



Using Microsoft Teams for Parents Evening



Step 1

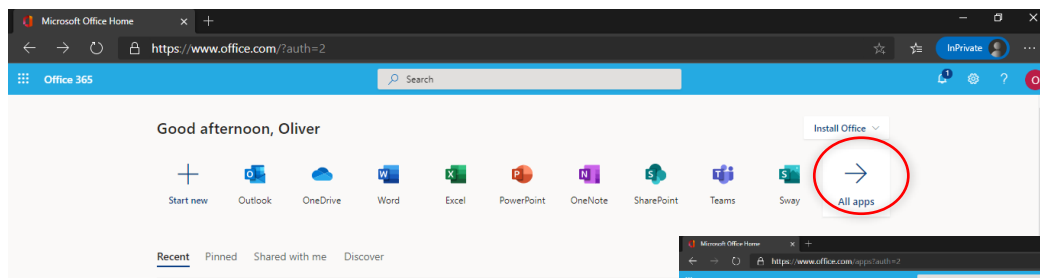
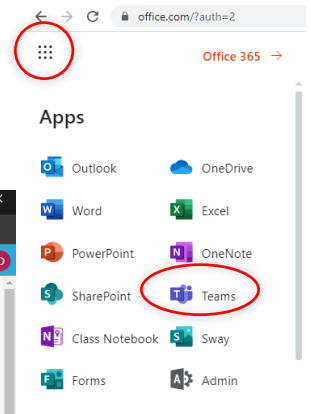
Installing the client software / APP

To download Microsoft Teams on to a Windows device you will need to download and install the application from here <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

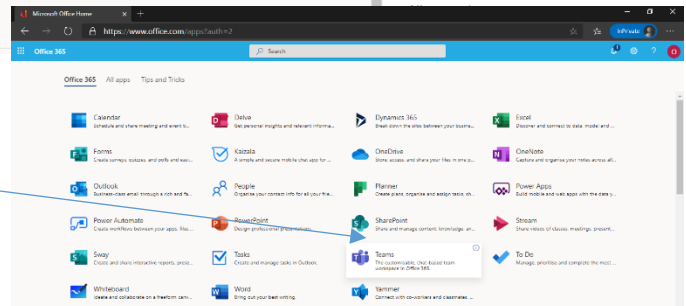
If you intend to use Microsoft Teams on a Google / android device you can download from the Playstore here: https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_GB

If you have an Apple device you can download the APP from the APP Store here: <https://apps.apple.com/gb/app/microsoft-teams/id1113153706>

You can access Microsoft Teams using a web browser such as Microsoft Edge or Google Chrome. Web address www.office.com you can sign in. We advise against using the older Internet Explorer web browser as function will be more limited.



You may have to click the right arrow to see the "Teams" icon.



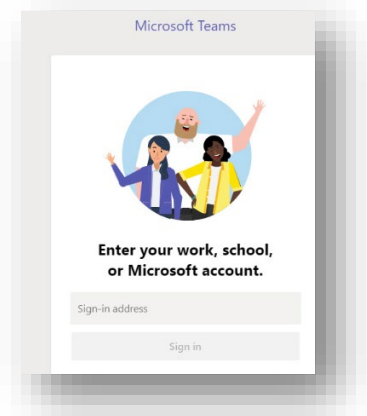
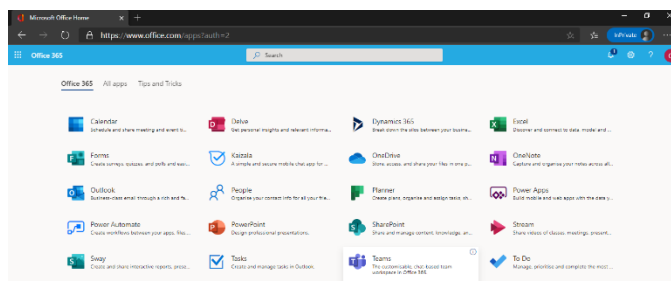
Step 2

Logging on to Teams

You will require your child username / email address and password to access the Classroom for your child. The password is case sensitive.

These details are at the bottom of this guide.

Click "Sign In" when you have entered the details.



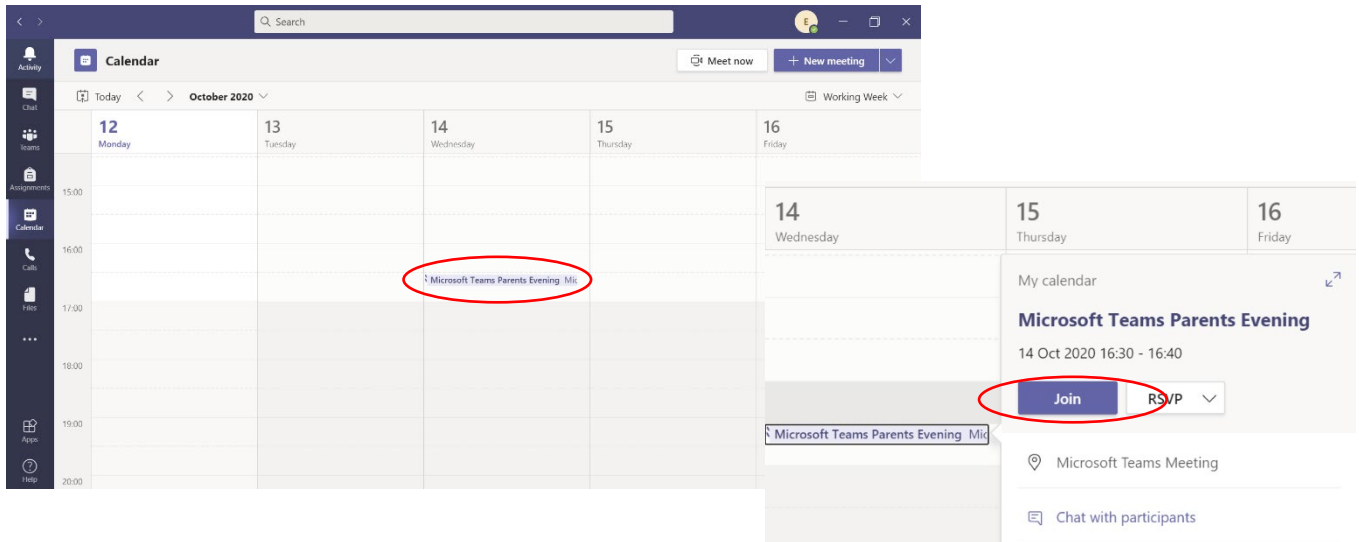
Step 3

Taking the call

You will need to have the app downloaded.

Please download the app on either a tablet, iPad or laptop/desktop.

Go to calendar and find your timeslot, you will have been sent an invitation.



Login details for Teams

Username:

Password: