



Microsoft Teams

COMMUNICATING WITH STAFF DURING LOCKDOWN



to stay safe.

Covid-19 rules mean that people have to stay at home



The good news is that you can still communicate with your staff at school, Lakeside or LEAP, by using:-



email



telephone

and now we have another great way by using an APP called TEAMS



The following guide will talk you through how to access TEAMS while you are at home.



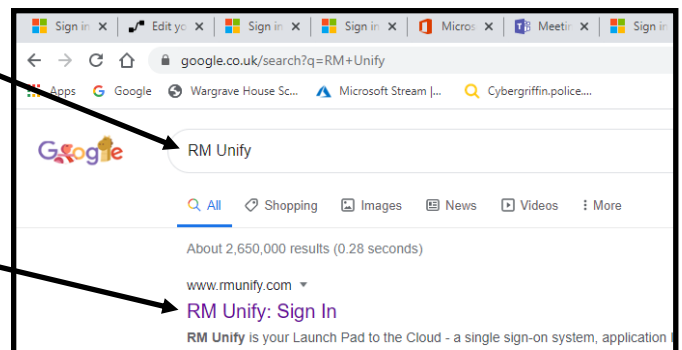
Microsoft Teams

Using Microsoft Teams on your PC at home.

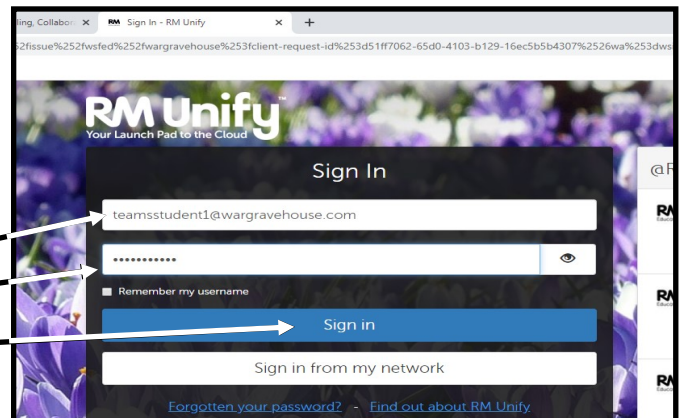
If you already know how to access the RM Unify console skip to point number 4.

1. Search for 'RM Unify' in your browser.
(We recommend using Chrome, this is a free download. Please install it prior to following this guide).

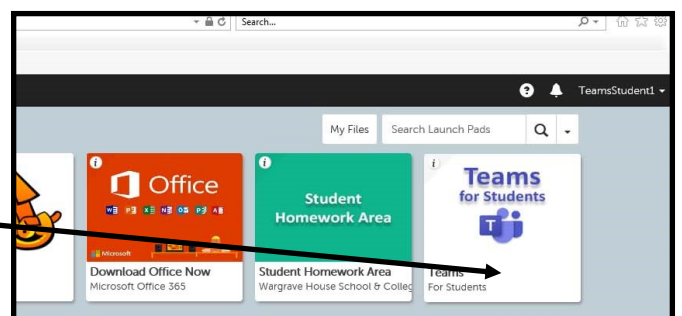
2. Click on the result that says 'RM Unify' Sign in.



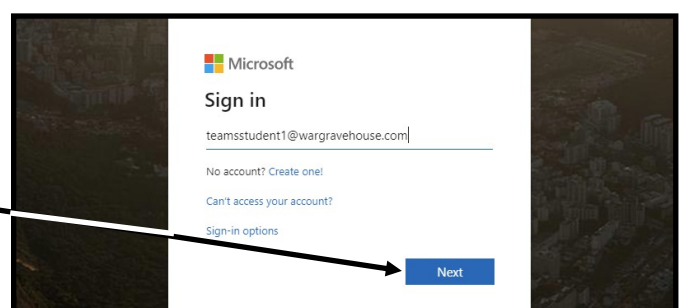
3. I recommend bookmarking this page at this point (adding to the favourites bar) . This will make it easier for you to access the site in the future. Once you have bookmarked it, enter your school or college email as the username and your normal network password as the password and click 'sign in'.



4. You will now be presented with the RM Unify console. It contains a series of tiles giving you access to various services. Click on the Teams for Students tile here.



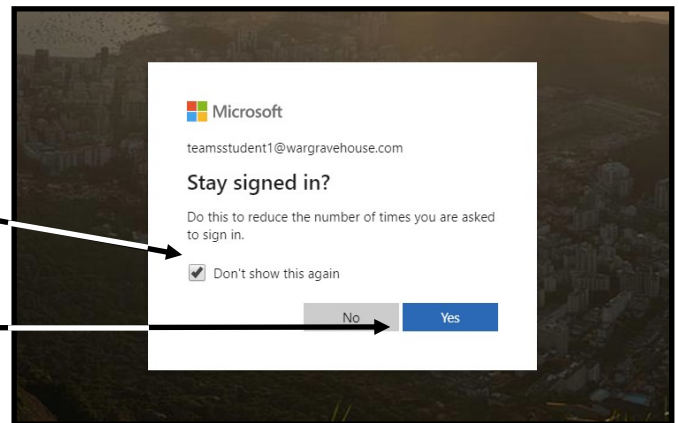
5. The first time you use 'Teams for Students' on a new device, you will be prompted to enter your credentials again. Enter your school or college email address and click 'Next'.
(You may briefly see a message saying we are taking you to your organisation's sign in page).



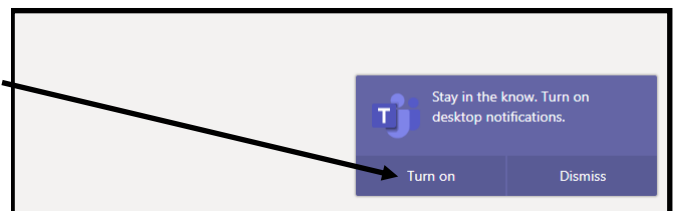
Using Microsoft Teams on your PC continued.

6. You will then see a dialogue box that asks if you would like to stay signed in. Firstly click to tick on the box here.

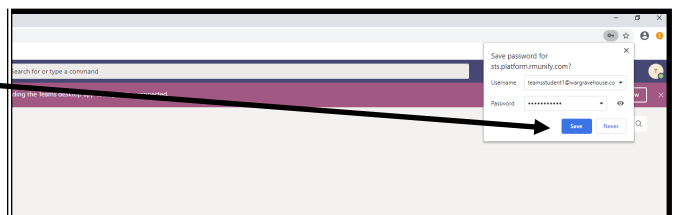
If you are on your own home PC or other device you can click 'Yes'. If you are on a public PC or other device, you should click no.



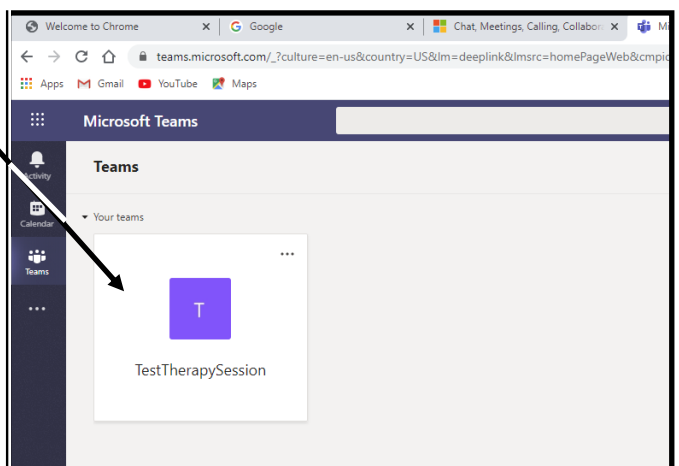
7. The Teams app will now open. In the bottom right hand corner of the screen you can click to turn on notifications if you wish. This means a pop up will appear when someone sends you a message.



8. Google Chrome may also offer to remember your password for you in the top right hand corner of the screen. You should only say yes if it is your own PC or device.



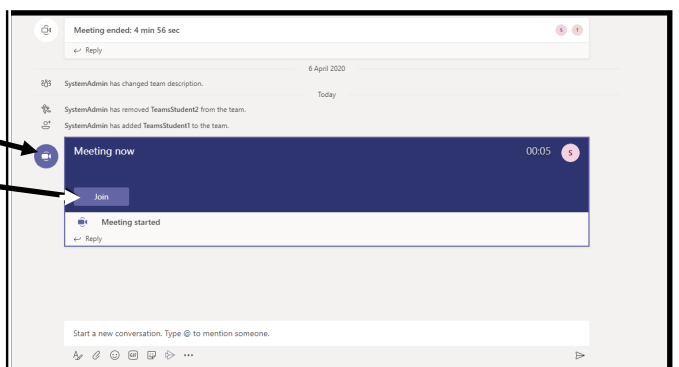
9. Each Team that you belong to will appear here. Click on the Team tile to see the contents, messages or invitations to meetings.



10. When your face to face meeting is due to start you will see a message like this.

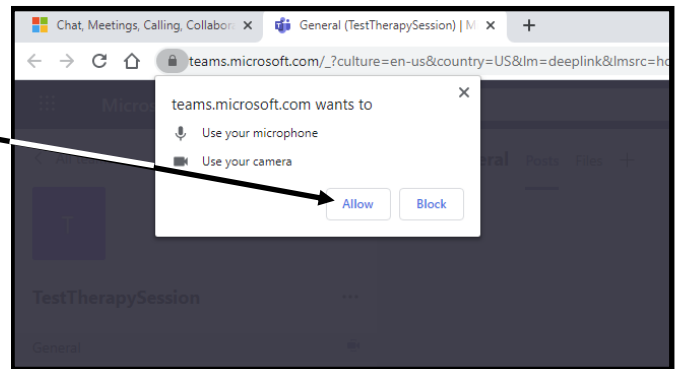
Click on 'Join' to start the meeting here.

(You can also view your scheduled meetings in your Teams Calendar. You can access this by clicking on the Calendar icon in the top left side of your screen).

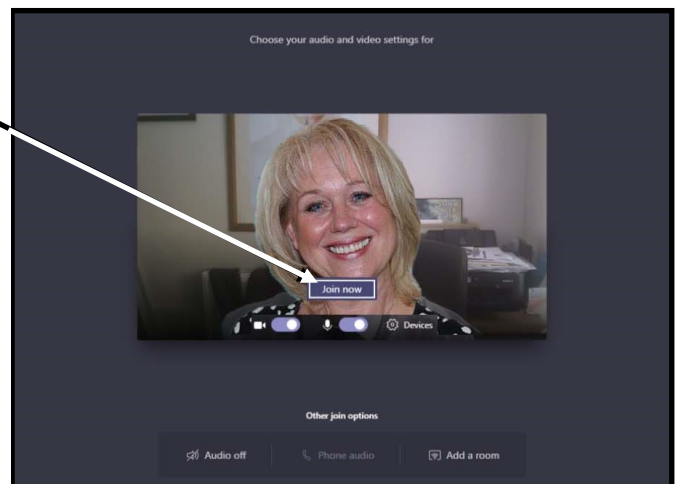


Using Microsoft Teams on your PC continued.

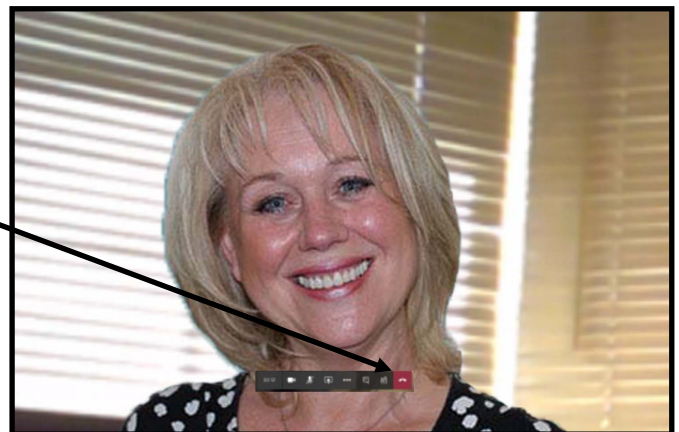
11. You may then see a message saying teams.microsoft.com wants to use your PC or device microphone and camera, click 'Allow'.



12. You should then see the person that is waiting to meet with you. Click on the 'Join Now' button to start your meeting.



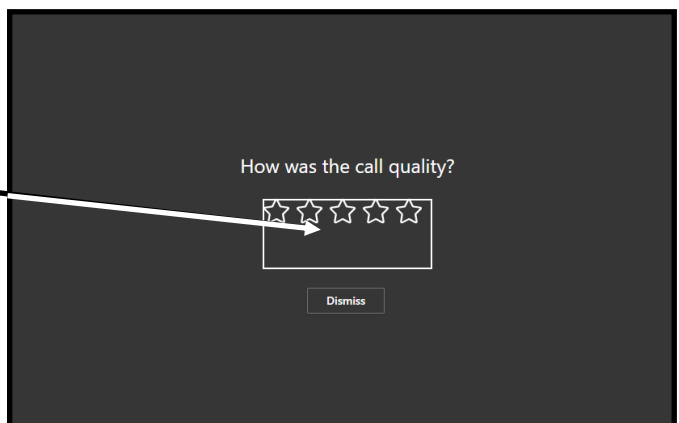
13. When your meeting is over, click on the red button to hang up, here.



14. You may get prompted to comment on the call quality, if you want to you can give it a star rating by clicking here.

You can now close your browser.

*If you want to download the desktop app version of Teams instead of going through RM Unify, you can download it here <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/>



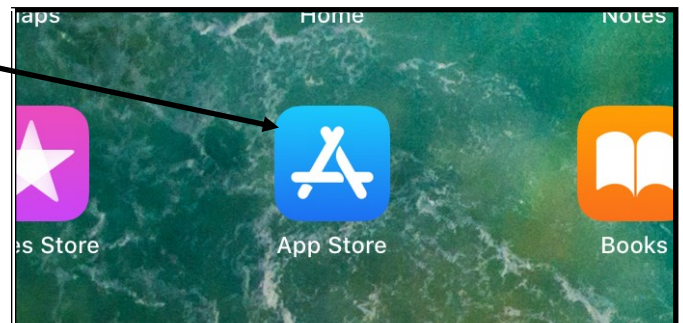


Microsoft Teams

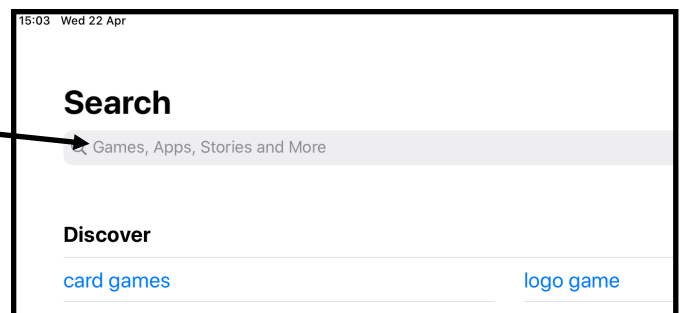
Using Microsoft Teams on your Android device at home

We recommend that you install the Microsoft Teams App from the App Store. Please ensure you have sufficient space to install the app, it is around 220Mb. Most of the things you are asked to do in this guide are for the first time you use the app only.

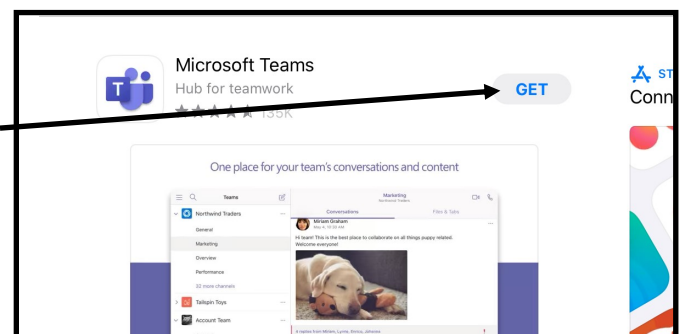
1. Tap on the App Store icon on your Android device



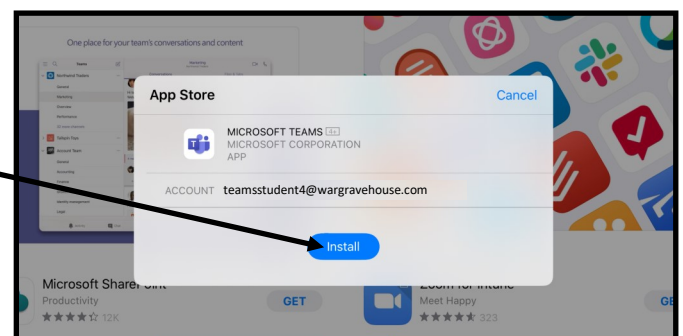
2. Tap into the search box and type Teams then tap the enter key on the keypad.



3. In the results page that follows you will see Microsoft Teams, tap on 'Get' to download the app.

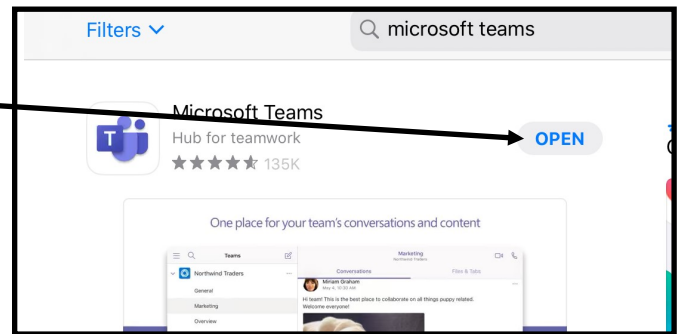


4. Once downloaded you will be prompted to install the app, tap 'Install'.



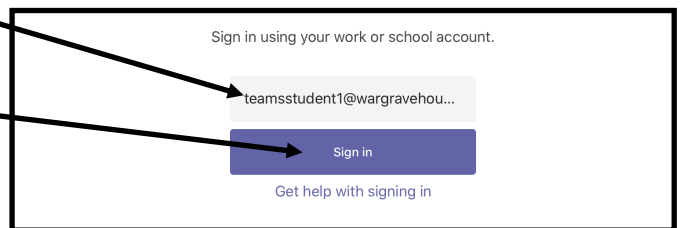
Using Microsoft Teams on your Android device continued.

5. Once the app has installed, this icon will change to 'Open', tap on it.



6. Tap into this box and type your school email address, then tap 'Sign In' here.

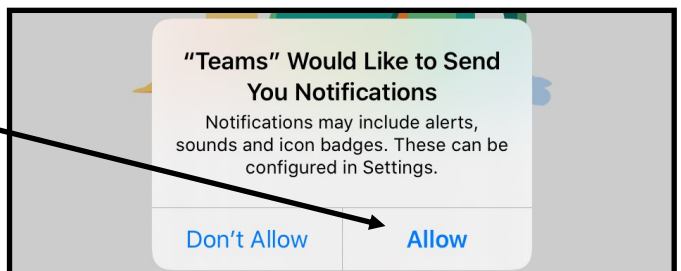
This will take you to the normal RM Unify sign in page.



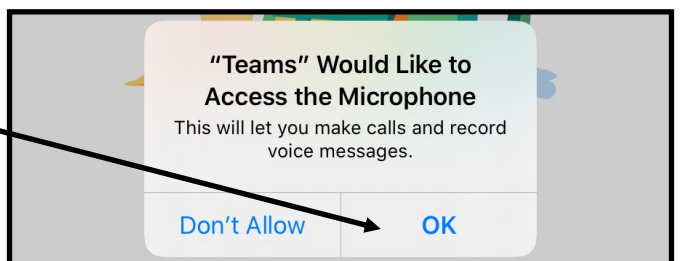
7. Your email address should already be in the username box. Enter your normal network password in here, then tap 'Sign In' here.



8. You will then be asked if you would like to receive notifications, tap 'Allow' here.

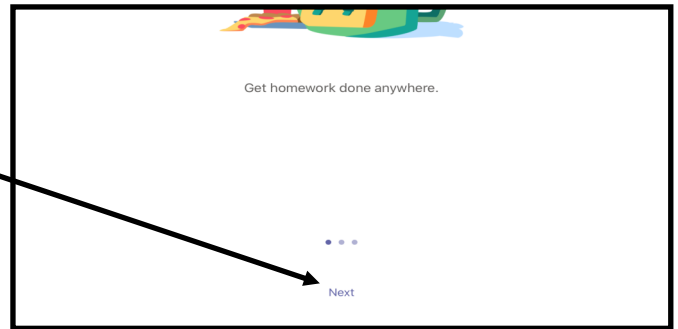


9. Next you will be asked to allow the app to use your microphone, tap 'ok' here.

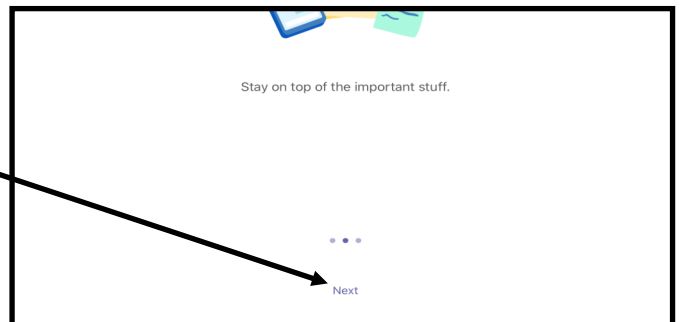


Using Microsoft Teams on your Android device continued.

10. Tap 'Next' here.



11. Tap 'Next' here.



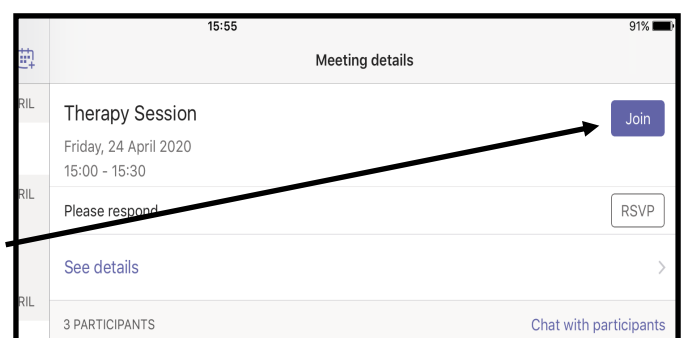
12. Tap 'Got It' here.



13. The app opens on the 'Activity' page. You may see invitations to your meeting like this which you can just tap to join here.

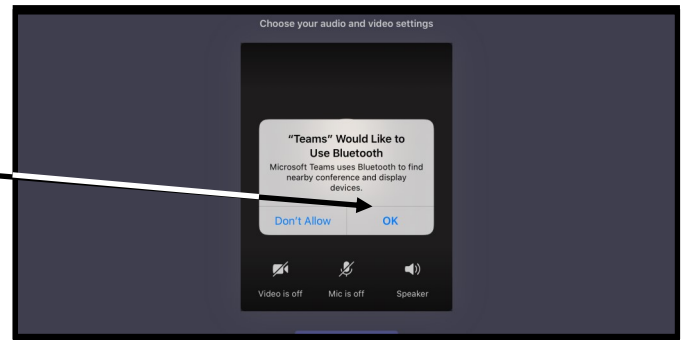


14. You can also check your calendar by tapping on the Calendar icon at the bottom centre of your screen. If you have a meeting scheduled you can see it in here and when it is time for your meeting you can click here to join it.

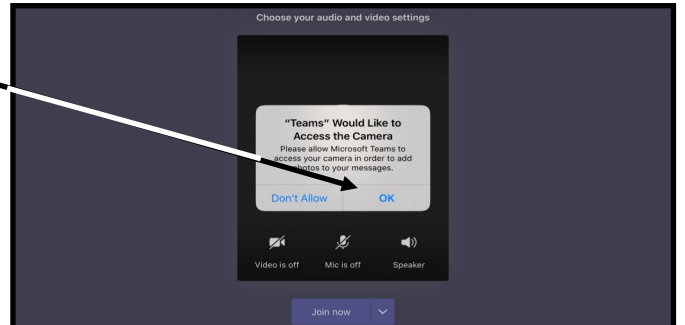


Using Microsoft Teams on your Android device continued.

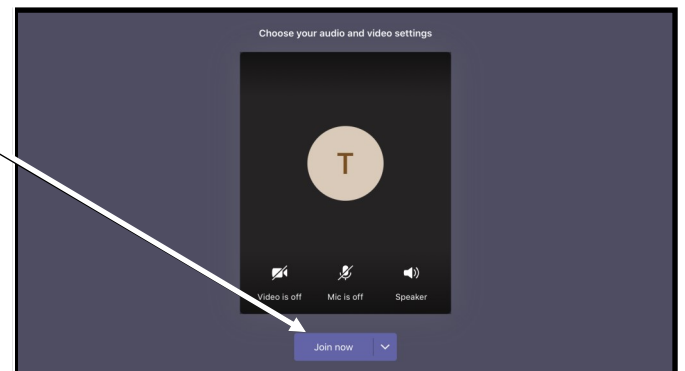
15. When you tap join, you may get told Teams would like to use Bluetooth, just tap ok here.



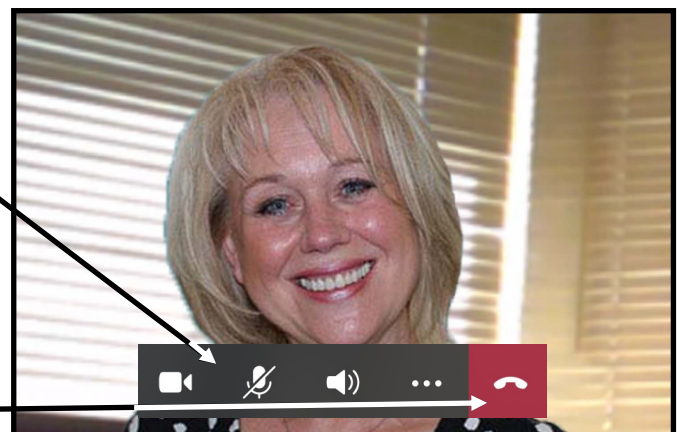
16. You may then see a message saying Teams would like to use your camera, tap 'Ok' here.



17. Next tap 'Join Now' here.



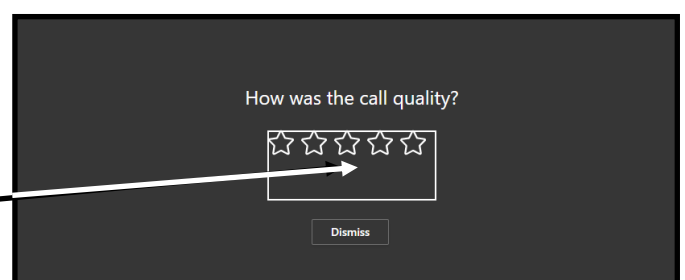
18. The person you are meeting with should now appear. You can turn the sound and camera on and off if necessary, using the menu bar, by tapping on the appropriate icon here.



19. When you have finished your meeting, tap here to end the call.

20. You can now close your Teams app.

Sometimes you may be asked by Microsoft about the call quality. If you want to, tap on the number of stars you think the call deserves here.



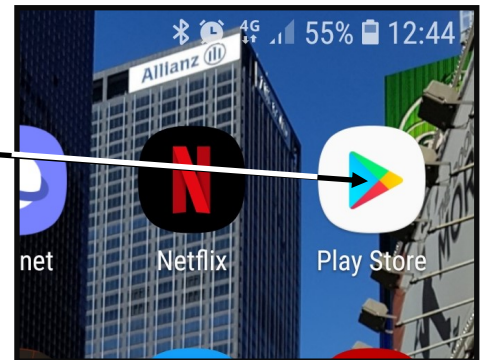



Microsoft Teams

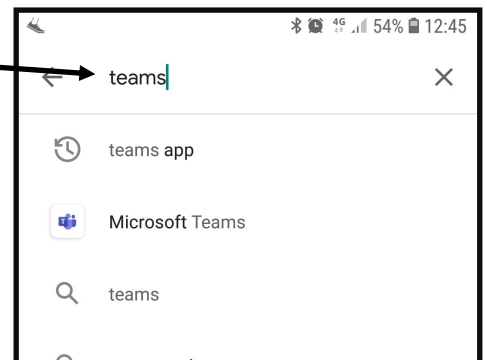
Using Microsoft Teams on your Android Device

We recommend that you install the Microsoft Teams App from the Play Store. Please ensure you have sufficient space to install the app, it is around 220Mb. Most of the things you are asked to do in this guide are for the first time you use the app only.

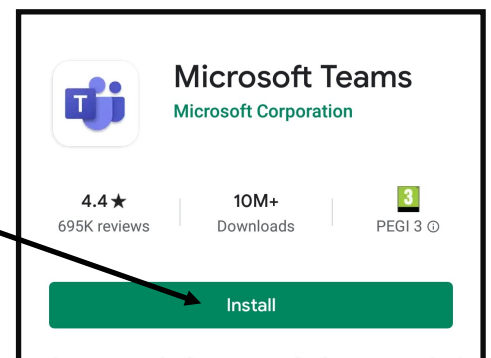
1. Tap on the Play Store icon on your Android device



2. Tap into the search box and type Teams then tap the search key  in the bottom right of the screen.

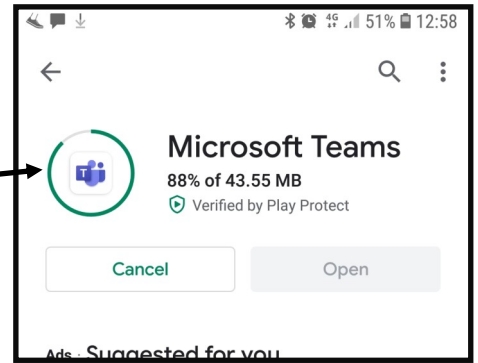


3. The Microsoft Teams App page should now appear. Tap install here

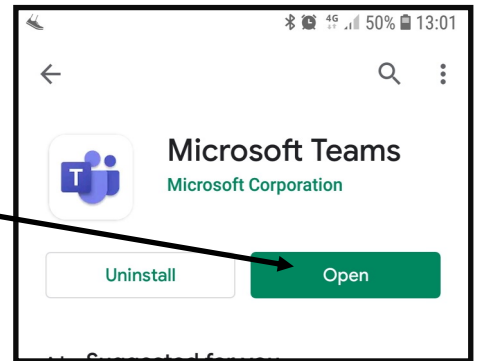


Using Microsoft Teams on your Android device continued.

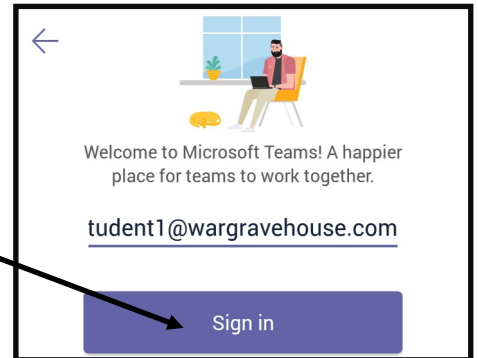
4. You can see the progress of the install here



5. Once the install has finished tap on 'Open' here



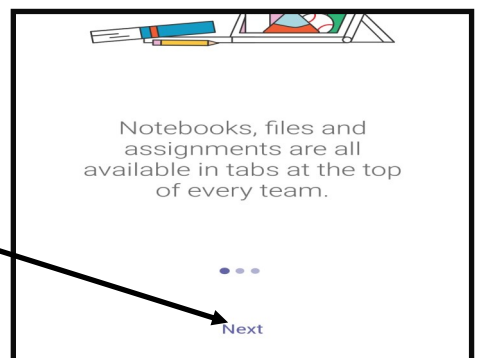
6. Tap into this box and type your school email address, then tap 'Sign In' here. This will take you to the normal RM Unify sign in page.



7. Your email address should already be in the username box. Enter your normal network password in here and tap to tick remember my username, then tap 'Sign In' here.

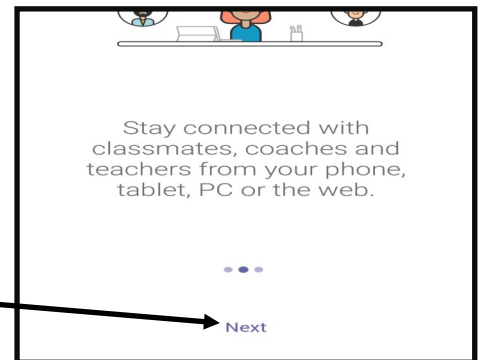


8. Then tap 'Next' here.

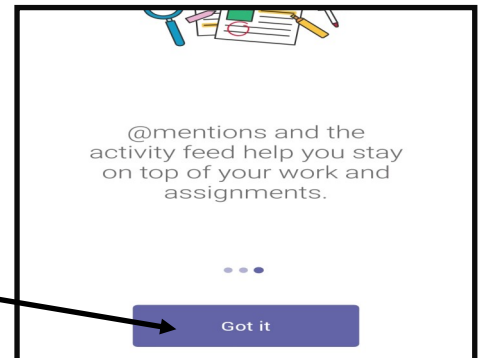


Using Microsoft Teams on your Android device continued.

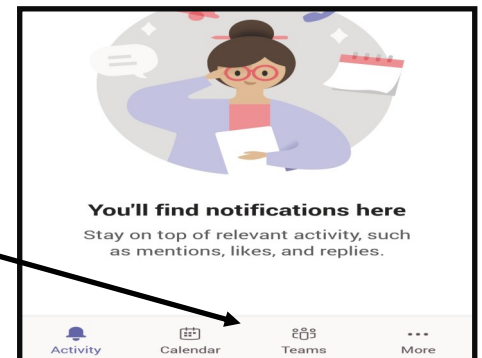
9. Tap 'Next' here.



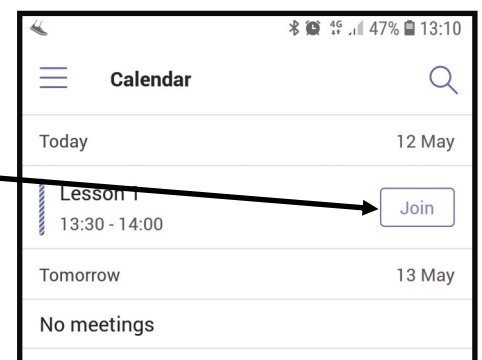
10. Tap 'Got It' here.



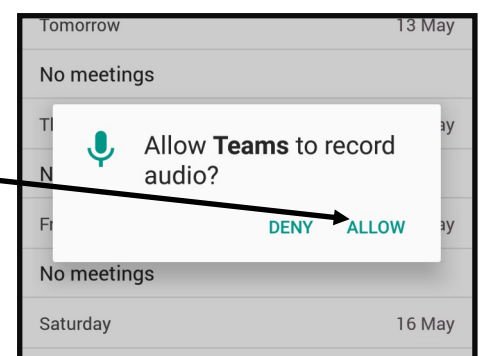
11. The app opens on the 'Activity' page. You can also check your calendar and see the Teams you belong to by tapping on the appropriate icon at the bottom of the page.



12. Scheduled Lessons will appear in your calendar, tap 'Join' when the lesson is due to start.

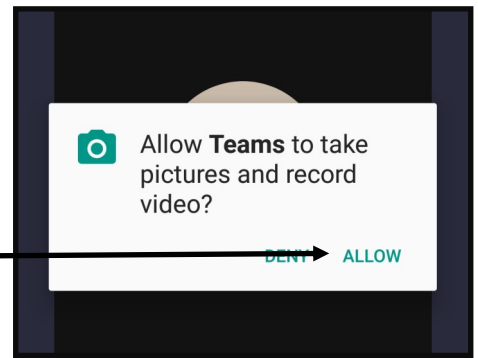


13. You may get asked to allow Teams to record Audio, tap allow here

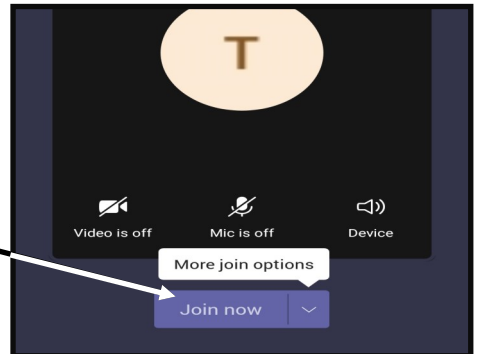


Using Microsoft Teams on your Android device continued.

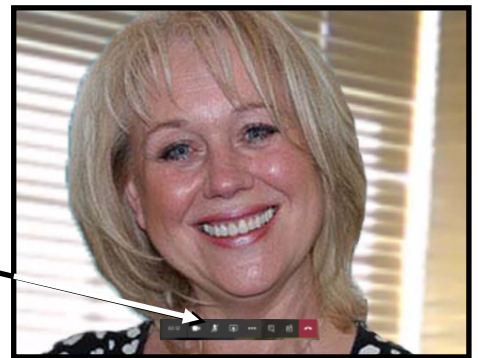
14. When you tap join now, you may get told Teams would like to use your device's camera, just tap allow here.



15. Next tap 'Join Now' here.



16. The person you are meeting with should now appear. You can turn the sound and camera on and off if necessary, using the menu bar, by tapping on the appropriate icon here.



17. When you have finished your lesson or meeting, tap here to end the call.

18. You can now close your Teams app.



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