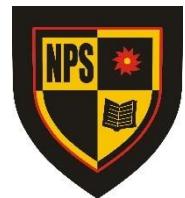


## Teams Guide for parents

### Downloading the app and signing in

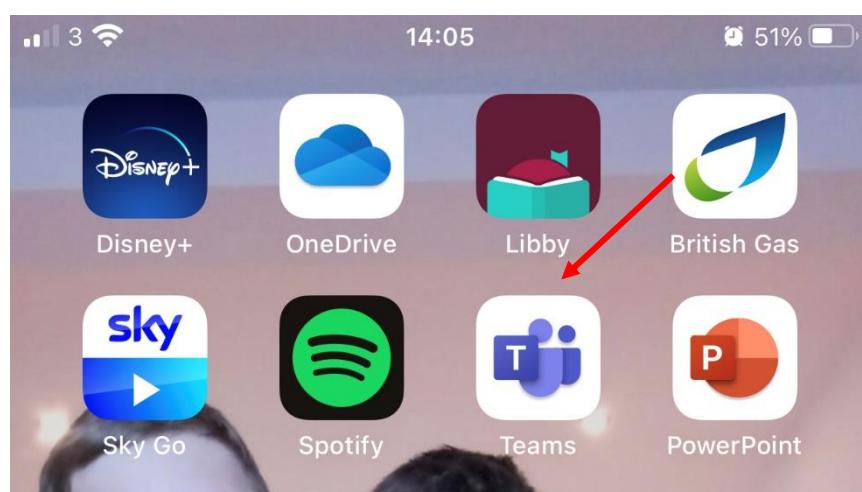


Students need to be able to log on to the app. Download the app for either Google play store or Apple app store. You can also access it using your web browser.

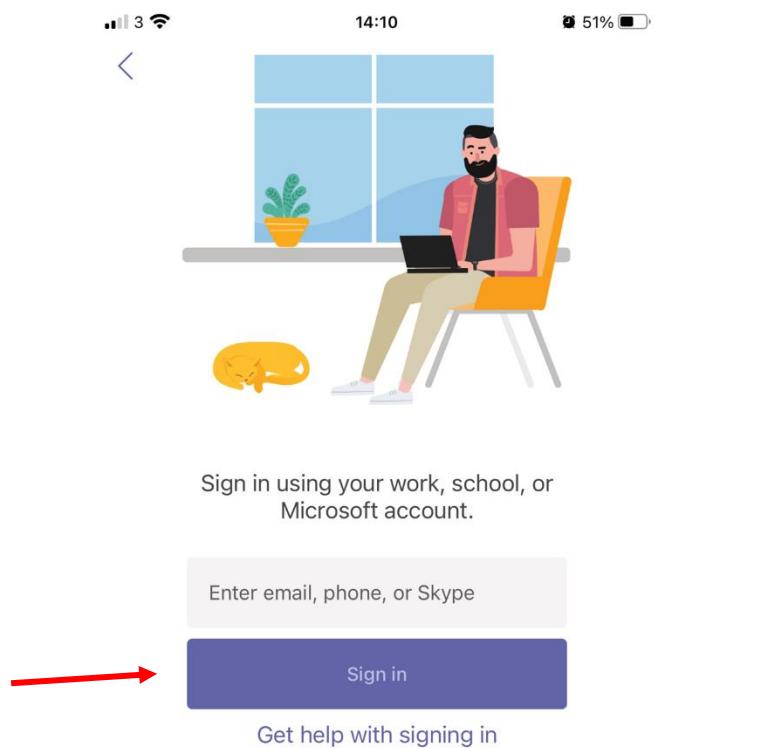
1. Search for Microsoft Teams in the app store. Download the app for your laptop, phone or tablet.



2. Now click on the app on your device.



3. Now enter the details you were given to log on for teams and click sign in.



4. Enter your password and click sign in.

## Enter password

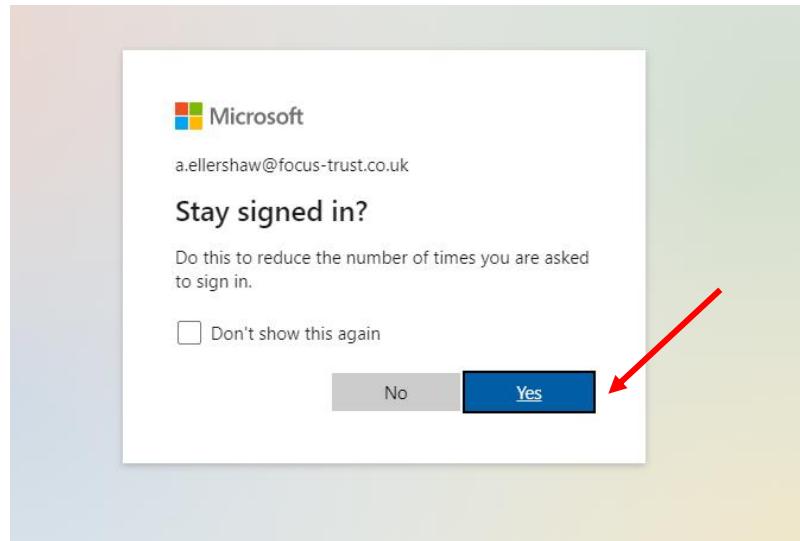
Password

[Forgotten my password](#)

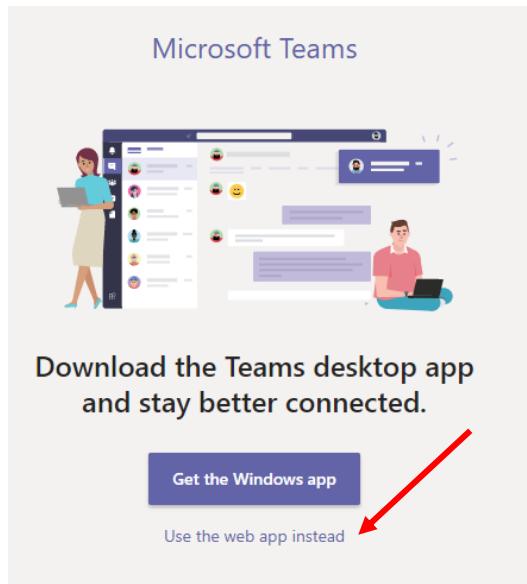
[Sign in with another account](#)

[Sign in](#)

5. If you are logging in through an internet browser, you need to click on yes when asked if you would like to stay signed in.

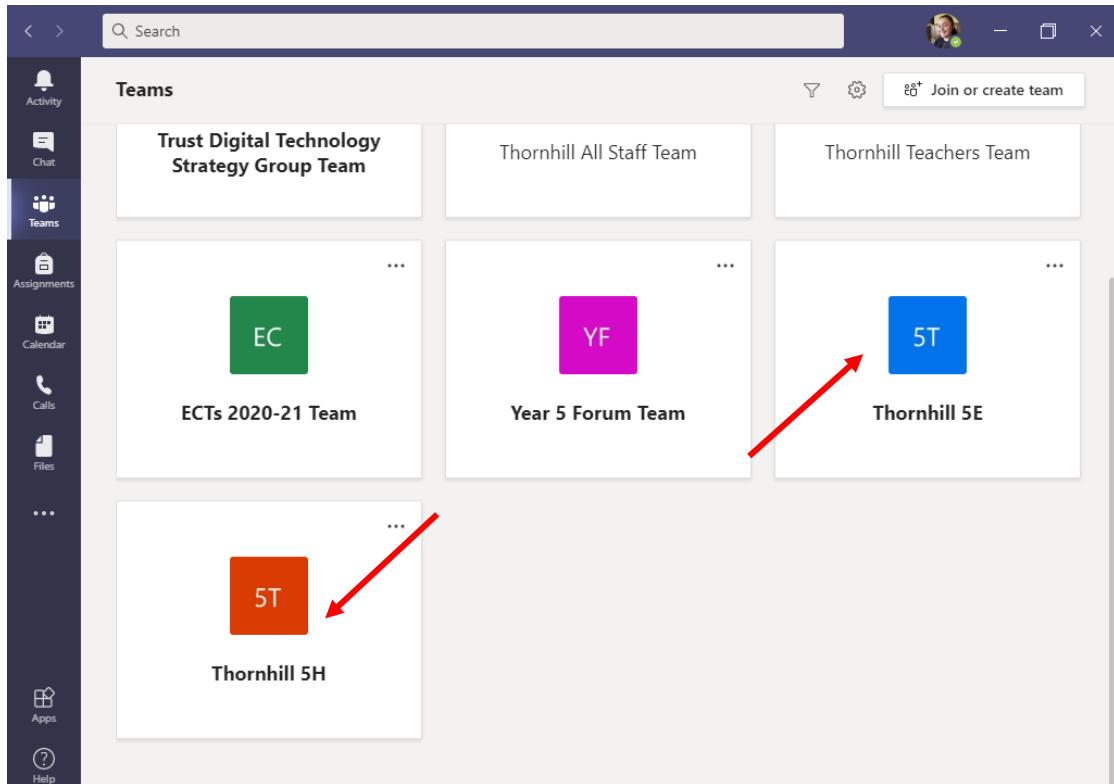


6. Then click use the web app instead.



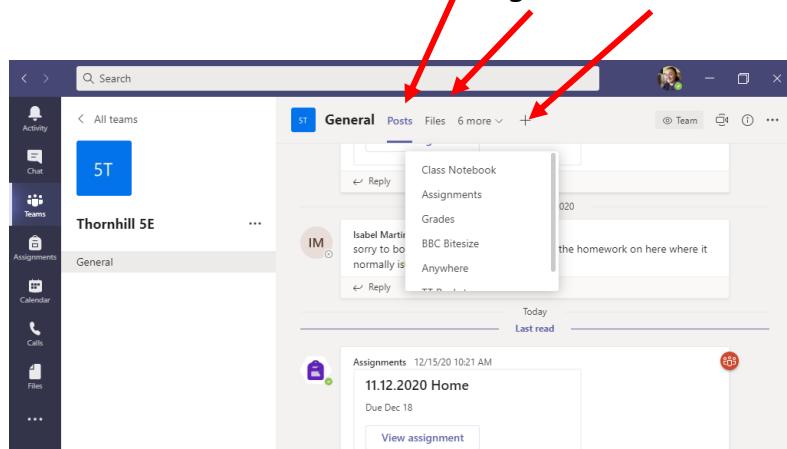
## Using Teams

When you click on your Teams icon, you will see a page like this. Click on your class team.



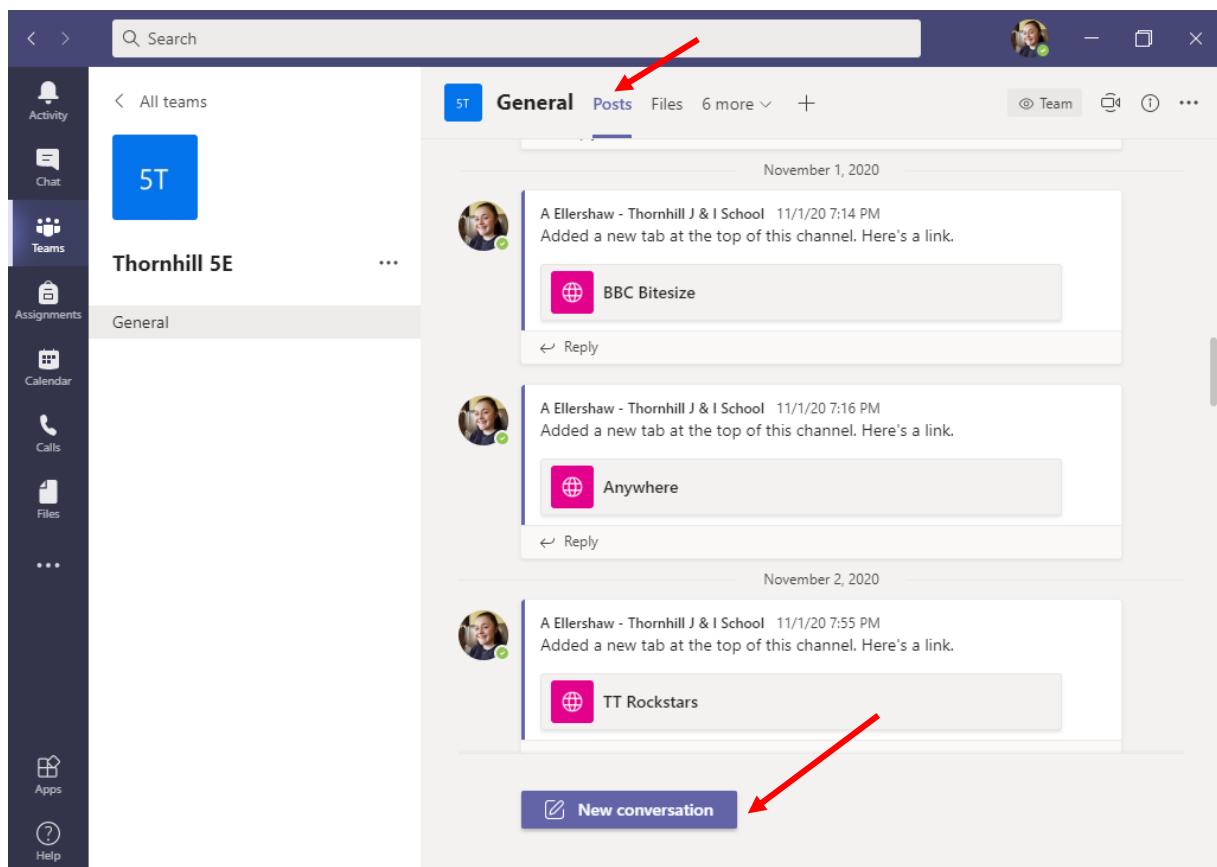
You have at least two tabs running across the top of your class team:

Posts, Files, Class Notebook, Assignments and Grades. Your teacher may have also added various helpful websites to support you in your learning. To see these click on the + sign.



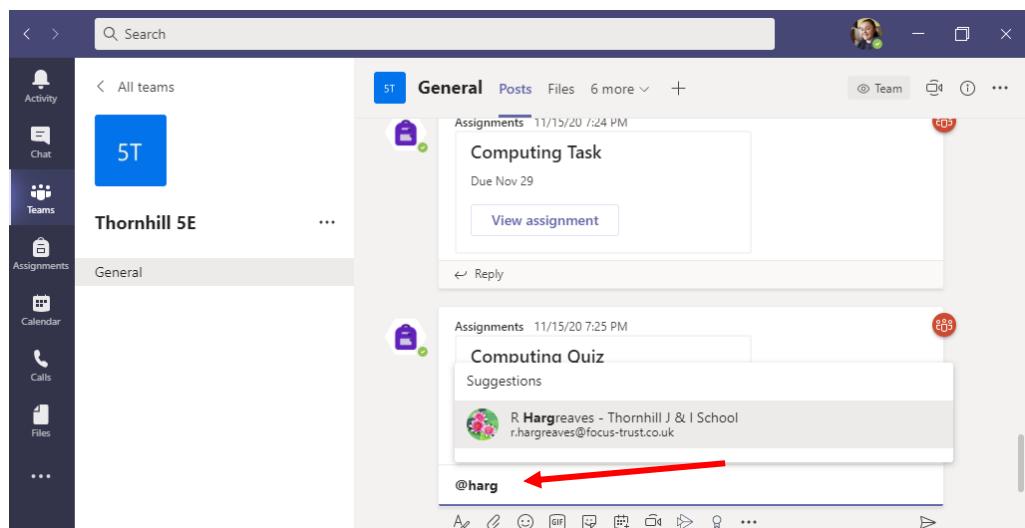
## Posts

This tab allows everyone in the class team to contact teachers and adults support. To begin contacting your teacher press the new conversation button and type your message. Be aware that anything you post on the posts tab can be seen by everyone.



A screenshot of the Microsoft Teams application showing the General channel of a team named 'Thornhill 5E'. The 'Posts' tab is selected. Two posts from 'A Ellershaw - Thornhill J & I School' are visible, both adding a new tab and providing a link. A red arrow points to the 'New conversation' button at the bottom of the channel. The sidebar on the left shows various team tabs: Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps.

You can mention users in a new conversation or a reply using an @ mention which alerts them to the message.



A screenshot of the Microsoft Teams application showing the General channel of a team named 'Thornhill 5E'. The 'Posts' tab is selected. A post from 'Assignments' is visible, and a reply to it is shown. The reply contains the '@harg' mention, which is highlighted with a red arrow. The sidebar on the left shows various team tabs: Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps.

## Files

If you click on the file tab at the top of your class page (beside posts), students can access their tasks in their Class Materials folder.

