



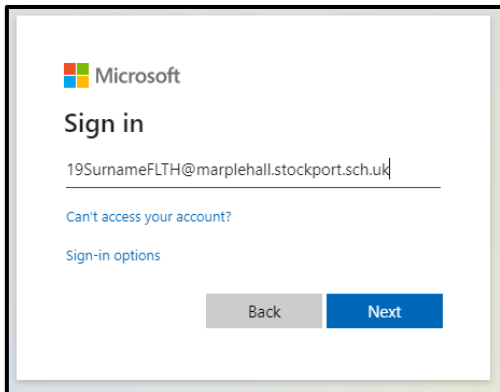
MHS Student Quick Start Guide to Microsoft Teams

You can access Microsoft Teams using a web browser or the App from a PC / Mac, please see the instructions below. (Note: We recommend the use of Google Chrome where possible.)

If you are using a mobile device however you'll need to install the [Mobile App](#).

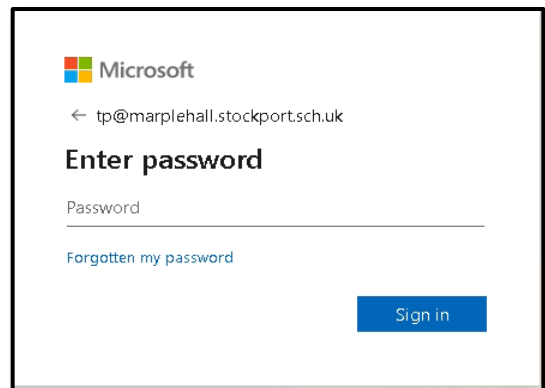
Step 1: Go to the Microsoft Teams website (Teams.Microsoft.com)

Step 2: Log in



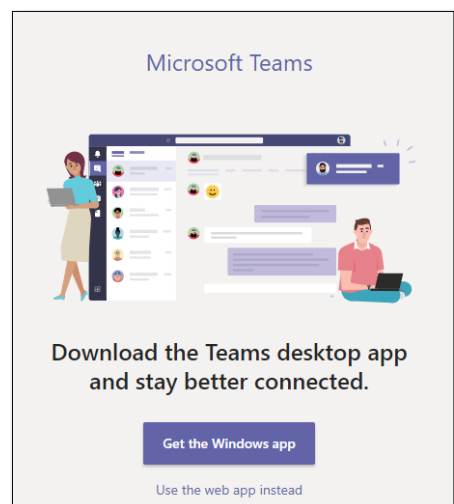
This is your School Email address which is made up of your **Username:** 17BloggsJFET followed by “@marplehall.stockport.sch.uk”

This is your normal school password that you would use to log into a school computer

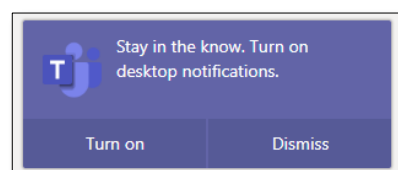


Step 3: When you click sign in you will be given the opportunity to download the Teams App.

The App will give you a better overall experience unless you are on a shared computer, in which case we recommend you choose **Use the web app instead**.

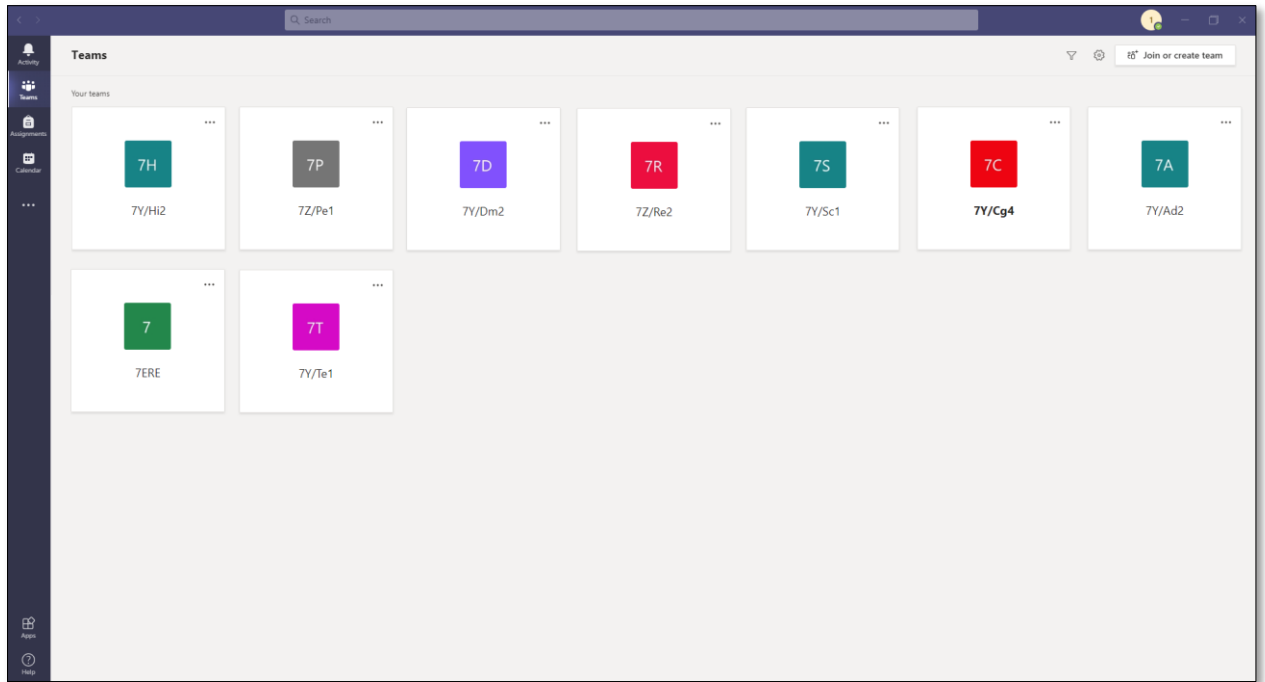


If you continue in the browser you will receive a notification. We recommend you click **Turn On** to receive notifications from Teams.



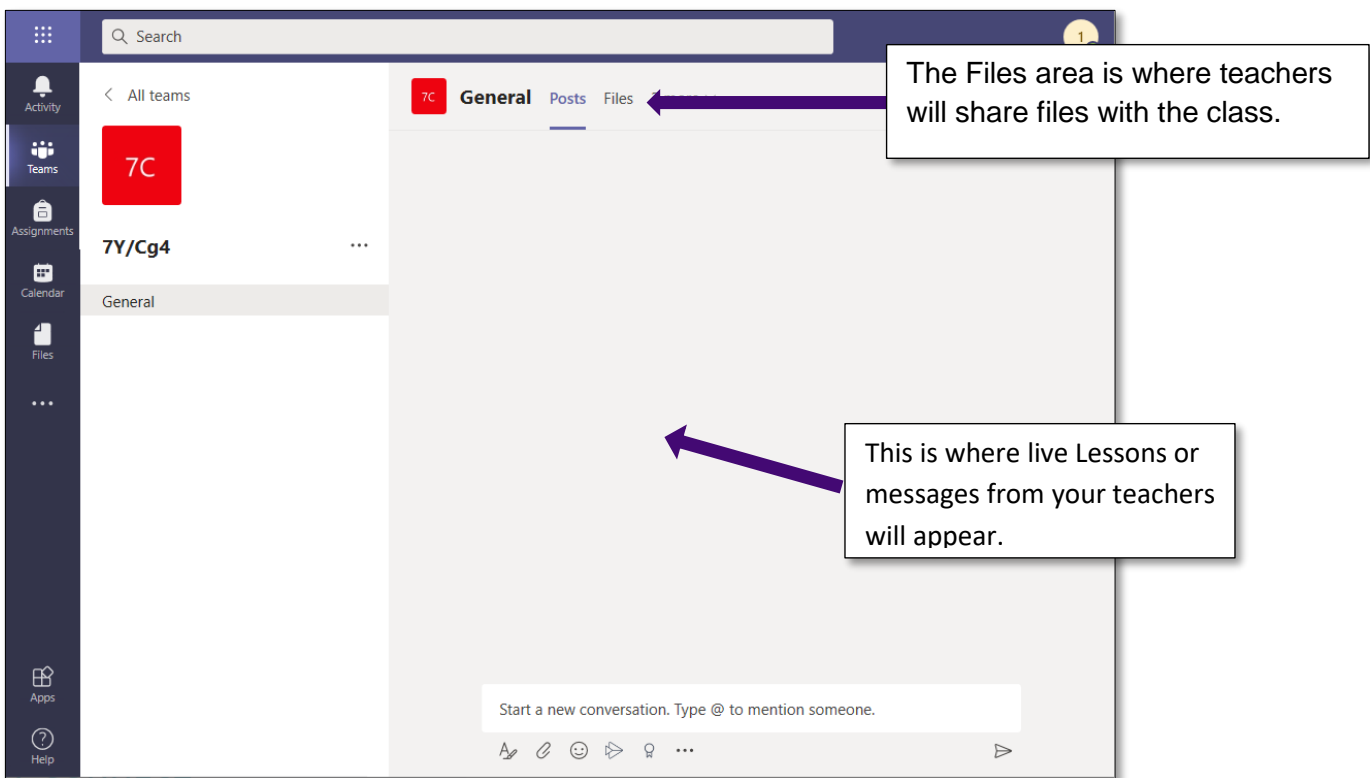


Step 4: This is the main Teams page. You will see a Team for each of your classes (including Registration)



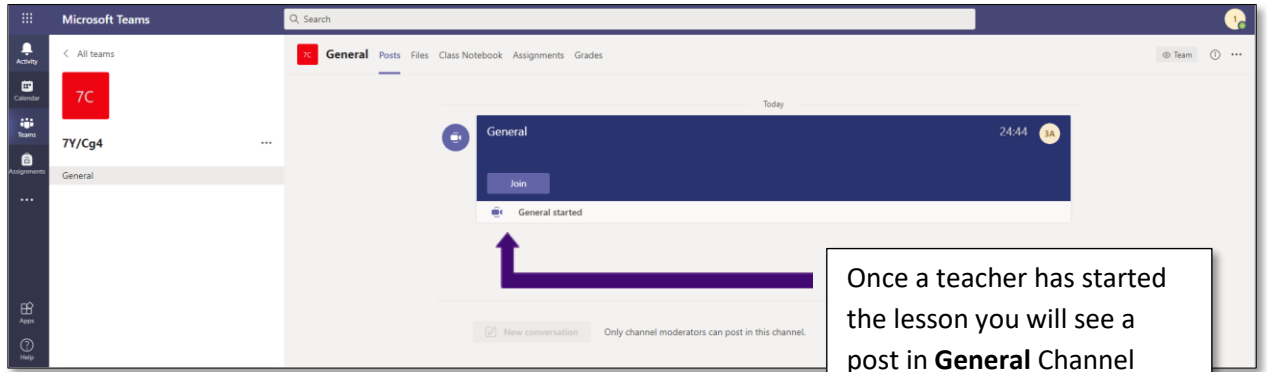
Simply click on the desired Team to enter that Class.

Step 5: Getting around the team.



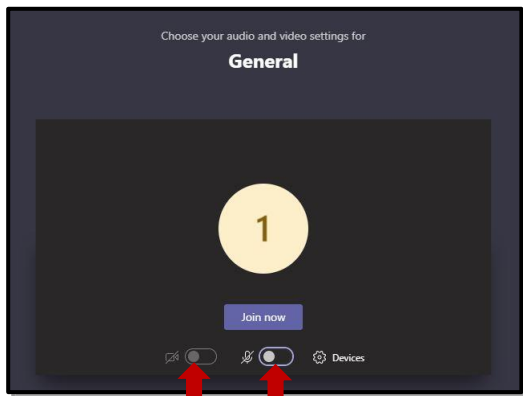


Step 6: Joining a seminar



Once a teacher has started the lesson you will see a post in **General** Channel

When you are ready click **Join**.

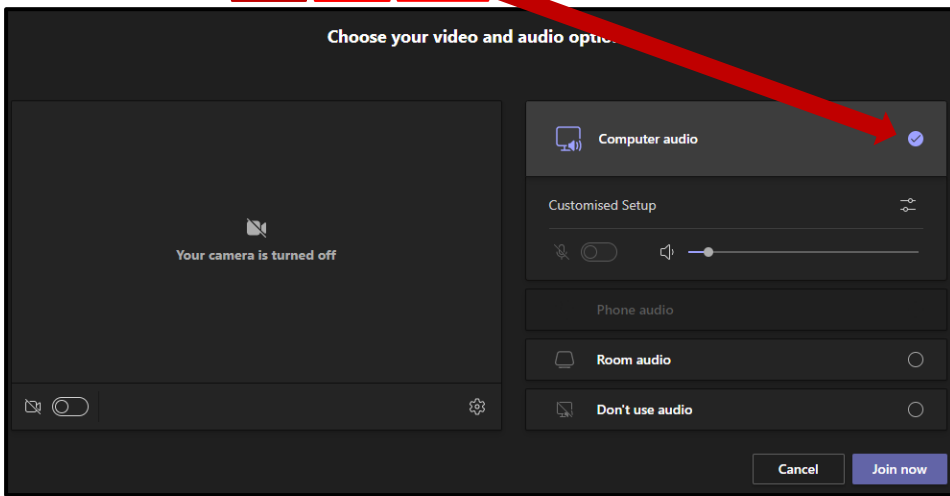


Before being connected to the lesson you are asked to configure your audio and video settings.

Please ensure your video and audio are **Turned Off**

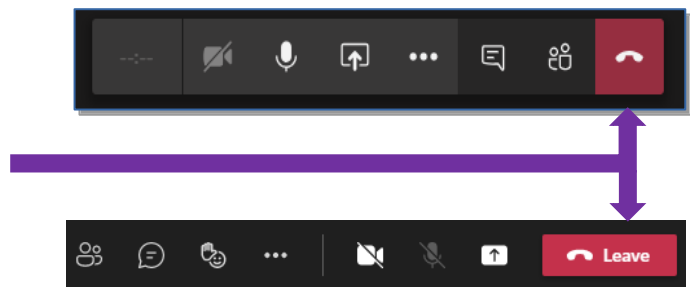
It is vital that during the seminar your microphone stays muted (if you have one connected to your device), unless you are invited to speak by your teacher.

OFF OFF Ticked



Step 7: Leave Seminar

To leave at the end of the seminar press the “hang up” button on the menu bar.



If you experience any technical problems setting up or accessing Teams please email Network.Support@marplehall.stockport.sch.uk.