

Pupil Guide

Joining a Live Lesson 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.

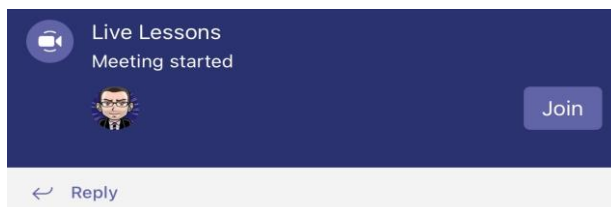
Logging into Microsoft Teams

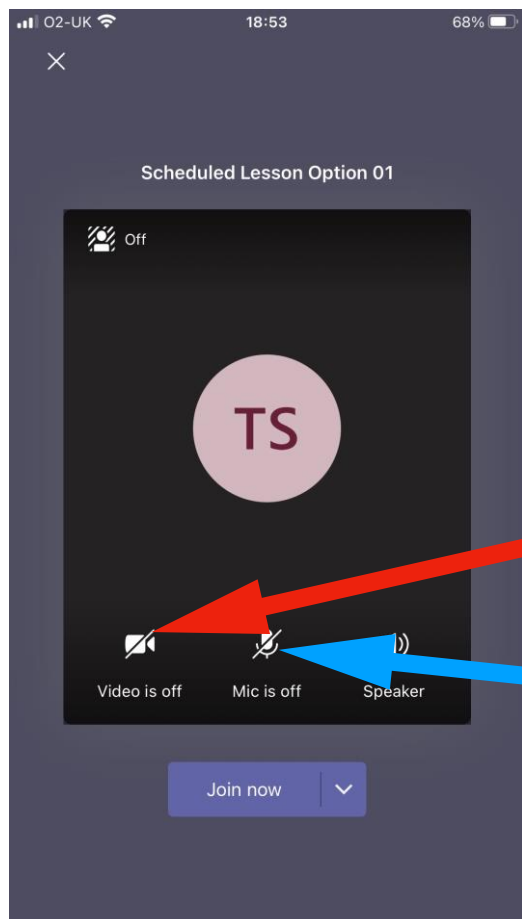
- When you open Teams for the first time you will be asked to login.
- Enter your school email address password and click '**Sign-in**'.
- Once your email address has been confirmed, you will be asked to enter your school password.
- As a reminder:
 - Email address = your first name initial, followed 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
 - Year 11 are 22
 - Year 10 are 23
 - Year 9 are 24
 - Year 8 are 25
 - Year 7 are 26
 - Password = day and month of your birthday. E.g. if birthday is 25th August, password is 2508

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

Joining a Live Lesson

- You will have received a timetable for when your live lessons are taking place over the two weeks.
- You need to log on at this time. When it is time, visit The Team for your timetabled subject.
- Within your class team, you will find a channel called '**Live Lessons**'.
- When you have a lesson, 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.

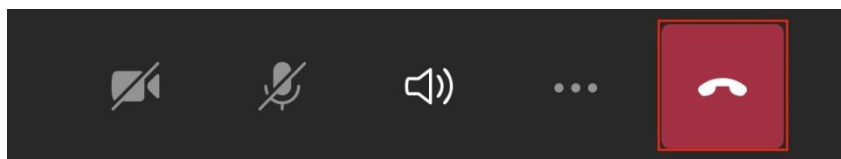
Turn off Camera

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, or your tutor or your subject teachers.