

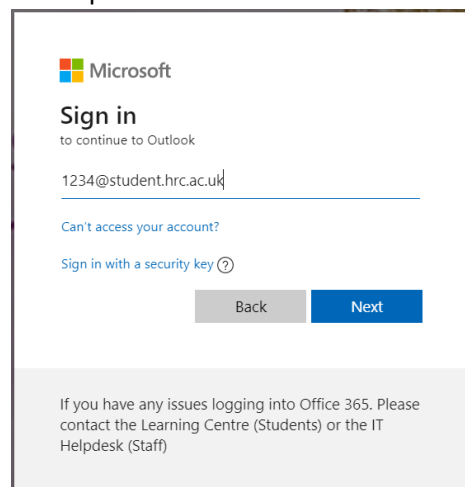
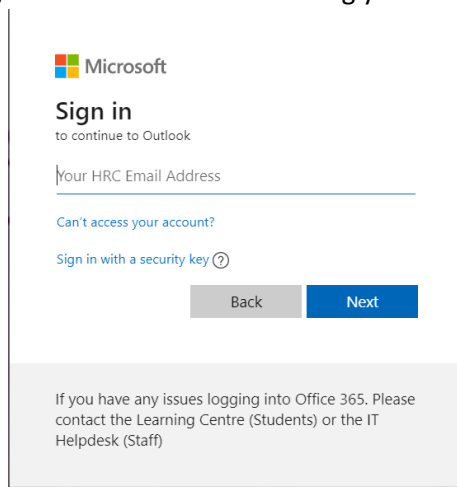
Student Guide

1. *How to access Teams from Office 365*
2. *How to answer an ad-hoc call or join a scheduled Teams meeting call with your tutor*
3. *Microsoft Teams App – Download and login*

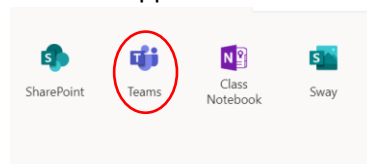
By Laptop or Desktop for best result please use Google Chrome

How to access Teams from Office 365

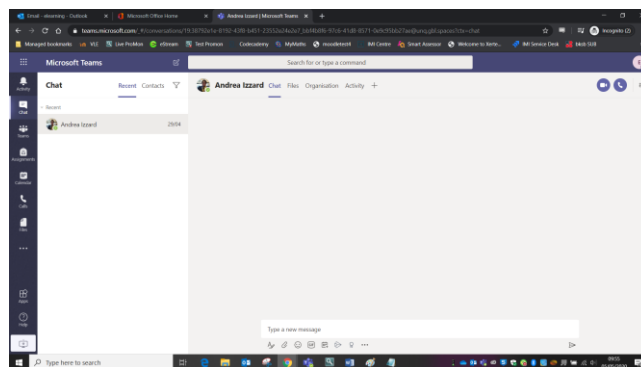
1. Log into Office 365 account using your college email and password.



2. Click on the Teams icon from Office 365 Apps.



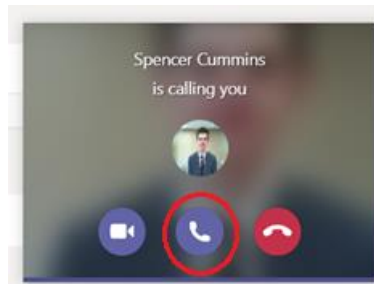
3. This will load your Teams page.



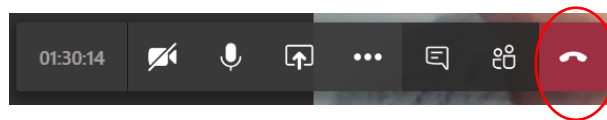
How to answer an ad-hoc call or join a scheduled Teams meeting call with your tutor

How to answer an ad-hoc call in Teams with your tutor

1. Access Teams as describe in the first section of this guide
2. You tutor will call you at the appointed time. You will get a notification in the bottom right hand corner of your screen informing you are receiving a call
3. Select the pick-up telephone icon accept this call, this will then take you to the call screen.

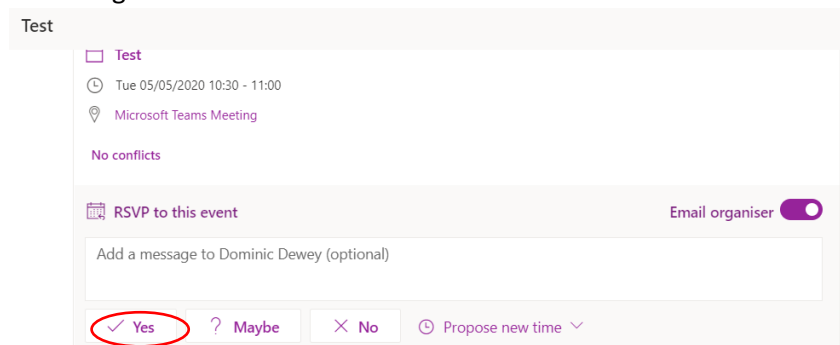


4. To end the call, press the hang-up icon in the call tool bar.

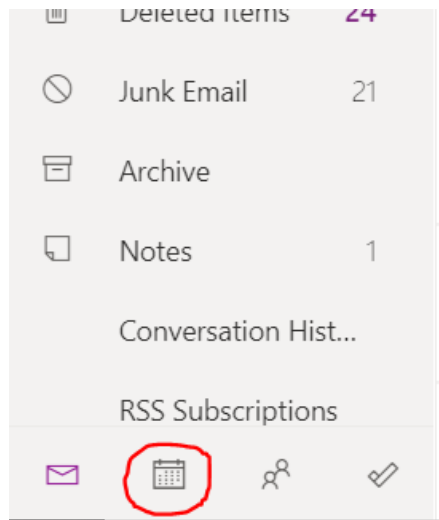


How to join a scheduled Teams meeting call with your tutor

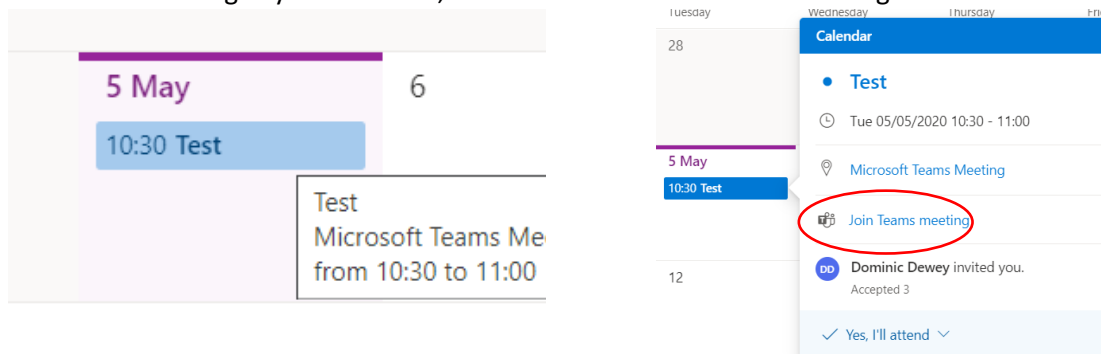
1. Your tutor will send you a Team meeting appointment via your HRC student email. Select the “Yes” option to confirm you will be attending this meeting. The meeting invite will then be added to your College calendar.



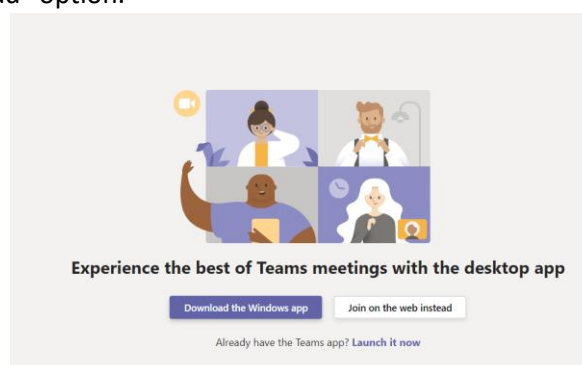
2. Nearer the time of your meeting logon to your college email account and go your Outlook calendar.



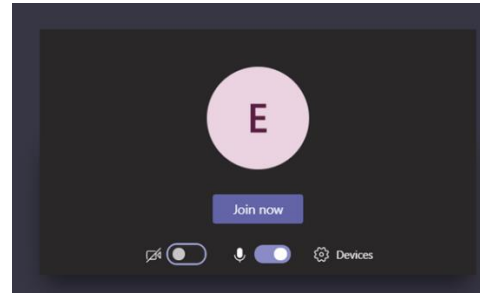
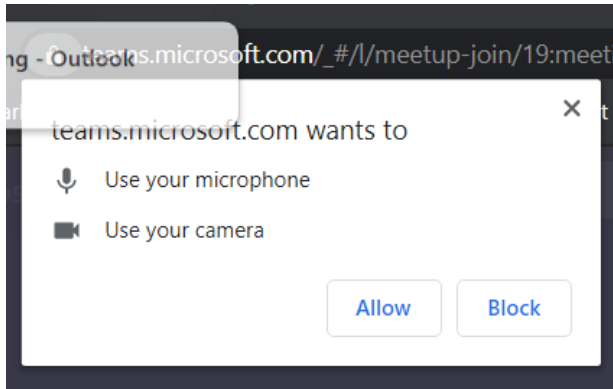
3. Click on the meeting in your calendar, and then select “Join Teams meeting”.



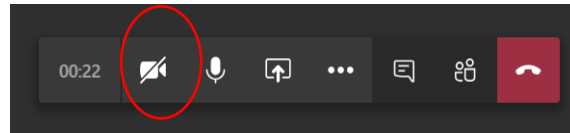
4. Your Teams will start to open and will ask if you wish to download the Windows App. Just select “Join on the web instead” option.



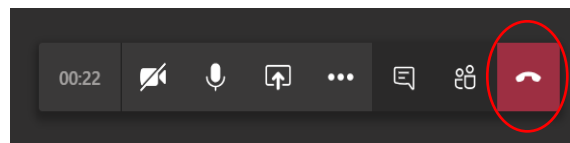
- 5.
6. You may get the message to allow teams to access you microphone and camera, select “Allow”. You will then be able to select to Join the meeting by select “Join now”.



7. Your camera must be turned off, the tutors camera will also be turned off, your tutor may ask if its ok to record the meeting.



8. Once the meeting has ended, press the hang-up icon in the call tool bar.



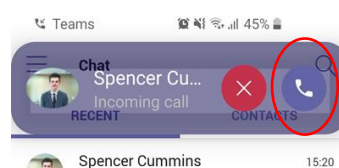
By Mobile Phone

Microsoft Teams App – Download and login

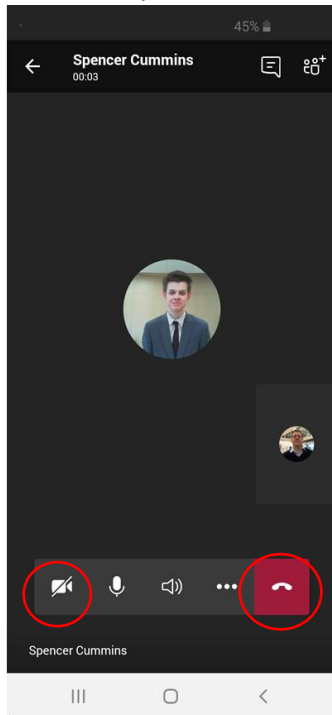
1. Access the Teams App from Google play or the App Store and download



2. Open and login using College email and password, this will log you into your College Office 365 account.
3. Access the App just before time of Progression Review.
4. Press the pick-up telephone icon to accept the call



5. Make sure your camera is turned off



6. To end the call, press the hang-up icon.