

The Heys School - Microsoft Teams guide for Students

All information included in this guide can also be found on the [School Website > Students > Home Learning](#), as well as on the Students Intranet

Install Teams on Desktop

Please click the following link and then click Download Teams: [Download Microsoft Teams](#) or Search 'Microsoft Teams' in the Google search bar. When the results show up on the page, scroll down to the second link called 'Download desktop and mobile apps'

On this page, click 'Download for desktop' if you are using Teams on a laptop.

Once you click this box it will pull you down to the bottom of the page. Click the box that says 'Download Teams'

When the pop up has finished downloading at the bottom of your screen, click it and the following prompt will show up. Click 'Run' and Teams will finish downloading.

Install Teams on Mobile

For Android mobile phone or tablet: [Google Play Store](#)

For Apple iPhone or iPad: [Apple App Store](#)

Or search for "Microsoft Teams" in one of the above app stores.

Please be aware that you may have to give the app permission to your mobile device to be able to access your camera, mic, or storage.

Teams in web browser

The last alternative is accessing Teams directly in web browser. This method does not offer the best experience and we would not recommend using it day to day.

Click the following link and sign in with your Microsoft 365 account: <https://teams.microsoft.com>

Sign into Teams

1. Start Teams

1. In Windows, click Start > Microsoft Teams.
2. On Mac, go to the Applications folder and click Microsoft Teams.
3. On mobile, tap the Teams icon.

Sign in with your school email and password. The student's email address format is **firstname.surname**@student.theheys.school

For example, if the student's name was Joe Bloggs the email address would be joe.bloggs@student.theheys.school

Join a meeting in Teams

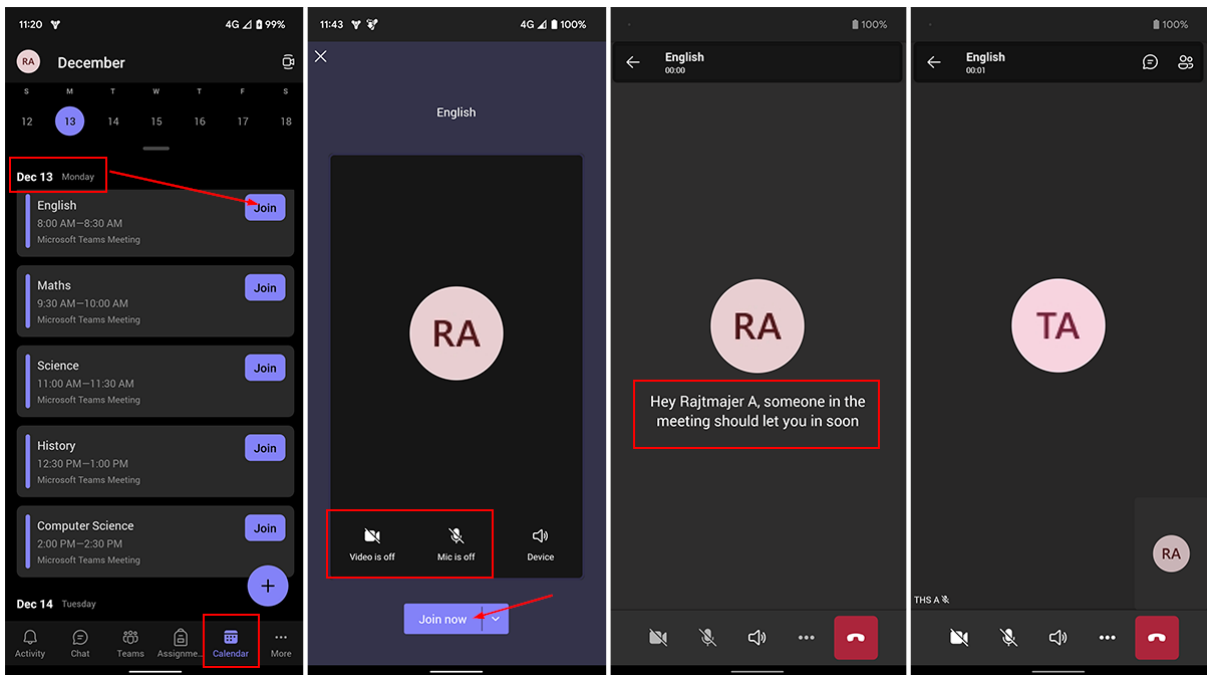
There are multiple ways to join a meeting in Teams, however the most common method is to use the invitation link sent by the organizer via an email from either Teams calendar or Outlook calendar.

If you have already signed into the Teams mobile or desktop app, the easiest way to join is go to the **Calendar** icon, find the lesson you are supposed to join and click the **Join** button.

Make sure your Video is off and Mic is off and then tap **Join now**.

If the teacher has configured the lesson to use a lobby, you will need to be let in, please wait patiently.

Once added to the meeting, you will be able to hear and see the teacher. Follow the teacher instructions from that point.



Alternatively, please follow the below guide:

1. In the meeting invite, select Join Microsoft Teams Meeting or Join directly in Teams calendar.

[Join Microsoft Teams Meeting](#)

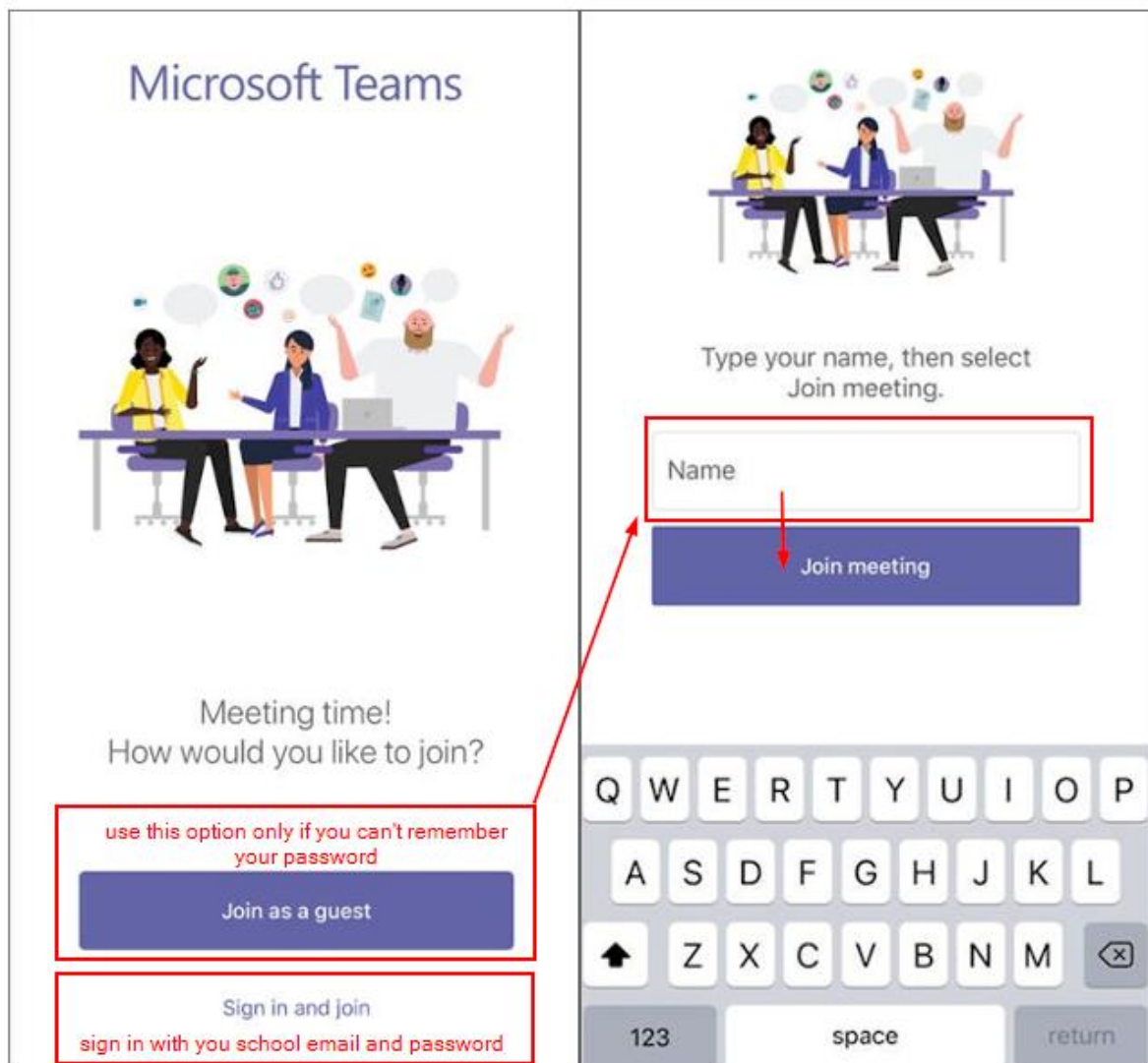
[Learn more about Teams](#) | [Meeting options](#)

1. Teams app:

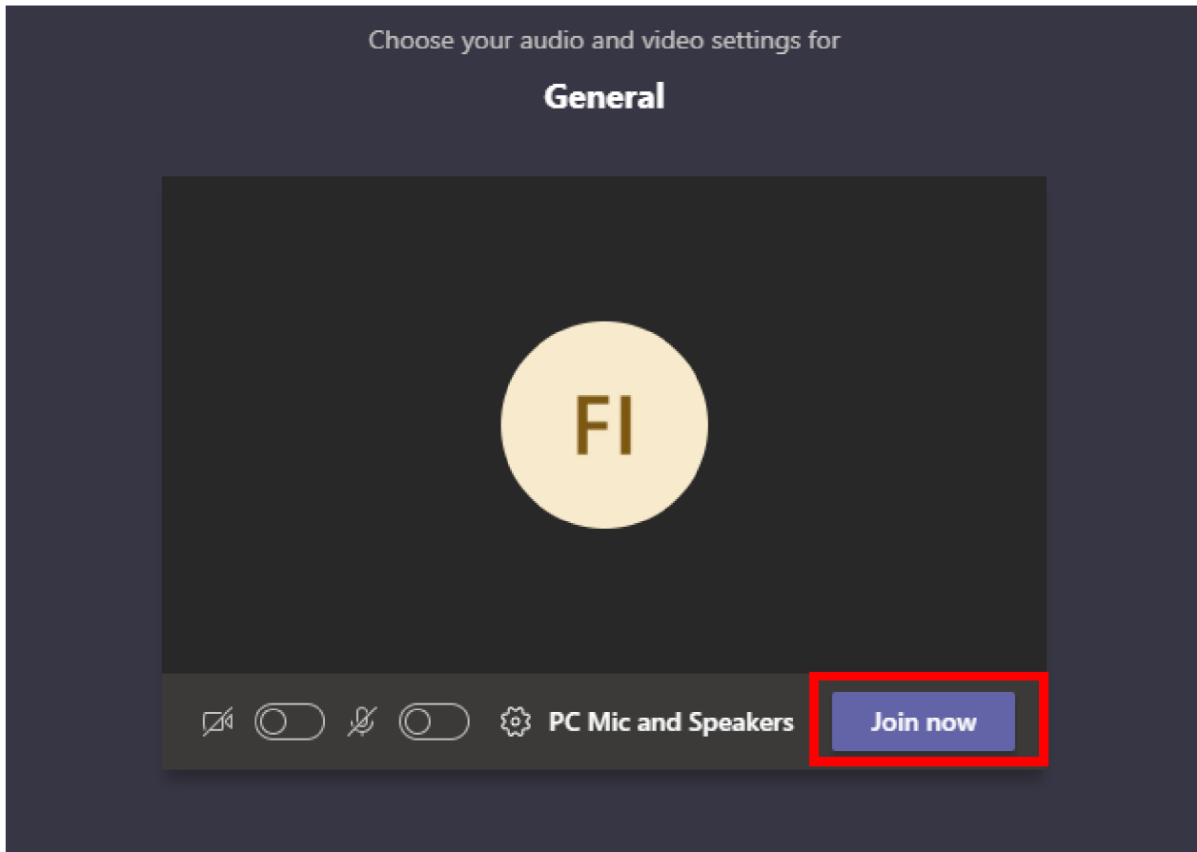
1. On Mobile: If you don't already have the Teams mobile app, you'll be taken to your app store to download it.
 1. Teams will ask if it's okay to use your mic. Be sure to allow it so others in the meeting will be able to hear you.
2. On Desktop: That'll open a web page, where you'll see two choices: Download the Windows app and Join on the web instead. If you join on the web, you can use either Google Chrome or Microsoft Edge.
 1. Your browser may ask if it's okay for Teams to use your mic and camera. Be sure to allow it so you'll be seen and heard in your meeting.

2. Next, you'll be given two options for joining your meeting: **Sign in and join** or **Join as a guest**.

1. The preferred option is to sign in with your school email address and password, but you also have an option to join as guest if you can't remember your password.
2. Make sure to request password reset after the meeting, so you can sign in properly next time.
3. If you sign in, you will automatically join the meeting or the lobby.
 1. If you join as a guest, you will be also asked to enter your Name (please enter your first and last name).
4. Tap **Join meeting**.



1. All guests will have to wait in the Lobby until accepted by the meeting organizer.
2. Once you're in the meeting, you can turn your video or mic on or off by tapping on the centre of your screen to show the meeting controls. Tap again to hide them.



For interactive Teams demo please refer to: <https://teamsdemo.office.com/>