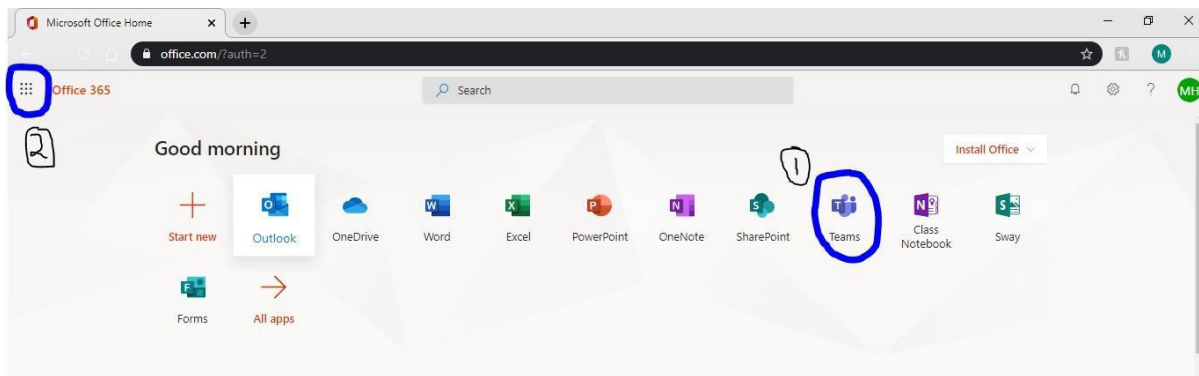


## Accessing Microsoft Teams Via Laptop/ PC

1. Open Google Chrome and open Office365

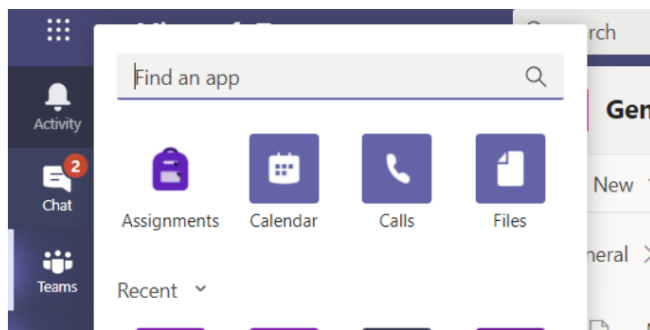
<https://www.office.com/>

2. Log in using your Academy email.
3. Your password is the same one as you log into your school device. If they do not have a password please email [wea.info@e-act.org.uk](mailto:wea.info@e-act.org.uk)
4. Once you have logged on, click on Teams located alongside all the other applications. If it does not show, click on the small dots on the left hand side of the screen, and then click Teams

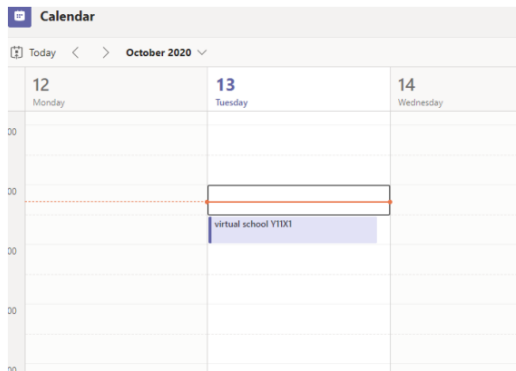


## Teams – Joining a virtual classroom

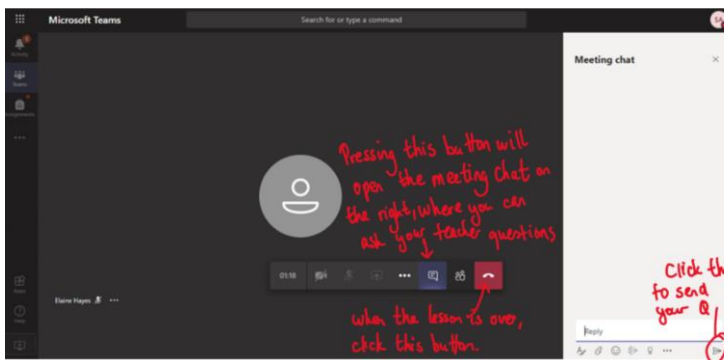
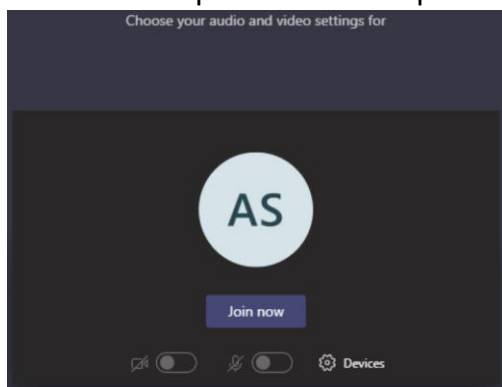
1. Your teacher will have to send you an invite to your live lesson. You can find your lesson in your calendar App.



2. Any live lesson will be visible on your calendar. Select your lesson



3. The red circle is the camera function. Make sure that is off. Make sure that your microphone is also off. You can ask a question of your teacher using the chat function. All questions are kept in the Team after the lesson is over



- Please work on paper or type your work.
- keep this organised by each subject.
- You will need to bring this work with you when you return to academy

## Accessing Microsoft Teams Via Via Mobile phone/ Tablet

1. Open Play Store/ App Store on your device and download Microsoft Teams
2. Once it is downloaded, log in using Willenhall Academy email
3. Select year group team to and upload resources

NOTE – Please be aware that you have WI-FI connection and not using Mobile Data as this might incur in extra additional charges.



## Laptop Loan

If your son or daughter meets the criteria below, we may be able to issue you with a laptop on loan:

- You have no laptop or smart device in your household
- You have no alternative capacity to borrow or purchase a smart device or laptop

## ICT Expectations and fair use apply

- No content should be added/communicated online if it places a child at risk of harm
- Pupils will always have their cameras switched off during live sessions and no sessions will be recorded by a pupil (the member of staff will inform you if the camera can be switched on)
- Any communication must not bring the academy into disrepute and behavior/appearance/environment must be appropriate for communicating with other students and staff
- 'Classroom standard' of behavior is always expected from all participants and ground rules will be set out to ensure a safe space
- Any pupil absences for planned live sessions must be followed up between parent/carer and academy
- Any concerns can be shared with the remote learning teacher or the academy website reporting tool