

Instructions for using Microsoft Teams

Microsoft Teams will be used to provide video conferencing to enhance the remote learning curriculum. This will provide teaching and learning activities for your child with their teacher and members of their class. Microsoft Teams is an accredited government funded platform provided to school as a secure way for schools to ensure all children can continue learning at home if required. Although this is a secure online system it is the parent's responsibility to ensure their child acts responsibly when attending lessons. Any inappropriate behaviour may lead to your child being removed from the session.

The following documents are available for you to read:

- Microsoft Teams – Acceptable Use
- Microsoft Teams – accessing using Xbox or PlayStation

Please ensure that you have shared the Microsoft Teams Acceptable Use document with your child so that they understand the expectations for all children when joining a video call with their teacher and class.

How to login to Microsoft Teams to access a video call/ teaching session

Each child has a Microsoft account which they can access by searching online for Office365 and then logging in using their email address and password. If your child has lost their username or password please contact your child's teacher.

1) Search for Office 365

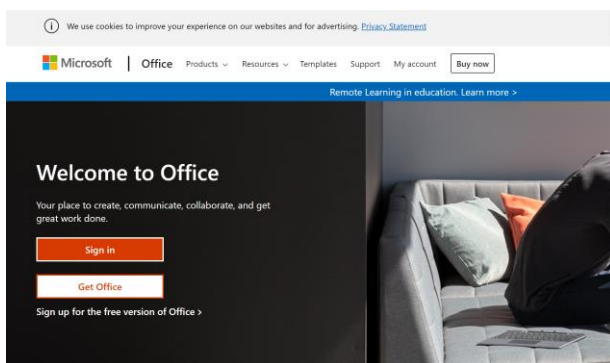
www.office.com ▾

[Office 365 Login](#) | [Microsoft Office](#)

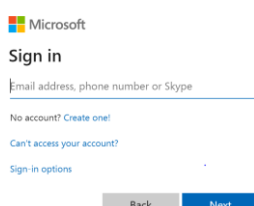
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When you have searched for Office 365 you will see the homepage:



2) Select 'Sign in' and you will see this screen:



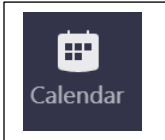
3) Enter your child's school email address and select 'Next'.

4) Enter your child's password. This will take you to their area on Office 365.

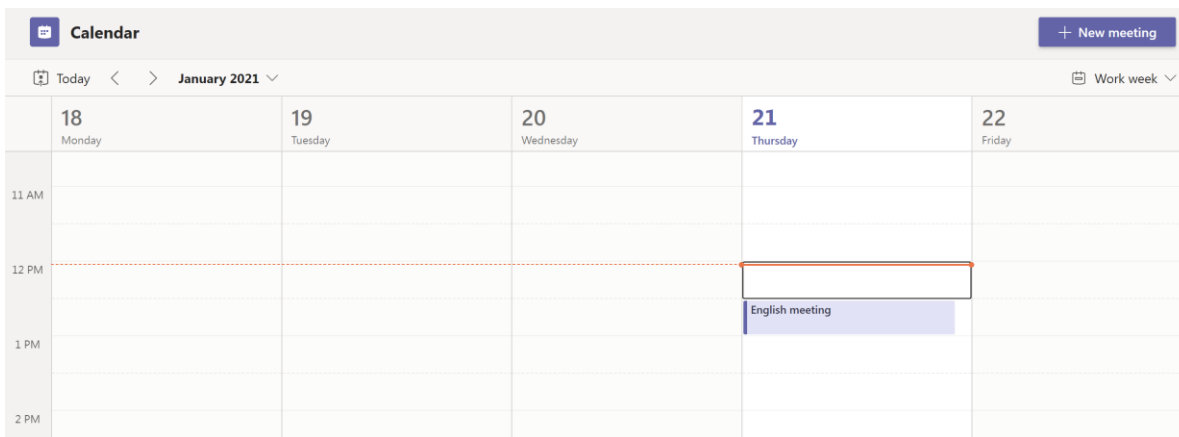
5) On the left hand side select the Teams waffle.



6) Select the calendar waffle.



This will then open the calendar and you will be able to see the meeting that has been scheduled:



7) Select the meeting from the calendar and 'Join'. Put the audio and camera on by selecting these and select 'Join now'. Your child will then be put in a waiting room. When the teacher is ready they will be allowed to join.

At the end of the session the teacher will end the meeting for all the children.