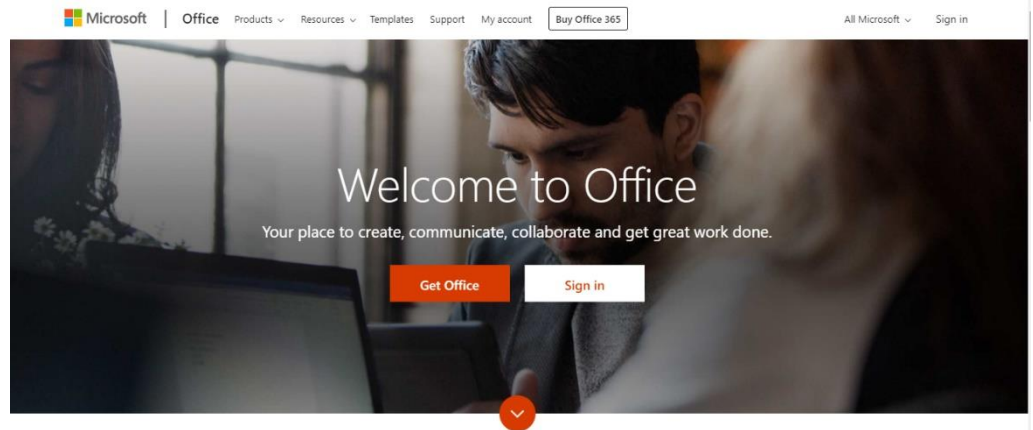


1. Teams - How to Login using a web browser

On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to www.office.com



Enter password

password

[Forgotten my password](#)

Sign in

Click sign in and sign in with your full school email address. Please be mindful of spelling and capital letters.

You will be displayed with the following screen:



Sign in

to continue to Outlook

Email address or phone number

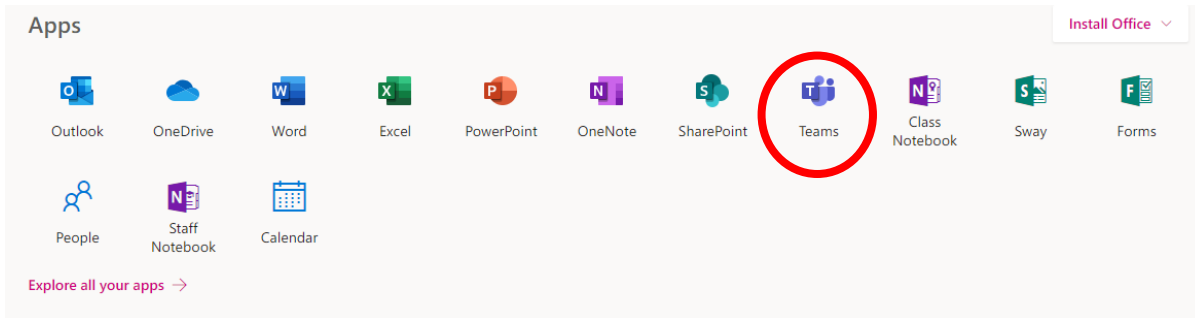
[Can't access your account?](#)

[Sign in with a security key](#) ?

Next

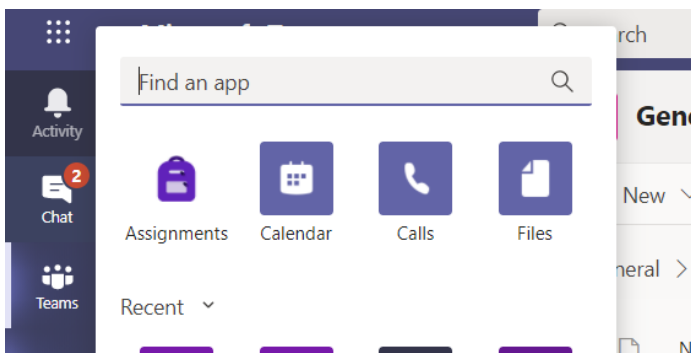
You are prompted to enter your Email Address and password. The Email is the same as your network login username with @shenleyacademy.org.uk on the end **E.G BSmith20@shenleyacademy.org.uk** and password is the same you use to logon at school.

Click on the Teams icon

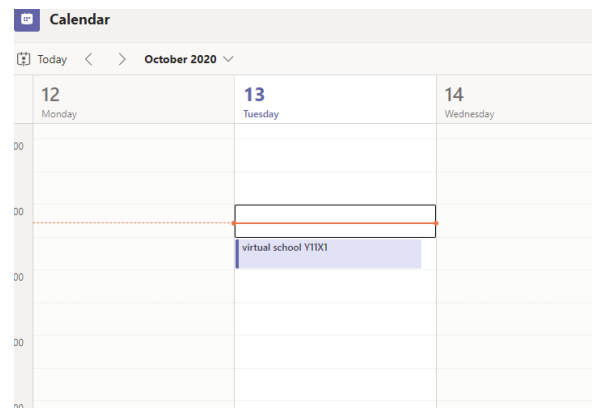


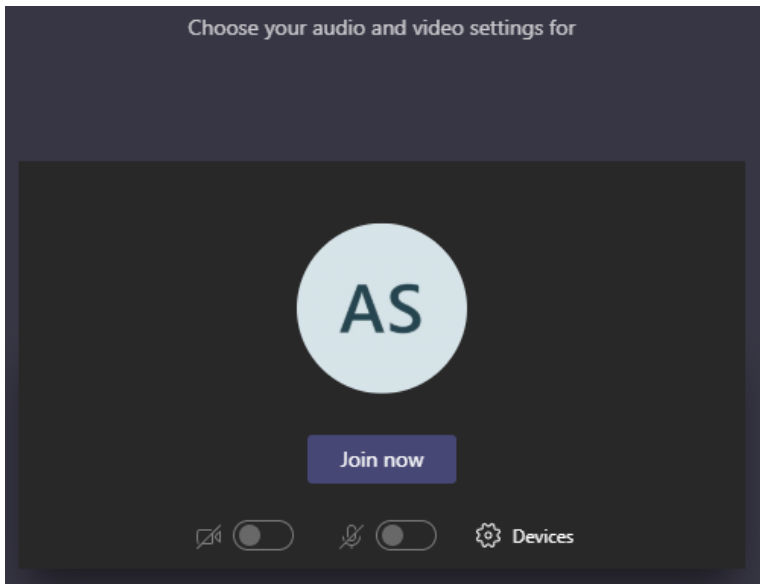
Teams - Joining a Virtual Classroom - Student

Your teacher will have sent you an invite for your live lessons. Please find these in the calendar App.

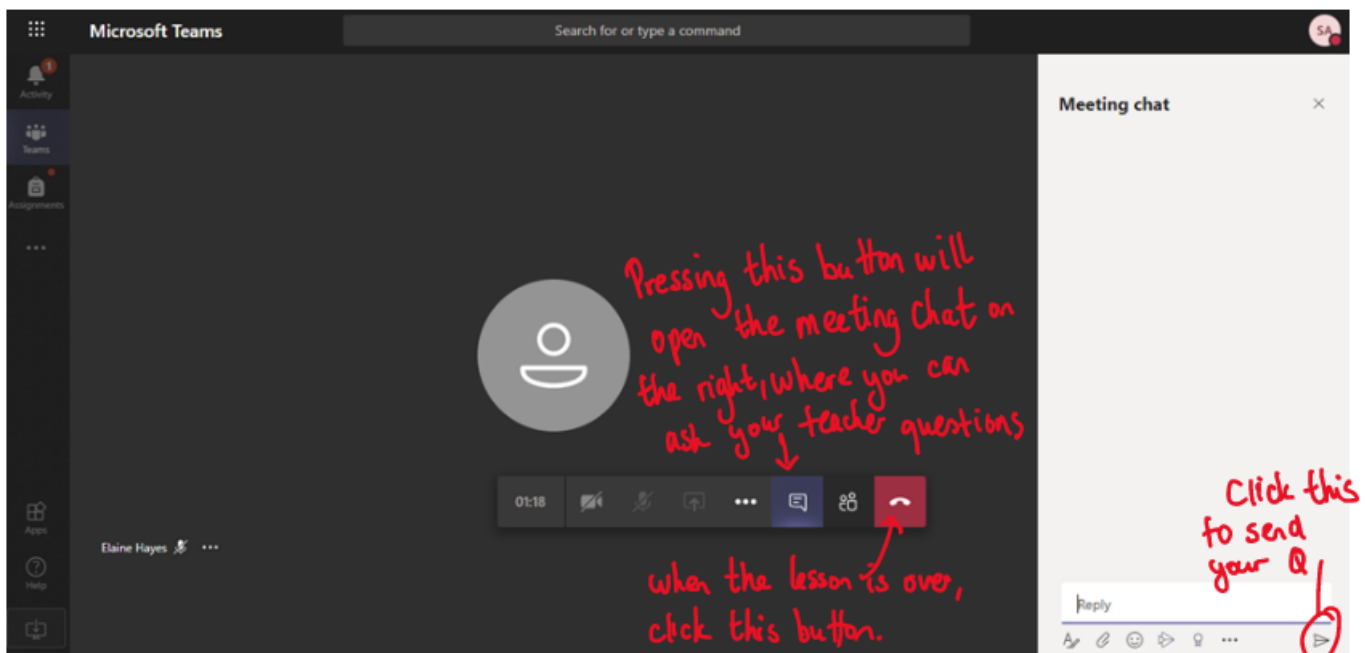


Any live Lesson will be visible on your calendar. Select your lesson





The red circle is the camera function. Make sure that it is off. Your teacher may have told you to keep your microphone on or off - in this meeting, the teacher has asked all students to keep their microphone off unless they are asking a question. You can ask a question of your teacher using the chat function. All questions are kept in the Team after the lesson is over



Lesson notes.

- Please work on paper or type your work.
- keep this organised by each subject.
- You will need to bring this work with you when you return to academy on 23.11.20.

2. **Guidance for tablets or Mobile Phone.** A web browser function can be used. (if supported by your device). Or you will need to first download the App.

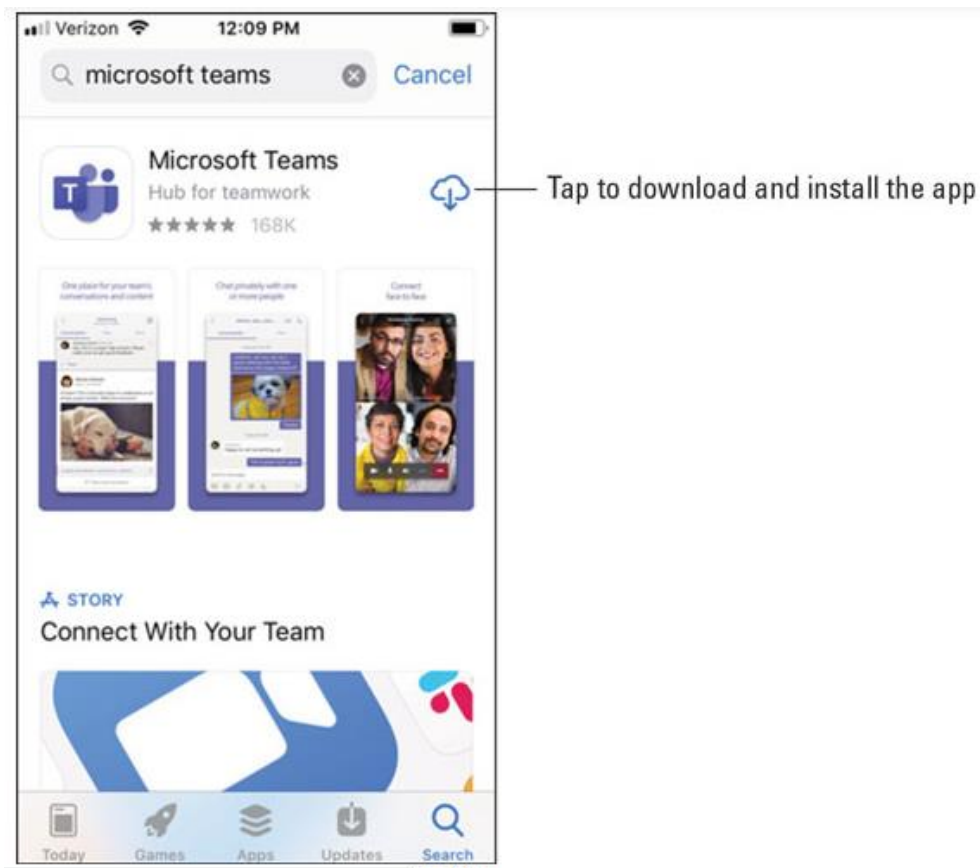
Install the Teams Mobile App

1. On your mobile device, open the [Google Play Store](#) or the [Apple App Store](#).

2. Search for **Microsoft Teams**.



3. Download and install the app. (Exact steps are different on each device.)



3. Laptop Loan

If your son or daughter meets the below criteria we may be able to issue you with a Laptop on Loan:

- You have no laptop or smart device within your household.
- You have no alternative capacity to borrow or purchase a smart device or laptop.

Please Phone: 0121 464 5191

Email: shenley.enquiry@e-act.org.uk

The return date - Friday 20th -2pm-5pm drop off.

4. ICT Expectations and fair use apply.

- No content should be added/communicated online if it places a child at risk of harm
- Pupils will always have their cameras switched off during live sessions and no sessions will be recorded by a pupil (the member of staff will inform you if the camera can be switched on)
- Any communication must not bring the academy into disrepute and behaviour/appearance/environment must be appropriate for communicating with other students and staff
- 'Classroom standard' of behaviour is always expected from all participants and ground rules will be set out to ensure a safe space
- Any pupil absences for planned live sessions must be followed up between parent/carer and academy
- Any concerns can be shared with the remote learning teacher or the academy website reporting tool