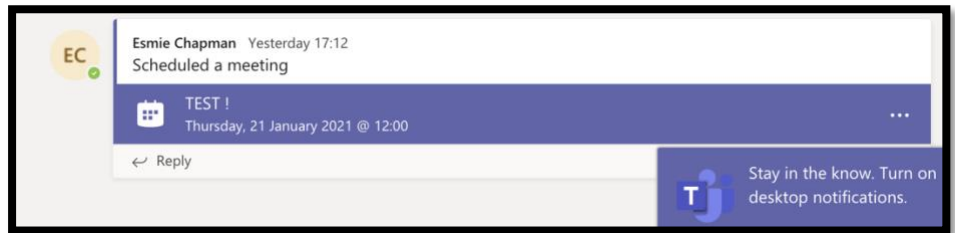
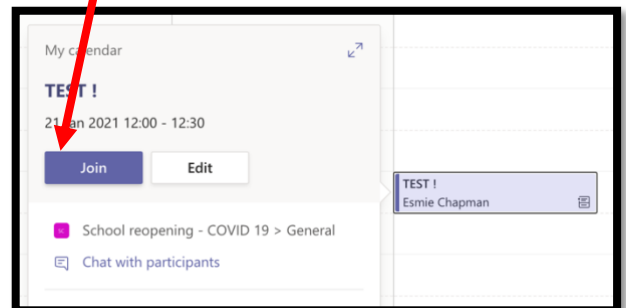
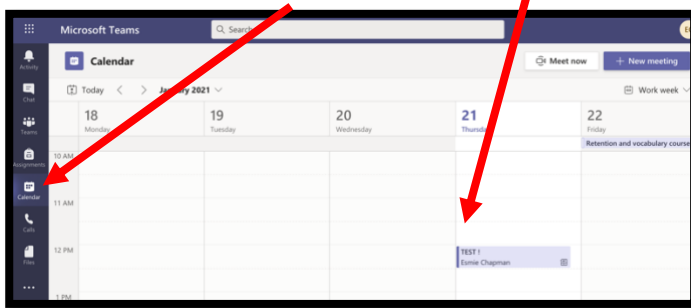


How to access your class assembly via Microsoft Teams

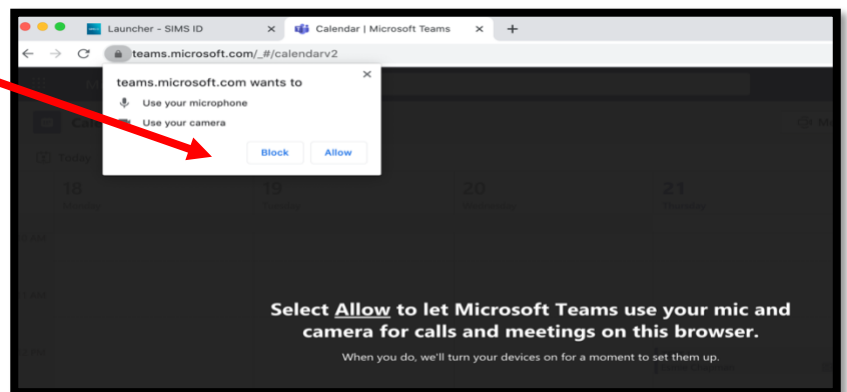
- 1) Within the **general chat** you will see a message from your class teacher who has scheduled a meeting which will be titled **"Class Assmbly"**



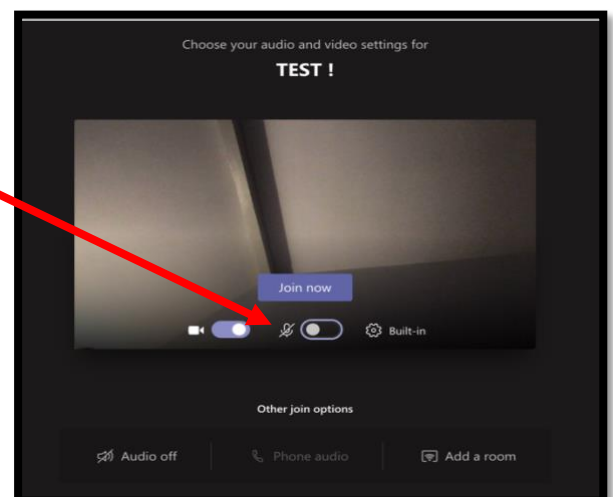
- 2) Or you can click **'Calendar'** and see the **meeting** title, then click **'Join'**:



- 3) Make sure you click **'allow'** as this will allow your device to use the microphone and camera which you will need for your assembly:



- 4) You will then be taken to a screen where you can see yourself in the camera:
- First, check your camera background is okay.
 - Then mute your microphone by clicking here.
 - Finally, click 'Join Now'
- 5) Upon clicking 'join now' you will be put in the waiting room which Teams calls the 'lobby'. Your teacher will allow you to access when the assembly starts.



We do ask for you to join 5 minutes before so that you are ready to start and able to deal with any problems, should they arise.

Summary of tools available:

