

Teams Groups

Hello!

To support our remote learning we will be teaching our online lessons using Microsoft Teams which you can access by going on to the website: <https://www.office.com>. We will be joining in Year Groups. Your teacher has already made a group on teams for you to join. This group has details of the live streaming lessons.

Timetable: KS1 lessons take place from 1000-1100. In KS2, lessons take place from 09:00 to 10:00 and 11:00 to 12:00.

You will receive your Username and Password on a message on eSchools, sent by your teacher.



Once you have gone on to this website <https://www.office.com>, you will need to 'Sign In' using your username and password:

Please keep your username and password safe and confidential.

Accessing Office 365 to download the app/join web-based:

1. Google: Microsoft Office 365

[About](#) [Store](#)

[Gmail](#) [Images](#)  

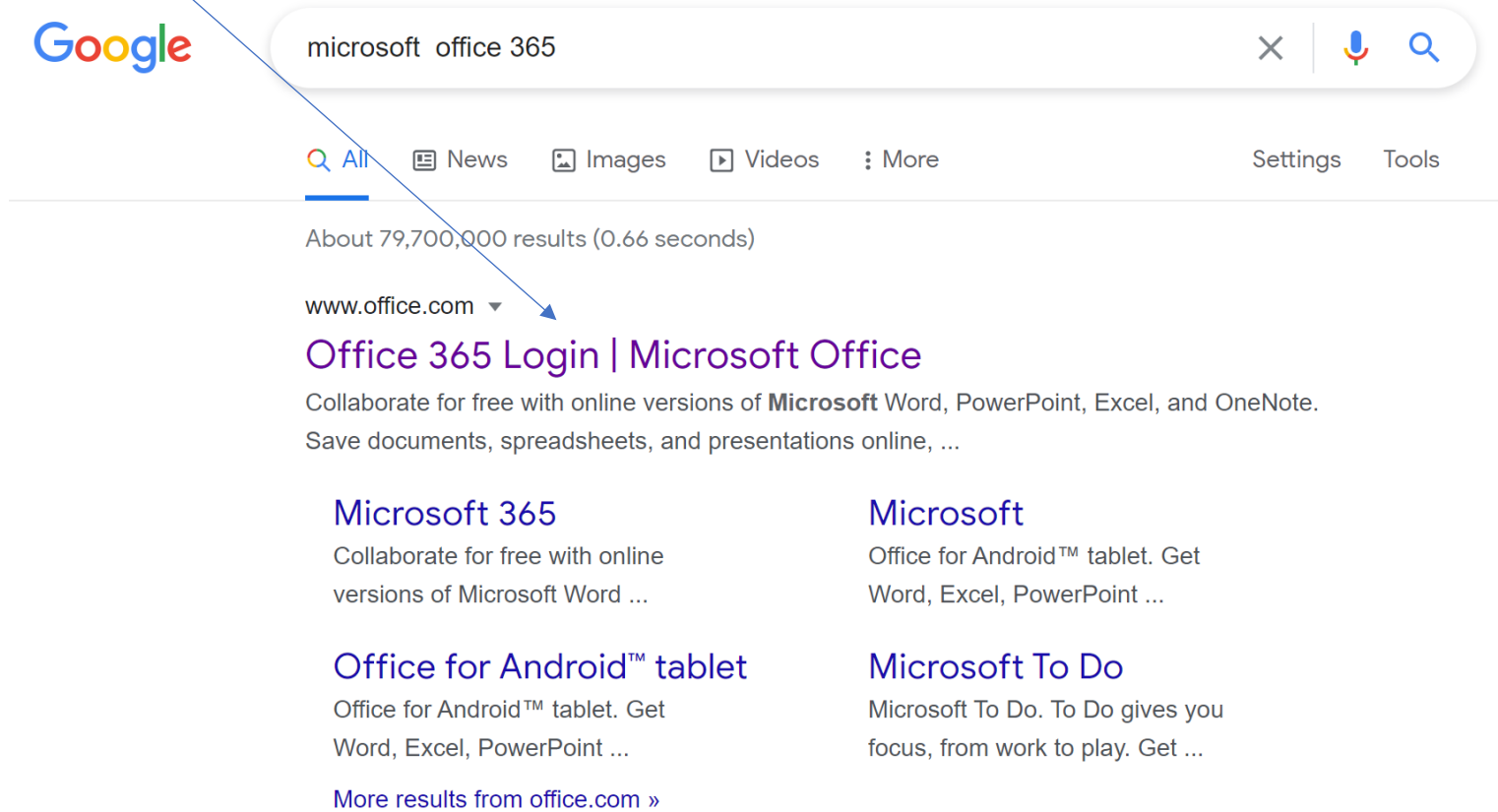


Google Search

I'm Feeling Lucky

Teams Groups

2. Click:



The screenshot shows a Google search interface. The search bar contains the text "microsoft office 365". Below the search bar, there are navigation options: "All", "News", "Images", "Videos", and "More". The search results show "About 79,700,000 results (0.66 seconds)". The first result is from "www.office.com" and is titled "Office 365 Login | Microsoft Office". A blue arrow points from the instruction "2. Click:" to the "Office 365 Login | Microsoft Office" result. Below the main result, there are four smaller results: "Microsoft 365", "Microsoft", "Office for Android™ tablet", and "Microsoft To Do".

Google

microsoft office 365

All News Images Videos More Settings Tools

About 79,700,000 results (0.66 seconds)

www.office.com

Office 365 Login | Microsoft Office

Collaborate for free with online versions of **Microsoft** Word, PowerPoint, Excel, and OneNote. Save documents, spreadsheets, and presentations online, ...

Microsoft 365
Collaborate for free with online versions of Microsoft Word ...

Microsoft
Office for Android™ tablet. Get Word, Excel, PowerPoint ...

Office for Android™ tablet
Office for Android™ tablet. Get Word, Excel, PowerPoint ...

Microsoft To Do
Microsoft To Do. To Do gives you focus, from work to play. Get ...

[More results from office.com »](#)

3. Type in child's discoverymat email address:



Sign in

Email or phone

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

[Sign in with a security key](#) ⓘ

Back

Next

4. Enter password:



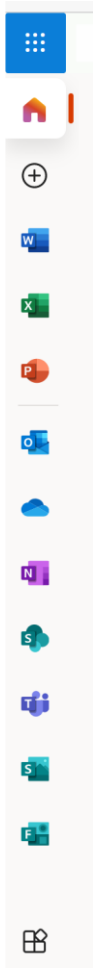
Enter password



[Forgot my password](#)

[Sign in](#)

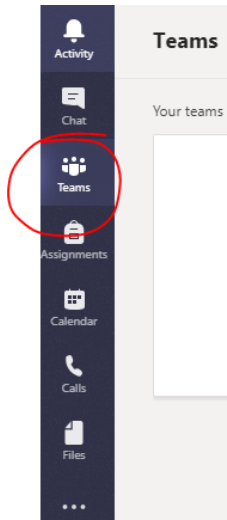
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5. Click on this tab

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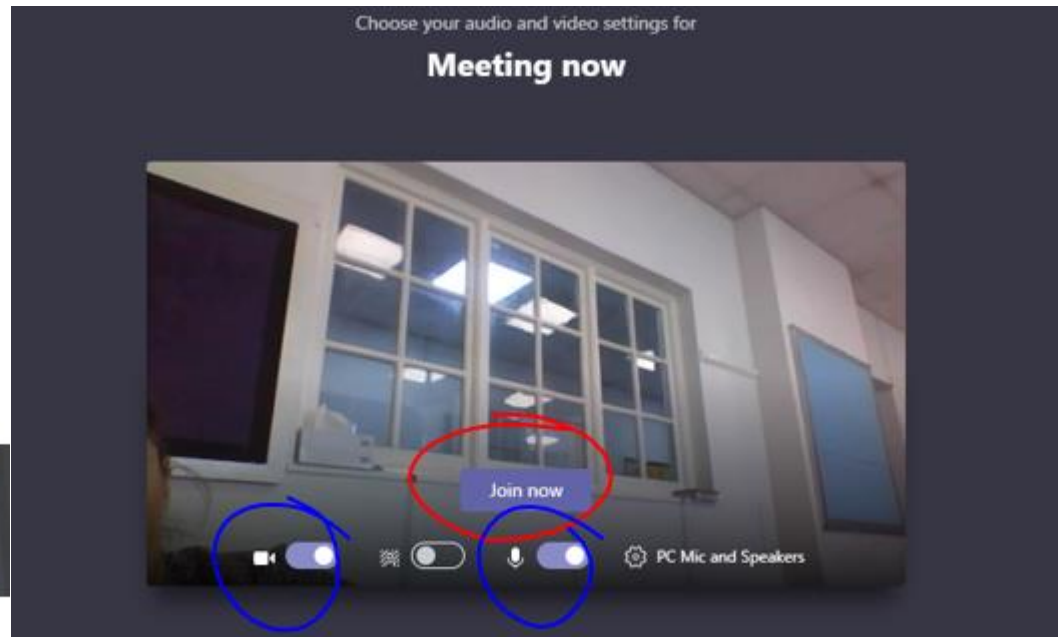
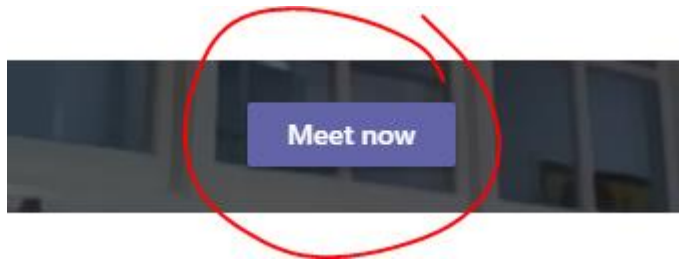
Once you have signed in, you need to click on to the blue 'Teams' button. Once you have it open, you will see down the left-hand side, a toolbar:



Go in to the 'Teams' button and you will see that you have been added to a 'Team' called Year #.

At [TIME AND DATE], you will be invited to a 'Join Meeting':

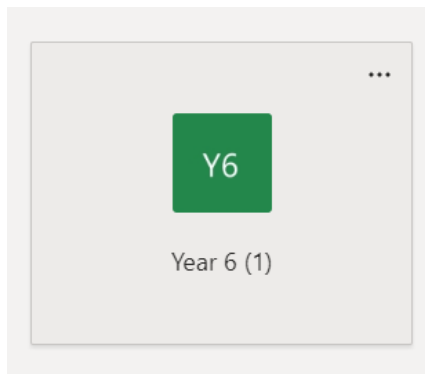
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Please ensure that your camera and microphone are enabled (the blue circles!).

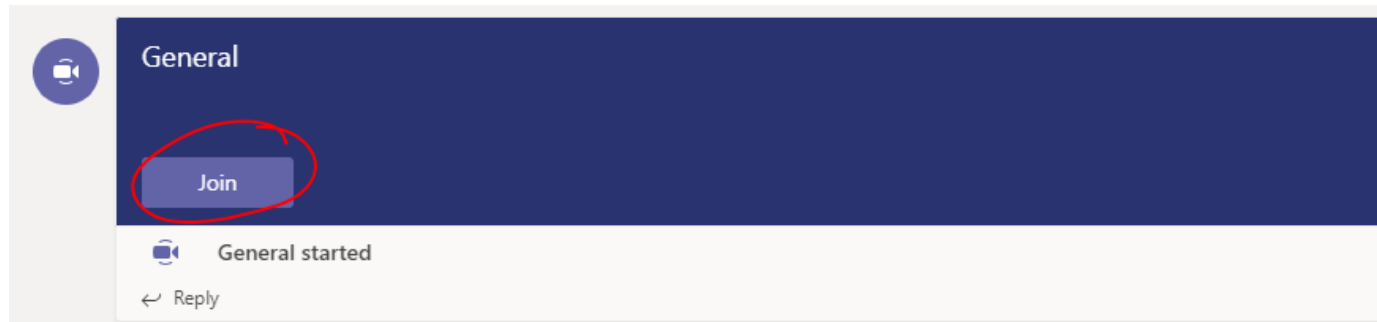
Or

If you go into your Team:



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You will see an invitation to join:



If you would like to talk during your lessons you can raise your hand and you can then unmute your microphone. Don't worry, at the start of the lesson, you will be told how to do this and how to type in to the messages that all participants can see.

