

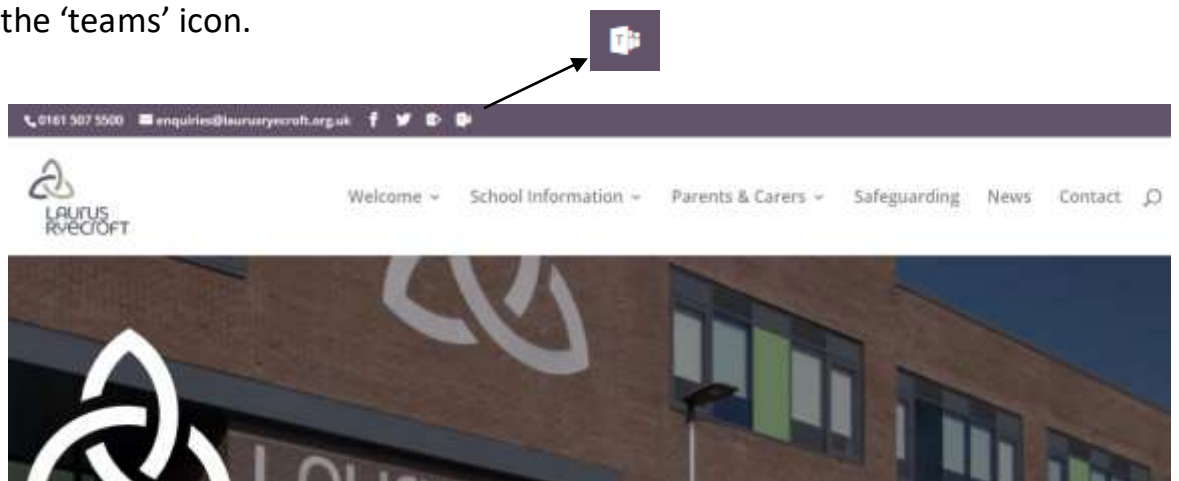
Dear Family,

As you are aware, school has had to close for a number of students. However, our expectations of students remain high as we move their lessons to our online learning resource: Microsoft Teams!

Below are the step-by-step instructions to get you logged on and participating in the lectures that your teachers have prepared for you.

**Step 1:** Go to the school website ([www.laurusryecroft.org.uk](http://www.laurusryecroft.org.uk)).

**Step 2:** Click on the 'teams' icon.



**Step 3:** You will have to login.



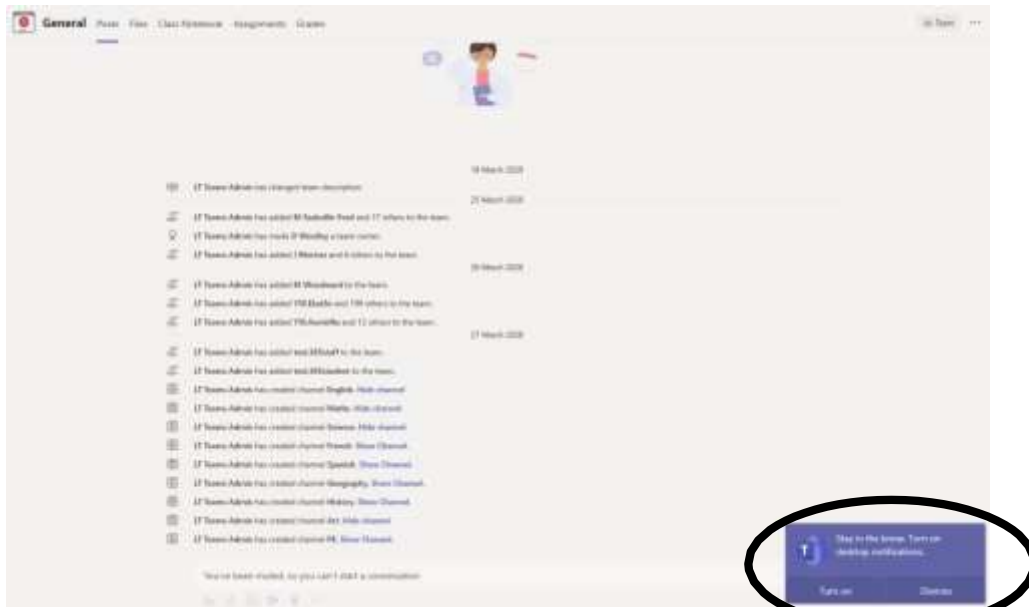
Use your school computer login followed by @laurusryecroft.org.uk E.g.:

[Y19.BloggsJo@laurusryecroft.org.uk](mailto:Y19.BloggsJo@laurusryecroft.org.uk)

THEN:

Your password is your usual school login password.

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

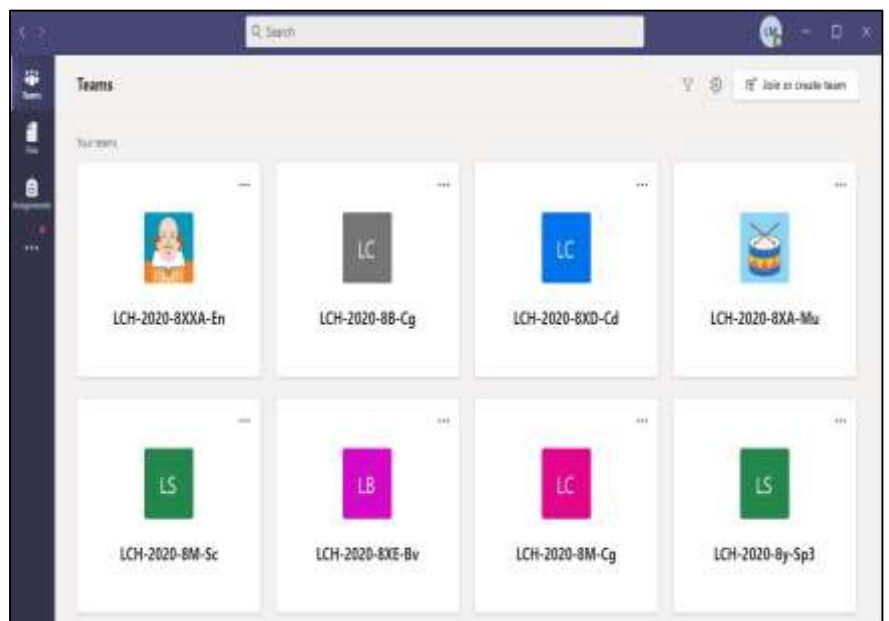


**Step 5:** Look at the page in-front of you. Let me show you what it all means...

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

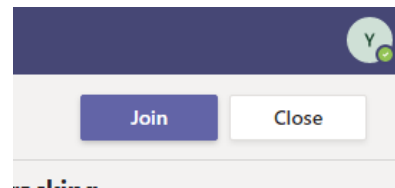
Your classes will match the ones on your timetable in your journal.

When your class is about to start, you must click on the appropriate class. E.g. if Music is about to begin, I will select my class – *RYE-2020 8XA-Mu*.



## Step 6: Joining your lesson

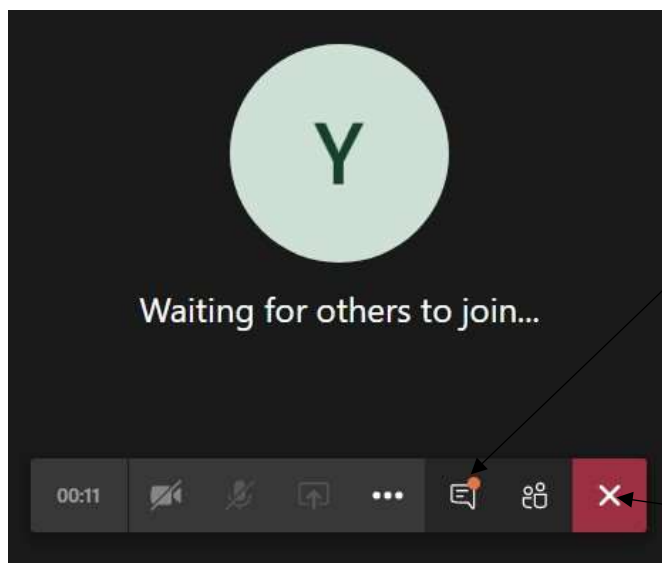
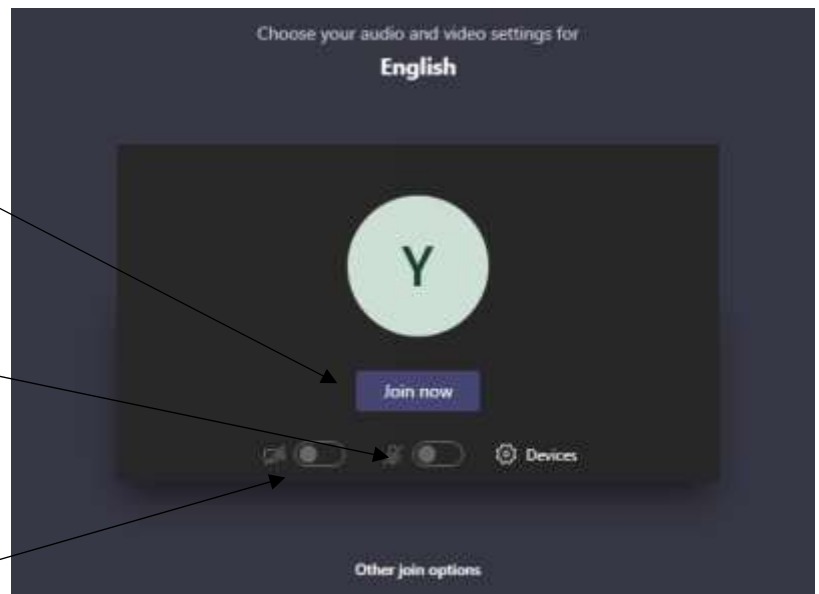
In the top right-hand corner of your class team, you will see a little camera icon. This will be blue when the lesson is ready. Click 'Join'.



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 lecture.