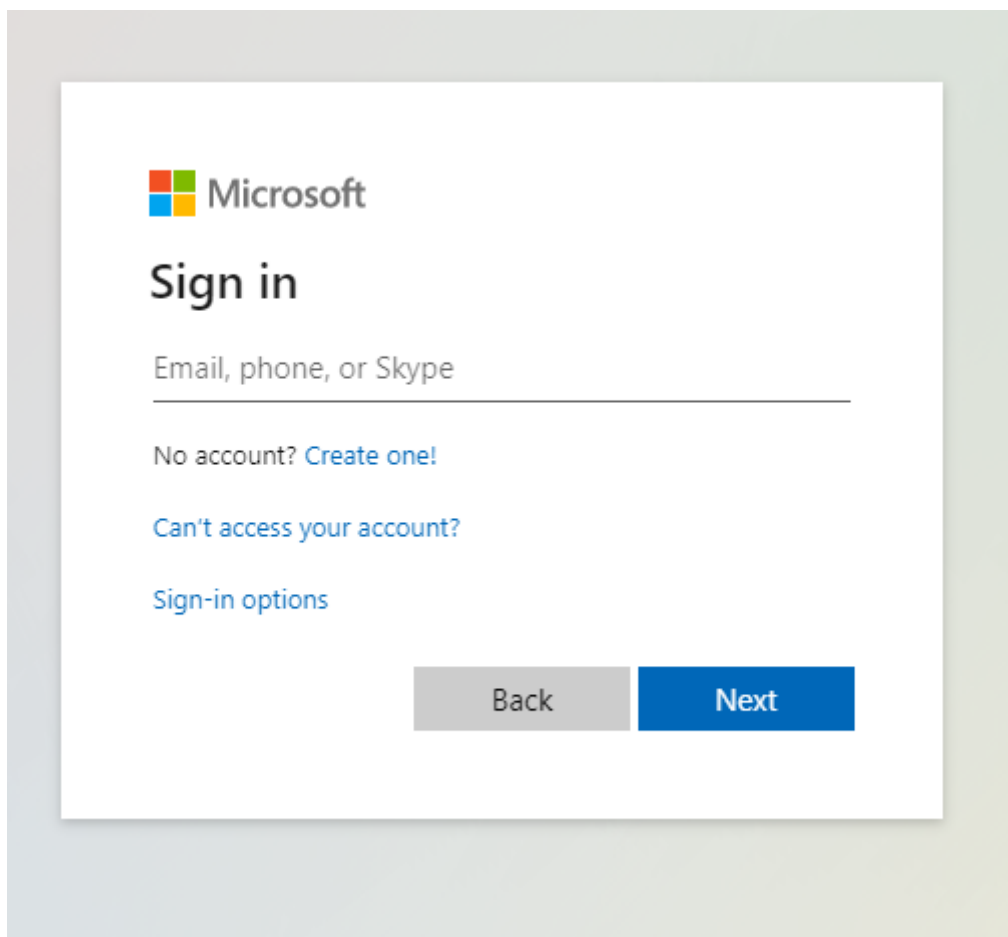


Using your new Microsoft 365 Emails

In your chosen web browser type login.microsoftonline.com



You should see this box in the centre of the screen.

Your new Microsoft email is your user name for the school computer followed by @tqea.attrust.org.uk

Some examples

20-knight-s@tqea.attrust.org.uk

19knights@tqea.attrust.org.uk

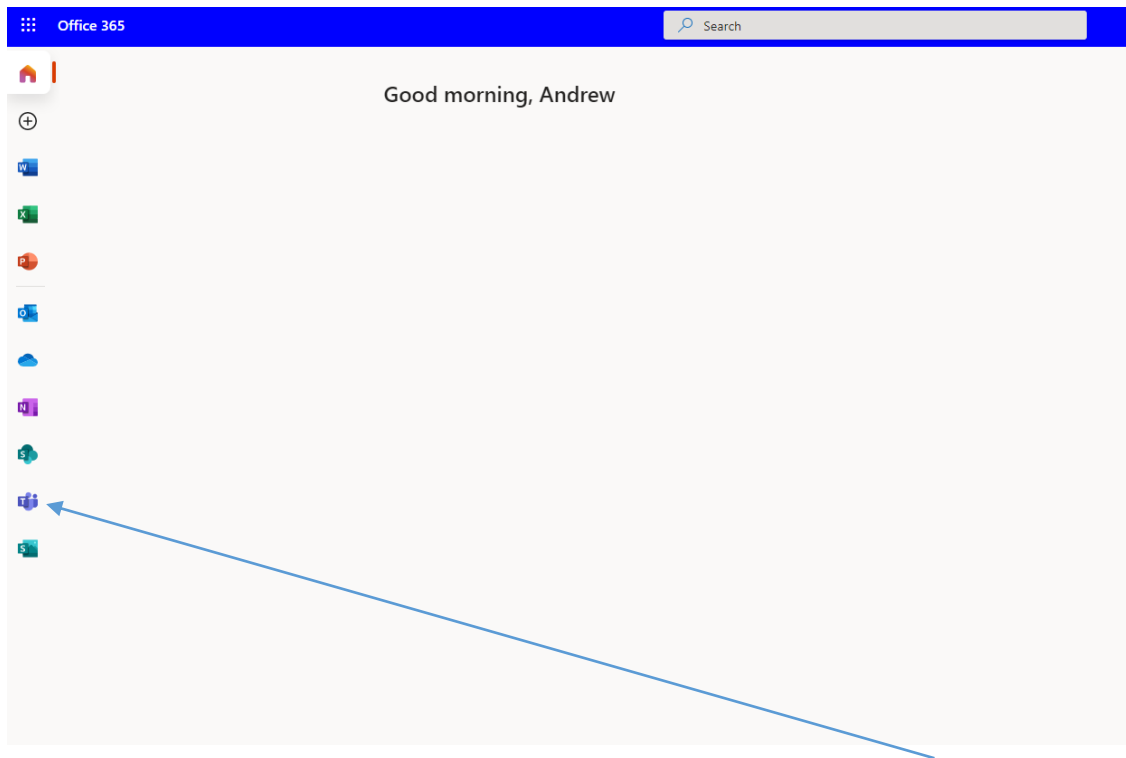
18knights@tqea.attrust.org.uk

17knights@tqea.attrust.org.uk

16knights@tqea.attrust.org.uk

Your password will be the same password you use to log into the computer at school.

Once you have signed in you will see this page (it will display your name)

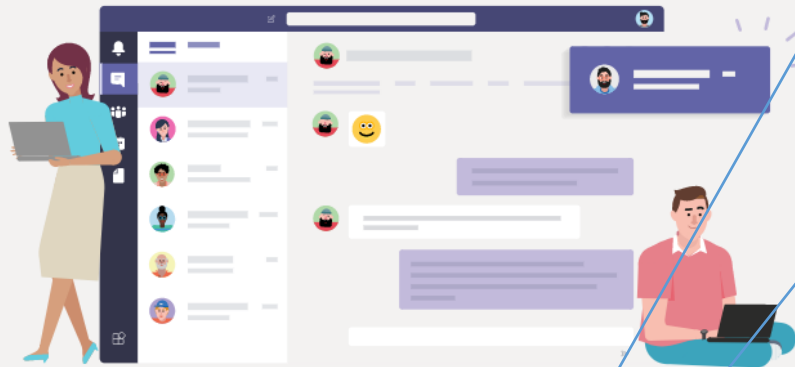


The most important app you need to use is the Teams app here.

When you click onto Teams you will be taken to a new browser tab where it may ask you to sign in again, use the same details you have just entered.

Microsoft Teams

You will see this page, you can install the app if you prefer so you do not need to keep opening up the internet to use Teams or you can use the web app in the browser.

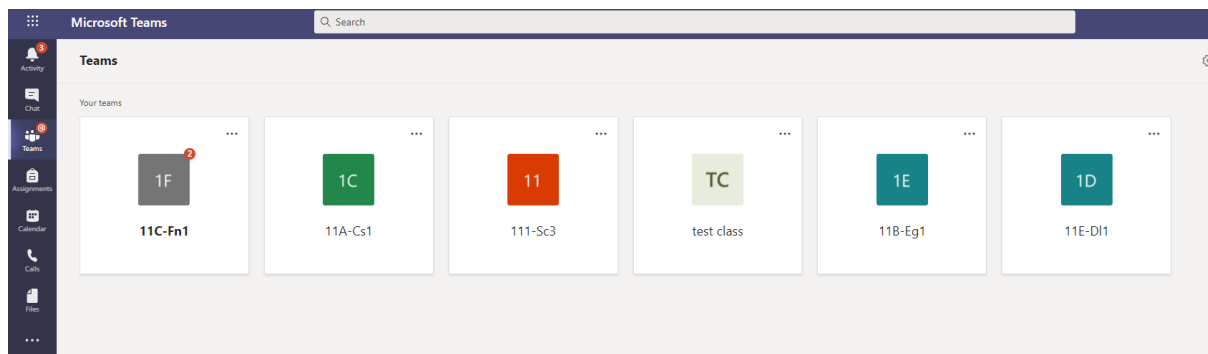


Download the Teams desktop app and stay better connected.

Get the Windows app

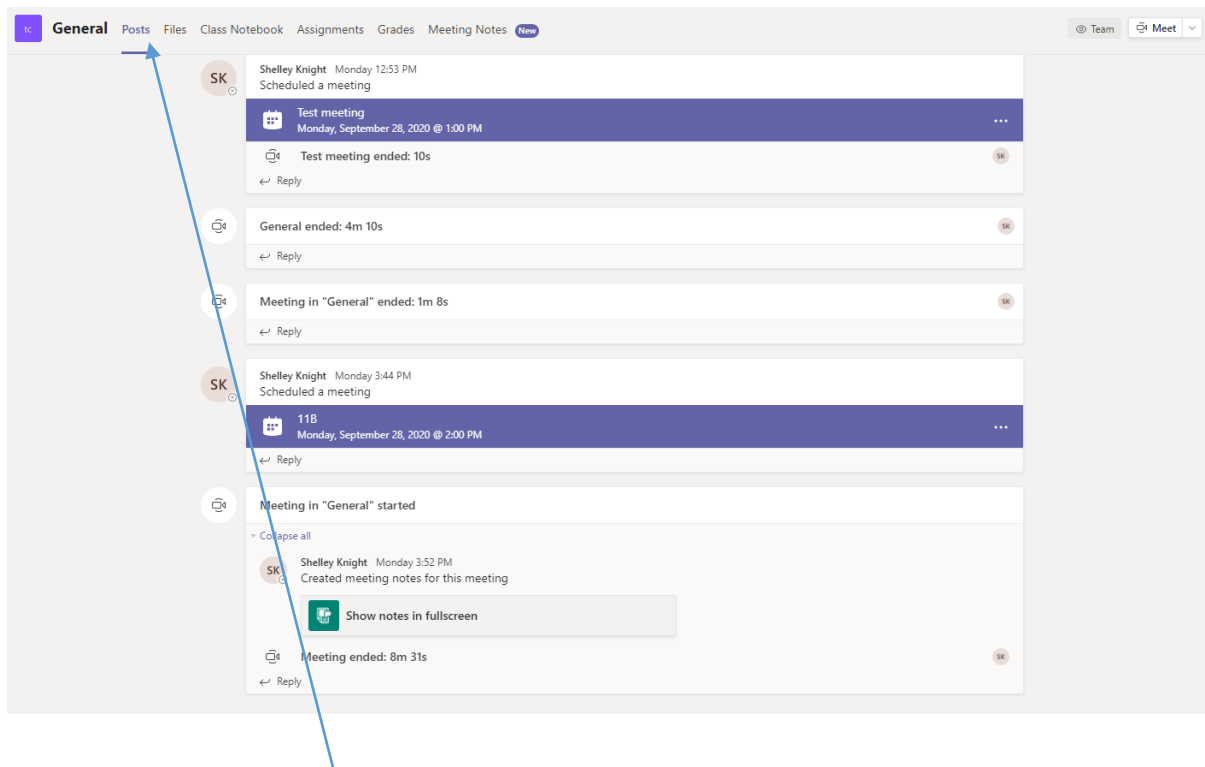
Use the web app instead

Legal Privacy and Cookies © 2020 Microsoft

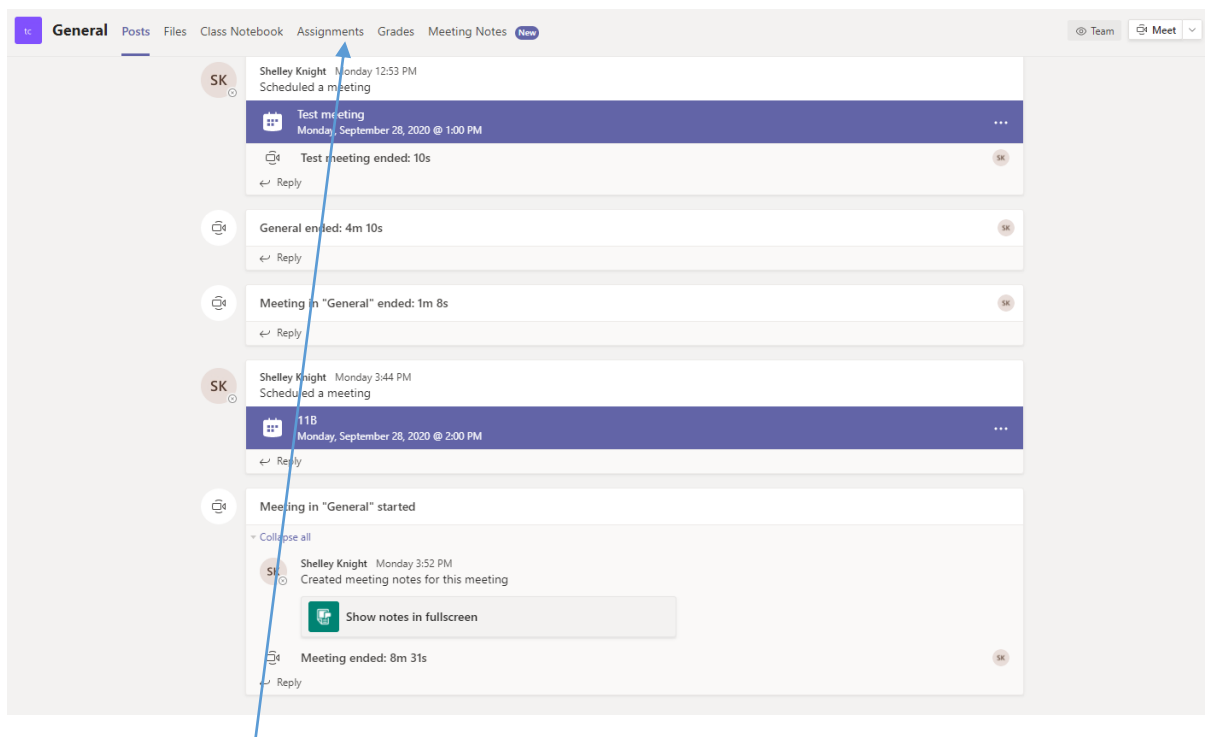


I have used the web app for this example. Once you have clicked onto it you will see this page, this is where all of your new Teams classrooms are. These work like Google classrooms but have more features including live lessons.

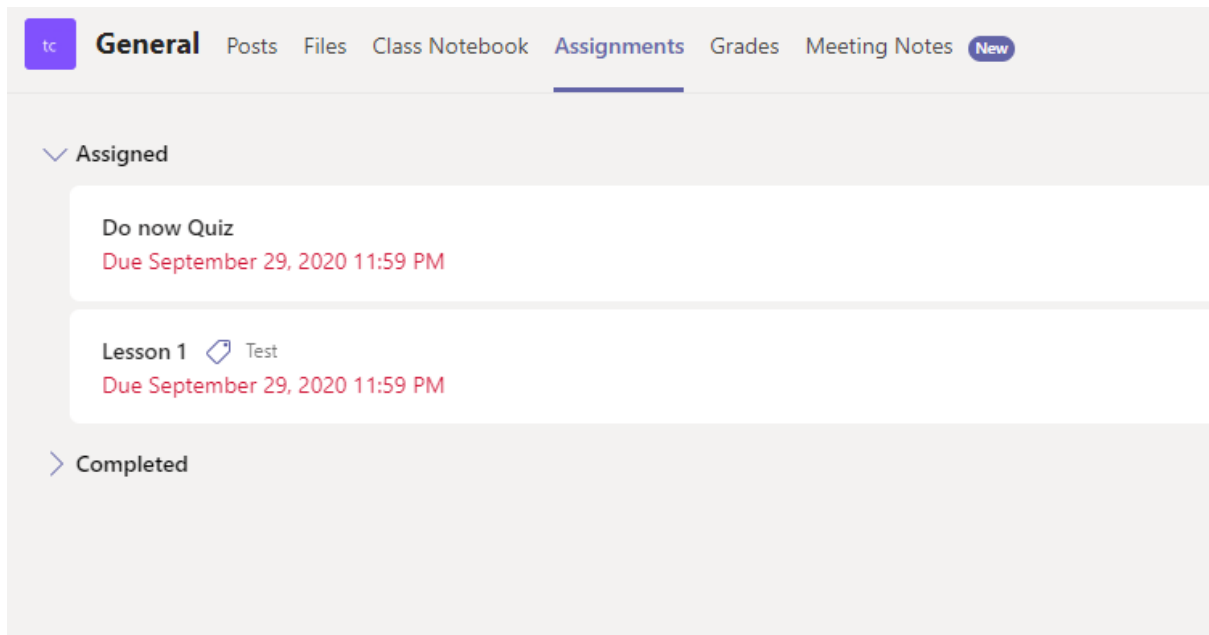
To open a class just click onto the icon, once inside you will see a view like this one.



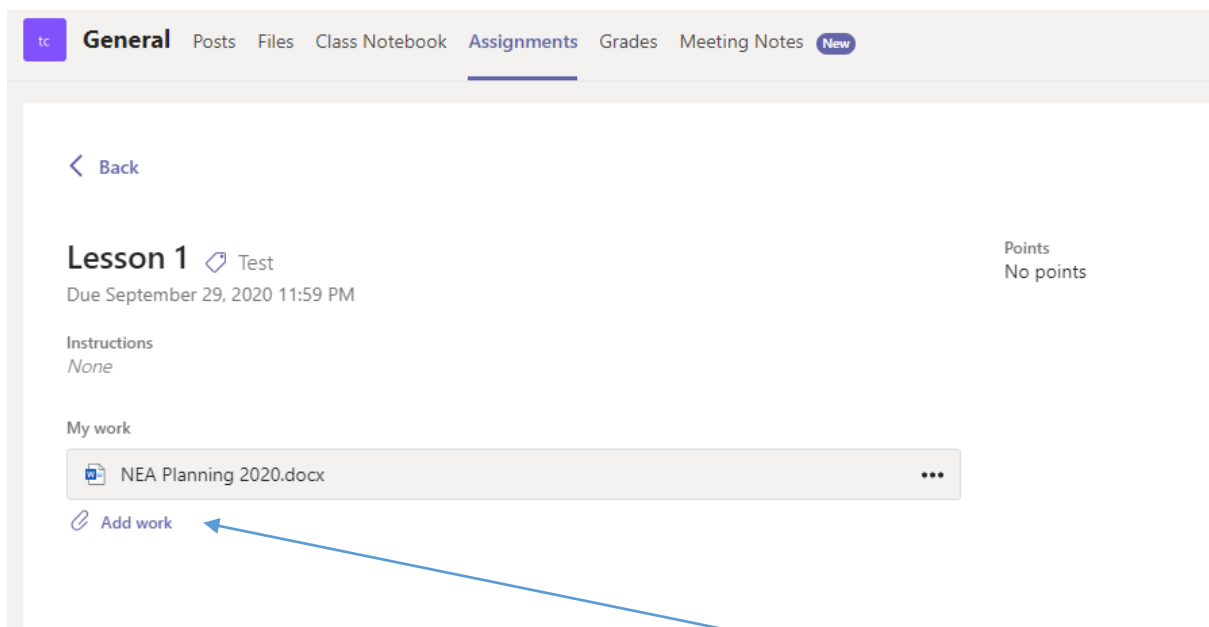
The posts page is like the Google Classroom, here you will see all notifications of assignments and live lessons.



The assignment tab is the other page you will need to use; this is where all your assigned lessons/work will be.



This is what the assignments page looks like.



You will see any documents here that you can open to view, or work on. This is also where you will upload your work to hand in to your teacher.

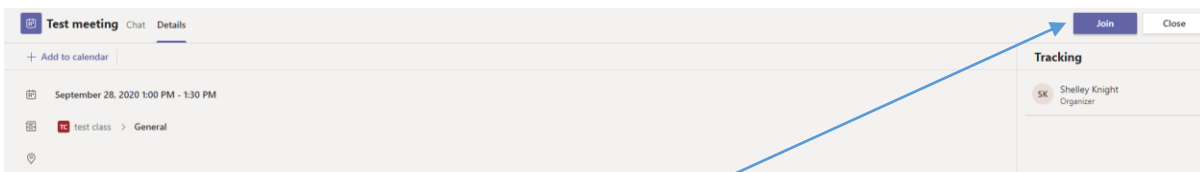
Teams Live Lessons

If your class is going to be having a live lesson your teacher will schedule this and you will see a message on the post wall that looks like this, telling you the date and time of the lesson.

All Teams live lessons are recorded.

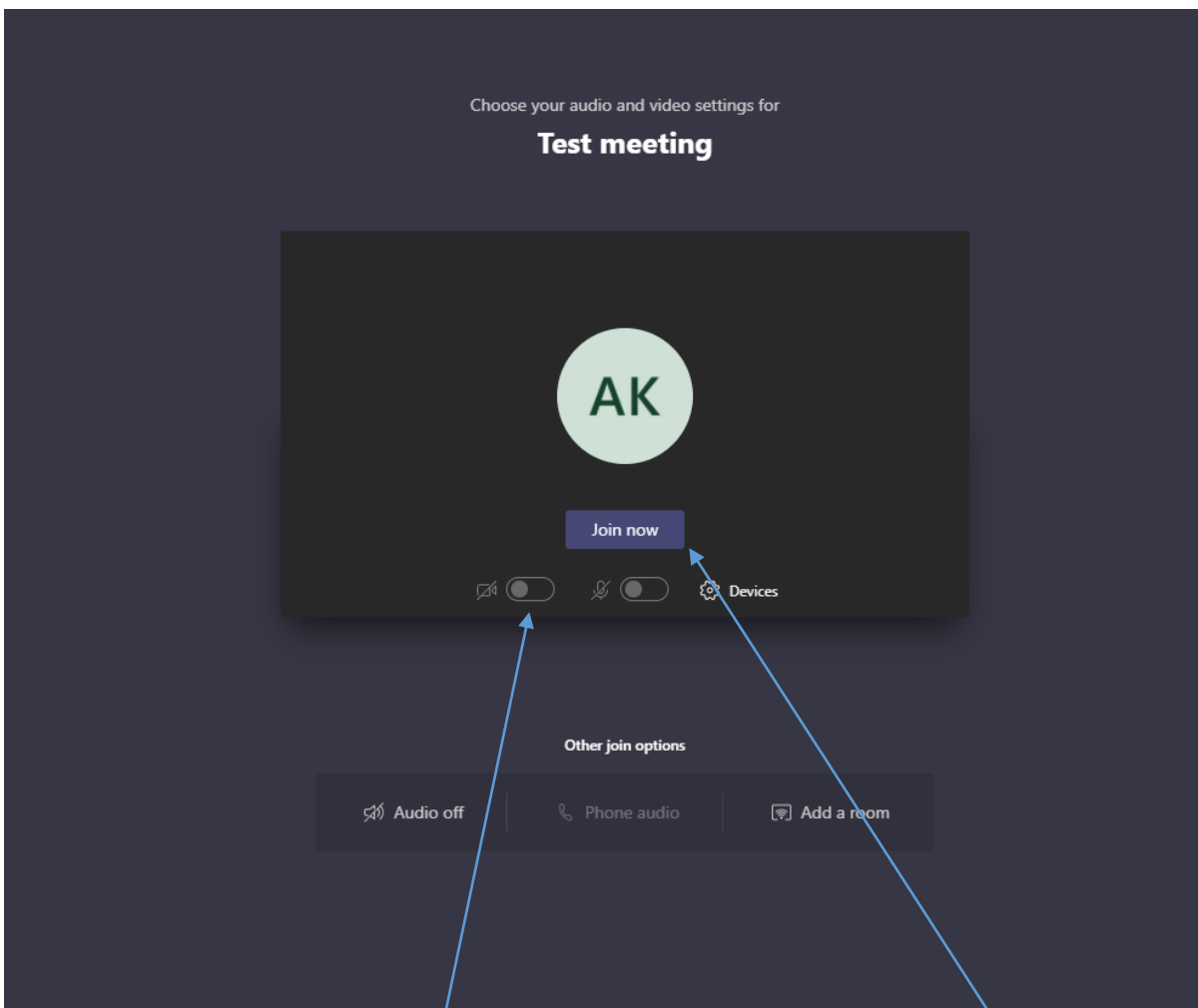


Clicking on this blue bar will open the meeting options.



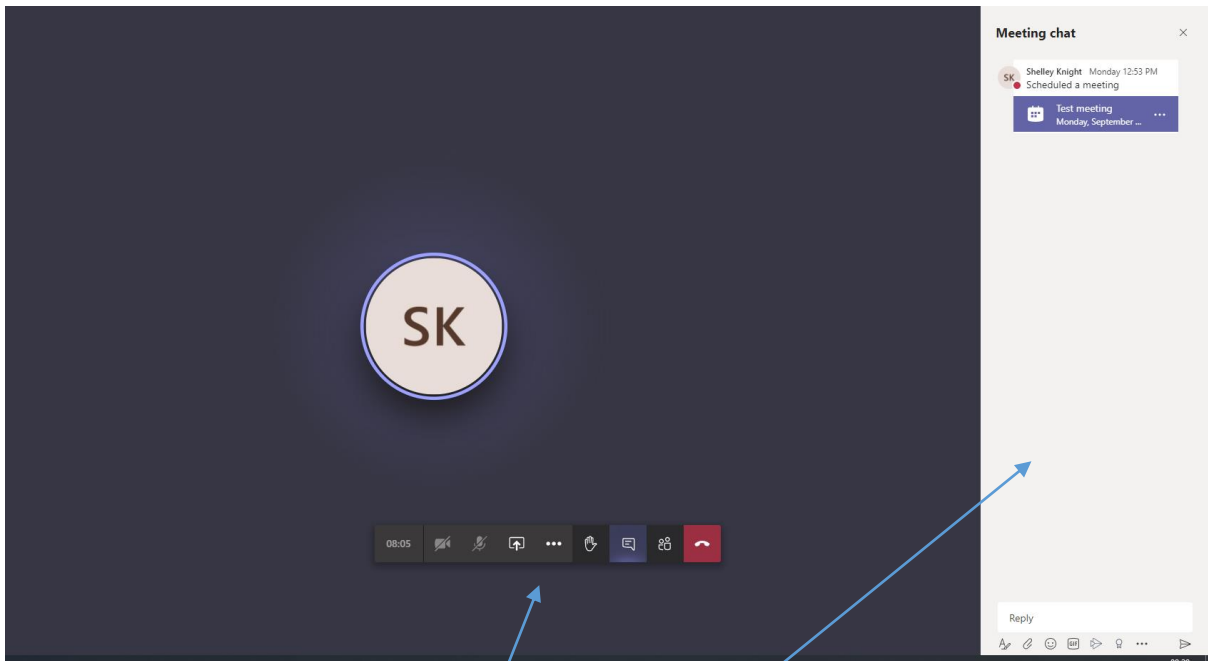
In the top right there is a button to join the meeting.

When you click join you will see this page



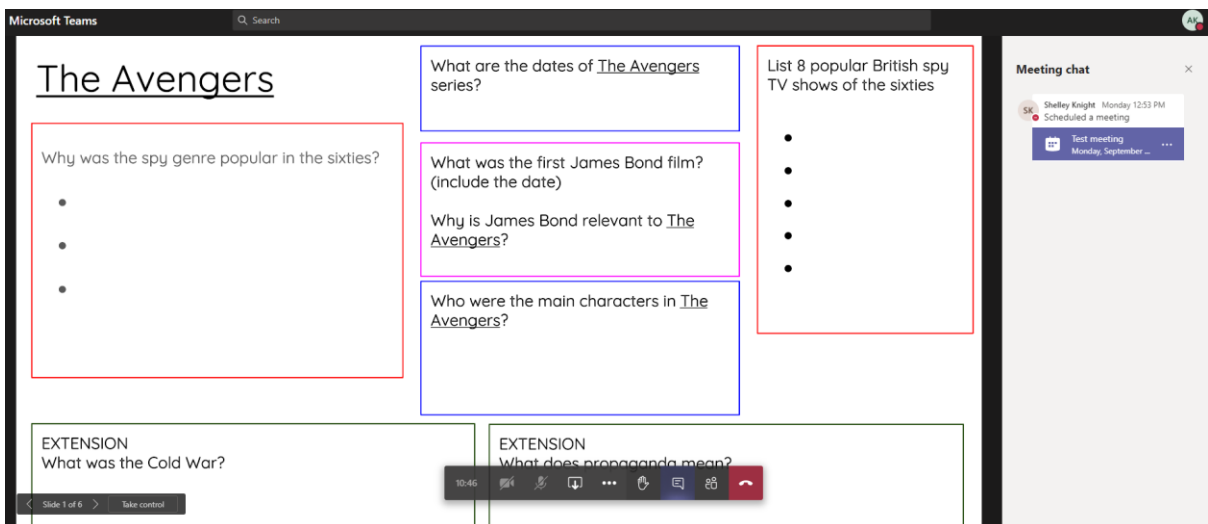
Before joining you can disable your camera. When you are ready click on Join now.

This is what the meeting room looks like.



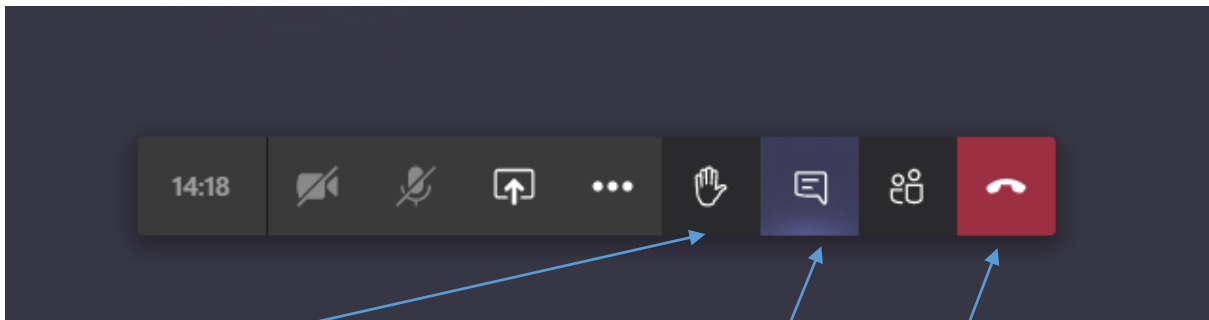
The icons here are the tools you may need.

The chat section is a place you can ask questions.



Your teacher will be able to share their screen with you to show you presentations just like in a normal classroom.

In the icon tray these are the feature you are most likely to need.



Raise your hand.

Using this will tell your teacher you have a question.

This is where you can open and minimise the chat section.

When your lesson has been completed you can leave by clicking here.