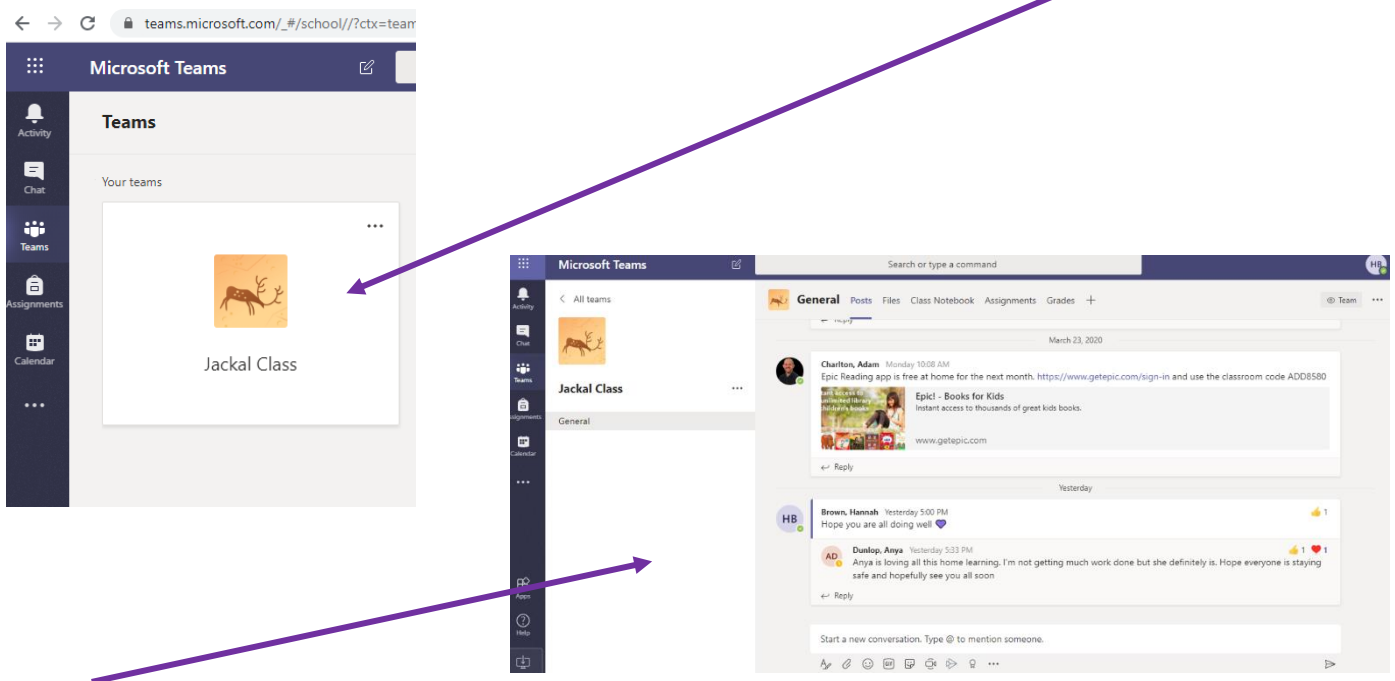


Help Guide

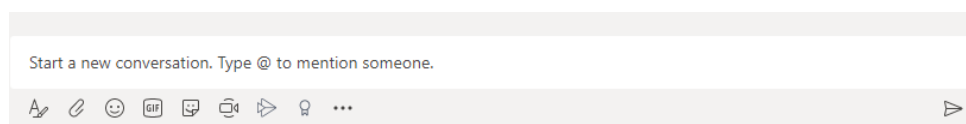
Microsoft TEAMS

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 an I-Pad/Tablet or login via the website <https://teams.microsoft.com/>. Next, login using the email address and password provided to you by school. This will then grant you access to your own page. You will see that you have access to the class page for your child (see image below). 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 teacher. You will also be able to send a message directly to others by using the message bar below.



Any home learning that is sent across from the class teacher can be found under the 'Files' tab (see picture below).

