

Accessing your Tutor group meeting within Microsoft Teams

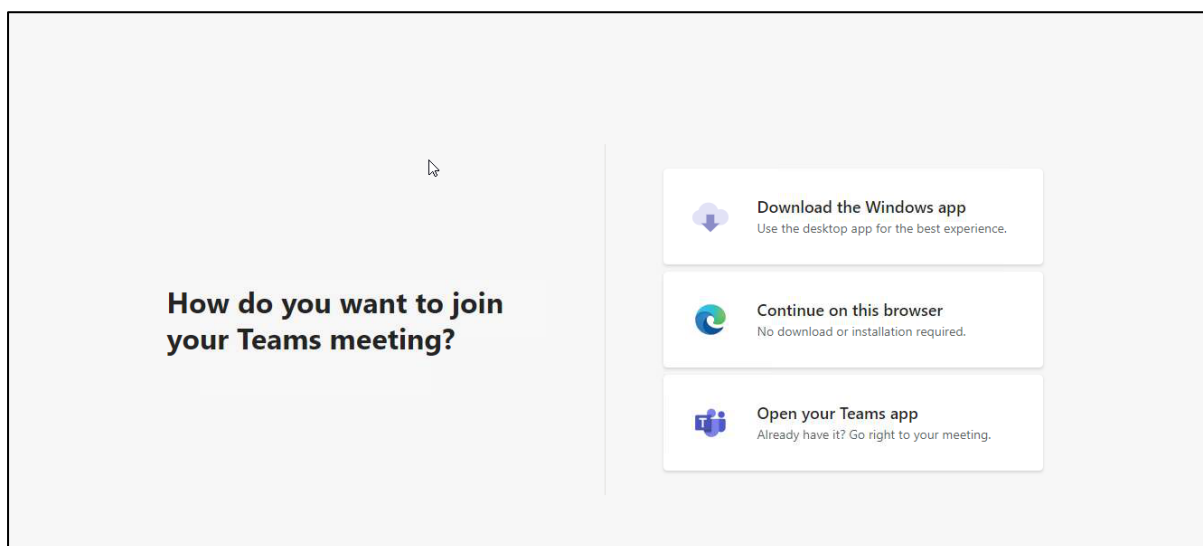
- Your tutor will have posted an assignment within Show my Homework which includes a link to a Microsoft teams meeting.
- When you click the link, you may be prompted for an email address and password. This will be your school email address and password that you would have used to log into Show my homework and/or Microsoft Teams in the past.

For reference your school email address is set like the following:

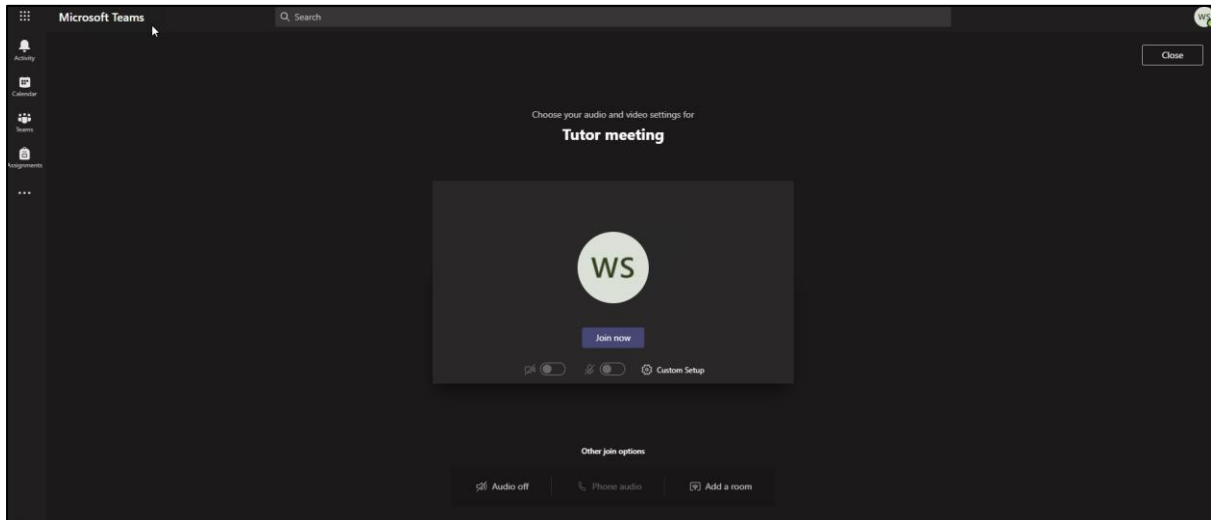
{Your school computer username}@oakwood.surrey.sch.uk

Your Password will be the password you last used to log onto the school computers or to access Show my Homework.

- Once you have signed in successfully you should see a screen similar to this;



- Click the middle option 'Continue on this browser', it should then take you onto this screen below;



- From this screen you can switch your webcam on and of (If you have access to one) and also mute and un-mute yourself.
- If you have a webcam it is likely that a microphone is included.
- Most laptops also have a webcam and microphone included.
- If you are using the computers in school they won't have access to a webcam or Microphone, so you will only be able to hear the meeting and use the chat function if enabled by your tutor.
- Once you've made sure that you are happy to move on click the 'Join now' button

You will then be in the meeting.

Things to note

- If you are using a shared device such as a family PC/laptop it might log you in using a parent's Microsoft account or a personal non-Oakwood Microsoft account. You will need to log out of any Non-Oakwood Microsoft accounts that it tries to log you in as.
- You can **Only** access the Team meetings using your Oakwood email login.

- You can also access the meeting by going into Microsoft teams through the student links on the school website, you can then find the meeting in the 'calendar' tab within Microsoft teams.
- You will only be able to join the meeting during the times that your tutor has scheduled with you.