Microsoft 365 & Microsoft Teams

Students have access to their own Microsoft 365 account (also known as Office 365). This gives students access to a range of applications including, school Email and MS Team.

To gain access to you need to know your school email address and password. Luckily this is the same account students use to access the school computers at GMS.

For example if your school computer username were 15asmith then your email would be:
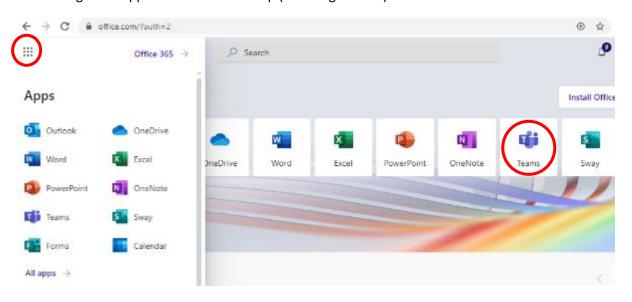
- 15asmith@gms.bucks.sch.uk

Password for MS 365 account (this includes email etc) will always be the same as your school computer account password.
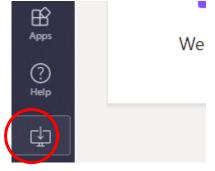
There are two ways you can login to your MS 365 account. One is via the school website, which will take you directly to your email. Second method is to login via MS 365 main login page.

1. www.gms.bucks.sch.uk
2. www.office.com

Getting Started with Microsoft Teams

MS Teams is one of the many apps available via your MS 365 account. It is possible to access this app from a web browser (teams.microsoft.com) or by installing MS Teams on your device. The functionality is reduced through the web so downloading the app is preferred. At any point you can click the 9 dots in the top left corner to get the application menu back up (see image below).
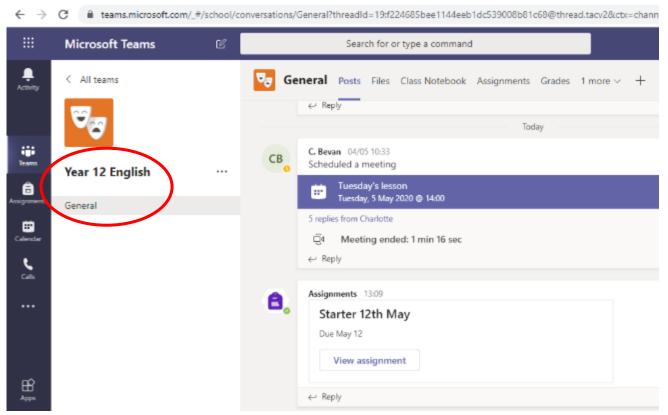

To get the best experience on MS Teams we recommend downloading the app – this is available on Mac and Windows laptop/desktop and on Android and iOS tablet/smartphone.

Easiest way to do this is to login to the web version of MS Teams and click the download button bottom left to install on current device (see image on left).

To download it on your mobile device, go to the App Store/Google Play Store and search for MS Teams.

When teams is loaded you will be presented with the following screen:

1. **Teams**, shows all the Teams you are a member in.

2. **Assignments** from any of your subjects are listed here

3. **Calendar** with all meeting invites can be viewed here. This also shows email calendar events as well.

4. **Files**, allows you to upload any files from you device and/or online Onedrive space to any Team you are a member in.

Within a Team

When clicking to view a Team you will be presented with a screen similar to the above. Each class will vary depending on subject.

Posts - Each Team (class) has a 'Posts' section. This will tell you any assignments or videos that your teacher has posted.

Files - Any additional files that your teachers want to share with you are under the 'Files' tab.
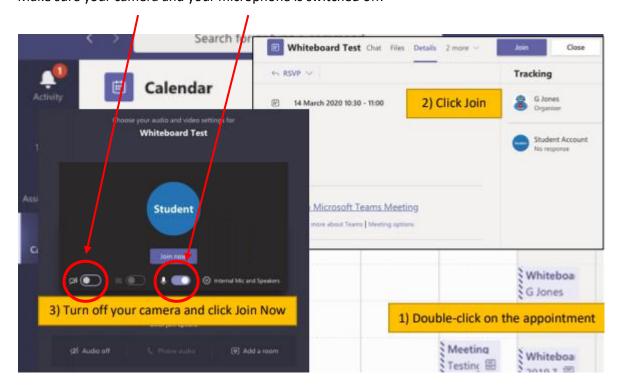
Class Notebook – Homework, resources and classwork is listed here. Each student has their own notebook.

Assignments - Shows outstanding and completed assignments for this class only

Highlighted in the red circle is the Name of the team you are currently in and the channel you are in (General in this case). You may join some Team classes that have multiple channels spilt by subject topic for example.

Live Meeting

To join a live call choose 'Join Now' at the time of the call from the call details. This can be reached from the Team Posts section or from your Calendar. We recommend going into your calendar.
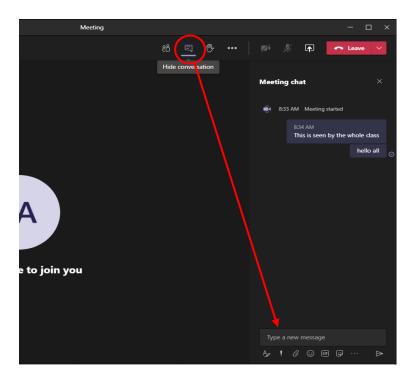Make sure your camera and your microphone is switched off.

Your teacher will advise you if/when microphones and/or cameras can be switched on during the meeting.

When in a class meeting there are various options available to you one of which is chat.

Click the 'Chat' button (highlighted by the red circle) to engage in class chat. Everyone in the meeting can read messages posted here.

Next to this button is the 'Raise Hand' option and it notifies the staff member leading the meeting you would like to say something. Similar to how you would behave in a classroom environment.

Private chat is disabled for students by default and only available via class Teams. Remember: All communication is monitored by your teacher. This is not a social networking site.