## How to Use Microsoft Teams – Student Guide

[Teams to replace the SLE from 18 January 2021]

Topic	Subtopic	Steps
		<ul> <li>All lessons and work will be set on Teams instead of the SLE from 18 January 2021</li> <li>Teams allows teachers and students to easily communicate with each other.</li> </ul>
Overview	What is 'Teams'?	<ul> <li>Each 'Team' is a class, tutor group, year group, etc.</li> </ul>
		• Teams allows students to watch lessons, write and hand-in assignments, answer
		quizzes, receive feedback and ask questions all in one place.
	Option 1:	1. Open your school emails as normal
	Use school	2. Click the 'waffle' in the top left corner (9-dots in a square)
	emails	and select 'Teams'
	<b>Option 2:</b> Download it	1. Google 'Microsoft Teams'
How to Log-in		2. Click 'Download Microsoft Teams'
		3. Go to your Downloads and open the program
		4. Type in your school email and password when it asks you to
	Option 3:	1. Go to the Kings website.
	Use Kings Website	2. Go to 'Students' and 'Student Hub' at the top.
	website	3. The 'SLE' button in the Student Hub will now take you to Teams instead of the SLE.
	<b>Option 4:</b> Use the	<ol> <li>Download the Microsoft Teams App from where you would normally download apps on your mobile, tablet, etc.</li> </ol>
		<ol> <li>Enter your log-in details as if logging in to your school emails, the SLE, etc.</li> </ol>
		3. You will receive notifications when teachers post work for you to do.
	Mobile App	Note: Using the App is great for receiving notifications, but will not allow you to
		complete your work. Please use a desktop computer or laptop to complete work.
	<b>Step 1:</b> Find my class	Find the right 'team' (class):
How to find		1. Open Teams using one of the options above.
		2. Click the 'Teams' tab on the left-hand side.
		3. Find the class you have that day and click on it.
my lessons		Â
each day		КН
		KCG20/21-7ab-Hi2 - History
		Find today's lesson:
		1. Choose the correct team (class) as per Step 1. General Posts Files
		2. At the top, make sure you're clicked on 'Posts'.
	Step 2:	<ol> <li>At the top, make sure you're clicked on 'Posts'.</li> <li>Find the lesson posted by your teacher and click the video or the link.</li> </ol>
	<b>Step 2:</b> Watch the	2. At the top, make sure you're clicked on 'Posts'.
	•	<ol> <li>At the top, make sure you're clicked on 'Posts'.</li> <li>Find the lesson posted by your teacher and click the video or the link.</li> </ol>
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