" button and two toggle switches for camera and microphone. Three callout boxes with arrows point to these elements: "1) Click to turn your camera off" points to the camera toggle, "2) Click to turn your microphone off" points to the microphone toggle, and "3) Click 'Join Now'" 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 label. A "Close" button is located in the top right corner.





Click this button to show the conversations (chats) that your teacher is having with the students in the class.



Show conversation

Your microphone is muted



Scott A Mr

The image shows a screenshot of the Microsoft Teams interface during a meeting. The main window displays a dark background with a large yellow circle containing the letters "SM" and a black notification bar at the bottom stating "Your microphone is muted." On the right side, 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 area above the input field. The left sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Apps, and Help. The top bar includes the Microsoft Teams logo, a search bar, and a profile icon labeled "FM".

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.

Your microphone is muted.

Meeting chat

14:48  
Hello 😊

Reply

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 Microsoft Word document titled "Document1 - Word" by "Scott A Mr". The document content is "This is a live lesson!". A "Your microphone is muted" notification is visible at the bottom of the document. 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, there is a circular profile icon with the initials "SM" and 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 shows a search bar and a user profile icon with the initials "FM".

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Document1 - Word

File Home Insert Design Layout References Mailings Review View Help Tell me what you want to do

Calibri (Body) 90 A A

Normal No Spac... Heading 1 Heading 2 Title Subtitle Subtle Em... Emphasis

Find Replace Select Editing

Clipboard Font Paragraph Styles

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

This is a lesson!

Your microphone is muted

04:54

Hand icon

SM

Scott A Mr

Page 1 of 1 5 words 100%

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.

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. Below the document, a control bar shows the time "04:54" and various icons for muting, video, screen sharing, and a red "End Meeting" button. A callout box points to this button with 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." On the right side, the "People" panel shows a list of participants: "Fitzgerald A Mr" and "Scott A Mr" (Organiser). A hand icon is visible next to Scott A Mr's name, indicating he has his hand raised.



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Document1 - Word

File Home Insert Design Layout References Mailings Review View Help Tell me what you want to do

File Home Insert Design Layout References Mailings Review View Help Tell me what you want to do

Clipboard Font Paragraph

Calibri (Body) 12 A A+ A- B B+ B- I U L Link Unlink Color Text Background Color Eraser Highlighter Pen Lasso Select

Find Replace Select

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

Keypad

Start recording

Turn off incoming video

People

Invite someone

Currently in this meeting (2)

FM Fitzgerald A Mr

SM Scott A Mr  
Organiser

Scott A

Page 1 of 1 5 words

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

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 interface during a meeting. At the top, the title bar reads "Microsoft Teams" with a search bar on the right. The left-hand navigation pane includes icons for Activity, Chat, Teams (highlighted), Assignments, Apps, and Help. The main meeting area features a large yellow circle with the initials "SM" in the center. Below this, a control bar displays the time "10:42", icons for video, audio (with a "Your microphone is muted" tooltip), screen sharing, a menu, chat, and a "Hang up" button (a red square with a white telephone handset icon). A tooltip "Hang up" is positioned above this button. On the right side, the "People" panel lists participants: "Fitzgerald A Mr" and "Scott A Mr" (marked as "Organiser"). A white text box with a black border is overlaid on the bottom right, with an arrow pointing to the "Hang up" button. The text inside the box provides instructions on how to leave the meeting.

Microsoft Teams

Search

Activity

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SM

10:42

Your microphone is muted

Hang up

People

Invite someone

Currently in this meeting (2)

Fitzgerald A Mr

Scott A Mr  
Organiser

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).