

## Microsoft Teams – Parent Guide

To access your child's home learning, please click on the link below to watch a video guide.

<https://www.youtube.com/watch?v=uKiwfShnnc8&feature=youtu.be>

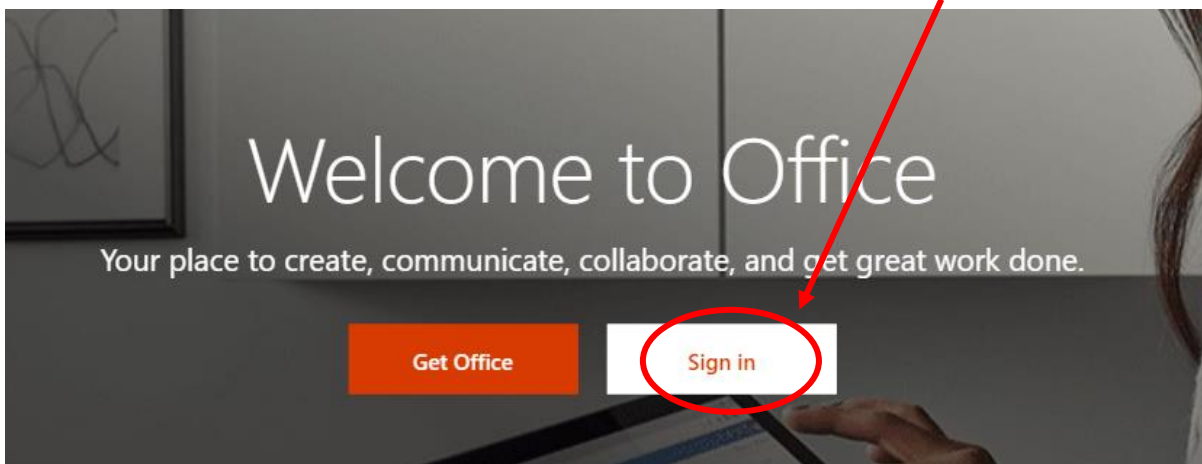
Alternatively, follow the instructions below.

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

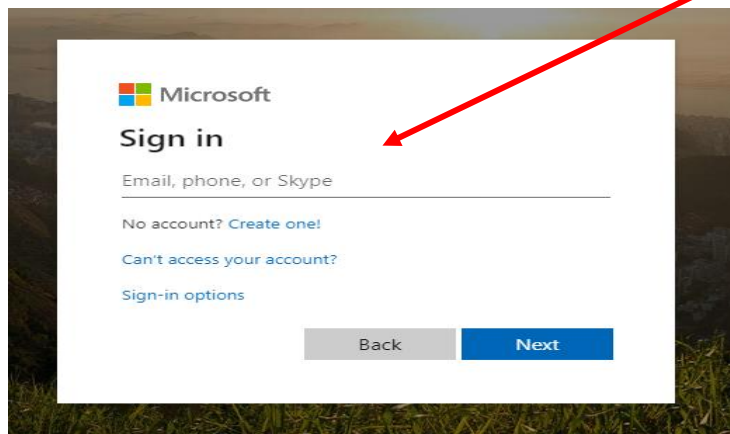
### Office 365 Login | Microsoft Office

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

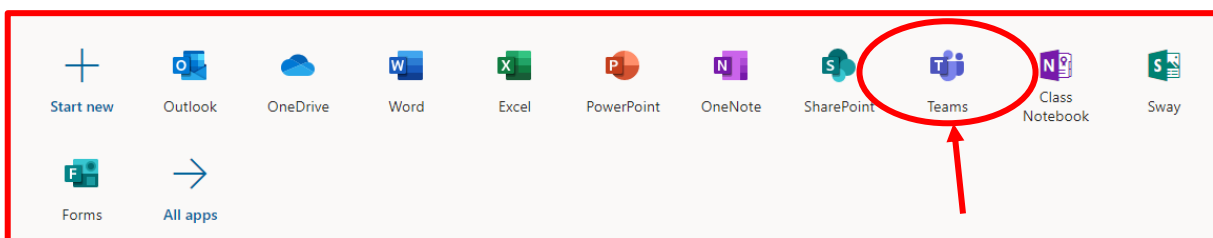
2. Click on office 365 and you will see this screen, then click on sign in.



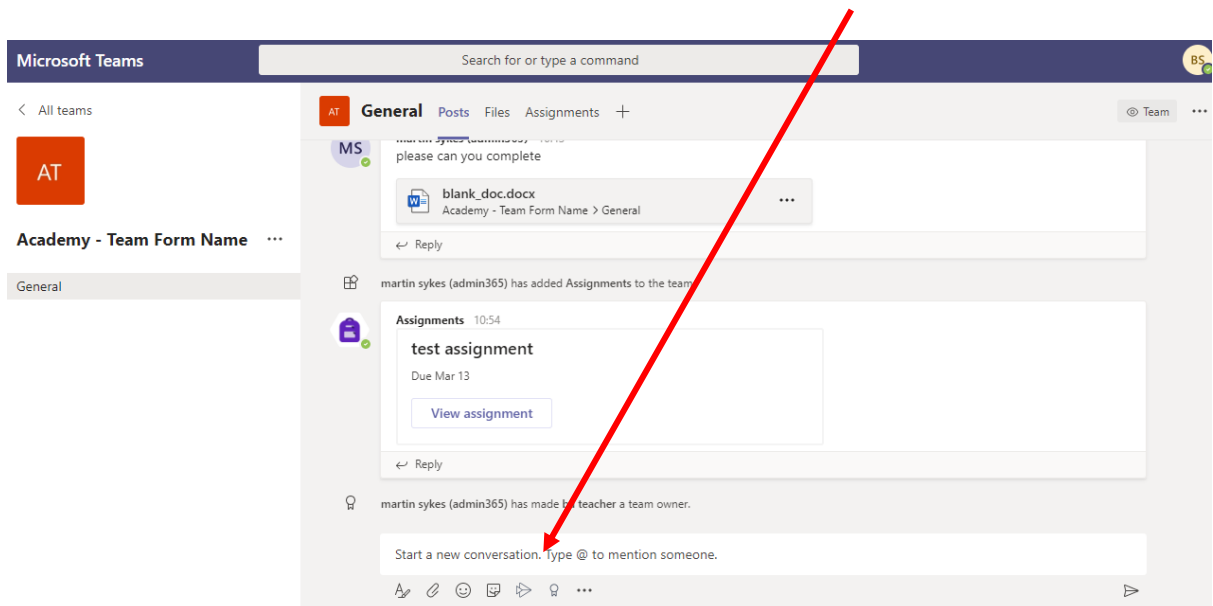
3. The screen below will appear, and you will need to type your email address in where it says Email, phone or Skype – your child will have been given this by their class teacher. If you have not received your email address and password, please email or phone the school. The page after will ask for your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



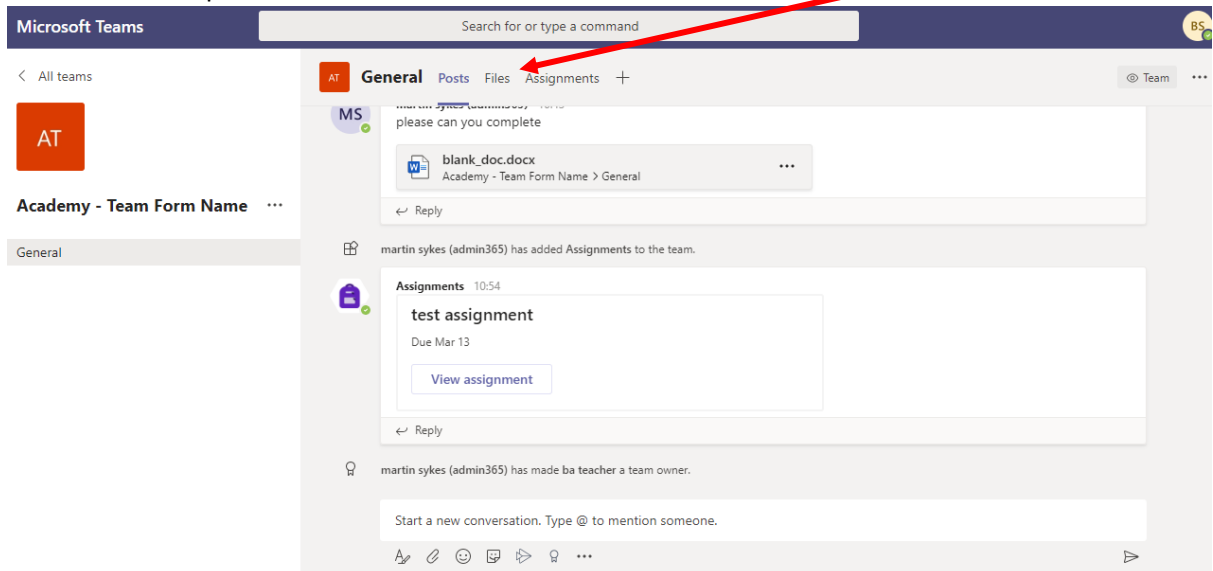
4. Once you have logged on you will see this page – click on teams.



5. Here is an example of what students will see when they log into their class team. Students will only be able to see their class team and post (about their learning) in the chat channel.



6. Your child's class teacher will upload home learning into the 'Files' section. Look out for instructions and posts from the class teacher in the 'Posts' section.



7. To share your child's work with the class teacher, click the attachments icon and upload a file from your device.

