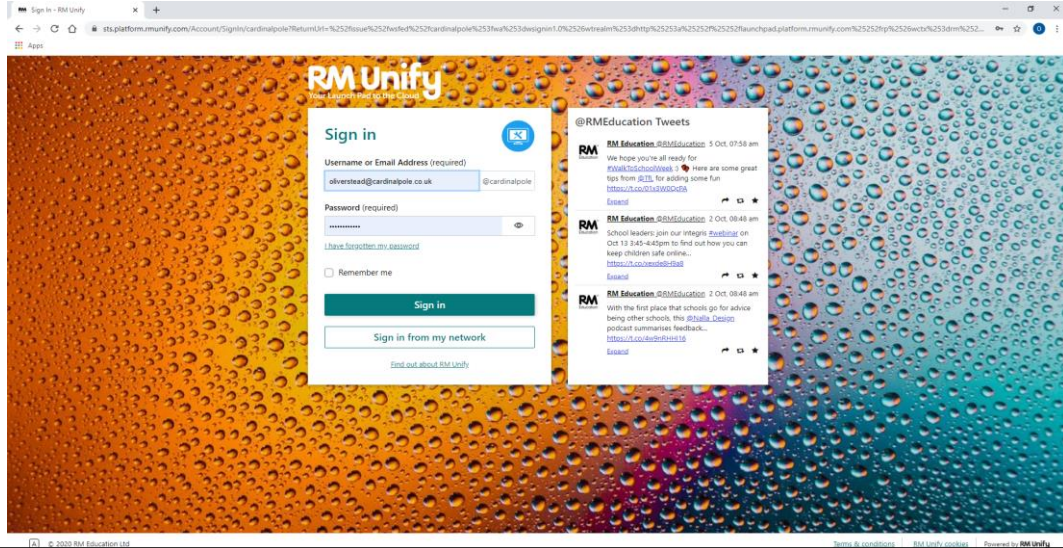


How to use Microsoft Teams

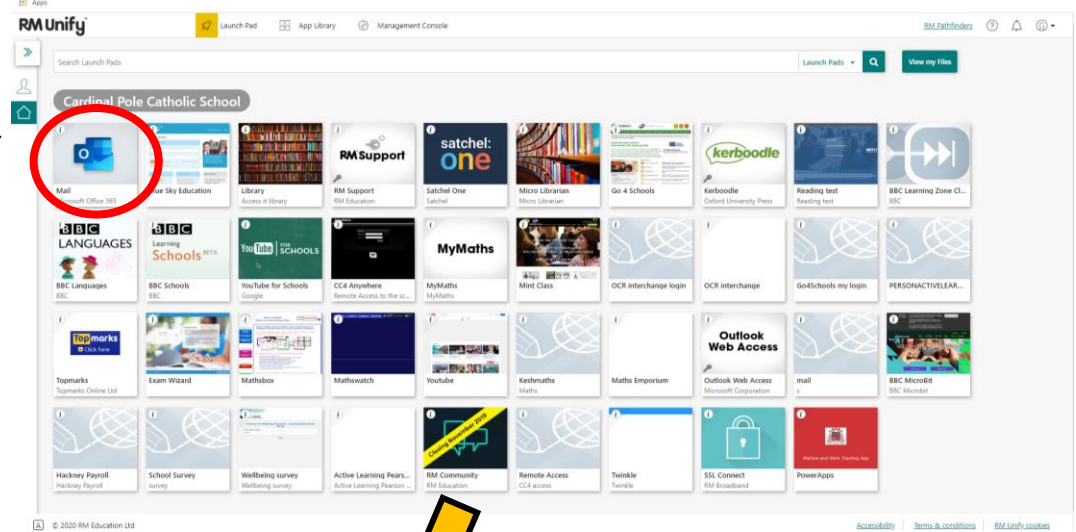


How to access Microsoft Teams

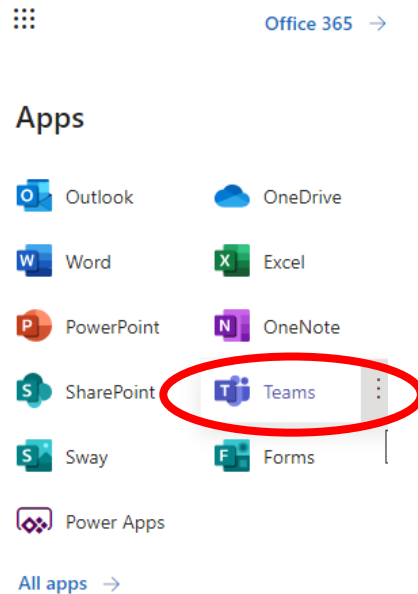
1) Google **RMUnify.com** and log in as you do in school



2) Open your email account

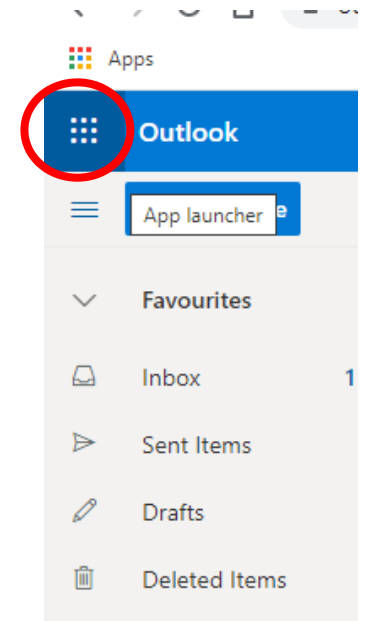


4) Click on **Teams**, and open in the desktop



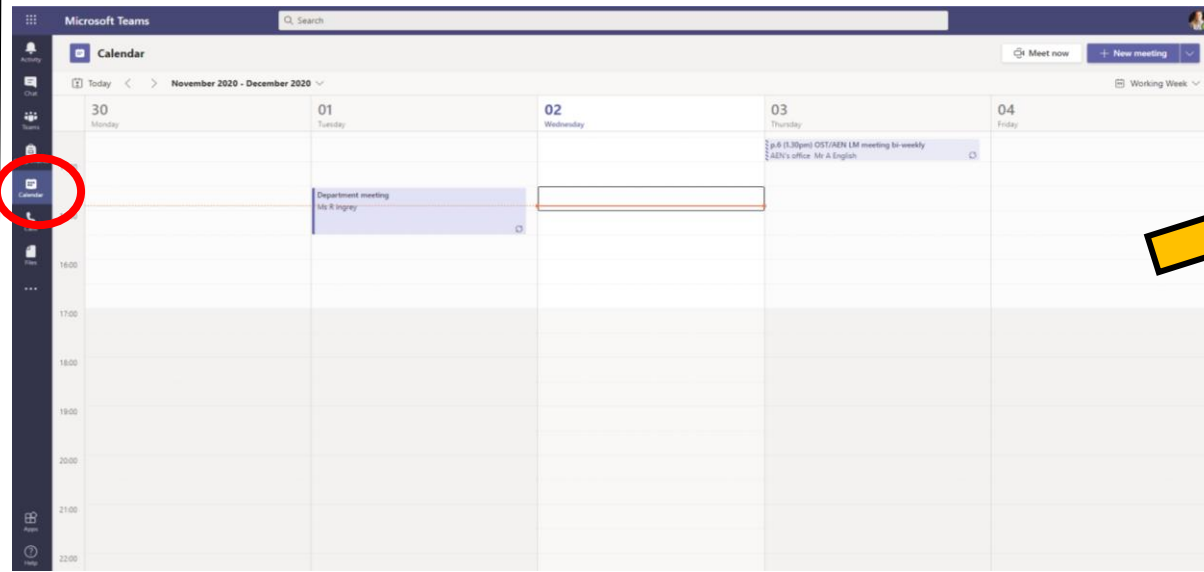
3) Click on the apps launcher button at the top left of the screen.

This is NOT the multi-coloured buttons that says 'Apps'

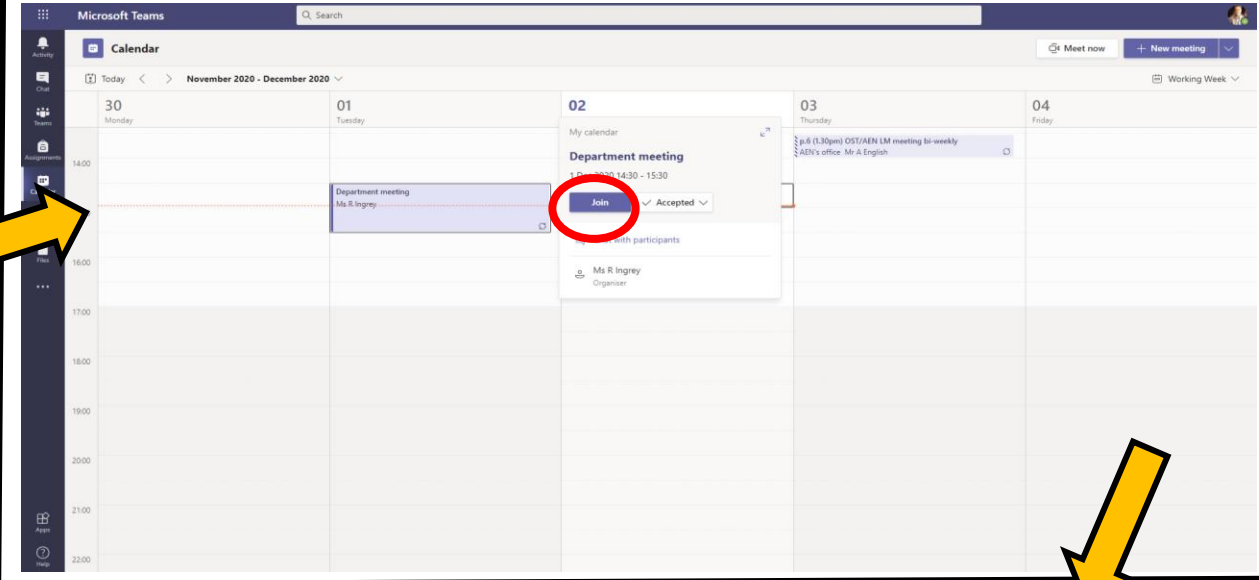


How to join a meeting/lesson

1) Navigate and click on **calendar** on the left toolbar



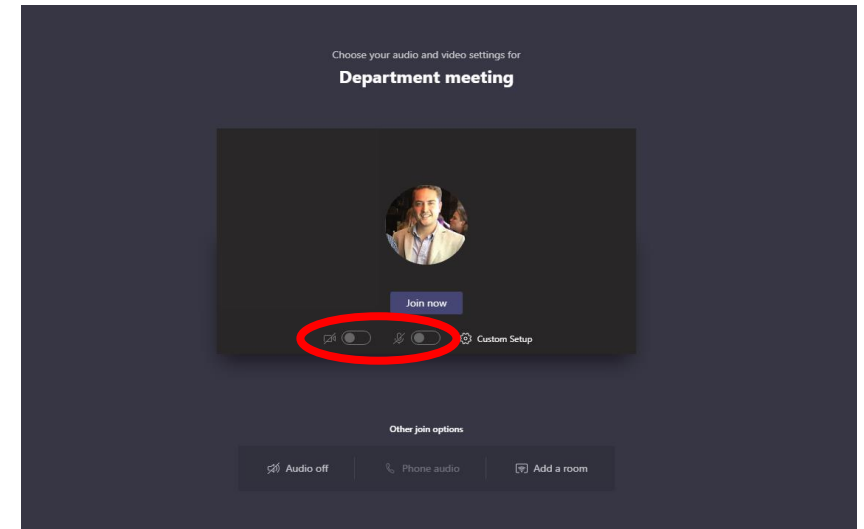
2) Find the date of the lesson, click on the lesson and **join**.



It is important that you treat exactly as you would form time in school. Have equipment ready, and be prepared to engage!

Please remain quiet and allow your teacher to be the expert in the room from another room.

3) Click to mute yourself and turn off your camera



What happens in a meeting on MS Teams?

Your teacher may share their screen so that you can see the slides and anything they wish to show you.

The screenshot shows a Microsoft Teams meeting interface. At the top, it says "New channel meeting" and "01:38". The presentation slide is titled "Year 7 Biology Organisms Lesson 3: Cells (2)" and "Cardinal Pole Catholic School". The slide content includes a plenary question and three options (A, B, and C). The chat window on the right shows a message from a participant asking for help with question B. The interface includes a "Stop presenting" button and various meeting controls like mute, video, and chat.

Year 7 Biology
Organisms
Lesson 3: Cells (2)

Cardinal Pole Catholic School

Plenary: Choose a question below

A
The _____ contains a cell's genetic DNA, and is found in both _____ and _____ cells. Both cells also have a _____, _____, and mitochondria.

Plant cells and bacterial cells also have a _____ that helps to give the cells their shape.

B
Compare the similarities and differences of plant and animal cells.

C
a) State which of the following types of plant cell will contain chloroplasts:
• Leaf cells
• Root cells

b) Explain why.

Meeting chat

16:36
sir, I need help with question B

Meeting started

Type a new message

Raise your hand to get the attention of your form tutor. Be patient, they will come to you.

Open conversation and type any answers or comments to your form tutor in here.

Things to remember

- We are all new to using Teams, and most of us are not used to working from home. Please be patient with your form tutor, I assure you that are being patient with you!
- Be patient with the technology. If it doesn't work, try again.
- Engage with your form tutor. The sessions are a great opportunity to talk to them and to people in your form that you perhaps haven't seen or spoken to in a long time. Also, your form tutor will definitely be keen to know how you are doing!
- Keep conversation relevant and don't use this as a time to mess around. These meetings are for everybody's benefit, and will run much smoother without interruption.
- Keep your microphone muted unless your teacher wishes you to talk – this is to avoid accidental interruption, or background noise becoming an issue.

Watch this Loom video if you need more help!



[How to find Teams and join a meeting](#)