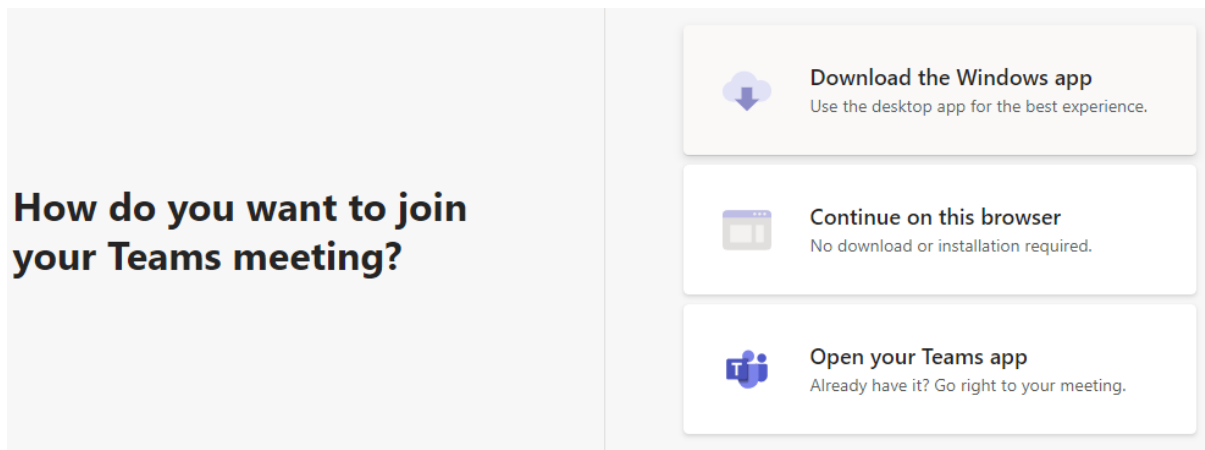
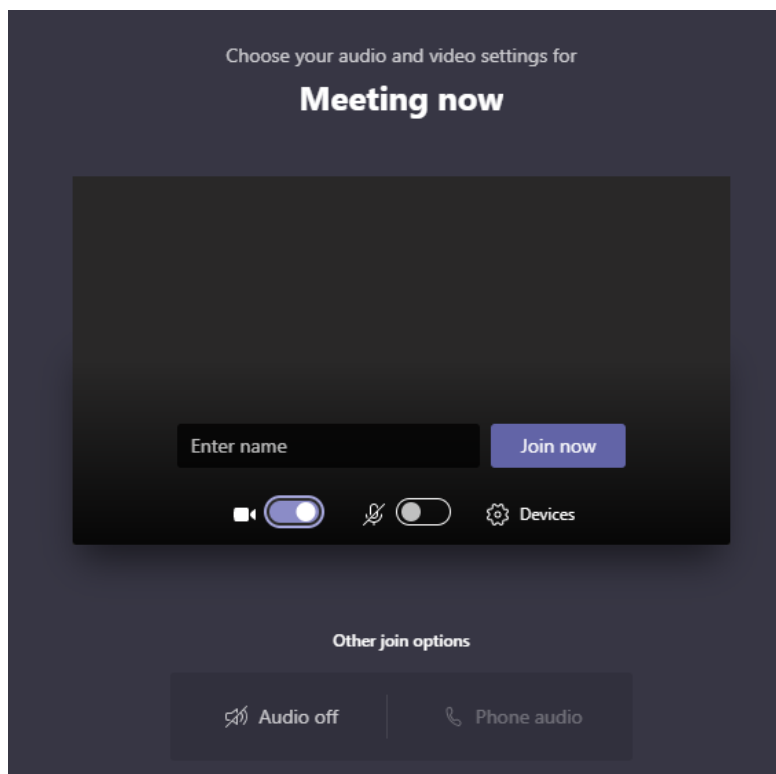


Microsoft Teams is a safe way to communicate that's easy to use. If you haven't used Teams already to access school lessons then use this handy guide to learn how to get onto your session. If you're having trouble accessing your session or do not have the facilities to use Teams, please feel free to give us a call on 0161 643 7560.

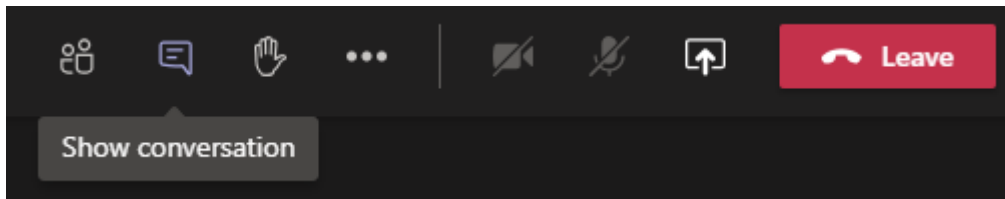
1. You will have received a letter in the post inviting you to attend the Introductory Group Session via Microsoft Teams. Please make sure you have downloaded the FREE Microsoft Teams app and signed in. You can do so by using the following link [here](#). We recommend the top option to 'Download the Windows app'.



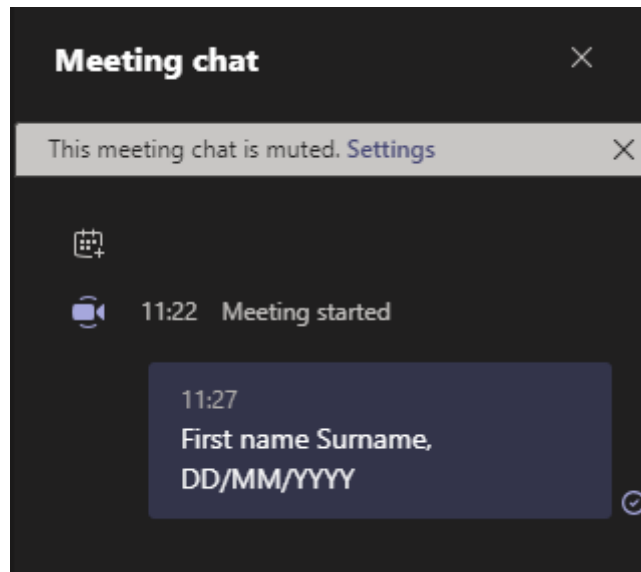
2. A link will be available on our [website](#) for you to follow and attend your meeting. Please click the link that corresponds to your chosen course as well as the date and time allocated to you in your letter.
3. Once you have clicked on the link and through to the app, please **mute your microphone** and **send your name and date of birth** in the chat to confirm your attendance to the session.



- Click on the chat tab to open the session conversation



- Then type your first name, surname and date of birth to confirm your attendance and send your message



- During the session, please use the 'raise your hand' function on the top banner if you have any burning questions. There will be a Q&A session at the end of the meeting so make a note of anything you need to ask and please wait until then.

