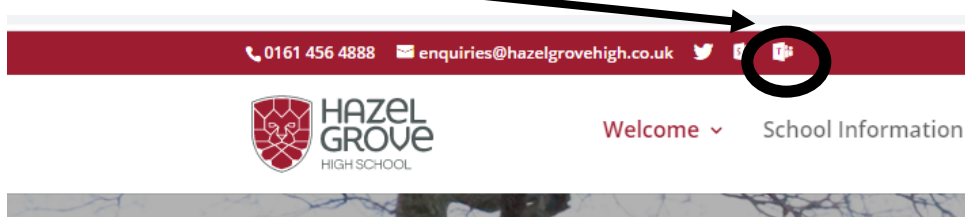


Dear Family,

Please follow the instructions below on how to access Microsoft Teams. Should you have any queries, please complete the "**Request Support Form**" which can be found on our website under Parents & Carers/Learning at Home.

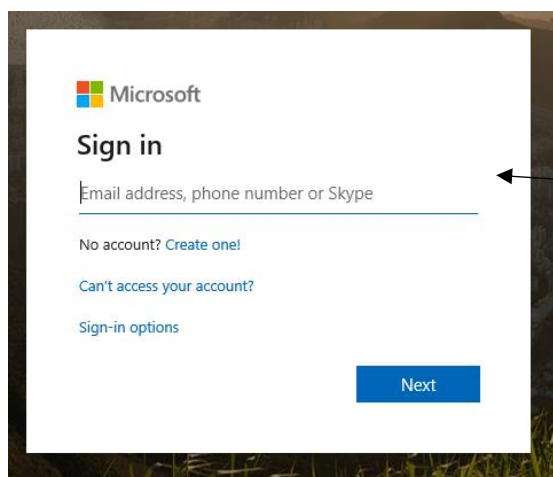
Step 1: Go to the school website (www.hazeltrovehigh.co.uk).

Step 2: Click on the 'teams' icon.



If you are accessing from a mobile device this icon will be found at the bottom of the page.

Step 3: You will have to login.



Use your school computer login followed by @hazeltrovehigh.co.uk

E.g.:

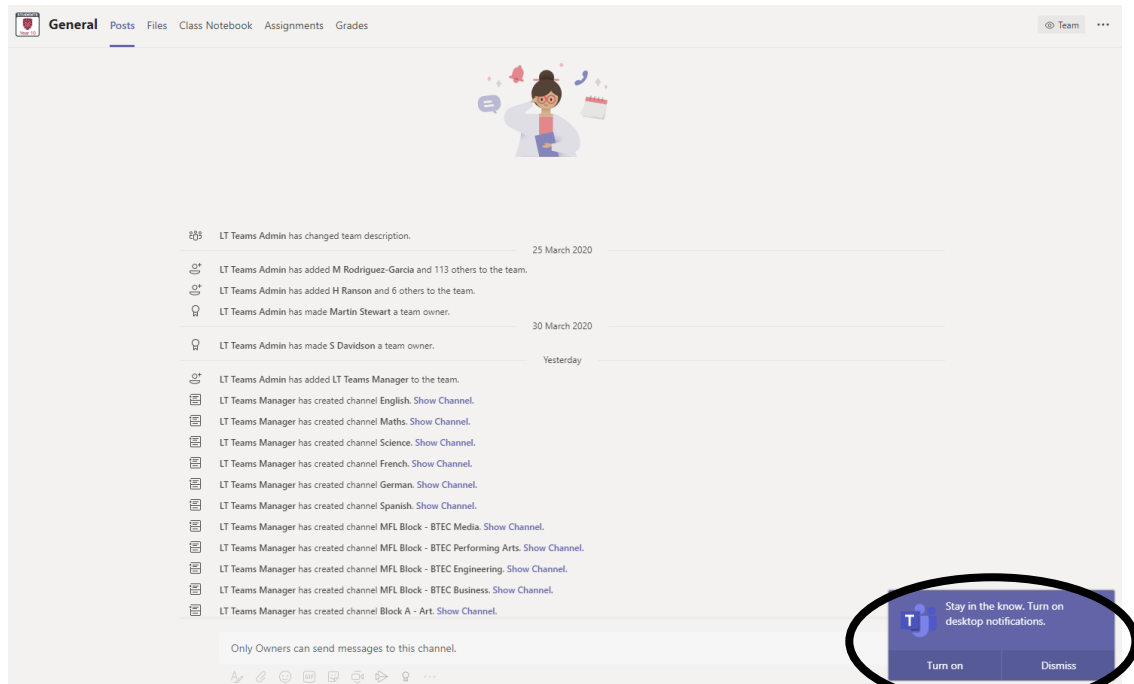
Y17.bloggsjo@hazeltrovehigh.co.uk

Click next

THEN:

Your password is your usual school login password.

Step 4: 'Turn on' desktop notifications (they'll let you know when things are happening)!

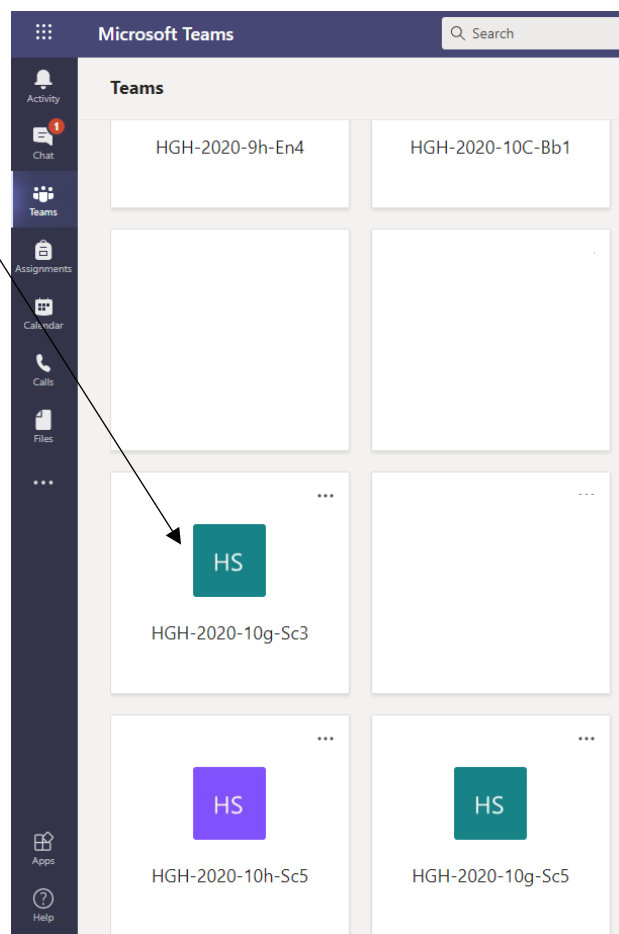


Step 5: Look at the page in-front of you. Let me show you what it all means...

You will have a box ('Team') for each of your classes.

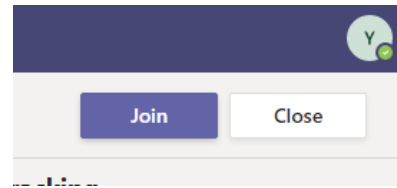
Your classes will match the ones on your timetable.

When your class is about to start, you must click on the appropriate class. E.g. if Science is about to begin, I will select my class – *HGH-2020- 10g-Sc3* .



Step 6: Joining your lesson

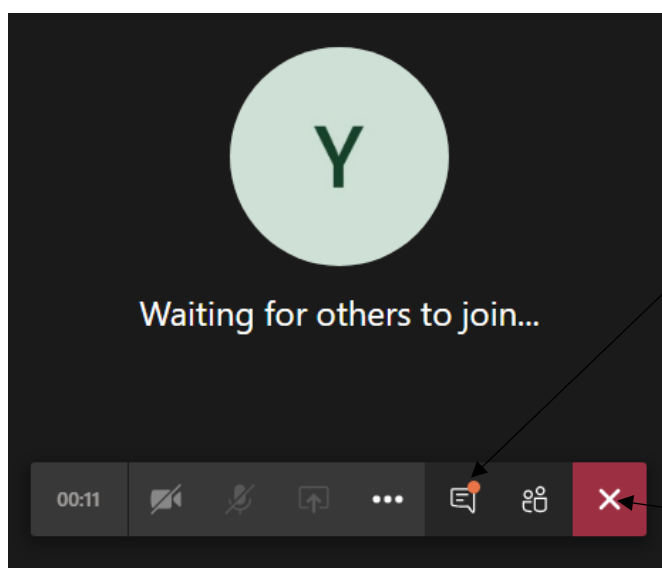
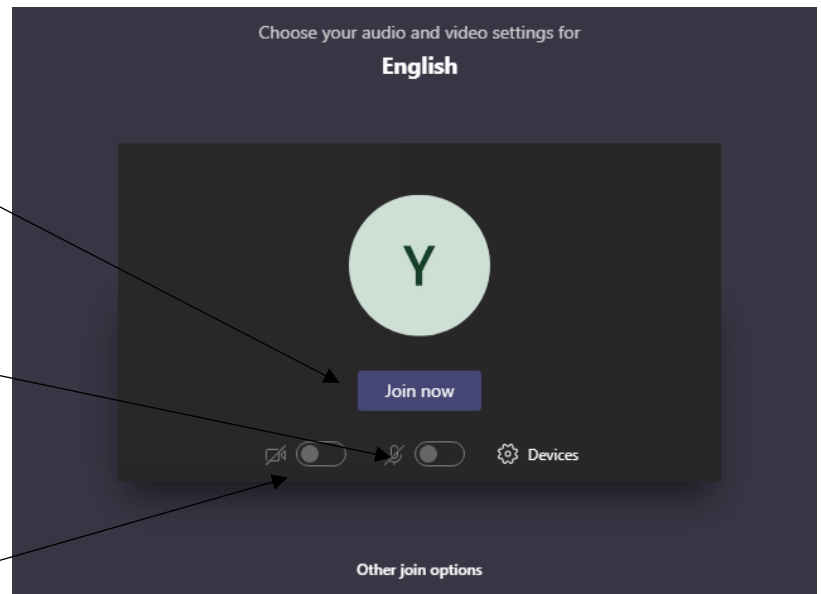
In the top right-hand corner of your class team, you will see a little camera icon. This will be blue when the lesson is ready. Click 'Join'.



Click 'Join Now'.

Make sure that your microphone is turned off.

Your camera will be turned off automatically so nobody will be able to see you.



Open up the chatroom so that your teacher can try and answer your questions.

Comments are not anonymous.

Hang up at the end of the seminar.