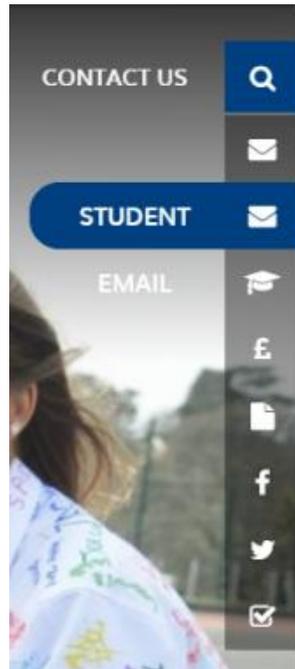


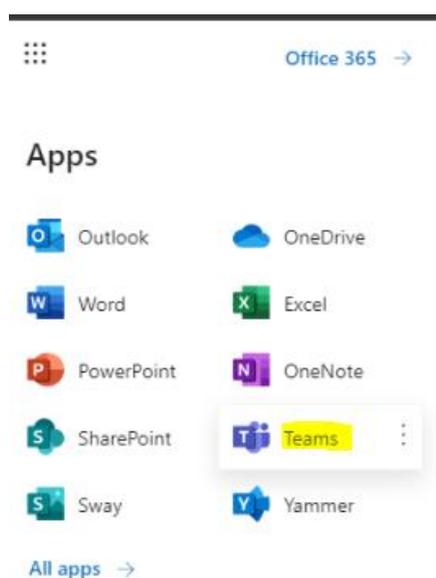
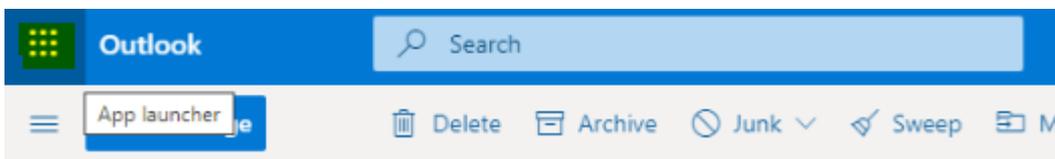
Microsoft Teams Student quick start guide

On the [College website](#) use the quick links on the right hand side to access Student Email

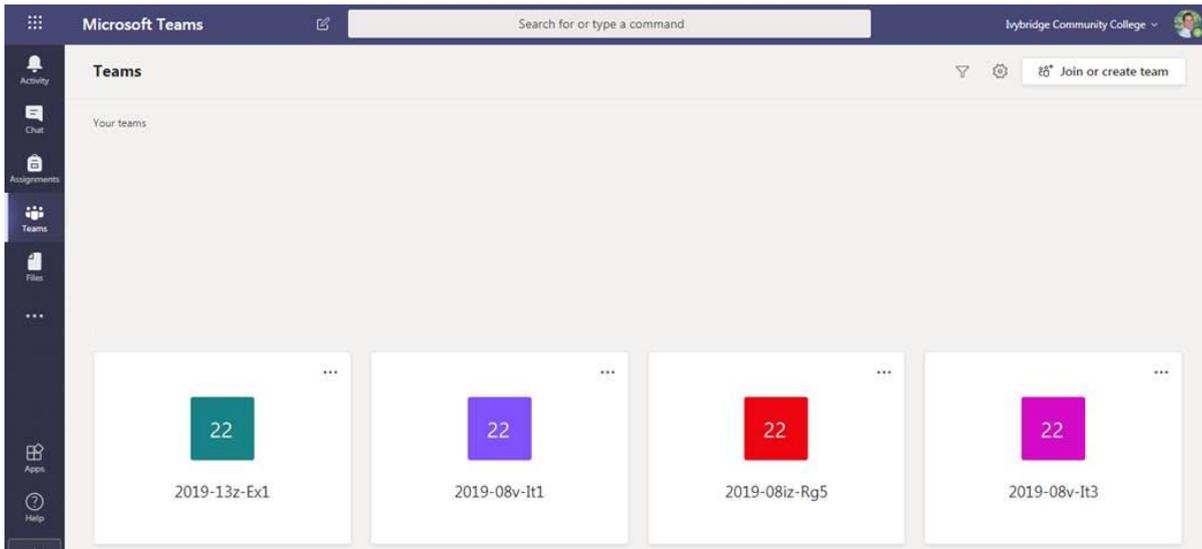


Login with your email address (for example username@ivybridge.devon.sch.uk) and normal password.

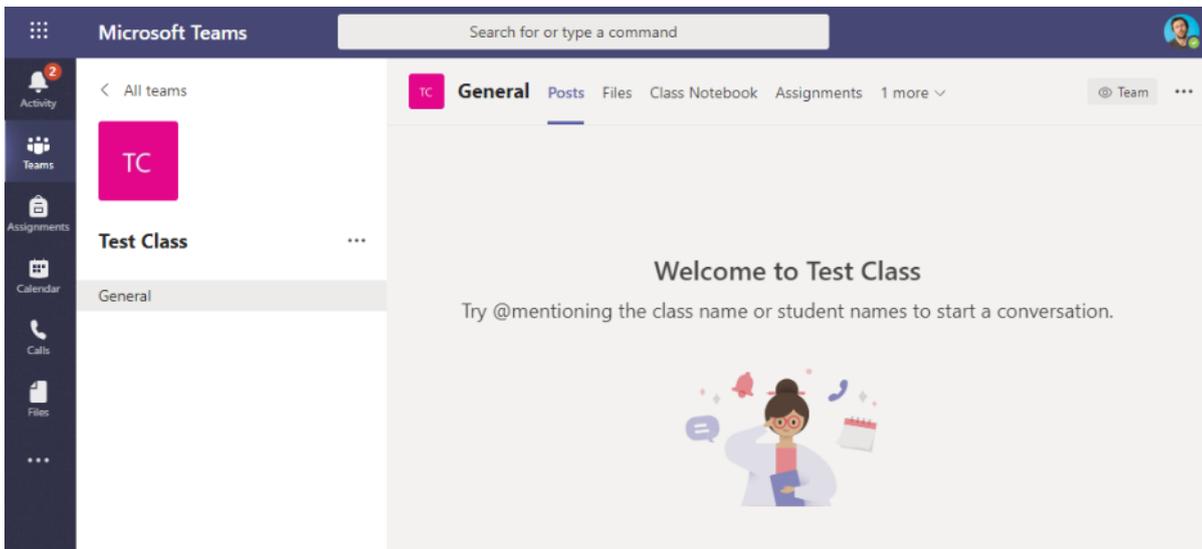
Once logged in select the app launcher at the top left to access Teams:



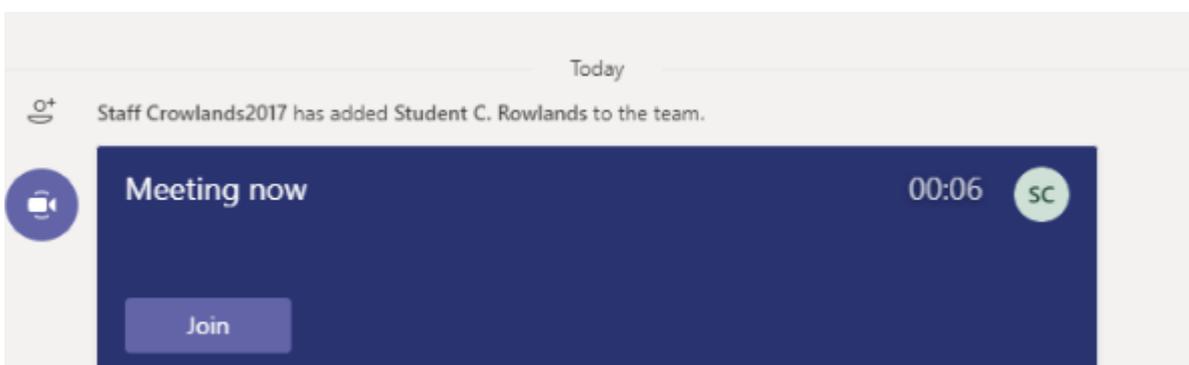
When you open Teams you will see your Classes. You will only see Classes that Teachers have activated and are using in Teams like in the example below:



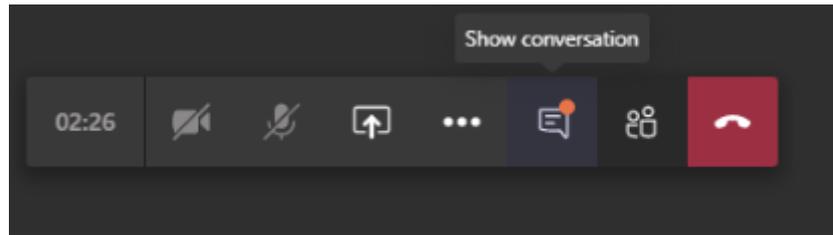
Click on the relevant Class and you will now see the Class and the Posts the teacher has made.



If the teacher is hosting a meeting you will see in the Posts that there is a meeting ready to join. Simply click on Join



When in the meeting as well as seeing or hearing from your teacher they may show you a PowerPoint on screen or want you to join in by using the conversation function.



Please note all meetings are recorded by your teacher and will be available to watch after in the Posts section. All conversations are logged and can be reviewed at a later stage.

For more information on Teams please visit <https://aka.ms/TeamsEDUQuickGuide>