



Student Guide to Microsoft Teams

Where to access your Online Lessons

To begin, open and log into the Teams Application. Once logged into the Teams app, check your Callender for today's Year level sessions that are in the Teams app Calendar.

The screenshot shows the Microsoft Teams application interface. On the left, the 'Calendar' icon is highlighted in the sidebar. The main window displays the 'Calendar' view for September 1st, 2026. The calendar shows a grid of lessons for the day, including English, Maths, and Science sessions. Some sessions are marked as 'Canceled'. The interface includes a search bar at the top, a filter dropdown, and a 'Join with an ID' button. The bottom of the screen shows a list of 'My calendars' with 'Calendar' selected.

On the Calendar page look at today and click on a session to join. When you click on a session, then click on Join. A new tab will open prompting you to join the Teams meeting.

MISOTA recommends the use of Microsoft Teams application for all lessons

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Waiting to enter lesson and adjusting Audio and Video devices

While you are waiting for the lesson to begin, you can adjust the following device settings:

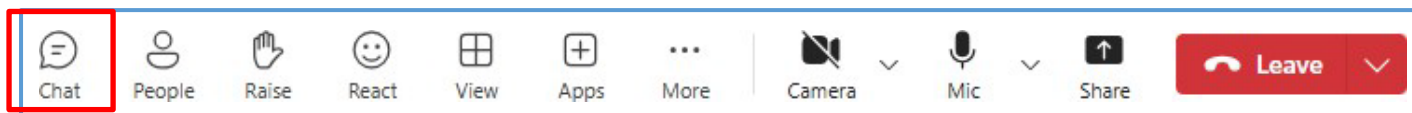
1. Use the toggles next to the Camera and Microphone to turn them on or off.
2. Click either the  or  settings icon to show the **Device settings** pane on the right. From this menu you can select the device to use for your Speaker, Microphone and Camera.
3. Ensure your camera and microphone are allowed in your browser by clicking the  options button (this example is in Chrome).
4. When adjusted your device settings, click Join now.

The screenshot shows the Microsoft Teams meeting join interface in a web browser. The URL bar shows 'teams.microsoft.com/v2/?meetingjoin=true'. The page title is 'ENG07A'. The interface includes a left sidebar with navigation icons, a central area with a 'Your camera is turned off' message, and a right-hand 'Device settings' pane. Red boxes and numbers highlight specific elements: 1. A red box around the 'Camera' and 'Microphone' toggles in the top left. 2. A red box around the 'Audio settings' pane on the right, which shows 'Speaker (Jabra Engage 75)' and 'Microphone (Jabra Engage 75)' selected. 3. A red box around the 'Join now' button at the bottom right. 4. A red box around the 'Settings' gear icon in the bottom right corner of the main content area.



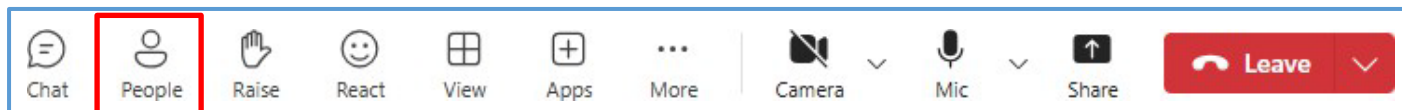
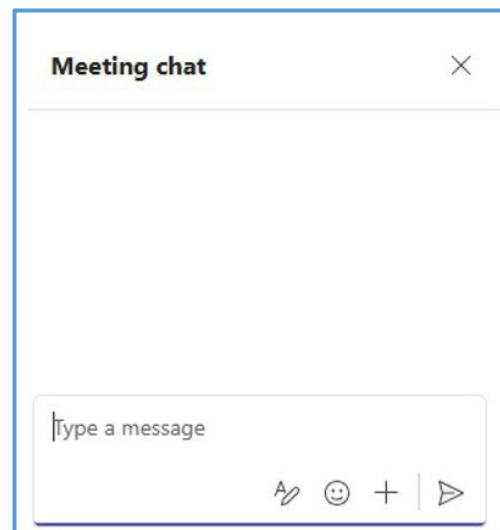
Navigating in Microsoft Teams Meetings

Once admitted into the Teams meeting, you will have access to the meeting toolbar.



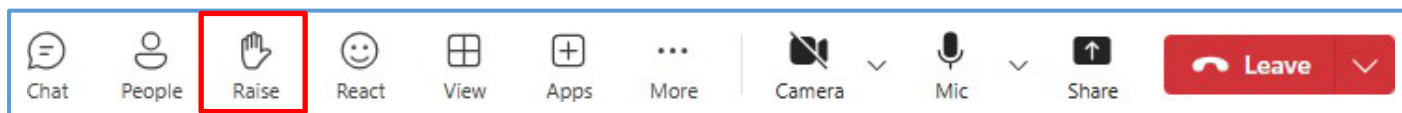
Chat

The Chat icon opens the Meeting chat panel on the right of the screen. Here you can type in the chat box at the bottom and press the arrow to send your message. There are additional options to explore, such as emojis and attaching files.



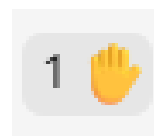
People

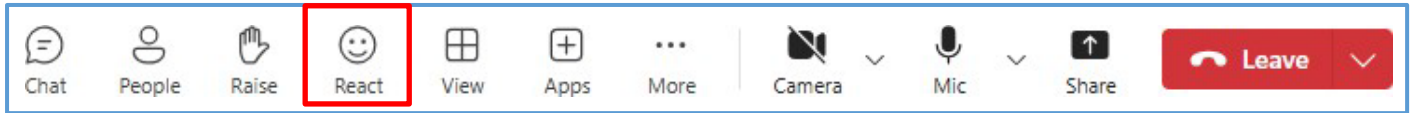
The People icon opens the Participant panel on the right of the screen. Here you can see who is currently in the meeting.



Raise

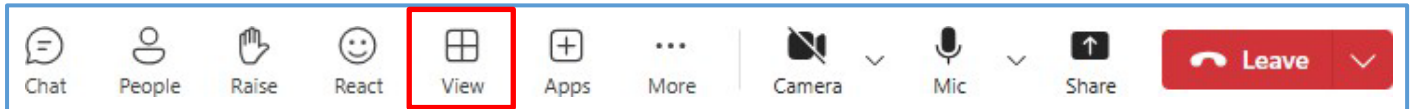
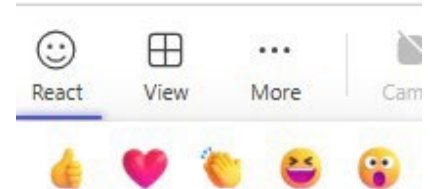
The Raise icon allows you to raise your hand in the lesson, alerting your teacher.





React

The React icon allows you to choose from different emojis that will disappear automatically. Reactions are generally used as a response to a question from your teacher.



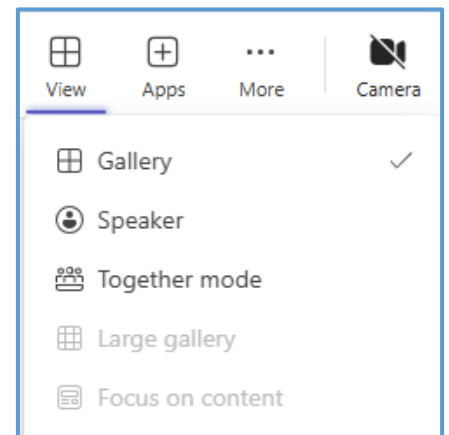
View

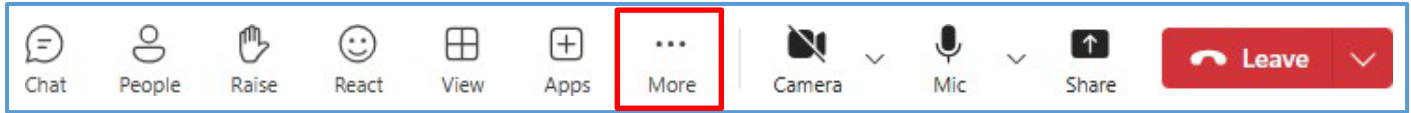
The View icon allows you to choose from different options that affect how you see camera feeds displayed on your screen.

Gallery View shows a grid of tiles with the camera or name of the participants.

Speaker View shows a large tile with the current speaker highlighted, with the other participants in smaller tiles.

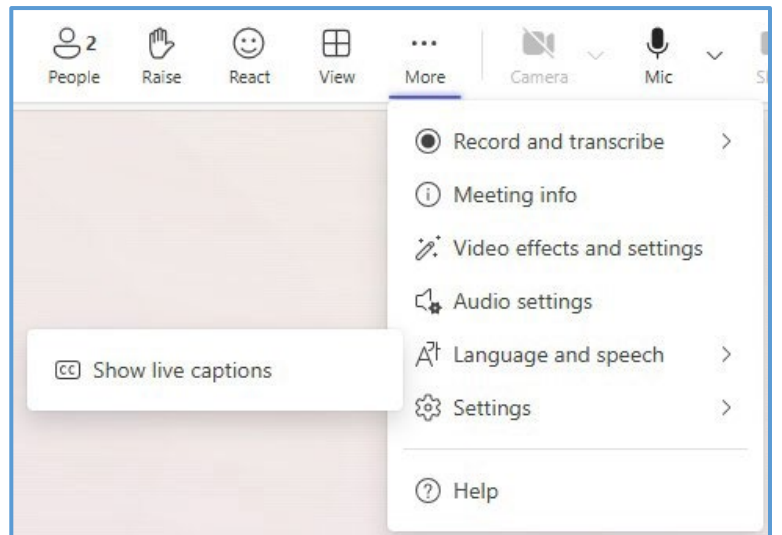
Focus on content will remove the tiles and will focus only on the content being shared by the teacher.



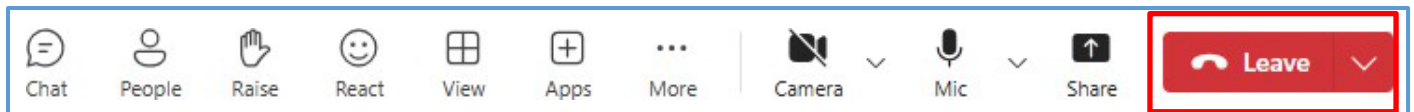


More

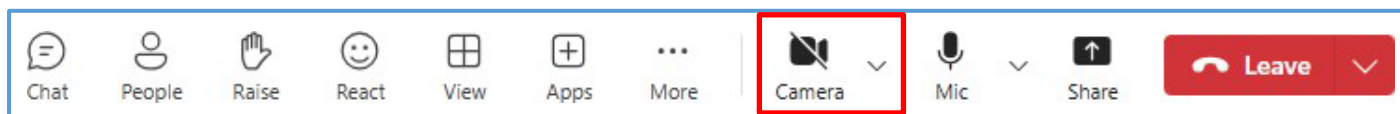
Additional options of note under the More icon include Audio settings and Live Captions under Language and speech.



Leave



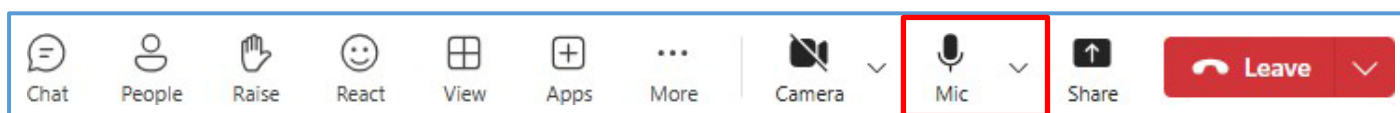
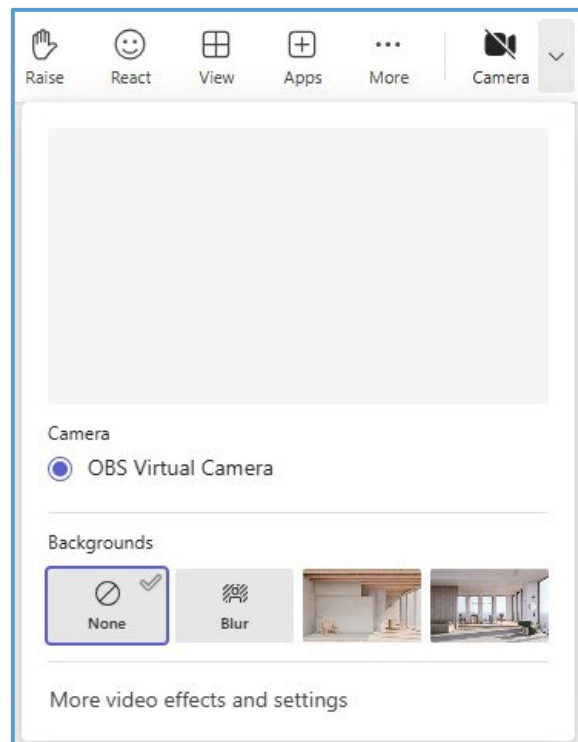
Use the Leave button to exit the meeting. You can then close the browser tab.



Camera

Toggle the Camera icon to turn your camera off and on. Using the arrow beside the Camera icon you can access Camera options.

From here you can select between available devices and choose a background effect.



Mic

Toggle the Mic icon to mute and unmute your microphone.

Clicking the arrow beside the Mic icon will allow you to access the speaker and microphone settings.

From this menu you can select from available speaker and microphone devices, adjust the speaker volume and check to see whether your microphone is working.

