

Microsoft Teams – Getting Started: A Guide for Parents and Carers

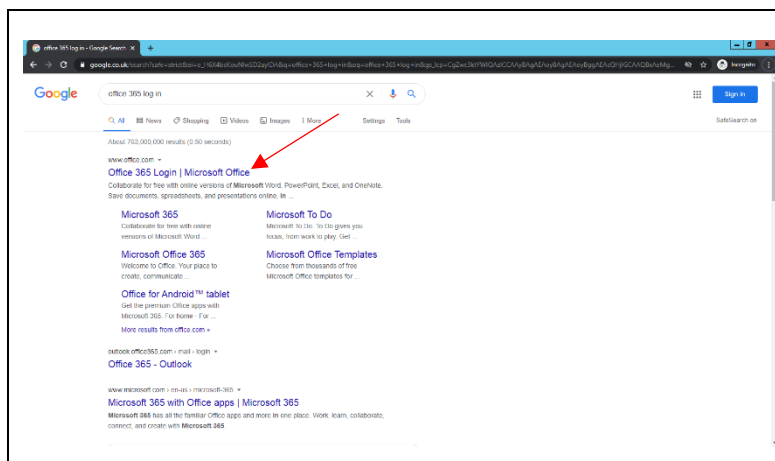
Microsoft Teams can be accessed on a PC, laptop, tablet or other home device in a variety of ways. Your mobile device/tablet should allow you to download the app from the App Store. If not, please follow step 1 below.

After installing or opening the software you will need to enter an email and password for your child. Your child's login details were sent to you in the ParentMail called 'MICROSOFT TEAMS LOG IN – YOUR CHILD'S NAME' on 8th January 2021 but please contact the office if you need a reminder.

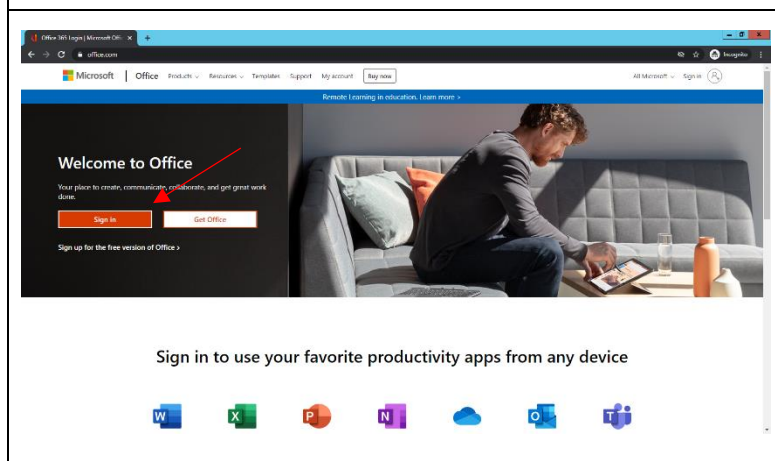
Once you have entered these details, you will be able to view your Childs 'Team' and home learning resources by following the steps below.

Logging in to Microsoft Teams

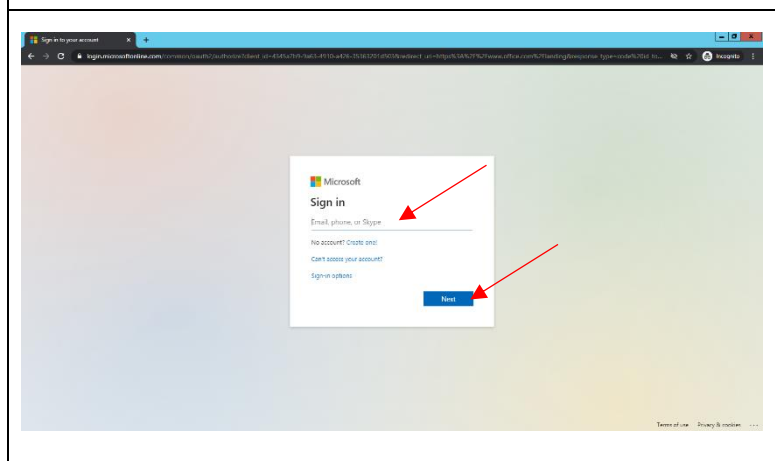
	<p>Open your internet browser on the device you are using. This could be Google Chrome, Microsoft Edge, Bing, Safari or any other browser you use.</p>
	<p>Navigate to www.google.co.uk and search for 'Office 365 log in'.</p>



Click on the first link.



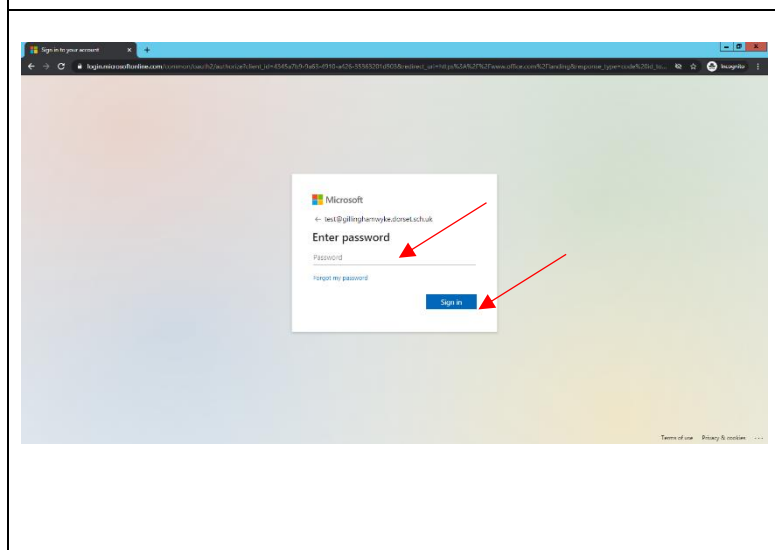
Click on 'sign in'.



Enter your child's email address here (sent to you by ParentMail on Friday 8th January, in a message called 'MICROSOFT TEAMS LOG IN DETAILS – your child's name')

It will be in this format:
firstname.surname@gillinghamwyke.dorset.sch.uk

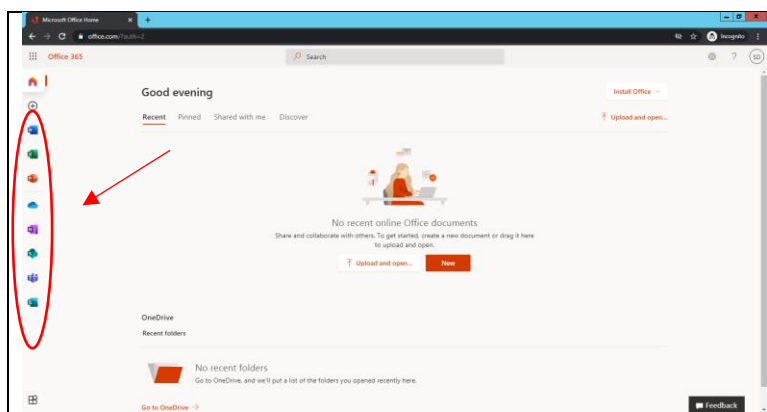
Then click 'next'.



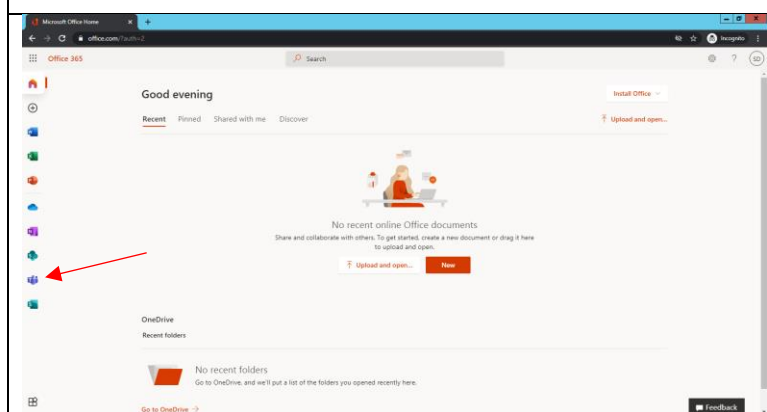
Enter your child's password (again you will find it in the ParentMail sent on Friday 8th January, in a message called 'MICROSOFT TEAMS LOG IN DETAILS – your child's name').

Then click 'sign in'.

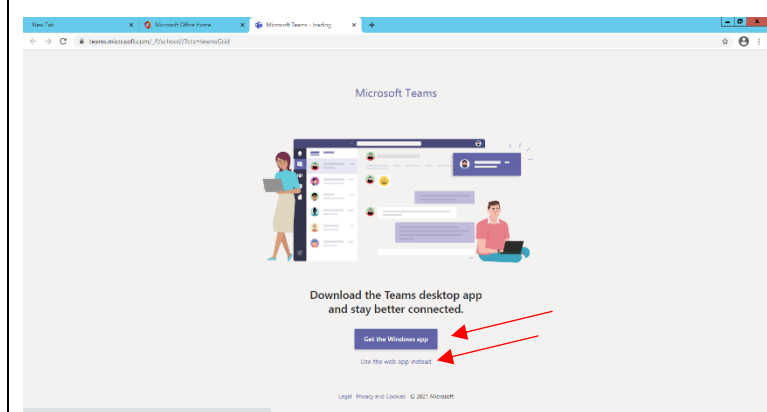
You will be asked if you want to save your password and if you want to stay signed in: please do not save your password and do not stay signed in to help us keep our network secure. This is particularly important if you have another user in the house and will avoid confusion between accounts.



On the left hand side you have a quick access menu. From this you can access online versions of Microsoft Word, Excel and PowerPoint as well as other features.

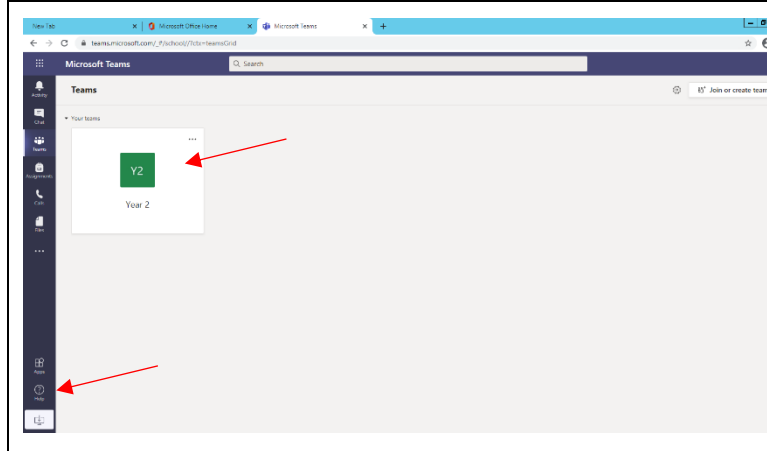


To access your child's class, click on the blue 'Teams' icon.



You can access Teams via the web browser or you can download the app. It depends what works for you and the device you have: the choice is yours.

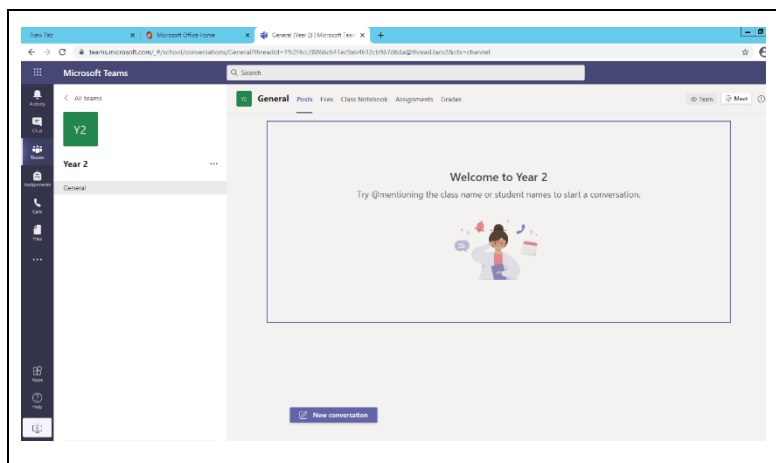
If you choose to download the app you will only have to download it once, after that you will automatically be redirected.



Once inside Teams you will see you have been allocated to a class. Please check this is correct.

There is also a really good 'help' section should you need support.

Click on your class which will take you to your class page.



This is where you will find any messages, work that is set (files), shared resources and marked work.

We understand that this is a completely new way of working and it may take some time to get used to and feel comfortable with. Don't be afraid to ask if you're not sure! As always, please do email the office on office@gillinghamwke.dorset.sch.uk with any questions or problems and we will do our very best to help.

Most importantly of all – do as much as you can manage with your child. Your best is good enough!