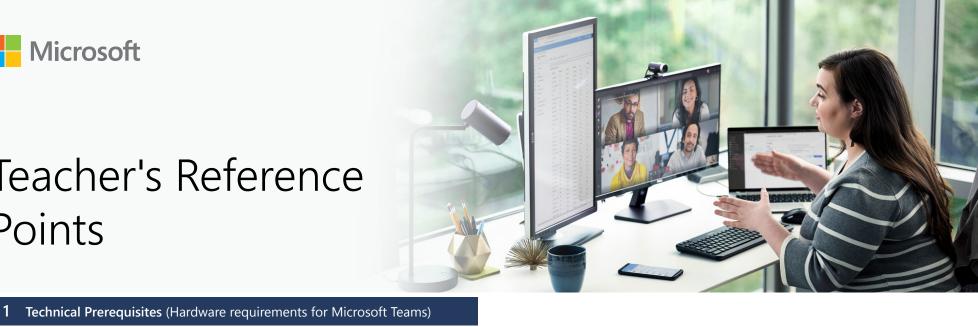
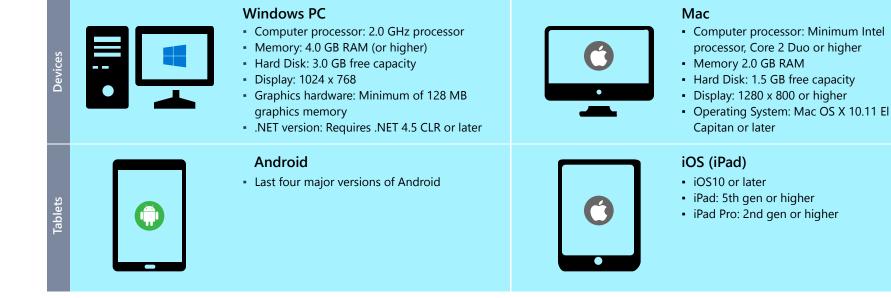
Microsoft

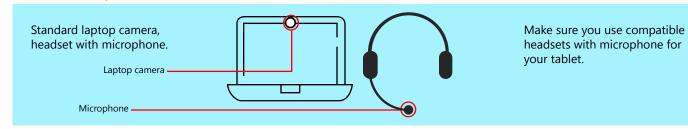
Teacher's Reference Points



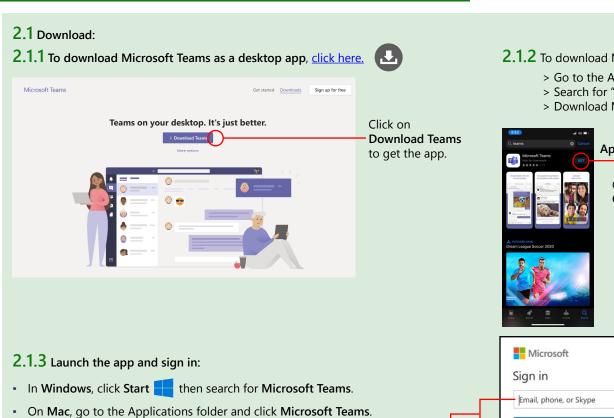
A. Hardware requirements for Teams on Laptops, PCs and Tablets:



B. Additional requirements and devices:



2 Teams Installation Guidance:



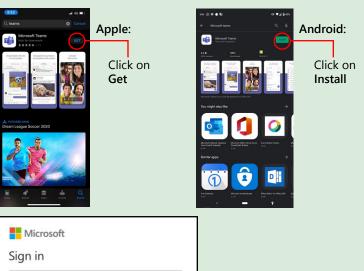
- On tablets, tap the Teams icon.
- Sign in using your school's email and password.
- 2.1.2 To download Microsoft Teams on your tablet:
 - > Go to the App Store or the Google Play
 - > Search for "Teams"

Next

No account? Create one! Can't access your account?

> Download Microsoft Teams as you can see in the screenshots

- Microphone



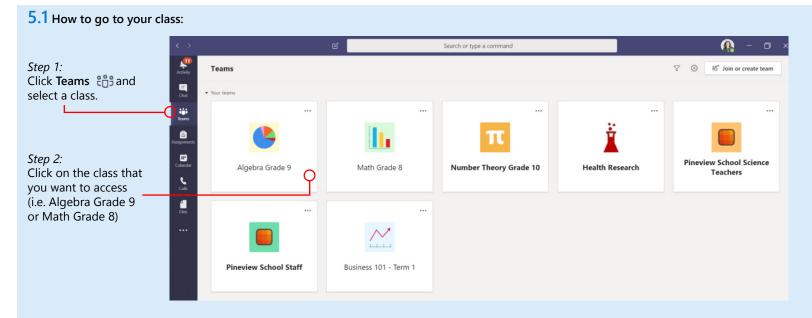
3 Password Management:

- Make sure that your school login email and password are always accessible for you in order not to lose them.
- Don't share your login password and email with anyone.
- If you lose your login email and password, please contact your school's IT admin.

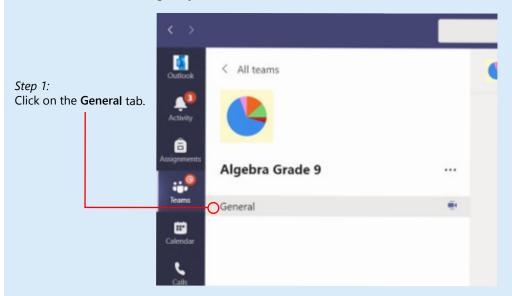
4 Teaching Environment:

- A quiet place with no distractions around.
- Good Wi-Fi connection.
- Have all your resources and learning materials in hand before the class starts.

5 Teams Basic How To's:



5.2 How to send a message to your class:

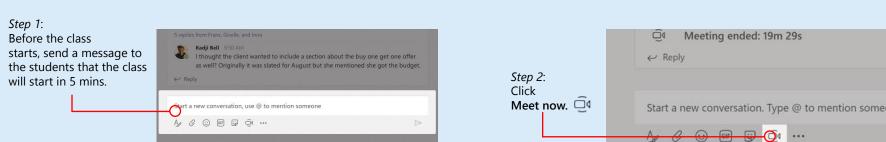


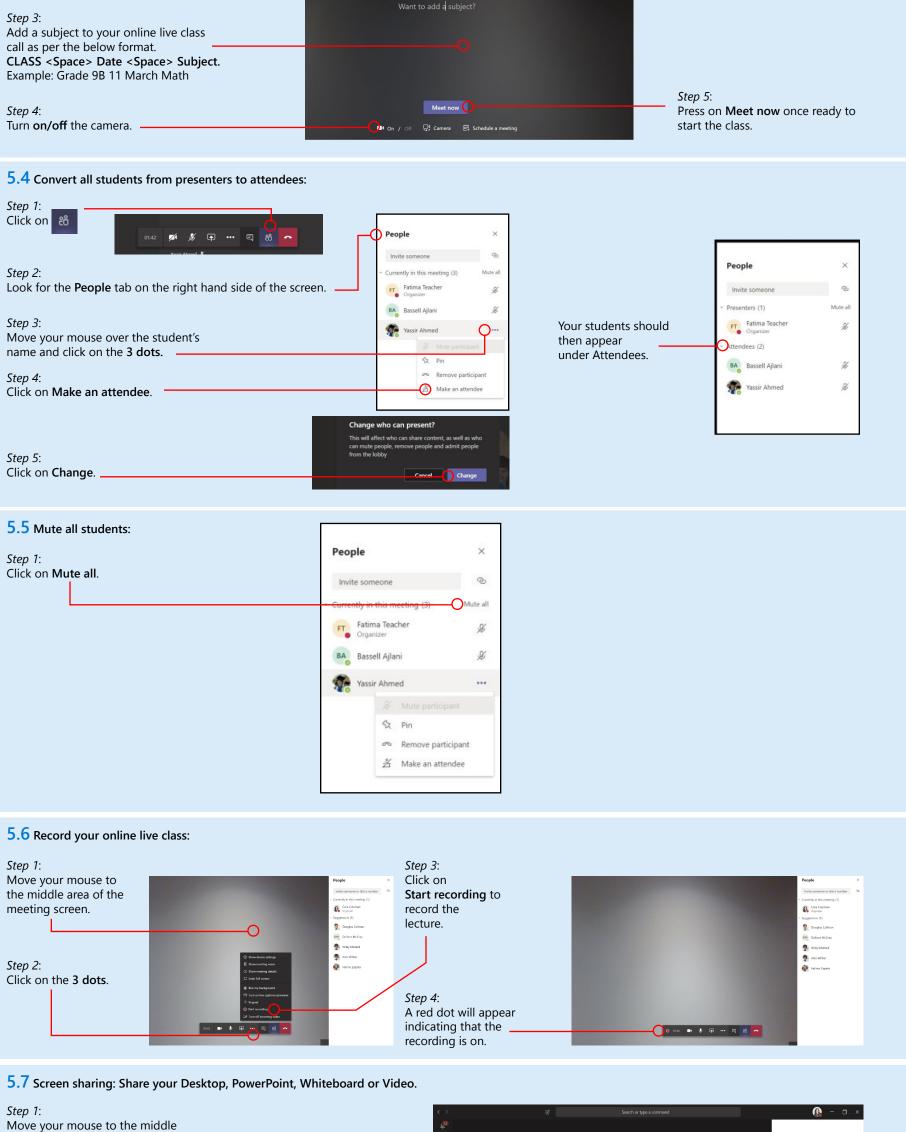
Step 2:

write your message, and click Send

	5 replies from Franz, Giselle, and Inna
	Kadji Bell 9:00 AM I thought the client wanted to include a section about the buy one get one offer as well? Originally it was slated for August but she mentioned she got the budget. ← Reply
	Surt a new conversation, use @ to mention someone

5.3 Start your Online Live Class:

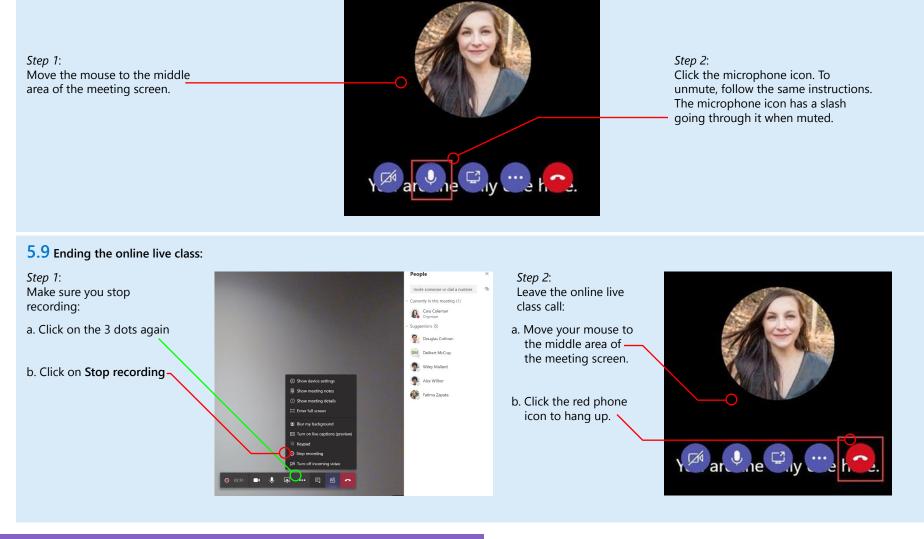




Move your mouse to the middle area of the meeting screen. Step 2: Cara C Organi Click the computer screen icon. Step 3: bert McCray Choose whether you want to share your Desktop or an app. Click the screen or app of your choice. Step 4: To end screen sharing, click the computer screen icon again.

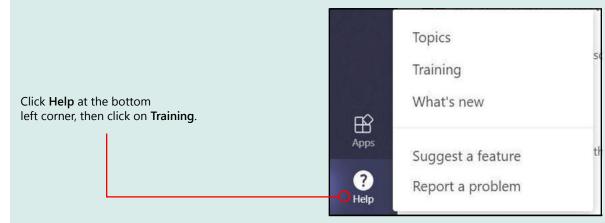
Invite people to join you

5.8 Muting yourself:



After the online live class ends, the recorded session will appear 6 in the chat

7 For Assistance and support:



Please make sure you reach out to your school IT admins for any further assistance or support.

Online Live Class Checklist for Teachers:

Make sure you follow the below checklist to ensure that you do not miss any of the important steps:

(B

(F



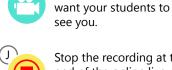
Sit in a place with no distractions or noises around you.



Correctly name your online live class subject as follows: CLASS<Space>Date <Space>Subject Example: Grade 9B 11 March Math.



Make sure the recording is on during the online live class.



Stop the recording at the end of the online live class before clicking on the red phone icon to hang up.

Make sure you have

good Wi-Fi connection.

Turn on your camera if you



Have all your resources and learning materials in



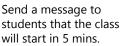
hand before starting the class.

Switch all your students from

presenters to attendees at the

start of the online live class.





Mute all students in the online live class.