

Microsoft Teams – Video Conference Manual

FOR STUDENTS & PARENTS

Assumptions:

- Zero knowledge of Teams.

Objectives:

- Learn how to login to Teams
- Learn how to access Teams Tab and locate the correct class.
- Learn how to join a live session with my teachers.
- Learn how to communicate with the teacher during or after the live session.
- Access the video recording of the live session after the session has ended.

Step 1: Why?

a) Incentivizers

- **What is Teams?**
 - Teams is a combination of WhatsApp, Skype and classroom management software, all-in-one. Like WhatsApp, you can use Teams to chat with your teachers and collaborate with your classmates. Like Skype, you can join a conference call initiated by your teacher and attend a live session on a lesson.
- **Why Teams?**
 - We know that you have difficulties contacting your teachers through e-mail, hence when using teams, communication with your teachers will be easier.

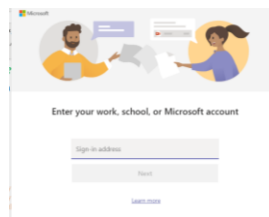
b) Getting Started

- Download Microsoft teams from Google play (for Chromebooks), App store (For MacBooks) and Microsoft Store (For all other laptops)¹
- Login using MO365 credentials²

Step 2: How?

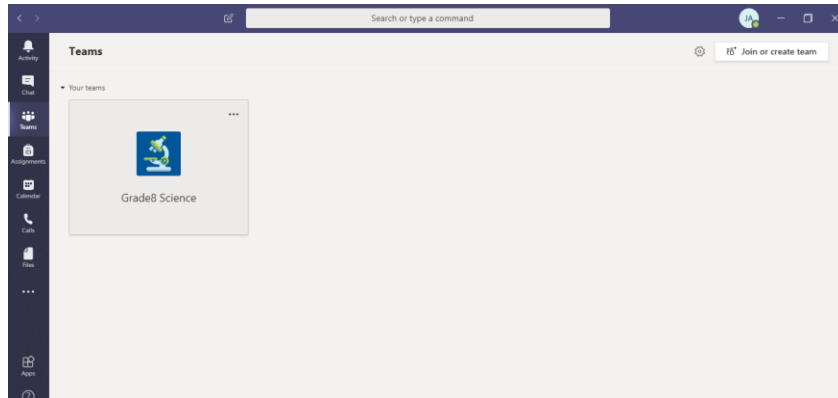
Join a video conference

1. Login to teams.



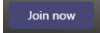
1. If you are using the school's device or have the school software, the application is already in your laptop.
2. If you are using the school's device or have the school software, use your device login details. For those without the school software, contact your class teacher to receive your credentials.

2. Go to the team or class you need to join. Make sure to stick to the timetable given by your teachers.



3. Receive a conference notification from your teacher. You will see a blue rectangular box with the name of the session. Click on “Join”.

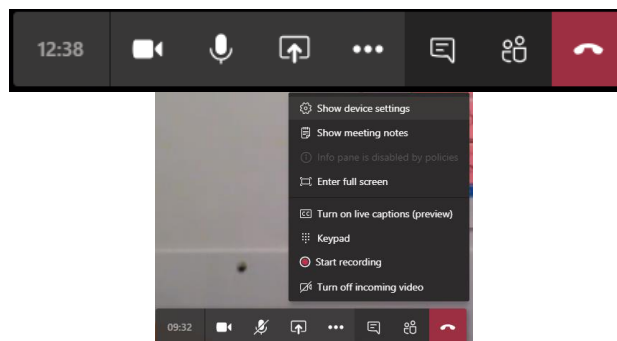


4. Click “Join now”. 
5. You will now be able to see your teacher.

Video Conference Settings

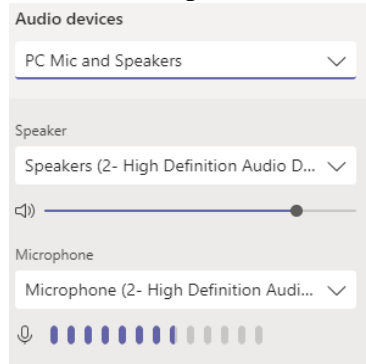
Congratulations! you are now in a live session. Let’s discover the call settings:

1. Check your audio settings to make sure you hear your teacher properly. Click on the three dots from the toolbar below.



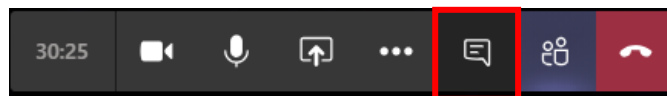
2. Select “Show device settings”.

If you are using a headset, please ensure selecting the correct audio devices/Speaker/Microphone from the drop-down lists on the right-side menu.

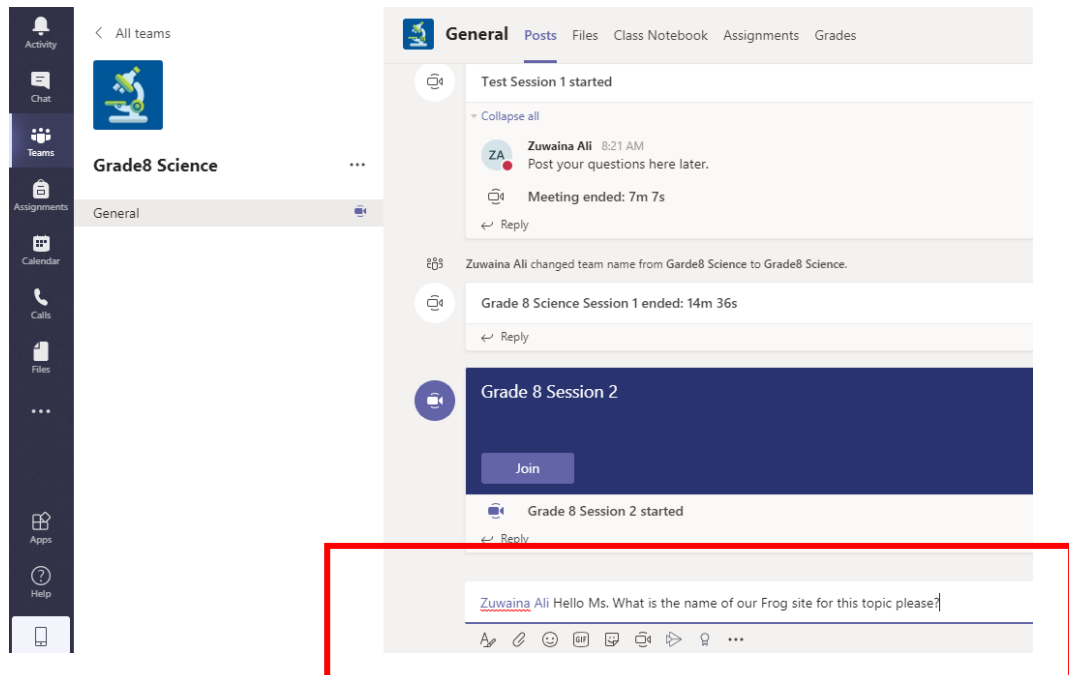


Will I be able to chat with my teacher on Microsoft Teams?

- Yes, you are able to send to and receive messages from your teacher during the video conference by selecting this icon.



- When not in a conference call, you may send a message to your teacher through your group post. Type your message in the message box at the bottom. You may type the “@” sign to tag your teacher in the message.



- NOTE: Your teacher may set rules for chatting during the session or chatting in the group post in general. Make sure to follow rules and instructions carefully.

Ending the call

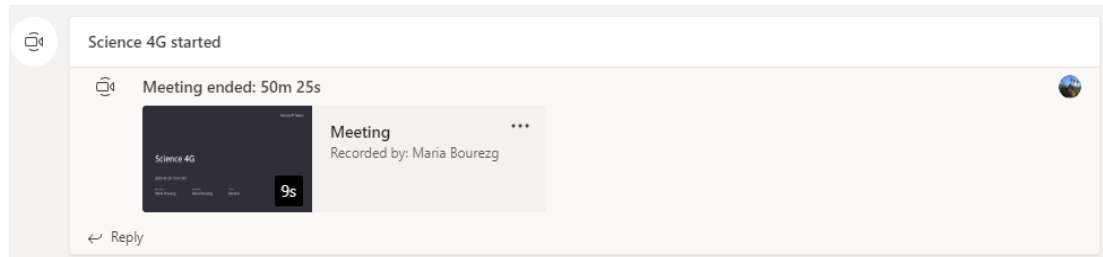
1. Once the teacher has finished the lecture and the session is done, end the call by clicking on the red button.



2. If you get disconnected from the live session, simply repeat steps 2 to 5 of “How to Join a Video Conference”.

Where can I access a recording of the live session I attended?

- The video recording of the live session will be available in your group posts after 5-10 minutes. Simple click on the video and play from there.



- Your teacher may also save the video and upload it on your Frog site. Ask your teacher about the location of the recording.
- NOTE: Lesson materials and resources will be shared through Frog for Grades 4-12 and through Seesaw for K-3. Ask your teachers about this.