



Microsoft Teams Login Guide

During the COVID 19 pandemic, we have been supplying children with work content through our virtual classroom. We have been keen to add an interactive element to our provision and so we have introduced the use of live lessons through Microsoft Teams. The following information gives you an overview about Teams and a written guide to assist you in how to log in.

General Information

The children have all been allocated a secure Office account and they have practised logging in in school. All parents/carers have been sent a letter and card containing individual login details. This is in the form of their username (email account) and a password. Please contact the school if you have not received this letter and card

Devices

Teams can be used on a desktop, laptop, iPad, Android device or smartphone. It can be accessed via www.office.com, or by downloading the Microsoft Teams app from your app store.

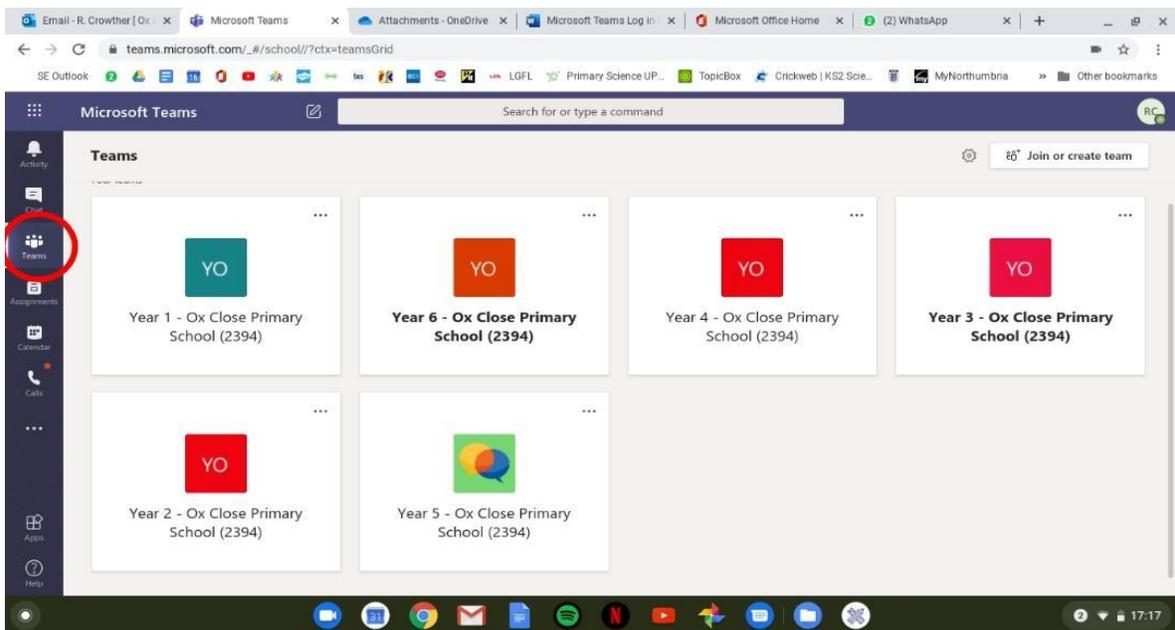
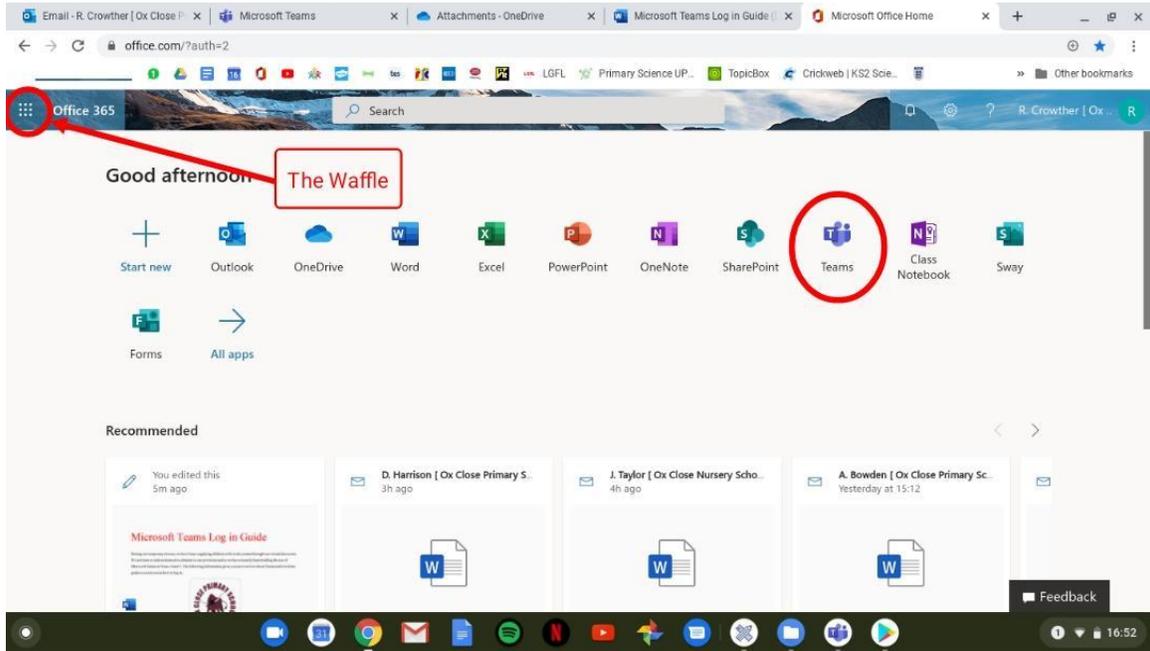


Logging in

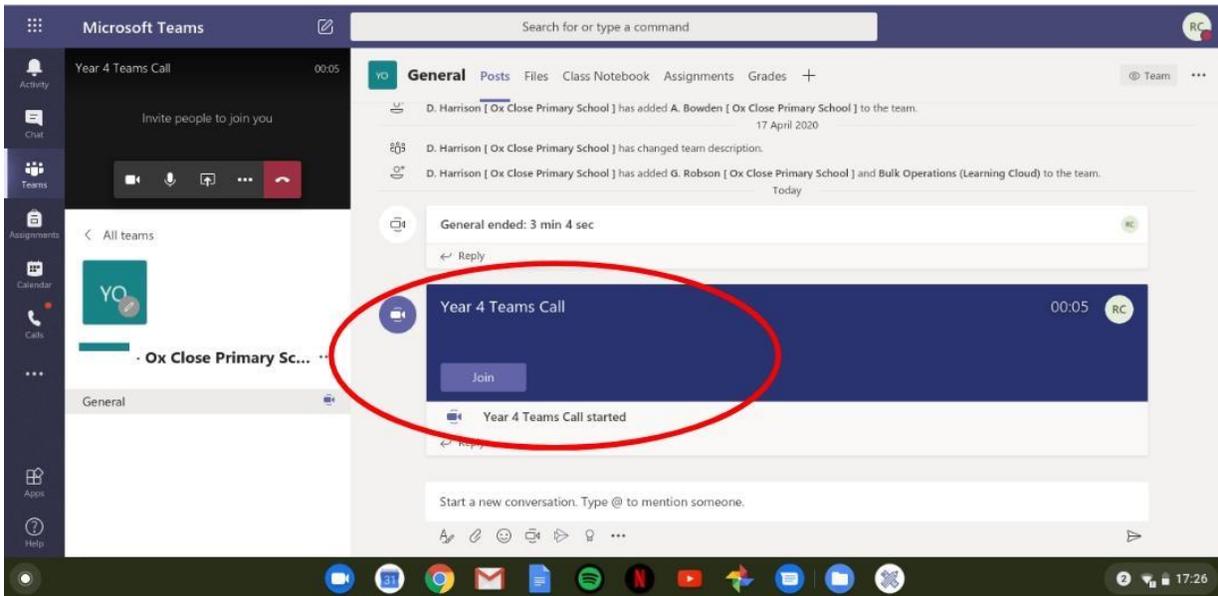
Please open an internet browser and go to <https://portal.office.com> . It is recommended that you try out your log in details well in advance of scheduled Teams meetings so that you can familiarise yourself with the process and so that any issues can be addressed in advance of the meeting. Unfortunately, the school cannot legislate against issues with home computers or WiFi. It is inevitable that there will be some issues as we attempt to establish virtual teaching and the use of Microsoft Teams.

Logging in using Office.com

1. First open the website www.office.com
2. You will then be asked to input your individual log in details (username and password)
3. Click on 'Teams'. This will either be at the top of your screen on the right hand side or in the 'Waffle' on the top left hand corner (see next page)

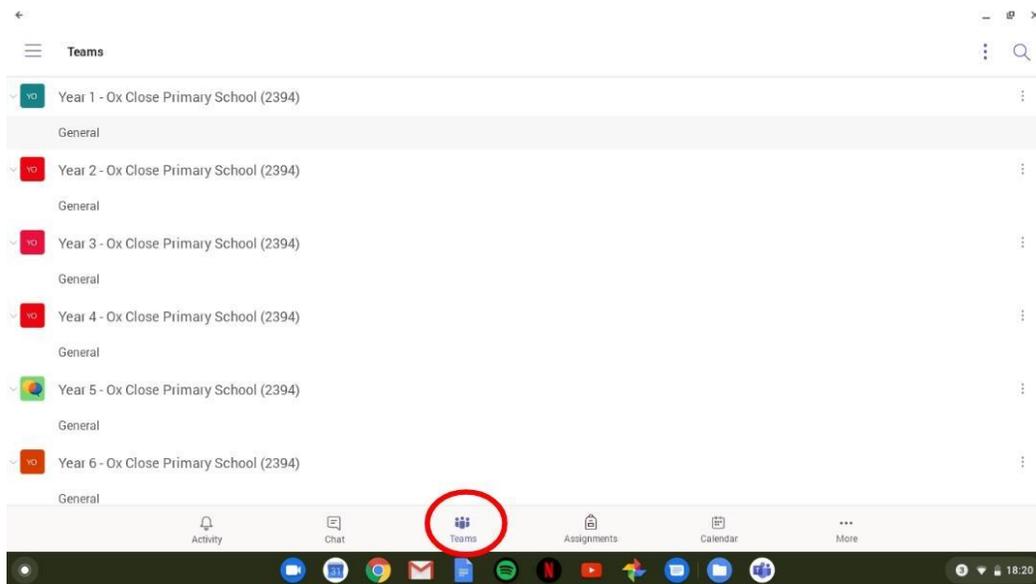


4. When you have accessed Teams, select the 'Teams' tab on the left, then select your class channel.
5. Your teacher will invite you to join the Teams meeting at the appointed time. Click on join and then await further instructions from your teacher.



Logging in through the Teams app

This follows a similar process as above. Once you have logged in, *select the 'Teams' tab at the bottom, then select your year group channel and press General (see below). Then click on 'Join' to join the meeting and await further instructions from your teacher.*

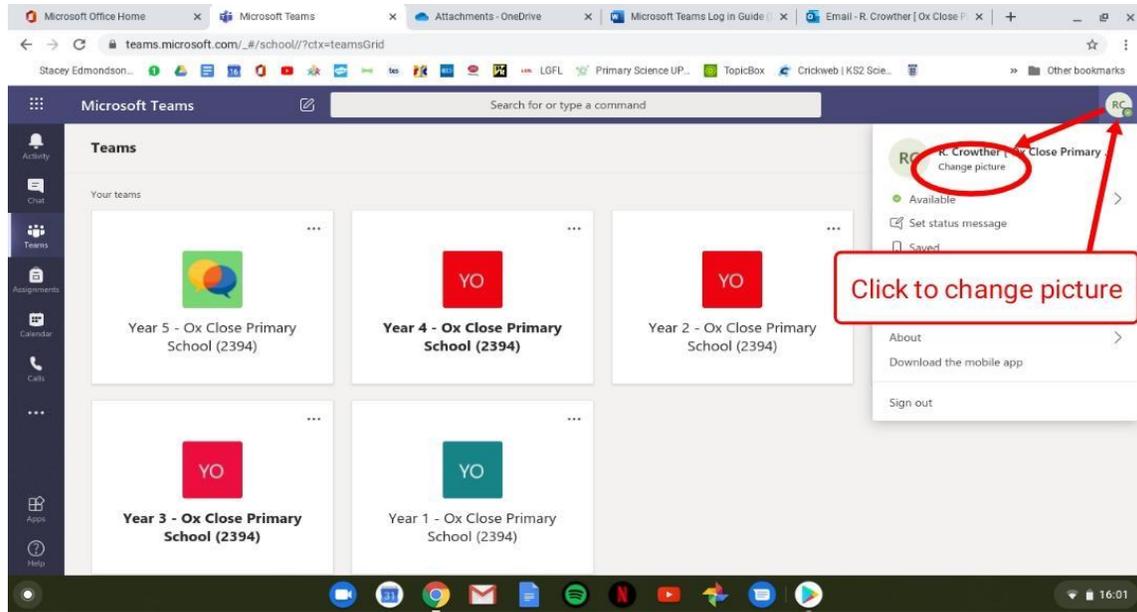


Identifying Children

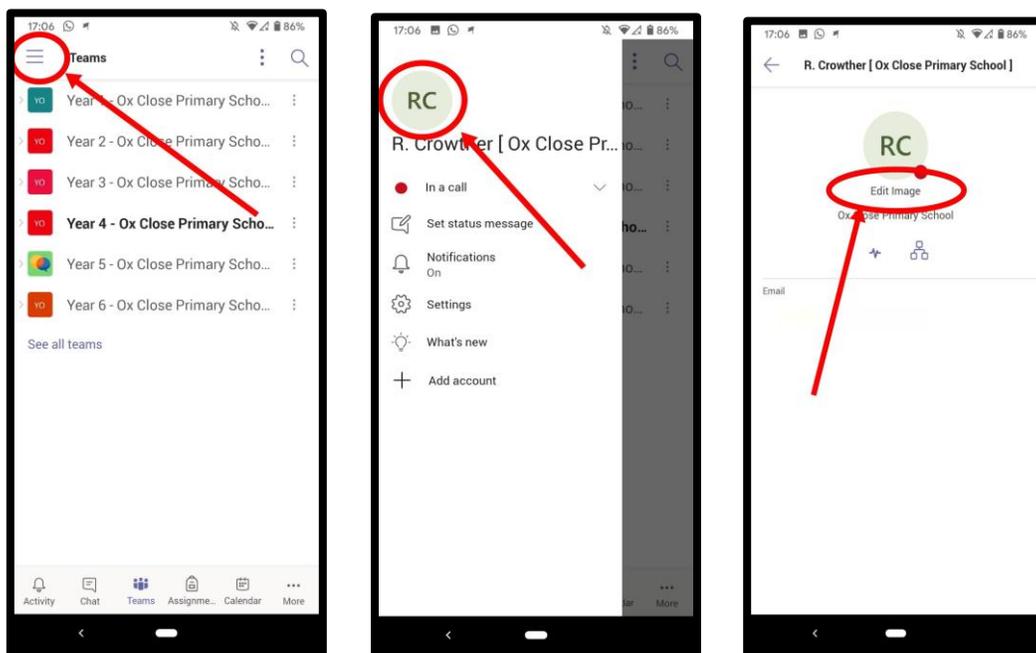
Children are now identified by their display name.

To further enhance identification, we ask that children change their icon to a picture of their face to make communication during online teaching easier.

Changing picture using the web version (Office.com)

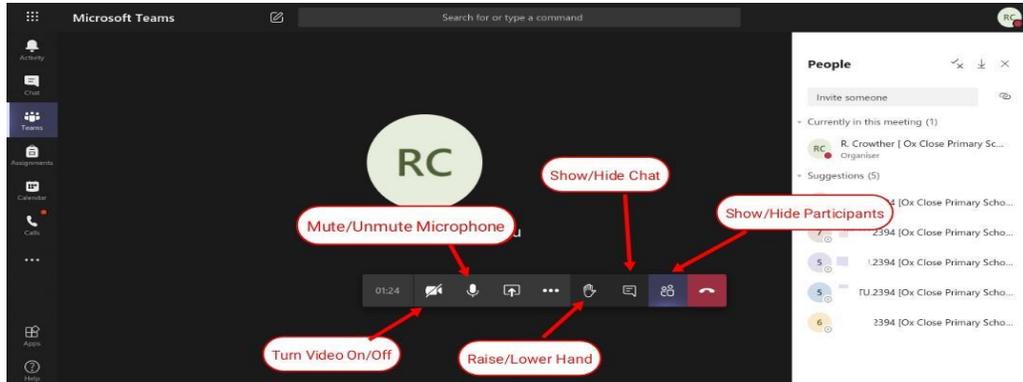


Changing picture using the Teams App



Call Features

Once your child has joined a meeting, their teacher might ask them to use the following features to allow the lesson to run smoothly and give them the chance to participate in different ways. Please take a minute to familiarise yourself with them when you join. They can be found near the bottom of the screen (see below).



Video – Turn your video on or off.

Microphone – Mute your microphone during the lesson. Unmute when prompted by your teacher.

Raise Hand – Click this to let your teacher know you have an answer or a question.

Chat – Use this to ask questions or type answers if prompted by your teacher.

Misuse

In the unlikely event of any child misusing Teams, they will have their access removed. Misuse includes:

- offensive language;
- cyberbullying;
- ‘spamming’ the chat window.