

## Join the main group call

- · Select the Calendar icon from the navigation panel on the left
- Select the meeting invite/class event from the calendar
- · Select Join

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× c	ancel meeting Time zone: (UTC+00:00) Du	blin, Edinburgh, Lisbon, London $ arsigma$ Meeting options	Tracking
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₿	27 Apr 2020 11:00 ~ Suggested: No suggestions available.	→ 27 Apr 2020 11:30 ∨ 30m	All day

## Start the group activity

## When instructed to start your group activity:

· Select the hang up icon to leave the main group call



- Select the *Teams* icon from the navigation panel on the left and select the relevant team, as instructed by the educator/organiser
- · You will see a private channel listed, like the one shown below



 Select the channel to view group instructions. One person in your group (usually nominated by the educator/organiser), must select the *Meet Now* icon to start the breakout group call

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Start a new conversation. Type @ to mention someone.  $A_{\!\!P} \quad \mathcal{C} \quad \bigcirc \quad \textcircled{\bullet}$ 

 After selecting the icon indicated above, the same person should select *Meet now* to start the group call.



Once each group starts their call, a video icon will be displayed on each of the private channels, as shown below

Test 5 🖰

- Each additional group member can then select *Join* to join the breakout group call

Meeting now	00:09	NB
Join		
Meeting started		
← Reply		

- The educator/organiser will join and leave the group call, as required, to direct learners throughout their group activity.
- Learners are advised to keep an eye on any channel activity for further instruction. To do this during a call, select the *Teams* icon on the left navigation panel.
- You can return to the group call at any point, by selecting the call window in the top-left hand corner of the screen.



## End the group activity

On completion of the group activity, any person in the group must:

• Select the *More options* icon during the call and select *End Meeting*. This brings the group call to a close for all involved.



All learners must then return to the main group call once again:

- · Select the Calendar icon from the navigation panel on the left
- Select the class event from the calendar
- · Select Join

