

How to join a Teams meeting.

Over the course of online learning, there will be many occasions when a teacher will host a Teams meeting, either to share information, conduct a live lesson or to check in with a class.

Joining these is quite straightforward, firstly identify when the meeting is, this will be shown by a purple banner, providing the name and time of the meeting (see below), this will be in the posts section of the Team.



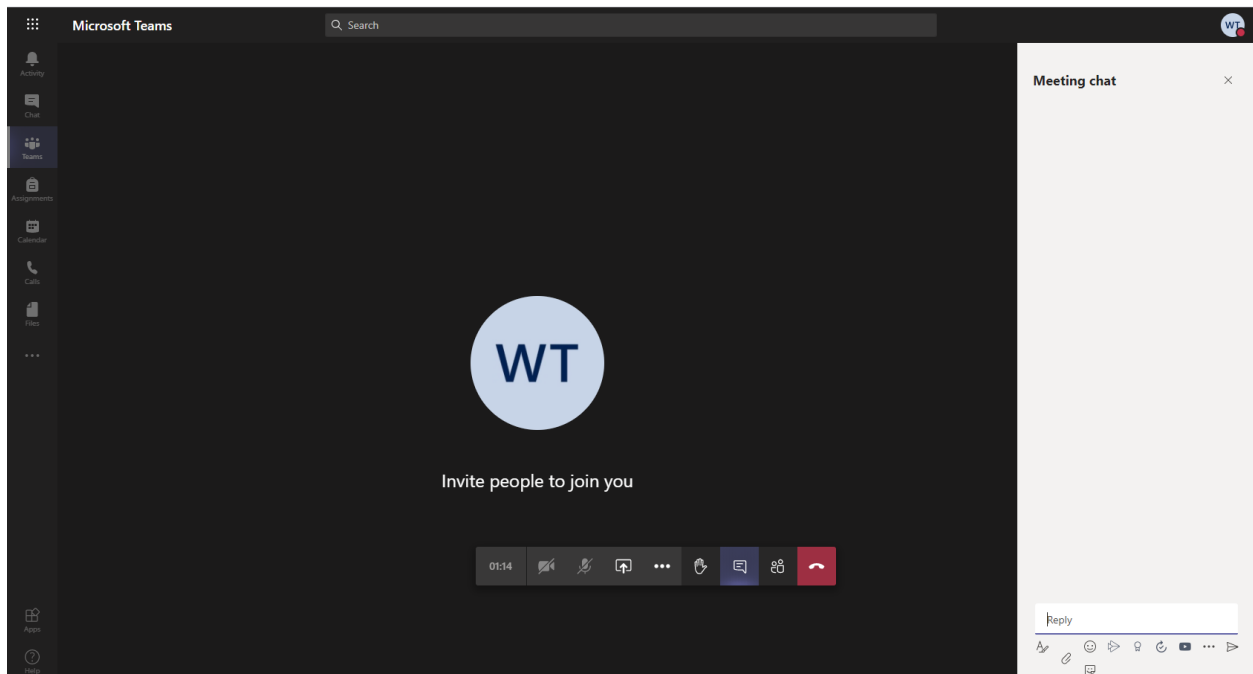
Obviously, the name of the meeting will depend on which Team meeting you are attending.

To join a meeting/call ,once the meeting has been started by the teacher, you can click on join on this banner.

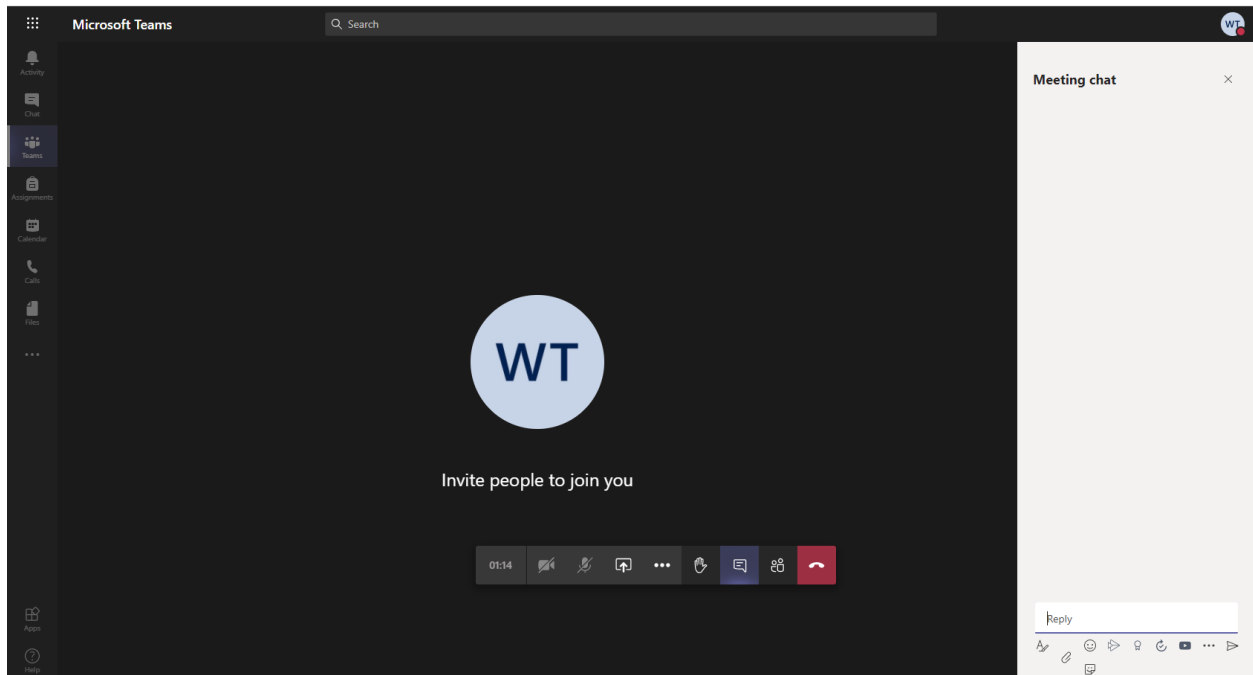


If you are on the Teams app, it might look slightly different, but you should still click on join.

Once you are in the meeting, make sure you turn camera off and mute your microphone until told otherwise.



Now you are in the meeting, you can click on the speech bubble (purple on the taskbar below) to add a comment into the chat, which will open on the right hand side. Your teacher might ask you for answers, post questions and even put quizzes in here for you to do.



You may be placed in breakout rooms where you can talk to other students to share ideas- there rooms are managed by Teachers, so the same rules of appropriate school behaviour continue.

To **leave the call**, all you need to do is click on the red box that says Leave or click on the red box with



the phone in it

Many of these calls will be recorded by the teacher so that students who could not get access to the call can watch it back for information about tasks or content from the lessons.

