

Student guide to accessing Teams

Accessing your Team

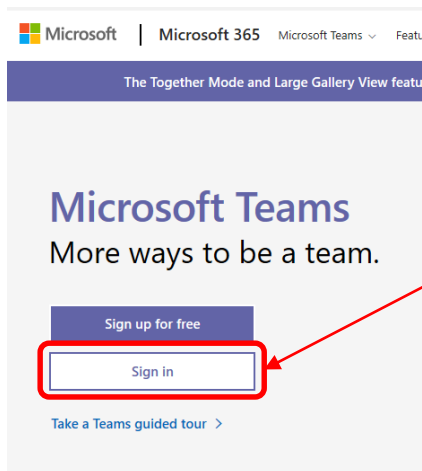
To access your Class Team, go to eME and select the Microsoft Teams box from the front page.



If you are outside of the college, you can use the link -

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/log-in>

You will be prompted to sign up or sign in – **you should sign in as you already have an account.**

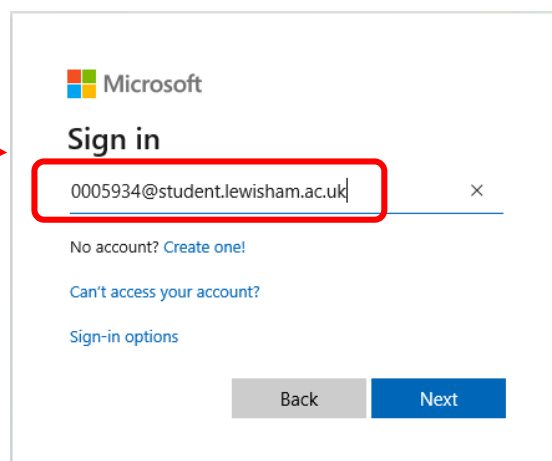


Sign in to Microsoft Teams.

You already have an account – this is your student gmail address

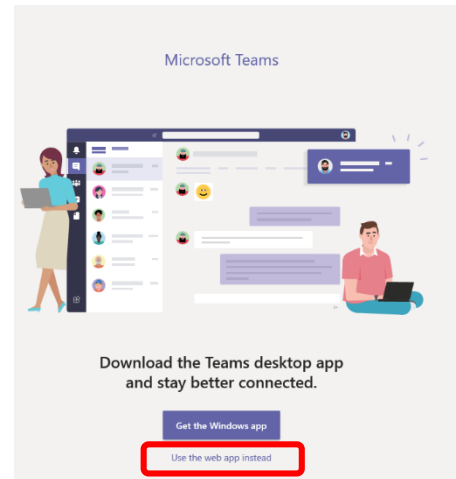
Your username is your student gmail address.

When you click next you will enter your password - this is your student password.

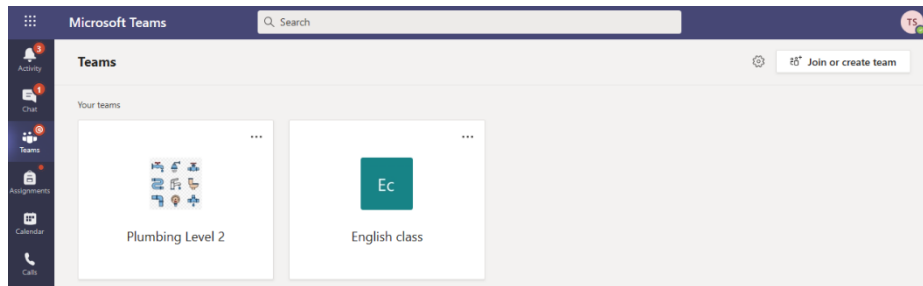


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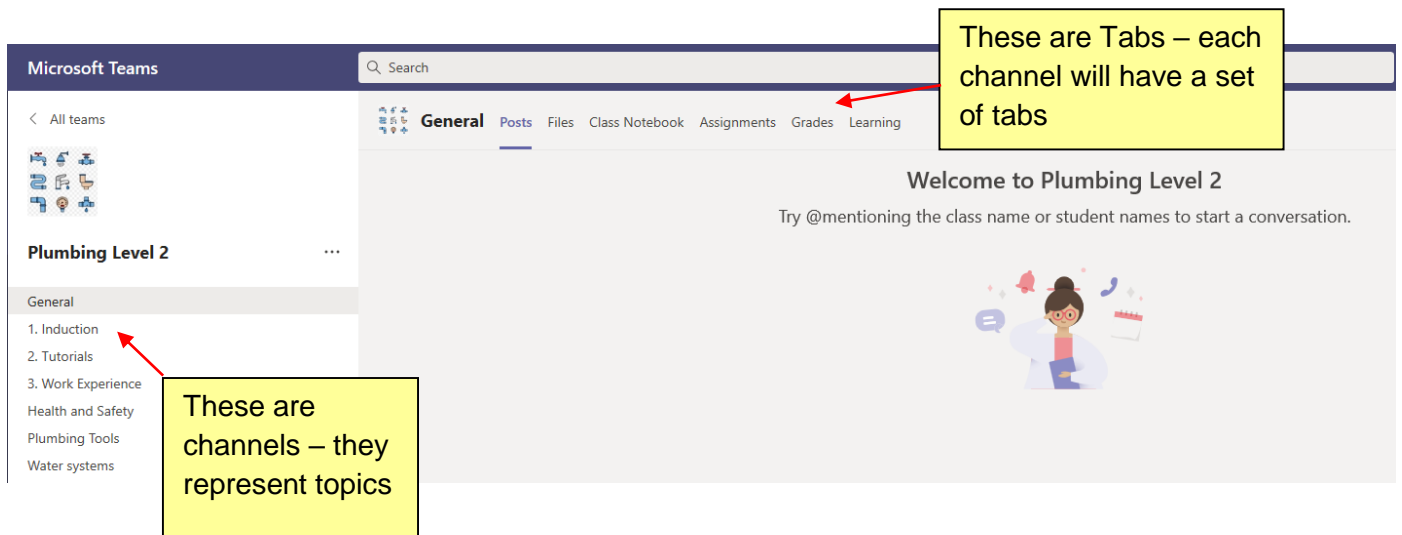
You do not need to get the Windows app, just choose the option to **Use the web app instead**



Once logged in you will see the Class Teams to which you have been added.



Click on one of your Classes and this is what you will see

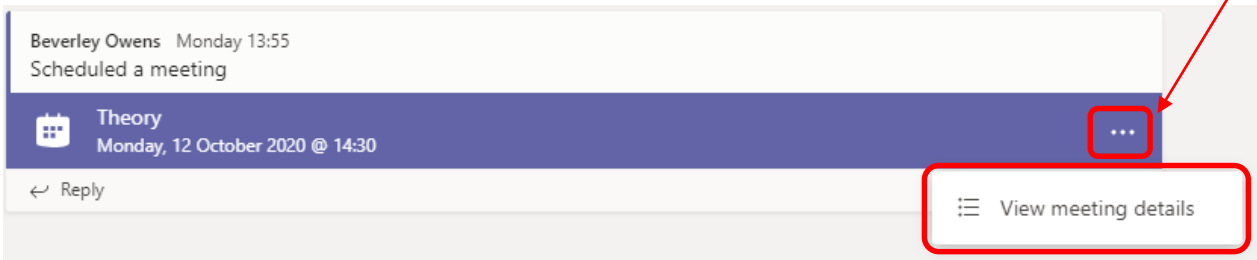


Each channel contains an area where your teacher and other members of your class can post.

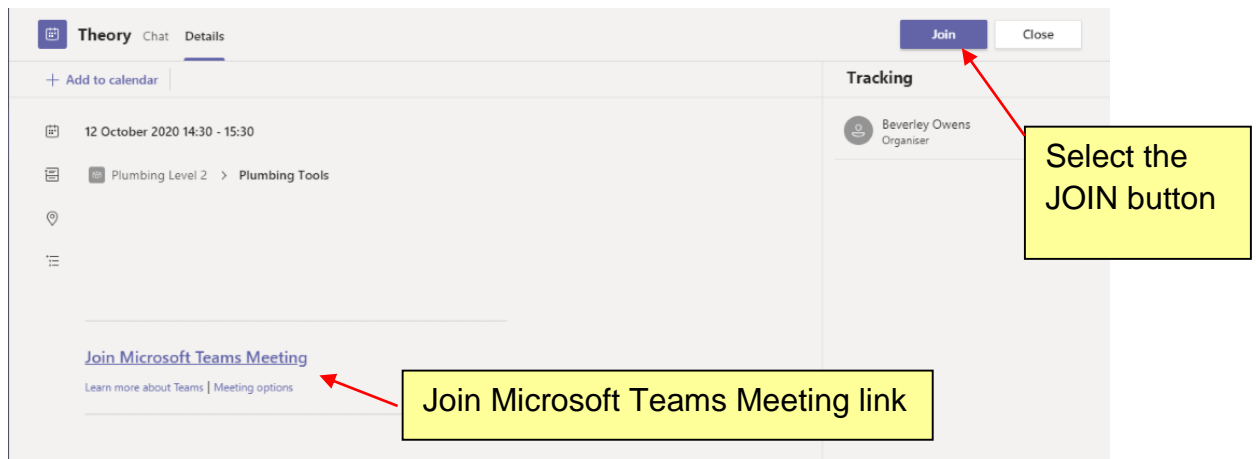
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Joining classes online

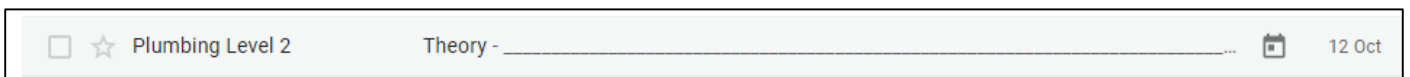
If your teacher invites you to an online class, you will see an invite in the Class channel. Click on the three dots to view the meeting details.



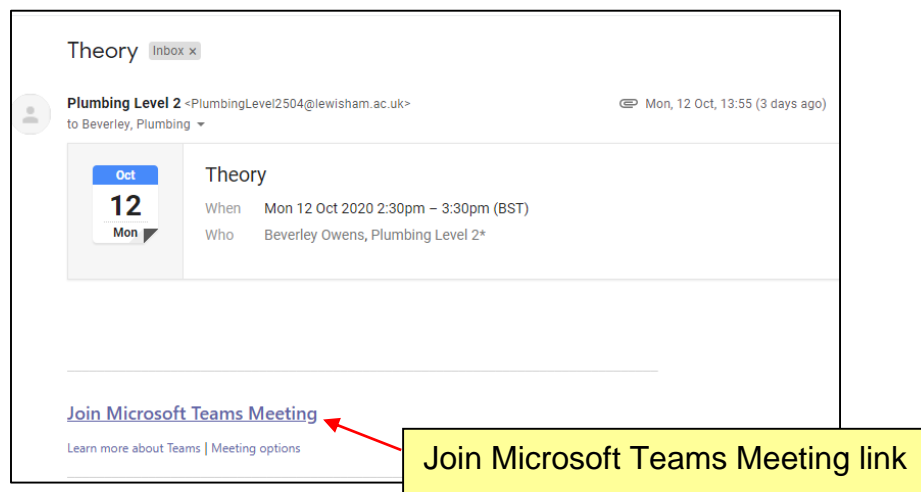
You can join the meeting by either selecting the JOIN button, or the Join Microsoft Teams Meeting link



An email will also be sent your student Gmail account

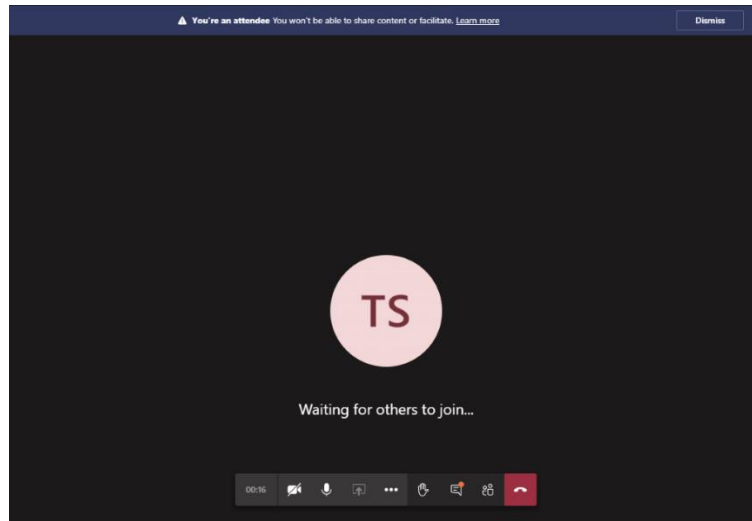


When you open the email, you will see the link to join the meeting



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Once you are in the meeting you should make sure that your camera is turned off. Your teacher may ask you turn off your microphone unless you need to speak, as there may be background noise.



This is the toolbar at the bottom of your screen.

