



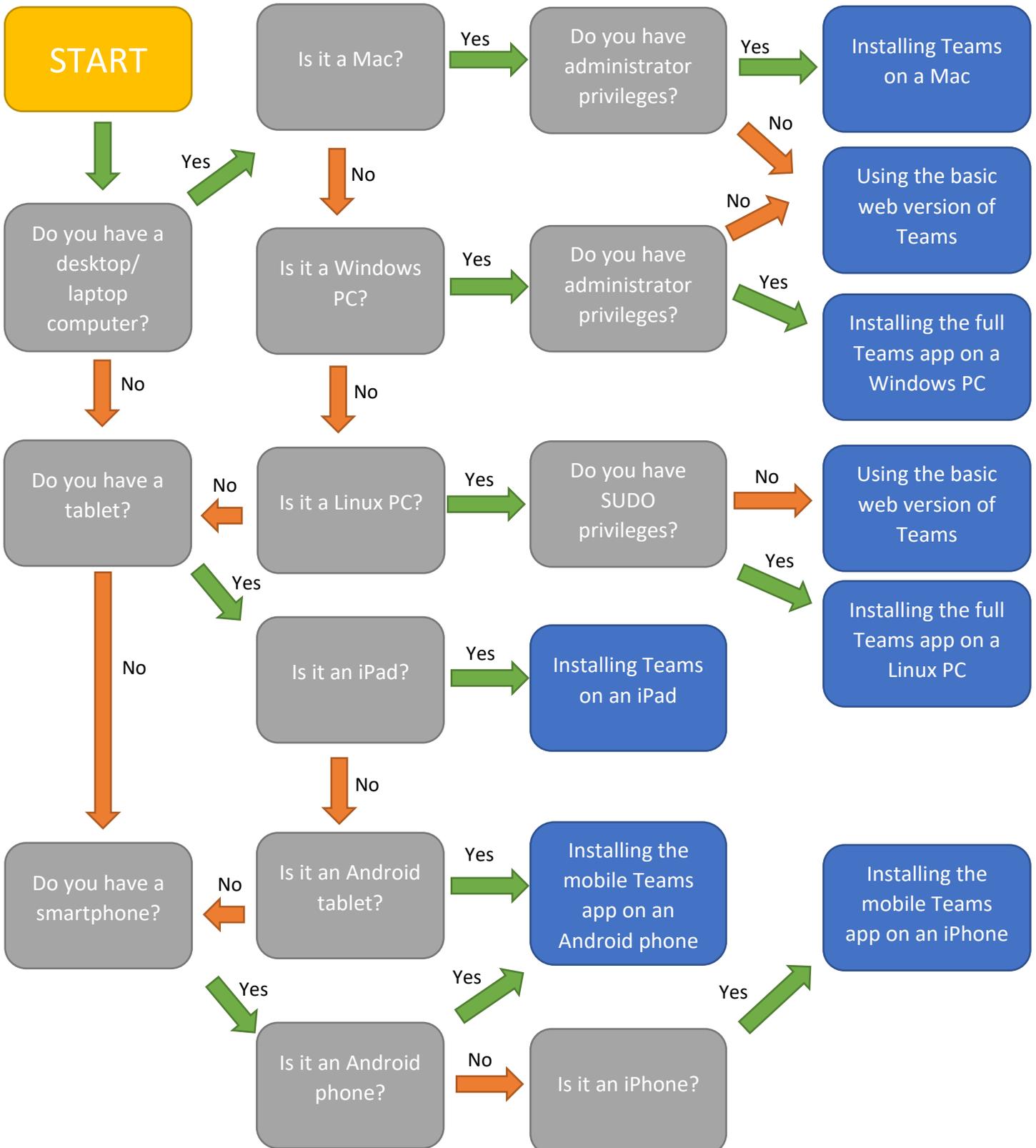
# Bury CE High School

## Microsoft Teams Student Guide

This guide will help you to set up the Microsoft Teams app on any of your own devices so that you are ready for remote learning if the need arises.

### Which version of Teams do you need?

Use the flow chart below to determine which instructions to follow.

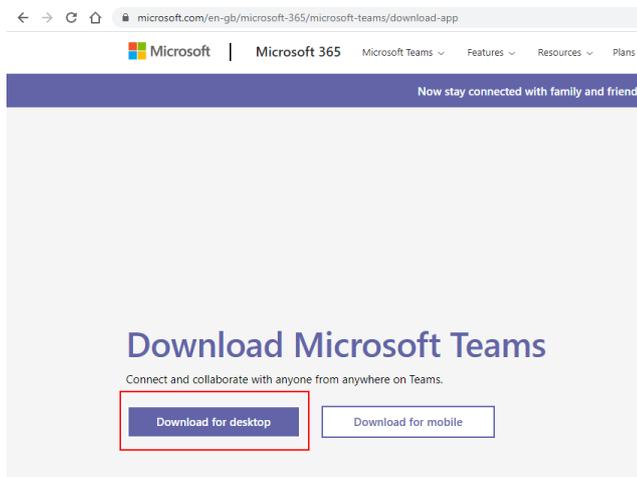


## Installing Teams on a Windows PC

Teams is currently supported on Windows 8.1 and Windows 10

To install Teams on Windows

1. Go to <https://aka.ms/getteams> and download the Teams installation file



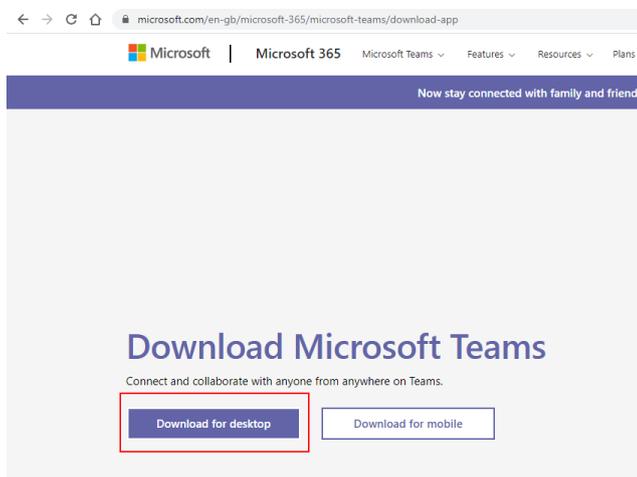
2. Run the installation file that is downloaded
3. Login using your school email address and password

## Installing Teams a Mac

Teams is currently supported on 10 OS X 10.11 El Capitan or later

To install Teams on MacOS

1. Go to <https://aka.ms/getteams> and download the PKG



2. Install the PKG, you may need to use the administrators password
3. Login using your school email address and password

## Installing Teams on a Linux PC

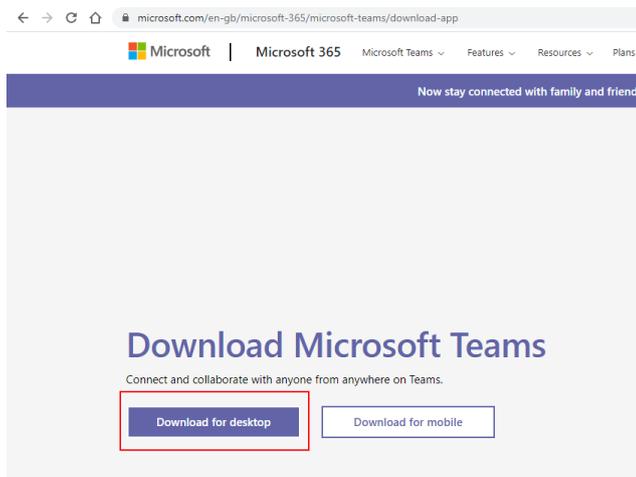
Teams is currently supported on the following distros

1. Debian
2. Ubuntu
3. RHEL
4. Fedora
5. CentOS
6. OpenSUSE

Other distros that can install .deb and .rpm packages may also work.

To install Teams on Linux

1. Go to <https://aka.ms/getteams> and download the relevant package



2. Install through a package manager or terminal
3. Login using your school email address and password

## Installing Teams on an iPad

Teams supports the previous 2 major versions of iPadOS.

To install teams on iPadOS

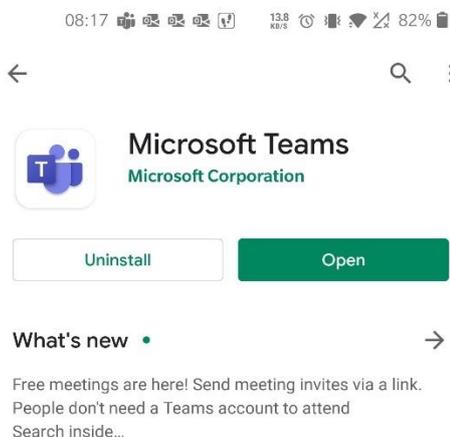
1. Go to the app store OR go to <https://apps.apple.com/ph/app/microsoft-teams/id1113153706?platform=ipad>
2. Search Microsoft Teams
3. Install the app from Microsoft
4. Login using your school email and password

## Installing Teams on an Android smartphone

Teams supports the previous 4 major versions of Android. Currently Android 6 (Marshmallow) +

To install teams on Android

1. Go to the Google Play store OR go to <https://play.google.com/store/apps/details?id=com.microsoft.teams>



2. Search Microsoft Teams
3. Install the app from Microsoft
4. Login using your school email and password

## Installing Teams on an iPhone

Teams currently supports iOS 10.0 and upwards. This may change going forward.

To install Teams on iOS

5. Go to the app store OR go to <https://apps.apple.com/ph/app/microsoft-teams/id1113153706>



6. Search Microsoft Teams
7. Install the app from Microsoft
8. Login using your school email and password

## Running Teams in a web browser

**Note:** This version of Teams does not support all the features that other versions of Teams offer and should only be used if other versions are not available.

Teams is supported on Microsoft Edge, Google Chrome and Safari 13+.

Other browsers may work but are not guaranteed to or may not have access to the full range of features.

To run Teams in a web browser

1. Go to <https://outlook.office.com>
2. Login to your school email
3. In the upper left hand corner click on the nine dots arranged in a square



4. Click on Teams
5. Click on the link to use Teams in a web browser

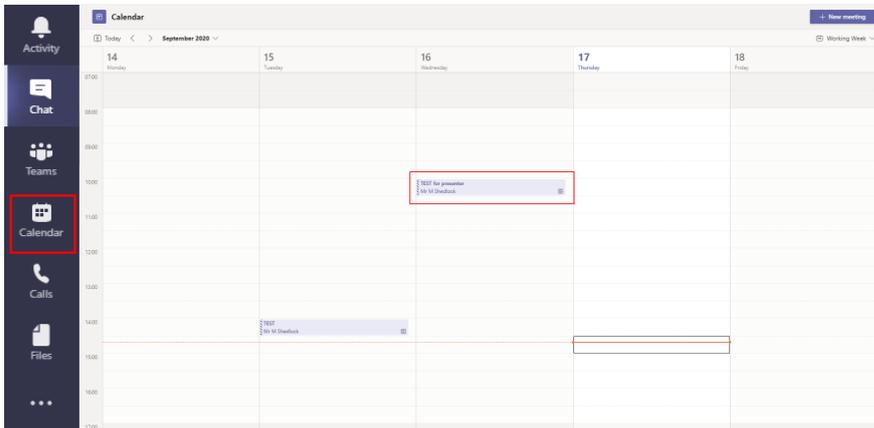
# Using Teams

## Desktop Teams

### Joining a meeting

Any scheduled meetings you are a part of, as an individual or a team you are in, will send you an emailed invite, this email has a link that allows you to join the meeting, this may prompt you to open the link in the Teams app.

Alternatively, open Teams, then click on calendar, every scheduled meeting will have an entry, click on the meeting, then 'Join' in the top right.

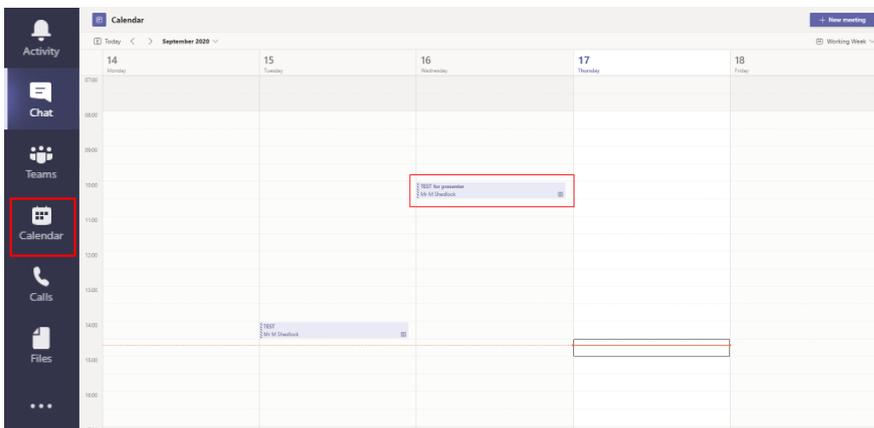


## Web Teams

### Joining a meeting

Any scheduled meetings you are a part of, as an individual or a team you are in, will send you an emailed invite, this email has a link that allows you to join the meeting, click on 'use web teams'.

Alternatively, open Teams, then click on calendar, every scheduled meeting will have an entry, click on the meeting, then 'Join' the top right.



## Mobile Teams

### Joining a meeting

Any scheduled meeting you are a part of, as an individual or a team you are in, will appear in your calendar in Teams, with a button to join the meeting.

## Troubleshooting

### I can't hear anything

Check your audio devices, move your mouse over the meeting panel, a toolbar in the middle will appear, click on the three dots, then on 'Show device settings' this will bring up a panel on the right, from there check if you have multiple audio devices, if you do, try selecting each in turn.

Check that you have not muted Teams, on windows right click the audio icon on the taskbar, then 'Open volume mixer', find Teams, if at the bottom the audio icon has a red cross, click it to unmute the application, also make sure the audio level is not too low.

### How do I raise my hand?

Move your mouse over the meeting panel, a toolbar in the middle will appear, one of the icons will be an outline of a hand, click on this and it will turn solid, your hand is now raised. Don't forget to lower your hand by pressing the icon again, once your question has been answered.

## Expectations when using Teams in lessons

The school's behaviour policy will continue to apply.

The school's Acceptable Use Policy will continue to apply.

You must remain muted unless and until you are asked to unmute yourself by the teacher.