

# Microsoft Teams

Pupil instructions

# To Access Teams

you can do this through RM Unify (see below)

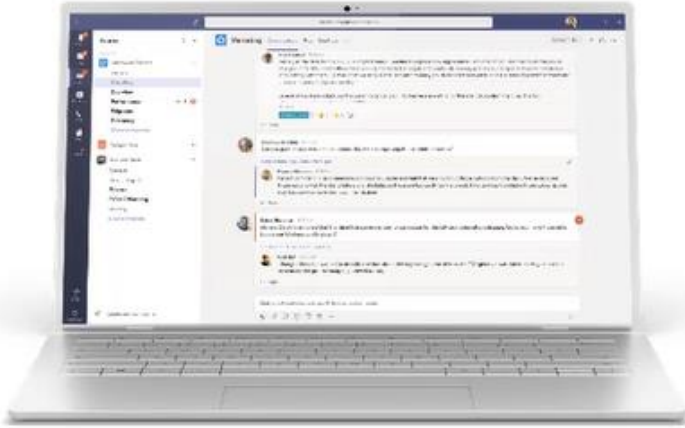
Cirencester Deer Park School

My Files Search Launch Pads

 Mail Microsoft Office 365	 OneDrive Microsoft Office 365	 CudaLaunch Remote Access to Folders	 Show My Homework Teacher Centric Ltd	 Reports Manager Reports Manager Online	 www.deerparkschool.net Our School website	 Twitter @CDPStoday Main school Twitter account	 iDeer iDeer	 Office Download Office Now Microsoft Office 365
 BBC Schools BBC	 YouTube for Schools Google	 MyMaths MyMaths	 Kerboodle Oxford University Press	 Parents Evening System School Cloud Systems	 Room Booking System School Cloud Systems	 Accelerated Reader Renaissance Learning	 Accessit Library System	 Office Apps Microsoft Office 365
 Staff OneDrive Microsoft Office 365	 Google	 Whole School Calendar	 Meeting Room 4 Calendar	 Meeting Room 5 (SDR) Calendar	 HCSS Finance System	 Circus Cirencester Deer Park School	 Every Education Every	 Trips and Visits Trips and Visits
 Corinium Education Trust Portal	 Corinium Education Trust Website	 Remote Access VPN. Network access offsite.	 BBC Languages BBC	 BBC Learning Zone Class ... BBC	 Business (-1) Dynamic Learning ... GCSE Business (9-1)	 Microsoft Teams		

We would recommend downloading Teams as an app on your device. Below shows some of the ways that Teams can be used. The advantage with having it on an app is that it provides you with notifications (like SMHW).

## Desktop



## Tablet



## Browsers



## Phone



Edge



Chrome



Safari



iPhone

Android

Download [aka.ms/GetTeams](https://aka.ms/GetTeams)

# Check your school email!

- You can check your school email via RM Unify – it will be the first app listed for you.
- Notifications/invites to the scheduled lesson/s will be sent to your school email – You need to respond to this by saying you will attend the lesson (if there is a reason that you are prevented from attending the lesson you must let your Year Leader know ASAP)
- Once you accept the lesson invite this will go into your calendar and you will be able to see the lessons you have for the day.
- Please check your email regularly – especially if you haven't received a Team invite for a particular lesson: we don't want you to miss it!

In your calendar you can see when your lessons are.  
Remember, Check your email for invites to lessons regularly!

The screenshot shows the Microsoft Teams interface with the calendar view active. The top bar includes the Microsoft Teams logo, a search bar, and a user profile icon. The calendar header shows the current date as 'Today' and the month as 'March 2020'. The calendar grid displays a weekly view from Monday (16th) to Friday (20th). A blue arrow points to the 'Calendar' icon in the left sidebar. The calendar shows several meetings and events, including 'Meeting SM', 'Meeting RL', 'Trial Session', 'Work with JXD's English class', and 'Duty KS3 Hall'. The time slots range from 14:00 to 20:00.

Day	16 Monday	17 Tuesday	18 Wednesday	19 Thursday	20 Friday
14:00		Duty KS3 Hall	Work with JXD's English class (10Q1) on Teams	Duty KS3 Hall	
15:00	Meeting SM	Meeting RL	This one! L.Lang		
16:00		Trial Session L.Lang	SLT	Trial Lesson - Take L.Lang	
17:00			Trial Session - Let's see how we go! L.Lang		
18:00					
19:00					
20:00					

# Once in Teams you will see your classes like this...

The screenshot displays the Microsoft Teams application interface. At the top, there is a search bar with the text "Search for or type a command". Below this, the "Teams" section is visible, showing a grid of team cards under the heading "Your teams". A blue arrow points to the "Teams" icon in the left sidebar, with the text "Where your classes are" overlaid on it.

The team cards shown are:

- SLT (represented by a purple square with the letter 'S')
- Science 10P1 (represented by an orange square with a rounded 'S' shape)
- Team Staff Trial (represented by an orange square with a rounded 'S' shape)
- ELT (represented by a dark grey square with the letter 'E')
- Teaching Staff (represented by an orange square with a deer icon)
- EN10Q1 (represented by a blue square with a cartoon character icon)
- PS11D1 (represented by a green square with a rounded 'S' shape)
- PS11D8 (represented by a yellow square with a rounded 'S' shape)
- PS11D4 (represented by a yellow square with a rounded 'S' shape)
- PS11D5 (represented by a yellow square with a rounded 'S' shape)
- CET SLT (represented by a blue and orange knot icon)

In your class/team area you can see posts from the teacher and other pupils. You can see files that your teacher has posted for you to use plus anything else they might wish you to access

The screenshot displays the Microsoft Teams interface. At the top, there is a search bar with the text "Search for or type a command". Below this, the left sidebar shows the "All teams" list with a team named "EN10Q1" selected. The main area shows the "Introductory Session" channel with tabs for "Posts", "Files", "Notes", and "Using Teams". The "Posts" tab is active, showing a list of messages from "L.Lang". The messages include a welcome message, a meeting announcement for "Trial Meeting session for pupils" on Tuesday, 17 March 2020 at 15:00, a note about meeting notes, a link to a form titled "Fill | Untitled form", and a message about an upcoming lesson. Two blue arrows are overlaid on the image: one pointing to the "Files" tab and another pointing to the "Posts" tab.

Microsoft Teams

Search for or type a command

All teams

EN10Q1

Introductory Session

Lesson 1 - Jeekyll and Hyde

Lesson 2 - Macbeth

Introductory Session Posts Files Notes Using Teams +

L.Lang set this channel to be automatically shown in the channels list.

L.Lang Tuesday 13:20  
Welcome to the group! I hope that you can find your way around ok!

Reply

L.Lang Tuesday 13:26  
Trial Meeting session for pupils

Trial Session  
Tuesday, 17 March 2020 @ 15:00

Reply

L.Lang Tuesday 14:34  
Created meeting notes for this meeting

Show notes in fullscreen

Reply

L.Lang Tuesday 14:53  
Added a new tab at the top of this channel. Here's a link.

Fill | Untitled form

Reply

L.Lang Tuesday 15:20  
EN10Q1 lesson coming up!

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# Any Questions or in need of help with Teams?

- Please contact Mrs Lang in the first instance. We will do our best to resolve your issue. Mrs Lang's email address is: [l.lang@deerparkschool.net](mailto:l.lang@deerparkschool.net)
- If you haven't been added to a class but believe others in your class have been then please contact your subject teacher.

Thank you

