Microsoft 365 Teams Parental Login Guide
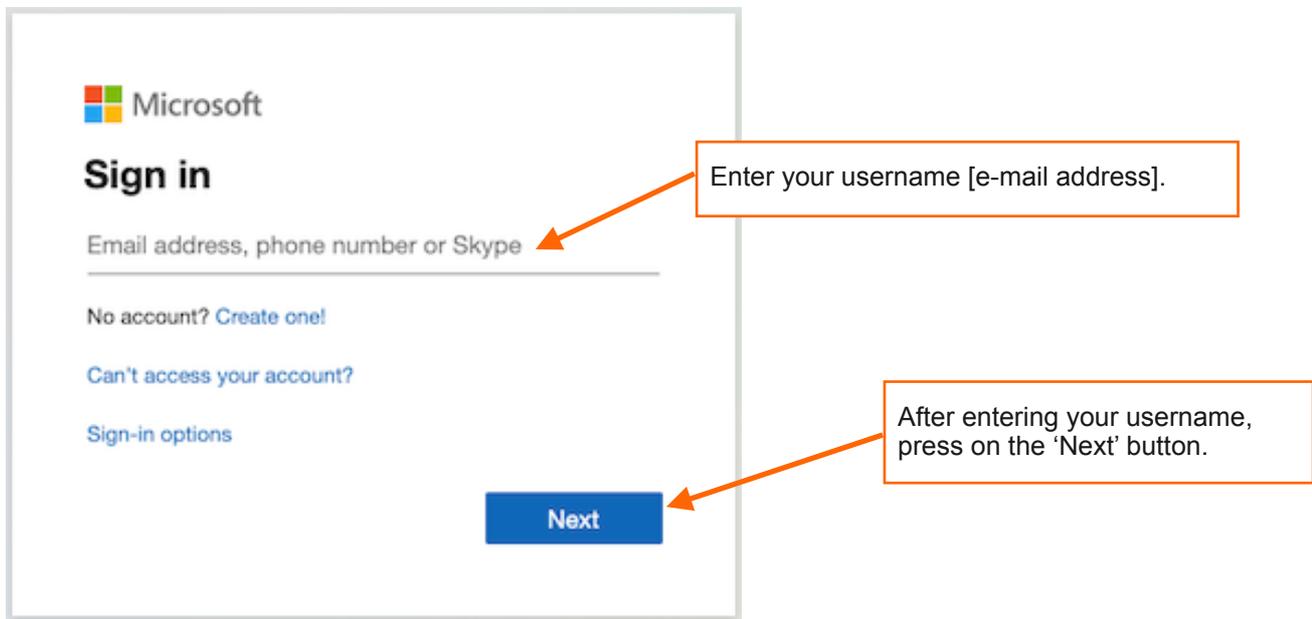
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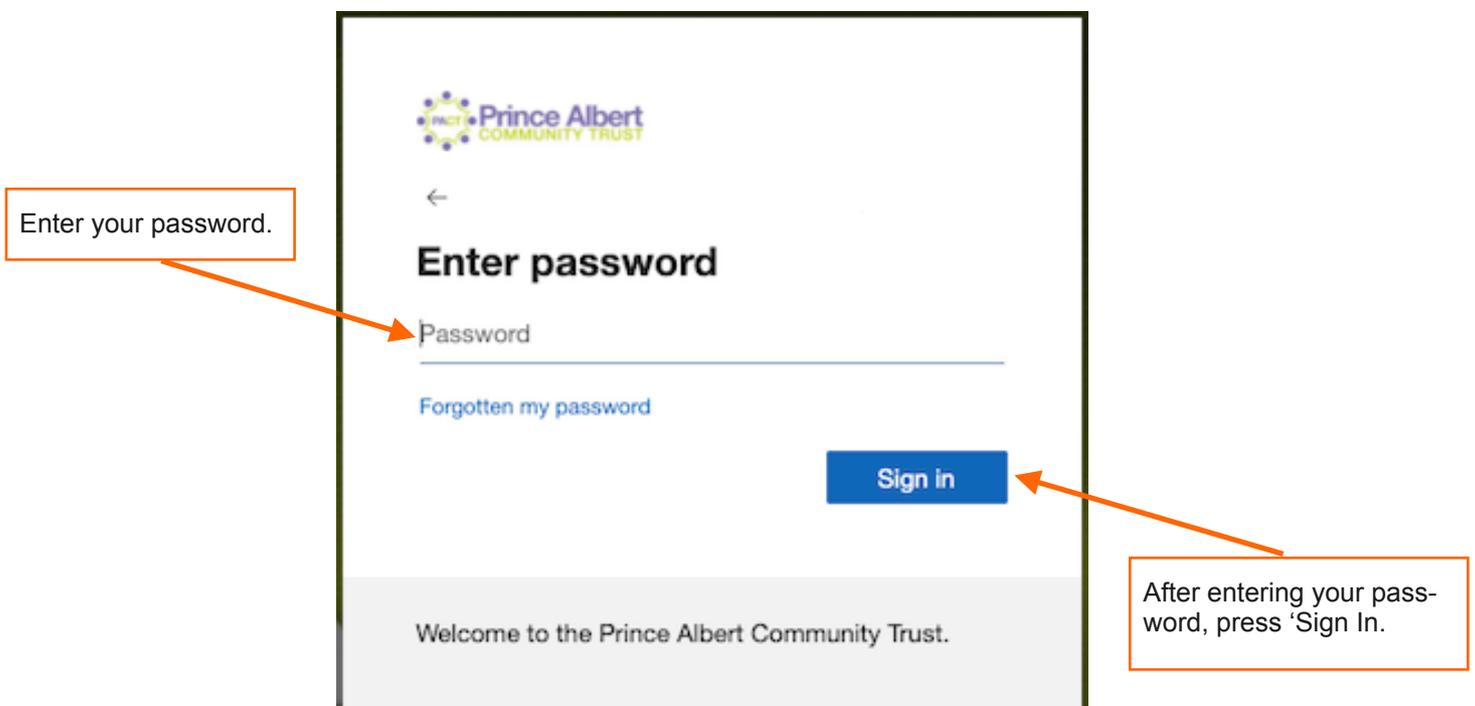**Logging into Teams for the first time**
Once you have received your child's Teams username and password from the school, you will need to login for the first time and update your password.

To access Teams, you can simply visit the website teams.microsoft.com in a web browser. For a better experience, we would recommend that you download and install the Microsoft Teams application which is available for Windows, Mac and iOS devices. To download the right version for your device, visit the website https://teams.microsoft.com/downloads.

Begin the logon process on your chosen platform by entering the username [this will be an e-mail address] and pressing on the 'Next' button to proceed to the next step.

Microsoft

Sign in

Email address, phone number or Skype

No account? Create one!

Can't access your account?

Sign-in options

[Next]

> Enter your username [e-mail address].

> After entering your username, press on the 'Next' button.

You will then be asked to enter your password. Please enter the password that was sent to you.

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Enter password

Password

Forgotten my password

[Sign in]

Welcome to the Prince Albert Community Trust.

> Enter your password.

> After entering your password, press 'Sign In.

Upon successfully entering the username and password that was sent to you, you'll then be prompted to update your password.
To do this, simply enter your current password [the one that was sent to you by the school] and then enter a new password of your choosing. If you need to write down your password to help remember it, please make sure you keep it in a safe place.

Passwords can't contain your username or name and need to be at least 8 characters long with at least 3 of the following: upper-case letter, lower-case letter, number and/or symbol.

Press on 'Sign In' to update your password and Sign In to Teams.

Enter the password that the school has provided.

Enter your chosen password.

Enter your chosen password again.

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Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

Sign in

Welcome to the Prince Albert Community Trust.

After entering your new password, press 'Sign In'.