

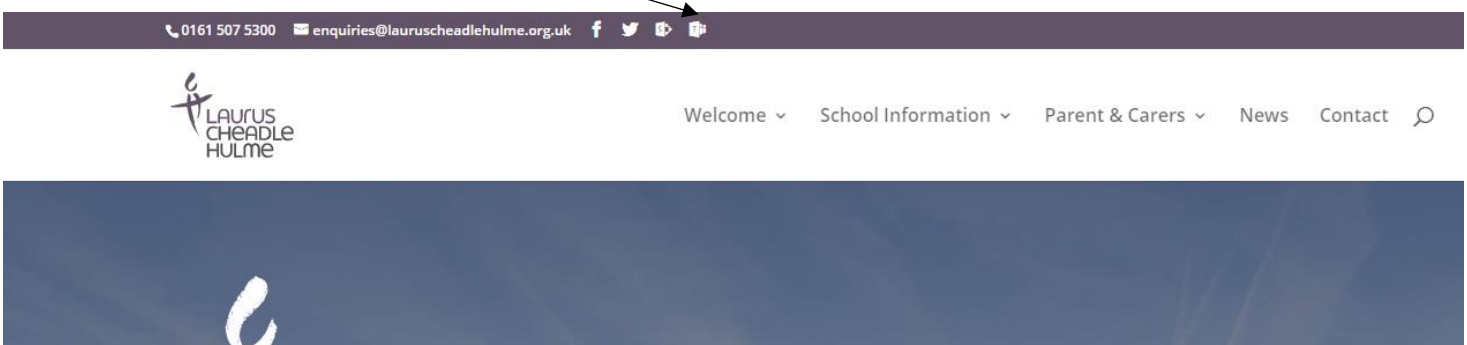
Dear Family,

As you are aware, school has had to close and students and parents alike are now familiarising themselves with Home Learning. As part of this, students are currently able to access online lessons in English, Maths, Science, Languages, History and Geography. All of these lessons can be accessed through Microsoft Teams

Below are the step-by-step instructions to get you logged on and participating in the lessons that your teachers have prepared for you.

**Step 1:** Go to the school website <https://www.laurusheadleholme.org.uk/>

**Step 2:** Click on the Microsoft Teams logo on the homepage



**Step 3:** You will have to login.



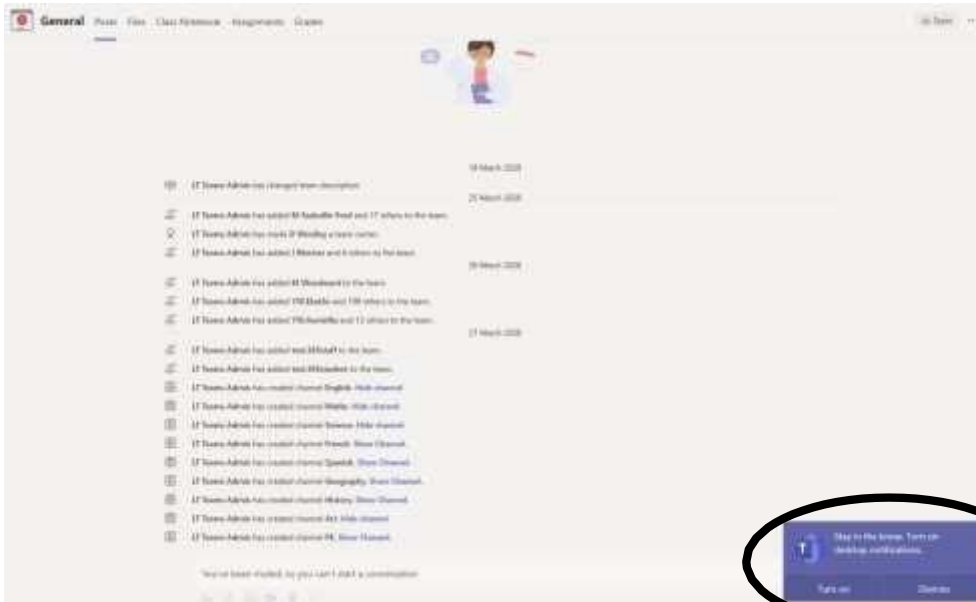
Use your school computer login followed by  
@Laurusheadleholme.org.uk

[Y19.BloggsJo@laurusheadleholme.org.uk](mailto:Y19.BloggsJo@laurusheadleholme.org.uk)

THEN:

Your password is your usual school login  
password.

**Step 4:** 'Turn on' desktop notifications (they'll let you know when things are happening)!

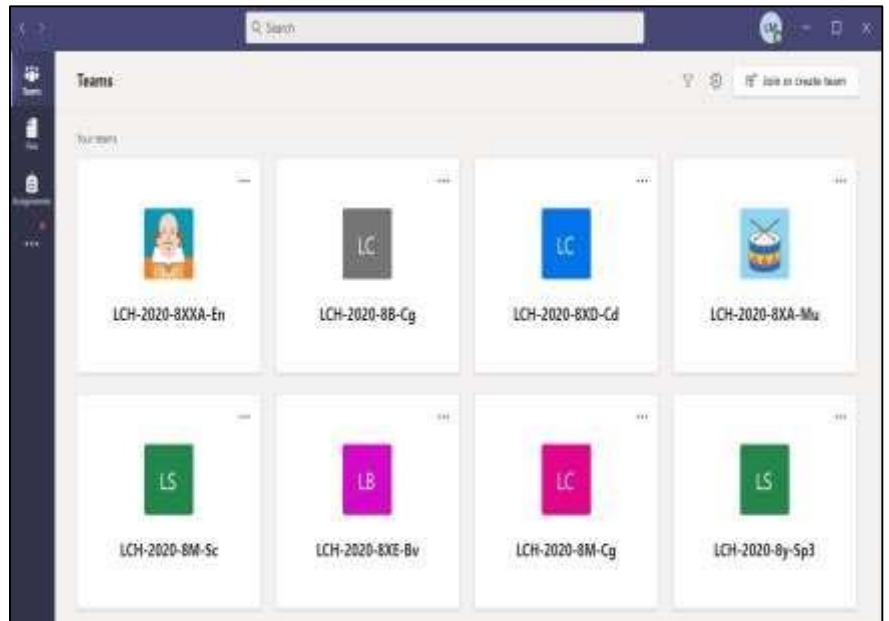


## Step 5: Look at the page in-front of you. Let me show you what it all means...

You will have a box ('Team') for each of your classes.

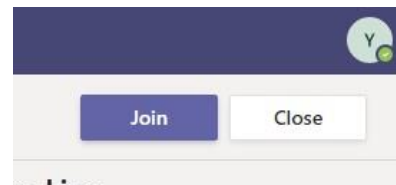
Your classes will match the ones on your timetable in your journal.

When your class is about to start, you must click on the appropriate class. E.g. if English is about to begin, I will select my class – *LCH-2020 8XXA-EN*



## Step 6: Joining your lesson

In the top right-hand corner of your class team, you will see a little camera icon. This will be blue when the lesson is ready. Click 'Join'.

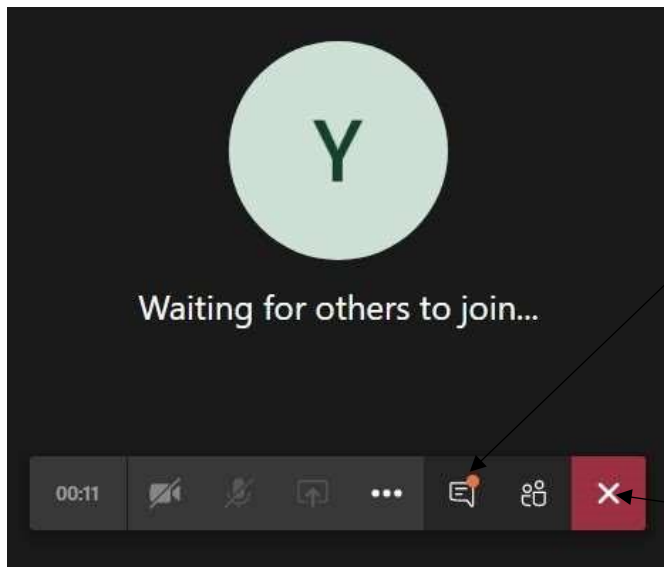


Click 'Join Now'.

Make sure that your microphone is turned off.

Your camera will be turned off automatically so nobody will be able to see you.





Open up the chatroom so that your teacher can try and answer your questions.

Comments are not anonymous.

Hang up at the end of the lecture.