

## An Introduction to Microsoft Teams for Parents/Carers

### Accessing Microsoft Teams

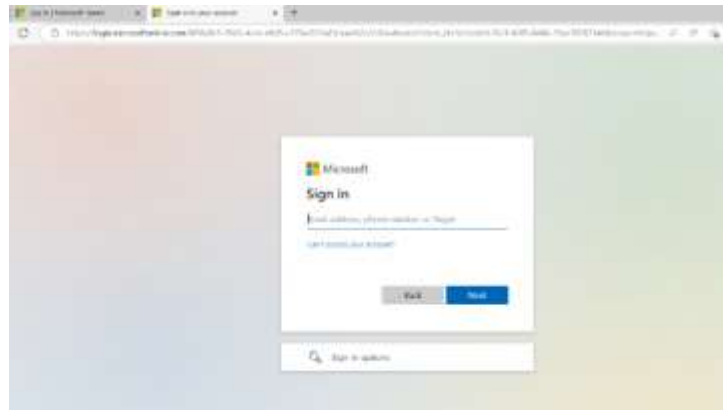
Microsoft Teams requires your child to log in (this ensures all data is kept personal and secure). This is always done using their school login, whether using an internet browser such as Chrome/Edge/Safari or accessing directly via the Microsoft Teams app.

We will let you know what your child's username and password will be.

#### **Accessing via a web browser:**

On a new tab, browse to the Teams website by typing the following URL into a web browser:

<https://teams.microsoft.com>



Your child should then login with their school username and password. Once logged in, you will be taken through to your child's Teams site, which should look something like this:



#### **Accessing directly via the Microsoft Teams App:**

Microsoft Teams is also available as a free download from the app store on most Apple and Android devices and can be downloaded onto both tablets and mobile phones. Search for 'Microsoft Teams' on your regular app store and then download directly from there.

Please note that the experience of Teams is better suited to a laptop; using a phone may have limited features due to the smaller screen size.

#### **Using Microsoft Teams:**

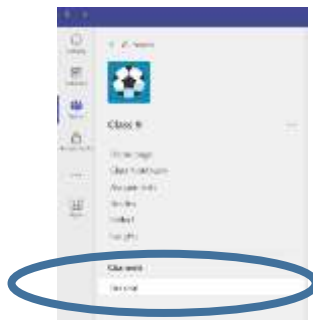
Once your child has logged into Microsoft Teams, they should be able to see a screen similar to the one at the top of the next page, with any classes they are part of appearing in the 'Teams' section.



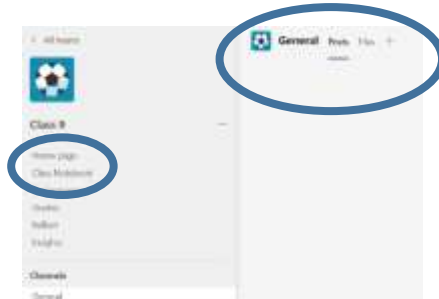
Please note that this will look slightly different depending on whether your child is accessing from a web browser (as above) or directly via the app, but the 'labels' should remain the same. (The menus or tabs appear down the left-hand side on a web browser, but along the bottom of the screen on the app).

Once in a Class Team, there may be different channels which allows the teachers to organise information on different topics/themes. These will be shown underneath the name of the Team, as shown in the picture below:

For the time being, we will only be using a 'General' channel. Other subjects may be added in the future.



Along the top of the Team, you will see different tabs, namely 'Posts', 'Files' and 'Assignments', as shown in the picture below. These are where you can access different features within the Team.



- 'Posts' is where general conversations regarding home learning can take place. Pupils can post a comment and can reply to others' comments and questions. You can also upload or attach files, pictures and documents into a post.
- 'Files' is where your child can access Word documents, PowerPoints etc. saved by their teacher (as shown below). 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.
- 'Assignments' is where your child will find specific tasks that have been set for the class. This could be something as simple as answering a set of multiple choice questions, to writing for a specific subject.

This covers the main features that Microsoft Teams will be used for. We would remind pupils of our usual online safety rules and responsibilities which should be followed at all times when using Teams, i.e. being mindful of the thoughts and feelings of others, only posting comments and questions relating to home learning.

If you have any difficulties using Teams, please do not hesitate to contact us in school, e.g. by sending an email with details of the issue to [enquiry@walmley-iun.bham.sch.uk](mailto:enquiry@walmley-iun.bham.sch.uk). Thank you for your support.