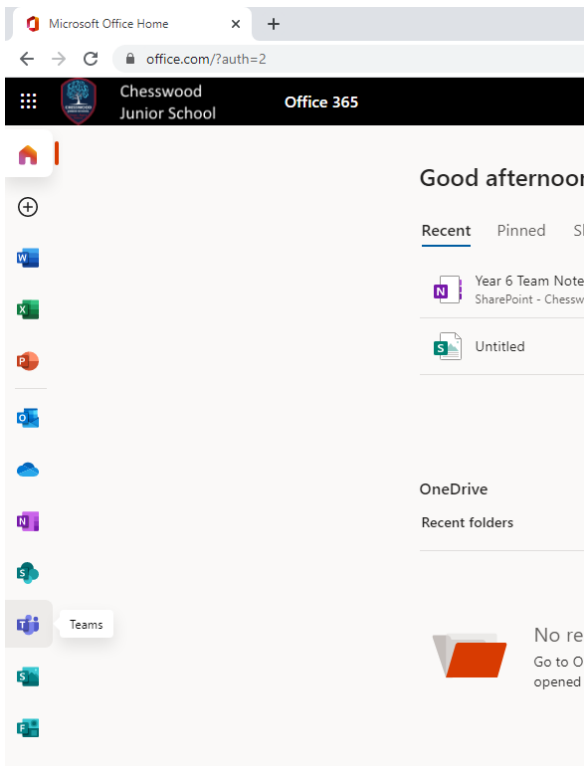




Chesswood Junior School Accessing the Chesswood Microsoft Teams– Pupils



Chesswood Junior School as part of the office 365 suite has access to the Microsoft team’s system. This enables pupils and staff to directly contact each other through a variety of medias. We will primarily use it for video conferencing.

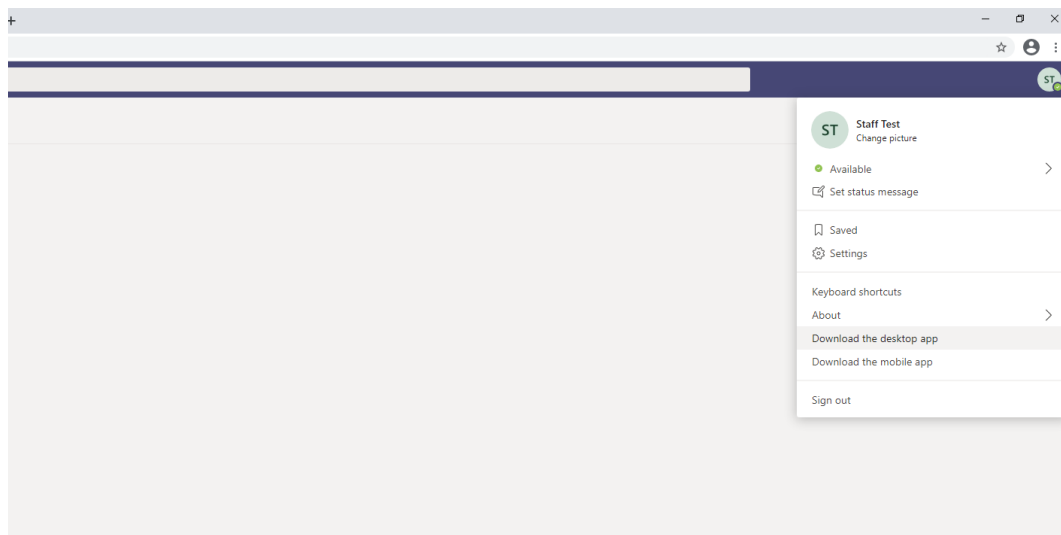


To access teams please ensure you can access your school email using the guide on our website.

Once you can access email, on the Office 365 home screen one of the app will be Teams

The teams web app will then open, if you get the option at this stage to download the teams desktop app please do so.

If you don’t get the option to download the teams desktop app once on the teams splash screen, click your name in the top right and select download desktop app.



Please install the teams desktop app, it will then load and ask you to login. Please login using the same details as you would for your Chesswood email account. If you get a message about device management please click **“No, For this App Only”**

When logged into teams you can see your status in the top right, this status can then be seen by other people. When it is green you can be contacted on teams. You are now ready to receive any video calls you are invited to.



Chesswood Junior School

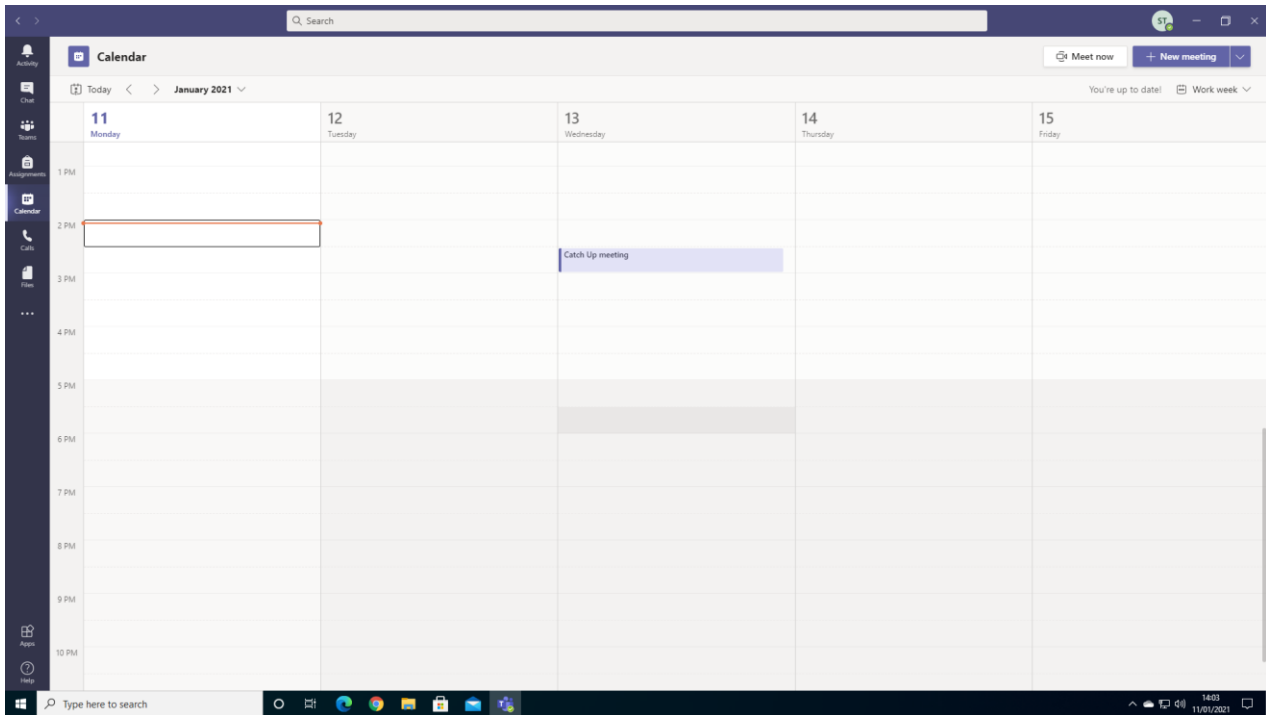
Accessing the Chesswood Microsoft Teams– Pupils



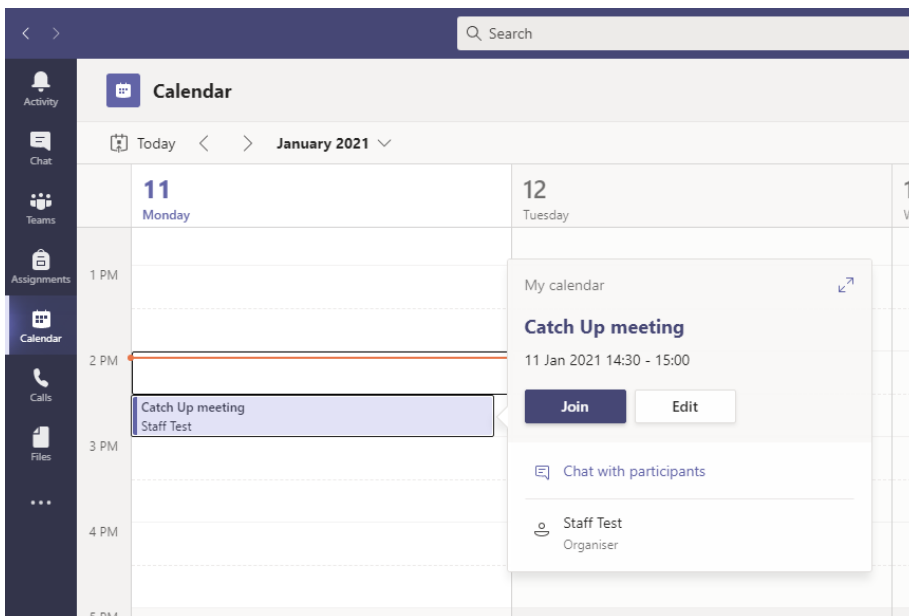
Joining a Scheduled Meeting

If you are invited to an event or meeting you will get an email with a link, you can click on this link and it will open and join to into the meeting automatically.

In addition you can also see this meeting in the teams calendar:



You can join this meeting by clicking it and then clicking join.

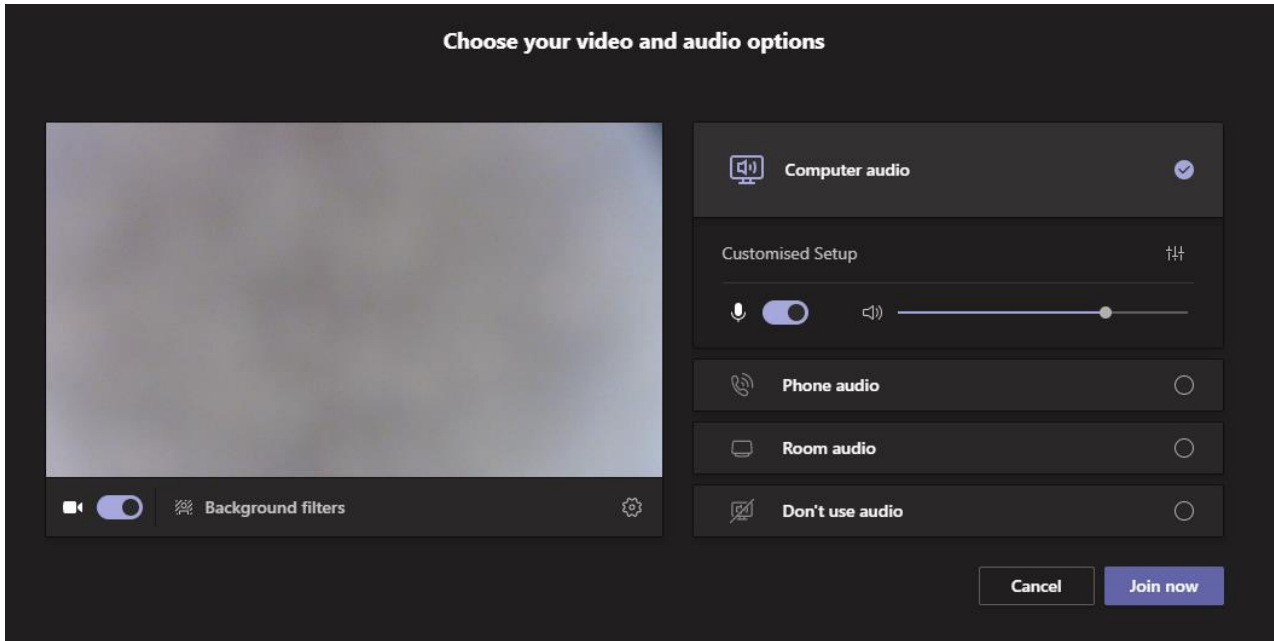


The video meeting window will then load up, you can here check your camera, speakers and microphone to ensure they are all working.

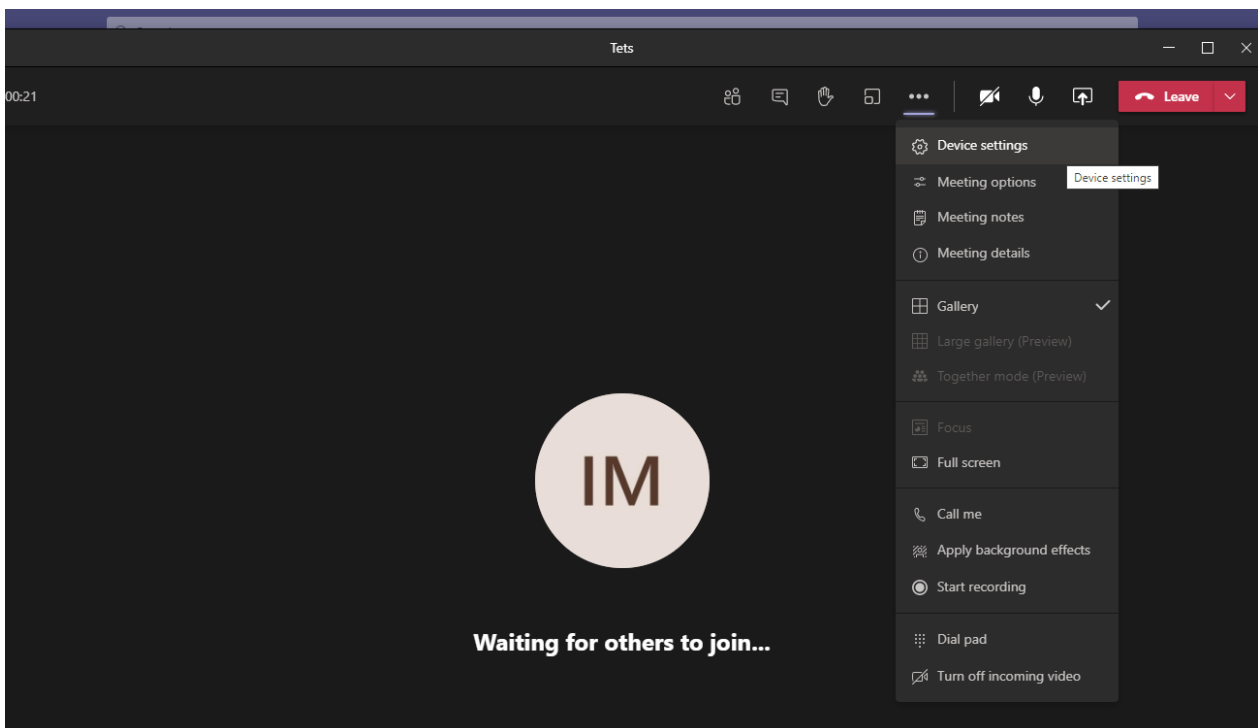


Chesswood Junior School

Accessing the Chesswood Microsoft Teams– Pupils



You will then join the meeting and you will see and hear anyone else in the meeting



If something is not working please check that the camera and microphone are turned on



There are also lots of option to configure the settings in the drop down menu, this can be access by clicking the 3 white dots.