

Microsoft Teams – Student Mobile Guide



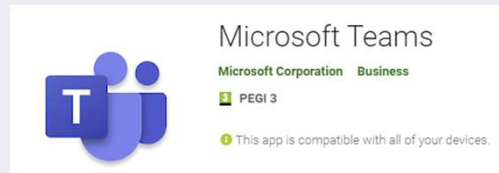
How to get Teams for Mobile

You can download the Teams app to your mobile device. It is available to both Android and iOS via their app stores

iOS



Android



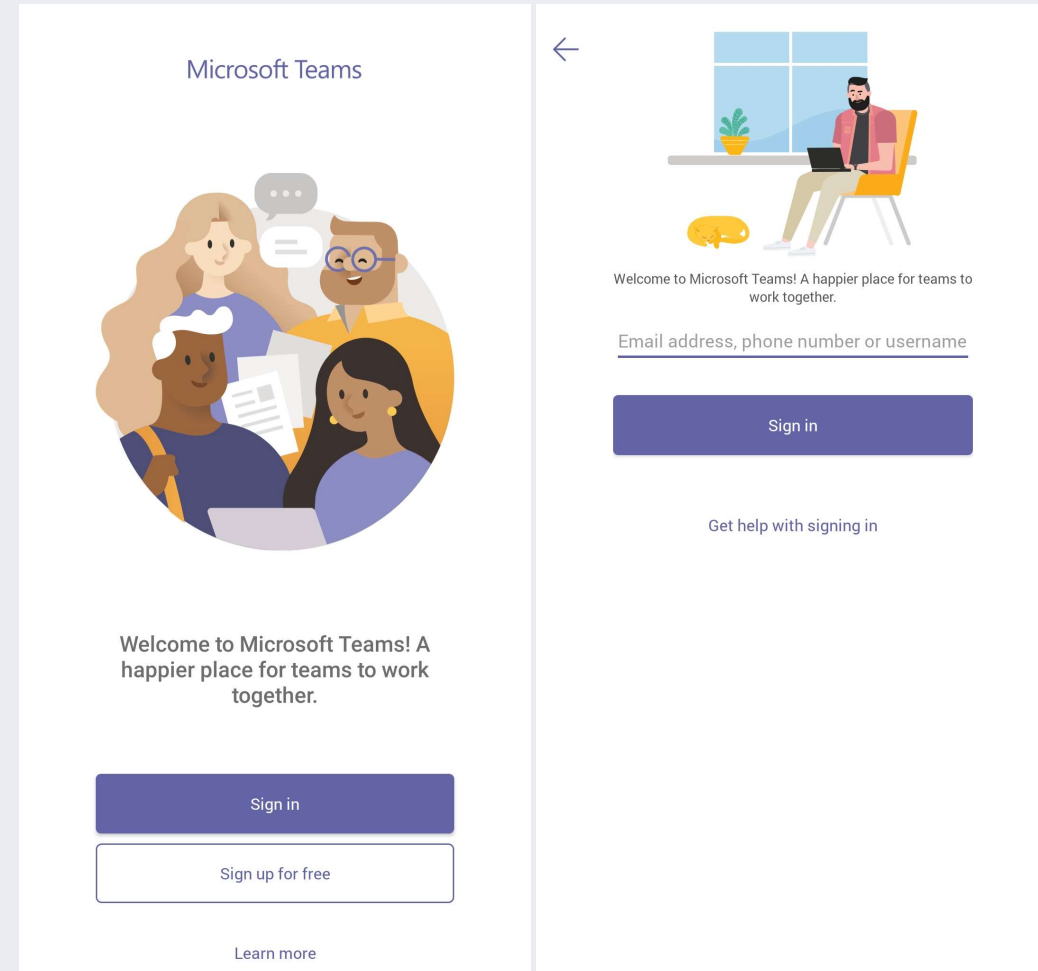
Login to Teams app

You will need to sign into the Teams app. You will use your school email and password. See below for examples.

Email: John.smith1@taw.org.uk

Password: School computer password.

Note: If you have a number in your username/email, make sure you include it, as per the example above.



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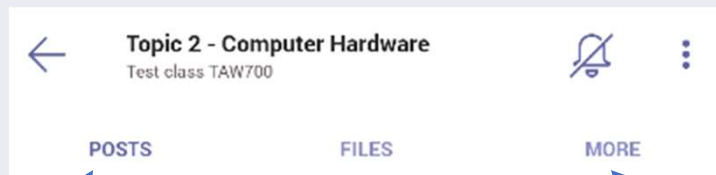
How to access your Classes

In the app you will be able to access each of your teaching classes. Here you can see the different Topics, Lesson recordings, Chat and Files associated with that class.

Open a Team/Channel

Select Teams  on the bottom of the app to see your Teams. Find the Team you want, and then select it to open.

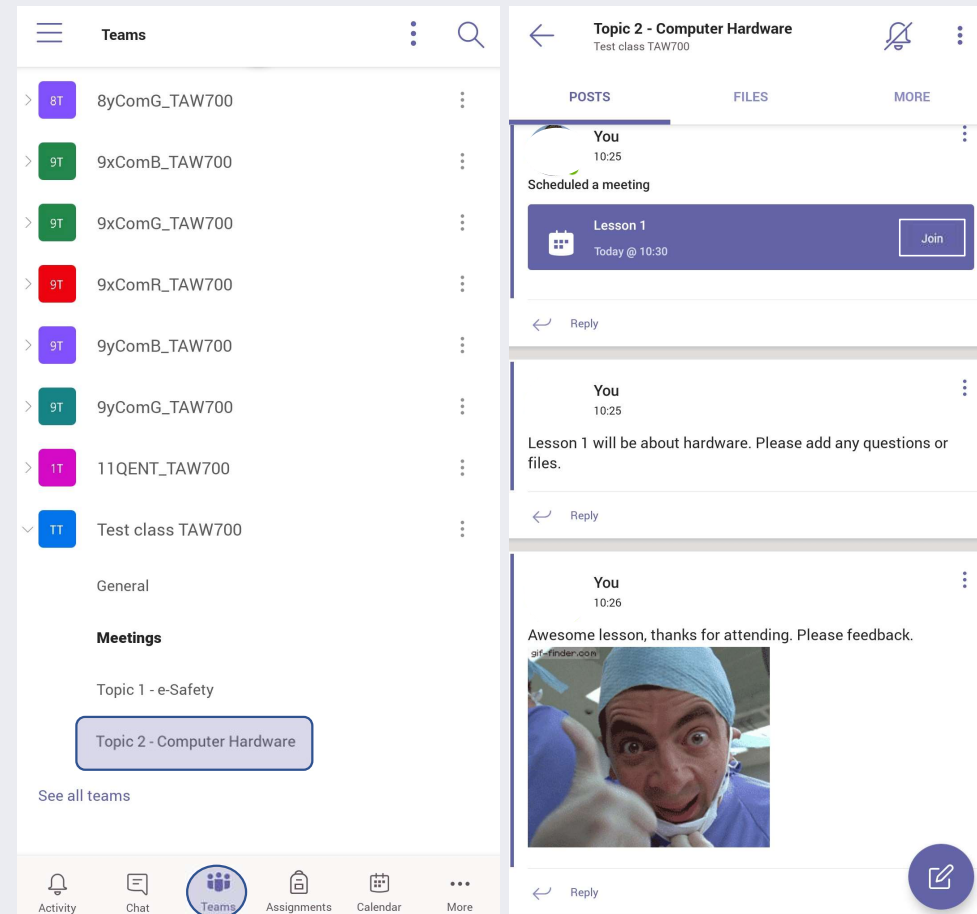
Select a channel within that Team to see the content



Post messages to class

Access shared files

Access more content



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How to join a Lesson

Your teacher will have scheduled the lesson following the temporary timetable schedule . You can join the lesson from your calendar within Teams, the teacher will have set this up , and added it to your calendar ahead of time.

Join from calendar

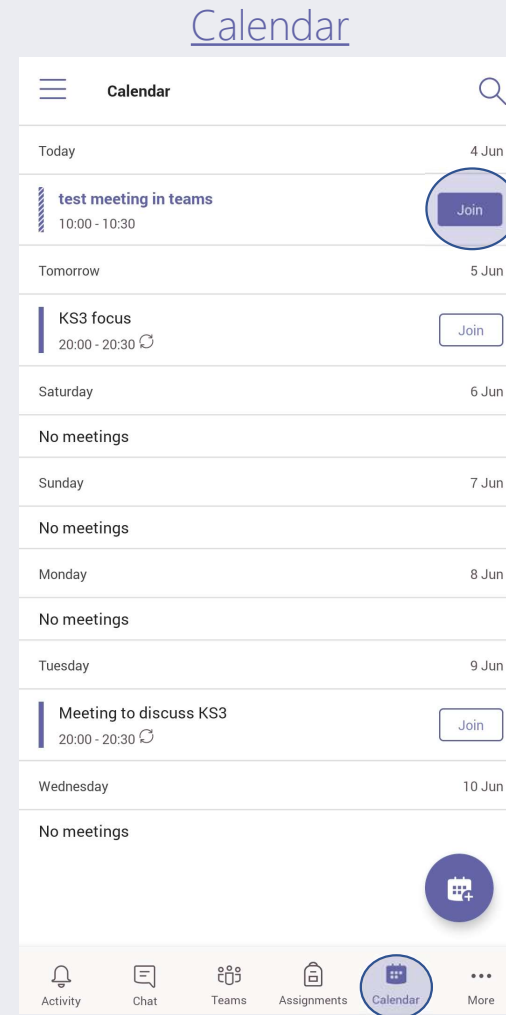
Select Calendar 📅 on the bottom of the app to see your meetings. Find the meeting you want, and then select Join.

Join from a notification

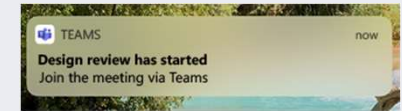
When a Teams meeting starts, you'll get a notification that'll bring you directly to the meeting without finding it on your calendar. Just tap the notification to join.

Join in a channel

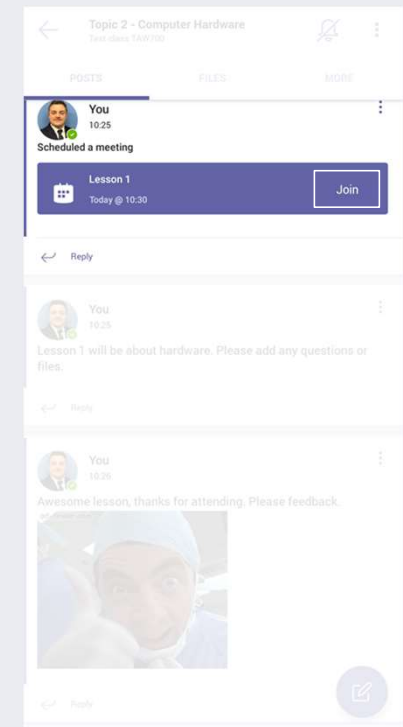
If a meeting takes place in a channel, you'll see an invitation to join, relevant content, and the organizer right in the channel. Just select Join.



Notification



Channel



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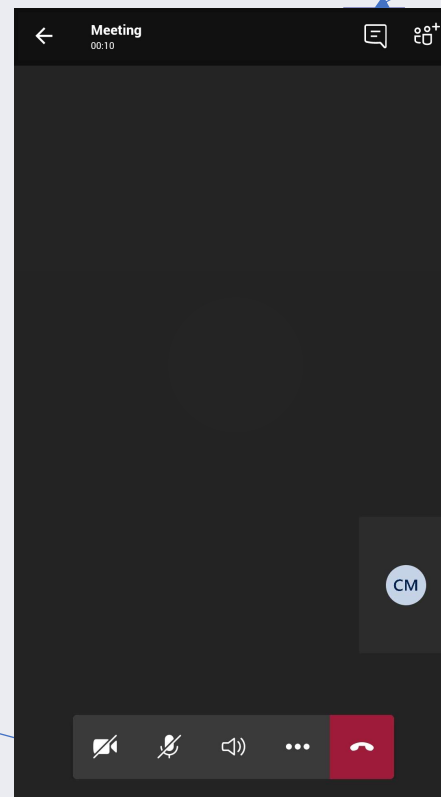


How to manage Lesson options

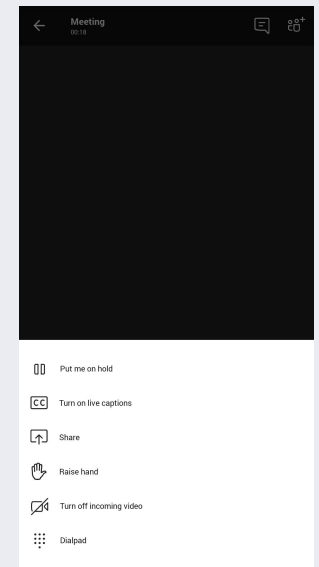
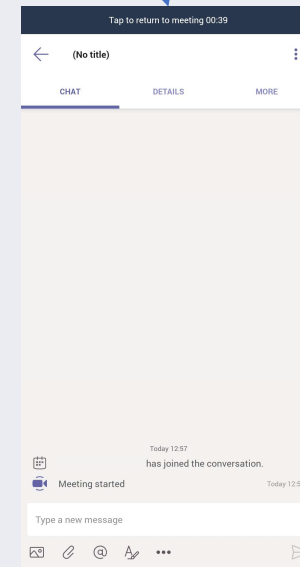
Once you click to join a Lesson you will be added in, and you will see the other members of the class on screen.

These options control

- Camera
- Microphone
- Speaker



This will open the text chat panel, you can type messages and all students will see them



This will open options menu. Raising your hand will alert the teacher that you want to say something