



Guidance for Accessing Microsoft Teams

Parsloes Primary is using a computer platform known as Microsoft Teams. Each child can use their Microsoft Teams virtual classroom for distance learning and homework. Your child's email address and password have already been issued by the school. If you have any problems with these, then please contact the school office directly on office@parsloes.bardaglea.org.uk

On the following pages, are instructions on how to access and log on to Microsoft Teams.

(A) Downloading Microsoft Teams onto your Windows desktop or laptop computer.

(B) Downloading Microsoft Teams to your tablet, iPad or phone.

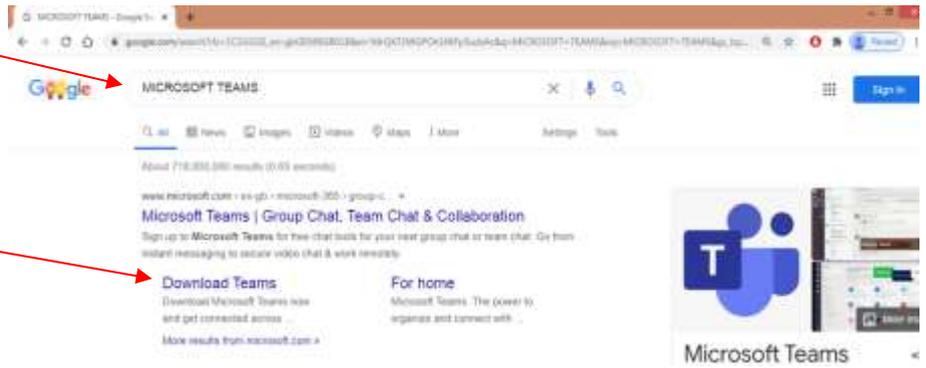
(C) Getting started in your new home-learning virtual class!

Please take time to explore and familiarise yourselves with the Microsoft Teams programme, it is a very useful resource and homework is frequently set on this platform.



(A) Downloading Microsoft Teams onto your Windows desktop or laptop computer

1. Google Microsoft Teams



2. Download Teams

Download Teams

Download Microsoft Teams now and get connected across...

For home

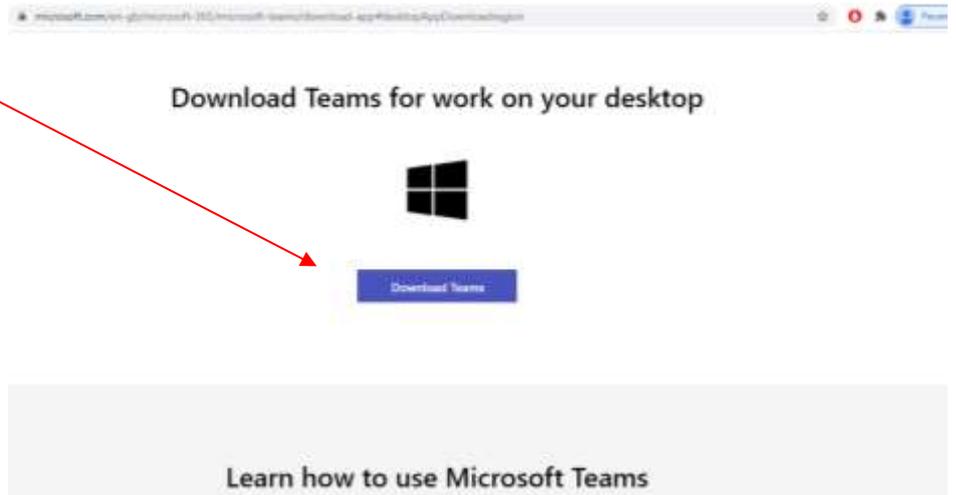
Microsoft Teams. The (powerful) organize and connect with...



3. Click to download to desktop



4. Download Teams



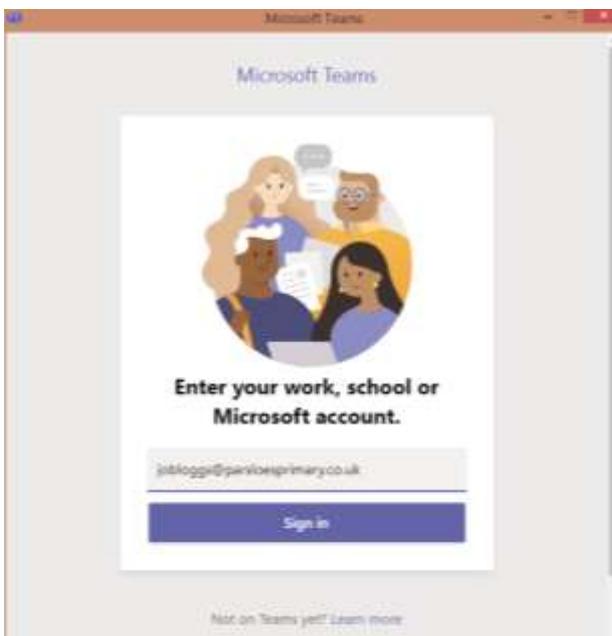


(B) Downloading Microsoft Teams to your tablet, iPad or phone

If you are downloading the app onto a tablet, iPad or phone, go to your App store and search for Microsoft Teams. Look for the app with this icon:

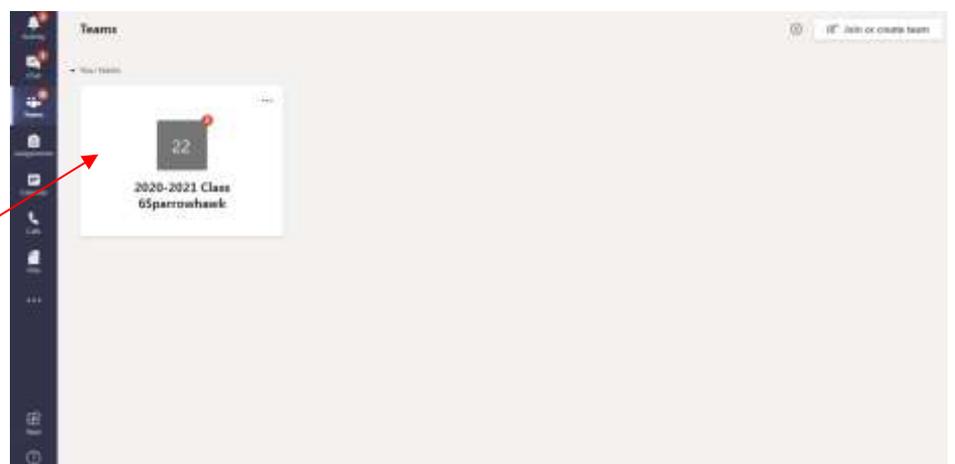


(C) Getting started in your new home-learning virtual class!



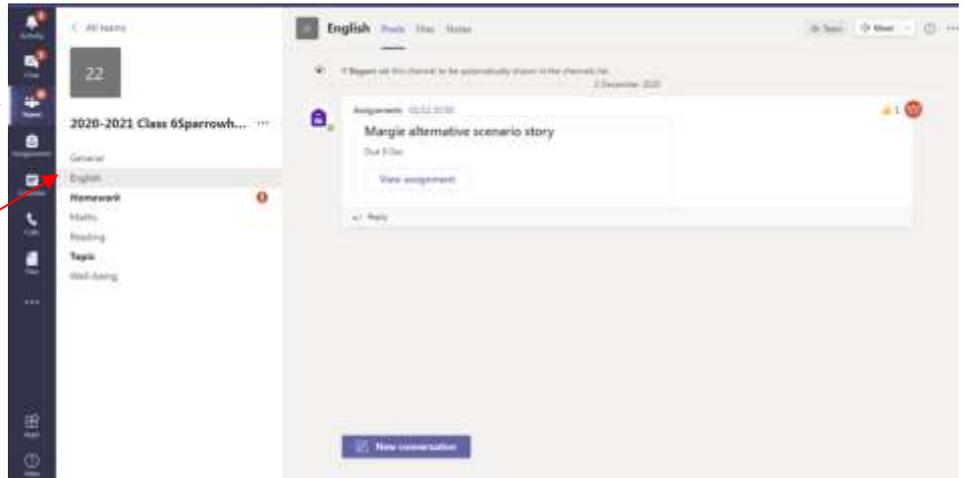
Children log in with their email and password. The emails are case sensitive, for example:
JBloggs@parsloesprimary.co.uk

Double click on your child's class



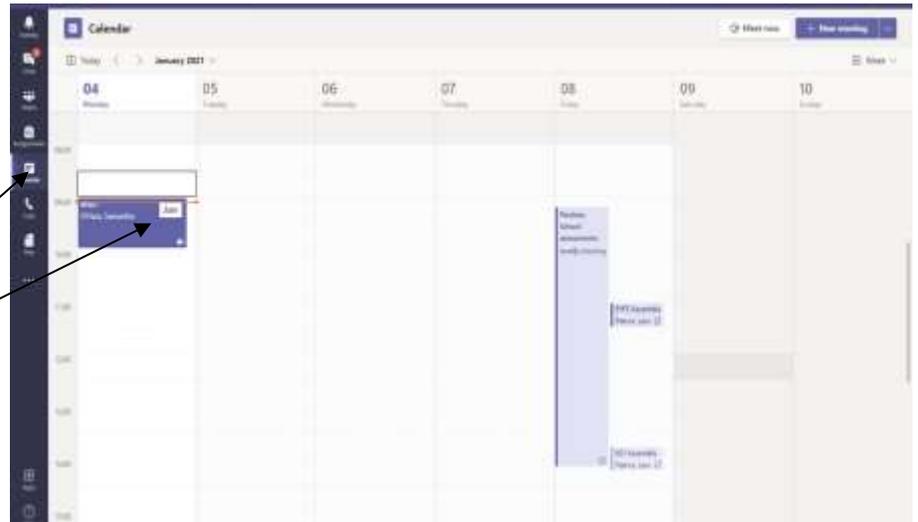


In the Teams section at the side all lessons that have been set are listed, if there is a red circle there is something to read or complete.



In the assignment tag you can see all assignments both present and past, with the due date.





In the calendar tag you can see all **live sessions** that are arranged including **registration**. Click the join white box to join the session at

(D) Some learning can be completed in exercise books, with a picture submitted of it.

To support your child's learning, they have come home today with some blank exercise books. These can be used by the child to complete tasks assigned on Teams, or to practise weekly spellings and number facts. In the event of your child having to self-isolate, they will need to have access to these books to complete learning assigned to them by their class teacher.

