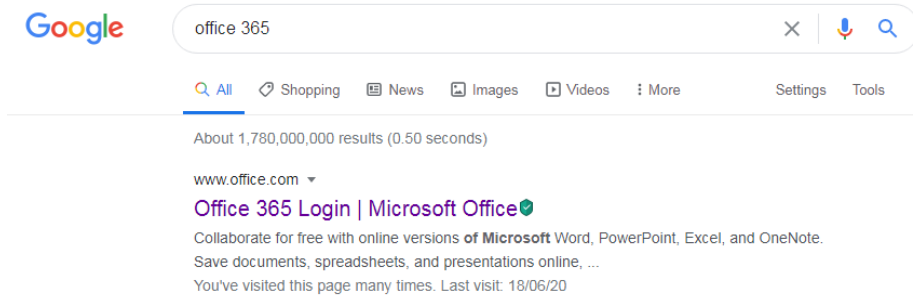
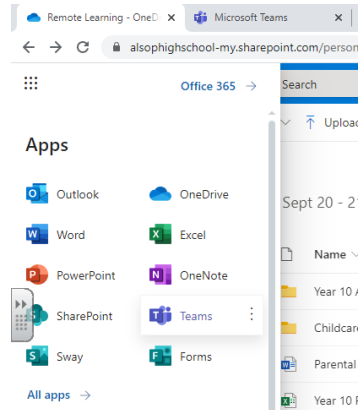


How to Access Live lessons

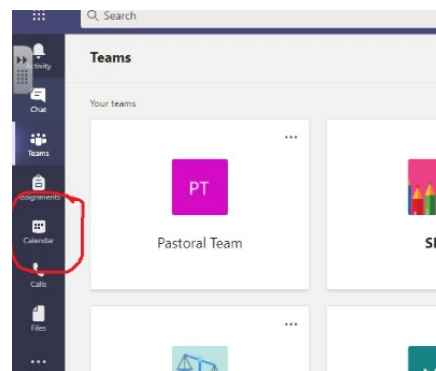
Log into your Office 365 account using your school log in and password



Click on the Teams icon



Select the calendar icon from the left hand column

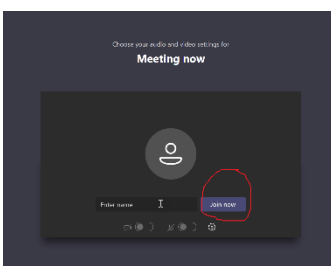


The calendar will show all your lessons. Click on the box for the lesson you should be in.

A screenshot of a calendar grid showing lessons. The grid has columns for days (19 Monday, 20 Tuesday, 21 Wednesday, 22 Thursday, 23 Friday) and rows for times (9 AM, 10 AM, 11 AM, 12 PM, 1 PM). Lessons are listed in the cells:

| | 19 Monday | 20 Tuesday | 21 Wednesday | 22 Thursday | 23 Friday |
|-------|--------------|--------------|------------------|--------------|-----------|
| 9 AM | Patrol Yr 10 | CPD | Year 7 Geog (LU) | Yr 9 Geog | |
| 10 AM | | | | | |
| 11 AM | Patrol Yr 10 | Patrol Yr 10 | | Patrol Yr 10 | Yr 7 Geog |
| 12 PM | | EPQ | Yr 10 Sci | EPQ | |
| 1 PM | | | | | |

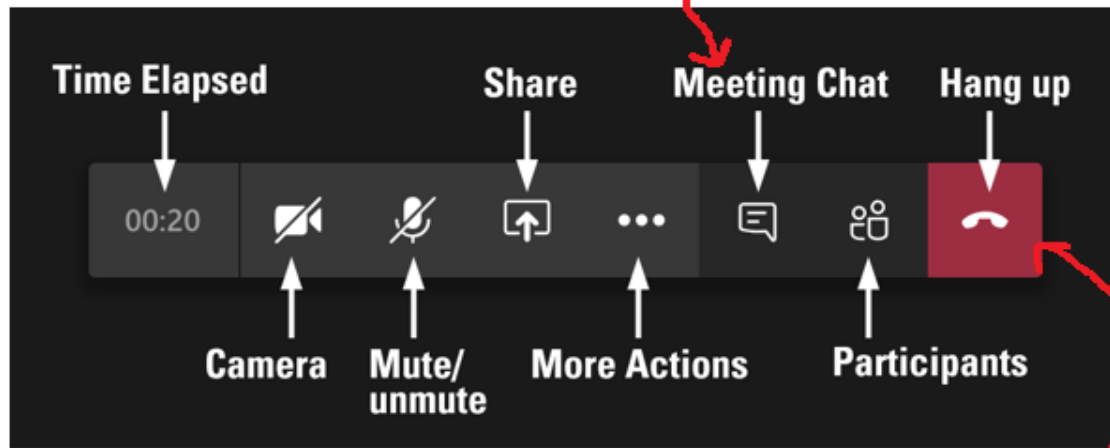
Select the button 'join meeting'



Ensure your camera and microphone are off

This icon allows you to open the chat and ask a question

1. Click on the message icon
2. A text bar will appear on the right hand side of the screen
3. Type in your questions and wait for the teacher to respond



To raise your hand click on the hand icon
When you have finished, click the icon again to
take your hand down

Click on the red icon on the
right hand side of the toolbar
to leave the lesson

