



# Microsoft Teams

## How to Guide

- Ensure you can access your school emails via “webmail.eq.edu.au”. This is the primary form of communication with your teacher.
- All Year 11 and 12 classes will be run on Teams in Week 2. Make sure you have your timetable ready, and are on Teams when your lesson is scheduled. A roll will be taken.
- Ensure you have Teams installed on your computer, this can be done via “office.com”.
- Find a quiet space in your home, where you will not be disturbed, and are away from any external noises. A pair of headphones would also be useful, so you can hear the lesson without distractions.
- By default, your webcam will be disabled, but your teacher may enable it during the lesson. Ensure you are dressed appropriately and any background items are suitable.
- Make sure you have all your materials ready for the lesson, the expectation is the same as if you are at school.
- Any comments you make during the lesson in the “chat feature” will be subjected to the same standards as comments you make in class, so please keep to the lesson and make sure your comments are on task.