



# Microsoft Teams

## Guide for Students and Families

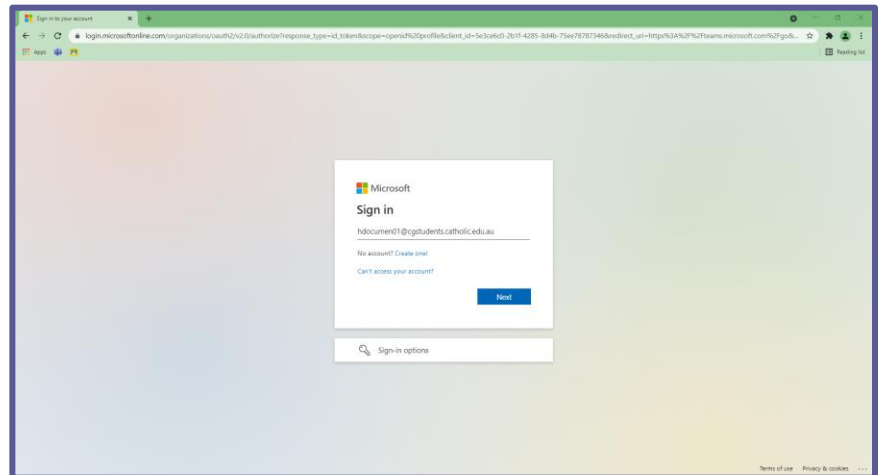
### Logging In

**Online**  
**Best for Chromebooks**

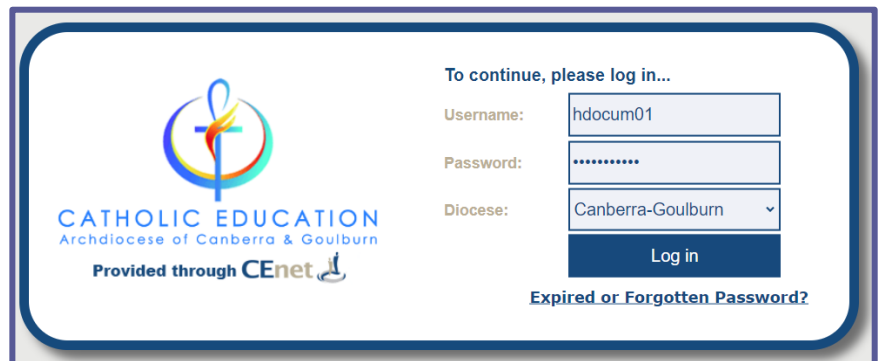


**Student Email is: username@cgstudents.catholic.edu.au**  
Username and Password are available from your classroom teacher

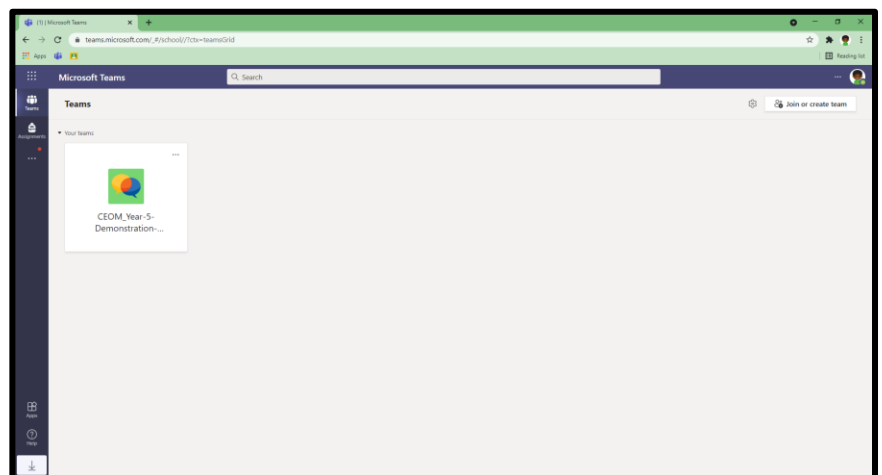
1. Go to  
teams.microsoft.com  
and sign in with your  
school email and  
password



2. Navigate  
through the CEnet  
page with your  
username and  
password



3. Class Teams are  
available from the  
dashboard





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Join a Meet

Online  
Best for Chromebooks



Option to join from Google Classroom

The screenshot shows a Google Classroom page for 'St Christopher's 5E 2021'. Under the 'Meetings' tab, a post titled 'Ethel Documentation posted a new material: Monday July 19th Meeting' is visible. The post content includes 'Posted 11:53' and 'Today we will focus on:' followed by a list: 'Maths Review' and 'Questions about the Religious Education research'. A 'Join conversation' button with a Teams link is highlighted. A red box labeled 'View Post' points to the 'Meetings' tab, and another red box labeled 'Select Link' points to the 'Join conversation' button.

The screenshot shows the Microsoft Teams 'Join conversation' page. A dialog box asks 'Open Microsoft Teams?' with the URL 'https://teams.microsoft.com' and an option to 'Always allow teams.microsoft.com to open links of this type in the associated app'. A red box labeled 'Select to open Teams App' points to the 'Open Microsoft Teams' button. Below, the main screen asks 'How do you want to join your Teams meeting?' with three options: 'Download the Windows app', 'Continue on this browser' (highlighted with a red box), and 'Open your Teams app'. A red box labeled 'Open Teams online' points to the 'Continue on this browser' option.



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Option to join from Microsoft Teams

The screenshot shows the Microsoft Teams interface. On the left, the 'Teams' sidebar shows a channel named 'CEOM\_Year-5-Demonstratio...'. The main area shows a meeting post titled 'Meeting now' with a 'Join' button highlighted by a red box. Below the meeting post, there is a message from 'Lizel Documentation' about a 'Tuesday 20th Meeting' with a list of topics: 'Literacy Review' and 'Science Experiments at Home'. A meeting card for 'Tuesday 20th Meeting' is also visible. At the bottom of the meeting post, there is a 'New conversation' button. A red box highlights the meeting icon in the channel list on the left. Another red box highlights the 'Join' button in the meeting header. A third red box highlights the 'New conversation' button at the bottom of the meeting post.

When the teacher has started the meeting, select Join.

This icon shows you where the meeting is hosted. Select the Channel to find the meeting.

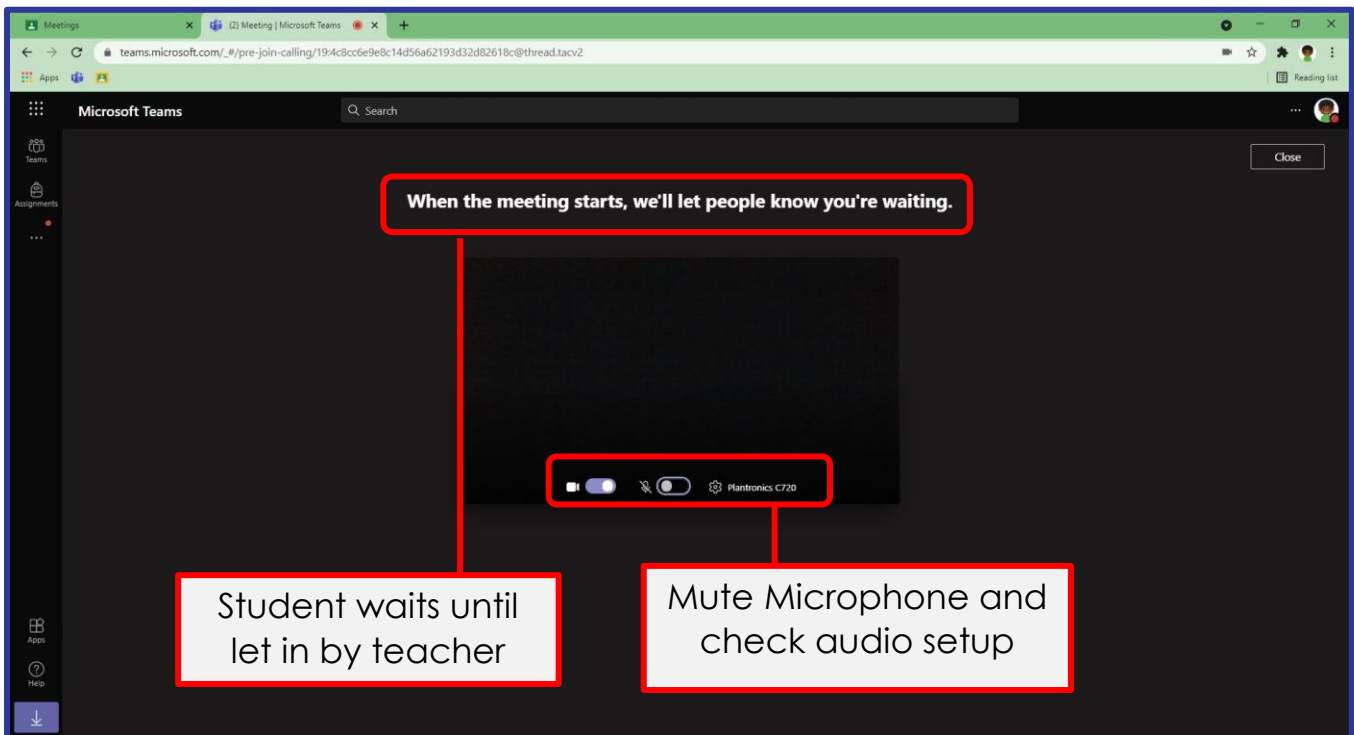
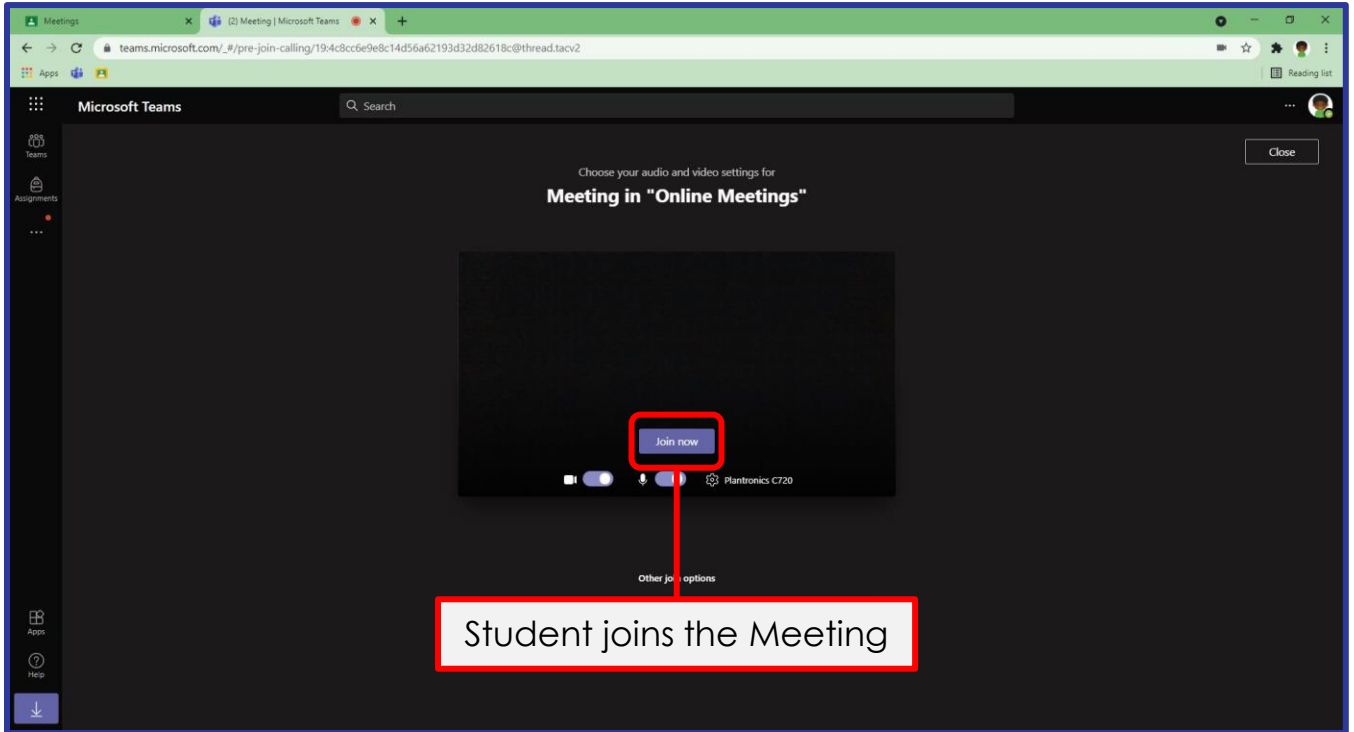


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Join a Meet

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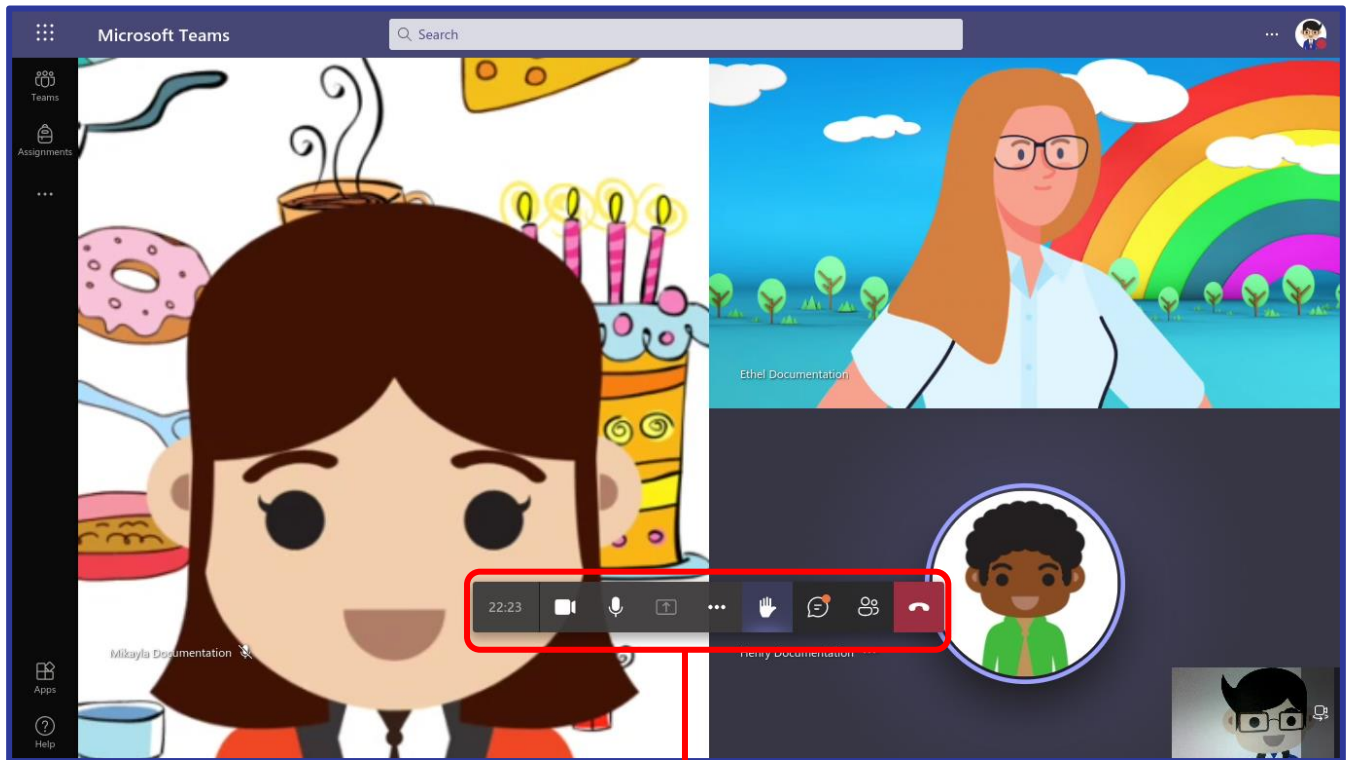


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Participate in a Meet

Online  
Best for Chromebooks



Turn Camera On/Off

Mute/Unmute Microphone

Raise or Lower Hand

Open Chat

Show Participants



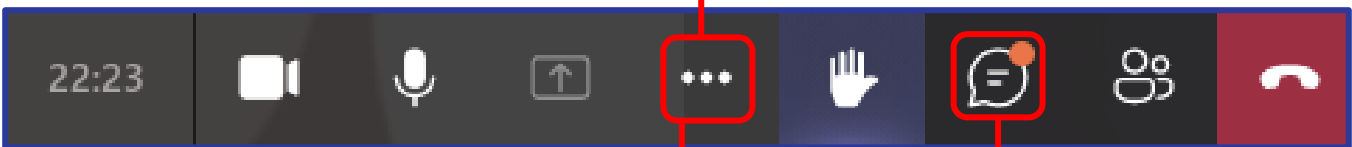
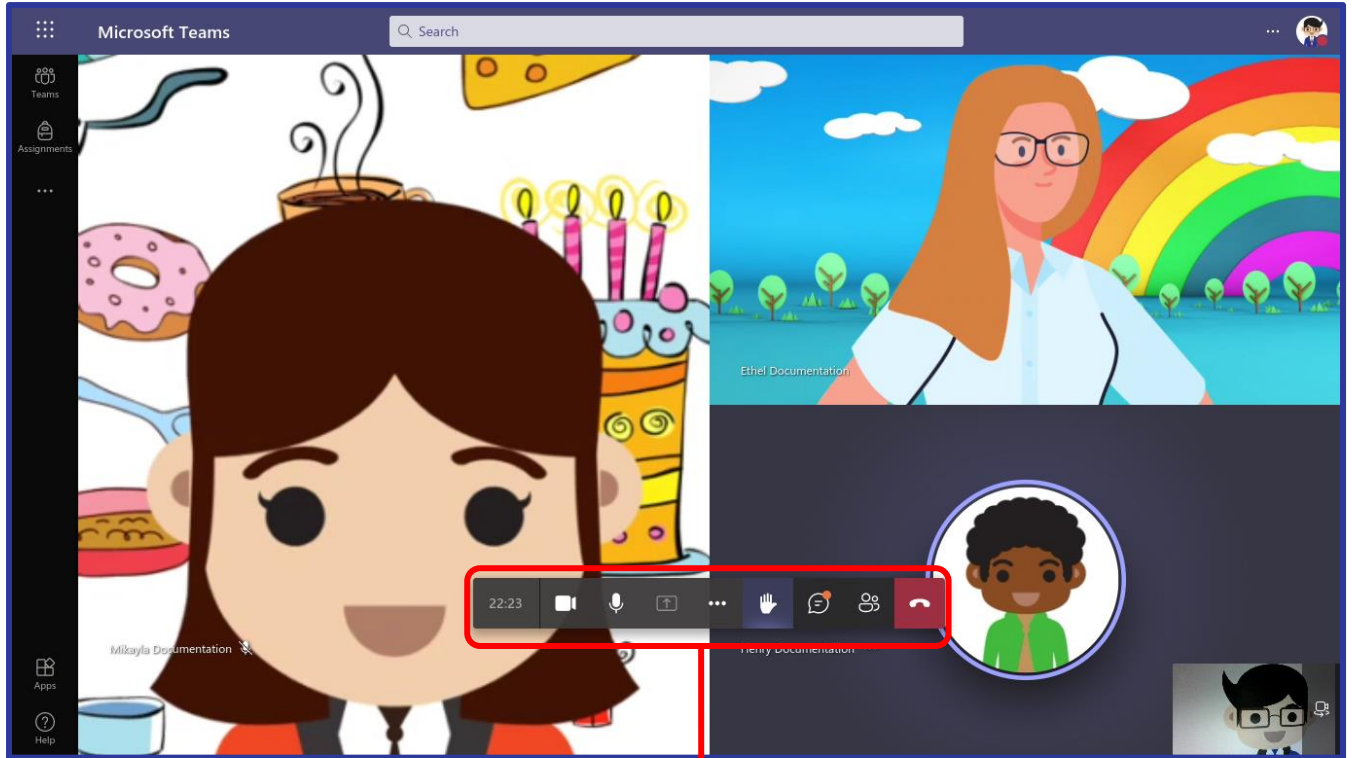


# Microsoft Teams

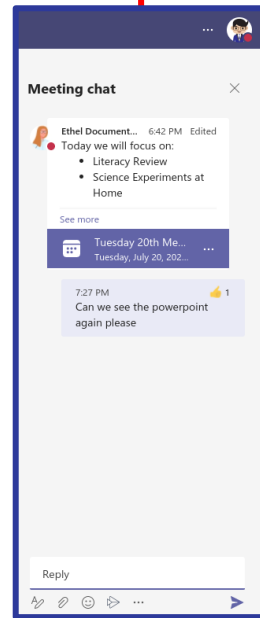
## Guide for Students and Families

Participate in a Meet

Online  
Best for Chromebooks



- Show device settings
- Show meeting notes
- Info pane is disabled by policies
- Enter full screen
- Gallery ✓
- Large Gallery (Preview)
- Together Mode (Preview)
- Keypad
- Start recording
- Turn off incoming video



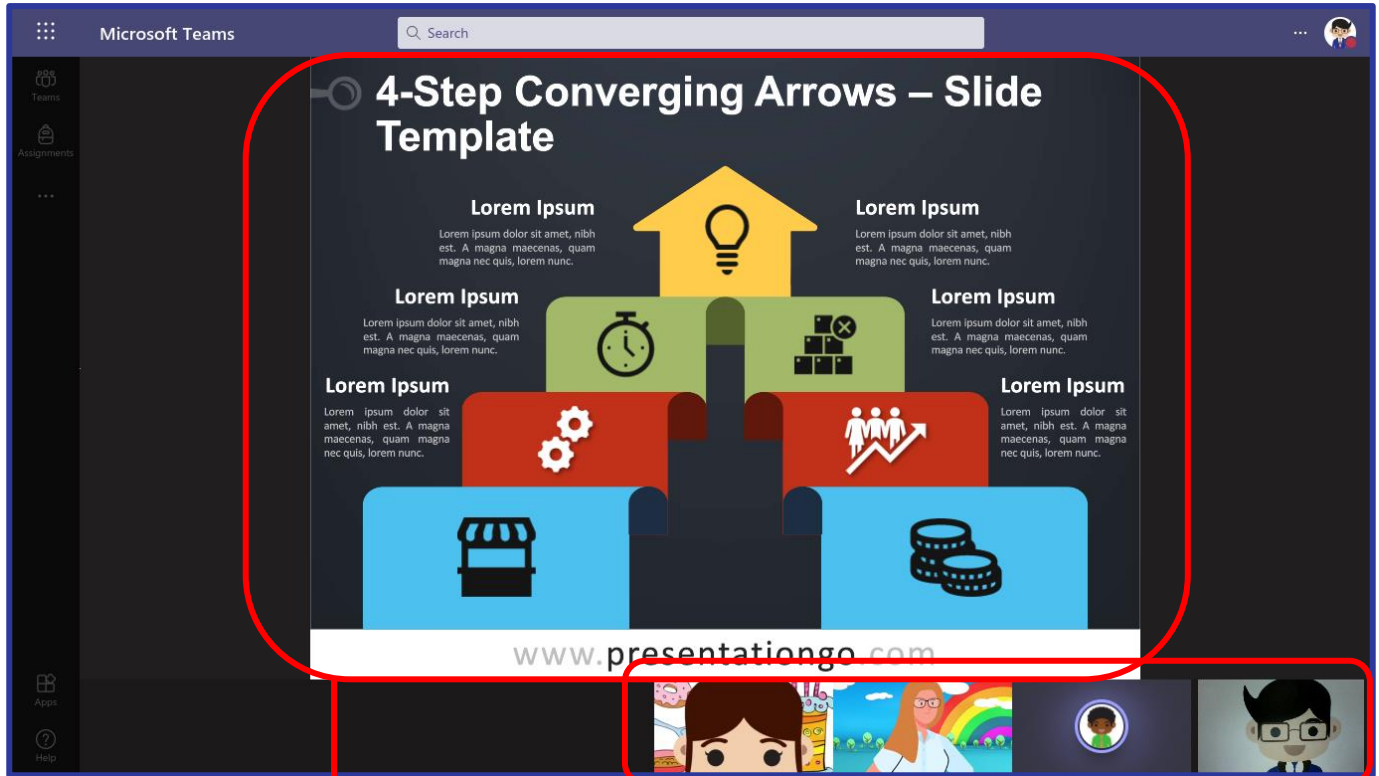


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## Guide for Students and Families

View Shared Screen

Online  
Best for Chromebooks



View of teacher PowerPoint

View participants videos at bottom of screen