

## Logging into Live Lessons on MS Teams

Go to Office.com

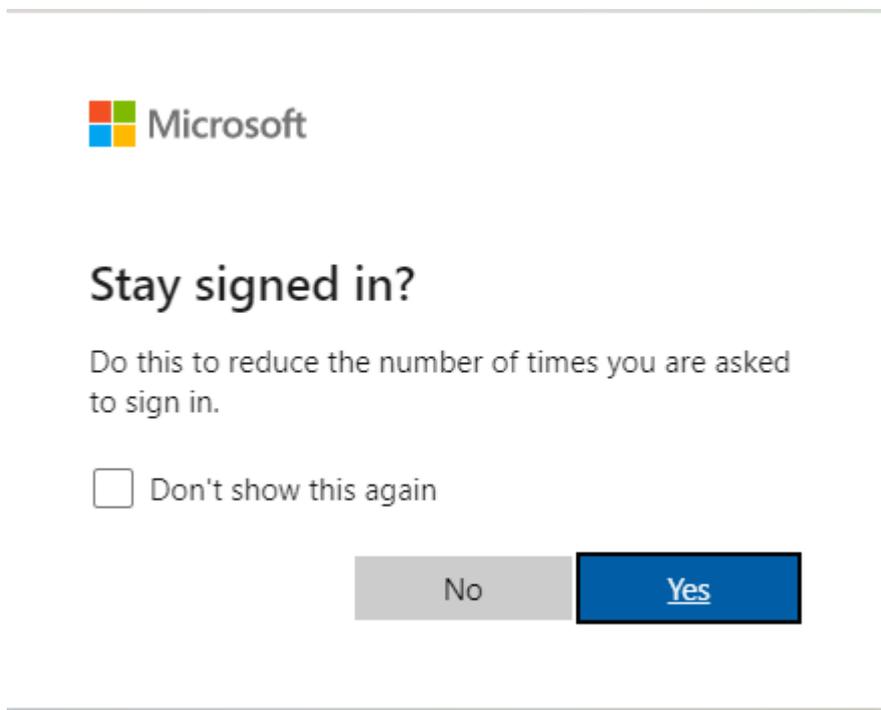
Sign in using your School Email Address and Password



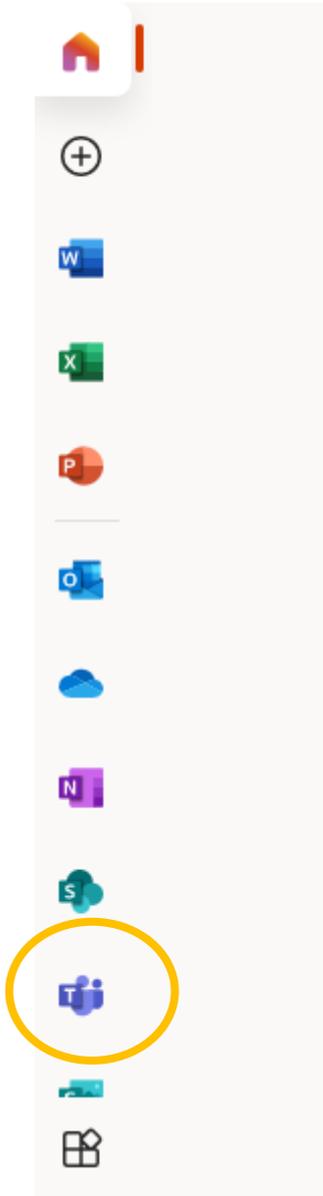
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The general problems people have here are forgetting the @students. part or spelling davinciacademy wrong.

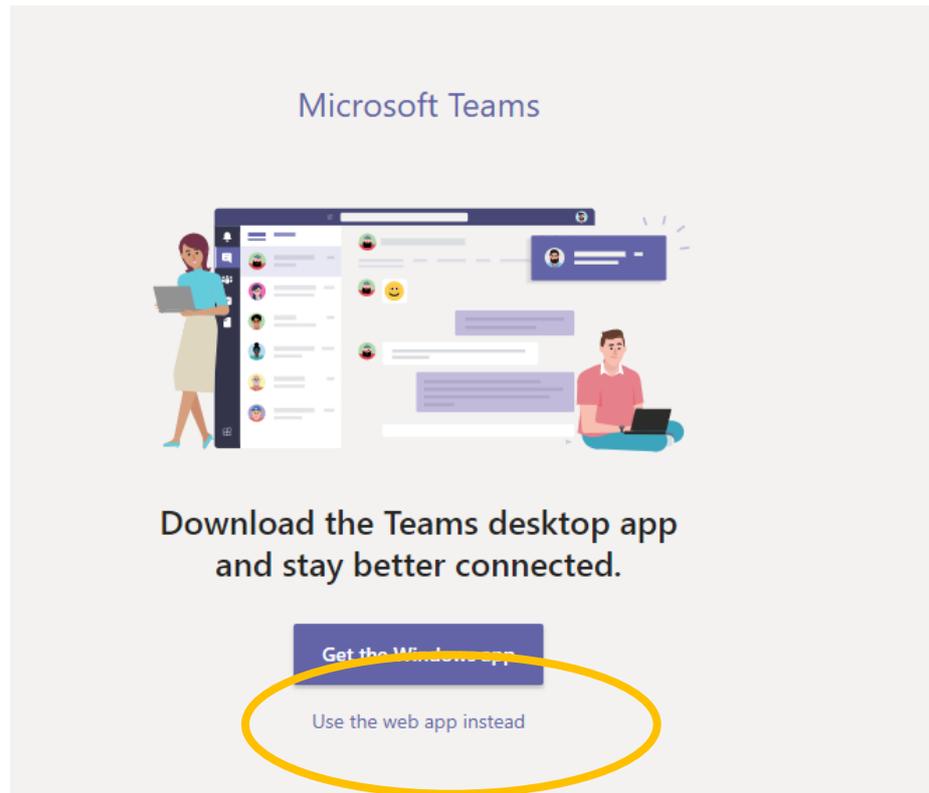
Once you have entered your details you may choose to stay signed in.



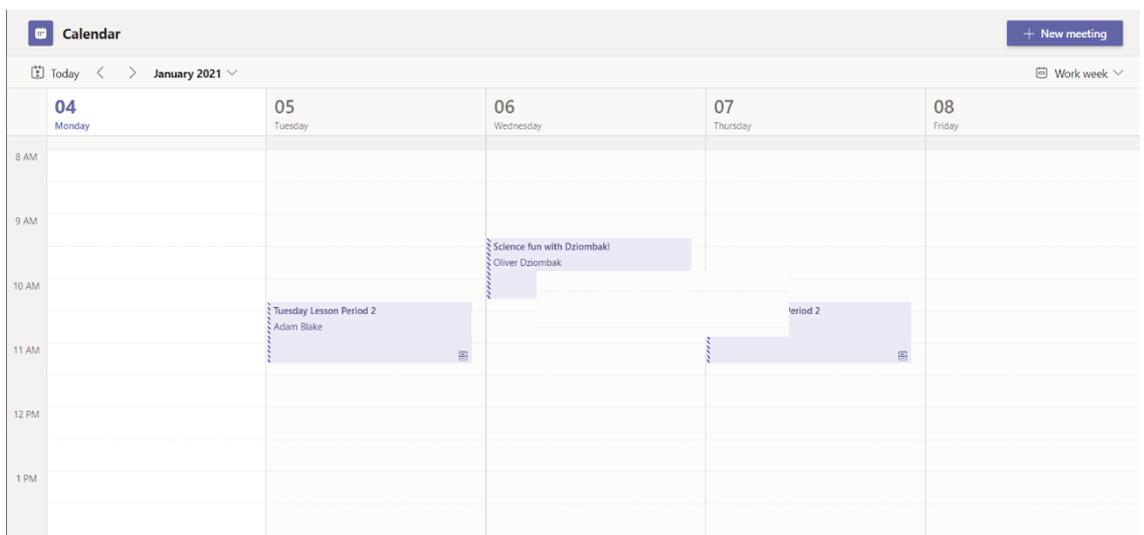
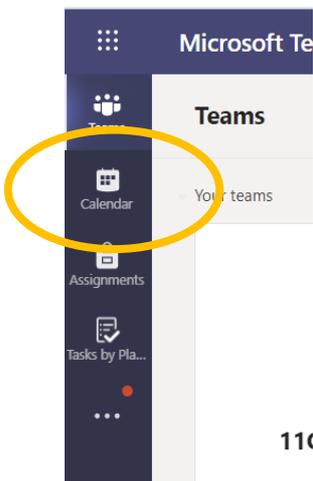
Once you are signed in you have all the office apps on the left hand side. Select the teams icon, which is 2 people and a T near the bottom, circled in yellow below.



You can download the windows app and use Teams as an app on your computer. You DO NOT need to download it if you don't want to. Instead you can click use the web app instead, circled in yellow below.



To see which lessons have been scheduled for you go to your calendar or see your emails. To go to your calendar select calendar. You will then see which lessons you are scheduled for in this week.

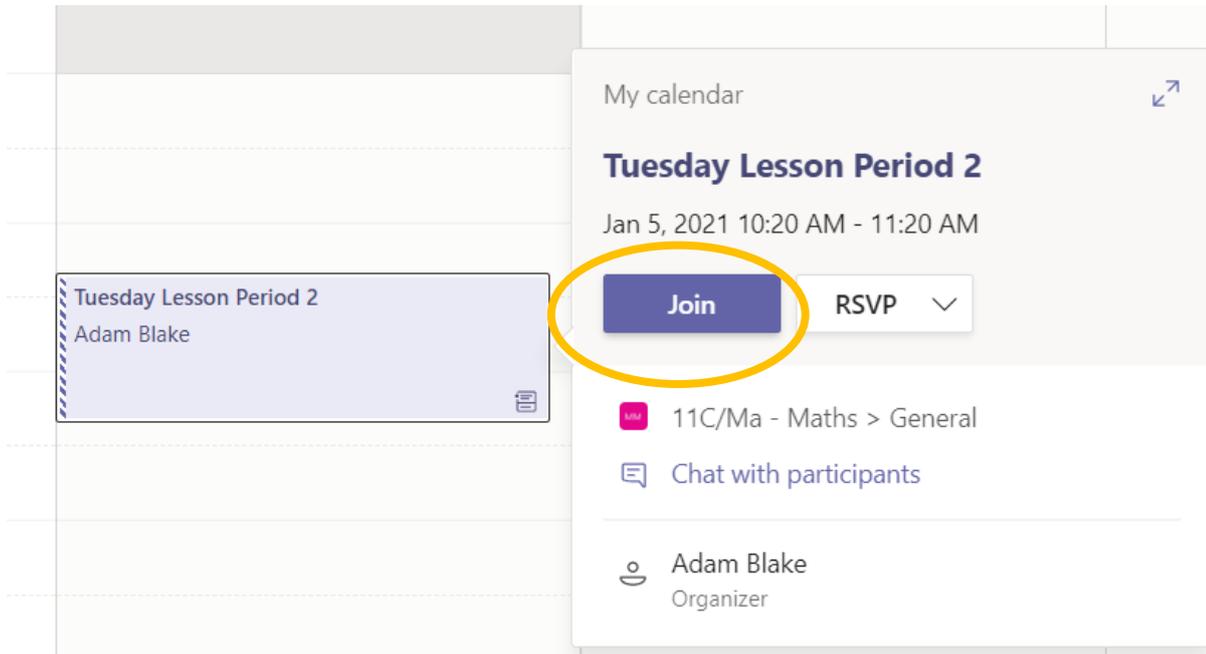


## Accessing Live Lessons

There are 3 ways to access your lesson.

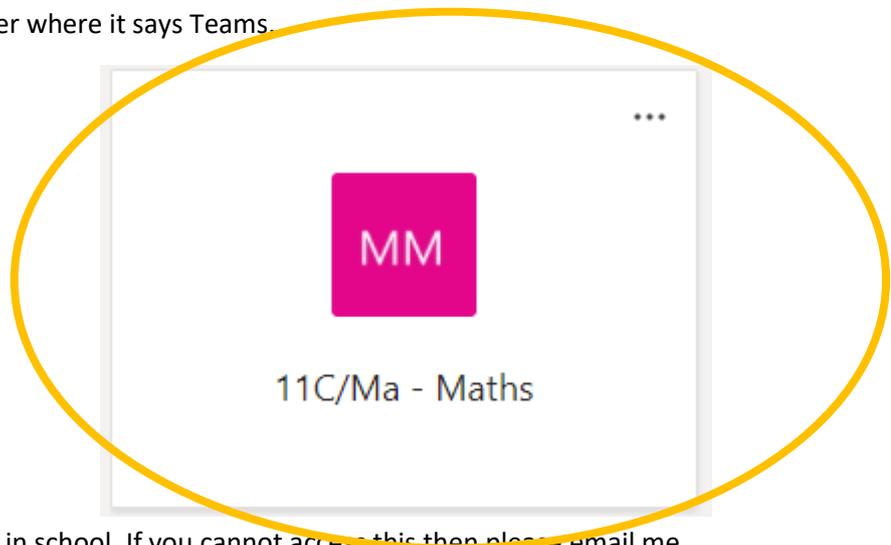
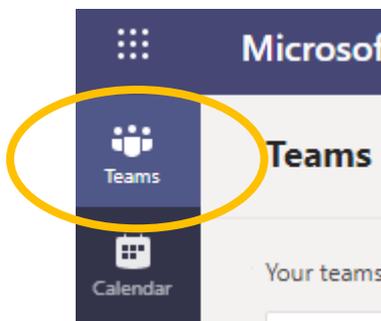
### **Access through your calendar.**

Click on the lesson you want to join. Here you will see a blue button that says join.



### **Access through your Team**

The other way is to go to the top left hand corner where it says Teams.



You should have a list of all the classes you take in school. If you cannot access this then please email me.

Select your class. In this case 11C Maths.

There will be a meeting available so please click Join and you will join the meeting.



Access through your E-Mails

You will have received an e-mail notification. Click on the link in the email.

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## Microsoft Teams meeting

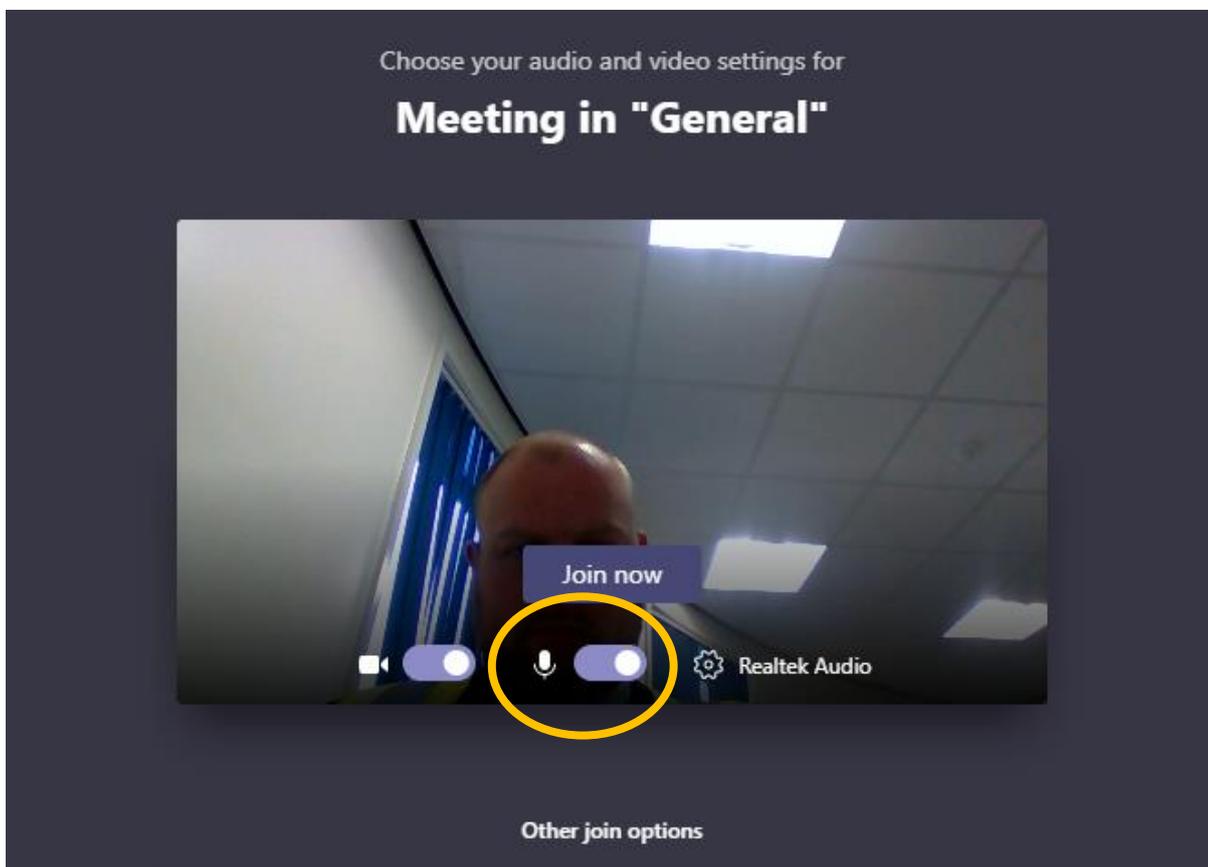
Join on your computer or mobile app

[Click here to join the meeting](#)

[Learn More](#) | [Meeting options](#)

Before you join the meeting you will need to give permissions for your camera and your microphone.

Your camera must be off.



If you have any technical issues logging onto your live lessons, please call the school on 01332 831515.