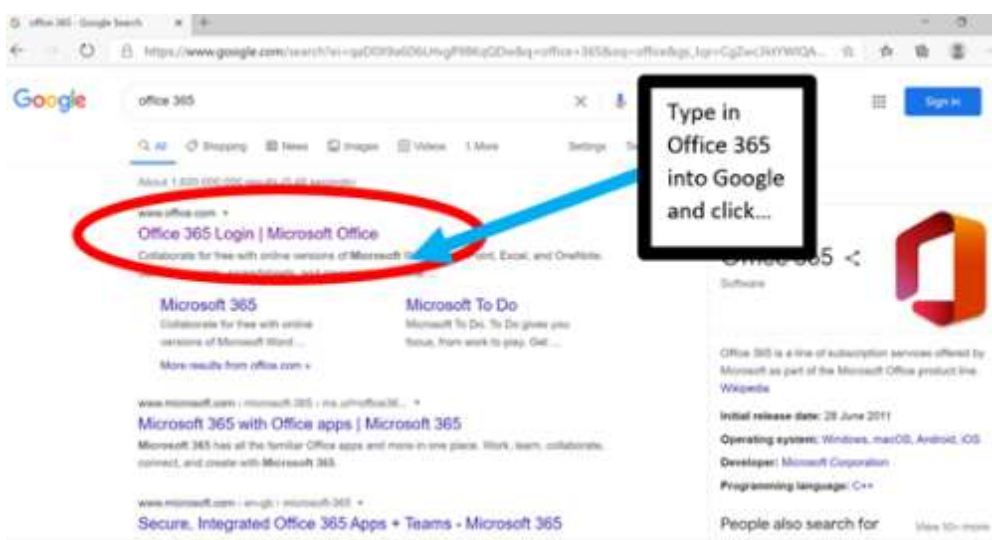


## Microsoft Teams 365

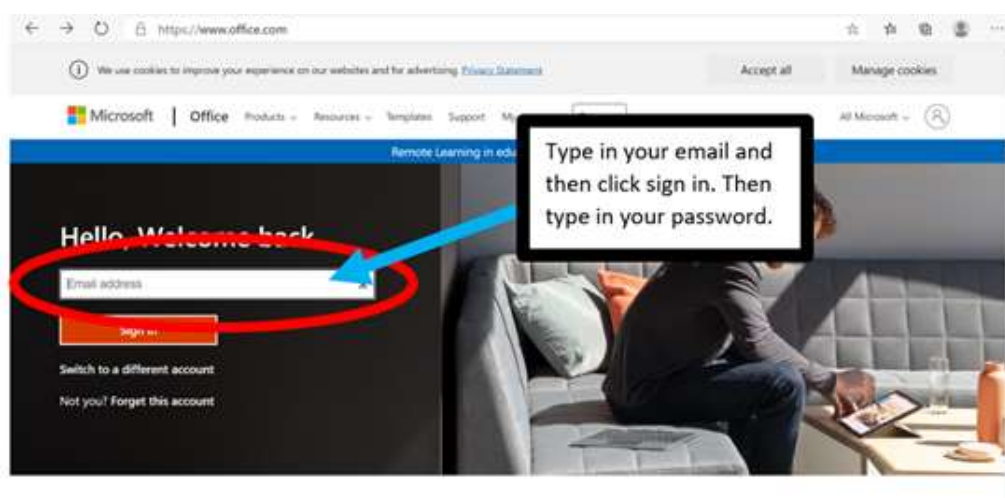
Microsoft Teams 365 is an online classroom hub used across school to support children and parents with remote learning. This useful learning platform allows teachers to set work and have live lessons with children in their class, or to have one-to-one 'hot-listing' sessions where necessary. Teachers have provided log-in details for all children in their classes. If any parents do not have these details or require support with Teams, please contact your child's class teacher via email and we will do our best to further assist you.

Below is a simple guide of how to access meetings and live lessons from home:

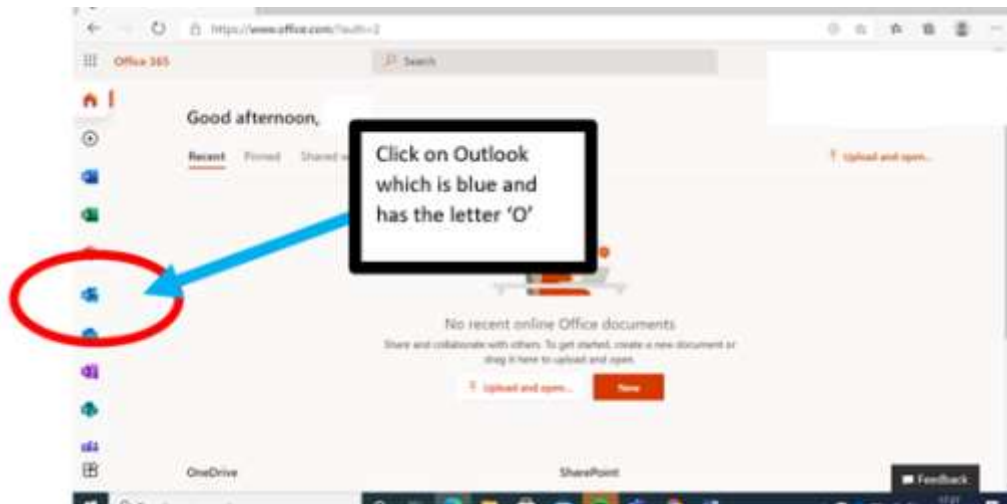
**Step 1** - Search on Google for 'Office 365'.



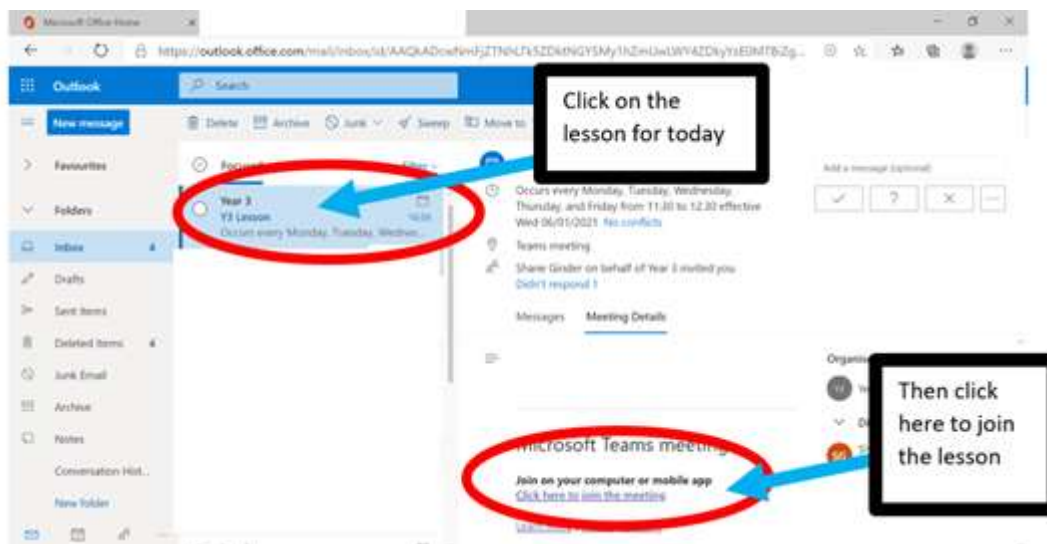
**Step 2** - Log-in using your details.



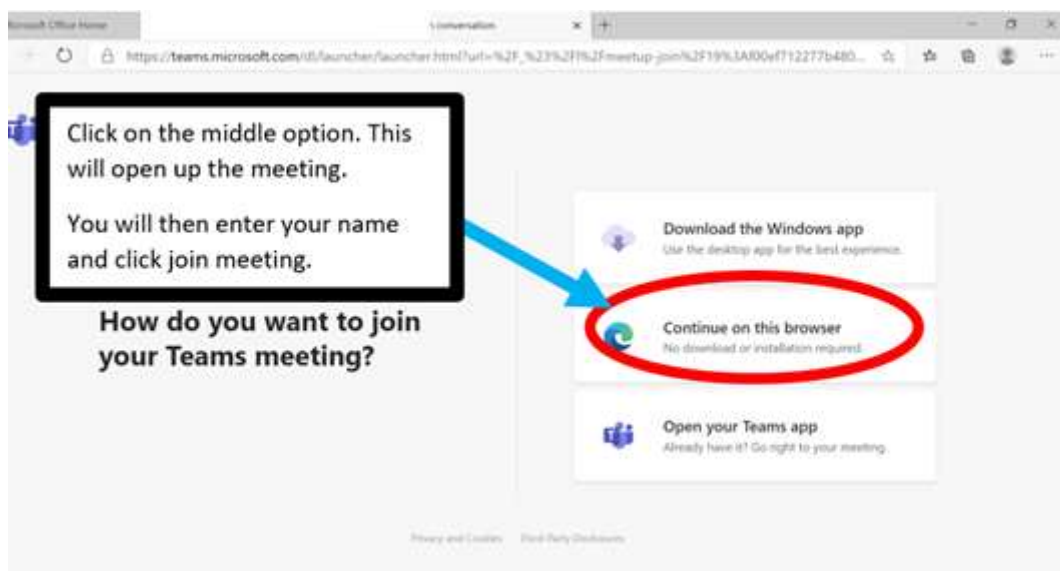
**Step 3 - Find 'Outlook' in order to access your emails.**



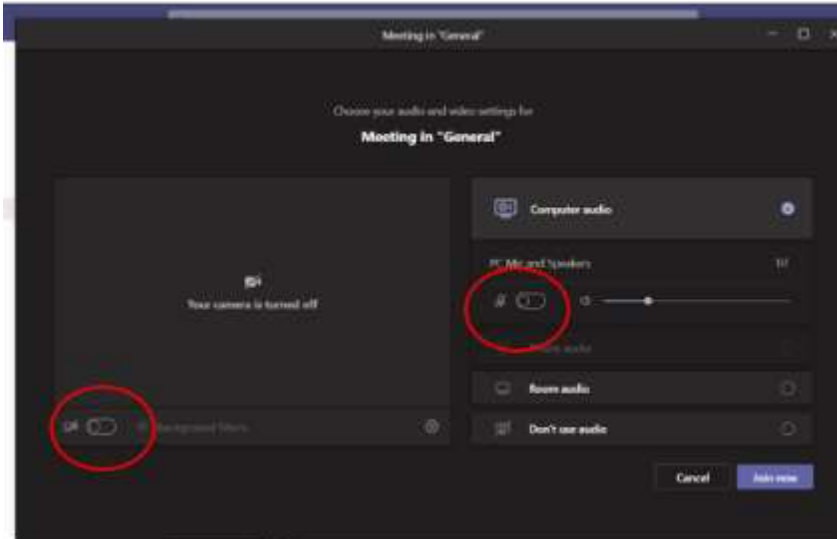
**Step 4 - Open up your email from your teacher.**



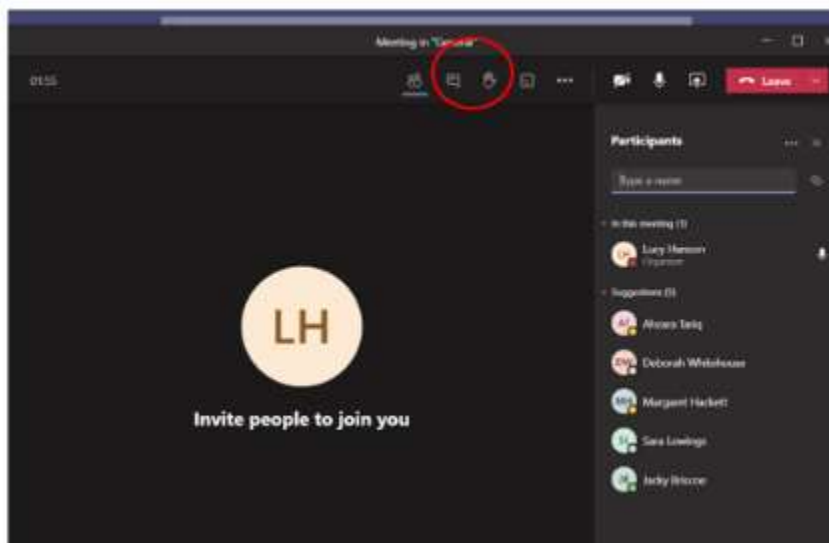
**Step 5 - Open up the meeting and select 'Continue on this browser'.**



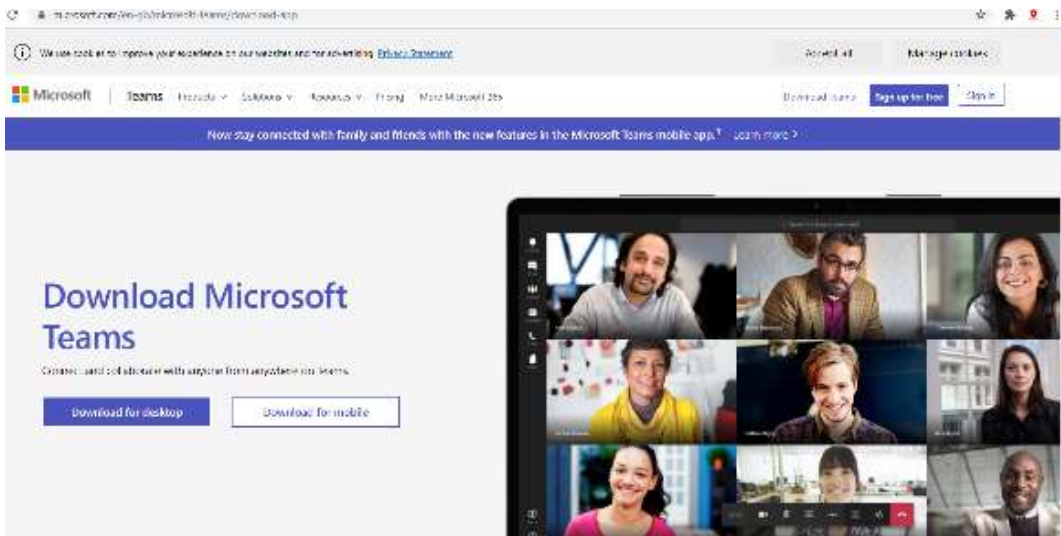
**Step 6** - Make sure your camera and microphone are switched on and click 'Join now'. Your teacher may want you to turn your microphone off when the lesson begins.



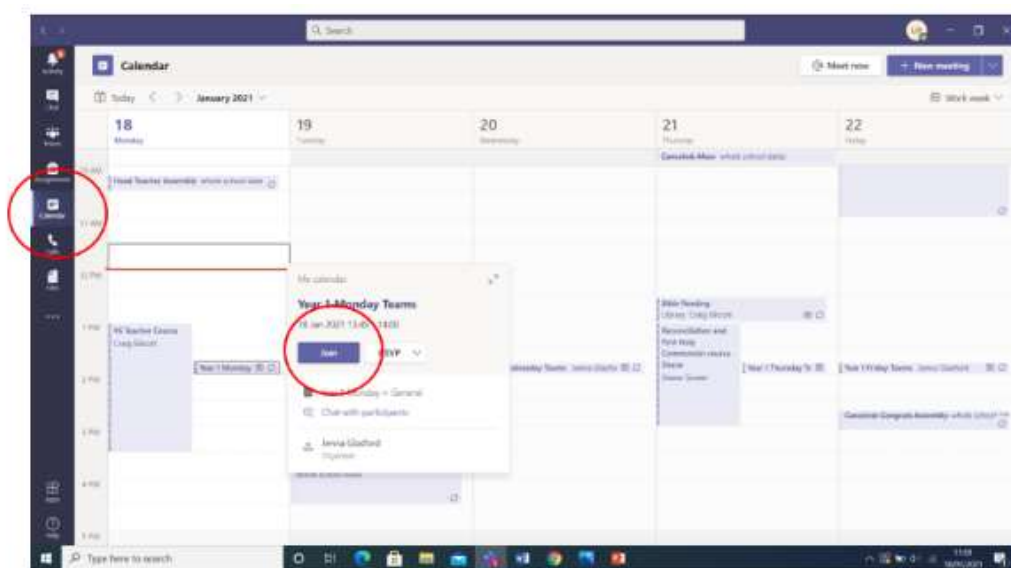
**Step 7** - If you wish to ask or answer a question, click on the hand icon to raise your 'virtual hand,' or the conversation box to type a question.



Alternatively, you can download the Microsoft Teams desktop app (or App for phone) via Google if you wish to do so.



Once downloaded, if you log-in as usual, and click on the 'calendar' tab, all your upcoming meetings should be listed on there, and you can just click on the meeting and select 'join'.



Please find below some useful links to further support you on accessing Microsoft Teams. There are many more online!

A simple video demonstrating the above: <https://youtu.be/zJRTU-Z1RH8>

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