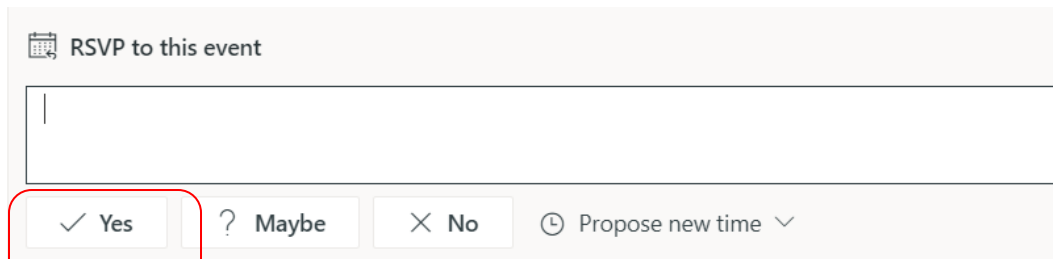


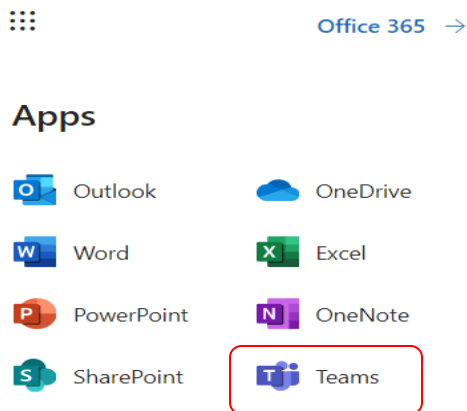
Office 365 – How to join a live lesson

1. You will receive an email inviting you to a meeting.



2. Click yes – this will add the meeting to your calendar. If you receive an email inviting you to a lesson for an option subject you don't study you can click no.

3. To view your calendar Click here
Then on Teams

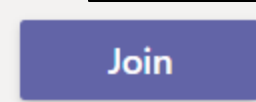


4. On the left hand side of the screen click on Calendar. You should then be able to see the meetings you have accepted.

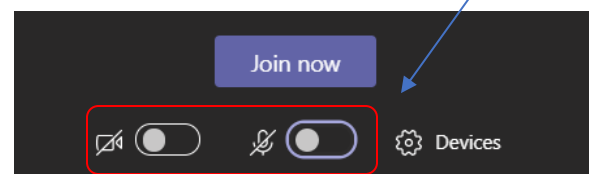
5. To join a lesson click on the lesson.



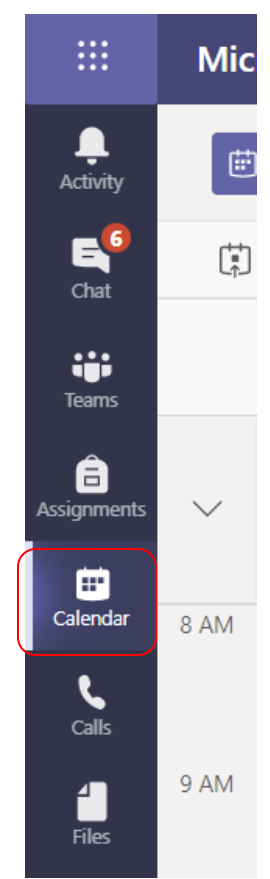
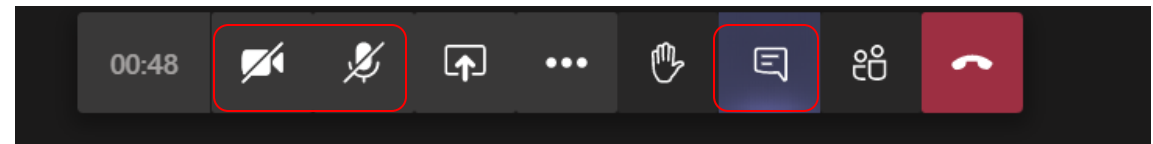
6. Then, in the right hand corner click join.



7. Make sure your audio and camera are off before you join. If you fail to do this you may be removed from the lesson.

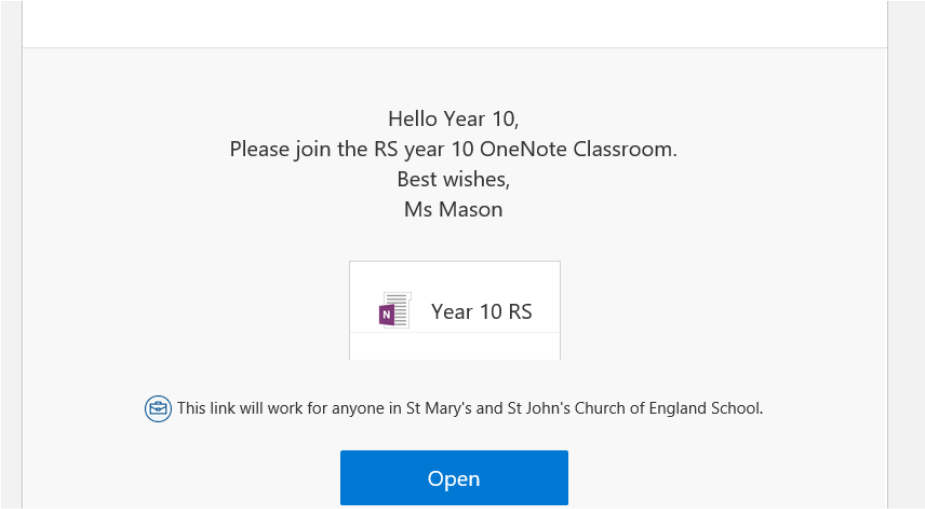


8. Your screen should look like this. If you want to ask a question/comment use the chat function. To leave the lesson press the red phone button.

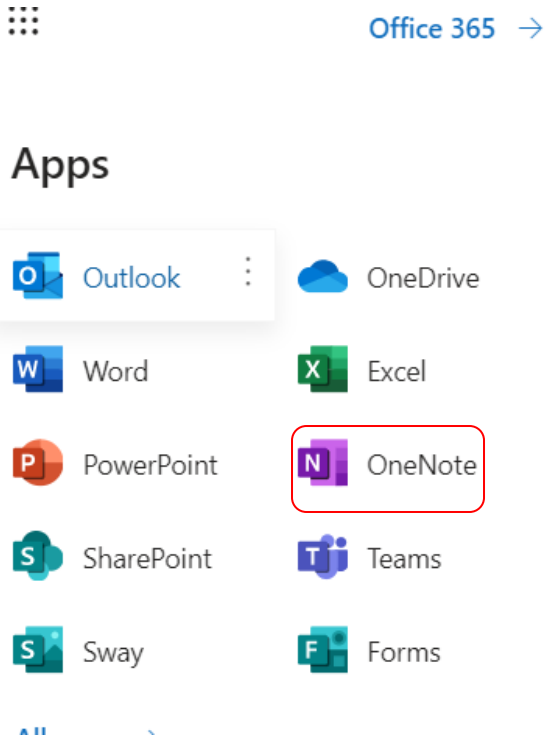


Office 365 – How to join a OneNote Classroom

1. You will receive an email inviting you to a classroom.



3. To find the classroom again simply click on OneNote.



2. Navigate around the classroom where you can find and download resources, access videos etc.

