



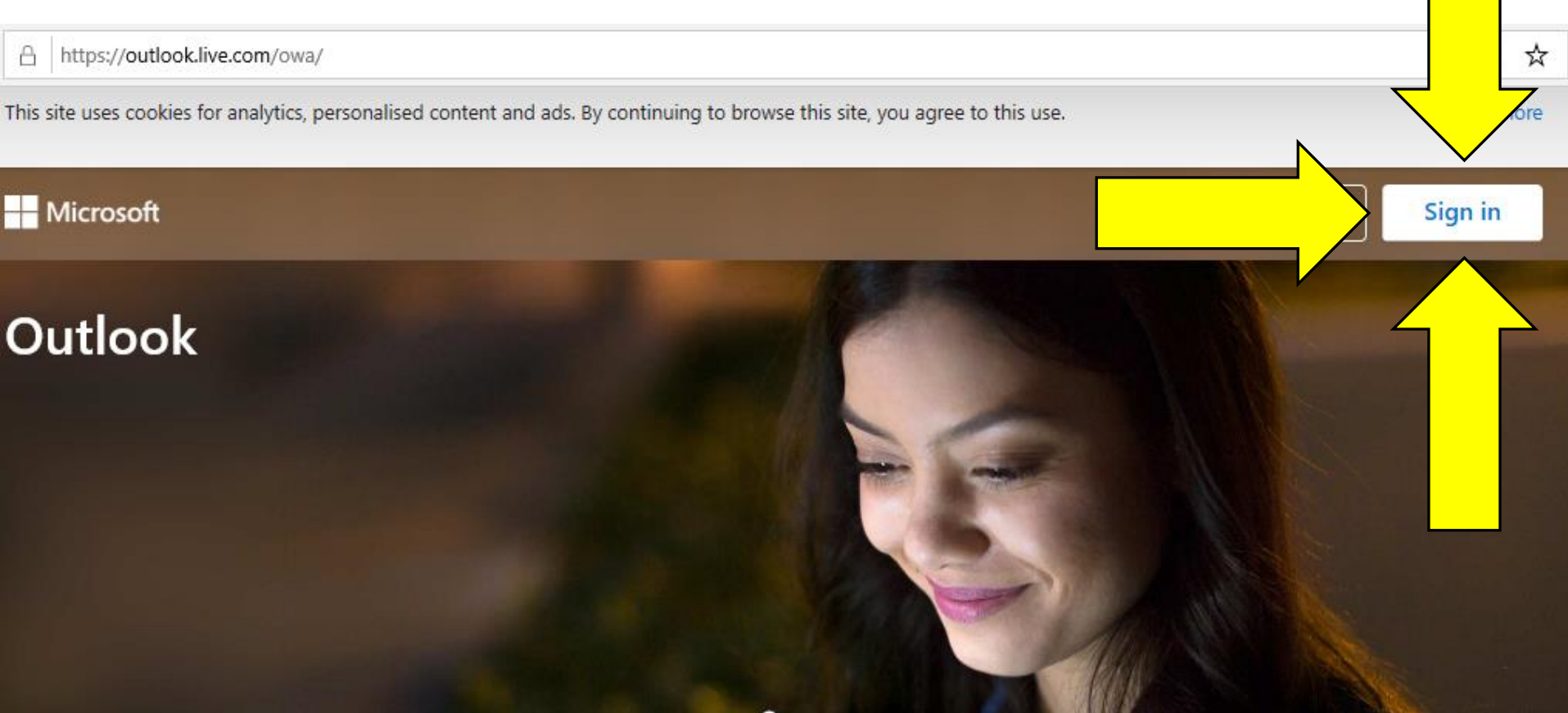
ARENA
ACADEMY

Guide on how to use Microsoft Teams

Mr F Khan – Assistant Headteacher

Please use this email to contact us if you have any difficulties:
onlinesupport@arena-birmingham.academy

**Step 1 - Open your web browser and go to:
www.outlook.com**
Step 2 - Click on the “Sign In” button



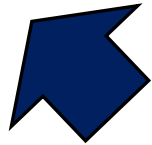
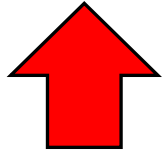
Step 3 - Enter your email address

**Year you
started
Arena**



Microsoft
Sign in
Email, phone or Skype
No account? [Create one!](#)
[Sign in with a security key](#) ?
[Sign-in options](#)
Next

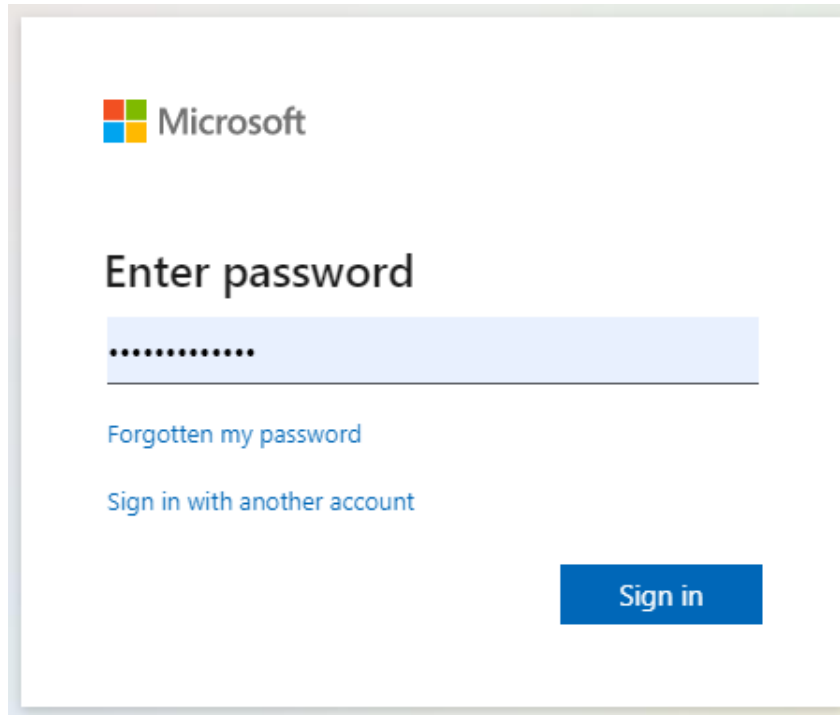
20khanf@arena-birmingham.academy



the first letter of your forename

5 letters of your surname or full surname

Step 4 - Enter your password

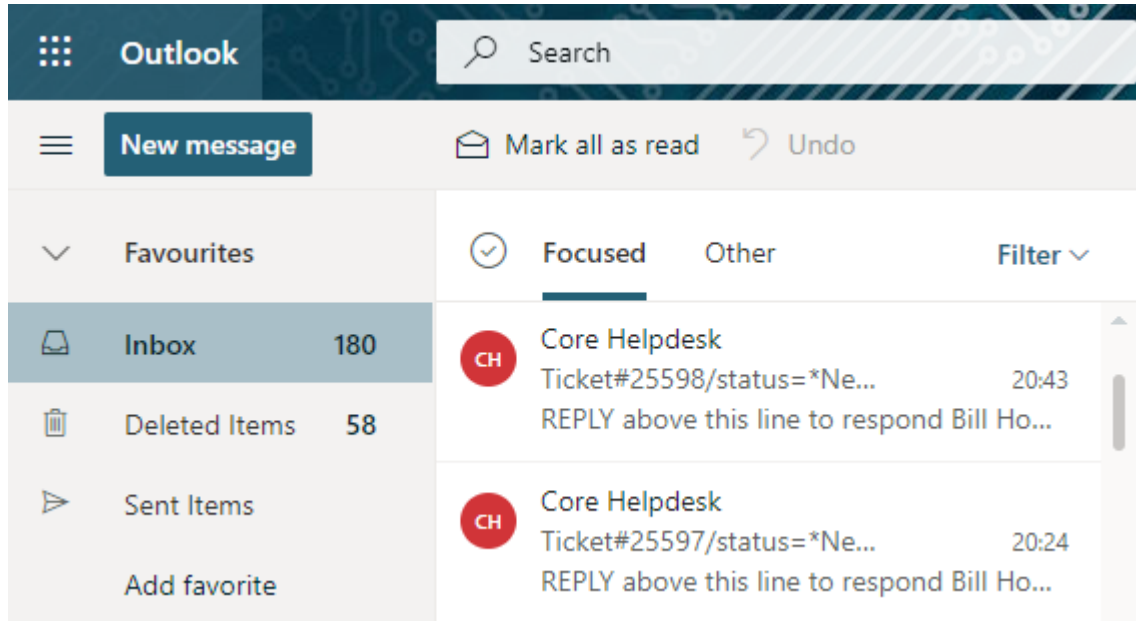


The screenshot shows the Microsoft login interface. At the top left is the Microsoft logo. Below it, the text "Enter password" is displayed. A light blue password input field contains ten black dots. Below the input field are two links: "Forgotten my password" and "Sign in with another account". At the bottom right is a blue "Sign in" button.

Your password is the same as the password you use to login to the laptops/computers at school.

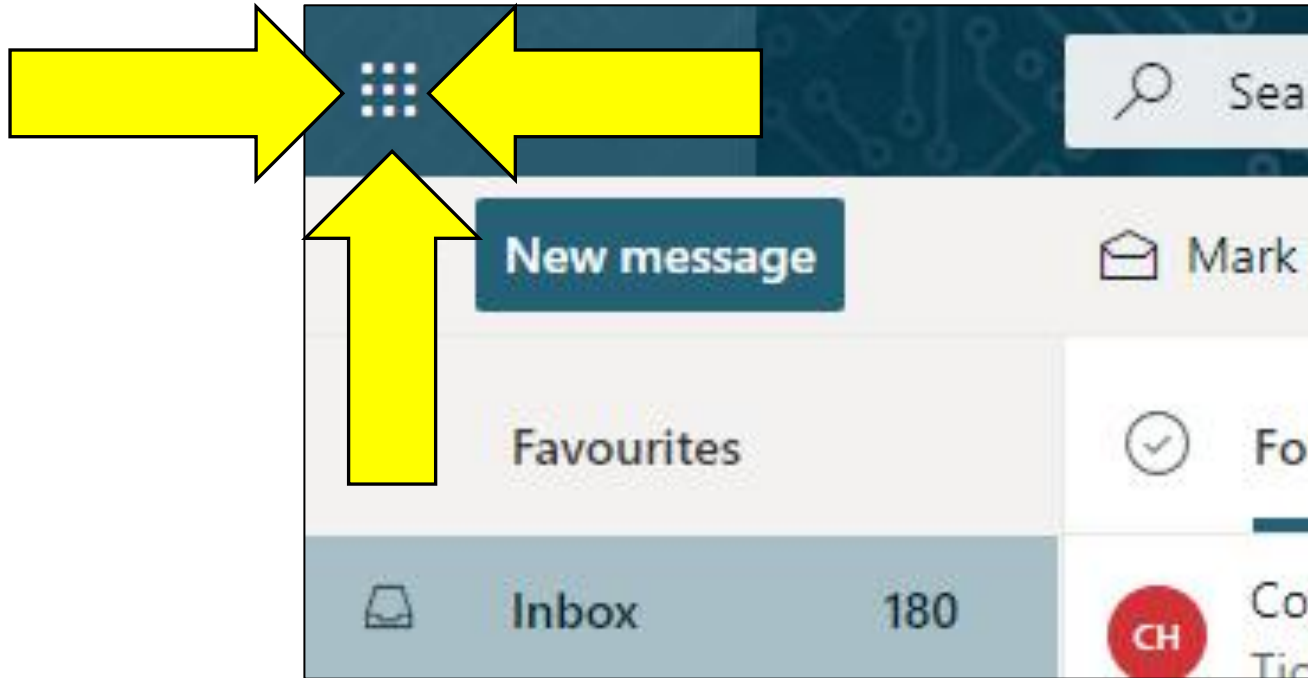
If you do not know your username or password, contact:
onlinesupport@arena-birmingham.academy

Step 5 - Outlook



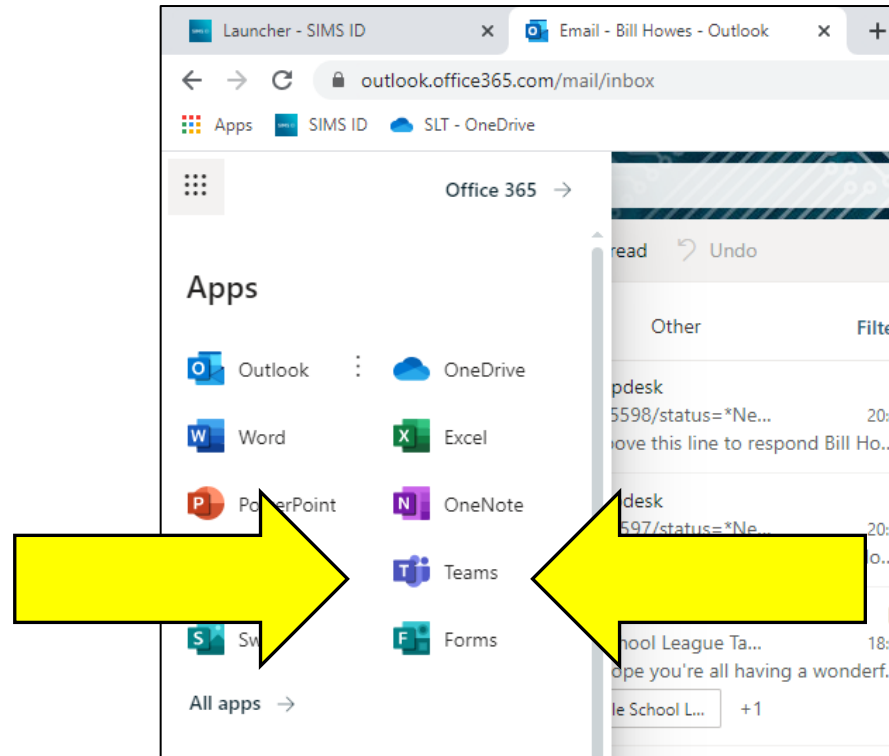
Your password is the same as the password you use to login to the laptops/computers at school.

Step 6 – Click on the “App Launcher”



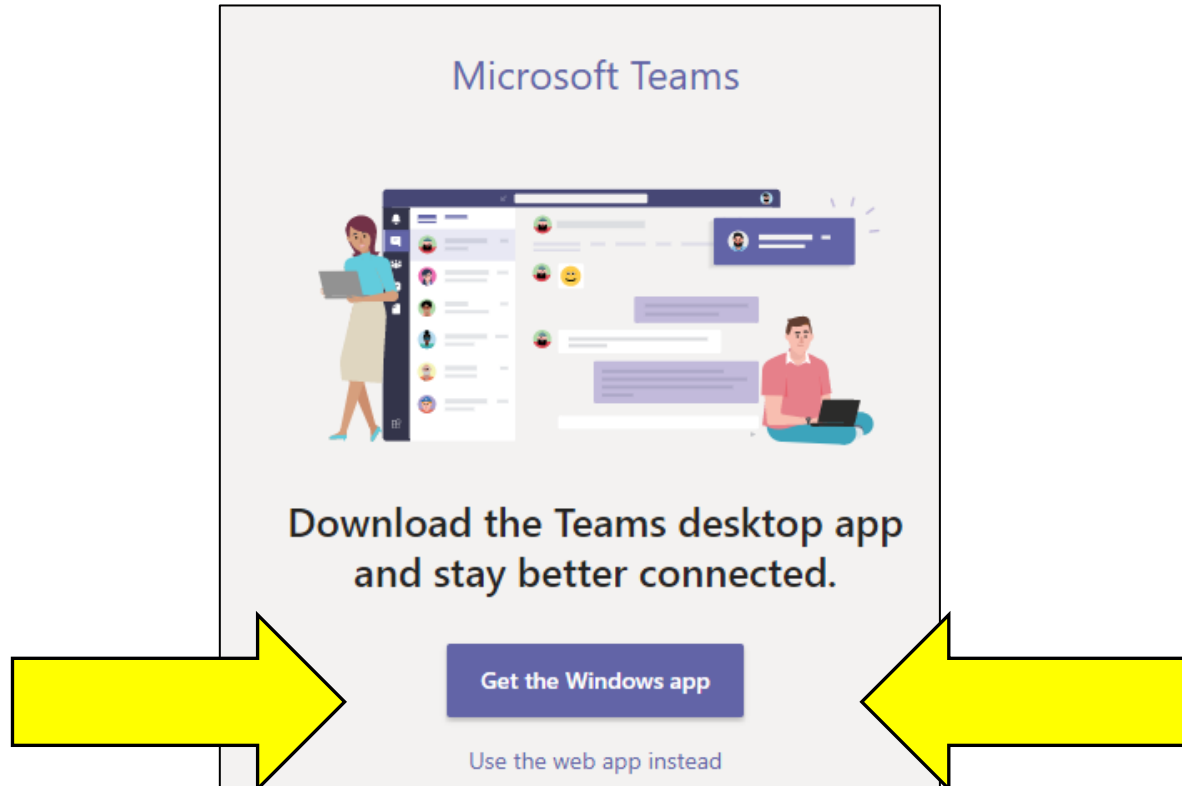
Click on the 9 dots

Step 6 – Open Microsoft Teams



Click on Teams

Step 7 – Open Microsoft Teams



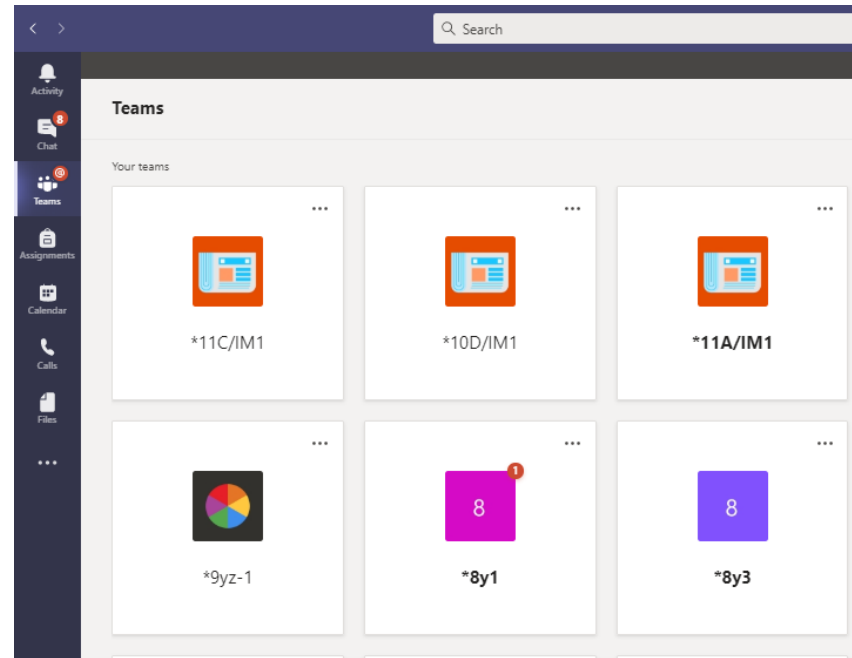
Click on

Get the Windows app

or

Use the web app instead

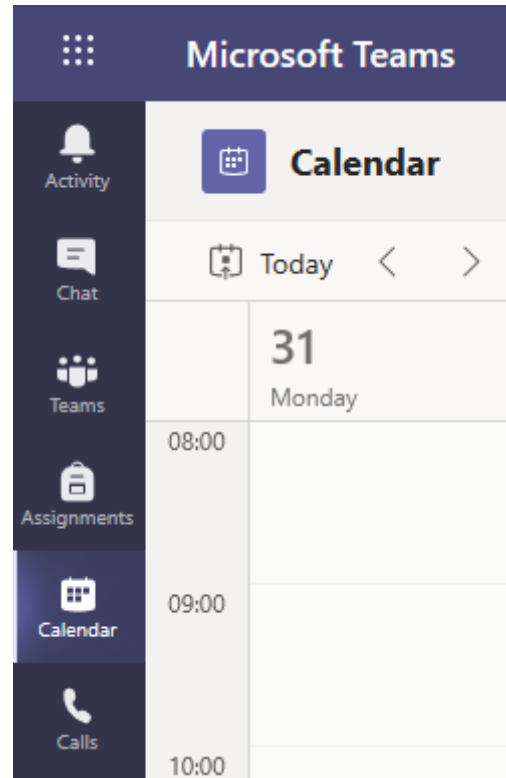
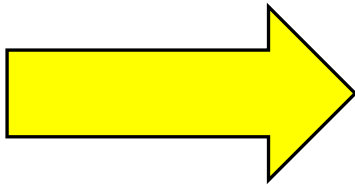
Step 8 – Your Teams



**The classes you are part of will appear here
You can then join the lesson by clicking on your class**

Joining a lesson through your calendar

**You can also
join the lesson
by clicking on
your calendar**

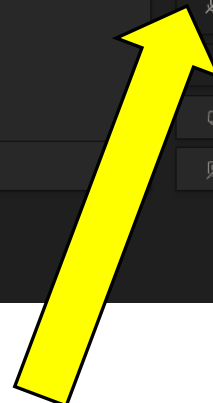


Step 9 – Joining a lesson

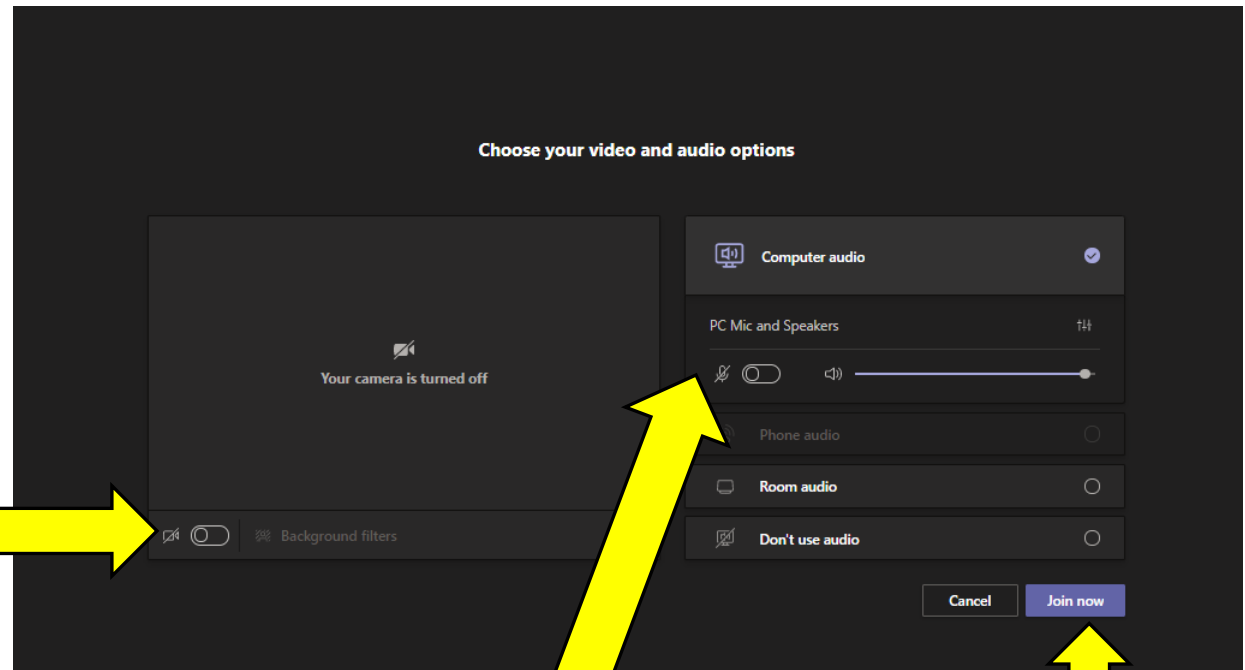
Turn your camera off



Mute your microphone



Finally, click on 'Join Now'



Behaviour and expectations

- 1. Your camera must always be switched off.**
- 2. You must mute your microphone unless instructed by your teacher.**
- 3. During the lesson you can ask questions using the “show conversation” button.**
- 4. Never post any personal details such as mobile phone numbers or other contact details.**
- 5. All sessions are recorded.**
- 6. If you disrupt a lesson, you will be removed and referred to the Head of Department or the Senior Leadership Team. Your parents will also be informed.**