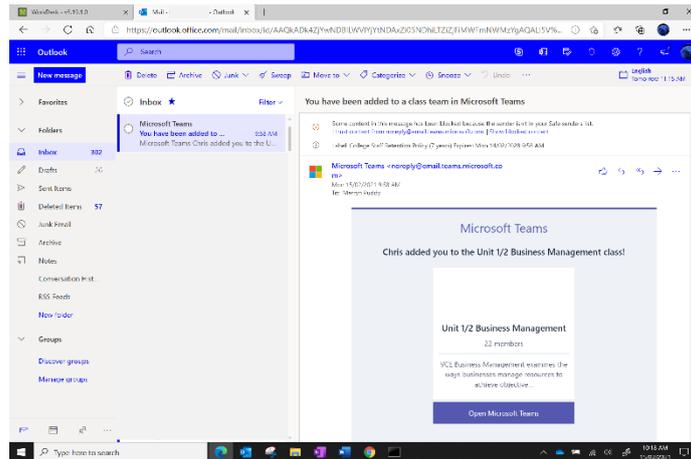


## Accessing MS Teams for the first time, and joining your first Team

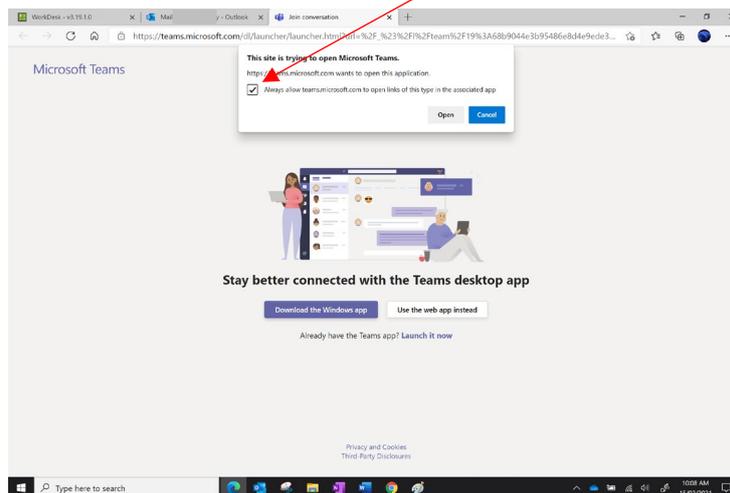
Microsoft Teams has and continues to be a valuable resource when maintaining connection to each other through Remote Learning. All student devices come with MS Teams pre-loaded, so there is no need to install any additional software for MS Teams to function, and for you to join your class and TA Teams. The steps below, take you through the process of connecting to your TA and class Teams.

1. Your Teacher Advisor or classroom Teacher will add you to the relevant Team. You will then receive an email from **Microsoft Teams**, with the subject line **You have been added to a class team in Microsoft Teams**, to your student email account.

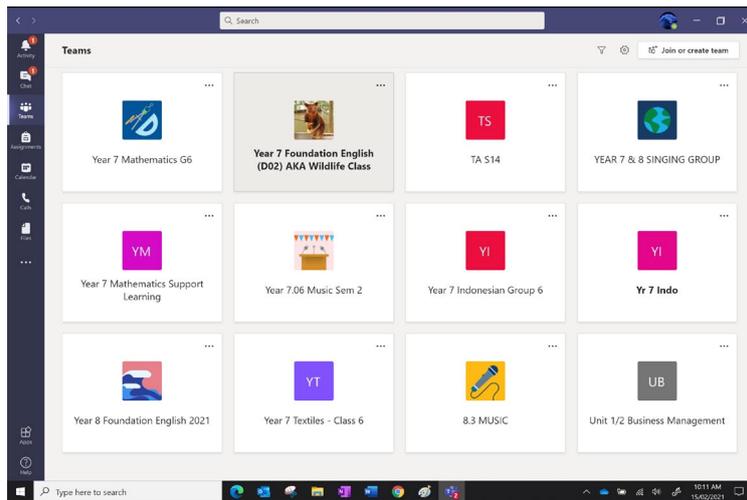


# The figure above shows a student being invited into a class called Unit 1/2 Business Management.

2. Click on the  button to take you to the Team.
3. This will then take you to the following page, prompting you on how to open Microsoft Teams (desktop app or browser). Place a tick in the box to Always allow (this will not prompt you again). Click **Open**.



4. You will now be taken directly to the Class or Team. From here you can explore the resources that your Teacher Advisor or classroom teacher has provided for you.
5. Click on the  icon to return to the MS Teams home screen to list all teams you have been added to. (Image shown on next page)

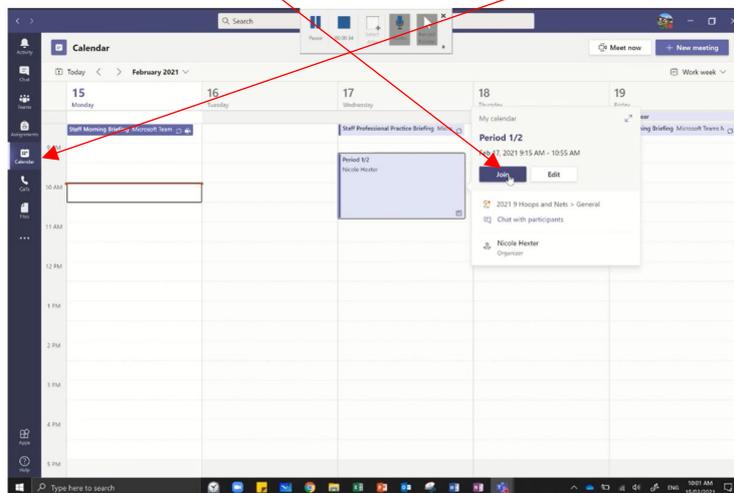


Your Teacher advisor and classroom Teacher will discuss further with you how MS Teams will be used for your class. At TA time Tuesday morning (8.55am), have your MS Teams open on your desktop and ready to join the meeting.

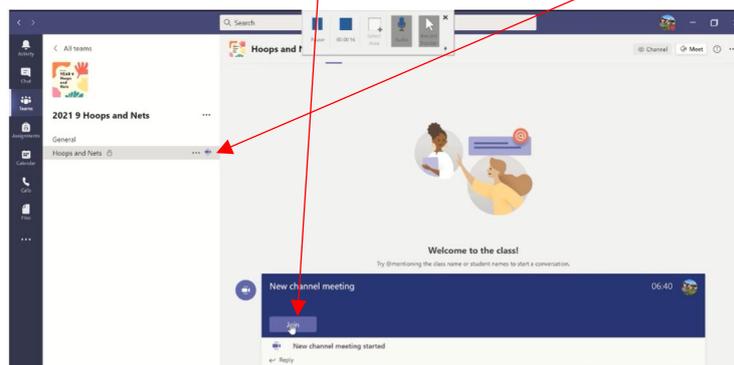
### Connecting to your Video meeting

Your Teacher Advisor or classroom teacher may have scheduled a Meeting for your TA lesson, or created a call within the channel.

- A scheduled Meeting - this can be found in your MS Teams Calendar by clicking on the item and then clicking **join**. This will then open a new window to join the Teams meeting.



- A call within a channel – Your Teacher advisor or classroom teacher may begin the video within the Team channel. This is represented by a small video camera icon beside the channel name. Following this, click Join to connect to the meeting.



### **How to Contact the Helpdesk**

Throughout this offsite period, ICT support is still available to you within normal hours of operation. The contact methods and fixes will change as the main method of physically attending the ICT Helpdesk is not available. **The main point of contact will be via email;**

Please send an email to [Helpdesk@damascus.vic.edu.au](mailto:Helpdesk@damascus.vic.edu.au). However, if you have a Device Fault and you are unable to email the helpdesk through your school or personal email account, please call (03) 5337 2205 and leave a detailed voicemail regarding your issue and contact details.