Microsoft Teams:

All staff and students have Teams as part of their KNGS Office 365 account.

To access Teams log in to Office 365:

Internet browse to: <u>https://login.microsoftonline.com</u> and select Sign In.

Sign In with your KNGS email address (username) and your password (case sensitive and same password as PC logon at school).



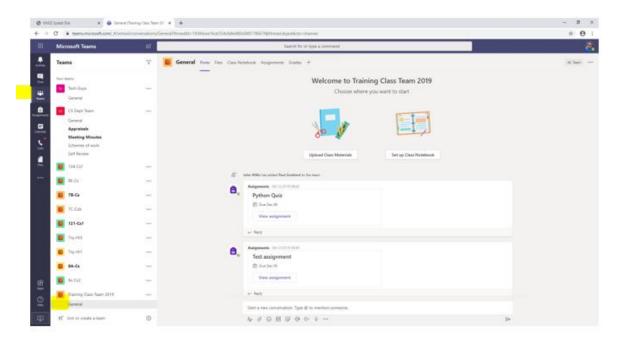
Click on the Teams icon:

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	Forms	Admin	All apps										

You can also download the Teams app on your smartphone and therefore, access Teams via your smartphone. This also allows you to see everyone at once if you are in a group session.

Once your subject teacher has activated your class on teams, your classes will populate down the left (they are the teams):

If your subject teacher hasn't activated your class it might be because they have chosen not to use this application.

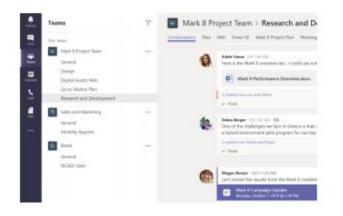


Every class (team) already has a default channel ready to use called: General

• You can start a conversation or join in with a conversation with all the students in the class. Therefore, what you send or reply with will be seen by all of the class. This could be very useful in answering a query, explaining a task, asking a question etc (without having to switch to Outlook and compose emails):

Pick a team and channel

A *team* is a collection of people, conversations, files, and tools—all in one place. A *channel* is a discussion in a team, dedicated to a department, project, or topic. Click **Teams** $\hat{c} \hat{\Box}^{s}$ and select a team. Pick a channel to explore the **Conversations**, **Files**, and other tabs.



Joining a meeting or lesson

To do this, you have two choices, you can go to your calendar and click on the meeting scheduled and then click 'ioin'

101								
Activity	Ē	Calendar			🤤 Meet now	$+$ New meeting \vee	then click the '	join' button in the top
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iii Tearrs		15 Monday	16 Tuesday	17 Wednesday	18 Thursday	19 Friday	U	
Assignment					Humanities team meeting Lisa Shakespeare 🗐 Ø			
Calendar	9 AM 10 AM	Fantas Tudors 10Fr1 Maths 10 history GCSE Faculty Deutsc lesson French meetir Sat Image: Comparison of the second	Year 10 Teams support session Lisa Shakespeare	Year 10 Support meeting Lisa Shakespeare	Year 10 support SLT session Nicola Raggett Lisa Shakespeare		Join	Close
	11 AM					_		
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The other way to join a scheduled meeting is to join via your Teams page. Clicking on the calendared meeting takes you to the meeting which you can then join.

Activity	< All teams		General Posts Files Class Notebook 2 more ~ + © Team	
E Chat	4		Due Jun 01	
Teams	HM H		View assignment	
â	125-Hi1a	•••	← Reply	
Assignments	General		June 8, 2020	
Calendar			Lisa Shakespeare 3/19 2:32 PM This will be our weekly catch up lesson. Bring your questions and be ready to discuss your analysis and evaluation. As this is a new method of learning for us all, let's see what works and give constructive feedback to ensure we make it as productive as it can be.	
			Tudors history lesson Occurs every Monday @9:00 AM	
			As cepties from you, Lucy, Elliot, and 5 others	

Start a conversation

With the whole team... Click **Teams** $\mathring{c}\mathring{D}$, pick a team and channel, write your message, and click **Send** \triangleright .

With a person or group... Click **New chat** \mathbb{Z} , type the name of the person or group in the **To** field, write your message, and click **Send** \triangleright .



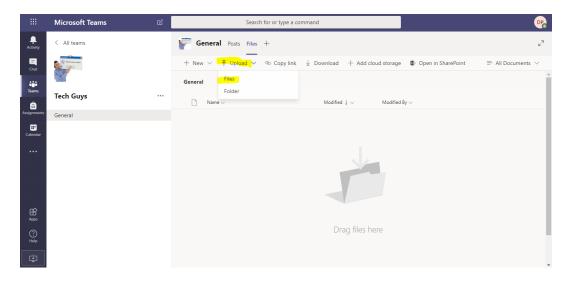
Reply to a conversation

Channel conversations are organized by date and then threaded. Find the thread you want to reply to, then click **Reply**. Add your thoughts and click **Send** \triangleright .

Rebuk Scennes: (2004) Daniels, Daich mentioned that the client had some changes to our design for the July promotional galach page. Could you make these etits before our Westenday client sync?	-
English there there there and the	
Kapi tel: 200 mil Ubscipit the client wavied to include a section about the buy one get one offer as well Organity it was slated for August but she mentioned she get the budget.	
4- ³ Statly	
Start a new conversion, use 🕸 to mention someone	
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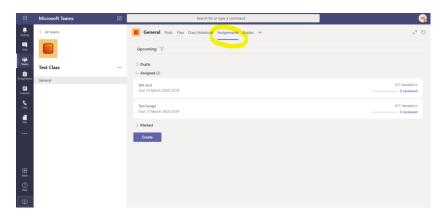
- Your teacher may upload Class Materials or upload Files to a relevant class for you to use:
- These materials will also be saved in StudentShare.

← →	-		930a664b1a41429da9ecd4d3f3c3f1f3@thread.tacv2&ctx=channel strol	🗿 Fortinet Service & S 🅜 Ookla Speedtest 💧 Backblaze Login	★ Ø P : ★ KNGS Speed Dial »
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Assignments

• Your teacher may use the Assignments section to set work for the relevant class:



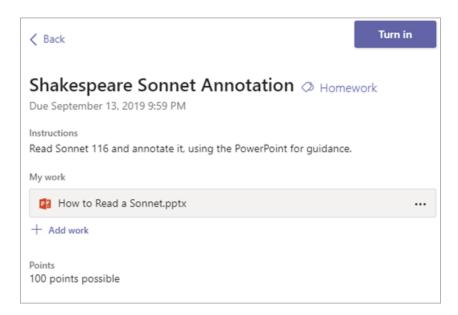
If you are using Assignments to send your work to your teacher, you can upload photos or documents. Your teacher may give you feedback here too.

 Your upcoming assignments will show in order of when they're due. Select any assignment card to open it and view the assignment's details.

Upcoming …	
Reading Reflection #8 Due September 5, 2019 9:59 PM	
Shakespeare Sonnet Annotation ⊘ Homework Due September 13, 2019 9:59 PM	100 points
Chapters 14-18 Review ⊘ Review Due September 20, 2019 9:59 PM	
My Sonnet Due October 4, 2019 11:59 PM	
World Voices Essay #1 Outline Due November 8, 2019 11:59 PM	

Tip: Select the Expansion icon (diagonal, double sided arrow) to work in full-screen mode.

 If your teacher specified a document for you to turn in or you have other files to attach to this assignment, select +Add work and upload your file. Note: You can attach a file up to 50 mb in size.



Select the **Turn in** button to turn in an assignment before its deadline. The button will change depending on the status:

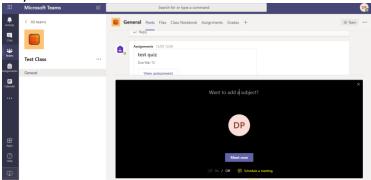
- **Turn in again** if you're editing an assignment you've already turned in and need to submit work again.
 - Your teacher may book Meetings or lessons but you can also book your own:

Start a meeting

Click **Meet now** under the area where you type a message to start a meeting in a channel. (If you click **Reply**, then **Meet now** , the meeting is based on that conversation.) Enter a name for the meeting, then start inviting people.

5 replies from Enrico, Pradeep, Megan, and Adele
Q4 Meeting ended: 19m 29s
← Reply
Start a new conversation. Type @ to mention some
A C C @ Q O1

Meet now or Schedule a meeting, and please decline the use of the camera and microphone (select camera and mic off). You may be able to use these once the lesson is underway but your teacher will let you know when they start the lesson.



Fill in the meeting details and when you press send it is posted in your class conversation (no need to add required attendees):

