



ST AUGUSTINE'S CATHOLIC HIGH SCHOOL AND SIXTH FORM

DEVELOPING THE WHOLE PERSON

Getting started with Microsoft Teams

Students, as part of the St Augustine's school community, have access to the Microsoft Office 365 package which includes Microsoft Teams



What you will need

- A computer or device with access to the internet
- Knowing your school email and password

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Email: saints@sta.lourdesmac.org.uk www.st-augustines.worcs.sch.uk

Principal - G T O'Connor BSc (Hons) NPQH

A Christ centred learning community committed to the development of the whole person.

St Augustine's Catholic High School actively promotes equality, inclusion and accessibility; please advise if you require assistance.

Part of Our Lady of Lourdes Catholic Multi-Academy Company - Company Number: 90644850



Useful Video Clips

Three St Augustine's You Tube links to watch: -

Scan the QR codes with your smartphone camera to view the You Tube videos.

A Guide to using Microsoft Teams

<https://www.youtube.com/watch?v=6uITDxtYrMk>



How to upload an assignment

<https://www.youtube.com/watch?v=aOiydzXyMJA>



Online Learning Provision

https://www.youtube.com/watch?v=OeqtPsbSXho&feature=emb_title



Accessing Microsoft Teams at home

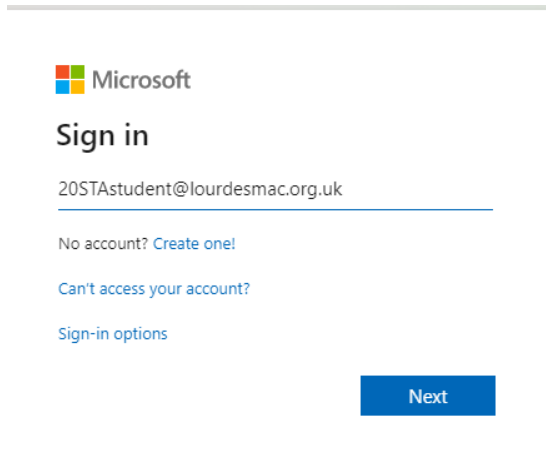
Step 1

The easiest way of accessing Microsoft Teams is through your internet browser, we recommend Chrome or Edge for PC. You can also use Chrome or the default browser on an iPad



Step 2

When you open your internet browser, navigate to www.office.com then sign in with your school email address.

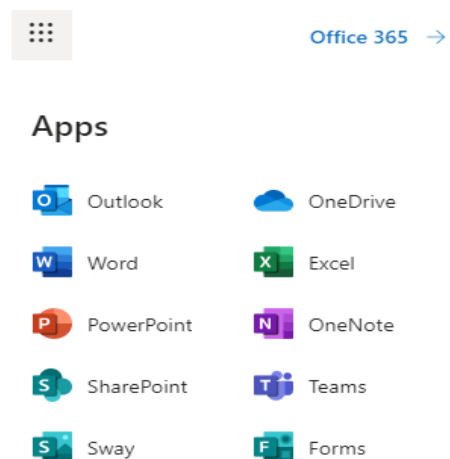


Step 3

You will then see your office home screen select the Teams icon in the column on the left

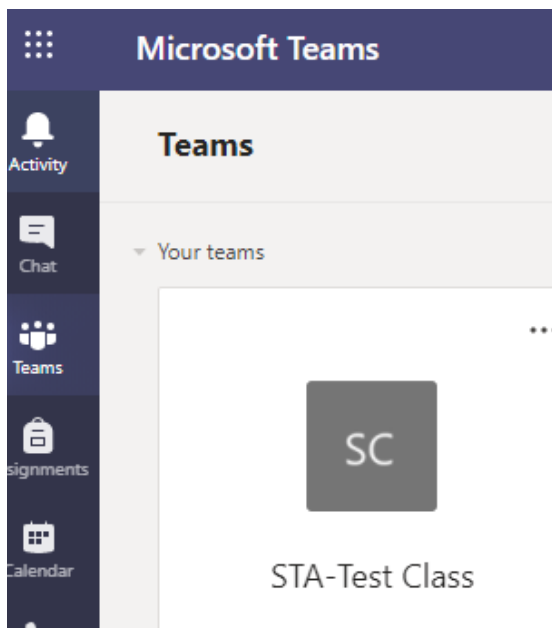


If you are unable to see this icon, you can use the apps browser on the top left to select it.

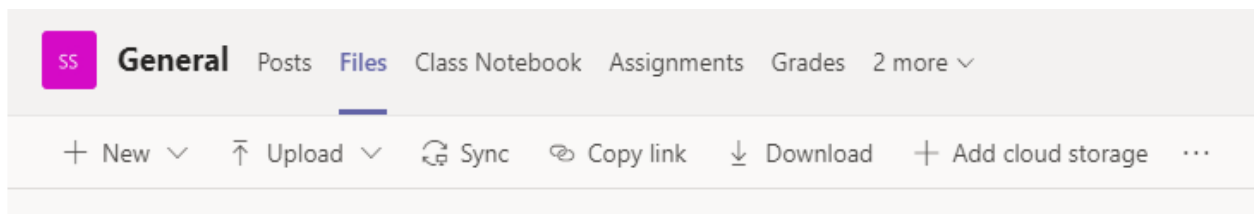


Final Step

As soon as you select Microsoft Teams just click *use in web browser* to continue.



If you are absent or isolating and working from home you can select a class (Team) and then when that team opens you will see tabs along the top line, *Posts* (instructions from your teacher), *Files* (which is usually where the work will be set) and *Assignments* (homework is set here). The work will be dated to identify the day to be completed.

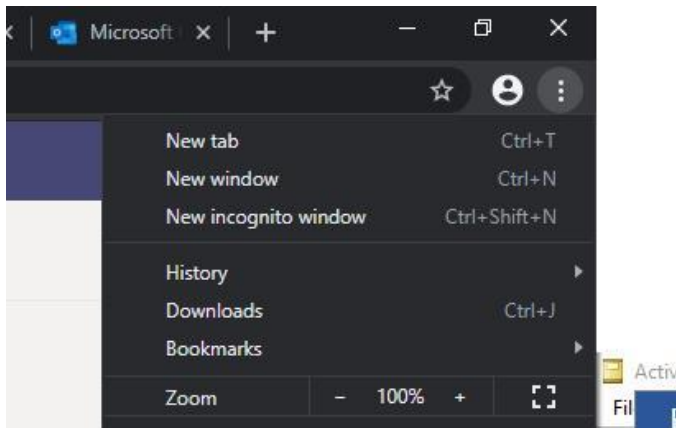


Issues and Solutions

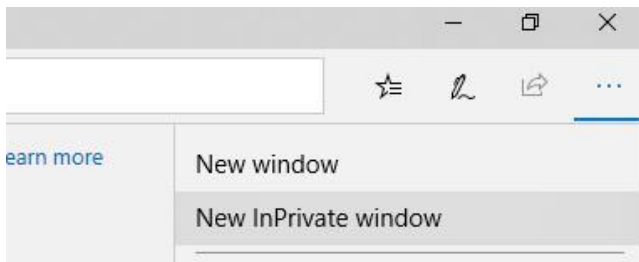
Within school we have a Coordinator for Online Learning – Mrs Crabb. She is available via Team Chat for the students who are absent or isolating and can be contacted if there are any issues with the students finding work. She is also available via email crabbc@sta.lourdesmac.org.uk

- If another user of the computer has signed into a 365 account or Office account it may show an error where it hasn't been able to load in. To avoid this, it may be useful to rule this out by doing a new InPrivate or new incognito window, with your school email login.

In Chrome use the 3 dots and select New Incognito window



In Edge use the 3 dots and select New InPrivate window




- If you have a sibling that attends this school or a school that also uses Microsoft accounts for home learning, it is advisable to have each sibling use a different browser to avoid this error. Sibling A uses Edge and Sibling B uses Chrome
- If the school goes into lockdown following Government advice and all staff/students are working from home, the work will be found under the *Assignment* tab and not under *Posts/Files/Class Materials*. This is because it is for the whole class to do from home and submit to the Teacher.

If you are unable to access your account or experience any other technical issues you should Telephone Lourdes IT on 01527 359999.



Call our Helpdesk
01527 359 999

 **Arrange a Call Back**
7:30am - 5pm (Monday - Friday)