



## Simple guide to Microsoft Teams

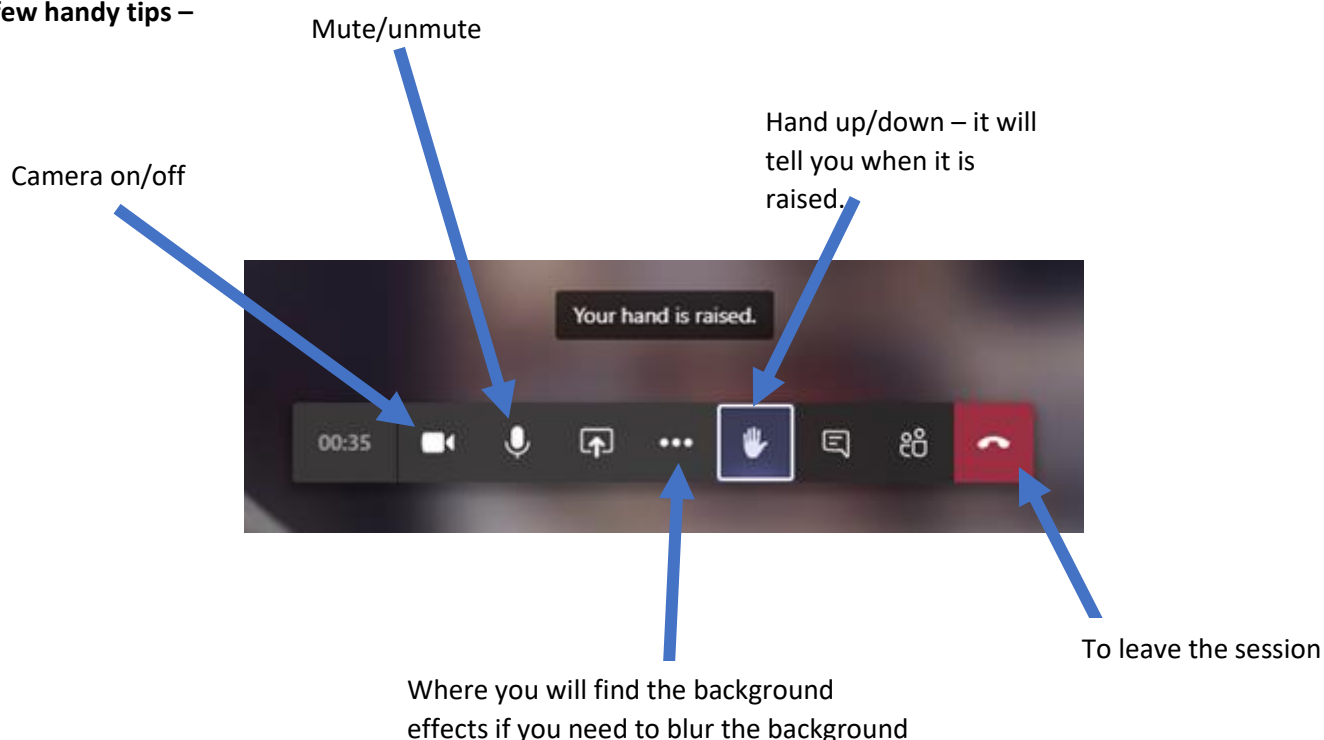
Many of you will already be using Microsoft Teams to access the learning platform or your own work, but others of you may not and that is ok as you are able to use Teams from a link that we send regardless of whether you have a Microsoft 365 account. Firstly we will load a link onto the keeping in touch page on the learning platform, we will email out the link if requested.

If you click on the link that we have sent to you on a desktop/laptop, it will take you directly to the Keeping In Touch session. Depending on whether you have Teams on your device, it will either take you to the Teams app immediately or it will ask if you want to use the web app, which means it will open in your web browser (e.g. Chrome, Explorer, Firefox). If you are on a phone, if you do not have Teams downloaded, it is likely to ask you to download the app.

It will state that 'someone will let you in' which means that once our staff are ready, they will admit each family. This will take a minute or two, so please do not worry if it is not immediate.

Your device may ask you about your camera and sound. Often people will use the computer audio and have the camera on. If you could try to have your microphone off as you come in to the session that would be good, but if not please don't worry as the teacher will be able to mute everyone with one click!

### A few handy tips –



The teacher will be able to mute all the children, but when she/he asks them to speak, they will need to unmute and then afterwards mute themselves.

If you need to change the background, you can go to the three dots, and 'apply background effects' that is where you can pick the background e.g. blurred. Then apply at the bottom and your background will be changed.

Our staff are really looking forward to seeing the children, but as we have said before, not used to using technology for this purpose and so will initially be delighted to have the technology working to mean all the children can see their smiles.

## Farmers class top tips!

Mrs Morgan and Mrs Smith have been trialing the '**keeping in touch**' sessions and have some top tips to share;

- It's better to access the class meet through the Microsoft Teams app as you can then see people more clearly
- Once using the app you can click on the three dots (...) and then select the 'large gallery' option so that you can see everyone on the call (this option will only show when there is at least 9 people on the call)
- When I am reading the story you can right click on my picture and select the 'pin' icon, this will make my picture become large so that you can see the pages of the book more clearly, once I have finished reading the story you need to right click and choose 'un pin' so that my picture become small again