

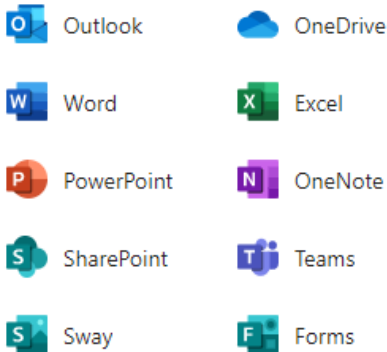
# Parent Guide to Microsoft Teams



Office 365 →

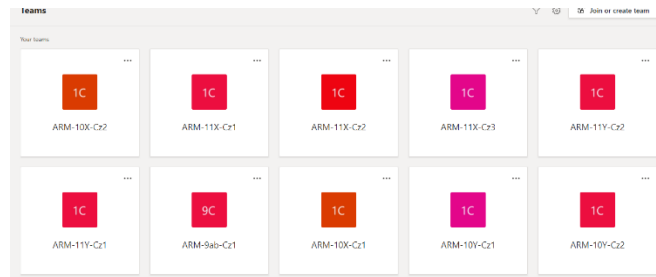
Students login to their Office365 using their school logon and password. When they open the page they go to the icon on the left hand side with 9 dots together. Once you click on this you will get the Apps shown on the left.

## Apps

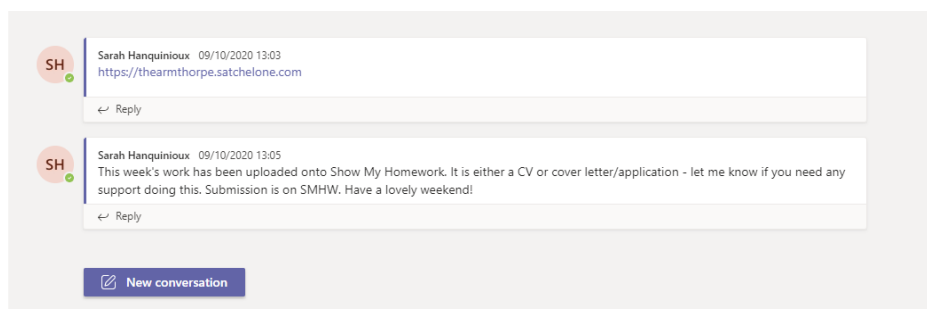


All apps →

Choose to open Teams. When in Teams students will be able to see all over their class like the image shown below.



When they should have their timetabled lesson students will click on their class code to enter the group, once in that groups students will be able to see staff comments in the chat function and any assignments and lesson resources that have been uploaded on the screen. Students then should just follow the instructions as set out by the class teacher.



If the class teacher has created a live lesson your child will see a screen like this, they can then click join to be part of that live class.

