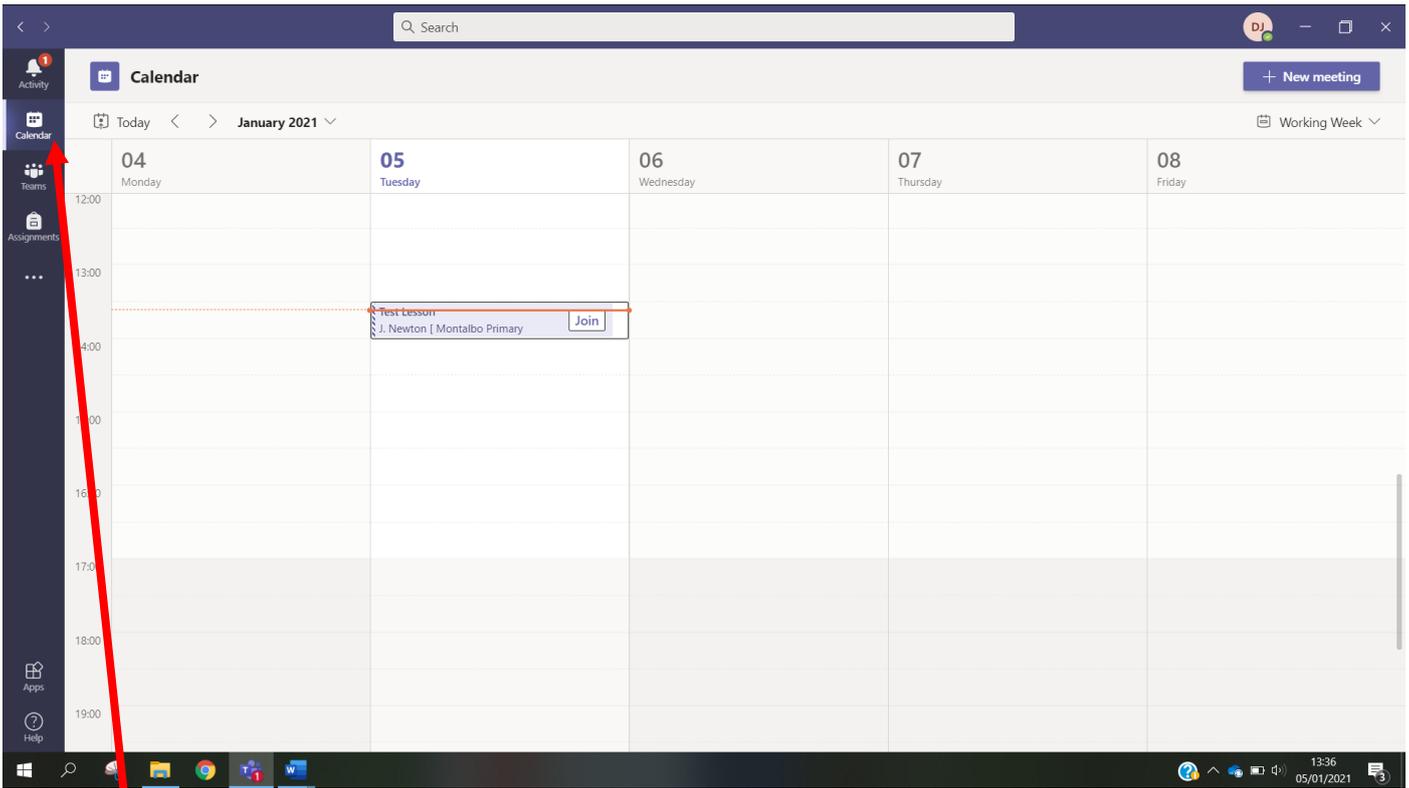
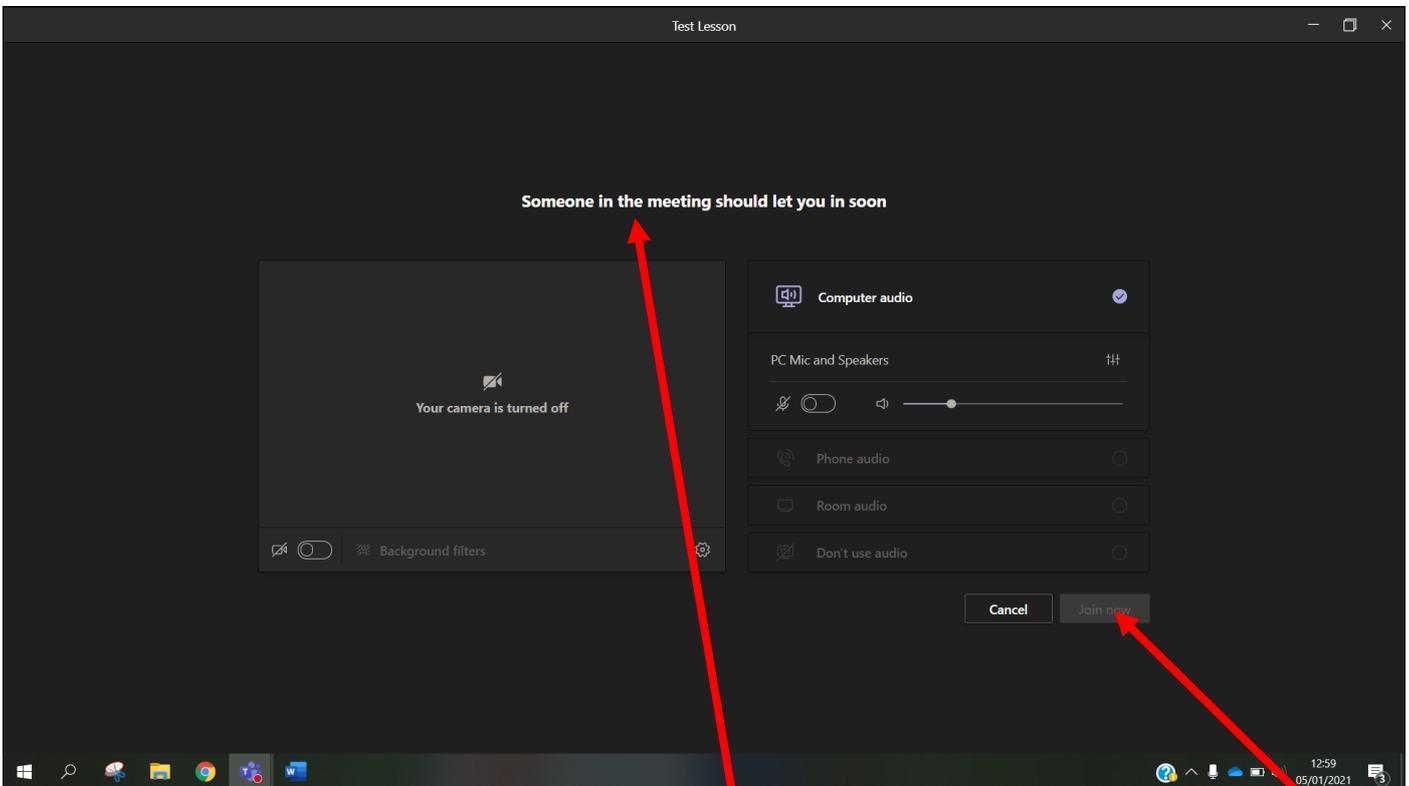


## Joining a lesson live or accessing recorded lessons.

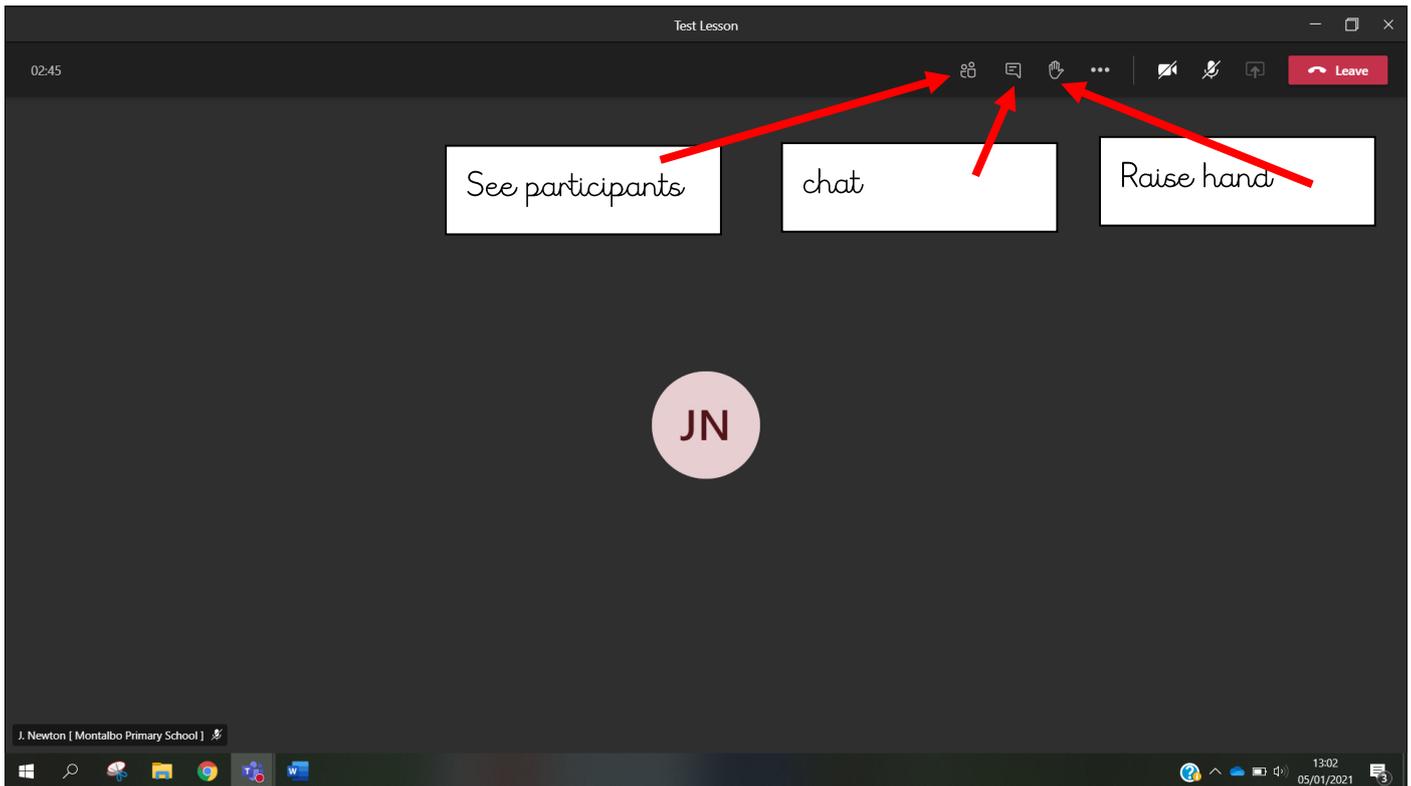


Click on calendar and find the lesson you want to join. Click on join.



It will open a new window where you can check your camera and microphone and then click join now.

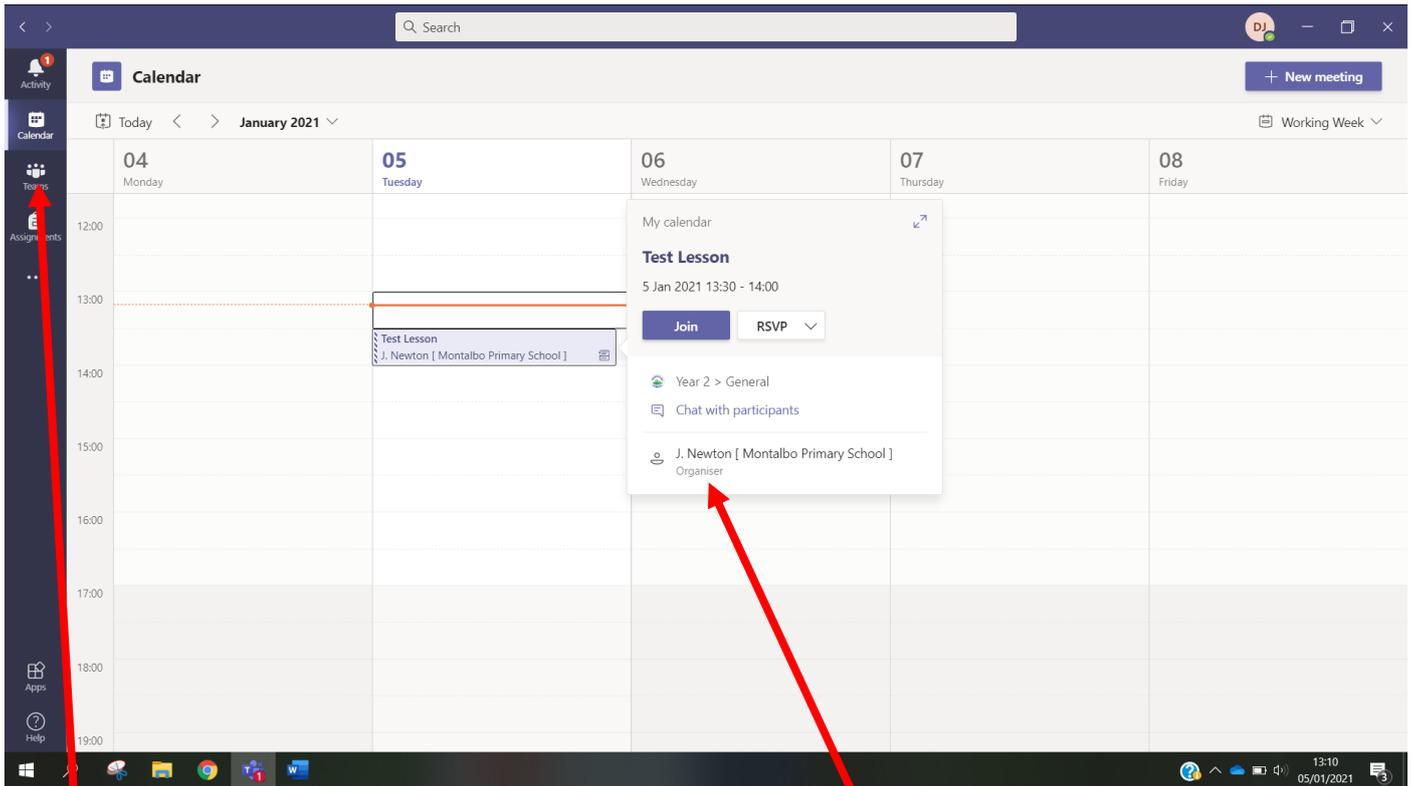
It will come up with a message to say you're in the lobby. Your teacher will let you in.



Along the top of the screen there are options where you can see participants, put a message in the chat box and raise your hand.

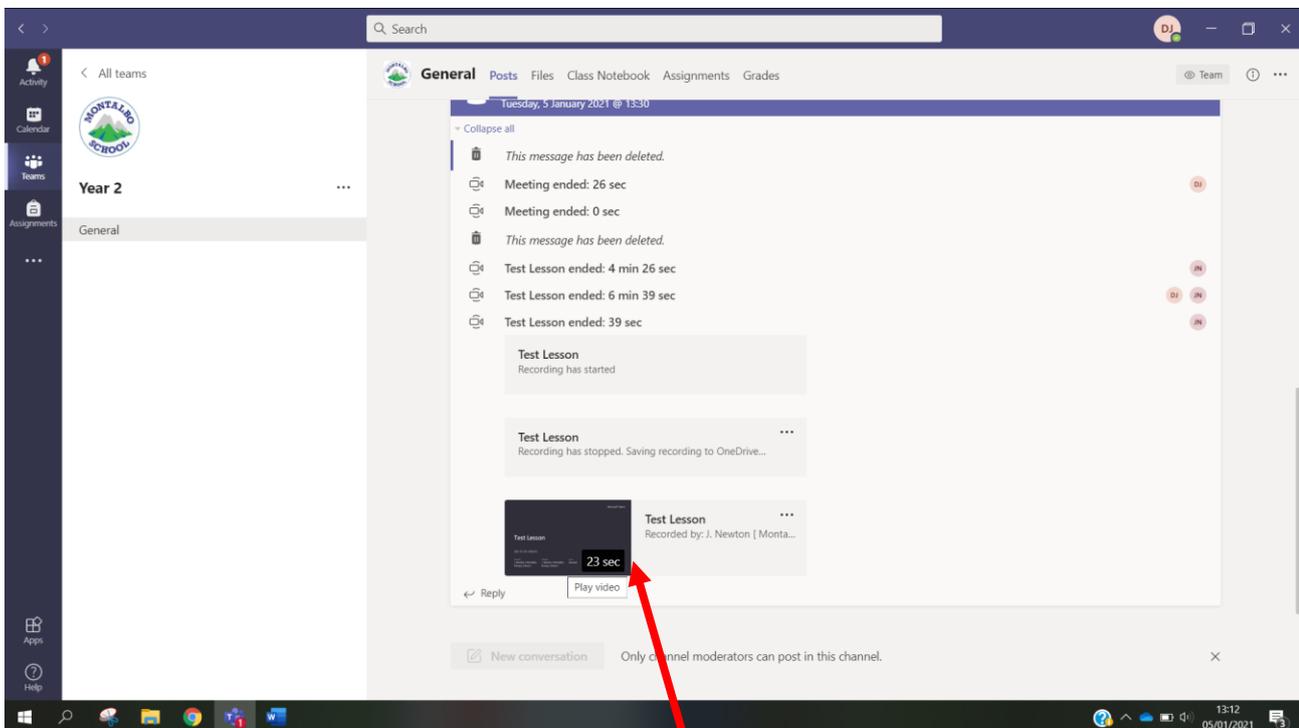
The chat function should only be used as instructed by your teacher or if you have a problem. You can use the raise hand tool to show the teacher you would like to speak. This avoids people talking over each other.

If you can't access the lesson live, a recording will be made of the lesson and this will appear in the chat once the lesson has finished.



Click on the calendar which will open up all the lessons.

Click on the lesson you want to access and click on chat with participants.



Click on the recording of the lesson. This will open in a new window and will ask you to sign into your teams account. Use the same email address and password you were given. It will then give you the option to watch the lesson in that window or you can download it.