

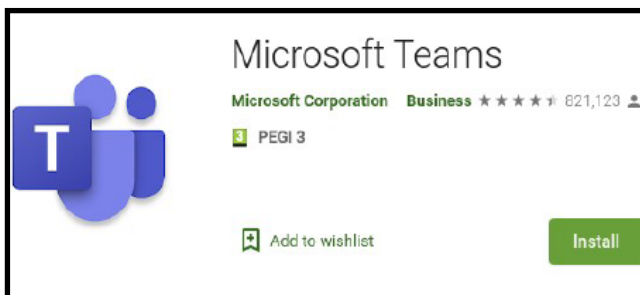


MHS Student Quick Start Guide to Microsoft Teams on a mobile

If you do not have access to a computer you may access Teams using the Microsoft Teams app. Please see the instructions below on how to Download, sign in and use the app.

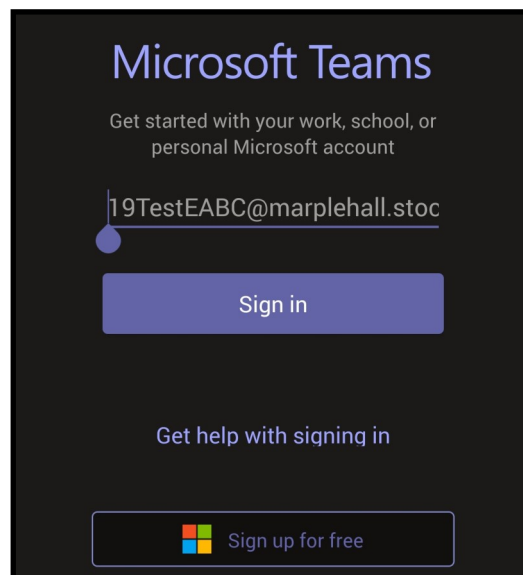
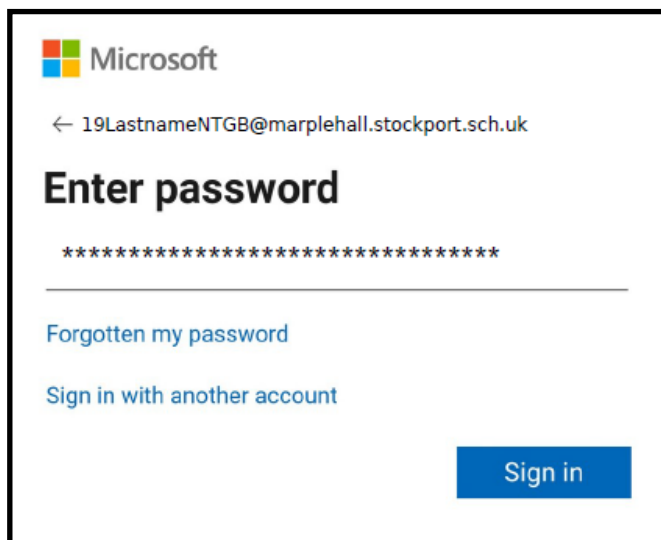
Step 1:

Go to the Apple app store or the Google Play-Store and download the free Microsoft Teams app.



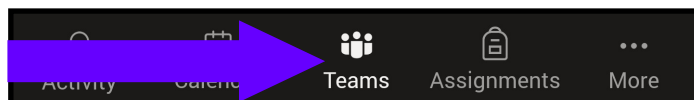
Step 2:

Sign in using your school Email address is made up of your 19LastnameNFGR followed by “@marplehall.stockport.sch.uk”.



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

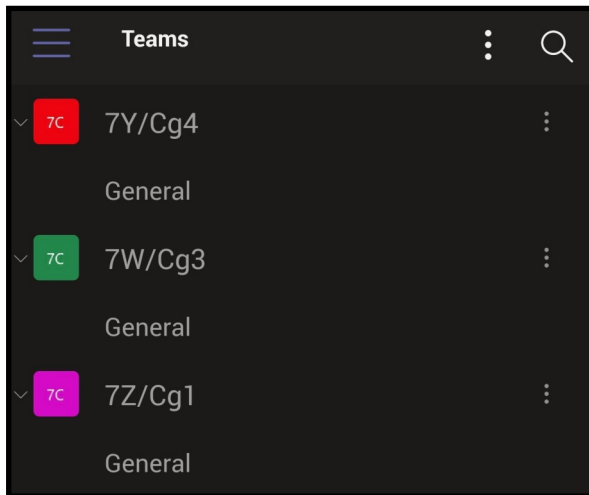
Step 3: Click Teams at the bottom of the screen to get to the main Teams page from here you should see a teams named after your class code



Note: You will only see your Class Teams if your Year Group is currently home studying otherwise this list will be empty. Each Team also needs to be activated by the Teacher so you may not see a class until just prior to your first lesson of that subject.



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Step 4 Joining a Lesson

To join a lesson find your current class team e.g 9Y/Cg2 and click on General link beneath it.

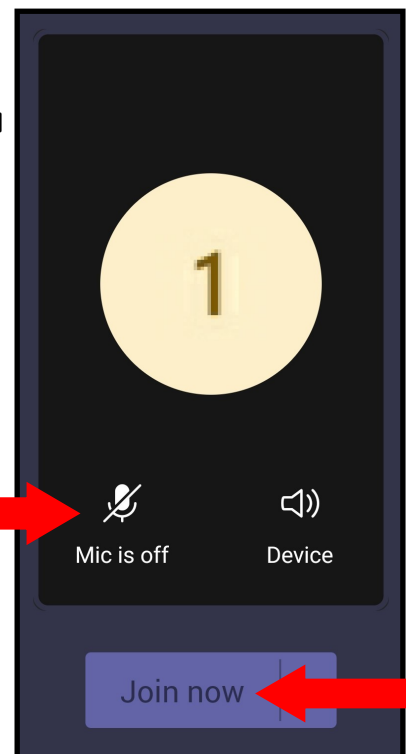
Once the Teacher has started the lessons, you will see a join button appear in the General channel.

When you are ready to join click Join.



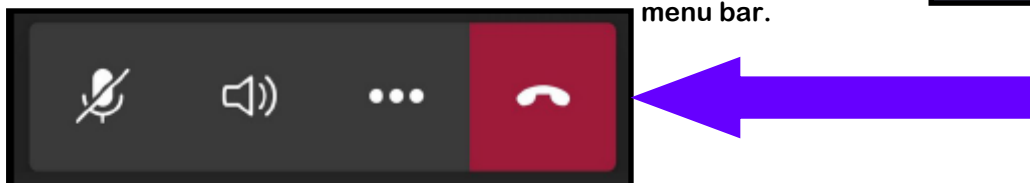
Before you enter the lesson you are asked to configure your audio and video settings.

Please ensure your video is Turned Off and your audio is only ever unmuted if invited to do so by your teacher



Step 7: Leave a Lesson

To leave at the end of the lesson press the “Hang Up” button on the menu bar.



If you experience any technical problems setting up accessing Teams please Email:

Network.support@marplehall.stockport.sch.uk