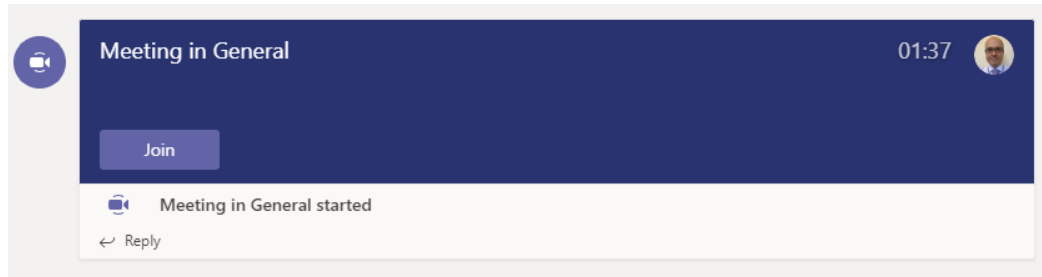


JOINING A CLASS MEETING ON TEAMS USING A COMPUTER

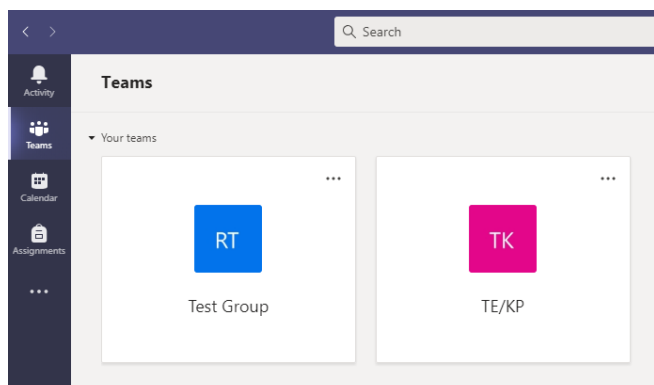
If one of your teachers chooses to host a meeting with you then an invite should appear in your Team for that class.

It will look something like this...

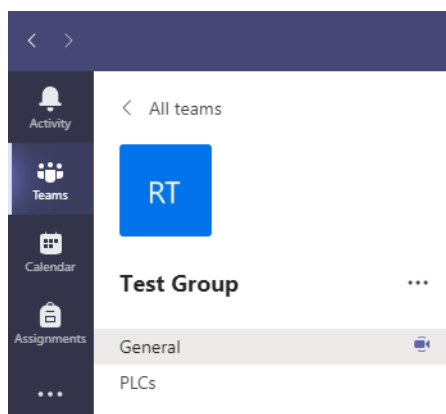


...so you just need to click on **Join**.

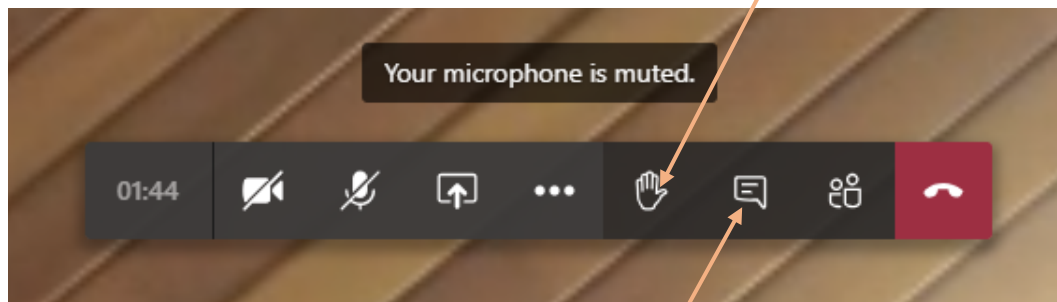
To see all of your teams on a computer, make sure you click on Teams on the left-hand side.



Don't forget that some teachers are using different channels within a Team so once you have clicked on a Team, always keep an eye on the list of channels underneath the coloured square. In this screenshot below you can see that there is a meeting taking place in General in Test Group.



You will be muted in the meeting and your video will be off. Only the teacher will allow you to be unmuted should you be required to speak. You can “raise your hand” if you want to speak from the menu near the bottom of your screen (you may need to wiggle your mouse).



You can also post messages in the chat for the meeting (this one is at the top of the screen). Be aware that these messages will be stored in the Team conversation even after the meeting has ended and will have your username attached to it so always act appropriately.

It is absolutely vital, given this opportunity to connect with your teachers from home, that you uphold the high standards of behaviour we expect from a Bridgewater student. Do remember that your school username is attached to your account and so you will be responsible for your behaviour and every comment you make. Any students who do not show us the high standards we require will have any inappropriate comments screen-shotted to be pursued with parents/carers and through school sanctions as appropriate.