



Primary Guide

Joining a Live Class Catch Up Using Microsoft Teams

Accessing Microsoft Teams

- On a windows device go to <https://www.microsoft.com/en-gb/microsoft-teams/download-app> and select 'Download for Desktop'
- On all other devices, go to the App store and search for Microsoft Teams.
- If you are unable to download the App, for example you are using an older device, you can still access Microsoft Teams through your web browser via <https://www.microsoft.com/en-gb/microsoft-teams/group-chat-software>. Please be aware that this route has fewer features and so the App is preferable where possible.

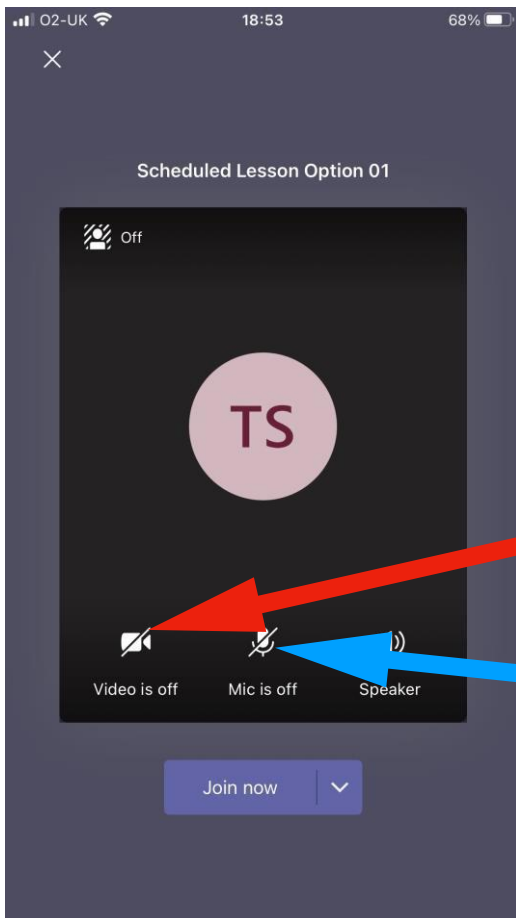
Logging into Microsoft Teams

- When you open Teams for the first time you will be asked to login.
- Enter your school email address password and click 'Sign-in'.
- Once your email address has been confirmed, you will be asked to enter your school password.
- As a reminder:
 - Email address = your first name initial, followed by your surname, followed by the year after you will finish year 11 e.g. John Smith's email address (he is leaving Year 11 in 2024) will be jsmith25@chichesterfreeschool.org.uk
 - EYFS and Year 1 are slightly different with the number in front of your name.
 - EFYS - **32***jsmith*@chichesterfreeschool.org.uk
 - Year 1 – **31***jsmith*@chichesterfreeschool.org.uk
 - Year 2 – *jsmith***31**@chichesterfreeschool.org.uk
 - Year 3 - *jsmith***30**@chichesterfreeschool.org.uk
 - Year 4 – *jsmith***29**@chichesterfreeschool.org.uk
 - Year 5 – *jsmith***28**@chichesterfreeschool.org.uk
 - Year 6 – *jsmith***27**@chichesterfreeschool.org.uk
 - Password = **Chichester1**

If you have any problems logging in, please email remote-support@chichesterfreeschool.org.uk

Joining a Live Lesson

- Mr Cook has put together a video explaining how to access Microsoft Teams and the live catch up should anyone need support with this. [Teams Tutorial.mov](#)
- Your teacher will share a Teams Link via Satchel One. This link will then direct you to Microsoft Teams where your child can access the Live Meeting.
- Within your class team, you may find further information where the teacher can share 'files' with you that are relevant to your learning or useful for your live catch up session.
- When you have a meeting, you just need to tap on the 'Join' button. This will open a new window



IMPORTANT: At this point, please remember to turn off your webcam and microphone. During the lesson your teacher may ask you to turn on the microphone at certain times, or ask you to use the Chat function.

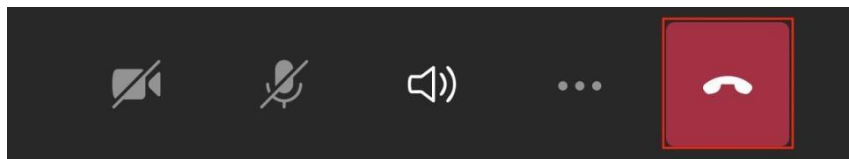
Turn off Camera

Turn off Microphone

Click on the 'Join Now' button, you will be placed into the lesson lobby - all you need to do is wait until your teacher arrives and you will let into the classroom.

Leaving the Lesson

- Once the lesson has finished, you just need to click on the 'Hang Up' button.



If you are having any problems please contact [remote- support@chichesterfreeschool.org.uk](mailto:remote-support@chichesterfreeschool.org.uk), or your class teacher.