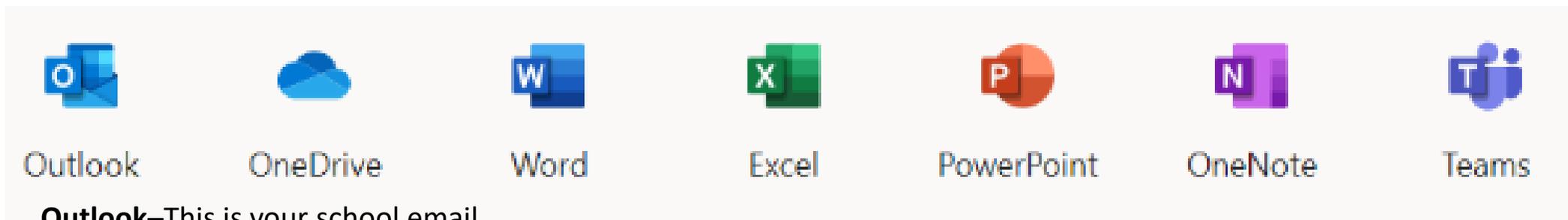


How to log into your school email and MS Teams.

Logging in to Office365

Office365 is the online platform the academy uses for email, file sharing etc.–everyone at TNHA has access to it using their academy login. To login to Office365, please do the following:

1. Go to the TNHA website [Home - The Nicholas Hamond Academy \(attrust.org.uk\)](https://attrust.org.uk). Click on ‘Quicklinks’ and under the ‘Students’ heading there is a link to Office 365 and OneDrive.
2. When asked to login, enter your school computer username followed by @teamnha.org.uk (for example; (E.Thomason@teamnha.org.uk).
3. Next enter the password you use for the school computers
4. Once you have logged in, you should see a set of apps like this:



Outlook–This is your school email

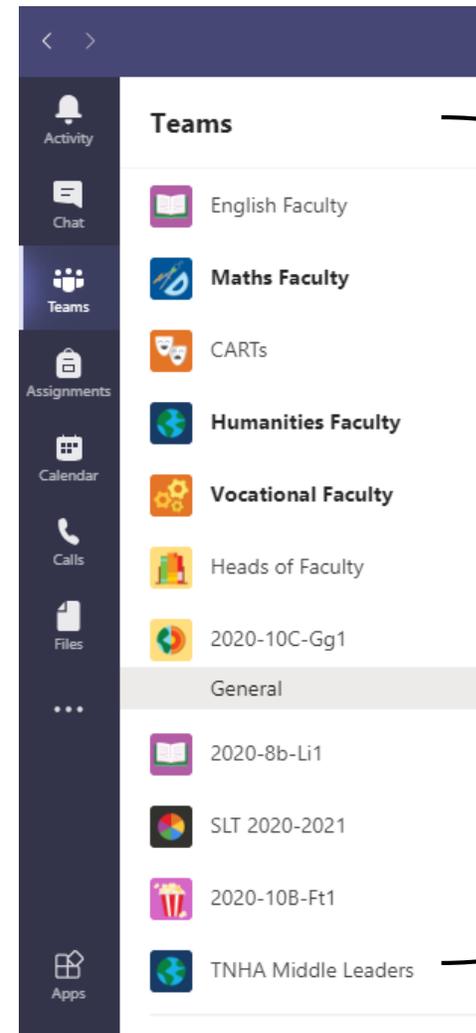
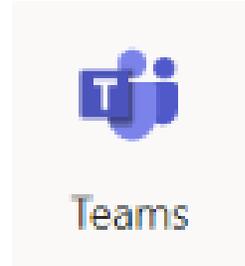
OneDrive–This is where you can store files to move between home and school

Word/Excel/PowerPoint/OneNote–These are ‘online’ versions of the programs you use in school. You can use these if you do not have Microsoft Office at home

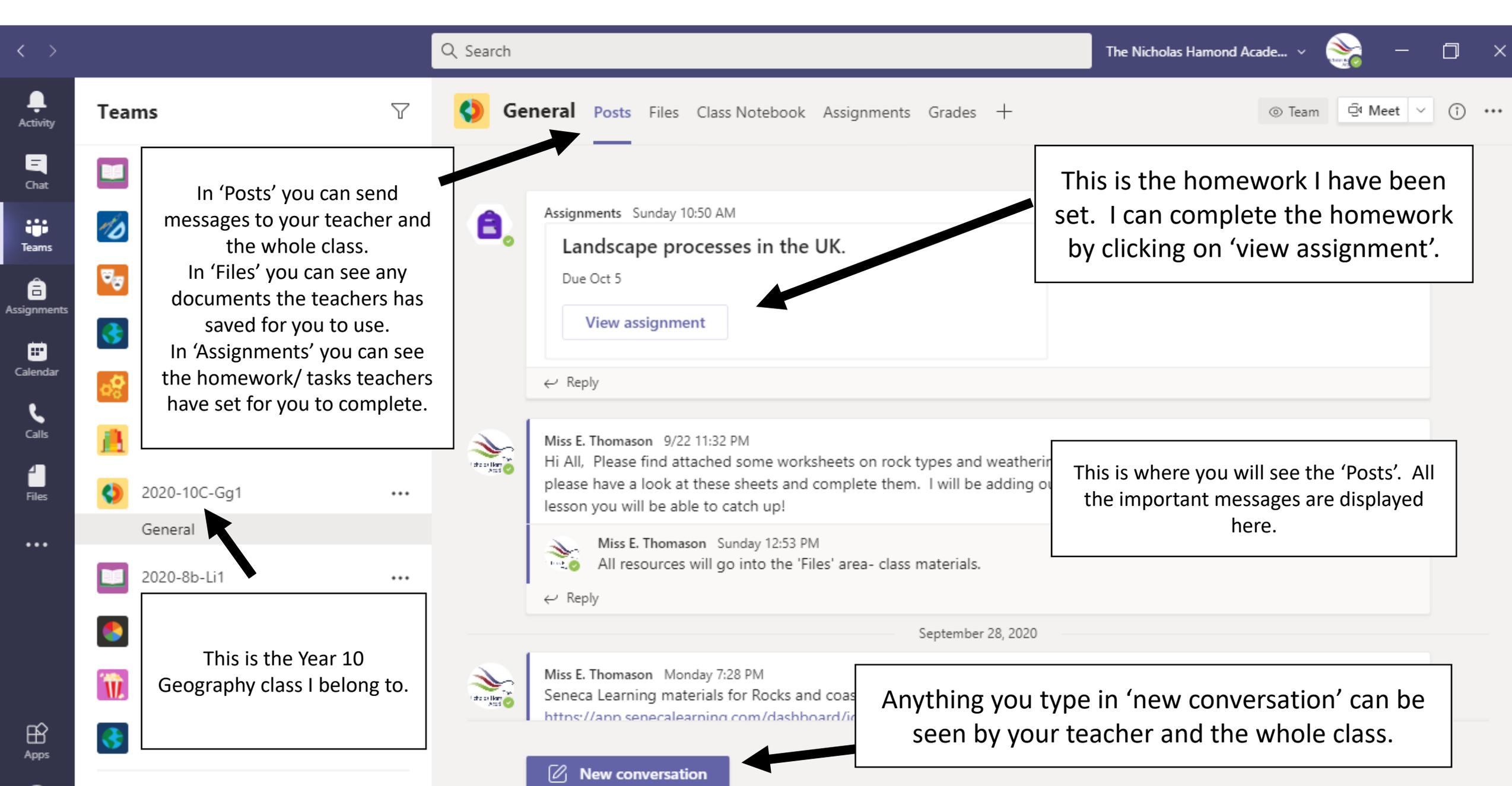
How to use MS Teams on a laptop:

To access MS Teams:

5. Click on the Teams button. This will open up the MS Teams app. You can download this app to your laptop. This means you will be able to double click the Teams icon on your desktop rather than log in through the internet.
6. Once in Teams you should see an icon for each of the classes you are enrolled in.
7. Click on one of the icons. Choose 'General'. This should take you to the class page.



These are all the classes I belong to. You can click on the class name to see what assignments/messages your teacher has left for you.



In 'Posts' you can send messages to your teacher and the whole class.
In 'Files' you can see any documents the teachers has saved for you to use.
In 'Assignments' you can see the homework/ tasks teachers have set for you to complete.

This is the homework I have been set. I can complete the homework by clicking on 'view assignment'.

This is where you will see the 'Posts'. All the important messages are displayed here.

This is the Year 10 Geography class I belong to.

Anything you type in 'new conversation' can be seen by your teacher and the whole class.

How to use MS Teams on a mobile phone:

1. Go to the app store/ android store and search for 'MS Teams'.
2. Download the app onto your mobile phone.
3. Next enter the username and password you use for the school computers.
4. When you open the app you will see an icon for each of the classes you are assigned to.
5. To access the work click on the class icon, then click on 'General' and it will take you to your class page.

If you need a refresher o how to use MS Teams have a look at the video link below:

- <https://www.bing.com/videos/search?q=how+to+use+MS+Teams+for+students&docid=608028895298062165&mid=8B25ED657448EAC566148B25ED657448EAC56614&view=detail&FORM=VIRE>

Getting involved in 'Live Lessons'.

- If the school closes or you are absent from school due to Covid, you may need to access your lessons online as a 'live lesson'. This is when the teacher speaks to you through MS Teams (using the internet). You will be able to see and hear your teacher and take part in the lesson.
- When you log into the 'live lesson' you will be asked to turn off your microphone. If teachers want you to join in with the discussion they will let you know.
- If you are using your camera then please make sure that you behave in an appropriate way. Please dress sensibly, do not have your camera on in a room where there is anything on show that you would not want your classmates to see (you can blur your background), and speak politely with your teacher and classmates.

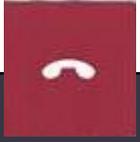
You can see the invitation to the 'live lesson' on the class page.

The screenshot shows a Microsoft Teams interface for a class page. At the top, there is a search bar and the team name 'The Nicholas Hamond Acad...'. Below the search bar, there are navigation tabs: 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. On the right side, there are buttons for 'Team', 'Meet', and a settings icon. The main content area features two large icons: one with a blue folder, scissors, and pencils, and another with a blue folder and a checklist. Below these icons are two buttons: 'Upload Class Materials' and 'Find help & training'. A message from Miss E. Thomason at 10:28 PM says, 'You can find all of the important information on this page.' Below this message is a 'Collapse all' link. Another message from Miss E. Thomason at 10:29 PM says, 'Remember- all the messages you write here will be seen by your whole class and your teacher. If you want to ask your teacher a question without the class seeing it use their email address of the 'chat' button at the top on the left hand side.' Below this message is a 'Scheduled a meeting' notification. The meeting card is titled 'Introduction meeting' and is scheduled for 'Wednesday, September 30, 2020 @ 10:30 PM'. A 'Reply' button is visible at the bottom left of the message area.

Click on this link to join the live lesson



When you want to leave the meeting use the button



Introduction meeting

Choose your audio and video settings for

General



Video camera icon (off) | Microphone icon (off) | Background icon (on) | Gear icon | PC Mic and Sp... | Join now

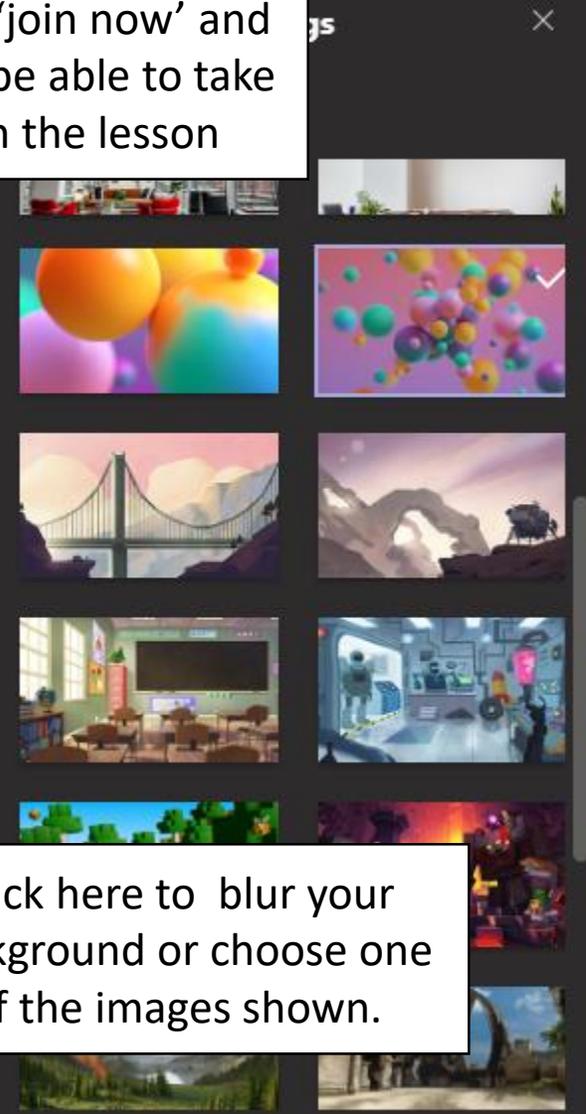
Click on 'join now' and you will be able to take part in the lesson

Click here to turn off your microphone and camera

Click here to blur your background or choose one of the images shown.

Other join options

Audio off | Phone audio | Add a room



Problems with MS Teams?

If it's a problem/ question about your lesson, email your teacher.

If you are struggling to access Teams let your Head of Year, form tutor or me know (E.Thomason@tnha.org.uk).