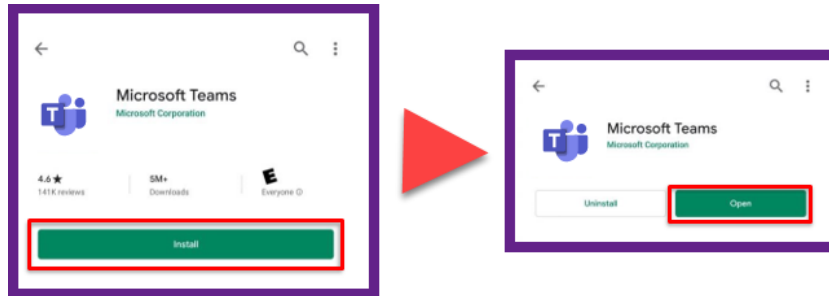




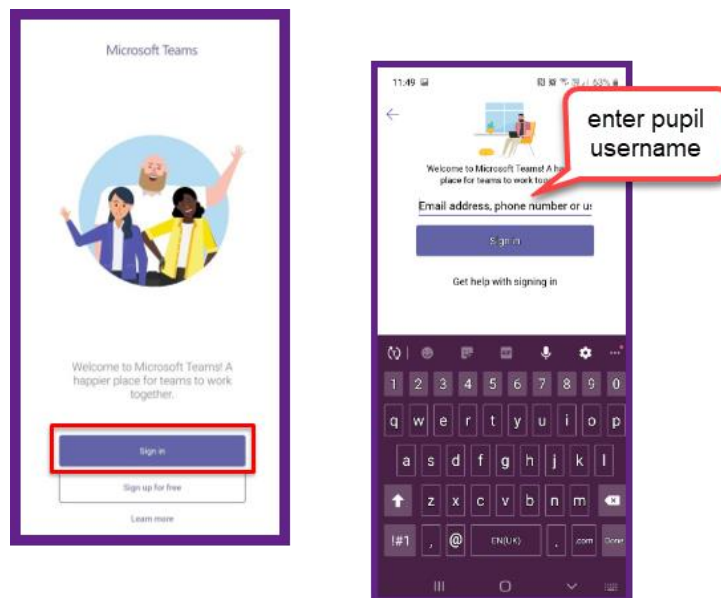
Installing and using Microsoft Teams on Android

In Google Play Store search for Microsoft Teams* and click **Install**. Once it is installed, click **Open**

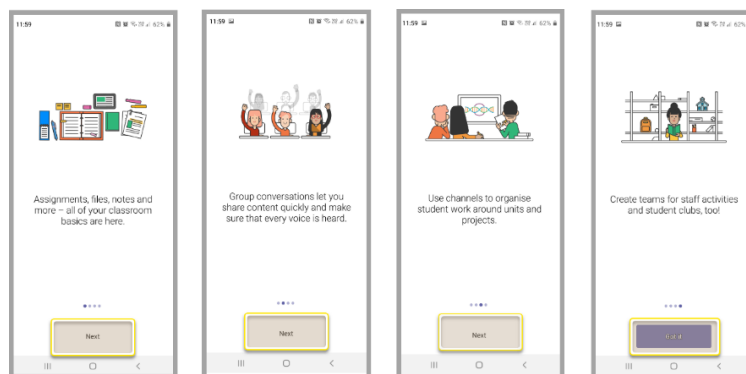


*Teams android app is compatible with android versions 4.4 onwards.

Select **Sign in** and use the pupil username and password you've been given by your school to sign in.

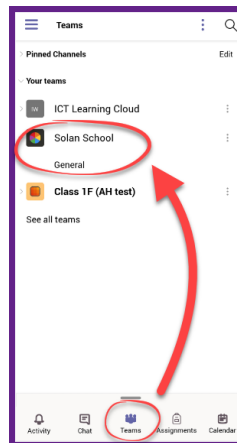


On initial login, Microsoft Teams will display a brief tutorial on some of its basic features. Click **Next** to move through each slide. Once complete, click **Got it**.

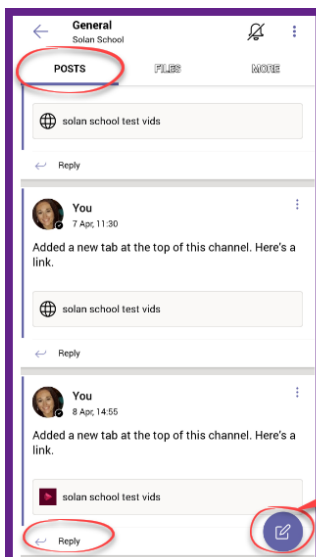


The Teams app is now installed and ready to use on your device.

Click the Teams menu item from the bottom of the screen and then click on the Class Team you are part of.



You will be taken to the **Posts** section which is the main area for the Team.

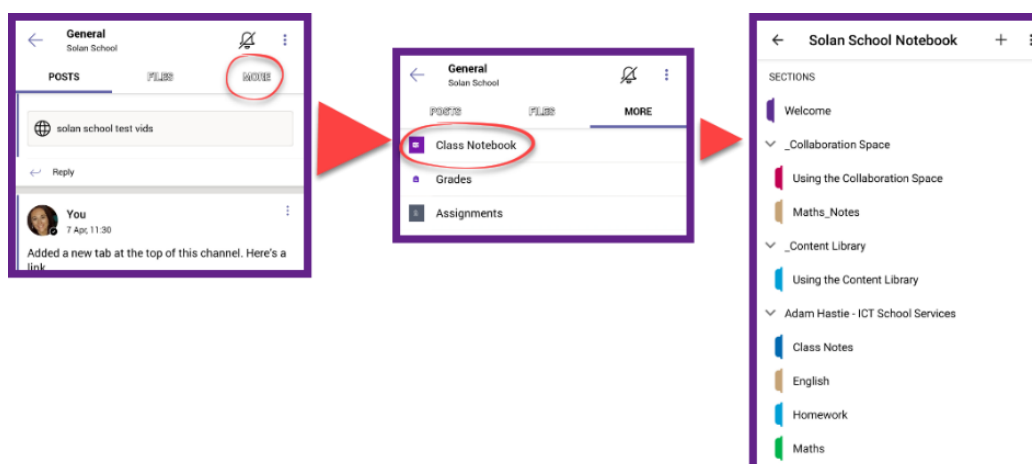


This is where the full team conversations happen. Anything in this area can be seen by all members of the Team.

You can reply to a post using the **Reply** option at the bottom of each post or you can create a new post by selecting the **New post** option in the bottom right corner of the screen.

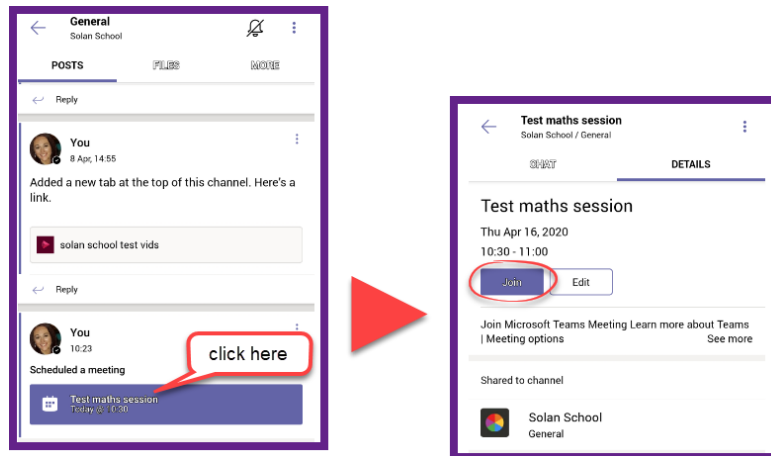
Accessing the Class Notebook

Select **More** from the upper menu items then choose **Class Notebook** from the list shown. The Class Notebook will now open.

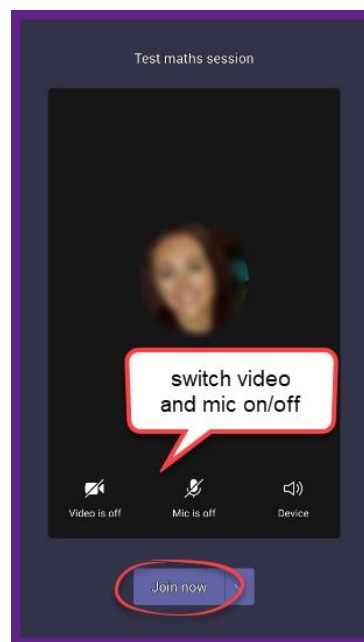


Joining a Team meeting

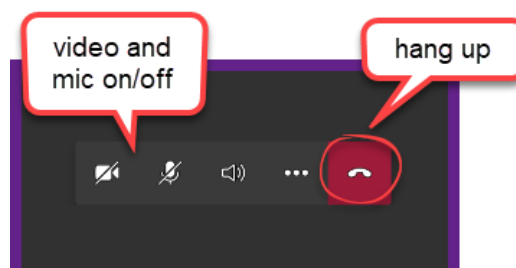
Scheduled meetings for the full Class will be added to your Teams Calendar. They will also appear in the posts area for the team. You can join the session directly from the Posts area by clicking on the meeting and then selecting **Join**.



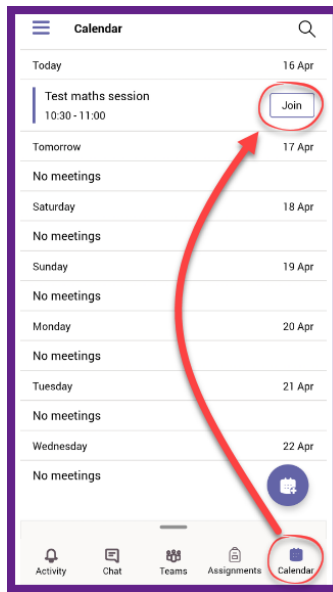
The following screen will appear where you can choose to switch your video and mic on or off. Click **Join** when you are ready.



During the meeting you can continue to turn your video and mic on/off by using the in-meeting menu items. When the meeting is over select **hang up** to exit.



You can also join planned sessions by selecting **Calendar** from the lower menu items of the Teams home page. A list of planned meetings will be shown.



Select the meeting you want to join and click **Join**.