



Dear parents and carers,

To further improve our home learning we will be implementing Office 365 Education and Microsoft Teams. Microsoft Teams provides the opportunity to develop our home (remote) learning and provides further interaction and communication with yourselves and your children.

Microsoft Teams is an accredited government funded platform provided to school as a secure way for schools to ensure all children can continue learning at home if required. This is where your learning will be shared in the event of a closure of a school bubble or a local/national lockdown.

Below is guidance on how to log into Office 365 and Microsoft Teams with instructions on how to get started.

Although this is a secure online system it is important that internet safety is considered at all times. For more information on e-safety visit:

<https://www.sheringtonprimary.co.uk/e-safety-2/>

Through your child's login and password, only you and your child will be able to access their Office 365 and Microsoft Teams account.

What is Office 365 Education?

Office 365 Education is a cloud-based software platform that will allow your child to use Word, Excel, PowerPoint, Outlook, OneNote, Publisher and more for free.

What is MS Teams?

Microsoft Teams provides a learning and communication platform between home and school. Communication with your child's class teacher, online learning activities, learning resources and support and feedback will be accessible through this in the event of a school bubble closure, local or national lockdown.

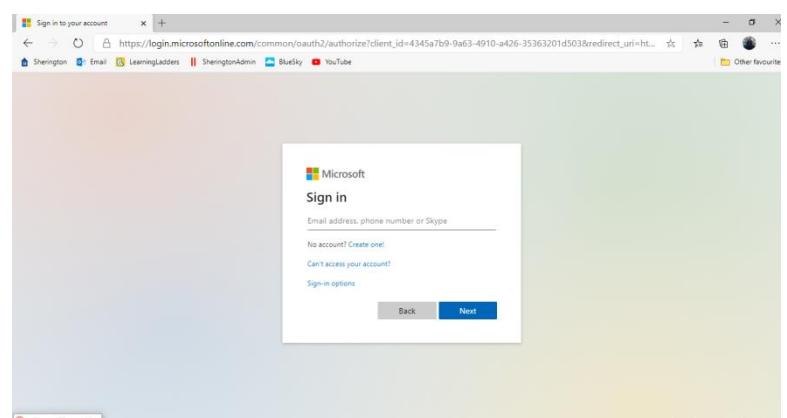
How to get started?

Go to www.office.com with your child's user name and password and sign in with:

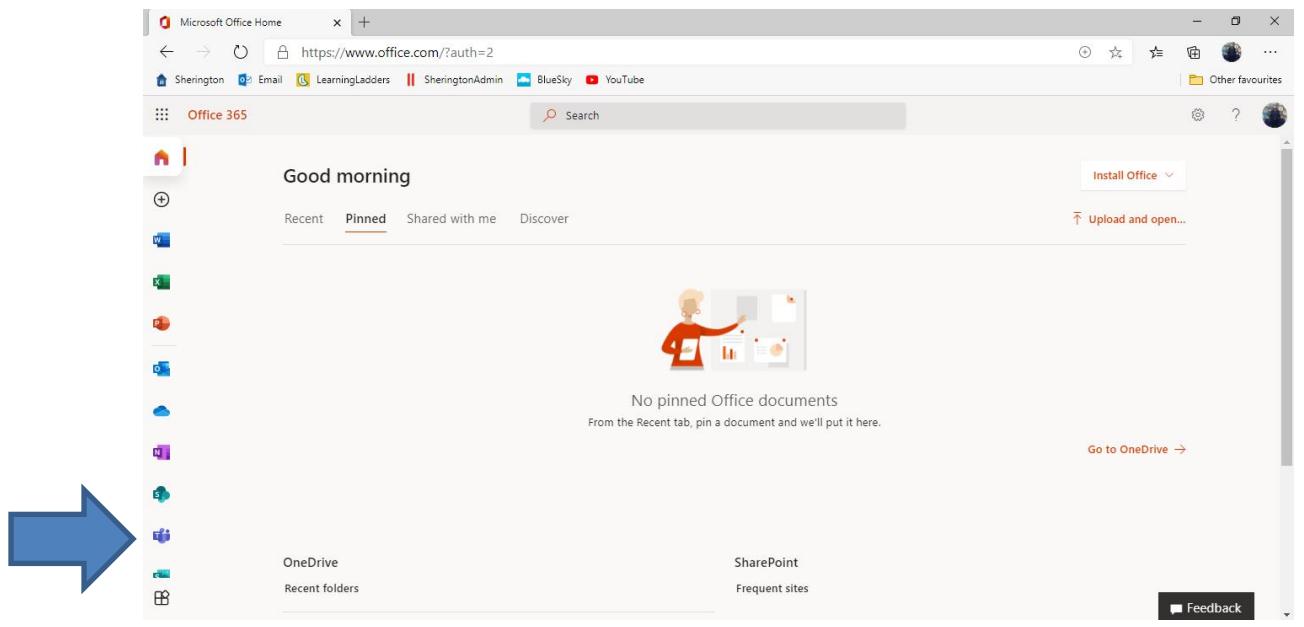
Your child's email: initial and surname @sheringtonprimary.onmicrosoft.com (For example, Danny Ings would be dings@sheringtonprimary.onmicrosoft.com)

Your child's password: please see the email sent to you on Monday 7th December from your class teacher on Teachers2Parents

You will be then be prompted to change your password to an individual one; please keep it secure. Here you can use Microsoft apps.



Microsoft Teams can then be accessed by clicking on the Teams app logo on the left hand side bar (see below).



You can also access Teams using an internet browser via the following link and signing in with your details above:

<https://teams.microsoft.com/>

For the **most convenient and accessible solution**, we recommend downloading the app. Follow the steps below to install on your device.

Smartphones and tablets: download the free Microsoft Teams app

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

Once the app has downloaded, open it.

Then, your child needs to:

- Log in to their Office 365 account
- Tap the 'Teams' icon

Computers and laptops: download Microsoft Teams

Your child needs to:

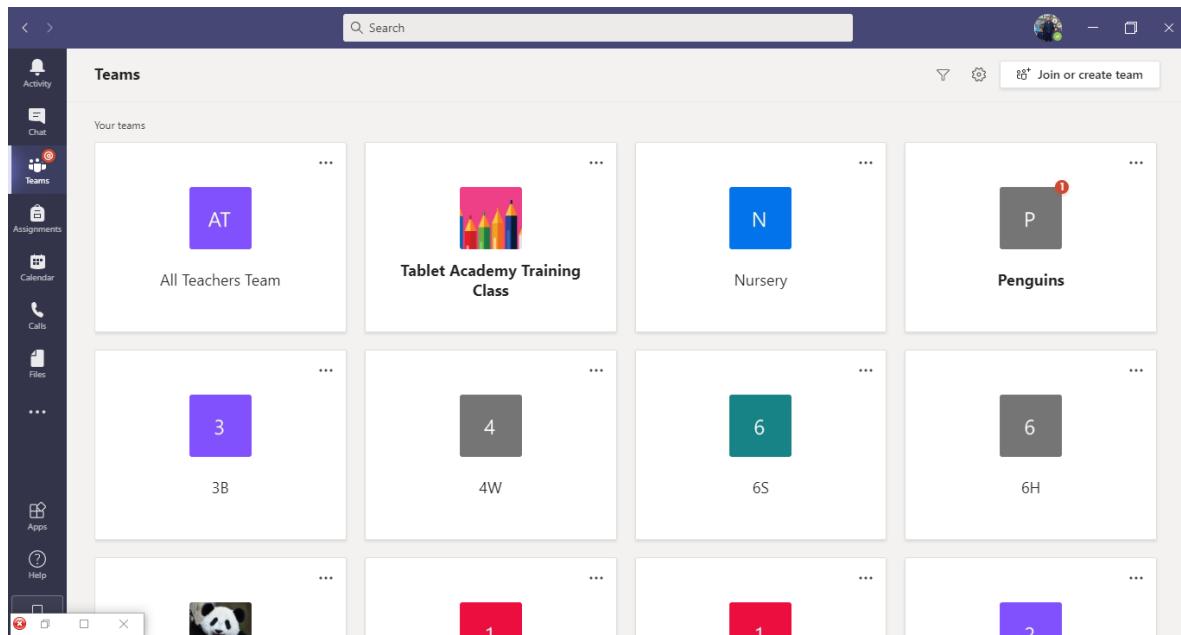
- Go to <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>
 - Click 'Download Teams'
 - Once it's downloaded, click on the installer to run the app
 - Log in to their Office 365 account
 - Click 'Teams' on the left-hand side of the app
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What happens when I sign into Teams?

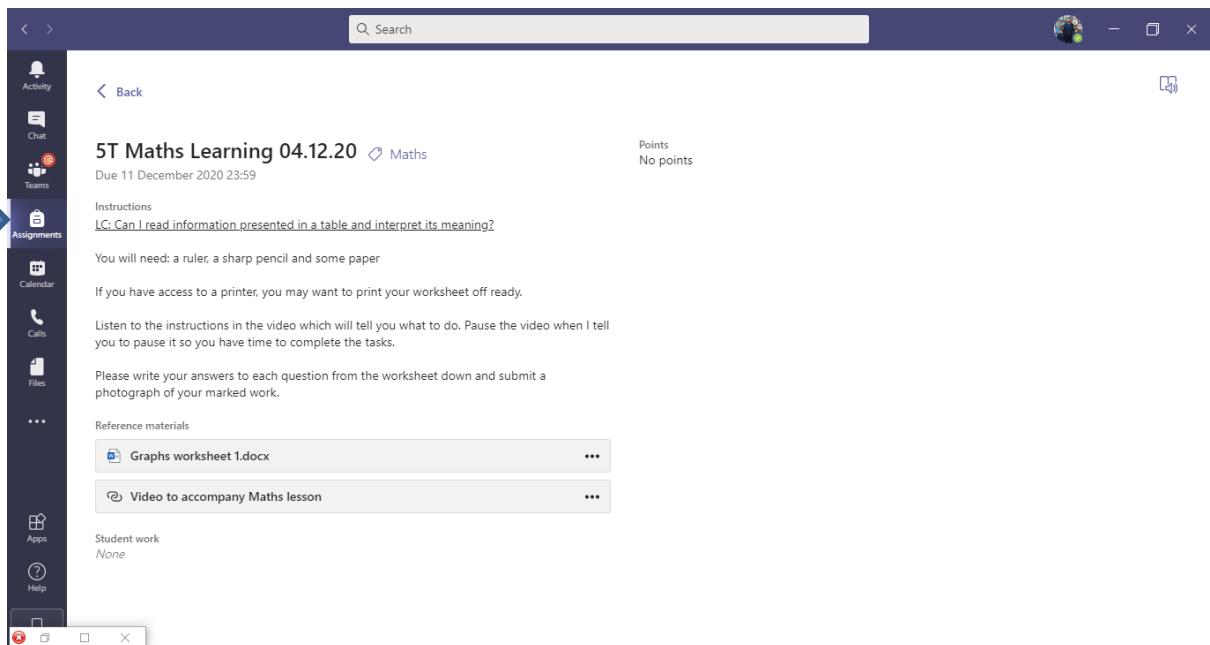
This is where your learning will be shared. Learning will be located in 'Assignments' where your child will find specific lessons that have been set for the class.

How to view your class and access Assignments

Step 1: Click on your child's class and click on 'View assignment' to find work that has been set



Step 2: Or click on 'Assignments' to find work that has been set



The screenshot shows the Microsoft Teams interface. On the left, there's a vertical sidebar with icons for Activity, Chat, Teams, **Assignments** (which is highlighted in purple), Calendar, Calls, Files, Apps, and Help. The main content area displays a lesson titled "5T Maths Learning 04.12.20" under the "Maths" category, due on December 11, 2020, at 23:59. It includes instructions about reading tables, a note about required materials (ruler, pencil), a tip for printing worksheets, and a video link. Reference materials listed are "Graphs worksheet 1.docx" and "Video to accompany Maths lesson". Below this, it says "Student work None". At the top right, there are search and refresh icons.

Thank you for your continued support and we look forward to communicating with you and your child on Microsoft Teams.

Should you need further support, please contact the school.

Kind regards,

Dan O'Leary
Acting Deputy Head

