



## Microsoft Teams Login Guide

In addition to the main element of our remote learning provision using Seesaw, we have introduced a weekly 'live' element via Class Teams. The purpose of these live 'Catch Up' sessions is to enable children to interact with their class mates and teacher and provide a social element to the provision we are offering.

The following information gives you an overview about Teams and a written guide to assist you in how to log in.

### General Information

The children have all been allocated a secure Office account. Children will require assistance in order to log in, find their Teams Channel and join a meeting – after a few times, our older children should be able to do this themselves. All parents/carers have been sent an email containing individual login details. This is in the form of their username (email account) and a password. Please contact the school if you have not received this email.

### Devices

Teams can be used on a desktop, laptop, iPad, Android device or smartphone. It can be accessed via [www.office.com](http://www.office.com), or by downloading the Microsoft Teams app from your app store.

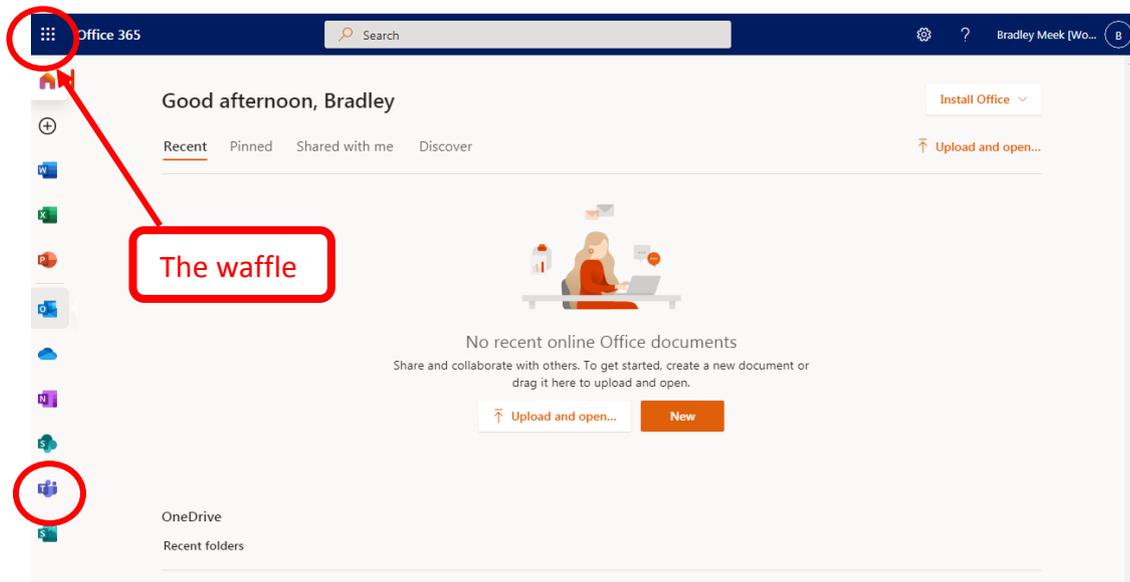


### Logging in

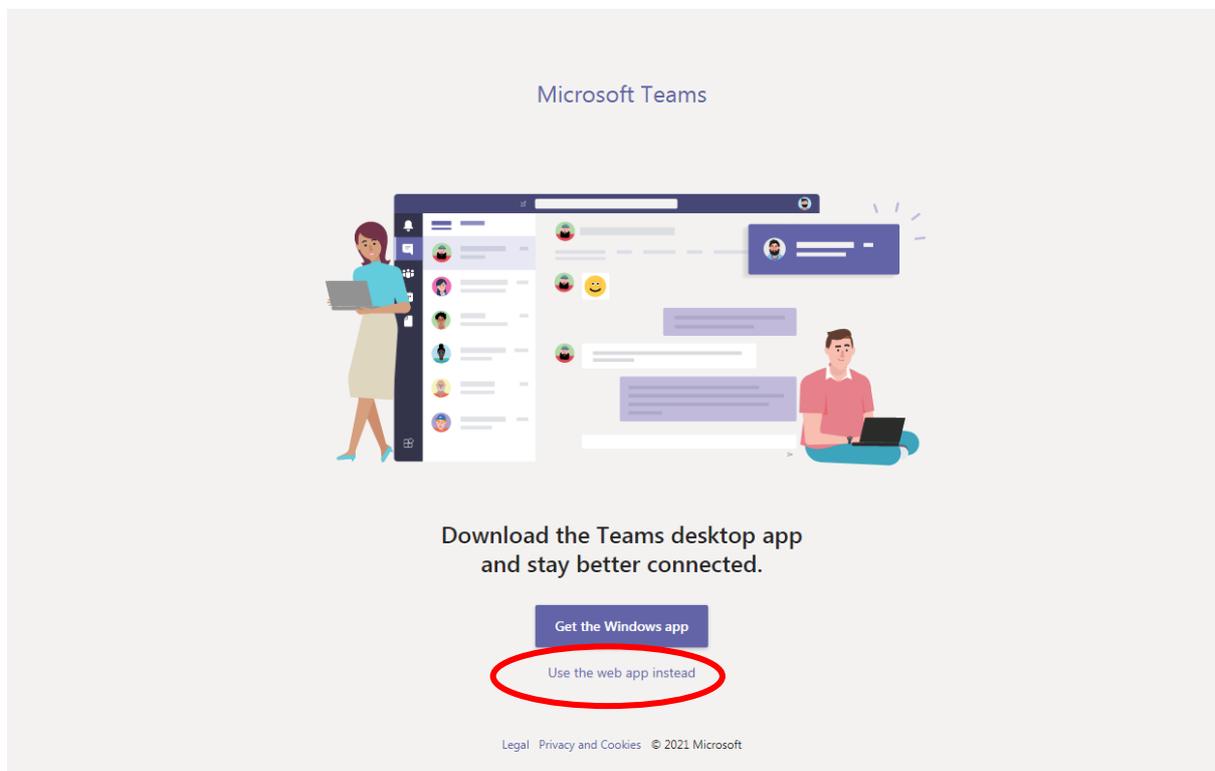
Please open an internet browser and go to <https://portal.office.com> It is recommended that you try out your log in details well in advance of scheduled Teams meetings so that you can familiarise yourself with the process and so that any issues can be addressed in advance of the meeting. Unfortunately, the school cannot legislate against issues with home computers or WiFi. It is inevitable that there will be some issues as we attempt to establish virtual meetings and the use of Microsoft Teams.

### Logging in using Office.com

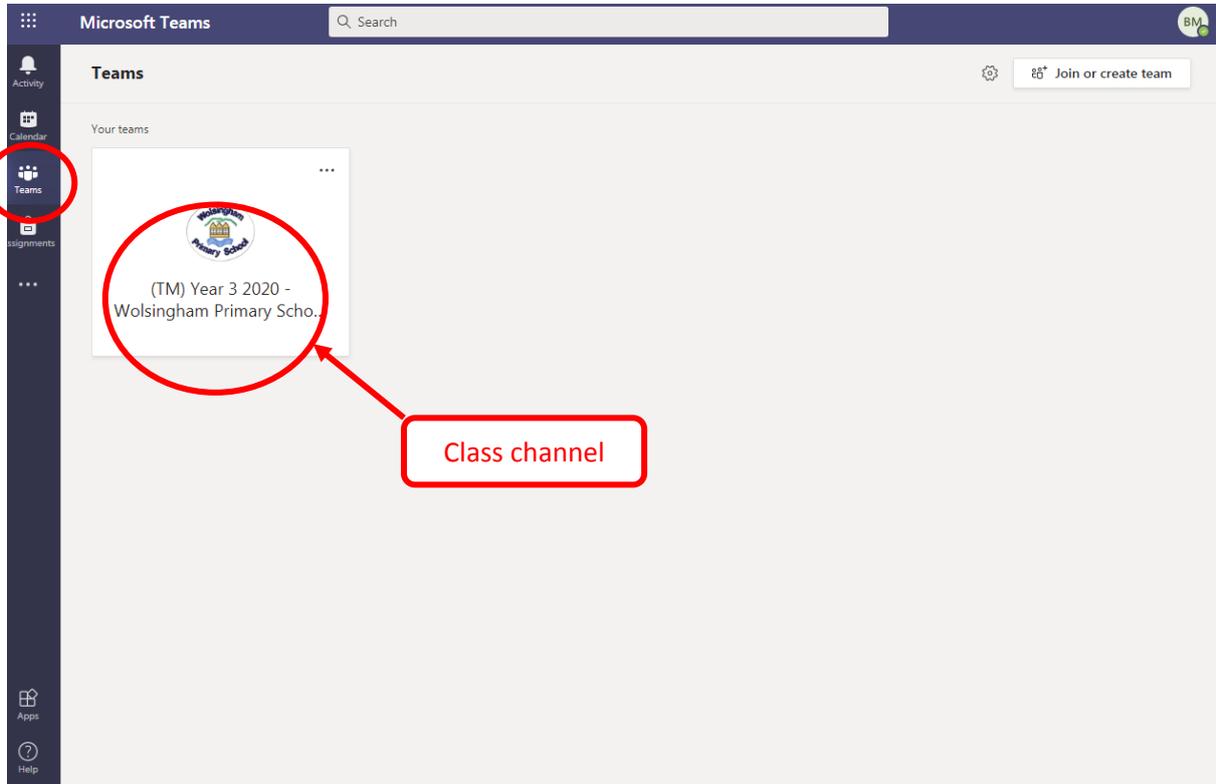
1. First open the website [www.office.com](http://www.office.com)
2. You will then be asked to input your individual log in details (username and password)
3. Click on 'Teams'. This will either be at the top of your screen on the right hand side or in the 'Waffle' on the top left hand corner (see next page)



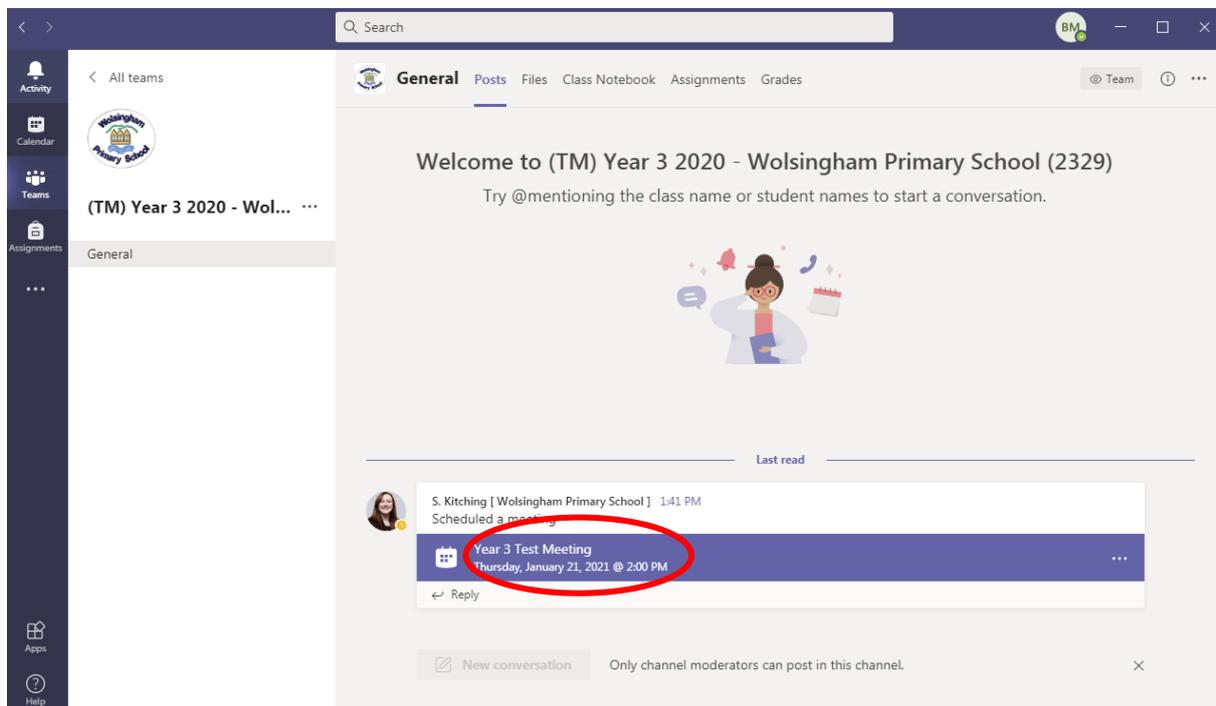
4. Clicking on 'Use the web app instead' will open Teams in a tab on your internet browser.

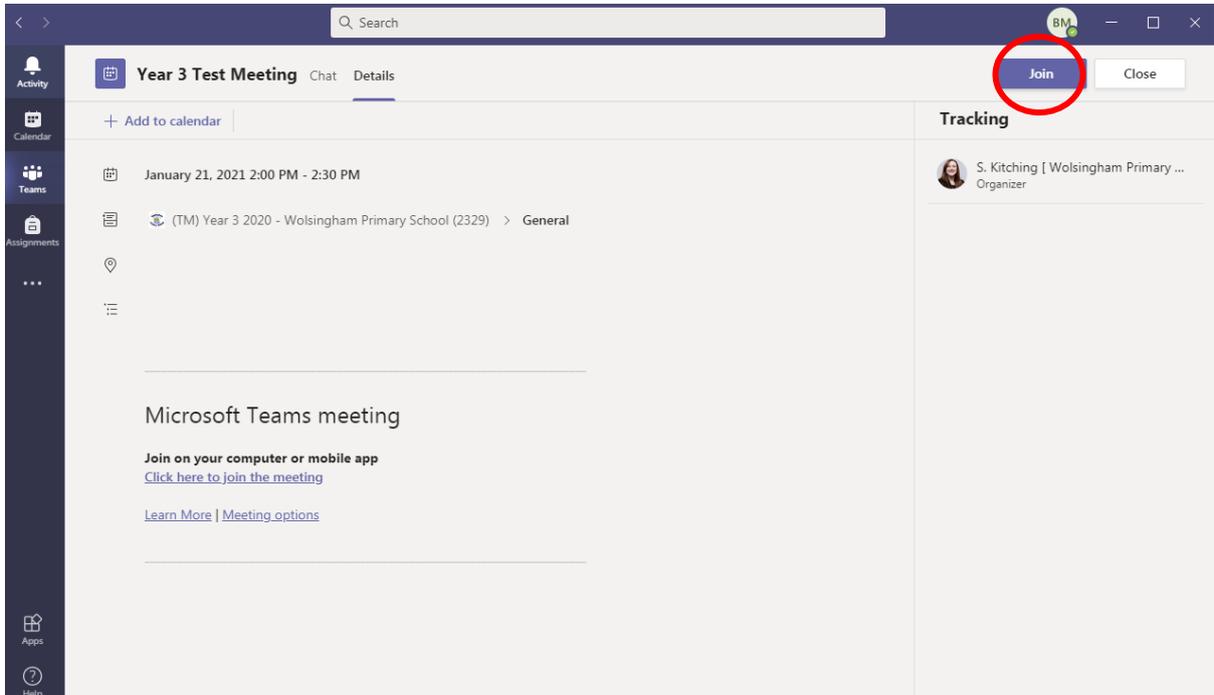


5. When you have accessed Teams, select the 'Teams' tab on the left, then select your class channel.



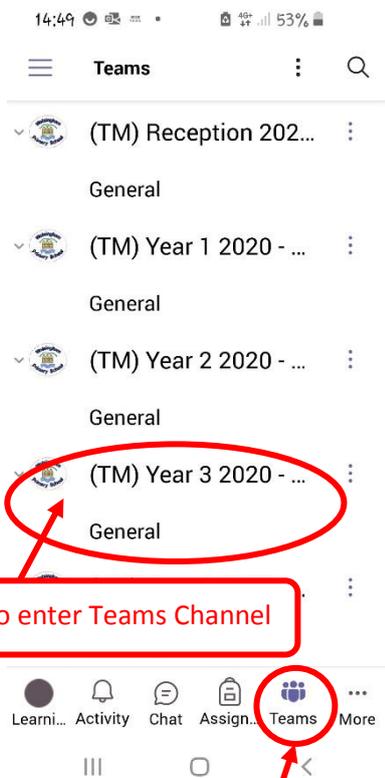
5. An adult will invite you to join the Teams meeting at the appointed time. Click on the meeting link and then click on join and then await further instructions from the adult leading the session.





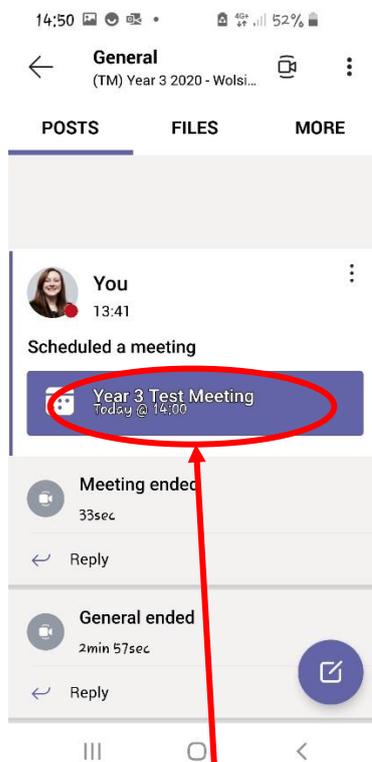
## Logging in through the Teams app

This follows a similar process as above. Once you have logged in, select the 'Teams' tab at the bottom, then select your year group channel and press General (see below). Then click on 'Join' to join the meeting and await further instructions from your teacher.

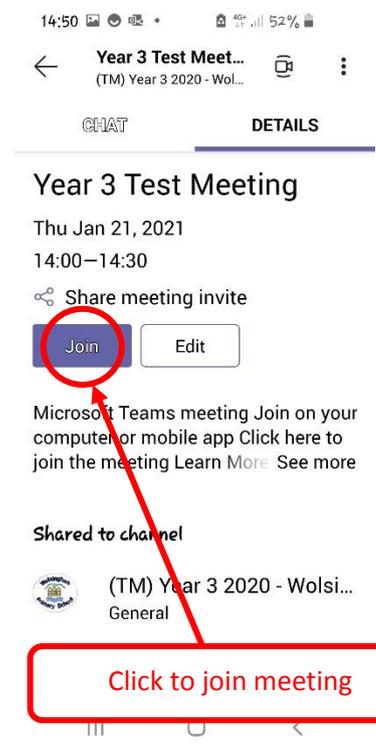


Click to enter Teams Channel

Click to find Teams Channel



Click on meeting

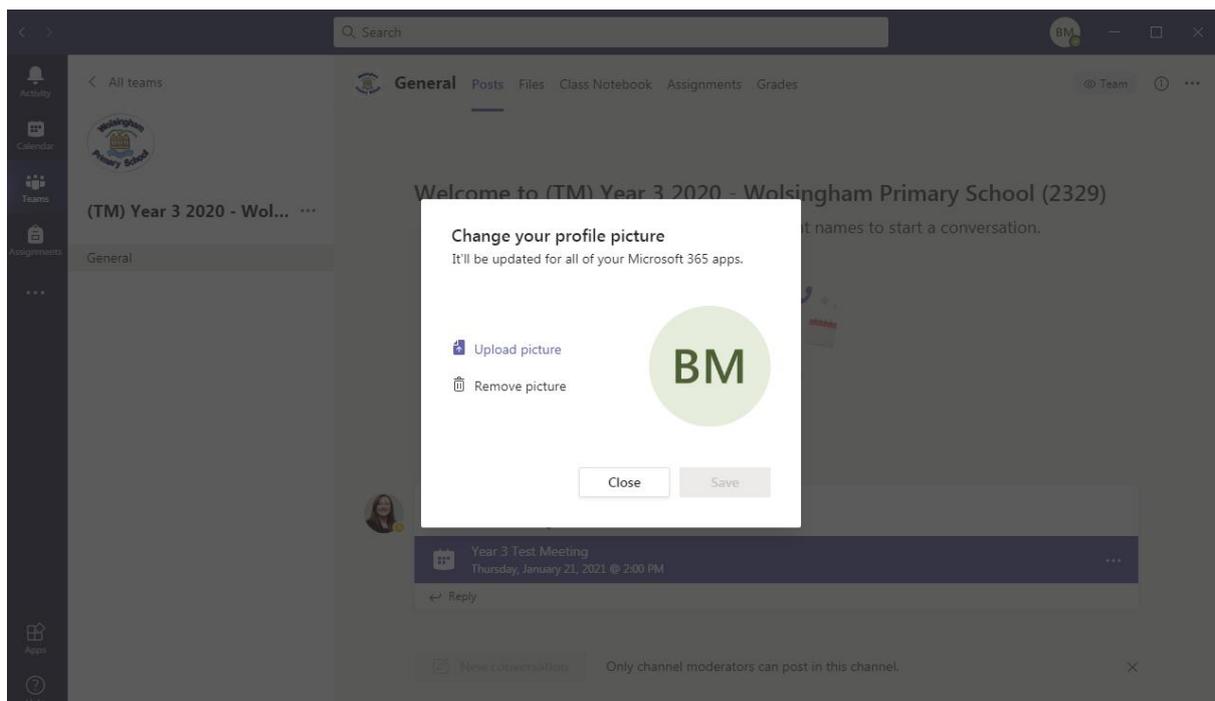
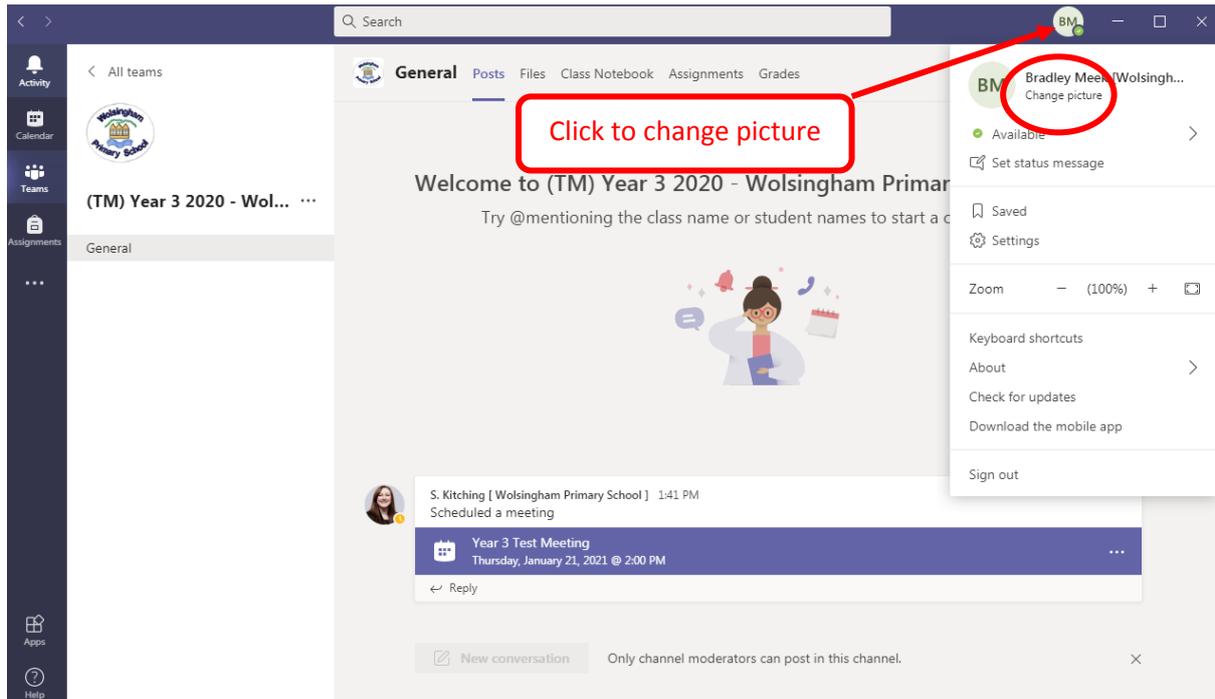


Click to join meeting

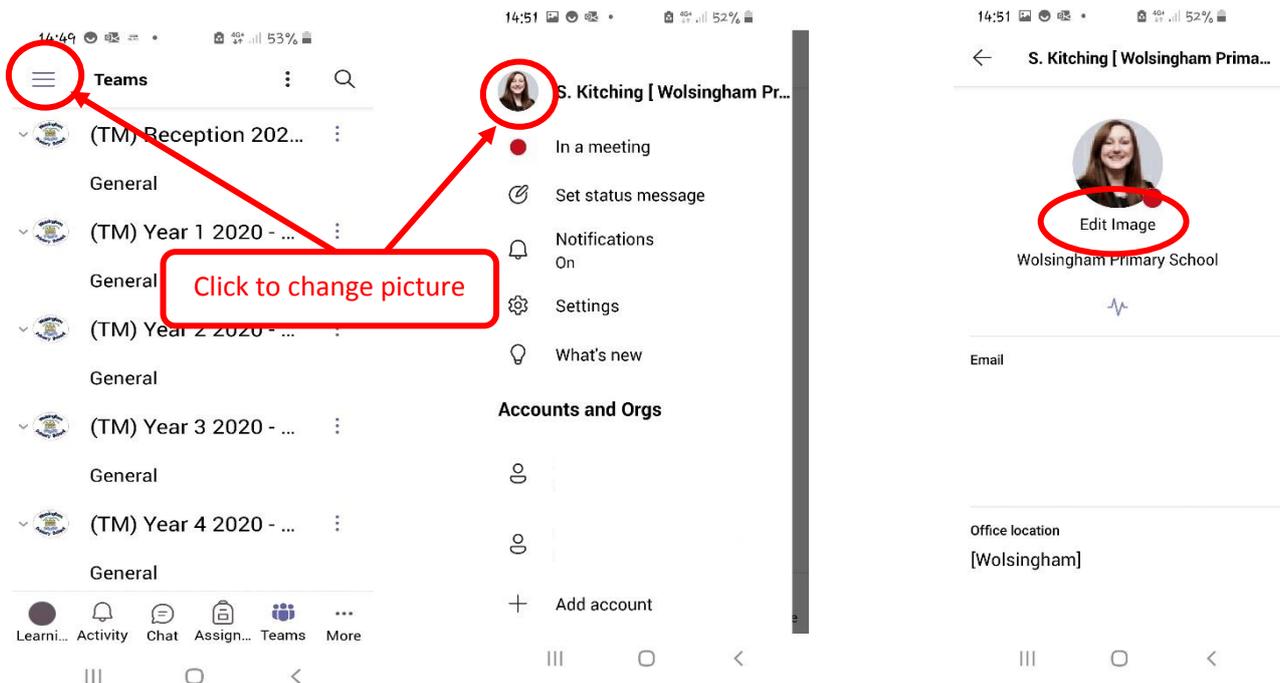
## Identifying Children

Children are now identified by their display name. To further enhance identification, we ask that children change their icon to a picture of their face to make communication during online teaching easier.

## Changing picture using the web version (Office.com)



## Changing picture using the Teams App



## Call Features

Once your child has joined a meeting, their teacher might ask them to use the following features to allow the lesson to run smoothly and give them the chance to participate in different ways. Please take a minute to familiarise yourself with them when you join. They can be found near the bottom of the screen (see below).

Clicking on the three dots will provide more options and allow you to see other tools such as 'Raise hand' if they aren't automatically visible.

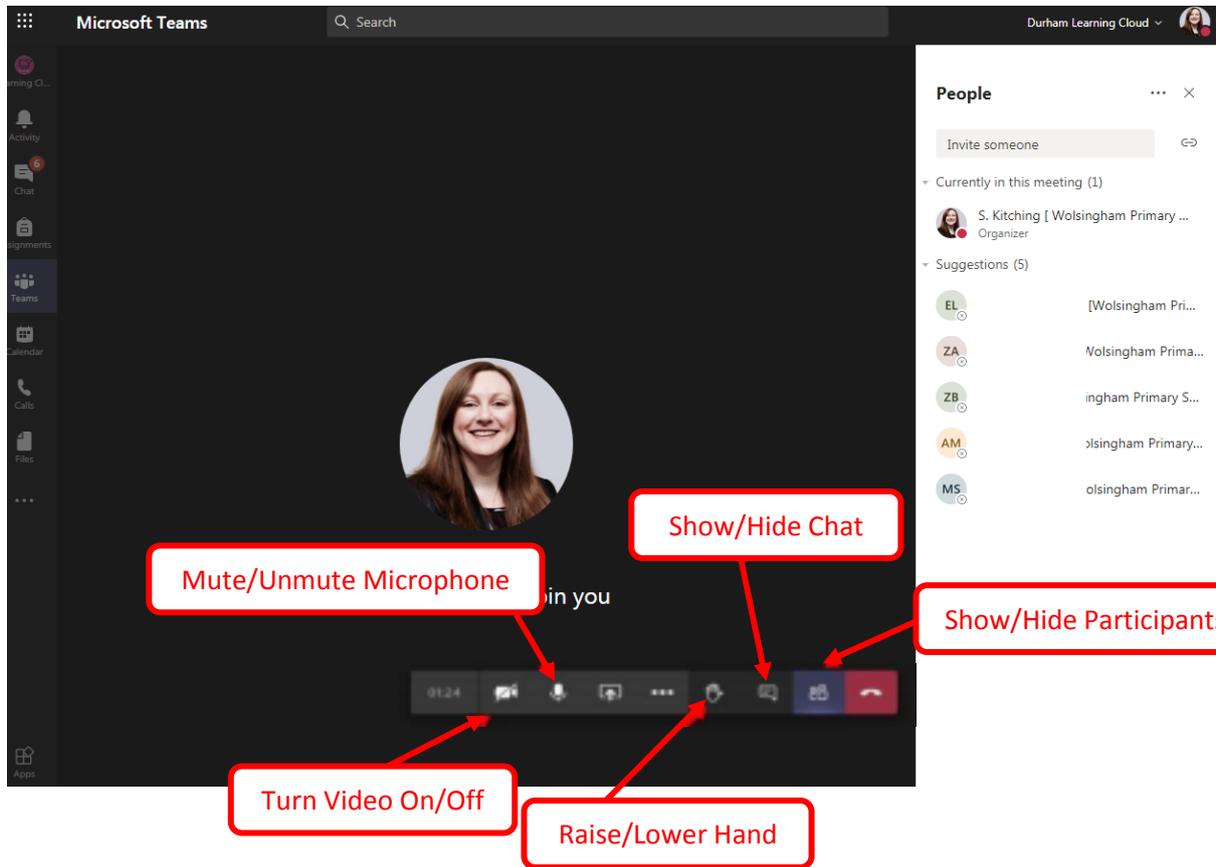
Video – Turn your video on or off.

Microphone – Mute your microphone during the lesson.

Unmute when prompted by your teacher.

Raise Hand – Click this to let your teacher know you have an answer or a question.

Chat – Use this to ask questions or type answers if prompted by your teacher.



## Behaviour Expectations for Teams meetings

Children should...

- Arrive promptly to the session.
- Be dressed in reasonable daytime clothes – they don't need school uniform if working from home!
- Be in a reasonably quiet room (No TV) with their book, pens, pencils etc.
- Not eat during the session.
- Be respectful, as would be expected in school.
- Mute their microphone when not in use – this will just help to eliminate any background noise and make sure everyone can hear what's going on.

## Misuse

In the unlikely event of any child misusing Teams, they will have their access removed. Misuse includes:

- offensive language
- cyberbullying
- 'spamming' the chat window