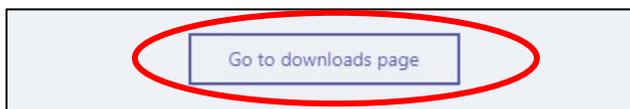
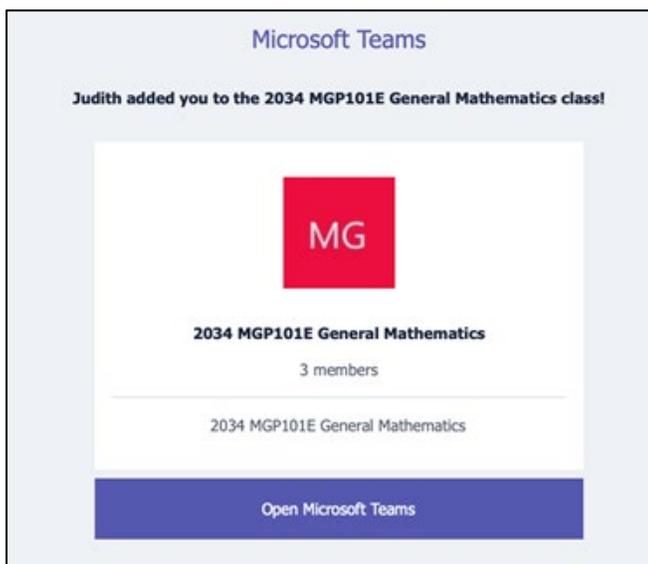


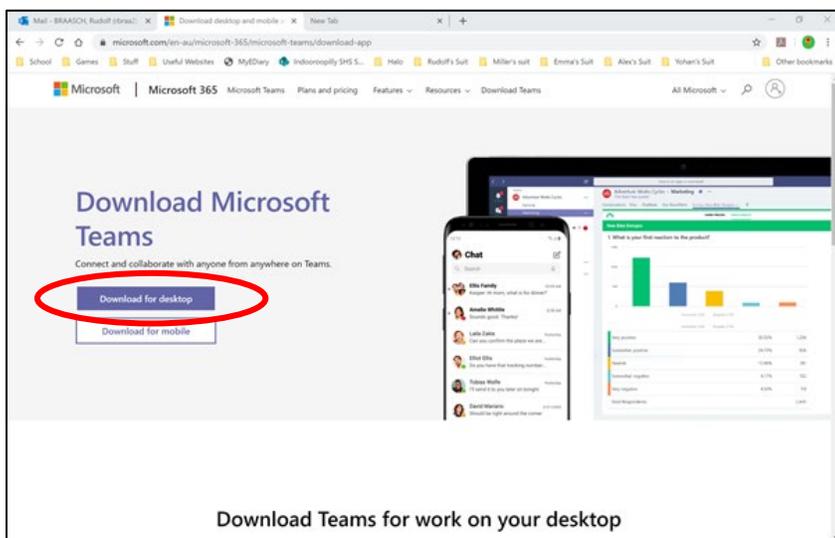
# Microsoft Teams – a guide for students

## Steps to access Microsoft Teams (students)

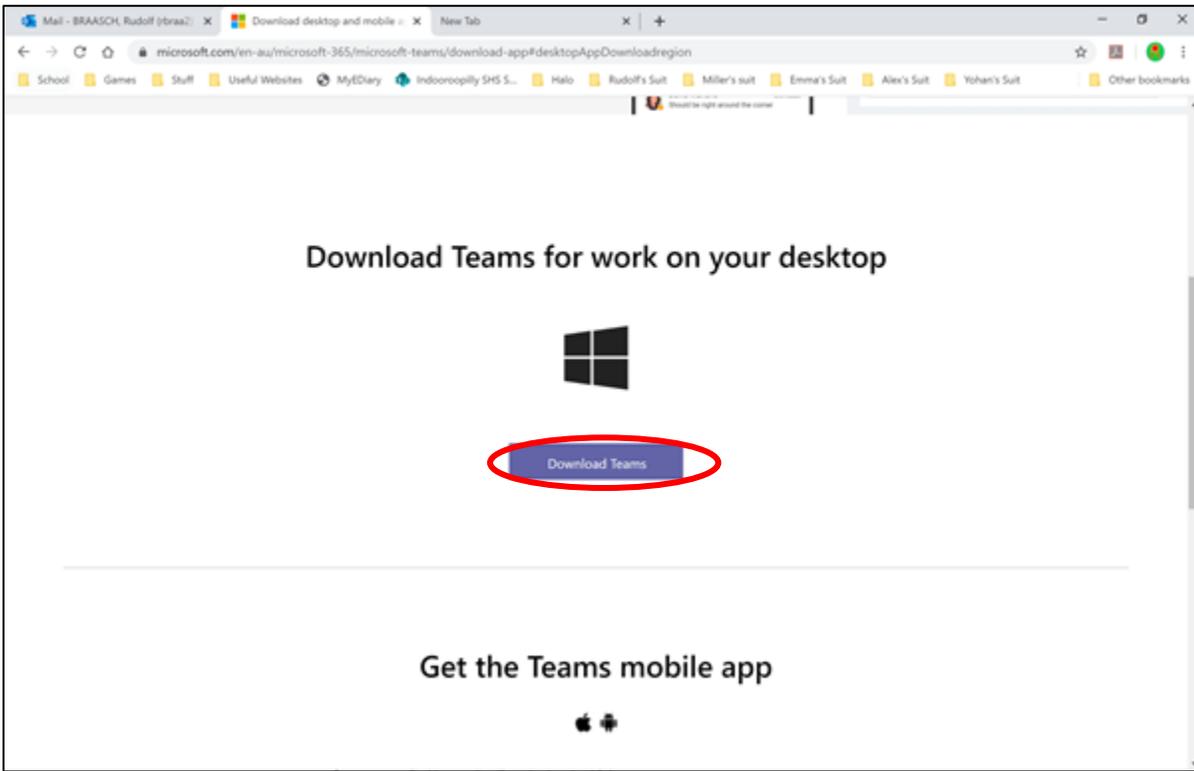
1. You will receive an email (to your eq.edu.au account) from your Teacher that invites you to open Microsoft Teams. You will need to download the application by scrolling to the bottom and selecting “Go to downloads page”.



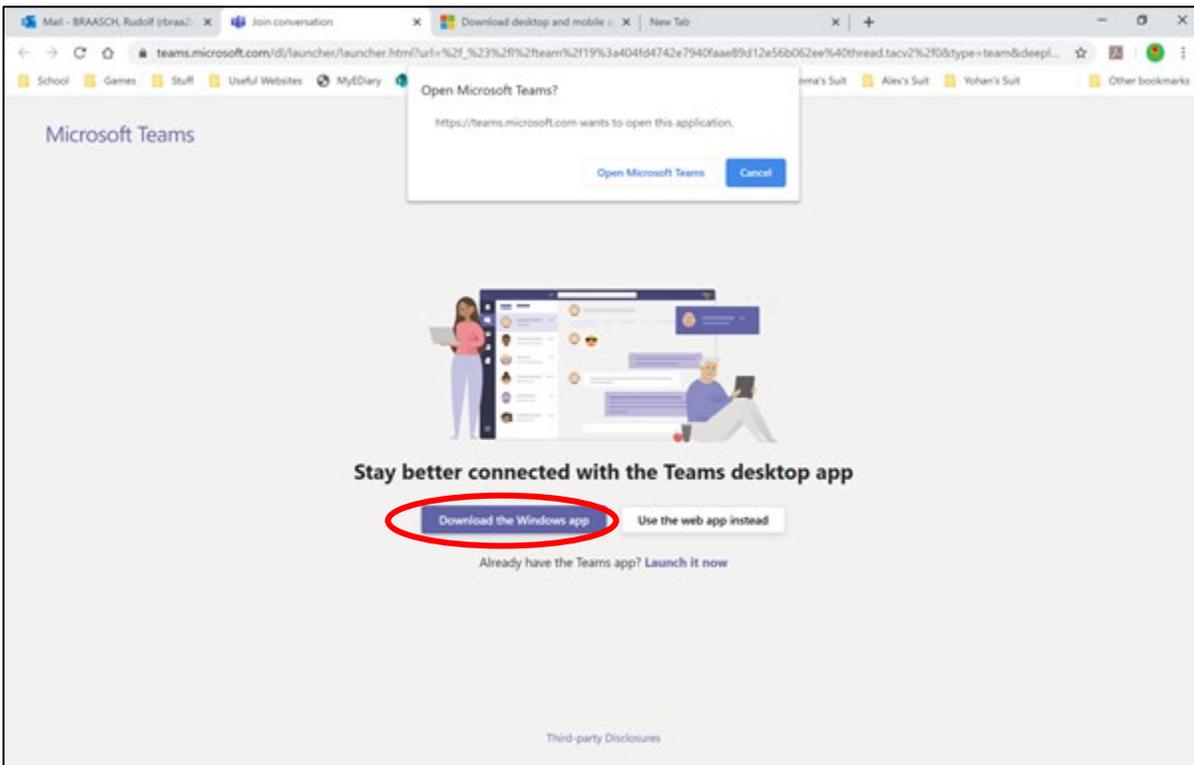
2. You will need to download the application for desktop.



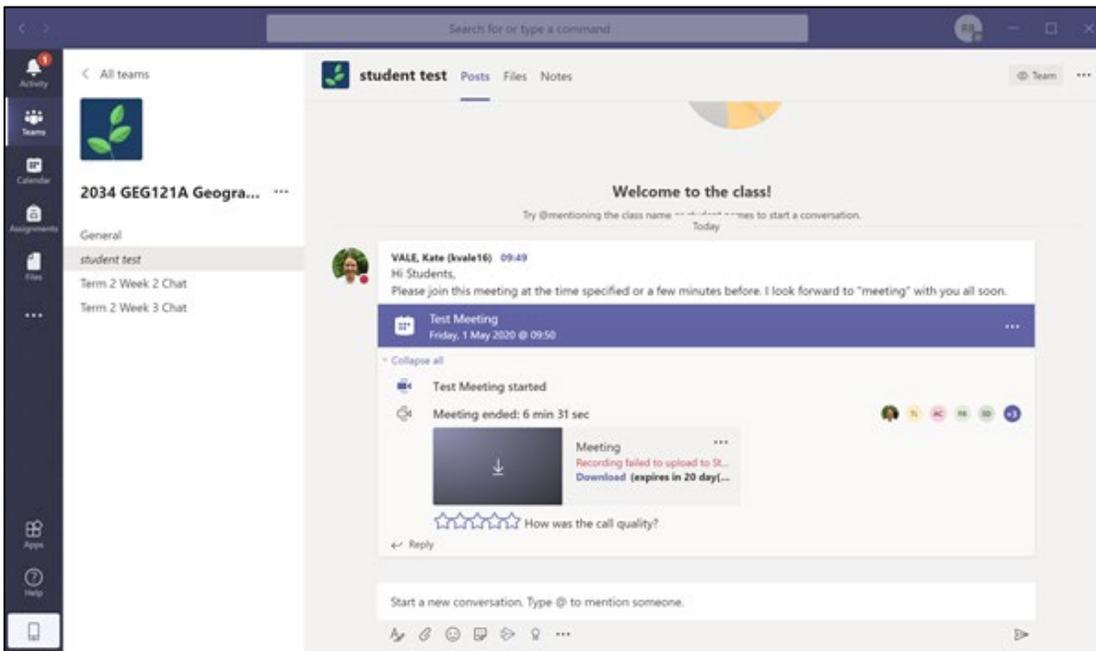
3. Continue prompts to download Teams (the application) for your desktop.



4. You will need to download the Windows application (don't use the web application).

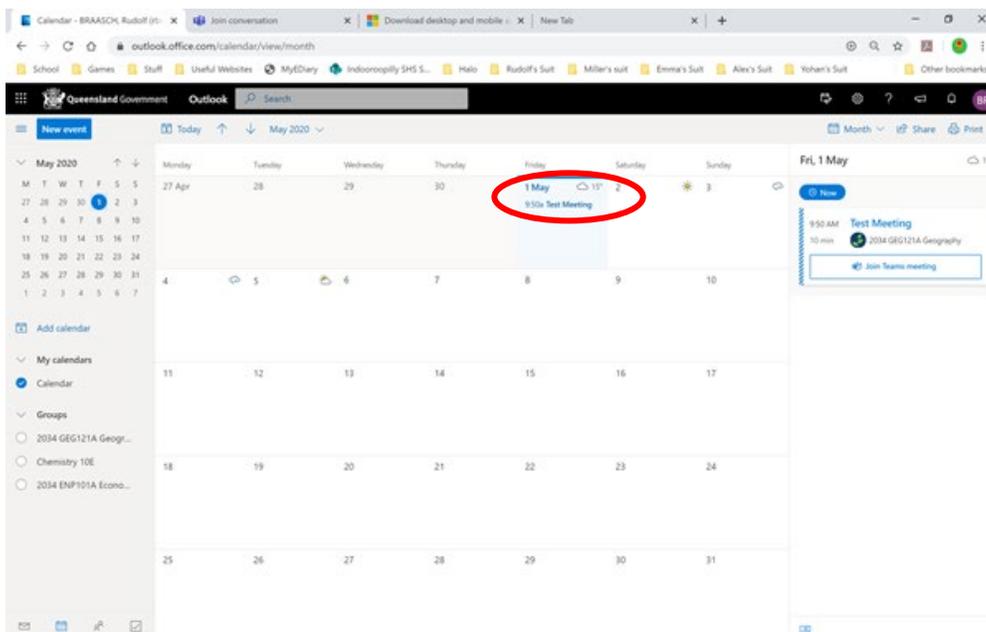


5. You can now access the Class Team. This allows you to read Announcements from the Teacher, post questions, join a Class Team Meeting and access recorded videos of Class Team Meetings that you may have missed.

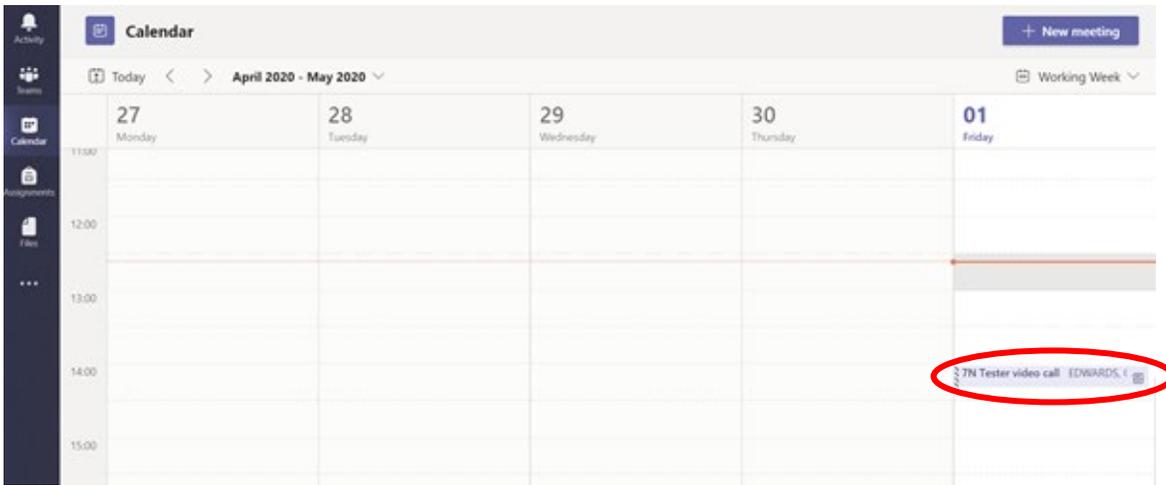


## Steps to join a Microsoft Teams meeting (students)

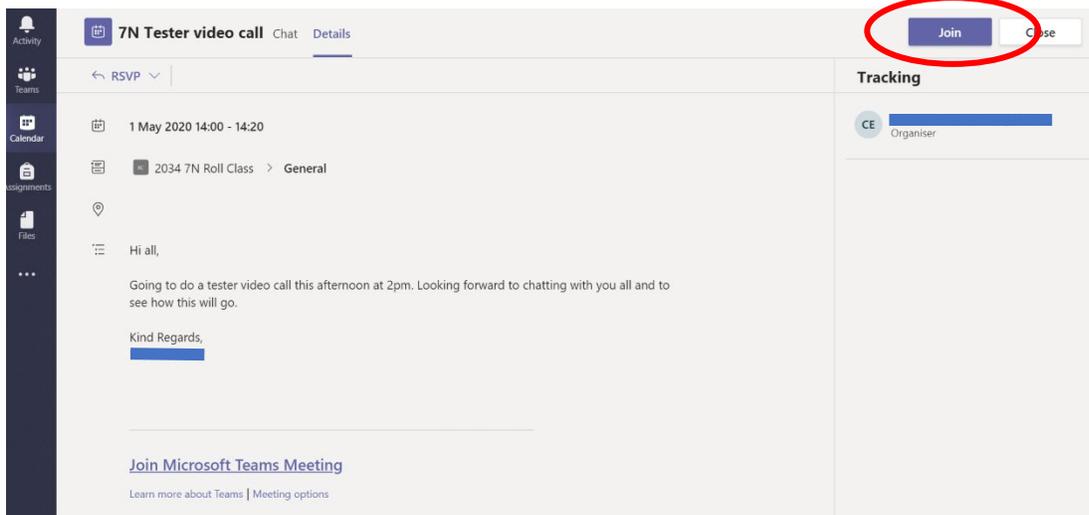
1. You will receive an email from your Teacher inviting you to a Class Teams Meeting. This meeting will appear in your Outlook calendar and your Teams calendar. Take note of the date and the time of your scheduled Class Teams Meeting.
2. This Class Teams Meeting will be saved in your Outlook Calendar.



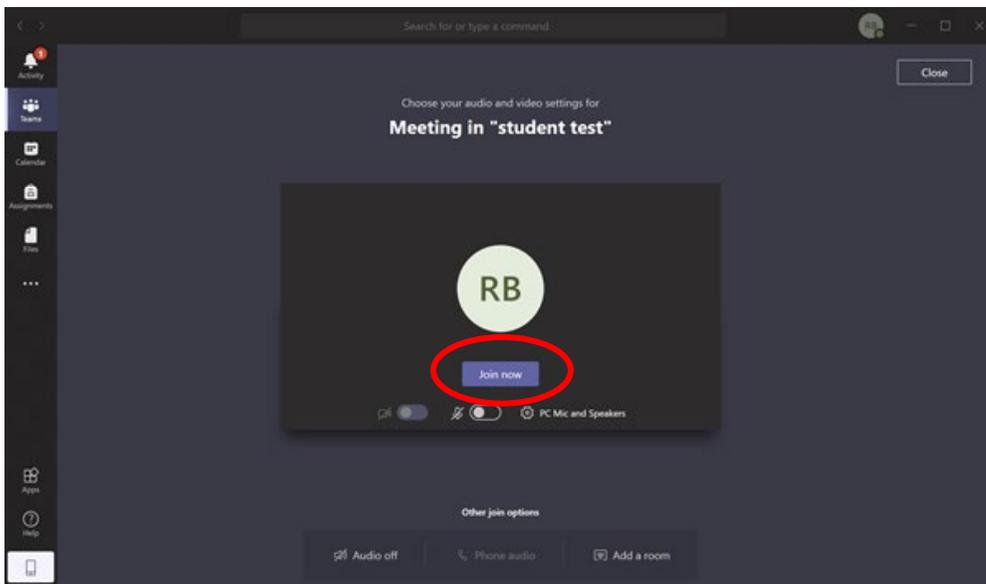
3. This Class Teams Meeting will also be saved in your Teams Calendar.



4. At the time of the meeting (or a few minutes before) you should access the Teams Calendar, click on the scheduled Class Teams Meeting and select Join.



5. Click Join now.



6. Refer to online Classroom Expectations for Students below.

## Online Classroom Expectations for Students

### School Values

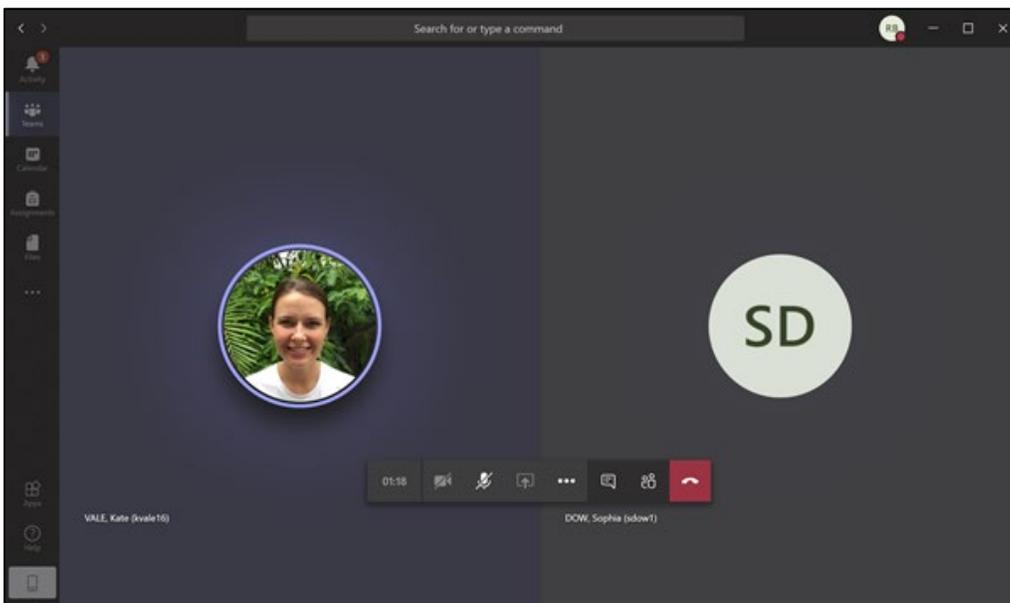
- ✓ Each person's dignity
- ✓ Our community's diversity
- ✓ Open communication
- ✓ Quality learning



### Expectations

- ✓ Student dress standard policy applies
- ✓ Arrive promptly. Test your audio
- ✓ Be ready with notebook and pen
- ✓ Mute your microphone.
- ✓ If Video enabled, blur your background or replace it with an appropriate image.
- ✓ Write in the chat box if you have a question or would like to speak
- ✓ Keep chat supportive and positive. Emojis and visual friendly and appropriate

7. When in a Teams Meeting: see Video Conferencing Controls below.



	Mute	Start your Teams Meeting with mute switched on
	Ellipsis	Select live screen captions and if video enabled – change or blur your background.
	Chat	Say hello, respond to questions or post a question.
	Participants	Who else is in the meeting?