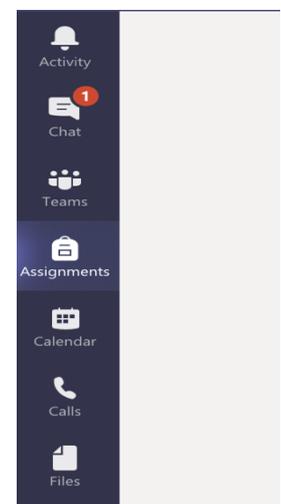
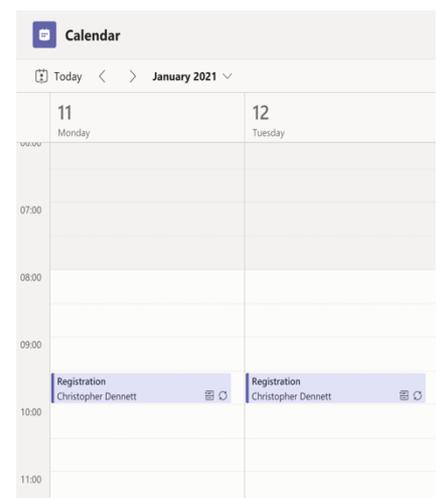
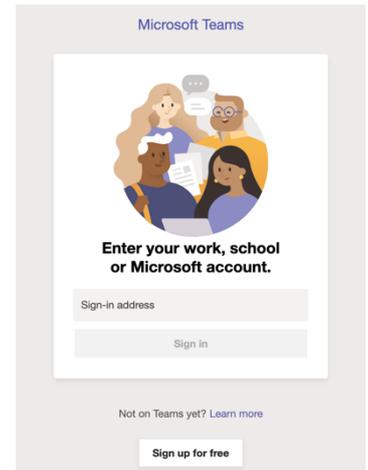


Help Sheet: How to log on and access Microsoft Teams

Throughout the day, your child will be allocated a time where they will have a LIVE face-to-face Teams video call with a member of staff. Follow the instructions below in order to log on and successfully navigate Microsoft Teams.

1. Your child will be provided with a log-in email and password, which can be found in your resource pack. You will need to download Microsoft Teams onto your device (laptop, iPad or phone) and then log in using these details. The first time you log into your account, you will be asked to change your password. Please ensure you keep your username and new password safe.
2. Meetings will be scheduled by members of staff for each day and these can be accessed through the 'calendar' tab, which is located on the left-hand side of the screen. Clicking on the calendar icon will take you to the calendar screen, which will show you all sessions planned for your child during that week. To access the meeting, simply click onto the blue coloured event and then select Join to enter the lobby. When the member of staff is ready for you to enter the meeting, they will accept you into the call.
3. Initially all worksheets and resources will be available on our class pages for you to download however, we will be moving onto setting work via the assignments tab, which can be assessed again from the left-hand side panel in Microsoft Teams. Pupils will then be able to access their work and also submit their work to me marked and returned. In the meantime, we request that you email any work that has been completed and requires marking, to our teacher email addresses.



Thank you very much for your continued cooperation and patience. If you have any queries or are struggling then simply ring the school and we should hopefully be able to help you out.