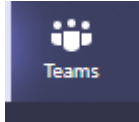


How To Download files from PC or Laptop

Step 1: Select Teams



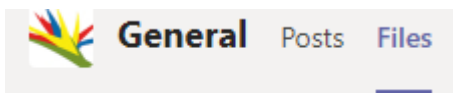
Step 2: Select Year Group and click on general



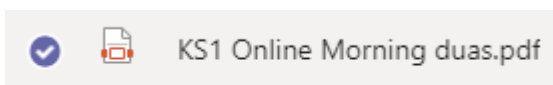
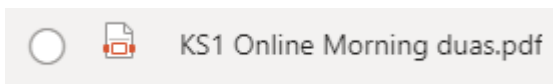
Year 1

General

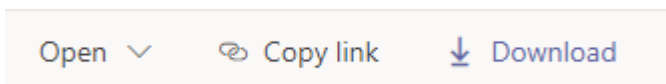
Step 3: Select Files



Step 4: Hover your mouse over the document you would like to download and select the circle that appears on its left.



Step 4: Select Download

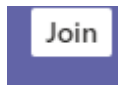


If you are using Google Chrome or Internet explorer, the file will appear in downloads

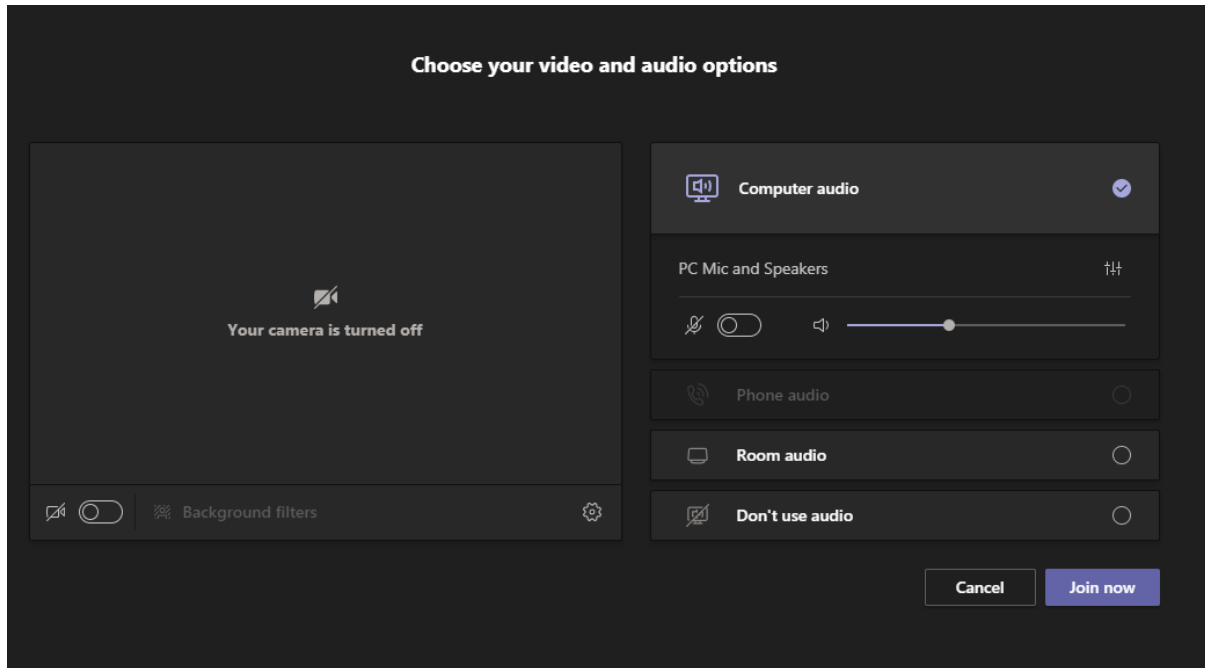
If you are using the app on a PC or laptop, it will appear under computer downloads.

How to turn mic and cameras settings on from Laptop

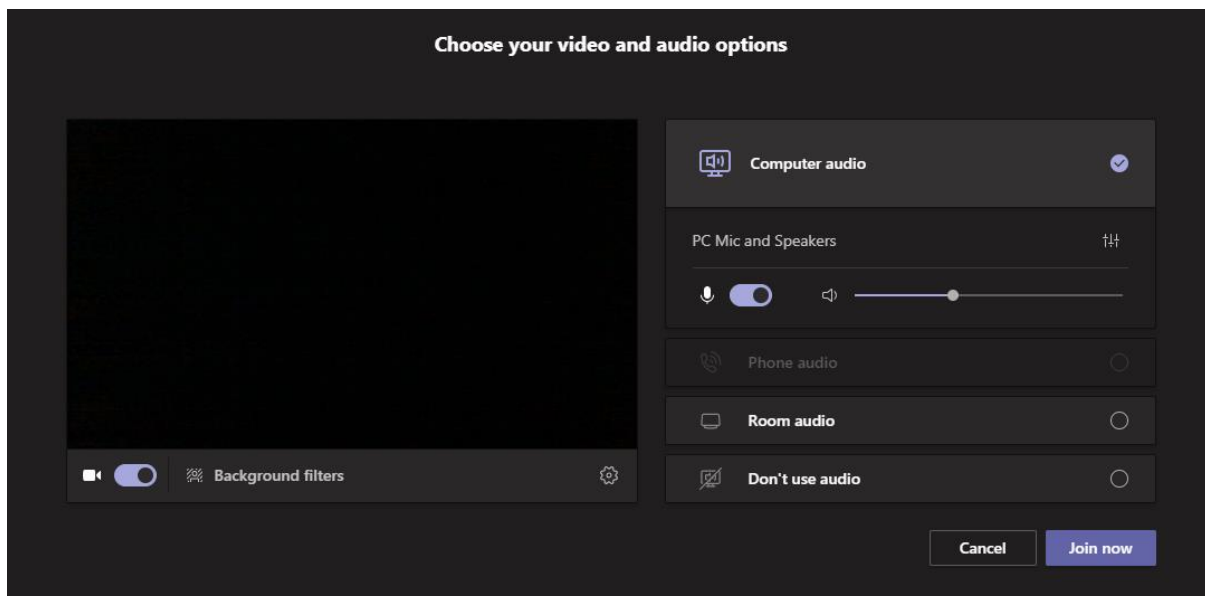
Step 1: Select Join meeting from the calendar



Step 2- Your screen may look like this:

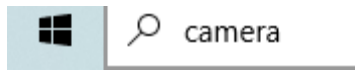


Select the camera and mic to switch them on and join the meeting

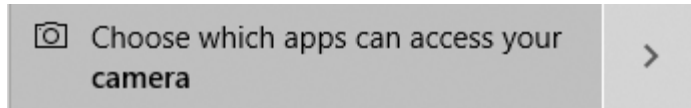


If this does not work, please check your settings as you may need to allow permissions for Microsoft Teams to use the camera and mic

- Select Windows button and search for camera



- Select



- Check camera access

Camera

Allow access to the camera on this device

If you allow access, people using this device will be able to choose if their apps have camera access by using the settings on this page. Denying access blocks Microsoft Store apps and most desktop apps from accessing the camera. It does not block Windows Hello.

Camera access for this device is on

Change

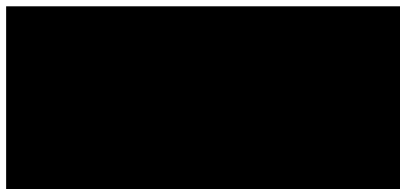
- Ensure Microsoft Teams has been given permission


Allow desktop apps to access your camera

Some apps and Windows features need to access your camera to work as intended. Turning off this setting here might limit what desktop apps and Windows can do.

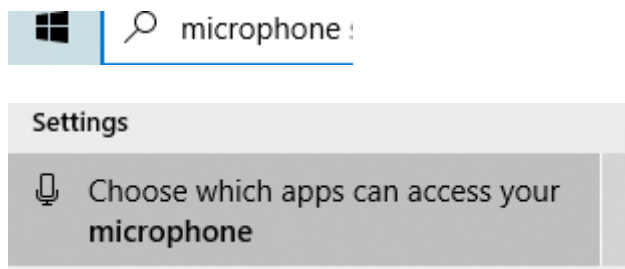
On

Some desktop apps might not appear in the following list or are not affected by this setting. [Find out why](#)



 Microsoft Teams
Last accessed 19/01/2021 10:58:46

- For microphone, do the same as above by searching :



Microphone

Allow access to the microphone on this device

If you allow access, people using this device will be able to choose if their apps have microphone access by using the settings on this page. Denying access blocks Windows features, Microsoft Store apps and most desktop apps from accessing the microphone.

Microphone access for this device is on

Change


Allow desktop apps to access your microphone

Some apps and Windows features need to access your microphone to work as intended. Turning off this setting here might limit what desktop apps and Windows can do.

On

Some desktop apps might not appear in the following list or are not affected by this setting. [Find out why](#)

Sort by: Last used ▾

 Microsoft Teams
Last accessed 20/01/2021 09:25:00