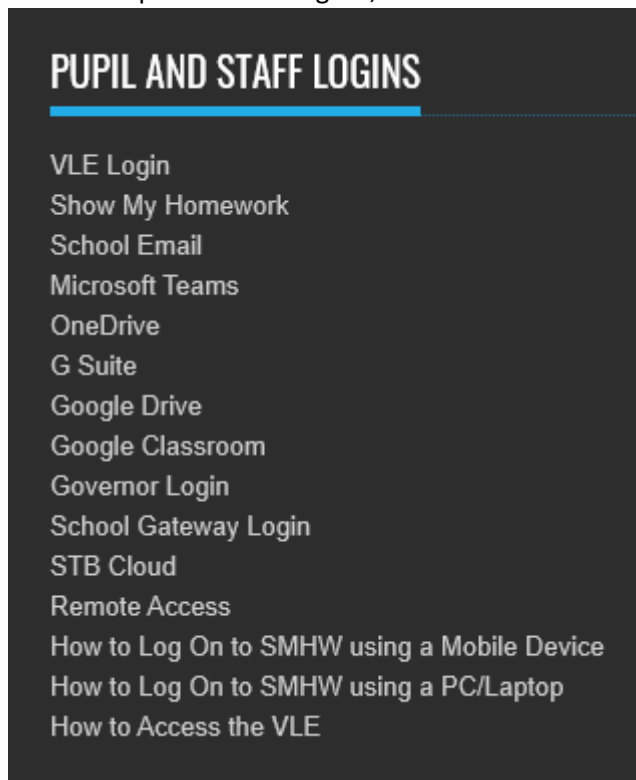
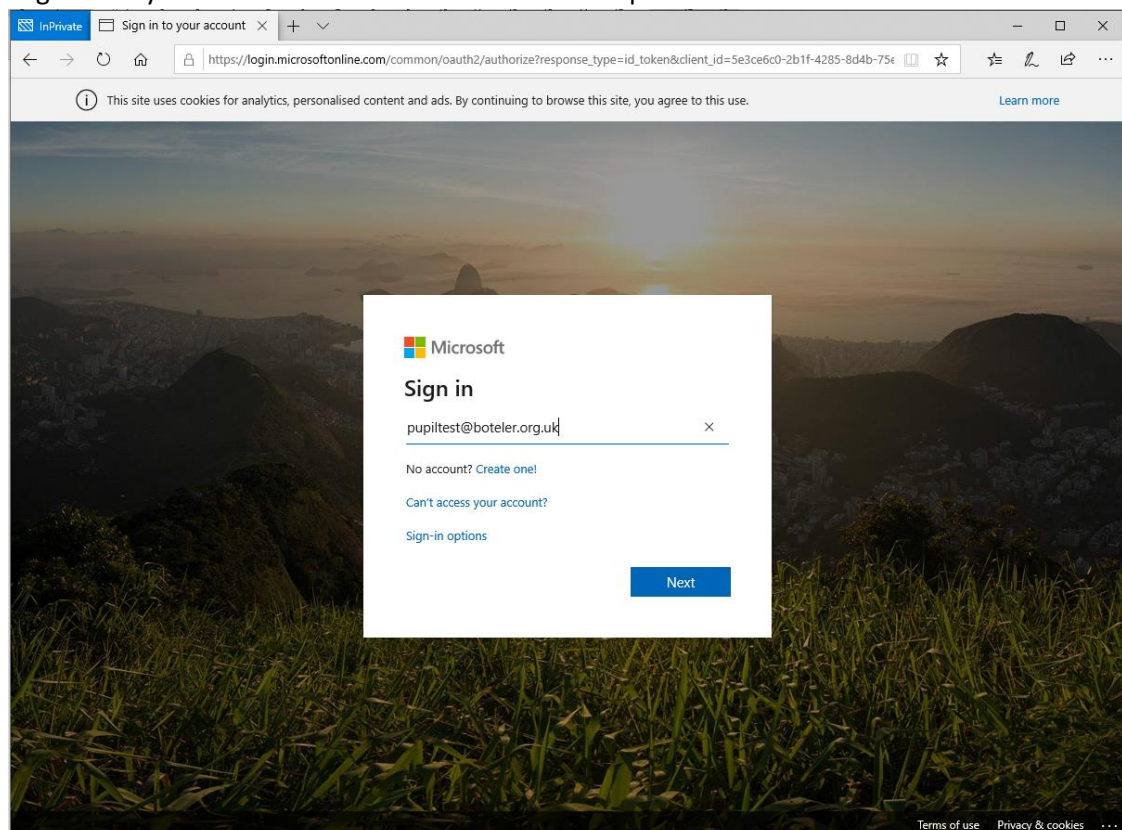


Using Microsoft Teams through a Web Browser

1. Go to the Boteler website at www.boteler.org.uk. Scroll to the bottom left of the site. In the section 'Pupil and Staff Logins', click 'Microsoft Teams'.

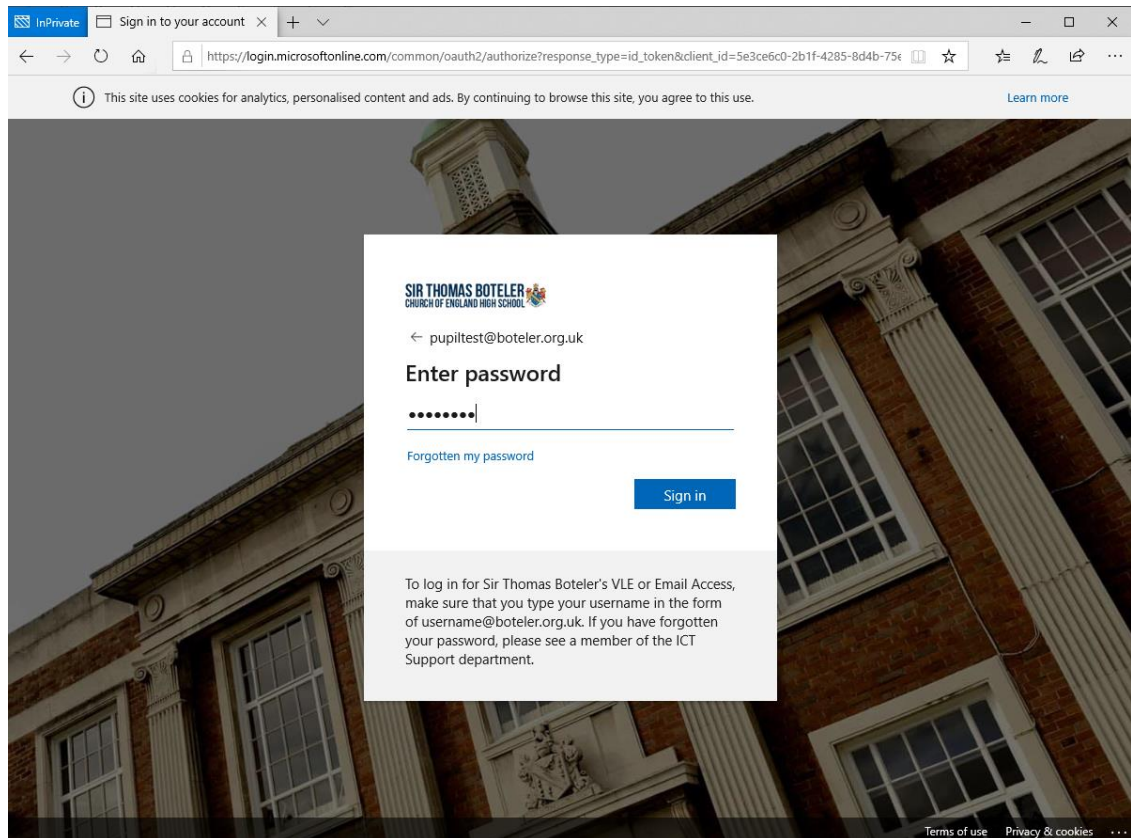


2. Log in with your Boteler email address and network password.

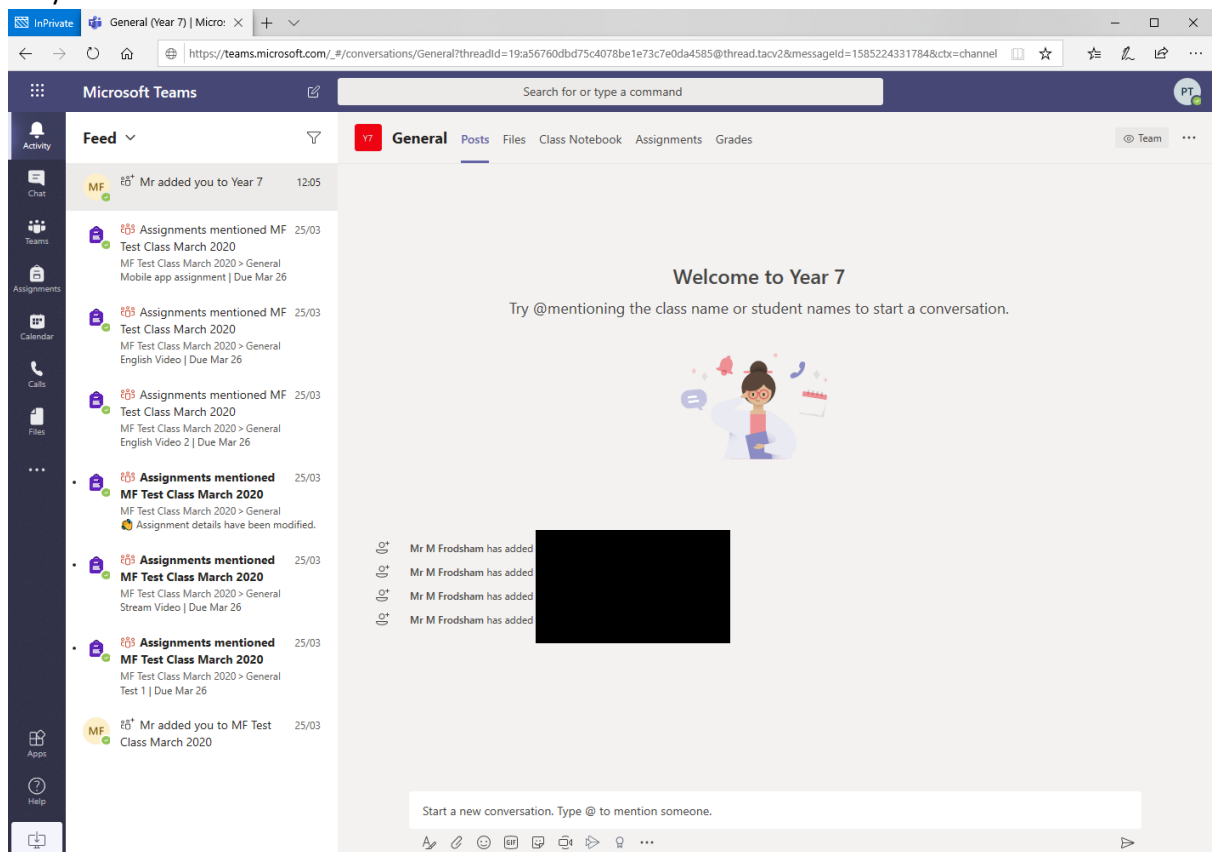


**REMINDER: All students can install the full Microsoft Office Suite on 5 PCs and Mobile Devices.
Go to www.office.com or download the Apps from your app store.
When asked, sign in with your Boteler email address and password.**

3. Press 'Next'.

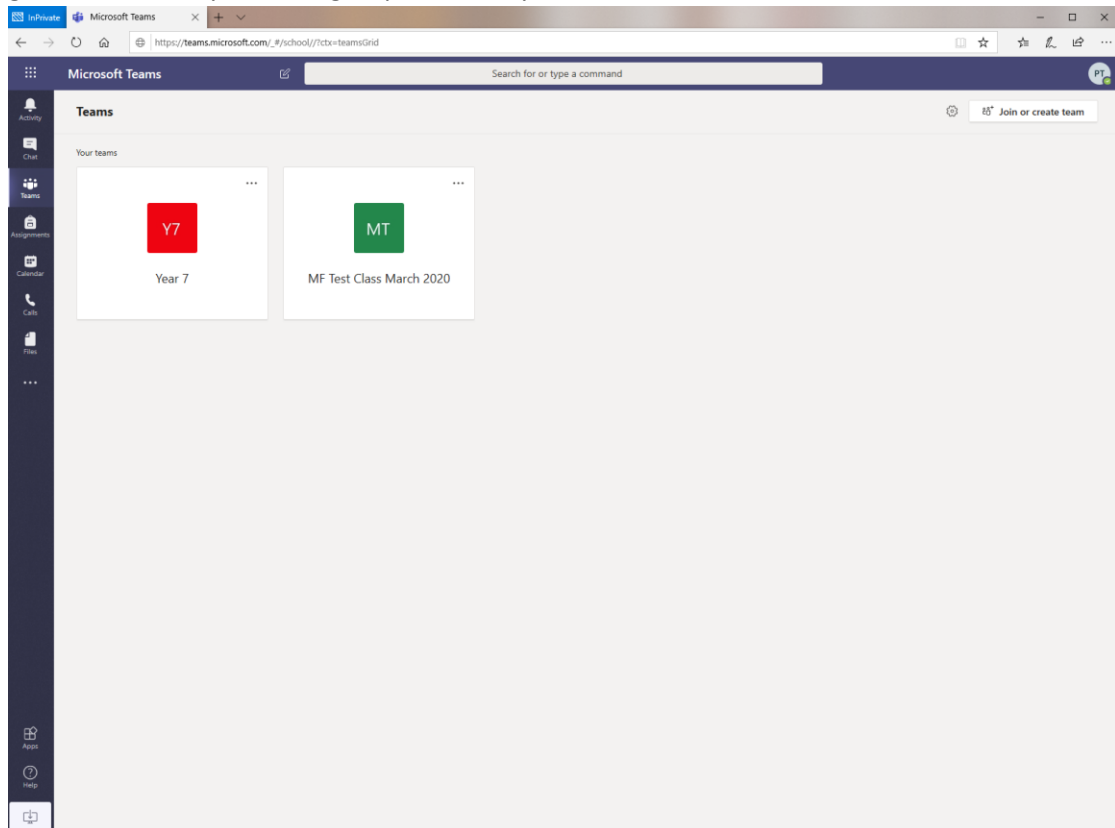


4. When you log in, you will see your activity feed, which will include any assignments/work set for you.



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5. Click the 'Teams' icon on the left side; you will see your classes as below. There will be a general class for your Year group and then your individual classes.



6. Through Microsoft Teams, you can:
- chat with the whole group including video calls set up by teachers.
 - have 1-1 conversations.
 - download work from your teachers.
 - upload work for them to mark.

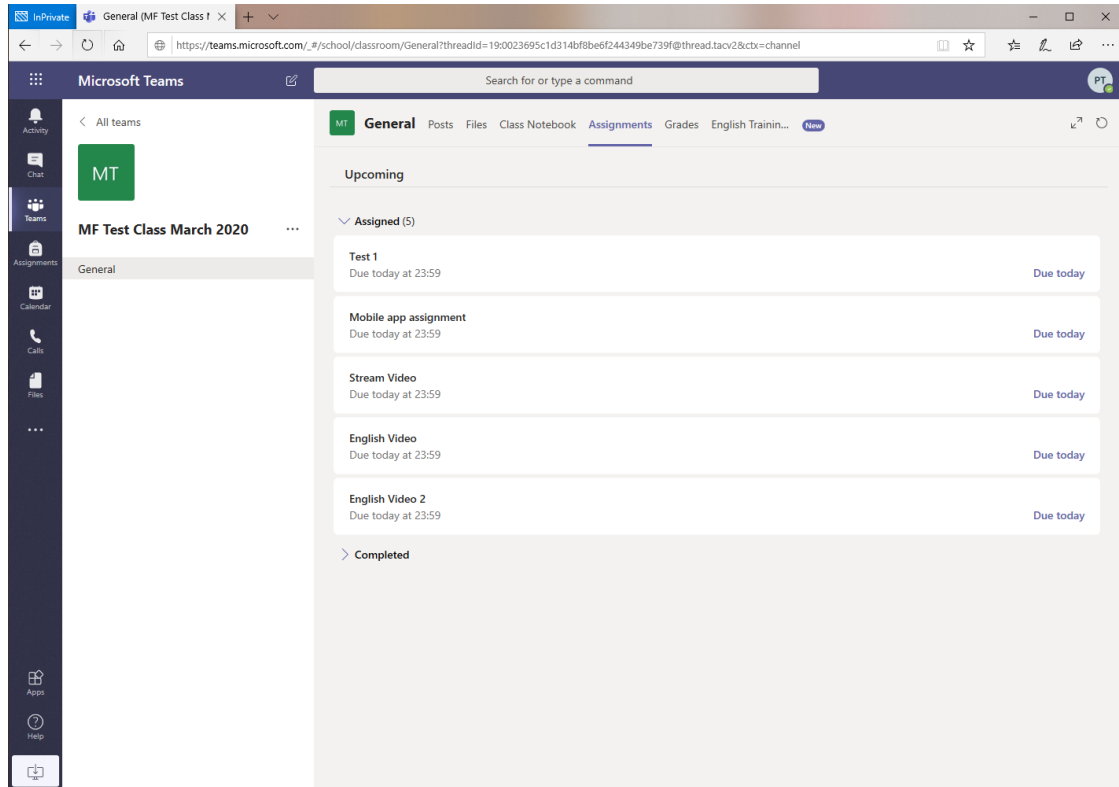
7. To join a live lesson students need to do the following:

- Select the class team from the Teams page
- Once the lesson has been set as live by the teacher the student clicks 'meet now' in the top left hand side of the screen
- The image below will appear on screen.
- The student selects 'join' and they will then be part of the lesson



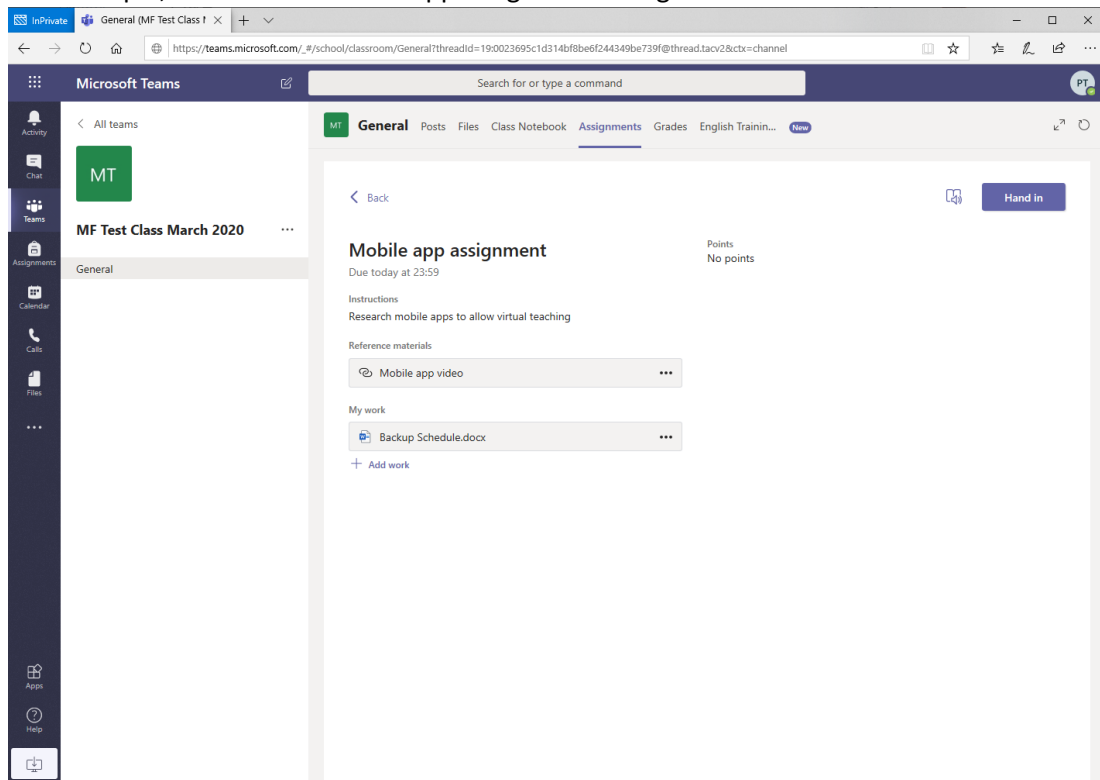
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When asked, sign in with your Boteler email address and password.

8. Click the Team to box required. Click 'Assignments' at the top right.



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9. Assignments could have attached streaming video to watch or documents to complete. In this example, I'll click the 'Mobile app assignment' assignment.



10. On this screen, you can see what needs to be completed. The teacher will have posted instructions on what to do. There is a streaming video to watch. You can access this by clicking the link under 'Reference materials'. There is also a Word document to complete – you can download this by clicking the document under 'My work'. When complete, you can save this and upload it by clicking '+ Add work' and browsing to the saved file. When complete, click 'Hand in' in the top right corner.
11. You can download the Microsoft Teams app by clicking the link on the bottom left corner. You can also click the '? Help' icon above that to access the help section.

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Go to www.office.com or download the Apps from your app store.
When asked, sign in with your Boteler email address and password.

Using Microsoft Teams through Mobile Apps

1. For mobile devices, browse to your app store and download the 'Microsoft Teams' app. The app is available on the Apple and Google App Stores for tablets and mobile devices.



2. Open the 'Microsoft Teams' app on your mobile device. Tap 'Sign in'. Enter your Boteler email address e.g. 19jsmith@boteler.org.uk

12:23



Microsoft Teams



Welcome to Microsoft Teams!
A happier place for teams to
work together.

Sign in

Sign up for free

12:23

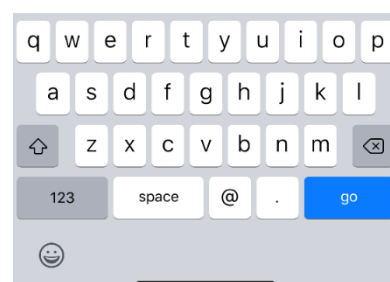


Sign in using your work, school, or
Microsoft account.

pupiltest@boteler.org.uk

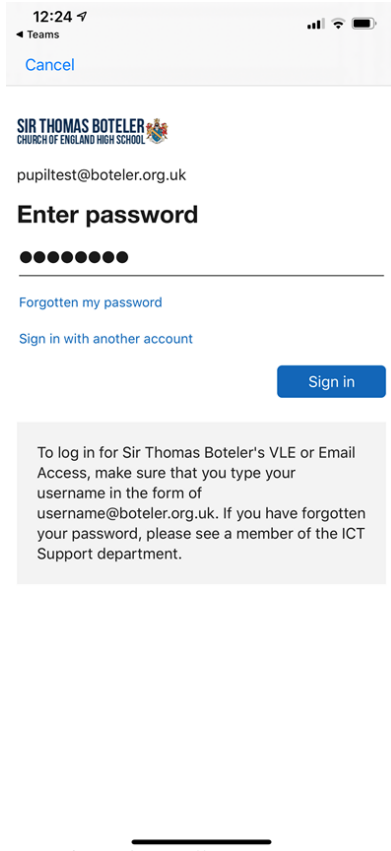
Sign in

[Get help with signing in](#)



REMINDER: All students can install the full Microsoft Office Suite on 5 PCs and Mobile Devices.
Go to www.office.com or download the Apps from your app store.
When asked, sign in with your Boteler email address and password.

- Enter your Boteler password. When you log in you'll see the latest activity, which will include any assignments/work set for you.



12:24 Teams

Cancel

SIR THOMAS BOTELER
CHURCH OF ENGLAND HIGH SCHOOL

pupiltest@boteler.org.uk

Enter password

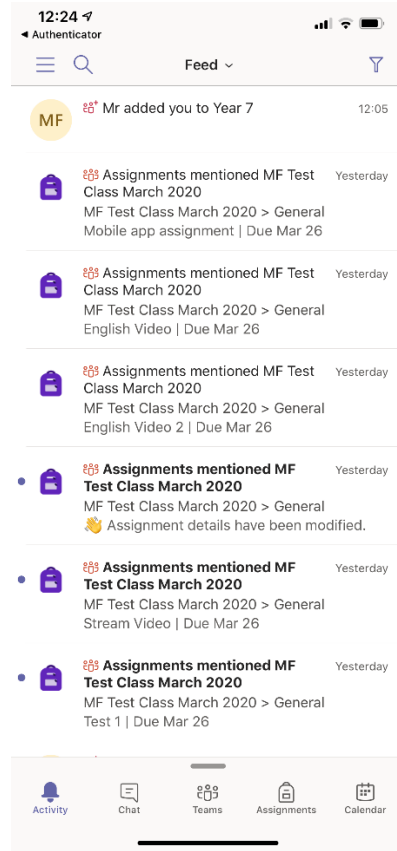
●●●●●●●●

[Forgotten my password](#)

[Sign in with another account](#)

Sign in

To log in for Sir Thomas Boteler's VLE or Email Access, make sure that you type your username in the form of username@boteler.org.uk. If you have forgotten your password, please see a member of the ICT Support department.



12:24 Authenticator

Feed

MF Mr added you to Year 7 12:05

Assignments mentioned MF Test Class March 2020 Yesterday
MF Test Class March 2020 > General
Mobile app assignment | Due Mar 26

Assignments mentioned MF Test Class March 2020 Yesterday
MF Test Class March 2020 > General
English Video | Due Mar 26

Assignments mentioned MF Test Class March 2020 Yesterday
MF Test Class March 2020 > General
English Video 2 | Due Mar 26

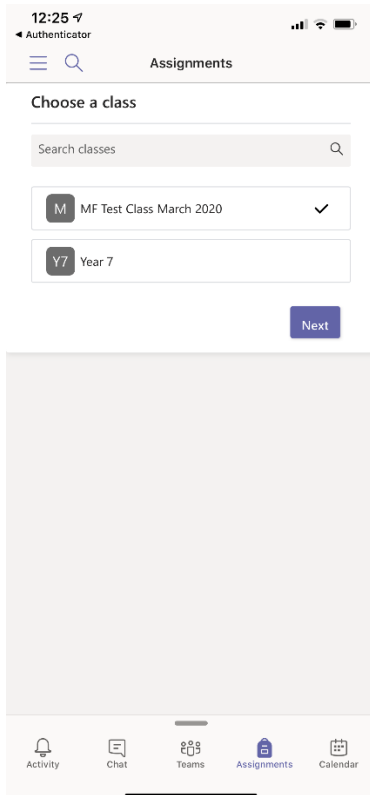
Assignments mentioned MF Test Class March 2020 Yesterday
MF Test Class March 2020 > General
Assignment details have been modified.

Assignments mentioned MF Test Class March 2020 Yesterday
MF Test Class March 2020 > General
Stream Video | Due Mar 26

Assignments mentioned MF Test Class March 2020 Yesterday
MF Test Class March 2020 > General
Test 1 | Due Mar 26

Activity Chat Teams Assignments Calendar

- Tap 'Assignments' at the bottom and select the class you want to check. Tap 'Next'.



12:25 Authenticator

Assignments

Choose a class

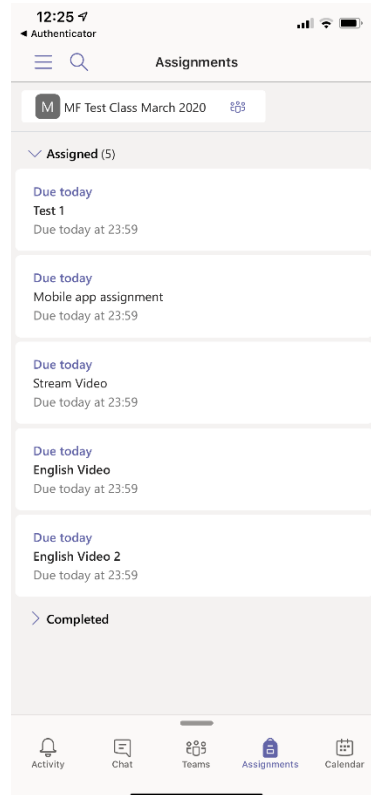
Search classes

MF MF Test Class March 2020 ✓

Y7 Year 7

Next

Activity Chat Teams Assignments Calendar



12:25 Authenticator

Assignments

MF MF Test Class March 2020

Assigned (5)

Due today
Test 1
Due today at 23:59

Due today
Mobile app assignment
Due today at 23:59

Due today
Stream Video
Due today at 23:59

Due today
English Video
Due today at 23:59

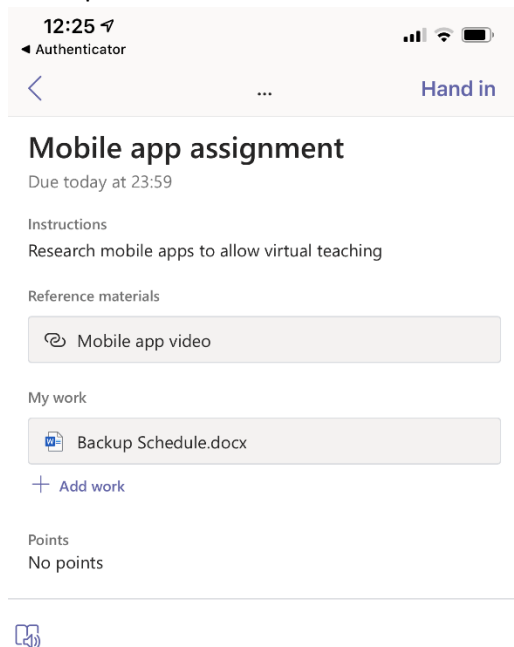
Due today
English Video 2
Due today at 23:59

Completed

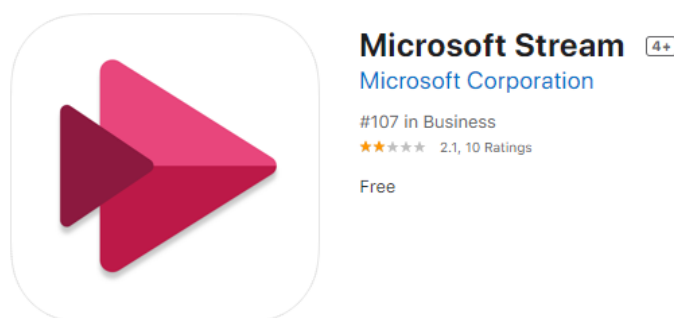
Activity Chat Teams Assignments Calendar

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Go to www.office.com or download the Apps from your app store.
When asked, sign in with your Boteler email address and password.

5. You'll see the same list as on the browser version. In the example, I've tapped 'Mobile app assignment' and the screen below appears. You can watch the video by tapping the 'Mobile app video' link under 'Reference materials'. The Word document is available under 'My work'. You can upload completed work by tapping '+ Add work'. Tap 'Hand in' when the task is complete.



6. You might need to install Microsoft Stream from the app store to view any videos set by teachers. This is free. Log in with your Boteler email address and password.



REMINDER: All students can install the full Microsoft Office Suite on 5 PCs and Mobile Devices.
Go to www.office.com or download the Apps from your app store.
When asked, sign in with your Boteler email address and password.