



St. Peter's Church of England Primary School

Microsoft Teams – Quick Start Guide

Microsoft Teams gives our teachers a way to communicate and share work with learners when face to face teaching may not be an option.

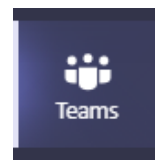
1. Go to: <https://login.microsoftonline.com/> or launch the Microsoft Teams App (available to download from all app stores).
2. Log in using your school email address and password.

3. Find the Teams icon in the app menu.

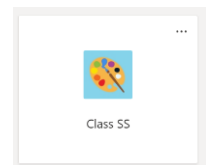


4. Open Teams (please note it may take a little while the first time that you use it).

5. In the menu on the left hand side click Teams



6. Then click on your class icon to go to your class team's page.



7. Use the channel menu on the left hand side, under your class name, to select 'Homework', 'Self-Isolation' or the date to access your learning.



Test Class

General

01.09.2020

Homework

Self-Isolation

Remember: All activity is monitored and you should only post comments that you are happy for your class teacher to see. All comments should be polite and professional in tone, be punctuated correctly and written in full sentences. No GIFs or non-educational images/posts are allowed.

Please read the school's Acceptable Use Policy and share the contents with your child before using Microsoft Teams for the first time. [Click here to access this document.](#)