

# Help Guide

## Microsoft TEAMS

You may have received a text message from school giving details of an email address and password for your child. The email address and password can be used as a parent/carer or for your child as a form of communication with the class teacher. As well as being able to communicate directly with the class teacher with queries, your teacher will also be able to use this to send work to pupils.

To access Microsoft Teams, you can use your Home Learning iPad.

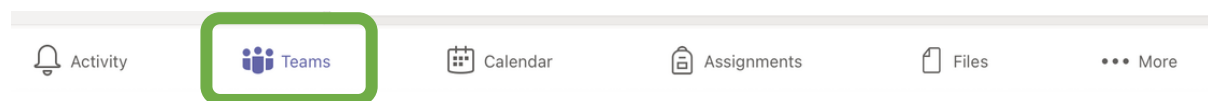
### **Login using the email address and password provided to you by school**

Sign in using your work, school, or Microsoft account.

[Get help with signing in](#)

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.



The **Teams** section shows your child's class activity and assigned home learning from the class teacher.

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.

