

Microsoft Teams guidance for Parents and Guardians

In order to use Microsoft Teams you must know your Microsoft 365 account details. The username is your school email address. If you aren't sure of your details, you will need to ask your school office to contact your IT Helpdesk to get it reset.

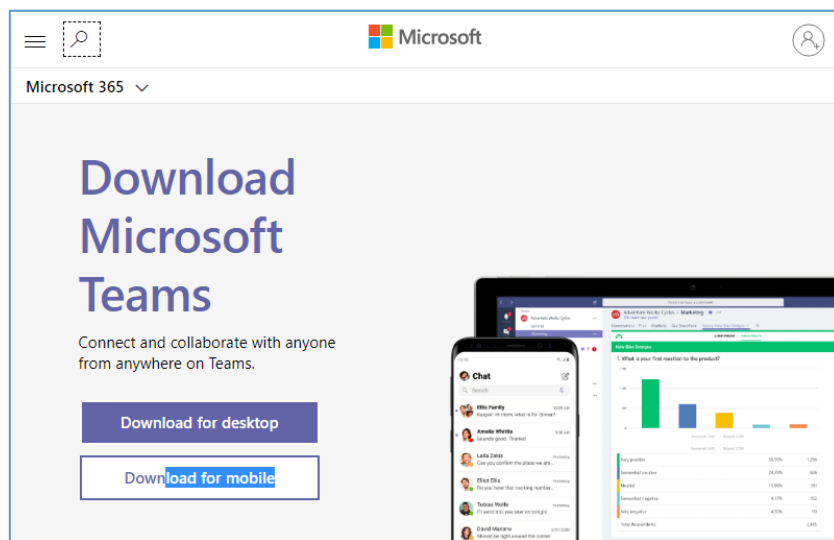
How to you get your device ready?

Teams can be accessed in two different ways:

- By visiting the Teams website <https://teams.microsoft.com> using a web browser.
- By downloading the Microsoft Teams app for your device that is available for Windows computers, Apple and Android devices.

You will generally get a better “experience” if you download the app. Visit the appstore on your device to download the Microsoft Teams app. You can also click on this link to find the app for your device:

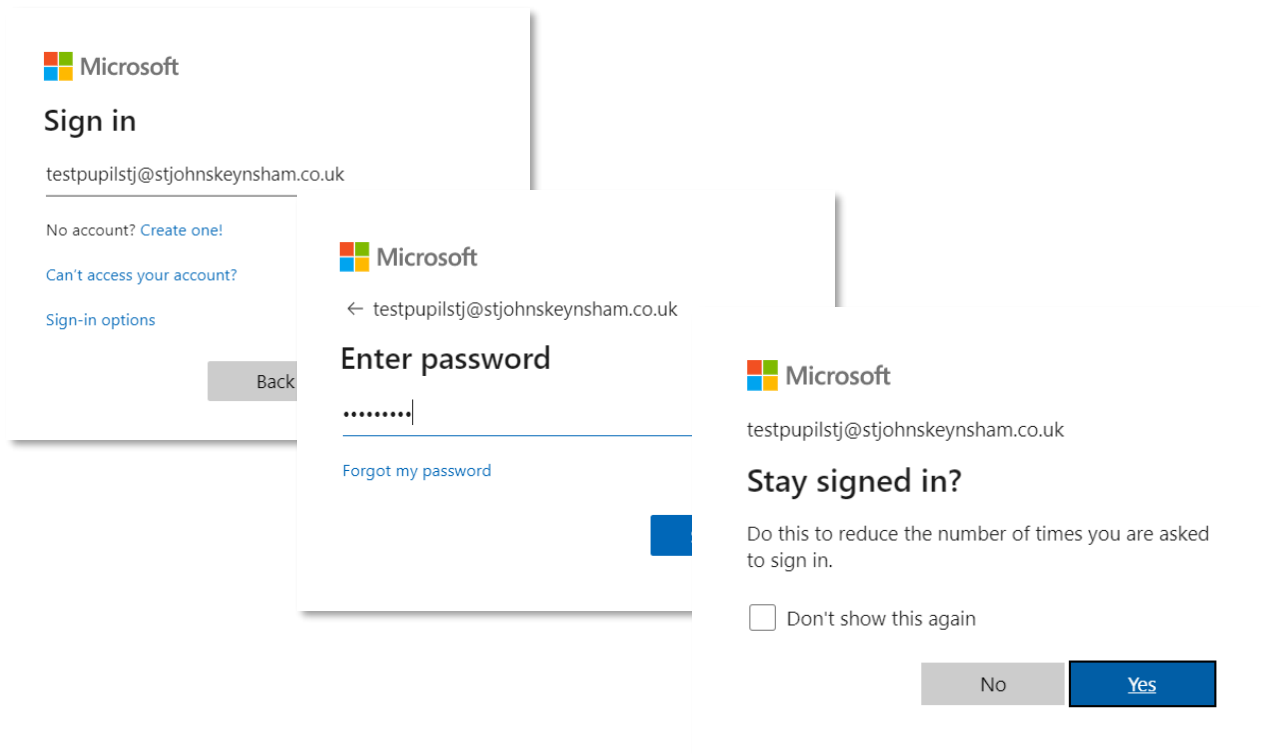
<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>



Please note, for iPhone or iPad users, Microsoft Teams requires a minimum of iOS 11 installed.

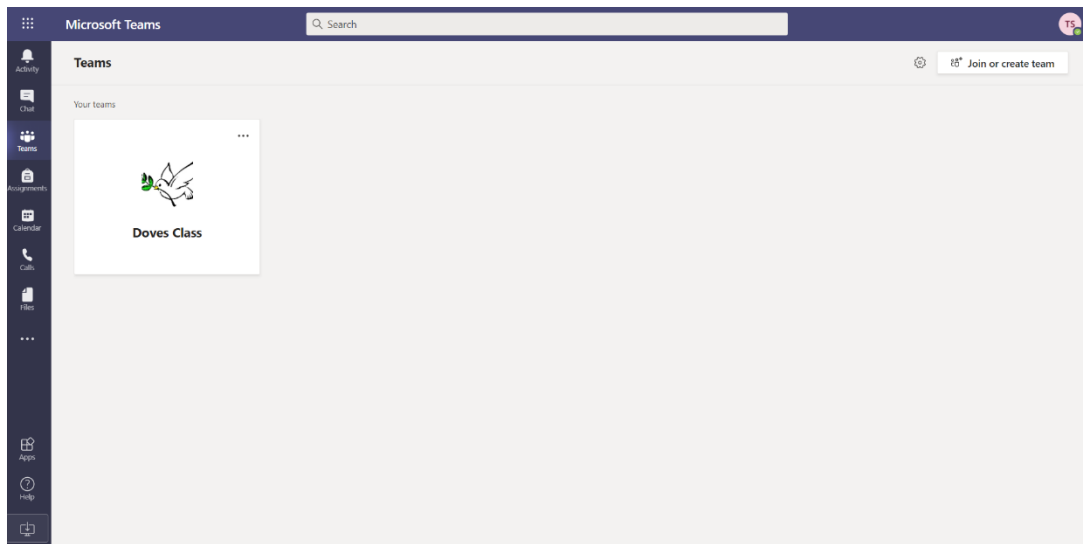
How to login

Go to the Teams website <https://teams.microsoft.com> using a web browser. On the Sign in page type your school email address and click Next. When prompted, type your password and click Sign in. On the next window, you will be prompted to Stay signed in, choose No.

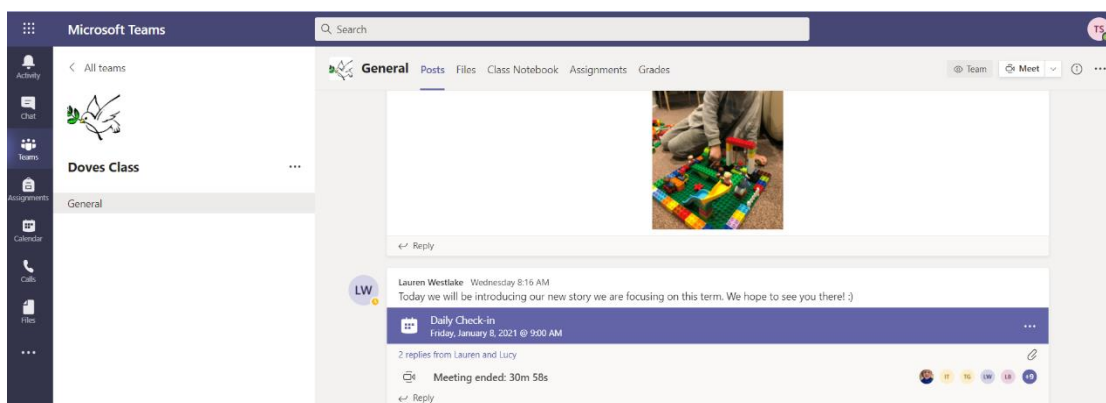


Accessing Teams

On the main navigation page, you should see your class group. Click on the class name to access the Team.



Here you can access posts from other members of your class, Files and the Class Notebook from the navigation bar at top of the page. The Class Notebook is where you will find the work set by your class teacher.



Additional guidance

You may also want to consult an online resource. As one suggestion, Microsoft has prepared a beginners' guide and guidance for Parents and Carers that can be accessed here:

<https://support.office.com/en-gb/article/welcome-to-microsoft-teams-b98d533f-118e-4bae-bf44-3df2470c2b12>

<https://support.microsoft.com/en-us/office/distance-learning-with-microsoft-365-guidance-for-parents-and-guardians-89d514f9-bf5e-4374-a731-a75d38ddd588>