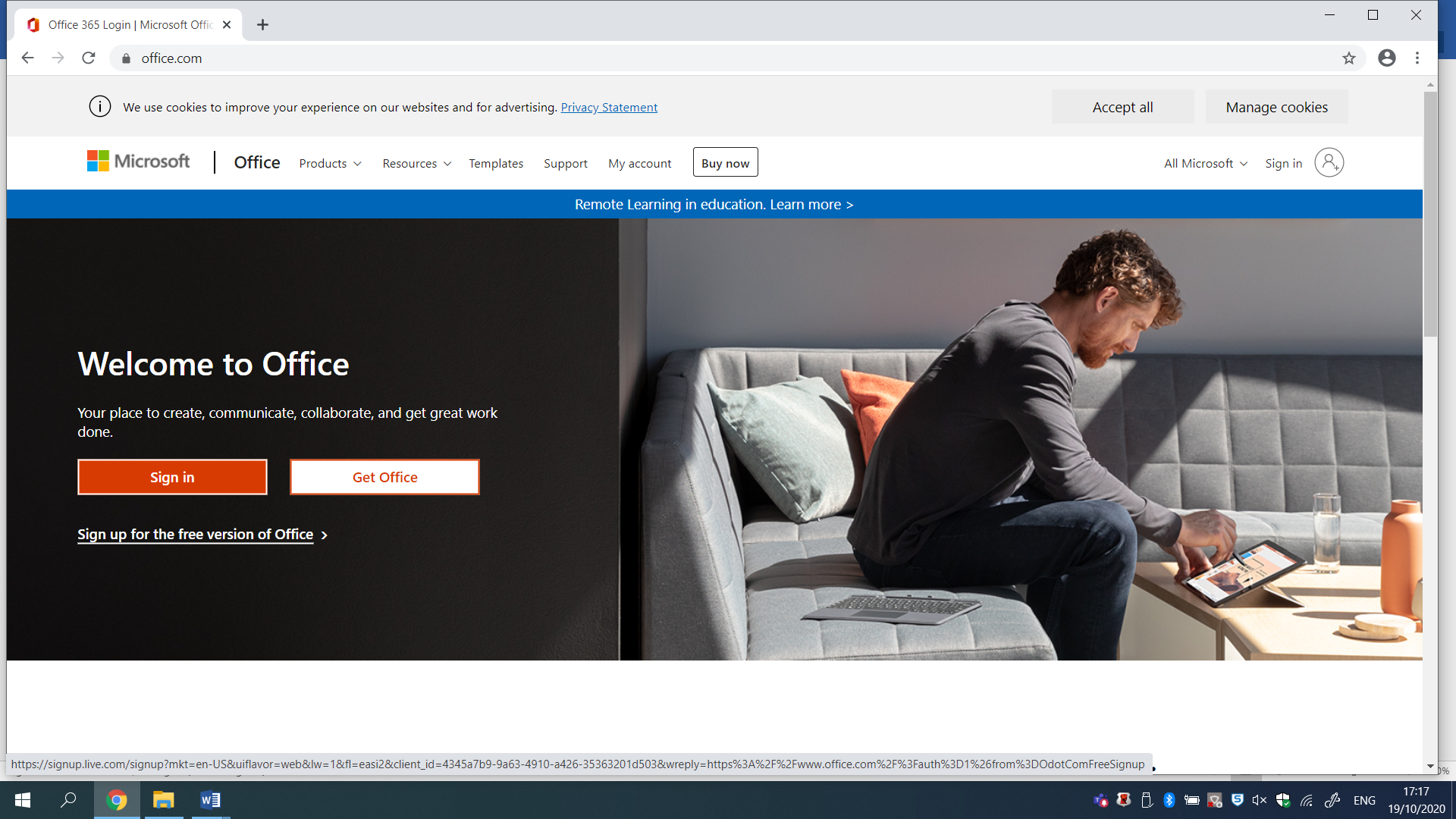


How to use Microsoft Teams

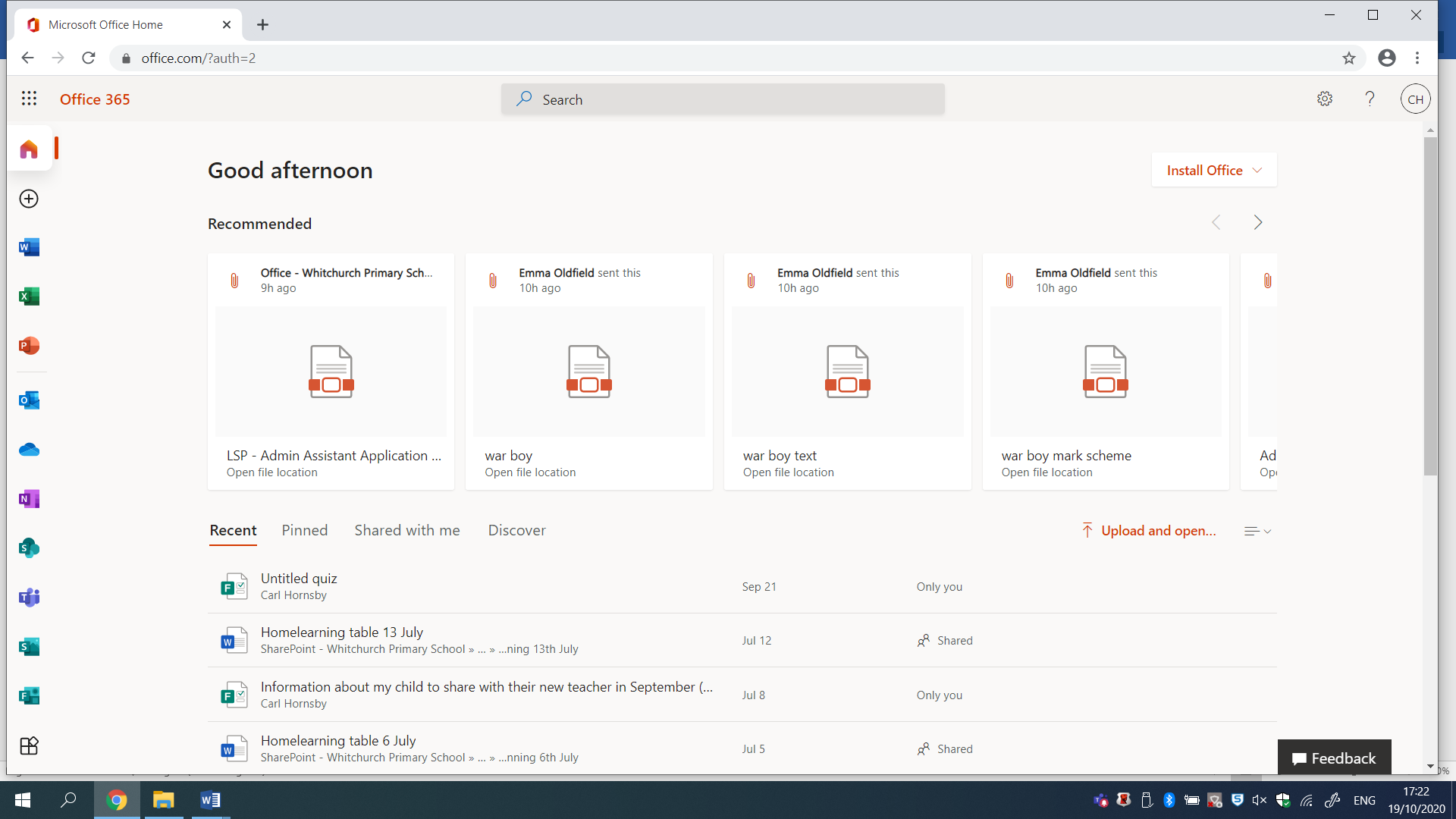
1. Go to [www.office.com](http://www.office.com) or Google ‘Office 365’.
2. You should see this screen:



Sign in by clicking here, and entering your email and password.

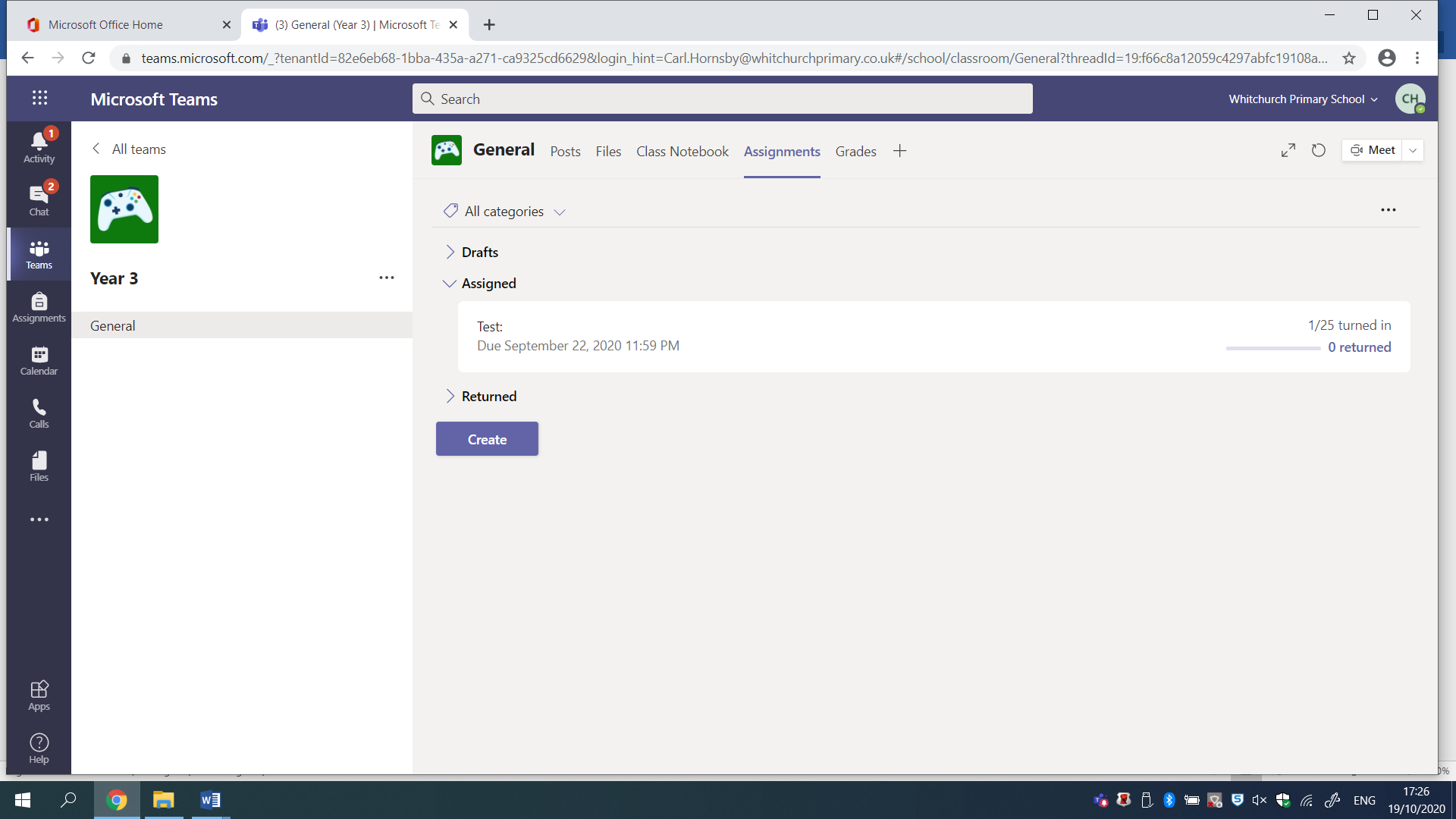
**This must be the email provided to you by the school, not your own personal one.**

1. You should see this screen:



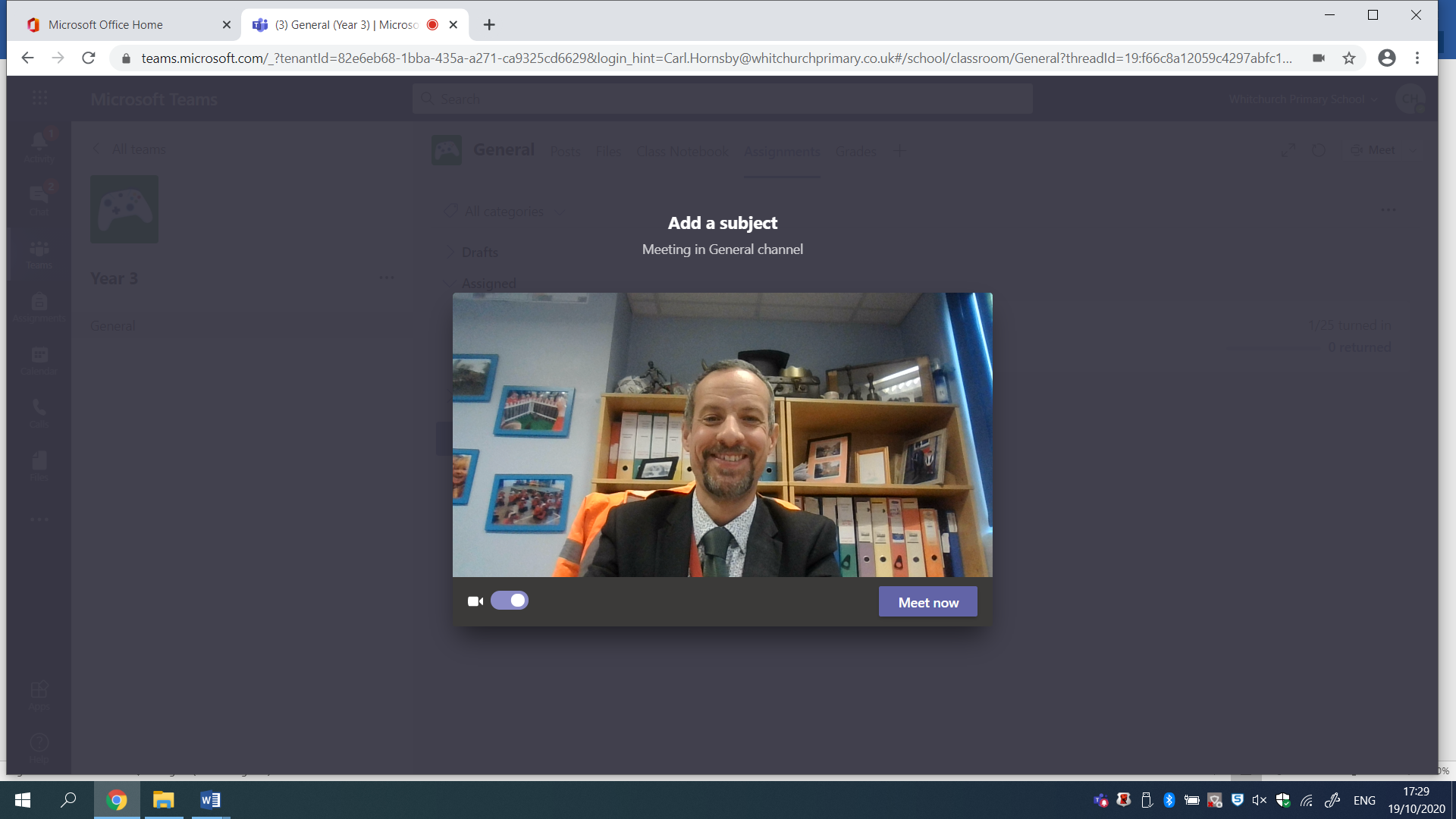
Click on the blue icon that looks like two people and a ‘T’. It says ‘Teams’ when you hover by it.

1. You should see this screen (or one similar for your child’s year group):



Click on Files to see files of work you can download.

Click on Assignments to find homework set by the teacher.

When a ‘video lesson’ takes place, click on the screen that will automatically appear: 

Please note at present we are only using assignments to set written homework. In the event of a second lockdown, or local lockdown, we will move to video lessons. You will be emailed and sent a text if and when these take place.