

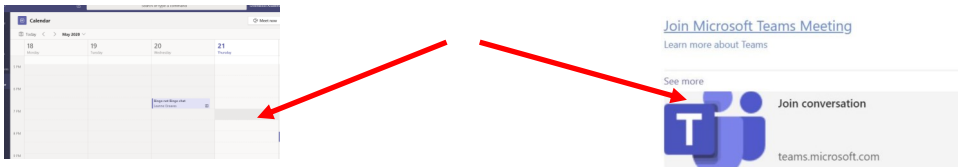
# Teams meetings student guide

When the teacher has set up the meeting you can enter the meeting.

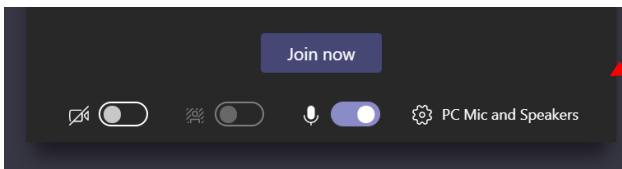
Either in the calendar or in the Teams channel, (depending on how the teacher has set it up).

**Remember: A teams lesson is an extension of your normal lessons therefore the same behaviour expectations apply. Stay on mute while your teacher is teaching. All of your Teams activity is monitored**

1) Join the meeting.

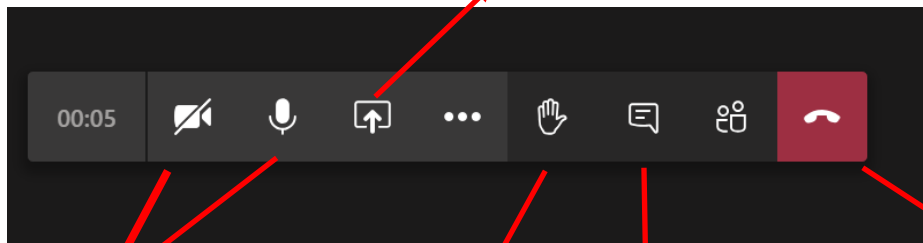


2) When you join the meeting you will see this bar. Click 'Join now'.



3) Once in the meeting you will see this bar.

Share screen if asked here.

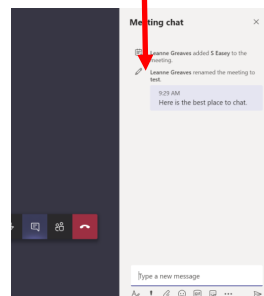


Chat here

End call here.

Raise hand here.

Mic or video on/off here.



**Tip** - Always enter a meeting on mute.

**Tip** - The teacher will record the meeting and that can be viewed again. In the chat after the session has finished.

