

Climate Action Schools Live Lessons

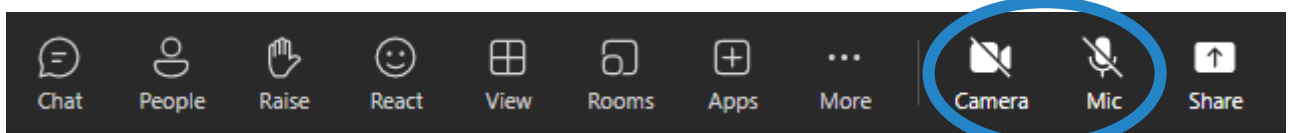
Guide to participating using Microsoft Teams

Thank you for registering for our Climate Action Schools Live Lesson. We hope the lesson will be enjoyable, interesting and useful for you and your pupils.

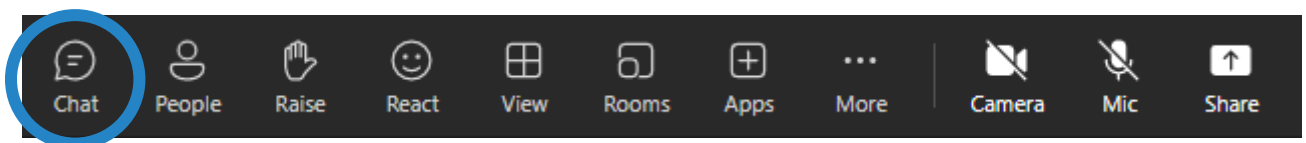
Please note that the guidance given here will vary slightly depending on which version of Teams you are using, but the basic principles will remain the same.

Getting started:

- You do not need a Teams account or to have the app installed to join the lesson. To join without an account, [follow these steps to join as a guest](#). If you would like to create a Teams account, [you can do so free of charge](#).
- Each lesson will be open 30 minutes prior to the start time to allow plenty of time for everyone to join. Please join as early as you can.
- Once you join the meeting, **please add in the chat the name of your school and the class / group that is joining**.
- Ten minutes prior to the start of the lesson we will do a sound and video check. If you can't see or hear us, please leave the meeting then click on the link to join again as this fixes the most common issues.
- Cameras and microphones will be turned off for all attendees



- During the lesson, we will use the chat function for your pupils to answer questions. To see the chat on your screen, click on the speech bubble symbol.



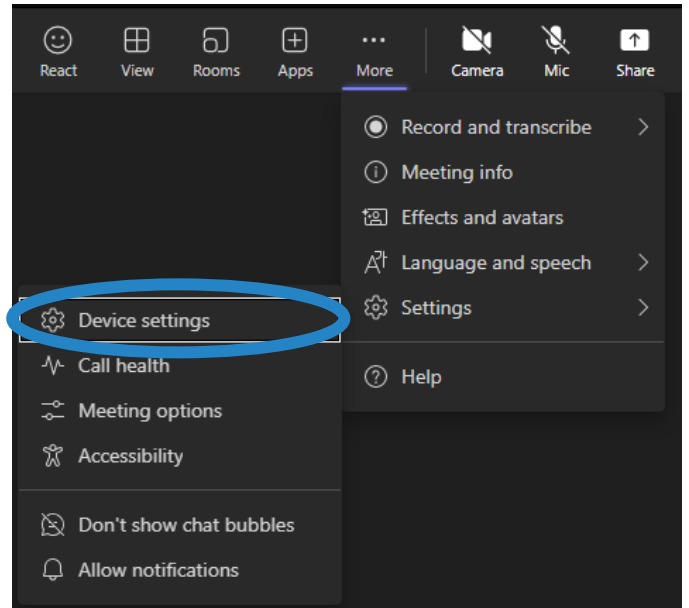
In case of technical problems:

- If you are having technical problems during the lesson, please first try leaving the call and rejoining as this fixes most issues.

- If you are having difficulty joining us from a Glow email address, try joining us on the web using an Incognito window (Chrome) or InPrivate window (Microsoft Edge)

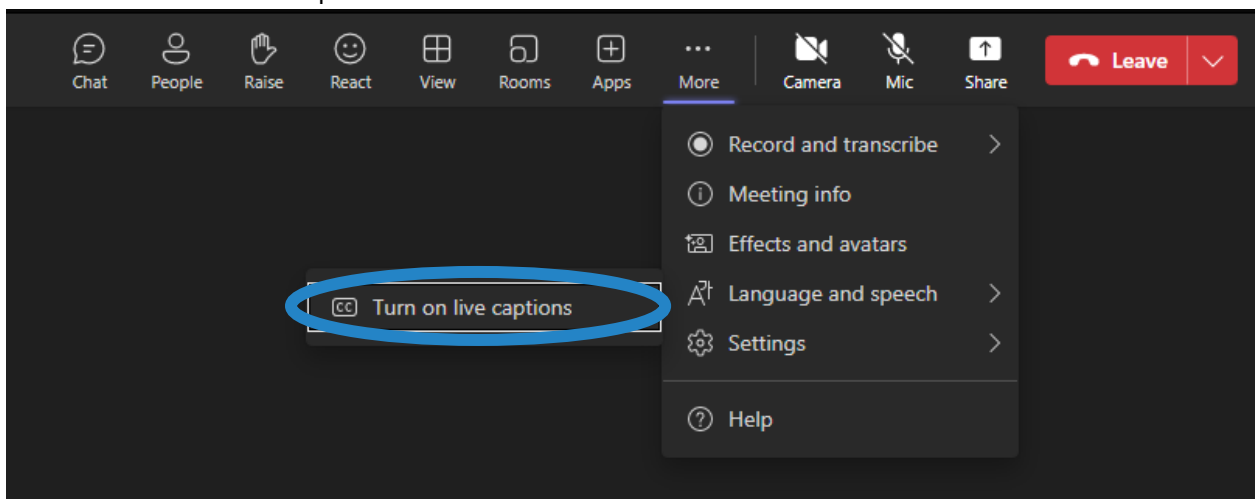
Sound issues:

- If you are viewing the lesson on a smartboard and have no sound when you join, please check which sound source you are using by clicking on the speaker icon next to your clock in the bottom right corner of your screen.
- To change your sound source, click the three dots labelled 'More' at the top of the meeting and select either 'Settings' then 'Device Settings' or 'Audio Settings' and select your smartboard as your speaker.
- If you are using Chrome browser, please open your browser settings and find Site Settings, then click Additional content settings > Sound, and then make sure it is turned on.



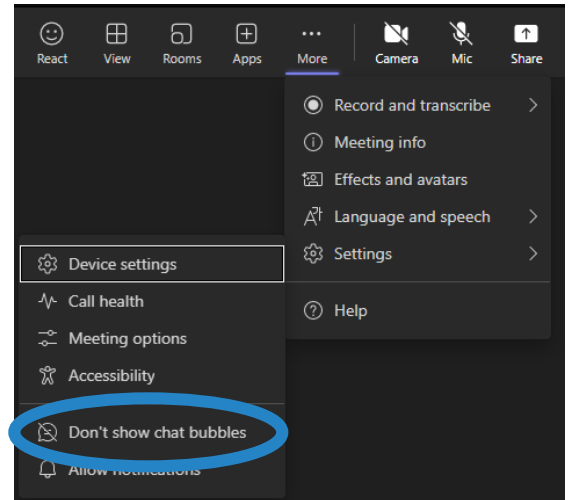
Live captions:

- Live captions are enabled for each lesson, and recordings will be transcribed.
- To turn on captions please click the three dots labelled 'More' at the top of the meeting, scroll down and select 'Language and speech', then select 'Turn on live captions'.



Notifications:

- We will have a large audience for the lesson, which can make chat notifications distracting.
- To stop showing chat bubbles every time someone posts in the chat, click the three dots labelled 'More' at the top of the meeting, click on 'Settings', then click on 'Don't show chat bubbles'.



- If you would like to reduce distraction by muting chat notification sounds during the lesson, click on the three dots next to your profile picture in the Teams desktop or web app. Then click 'settings'. Then click 'notifications'. Find meetings and calls and click 'Edit'. Click on the switch next to 'mute notifications during meetings and calls'.

