



Saint John Wall Catholic School

Using Teams Guide



- 1) Go to <https://www.microsoft.com/en-gb/microsoft-teams/log-in> click the '**Sign in**' button in the top right and sign in using school email.

Sign in

Microsoft | Teams Products Features Pricing Industries Resources Support

Download Teams

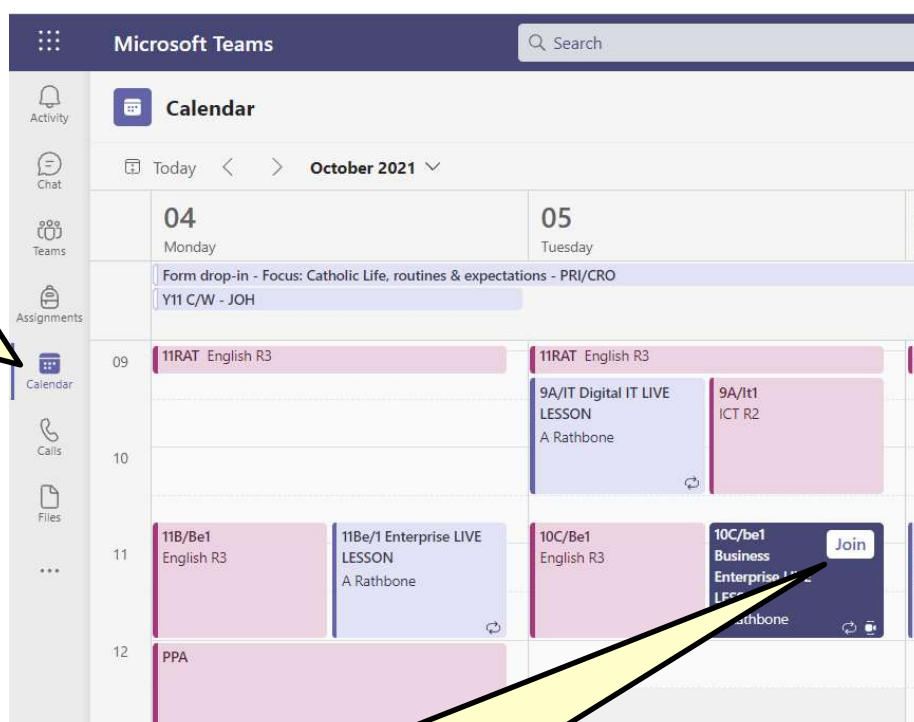
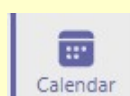
Sign in

Get ready for the future of work with Microsoft Teams

Transform the way you work with next-generation AI capabilities and bring together your physical and digital worlds.

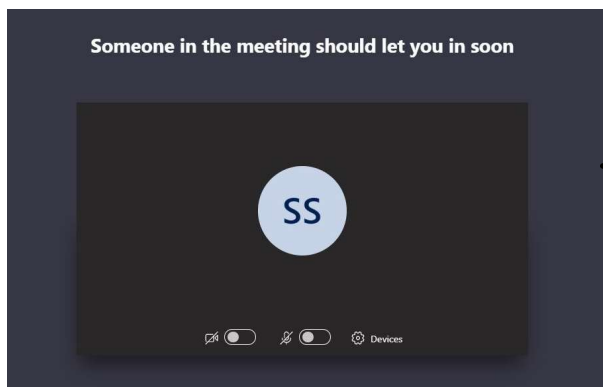


- 2) When Teams loads, click on the calendar icon.



- 3) You then need to click on the '**Join**' button for the lesson you need to attend.

Join

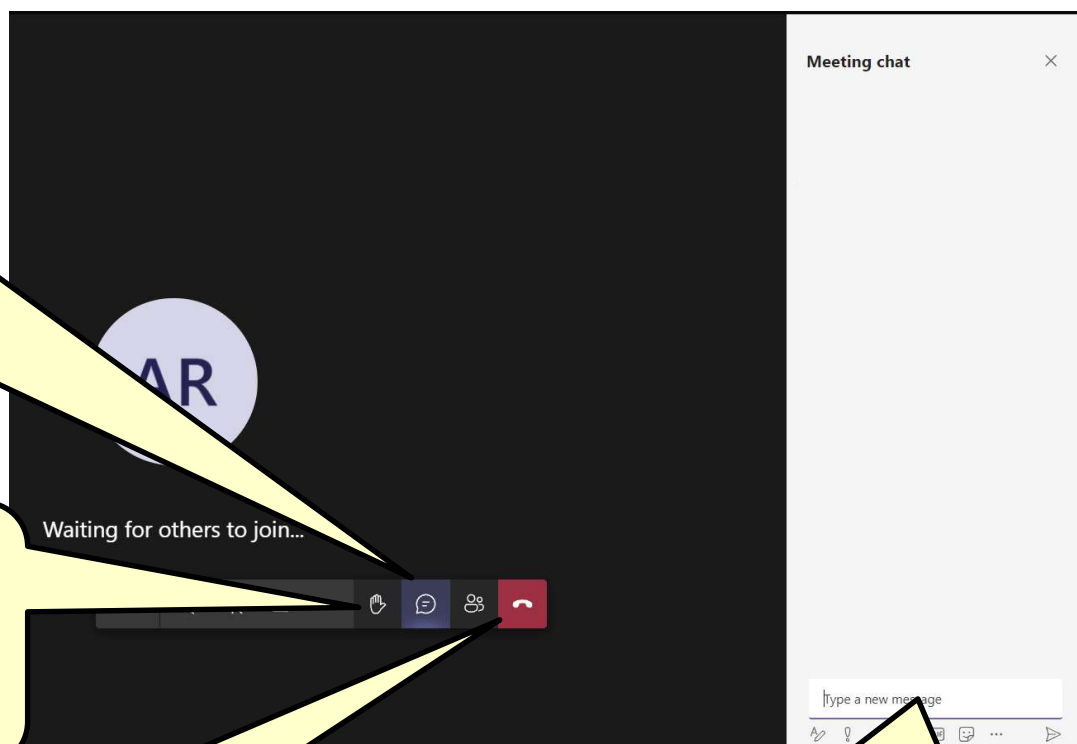


4) You may need to wait in the lobby for a few minutes

5) Once in the meeting you will need to click on the **'Chat'** icon



6) The **'Raise Hand'** button lets the teacher know you have a



7) To leave the lesson click on the **'Hang up'** icon



8) This is the chat area, where you can type questions and answers. You may also get links posted here by your teacher.

If you have any technical issues email IT support enquiry@sjw.bham.sch.uk
OR call the school reception on
0121 554 1825

Important Notice

All pupils are expected to follow the school's behavior policy and remote lesson expectations when using Microsoft Teams.