How to use our school's Microsoft Class Team

Please help your child to follow these steps so they can continue to complete learning activities, hand them in, and get feedback from teachers while they can't come into school.

Note: your child will need their log-in details for their school Office 365 account to complete the steps below. If they can't remember these log-in details, please contact our admin team or the main school office: Beechwood Primary Academy (01752 706360)

Smartphones and tablets: download the free Microsoft Teams app

Android devices	iOS devices (iPhones, iPods, and iPads)
> Open the Play Store app > Search for 'Microsoft Teams' > Tap 'Microsoft Teams' > Tap 'Install'	> Open the App Store app > Search for 'Microsoft Teams' > Tap 'Microsoft Teams' > Tap 'Get'

Once the app has downloaded, open it.

Then, your child needs to:

> Log in to their Office 365 account
> Tap the 'Teams' icon
> Tap 'Join or create a team' then 'Join a team with a code'
> Enter the code that their teacher has provided, then tap 'Join'

Computers and laptops: download Microsoft Teams

Your child needs to:

> Go to www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app
> Click 'Download Teams'
> Once it's downloaded, click on the installer to run the app

The Key
for School Leaders

- Log in to their Office 365 account
- Click 'Teams' on the left-hand side of the app
- Click 'Join or create a team', then 'Join a team with a code'
- Enter the code that the teacher provided, and click 'Join'