

Lake Joondalup Baptist College



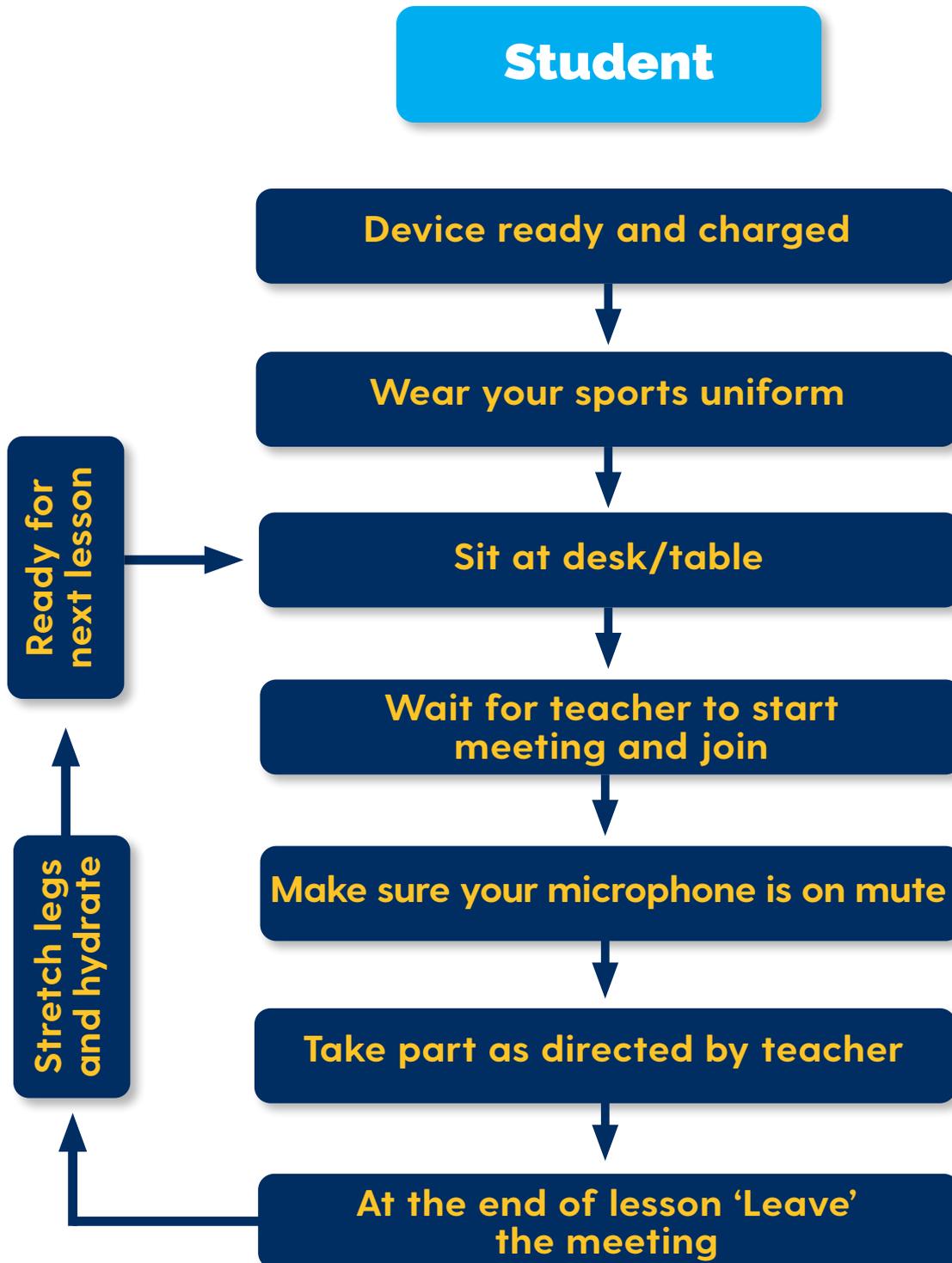
How To Access and Use *Microsoft Teams* for Students

Microsoft Teams is a collaboration platform that will be used for live, online lessons if the College has to close down due to COVID-19. *Microsoft Teams* will not replace SEQTA Learn, but will supplement it with live lessons.

Teams will be made available to all students and is part of the educational tools that are provided free to all students. As with all the other Office365 applications provided by the College, *Teams* may only be used for educational purposes and all activity within the Office 365 system will be recorded and monitored.



@Home Learning Process



If you experience any technical difficulties, don't hesitate to contact the **ICT Department** through the College reception at **08 9300 7444**.

In case of a total lockdown when there is no staff at school, you can contact ICT at ICT@ljbc.wa.edu.au or limpie.vanaswegen@ljbc.wa.edu.au

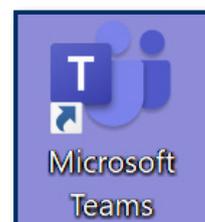
Follow the steps below to access and use *Teams*:

- 1 Follow your **@Home Learning** timetable and use *Teams* to access your online class.
- 2 Your video feed will be active, so you will need to wear your school sportswear or uniform.
- 3 Please sit at a table/desk, preferably not in your room.
- 4 If you want to use the browser-based *Teams*, note that **Chrome** or **Edge** is the best browsers to use.
- 5 The best option is to download the *Teams* desktop App. You can find the download links below and follow the installation instructions for your specific machine.

<https://www.microsoft.com/en-au/microsoft-teams/download-app#desktopAppDownloadregion>

- 6 Remember to **restart** your device after you have installed the App.

- 7 Click on the *Teams* icon on your desktop. →



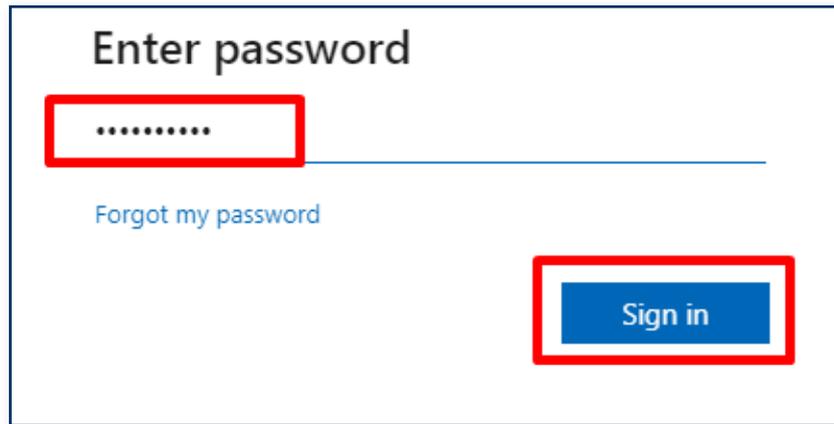
- 8 If you need to log in, use your school email in the format as shown in the example below and click **Next**.

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The image is a screenshot of the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text 'Sign in' is displayed. A text input field contains the email address '12345@ljbc.wa.edu.au', which is highlighted with a red rectangular box. Below the input field are two links: 'No account? Create one!' and 'Can't access your account?'. At the bottom of the screen, there are two buttons: a grey 'Back' button and a blue 'Next' button, with the 'Next' button also highlighted by a red rectangular box.

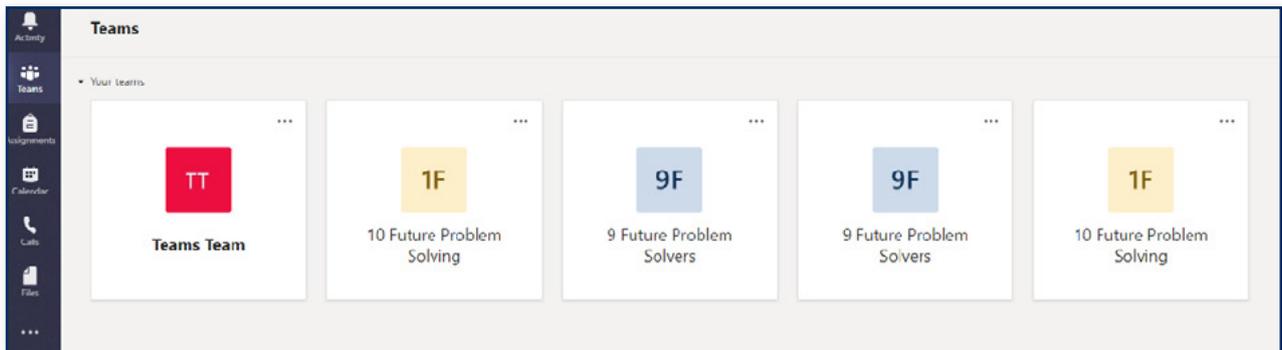
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Enter your school password and click on **Sign in.** ↓



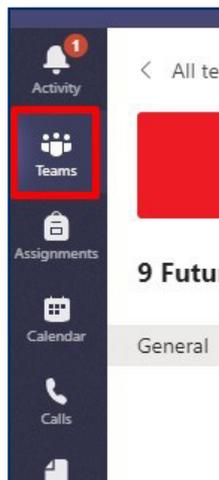
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You will now see a screen with all your classes that your teachers have activated (similar to the one below). If a class is not there, please let your teacher know by sending them a **Direct Message** on **SEQTA**.



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To get back to previous views, click on the *Teams* icon on the top left.



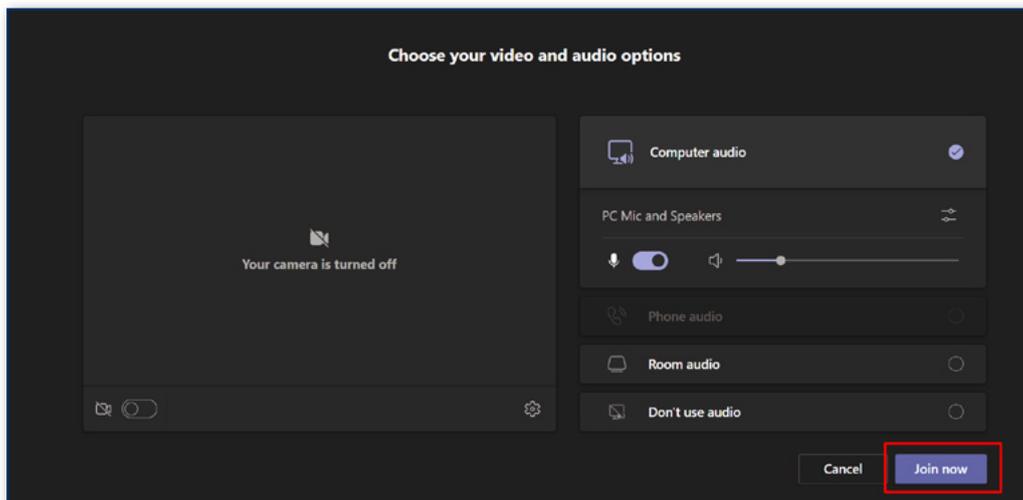
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To access your live class, click on your class. Wait for your teacher to start the meeting and click on **Join**. Make sure you have clicked on the right meeting bar with the correct date and period. You will have to wait for your teacher to start the meeting.



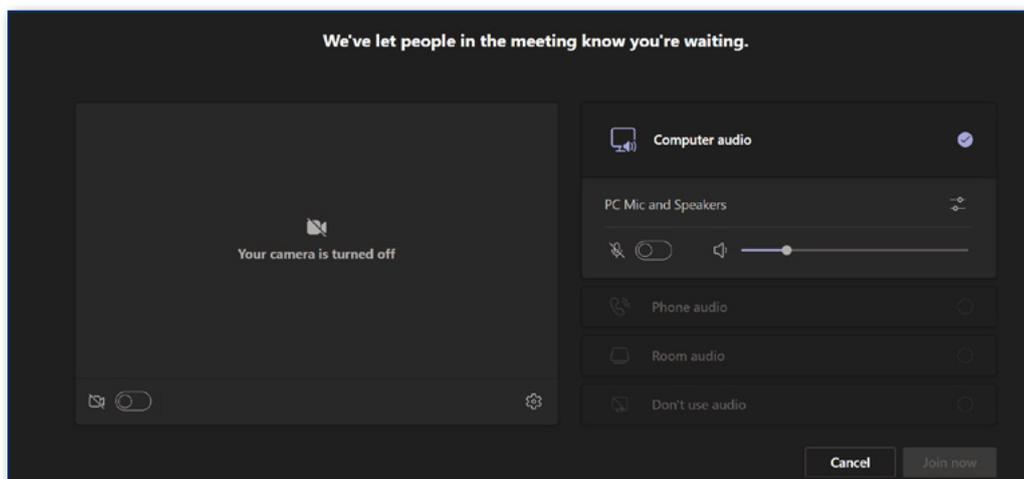
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Once your teacher has started the session, click on **Join** on the bar that shows **Join now**.



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You will be placed in the Lobby and your teacher will be notified that you are waiting. Make sure that your audio is turned **OFF**. You are now part of the lesson and must behave the same way as if it was a face-to-face lesson.

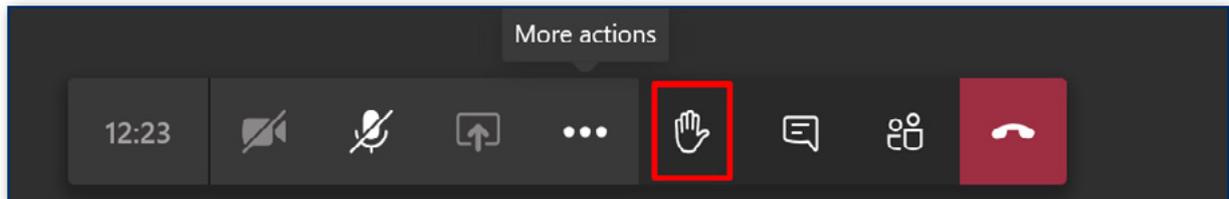


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Once your teacher has accepted you, you will be part of the meeting. As the presenter, your teacher will **control** all audio and video. They will be able to mute you, prevent you from unmuting, permit you to unmute or can even kick you out of a meeting. Please follow their instructions.

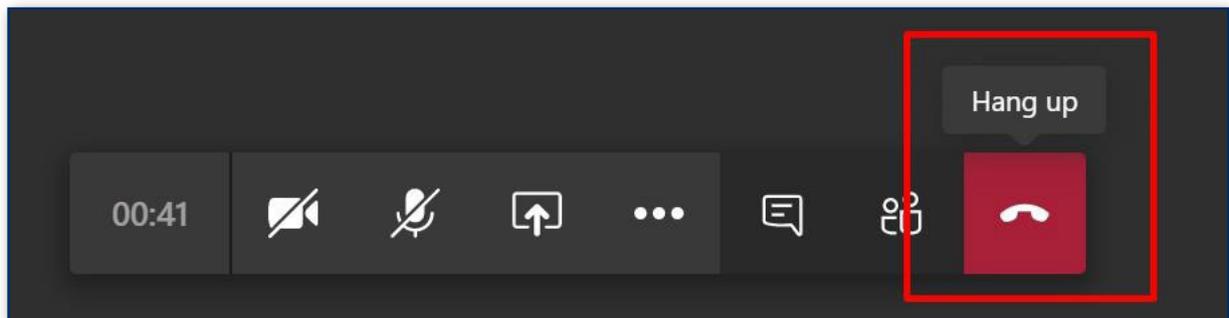
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If you need to ask a question at some stage, use the **Raise Your Hand** function. Your teacher will answer you when it is convenient.



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When the session has finished, click on the **red phone** icon to leave the session.



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