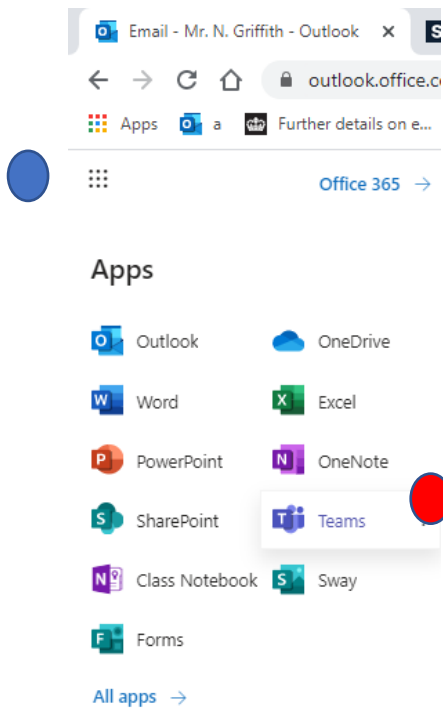


# A guide to help online learning

## How to load Teams and join a lesson

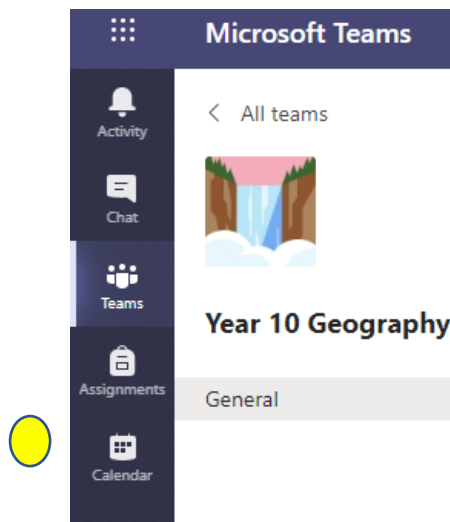
### Step One



1 Open your school email in the normal way and then click on the 9 dots next to the blue circle I've added.

2 Click on Teams – it's next to the red circle I've added.

### Step Two

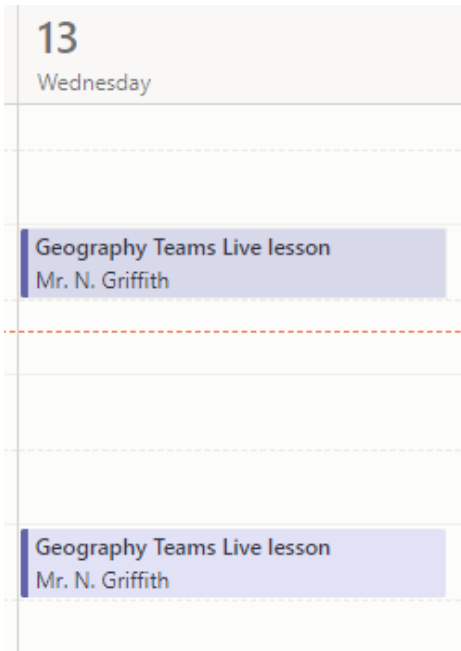


The Teams home page has 5 choices to look at on the left hand side of the page.

To see what Teams you have been added to click on the third one down 'Teams'.

To see if you have any lessons taking place soon click on 'Calendar' next to the yellow circle I have added.

### Step Three



Your calendar page will list any live Teams lessons you have.

When it is time to start, click on the blue box and then in the top right hand corner click on 'Join'.



### Step Four

Before you click 'Join now' to join the lesson it is often a good idea to turn the camera and microphone to off as shown below next to the green circle.

You can always unmute them when you need to ask your teacher a question.

