

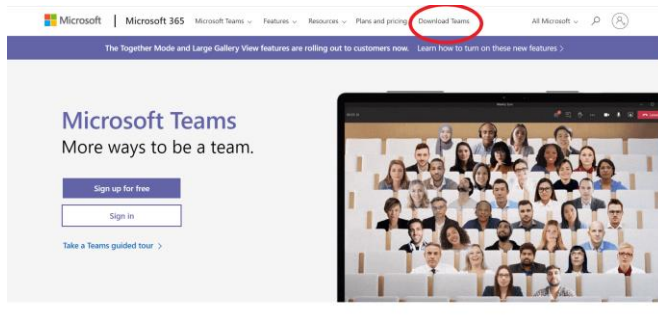
Home Learning Support

How do I download MS Teams?

Go to this webpage

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software>

and click on 'Download Teams'



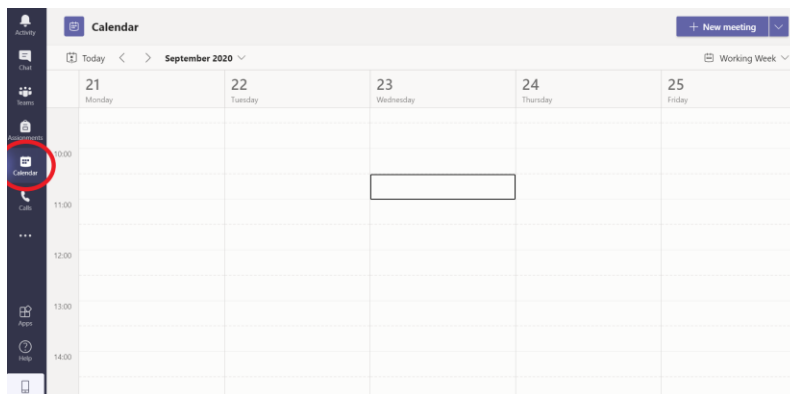
Then click on 'Download for desktop'.

How does my child log in?

Your child has been given their login details from school.

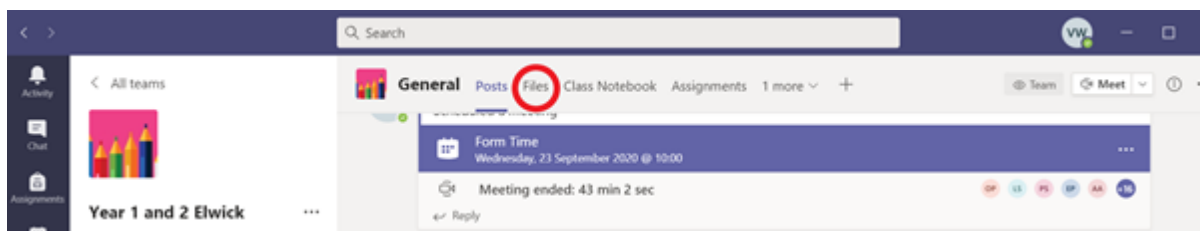
I have an MS Teams meeting scheduled. How do I access it?

From your home screen, click on 'calendar'. Your meeting will be in your calendar. Click 'join now' when it is time to join the meeting and you will be permitted access to the virtual meeting room.

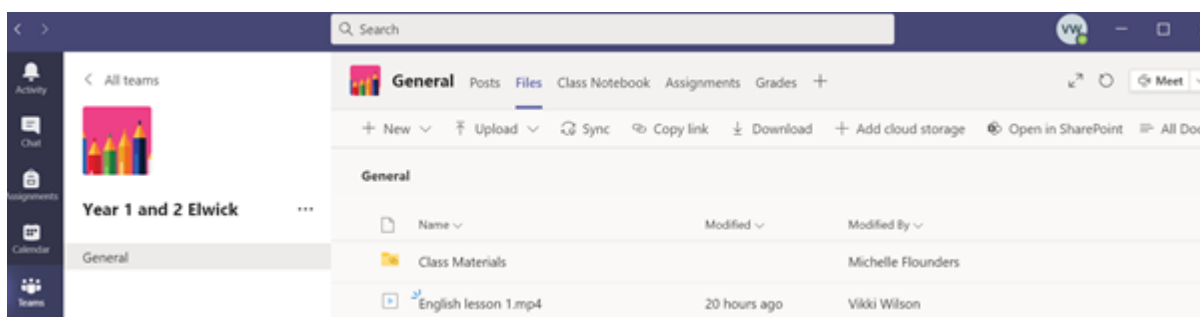


How do I access a recorded lesson on MS Teams?

On your Teams home screen (click on the Teams button on the left hand menu if you are on another screen), you will see a tool bar across the top. Click on 'Files'.



Click on the file you want to watch the recorded lesson.



I have other commitments and cannot attend a live lesson/ 1:1 session, what should I do?

We completely understand that, should your child need to isolate, there are multiple demands on your time. Please access as much as you can but don't worry if you cannot attend a session. If you cannot attend a form time/ live lesson, please call school and let us know so we do not wait for you. If you cannot attend a 1:1 session, please decline the invite when it is sent to you.