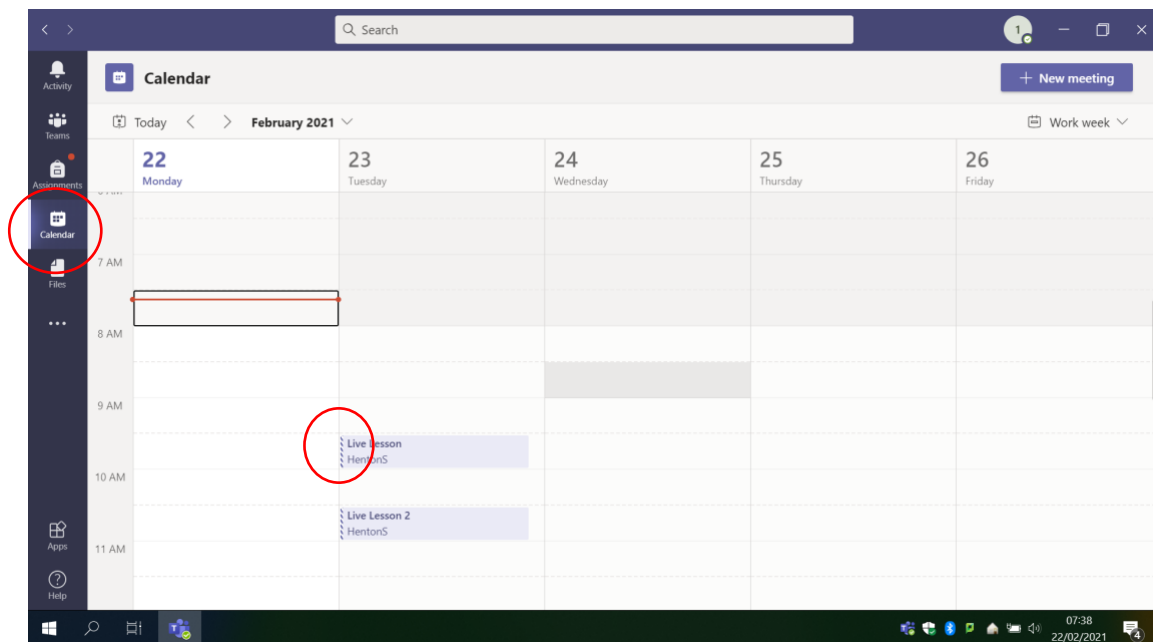
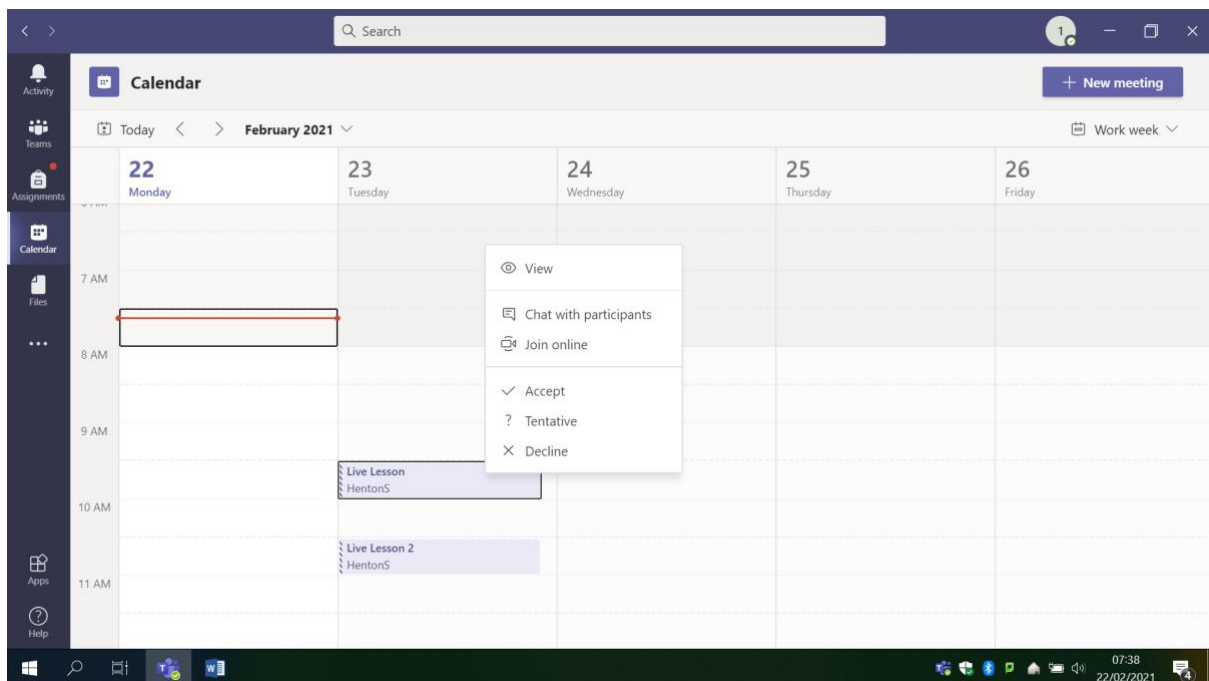


# TEAMS TIPS

## No live lessons?



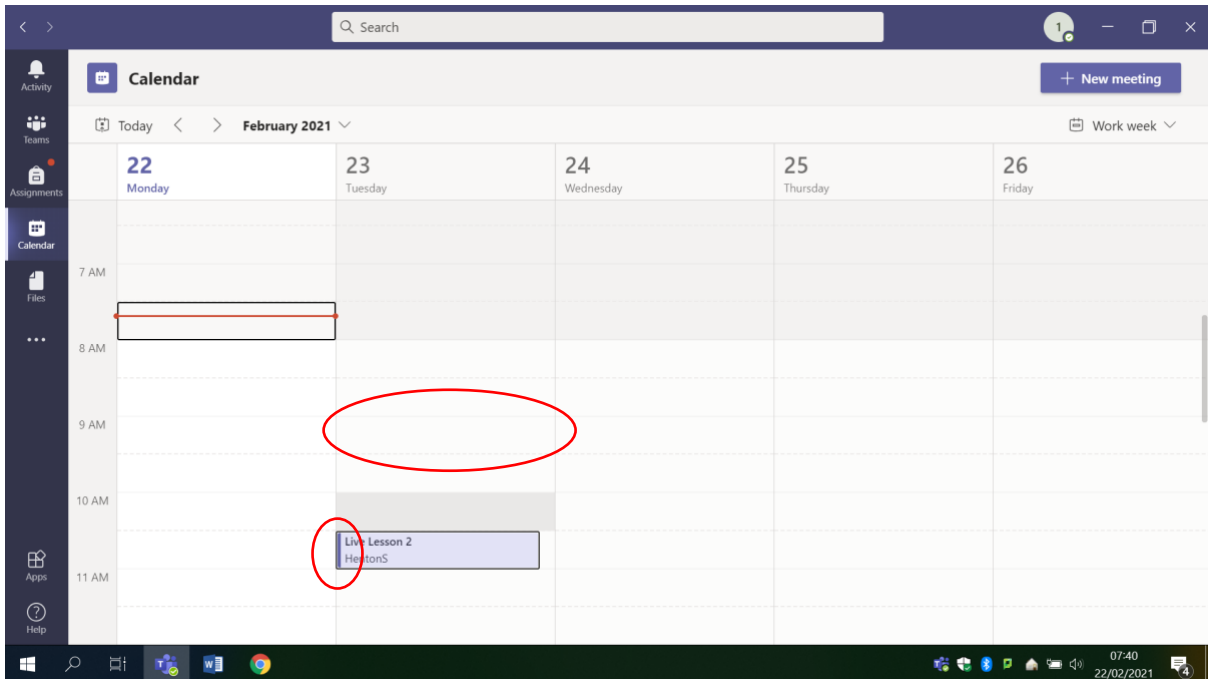
- Lessons will appear in the calendar on TEAMS.
- Until they are accepted or declined that appear with a chevron band on left hand side.



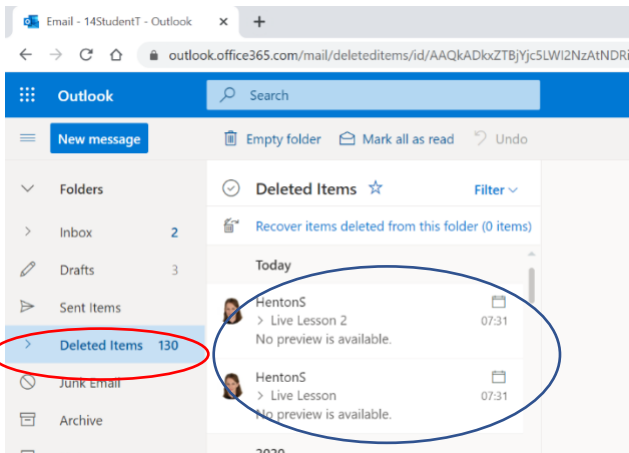
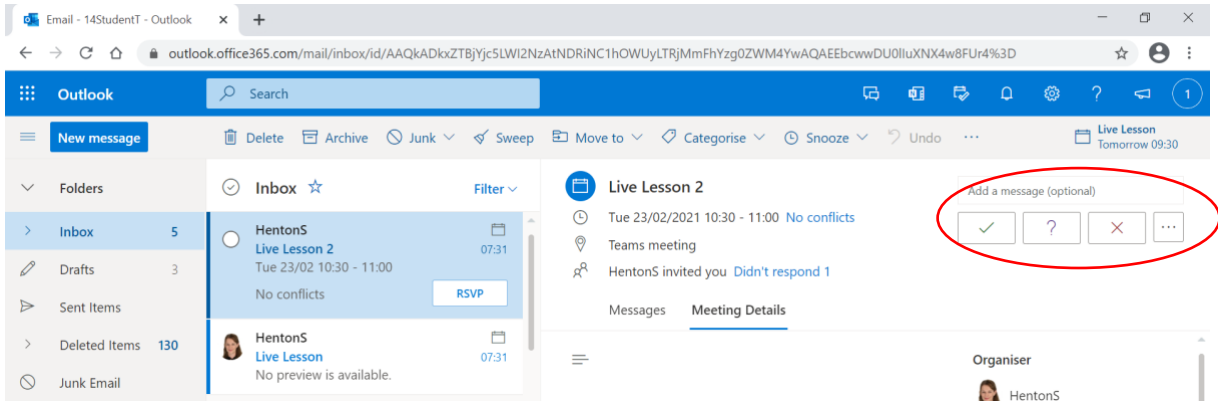
- Right click on the meeting to display options.
- Students can Accept invite which adds meeting to their calendar.
- Decline a meeting which takes the event out of their calendar.
- Join online.

# TEAMS TIPS

## No live lessons?



- If students 'Decline' the meeting it will disappear from their calendar and it appears there is no live lesson.
- If students 'Accept' the banner on left-hand side turns to solid purple.



- TEAMS invites also get sent to a students school email address.
- Students are able to accept or decline meetings here.
- It is worth checking their deleted items which will show if a meeting invite has been sent.
- On occasions it is worth using the 'Recover items deleted' if an invite has been permanently deleted. 😊