



Microsoft Teams

A guide for Parents / Carers

We recommend that you access Microsoft Teams via a laptop or desktop computer. The screen shots and instructions in this guide relate specifically to Windows devices.

You can also access Teams on mobile devices via an App, which can be downloaded via the App store for iOS devices or from Google Play store for android devices.

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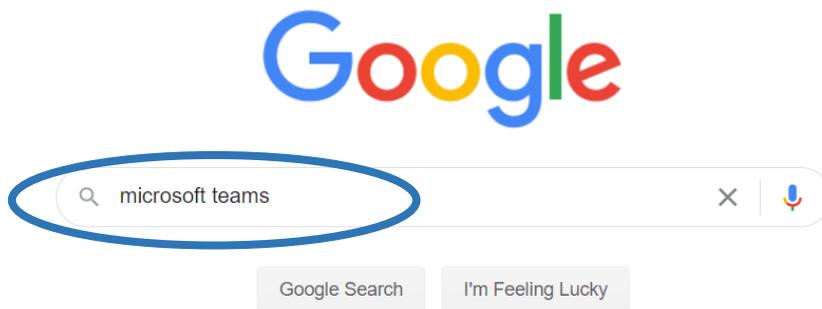
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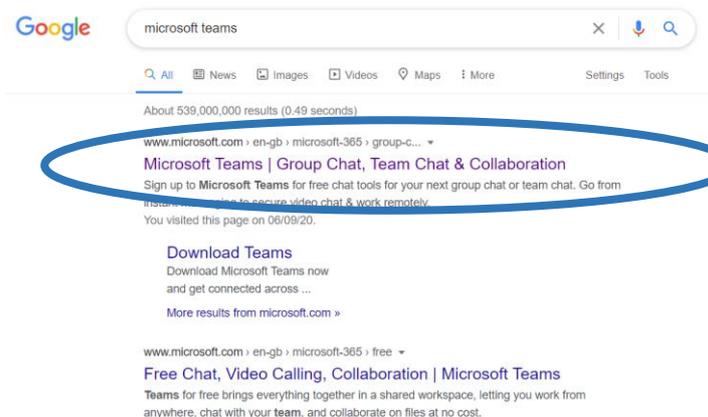
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Getting started with Microsoft Teams

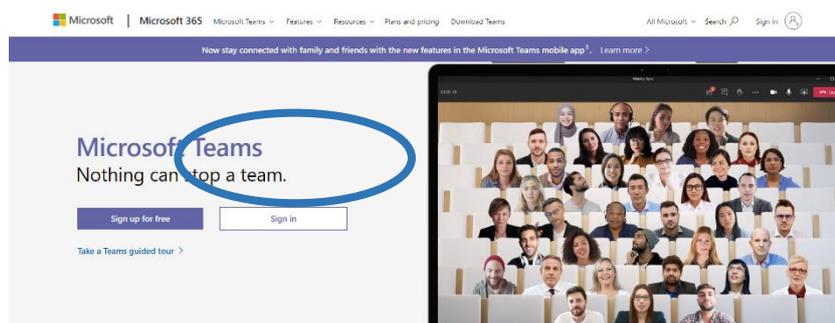
1. Open an internet browser and on google.co.uk search for Microsoft teams.



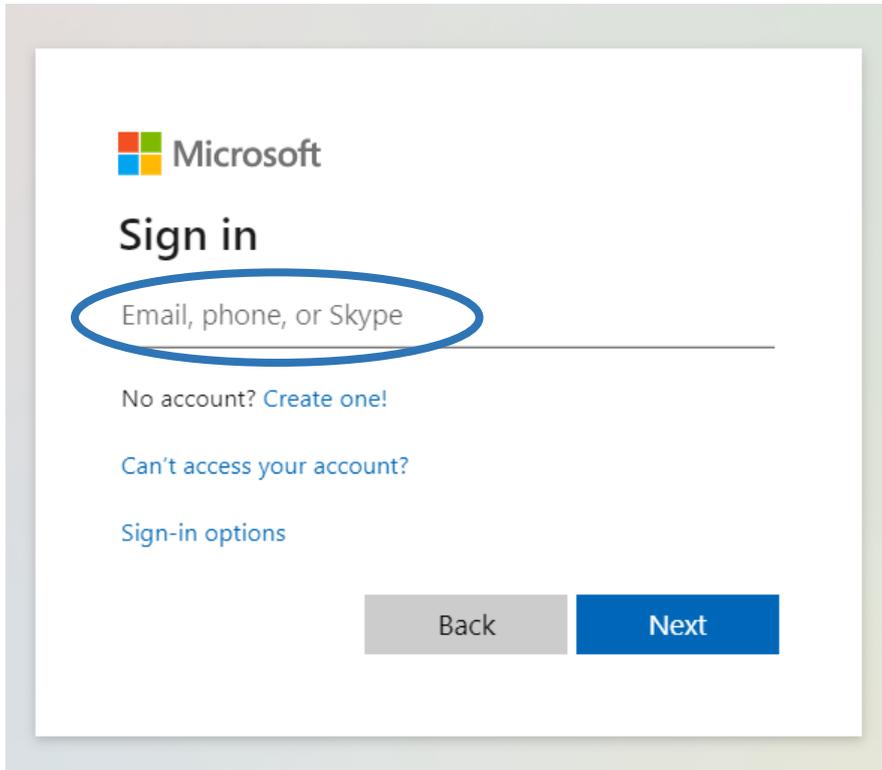
2. Click the top search result named "Microsoft Teams | Group Chat, Team Chat & Collaboration".



3. The following website will appear. Then you will need to click on 'Sign in'.

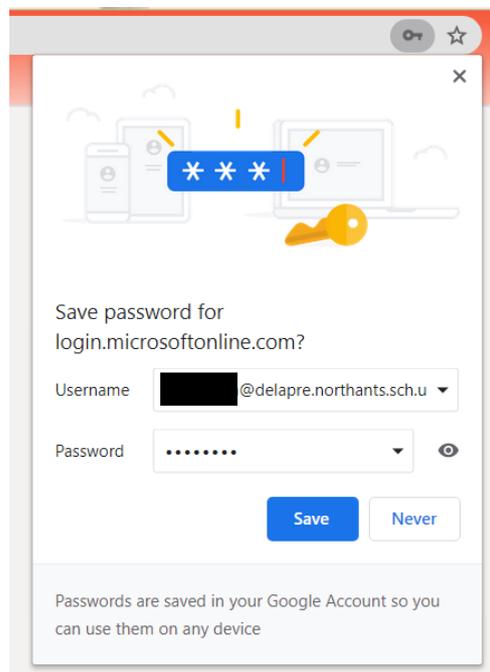


4. You will then see the following screen. Use your child's email address and click 'Next'. It will then ask you for your password. Click 'Sign In'.



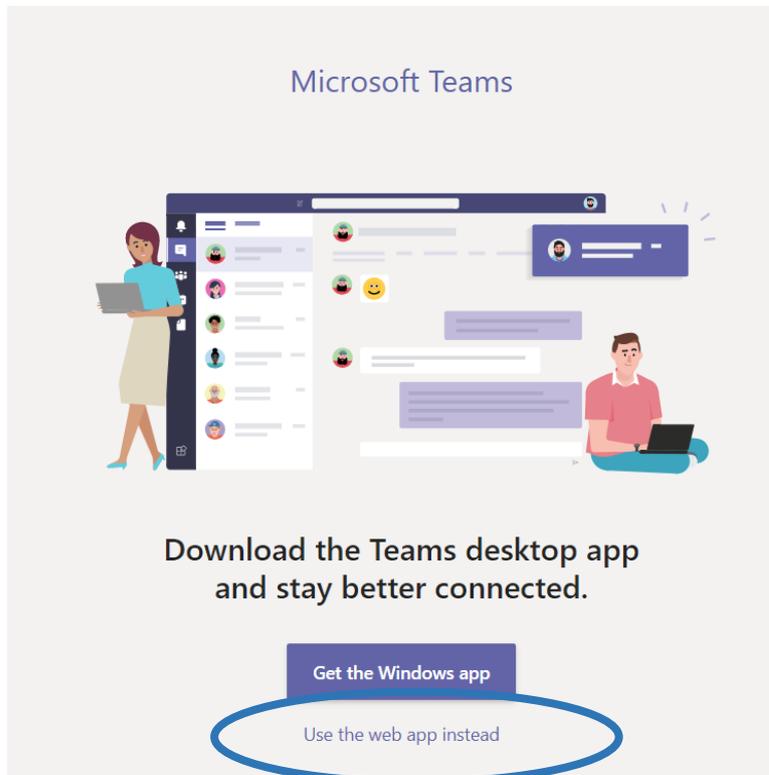
The image shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the heading "Sign in". A text input field containing "Email, phone, or Skype" is circled in blue. Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom are two buttons: a grey "Back" button and a blue "Next" button.

5. It may ask you to save your password on your computer. Only save the password if the computer you are using is private. It is important to not save your passwords to any public or shared device.



The image shows a browser dialog box titled "Save password for login.microsoftonline.com?". It contains a "Username" field with a dropdown menu showing "@delapre.northants.sch.u" and a "Password" field with a dropdown menu and a visibility icon. Below the fields are two buttons: "Save" and "Never". At the bottom, there is a note: "Passwords are saved in your Google Account so you can use them on any device".

6. You will then see the following page. Click 'Use the web app'. It will then load your teams account.

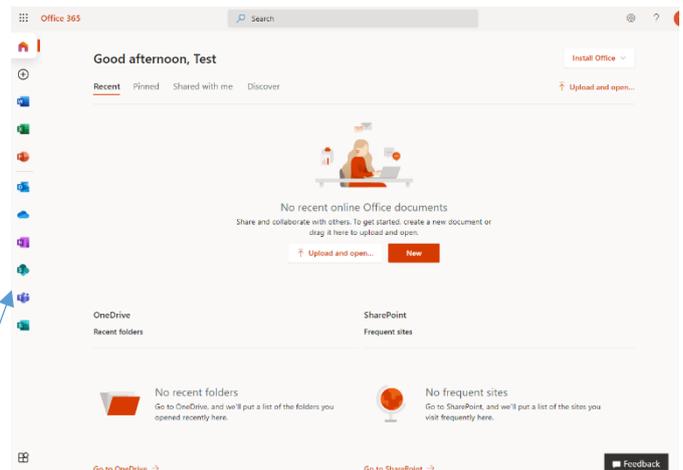
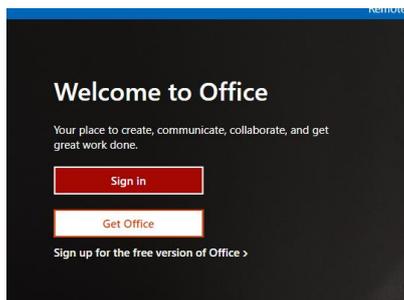


7. Then once you are logged in and can see your home screen. Click on your class team to see posts, files and assignments set by your teachers.

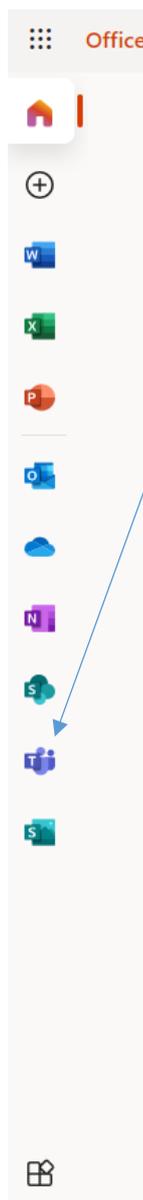
Alternatively, you can download the Windows app..

Downloading Microsoft Teams

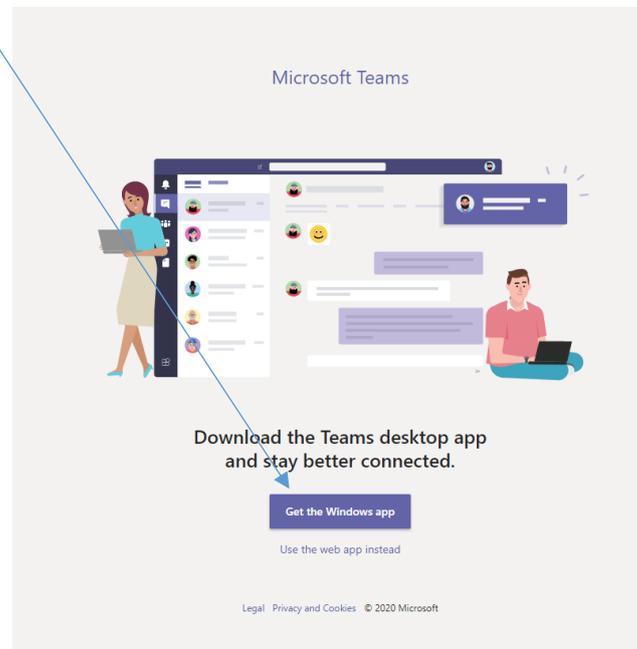
1. To download the app, open your web browser and go to www.office.com . Click on "Sign in" and enter the email address and password we provided.



2. Click on the  Teams button.



3. The first time it opens, you should see this screen and can click on "Get the Windows app" (or Mac equivalent).

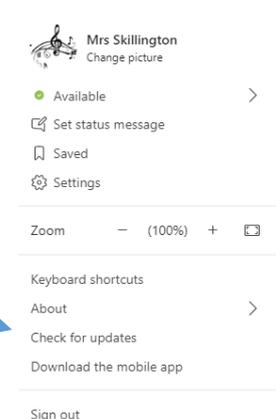


If this does not appear, the web version of Teams will open, but you can still download the app by clicking on your initials in the top right hand corner, then clicking "Download the desktop app".

If neither of these appear, you can go to <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app> in your web browser and click "Download for desktop".

If you already have the Microsoft Teams app, please ensure you have updated to the latest version.

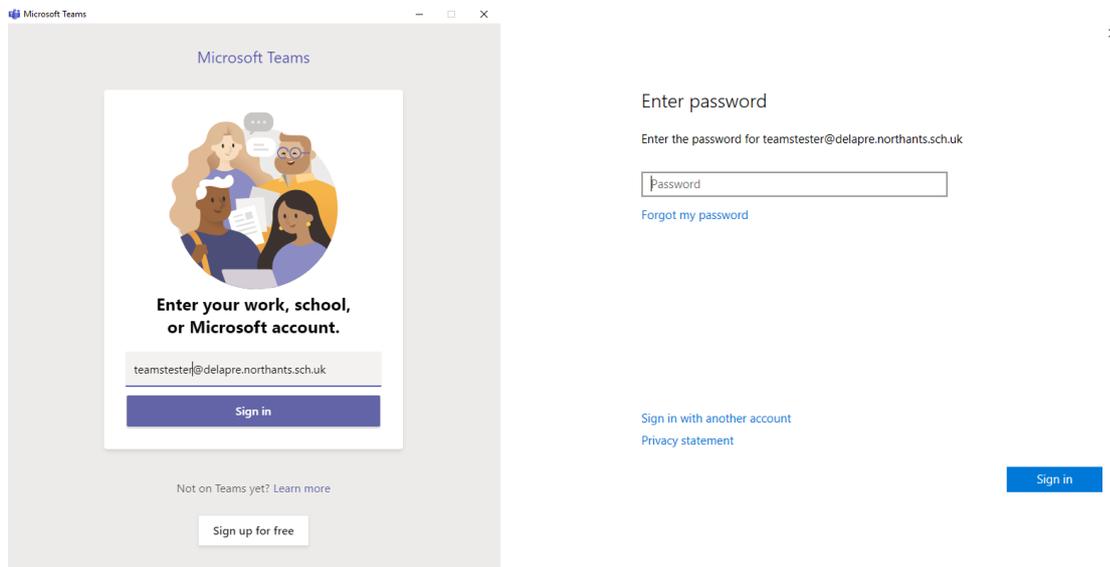
- Open the Microsoft Teams app
- Click on your initials in the top right corner
- Click on "Check for Updates"



4. Open the Microsoft Teams App

Enter your child's email address and click "Sign in"

Enter your child's password and click "Sign in"

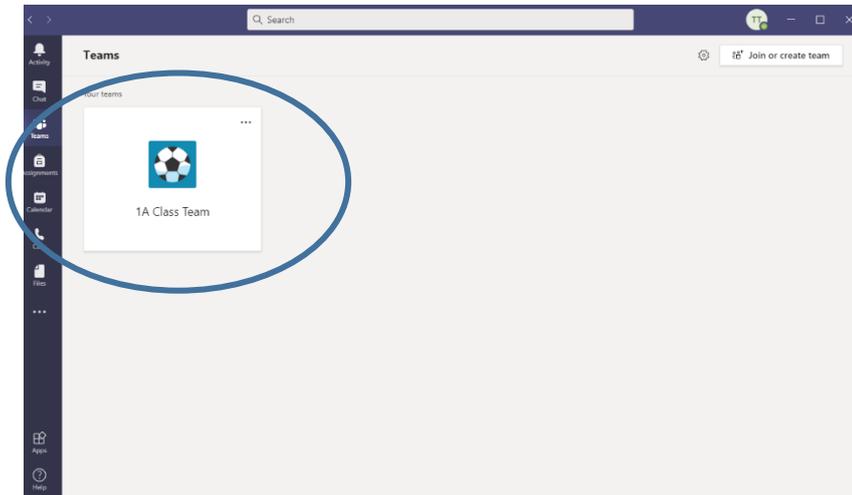


If a dialogue box appears, you should untick the "Allow my organisation to manage my device" box and then click "Sign in to this app only"

5. Then once you are logged in and can see your home screen. Click on your class team to see posts, files and assignments set by your teachers.

Downloading work

1. Once you are logged in and can see your home screen, click on your class team to see posts, files and assignments set by your teachers.



Installing Teams on mobile devices.

1. Open the 'Apple App' on your iPhone or Google Play Store on your android device.
2. Search for Microsoft Teams. (Make sure you choose the Microsoft App as shown).
3. Tap the install button to install on your device.
4. Once the App has finished downloading, tap the Open button.

