

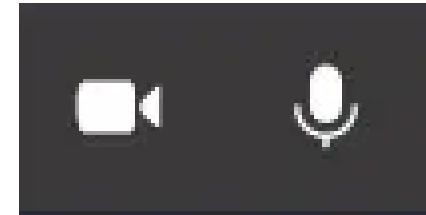
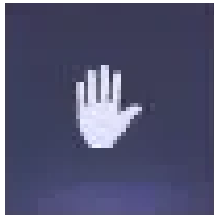


St Matthew's Academy

Live Session Support for Pupils



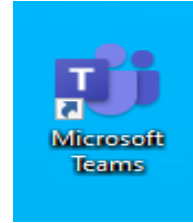
Microsoft Teams



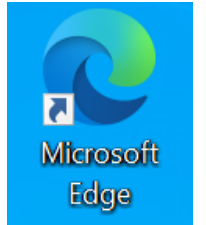
Microsoft Teams

Before you join a live meeting, if you have not done so already, you should download the Microsoft Teams Desktop App. You can access the download by clicking on the link below:

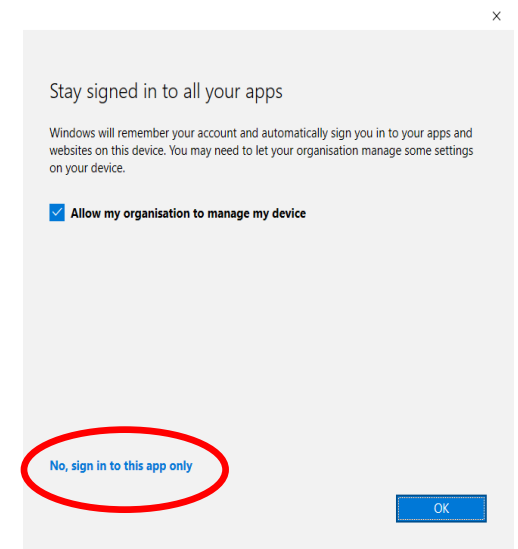
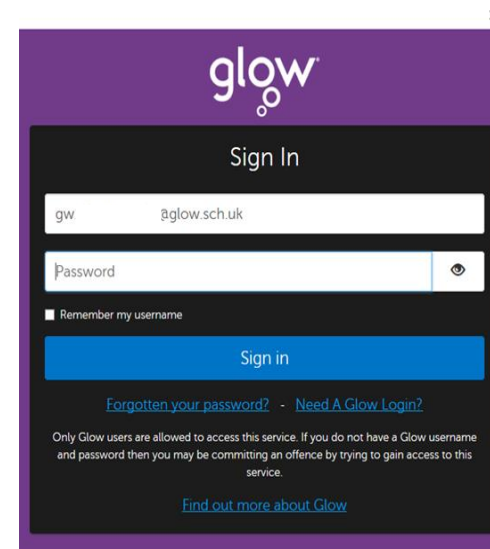
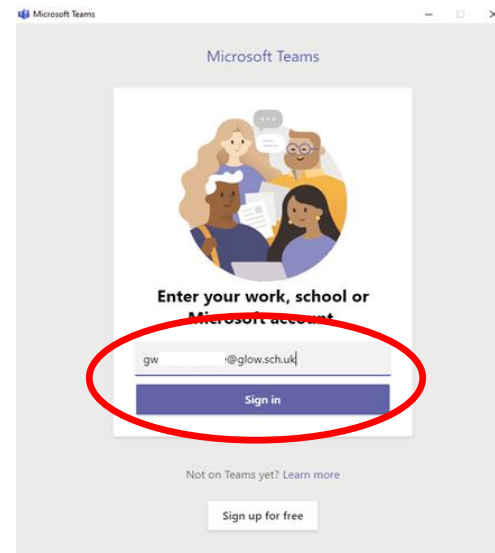
[Download desktop and mobile apps | Microsoft Teams](#)



You can join a Microsoft Teams meeting in the browser version if needed. You should use Microsoft Edge if you are joining it this way. Internet Explorer can no longer support Microsoft Teams.



To log in to the app on your desktop type in your **full** Glow email address, including **@glow.sch.uk**. You will be redirected to the Glow sign in page where you should enter your Glow password. Then select 'No, sign in to this app only' and your Teams home page will appear.



Joining a Meeting

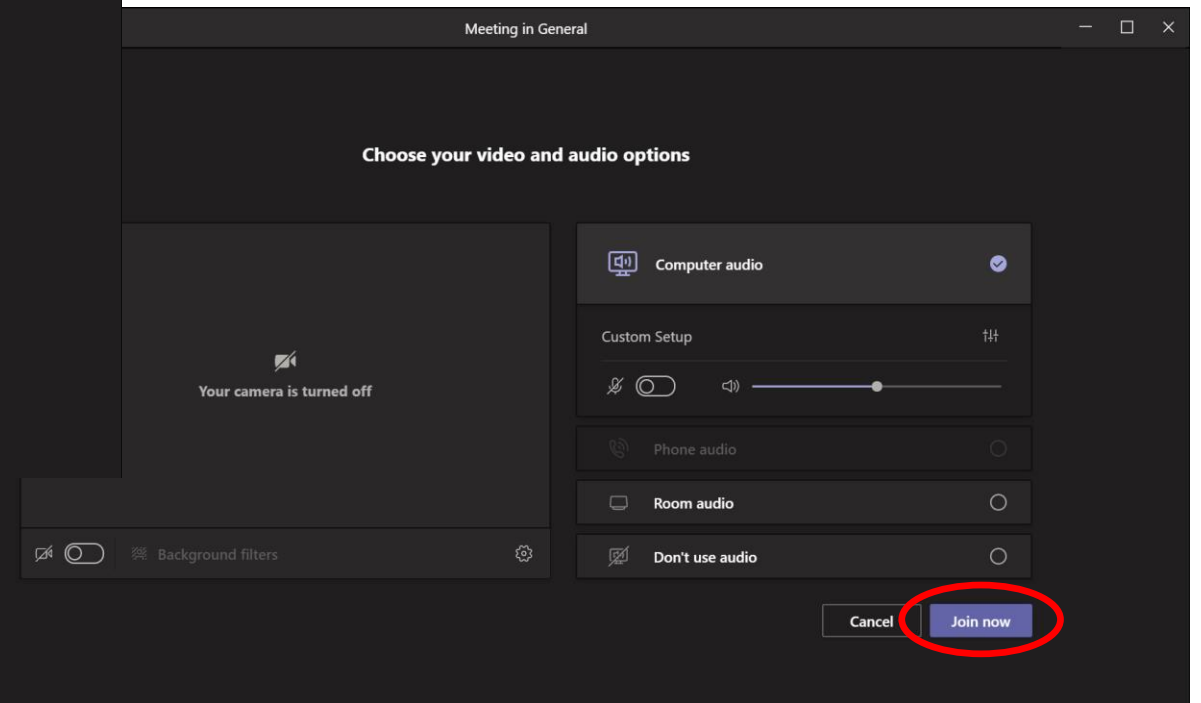
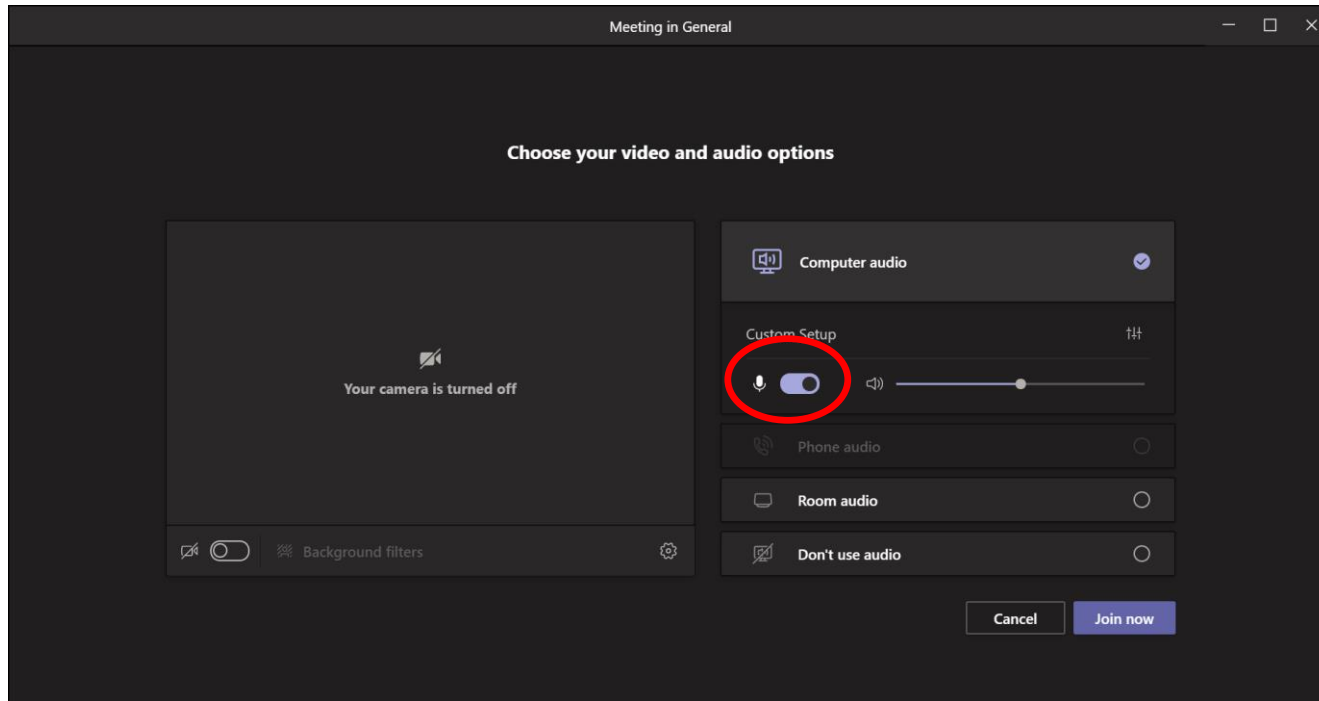
To join a meeting in a class team, click on the team that the meeting is taking place in and you should see a post that the meeting has started. You should then click 'Join'.

The screenshot displays the Microsoft Teams interface. On the left, a sidebar shows navigation options: Activity, Teams, Assignments, Calendar, Files, and Apps. The 'Teams' section is selected, showing a list of teams including 'Test10'. The main area shows the 'General' channel of the 'Test10' team. A post titled 'Meeting in General' is visible, with a 'Join' button circled in red. Below the post, a status message reads 'Meeting in General started'. A red oval highlights the entire post area, including the 'Join' button and the status message. The top of the post shows a 'Last read' indicator and a timer '00:01'. The bottom of the post shows a 'New conversation' button.



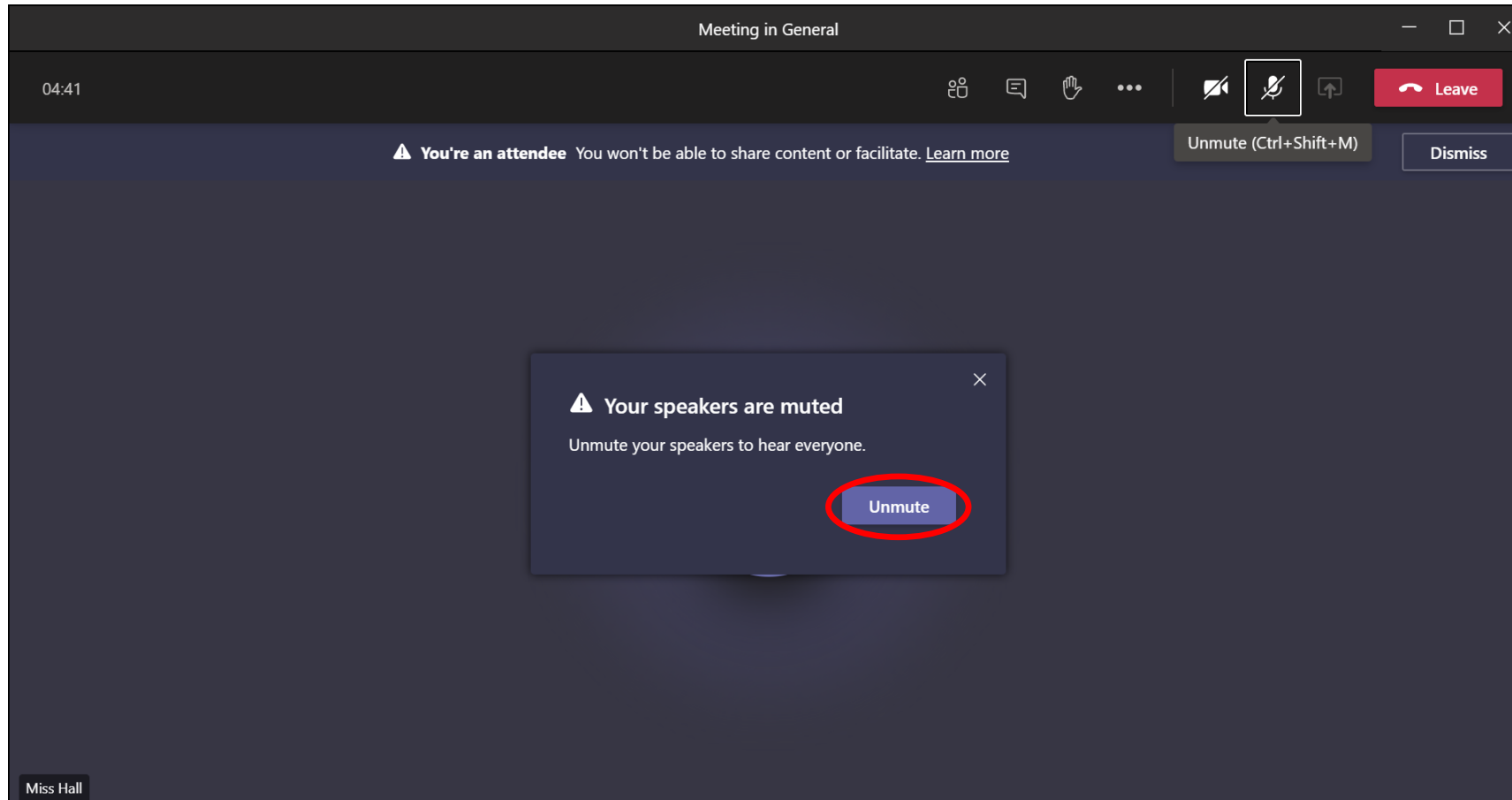
Meeting Settings

Before you join the meeting, you will be shown the camera and audio settings. **Your camera should remain turned off and you should mute the 'Computer audio' setting.** Once you have muted your audio click 'Join now'.



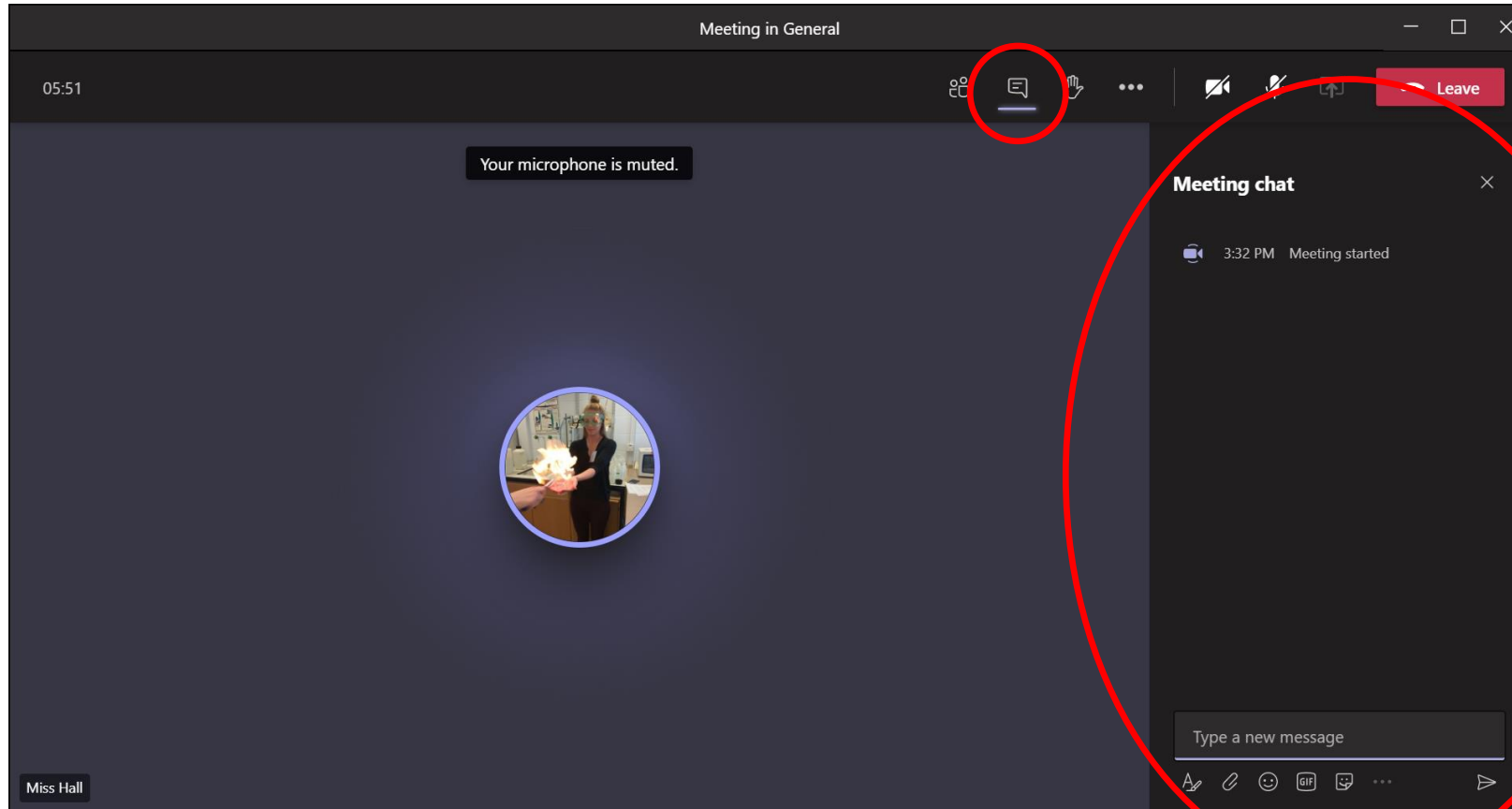
Meeting Settings

Once you are in the meeting your speakers will automatically be turned off and you will be shown the option to turn them on as shown below. Click on the option to 'Unmute' so that you are able to hear your Teacher.



Meeting Chat

If you have any questions during a live session, you can post them in the meeting chat. To access this, click on the chat icon in the menu bar along the top of your screen and the chat will appear at the right-hand side as shown below.



Raising your Hand

It is likely that your Teacher will place all pupils on mute during a live session so that you do not have the option to unmute yourself. Instead of using the meeting chat to ask questions, you can raise your hand if you want to ask a question verbally. You can do this by clicking on the hand icon as shown below. Once you have asked your question, your teacher will put you back on mute and you should click on the hand icon again to lower your hand.

