


Opening Microsoft Teams

1. Open your browser (e.g. Google Chrome)
2. Go to: <https://teams.microsoft.com>
3. Type in your email address in this format:
firstname.surname@irthingtonvillage.cumbria.sch.uk
4. Type in your password, this is the same one as school. If you are unsure what your child's password is please contact the school.



Pick a Team or Channel

A *team* is a collection of people, conversations, files, and tools—all in one place. A *channel* is a discussion in a team, dedicated to a department, project, or topic.

1. Click Teams  on the left side of the app and then pick a team.
2. Select a channel and explore the Conversations, Files, and other tabs.

Share a file


Sometimes words aren't enough, and you need to post a file to a channel conversation.

1. In your channel conversation, click Choose File  beneath your compose box.
2. Select a file, click Open, and then Send .

You can always see all the files you post to a channel by going to the Files tab.

Search for people, or files

Searches cover your entire school — all the teams and channels that you're part of.

1. Type a phrase in the search command box at the top of Teams and press Enter.
2. Select the People, or Files tab.
3. Select an item in the search results. Alternatively, you can click Filter  to further refine your search results.

Video Lesson Toolbar

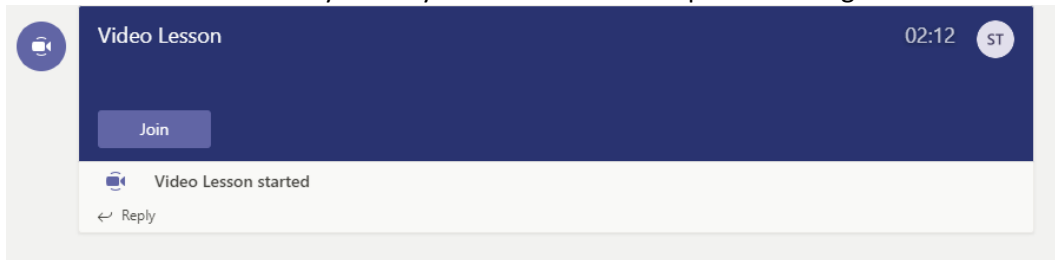
Hover over the lesson screen if you cannot see the toolbar



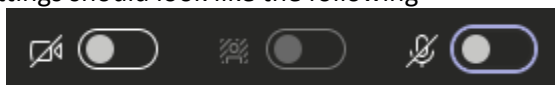
1. Duration
2. Turn video on or off
3. Turn audio on or off
4. Share or stop sharing
5. Other options
6. View lesson chat
7. View participants
8. Hang up

Joining a Video Lesson

1. Open Teams
2. Find the Class you wish to enter and have a video lesson
3. If a video lesson is currently active you will have a 'Join' option on the general tab



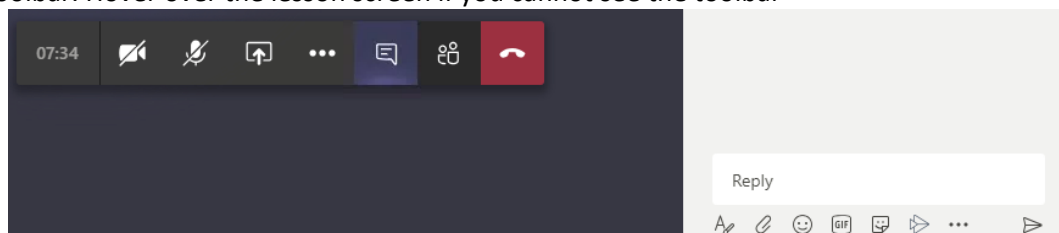
4. Click 'Join'
5. **You must choose not to share your video.** This can be done by toggling on the camera icon in the toolbar. Your settings should look like the following



6. Click Join Now

Start a Conversation or Ask A Question During a Video Lesson

1. To see the current lesson conversation or to ask a question click the message icon in the toolbar. Hover over the lesson screen if you cannot see the toolbar



2. You can then type a message in the 'Reply' box. Press enter on your keyboard to send the message

Please note: These messages will be sent to and seen by everyone in the video lesson.

Share a PowerPoint or Active Screen with your Class – Teams in Chrome

Please note: Only one person can share their screen at a time

1. Click the 'Share' icon in the toolbar
2. Click Desktop/Window
3. To share entire screen:
 1. Click 'Your Entire Screen'
 2. This will then show your screen/screens
 3. Choose the relevant screen you wish to share
 4. You can then navigate to other applications on that screen and the pupil will see everything performed on that screen. If you have multiple screens they will only see the one originally shared
4. To share a PowerPoint or document:
 1. Click 'Application Window'
 2. This will then list all open Windows and applications that you currently have open
 3. Choose the relevant PowerPoint or document you wish to share
 4. You can then navigate to other applications and the pupil will only see the document you originally selected

5. To share a website:
 1. Click 'Chrome Tab'
 2. This will then list all open websites you have open in Chrome
 3. Choose the relevant website you wish to share
 4. You can then navigate to other applications and the pupil will only see the tab you originally selected
6. If your laptop or computer has a touch screen you can also use the whiteboard option – this will allow you to write on the screen, this would then be shared with the class
7. If your laptop or computer does not have a touch screen you can open a Word document, share the application and type live on the screen, this would then be shared with the class

Share a PowerPoint or Active Screen with your Class – Teams for Desktop

Please note: Only one person can share their screen at a time

1. Click the 'Share' icon in the toolbar
2. To share entire screen click your relevant screen under 'Desktop'
You can then navigate to other applications on that screen and everyone will see everything performed on that screen. If you have multiple screens they will only see the one originally shared
3. To share a PowerPoint, document or website click the relevant document or website under 'Window'
You can then navigate to other applications and everyone will only see the application you originally selected
4. If your laptop or computer has a touch screen you can also use the whiteboard option – this will allow you to write on the screen, this would then be shared with the class
5. If your laptop or computer does not have a touch screen you can open a Word document, share the application and type live on the screen, this would then be shared with the class

Stop sharing a PowerPoint or Active Screen with your Class

1. Click on the Share Button in the toolbar – there will now be a small x at the bottom of the icon or click 'stop sharing' on the popup

|| teams.microsoft.com is sharing a window. Stop sharing Hide

2. If you are sharing a whiteboard, move your mouse around the screen a stop presenting option will appear