

DEFNYDDIO TEAMS



Paratoi ar gyfer a chymryd rhan mewn sesiwn 'Teams' gyda'ch athrawon.

**FE FYDD ANGEN EICH GLINIADUR,
TABLED NEU FFÔN GLYFAR.**

PARATOI

**SICRHEWCH EICH BOD WEDI LAWRLWYTHO
AP 'TEAMS' O FLAEN LLAW.**

**BYDDWCH YN DERBYN EBOST (HWB-OFFICE365)
RSVP 'YES' I'R EBOST.**



YMUNO

- **CYN Y SESIWN, AGORWCH AP
'TEAMS'.**
- **EWCH I'CH 'CALENDAR'.**
- **DEWCH O HYD I'R SESIWN A CHLICIWCH
AR 'JOIN'.**



CYMERWCH RAN

**CYMERWCH RAN YN Y SESIWN GAN
GOFIO I DDILYN Y RHEOLAU AC I
FOD YN BARCHUS.**



'CHAT'

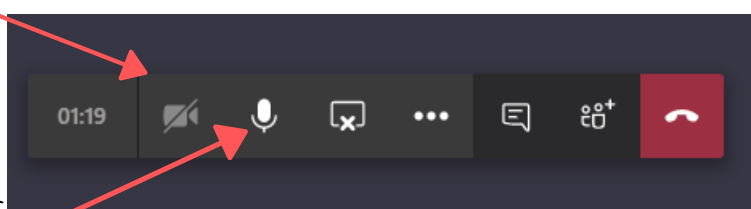
**GALLWCH OFYN UNRHYW
GWESTIWN YN Y 'CHAT' YN YSTOD
Y SESIWN.**



FIDEO YMLAEN/I
FFWRDD

TŴLS

DIWEDD Y
GALWAD



MICROFFON/DISTEWT

USING TEAMS



Preparing for and participating in a 'Teams' session with your teachers.

YOU WILL NEED YOUR LAPTOP, TABLET OR SMART PHONE.

PREPARE

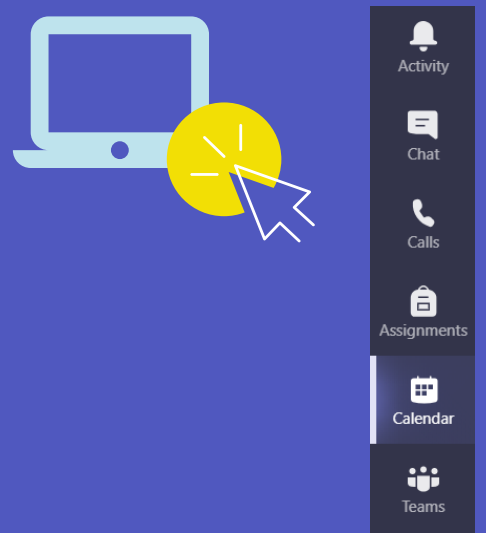
MAKE SURE THAT YOU'VE DOWNLOADED THE 'TEAMS' APP PREVIOUSLY.

YOU WILL RECEIVE AN EMAIL (HWB-OFFICE365) RSVP TO EMAIL- YES



JOIN

- **JUST BEFORE THE SESSION, OPEN THE 'TEAMS' APP.**
- **GO TO YOUR 'CALENDAR'.**
- **FIND THE SESSION AND CLICK 'JOIN'.**



TAKE PART

TAKE PART IN THE SESSION, WHILST REMEMBERING TO FOLLOW THE RULES AND BE RESPECTFUL.



CHAT

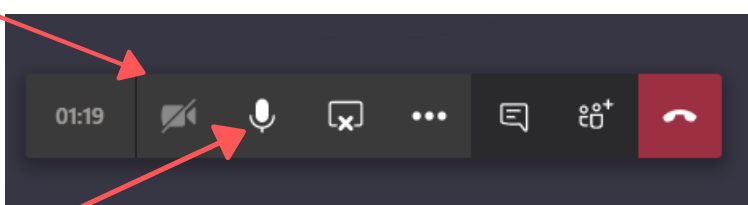
YOU CAN USE THE 'CHAT' SECTION TO ASK ANY QUESTIONS THAT YOU MAY HAVE DURING THE SESSION.



TOOLS

VIDEO ON/OFF

MICROPHONE/MUTE



END CALL