

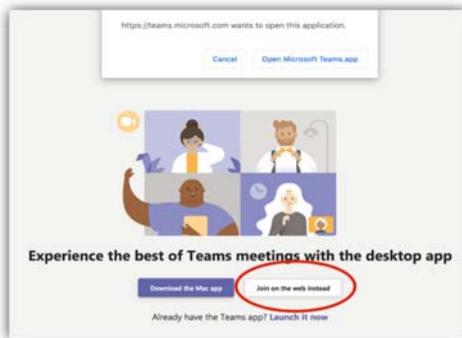
Microsoft Teams Instructions



Students don't need a Teams login to join your meeting, but they do need an up to date browser. **Chrome** is the best browser as Internet Explorer and Safari won't work. If a student is joining on an iPad, they can download the **Teams app** for free and join as a Guest.

[Join Microsoft Teams Meeting](#)
[Learn more about Teams](#) | [Meeting options](#)

You teacher will give you an agreed time and link via their Google classroom. When it is time for the meeting click on the link that you have been provided.



They will be prompted to download or open Microsoft Teams app. On a laptop cancel this and use **Join on the web instead**. They may need to copy the link into Chrome.

Join on the web instead

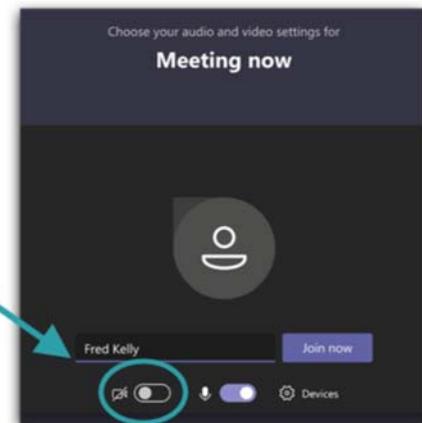
On an iPad, tablet or phone, they can download the Teams app for free and join as a Guest.



The first time a student joins their device will ask to **allow** permission to use the **camera** and **microphone**.

Ask your students to put in their name and turn their camera **ON** to **enter** the room. That way, you can be sure who's joined. They can turn their camera off again once they're in the room.

Students will be informed that **Someone in the meeting should let you in soon**. Teachers will add them in as they arrive.



Someone in the meeting should let you in soon