

How to sign into Microsoft Teams

Step A: Visit the Teams website or open the Teams app

You can do this in a few different ways

1. Visiting the Teams website at teams.microsoft.com
2. Open the Teams app on your device.



New to Teams?

[Clear here](#) to watch this video with step-by-step instructions

Step B: Sign in

- Use your school email address and password.
- These have already been shared with you.
- If you need a reminder, please contact the school.



Sign in

Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next

Quick guide for using Teams

1. Navigating Teams

Use these buttons to switch between Activity Feed, your Teams, Assignments, Calendar, and Files.



2. Open Assignments

Your teacher might assign tasks which you can complete and turn in on the app. Teachers can provide feedback, track progress and you can see your progress too.

3. Channels

Channels are different areas which relate to your learning. Click a channel to see files and conversations about specific topics.



4. Format your message

Remember: **Every Time You Write.**

You can add a subject and format your text. You should always read through what you write before posting.



5. Other tabs

There are sometimes links to websites and other apps here to enrich your learning. Your teacher might add specific tabs in different channels.



6. Reply to a conversation

Click 'Reply' to respond to a conversation here. Replying makes conversations easier to follow. Don't forget to format your message.



7. Conversations with your teacher and classmates

Your teacher might share resources or links to help your learning. You can scroll up to view old conversations.



8. Start a conversation with the class

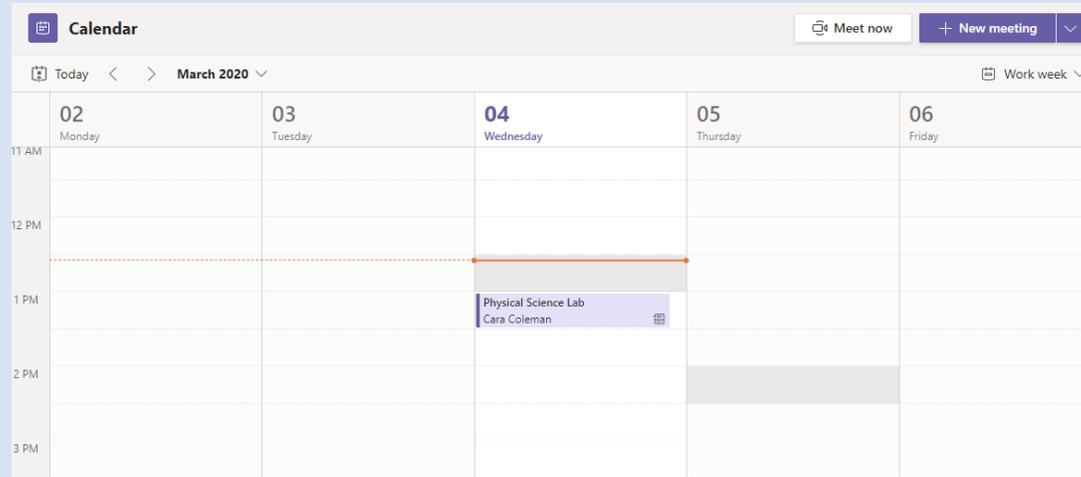
Type and format your new message here. Remember to use this sensibly as everyone can see. You can add files or share photos of learning.



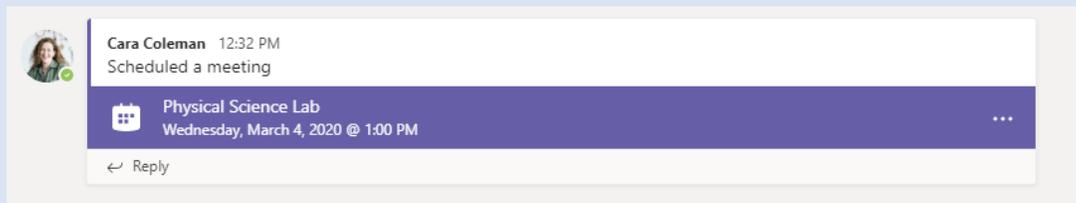
How to join a video call

Step A: Go to your calendar or look in your channels

Double click on any upcoming meeting in your calendar



Or, click the invitation posted by your teacher in a channel

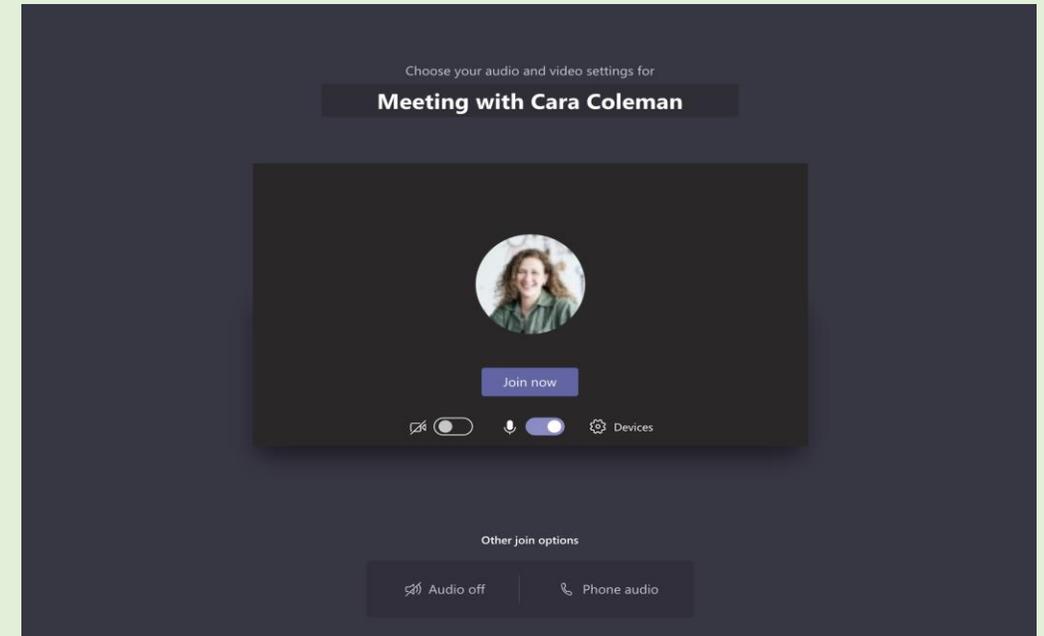


New to video calls?

[Clear here](#) to watch a video on using video calls with Teams

Step B: Join the meeting

Click 'Join Now' to join the meeting

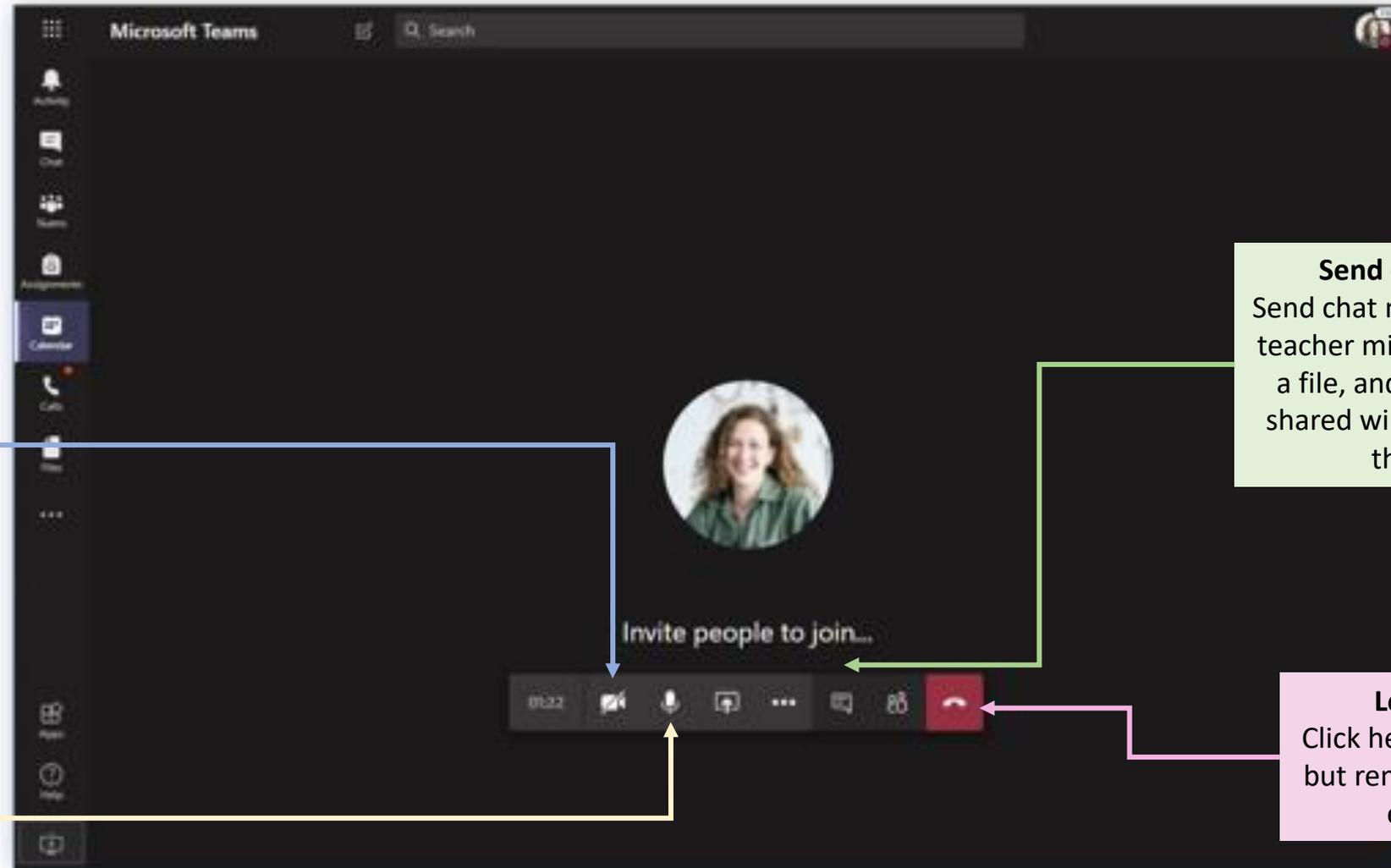


Remember:

- Check your microphone is on, and your volume is up
- You might have to wait until the teacher is ready
- The teacher might ask you to turn off your camera or microphone

How to participate in a video call

Share your video and communicate with your classmates and teacher during the online call.



Turn video on / off
Click here to turn your cam on or off

Microphone on / off
Click here to turn your microphone on or off

Send chat messages
Send chat messages here. Your teacher might share links, add a file, and more. Resources shared will be available after the meeting

Leave the meeting
Click here to end the meeting, but remember it will continue even if you leave

How to sign into Office 365

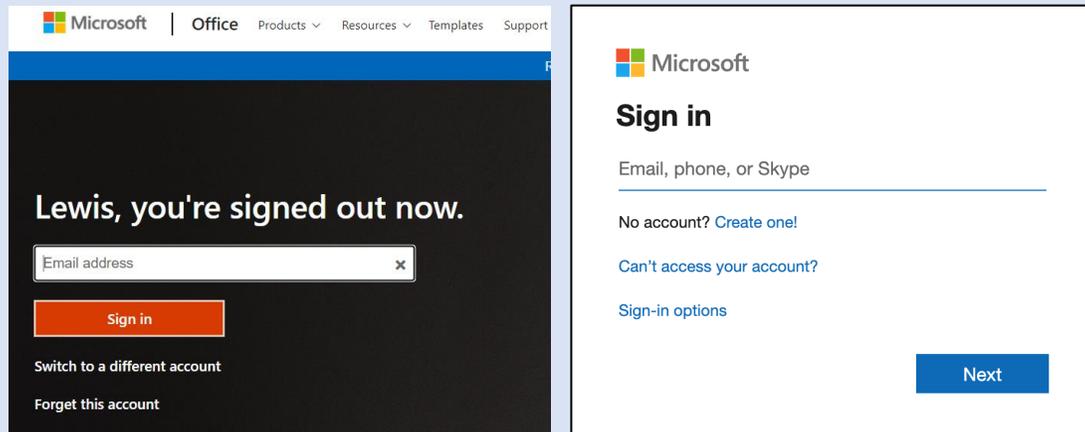
Step A: Visit the Office 365 website and sign in.

When you have clicked Office 365, sign in with your child's email address:

firstname.surname@children.thevictoryprimary.co.uk

Password – 1

If you need a reminder, please contact the school.



The screenshot shows the Microsoft Office 365 sign-in page. The page has a dark blue header with the Microsoft logo and navigation links. The main content area is white and contains a sign-in form. The form has a heading 'Sign in' and a text input field for 'Email, phone, or Skype'. Below the input field are links for 'No account? Create one!', 'Can't access your account?', and 'Sign-in options'. A blue 'Next' button is at the bottom right of the form. On the left side of the page, there is a dark blue sidebar with the text 'Lewis, you're signed out now.' and a search bar. Below the search bar is an orange 'Sign in' button and links for 'Switch to a different account' and 'Forget this account'.

Step B: Select Outlook.

Click the Outlook icon to enter your child's email. You will now be able to see any emails or Teams invites sent to your child.



Step C: Sending email and work.

When sending work, enter the email of work is for and click the "Attach" symbol to attach work from your computer.



When you have finished, click "Send"

Quick guide for using Outlook

What files do you need to attach from your device?

Who is it to?

The screenshot shows the Outlook 'Compose' window. At the top, there is a toolbar with buttons for 'Send', 'Attach', 'Encrypt', and 'Discard'. The 'Attach' button is highlighted with a blue box. Below the toolbar are three input fields: 'To', 'Cc', and 'Add a subject'. The 'To' field is highlighted with a red box, the 'Cc' field with a yellow box, and the 'Add a subject' field with a green box. Below these fields is a large text area for the email body, outlined in purple. At the bottom, there is a rich text editor toolbar with various icons for text formatting and insertion. The 'Send' button in this toolbar is highlighted with a black box.

Who else needs to see this email?

What is the email about?

What will the email say?

When you are done click Send.