

Microsoft 365 Teams Parental User Guide



September 2020

v1.0

Welcome to Microsoft Teams

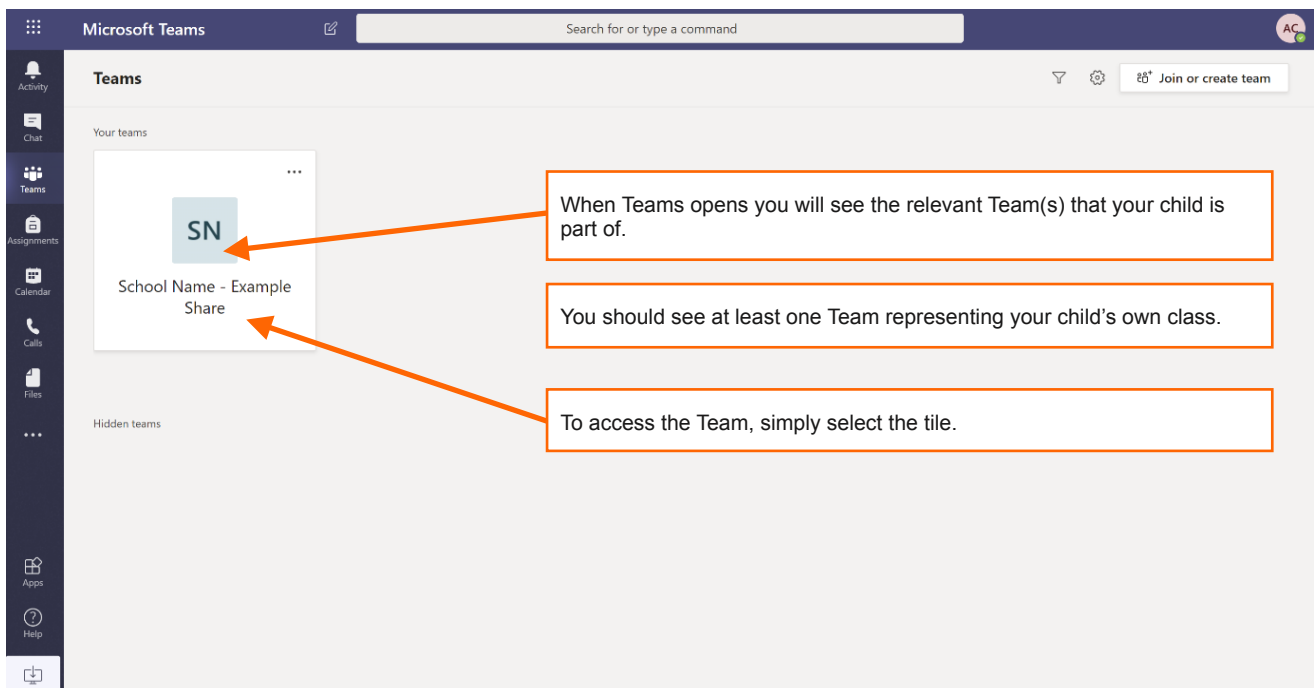
Your school will be using Microsoft Teams to provide remote learning and support for your child. A team is a collection of people, conversations, and files—all in one place.

Accessing and using Microsoft Teams

Your school will provide you with a username and password for you and your child to access Teams. This may be provided via SMS message, or via a letter home.

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>.

Login using your username and password and you should see a screen similar to the one below.



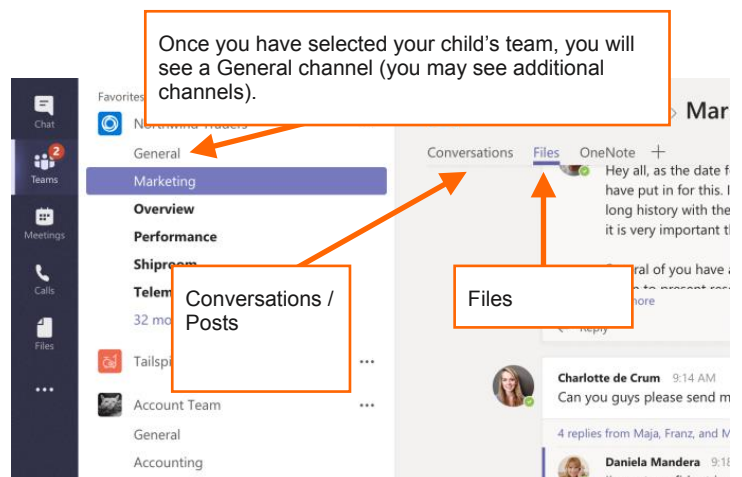
Please note, Teams may look slightly different from the screenshots used in this guide depending on the device you are using, however, the principles remain the same throughout.

A channel is a discussion in a team, dedicated to a project or topic.

Pick a channel to explore the Conversations/Posts, Files, and more.

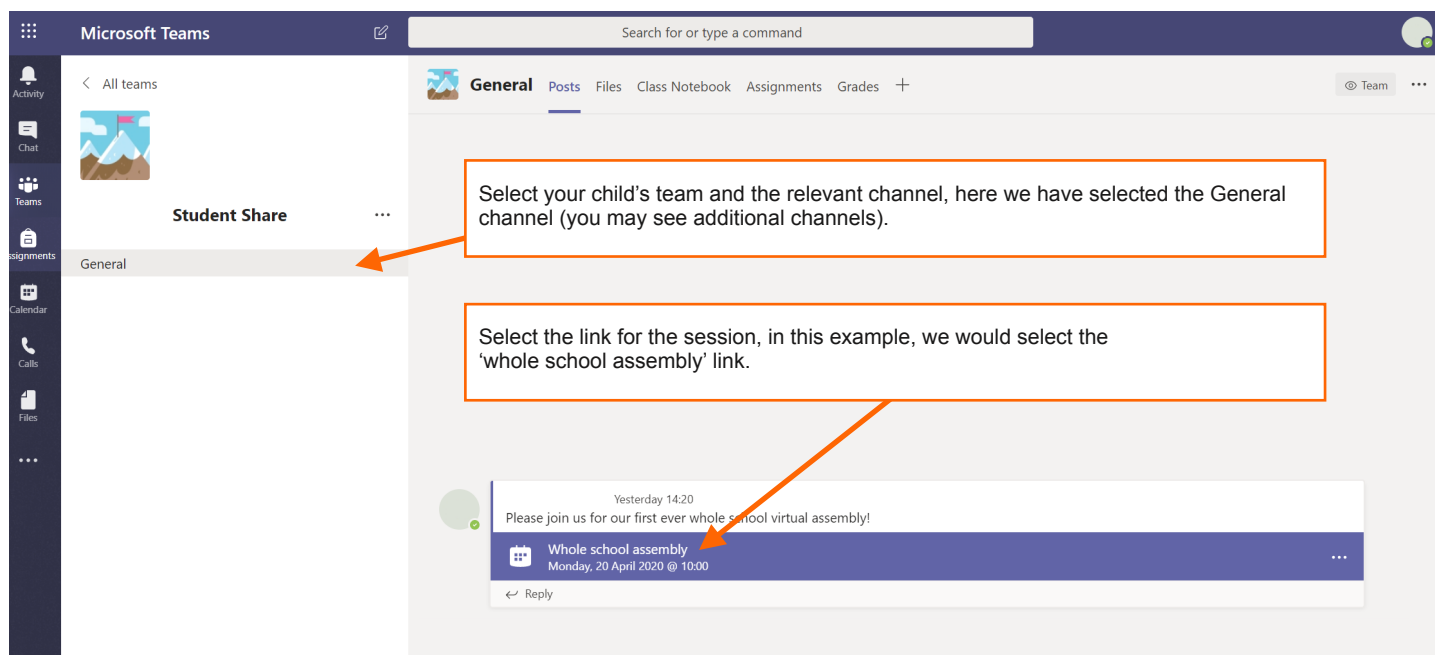
Your child's teacher may post comments, tasks, and information within the **conversations/posts** tab. Please remember, comments made in this tab can be seen by all pupils/parents/staff in the team.

Your child's teacher may upload work for completion by adding documents, videos, links to websites and more in the files tab. They may also link to these documents in the comments made in the conversations tab.

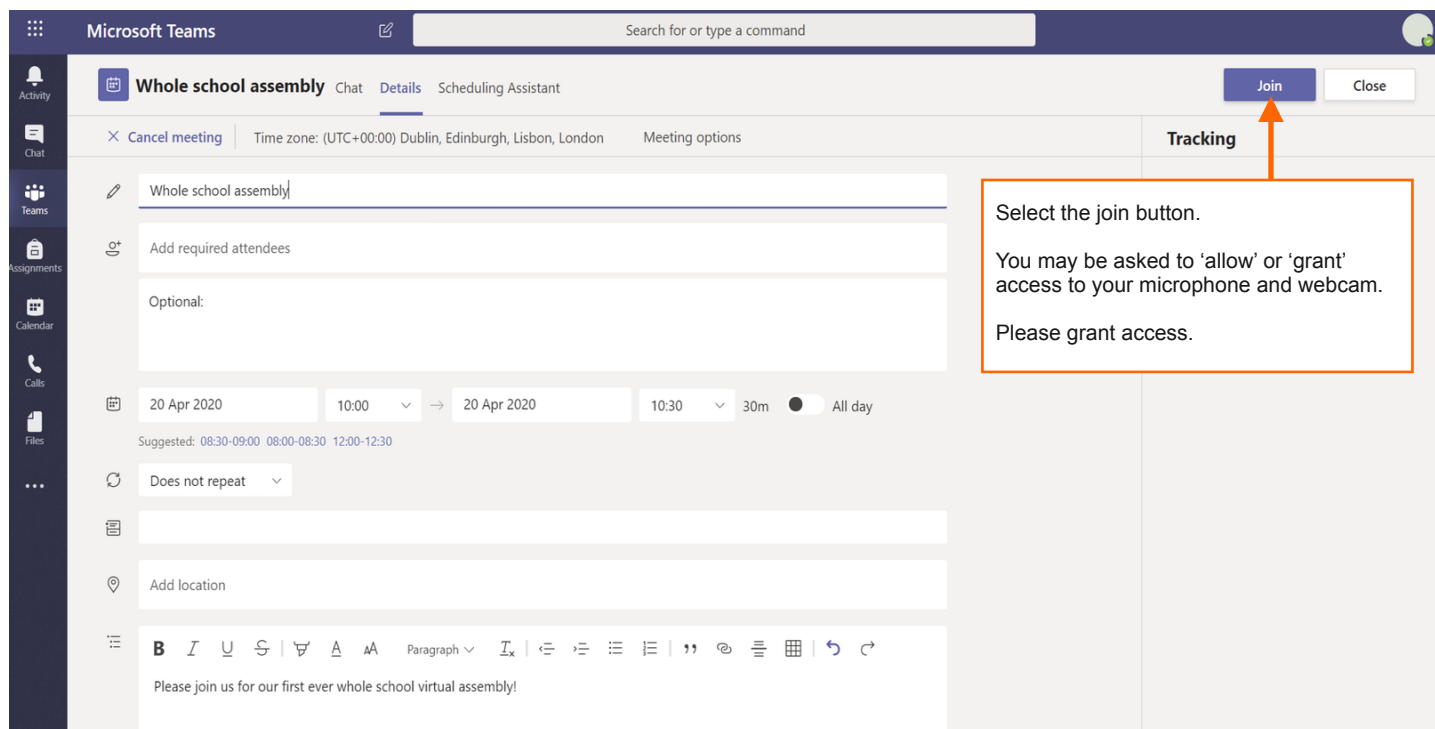


Joining meetings / live lessons

Should there be an opportunity for any interactive/live sessions, such as an assembly, this would be posted as a link to the relevant channel and accessed as follows.



Once you have selected the interactive/live session, you will see the screen below (or similar), simply select the join button to join the session.



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Ready to dig deeper into the capabilities that Microsoft Teams has to offer?

Visit <https://go.microsoft.com/fwlink/?linkid=2008318> to explore free video training.