

Microsoft TEAMS

Help Guide

To access Microsoft Teams, you can download the app or sign in through a browser.

Login using the email and password provided to you by school.

**Enter your work, school or
Microsoft account.**

A screenshot of the Microsoft Teams login interface. It features a text input field with a purple square icon on the left and the text "@eastfieldprimary.co.uk" on the right. Below the input field is a dark blue button with the text "Sign in" in white.

This will then grant you access to your own page. You will see that you have access to the class page for your child. Please click this to open the main page.

After clicking on to the class you have been assigned to, you will have access to the main screen. This is where you will see information and messages posted from the class.

You will also be able to send a message directly to others by using the message bar below.

A screenshot of the Microsoft Teams message bar. It shows a text input field with the placeholder text "Start a new conversation. Type @ to mention someone." Below the input field is a row of icons for various actions: a speech bubble, a link, a smiley face, a document, a video camera, a play button, a person icon, and a three-dot menu. A purple arrow on the right side of the image points from the text above to the message bar.