



GEP Home Learning Guides

Using Microsoft Teams

This guide will help you to access Teams and join a virtual lesson. Teams can be used in a web browser like Google Chrome, but we recommend downloading the desktop application.

Downloading Teams

- 1) To download Teams onto your personal device, click one of the following links:

[Laptop/Computer](#)

[iPad/iPhone](#)

[Android Tablet/Mobile Phone](#)

The Teams app will be downloaded to your device. If you are using a mobile device, you may need to click 'Install'.

- 2) On a Laptop/Computer, click the downloaded file in the bottom left to begin installing Teams.



Welcome to t

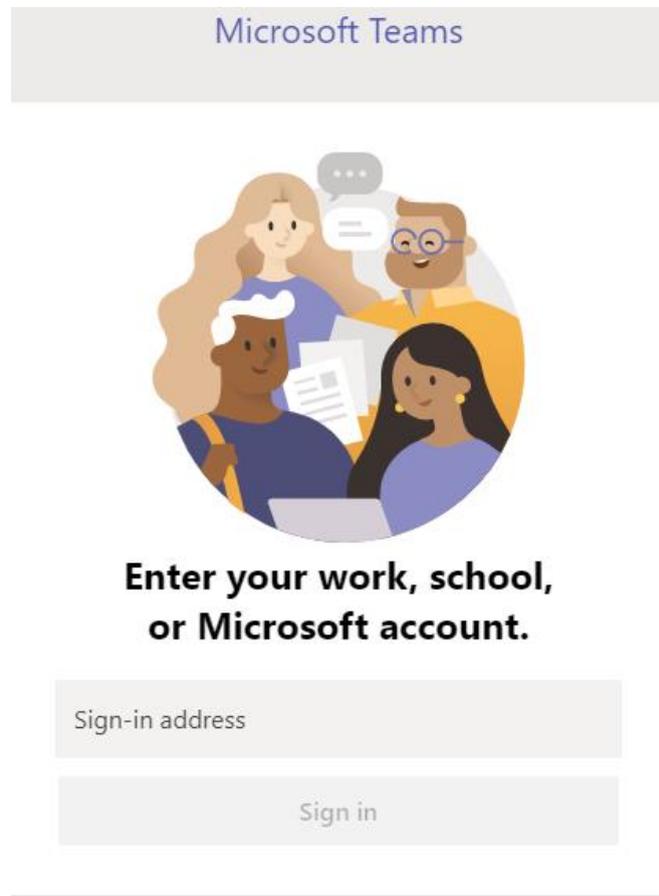


This will install Teams on your computer and open it automatically.

**If you have any issues, please contact Network Helpdesk on the following email:
networkhelpdesk@gepacademies.com**



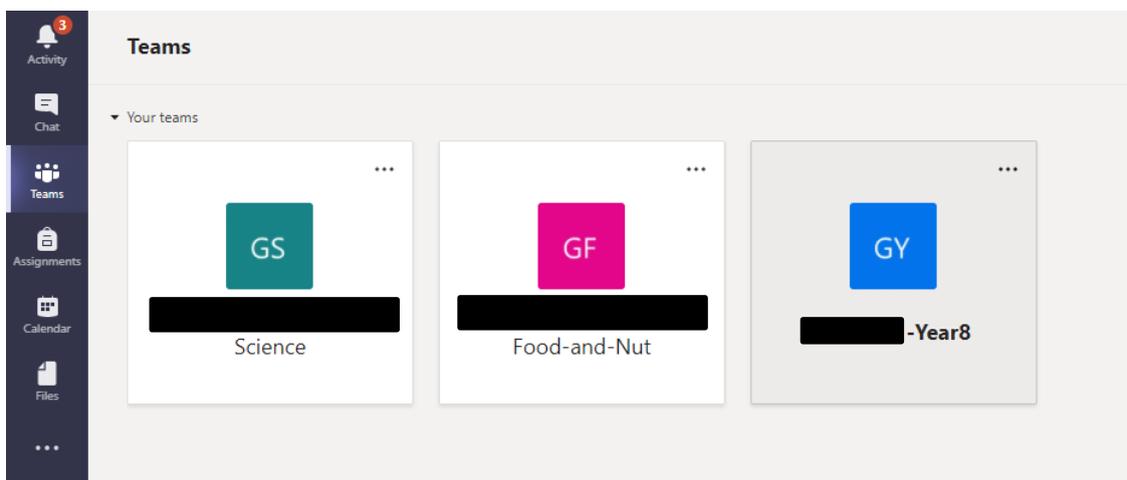
- 3) When opening Teams for the first time you will be asked to sign in. Enter your school email address and password and then click 'Sign in'.



You are now logged into Teams and ready to access your classes.

Accessing Your Teams

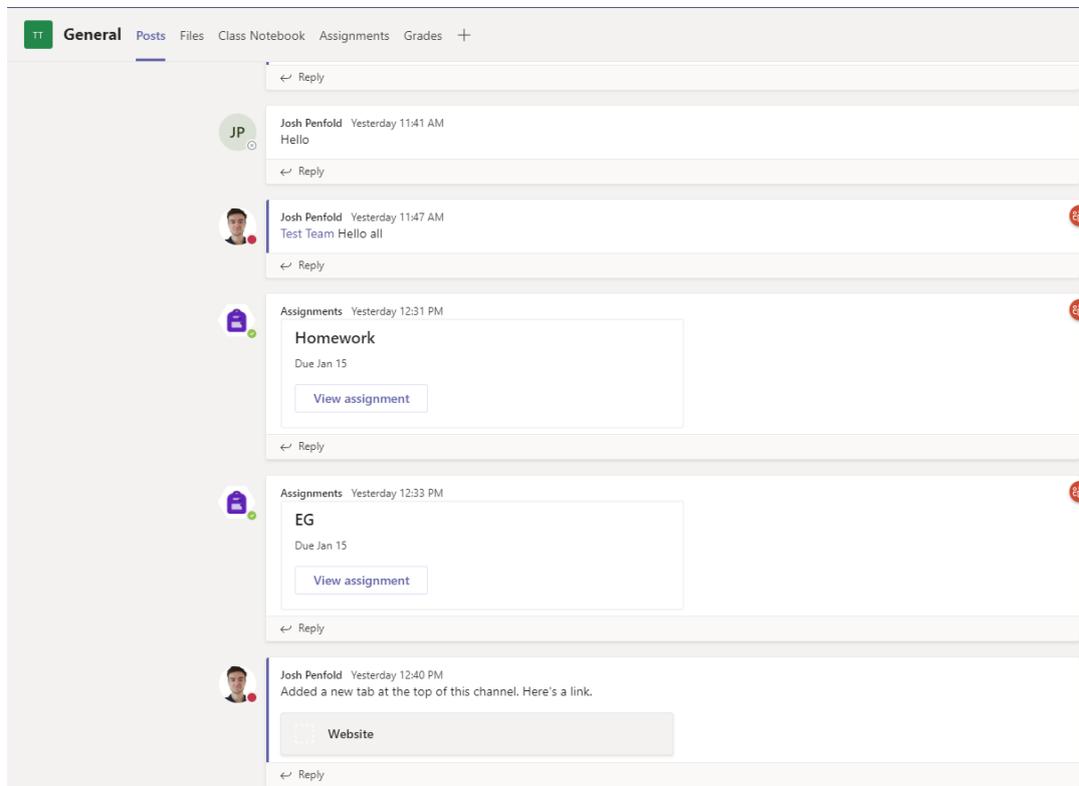
- 1) Click on the 'Teams' icon on the left-hand side to show any Teams you have been added to. You will find a Team for your classes, your tutor group and your year group.



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2) Click on a team to open the 'Posts' area



Here you will see a feed of any messages sent by teachers or other students, as well as assignments and meeting links.

3) Use the bar at the top of a Team to switch between tabs



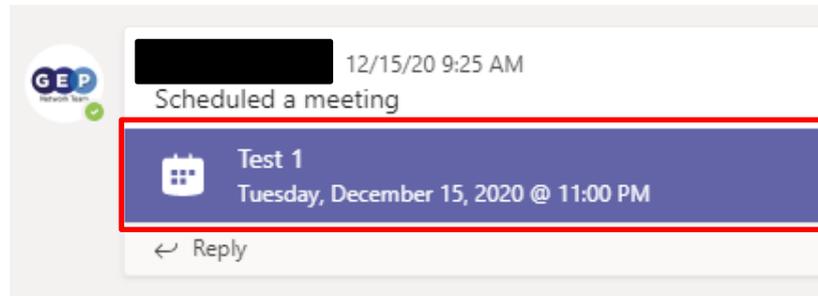
You will find any lesson recordings in the 'Files' tab and any assignments due in the 'Assignments' tab.

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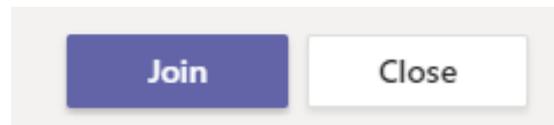


Joining a Virtual Lesson

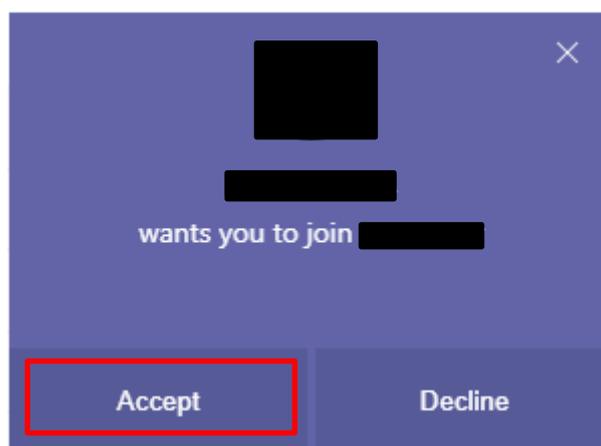
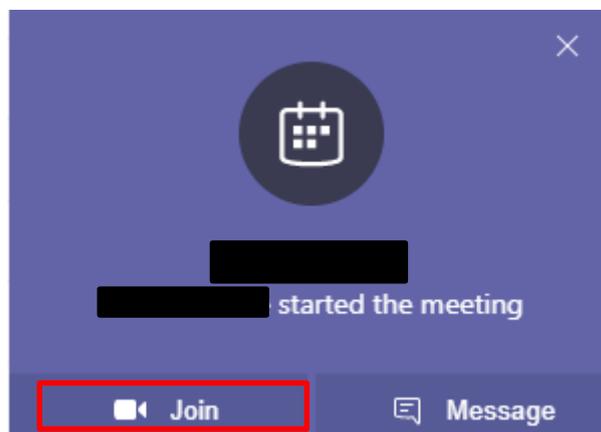
- 1) To join a scheduled lesson, click the message in the 'Posts' section. Meeting links can be spotted by looking for the purple banner



- 2) Then click the 'Join' button in the top right corner

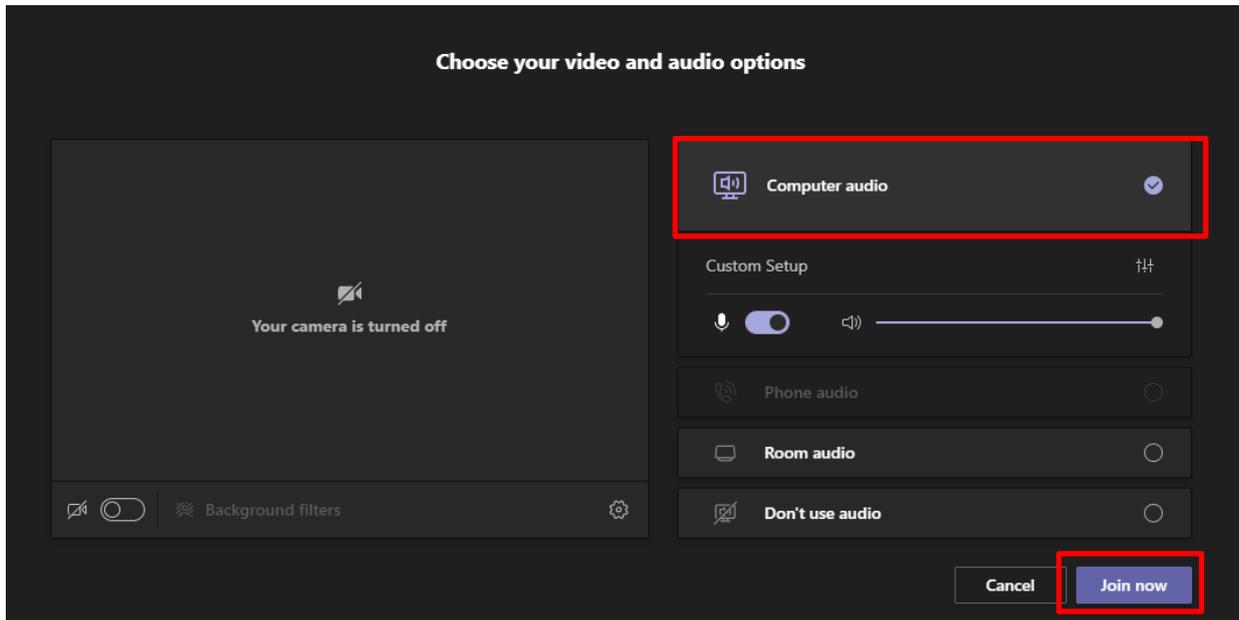


- 3) If the meeting has already started, or your teacher is requesting you to join, you may see one of the following notifications in the bottom right. Click 'Join' or 'Accept' on any of these to join the lesson



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4) Click 'Computer audio' and then click 'Join now'



This is similar to the 'Join with computer audio' window that pops up on Zoom.

5) You will then be placed in the waiting room, your teacher will let you into the lesson when they are ready to begin

Someone in the meeting should let you in soon

6) Once you are in your lesson, use the control panel in the top right of the screen to do the following:

