

## HOW TO ACCESS LIVE LESSONS

Welcome to the Oswaldtwistle School online platform. Below is a step by step guide to accessing the online provision and live lessons that are delivered by the Oswaldtwistle school.

If you continue to have any issues, please feel free to contact the school and leave a message for our online provision team at reception. A member of the team will then return your call as soon as possible to resolve any issues.

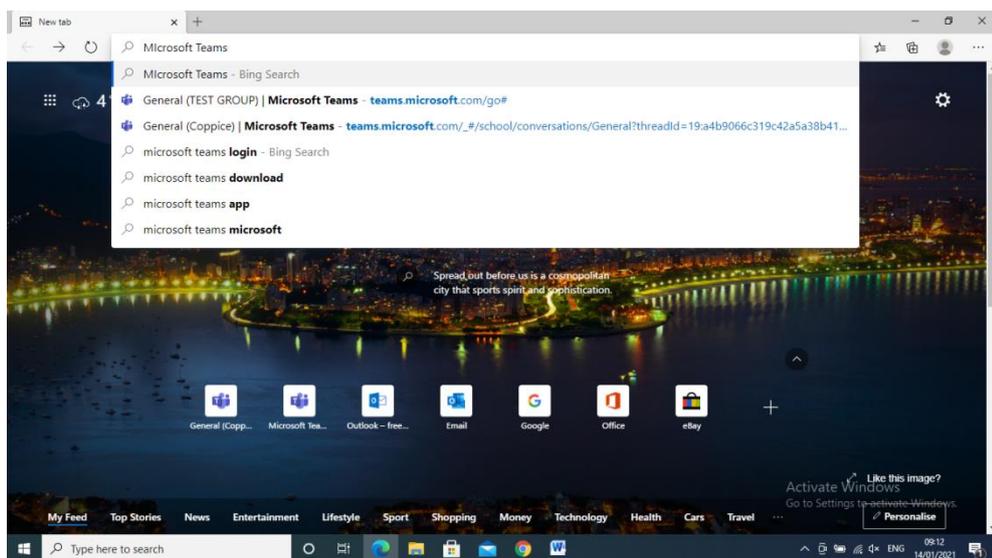


Please follow this step by step guide in order to access your live online lessons.

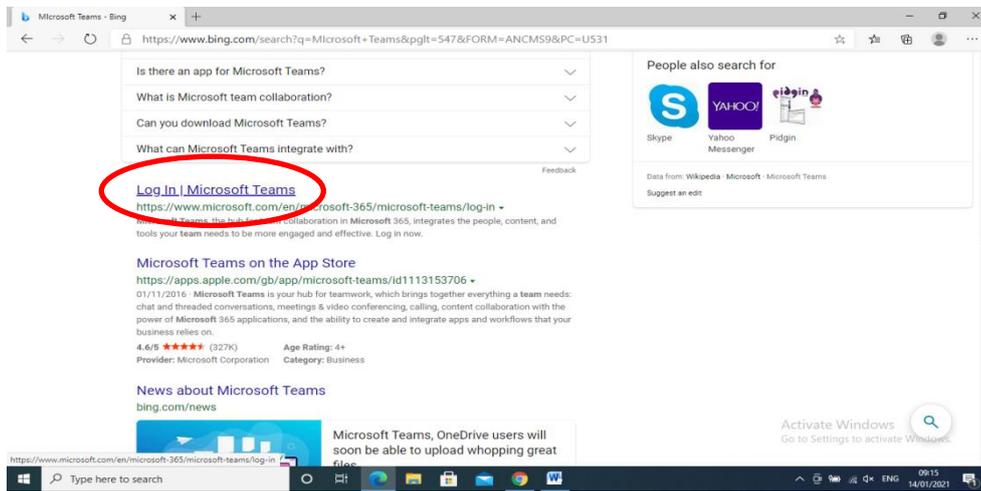
In order to access the Online learning school, you will need to follow this step by step guide below.



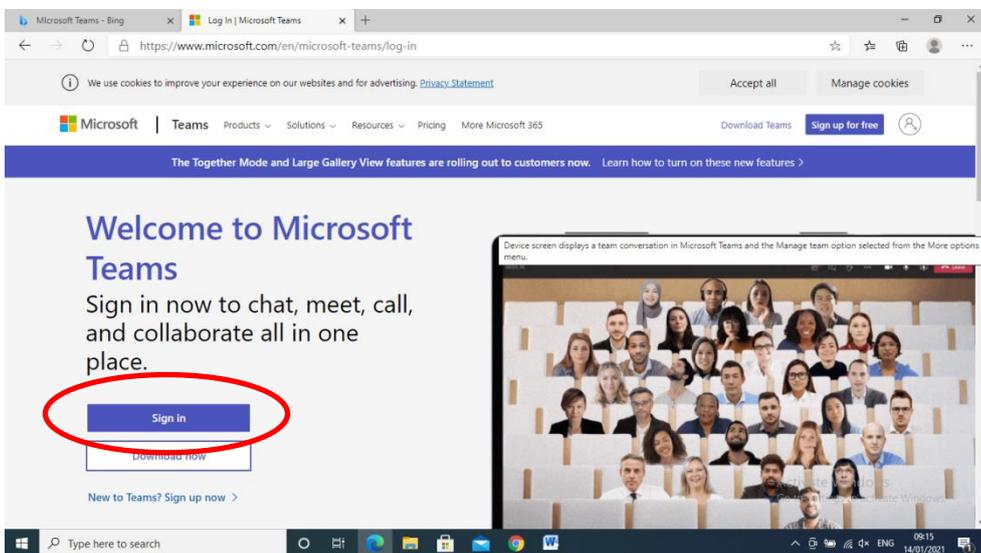
1. Once you log into your computer open the web browser (google chrome, Internet explorer etc)



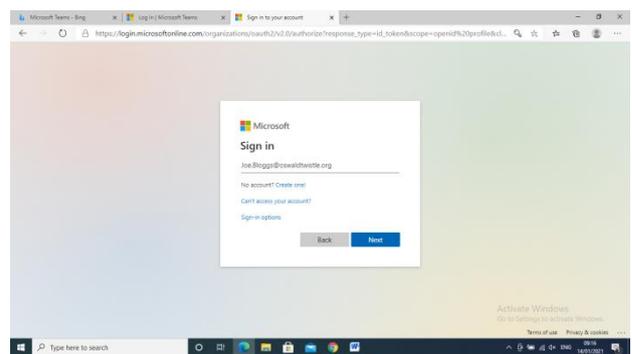
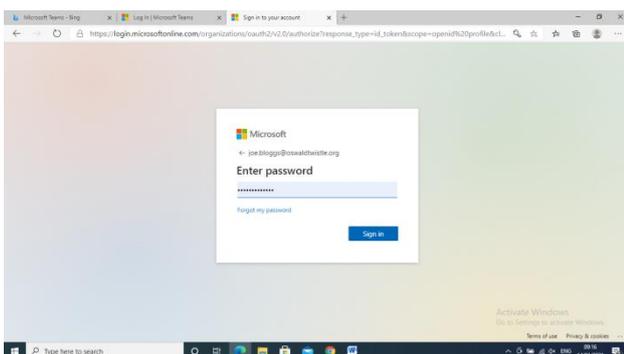
2. Search for 'Microsoft Teams' using the search bar or google Or click on the link: [Log In | Microsoft Teams](#)



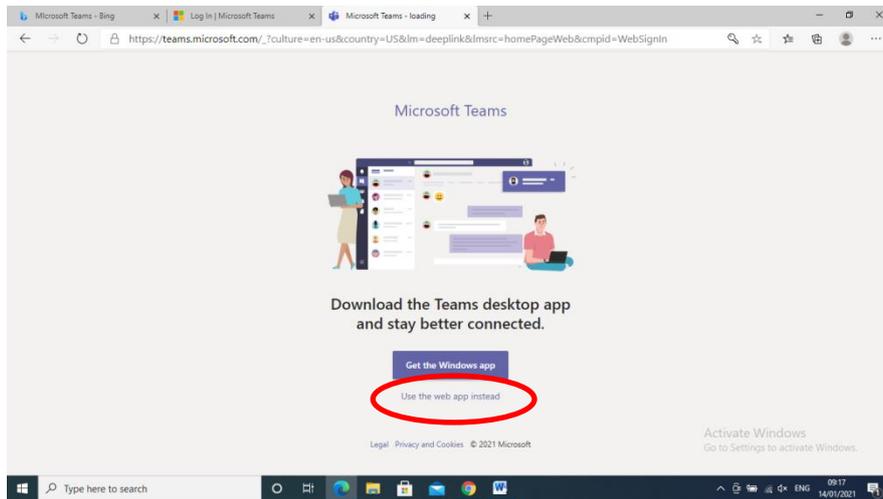
3. Click on the Microsoft Teams Log in search result.



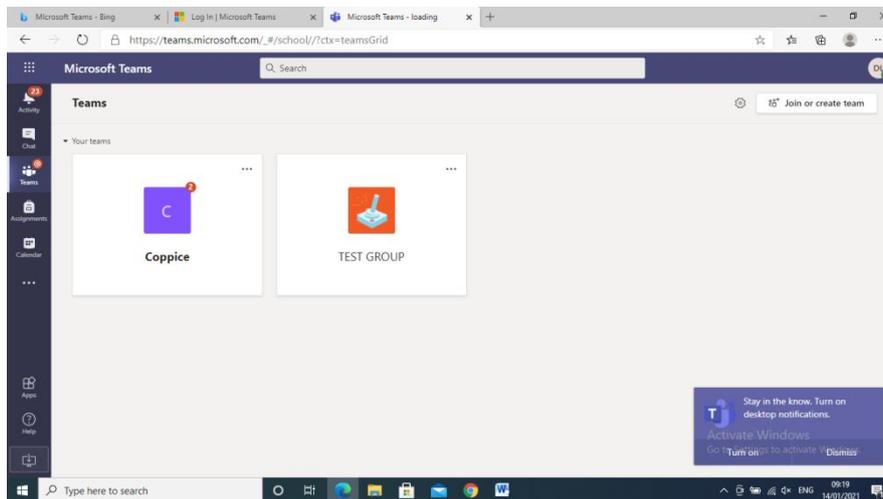
4. Click on the 'Sign in' button.



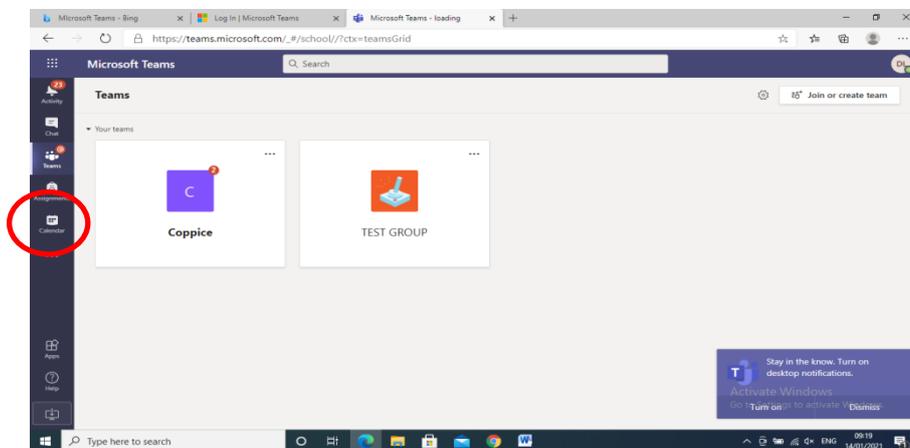
5. Your child will have been given a log in Username and Password.  
The **Username will be Forename.Surname@oswaldtwistle.org** (eg. Joe.Bloggs@oswaldtwistle.org)  
**Password will be: Password1234!** (If you have changed the password previously and forgotten it please contact the school and they will help as soon as possible)



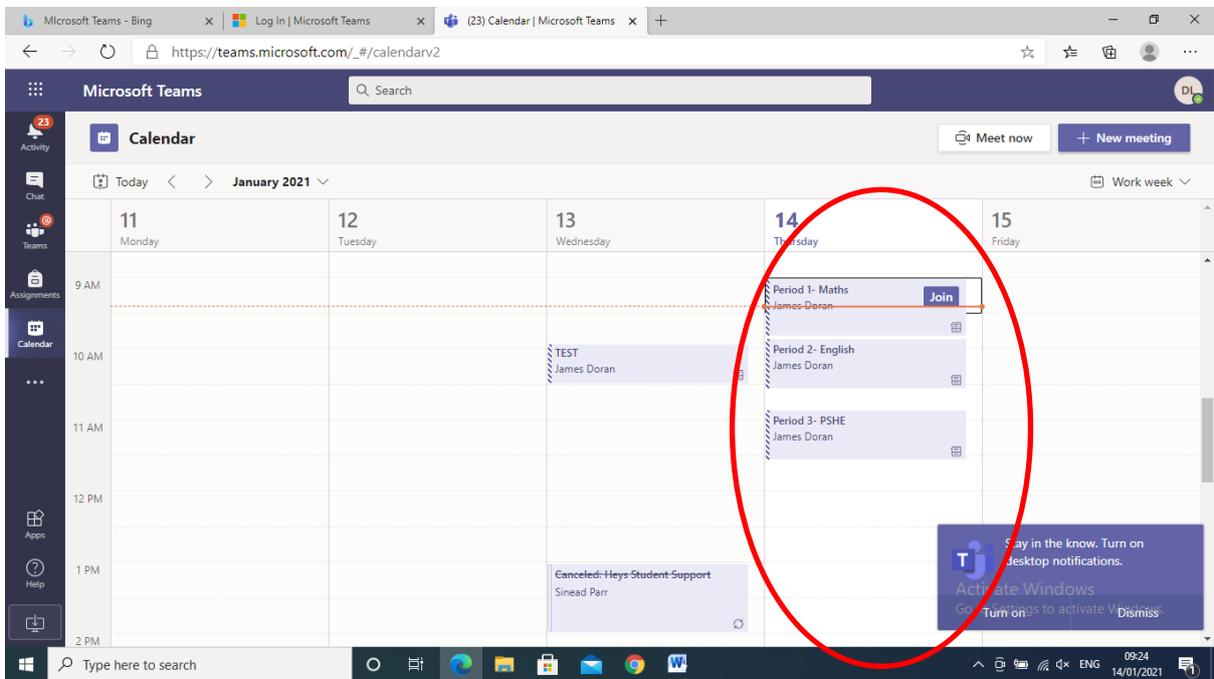
6. Once you have entered the details above you will be brought to an intro page- Click 'use web application'.



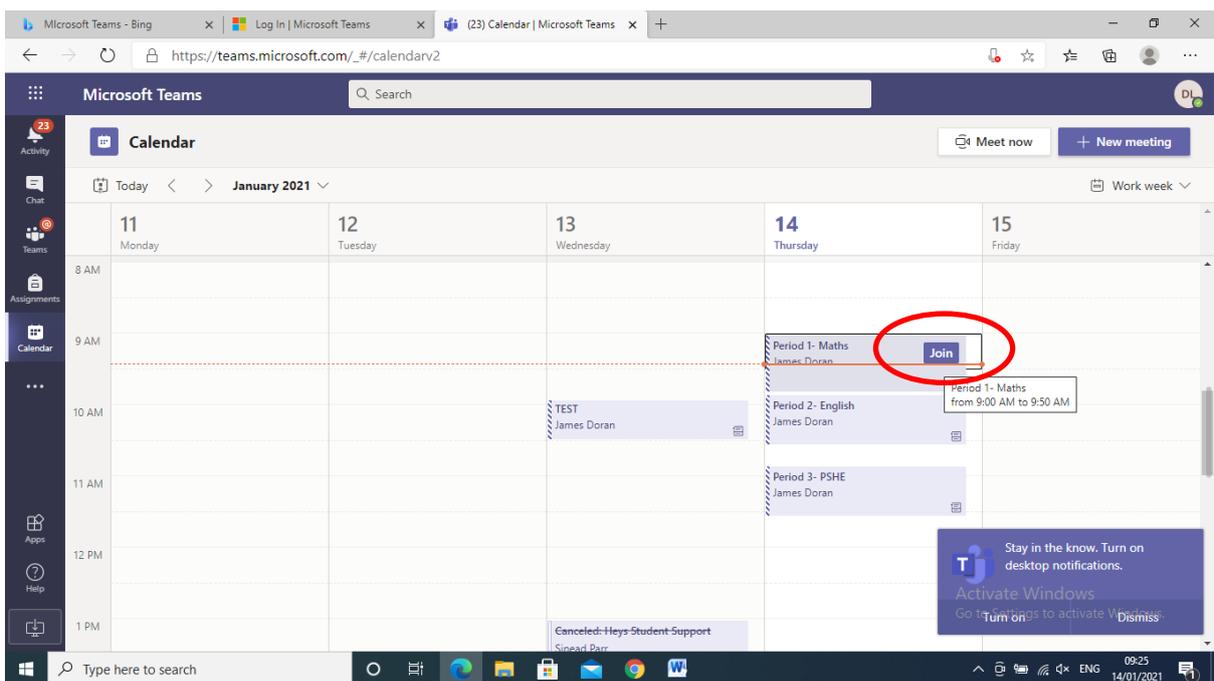
7. Your child is now on the school platform- The tiles above represent the group your child would be in had they been in school.



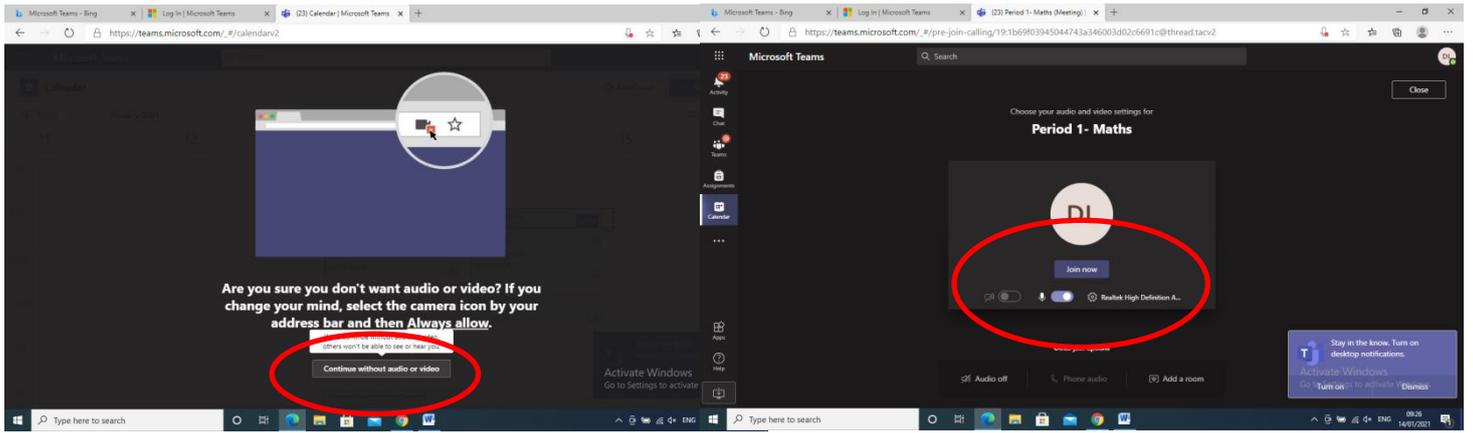
8. To the left of the screen press the calendar tab.



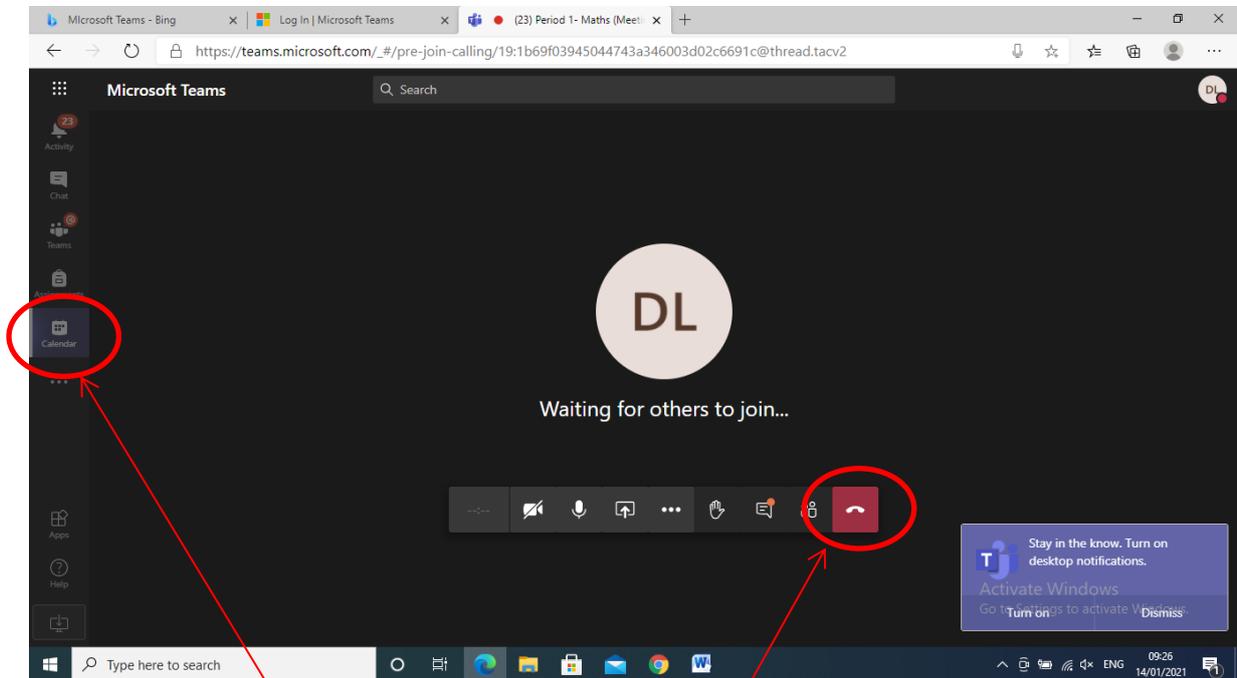
9. Once the calendar is open go to that day and the current time- Your lessons will be shown in front of you.



10. Click on the relevant lesson for that day and time and click 'join' to join the class.



11. Finally, make sure your camera is off and click 'join now'



12. Once the lesson is over click the red button (1) on screen to end call and return to the calendar (2) to join the next lesson when it begins.