

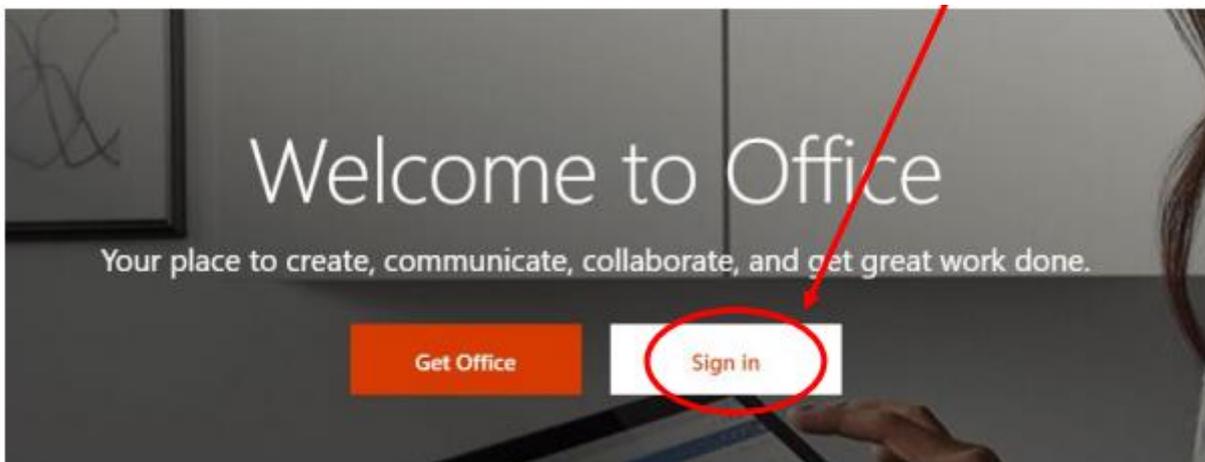
Microsoft Teams – Parents Guide

1. Type into Google 'Office 365 login' and press enter. This will bring you to...

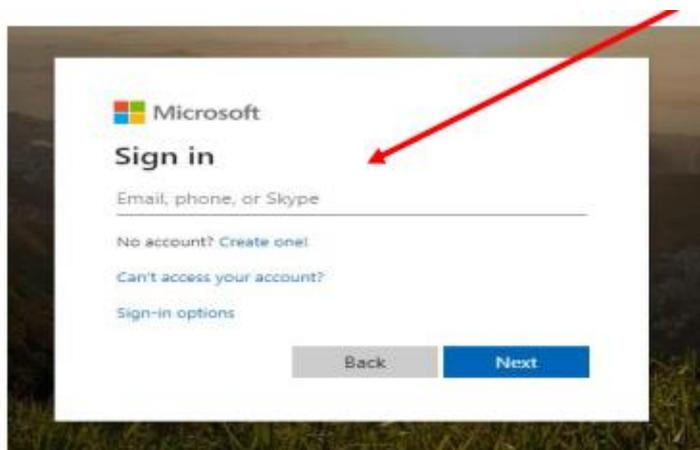
Office 365 Login | Microsoft Office

Collaborate for free with online versions of **Microsoft Word**, PowerPoint, Excel, and OneNote. Save documents, spreadsheets, and presentations online, ...

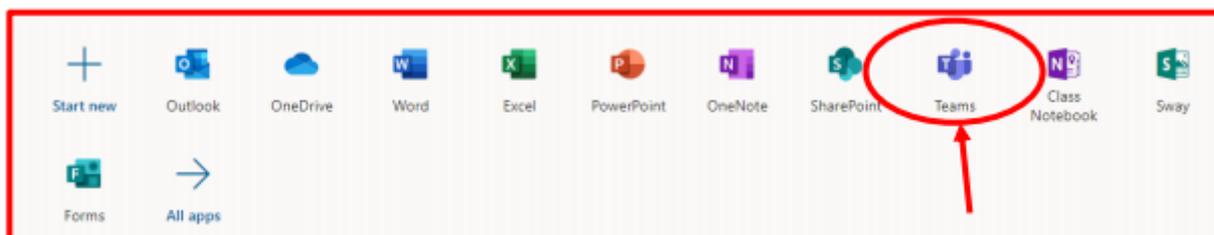
2. Click on Office 365 and you will see this screen, then click on sign in.



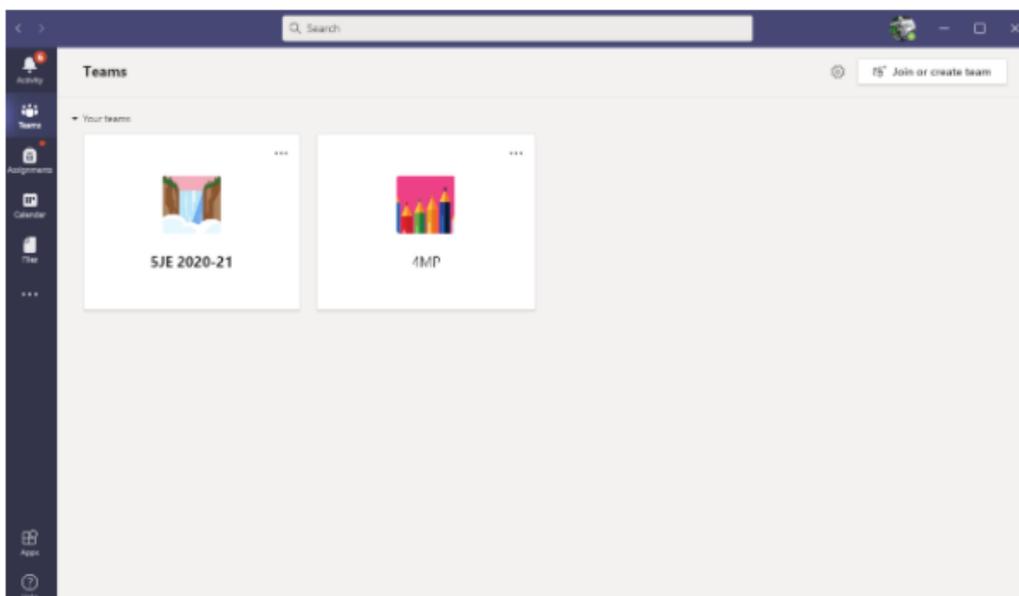
3. The screen below will appear, and you will need to type your email address in where it says Email, phone or Skype. If you have not received your email address and password, please email or phone the school. The page after will ask for your password. Please type this in and press enter.



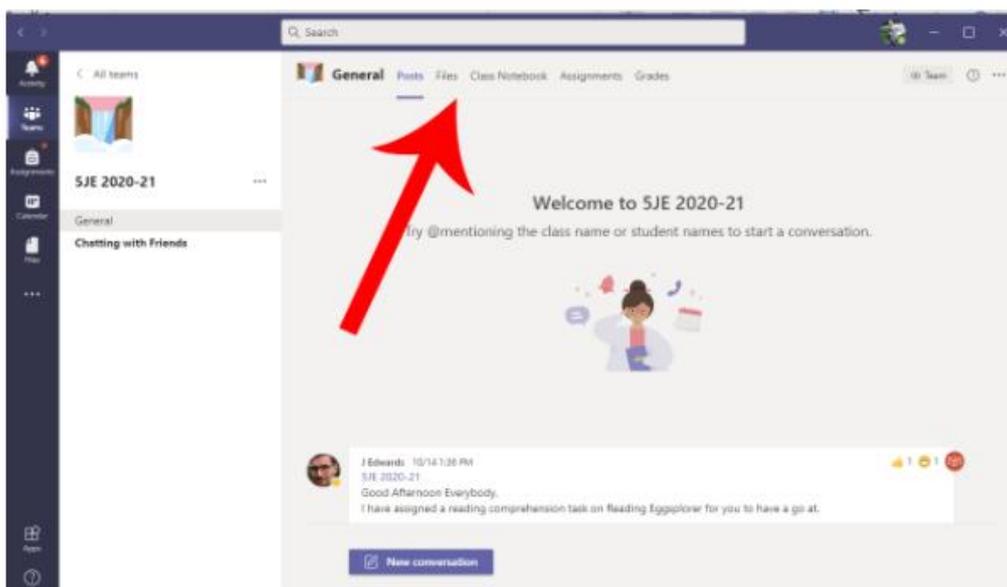
4. You will then be prompted to change your password. You will need to enter your previous password and set a new password. (Please write this password down, as we are unable to reset passwords straight away)
5. Once you have logged on you will see this page – click on teams. Please note your child can also access their email account through Outlook here, as well as Microsoft Word, Excel and PowerPoint where they can do their work.



6. Once your child has logged into Microsoft Teams, they should be able to see a screen similar to the one below, with any classes they are part of appearing in the 'Teams' section. **Please note that this will look slightly different depending on whether your child is accessing from a web browser (as above) or directly via the app (the menus or tabs appear down the left-hand side on a web browser, but along the bottom of the screen on the app), however the 'labels' should remain the same.*



7. Along the top of the Team, you will see different tabs, namely 'Posts', 'Files', 'Class Notebook', 'Assignments' as shown in the picture below. These are where you can access different features within the Team.



- 'Posts' is where general conversations regarding classwork/home learning can take place. Pupils can post a comment and can also reply to others' comments and questions. You can also upload/attach files, pictures, and documents into a post.
- 'Files' is where your child can access Word documents, PowerPoints etc. saved by their teacher (as shown in the picture below). Files may be organised into different folders – simply click the folder to access the files within. Pupils can open a file by clicking on its name. They can also collaborate on a document – all changes made can be seen by everyone who is a member of the team – great for working together on a project or sharing questions.

- 'Class Notebook' is like a book, where each pupil has their own chapter and then all their work is done on new pages of their chapter. Pupils can only see a shared class chapter and their own chapter, but teachers can see them all.
 - 'Assignments' is where your child will find specific assignment tasks that have been set for the class. This could be something as simple as answering a set of multiple-choice questions to writing an essay on a specific subject.
 - The '+' icon is where your child can access other Microsoft apps (i.e. Word, PowerPoint) and where your child's class teacher may save frequently used websites.
8. To share your child's work with the class teacher, click the attachments icon and upload a file from your device.

