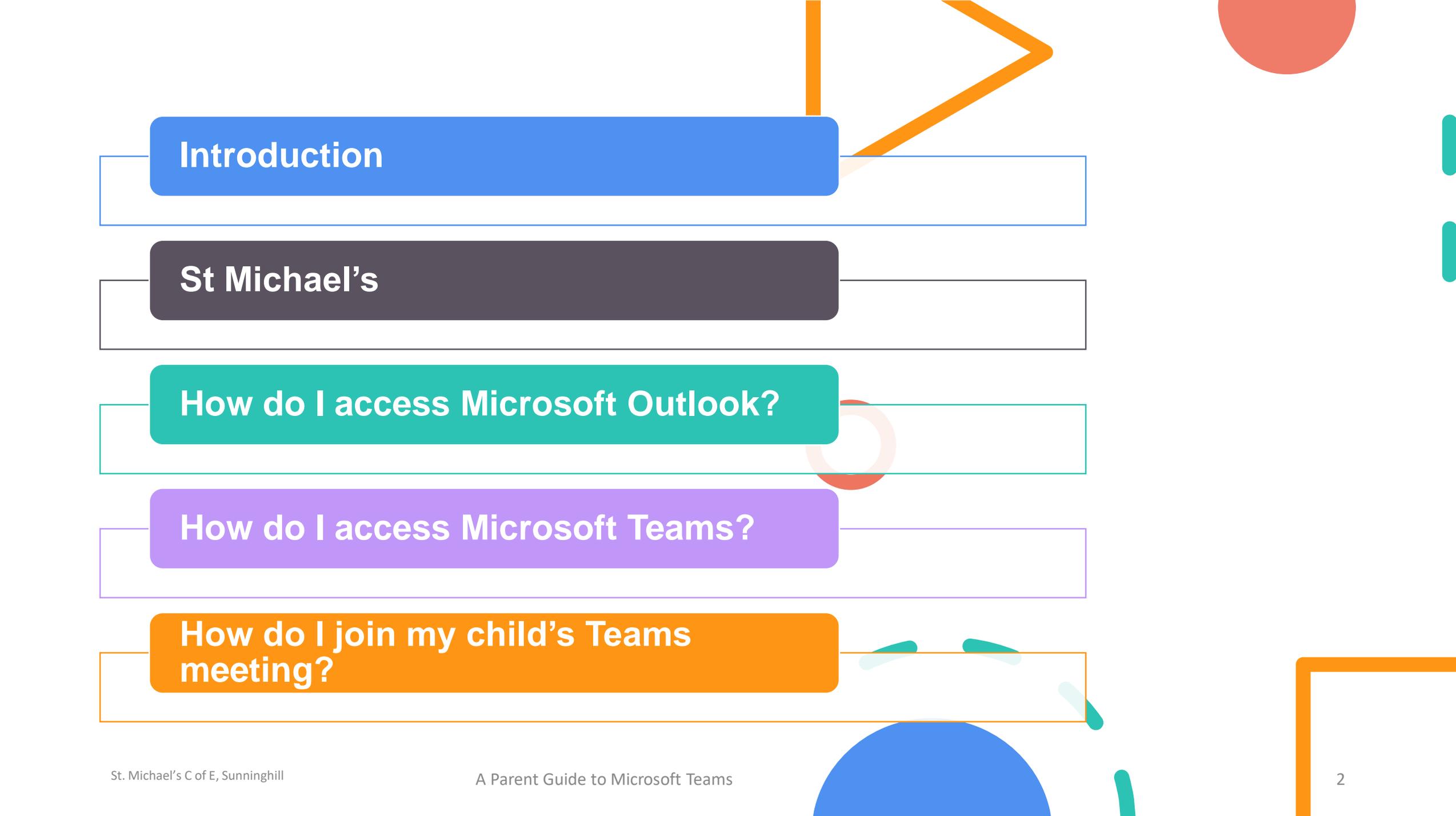


# A Parent Guide to *Microsoft* Teams

St. Michael's C of E, Sunninghill



The page features a decorative background with various geometric shapes in orange, teal, and blue. On the right side, there are vertical teal bars and a large red circle. At the bottom, there are teal brushstroke-like shapes and a large blue circle. The main content is organized into five horizontal sections, each with a colored header bar and a corresponding empty rectangular box below it.

**Introduction**

**St Michael's**

**How do I access Microsoft Outlook?**

**How do I access Microsoft Teams?**

**How do I join my child's Teams meeting?**



# **Introduction**

# Introduction:

## Microsoft Teams

- **Microsoft Teams** is a digital platform allowing teachers to meet with their classes more personally, via 'video conferencing'.
- **Microsoft Teams** is a safe and secure environment that lets teachers communicate with their pupils.





**Microsoft Teams  
at St. Michael's**

# St Michael's C of E Primary School, Sunninghill



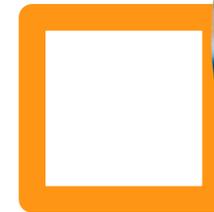
At our school, we will be using Microsoft Teams to allow teachers and pupils to virtually meet on a **weekly basis**, where possible.



Teachers are providing **remote learning** opportunities, as outlined by our Remote Learning Policy.



We expect pupils to follow our **Remote Learning Agreement** [located at the end of the Remote Learning Policy], and to only use the school email address for school purposes.





**How do I access  
Microsoft  
Outlook?**

## *“I’ve received my child’s email address and password: What do I do next?”*

# 01

You will have received your child’s **e-mail address** and **password** via email. This will have been sent to your own email address via the School Office. If you have not received this, please let the Office know.

# 02

The e-mail address will provide access to:-

**Office 365**  
<https://www.office.com/>

In the first instance, please ensure that you open **Microsoft Outlook** within Office 365 to view your child’s email.

# 03

Teachers will have emailed the Microsoft Teams invitations to your child’s email address from **Year Group Account Emails**.

# 04

Upon opening your child’s email, please **accept** the meeting by clicking on ‘Yes’ or the green tick towards the top right-hand-side of the email.

Please note, children will have to join the meeting from their **school account**.



**How do I access  
Microsoft Teams?**

# Two ways to use Microsoft Teams:

## 1) Web Browser:

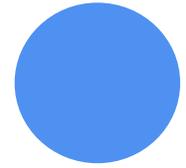
[www.teams.microsoft.com](https://www.teams.microsoft.com)

## 2) Teams App: You can download the Teams App to your computer, laptop, tablet or phone. Information about downloading the App can be located here:-

[www.microsoft.com/en-gb/microsoft-teams/download-app](https://www.microsoft.com/en-gb/microsoft-teams/download-app)



# How do I access Microsoft Teams on different devices?



## Step 1: Sign in to Microsoft Teams

- 1) In **Windows**, click **Start**, followed by **Microsoft Teams**
- 2) On **Mac**, go to the **Applications** folder and click on **Microsoft Teams**
- 3) On a **mobile device**, tap the **Teams** icon, once you have downloaded this from your device's App Store.



## Step 2: Sign in with your pupil's email address and password





**How do I join my  
child's Teams  
meeting?**

# Joining a Teams meeting from the App (Recommended)



From your Calendar on Microsoft Teams, select **Join** on a meeting before it's started or one that's in progress.



Turn on your **camera**.



Choose your **audio** settings.



Select **Join Now**.

## Apps



Outlook



OneDrive



Word



Excel



PowerPoint



OneNote



SharePoint



Teams



Class Notebook



Sway

# Joining a Teams meeting from the Web Browser



## Select

In your email invite, select '**Click here to join meeting**'.



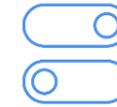
## Click

You have three choices:  
If you wish to continue with the web browser, click '**Continue on this browser**'.



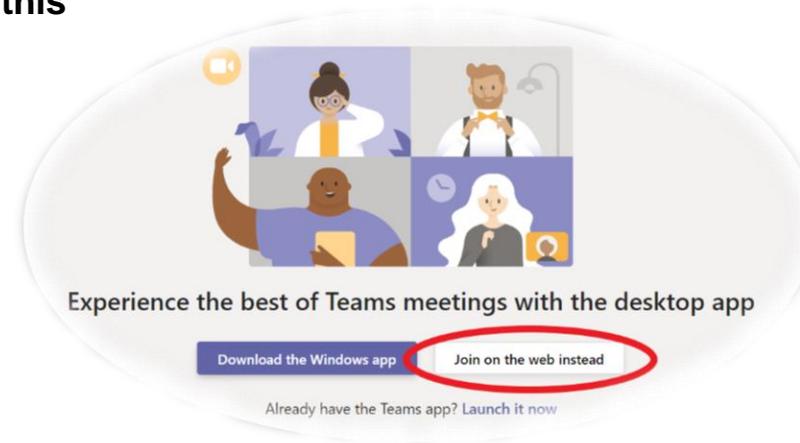
## Type

Type your **name**



## Choose

Choose your **audio** and **video** settings. Select **Join Now**.



# Useful Links

*Information within this document has been sourced from Microsoft Office*

## [Microsoft Teams: Video Training](https://support.microsoft.com/en-us/office/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7)

<https://support.microsoft.com/en-us/office/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>

## [Microsoft Teams: Join a Teams Meeting](https://support.microsoft.com/en-us/office/join-a-teams-meeting-078e9868-f1aa-4414-8bb9-ee88e9236ee4)

<https://support.microsoft.com/en-us/office/join-a-teams-meeting-078e9868-f1aa-4414-8bb9-ee88e9236ee4>

# Questions



Please direct all queries to our Office at St. Michael's Primary.



We thank you in advance for your patience and co-operation.