

The Canterbury Academy

A school for all the talents

How to access your Microsoft Team meetings



*In partnership with Simon Langton  Grammar School for Boys to provide
A grammar school band for boys and girls in a comprehensive school for all the talents*

Teams is found in Office 365

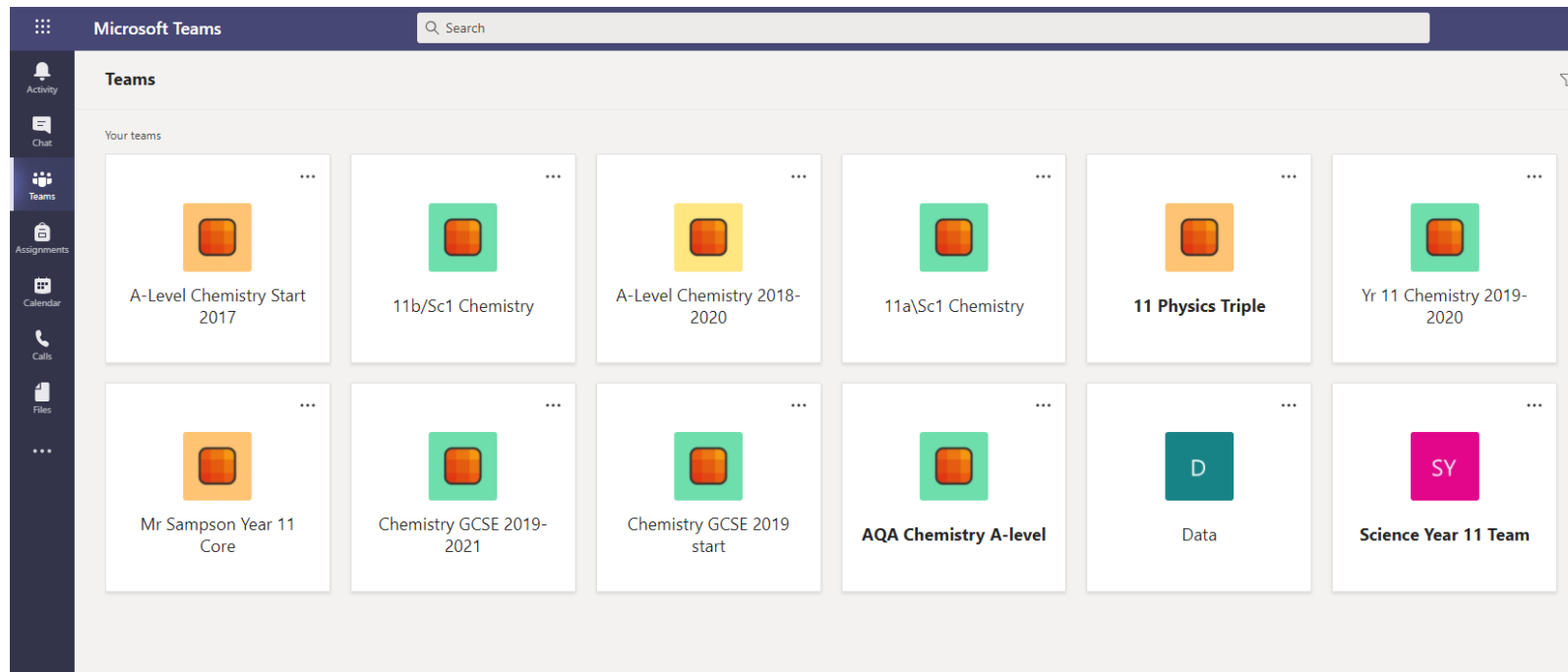
Remember you access your 365 login with your school email and password. Login with any browser.

Teams is opened from this icon



Selecting the appropriate Team

When you open Microsoft Teams you will see a list of teams you are a member of. This will be different for everyone. A Team is a class.

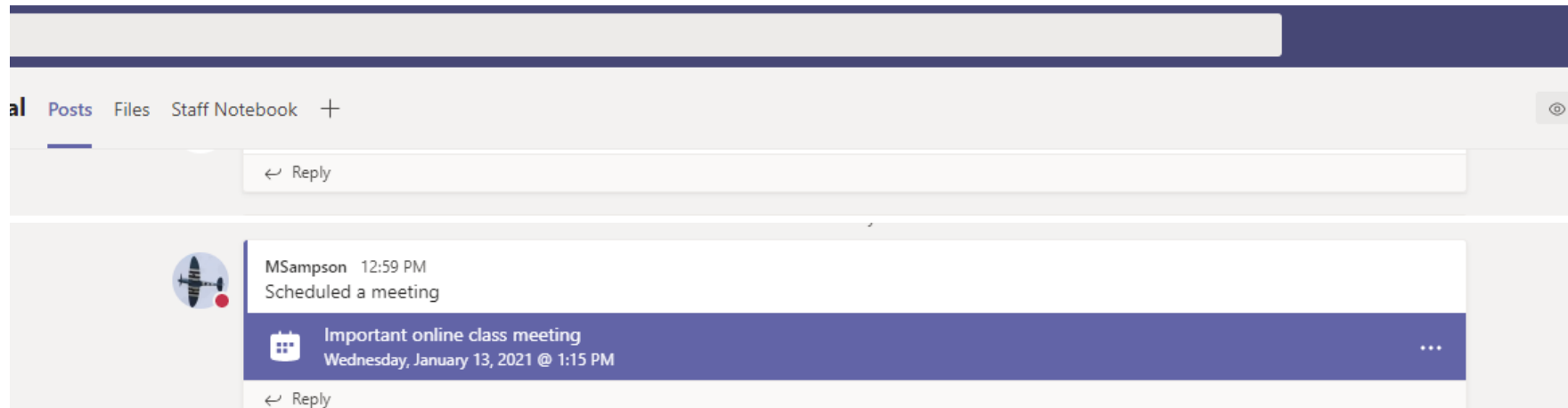


Open the class you are meeting in by clicking on it.



Finding meetings

When you open the Team you will see the scheduled meeting in the posts area.



This meeting is scheduled for 1:15pm



Joining meetings

When you open that meeting's information, you get more detail.

More importantly you can join it

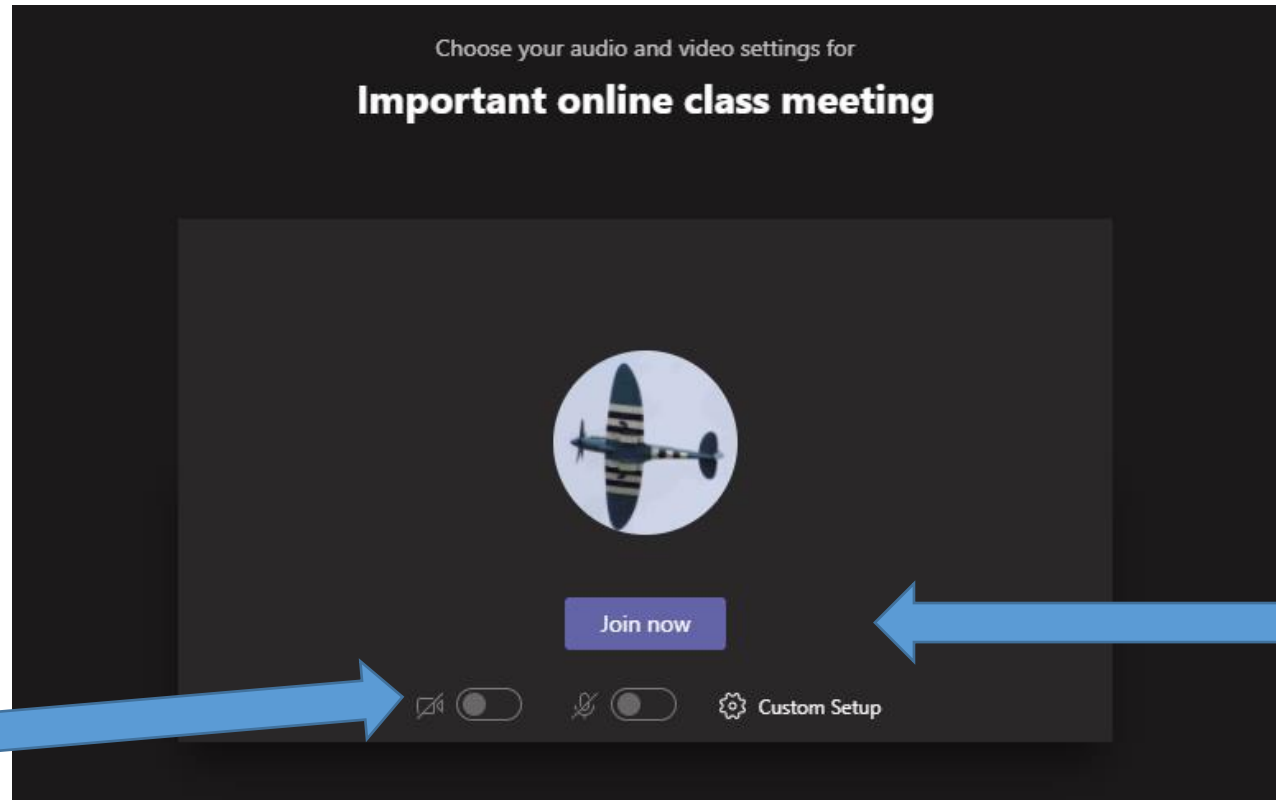
The screenshot shows the Microsoft Teams interface for a meeting titled "Important online class meeting". The top navigation bar includes "Chat", "Details", and "Scheduling Assistant". On the right side of the header, there are "Join" and "Close" buttons. Below the header, the "Details" tab is active, showing a "Cancel meeting" link, the time zone "(UTC+00:00) Dublin, Edinburgh, Lisbon, London", and "Meeting options". The main content area contains a title field with "Important online class meeting", an "Add required attendees" field with a "+ Optional" link, a date and time selector for "Jan 13, 2021" from "1:15 PM" to "1:45 PM" for a "30m" duration, and a "Does not repeat" dropdown. At the bottom, there are tabs for "Data" and "General". On the right side, a "Tracking" panel shows the organizer as "MSampson Organizer". A blue arrow points from the text box above to the "Join" button.



Settings as you join

You are now about to join the meeting.

You do not need a microphone or a camera to join.



This controls video and microphone.

Press to enter.



Recorded sections

The most important introductions might be saved. You can watch these later if you missed the live meeting.

You find these in the post section.

Click to download.



A screenshot of a Microsoft Teams channel interface. At the top, there are tabs for 'General', 'Posts', 'Files', and 'Staff Notebook'. Below the tabs, there are three meeting recording posts. The first post says 'Meeting now ended: 23h 9m' and has a 'Reply' button. The second post says 'Meeting now ended: 23m 52s' and has a 'Reply' button. The third post says 'Meeting ended: 43s' and features a video player with a download icon. To the right of the video player, there is a 'Meeting' label and a 'Download (expires in 19 day(...))' button. A blue arrow points from the 'Click to download.' text box to this 'Download' button. Each post also has a 'Reply' button at the bottom.



Alternative peripherals

There is a downloadable app version of Teams.

The app runs on PC and apple.

This is also available on all formats of smartphone and tablet.

