

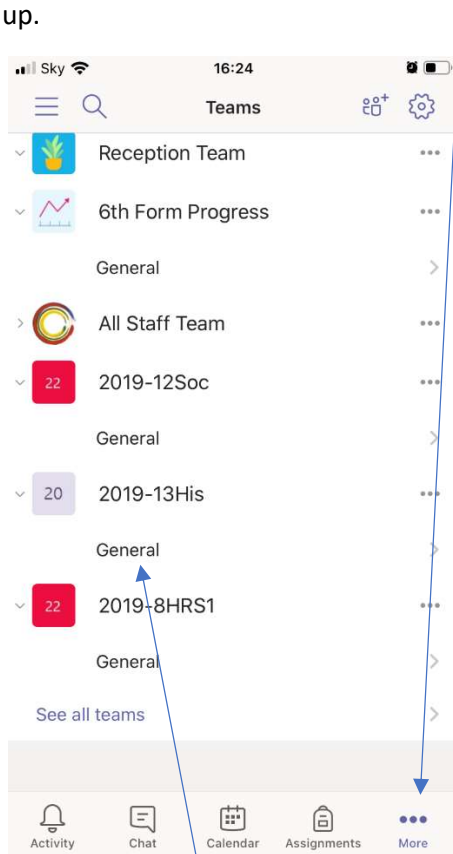
How to Join Your Classes in the Teams App

The Microsoft Teams app can be downloaded for free from the app store.



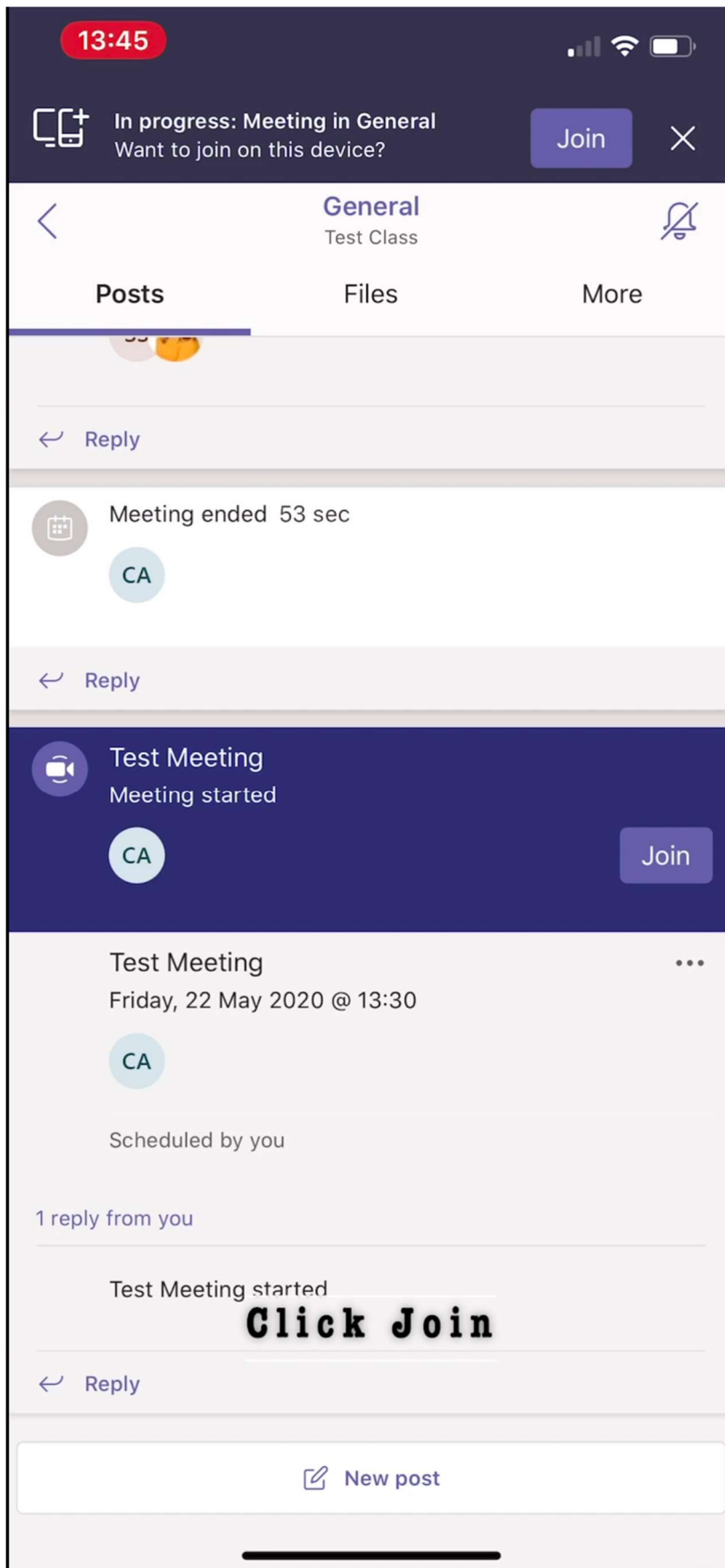
Once downloaded open the Teams app. If this is the first time you have used the app you will need to log in using your usual Academy username and password.

Select the Teams Tab from the menu across the bottom of your screen. If the 'Teams' tab button isn't instantly visible, select the 'More' tab and the 'Teams' option will be in the window that pops up.



Select the general button underneath the Class through which you are having the meeting. This will bring up a new screen where you can see posts and files provided to this class.

A scheduled meeting will appear in the Posts section. Click Join to join the meeting.



The menu bar to manage your settings for video and microphone will be at the bottom of the screen. You should mute your microphone while the teacher is calling.

Click on the 3 dots to see more options. One of these options is to 'Raise Your Hand' this will signal to the teacher that you have a question. The teacher will call on you to ask your question. Don't forget to unmute your microphone to talk.

To leave the meeting Press the End Call button.

