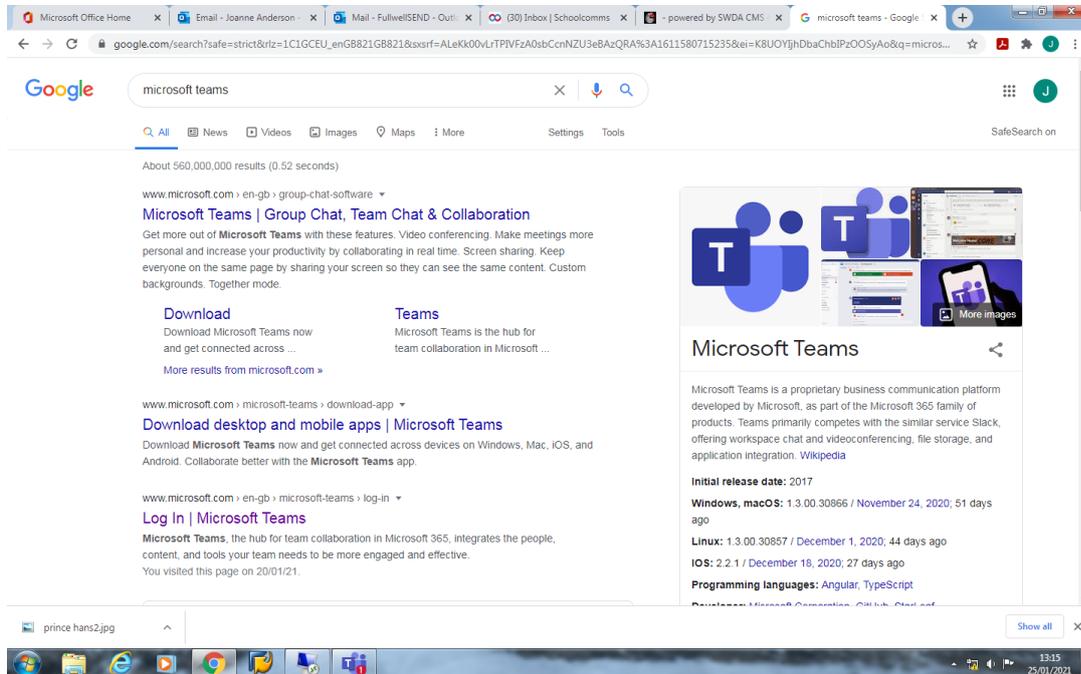# WELCOME TO MICROSOFT EDUCATE :
# QUICK USER GUIDE FOR FJS CHILDREN & PARENTS

**The new Teams platform works from any web browser and from any device. Look for this page:**

If you are using a smart device or tablet, click the link to download the Teams app. If using a laptop or standard computer, you may wish to download the desktop application or enter through your web-browser. Enter the platform. You will then be given the option to sign in:-
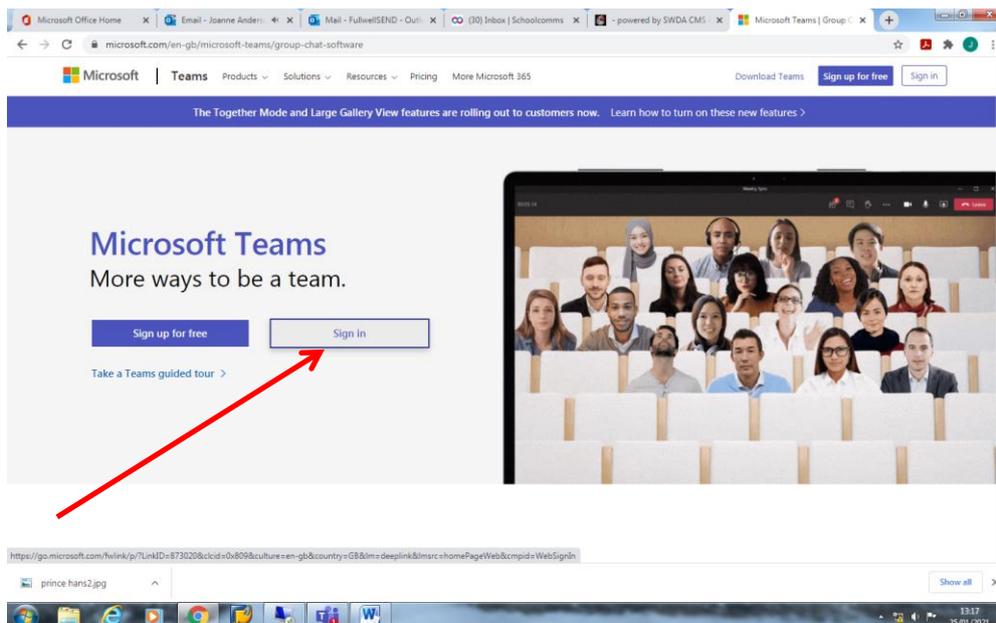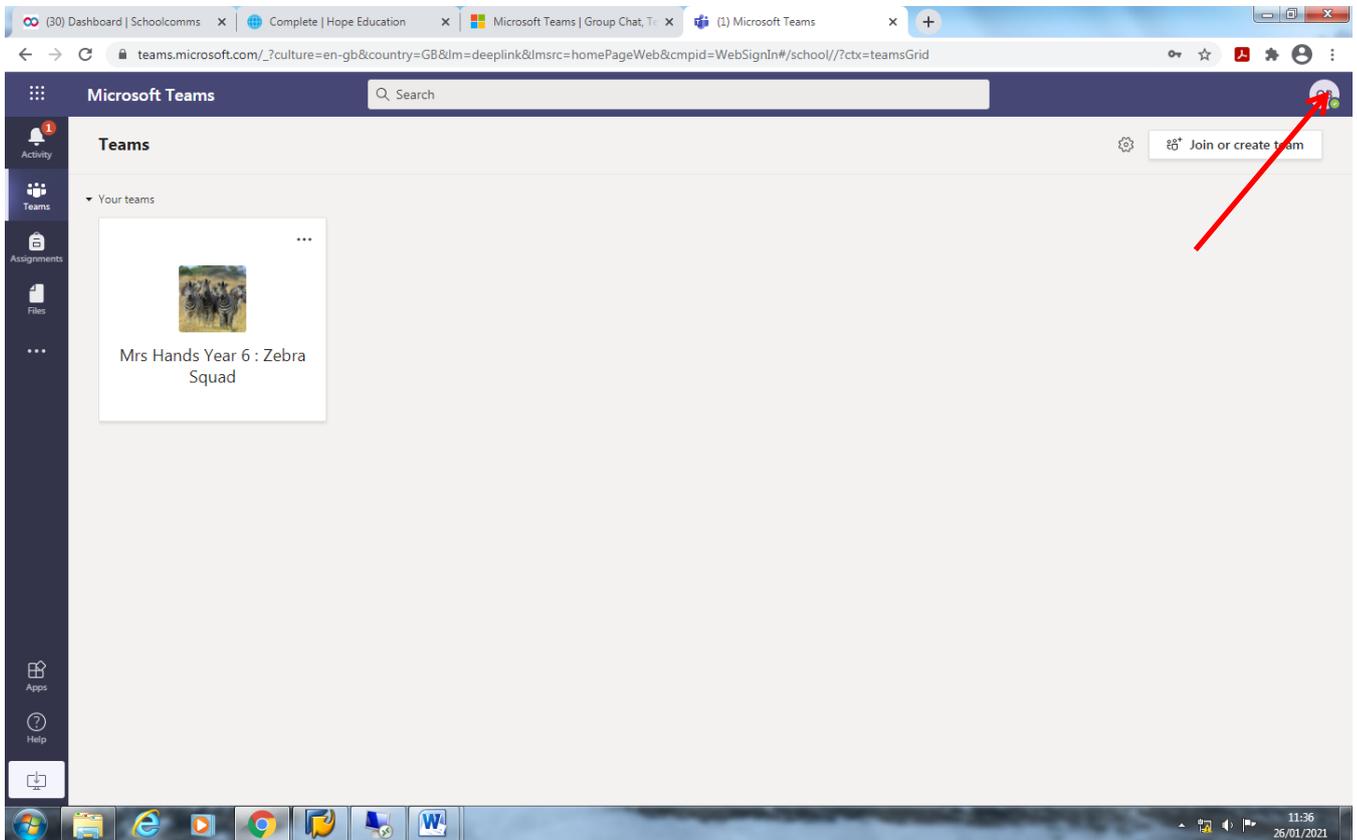
Enter your child's unique log-in details:
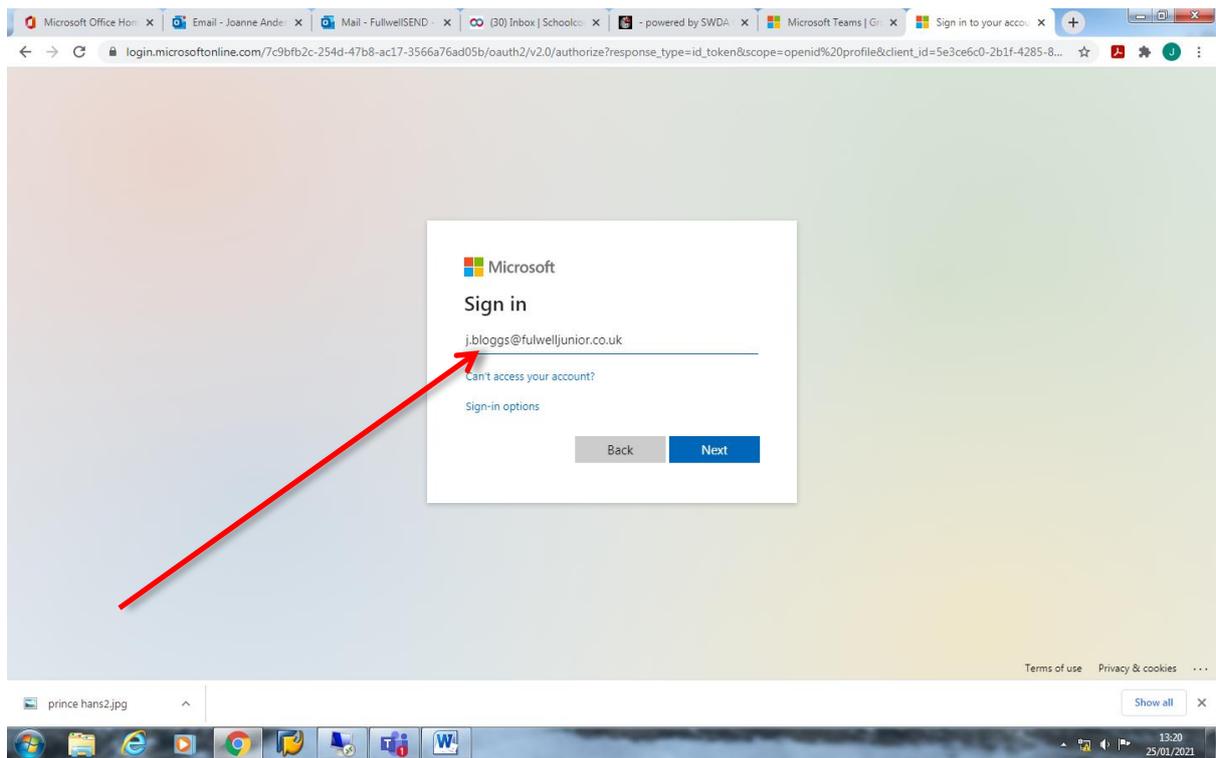
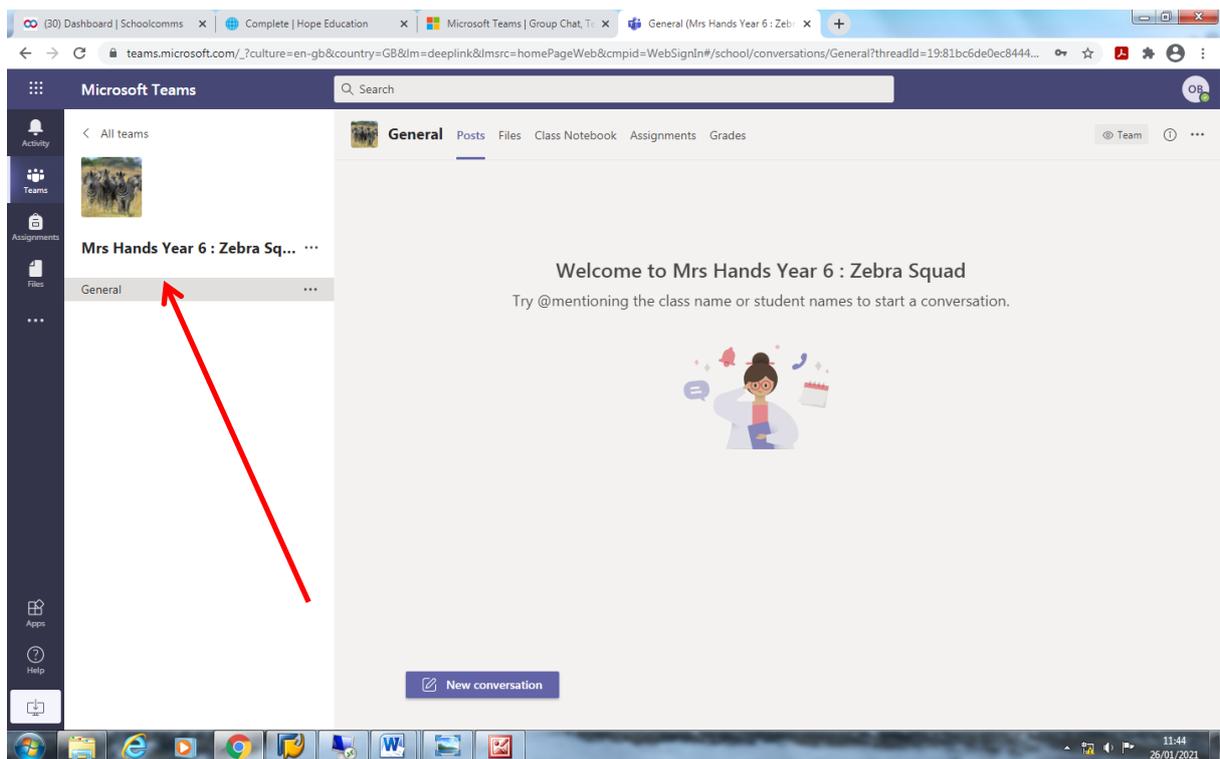**Enter their unique password, then click sign in:-**
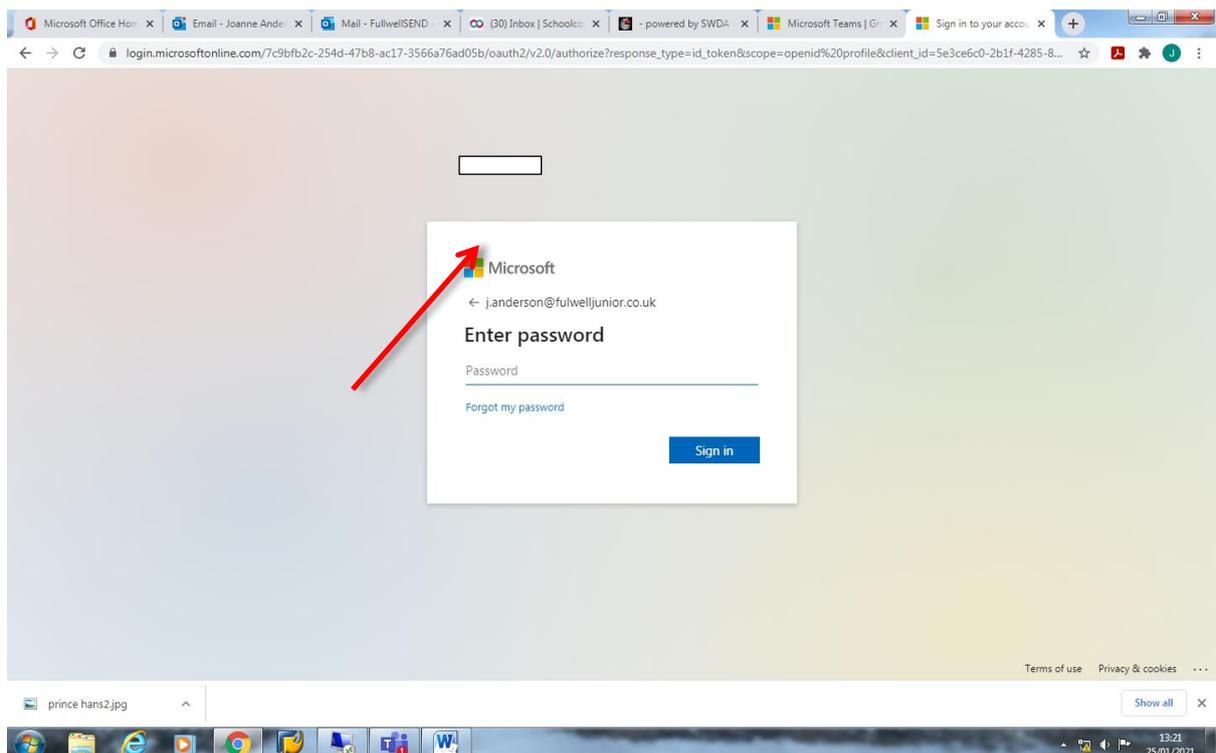
You should then be connected to the main Teams panel; your child is assigned to ONE group only and their team will appear on the panel.

This is an example of a child logged in to Mrs Hands' Year 6 Team. The y have logged in using the internet browser option (i.e. they have simply typed 'Microsoft Teams' into their search engine). Their username initials are displayed in the round icon.

Click into the Team image to 'join' the group:

← → C 🔒 teams.microsoft.com/_?culture=en-gb&country=GB&lm=dee

Microsoft Teams

Q Search

🔔 ¹
Activity

Teams

👥
Teams

▾ Your teams

🔒
Assignments

• • •

Mrs Hands Year 6 : Zebra Squad

📄
Files

• • •

The 'Assignments' box will show the work the teacher has set. The 'Activity' icon with the bell provides an alert when a new action has taken place.
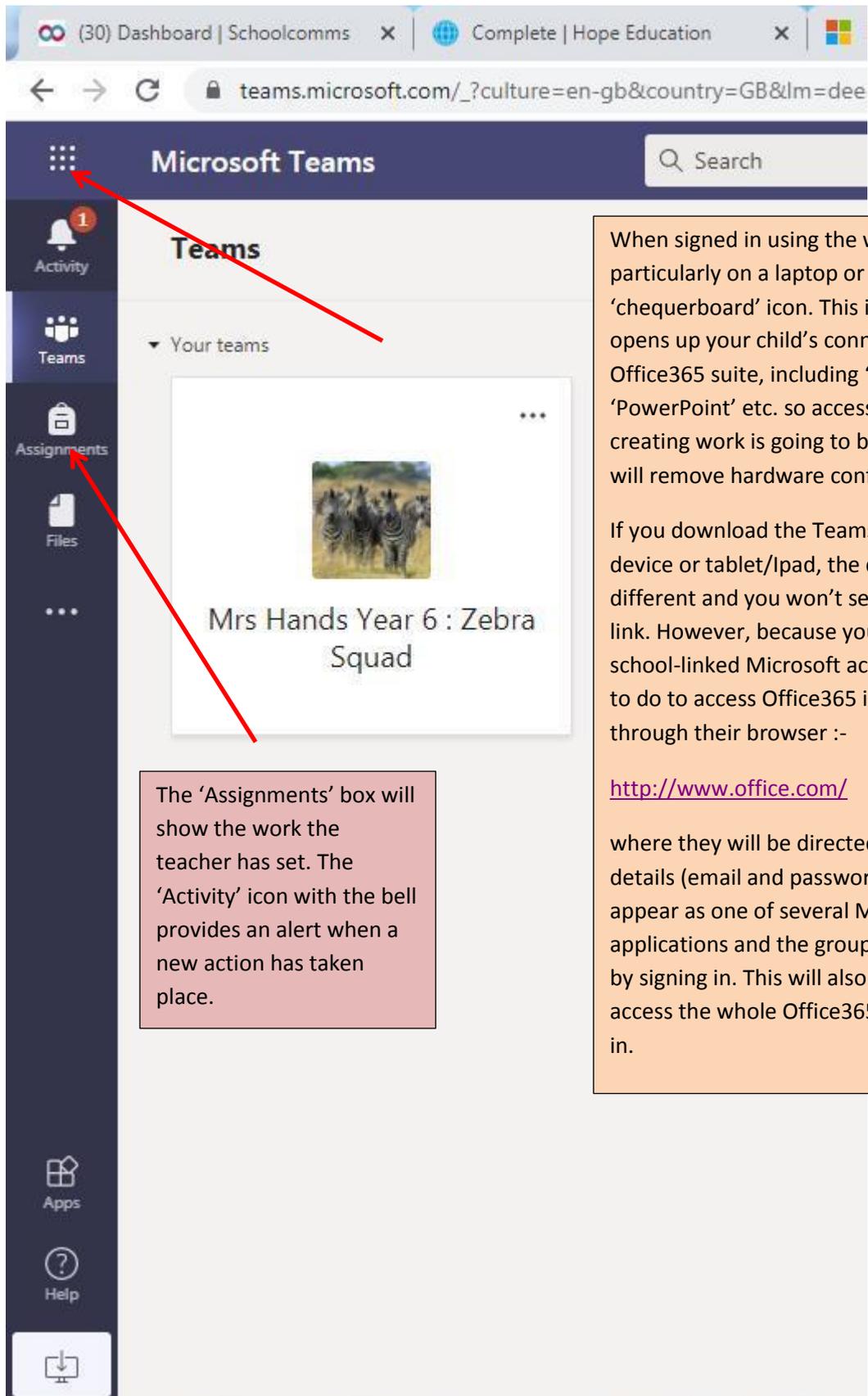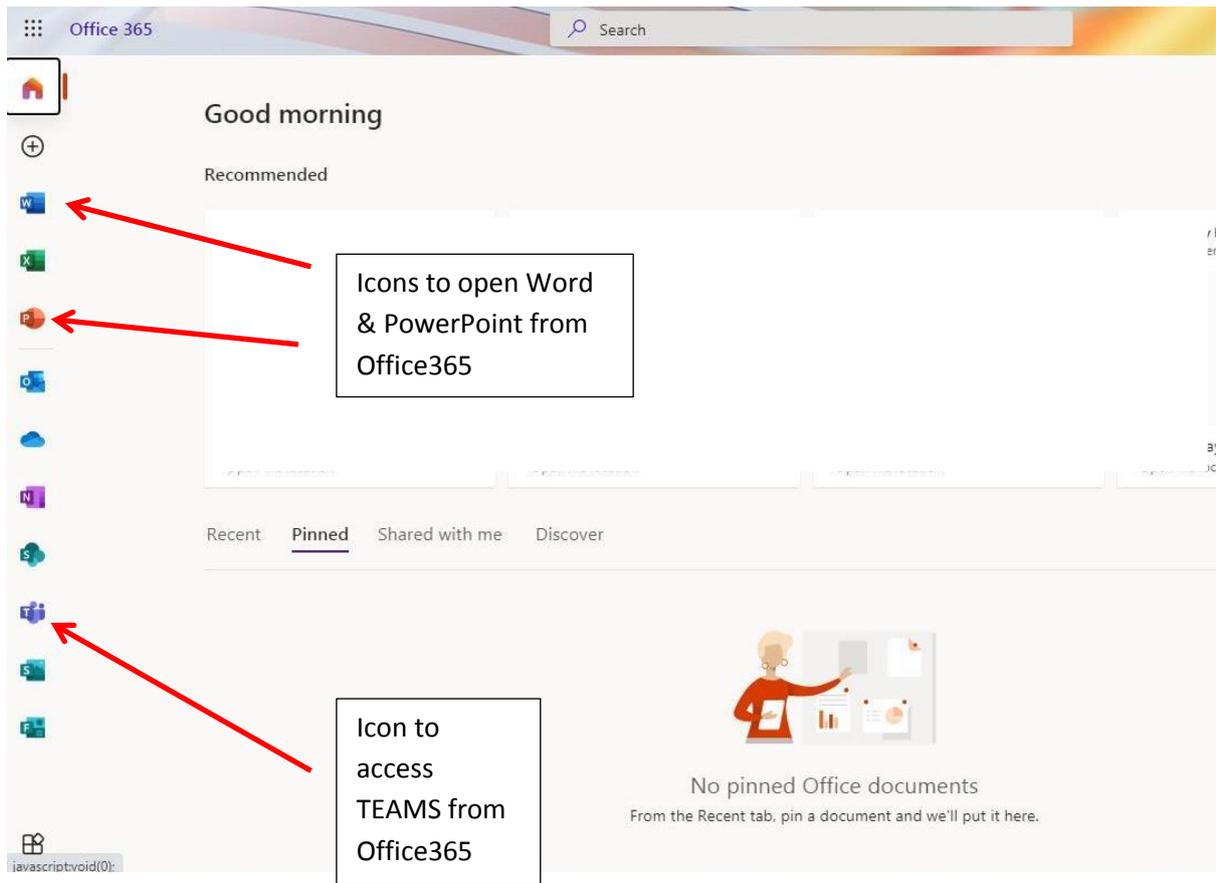
When signed in using the web-browser route, particularly on a laptop or PC, you will see the 'chequerboard' icon. This is very useful as it opens up your child's connection to the Office365 suite, including 'Word', 'PowerPoint' etc. so accessing resources and creating work is going to be far simpler and will remove hardware conflicts.

If you download the Teams app to a smart device or tablet/Ipad, the display is slightly different and you won't see the chequerboard link. However, because your child now has a school-linked Microsoft account, all they need to do to access Office365 is click this link through their browser :-

http://www.office.com/

where they will be directed to enter their login details (email and password). TEAMS will appear as one of several Microsoft applications and the group chat can be joined by signing in. This will also enable children to access the whole Office365 suite from one log-in.

🗗
Apps

❓
Help

🖥

This screenshot gives an example of what your child would see if they logged in via the www.office.com route so use whichever methods works for their device.