

How to use Microsoft Teams

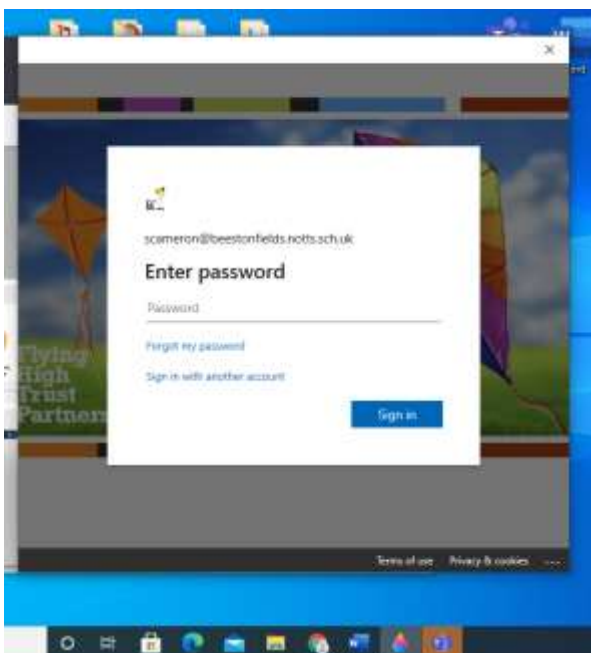
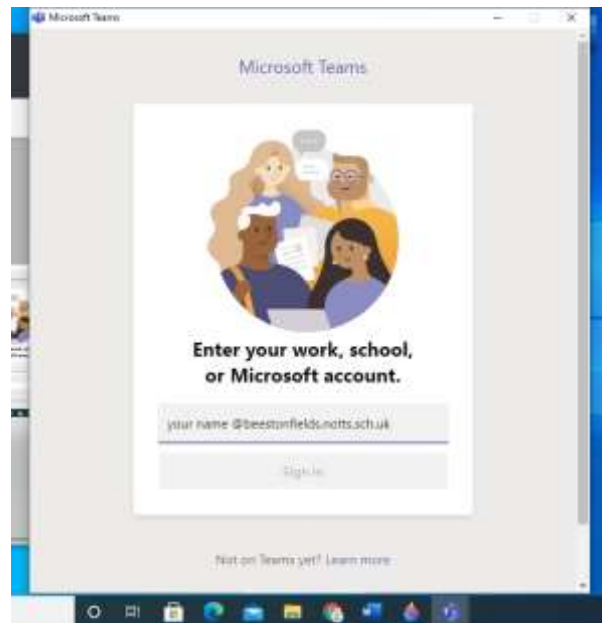
Teams will run from a web browser, but if you'd rather you can download it as an app from device stores. (Teams is a free app.) Here is a link to the app:

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>



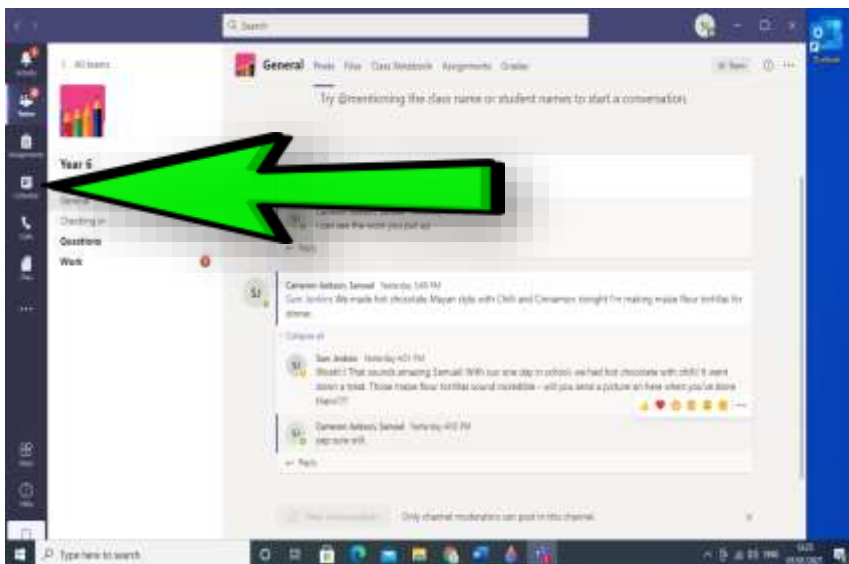
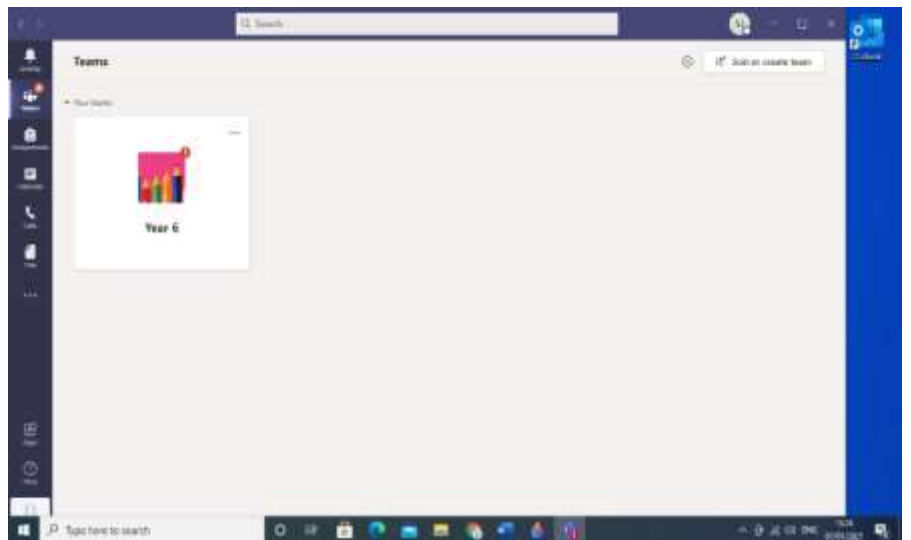
When you have it installed the logo looks like this.

If you click on it, you come to the login screen. Your teacher will have sent you your login details. First put in your username into this screen.



When you submit your username, it should change to this screen where you put in your password.

Then, you're in! It should look similar to this (the example below is for Year 6; your child will find their own year group's virtual class instead).



From here, you can navigate to the calendar. The date/time of your meeting will be highlighted on the calendar.

You can click on the highlighted section of the calendar and you will be prompted to join the meeting. Your teacher will admit you when the meeting starts.

