

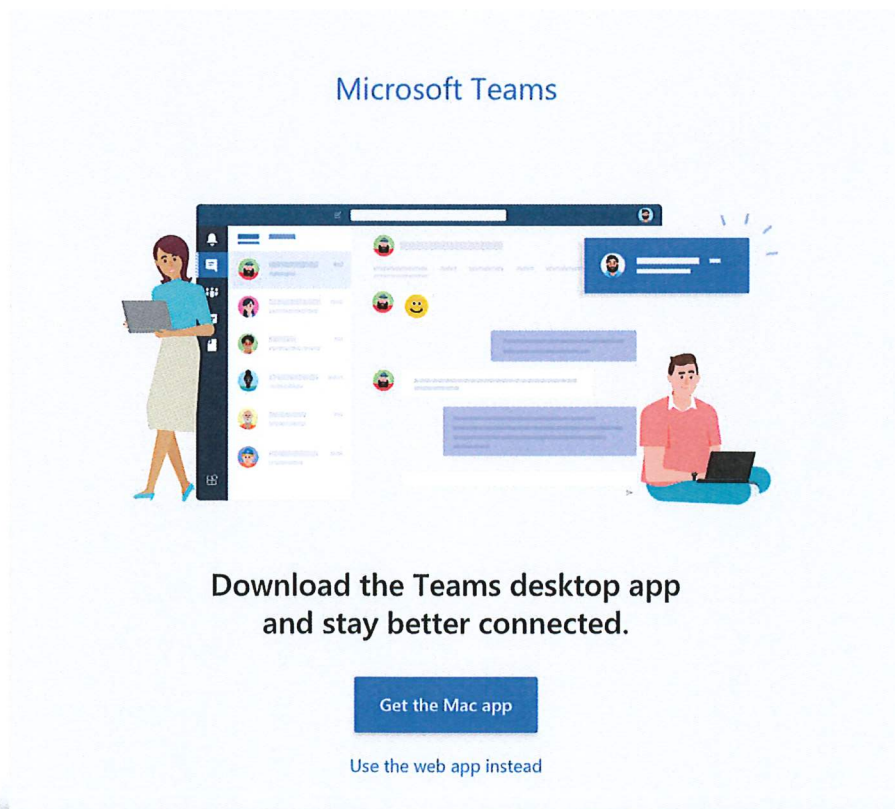
Using Microsoft Teams

Step 1: Visit the Teams website to **sign in to**, or download, Teams.

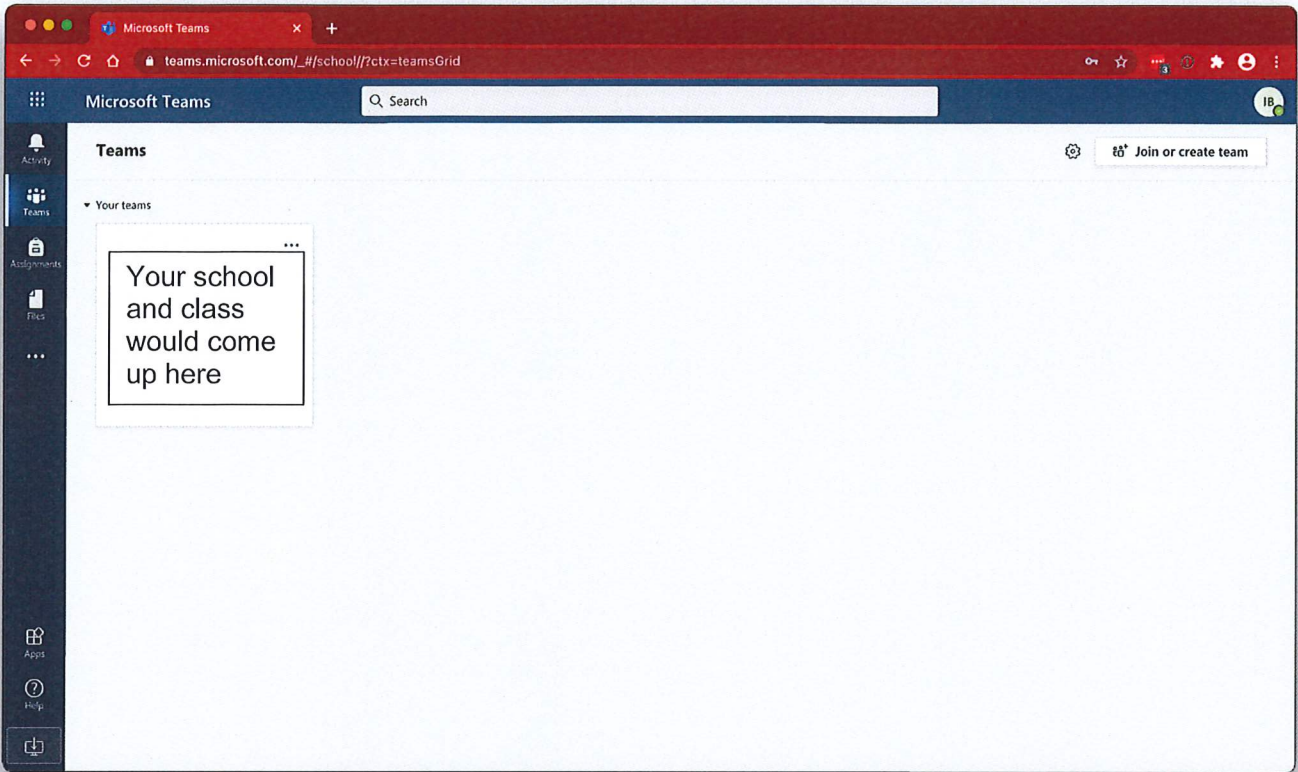
<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/>



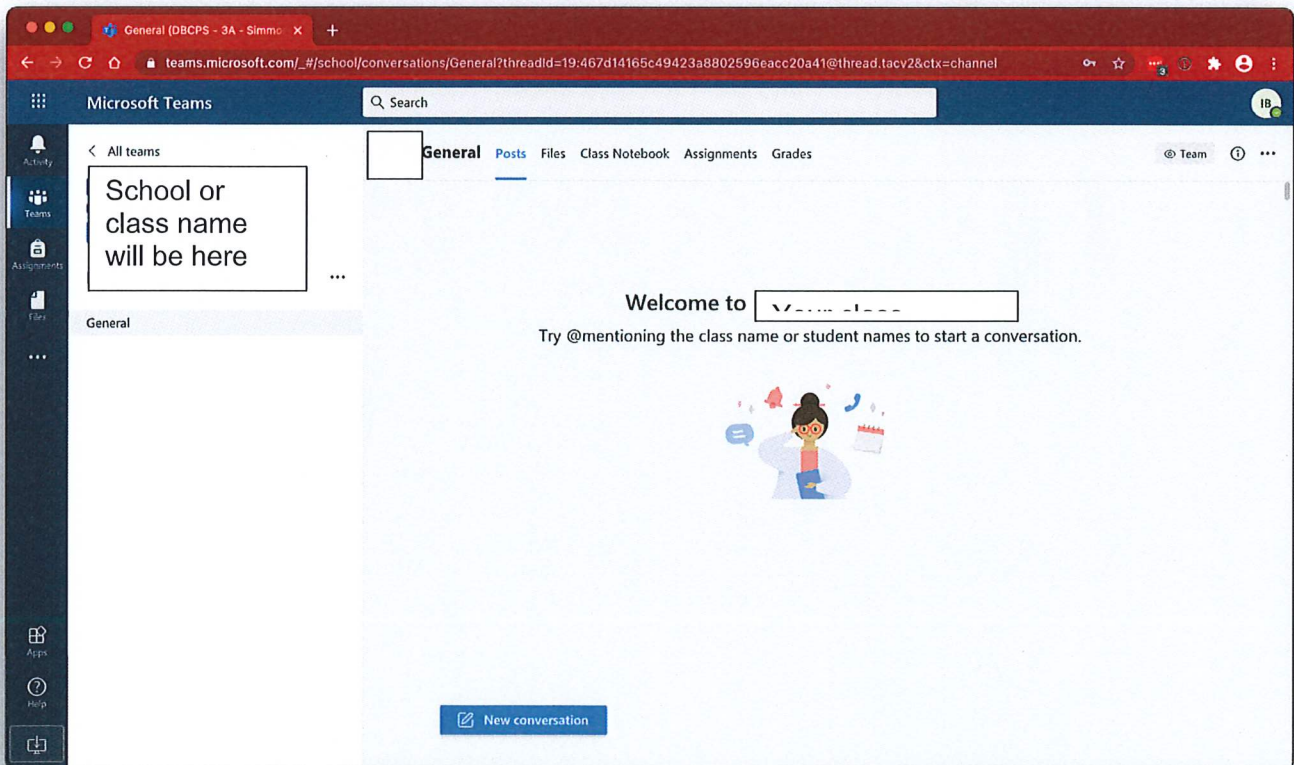
Step 2: If you wish, you can download and install the Teams app to your device (laptop or mobile). Otherwise, just click '**Use the web app instead**'.



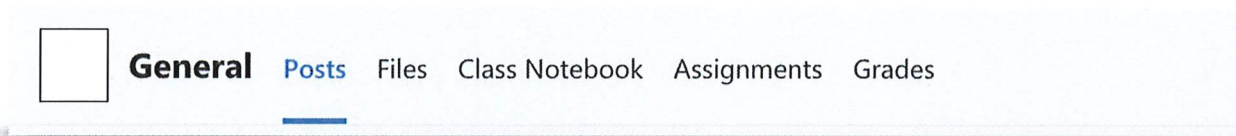
Step 3: Once logged in, you'll see your child's Teams home page where you can see/select your child's class, check assignments and view files. In the very top right corner you can adjust your settings and log out.



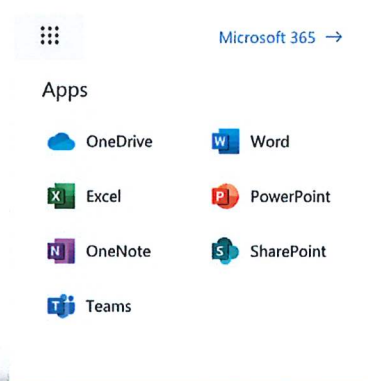
Step 4: Clicking on your class Team takes you in to where you can view your assignments and any messages your class teacher may have sent.



Step 5: under the main **'Posts'** tab you'll be able to see any messages from your teacher as well as notifications of assignments that have been set. In the **'Files'** tab you'll be able to see any resources available to you. **'Class Notebook'** is a tool for collaborating with class mates and **'Assignments'** is where you can view and access all assignments that have been set. **'Grades'** is where you'll see feedback from your teacher on assignments that have been handed in.



Step 6: in the very top left corner there is a 3x3 dotted button. Clicking this gives you access to the Microsoft Office 365 suite.



Step 7: clicking the top right button (your child's initials) will let you change some settings (ie. enable dark mode) and to sign out of the account.

