

Using Microsoft Teams - Instructions for Parents and Children



Logging in to Teams

Microsoft Teams can be accessed through any internet-enabled device - smartphone, tablet or computer.

You can choose to access Microsoft Teams through downloading an app or through using the Microsoft Teams website (see instructions below).

Your child's **login** will be the same login that they use when logging into one of our computers at school, followed by @st-scholasticas.hackney.sch.uk, so for example a child whose login at school is *gsmith* will have a

Microsoft Teams login of gsmith@st-scholasticas.hackney.sch.uk. (Although this looks like an email address, please be aware that it has been set up so that it does not work as an email address).

Your child's **password** for Microsoft Teams will be their usual password for their computer login at school. This password will be 8 digits long. The password is case-sensitive.

Your child should (!) be able to tell you their login and password. However, if they have forgotten them, you can email support@st-scholasticas.hackney.sch.uk and we will send it to you.

Accessing Microsoft Teams through the app

1. Open the app
2. Enter your child's **login** in the box and select 'Sign in'
3. Enter your child's **password** and select 'Sign in'
4. Choose whether you wish to receive notifications or not
5. Choose whether you wish for Teams to access the microphone (we will not be speaking to children through Teams so this is not required)
6. Scroll through the setup information

Accessing Microsoft Teams through the website




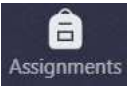

- 1 Click on this link: <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software>
- 2 Click 'Sign In'
- 3 Enter your child's **login** in the box and select 'Sign in'
- 4 Enter your child's **password** and select 'Sign in'
- 5 Select 'Use the web app instead'

Quick Navigation Tips

Teams can be a bit overwhelming if you are not used to it. Here are a few quick tips on navigating around the program. **PLEASE NOTE: You will be logged in as your child.**

Anything you do will be as if your student is doing it. They will be responsible for anything that happens in their profile.

On the left side of the screen, you will see a column of icons. Here is what each icon represents:

-  Activity is the notification center in Teams. If your child was mentioned somewhere in Teams or if anything was done in a Team that they need to be aware of, it will show up here.
-  Chat is where students can chat privately between fellow students, teachers, or in a group chat. *(Note: For your child's safety, these chats are recorded.)*
-  Teams is where most activities take place. This is where all your child's classes (*or teams*) are located. There should be a team for each class your child is in. There may also be other teams for extra curriculars or sports your child is a part of. In Teams, students and teachers can communicate through messages, share files, have video meetings with the teacher and the rest of their class, and many other things.
-  Assignments is where your child's assignments are posted. It is only used if the teacher has posted actual assignments there. During NTI days, this is likely where your child's assignments will be unless the teacher has specified otherwise.
-  Calendar is where your child's calendar is located. This is only used if your child has added events to their school account calendar. Teachers may also post events and assignment due dates.



- Files is where all files shared in Teams are located. They can also access their personal OneDrive (cloud storage) in this section as well

For parents' computers or mobile devices, we recommend using online/web version of Teams.

It will greatly reduce any unwanted notifications from the Teams application. These notifications are intended for your child. The online version and the app are nearly identical in layout and features.

