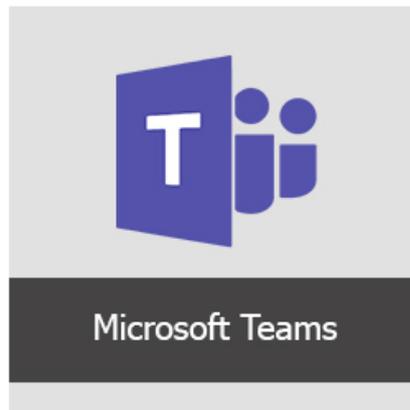




Bramhall High School – IT Services Instructions

Accessing Microsoft Teams for Students

1. Browse to the main school website – www.bhsweb.co.uk and click on the Students tab towards the top of the page.
2. Within the Students section click on the icon for Microsoft Teams.



3. You will be prompted to login:

Microsoft

Sign in

Email address, phone number or Skype

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Back Next

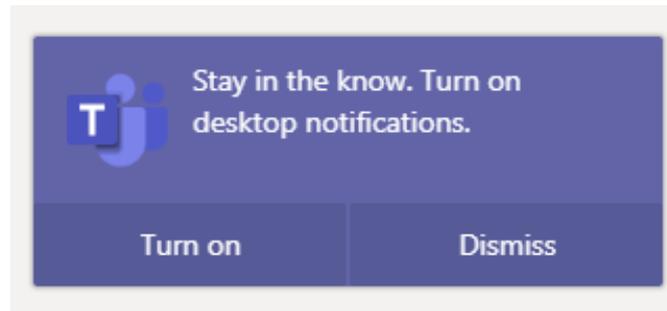
Where prompted, enter your full school email address eg 19jsmith@bramhallhigh.stockport.sch.uk

Click Next

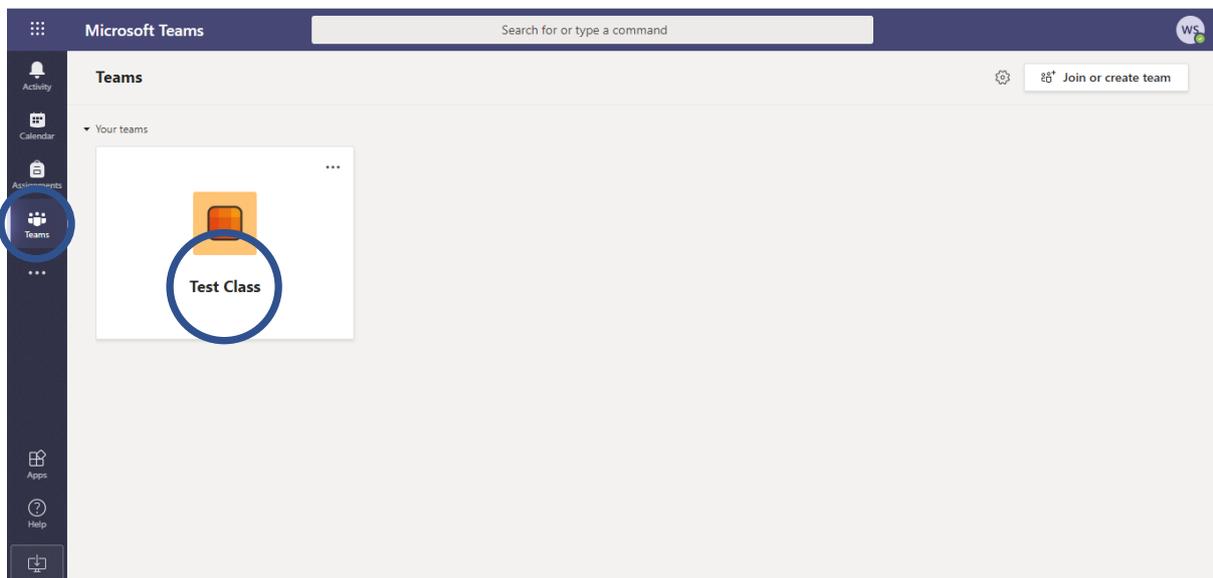
Then when prompted for a password, enter your normal school login password. This is the same way you would login to Show My Homework or your school email.

You will then be directed to the main Microsoft Teams page.

4. To be updated when something happens in any of your teams, click “Turn on”



5. Click on the “Teams” icon on the left hand side of the screen (as circled below) and you will see an overview of all the Teams of which you are a member.



6. Each icon on this screen is a separate team that you are a member of. There will be a separate team created for each class that has been activated by your teachers. If the Team name is bold (team name is circled above), it means something has happened within that Team since you last looked. Double click on a team to access the main Teams page for that Team.



Posts

This is where you may see posts from your teacher or classmates about your class. A bit like a social media page.



Files

This is where your Teacher may put files they want you to use to work at home from



Assignments

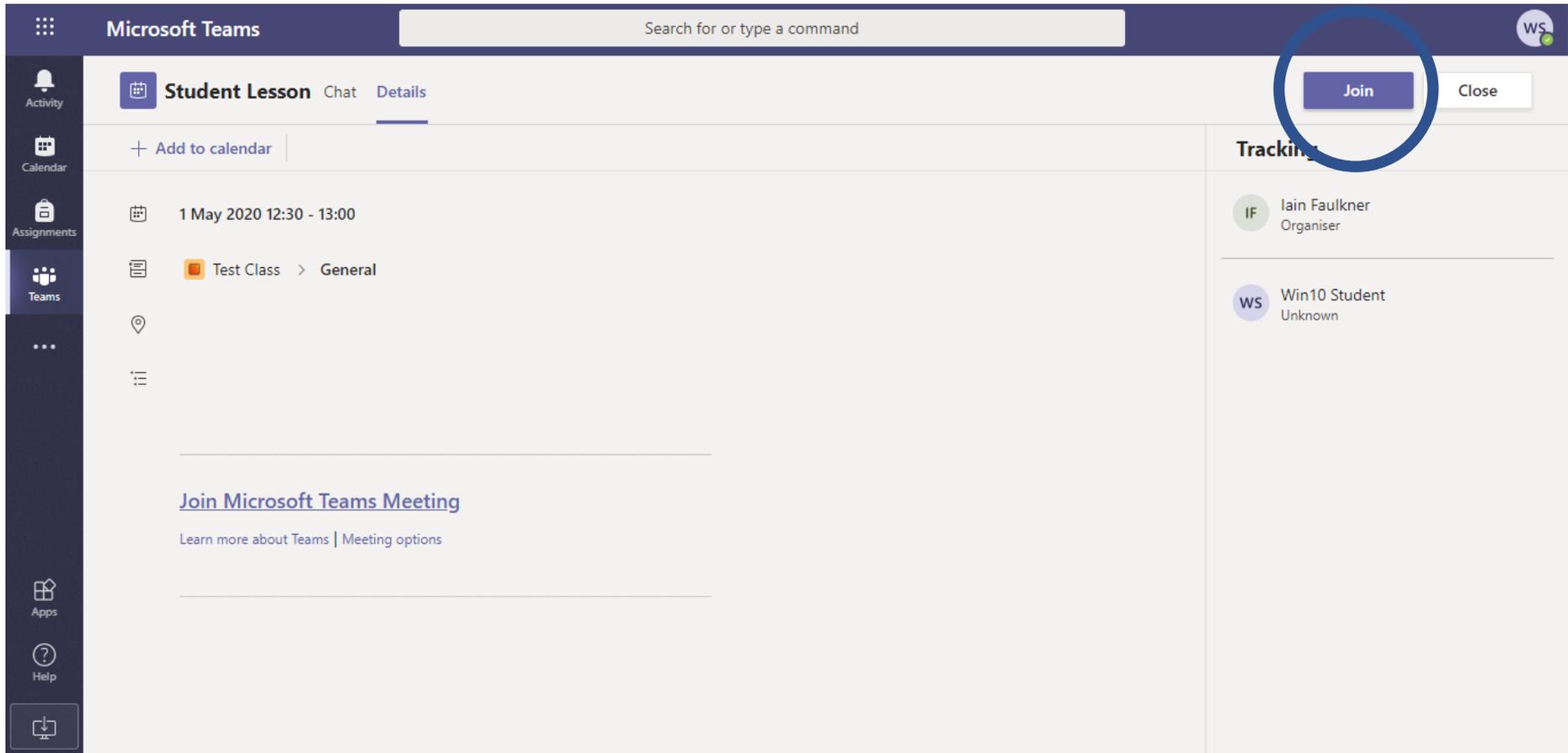
Your Teacher may set you work within Teams to complete. Click this icon to access your set assignments, upload work and complete your tasks



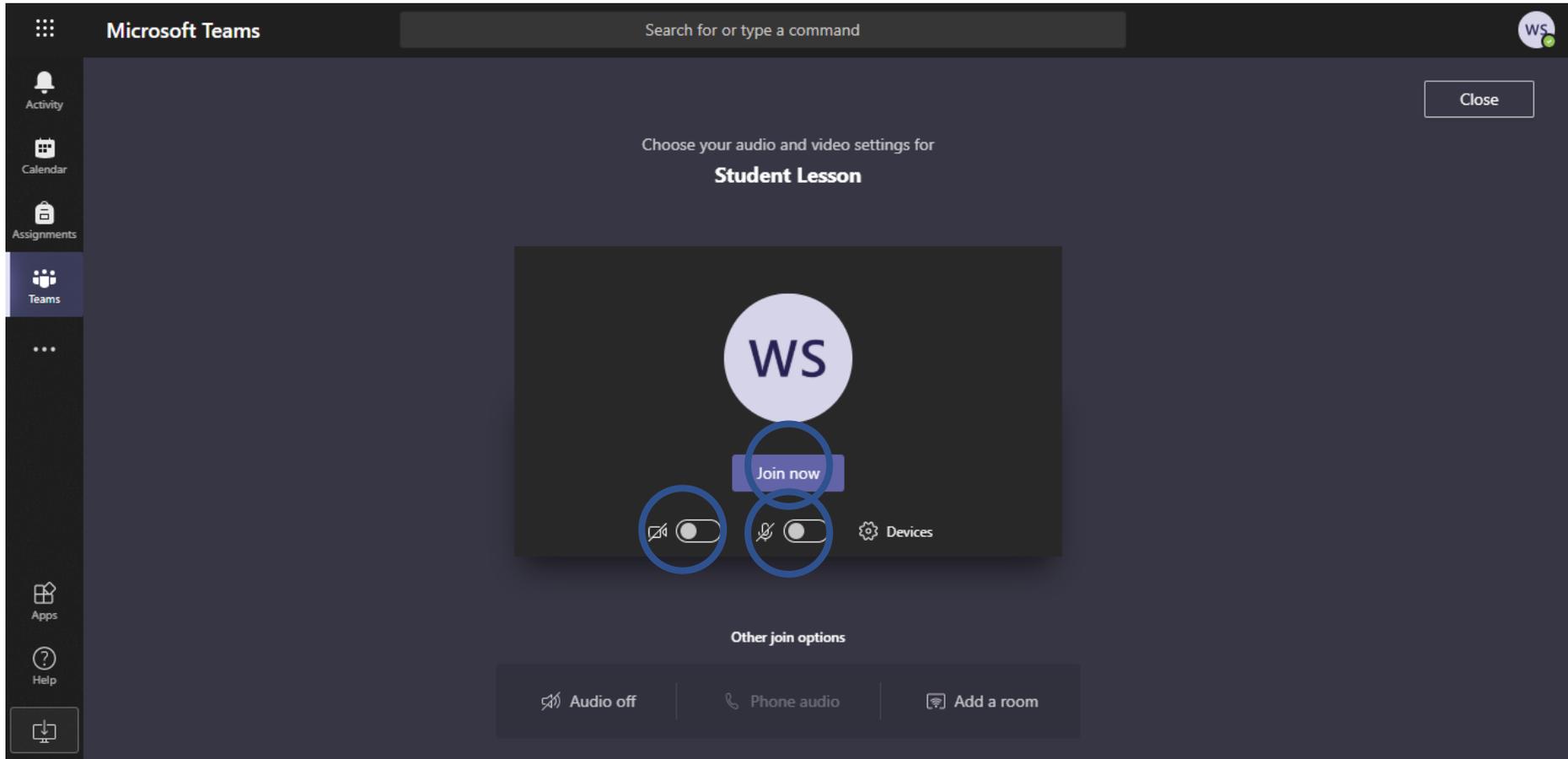
Scheduled Lessons

Lessons currently taking place, or scheduled to take place, will appear within the Posts tab. To join in, click on the Lesson.

7. Clicking on an active lesson, will take you to the lesson holding page. To join the lesson, click on Join (as circled below):



8. Before joining the lesson, by clicking on the “Join Now” button, as circled, ensure your camera and microphone are disabled to begin with by clicking on the camera and microphone icons.



- Once in the lesson, click on the chat icon to enable the chat function within Microsoft Teams. These comments are not anonymous and cannot be removed once you have made a comment. At the end of the lesson, exit the lesson by clicking the red phone button in the lesson window.

