

## Taking Part in Live Lessons

As we move forward, we are going to be using Microsoft Teams to provide live lessons, class meetings and whole school activities.

There are several ways you can join your online class when it starts.

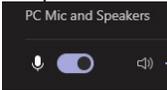
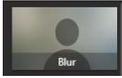
- If you have Teams open, once your Teacher begins the meeting, you'll see a pop-up notification at the bottom right corner of your screen announcing the start of the meeting. Select **Join** to join the meeting.

- You can also go to your Teams calendar.  All your online meetings are listed there. To join a meeting, click the meeting, and then select **Join**. 

You will need to wait to be admitted to the online class. If so, you'll see a message letting you know that you're currently in the meeting **lobby**, your Teacher will let you in when they are ready.

### Teams Behaviour Expectations

To keep the Team a safe and happy place for all you need to ensure you follow the expectations below.

1. When you join the meeting, turn your microphone **off**. To do this, click the microphone sliders to off. You can always turn them on in the meeting when the Teacher asks. 
2. Your teacher may ask you to blur your background. This is so you won't have to worry about something behind you distracting anyone. To blur your background, choose background filters and select blur. 
3. To communicate with the Teacher, you can use the meeting chat to type questions, but the best way is to raise your hand by clicking the **Hand** icon, this lets the Teacher know you are waiting to speak.