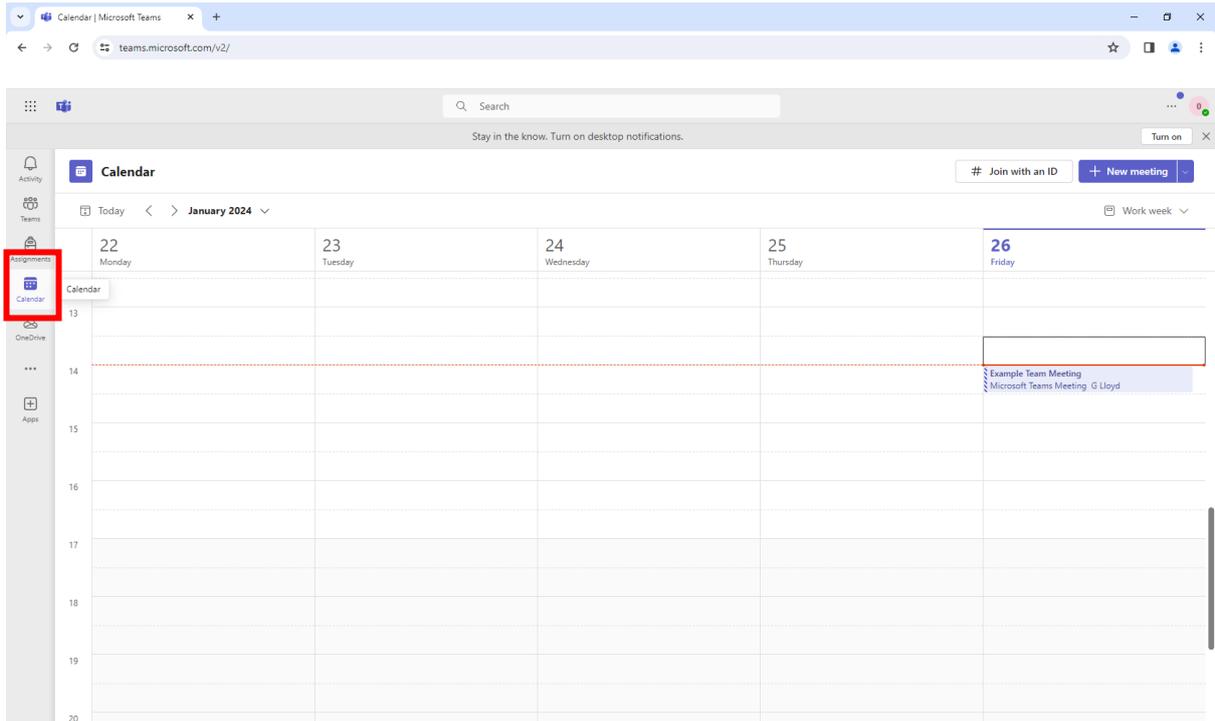
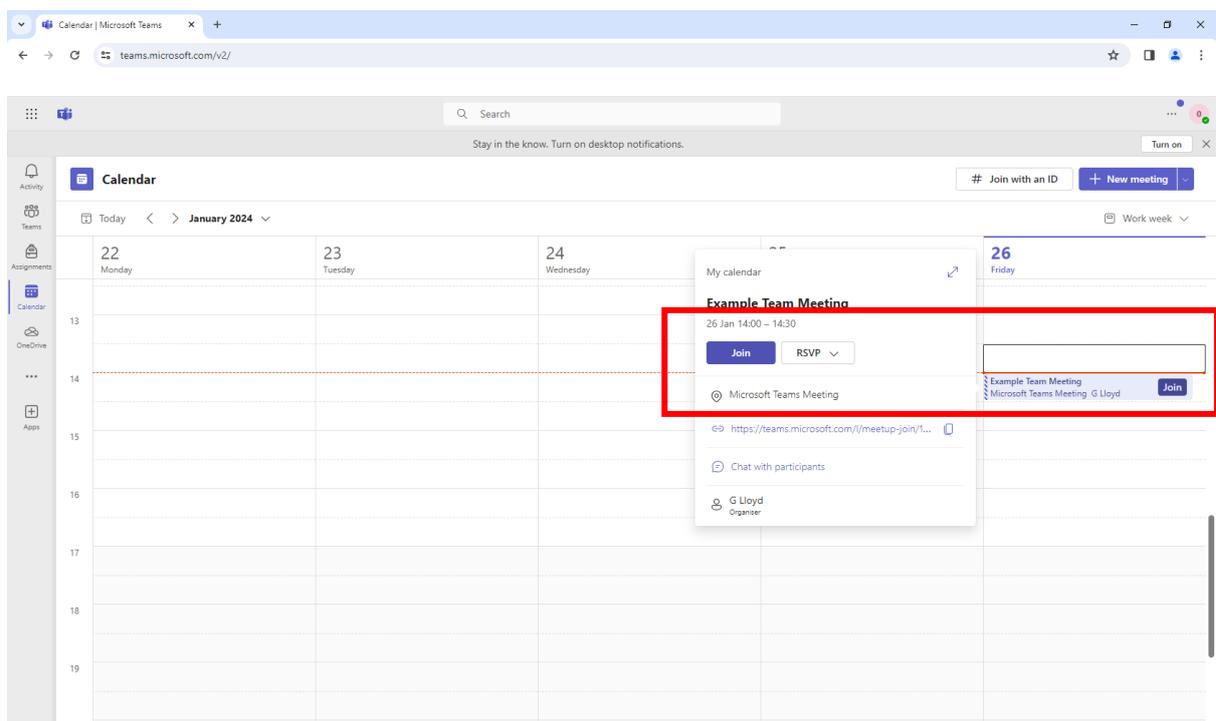


How to Access a Teams Meeting (lesson)

- Log in to Microsoft Teams via the **quick links** on the academy website. Your username is your school email address and the same password that you log on to the computers with.
- Select the **Calendar** icon on the left-hand side.
- All of your meetings (lessons) for the week will appear on this calendar.



- Click on the meeting (lesson) you want to access and then press the **Join** button.



- The meeting (lesson) for your class will appear on the screen. Press the chat icon at the top of the screen to allow you to send a message to the teacher.
- Once the meeting has finished, there is a red Leave button which will finish the meeting.

