

Open your Teams App from your desktop or device. You can also access from Office 365 online but the app works best – download the app if you can.

Microsoft Teams



**Enter your work, school or
Microsoft account.**

crookhillpupil@crookhillprimary.org|

Sign in

Enter your @crookhill email address. Get in touch with your class teacher if you don't have this.



crookhillpupil@crookhillprimary.org

Enter password

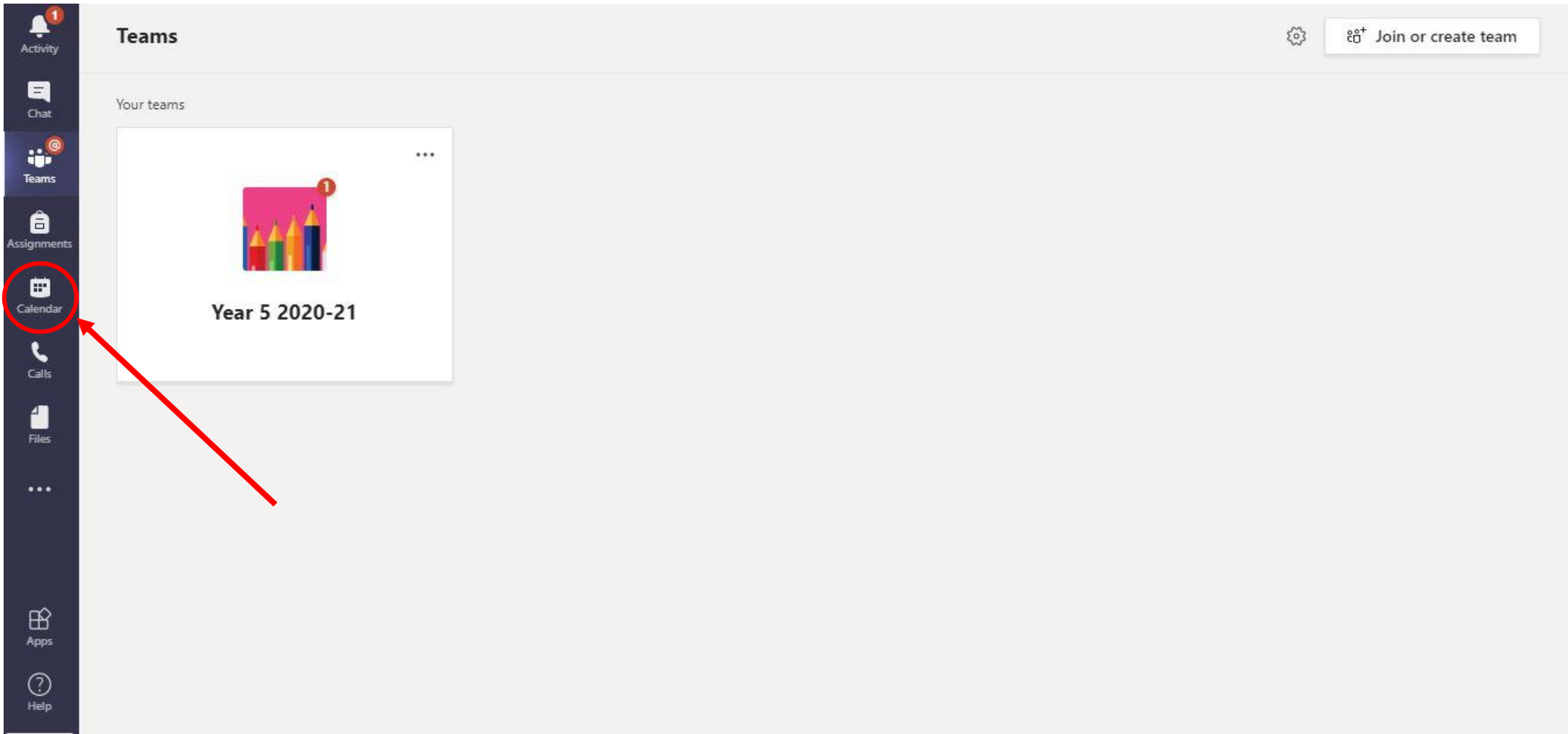
.....|

[Forgotten my password](#)

[Sign in with another account](#)

Sign in

Enter the password for your account and Sign in



Once you are signed in, you will see your Team name. Click on the calendar icon on the side menu.

The screenshot shows the Microsoft Teams calendar interface. On the left is a dark sidebar with navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, and Files. The main area displays a calendar for January 2021. A meeting titled "Test Meeting" by "Year 5 Teacher" is scheduled for Tuesday, January 19, 2021, from 09:00 to 09:30. A red circle highlights this meeting card. To the right, a details pane for the "Test Meeting" is open, showing the same title, date, and time. A red circle highlights the "Join" button in this pane. Below the "Join" button are options for "Chat with participants" and a list of participants, including "Year 5 Teacher" as the "Organiser". At the top right of the calendar view are buttons for "Meet now" and "New meeting".

In your calendar, you will see the meeting details. You should click on the meeting details and click join.

Choose your video and audio options



Background filters



Computer audio

Use your default mic at



Phone audio

You don't have access to
meeting



Room audio

Use the meeting room's



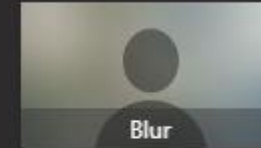
Don't use audio

We'll mute your device

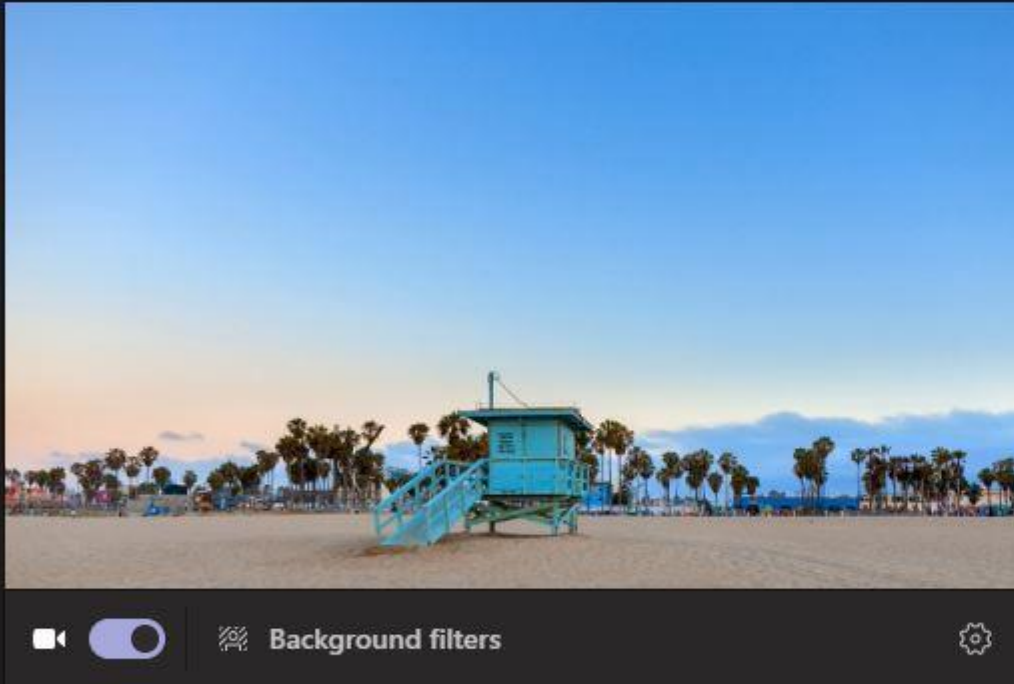
Background settings



+ Add new



Choose your video and audio options



☒ **Computer audio** ☒

PC Mic and Speakers ☐

☒ ☐ ☐

☐ Phone audio ☐

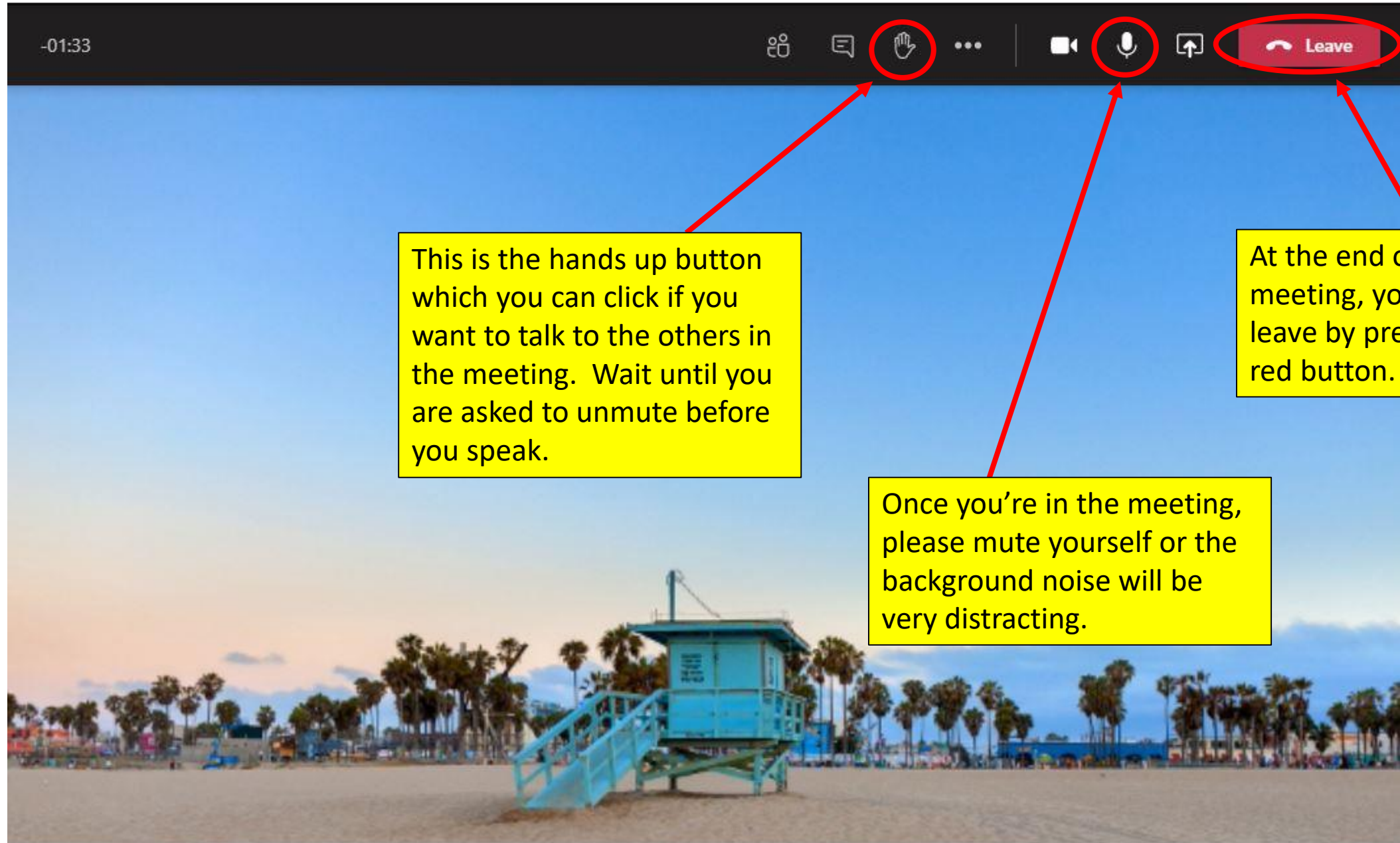
☐ Room audio ☐

☐ Don't use audio ☐

Cancel

Join now

Check you have selected your computer audio and then you can join. You may have to wait in the 'lobby' until your teacher lets you into the meeting.



This is the hands up button which you can click if you want to talk to the others in the meeting. Wait until you are asked to unmute before you speak.

Once you're in the meeting, please mute yourself or the background noise will be very distracting.

At the end of the meeting, you can leave by pressing this red button.