

## Parent's guide to setting up and using Microsoft Teams

### Name: Example

Microsoft teams is an online learning platform which will be used by KS2 (Years 3-6) to set homework and communicate with your child/ren.

**Note:** your child will need their log-in details for their school Office 365 account to complete the steps below.

#### Log-in details:

Your child has now been given a school email address.

This is:

Email: [j.bloggs@highfieldsnantwich.cheshire.sch.uk](mailto:j.bloggs@highfieldsnantwich.cheshire.sch.uk)

Temporary password:

Once this has been embedded there will be an opportunity to change your child's password in the future.

#### Smartphones and tablets: download the free Microsoft Teams app

Android devices	iOS devices (iPhones, iPods, and iPads)
<ul style="list-style-type: none"><li>&gt; Open the Play Store app</li><li>&gt; Search for 'Microsoft Teams'</li><li>&gt; Tap 'Microsoft Teams'</li><li>&gt; Tap 'Install'</li></ul>	<ul style="list-style-type: none"><li>&gt; Open the App Store app</li><li>&gt; Search for 'Microsoft Teams'</li><li>&gt; Tap 'Microsoft Teams'</li><li>&gt; Tap 'Get'</li></ul>

Once the app has downloaded, open it.

Then, your child needs to:

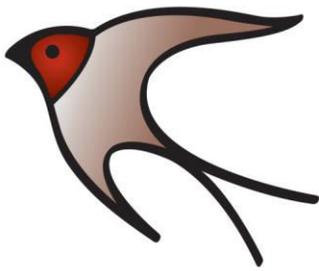
- > Log in to their Office 365 account
- > Tap the 'Teams' icon
- > Your child should see their class name

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#### Computers and laptops: download Microsoft Teams

Your child needs to:

- > Go to [www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app](http://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app)



# Highfields Academy

*Together we inspire, always aiming higher*

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- Click 'Download Teams'
  - Once it's downloaded, click on the installer to run the app
  - Log in to their Office 365 account
  - Click 'Teams' on the left-hand side of the app
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## How to get and hand in work (computers and laptops)

Your child needs to:

- Open the Teams app
- Click on their class, then 'General', and then 'Assignments'
- Click on an assignment, then '+Add work',
- Click 'Upload from my computer', then attach the file they want to upload
- Once they've finished, click 'Turn in'

**Made a mistake?** Click 'Undo turn in' to return the work, and follow the last three steps to resubmit it.

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## How to hand in work (mobile devices – Android or iOS)

Your child needs to:

- Open the Teams app
- Tap on their class, tap 'More', then 'Assignments'
- Tap on an assignment, then '+Add work'
- Choose the file they want to upload from OneDrive or their device
- Once they've finished, tap 'Turn in'

**Made a mistake?** Tap 'Undo turn in' to return the work, then follow the last three steps to resubmit it.

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This video explains how to set up teams on a computer - <https://youtu.be/74Rllpc6u4> if you need further help.