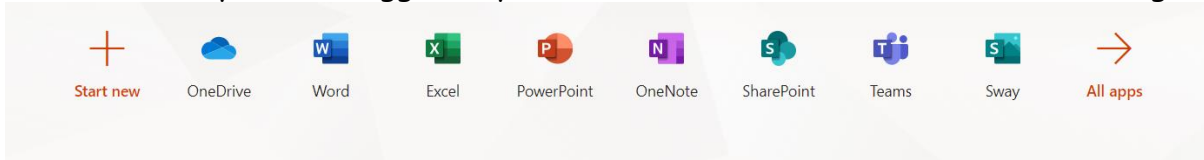


A guide to accessing Microsoft Teams.

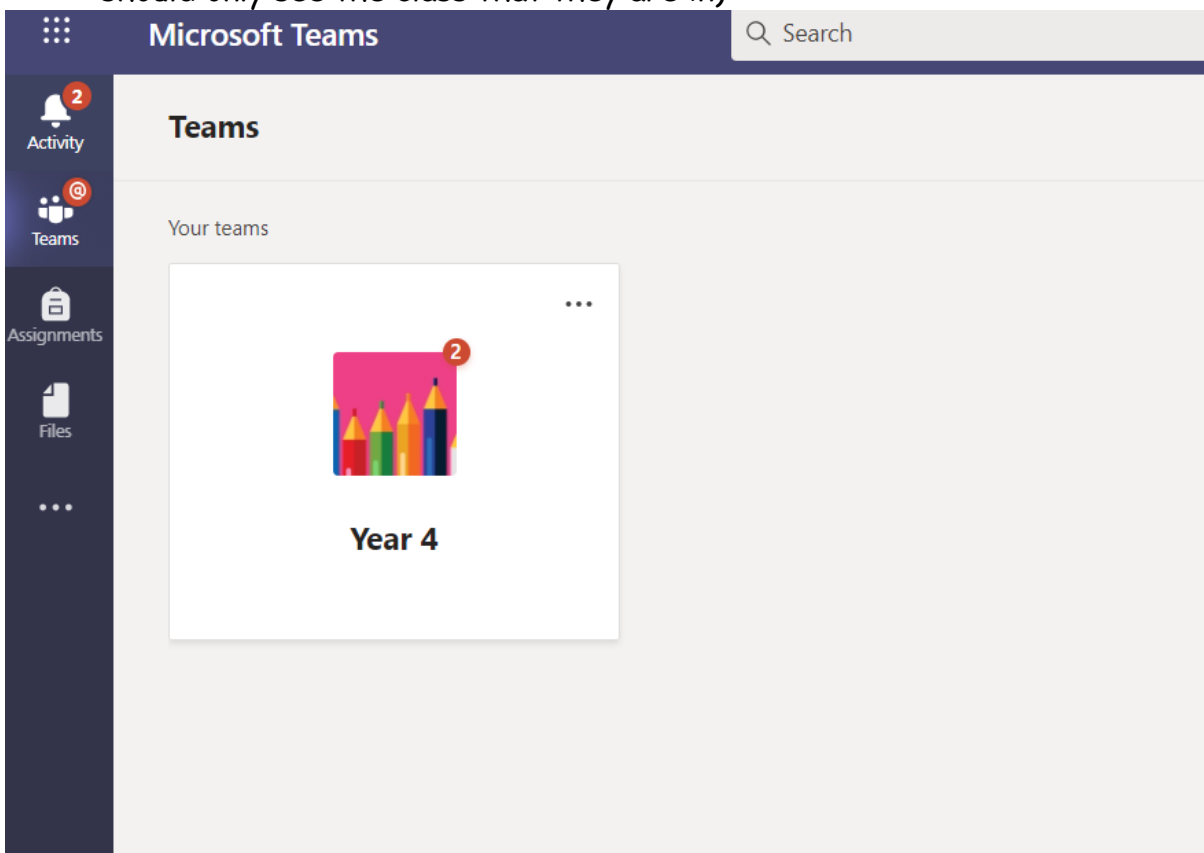
You should have received your child's login detail from their class teacher. Once you have received these please log on to your child's Office 365 account.

<https://www.office.com/?trysignin=0>

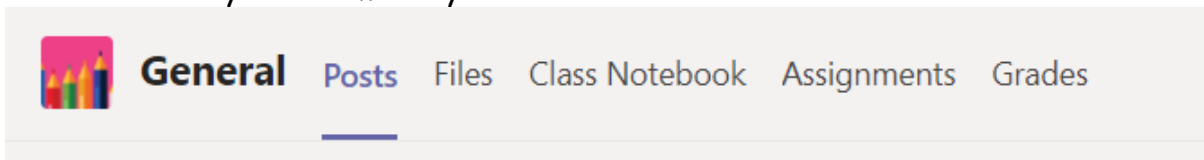
- Once you have logged in your child should be able to see the following:



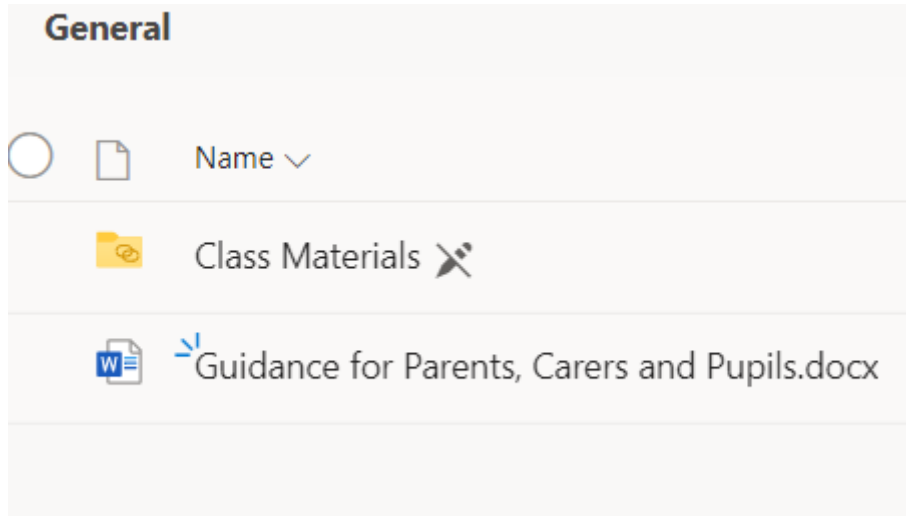
- Please click on Teams and the following screen should appear (your child should only see the class that they are in):



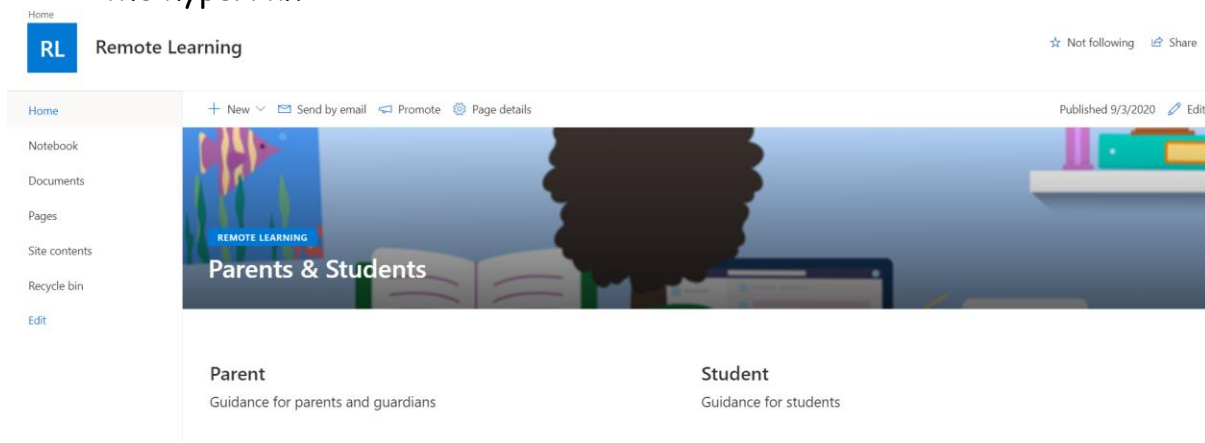
- Click on your team and you should be able to see the class notice board:



- Go across to files and click on it:



- Here you will see a document containing all the relevant guidance. Open up the hyperlink:



- Here you are in the share point hub. You should now be able to access any guidance that will help you to navigate your way around teams.

If you have any problems please contact your child's class teacher.