

Accessing and using Microsoft Teams at home

Microsoft Teams for Education makes it easy for you to connect with your classmates and teachers online.

You can either download the Teams app for your device or use it straight in an internet browser.

- 1) Open the app or type **teams.microsoft.com** into your internet browser. If using a search engine, type 'Teams' and click this option.

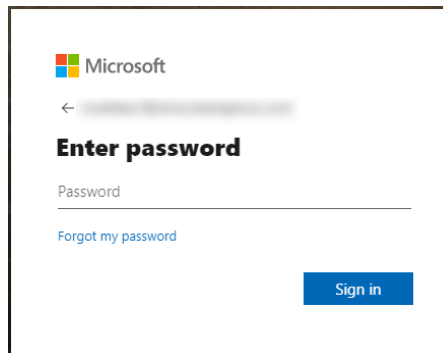
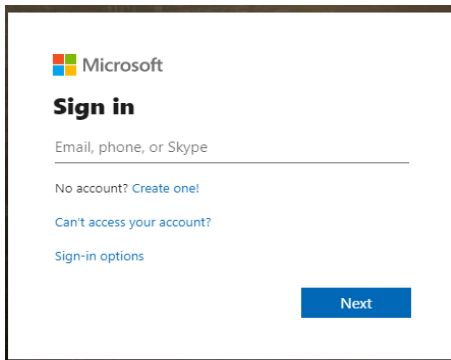
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Microsoft Teams is the hub for team collaboration in Microsoft 365 that integrates the content, and tools your team needs to be more engaged and ...

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- 2) Enter your child's school email address followed by their password given to you by the school.



Important: When logging in for the first time, you will be prompted to change your child's password. **It is your responsibility to change this to a safe password which you can remember.**

- 3) Once logged in, Microsoft Teams will give an overview of how to use it. Some features may not apply to your child's version. Once finished click "Got it".
- 4) Your child will be able to see the 'Teams' they are part of. Their team will be their class name. Click on the class team to open the screen below. Please talk them through the following features:

The 'chat' function will be disabled as children will be able to talk privately here and that cannot be monitored.

In 'Posts' in the 'General' channel, you will see the information your class teacher has shared such as documents and videos. **You will not be able to message in this**

In 'Files', you will find the 'class materials' folder. This is where your teacher will put any resources to help with home learning.

Initially, we will not be using these three tabs. If we do start using these options, further guidance will be given.

Click here to go back to the main Teams home page. The Teams home page will display all of the teams you are part of.

Here you will find any scheduled lessons or meetings for the week. In the initial stages, we will not be scheduling live lessons.

These are the different 'channels' within the team. Each channel has its own 'general conversation' and 'files folder'

Please only use the channels for their purpose:

Classroom Discussion: This is where you can talk to your class friends and share pictures of your work and activities from home.

Questions: This channel is for children/parents to ask any questions about the work set for home learning. Teachers will aim to reply by 8pm.

All channels are viewable by the class teacher.

We ask that your child only accesses teams between 8am – 8pm Monday – Friday

For further guidance on how to use Microsoft Teams, please follow this link:

<https://support.office.com/en-gb/article/distance-learning-with-office-365-guidance-for-parents-and-guardians-89d514f9-bf5e-4374-a731-a75d38ddd588?ui=en-US&rs=en-GB&ad=GB>