

How to Access Microsoft Teams.

To access Teams you will need your child's school email login. Your child's class teacher should have already sent it out. If you have not got it please email your child's class teacher. There are several ways you can access Microsoft Teams.

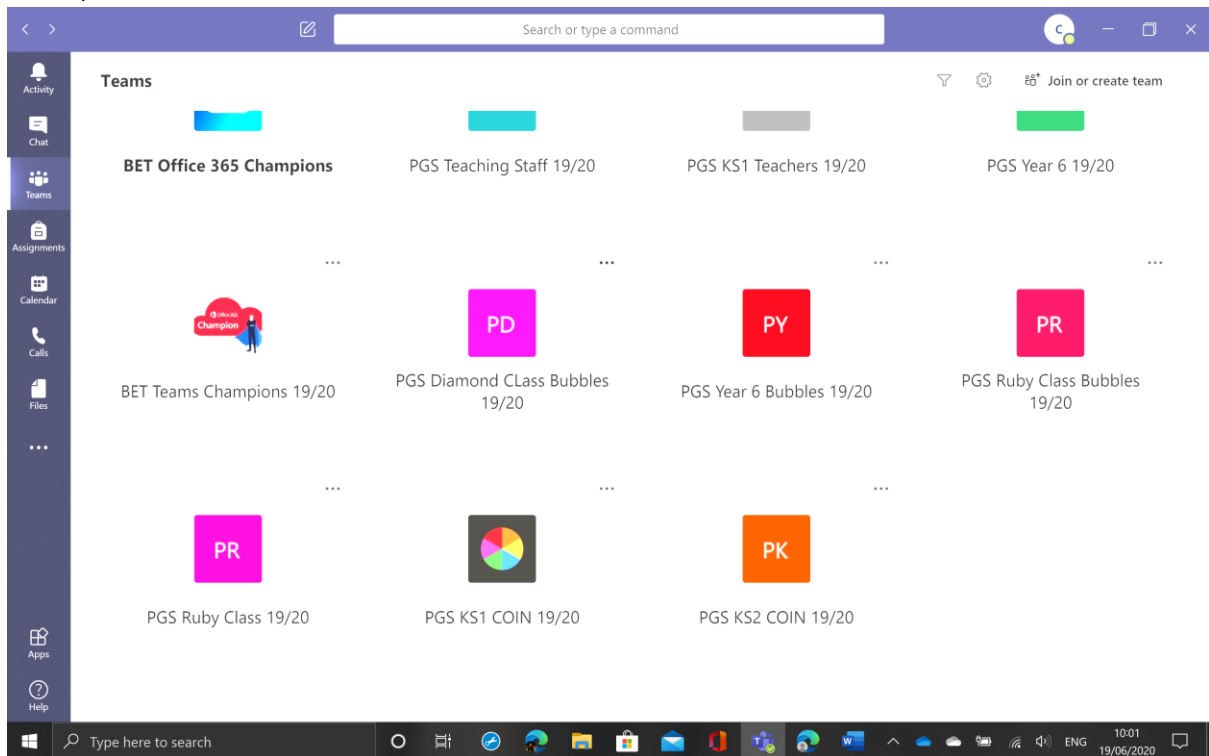
1. Download the desktop app by following this link (you can also follow this link to download the mobile app):

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

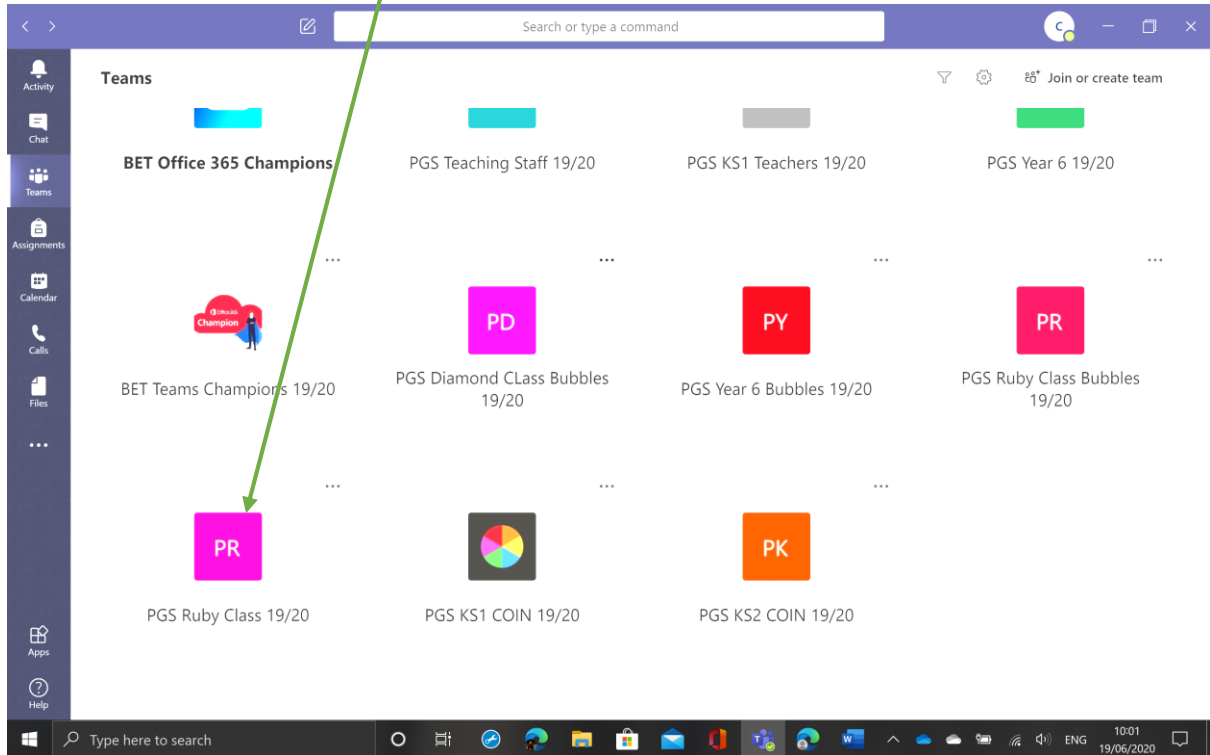
2. Via the internet:

<https://www.office.com/>

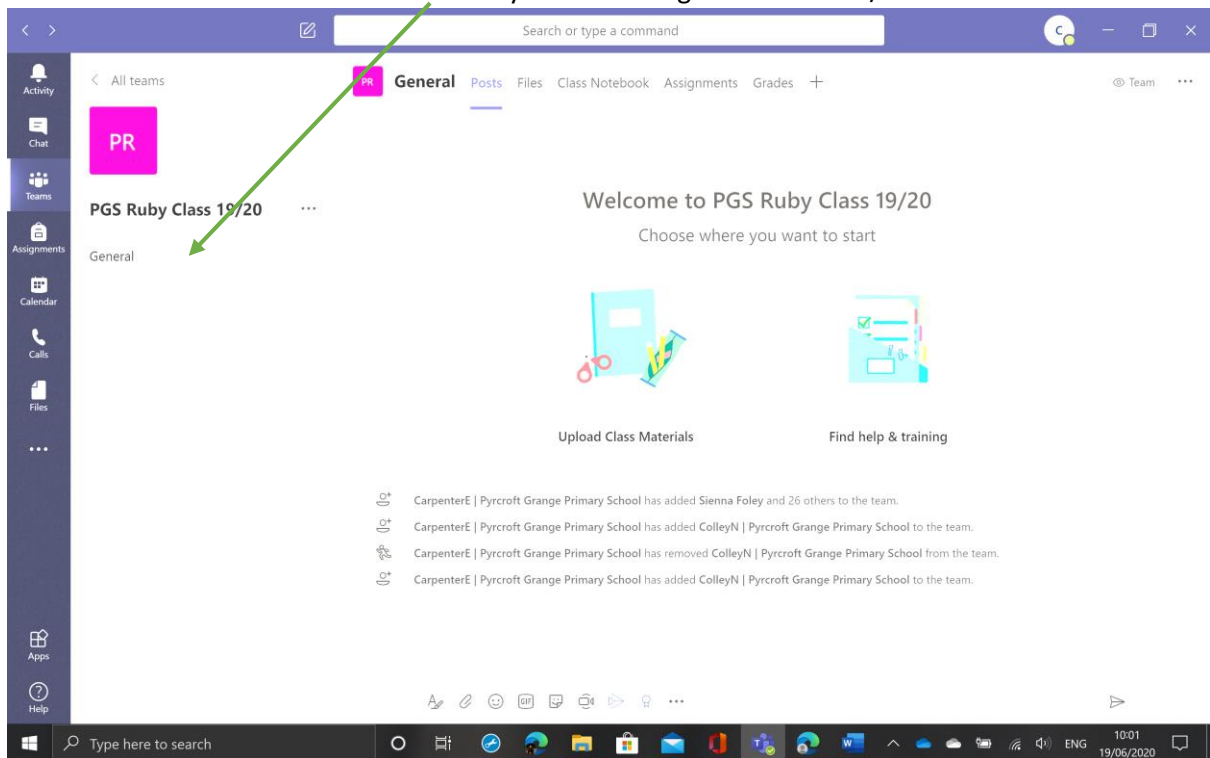
Once you have logged on/clicked Teams you will see a home page that looks like this (with a lot less teams):



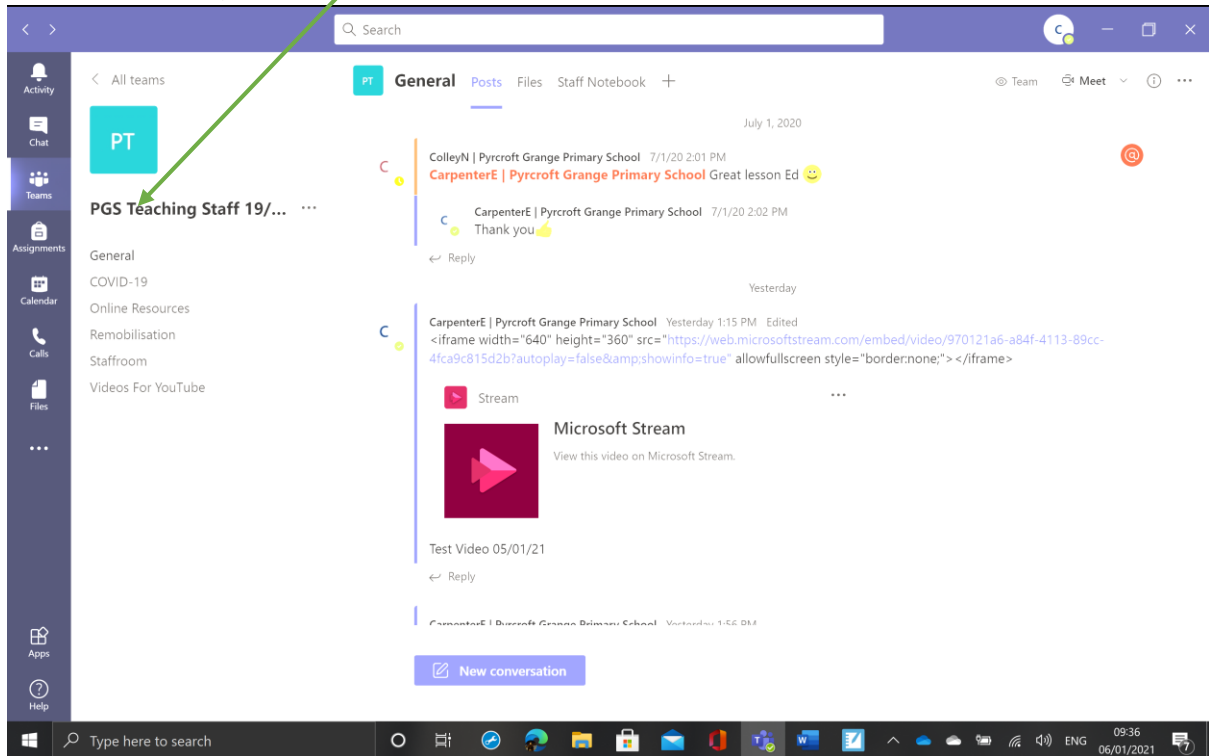
Click on your child's class team



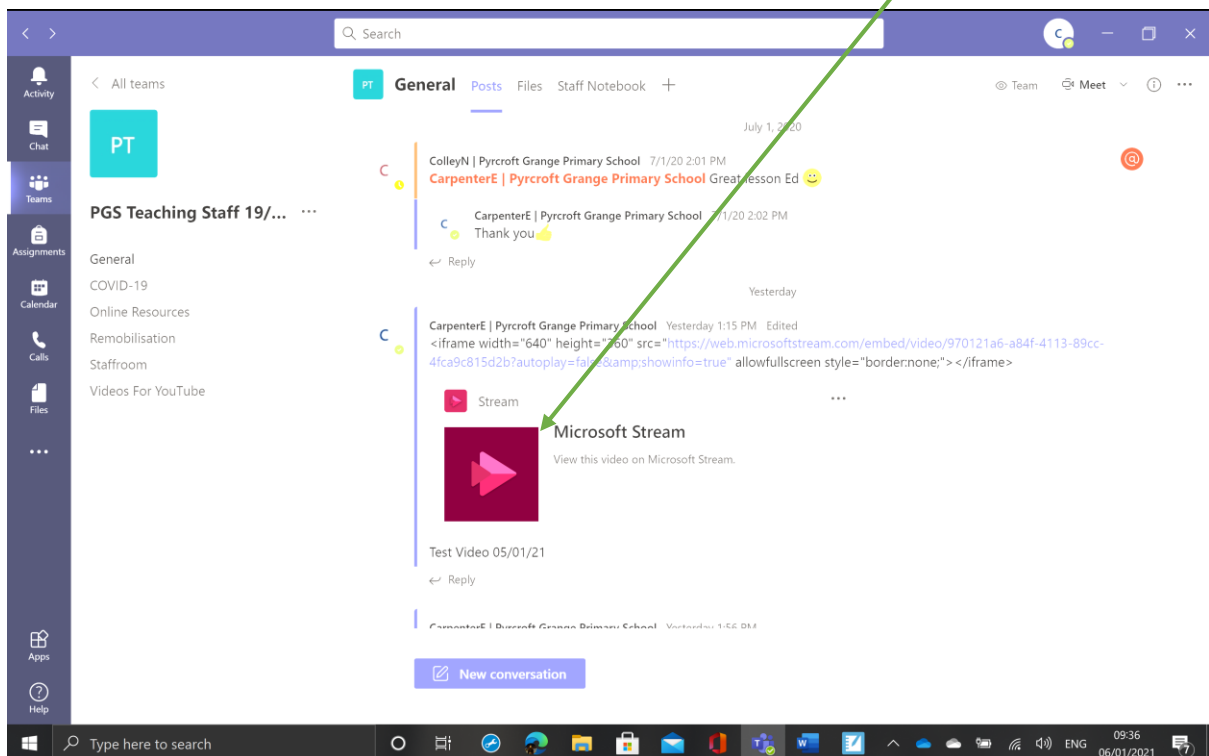
Use the channels on the side to find what you are looking for and watch /download content.



If you are watching your lesson as a recording after it has happened, click on your recorded lessons channel (this one is called General but your channel may be named something different such as Recorded Lessons)



Next click the Microsoft Stream video with the date of the lesson you want to view



You can now view the recorded lesson.

The screenshot shows a web browser window displaying a Microsoft Stream video. The video player is titled "Microsoft Teams" and shows a black screen with the text "TEST DO NOT ATTEND" in white. Below the video, the recording details are visible: "Recorded by CarpenterE | Pycroft Grange Primary School" and "Organized by CarpenterE | Pycroft Grange Primary School". The video is published on 1/5/2021 and is limited. The player shows a play button, volume, and a progress bar at 0:00 / 0:28. To the right of the video player, there is a "Transcript" section with a search bar and a list of transcript entries:

- 00:02 This is a test meeting.
- 00:05 Just saying about how the recording works for this is a
- 00:11 test meeting. Just seeing how the recording works when
- 00:15 recording meetings and then viewing them as part of
- 00:19 screen. Thank you.

Below the transcript, there is a "Details" section and a "More from trending videos" section. The "Details" section shows the video title "TEST DO NOT ATTEND" and the publisher "CarpenterE | Pycroft Grange Primary School". The "More from trending videos" section shows a video titled "Assembly - New Year's Resolutions" with 33 views and a duration of 14:20. The Windows taskbar is visible at the bottom of the screen, showing the search bar, taskbar icons, and system tray with the date 06/01/2021 and time 09:42.

You should now be able to use Microsoft Teams to view recorded lessons.