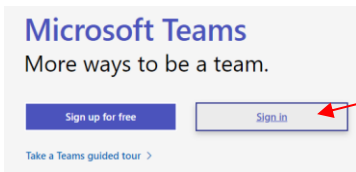
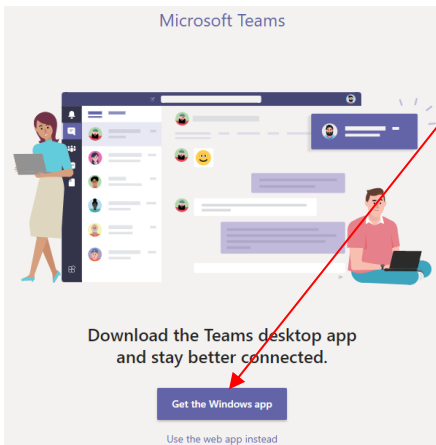


## How to Access and Use Microsoft Teams (Student Version)

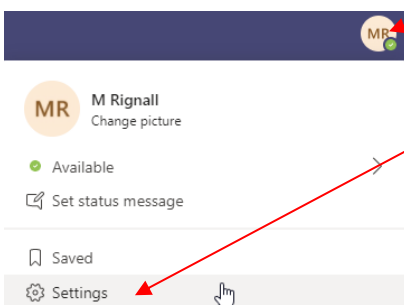
Go to Microsoft Teams (<https://teams.microsoft.com/>) on any web browser and 'sign in' using your @theskiptonacademy.co.uk email address; if you can't access your account for any reason please email [it-support@theskiptonacademy.co.uk](mailto:it-support@theskiptonacademy.co.uk) to verify your details and get a password reset if required.



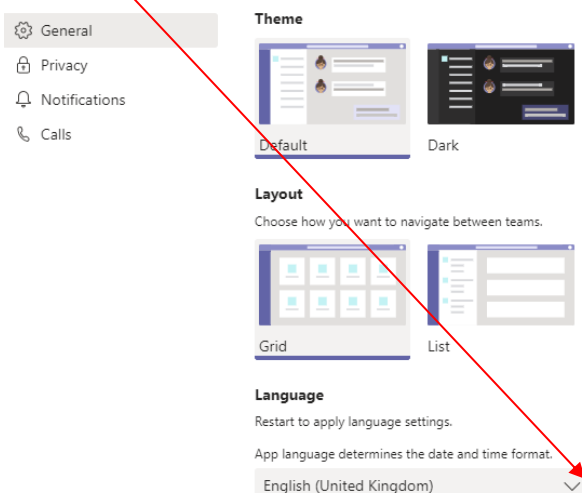
You may be given the choice to 'Get the Windows App' or 'Use the web app instead' either option is OK but we recommend to use the Windows app if you have sole use of the device you are using.



Once you have signed into Teams with your @theskiptonacademy.co.uk email address and password (the password is the same as you use to log into the computers in school) you will need to access the settings this is done by left clicking the circular icon in the top right containing your initials (or profile picture if you have changed it) and then selecting 'Settings' from the list.

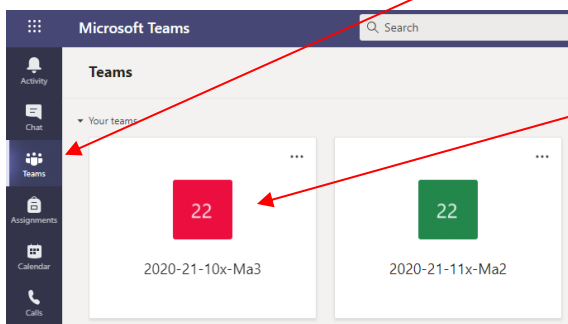


You will need to change your language to 'English (United Kingdom)' by selecting it from the drop-down menu. You may need to scroll down to find the language section within the 'General' setting section.



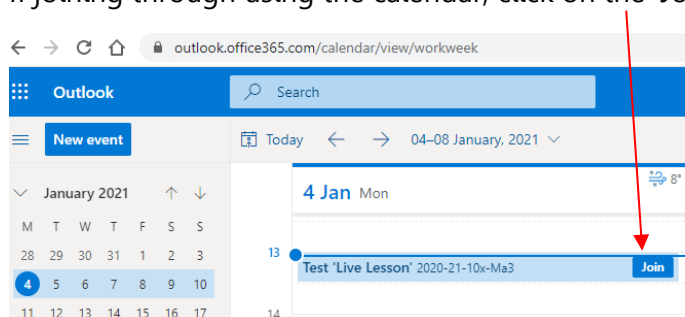
You may need to restart Teams to apply this setting as it ensures you are in the correct time zone (GMT).

You should now see all your classes 'Teams' if not make sure you have 'Teams' selected from the left-hand menu. To access a particular class just click on the tile you require e.g. 10x-Ma3.



If you are having a Microsoft Teams 'live' lesson you will receive an invite by email from your class teacher. This will also appear in your Outlook calendar. All work and/or live lessons will be 'announced' on [ClassCharts](#) and any resources will be signed posted for you in sites like [Showbie](#). You can log into and see your Outlook calendar on any web browser at <https://outlook.office365.com/calendar/view/workweek> you will need to log in with your school email (@skiptonacademy.co.uk) you can also access your emails at <https://outlook.office365.com/mail/inbox>.

If joining through using the calendar, click on the 'Join' button of the appropriate lesson invite.



Or, you can join through the email by clicking the 'Click here to join the meeting' link in the email.

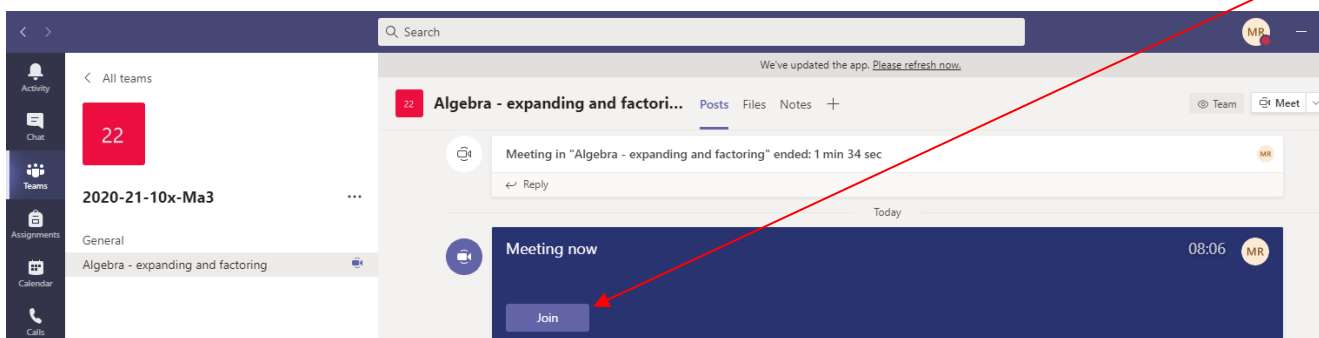
## Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

[Learn More](#) | [Meeting options](#)

Or, you can join from within the 'Teams' App for the class that has a lesson at that time by clicking 'Join'.



Not all lessons will feature a 'live' element using Microsoft Teams and the focus will be on providing elements of 'live' lessons for Year 11 in the week beginning 4<sup>th</sup> January and then some other year groups from the week beginning 11<sup>th</sup> January as teachers become more confident with the technology.

You are reminded that we expect excellent behaviour when using Teams and that ClassCharts will be used to record positives and negatives. You should join with a muted microphone and only unmute when asked so by your teacher to answer a question. If on camera you should be dressed respectfully.

Remember, if you have any issues with your lessons please email your subject teacher and they can assist you. If you have any other concerns or worries please email your tutor or key stage leader.