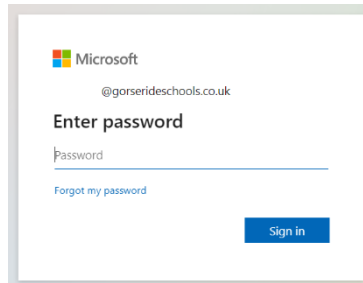
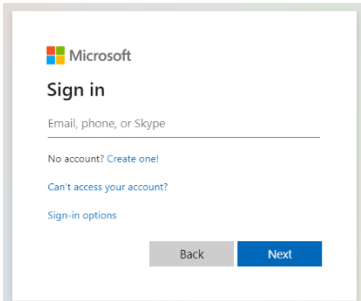
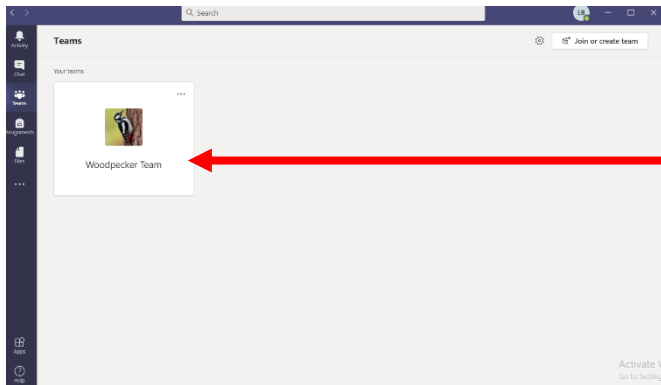


## Information sheet – Class check in

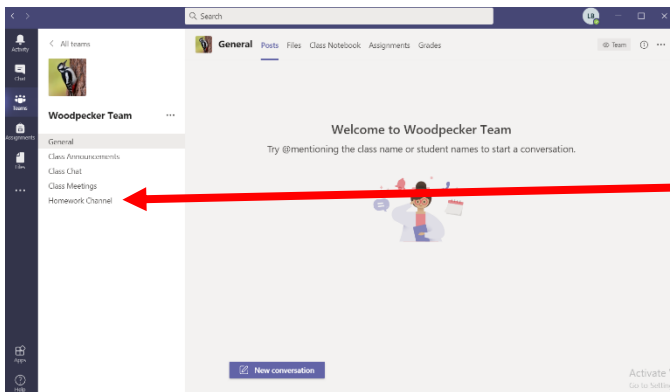
There are two ways that you can enter Microsoft Teams and this is either through the web or on the app.



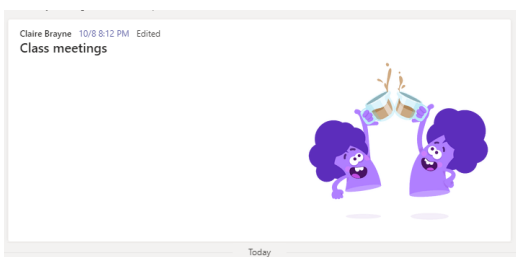
Go into Microsoft Teams with the username and password given to you by your class teacher.



Click onto your class team.



At the sides are all your channels. Click on 'Class meeting'.



The 'Class Meetings' channel is where you can join in a daily meeting. Your teacher will tell you in class announcements when this will be.

Remember our class rules when using this space.


**Look in class announcements for when your daily meeting is.**

- Remember to join the meeting mute your microphone.
- If you are using your camera select a lovely background
- Raise your hand if you have a question or would like to say something
- Use the Chat to ask questions about the previous days learning.
- Remember our chat rules and be polite.


[See less](#)




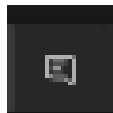
Remember the rules!



Click join meeting.



Remember to turn your microphone and camera off, until your teacher asks to see you and speak to you. Once finished please turn your microphone and camera on.



You can post in the chat section if you need to discuss the previous day's learning. Also, put your hand up if you need to get the teacher's attention.