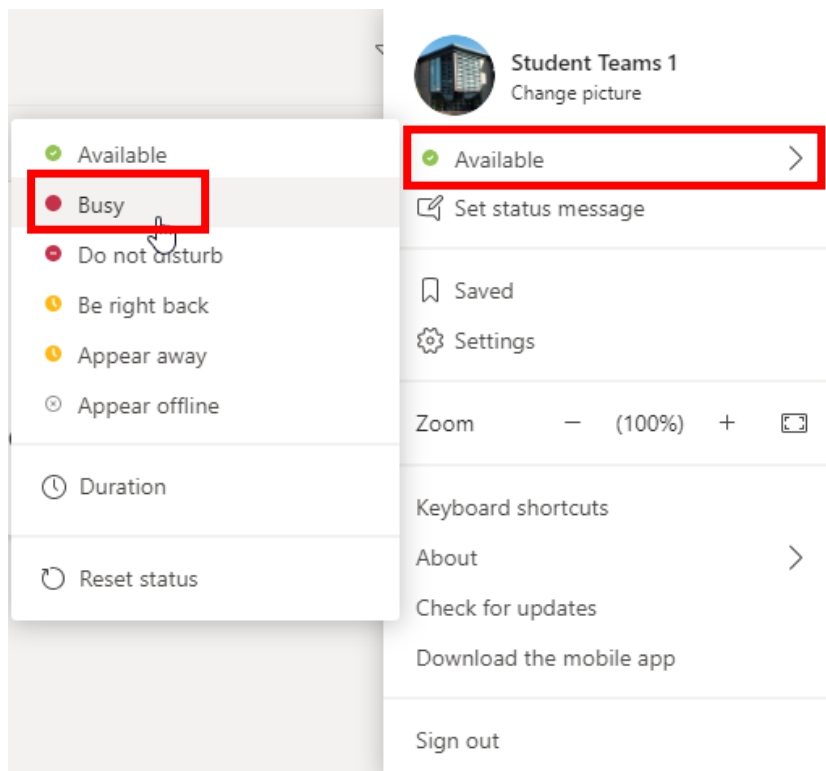
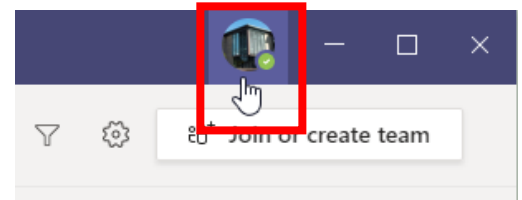


# Student Guide to MS Teams – How to Set your Status to ‘Busy’ and Turn Your Camera On

## HOW TO: Setting status to “Busy” – Red Dot

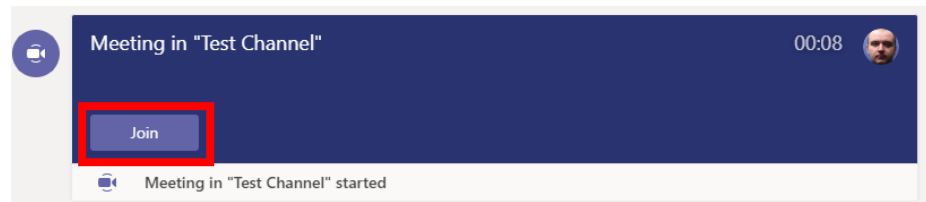
1. Once logged into teams, click on your profile.
2. In the drop down that appears, you will have to hover over your status and choose “**Busy**” as shown below.



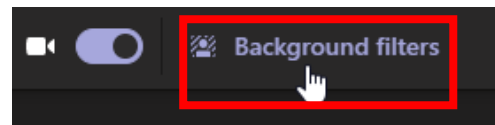
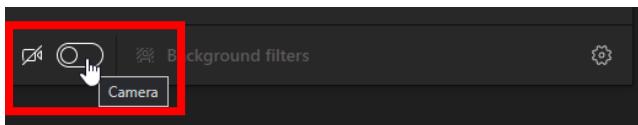
3. If your status is not “**Busy**” you will not be admitted to your live lessons by your teachers.

## HOW TO: Turn your camera on – With blurred background

1. Once your lesson goes live, please click “**Join**”.

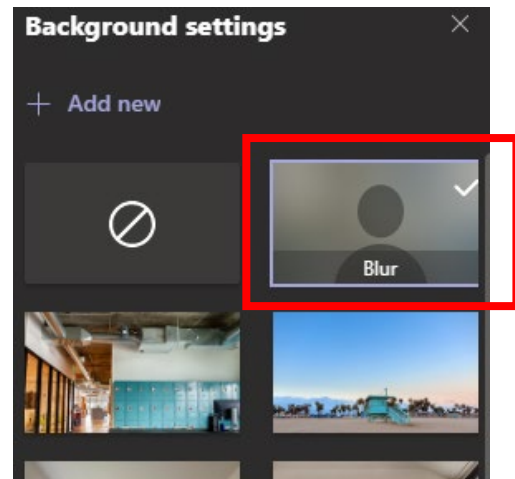


2. A window will appear where it will ask to choose your “**Video and Audio Options**” always turn your mic off. Then on the left-hand side, you will see the camera icon and a toggle.



3. Toggle the **camera on**, then click on “**Background Filters**”.

4. This will open a list on the right-hand side with a lot of options, you must click on the 2<sup>nd</sup> option that will say “**Blur**”.



5. This will ensure that only you are in focus, your background will be blurred.

6. You can always turn your **camera off** by the button at the top of the screen, next to the mic on/off button.

