



Dear Parents and Carers,

We are very excited to share with you the next steps in supporting your children with their remote learning via Microsoft Teams.

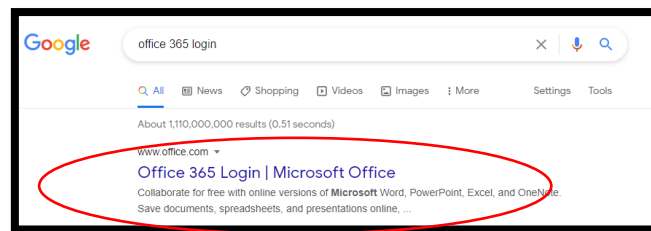
The Parent Guide below identifies a few steps that you will need to follow to log into your child's account and to download the app on to a desktop or tablet. On the next few pages of this letter, you will find your child's login details and information on how to support your child with the initial setup and access of Microsoft Teams either using a desktop, tablet or mobile.

If you have any problems accessing Microsoft Teams, please message your class teacher on Class Dojo or the class email.

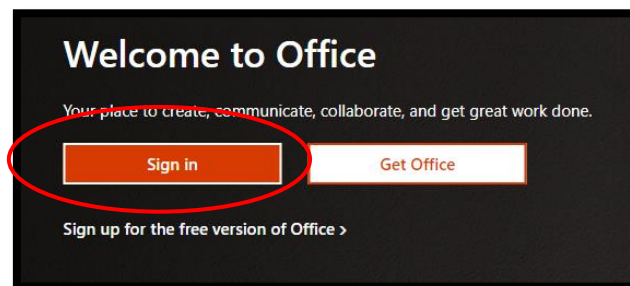
Teacher's will notify you through Class Dojo of the date and time of their first Live session.

### **Email Set Up**

Search for 'Office 365 Login':



Click on the link and go into the sign in page:



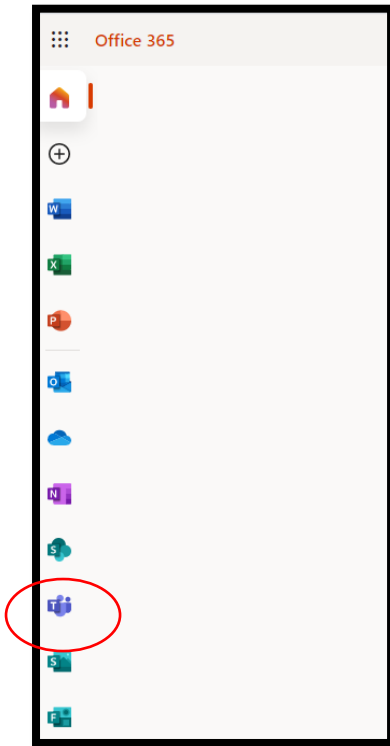
Then sign in using your email set up with the following information:

Email address:

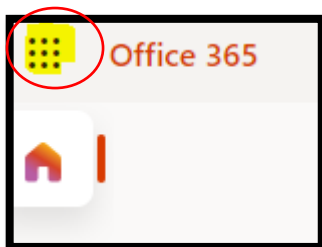
Password:

## Microsoft Teams Set Up

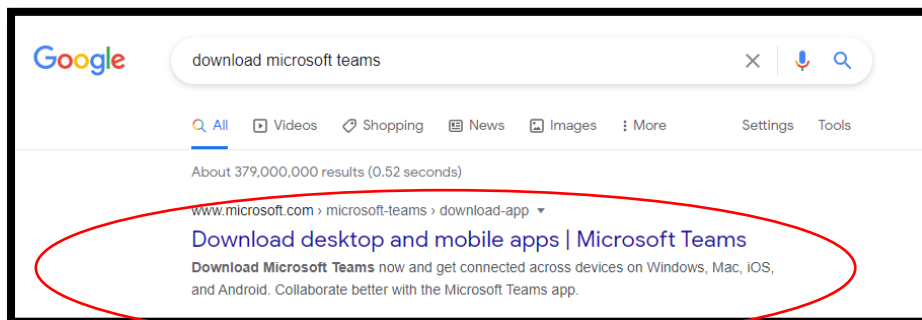
You can access Microsoft Teams through the Office 365 web browser that will either be displayed down the side or across the top (depending on your device):



Now that your child has an Office 365 account, they can access all of the apps down the side and there are many more in this icon as well.

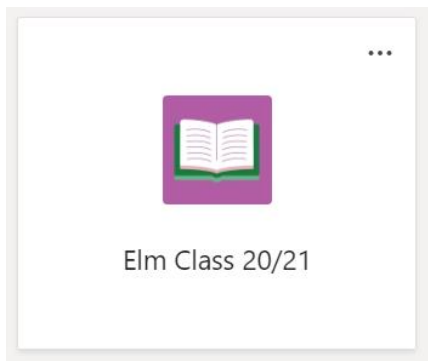
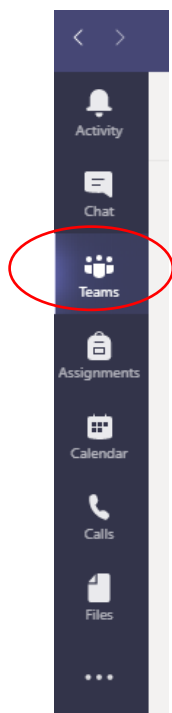


Just click on the app and it will take you to the Teams Webpage. We recommend that you download the app by searching 'Download Microsoft Teams App' and logging in using the email address and password as this will enable your child to see more of their peers when in a call.

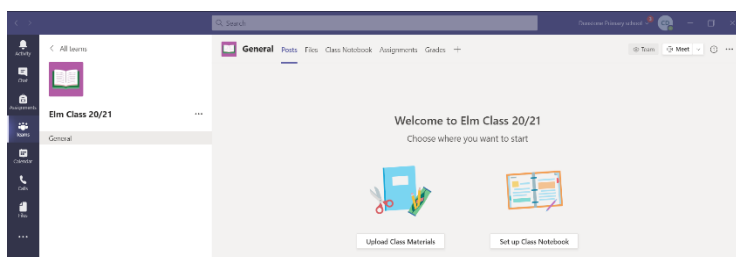


## Using Microsoft Teams

Your child has been assigned their class group on Teams. This can be found in the tab Teams and then click on the class to enter

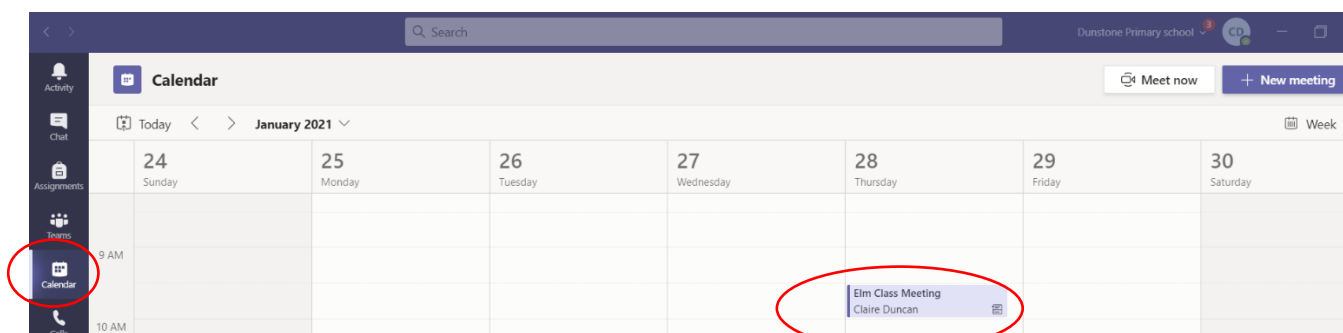


It will look like this:



## Live Sessions

The live sessions will be posted in the calendar. You can click on the meeting to join. A member of staff will then let you in through the lobby: Please note all Live sessions will be recorded to enable children who are unable to join live to watch at a different time.



## Live Sessions – Expectations of all participants.



All parents are expected to monitor their child while participating in a live lesson, in a shared area of your home.

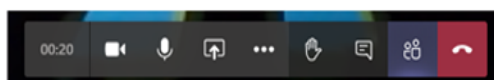
If a child is not following the requirements below, they will be removed from the lesson.



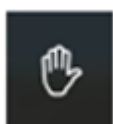
Switch off your microphone before joining and make sure you have a plain background behind you. This protects your privacy and stops any background noise at your location from disturbing the lesson. You will be prompted to unmute by the teacher during the meeting.



After the initial 'Hello' the sessions will be recorded. You will be advised when the recording starts and children can turn off their cameras if you wish. This allows you and any absent pupils to play it back later.



When you 'join' a meeting, this tool bar will be available. Hover over the screen, about 1/3 of the way up from the bottom to display it.



Let your teacher know if you have a question or would like to respond to a question by using this tool. It will turn yellow when clicked to show your teacher you want to speak. Please wait to be asked to speak, just as you would in a classroom. Remember to unmute yourself, when asked, before speaking clearly and use appropriate language. Once your question has been answered. Please mute your audio again and click the hand.



Although this is new and very much a novelty, always be sensible and follow the same 'Show Me 5' as you would in school. Sometimes the technology does not always work, and you may experience problems such as internet connections 'lag' so be understanding of this.