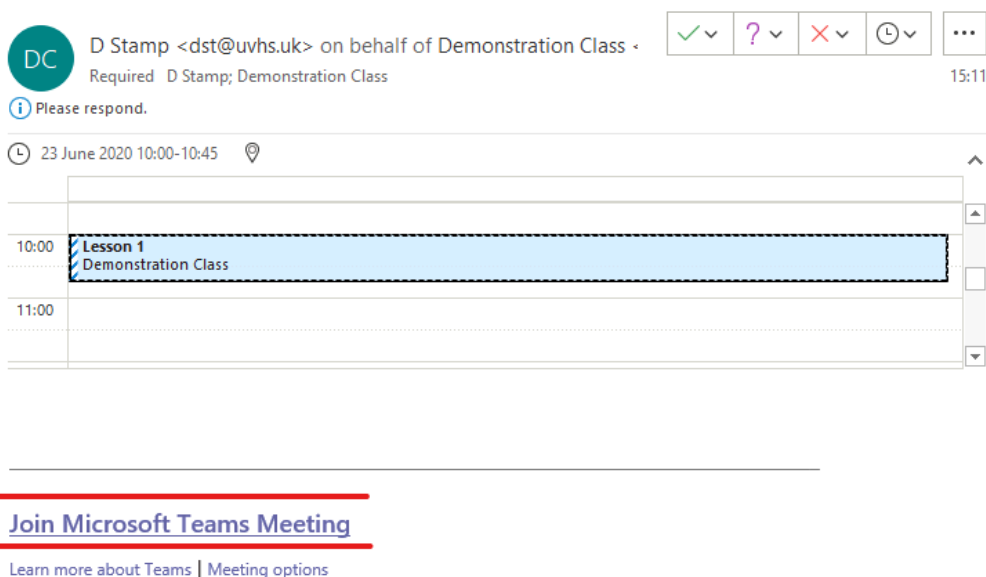


How to join a live lesson in Teams

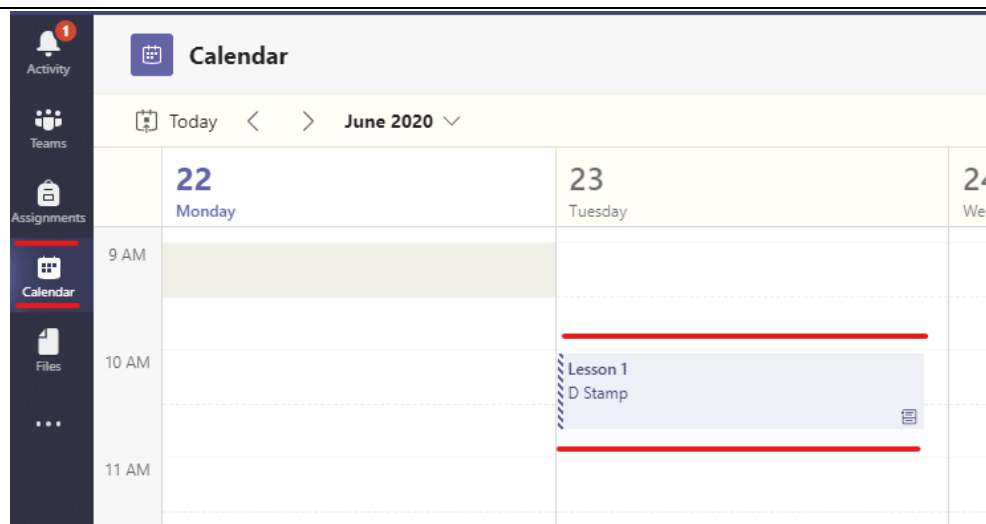
- 1 When a live lesson is added in Teams for you, you will receive this information in several different ways.

Email – an invitation will be sent to your school email. If you keep Outlook open at all times when using Teams, you will receive alerts before the lesson is due to start. To join the live lesson, at the time of the lesson, click on the purple link “Join Microsoft Teams Meeting” to take you to the meeting join dialogue, then see Step 5

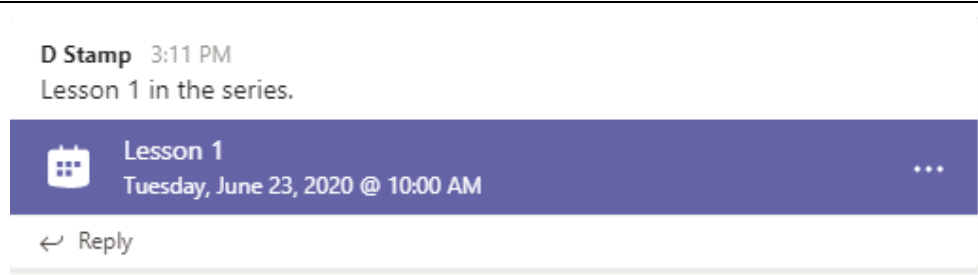
Lesson 1



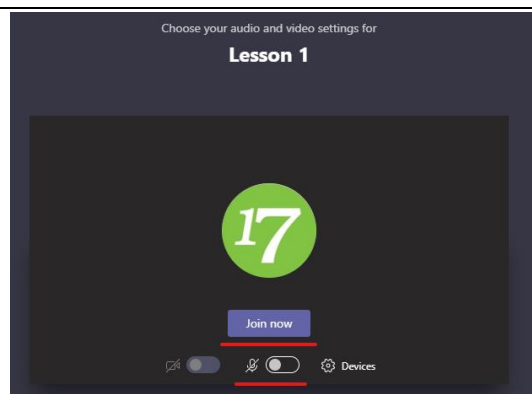
- 3 **Teams Calendar** – click on the Calendar button in Teams. You will see the live lesson listed in your Teams Calendar. When it is time to join the live lesson, click on the lesson in the calendar and choose join which takes you to meeting join dialogue. See Step 5



- 4 **Teams Chat** – within the class team chat you will see the live lesson details listed. Click on the lesson and the join and it will take you to the meeting join dialogue. See Step 5



- 5 Once at the Join Dialogue Screen, it is good practice to mute your microphone when joining a lesson by pressing the mute button. You can then join the meeting by pressing “Join Now”.



- 6 Your teacher will explain how the lesson will proceed.