

How to Access Microsoft Teams

To access Teams you will need your child's school email login and password. You will have been sent these in an email with these instructions.

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):

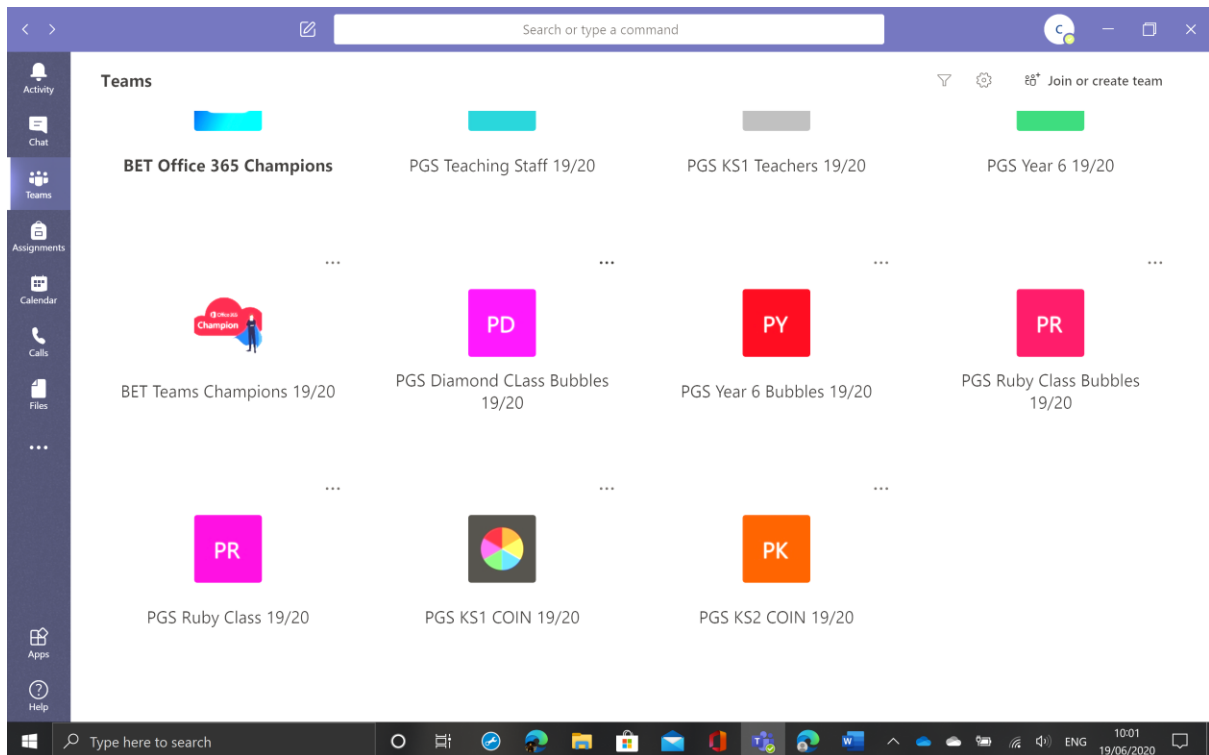
<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

2. Via the internet:

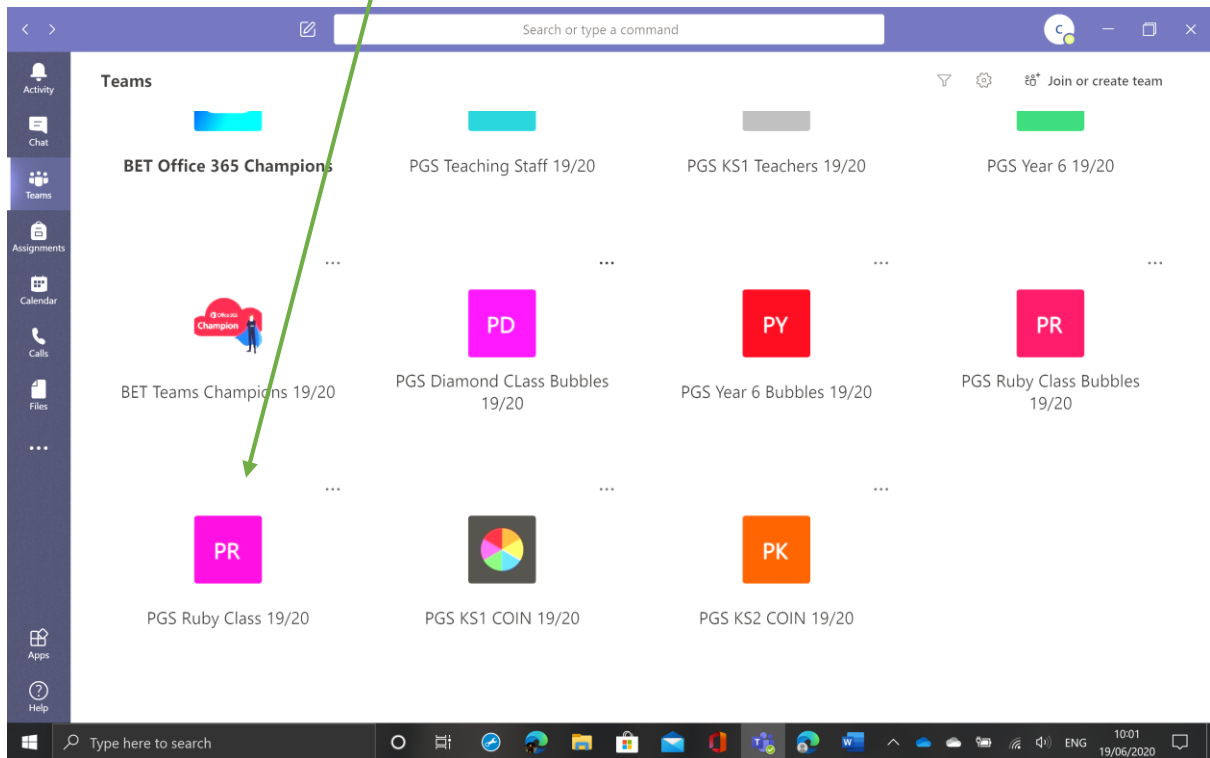
<https://www.office.com/>

You will now need to log in with the user name and password provided.

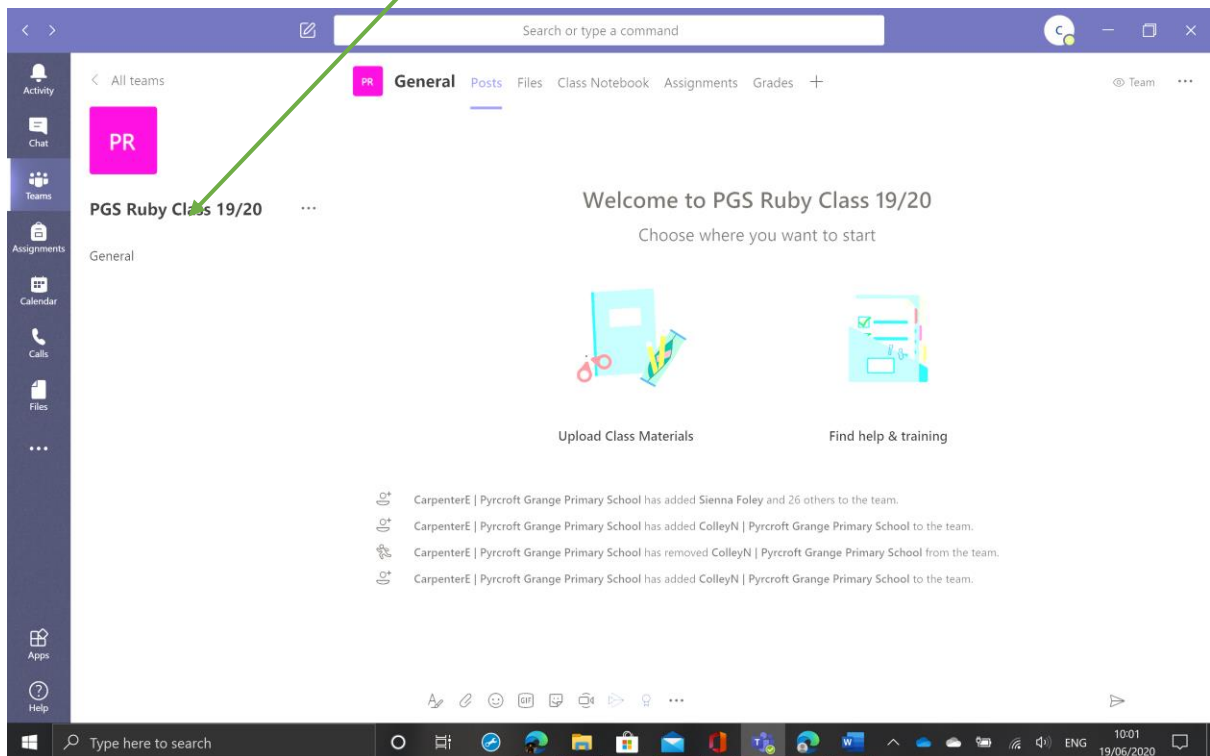
Once you have logged on/clicked Teams you will see a home page that looks like this (with a lot less teams):



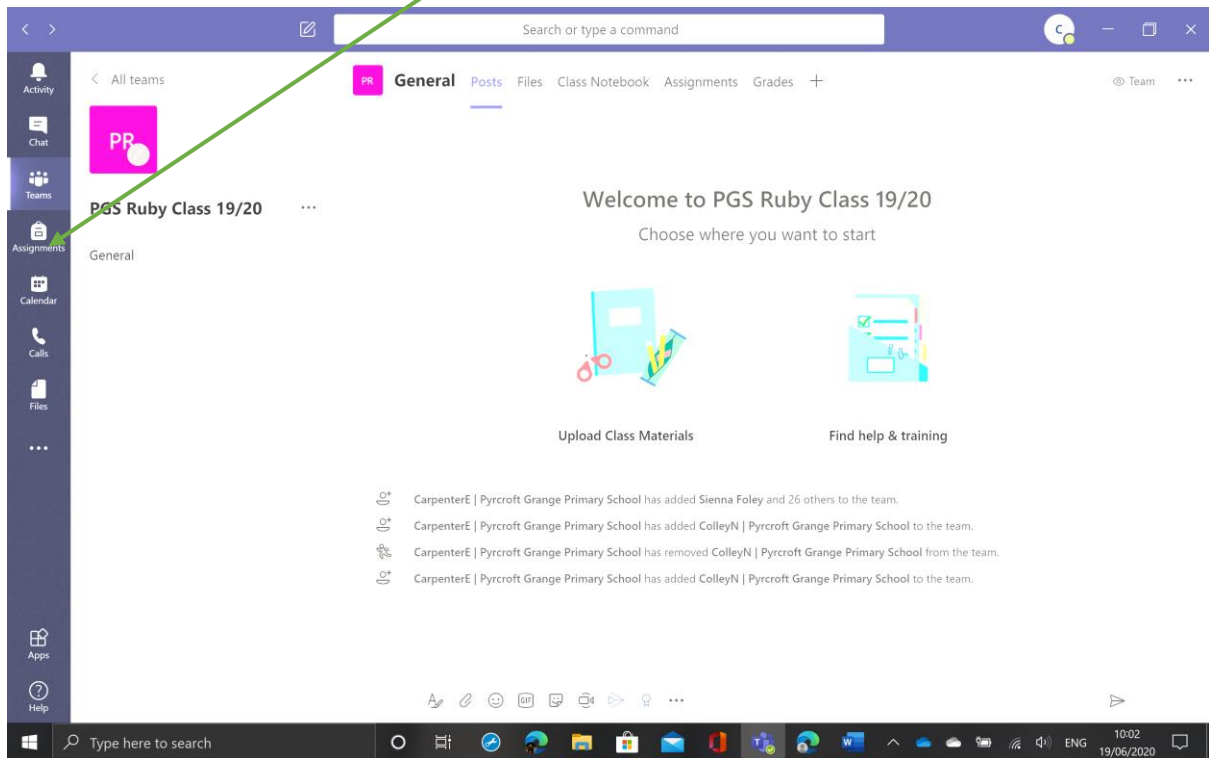
Click on your child's class team



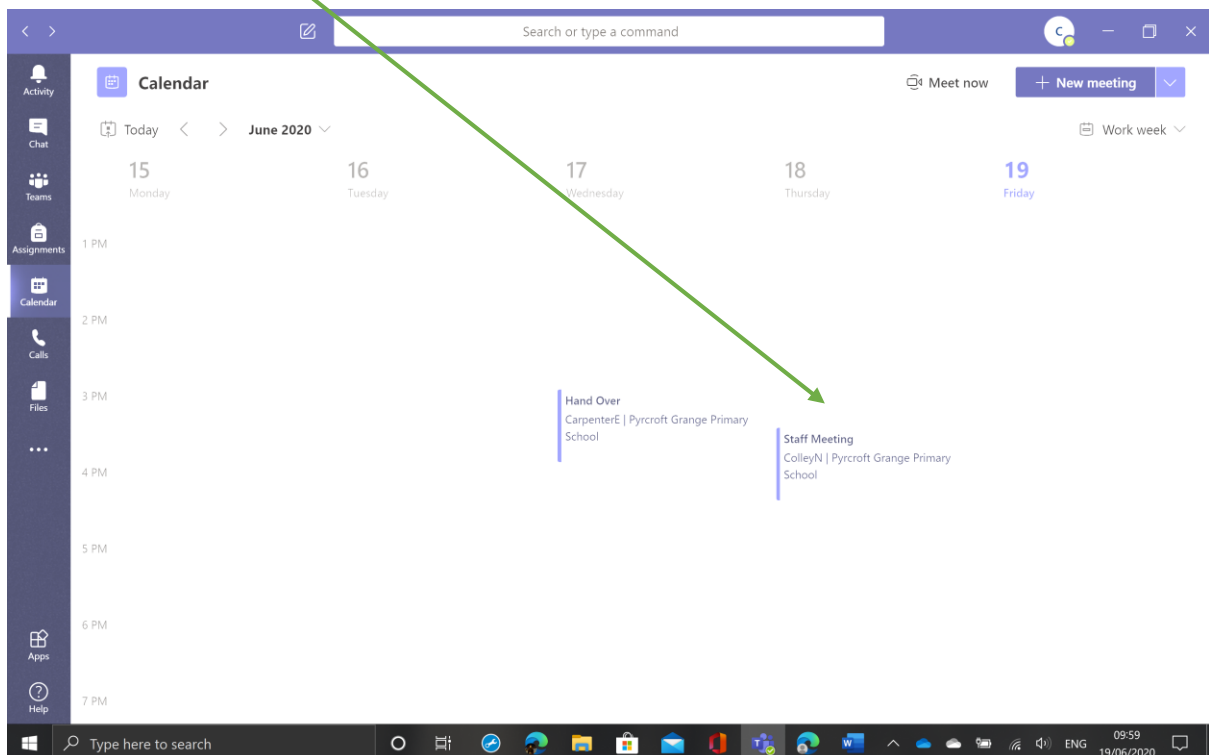
Use the channels on the side to find what you are looking for and watch /download content.



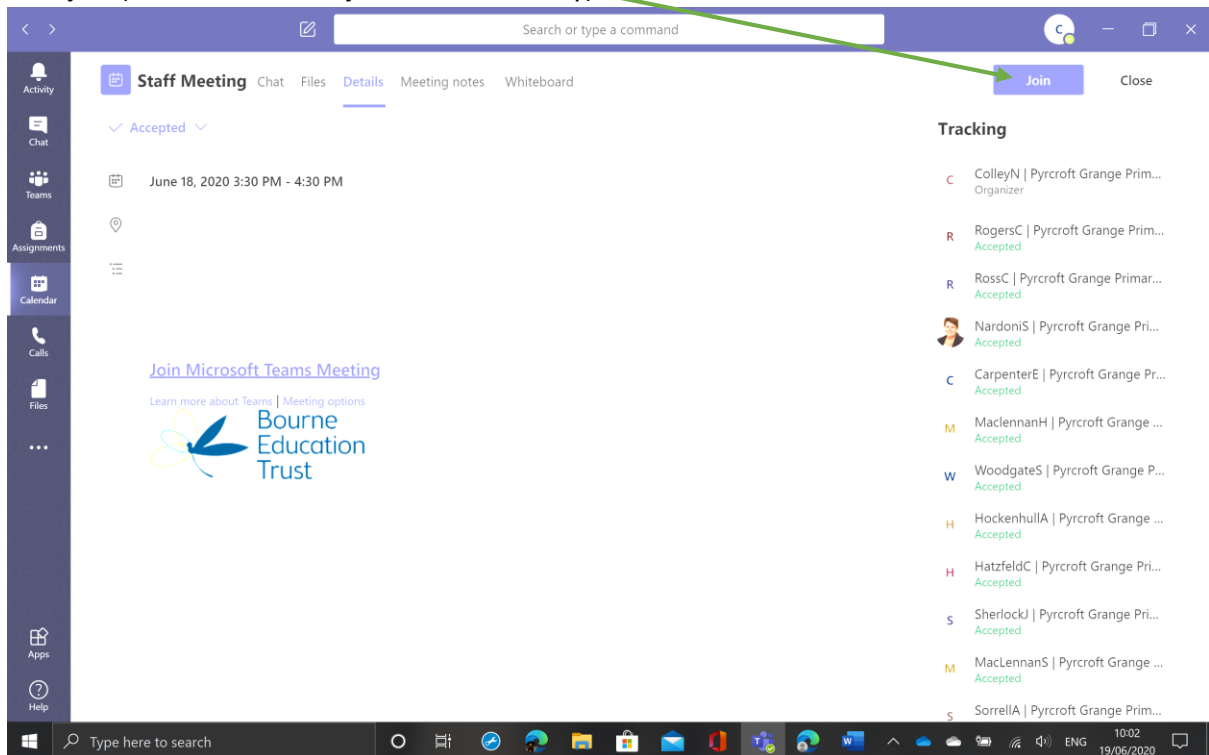
To attend a lesson click on the calendar



Click on the meeting/lesson



Click join (Remember not to join the lesson early)



You should now be able to use Microsoft Teams.

Once you have joined the teacher will welcome you to the lesson.

You will be sent an open invitation to remote learning for each day. You will be able to leave and re-join this meeting throughout the day, and as directed by the teacher.

If you leave the lesson, accidentally or if directed to by the teacher, you can rejoin the same meeting using the same Join button.