



# How To Use Microsoft Teams



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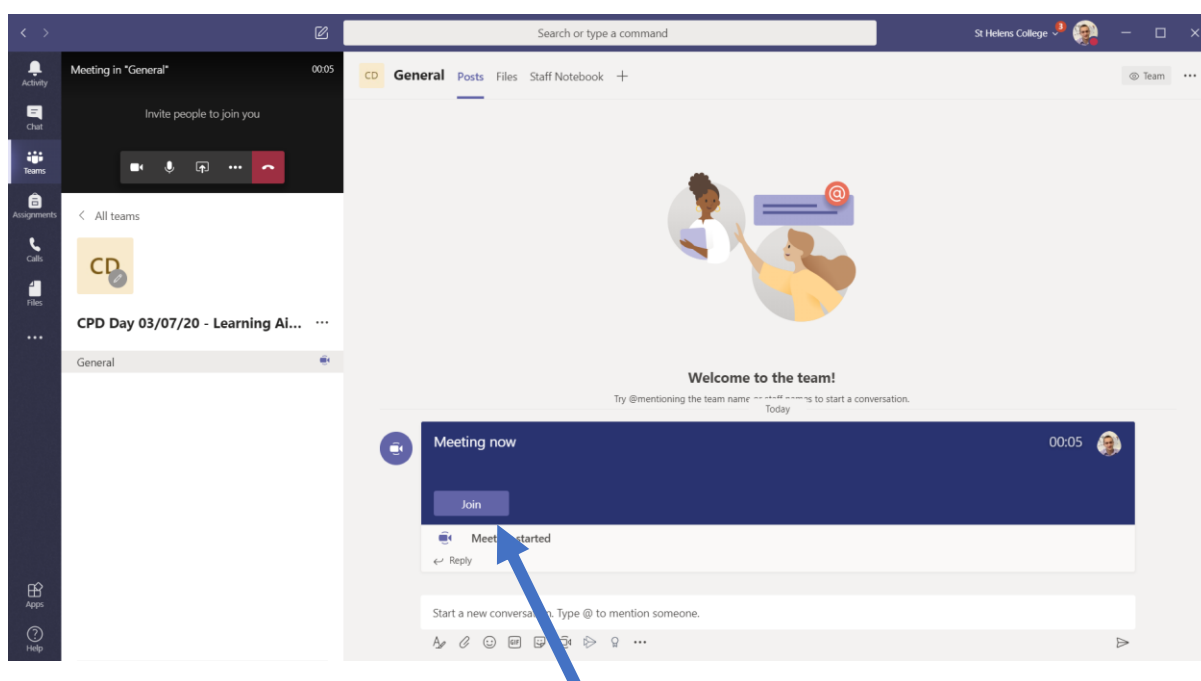
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# General Guidance

Before your lesson begins via Teams, you will be invited to join the Team (see below). For this to happen, you need to notify the Tutor delivering the lesson and you will be added to the Team.

5 minutes before the lesson starts, the Tutor will start a new meeting within the relevant Team. In order for you to join this, Microsoft Teams must be installed and you must be logged in. You will know when you can join, as you will see a screen like the one below:



You can join the lesson by pressing the 'Join' button.

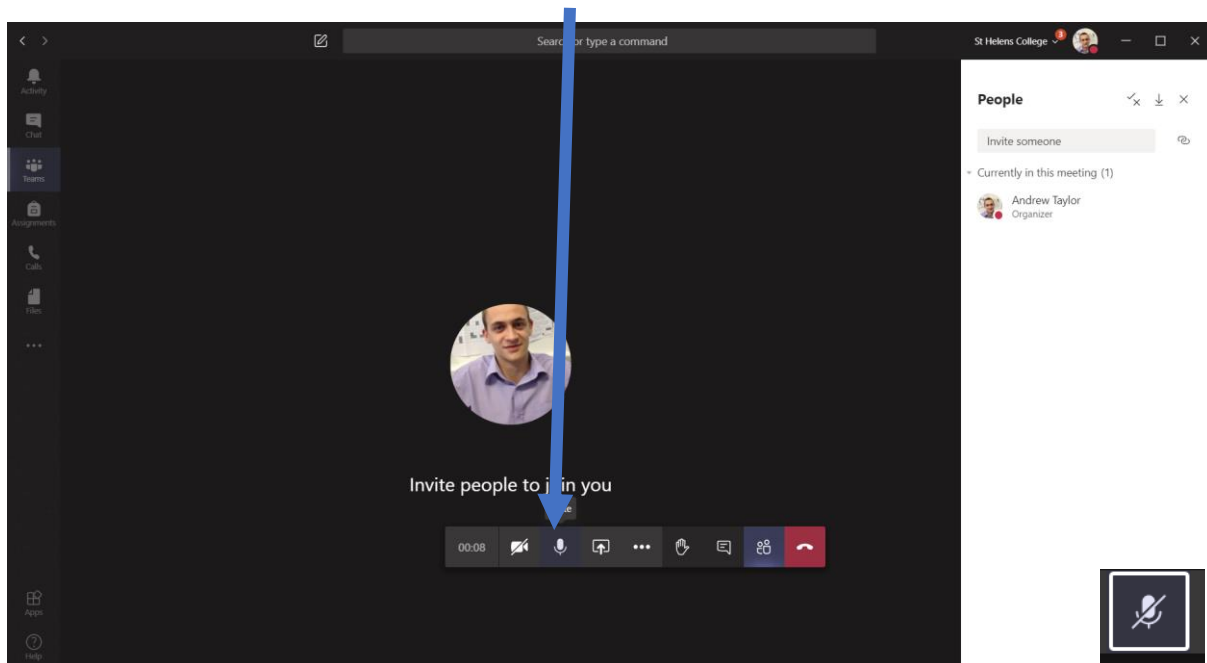
Once on the session, let the Tutor know that you have joined, even though they will be likely keeping watch on the participant list. It would be useful to introduce yourself or to just say "Hi".

When the lesson is due to start, the Tutor will invite those who have not already connected. This will only be done once.

The Tutor will then ask you to mute your microphone to avoid unintentional noises and interruptions. If you have a question during the session, you can press the 'Raise Hand' button and the Tutor will ask you to unmute your microphone and press the 'Lower Hand' button, to lower your hand. You can then ask your question, before muting your microphone again. The steps below will show you how to mute, unmute, raise and lower your hand.

# Mute/Unmute Microphone

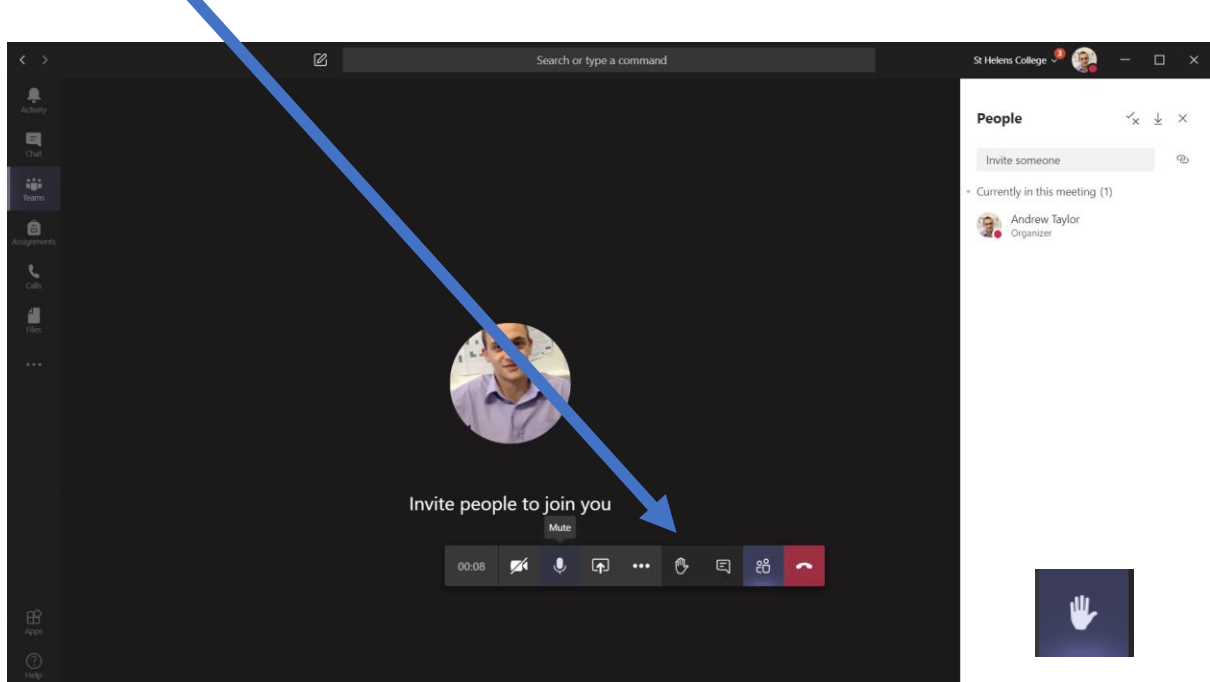
To mute your microphone, simply click the 'ute' button.



To unmute, you simply press the same button again. The icon will look slightly different this time.

# Raise Hand/Lower Hand

To raise your hand, which signals that you would like to ask a question, simply press the 'Raise Hand' button.

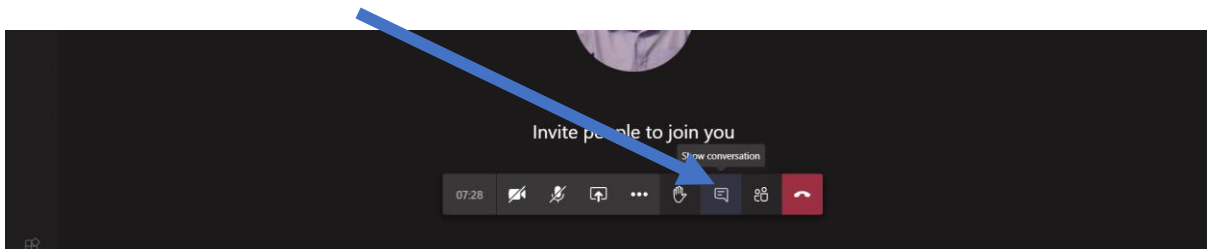


Again, to lower your hand, simply press the same button again. Like before, this will have a slightly different icon.

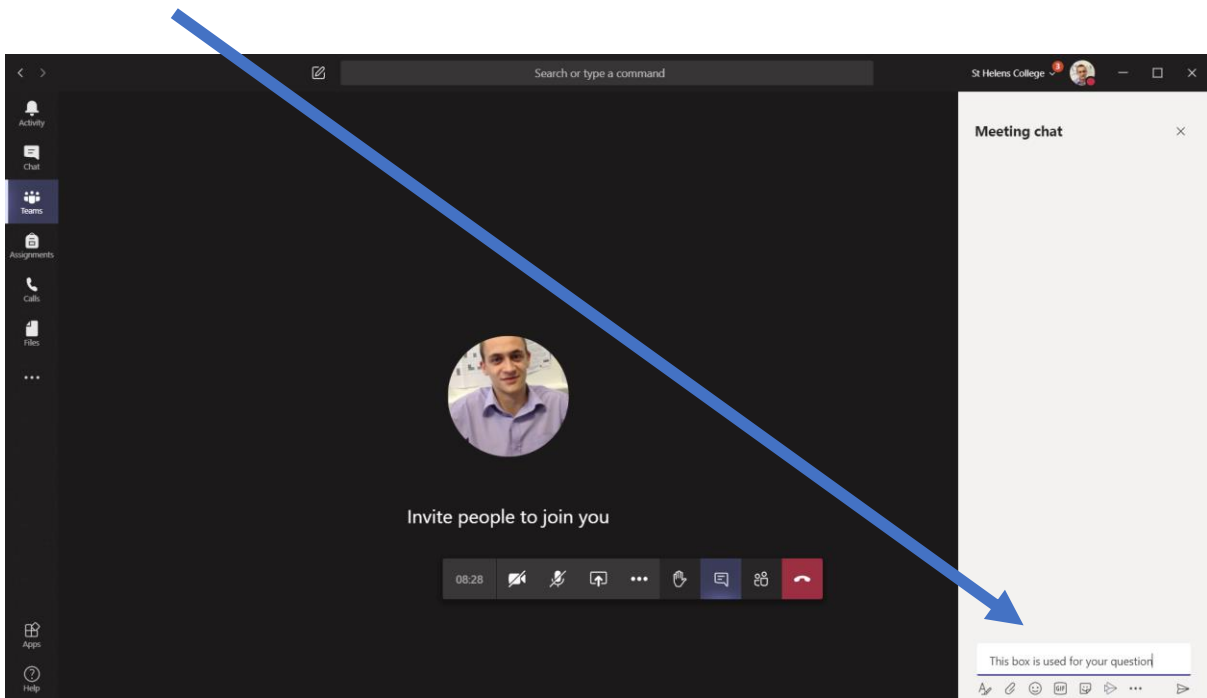
If you wish to ask a question using your keyboard, you can by following the steps below.

## Asking a question using your keyboard

You can ask a question at any point using the chat window. To access the chat window, click the 'Show Conversation' button, as seen below:



This will then bring up a pane to the right. To ask a question, simply type your question and press the send button.



Larger version of the 'Send' button.



Please note, that if you send a message in this way, the entire group will be able to see. There will be time at the end to ask questions too.