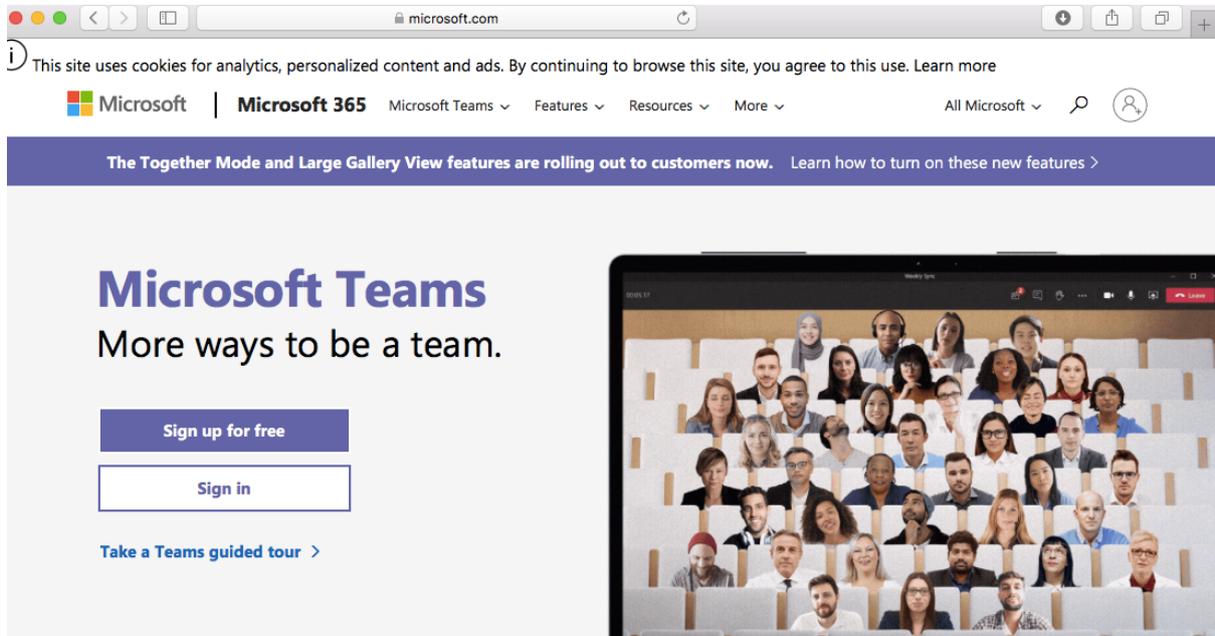


## Parent guide - Microsoft Teams

1) Using your internet browser type in [www.microsoft.com/teams](http://www.microsoft.com/teams)

You will then get the screen below - click 'sign in'



2a) Enter the email address for your child and the password - you must enter it exactly how it was given to you including the capital letters.

2b) When you have entered this information and clicked to sign in you will have to authenticate the account. Simply click on one of the options shown (either text message or email) and enter your own number or email. You will then be sent a verification code. This process will only need to be done once on the first time you sign in.

### don't lose access to your account!

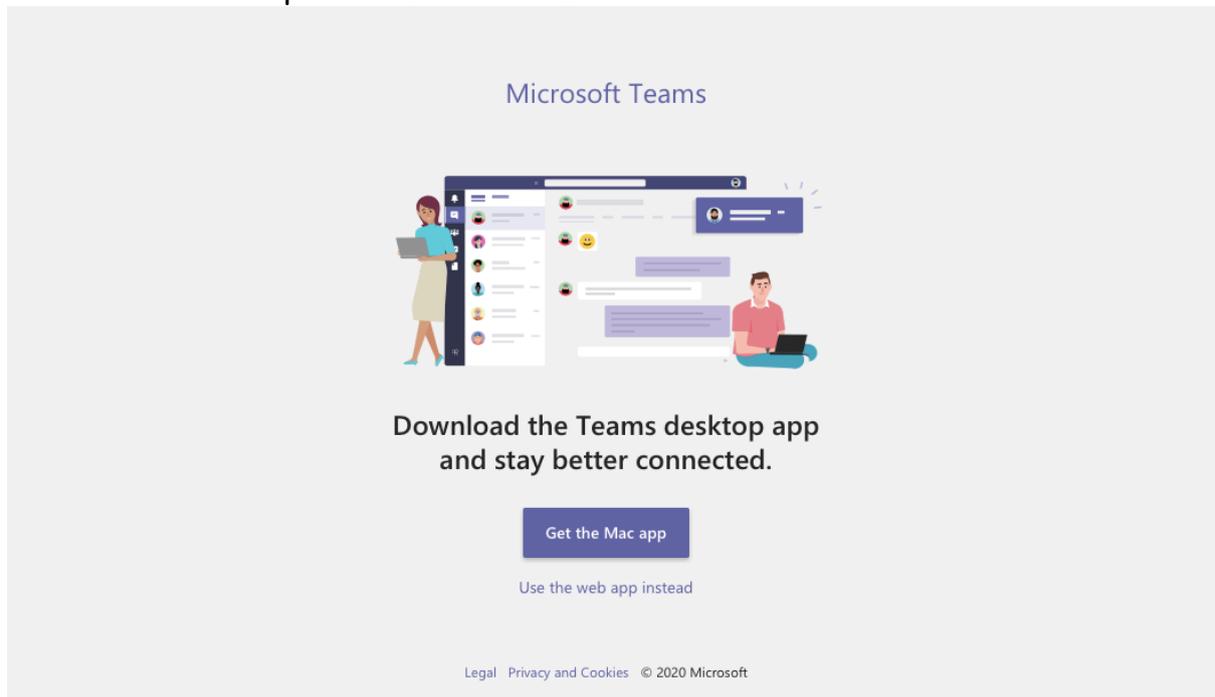
To make sure that you can reset your password, we need to collect some info so that we can verify who you are. We won't use this to spam you - we'll just use it to make your account more secure. **You'll need to set up at least 1 of the options below.**

! Authentication Phone is not configured. [Set it up now](#)

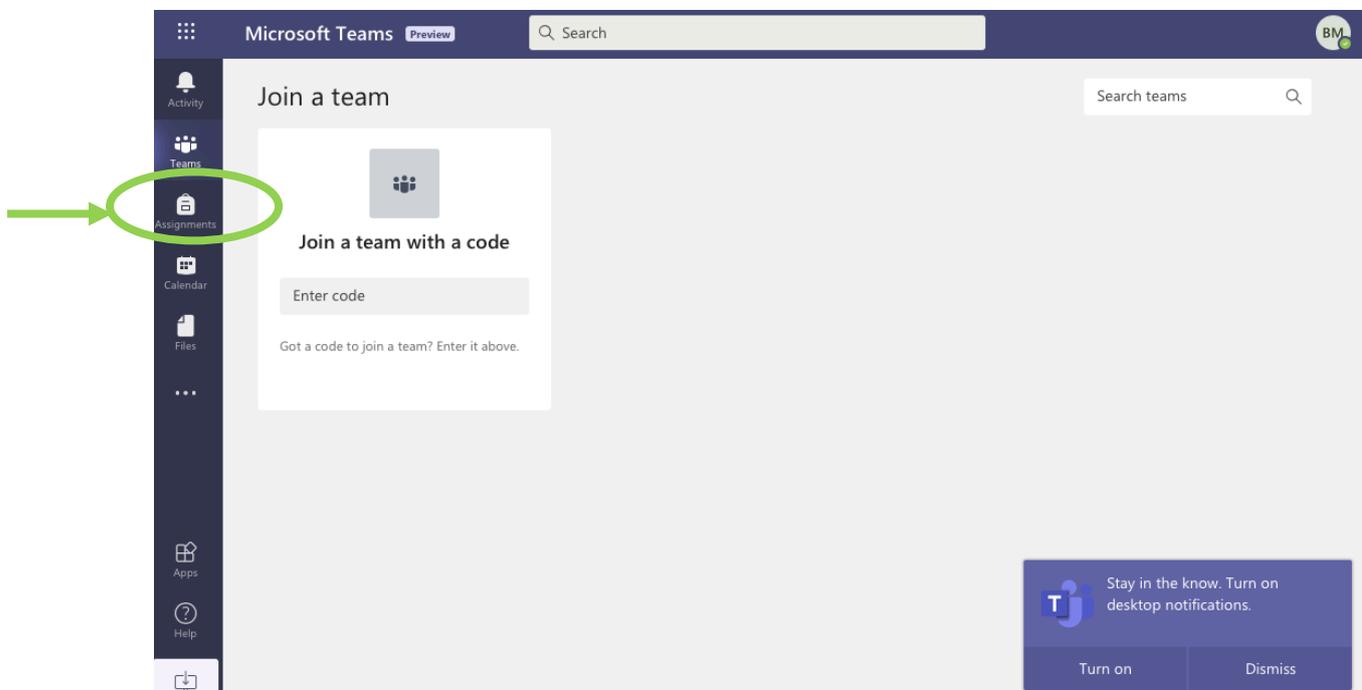
! Authentication Email Address is not configured. [Set it up now](#)

Finish Cancel

3) You will then be given the option to either download the app or use the web browser - either option is fine to use.

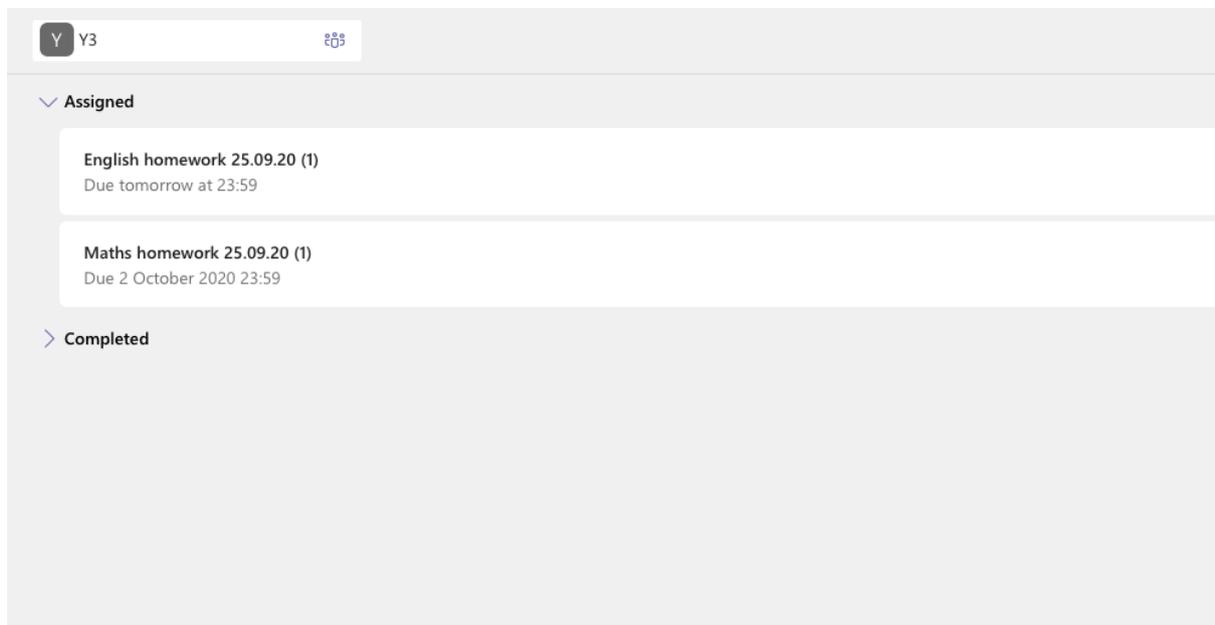
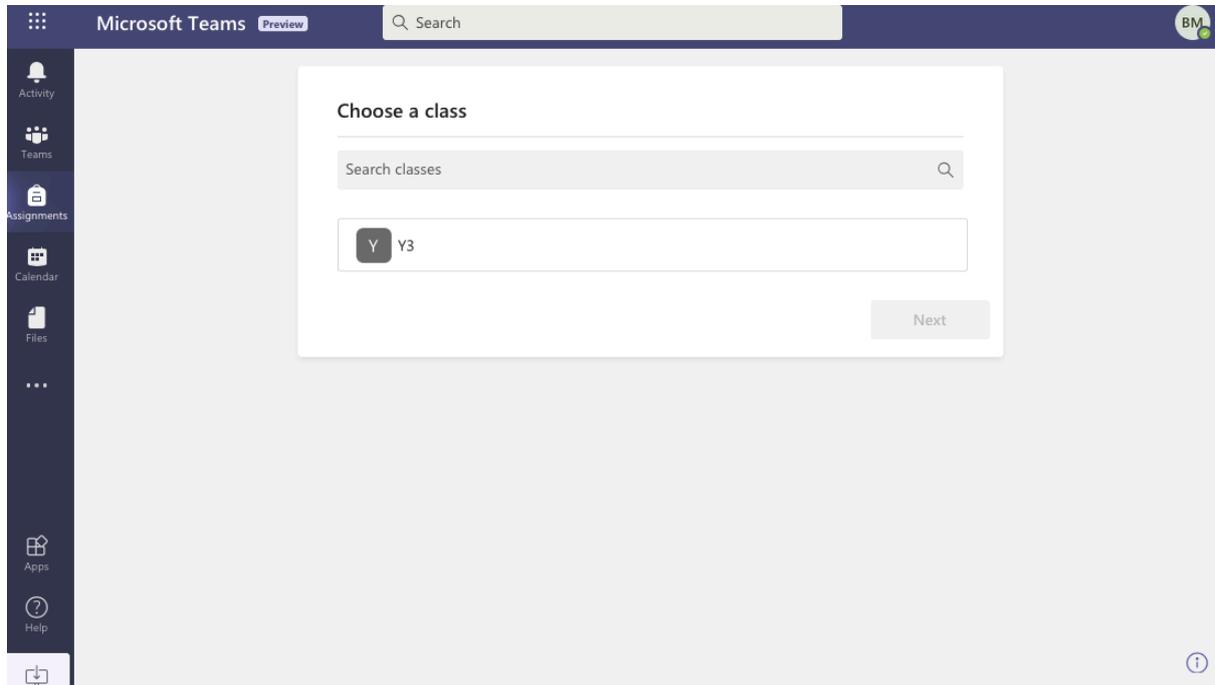


4) You will have successfully logged into our teams platform when you get the screen below.

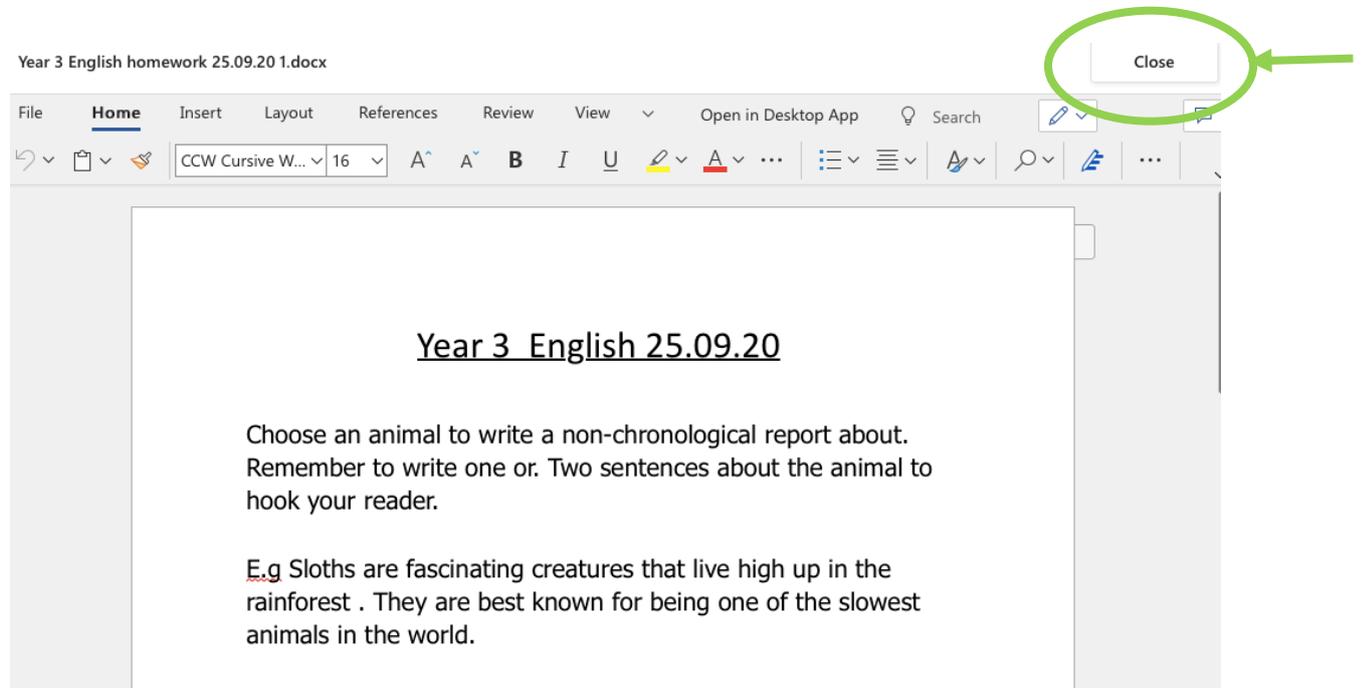


5) To access your child's work, click on 'assignments' along the left hand menu (circled in green above).

6) Once you have clicked on 'assignments' your child will have their year group shown (see below). Click on their year group and then click 'next'. This will take you to where all the work will be set (see below).



7) Next, click on the work you want your child to complete and this will open in your web browser as a word document. The child can now work through their activity on this document (even if you don't have Microsoft word on your device this document can still be added). Your child's work will automatically save every couple of minutes so you don't need to worry about this.



8) You don't have to do it all in one go - you can log back in as many times as you want during the week to add more or do more work on it. But when you have finished working on the document and work simply click on 'close' at the top right corner (highlighted above in green circle).

9) This will take you back to the original assessments page. When you have completed your work you and click on 'hand in' at the top right. This will send the work to your teacher.

[← Back](#)



## English homework 25.09.20 (1)

Points  
No points

Due 2 October 2020 23:59

Instructions  
*None*

My work

 Year 3 English homework 25.09.20 1.docx ...

 [Add work](#)