

## Microsoft Teams

Dear children and families,

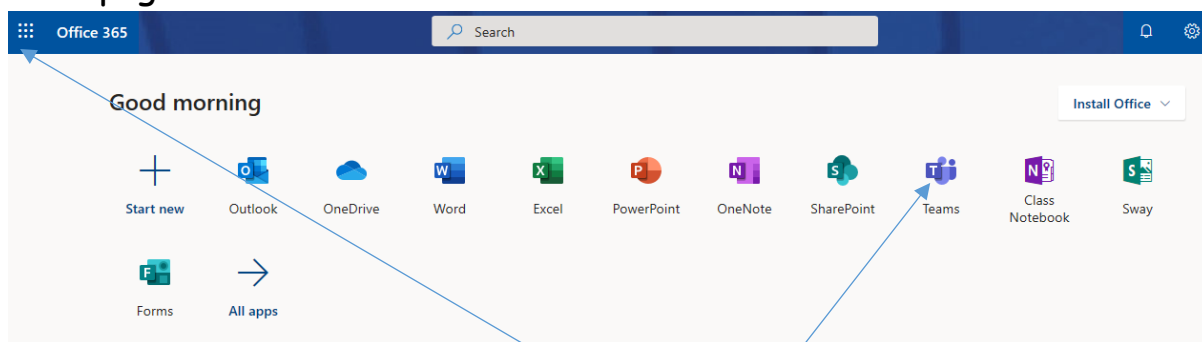
Over the coming weeks, children and staff will be using Microsoft Teams in order to provide ongoing learning for the children during school closures. This handout can be used as a guide to help you get started.

My email address is: \_\_\_\_\_

My password is: Rtps2020! **Log on with an adult and reset your password to something you can remember - we won't be able to remind you of it!**

If you are using a desktop/laptop:

1. Search for Office 365 in google.
2. When given the option of logging in, type in your email address and password you were given at school.
3. You will then be asked to change your password. Remember to do this with a grown up and make it something memorable.
4. You will then be able to see this section of the office 365 homepage:



5. You can access Teams by selecting the Teams icon or if you can't see the Teams icon, select the 9 dots in the corner and it will be on that page.
6. Once you have accessed Teams - you will be able to see the posts made by your teacher and access the work you have been set.

If you are using a tablet/iPad/mobile:

You will want to start by downloading the Microsoft Teams app from

your app/play store. 

1. Open the app on your device.
2. When given the option of logging in, type in your email address and password you were given at school.
3. You will then be asked to change your password. Remember to do this with a grown up and make it something memorable.
4. Navigate through the top tip sections by selecting 'Next'.
5. You will be able to see your class team at the left hand side. If you can't just simply select Teams at the bottom of the screen.
6. Select 'General' underneath your class name and it will load the posts/files/more sections on the main screen.
7. You will be able to see any posts from your teacher in this section.

I would suggest that the first time you use Teams - you do so with an adult and if you're stuck, there are plenty of helpful videos here:

[https://support.office.com/en-us/article/upload-and-share-files-57b669db-678e-424e-b0a0-15d19215cb12?wt.mc\\_id=otc\\_microsoft\\_teams](https://support.office.com/en-us/article/upload-and-share-files-57b669db-678e-424e-b0a0-15d19215cb12?wt.mc_id=otc_microsoft_teams)

If there are any questions, please ask us via email.

Thanks

Mr Starkey