



Microsoft Teams on Office 365

Guide for Parents

So that we can continue to teach the curriculum and to ensure that your child does not miss out on their learning, we will be using **Microsoft Teams on Office 365** as a main way to communicate and set up activities for pupils to complete during school closures.

Each child from year R – year 6 has been given access to **Microsoft Teams on Office 365** through a **personal email address** assigned to their class. Please ensure you support your child when accessing Microsoft Teams on Office 365.

If you are having a problem with this, please let your child's class teacher know so we can rectify any issues.

The steps you will need to access Microsoft Teams on Office 365:

1. First set up Office 365 mail and register your child's email provided.
2. Once registered, click on Teams on the taskbar and follow the setup instructions.
3. Here, you will be able to see any work that has been set or communicate with the teacher and members of the class.

We remind all pupils that any comments typed here need to be appropriate and we recommend that adults supervise this where possible.

Please continue to monitor our school website, where we will be posting regular updates in addition to updating the online learning resources offered.

Thank You for your continued support.

C Cawthra