## A Parents and Students Guide to Microsoft Teams

## What does it do and why use it?

- Teachers will use it to set work
- Students can get feedback on the work they submit
- Teachers can store files so the pupils can access them easily
- There is free access to all Microsoft educational software for pupils through Glow
- Pupils can discuss and collaborate on class projects
- It will encourage our students to be more digitally literate. Many places of work, colleges and universities are working with Microsoft Teams or similar products.

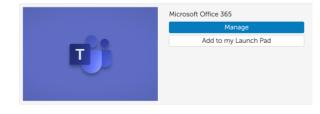
## Accessing Microsoft Teams

There are a number of ways to access Microsoft Teams

- 1. Downloading the app for phone or tablet through your device's app store
- 2. Visiting the Microsoft website <a href="https://teams.microsoft.com/downloads">https://teams.microsoft.com/downloads</a>
- 3. Students can access Teams on a web browser by logging into Glow

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Microsoft Teams



Then click 'Add to my Launch Pad' The app will now appear on the students Launch Pad



The Microsoft Teams Interface				Here you can navigate between different tools		
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	Here you will see all the Teams you are part of			This is where you can start a conversation and all recent conversations will appear in this panel.		

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This menu will let you see any recent notifications in the 'Activity' sections

It will also let you see all your upcoming deadlines and task set by clicking on the 'Assignments' section.

So that you don't miss out on any posts on the team, make sure you turn on notifications for your teams.

