

## USING MICROSOFT TEAMS – STUDENT SUPPORT

### Code of Conduct whilst using Microsoft Teams

- Cameras are not used at any point, either by students or staff.
- Microphones are to be switched off when entering the room. At certain points your teacher may ask you to turn your microphone on.
- At certain points the chat function may be enabled. Only use the chat room as directed by the teacher.
- Do not share any files unless your teacher has directed you to do so.
- All online communication must always remain respectful.

**Any other relevant rules and expectations we have at INA apply to online lessons, tutorials and other forms of communication. Any misuse of any form of ICT will result in appropriate follow-up and parents/carers being informed.**

### Instructions for how to access and how to use Microsoft Teams

1. Open your web browser (the internet) and type in [www.office.com](http://www.office.com)
2. You will be prompted to sign in:

#### Username

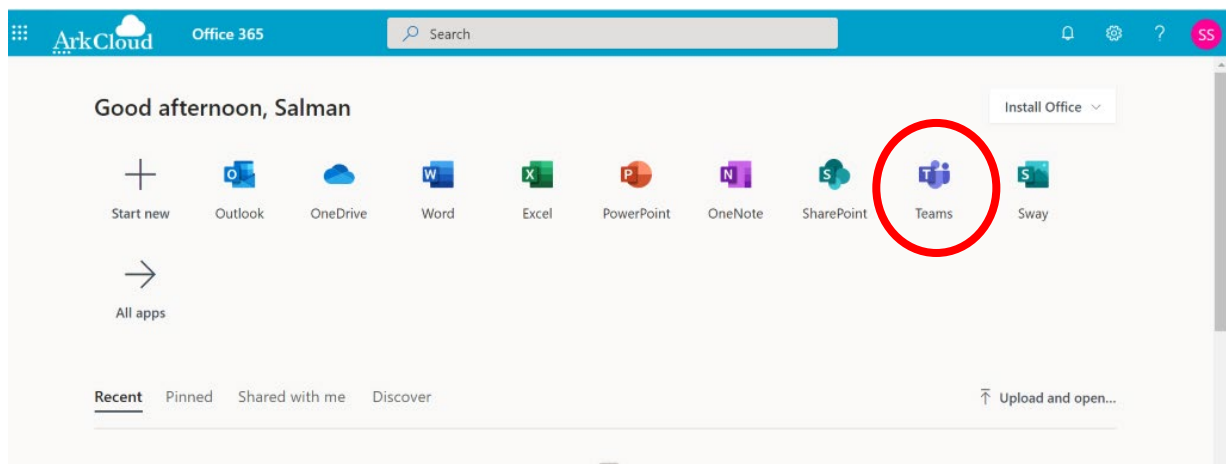
Your username is your school user name WITHOUT the ina at the beginning and ADDING @isaacnewtonacademy.org to the end. For example:

ina22e.mcevoy → [22e.mcevoy@isaacnewtonacademy.org](mailto:22e.mcevoy@isaacnewtonacademy.org)  
ina22e.pball → [22e.pball@isaacnewtonacademy.org](mailto:22e.pball@isaacnewtonacademy.org)

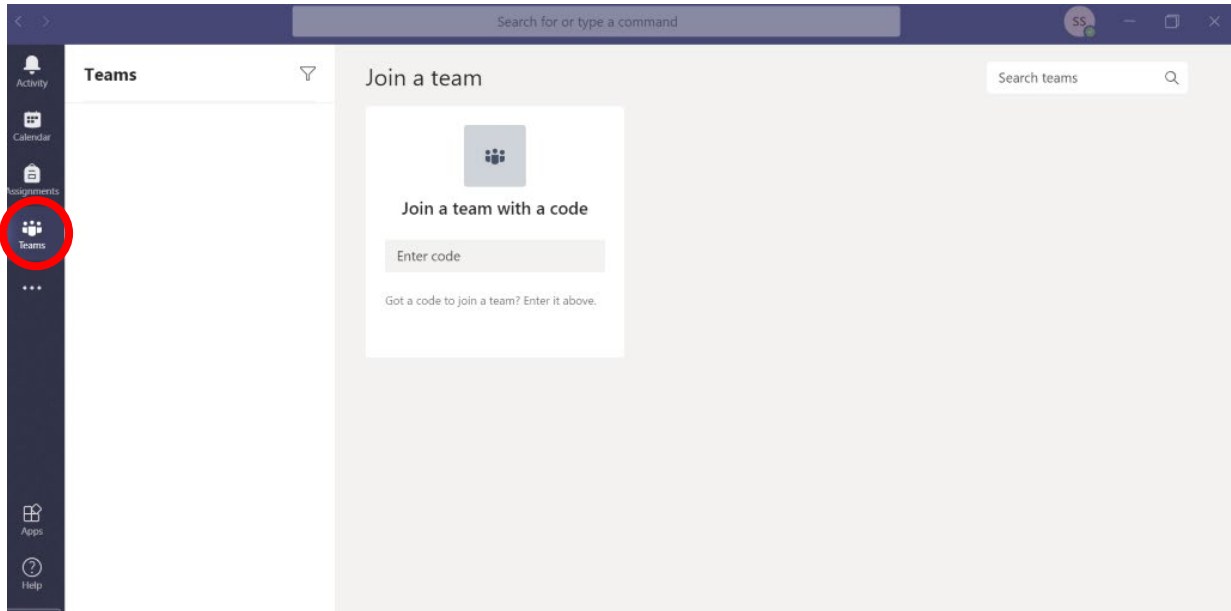
#### Password

Your password is your normal school password.

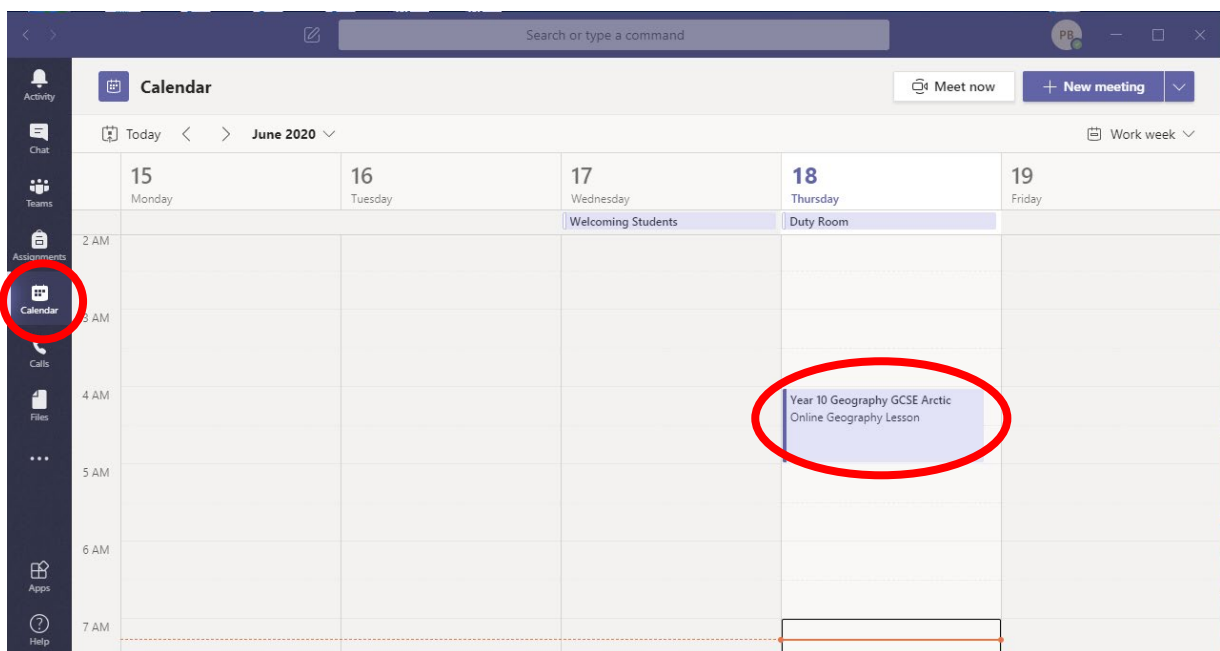
3. You will then see a range of options apps you can use. Click on Teams (in between SharePoint and Sway at the end of the top line on the screen). You may have to re-enter your password, again this is your normal school password.



4. If you click on the 'Teams' button on the left hand-side you will then see a team for each of your GCSE subjects/classes. The screenshot is below.



5. If you click on the calendar icon (left-hand side) your calendar will appear. When it is time for the lesson to start you can click on it and select 'Join'.





# ISAAC NEWTON ACADEMY

6. The following buttons below show you what to do during the meeting.

This shows that the camera is turned off. Keep the camera turned off at all times.

If you want to ask a question you can raise your hand here so your teacher knows.



This shows your mic is muted. Your teacher might ask you to unmute your mic.

Click on this button if your teachers has asked you to use the chat room.