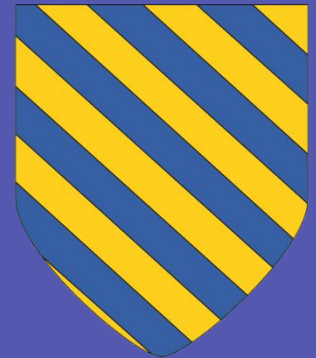


# Henley-in-Arden School Virtual Classroom Guide

*Student Edition*



Microsoft Teams



# What Is Microsoft Teams



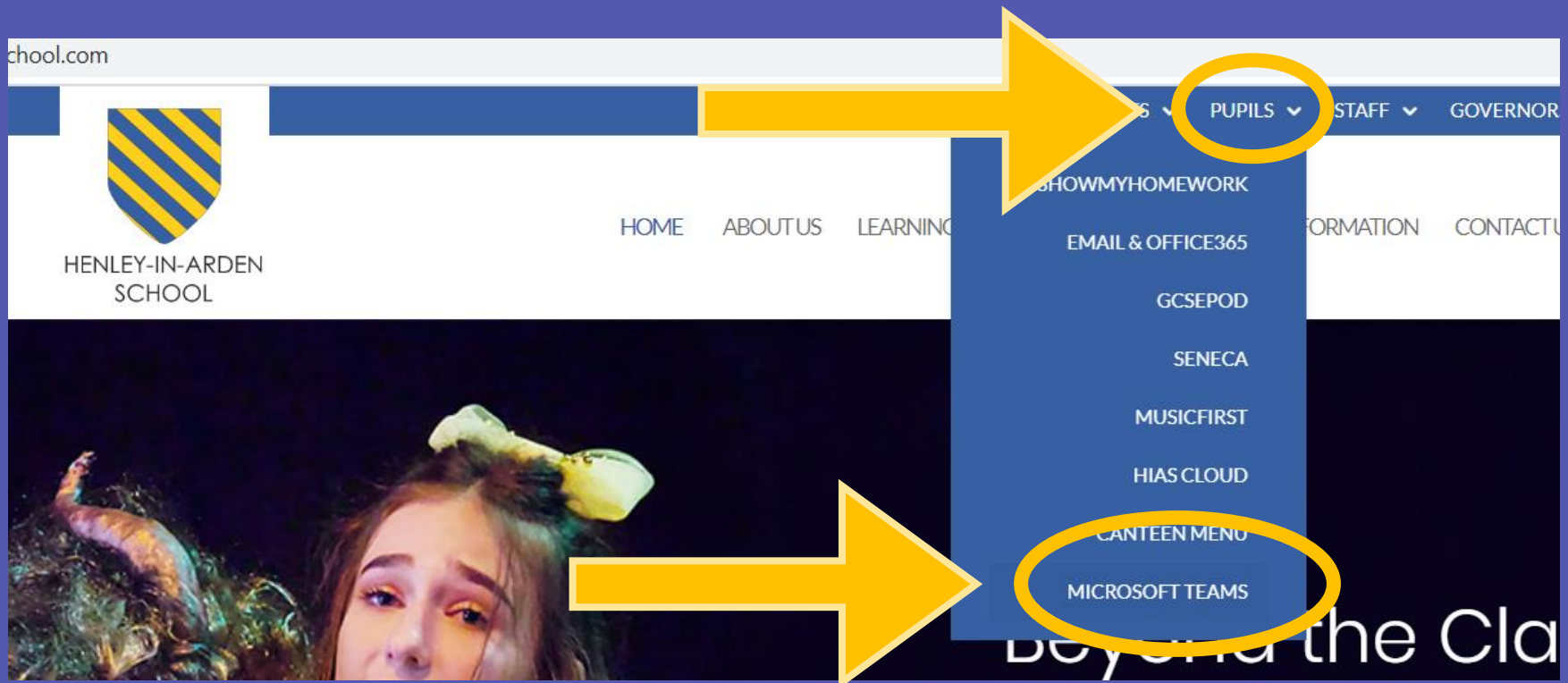
- Microsoft Teams is a hub where you can interact with staff online in a virtual workspace.
- Pupils can join a virtual classroom and interact with their teacher or other pupils within the “Team”
- Microsoft Teams is cloud-based. You can access it from your web browser or via a smart phone app.

# Student Quick Guide



## STEP ONE

Download the Microsoft Teams app from your app store or visit the school website and select "Microsoft Teams" from the pupils menu on the top bar.

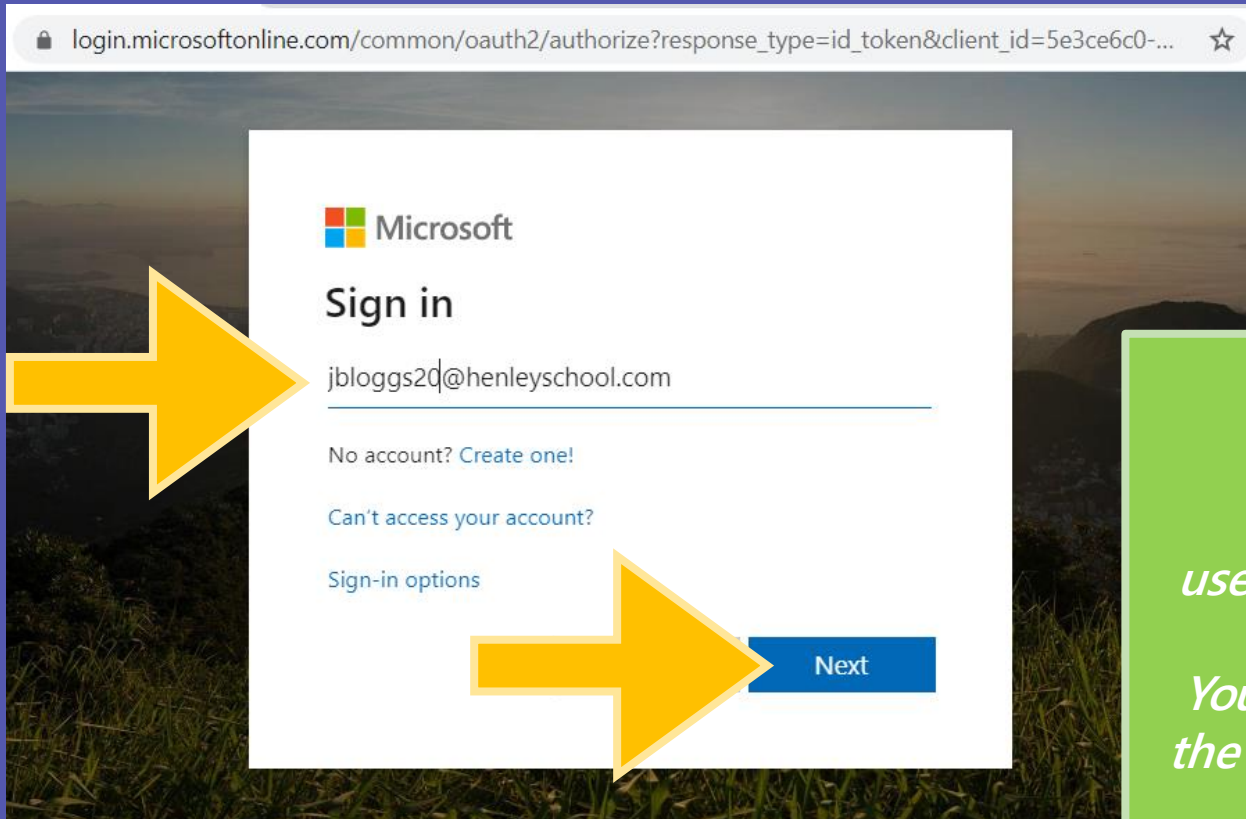


# Student Quick Guide



## STEP TWO

Login using your school email address and password. This includes the number in your login (psmith15@)



## REMINDER

*Your email address is  
username@henleyschool.com*

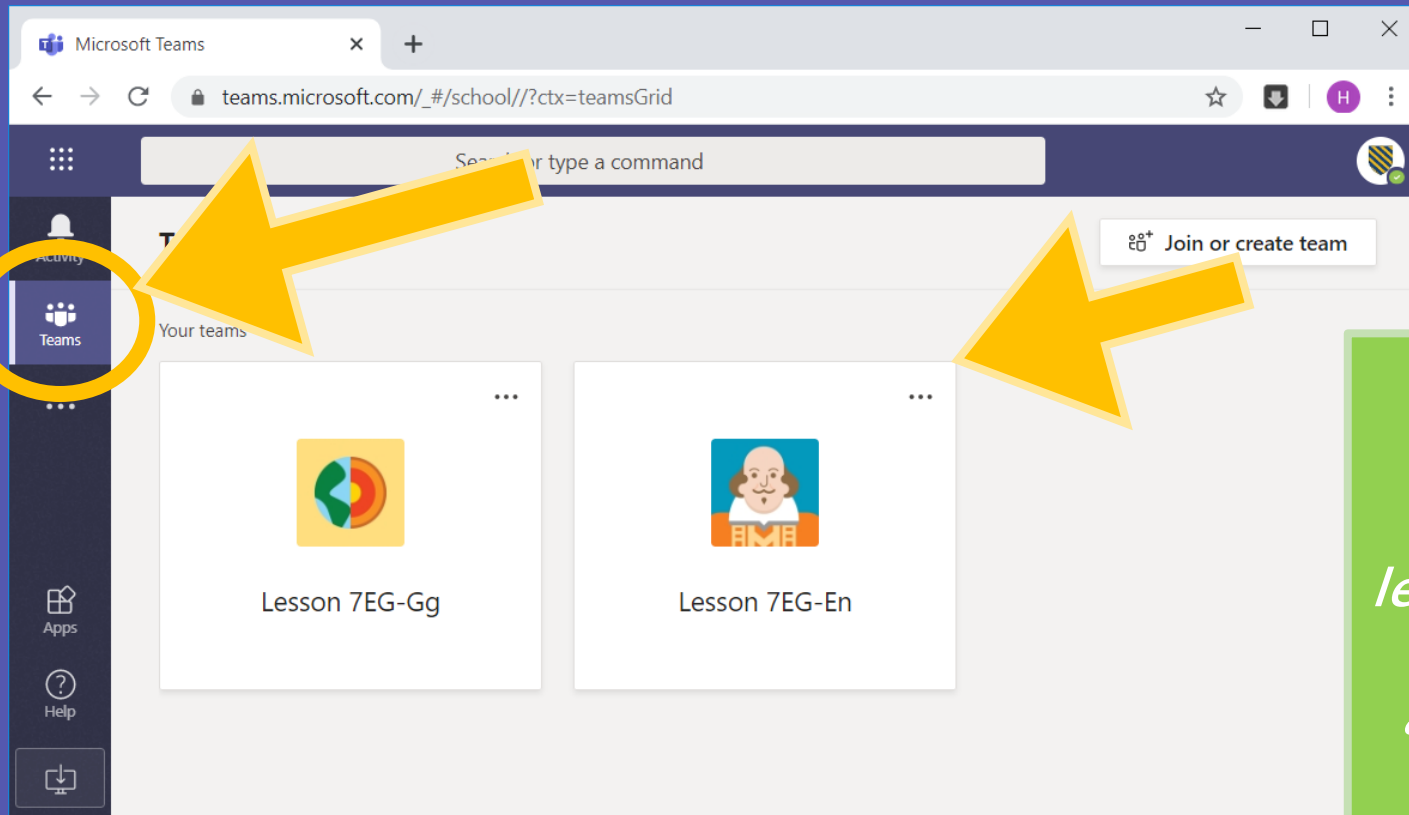
*Your Password is the same as  
the one used to login to school  
computers.*

# Student Quick Guide



## STEP THREE

Clicking on the Teams tab, you should now have access to your lessons. Select your timetabled lesson.



## ADVICE

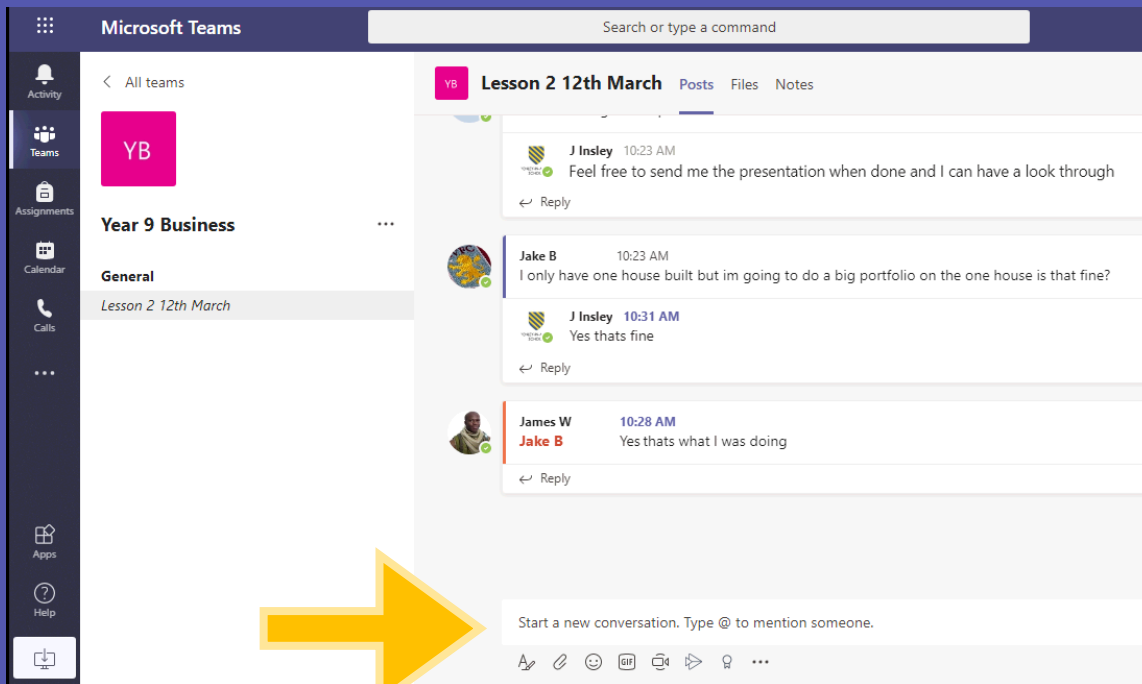
*Make sure the lesson you choose is the correct one according to your timetable.*

# Student Quick Guide



## STEP FOUR

Once you have joined your team session. You can interact with your teacher and peers using the conversation box. Further instructions on the lesson will be provided by your teacher.



## ADVICE

*Do not spam and remember to give teachers time to reply.*

*Let the teacher know you have attended the lesson by liking the register post.*