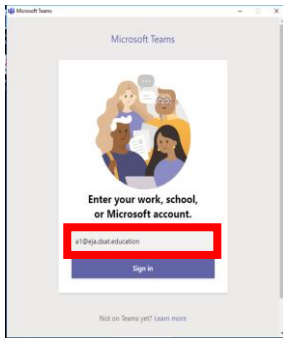


# Microsoft Teams Parent Guide 2023

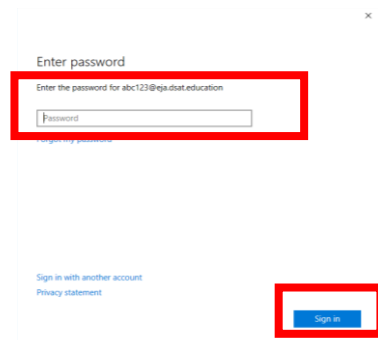
Additional Independent Learning will be available to students via Microsoft Teams. The following instructions will help you and your child to access Microsoft Teams.

## Microsoft Teams App



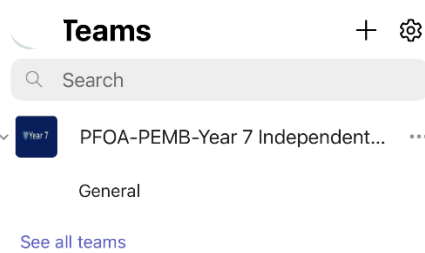
Start by downloading Microsoft Teams from the app store on a phone / tablet.

When you open Microsoft Teams, this box will appear. Type in your child's school email address in the box and click 'Sign in':

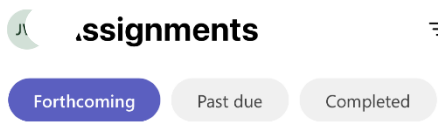
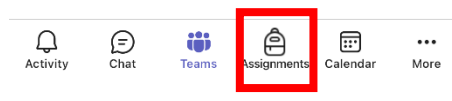


Then, enter your child's school password and click 'Sign in'.

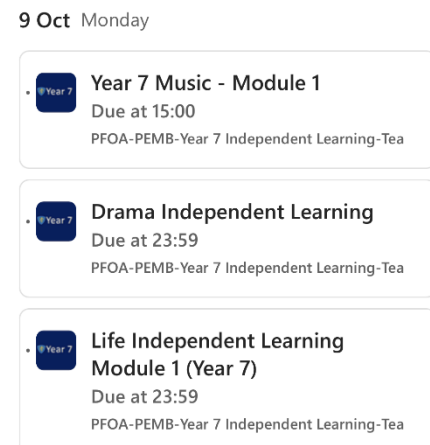
If your child cannot remember their email address or password, check in their school planner. Please contact their form tutor if you cannot find the details there.



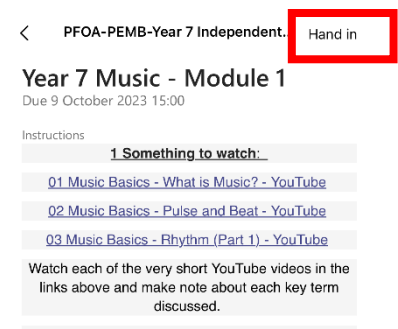
The Teams that your child is linked to will then appear (It will be their year group). Click 'Assignments' at the bottom of the screen.



In 'Assignments' you will find a folder for each subject. This contains all additional independent learning tasks for the module.



When the selected tasks have been completed, attach any documents (paperclip icon at the bottom of the screen), then click 'Hand in'



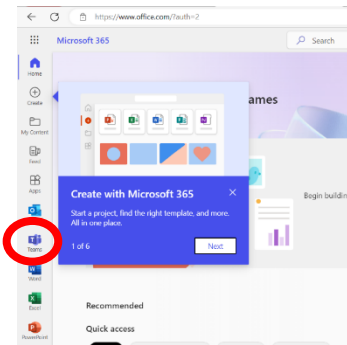
# Microsoft Teams Parent Guide 2023

## Microsoft Teams on Office 365



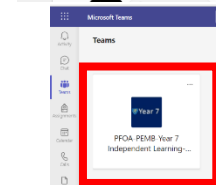
Go to [www.office.com](https://www.office.com) and click sign in. When prompted, log in using your child's school email address and password.

If your child cannot remember their email address or password, check in their school planner. Please contact their form tutor if you cannot find the details there.



Office 365 will open to a general screen showing recently opened files and all Microsoft applications available to students in school. This allows students to access Teams, resources on SharePoint and their school email.

Select the Teams icon. You may be asked to log in again or to confirm the account.

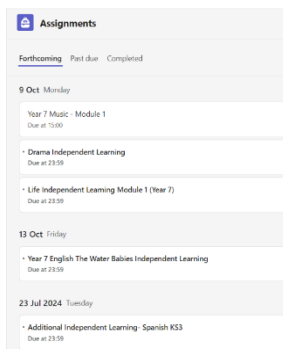


The Teams that your child is linked to will then appear (It will be their year group). Click on the square



When you are in the Team, the Home Page provides an overview. You will only need to use the Assignments page, or Grades to check any feedback.

In 'Assignments' you will find a folder for each subject. This contains all additional independent learning tasks for the module.



When the selected tasks have been completed, attach any documents (paperclip icon at the bottom of the screen), then click 'Hand in'

