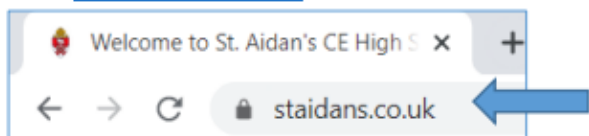


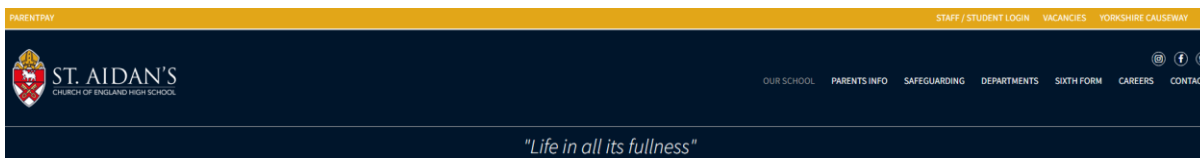
## Accessing Teams at home: student

**USING A WEB BROWSER (eg. Chrome)** - Teams can be accessed through the school email account:

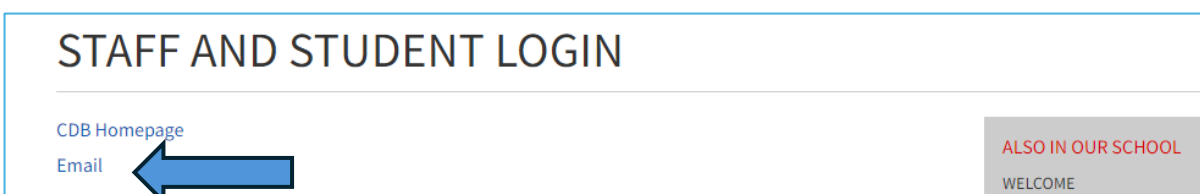
Go to [www.staidans.co.uk](http://www.staidans.co.uk)



Click on the Staff/Student Login link in the top-right:



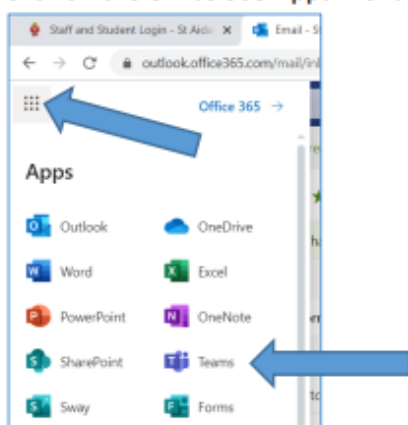
Click on email:



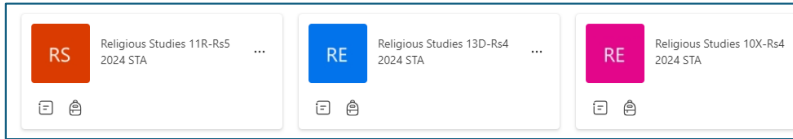
When asked to log in, use your school email address ([username@staidans.co.uk](mailto:username@staidans.co.uk)) and the normal password that you use to log on to the computers at school:



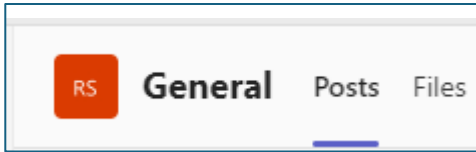
Click on the Office 365 Apps menu in the top-left corner and select Teams



Find your class Team for the lesson and click on the icon to open it:



Along the top of the Team you will see something like this::



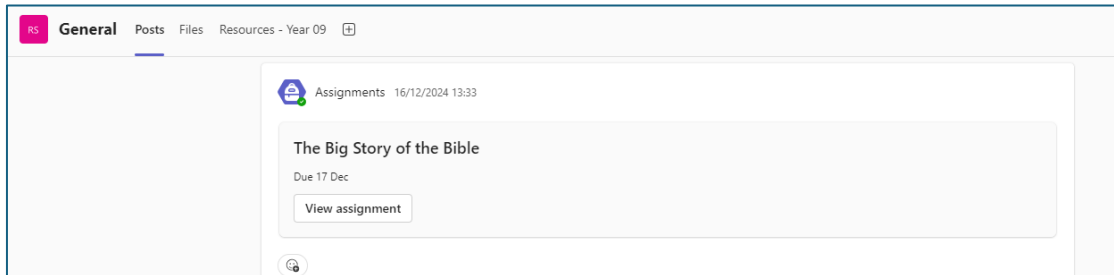
'Posts' is where your teacher will post messages and instructions.

'Files' has class resources such as worksheets, PowerPoints, textbooks (usually in a folder called 'Class materials')

### Assignments

Your teacher may have set you an assignment to complete through the 'assignments' function. When you complete this work, you will need ensure it is handed in by clicking the hand-in or submit button.

If an assignment has been set, a notification will appear on the post channel like this example:



### Joining a meeting for a 'live lesson'

If your teacher wants to present some live content, they will start a video call. You should click the 'join' button.

#### Live lesson rules:

- Keep your mic on mute unless the teacher requests you to speak.
- Turn off your camera.
- Do not write unhelpful or distracting messages in the chat.