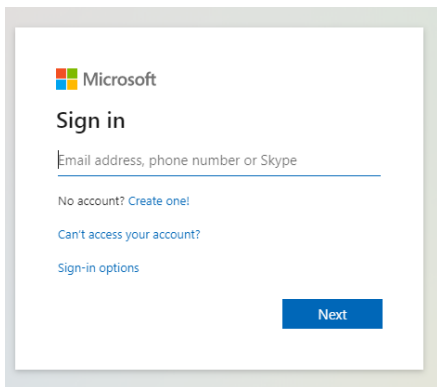
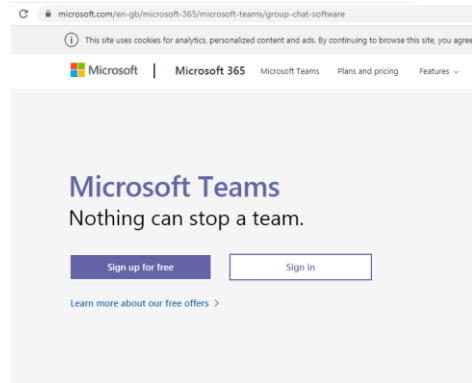


**Your teacher has set up lessons for you.
If they have sent you a link – click the link, no sign in required.
If they have sent you a invitation, it will be in your teams calendar – follow the instructions below.**

Step 1: Open internet explorer

Step 2: copy and paste the following UPR
<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software>

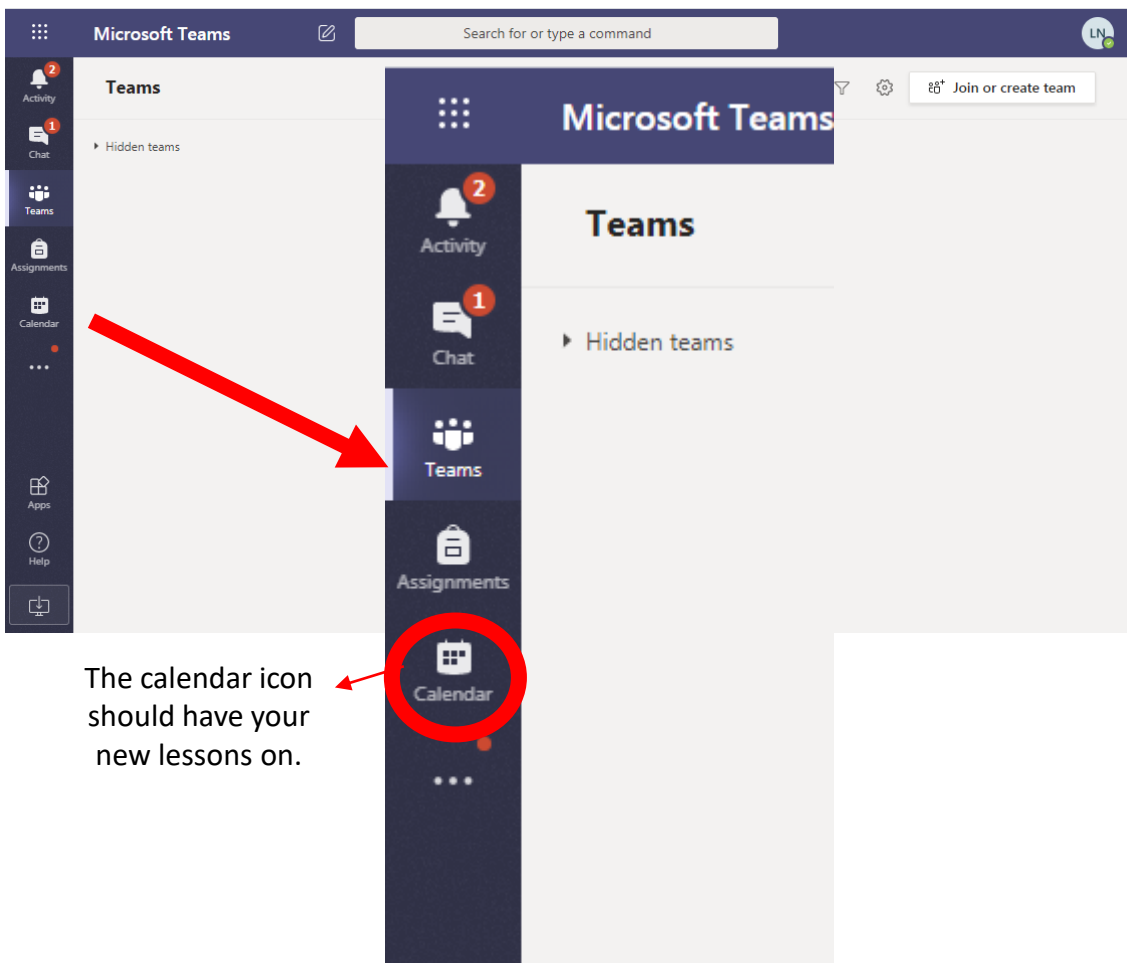
Step 3: you need to click on sign in (we have already created you a account linked to your school email)

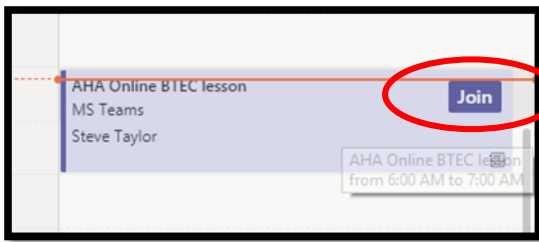


Step 4: Use your school email to log in

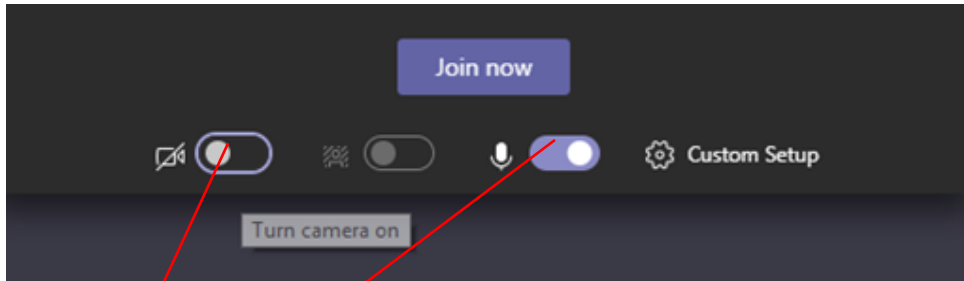
*your password is still the same password, it is the same password as what you use to log into school computers.

Once you have access to Teams, you will see this screen:





Step 5: Click Join
This will show you a task bar

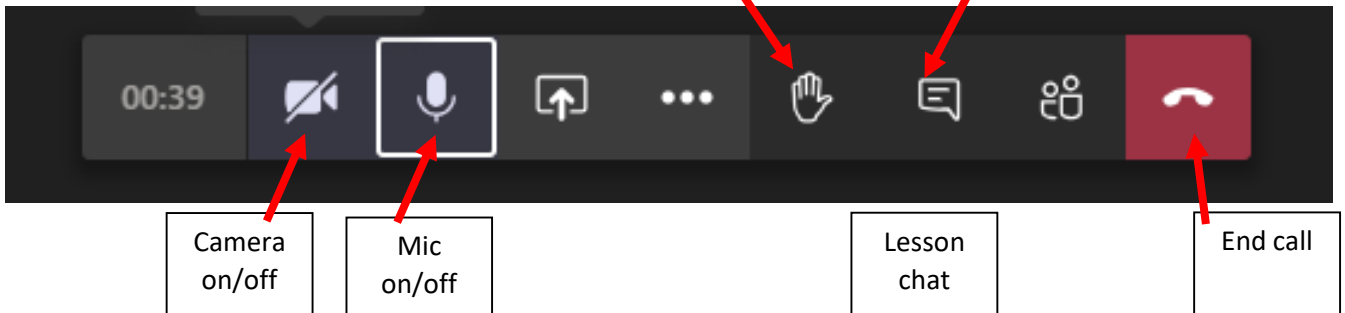


Step 6: Ensure your camera is off by sliding the icon to the left
Step 7: Ensure your audio is off by sliding the icon to the left
Step 8: click Join Now

You will now see your teacher screen – and hear them.

If you have questions about the lesson you can use the chat icon to speak to your teacher

Use the hand icon, to raise your hand if you have a question



All lessons are audio only
You are expected to show your usual high standards of behaviour

If you do not know your email address or password please ask your tutor to reset it