

# Microsoft Teams

## Getting Started

Microsoft Teams is a great way of engaging with remote learning and continuing with the fantastic progress that students make in physical lessons at West Kirby Grammar School.

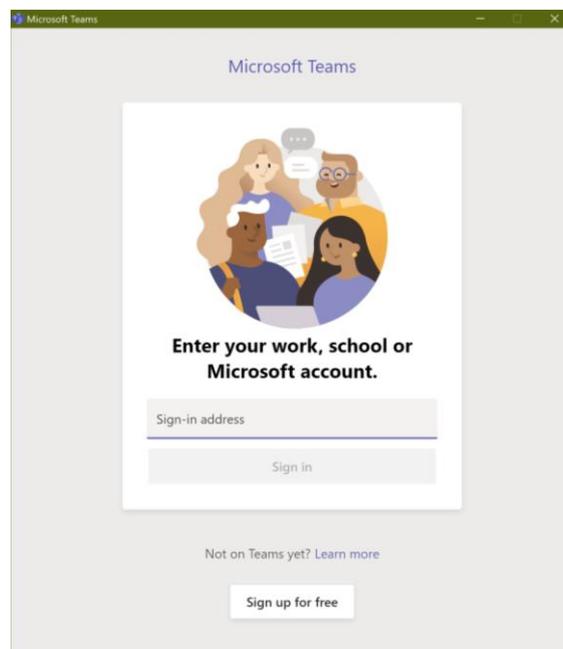
## Downloading Teams

It is possible to use Microsoft Teams without downloading the app, but the best user experience is accessed through the full downloadable app.

1. Visit the [Microsoft Teams Download Link](#) and select your download of either the desktop or mobile version depending on how you are accessing lessons. The desktop version is the best version and is usable on desktop computers or laptops.
2. The site will then ask you to select your operating system if it is not automatically detected by the website. Select from Mac OS, Windows or Linux as appropriate.
3. Selecting the 'Download Teams' button will then download the file needed. Following the automatic install instructions for your device will then get Teams up and running on your device.

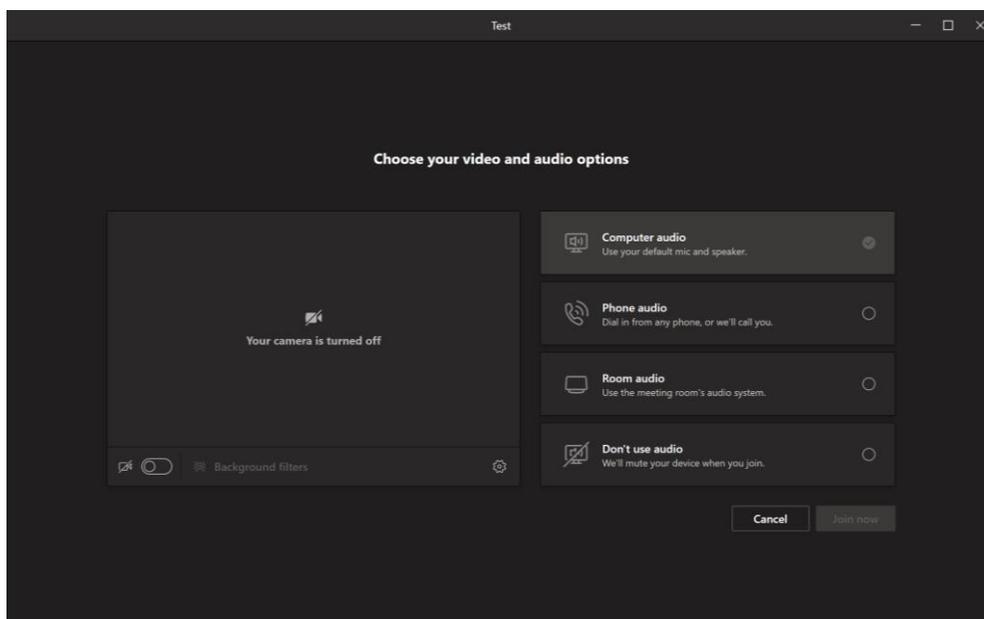
## Logging In and Using Teams

The first time you open Teams, you will see a welcome screen. Teams will remember your log in details to speed up the log in process in the future.



1. You are already signed up to Teams as a member of WKGS so just type your school email address and press 'Sign In' (you will need the @wkgs.net extension after your username for this to work).

2. You will then be asked for a password which will just be your normal school password used to log in to any school computer.
3. Once you have logged in, you will usually be taken to the 'Assignments' window but the best place to start is the 'Calendar' view. To get to this, look at the menu on the left side of the screen and select the Calendar icon (if you cannot see this, try clicking on the 3 dots at the bottom of the panel to see more option
4. You will now be able to see your calendar for the week ahead. As your lessons approach, click on the lesson and press the 'join' button. You will now see the options for joining your lesson.



5. Select 'Computer audio' and leave your camera off unless instructed otherwise by your teacher. It is good practice to mute your microphone when you first enter a meeting and then unmute if your teacher asks you to.
6. Your teacher will start speaking at the start of the lesson and will probably share their screen with you so that you can see anything they would like to draw your attention to. If you have a question press the 'raise hand' button in the top menu and your teacher will ask for your question at the next available point of the lesson.
7. At the end of the lesson, press the red 'Leave' button at the top of the screen and you will be taken back to your calendar, ready to join your next lesson.