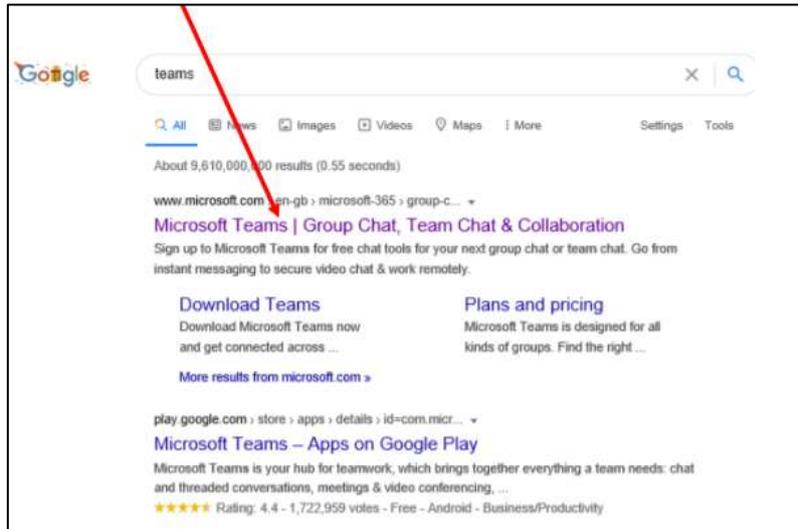


Microsoft Teams Parent Guide

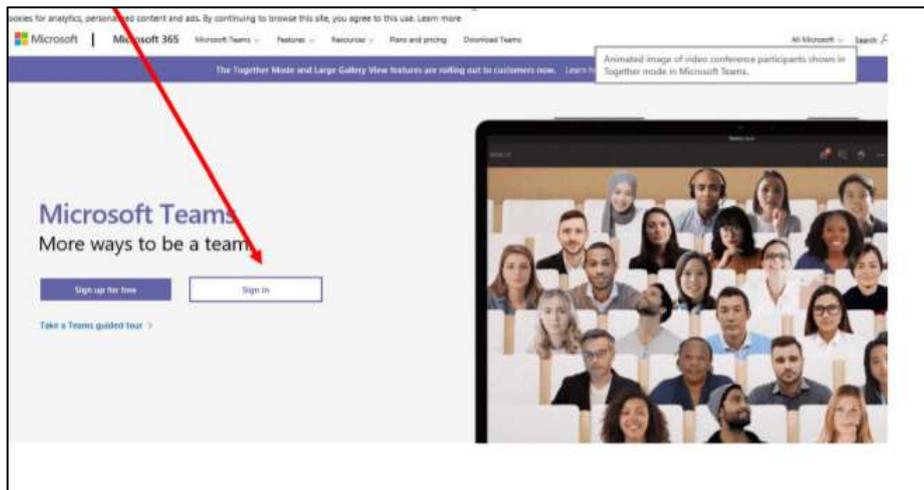
1. Opening Microsoft Teams:

Google 'Teams' and click on the top link.



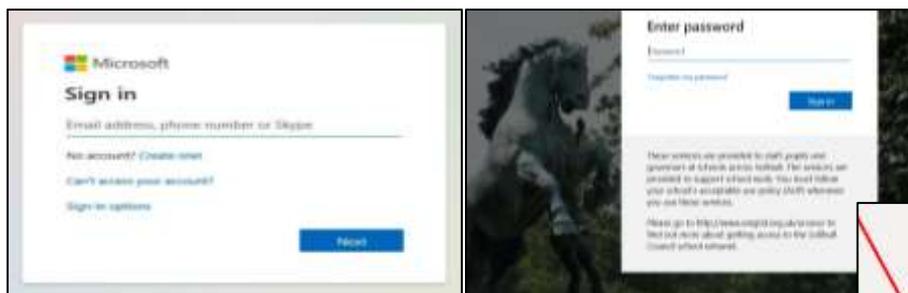
2. Signing in

Click the sign in button on that page

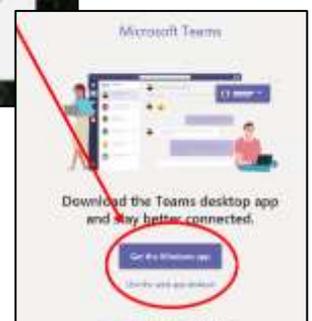


3. Logging in:

Your child can log in using their school email address and password. This will have been provided to you as a paper copy in the format of: username@st-augustines.solihull.sch.uk



Download the Microsoft Team App or click on 'Use the web app instead'.



4. **Joining a class team:**

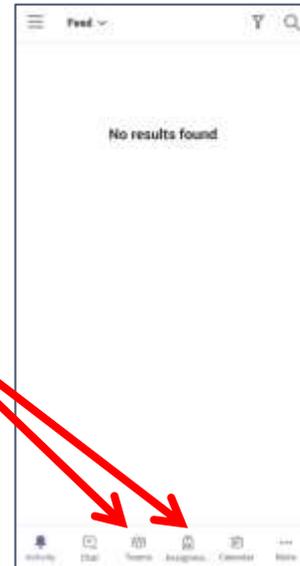
Click on your class team.

5. **Navigating Microsoft Teams (desktop & Mobile)**

Primary navigation appears on the left hand side of the screen (bottom on iPad and mobile devices) and includes the following icons: Activity, Chat, Teams, Assignments, Calendar, Calls and Files



Desktop website/app

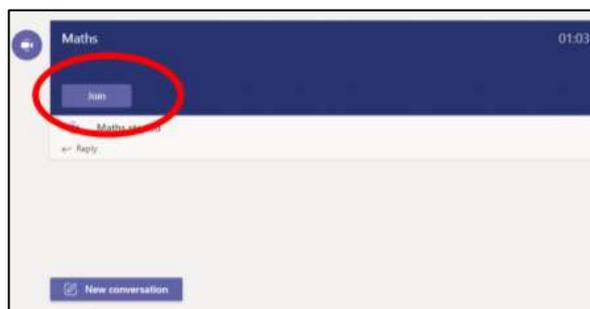


Mobile/iPad app (may vary on different devices)

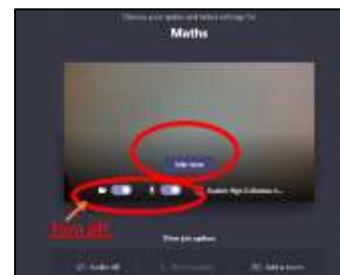
Children will mainly use the teams and assignments options

6. **Joining:**

If your teacher has started, you will see a blue notification in your Team. Your Sway overview will show you when it is time for you to join your teacher. You can join at any time by clicking the join button circled in red.



Click 'Join now'. Make sure audio and microphone settings are switched off when you first join, but ensure your **camera is switched on**. Your class teacher will be waiting for you, ready to begin the class register and have your time with your teacher. If you need to respond to your teacher, you can raise your hand and your teacher will unmute you.



Click 'Leave' when the conversation has finished.

7. **Follow up learning:** You will find follow on activities on your year groups Sway link which will be posted on <https://www.st-augustines.solihull.sch.uk/remote-learning/>