

# The Regis School - Staying in touch

Pupil Guide to using the

Skype Web Application for meeting with tutors



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# The Regis School - Tutoring during Lockdown

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- Your tutors want to keep in contact with you during this term
- To do this we are going to use the Skype web application as a way to have tutor meetings
- The information in this slideshow will help you to get set up
- Your tutor will schedule meetings by inviting you using your school email address
- Once in a meeting it is really important that you are sensible or your tutor may have to stop you talking or even remove you completely
- **It is important that you understand that the meeting will be recorded and by taking part you and your parents are giving your consent to this.**



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■ Ambition ■ Confidence ■ Creativity ■ Respect ■ Enthusiasm ■ Determination

# Using the Web Application

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## Pre-requisites for a computer

- You can get onto a web Browser page
- Logged into Office365
- Use a headset with a microphone if you have one
- Or you can use the device speaker and laptop/webcam microphone

This works on a mobile phone or tablet too; you will need to install the app.

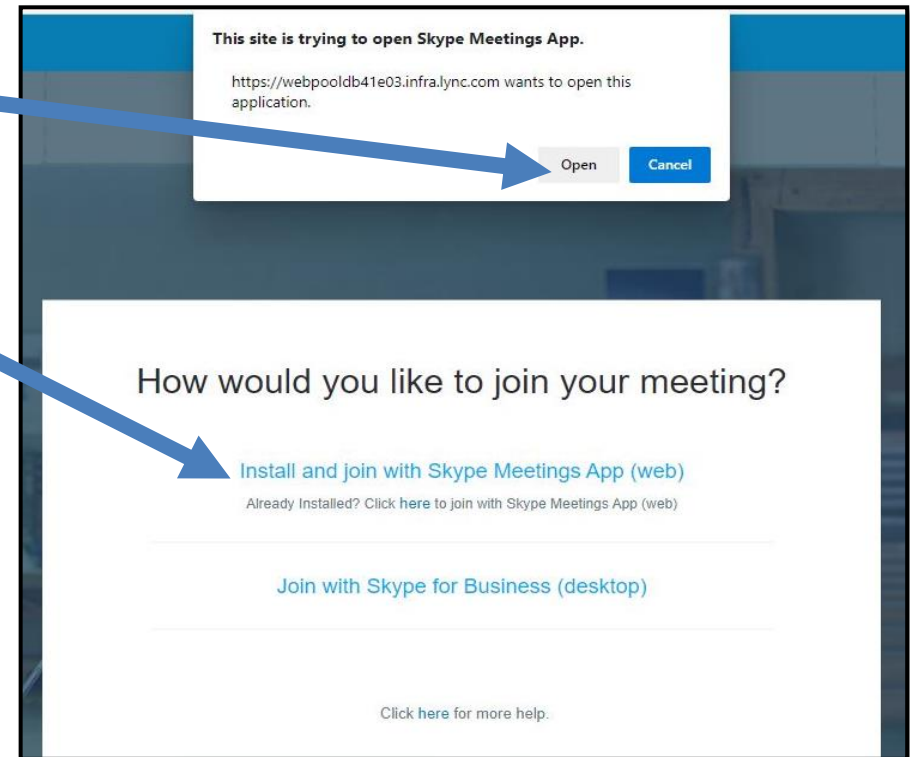
**You should only do this on a Wi-Fi connection unless you have uncapped data allowance- if you are using a mobile phone you should not log into the app but join as a guest**

- **Please note:** Unless instructed otherwise you should keep your webcams / video turned off



# Starting the Skype Web App Meeting

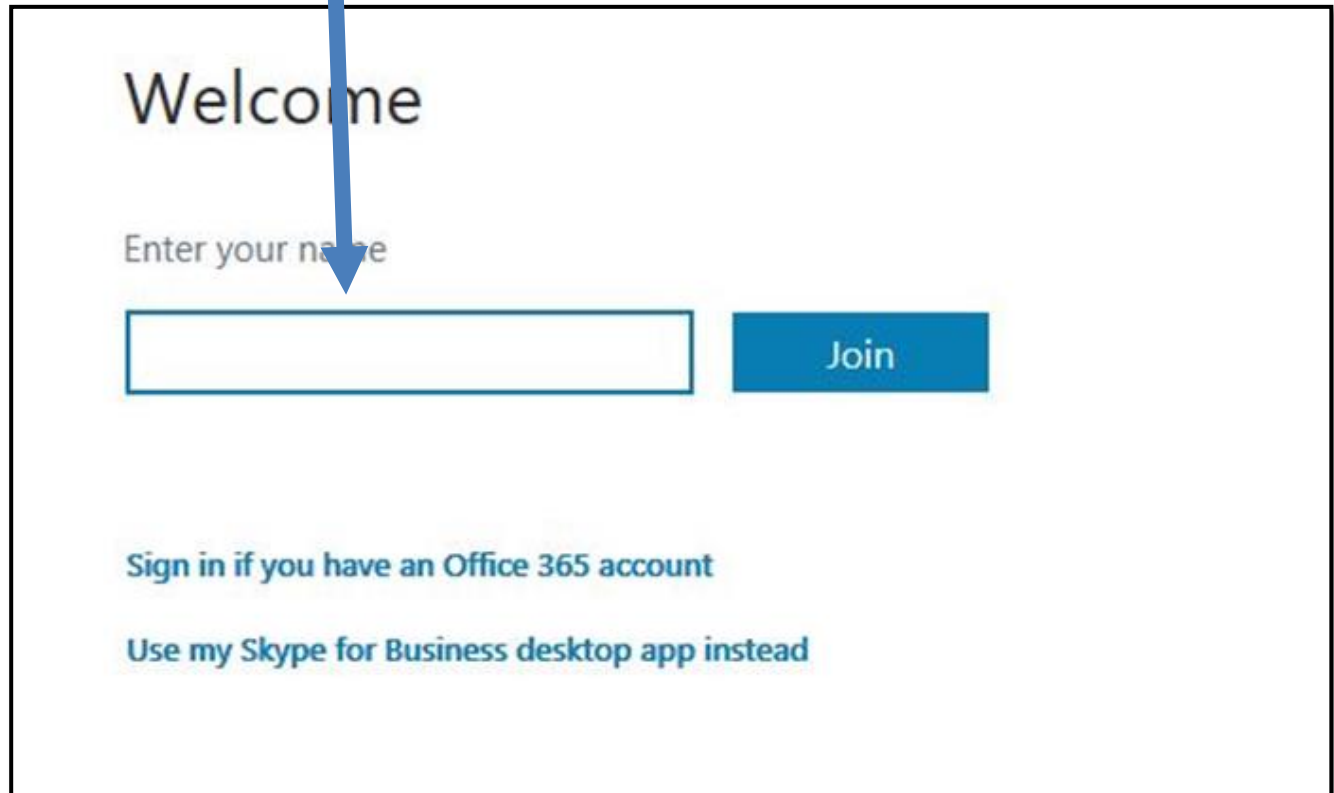
- Your tutor will invite you to the tutor period by your school email.
- Click on the link in your Outlook or Teams Calendar
- If the Web App is installed select **Open** if not install the App



# Logging in

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- Enter your name in the box and click join
- **DO NOT** Select **Sign in if you have an Office365 account**



>Welcome

Enter your name

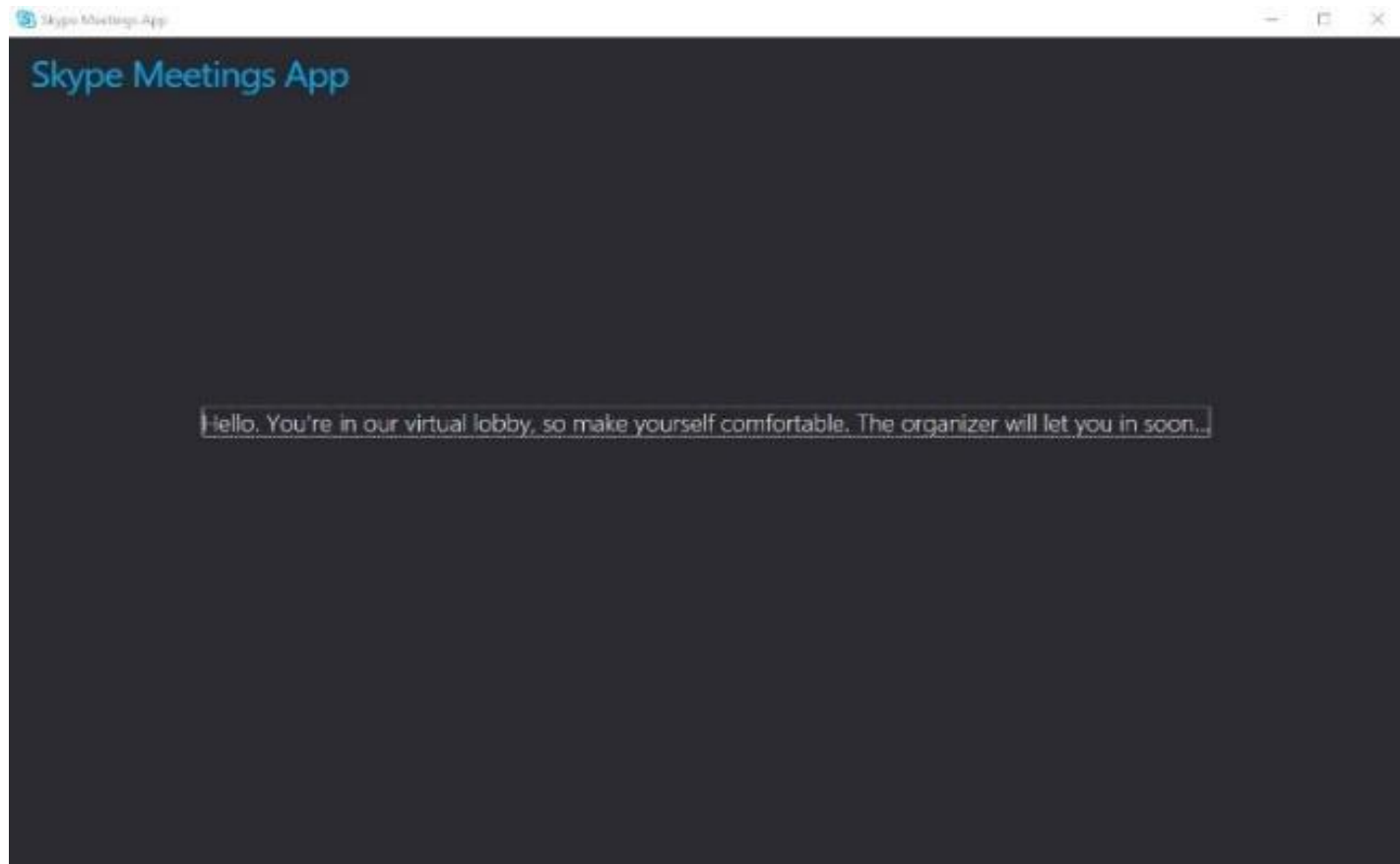
[Sign in if you have an Office 365 account](#)

[Use my Skype for Business desktop app instead](#)

# In the beginning . . .

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- You will be left in the lobby until your tutor is ready to admit you



# Being part of the Skype Session

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- Your tutor will enable you to use your microphone or IM when they are ready, but to start with we will not be using video. **If any of these are enabled by your tutor, you should always use them sensibly and appropriately**
- Your tutor can remove you from the call if necessary
- At the end of the meeting, press the red phone icon to end the call

