Microsoft

Getting to know

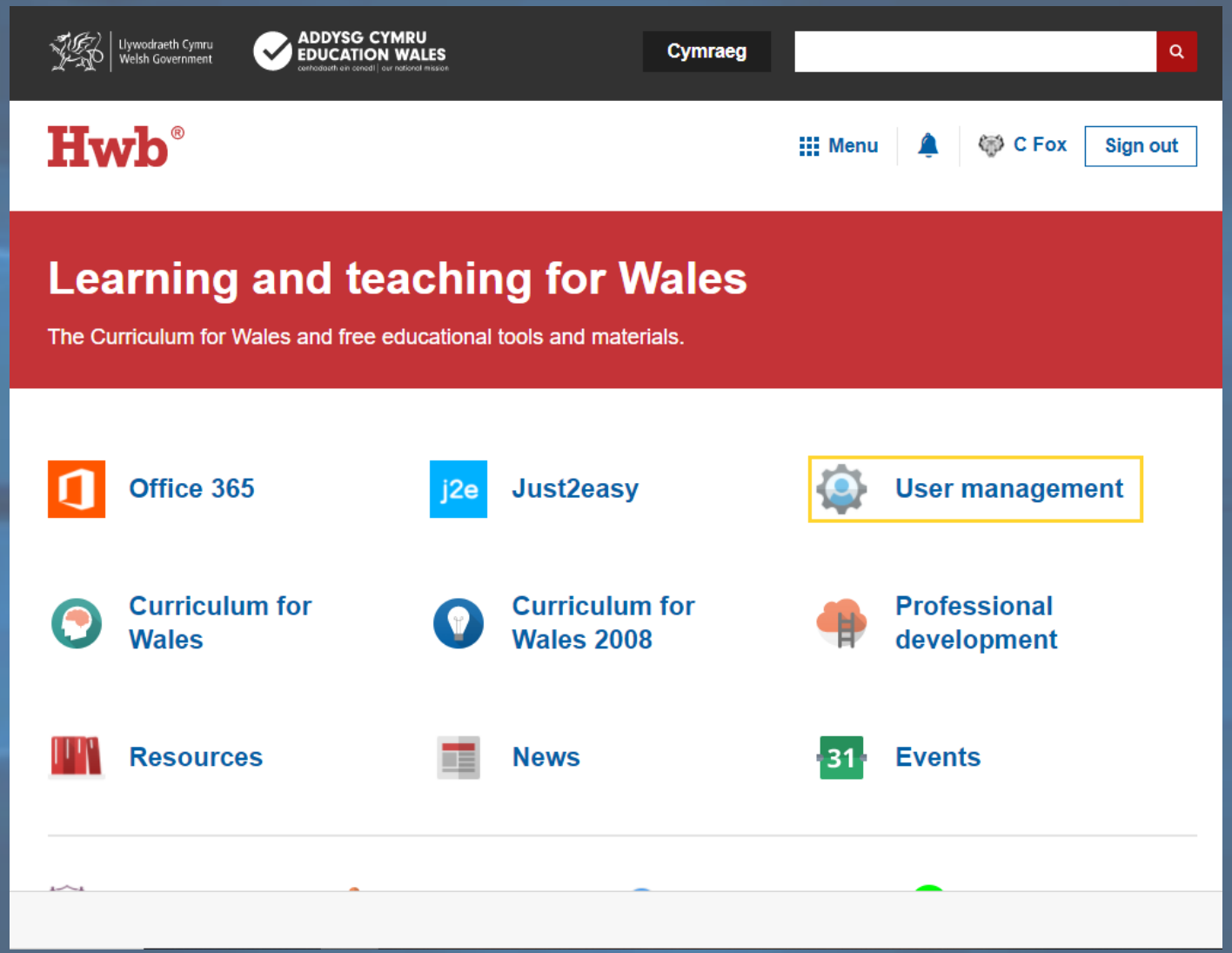
Microsoft Teams



How to Start

To begin with, sign into your HWB account as normal and you will be sent to your HWB homepage.

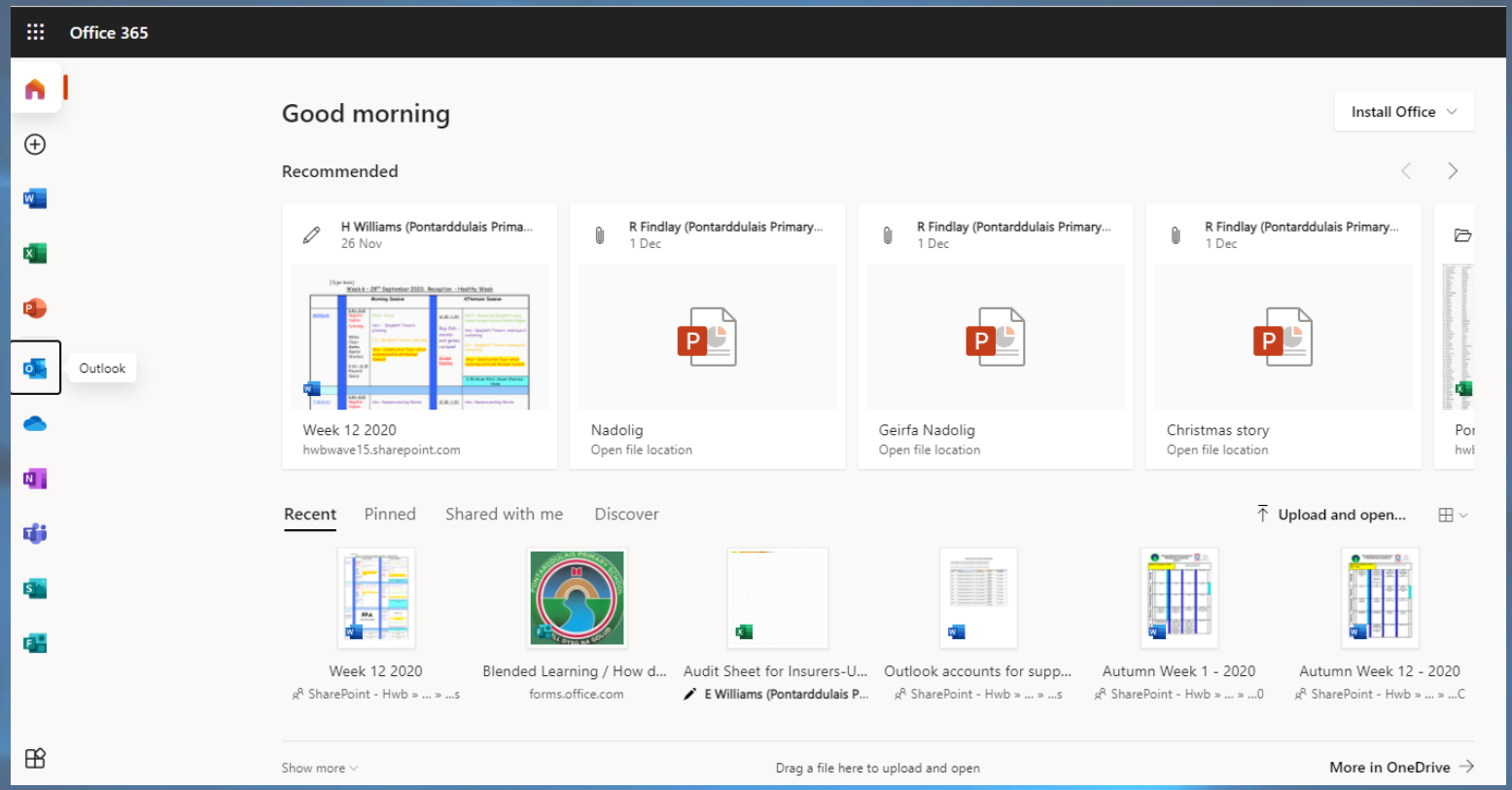
(NB Pupil Homepages look slightly different to mine, but it follows similar rules)



Finding your Office

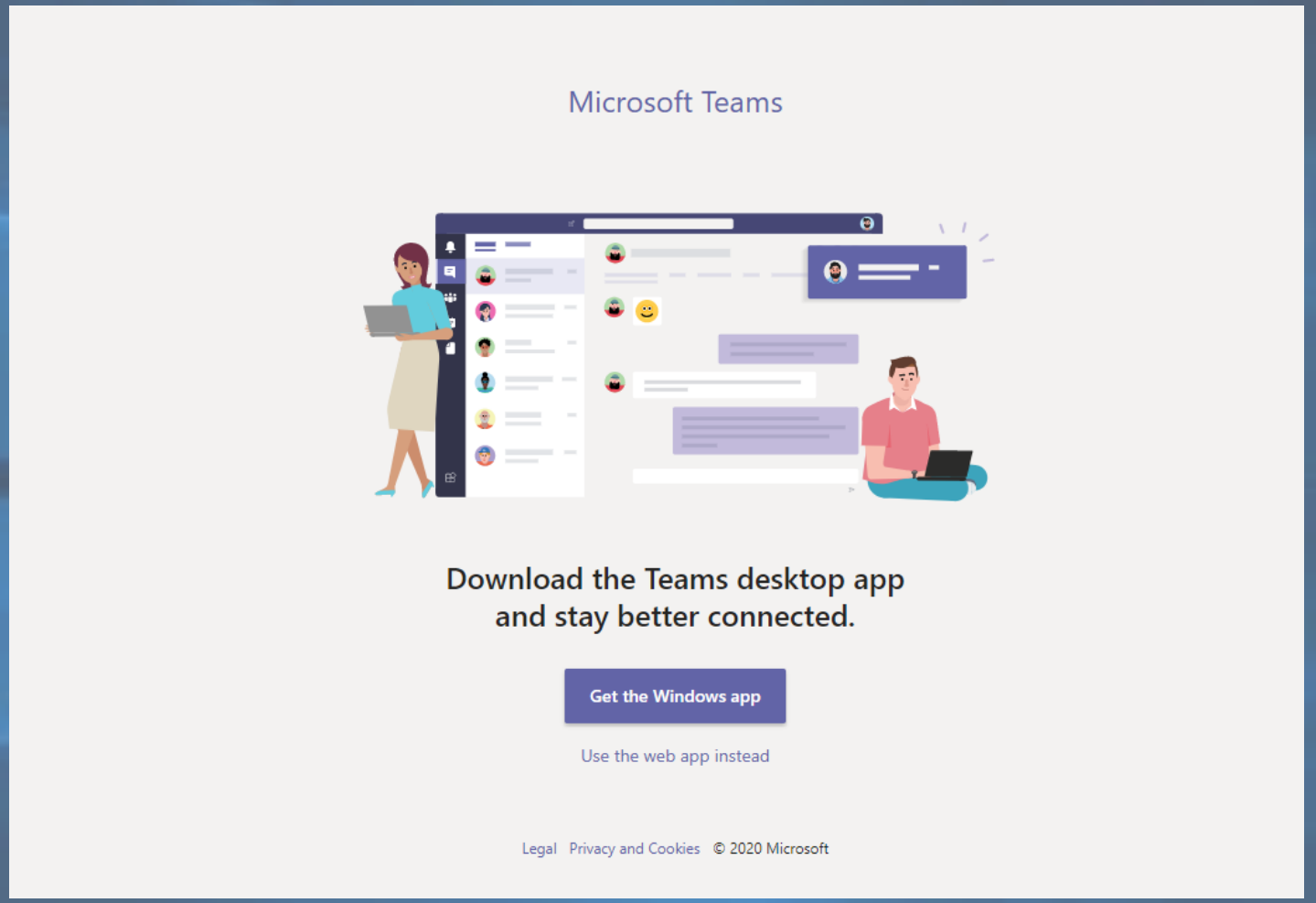
Click on Office 365 and you will be sent to your main Microsoft Office Page. Here you can access all forms of the Office Package such as Word, Excel, PowerPoint, Onedrive, Outlook, Forms, Teams.

In the top right, you can see Install Office. Being on HWB, your child has a free licence to the whole Office 365 package to install on your home devices.



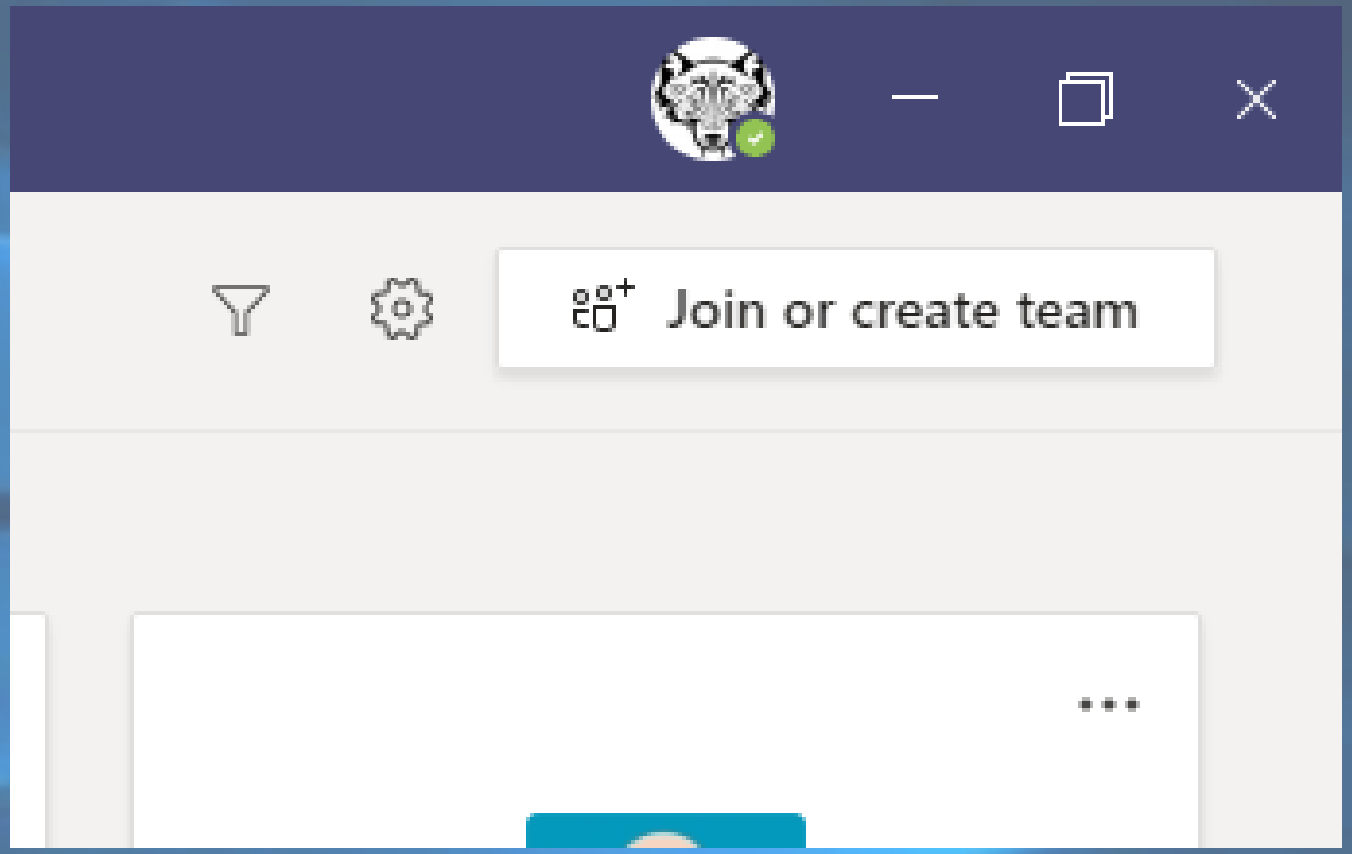
Finding your Team

Click on the Teams logo in the left hand pane (purple with two people), or find it in the Office Waffle on the top left corner.
When you load it from here, it will ask if you want to download the Windows App, or go via the internet.



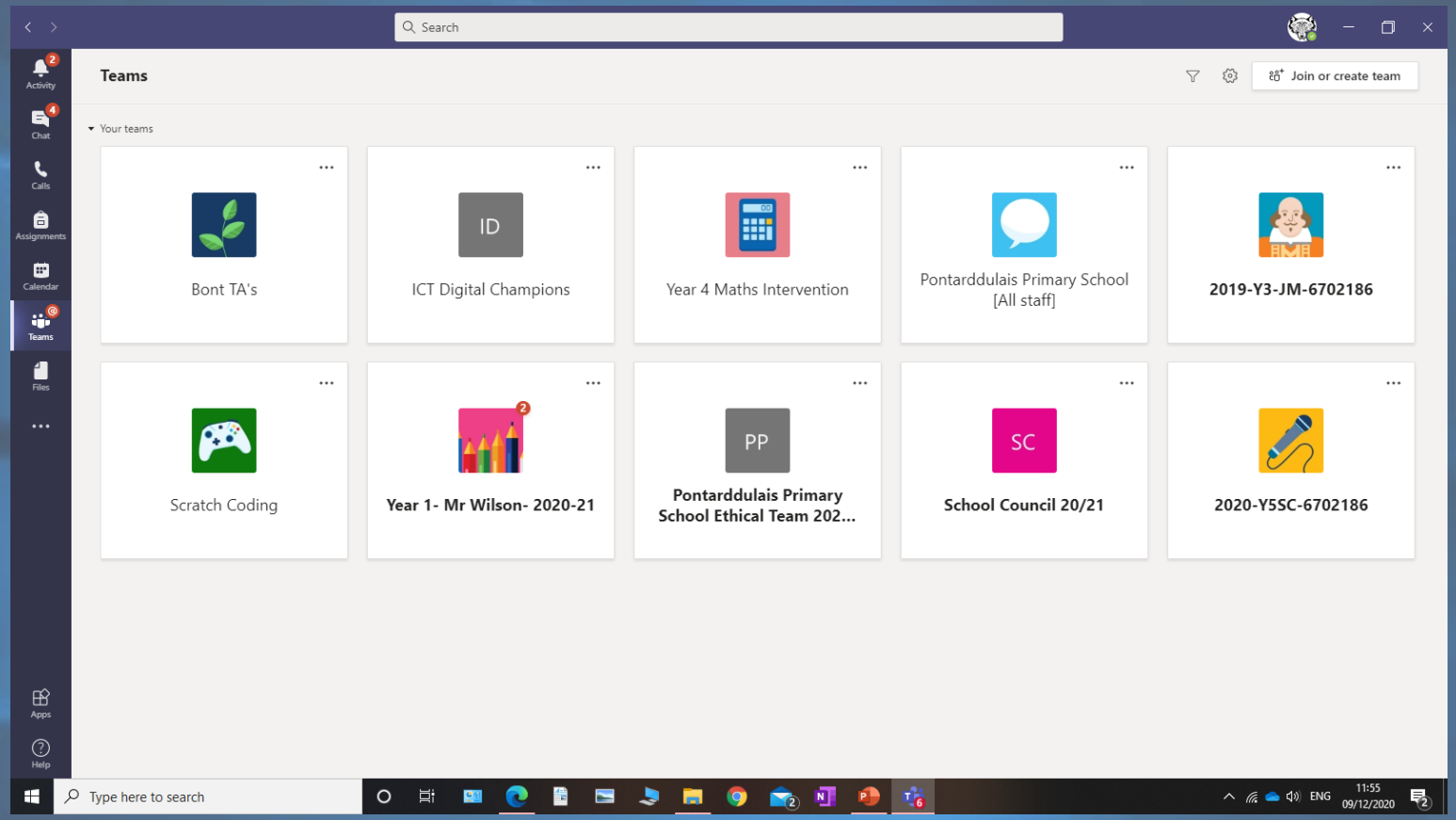
Connecting the App

If you have downloaded the app, you will need to sign it all up with the given HWB account. This way you do not need to go through HWB, it will automatically update and connect as long as your child's HWB details are signed in. This is in the top right corner of the app.



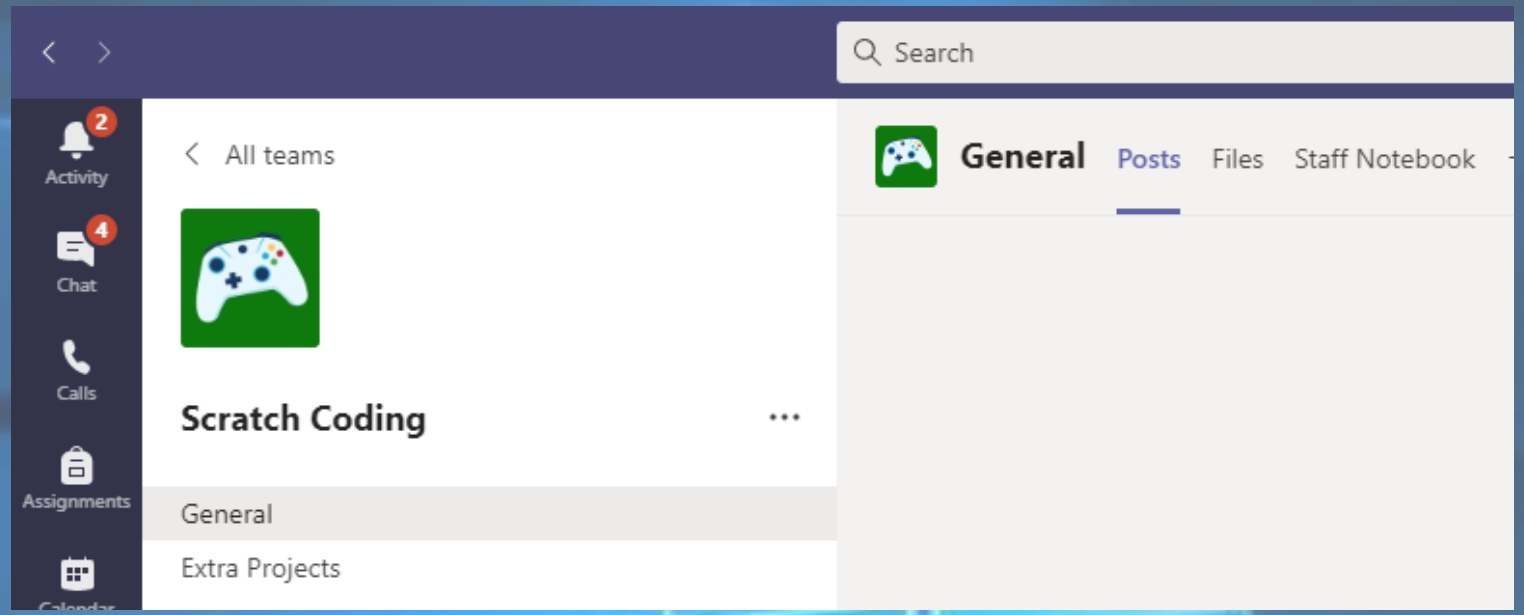
Your Teams

Once you have set up your Teams, you will see all that you are connected to (please note this image is from the app, but online should be similar). At first, your child will only have one Team, the class Team.



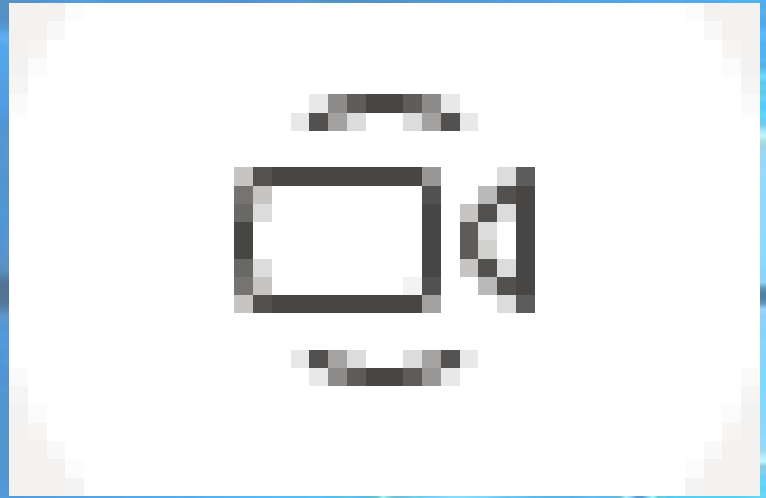
In the Teams

Upon selecting your Team, on the top are different pages. Posts, where you can chat with anyone else in the Team (these posts pop up as emails on Outlook). You will also have Files where the Teachers will attach worksheets, letters, videos etc.



Posts

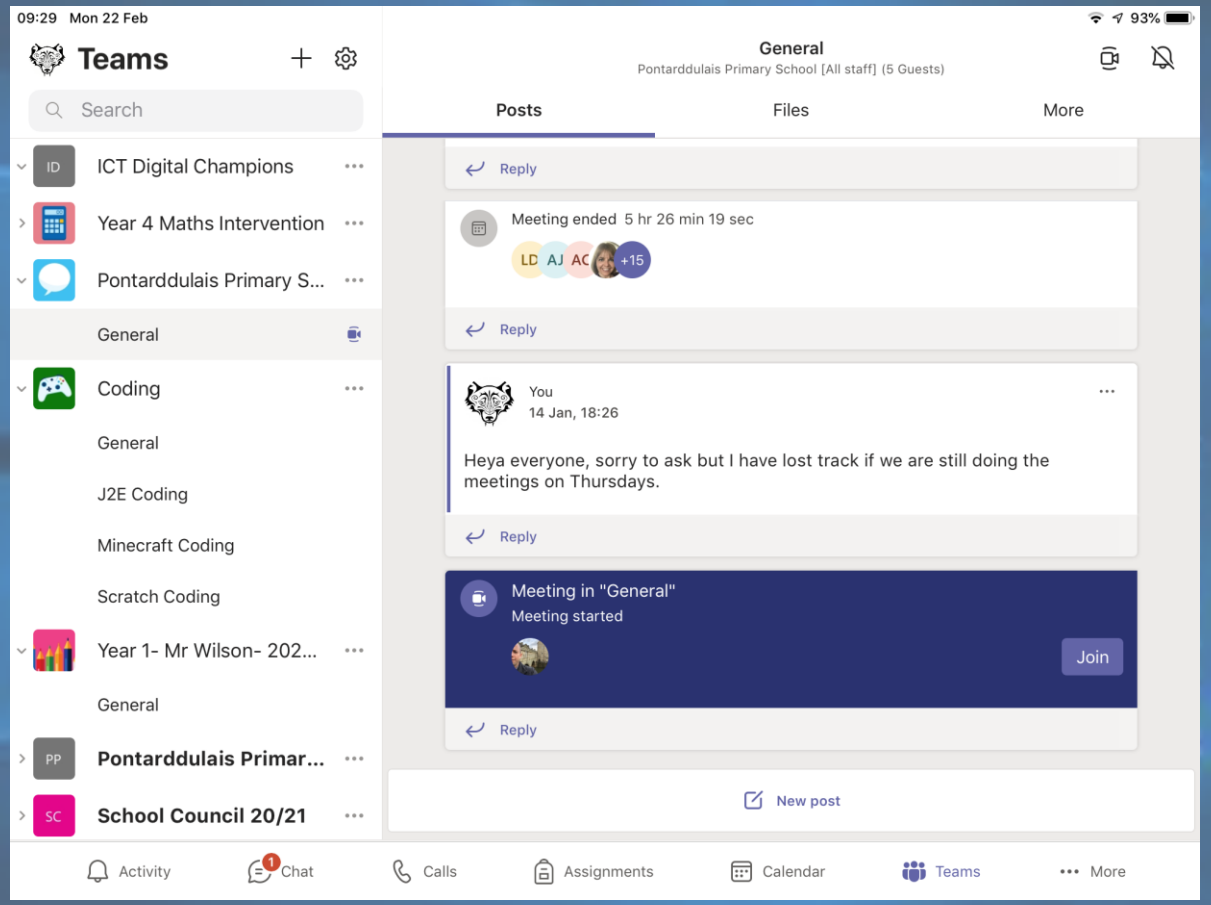
In Posts, you can chat with others in the Team. In addition, it is in Posts where any video meetings occur. Click on the camera icon to set a meeting. It can be a meeting at the moment, or you can set a meeting for a specific time and day.



Meetings

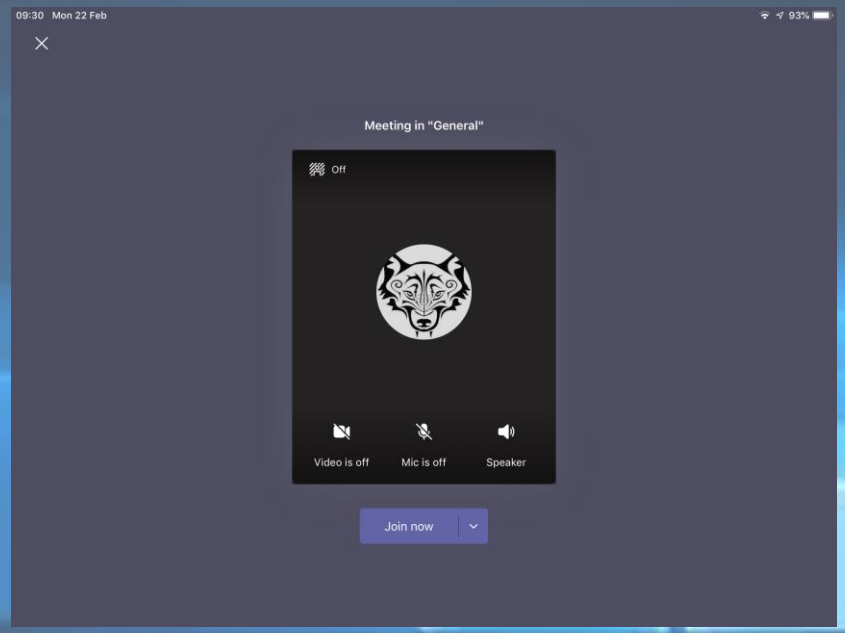
When a meeting is set, you will see a small camera icon, and a purple banner will show up stating when the meeting is. Select the Join button.

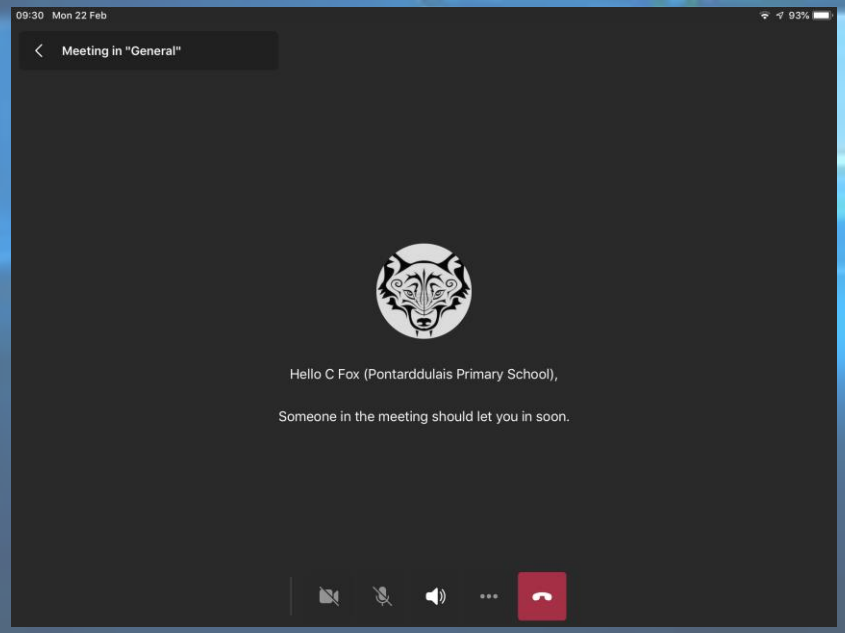
(You may have a meeting link sent to your email if you are not in the Team. It will look as a long code or Teams icon. Click on either to be sent.)



Waiting Area

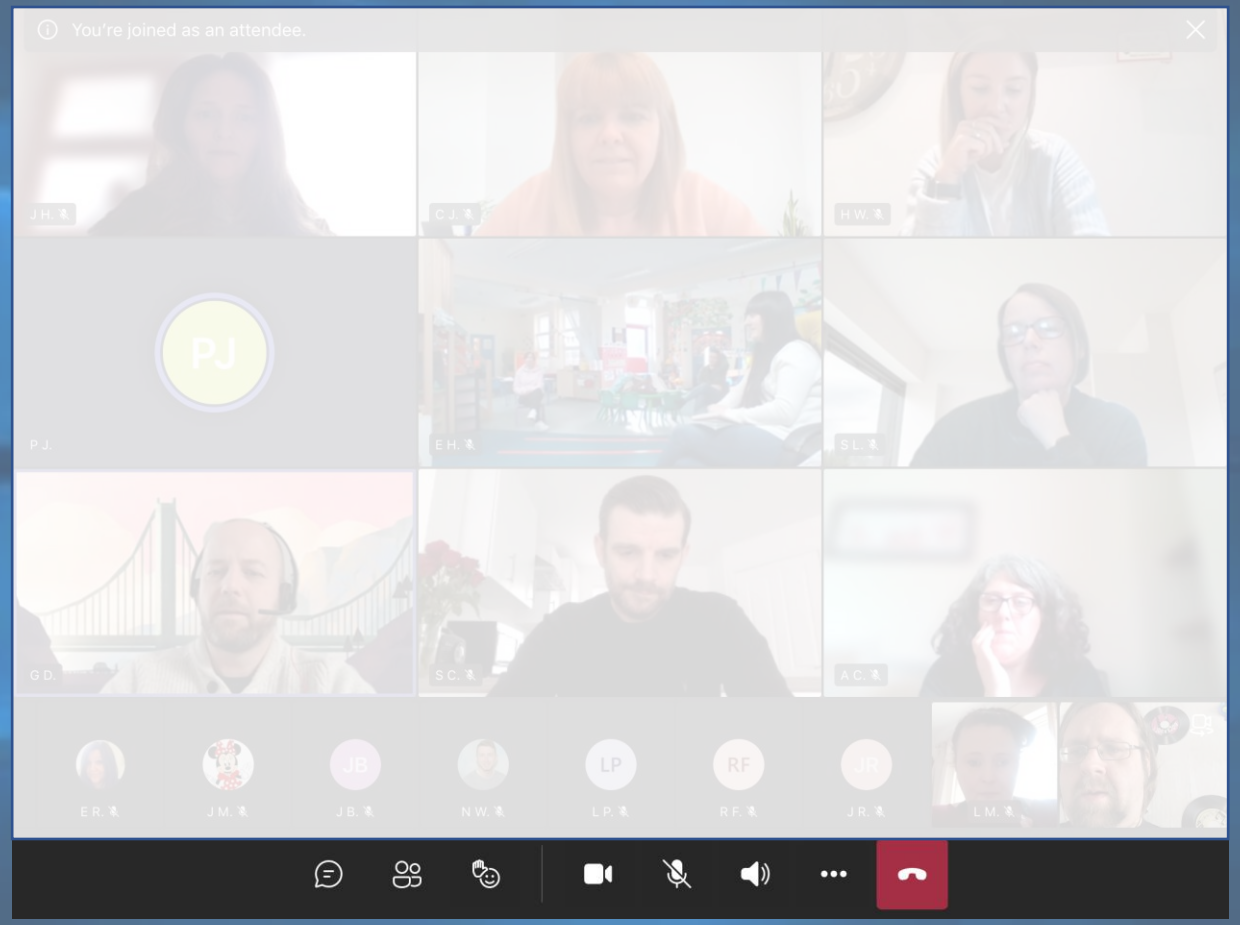
Click join again once you have set up your camera and speakers, and then you will be in a waiting area until the person who has set the meeting lets you in. If you have set the meeting, you will have a list of people in the waiting room.





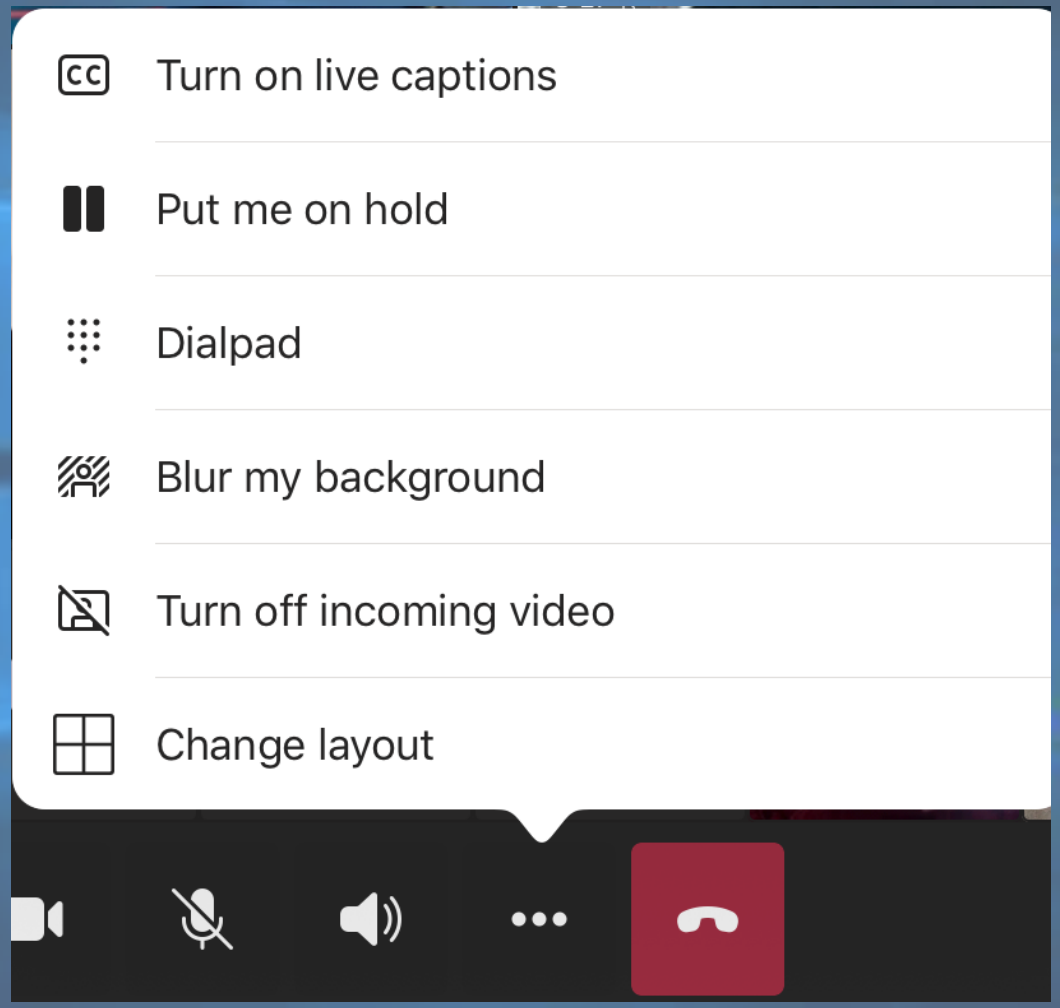
Meeting Screen

You will see all different people in your meeting, but not all at once. Teams will often make those people speaking priority on the screen and everyone will see at the same time. At the bottom, you can switch off your camera, mike, type a message or put your hand up notifying the organiser you wish to speak.



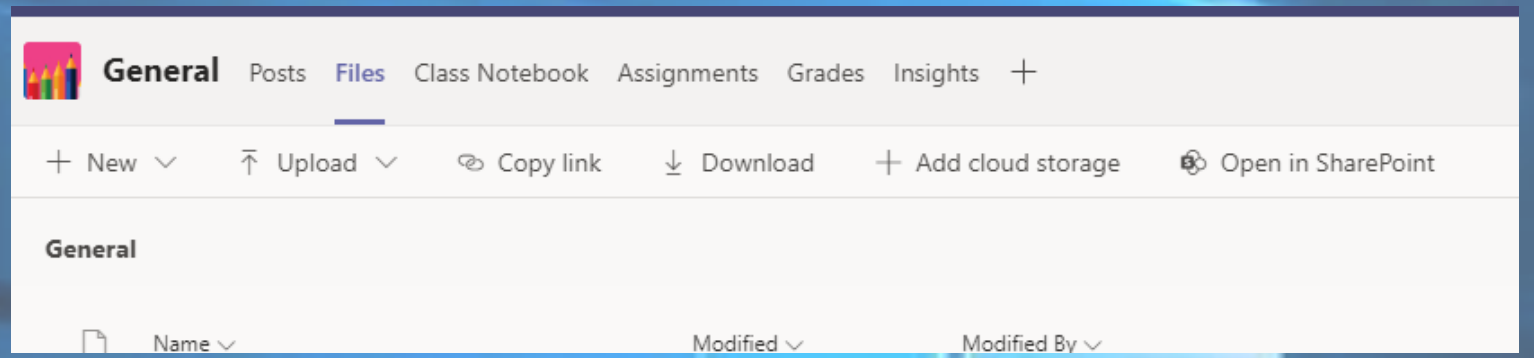
Other Options

You have other options such as subtitles if you can't quite hear (warning, not always accurate depending on accents) go on hold, blur your background and many other things.



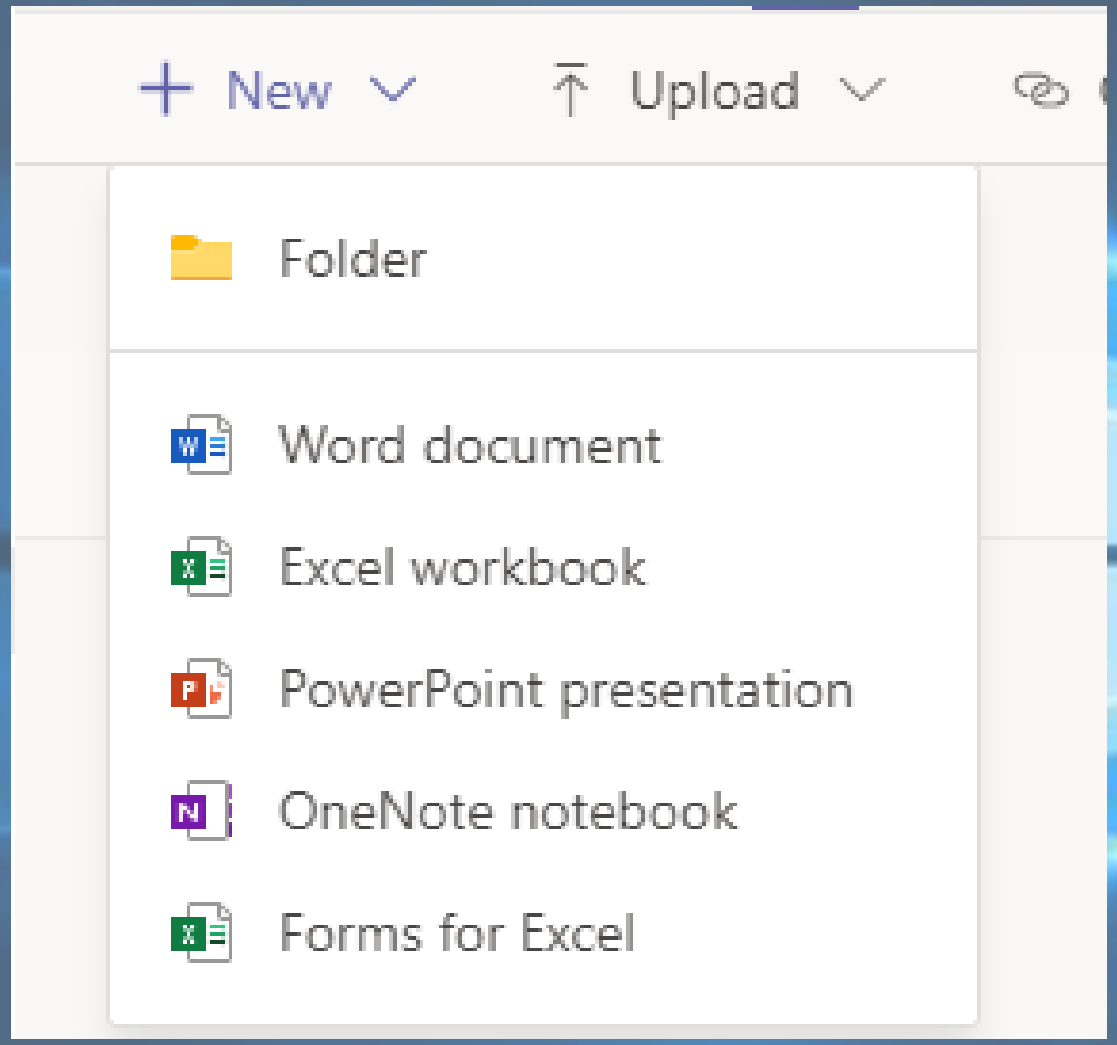
Files

In Files, you will find any work the teacher has set. Select a file and it will open on your computer. You may also have the option to download the file to your computer. You can also upload any work by clicking on the down arrow, selecting files and then searching for what you want to upload.



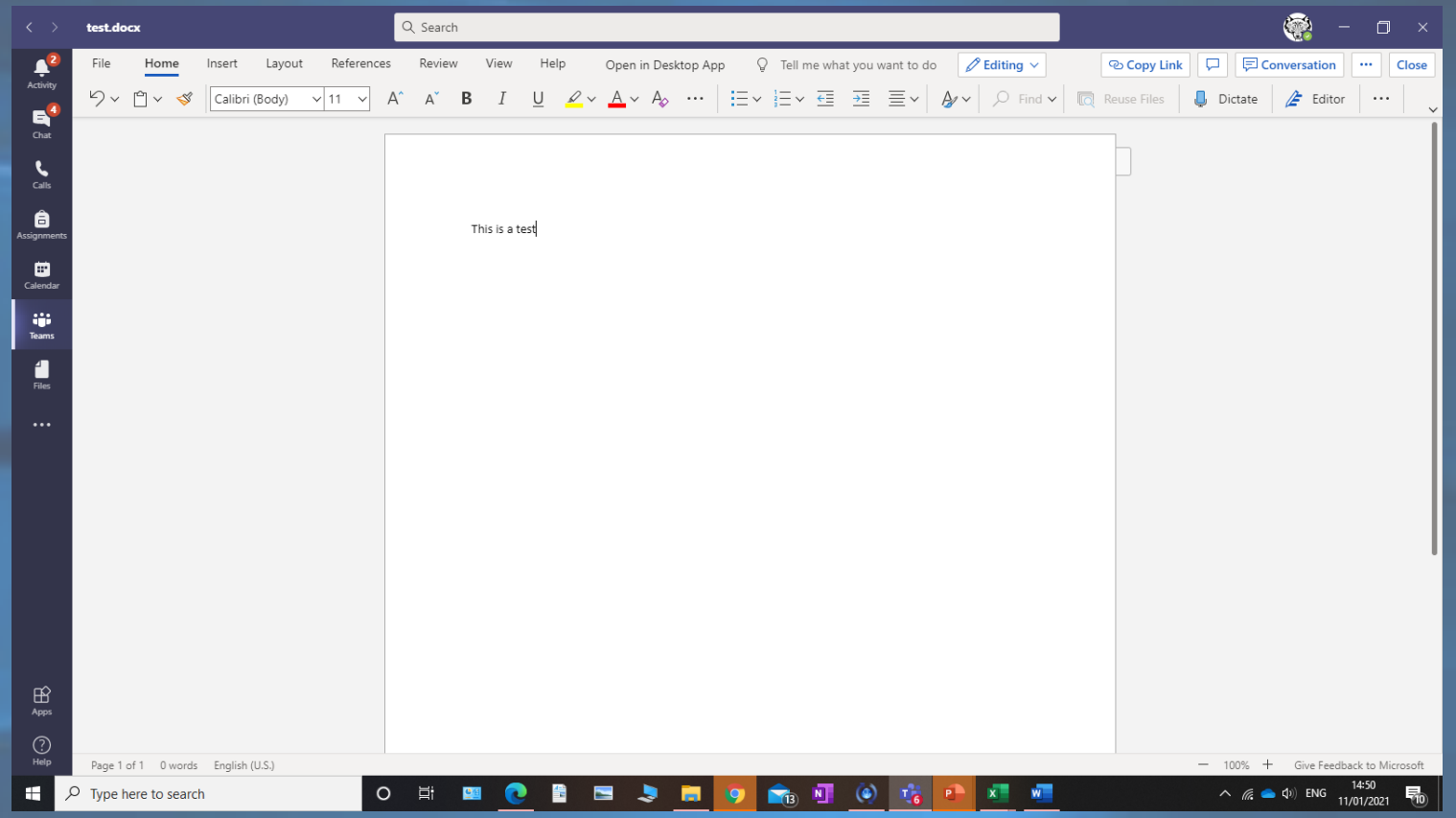
Saving Time

To save time in uploading, you can create a new document in word, Excel, PowerPoint or forms directly into Teams without having to use the main Office homepage by selecting New.



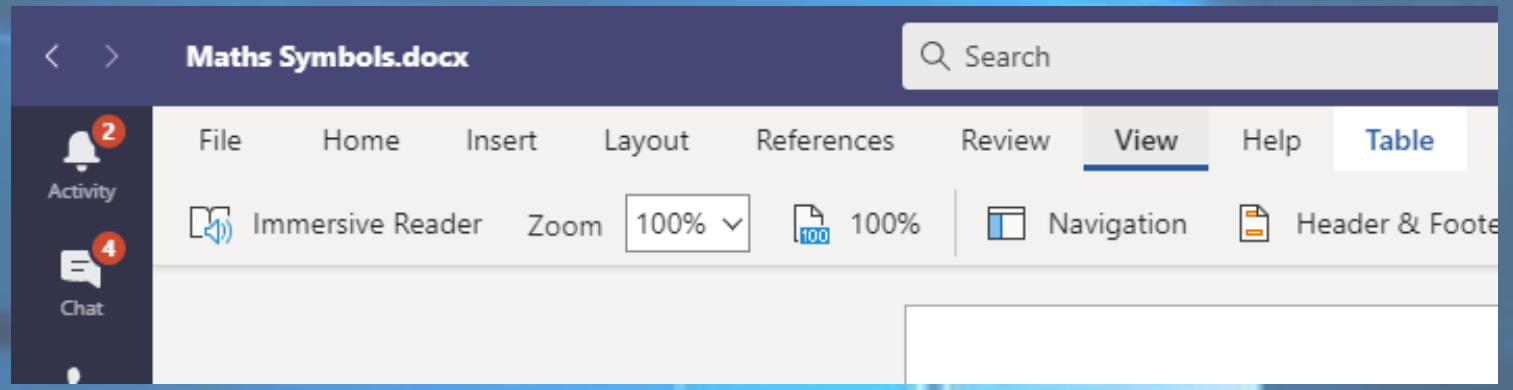
Saving Time 2

It works exactly the same as if working on it separately, yet you can still view what is happening in Teams. Also, this saves directly into the Files section of your team.



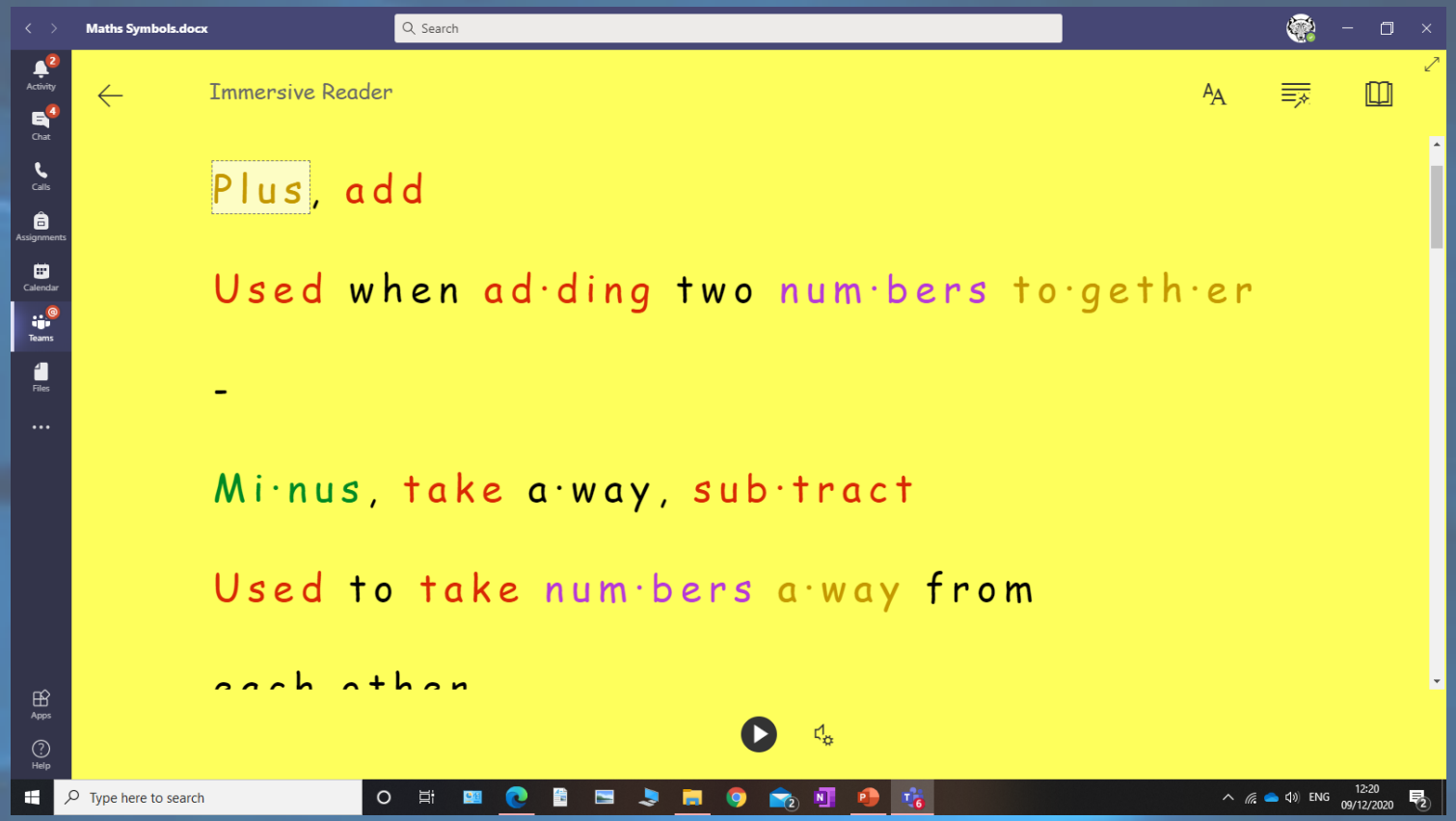
A Little Help

If you have opened a document and are having troubles reading it, click on View and select Immersive Reader. This works on all Word, Excel, PowerPoint and other Windows documents.



A Little Help 2

Here you can break the words up into syllables, show what are nouns, verbs etc, change the background colour and font, change everything into a different language and even have the document read to you.



Microsoft

