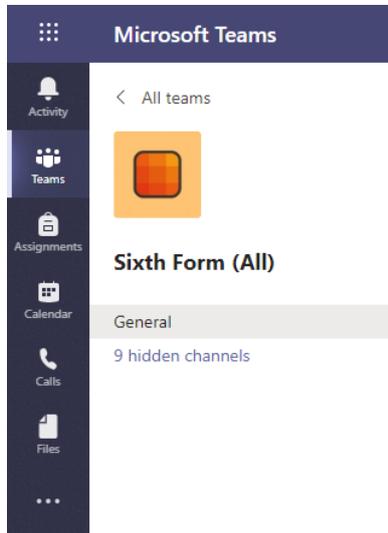


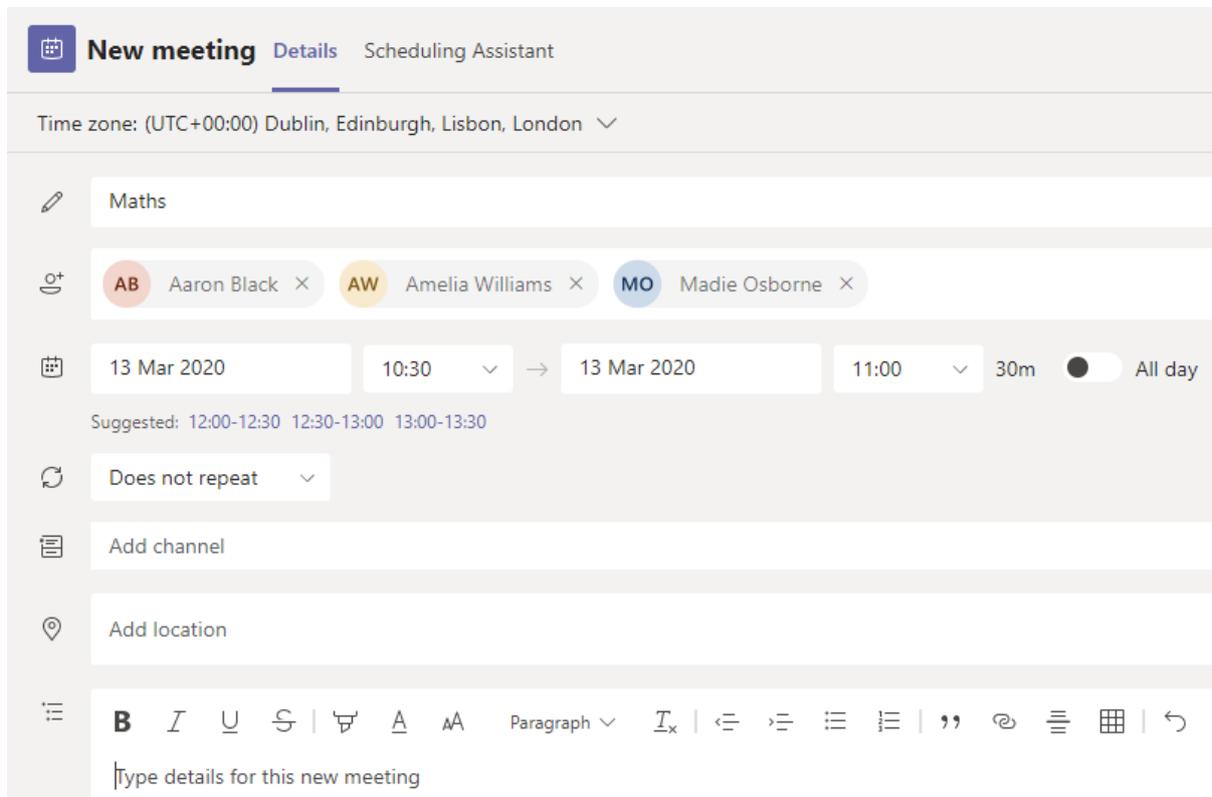
DOCUMENT 5

Set Up a video Conference

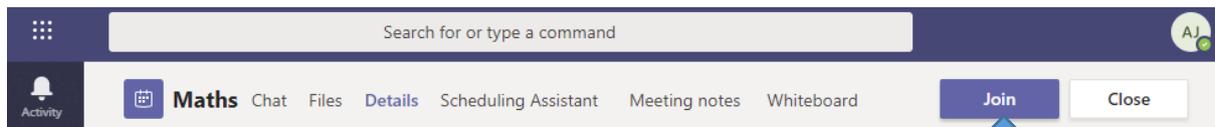
Log in to Teams and choose the year group. Click the calendar icon on the left:



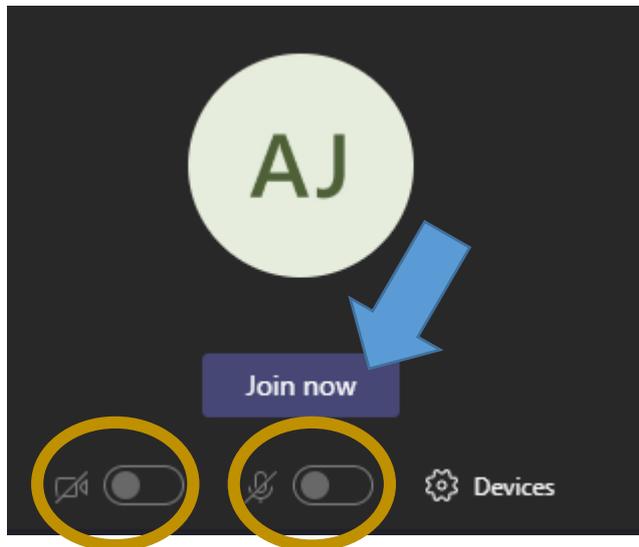
Create the meeting and add the students you want to attend



When you are ready to start the class, go to the calendar and click the meeting. Click 'Join' in the top right.



Choose to enable your webcam and microphone and click Join Now



As students join, they will appear down the left.