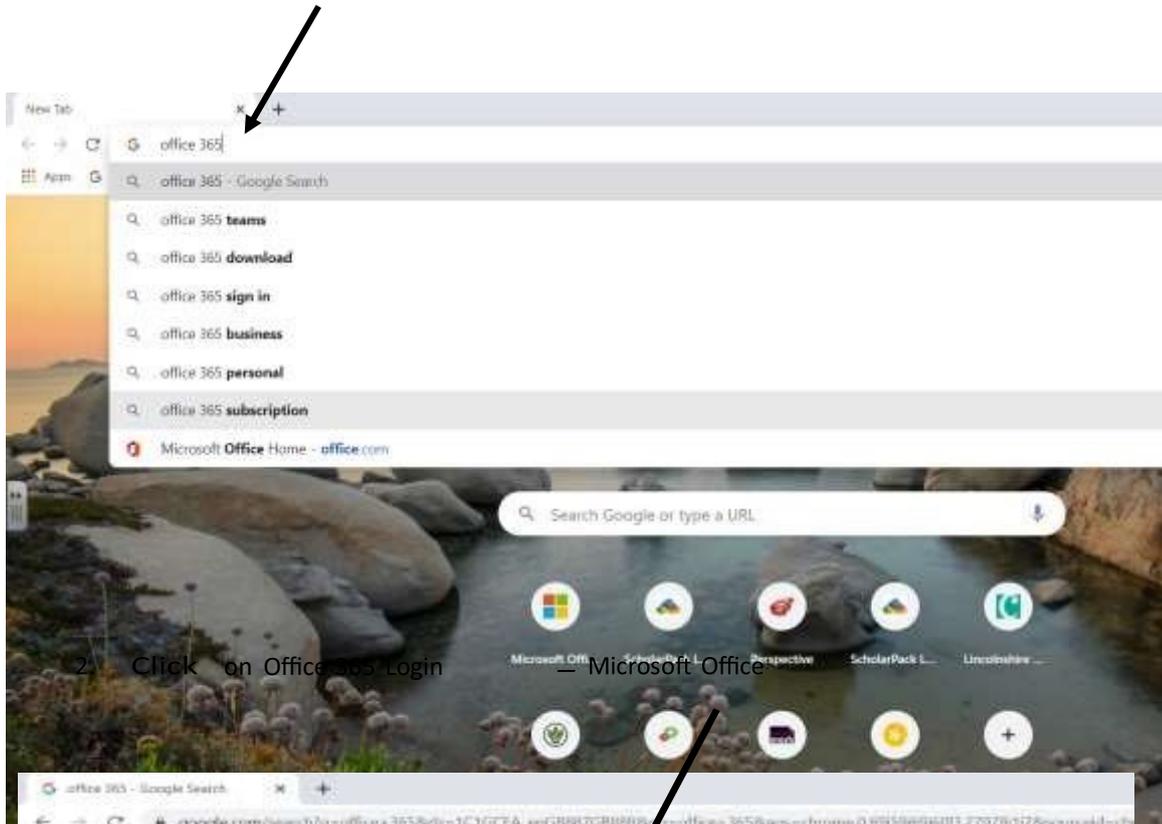


## Logging into Microsoft Office 365

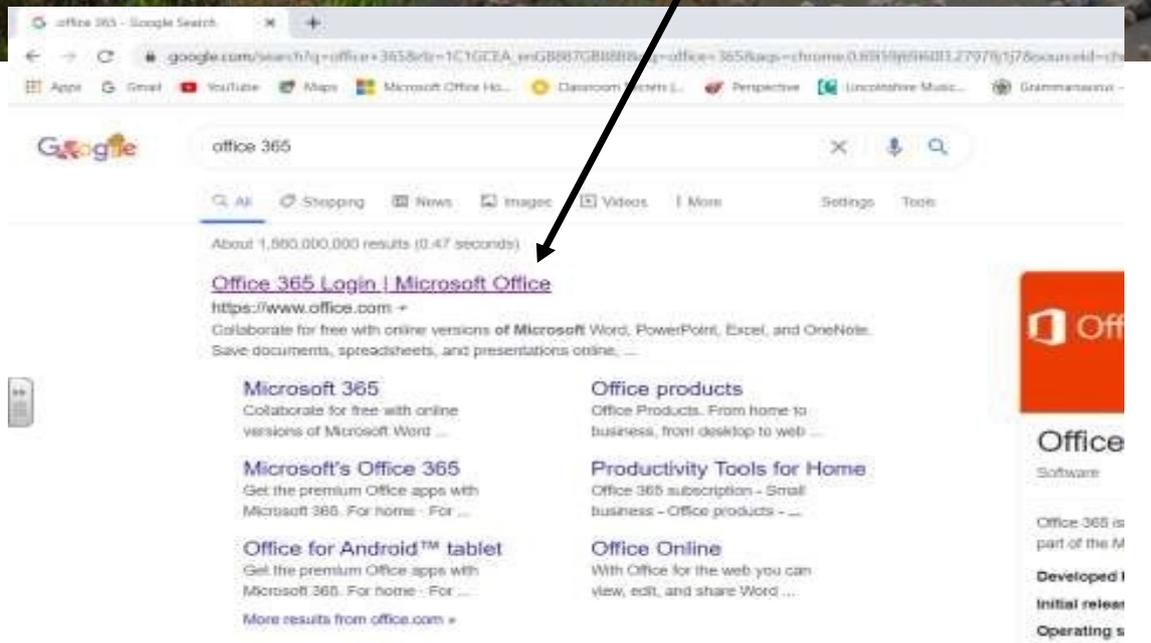
The easiest and quickest way to access teams is via <https://Teams.microsoft.com> this gives you a choice of downloading the Desktop app or mobile app

Or you can access teams via office 365.

- 1 Google : Office 365 in the address bar

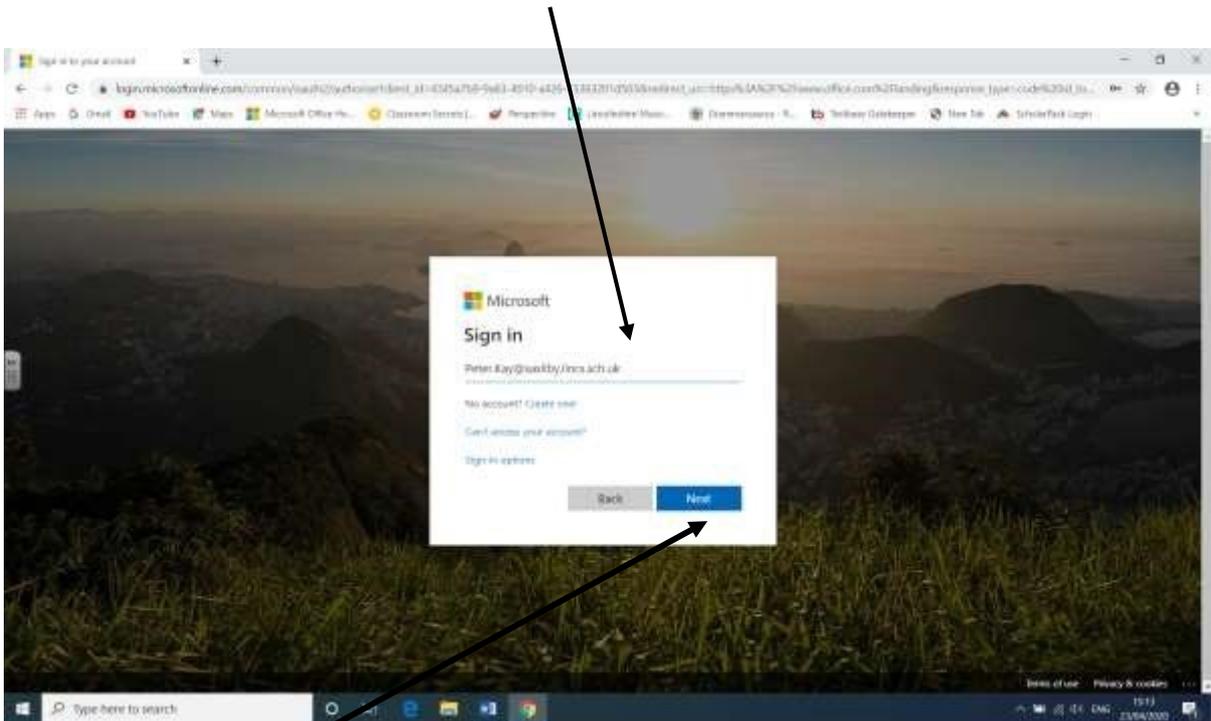


- 2 Click on Office 365 Login



3. Type in your child school email address sent via Parentmail. Type the email address exactly as it is shown on your Parentmail.

Example: [CStafford22@woodlands.lincs.sch.uk](mailto:CStafford22@woodlands.lincs.sch.uk)

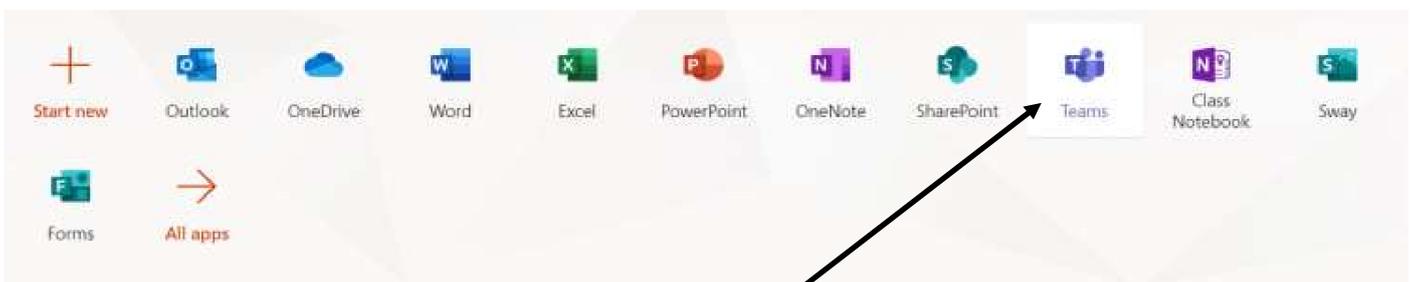


4. Click next

5. You will be prompted to add in your password. This will have been sent to you through Parentmail. Type the password exactly as it is shown on your Parentmail.

6. You will then see this screen below. As you will see your child now has access to: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Outlook (emails), Teams, OneDrive and a few others.

Using TEAMS to access meetings :

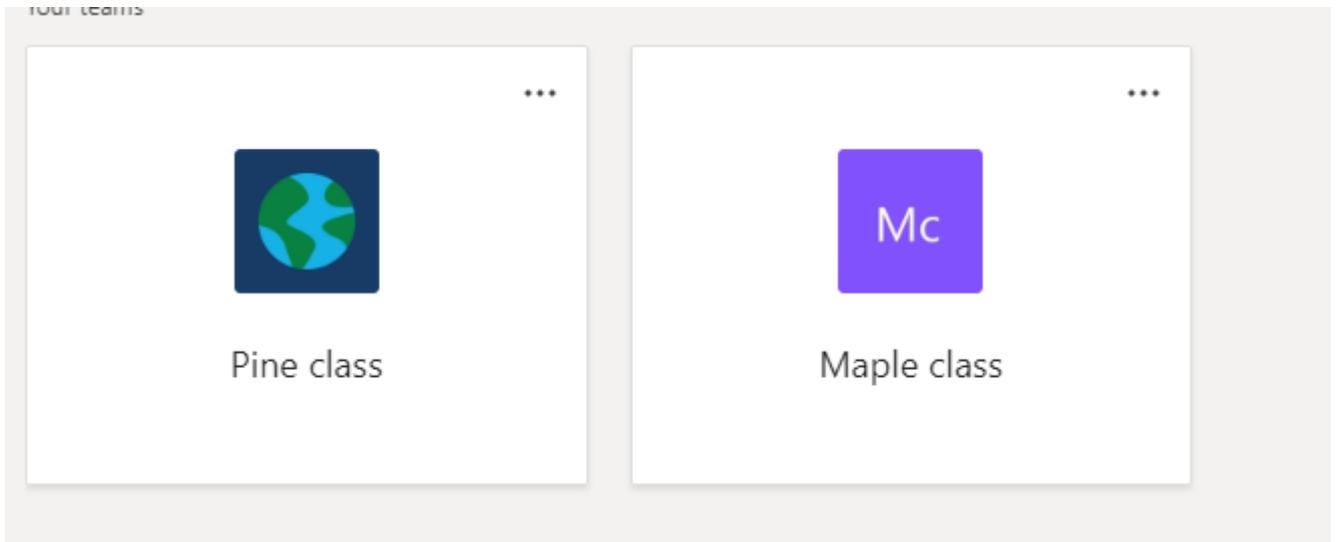


From the same menu above, click on TEAMS.

When you have clicked on TEAMS, the page will load and on screen it will give you a few short tips for using TEAMS.

Please read and click through them by clicking on the arrow.

Your screen will then look like similar to this below .



4.



This tells you what is the most recent activity which has happened in your teams.



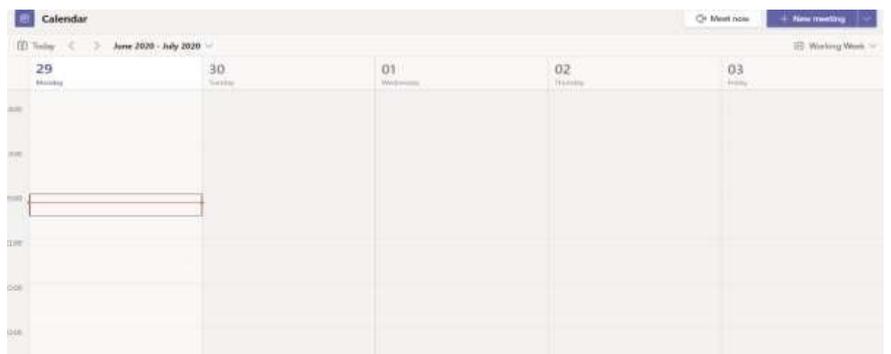
This tells you what your team are and which teams you are in.  
This will show you when your scheduled meetings are (day and time).



This is where you will find home learning activities which have been set by your class teacher.

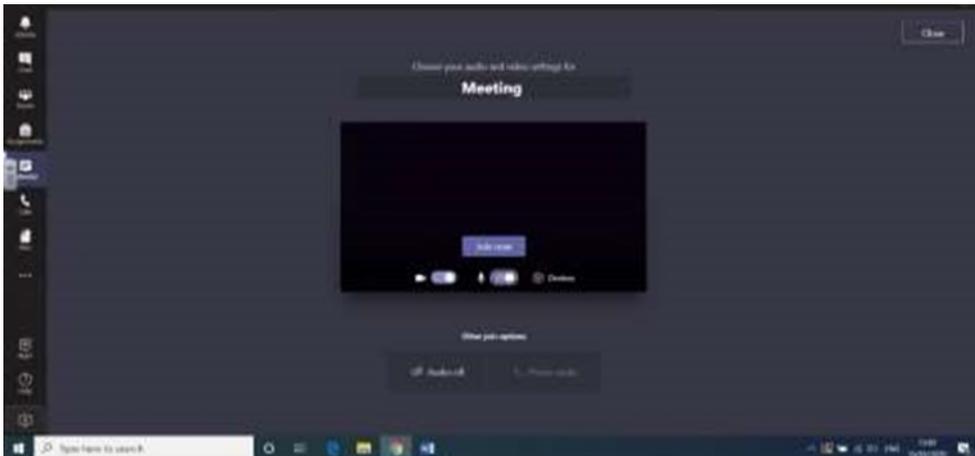


5. In Teams, click on Calen-- this is what it will look like:



**YOU DO NOT NEED TO USE THE OTHER ICONS AT ALL!**

If you have a look through the days of your calendar, you should see a meeting has been scheduled by your class teacher. To attend your scheduled meeting, you just need to click on the meeting on the right day and time. When clicked, a different window will open up which looks like this one below:

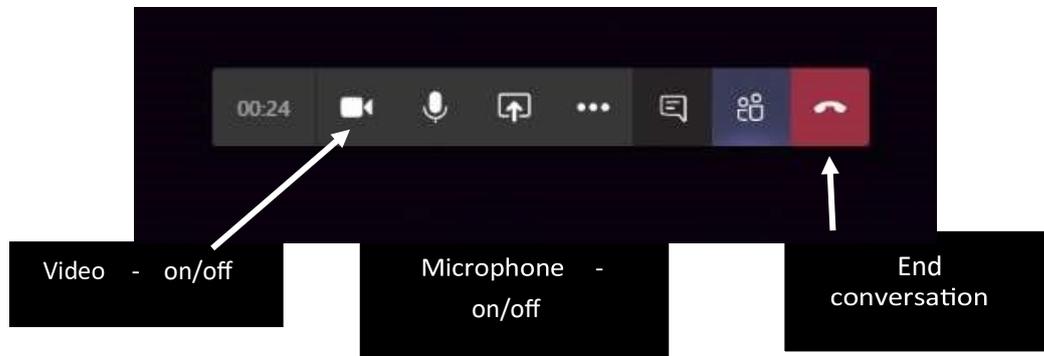


Before you click join make sure that your camera is on and your microphone off (your teacher will talk to you about when to turn your microphone on).

Click: Join now.

When the meeting has begun, you will see your teacher and be able to hear them. As other children join in you will see them but not hear them to start with.

Whilst on the screen, moving the mouse over the black screen activates a toolbar which looks like this:



When your teacher is ready, they will talk to your child about how the meeting will work and when they can share etc... It goes without saying, normal classroom behaviour will apply the children will act sensibly throughout.