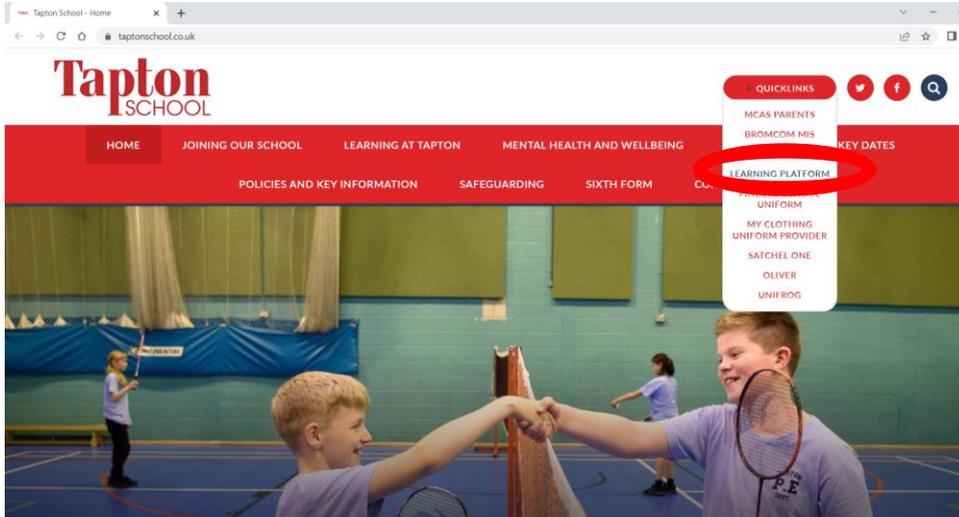


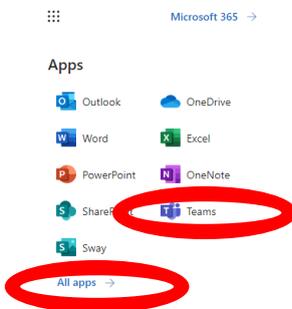
## How to access Microsoft Teams

1. Go to Tapton School Website: [www.taptonschool.co.uk](http://www.taptonschool.co.uk) , click on 'quick links' and select 'The Learning Platform'

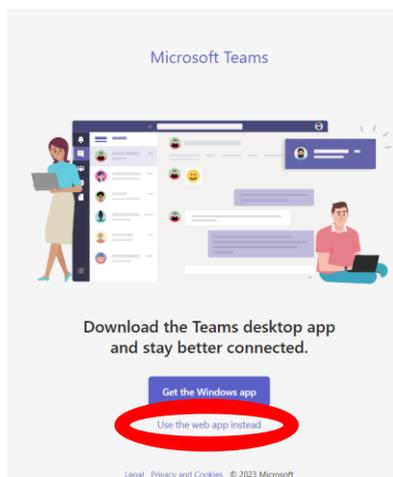


2. You will be asked to log in. Here you need to use your school username and password. Your school email address is your [username@taptonschool.co.uk](mailto:username@taptonschool.co.uk)

3. On the learning platform click on the 'waffle'  in the top left-hand side of the screen and you will see a drop down menu. Select 'Teams' or click on 'All Apps to search for the Microsoft Teams application



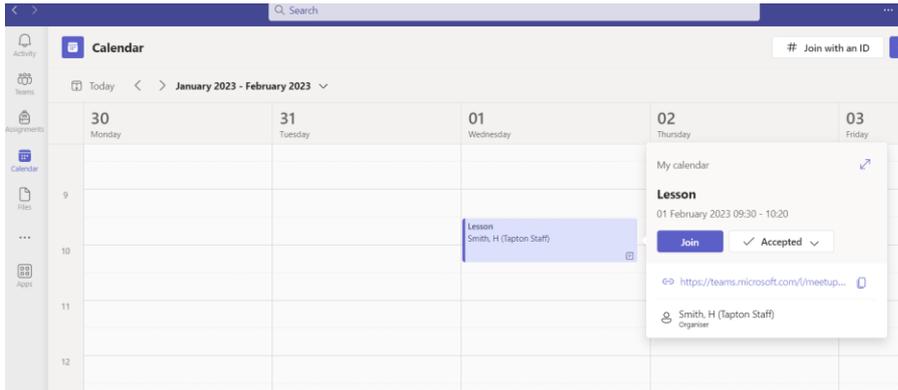
4. You will then see this screen. You can select to 'use the web app' or if you choose you can install Microsoft Teams



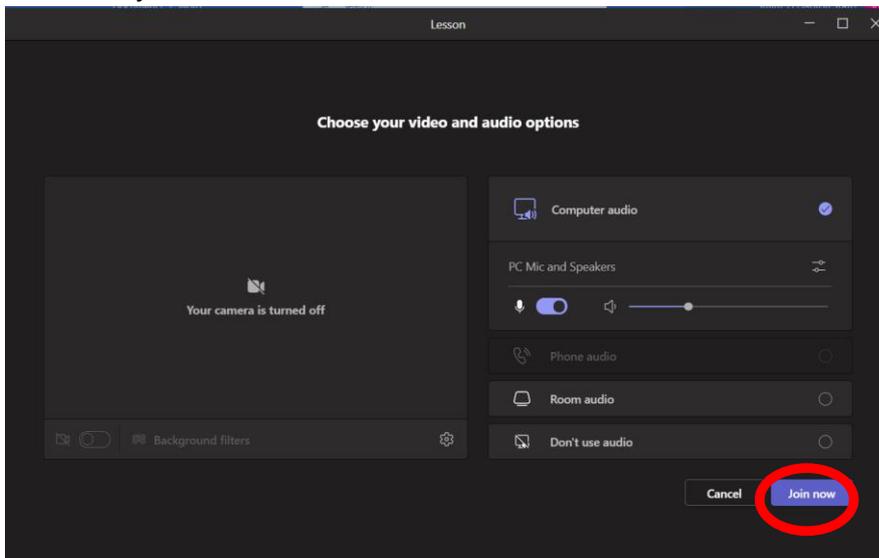
5. On the left-hand side of the Microsoft Teams Screen you will see the option to click on 'Calendar'



6. On the calendar screen, on Wednesday the 1<sup>st</sup> February you will see calendared appointments for the teams lessons which will be taught live on the day. At the time the lesson is calendared, click to join the lesson.



Then click 'join now'.



7. When you join a lesson use the icons at the top righthand side of the screen to mute your mic unless your teacher asks you to unmute. Your video will be disabled so you will not be seen on screen.

