

Parents Guide to setting up Microsoft Teams

As a school we have decided use Microsoft Teams as an online learning platform, this will be particularly beneficial if we have to go into a 'local lockdown' but this will also be how children will soon start accessing their spellings' and any home learning.

Microsoft Teams works via the internet and if the app is downloaded. You can go to this via the website:

<https://www.office.com/>

Each child has been set up with their own individual email and password- which will be sent home stuck in their reading comment books at the back.

e.g. email

Password

You will then need to login.

Please see the pupil guide attached.

There will be a range of icons that you and your child will have access to. The main icon we will be focusing on is Teams. This can be accessed via the internet or you can download it as a desktop app to avoid signing in via the internet each time.

Another bonus feature of using teams is being able to download Microsoft Office 365 e.g. Word, Power point etc. completely free of charge onto your laptop/device. This will help your child access what their teacher sets them if you have not already got these features.

If you have any problems regarding accessing teams at home please contact the School Office:

waynfleteoffice@waynfleteinfants.co.uk