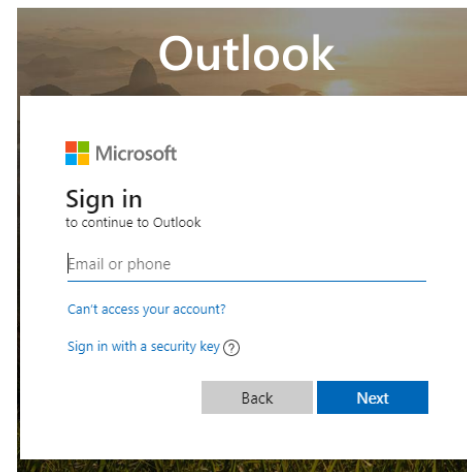# A quick guide to using Microsoft Teams

Microsoft Teams requires your child to log in (this ensures all data is kept personal and secure). This is always done using their own login, whether using an internet browser such as Internet Explorer or accessing directly via the Microsoft Teams app. Your child should already have a copy of their username and password – if not, please ask your child's teacher for this.
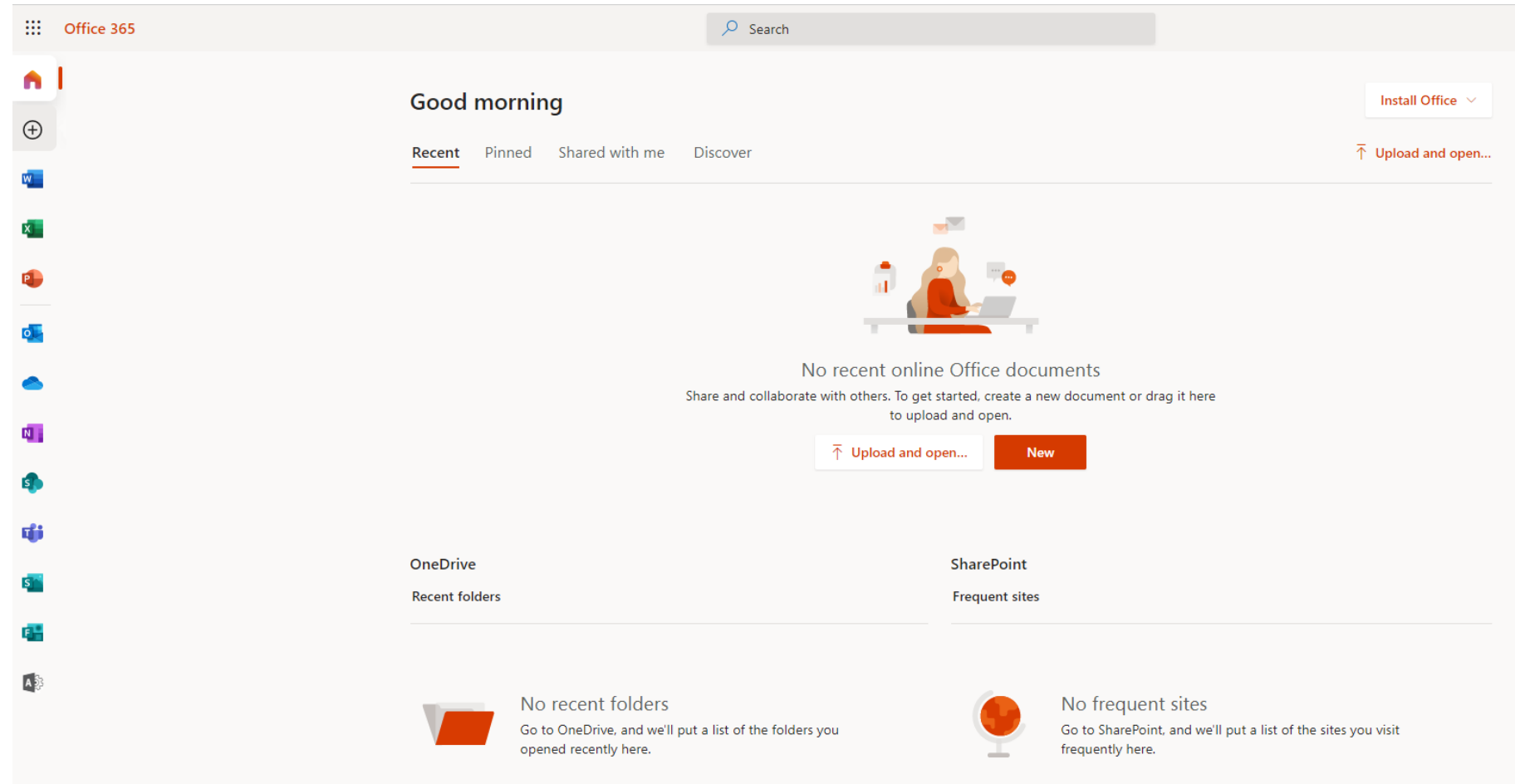
Go to: https:/login.microsoftonline.com

Login in to your account with your login details.

Accessing via a web browser

The Apps menu will appear.

Click Teams,

Teams

This is what the team will look like when you arrive.

- '**Posts**' is where general conversations regarding classwork/home learning can take place. Pupils are able to post a comment, and can also reply to others' comments and questions. You can also upload/attach files, pictures and documents into a post.

- '**Files**' is where your child can access Word documents, PowerPoints etc. saved by their teacher. Files may be organised into different folders – simply click the folder to access the files within. Pupils can open a file by clicking on its name. They can also collaborate on a document – all changes made can be seen by everyone who is a member of the team – great for working together on a project or sharing questions.

- The '**+**' icon is where your child can access other Microsoft apps (i.e. Word, PowerPoint) and where your child's class teacher may save frequently used websites.

We would remind pupils of our usual online safety rules and responsibilities which should be followed at all times when using Microsoft Teams – i.e. being mindful of others' thoughts and feelings, only posting comments and questions relating to classwork and home learning, etc.