

# Parents & Guardians Quickstart Guide to Microsoft Teams

The Microsoft Office suite features a range of software available for free for all St Anne's students. This includes apps frequently used in school such as Word and Excel. Another app that we will be using to support student learning is **Microsoft Teams**.

The app is available on Windows, Android and iOS. It is currently used by businesses and educational institutions worldwide. St Anne's School and Sixth Form college be using this app with sixth form and Key Stage 4 to start with to support home learning and minimise disruption if we have to close.

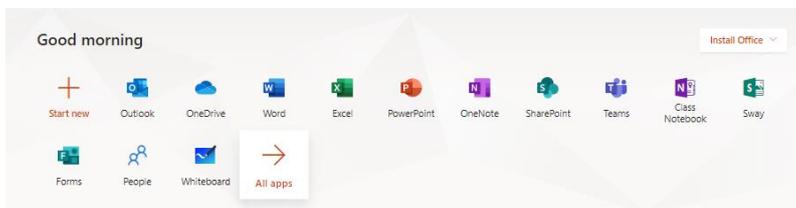
## Start:

1. Visit: [www.office.com](http://www.office.com)
2. Click on 'Sign in'  
Your daughter should then login using their school login details. The format is indicated below:



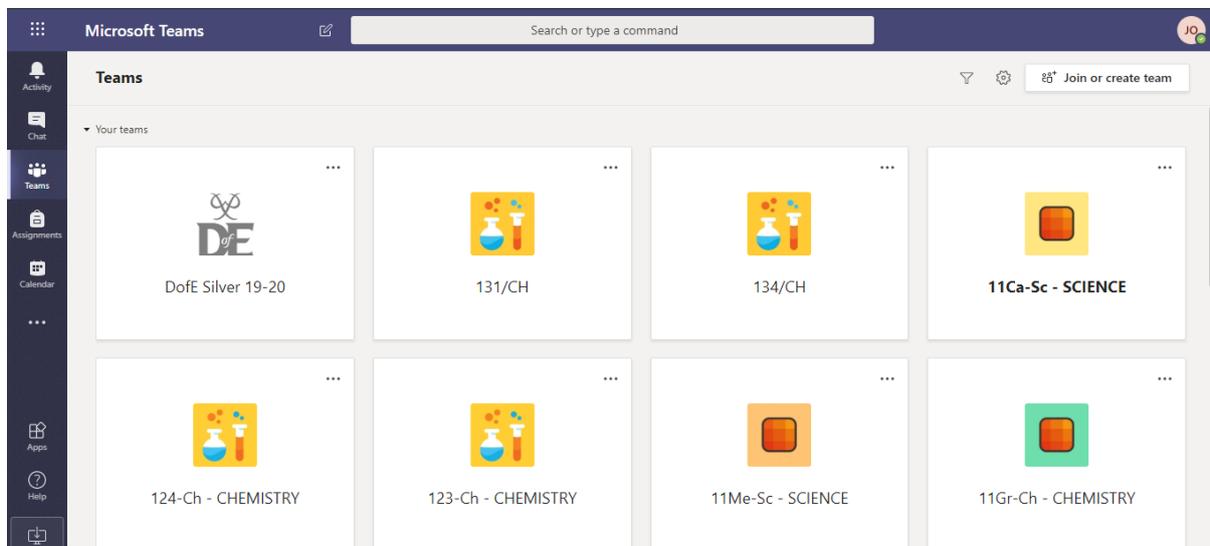
Login: e.g. [forenamesurname@student.st-annes.uk.com](mailto:forenamesurname@student.st-annes.uk.com)  
Password: The password is the usual password used to login to a school computer.

3. If prompted select 'Work or school account'
4. The website will now display a list of apps available. If Teams is not visible click 'All apps' then
5. Select 'Teams'



*Please note- the full Office 365 suite can be installed (for free!) from this page too by clicking 'Install Office'*

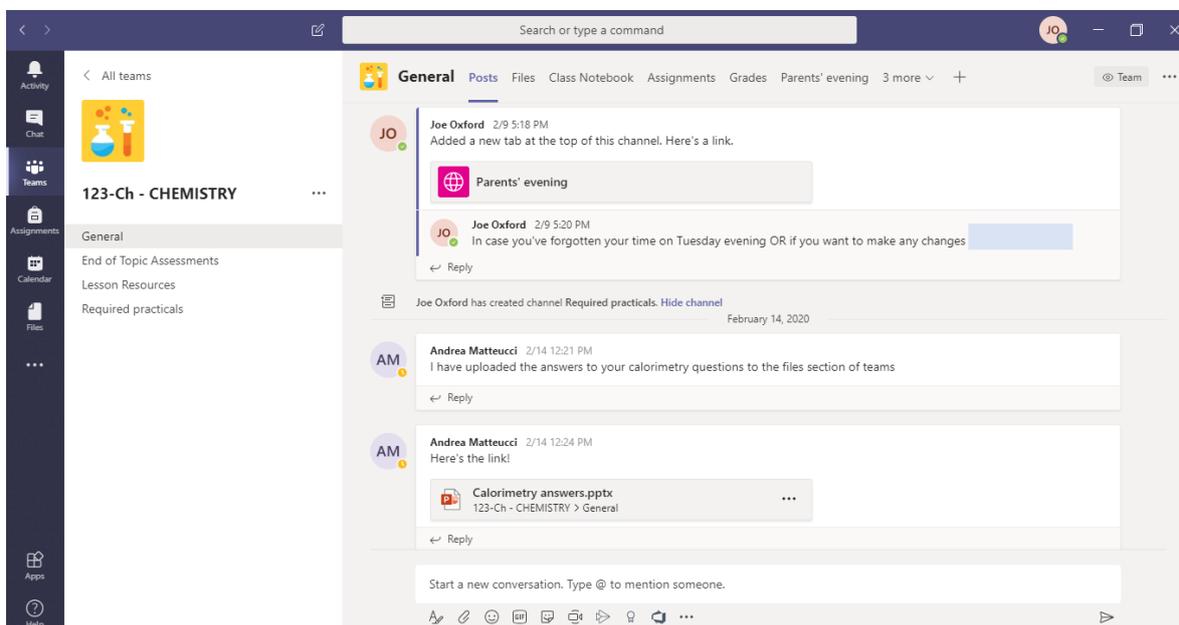
6. Your daughter's classes will now be displayed on the screen. Each class will have a separate page or 'Team' here where learning resources and discussions can take place.



If desired, a mobile app is also available on your normal app store. Simply search for 'Microsoft Teams'.

## Teams Page Example:

Here is an example of what a class page will look like when it has resources and conversations added. You will see that the format of conversations is less formal than that of a full email. Please note that all communications are still centrally monitored- any inappropriate messages will be recorded and so your daughter must be respectful to all at all times.



Lesson resources added tend to operate more smoothly if the Word and PowerPoint programs are also installed on your device. These can be installed for free when you login to [www.office.com](http://www.office.com)

## Questions:

### **I don't have a computer- can I still use this app?**

Yes! Most Office 365 software (including Teams) has an app available for android and iOS from your app store. Alternatively, the app is also available through web browsers without the need for installing software.

### **How will my daughter know if a task is set?**

On the main page there is an icon called 'activity' in the top left. This should display any tasks set by teachers and recent updates main to class pages.

### **How does my daughter login?**

Please see the example provided in the guide above. The username takes the form of the full student's name, the password is the same used to login to computers in school. This should also be noted in the student's logbook. For double barrelled surnames the hyphen is removed from the username.

### **How do I get more help?**

Email [teams@st-annes.uk.com](mailto:teams@st-annes.uk.com)