

A Parent's Quick Guide to Accessing Microsoft Teams

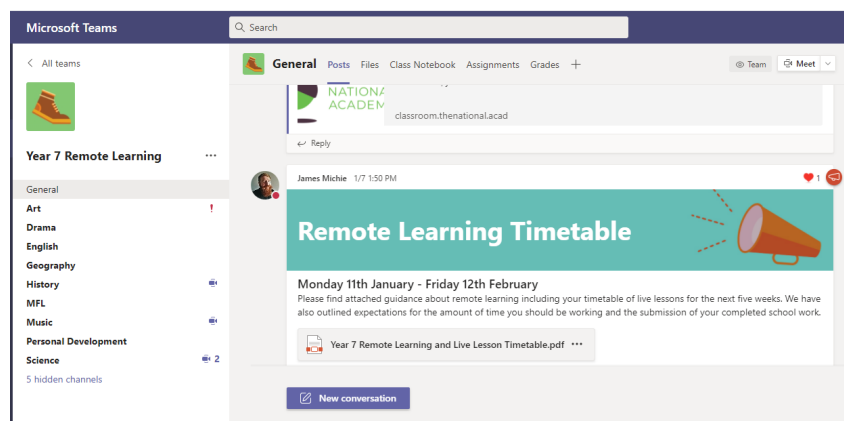
Microsoft Teams is digital platform that lets teachers keep in touch with children remotely. They can access live lessons and learning resources, as well as use apps such as Word and PowerPoint from home. Your child already has a Microsoft Teams account, they simply need to log-in using their school e-mail address and the password we have sent you (please contact your child's tutor if you have not received this). Microsoft Teams can be accessed from any PC, tablet or mobile phone with an internet connection. Please see the separate guides for how to connect using a PlayStation or X-Box.

Sign in Method 1: From a web browser

- Using any browser, go to office.com
- Sign in using your child's school e-mail address (ending in @students.thestleonardsacademy.org.uk) and password
- You should then be able to access all of the Microsoft 365 apps, including Teams
- Click on the Teams app
- Navigate to your child's remote learning team. E.g. If they are in year 7, their remote learning team will look like this:



- If you click on that team, you will see several 'channels,' including the 'general' channel that includes your child's weekly timetable.



Sign in Method 2: From the Teams App

You can download the Teams App on to your computer, laptop, phone or tablet. This makes it quicker and simpler to log in and has more functions than using the web app. Again, sign in using your child's school email address and password that has been provided.

You can access a free parent's guide to online safety using MS Teams here

<https://nationalonlinesafety.com/guides/what-parents-need-to-know-about-microsoft-teams>