

Microsoft TEAMS Guide

1. Download

Download the APP. You can download the app on any device free from any app store.

2. Sign –in

Sign-in using the email address you have been provided. This will be in the following format

joe.bloggs@nllt.co.uk

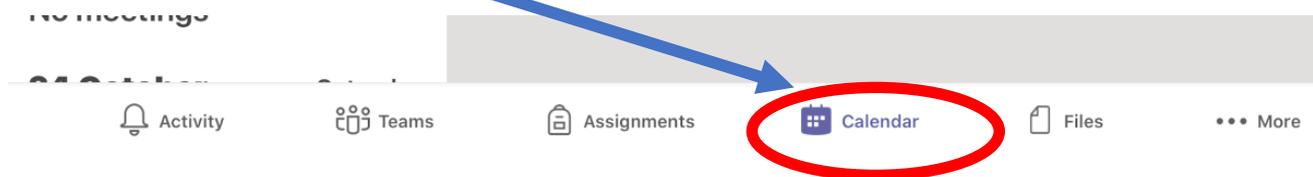
Use the password provided to you upon 1st log-in. You will be prompted to change this after your 1st log in. Please support children in doing this and make sure this is recorded in their Home Learning Diary. School will not have access to new passwords created.

3. Find your TEAM

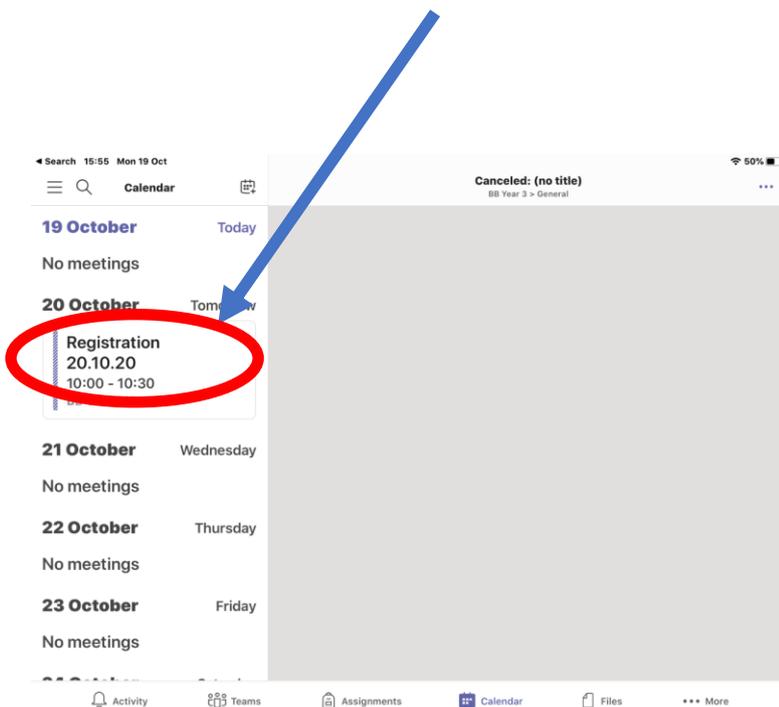
You have already been added to your year group TEAM. Please check that you are part of the correct year group TEAM.

4. Find your Calendar

Click on the Calendar tab along the bottom tool bar.

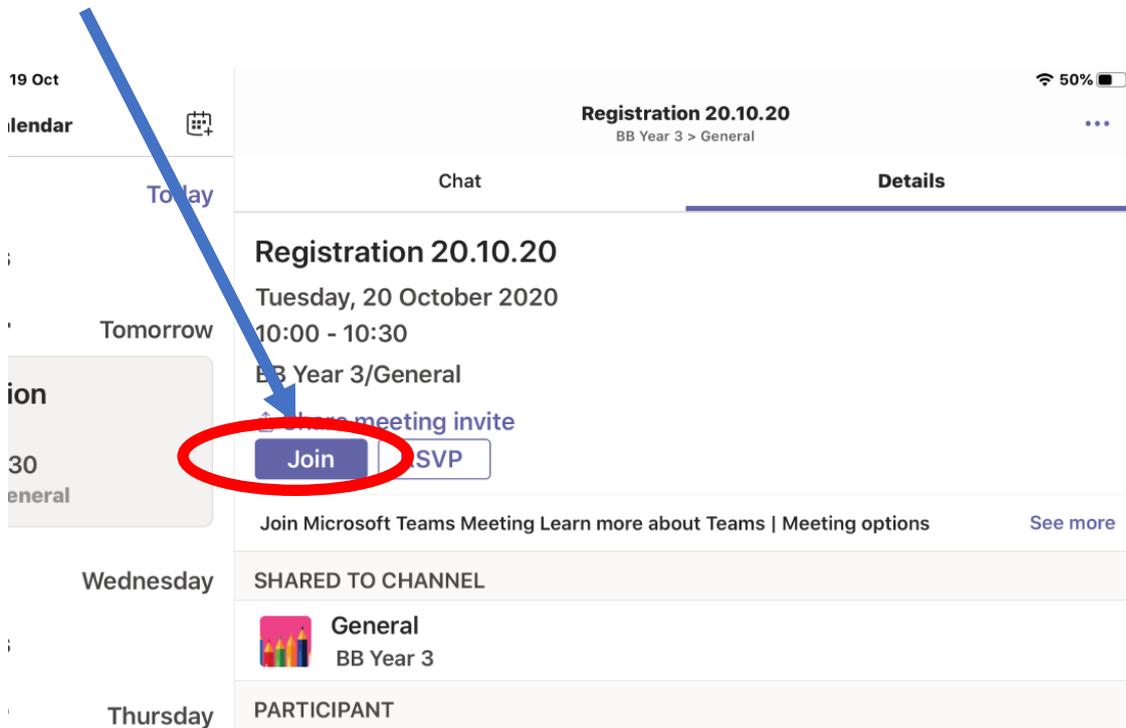


This will bring up any scheduled meetings on the left hand side of your screen. Click into meeting you need to attend.



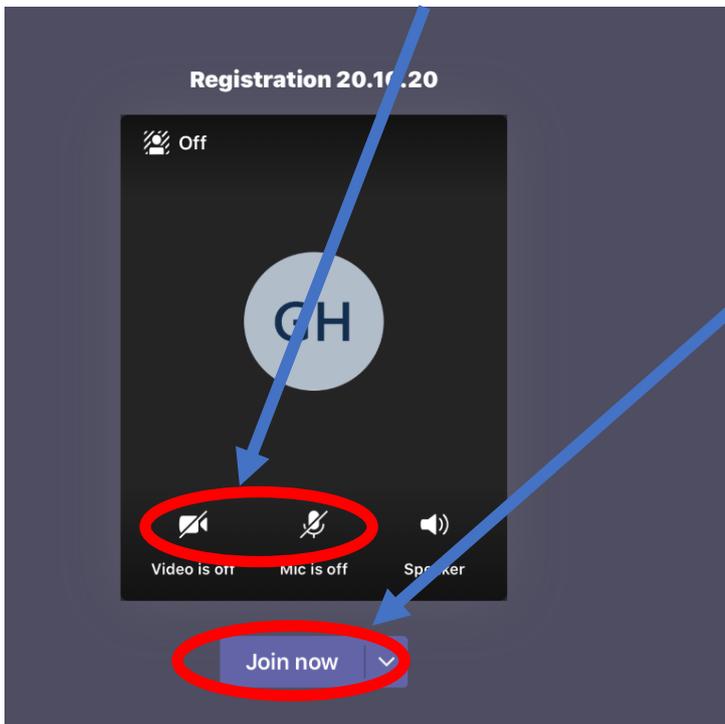
5. Join the Meeting

Click "Join" to begin your meeting.



6. Choose Meeting Settings

You must ensure that your mic and video are on before you join. Do this by pressing these icons.



Then click "Join Now" this will add you to the meeting.

Staff will further discuss other features with children and outline expectations and behaviours during their initial call. These will be revisited regularly.