

Office 365: Outlook and Teams

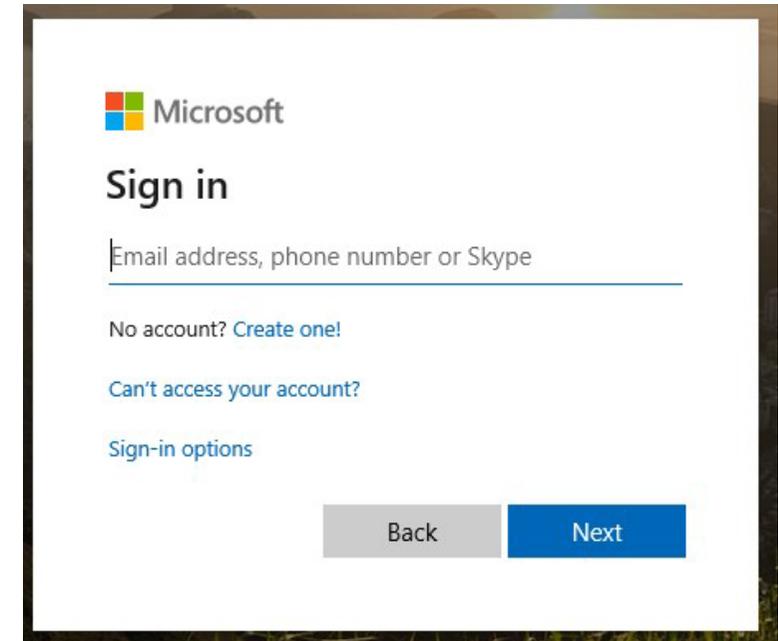
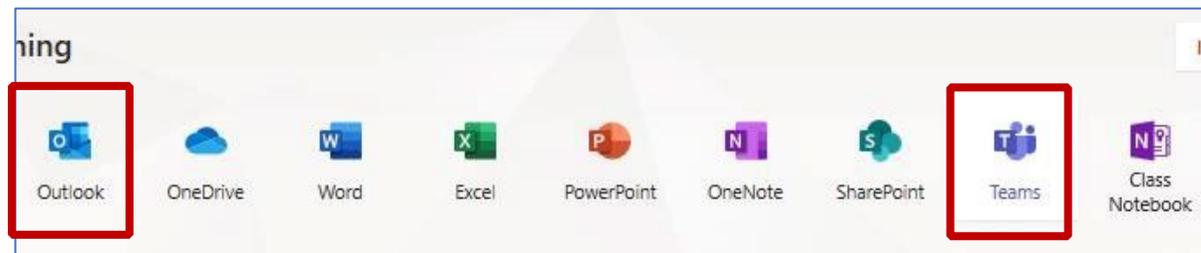
Purpose: Will let you check emails and watch live lesson/conversation

Accessing it requires your school email (e.g. A10937@lpgs.bromley.sch.uk) and password.

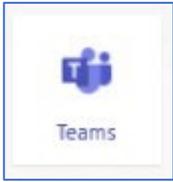
USE CHROME to login to www.office.com

Once logged in you will have access to a range of Microsoft apps including **Outlook** as well as **Teams**.

You can click on Outlook to view your emails/send emails.



Opening Teams



1. Click on the **Teams icon** to open the app

Your classes should appear as tiles on the left hand side. Do not panic if you do not have any/many classes listed as they will only appear once your teacher has activated them.

2. Click on a class to open their Teams page

A screenshot of the Microsoft Teams application interface. The top bar shows "Microsoft Teams" and a search bar. On the left, a navigation pane includes "Activity", "Teams", "Assignments", "Calendar", "Calls", "Apps", and "Help". The main area shows a list of teams under "Your teams", with "8llt1 - ICT" selected and its "General" channel highlighted. A red arrow points to the "General" channel. A green text box is overlaid on the right side of the screen, containing instructions about live lessons and email reminders. Below this, a meeting notification bar is shown with a "Join" button highlighted by a red box. The notification bar includes a camera icon, the text "Meeting now", a timer showing "00:06", and a user profile icon. Below the notification, a "Meeting started" message is visible, and a text input field for starting a new conversation is at the bottom.

If a teacher wants to run a live lesson you will be sent an email with the date and time. About 15 minutes before the meeting you will be sent an email reminder. You can join the meeting via the email or visit the right class and Click join to join the lesson

Your classes will be listed here (if teachers have activated your group)

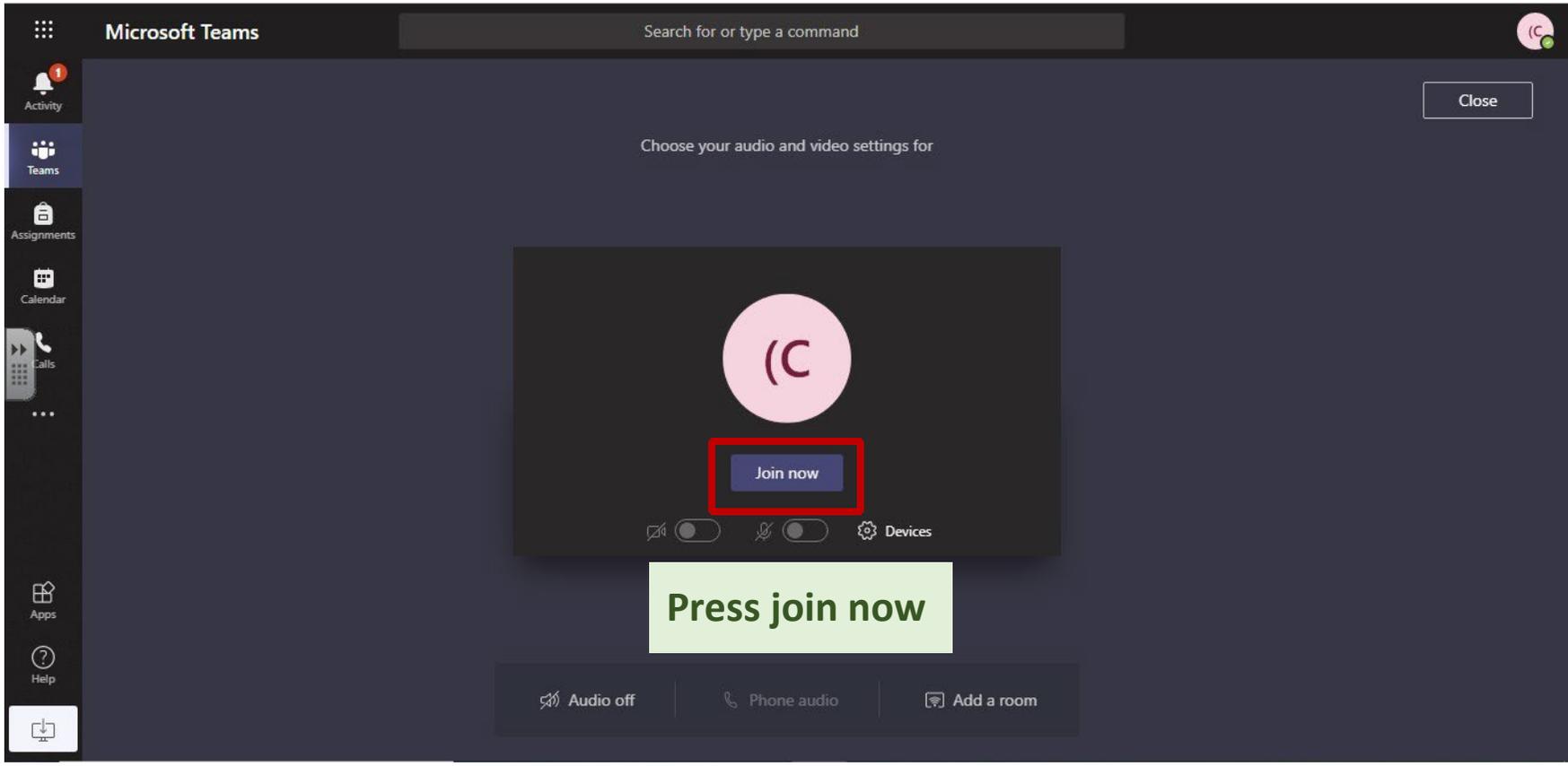
Meeting now 00:06

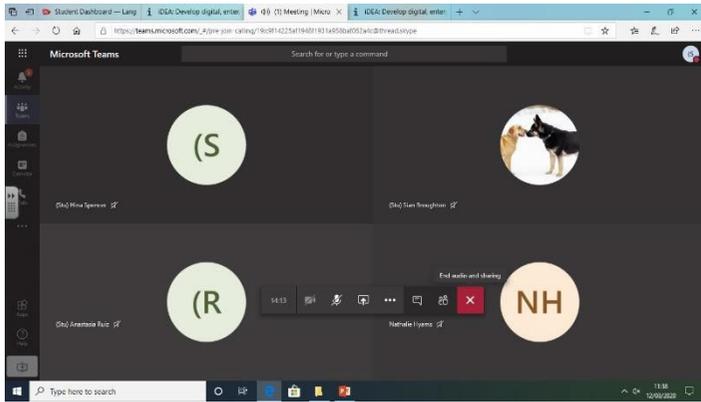
Join

Meeting started

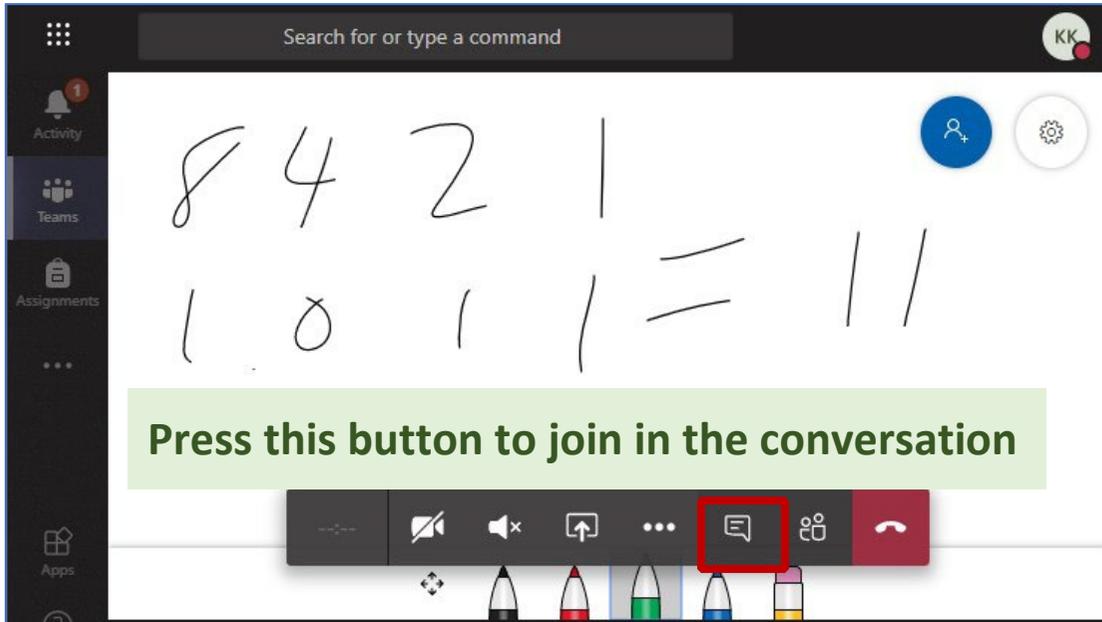
Start a new conversation. Type @ to mention someone.

Lessons can be recorded and will appear in the appropriate 'channel' for play back at a later date.





You will see other students joining the meeting



The teacher will display information on the screen.
It will look something like these screens

Microsoft Teams Search for or type a command

Flipped Learning with Firefly

The diagram illustrates two educational models. On the left, a traditional classroom where a teacher stands at a whiteboard pointing to content, while students sit at desks. On the right, a flipped learning model where students are shown at their desks with digital devices, and the teacher is interacting with them. An 'online' label is placed above the flipped model.

Meeting chat

- (S) Hannah Stone 11:29 hi
- NH Nathalie Hyams 11:29 hi ict is the best lesson
- (S) Hannah Stone 11:29 ict is the best lesson
- (M) Edith McAuliffe 11:30 Morning, Follow @lpgs_compsci on instagram
- (S) Hannah Stone 11:30 hey
- NH Nathalie Hyams 11:30 hey
- (M) Edith McAuliffe 11:30 HI] 1
- (S) Hannah Stone 11:30 boo

The image shows a Microsoft Teams meeting interface. At the top, the title bar reads "Microsoft Teams" and "Search for or type a command". On the left is a navigation pane with icons for Activity, Teams, Assignments, Calendar, Calls, Apps, and Help. The main area displays four participants: (Stu) Hina Spencer, (Stu) Sian Broughtton, (Stu) Anastasia Ruiz, and Nathalie Hyams. A central green callout box contains the text "When the lesson is over, press here to exit". Below this, a toolbar shows icons for mute, unmute, share, and a red box around the "End audio and sharing" button, which is marked with a white 'X'. The bottom of the screen shows the Windows taskbar with a search bar and system tray icons for volume and date/time (11:38, 12/03/2020).

If you have any issues with any of the systems please contact helpdesk@lplt.org.uk