

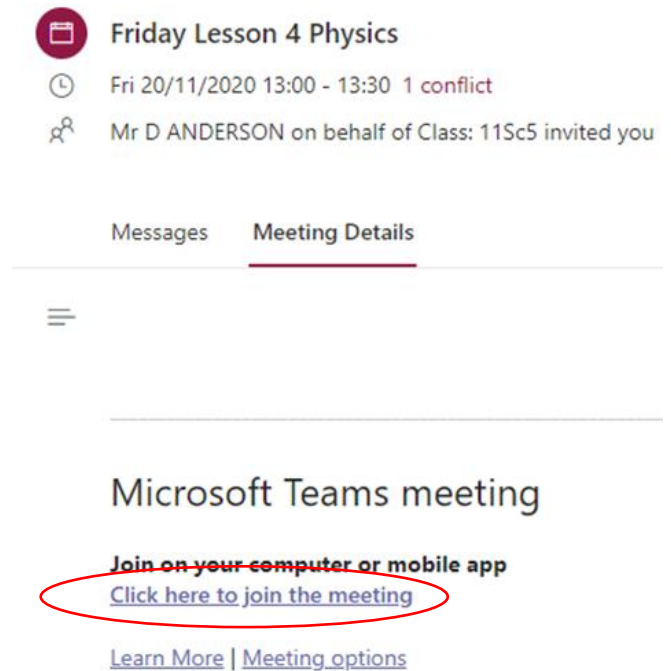
## Joining a Live Lesson

There are two ways to join a live lesson. If one of these options isn't working for you, please try the other.

### Option 1 : Use an Email Link

This takes you directly to the meeting for live lesson

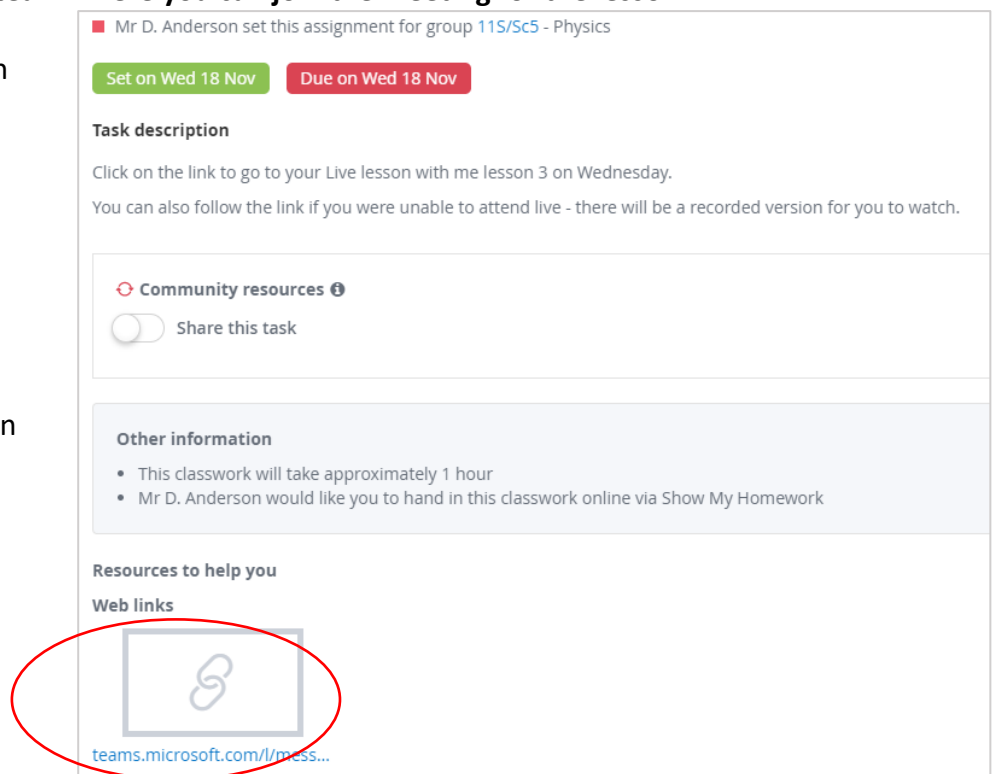
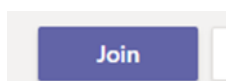
- Open up your UCC e-mail.
- You will find emails containing invitations to your Teams Live lessons.
- Using the link in an invitation email will take you straight to the meeting for the lesson.



### Option 2 : Use a Show My Homework link

This takes you to your class team where you can join the meeting for the lesson

- You will also find a link on SMHW for your live lesson.
- Clicking on this link will take you to the Team for your class.
- At the time of your timetabled lesson, click on the lesson (the link is in the 'General' channel)
- Click the button (at the top of the screen) to join the meeting

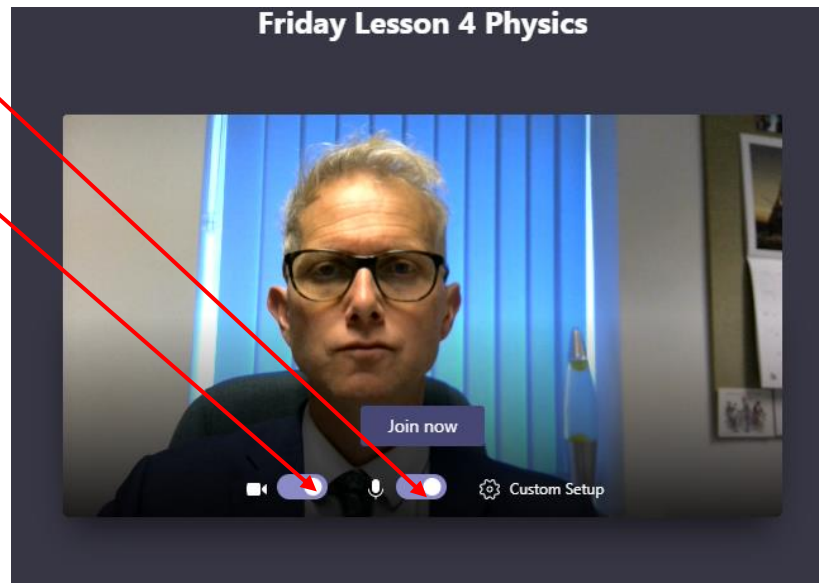


## Settings when you join

When you first join the meeting you will need to check a few settings before getting started.

- Turn off your microphone
- Turn off your camera
- When your camera and microphone are both off, click the button to join the lesson

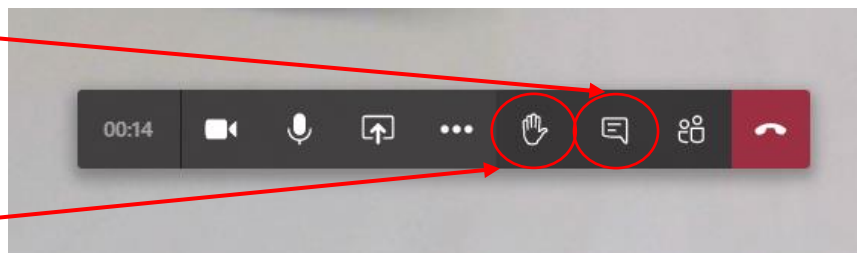
Join now



## During the lesson

Once in the lesson 'meeting', click on the 'show conversation' icon to open the chat panel where you can ask or answer questions.

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- You can also click the 'Raise Hand' button to ask or answer questions as directed by your teacher.



## After the lesson

If you were unable to join the lesson 'live' then you can still follow the link from your e-mail or SMHW.

The lessons are recorded and you can watch them in your own time, carrying out the tasks as appropriate.

### UCC Student Protocols for using Teams

1. Keep your camera turned off
2. Keep your microphone muted (unless asked by your teacher)
3. Use the 'raise your hand' and chat function to ask and answer questions
4. We have the same expectations of behaviour for online lessons as we do in the real classroom.