

Student's Guide; Using Microsoft Teams for remote Learning – Getting started.

These Instructions apply to The Bishops of Hereford Bluecoat school.

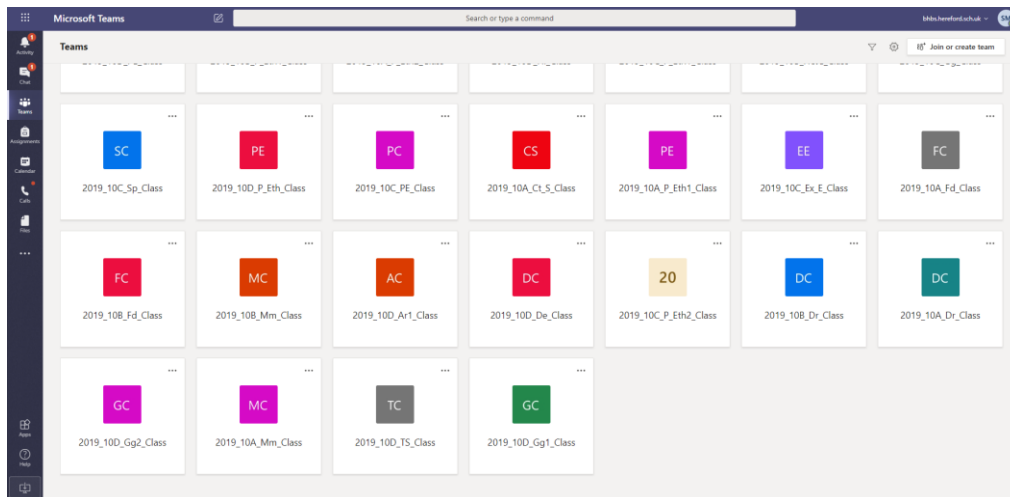
Step 1: Logging into Microsoft Teams

Go to <https://teams.microsoft.com> and Enter your login Details, if you are already signed in this will not appear and you can skip to step 2.

When asked enter your school email (Username@bhbs.hereford.sch.uk) and password (This is the same as your computer login) if you need a password reset please email Helpdesk@bhbs.hereford.sch.uk

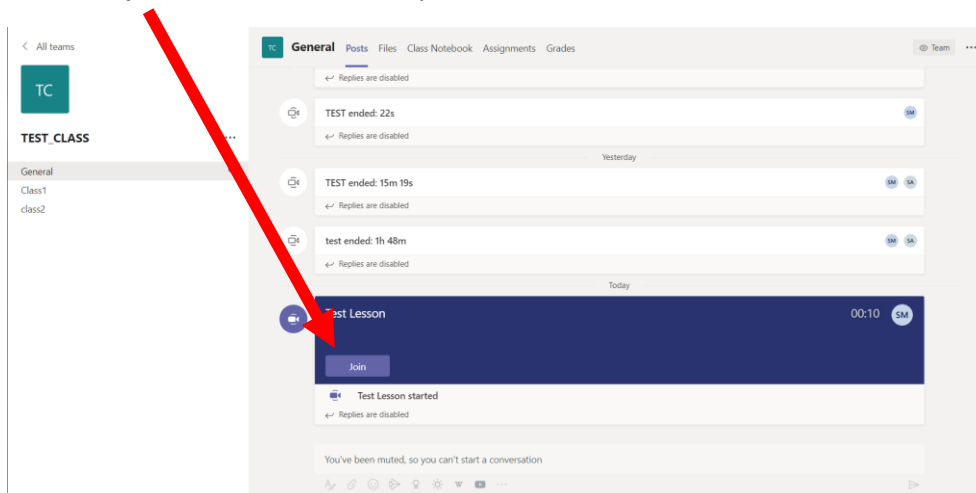
Step 2 – Your Teams

Once logged in, click on Teams on the right-hand side and you should see a list of your classes. Click on the class you want to join.



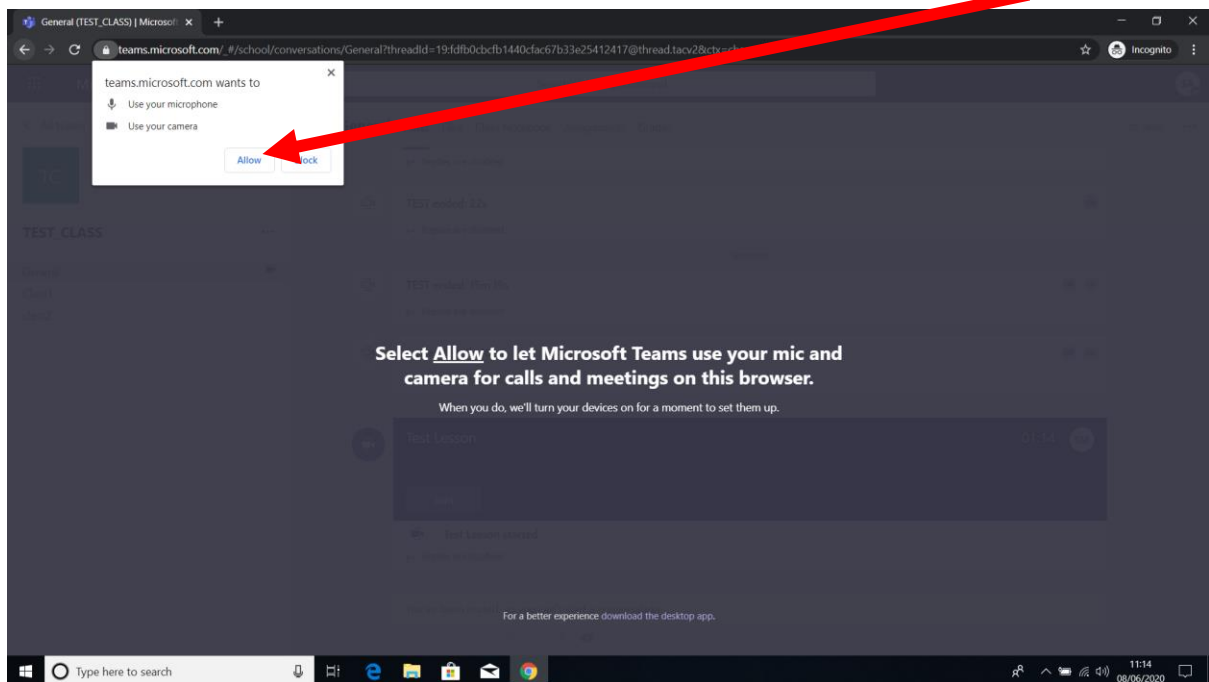
Step 3 – Joining a class lesson (meeting)

Once you have clicked on the class, as long as the teacher has started the class you should see a button to join, click on this. If not, you will need to wait for the teacher to start.



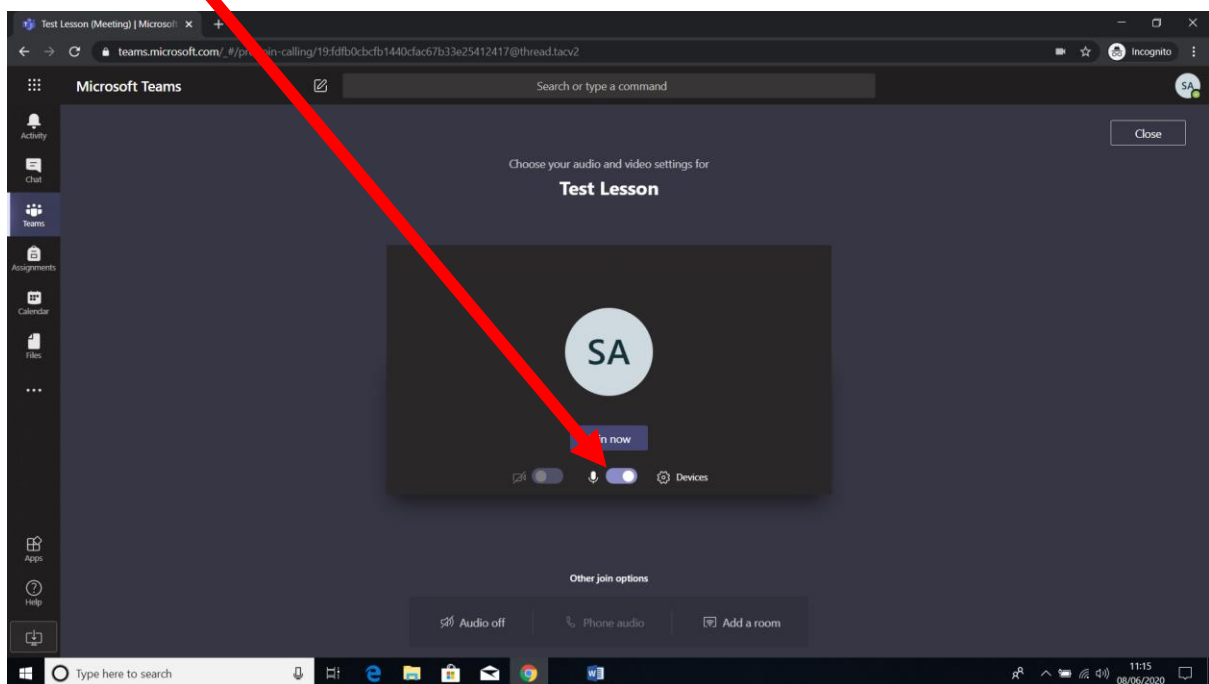
Step 4 – Allowing teams access to your camera and mic

You won't be able to use your camera but google chrome may still request access, click allow



Step 5 – mute yourself

Turn off your mic and only unmute yourself when needed, this prevents background noise disruptions



Step 6 – Welcome to the lesson, you can mute and unmute yourself by clicking here during the lesson but only when needed.

