# Remote Learning Using Microsoft Teams

How you access Microsoft Teams will vary depending on the device you are using.

- If you are using a phone or tablet, you will just need to download the Teams App from your App store.
- If you are on a laptop or PC, then you need to install the desktop version. To do this follow these steps:

1. **Logon to Office 365**: you can do this by following the link at the top of the school website homepage or simply by going to: https://www.office.com/
2. **Sign in.** Your sign in details are the same as those for ShowMyHomework, i.e. your school email Y16abcd@harrytownschool.org (where Y16abcd is your school log in) and your school password.
3. **Select Teams:** Click on the small Teams Icon on the left hand side, or Expand the small icons by clicking on the 9 dots at the top of the screen and select the icon.
4. **Choose The Windows App or Web App:** You can choose to work on the web version or the windows desktop version. The desktop version has more functionality so is more recommended.
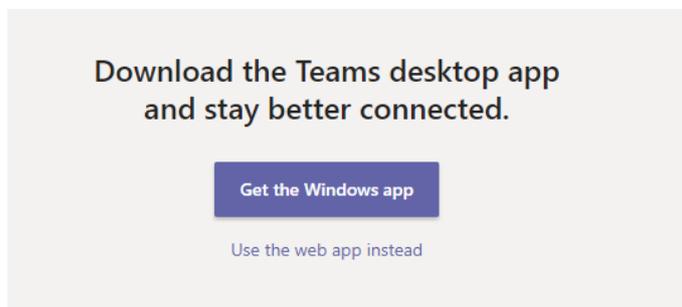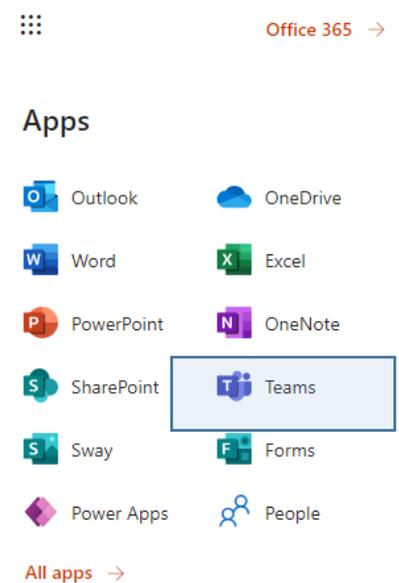
Once in Teams it will open in a screen that shows the teams / groups / classes that you are in. On the left hand side of the screen you will see a tab for calendar. If you select that, you will see the lessons scheduled for you, these will correspond with the timings of the lessons on your timetable.

You should click on these at the appropriate time and select **Join**. When your teacher is ready, they will admit you to the meeting.

Obviously, the layout will be different on different devices, for example on the iPhone App, you select More, at the bottom of the screen to see the calendar.

Meeting Rules

Treat your **learning online** the same as your **classroom learning** in school. The **same high expectations stand**, and our rules apply in respect of behaviour and conduct.

When you use any online learning tools you should always think that you are in a classroom. So, whenever you enter a Team area, think of it as entering into a virtual classroom. Always **maintain disciplined and respectful classroom** conduct and try to remember that you are in a learning environment and not a social setting.

- Always use classroom language whenever speaking or writing.
- You can use the Team chat feature to make relevant comments or ask questions. Comments should be regarding the work only, and you should read the previous comments before asking a question. If you don't want to ask question in front of your peers, then email your teacher.
- Always remember to be respectful and polite towards staff and fellow students.
- Never share passwords or other sensitive information.
- If you ever experience online abuse, please report this to your class teacher.

You have your own social media platforms for communicating with friends, for reasons not associated to school.

USE THESE and NOT school provided facilities to do this.