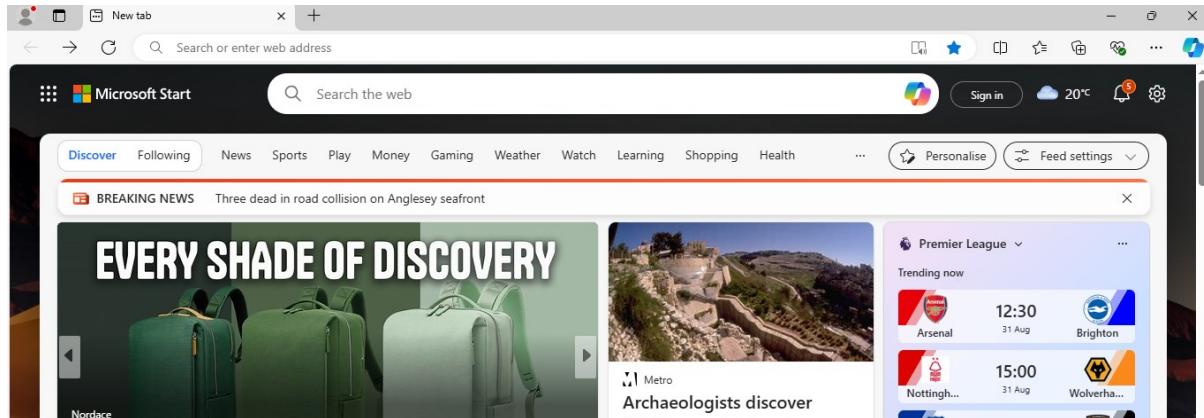
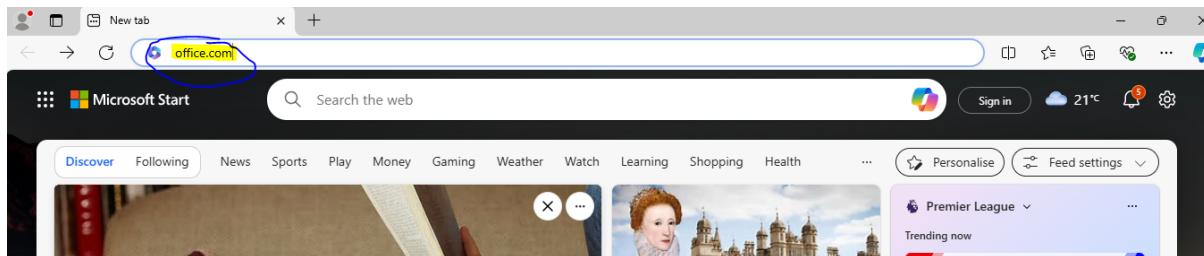


## Accessing your course with Inspire Learning through Microsoft Teams

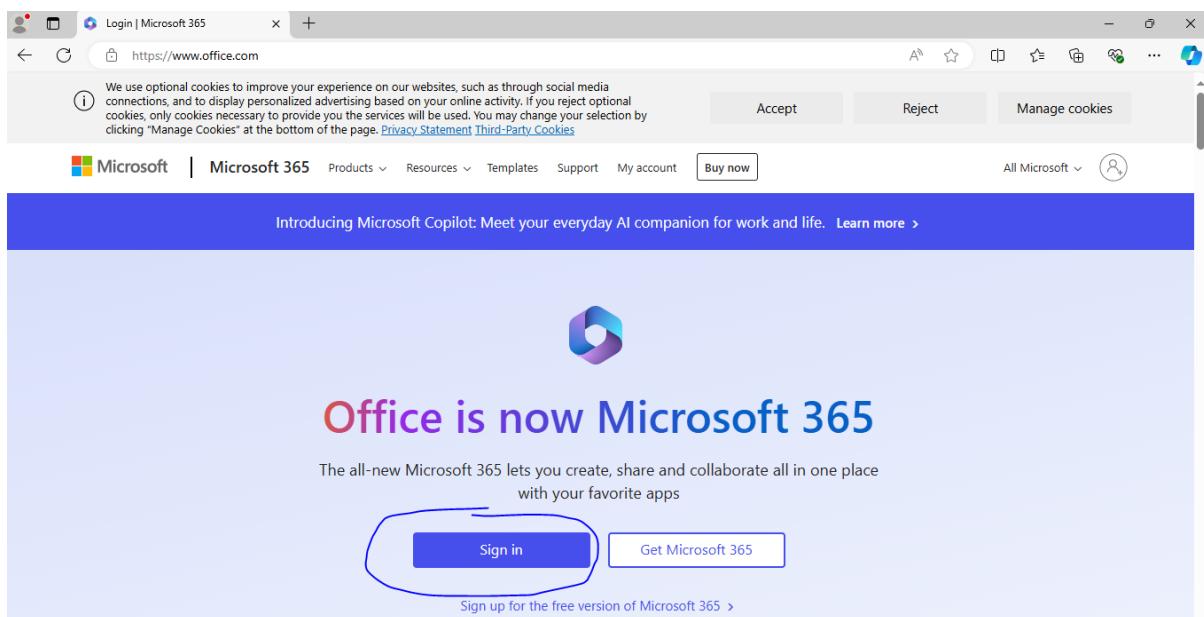
### 1. Start a browser (Edge, Google Chrome, Safari, etc)



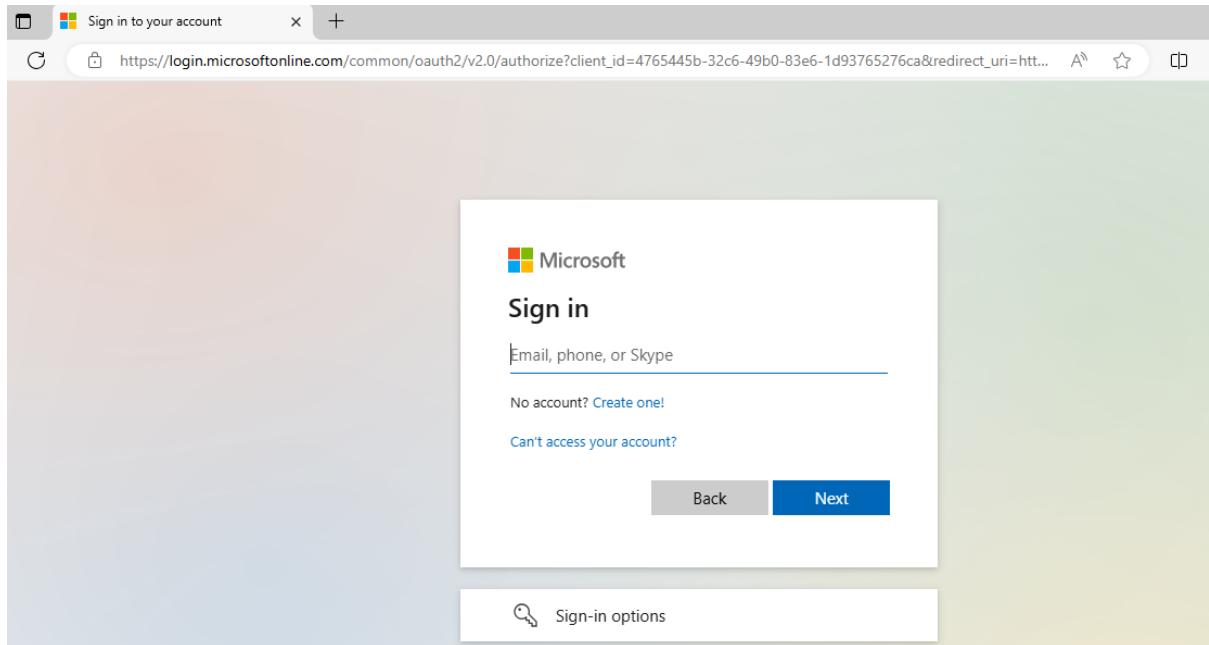
### 2. Type office.com into the address bar:



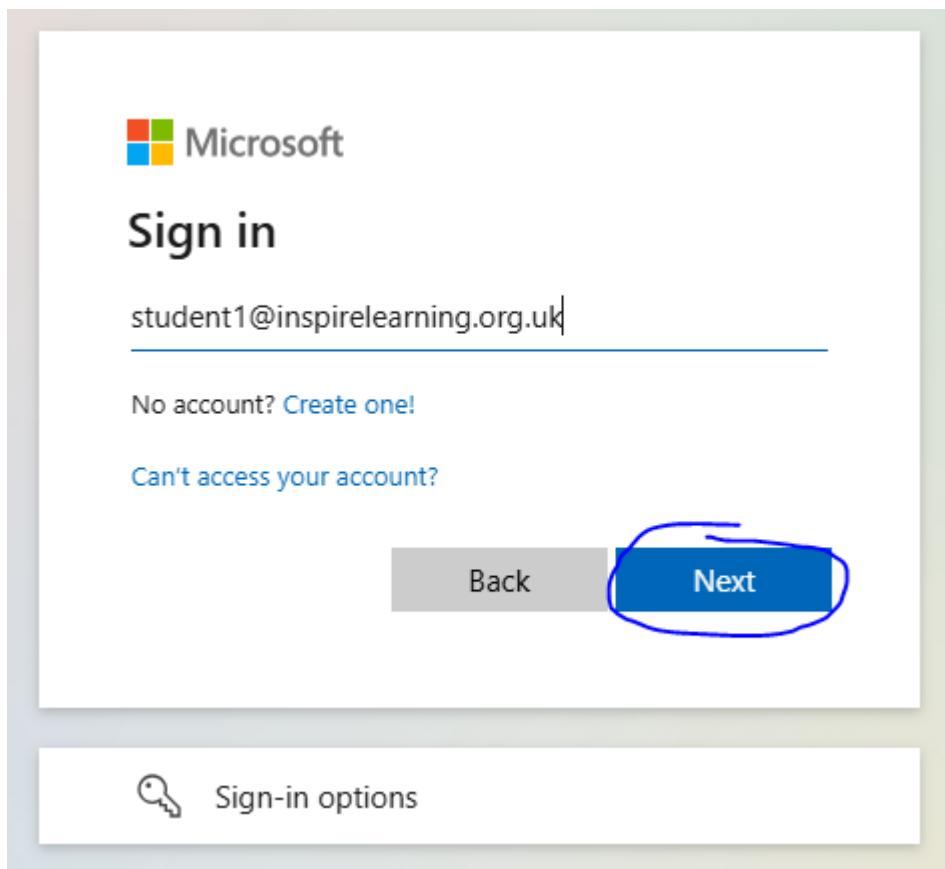
### 3. Press enter which will take you to this page:



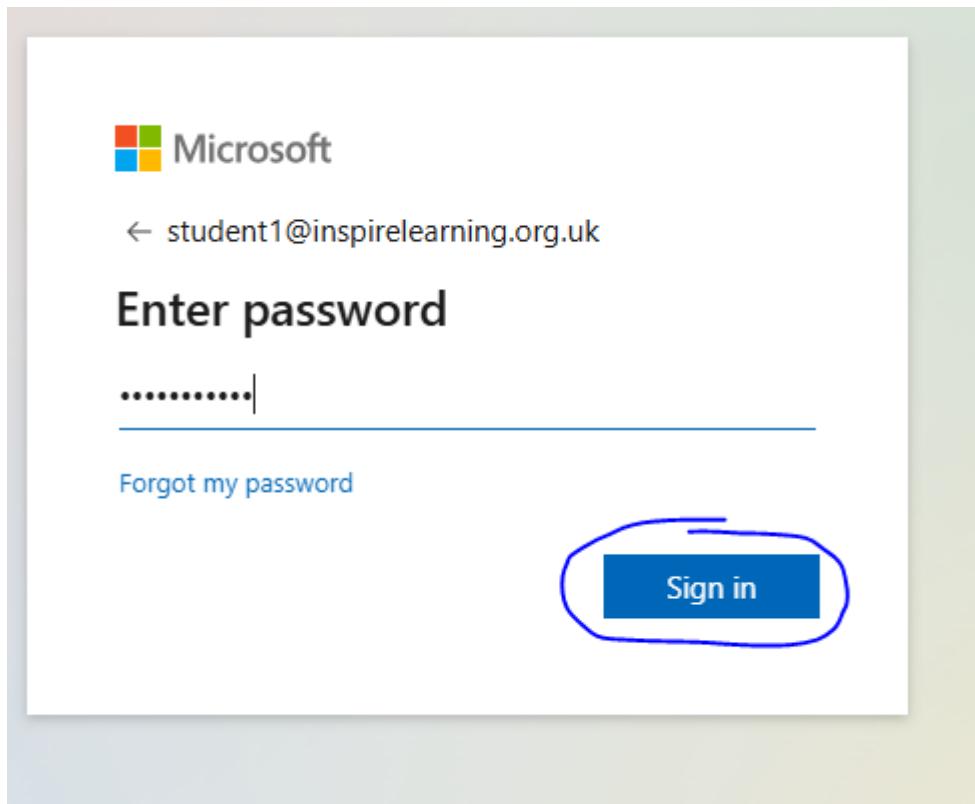
4. Click on 'Sign in' (if you do not go to a page like this, see troubleshooting guide at the end):



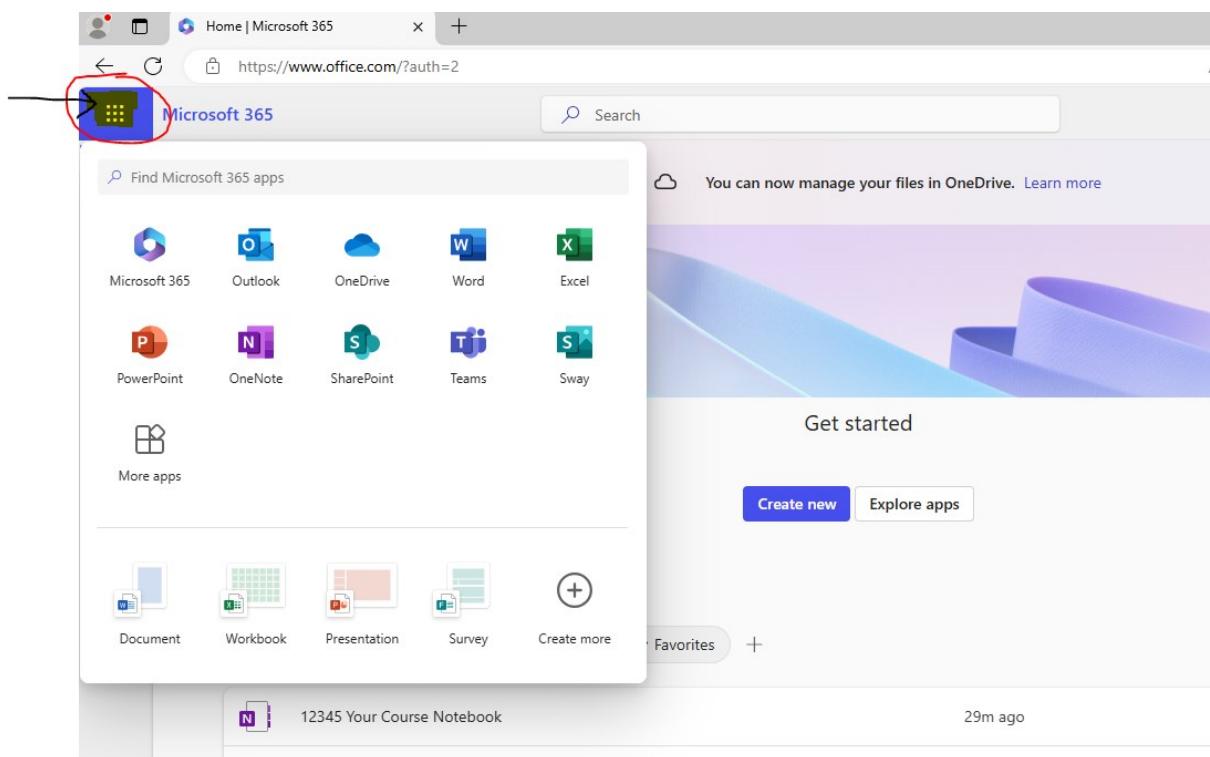
5. Enter your login (found in the email containing your joining instructions) and click next:



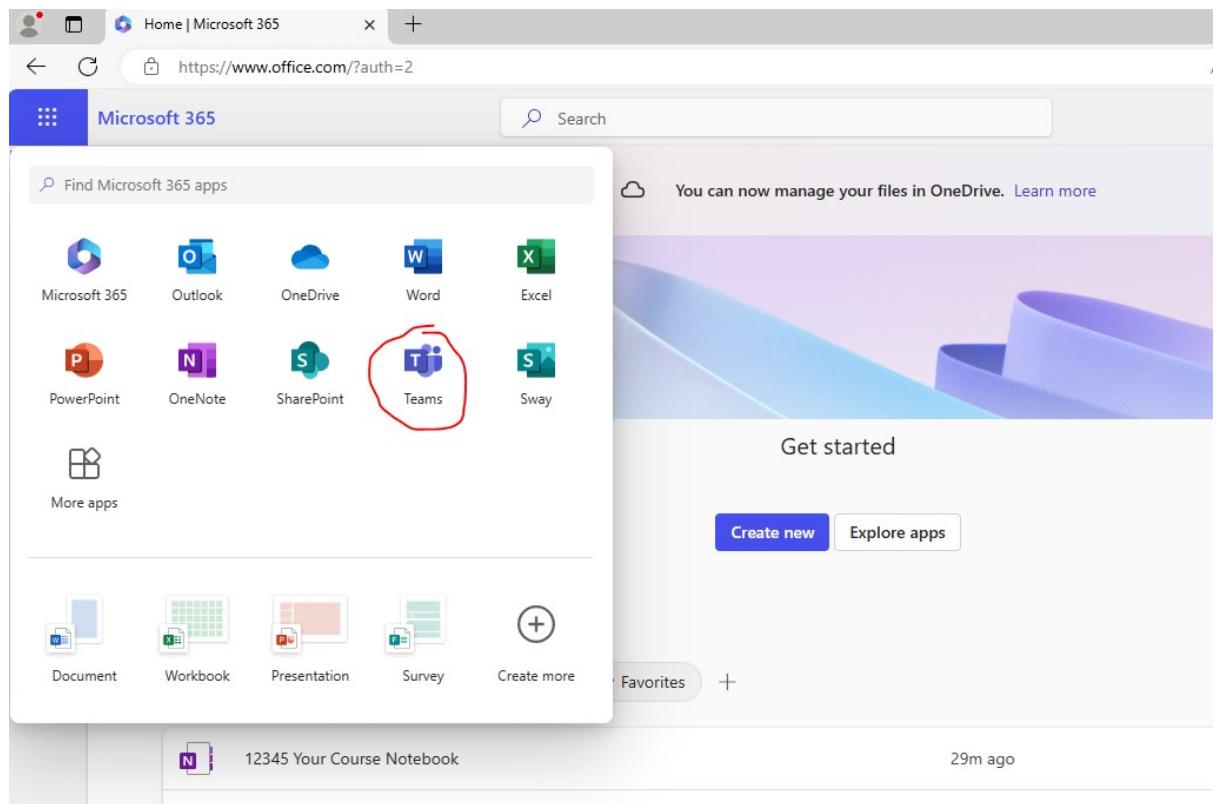
6. Enter your password and click on 'Sign in':



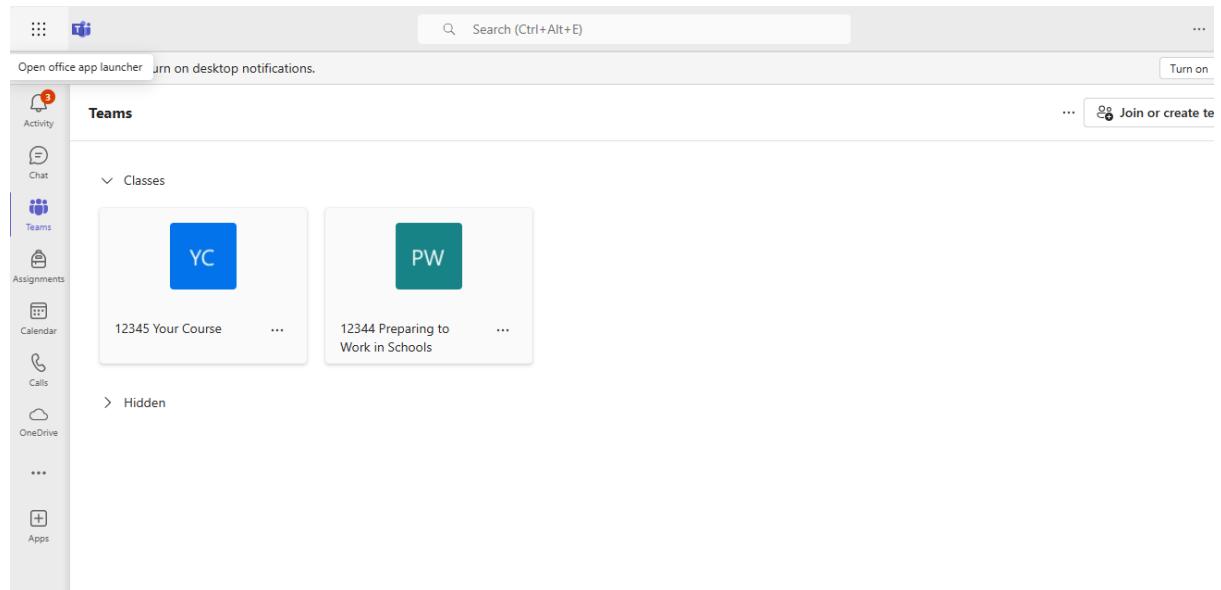
7. Click on the 'app launcher' (nine dots) in the top left hand corner:



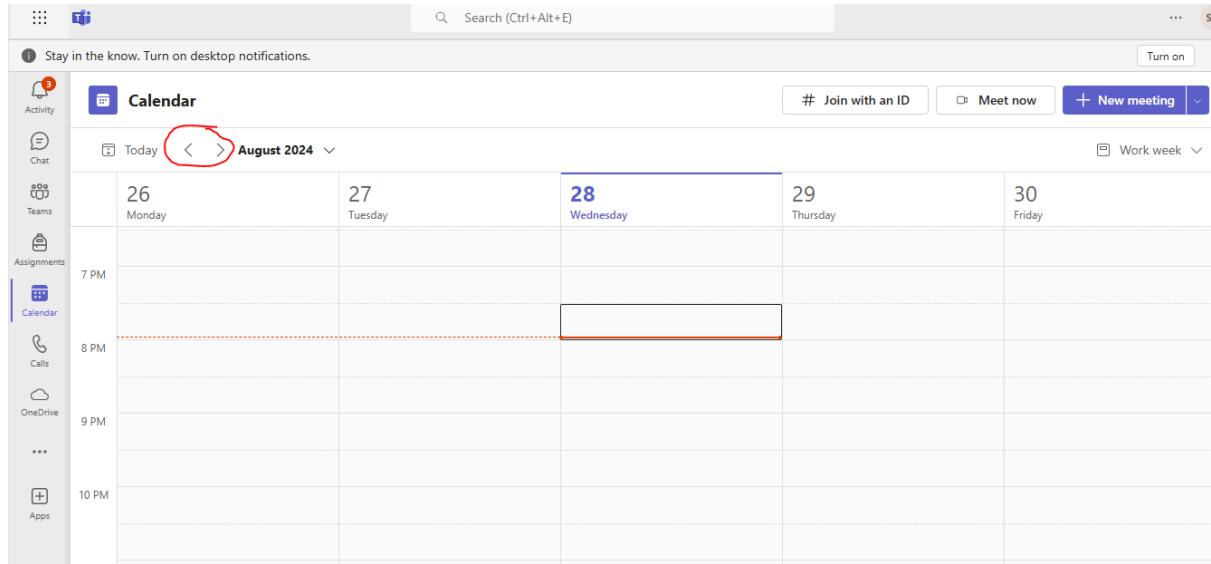
8. Then click on 'Teams':



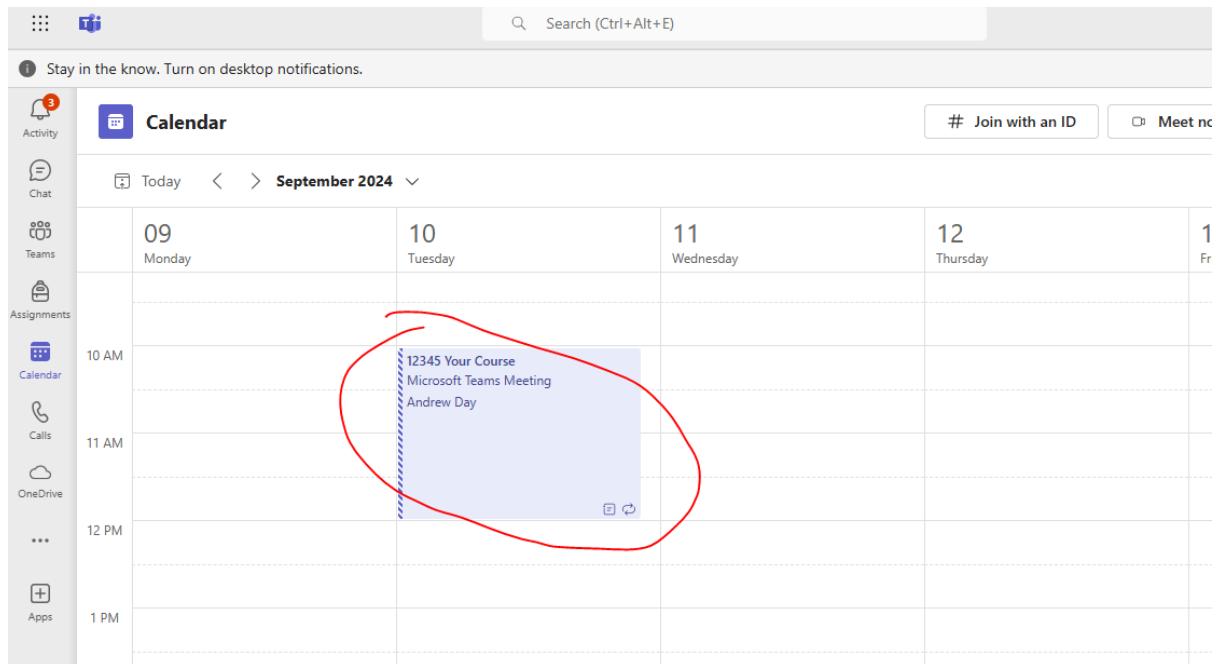
9. Be patient while it loads (it might take some time) – you do not need to download the app unless you want to. After a couple of minutes, you should arrive at a page that looks like this:



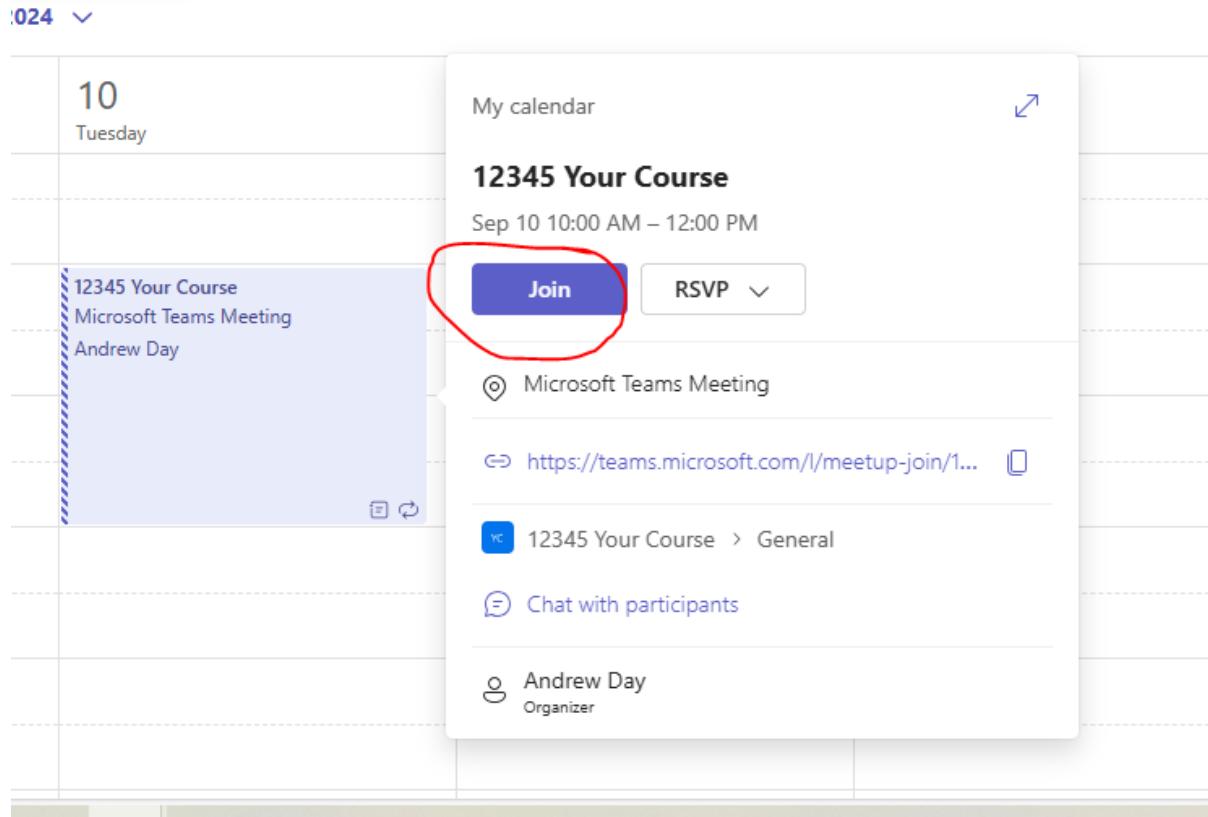
10. Click on Calendar and use the arrows to navigate to the start of the course to access your scheduled sessions (the calendar will always open on today so if you log on to Teams on the day of your course, you should be able to see the session):



11. Once you can see your session, click on it:



12. Then click on join:



10 Tuesday

12345 Your Course

Microsoft Teams Meeting

Andrew Day

My calendar

12345 Your Course

Sep 10 10:00 AM – 12:00 PM

Join (circled in red)

RSVP

Microsoft Teams Meeting

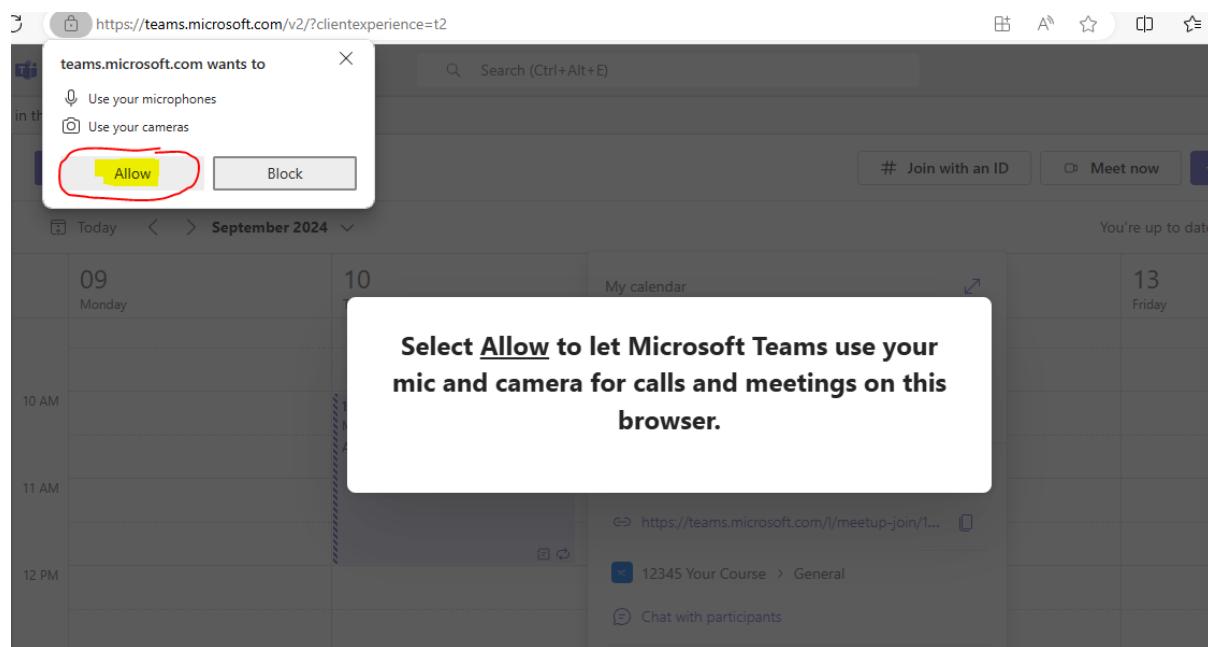
<https://teams.microsoft.com/l/meetup-join/1...>

12345 Your Course > General

Chat with participants

Andrew Day  
Organizer

13. The first time you do this, you may get this message – click on 'Allow':



https://teams.microsoft.com/v2/?clientexperience=t2

teams.microsoft.com wants to

Use your microphones

Use your cameras

Allow (circled in red)

Block

Search (Ctrl+Alt+E)

# Join with an ID

Meet now

Today < > September 2024 You're up to date

09 Monday

10 My calendar

13 Friday

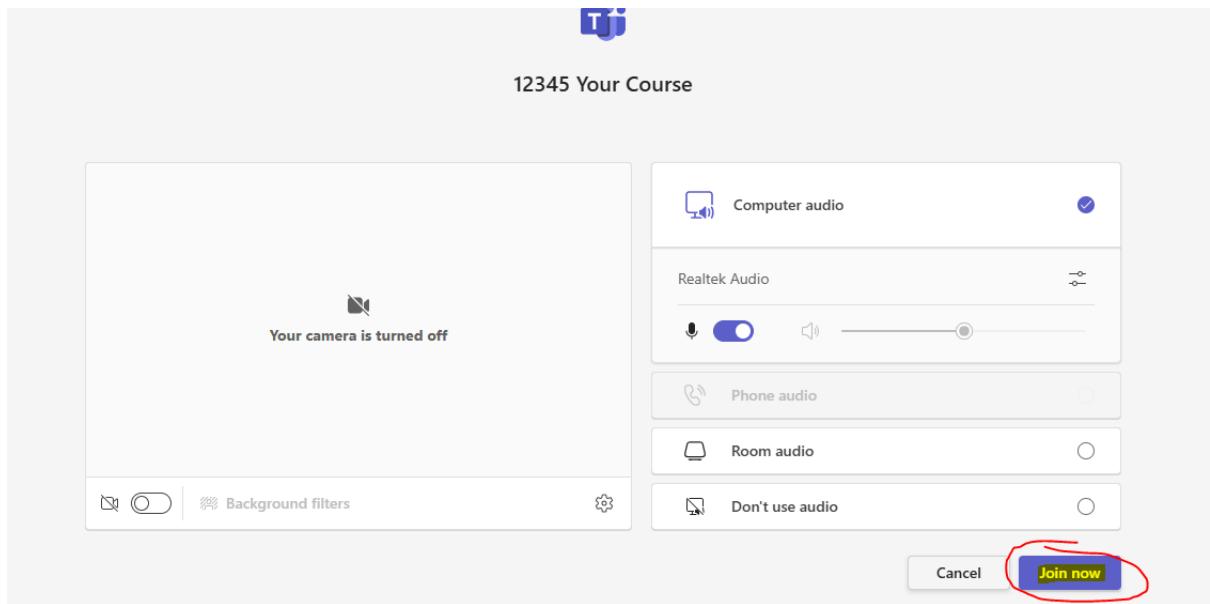
10 AM

11 AM

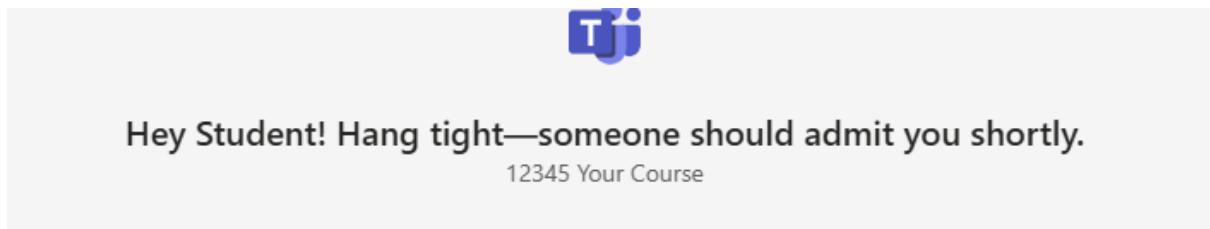
12 PM

Select Allow to let Microsoft Teams use your mic and camera for calls and meetings on this browser.

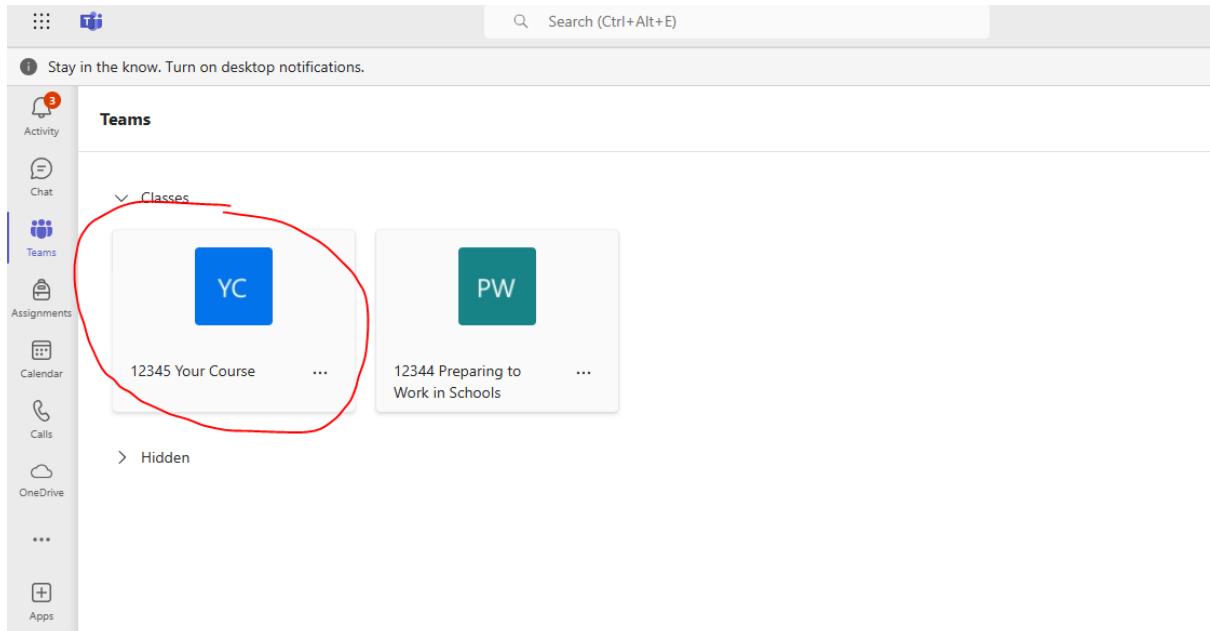
14. Click on 'Join now' to join the session:



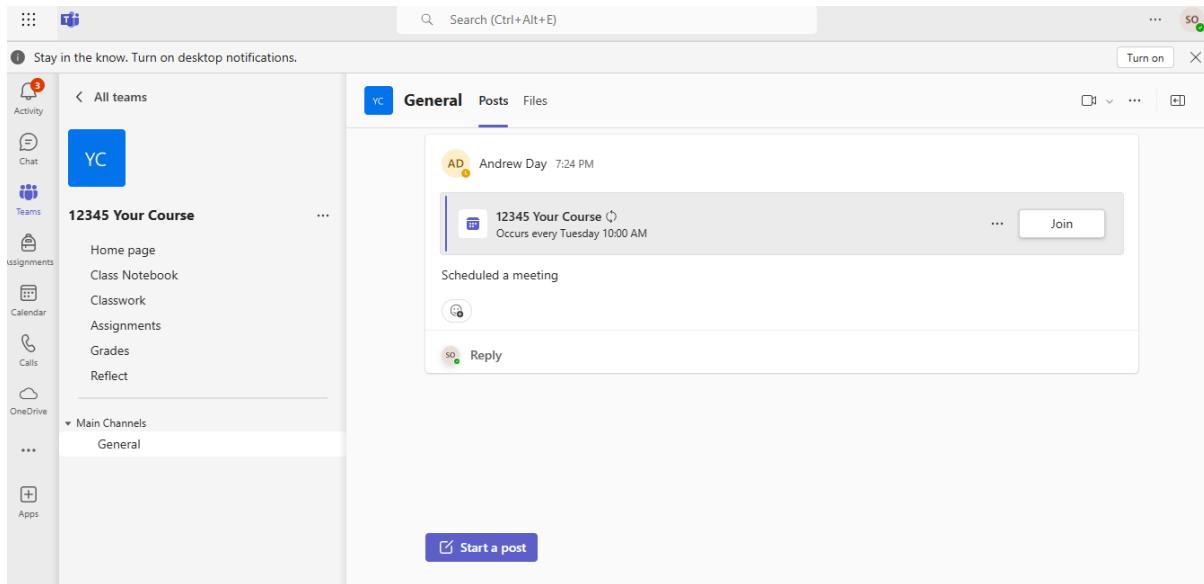
15. If the session hasn't started yet, you will see a message like this:



16. If you want to see the course pages click on the relevant button (your tutor will show you around this page when you start your course):

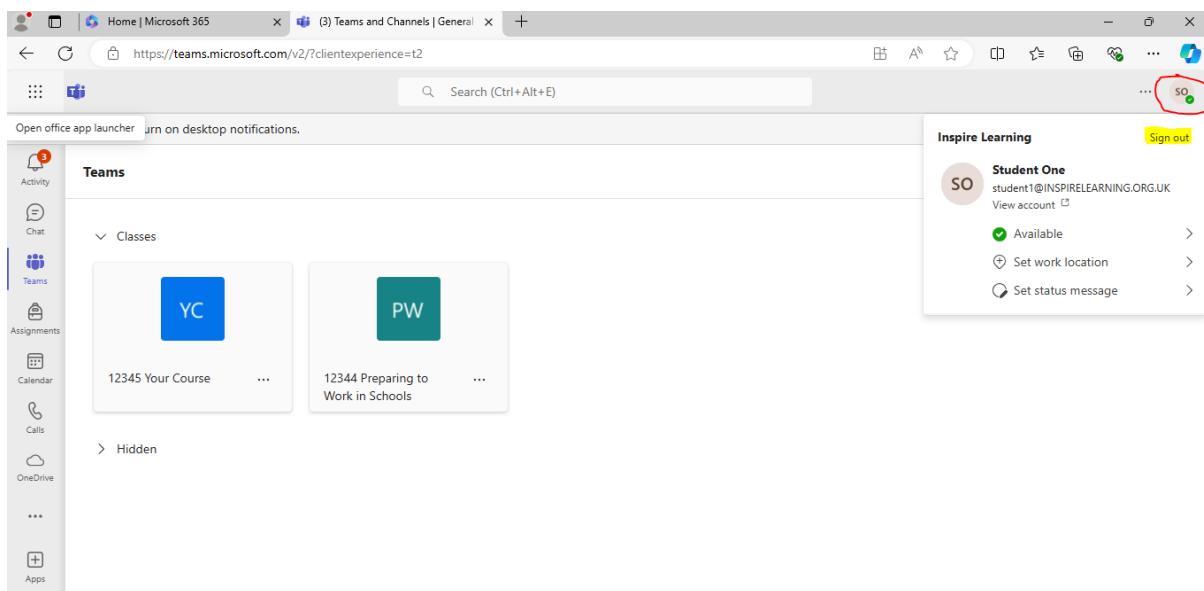


17. This will take you to a page like this:



The screenshot shows the Microsoft Teams interface. On the left is the sidebar with various icons for Activity, Chat, Teams, Assignments, Calendar, Calls, OneDrive, and Apps. The 'Teams' icon is selected. The main area shows a course channel named '12345 Your Course' with a blue background. The channel has tabs for General, Posts, and Files. The General tab is selected. A message from 'AD' (Andrew Day) is visible, stating '12345 Your Course ↗ Occurs every Tuesday 10:00 AM'. Below the message, there is a 'Join' button. The sidebar also shows a list of main channels, with 'General' currently selected. At the bottom right of the main area is a 'Start a post' button.

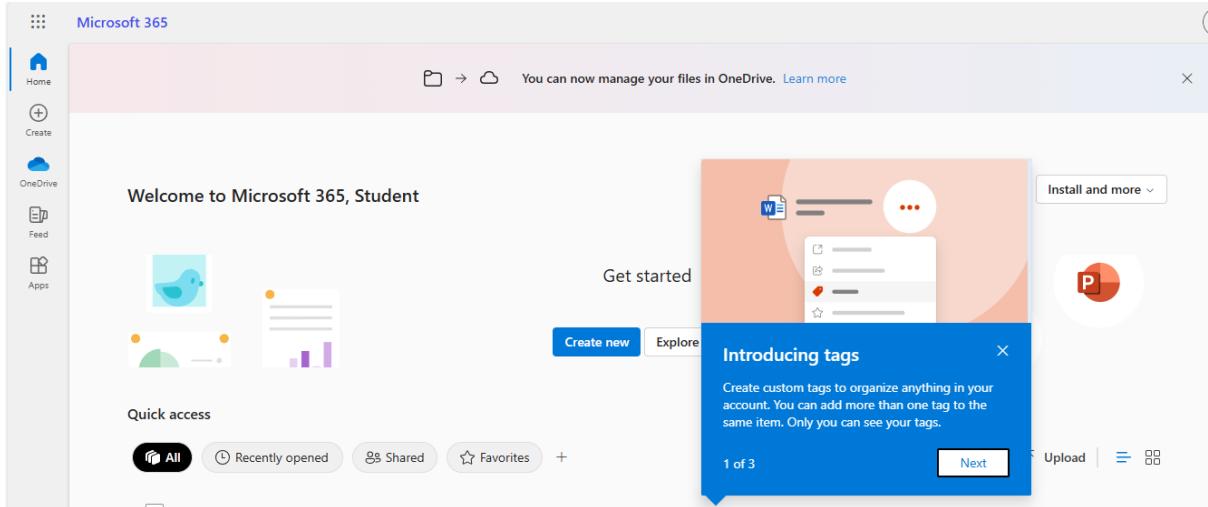
18. When you want to leave your account, click on the circle with your initials in it in the top right hand corner and click on 'Sign out':



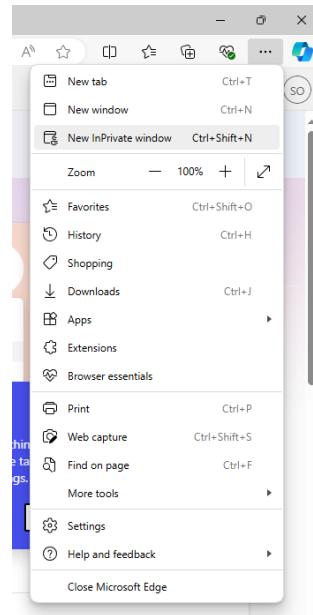
The screenshot shows the Microsoft Teams interface in a web browser. The sidebar is identical to the previous screenshot. The main area shows the 'Teams' section with 'Classes' expanded, showing two course channels: '12345 Your Course' (blue background) and '12344 Preparing to Work in Schools' (teal background). A user profile menu is open on the right, showing the user 'Student One' (student1@INSPIRELEARNING.ORG.UK) with an 'Available' status, and options to 'Set work location' and 'Set status message'. The user's initials 'SO' are circled in red in the top right corner of the profile menu. The browser address bar shows the URL <https://teams.microsoft.com/v2/?clientexperience=t2>.

## Troubleshooting

If you find that you automatically arrive at a page like the one below when you go to office.com, follow step 17 to sign out before signing in with your Inspire Learning account.



If you don't want to sign out of the other account, you could use a different browser or use an 'InPrivate window' to sign in to your Inspire Learning account:



If you see a prompt like this when you go to office.com and the address given is not your Inspire Learning account, click on 'Switch to a different account' and then follow the

instructions above:

