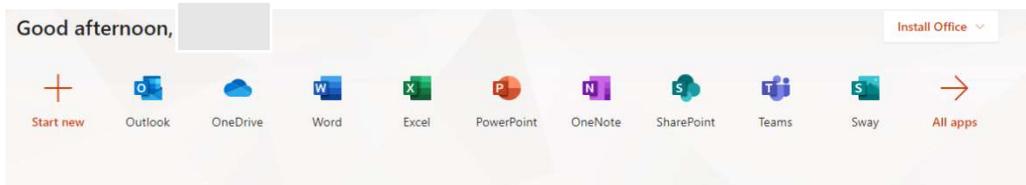


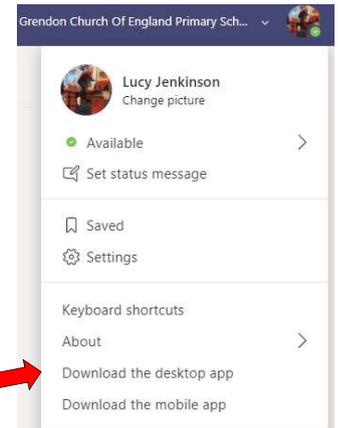
Office 365 Teams

1. Access www.office.com. Log on using your username and password.

Open your Office 365 Account and select 'Teams'



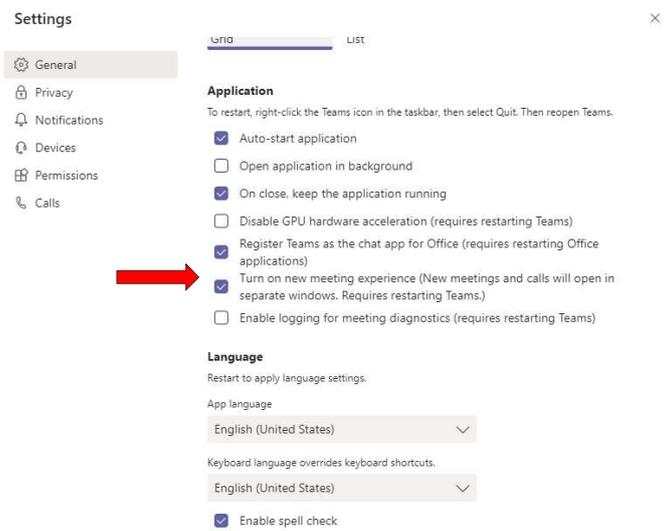
To access the most up-to-date functions on Teams, it is easiest to download the Office 365 onto the desktop of your laptop, or use the APP on the tablet. You can find the option to download the APP by clicking your profile picture at the top of your window.



2. Using the APP – ensure your settings are up-to-date

Ensure you have the 'New meeting experience' option on your Teams account. To do this:

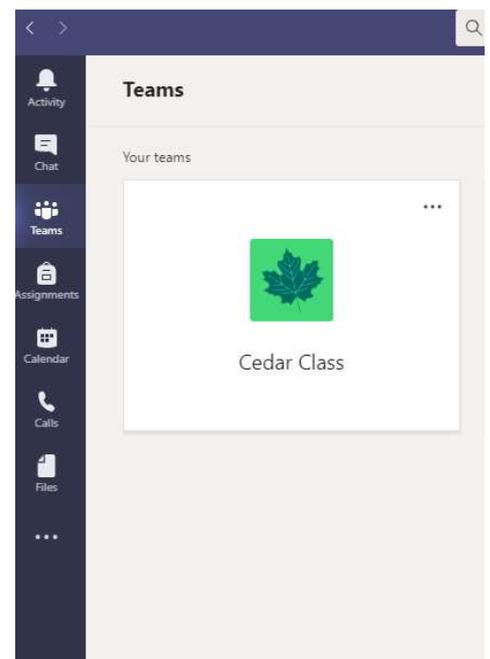
- Go to your profile circle picture at the top right of screen
- Check for updates. Once this is done –
- Go back to your circle picture at the top right of screen
- Settings
- Tick 'enable new meeting experience'
- Close Teams AND close Teams from the bottom tool bar, up-pointing arrow (like you'd eject a memory stick)
- Restart Teams to ensure all new settings are saved



2. From the left-hand side tab, select 'Teams' then click on the leaf 'Cedar Class' icon

In the General file you will find Files that the whole class can access and add to. This is also where you can access the 'Remote Learning Skills Grid'.

The channel with your **child's name** is a private channel for your child to use which cannot be seen by the rest of the class. **This is the place to upload work that they have done daily, viewed only by the class teacher.**



3. Video calls

We will be using the Teams platform to communicate via Video Call (instead of Zoom).

- You will receive an email inviting you to a scheduled video call from your class teacher
- You must accept the invitation within the email
- At the time of the scheduled meeting, click on the link within the email to join the video call.

OR

-Assess the 'Calendar' tab on the left of your APP.
Click on the scheduled meeting to join.

