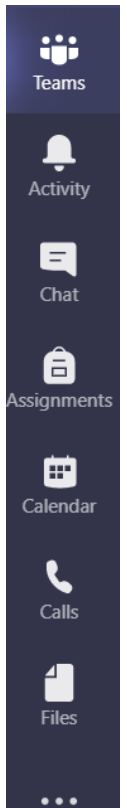
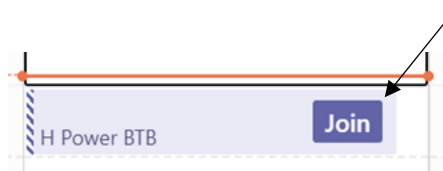


# How to join a 'live lesson' with your teacher(s) on Teams.



1. Log into Teams in the usual way. Click on your calendar.

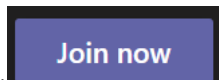
2. Find the lesson in your calendar and click 'join'.



3. You will need to join the lesson *with your microphone and camera turned off*. Do that using these buttons:



then click 'join now'.

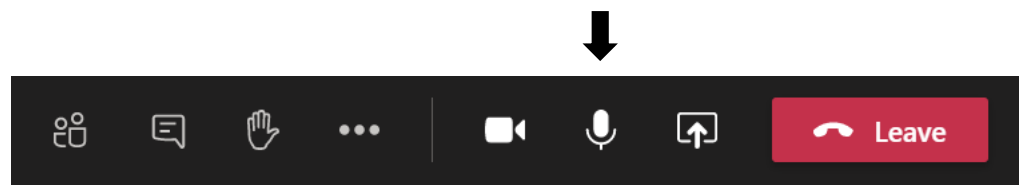


4. During the lesson, you need to put your hand up if you would like to contribute (just like in school!). Do that by clicking on this button at the top of the screen:



(If you are on a phone, you can access this menu from the three little dots next to the speaker icon.)

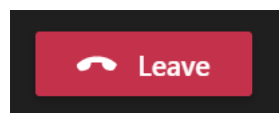
5. Your teacher will ask you to unmute so that we can all hear what you have to say. Do that by clicking on this button:



6. For safeguarding reasons, you need to leave your camera turned *off*.

7. When you have finished speaking, click on the buttons again to mute yourself and put your hand down.

8. When the lesson is finished, your teacher will ask you to click on the 'leave' button.



9. Please don't worry if things go wrong at first – we are all adjusting to this new system of working and learning from our mistakes!