

Office Teams

Student guide

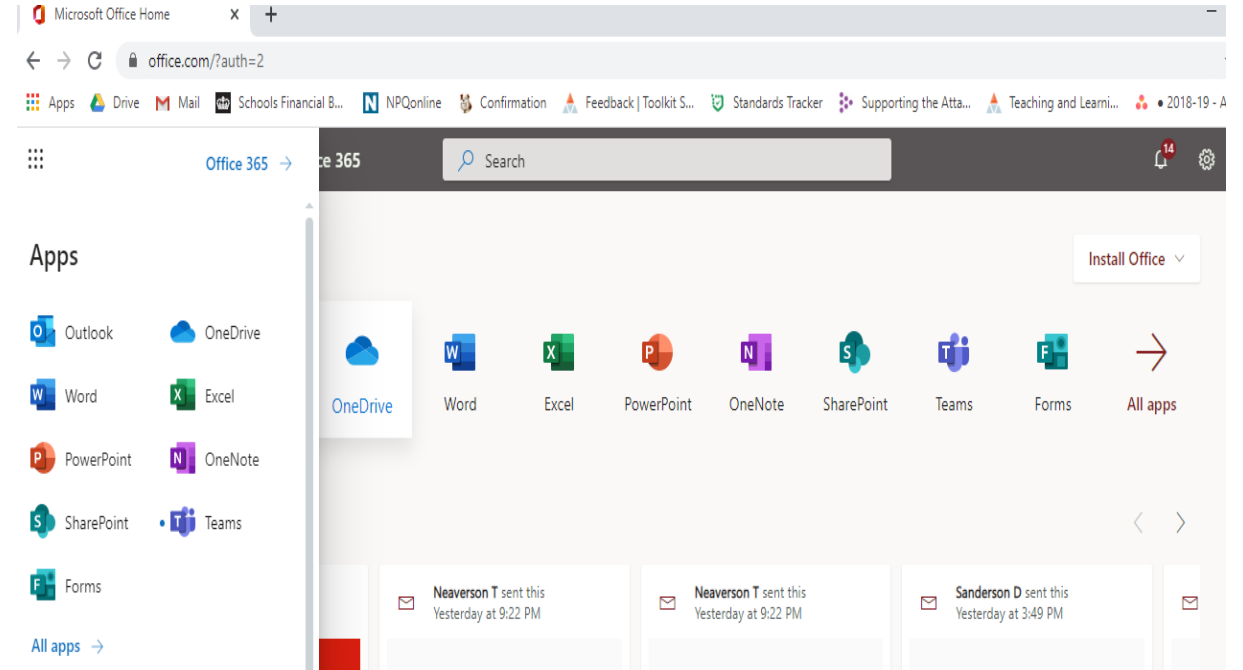
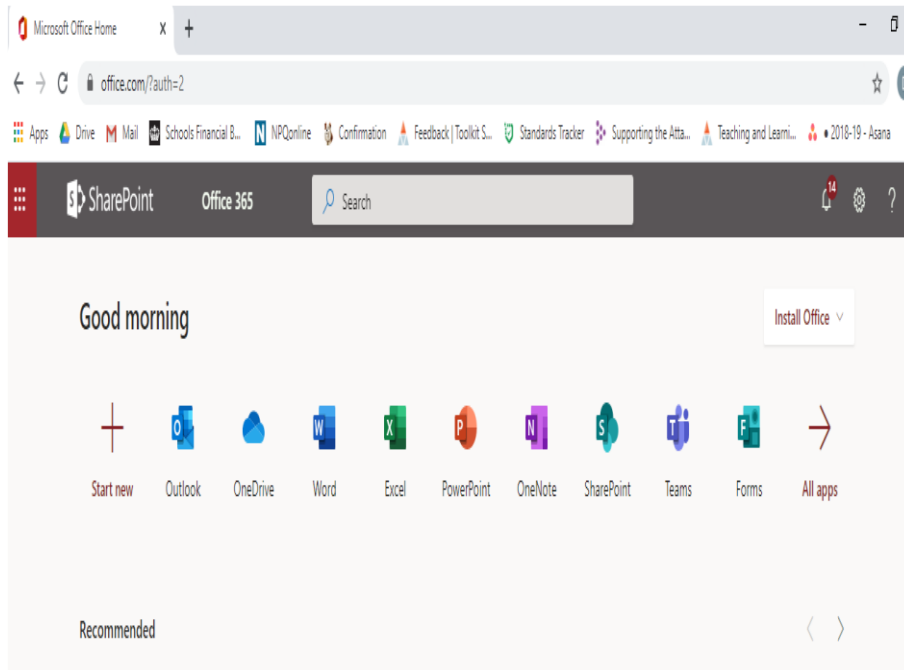
Rules

- Camera must be turned off for all students during video calls. Even though this the case, all students must be appropriately dressed and working in an appropriate space.
- Video calls must not be recorded
- All conversations both verbal and written must be appropriate and follow Arthur Mellows Village College behaviour policy
- No conversations written or verbal should take place between students. This is only for communication with staff

Any of the above rules not adhered to will result in you being removed from the Office Teams and the consequences in line with the AMVC behaviour policy

How to access

- Open your office 365 account / Sharepoint
- Click on the app link in the top left corner
- Select Office Teams



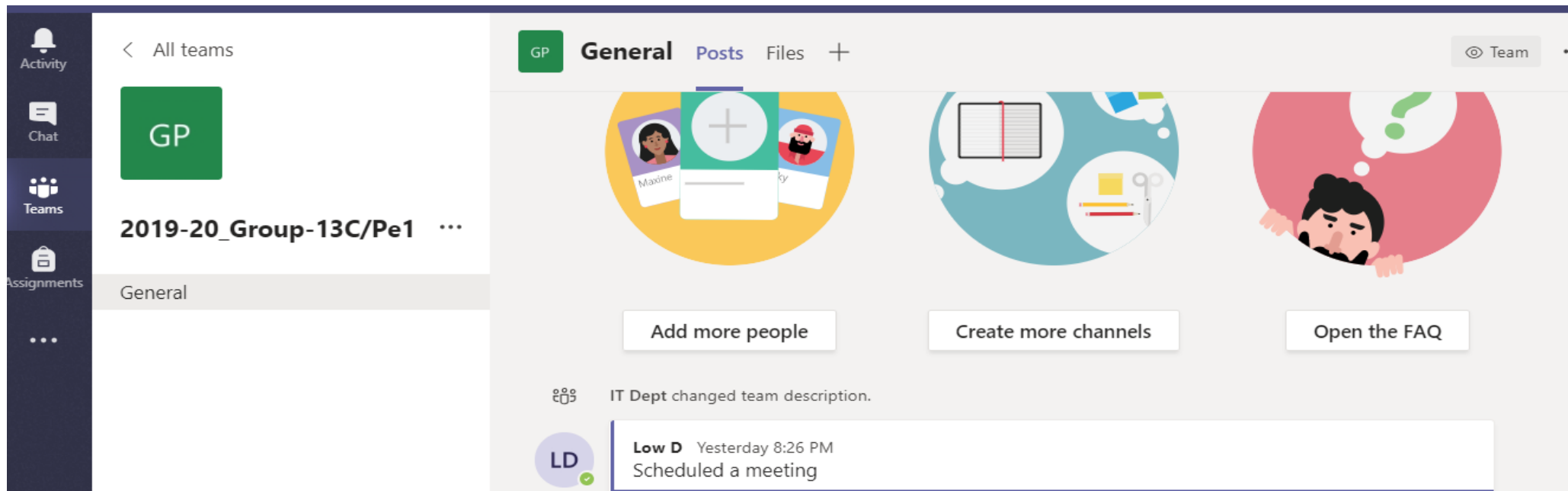
Other remote access

- Office Teams is available on most devices, and apps can be downloaded.



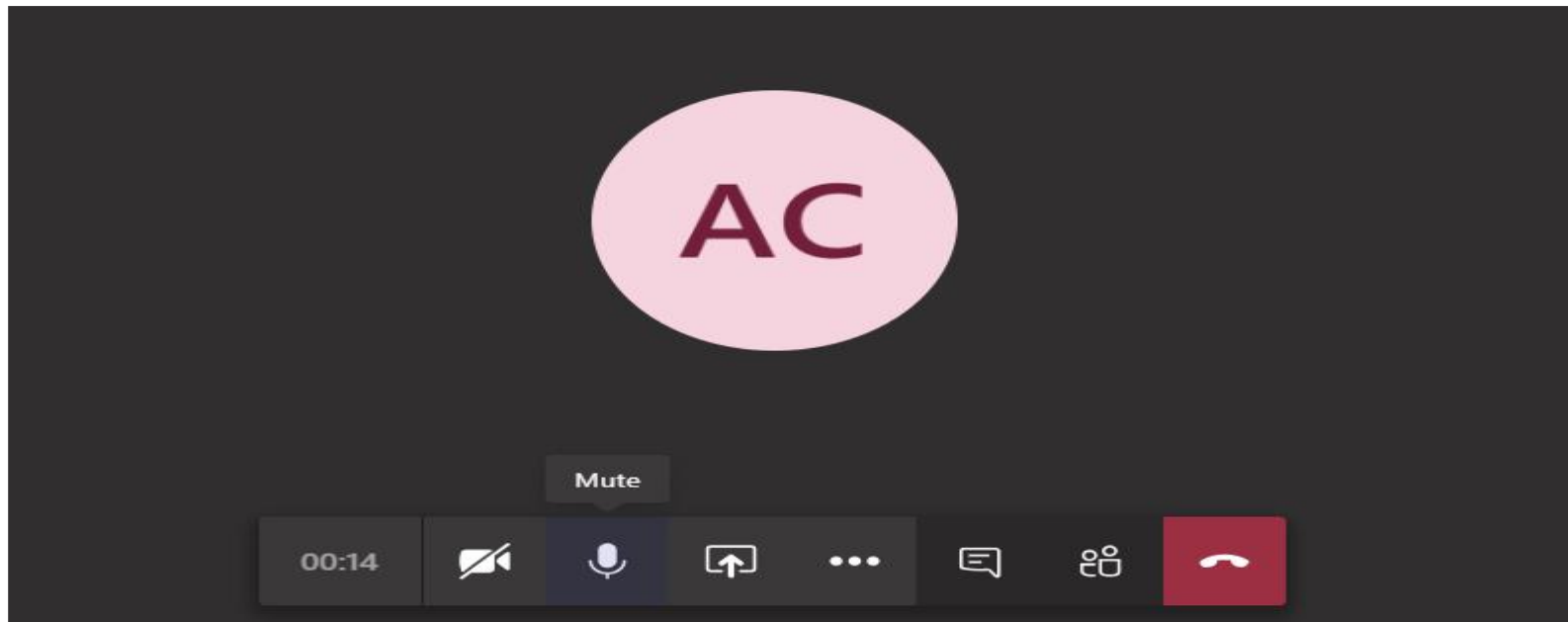
Using Office Teams

- Your teacher will set up a group (your school class)
- They will send you an email with the date and time of the lesson (this will be the same time as your normal school timetable)



Using Office Teams

- You will receive a video call (like a normal call), which you have to accept.
- Once you have accepted you need to deactivate your camera by clicking on the camera icon



Using Office Teams

- You can ask your teacher questions without talking. To do this access the chat icon and type your question.

