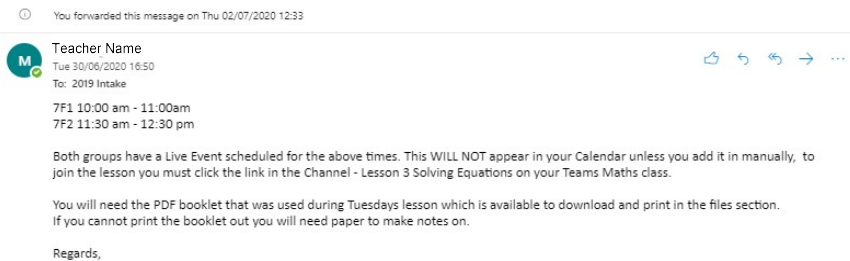


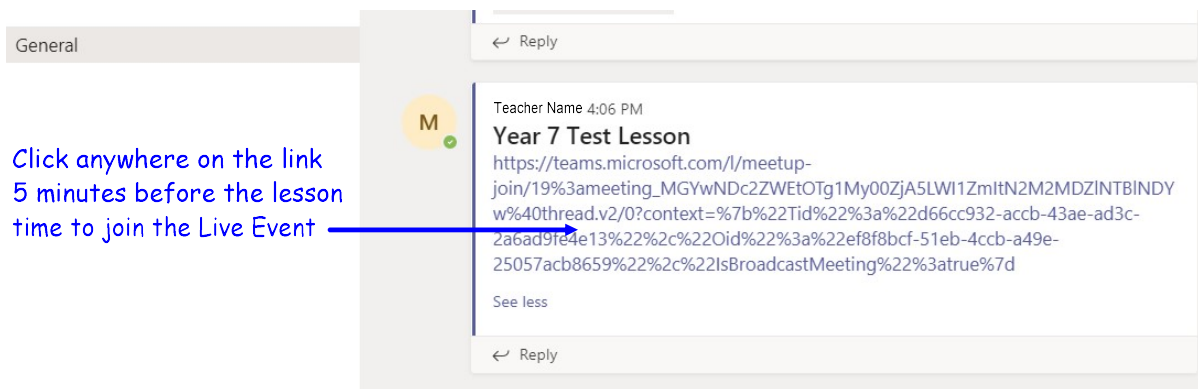
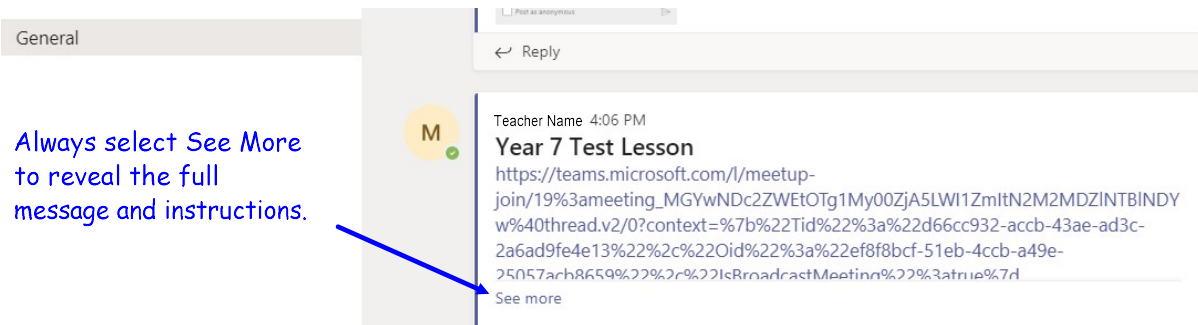
Pupil Instructions for joining a Microsoft Teams Live Event

1. Check and read your school emails every day.
Teachers will notify you initially by email of a Live Event.
The email will contain instructions of how to find the link to the lesson and any other details regarding resources and equipment needed for the online lesson.

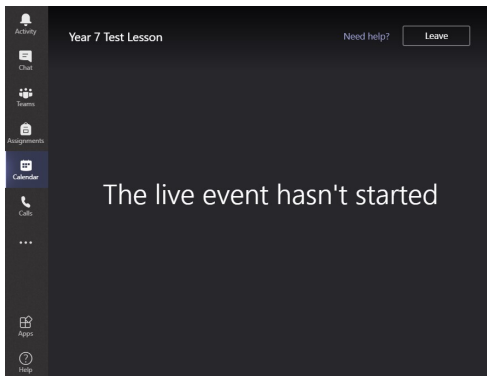
The Live Event will not appear in your Team Calendar unless you create an entry in Outlook Calendar yourself (instructions for this at the end).



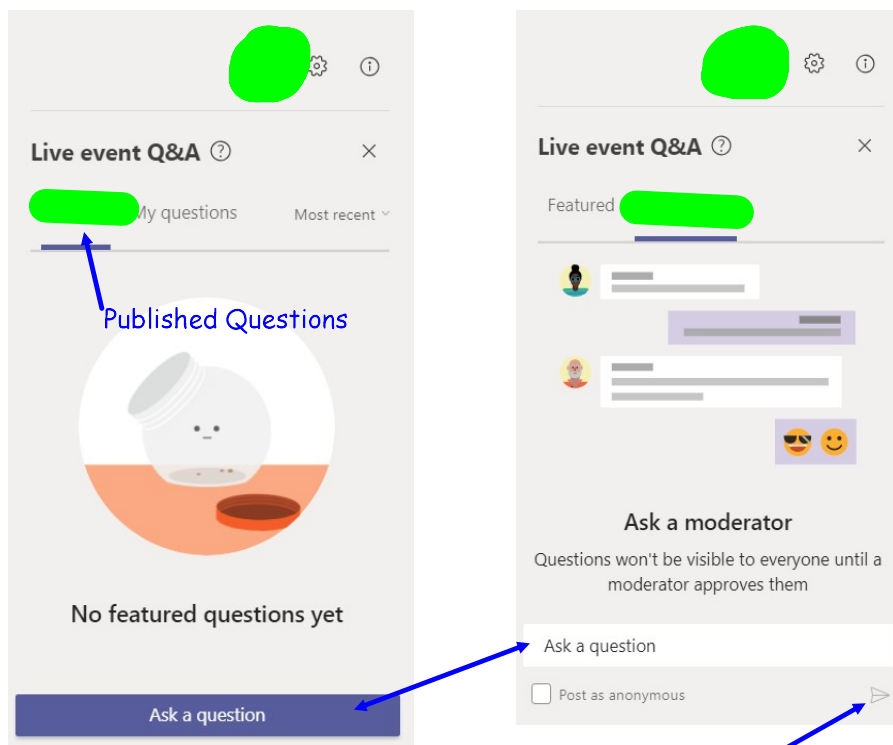
2. Find the relevant class on MS Teams for your lesson
e.g. year 7 Maths is either Year 7F1 Maths or Year 7F2 Maths.
Follow the instructions from the original email to find the link to the Live Event.
The teacher may have created a Channel for the lesson, as in the email above.
If only General Channel is showing it will look like below.



3. Wait for the Live Event to start, this will happen automatically.
Do not select the leave button.
Make sure that your sound is turned on.



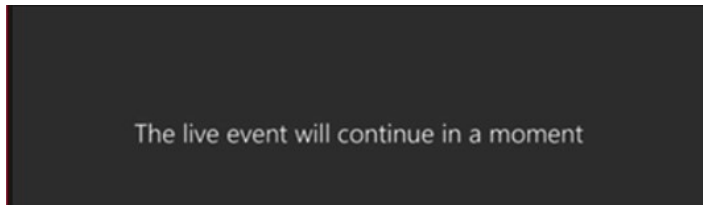
4. Live Event Q & A - post questions to your teacher using the Q&A tab at the top right hand side of your screen. This will be available once the Live Event has started. Teachers can answer you directly or publish a question and response to the whole class.



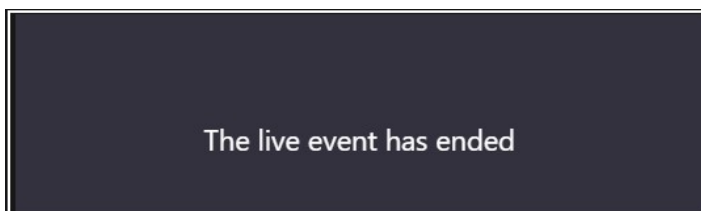
Questions can be entered on either section by clicking the arrow

5. If you lose a connection during a Live Event, click on the Link again to rejoin.

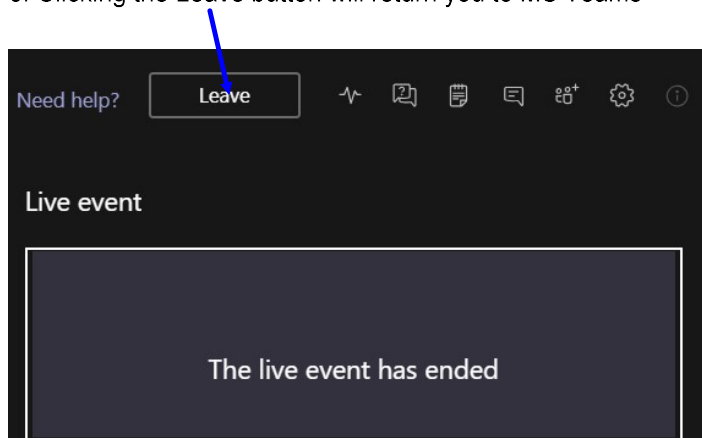
6. If the Teacher needs to turn off their camera for a while you will see the message below. Do nothing and wait for the Live Event to continue.



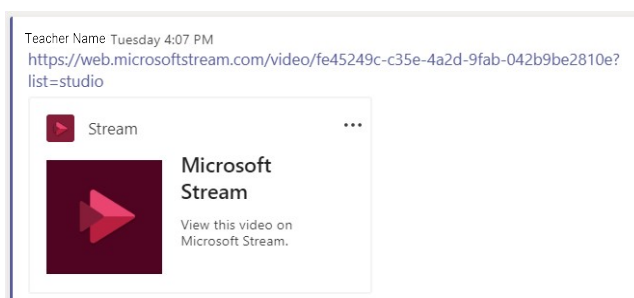
7. When the Live Event is finished you will see the following message



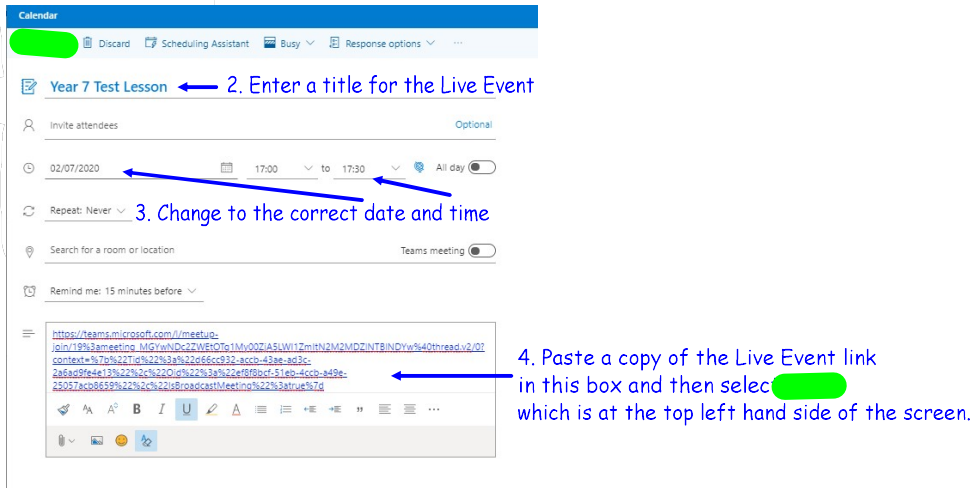
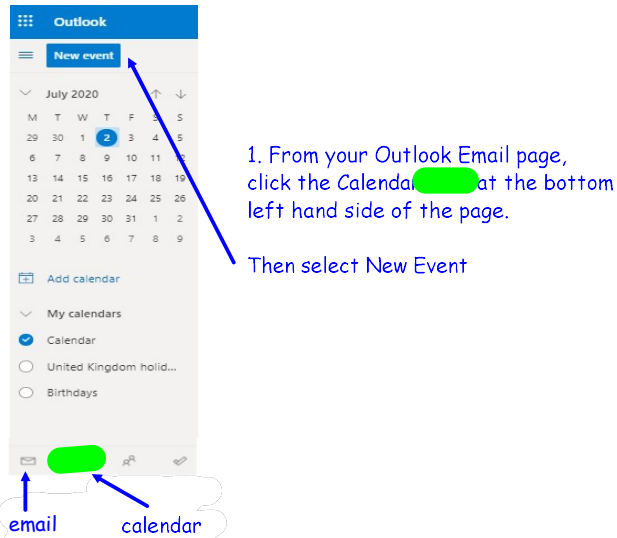
8. Clicking the Leave button will return you to MS Teams



9. A recording of the Live Event is completed automatically and is posted in the class section of MS Teams by the Teacher. Clicking the link will play the recording. Use this for revision of topics, completion of notes or if you were unable to take part in the Live Event.

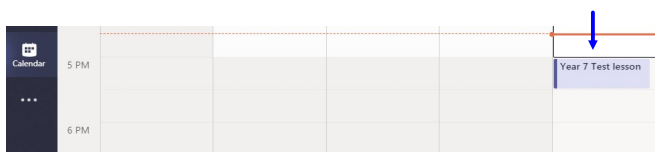


Creating an Event in Outlook Calendar



Outlook Calendar will Synchronise with your MS Teams Calendar.

5. Open up the Calendar on MS Teams and click the required lesson.



6. Click on the link in the box to join the Live Event.

