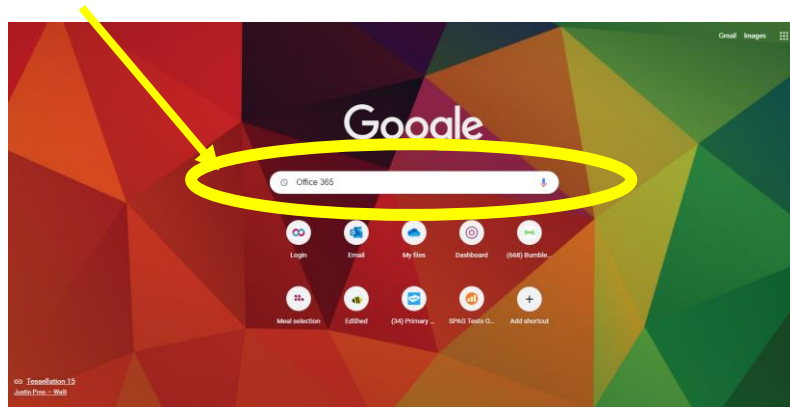


Logging in to your School Office 365 account and Microsoft Teams for the first time

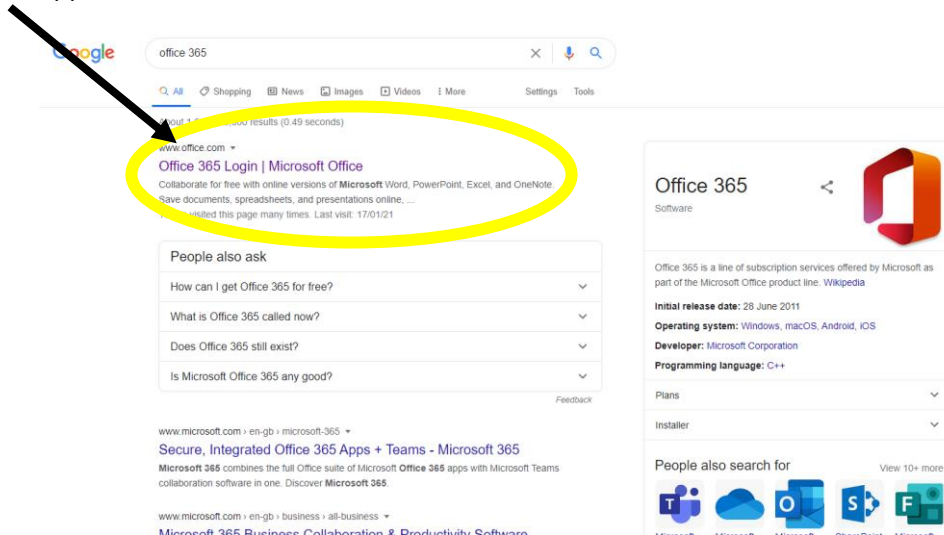
Step 1

Search for Office 365 in your usual search engine.



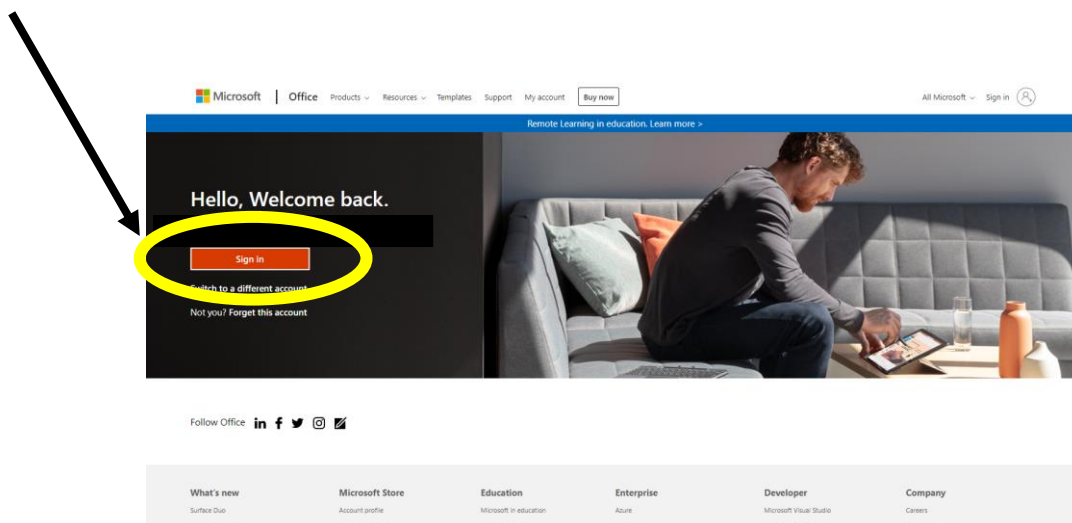
Step 2

Click the link which appears as seen below:



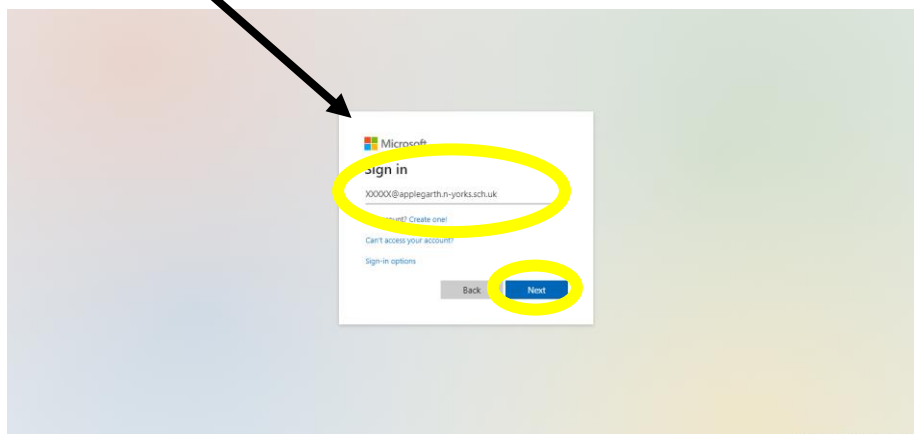
Step 3

Click onto 'Sign In' (the orange button).



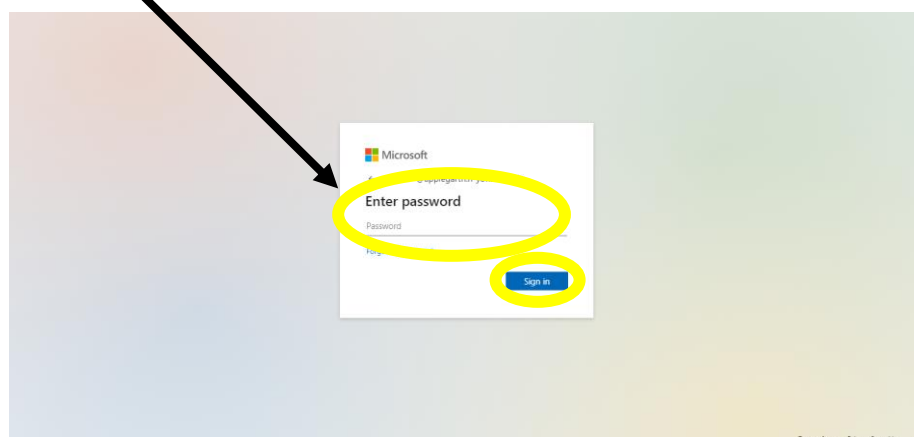
Step 4

Type in your child's school email address. If you are already using a Microsoft log in for another member of the household, you will need to select: 'sign in with a different account'. Once you have typed the email address, select 'Next'.



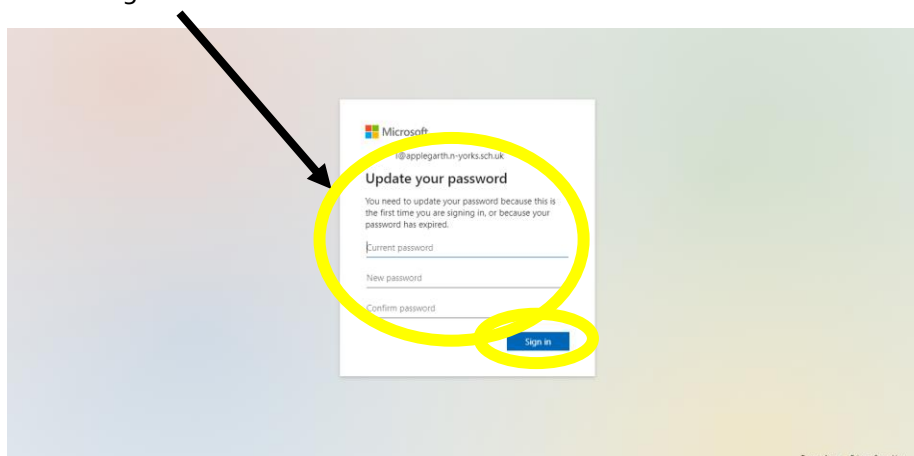
Step 5

Enter your child's password and click 'Sign in'.



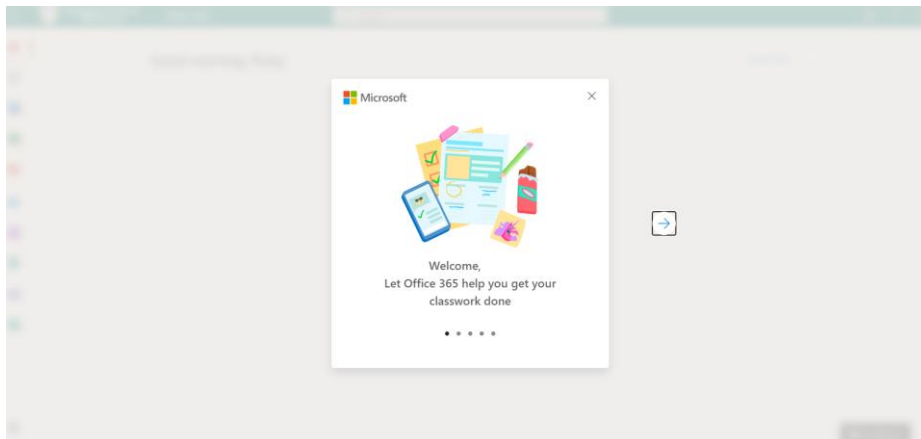
Step 6

If this is the first time you are logging in, you will be prompted to change your password. Enter the current password (the one provided by school) and then enter a new password which is memorable; you will need to enter the new password twice. Then click 'sign in'.



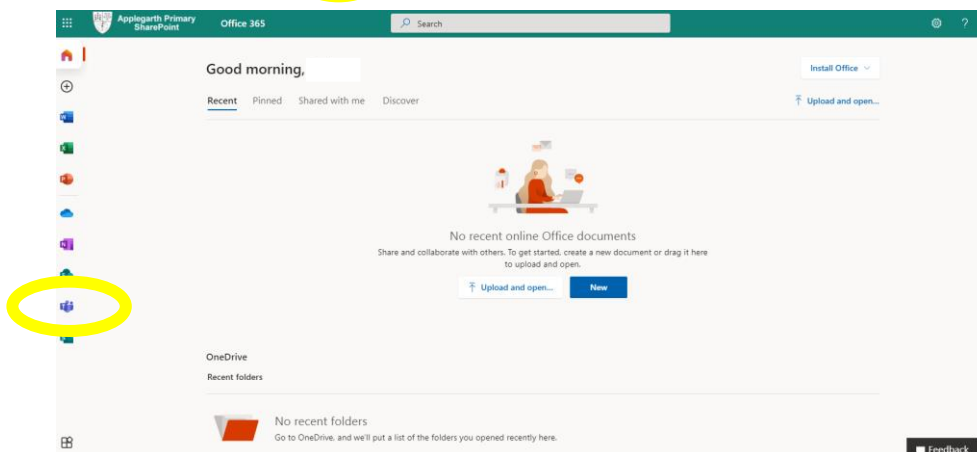
Step 6

You will then be taken to a small overview of the Office 365 facilities for pupils. Click through the prompts to then be taken to your child's account.



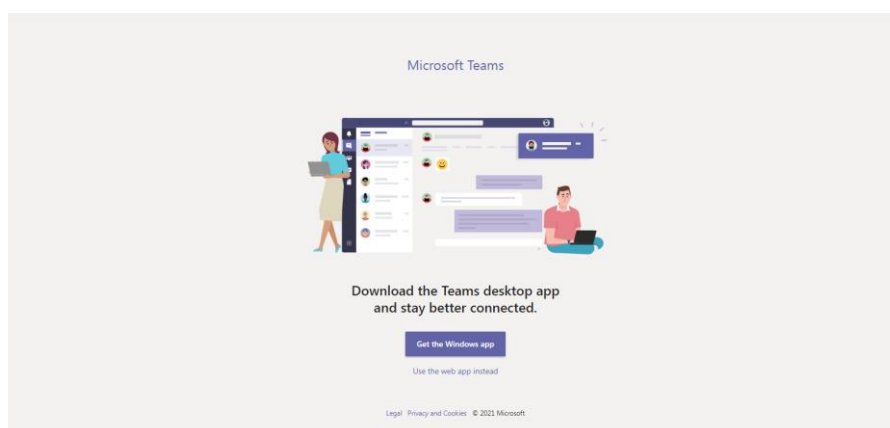
Step 7

Click on the Microsoft Teams icon.



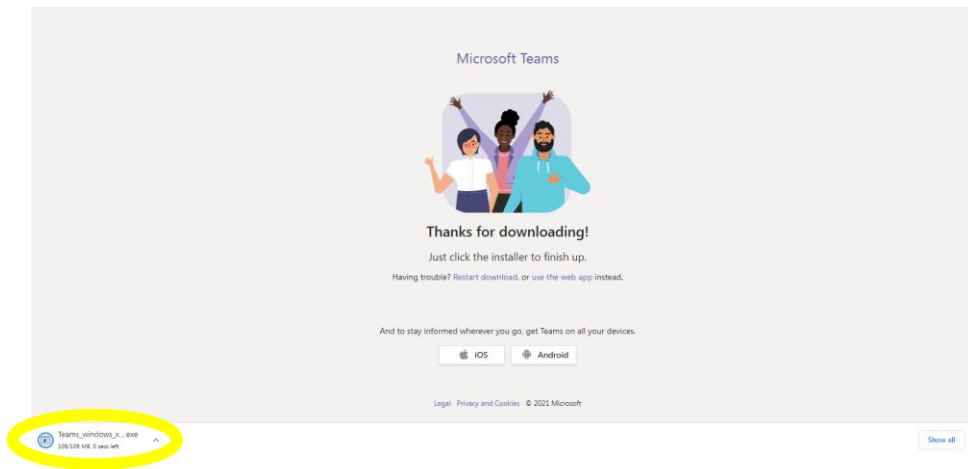
Step 8 – Downloading the app

You may then be given the option to run Microsoft Teams through the web browser, or download the app and use it from there. This is a personal preference, although the app tends to be easier to use.



Step 9 – Downloading the app

If you chose to download the app to your computer, click the big purple button displayed on the previous picture, your computer will then automatically begin the download. Let it run. Once your computer has done this step, you will be then prompted how to complete the download (each device will differ in how it does this).



Final Steps

Once you have accessed the Teams app either through the web browser or by downloading, your child will be able to access meetings with their class teacher by opening the link in the Teams app. It is a good idea to have notifications turned on if you can, as this will alert your child to an upcoming meeting that day.

Accessing via tablet or mobile device

You have several options. You can:

- 1 – Visit your device's web browser and follow the instructions outlined above (web browser may differ depending upon your device e.g. Safari / Chrome / Edge / Silk)
- 2 – Visit your device's app store and download the Teams app. You will still need your child's email and password to access their teams account.