

How to use our school's Microsoft Class Team

Please follow these steps to enable you to access and complete Microsoft Team remote learning activities.

You can use Microsoft Teams on Smartphones/Tablets and Computers/Laptops. Below explains how to download Microsoft Teams on each of these devices.

Smartphones and Tablets

Android Devices

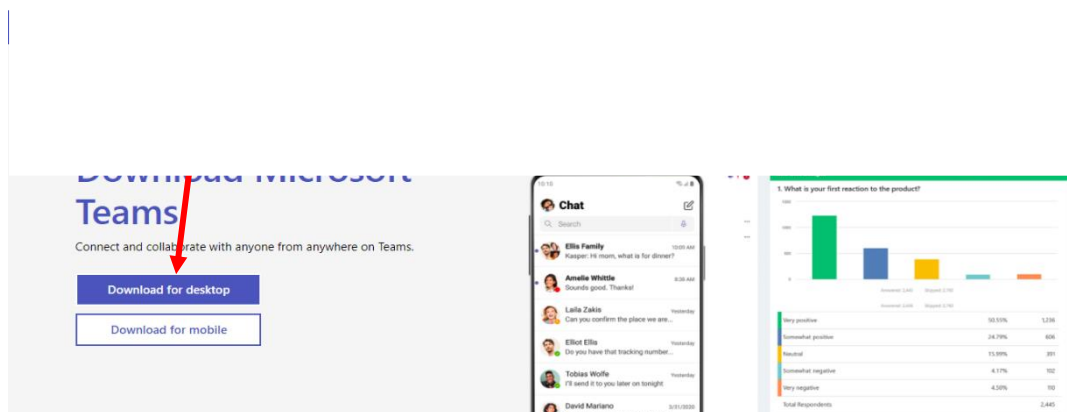
- Open Play Store app
- Search for Microsoft Teams
- Tap 'Microsoft Teams'
- Tap 'Install'

iOS Devices (iPhones, iPods and iPads)

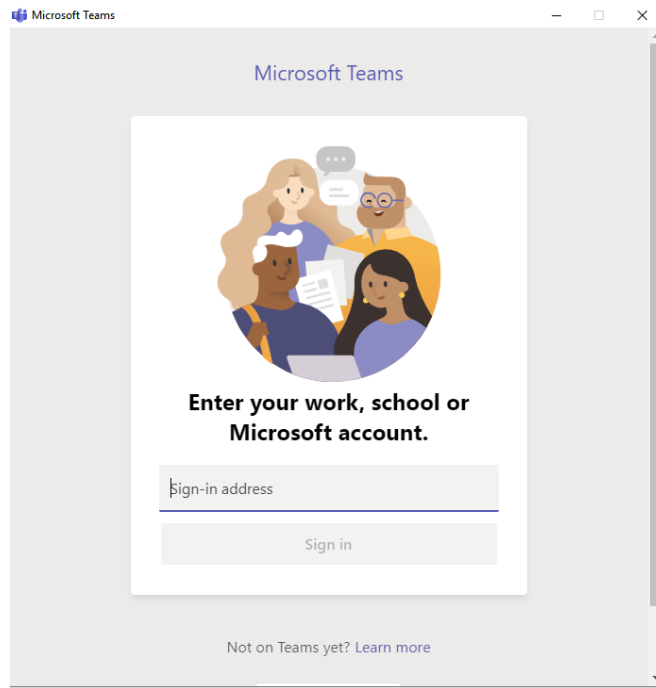
- Open App Store App
- Search for Microsoft Teams
- Tap 'Microsoft Teams'
- Tap 'Get'

Computer and Laptops

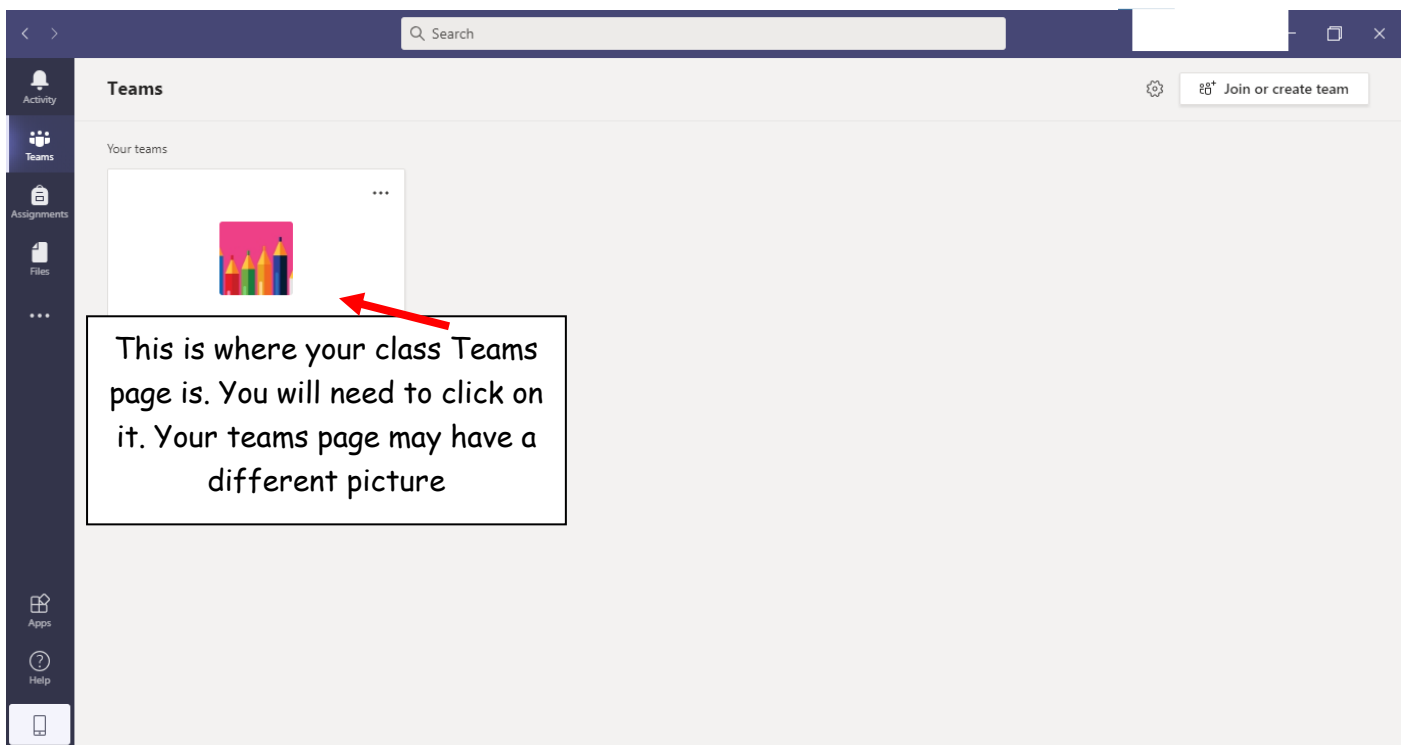
- Go to <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>



- Once it's downloaded, you can open the teams app. You can then enter your username and password.



- Once Teams has opened it will look like this:



This is your class teams page.

This is where your teacher will upload files, for you to access.

Along this bar is where your teacher might put videos to help support your learning.

These are called channels. Your Teacher will put your work into different channels such as a Maths channel or a Phonics channel

This is your general page. This is where your teacher may type general messages or resources for everyone.

The screenshot shows a Microsoft Teams interface. At the top, there's a search bar and navigation tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', 'Grades', and 'meg and mog'. Below this is a 'General' channel with a message that has been deleted. A video player is visible with a placeholder image and text: 'Please look in files, there should be a video there. Watch the video and complete the challenge. Please bring your drawings into school.' Below the video is a book cover for 'MEG MUG'. On the left sidebar, there are channels for 'Phonics Group 1A', 'Red Literacy Group', and 'Red Maths Group'. A 'New conversation' button is at the bottom.

Your teacher may also create an activity or lesson for you in class notebook

Your teacher might put your notebook in a certain channel.

They may even give it a title for you to find it easier in your tabs bar. Such as 'Phonics'

The screenshot shows a Microsoft Teams interface with a 'Class Notebook' open. The notebook is titled 'Phonics Group 1A' and has a tab for 'Phonics'. The notebook content includes a title 'Phonics 'sh'', a date 'Monday, November 23, 2020 6:38 PM', a video player with a placeholder image and text: 'Today we are going to learn the sh sound.' Below the video is an audio recording icon and text: 'Click on this link to watch Geraldine learn the sh sound' and a link '[Geraldine sh](#)'. At the bottom, there's text: 'Below are some sh words can you use your phonics fingers to sound talk' and the words 'ship shop push fish'.