

TARPORLEY HIGH SCHOOL & SIXTH FORM COLLEGE



HOW TO ACCESS YOUR STUDENT EMAILS AND MICROSOFT TEAMS

Abstract

This user guide will detail the process on how to access your school emails and how to access and use Microsoft Teams via Microsoft Edge.



TABLE OF CONTENTS

1. Student Participation in Teams Sessions	2
2. How to Sign In and Access Your School Office 365 Account	3
3. Accepting a Meeting Invitation.....	5
4. How to Open and Use Microsoft Teams	6
4.1. Joining a Meeting	7
4.2. Mute Microphone	8
4.3. Raise Hand.....	9
4.4. Chat Feature.....	9
4.5. Leave Meeting.....	10
5. How to Sign Out of Your School Office 365 Account	10

1. STUDENT PARTICIPATION IN TEAMS SESSIONS

Working across a video-conferencing platform is something new and exciting for everyone involved. However, in working in this way all the students and staff involved need to understand expectations and matters of safeguarding. Despite the fact that you will be in your home, you should consider video-conferencing to be part of school. As such, our school rules apply:

- We respect ourselves, each other and the school community
- We are safe and act responsibly
- We are ready to learn and make progress.

Positive and Safe Behaviours

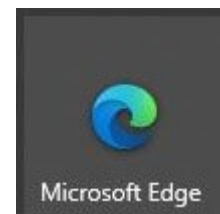
- Conduct yourself as you would in a lesson or classroom.
- Maintain appropriate language and body language.
- Wear appropriate clothing and choose an appropriate location.
- Have good punctuality and manners.
- Refrain from personal comments – especially regarding the location of other students.
- Respect everyone's opinion.
- Do not generate comments or content that hinders the good order of the session e.g. unnecessary messaging in the chat.
- Allow the teacher to lead the meeting using the structures and processes they choose.
- A meeting is private and cannot be recorded or shared – all content is subject to the same policies regarding behaviour and use of technology that we have in school. School sanctions can reasonably be applied to behaviour that breaches our policies.
- Do not use the Teams application to contact teachers at any time other than a designated meeting time.
- Other family members should not contribute or be involved in the meeting. We understand that other people may well be 'seen' on screen in some households but they cannot be involved and you may be removed from the meeting if this occurs.

Cooperation Protocols

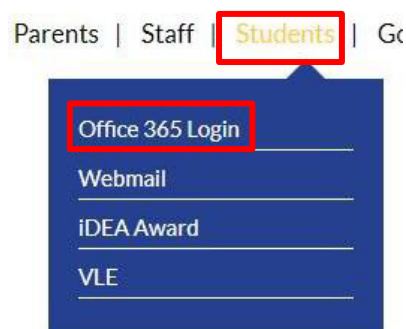
- You may be asked to mute your microphone for a period e.g. while a form tutor shares a message or a teacher talks through an idea. This aids sound quality for all.
- Where appropriate, if you want to contribute to the discussion use the 'raise your hand' facility and then unmute your audio. This will ensure that everyone gets their chance to speak without everyone talking over each other.
- Please follow any systems or turn-taking structures the teacher uses.
- You can ask questions using the chat facility.
- Be an active member of the group.
- Hang up promptly when the meeting closes.

2. HOW TO SIGN IN AND ACCESS YOUR SCHOOL OFFICE 365 ACCOUNT

We recommend using the latest version of Microsoft Edge as your web browser to access the school's online resources. This web browser has been tested and is 100% compatible with all major brand devices and operating systems. This is free to install and fully functional with all of school's online app's and services. If you don't want to use Microsoft Edge please use your preferred web browser.



1. Open Microsoft Edge (or your preferred web browser) and go to the [Tarporley High School Website](#), select the **Students** tab from the top right-hand corner, then select **Office 365 Login**.

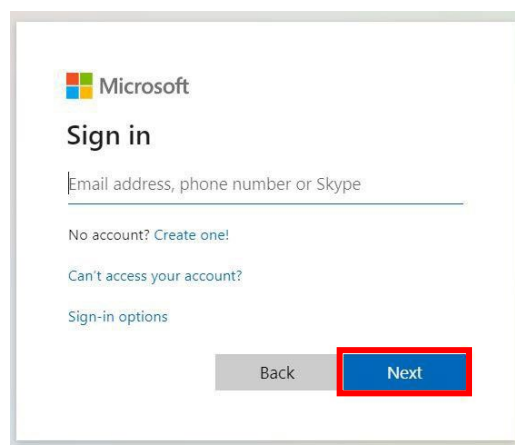


2. Enter your school email address and select 'Next'.

Your email address is your Username followed by @tarporleyhigh.co.uk

e.g. 2019JBloggs@tarporleyhigh.co.uk.

If you don't know your email address or password, please phone the school and speak to either Student Services or ICT Support.





3. Re-enter your email address and enter your password and select 'Sign in'.

Sign in
https://ads.tarporleyhigh.co.uk

Username

Password

Sign in Cancel

4. You will then be directed to your Office 365 homepage, which shows the applications you have access to.

Outlook – for school emails

OneDrive – for cloud storage

Teams – for assignments and live lessons



Good afternoon, 2015

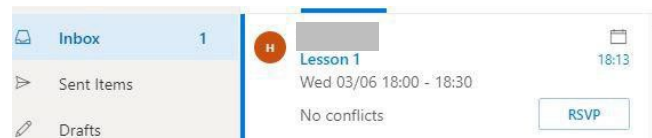
3. ACCEPTING A MEETING INVITATION

You will receive an email from your teachers with a meeting invitation. To access your Emails and respond to the invitation please follow the below steps.

1. Once you have logged into your Office 365 account and have been directed to your homepage, select the 'Outlook' icon.

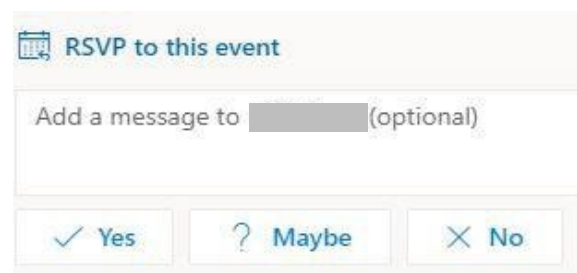


2. A new tab will open in your browser. Your inbox will appear and you should see a new email with information regarding a meeting.

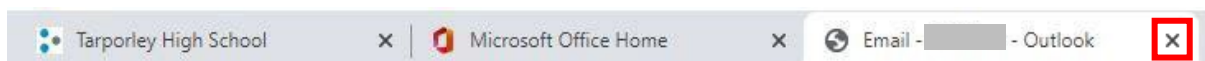


3. Double click the email to open it, read through the meeting details and select your response.

This will send the response to your teacher. You will receive an email confirming the response you have sent.

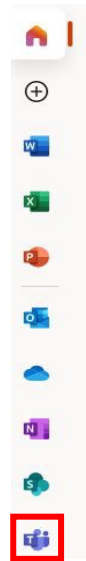


4. Once you have responded to all of your meetings, you can close the Outlook tab in your browser.



4. HOW TO OPEN AND USE MICROSOFT TEAMS

1. Once you have logged into your Office 365 account and have been directed to your homepage, select the 'Teams' icon from the menu on the left hand side.



2. In your browser, Teams will open in a new tab. When prompted to download Teams, please select 'Use the web app instead'.

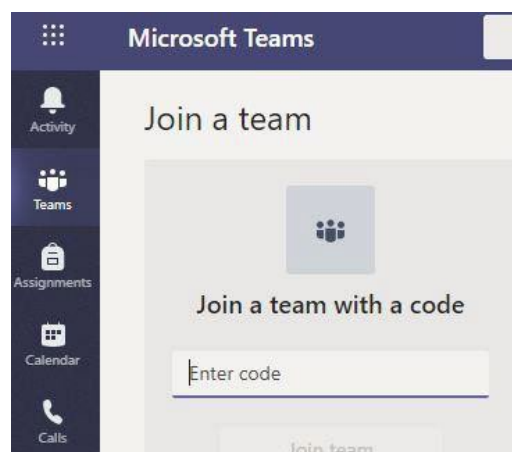
Download the Teams desktop app
and stay better connected.

Get the Windows app

Use the web app instead

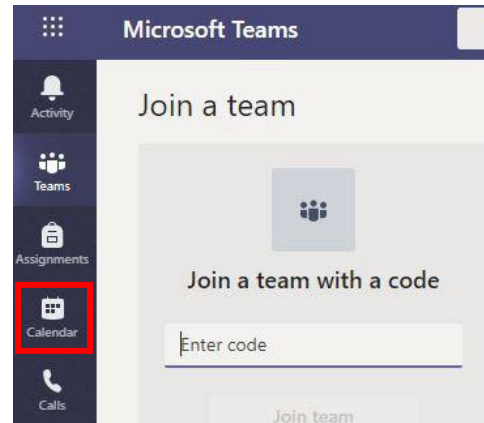
3. Teams will then load in your browser.

Note: you do not need to join a Team with a code (please ignore this). Follow the next set of instructions on how to join a meeting.

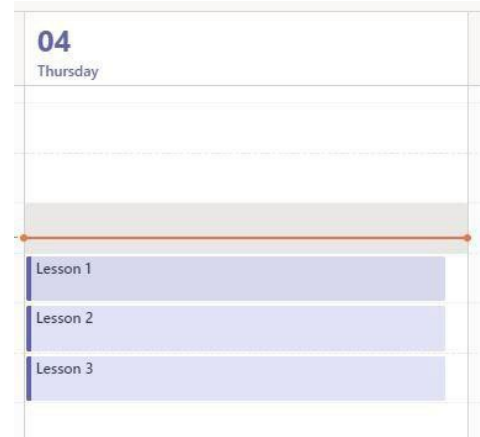


4.1. JOINING A MEETING

1. In Teams, select the 'Calendar' icon.



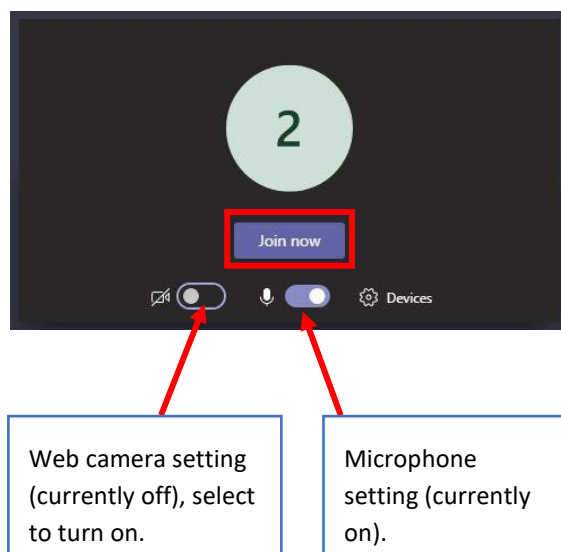
2. In your Calendar you will be able to see all the meetings you have received an invitation for.



3. When the meeting is about to start, the 'Join' button will appear.
Select 'Join' to join the meeting.



4. You will then be taken to the call screen, you can check that your web camera and microphone are enabled. When you are happy with the setting, select 'Join now'.

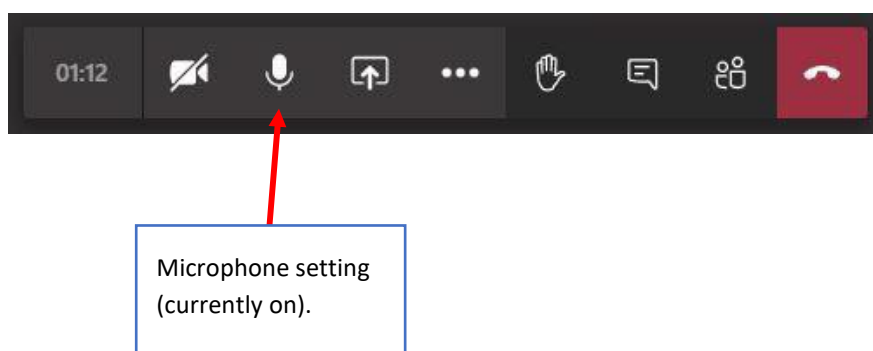


Note: Your device may display a pop-up to allow Teams to use your web camera and microphone, please allow.

4.2. MUTE MICROPHONE

Whilst you are in the meeting you may be asked to mute your microphone whilst the teacher is hosting the session.

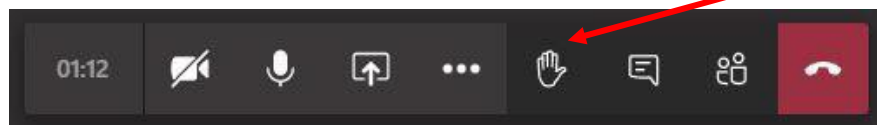
To do this; move your mouse cursor over the call page and a menu should appear, toggle the microphone icon so that it displays a slash through it to mute.



4.3. RAISE HAND

Whilst in the meeting, if you need to speak to the teacher, you can raise your hand to get their attention.

To do this; move your mouse cursor over the call page and a menu should appear, select the hand icon.

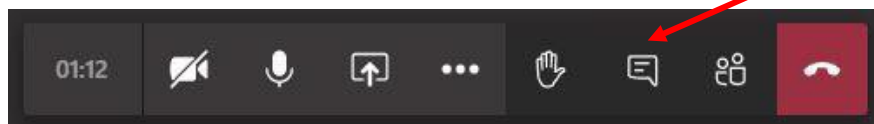


You teacher will then respond and ask you to unmute to speak.

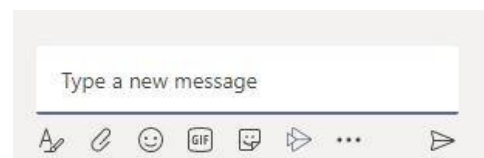
4.4. CHAT FEATURE

Within the meeting you can ask your teacher a question by using the chat feature.

To do this; move your mouse cursor over the call page and a menu should appear, select the chat icon.



On the right-hand side of the call, the chat area will appear. Type your message into the section at the bottom.



4.5. LEAVE MEETING

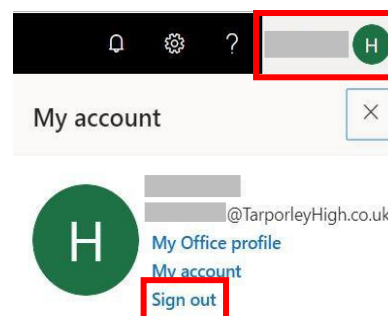
When the meeting is finished, you need to leave the call promptly.

To do this; move your mouse cursor over the call page and a menu should appear, select the hang up icon from the menu.

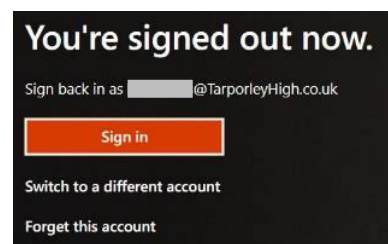


5. HOW TO SIGN OUT OF YOUR SCHOOL OFFICE 365 ACCOUNT

1. To sign out of your office account, select your name and circle icon from the top right-hand corner of your browser.
A menu will then appear and will give you the option to 'Sign out'.
Select 'Sign out'.



2. Once you have signed out please close the webpage/browser.



Note: We recommend that you sign out of your Office account and the VLE, especially if there are siblings in a household that go to Tarporley High School. Otherwise when the next student goes to log in, it will remember the previous signed in account.