# Students guide to using Microsoft Teams

There are multiple ways to access Microsoft Teams, however our preferred method is via the web on Google Chrome. If you don't have Google Chrome, you can download it from here.

To begin, first go to potal.office.com and sign in with your email address and password. Your email is the username you use to log in at school followed by @charlton.uk.com. Once logged in, click on the Teams icon on the dashboard to access Teams.

If you wish to download the Teams desktop client, you can do so by clicking the download icon at the bottom-left of the window:
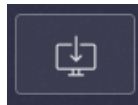

Follow the installation instructions and sign in with your school email address/password to log in to the desktop app on your computer.

If you don't have access to a computer, but do have access to an Android/iOS device, you can download the Microsoft Teams app from the Google Play Store and Apple App Store respectively. Once installed, open the app and sign in with your school email address and password to begin using Teams.

If you are installing Teams on a mobile device, you may be prompted to permit access for Teams to use your camera/microphone. If you deny these permissions, you will have difficulties when trying to make calls to other users.

When you are invited to join a meeting, you will be able to join it from the calendar. To do this, click on the Calendar icon on the left of the window.
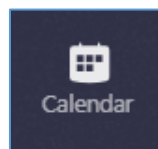
From here, you will see any meetings you have coming up. To join a meeting, simply click the Join button on the meeting entry in the calendar.
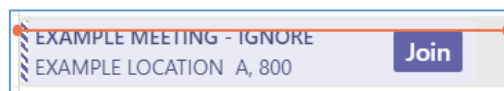

You will also receive an email when you are invited to join a meeting. After clicking the Join button to attend the meeting, you'll be prompted to configure your settings before you enter:
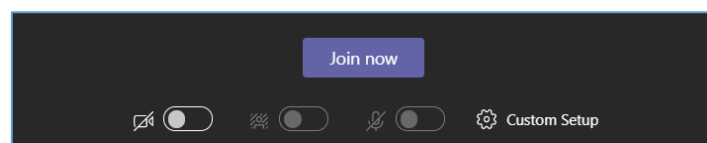
The toggles in the above image from left to right are webcam, background blur and microphone. The toggle switch on the left means it is disabled.

If you would like to use another webcam, microphone or speakers/headphones that you have connected, you can click the 'Custom Setup' button to set those in the follow panel that appears on the right-hand side:
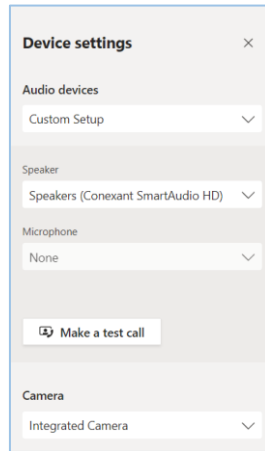

Once you've finished, click Join now to join the meeting. You will be able to see other people who have opted to use their webcam and you'll see this control bar when moving the mouse on the main window:

The buttons in order of appearance above are meeting duration (since joined), webcam toggle, microphone toggle, screen sharing, more actions, raise hand, show conversation, show participants and hang up.

Clicking the raise hand button indicates to other participants that you would like to address them by displaying a hand icon next to your name in the participant list. Click the hand icon again to lower your hand and it will be removed from your name in the participant list.

To open the chat window, click on the show conversation button. This will bring up a tab on the right-hand side that can be used to communicate with other participants. You will also see a notification on the control bar indicating someone has raised their hand.
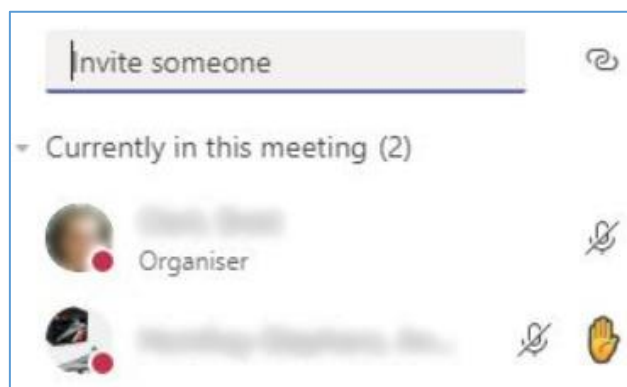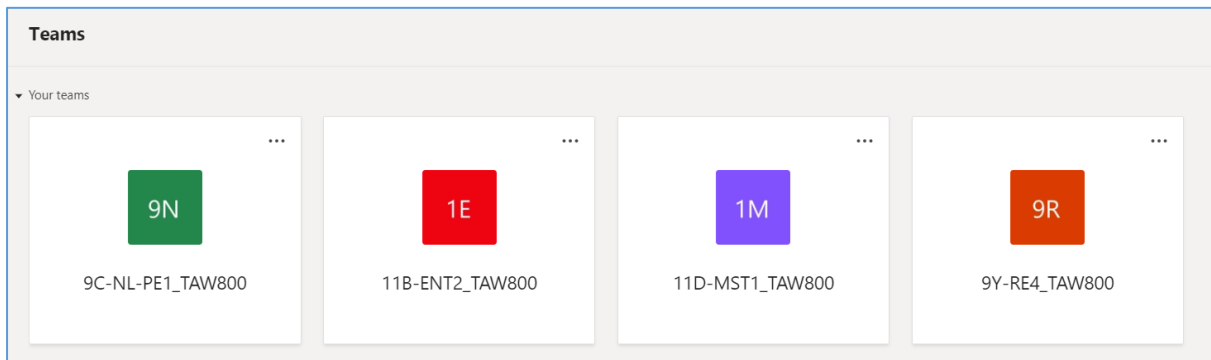
To see your classes, click on the Teams tab and you will see your classes on the left-hand side. Click the class you which to look at and then click the General channel to access the team.
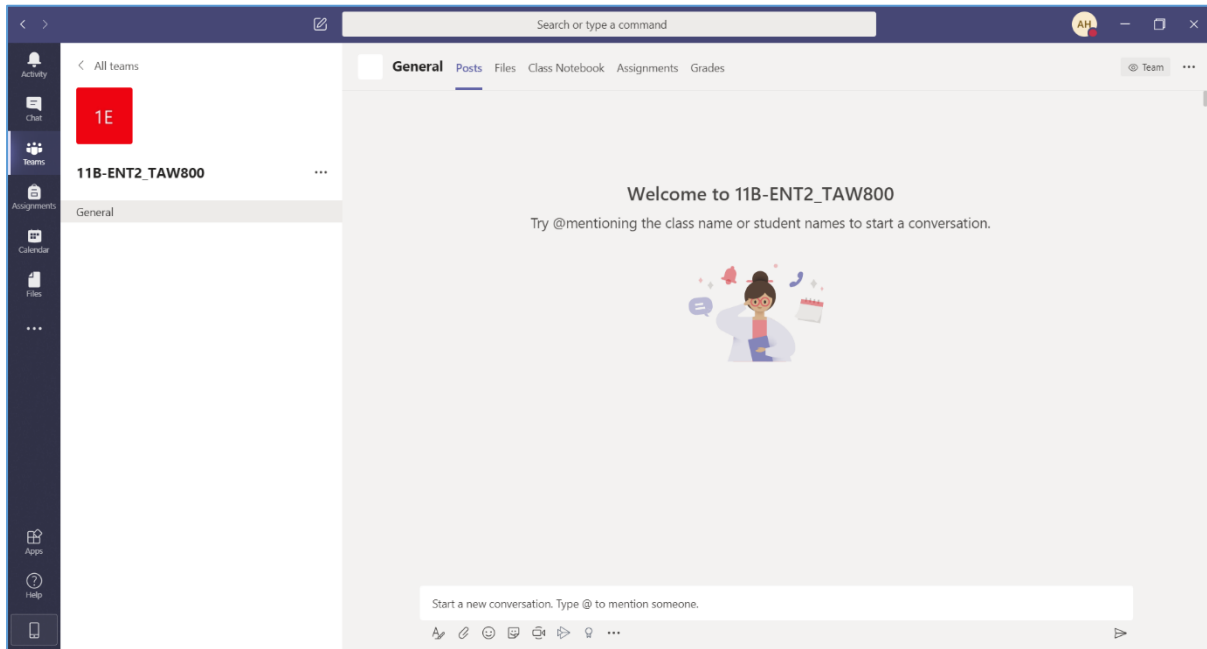
If you see the grid layout, simply click the class you wish to look at and you will be taken to the general channel as seen above.

When you join the general channel for a class, you will see the following at the top.
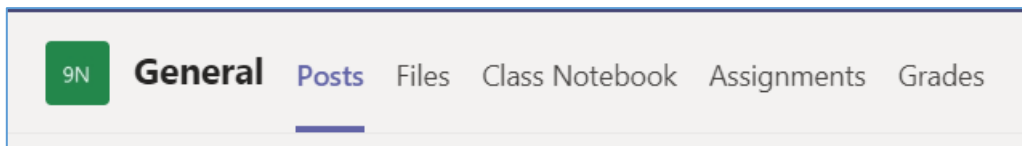
The Posts tab is a text chat channel that you can use to communicate with the teacher and other class members. The files tab is a repository where your teachers will submit resources for you to use for your work.