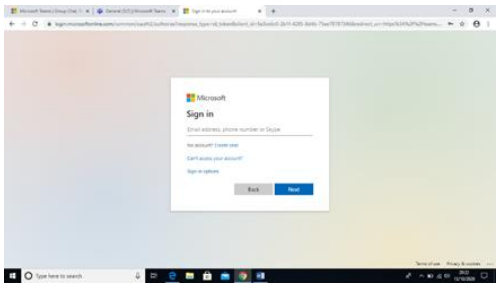
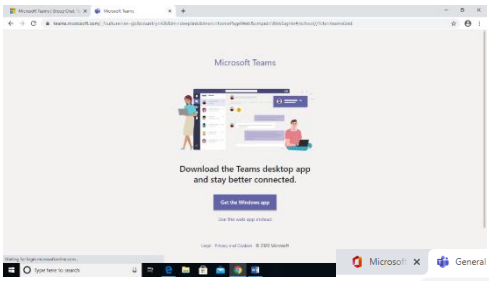
Dear Parents and Carers,

As promised, here is a short guide for how to login to Microsoft Teams and join a live lesson. I have written step-by-step instructions and also given you some links to You Tube tutorials.

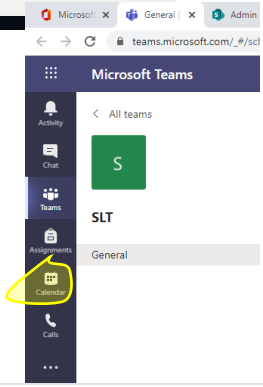
Step-by-Step Instructions:

1. First, either search in Googe for Microsoft Teams or type Teams.microsoft.com into the address bar.
2. Click to sign in and your child will have to enter their school email address and password.

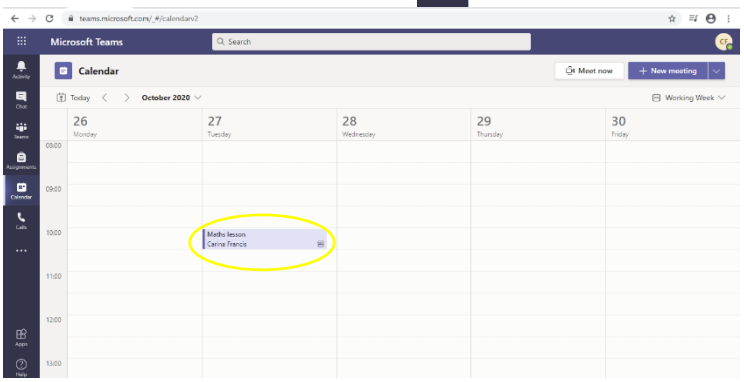




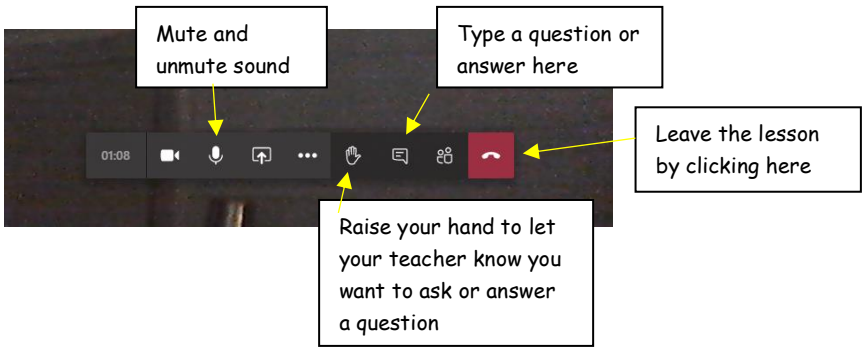
3. At this point, you can choose whether to download the Teams App or continue in the web browser. This is up to you, but the App is completely free, so don't worry if you decide to go down this route, it won't cost you anything.
4. Once your child is logged into Teams there are lots of things available to them, but for now, we are just using it for live lessons so the easiest way to join their meeting is to click on the 'Calendar'



5. You will see a view like this and should see the lessons that your child has on each day. Here you can see a maths lesson. Just click on the lesson and select 'join meeting'.



6. Ensure that the audio and video are turned on so that your child's teacher can see and hear them during the lesson.
7. During the lesson, the teacher may ask the class to 'mute' their sound so that background noise doesn't interrupt the learning time. There are other tools on this bar that will appear on the screen.



Here are a couple of useful tutorials that give similar information to the above. There are hundreds of tutorials and guides on You Tube for using Teams, so there is lots of help available.

Logging into Microsoft Teams for the first time:
https://www.youtube.com/watch?v=qx8xHpRMFHU

Here is a video tutorial that is very useful; it explains the different ways that you can join a Teams Meeting. I recommend that you watch the first half of the tutorial, as it explains about setting the sound and video correctly.
https://www.youtube.com/watch?v=BH6bSIwR0-4

I hope that this short guide is helpful and makes using Teams relatively straight forward. Remember that you can use Class Dojo to ask your child's teacher or myself any questions.

With best wishes

Mrs Francis