Using Microsoft Teams to communicate with your teachers

1. Once you have logged in, select teams:

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	Start new	Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	Teams	Sway	All apps			
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2. Based on the timetable you should go to the team e.g. If you are in Y7 have English at 9.30, click on English

3. Once in the team, this window will appear:

< All teams	VI General Posts Files	Jass Notebook
YT		Try @mentioning the class name or student names to start a conversation.
Y7 Test		2 🛃 📥 🔬
General		
Service of		
	g	Vichi Mann has added Pupil1 to the team.
	VM	Vicki Mann 11:11 AM
		Welcome to Year 7 English
		Clinic expectations 1. Be polite 2. Ask appropriate questions about the work on Doddle
	VM	Vick Mann 11:11 AM Good Morning, any questions today?
		ب Reply
		Start a new contentation Type @ to meetion someone

4. If you have a question, remember to be **clear and polite**, and add the conversation at the bottom of the screen and press send:

The man from the second		
Welcome to Year 7 I	English	
Clinic expectations 1. Be polite 2. Ask appropriate questions about the work on Dode	de	
Vicki Mann 11:11 AM Good Morning, any questions today?		
← Reply		

Send

5. Once the clinic has ended, your teacher will let you know that it is over and **any** comments after that will not be answered until next time.

ΥT	General	Posts	Files	Class Notebook
				Clinic expectations 1. Be polite 2. Ask appropriate questions about the work on Doddle
			VM	Vicki Mann 11:11 AM Good Morning, any questions today?
				← Reply
			889	Vicki Mann changed team description.
			Р	Pupil 11:17 AM There is a lot of work on Doddle do I do all of it?
				Vicki Mann 11:17 AM No just do what you can?
				< ← Reply
			VM	Vicki Mann 11:18 AM
				End of Clinic session
				Friday 24th April 2020 See you next time

6. Important things to remember:

- If you have a major question after your clinic time, you can email <u>info@wilnecotehighschool.org</u>, remember to add who it is for and it will be sent to your teacher
- **DO NOT USE** personal email addresses to email info@, you will not be replied to
- ALWAYS use your school email account to communicate with teachers
- Read the ICT acceptable use policy on the school website