

## How to use our school's Microsoft Class Team

Please help your child to follow these steps so they can continue to complete learning activities, hand them in, and get feedback from teachers while they can't come into school.

**Note:** your child will need their log-in details for their school Office 365 account to complete the steps below.

### Smartphones and tablets: download the free Microsoft Teams app

Android devices	iOS devices (iPhones, iPods, and iPads)
<ul style="list-style-type: none"> <li>➤ Open the Play Store app</li> <li>➤ Search for 'Microsoft Teams'</li> <li>➤ Tap 'Microsoft Teams'</li> <li>➤ Tap 'Install'</li> </ul>	<ul style="list-style-type: none"> <li>➤ Open the App Store app</li> <li>➤ Search for 'Microsoft Teams'</li> <li>➤ Tap 'Microsoft Teams'</li> <li>➤ Tap 'Get'</li> </ul>

### Computers and laptops: download Microsoft Teams

Your child needs to:

- Go to [www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app](http://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app)
- Click 'Download Teams'
- Once it's downloaded, click on the installer to run the app
- Log in to their Office 365 account

### How to access video lessons with teachers (computers and laptops)

Your child needs to:

- Open the Teams app
- Click on the calendar icon on the left hand side
- Click onto the scheduled meeting
- Click on Join