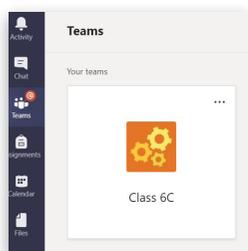


Using Teams for Teaching and Learning: How to Join a Live Lesson

Step 1: Find and Select Your Class Team



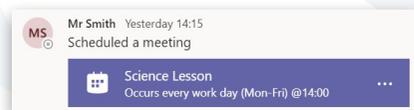
Once you are logged into Teams, click on the Teams icon on the left-hand toolbar to see the class team or teams that you belong to.

Click on your class team to see the latest announcements and activities that have been set for you and your class.

Option 1: See your Live Lesson Links in Channels



Your class team may be split into different 'channels'. Clicking on each one will show you the lessons you have been invited to. In the image below, a live lesson (or meeting) has been scheduled for Science. You can click on this link to start joining a live lesson.

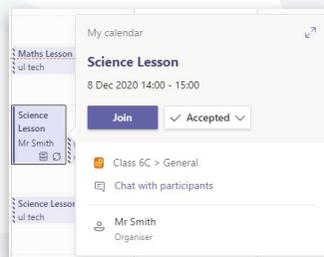


Option 2: Use the Calendar to Join Live Lessons

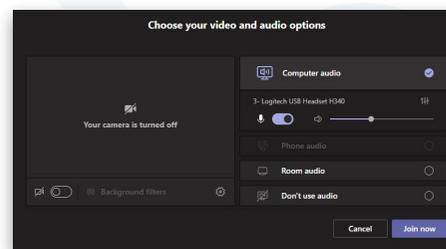


You can also view all of your live lessons by clicking the Calendar icon.

To join a lesson from the calendar view, click on the calendar entry and then click the 'Join' button.

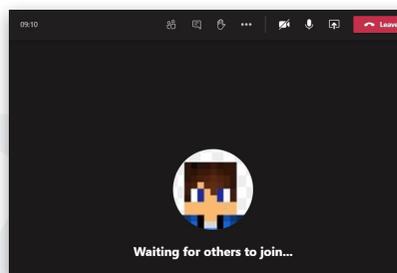


Step 3: Check Your Video and Sound, then Join the Lesson



Before you begin the lesson, you can check that your camera and microphone are set up and working properly. When you are ready, click on the 'Join Now' button at the bottom of the screen.

Step 4: Entering and Leaving the Lesson



You may have to wait a few moments for your teacher to let you into the lesson once they are ready to do so.

Enjoy your live lesson! Remember that when the lesson ends to click on the red 'Leave' button.

For more information about using Microsoft Teams for Remote Teaching and Learning, use the following links to access our comprehensive resources, videos and printable PDFs:

[United Learning EdTech Demonstrator website](#)
Resources and Events for schools

[United Learning ICT YouTube Channel](#)
Webinars, Instructional Videos and Playlists to support your EdTech development

