



Parent Guide



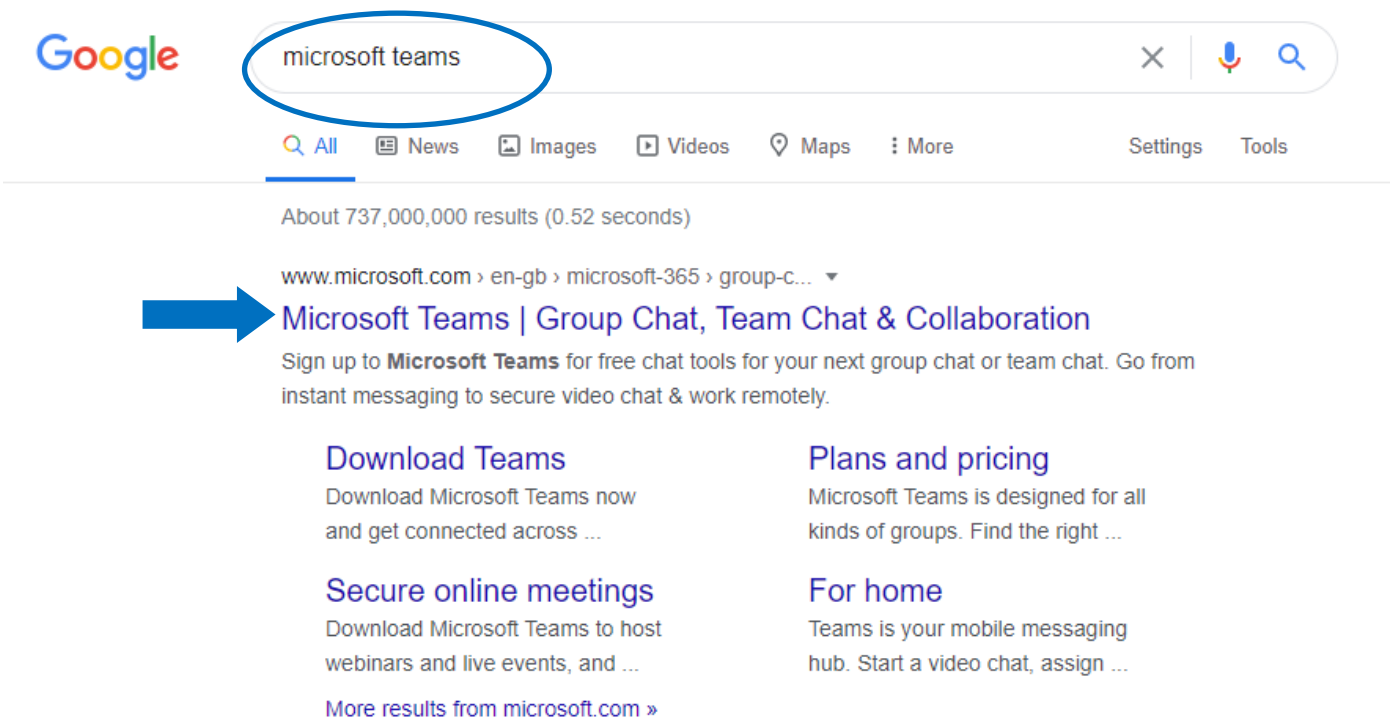
Microsoft Teams



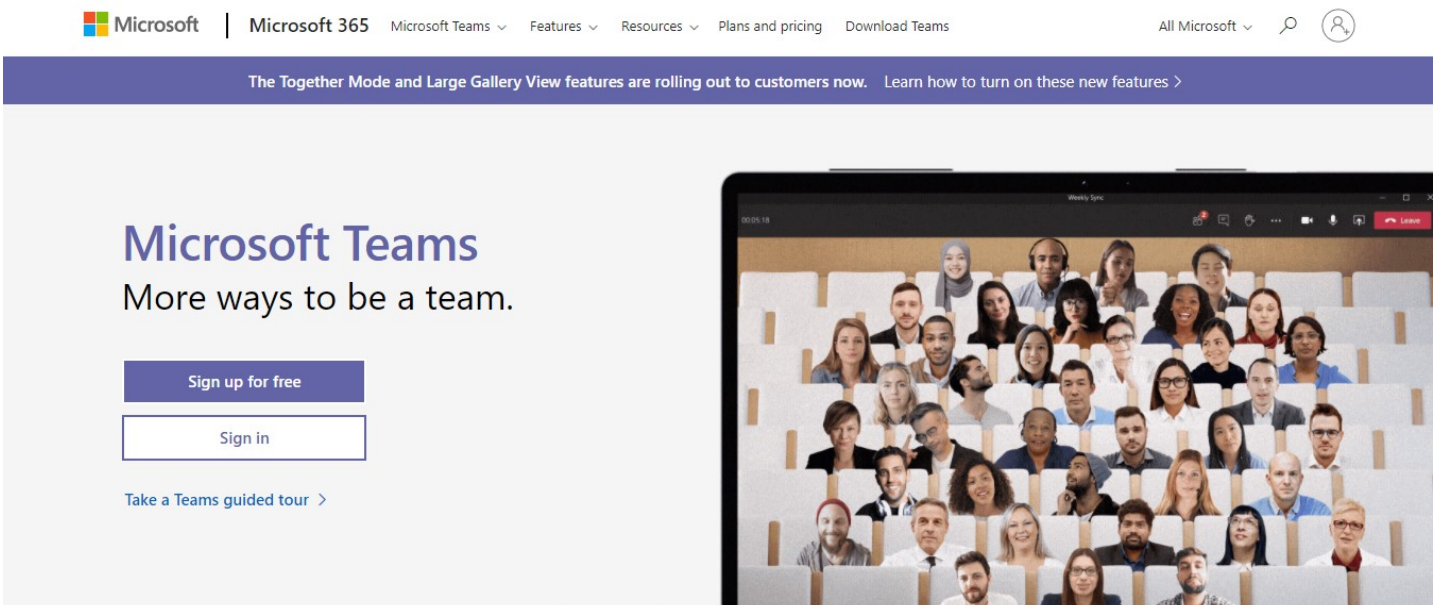
Here are some tips for using Microsoft Teams.

Make sure you have your child's log in details. These were given out by your child's class teacher. These are personal for each child.

- Type 'Microsoft Teams' into Google.
- A screen like the image below should come up.
- Click the first link.



- If you have not logged in before, a screen like the image below should come up. *(If you have used Teams for personal/work use, you will need to sign out to then sign in with your child's details)*



The Together Mode and Large Gallery View features are rolling out to customers now. Learn how to turn on these new features >

Microsoft Teams

More ways to be a team.

Sign up for free

Sign in

Take a Teams guided tour >



- Click sign in.

You need to type your child's log in details here.

Your child's log in is personal to them.

It is on their log in card.

Microsoft

Sign in

Email address, phone number or Skype

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

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< pf19047@bwaf.net

Enter password

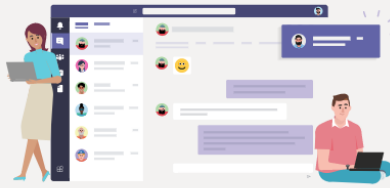
Password

[Forgotten my password](#)

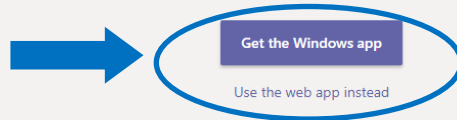
Sign in

Your child's password is on their log in card.

Microsoft Teams



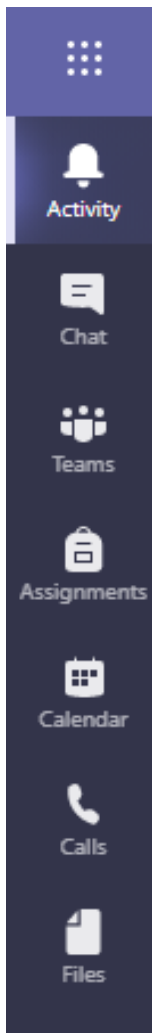
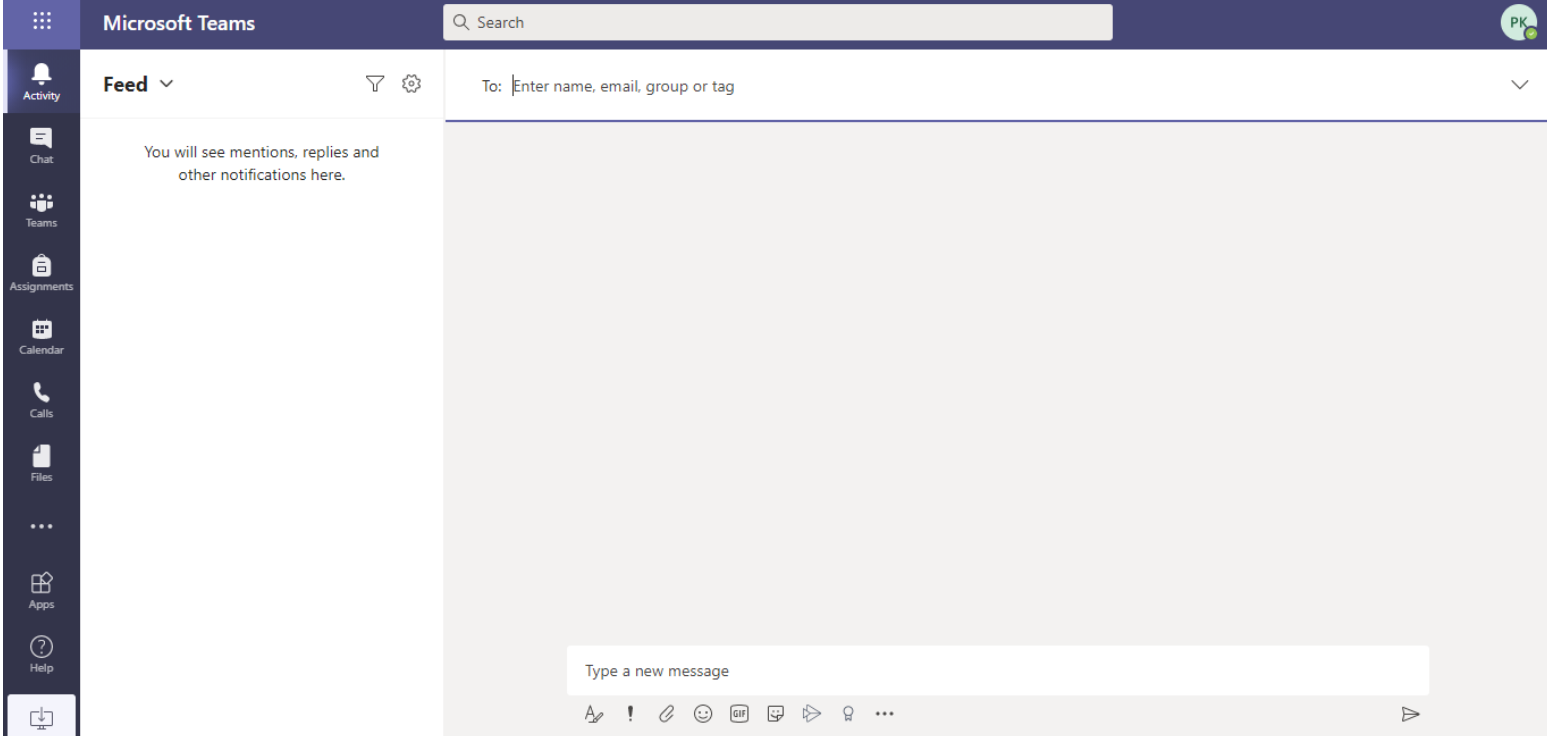
Download the Teams desktop app
and stay better connected.



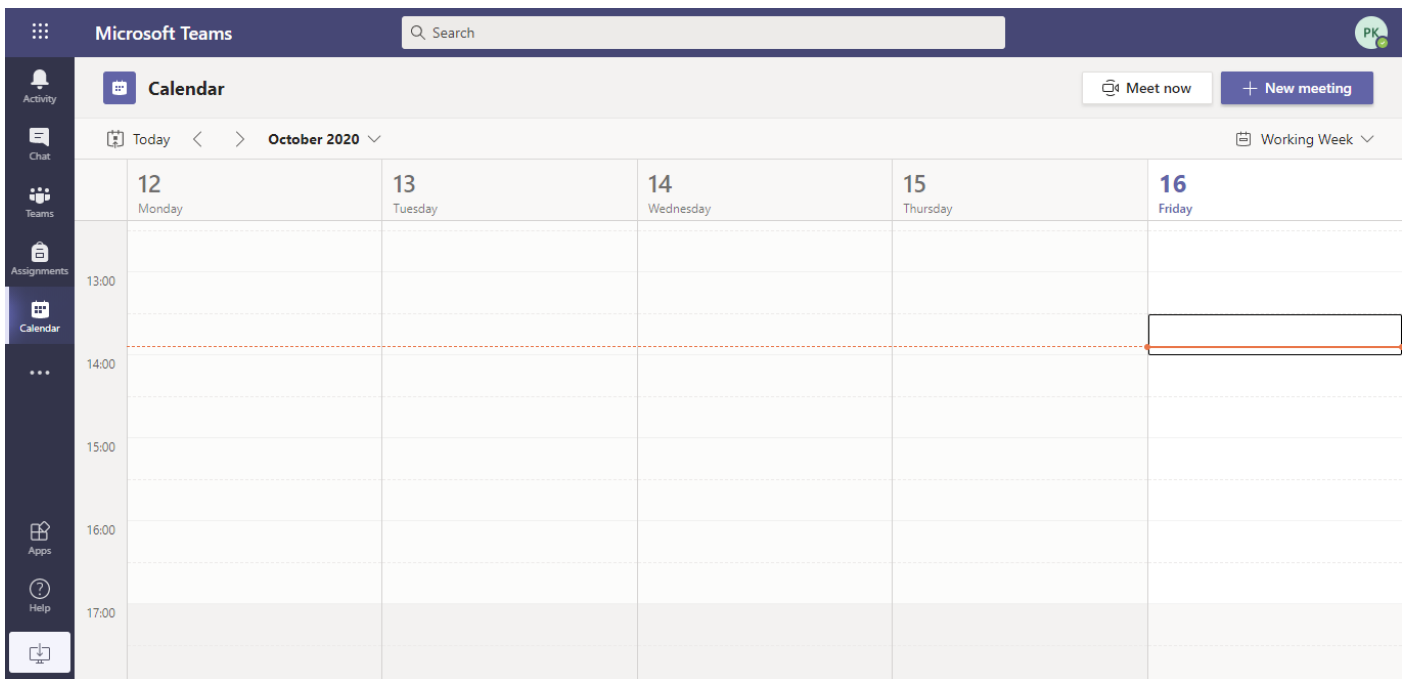
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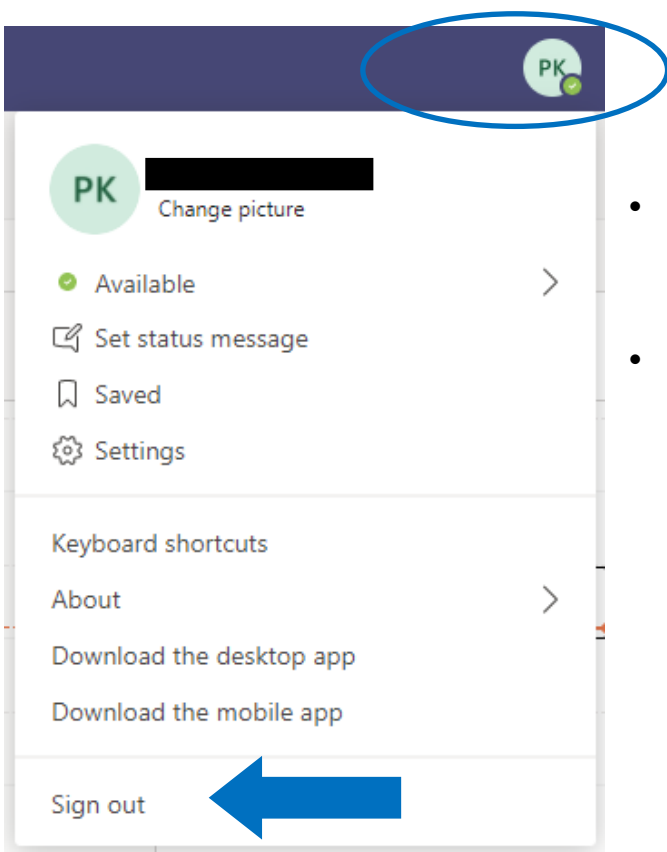
- You will then see this screen.
- You do not have to download the app, you may prefer to 'use web app instead' - you can download the app if you wish to.
- On logging in for the first time, you might be faced with a prompt to 'post a message in a channel' or 'reply to someone else to start a new conversation'. Ignore this, the children's accounts are not able to do that.



- opens other Microsoft 365 applications.
- you will see what has been posted, chats that your child is active/has been active in.
- you will be able to see the chats from previous lessons, this is a great way to double check things that you've missed.
- shows you 'Teams' that your child is in. This will be their class.
- we can ignore 'assignments' as we are using Weduc to send our timetable and home learning.
- calendar shows your child's schedule. This will show you when your child has live lessons etc.
- we can ignore 'calls' as we won't be using Teams to phone people.
- shows you files that may have been uploaded as part of the live lesson. Most of our files will be sent via Weduc.



- As we start to use Teams, your child's teacher will set up 'live events' which are our lessons.
- These will appear in your calendar.
- You will be able to click 'join now'.
- Teams will send you reminders too, so that your child is not late for their lessons! This is very useful.



- To sign out, click on your child's initials in the top corner.
- Then click sign out at the bottom.

- We would recommend that you have a go at logging into Teams whilst school is still open. This will give you the opportunity to ask questions face to face.
- Although this guide is aimed at laptop users, the steps are the same for Apple and Android devices.
- We appreciate that this is new to many parents and pupils. However, using Teams will be extremely beneficial for any remote learning which has to take place.
- Thank you for taking the time to help your child with their learning and learning new skills as you do so!

