

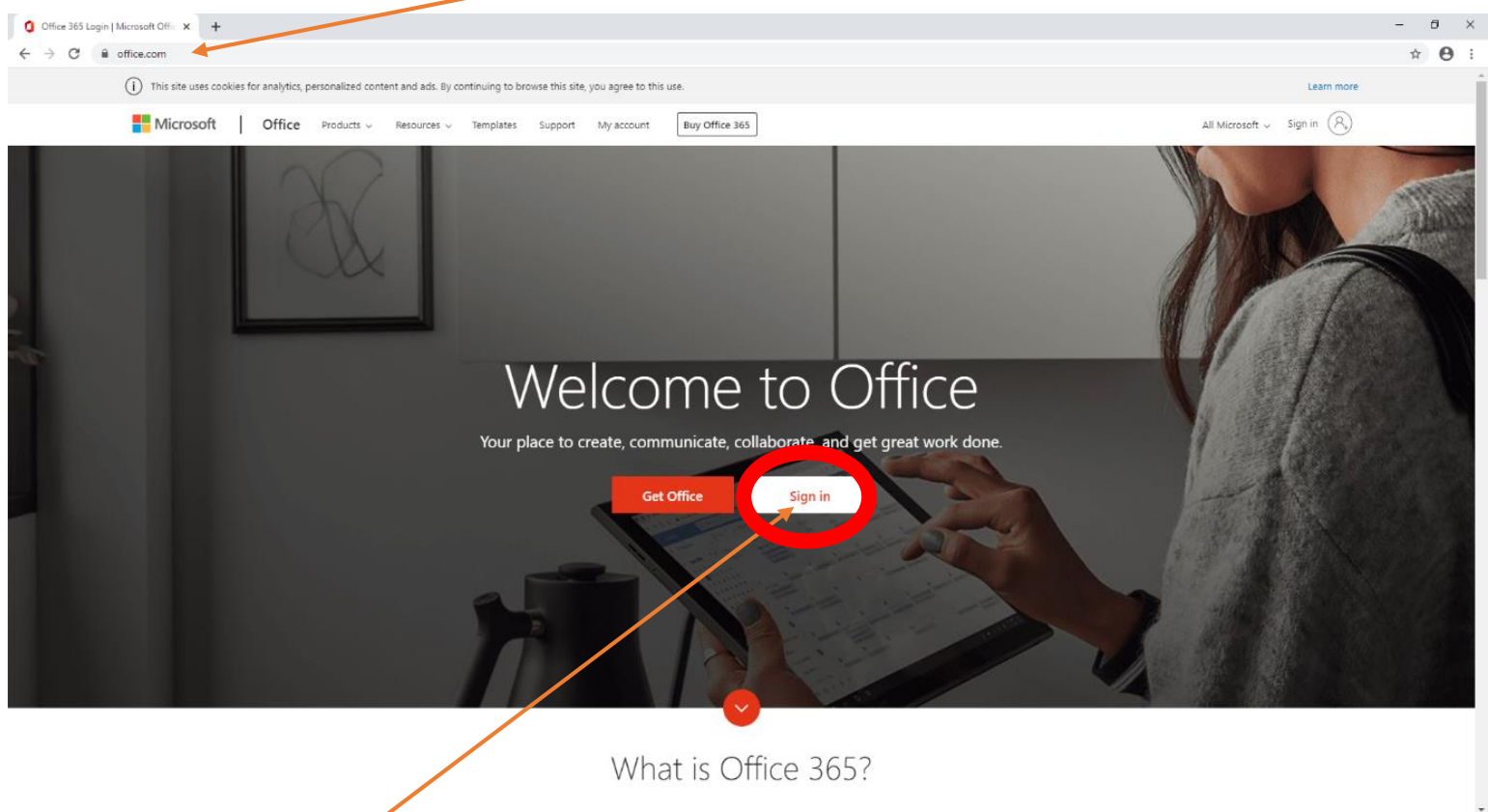
# WA Student Guidance for Teams

## How to Access Teams

Open the internet browser on your computer (Internet explorer or google chrome)

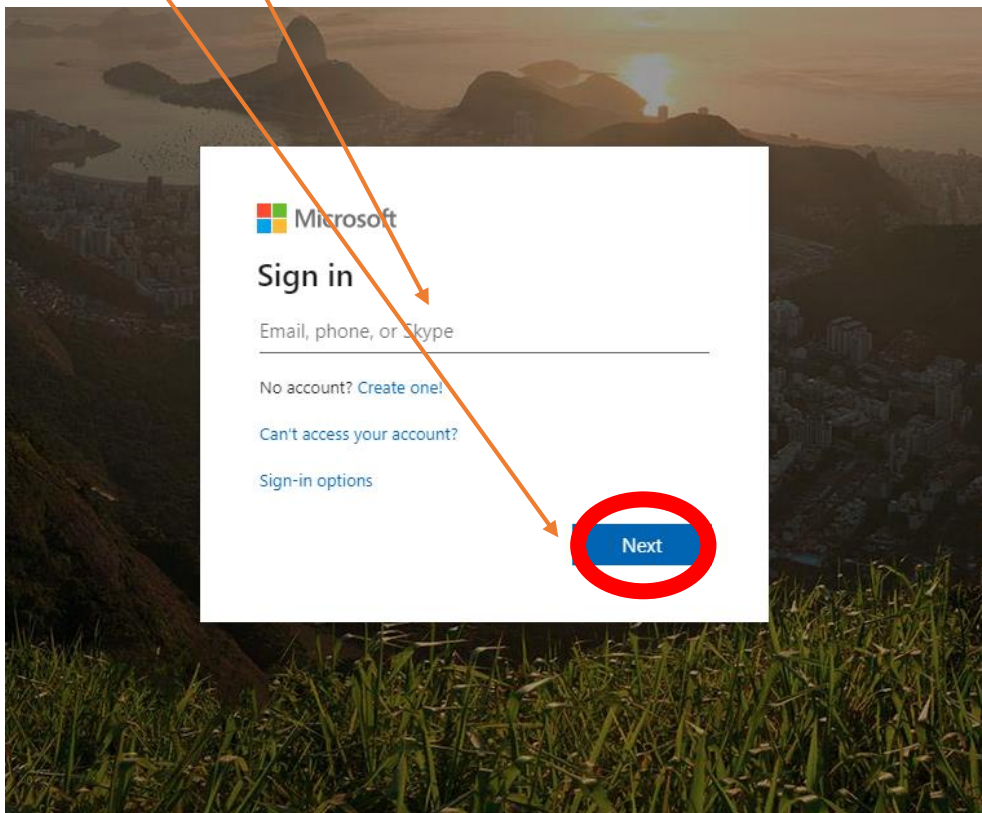


From there, type in <https://office.com> and press Enter.



Click Sign in

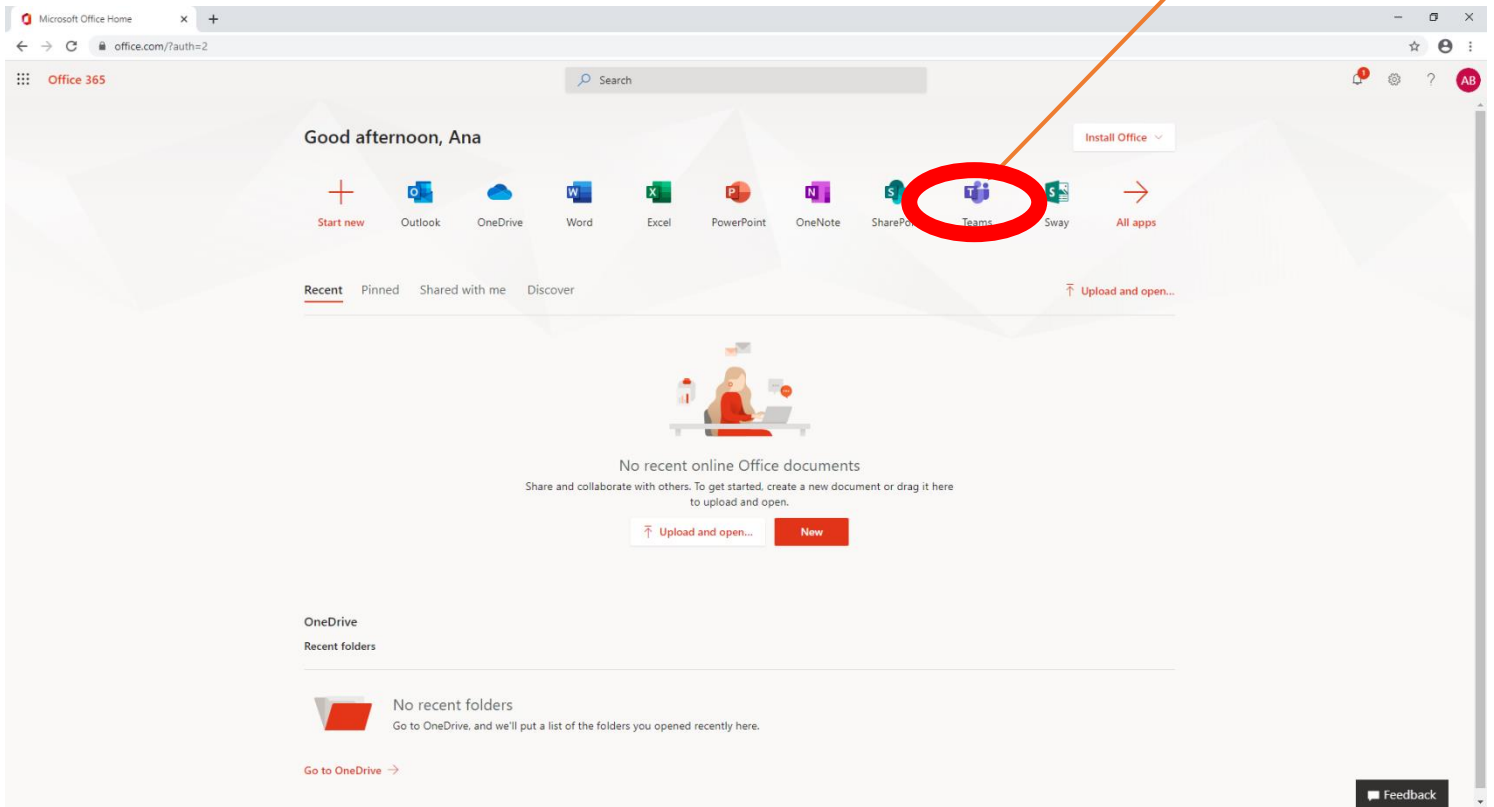
You input your school e-mail address ([firstname.surname@walthamstow-academy.org](mailto:firstname.surname@walthamstow-academy.org)). Once you have done this, click Next.



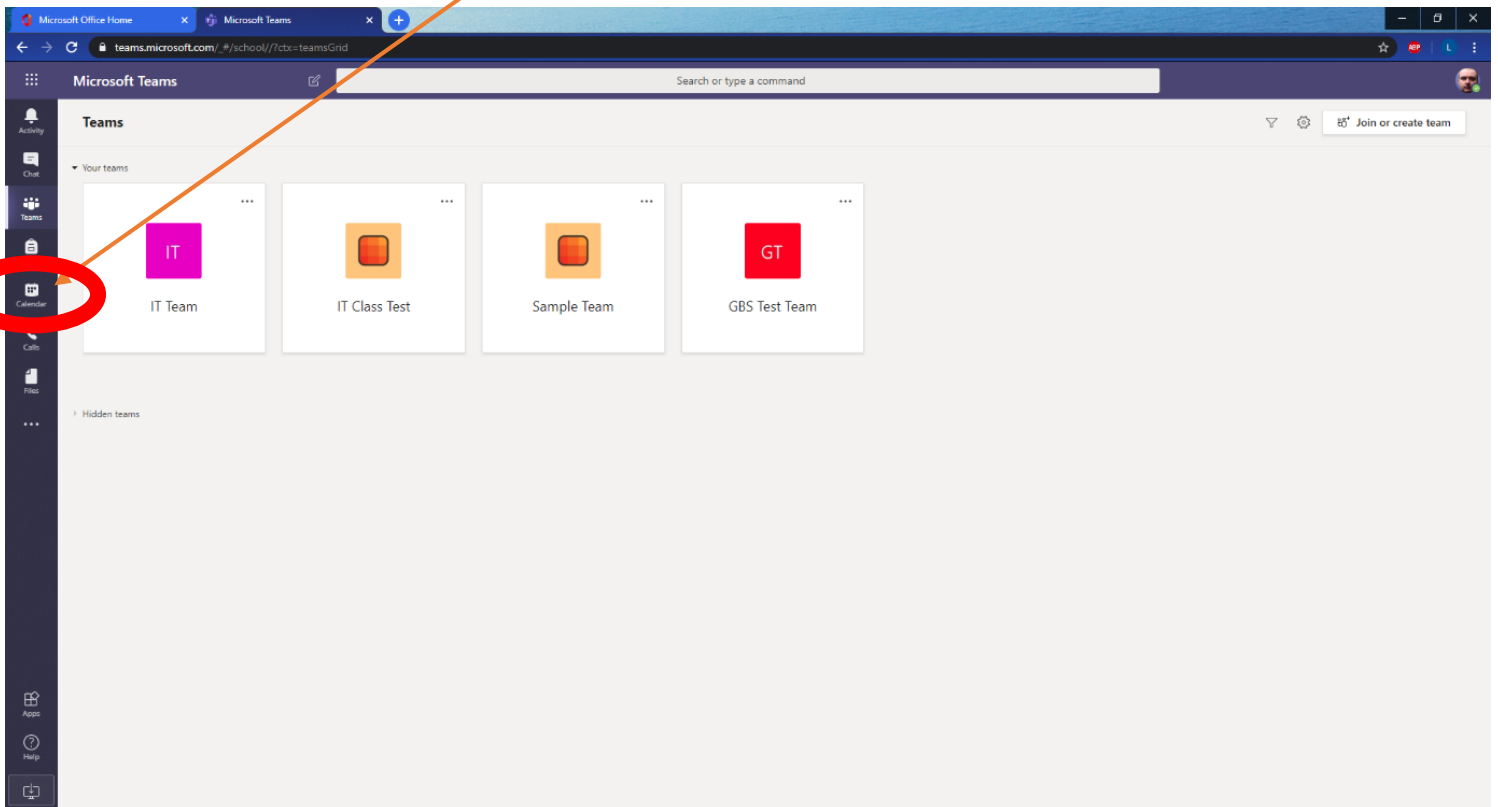
Following this, you will be asked to enter a password into the box shown here. Enter your email password (same password that you use to login to school computers)

A screenshot of the United Learning sign-in page. On the left is a vertical blue bar. To its right is the United Learning logo, which consists of a stylized tree icon and the text 'United Learning' with the tagline 'The best in everyone™' below it. Underneath the logo is the text 'Sign in with your organizational account'. There are two input fields: the first contains the email address 'Jason.mark@walthamstow-academy.org' and the second is labeled 'Password'. Below the password field is a checkbox labeled 'Keep me signed in'. At the bottom is a blue button labeled 'Sign in'. An orange arrow points from the text above to the password input field.

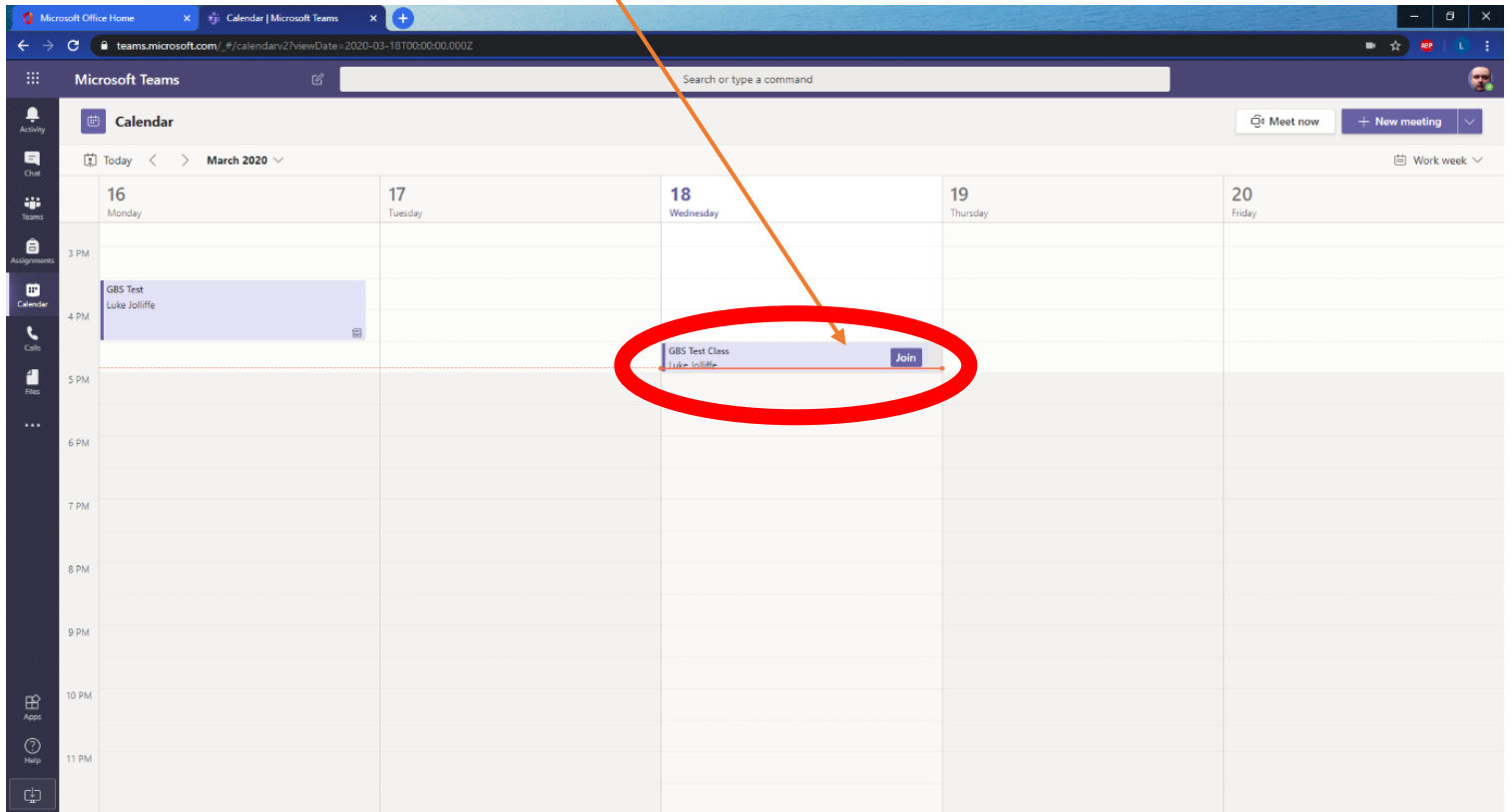
This will take you to the following screen with all of the office Suite on it. Select Teams



This will open up a new tab in your browser and load up your class teams. Click on the calendar button on the left hand side.

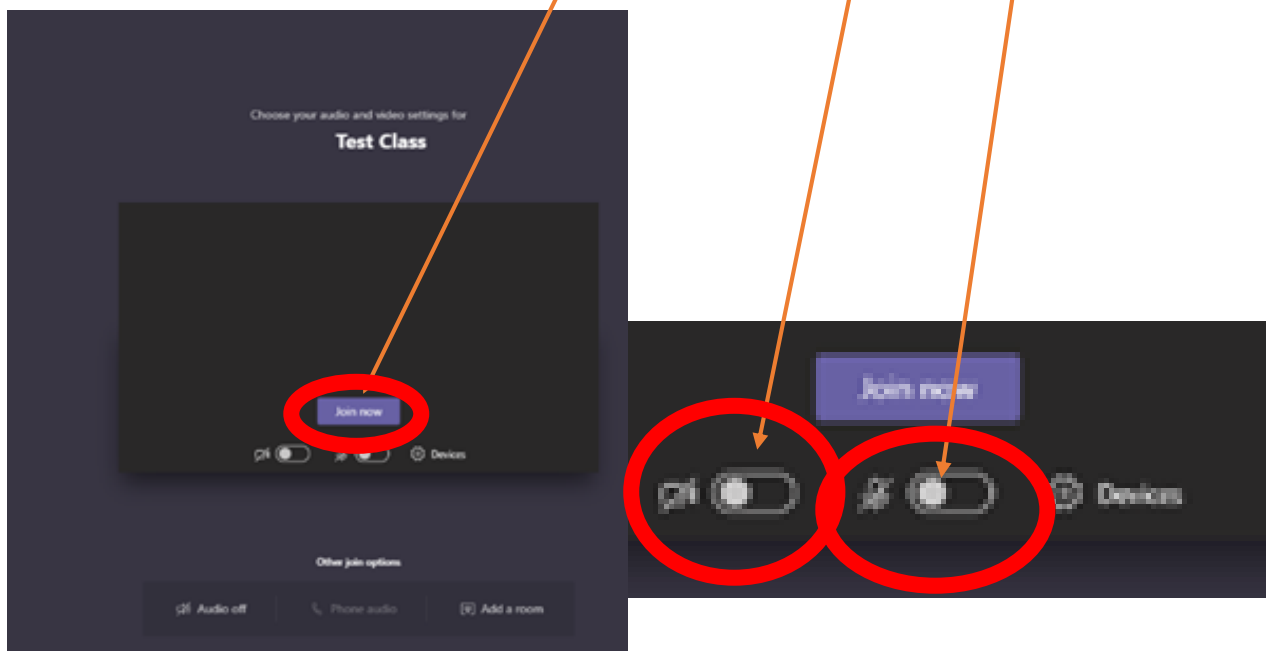


Any classes you will attend in Teams will show up in this calendar. Once it is time to join a team lesson, you can click on the join button.



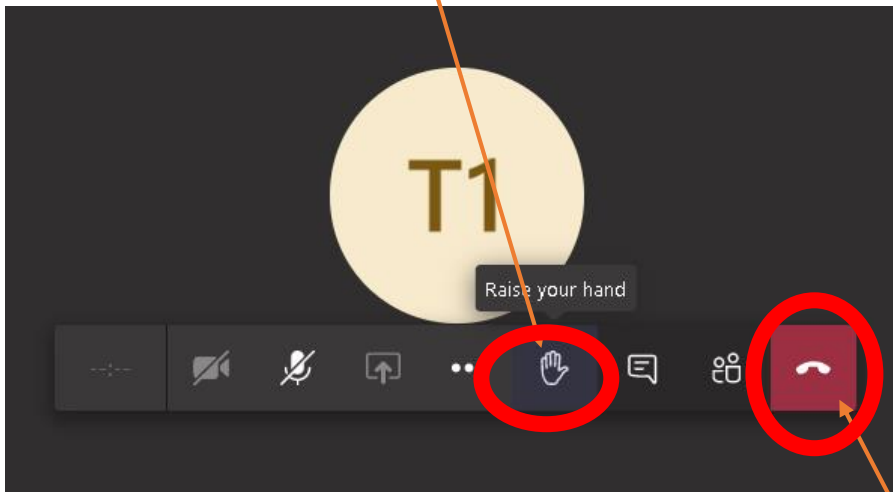
You will be shown the following screen, click on **Join now**.

Once you have joined, you will see the screen below. **Make sure your camera and mic are turned off before you join the session. Your camera and mic settings should look like the below picture**



Once the class teacher is ready to begin the lesson, they will begin to display their presentation and you will be able to hear their voice. Listen carefully and follow their instructions as they arrive.

You can also use the **Raise Your Hand** feature. Use this feature to get your teacher's attention.



Make sure to End the call once the meeting is finished by clicking the **Hang up** button.

To view all the groups that you access to click the **Teams** option as shown below. In the below picture we have only 2 Teams Group

