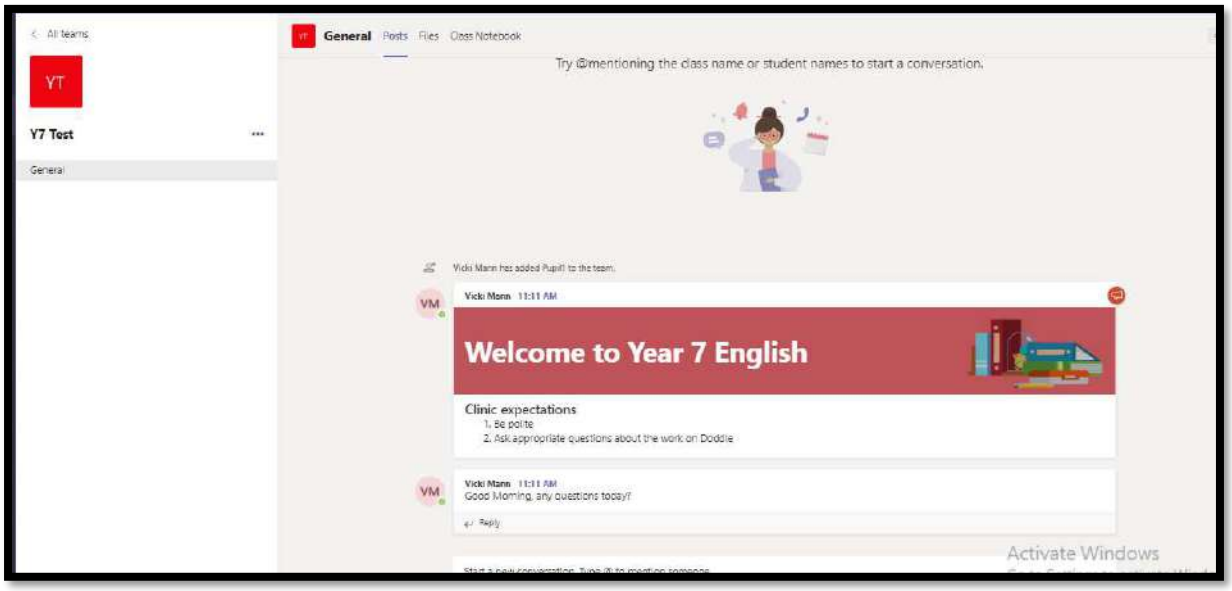
Using Microsoft Teams to communicate with your teachers

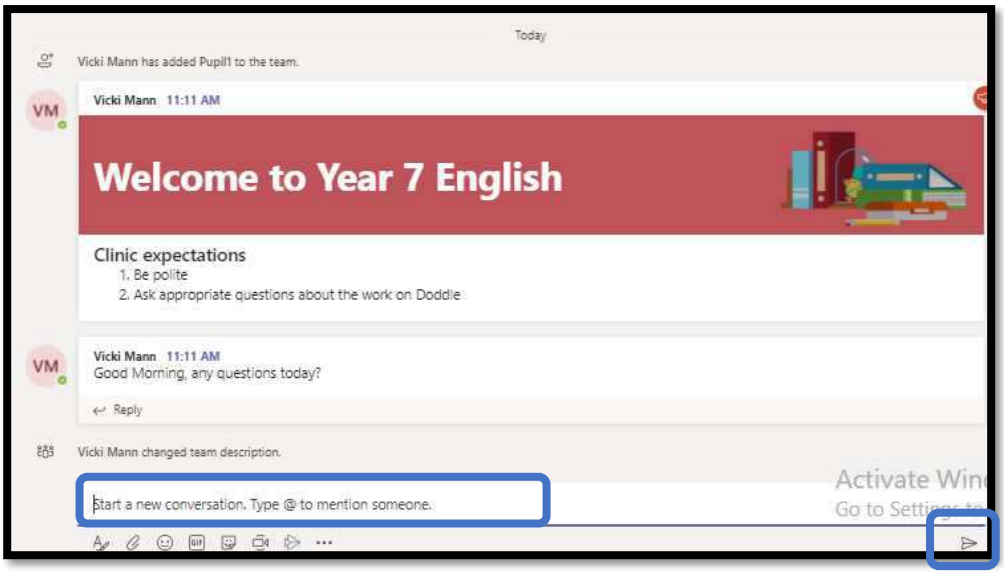
1. Once you have logged in, select teams:

2. Based on the timetable you should go to the team e.g. If you are in Y7 have English at 9.30, click on English

3. Once in the team, this window will appear:

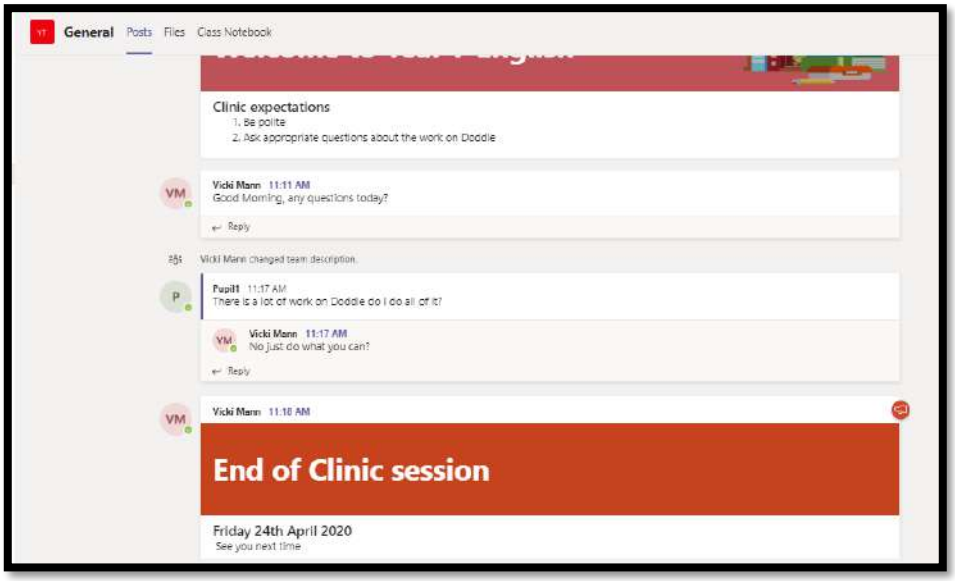


4. If you have a question, remember to be **clear and polite**, and add the conversation at the bottom of the screen and press send:



Send

5. Once the clinic has ended, your teacher will let you know that it is over and **any comments after that will not be answered until next time.**



6. Important things to remember:

- If you have a major question after your clinic time, you can email info@wilnecotehighschool.org, remember to add who it is for and it will be sent to your teacher
- **DO NOT USE** personal email addresses to email info@, you will not be replied to
- **ALWAYS** use your school email account to communicate with teachers
- **Read the ICT acceptable use policy on the school website**