

Dear Parents and carers,

Please see some tips on accessing Microsoft Teams on an electronic device. Hopefully these simple steps will help your child to access the 'Live' meetings next week.

We are looking forward to connecting with you.

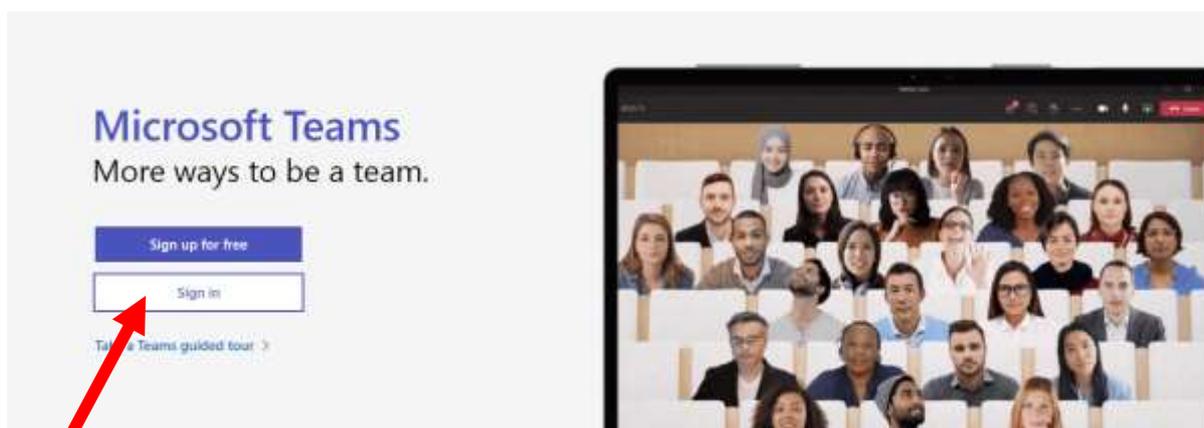
### **How to access Teams meetings.**

#### **Signing in using a laptop or desktop.**

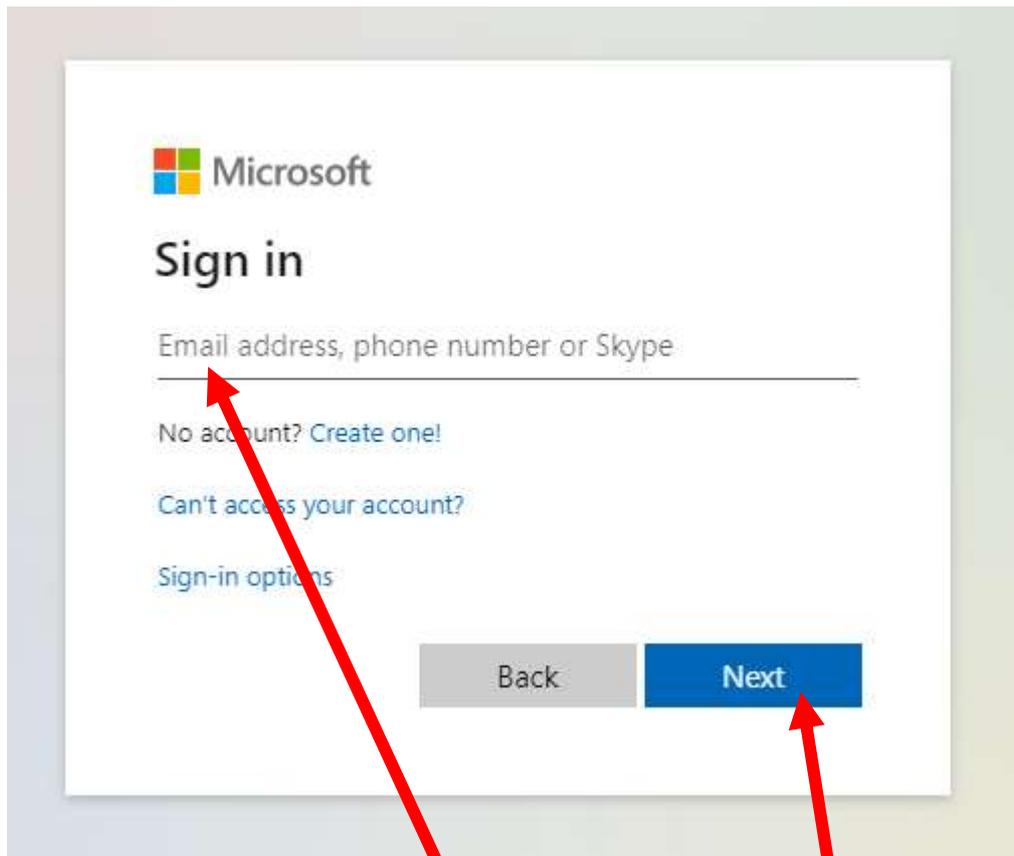
If you can, use Google Chrome  to type in the web address:

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software>

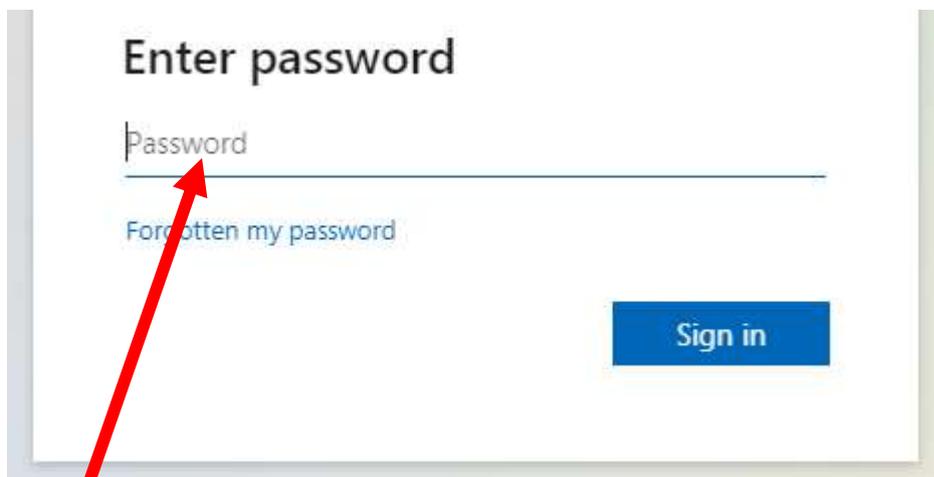
Your screen should now look like this



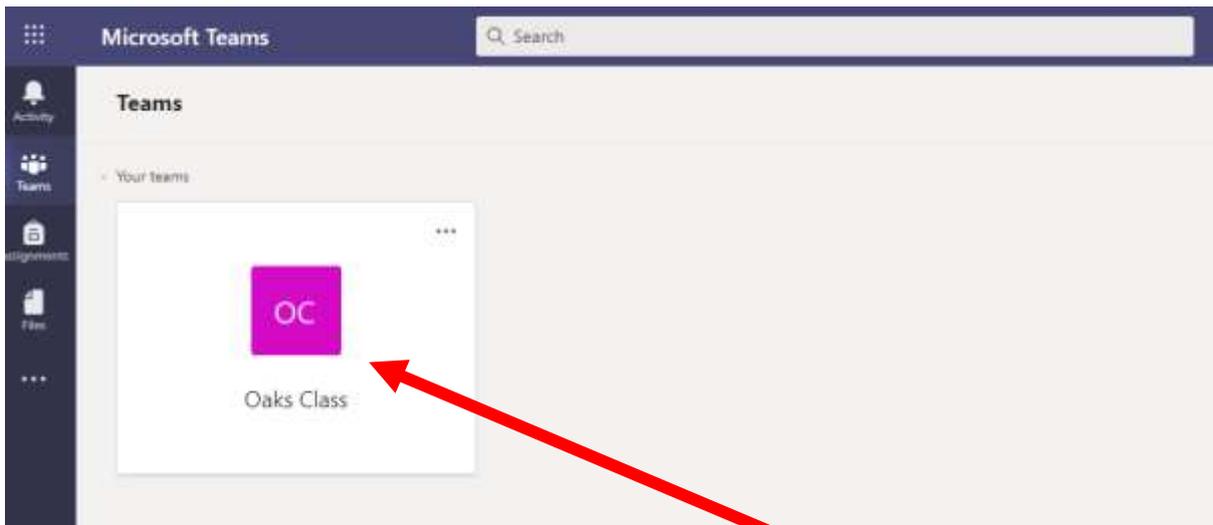
Click 'Sign in'.



You now need to use your username for teams e.g. HP14JosieH@hawthorn.school and click 'next'.

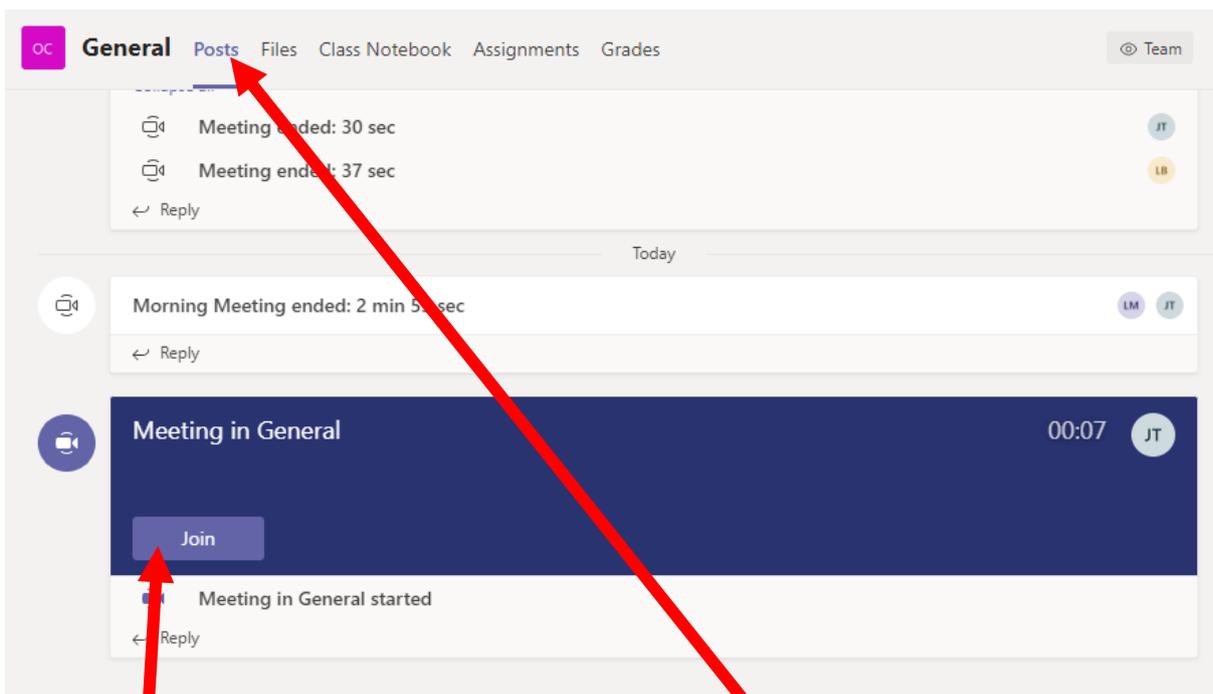


This is where you will type your Teams password e.g forest344. This is the same password you use when you log on to the laptops at school.



This page will then appear with your class team. Click on your class name.

You will then enter your class space.



Make sure the 'posts' tab is blue. If it isn't click it.

Then click 'join'. If there is no join icon, it will appear when your teacher has opened the meeting.

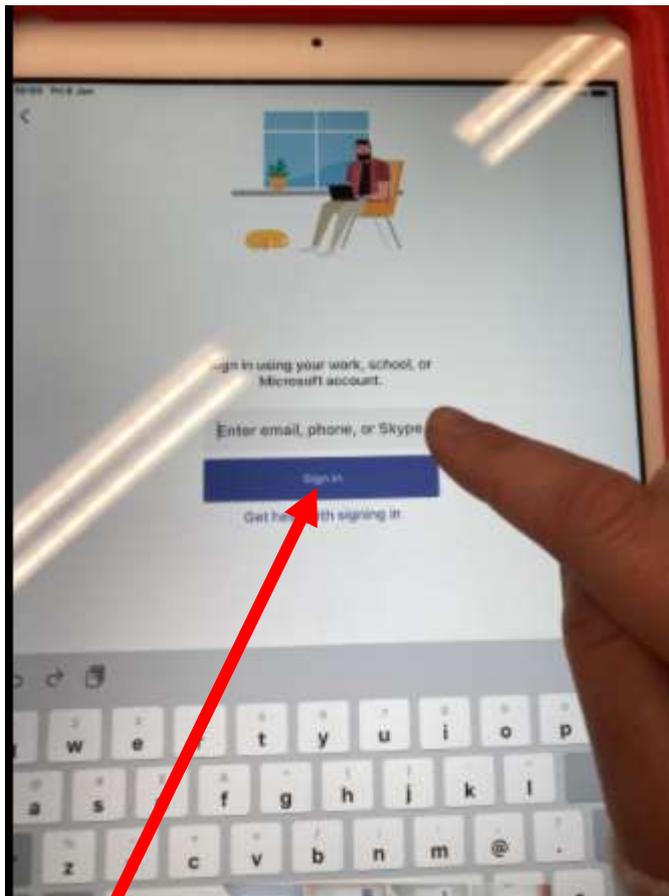
## Signing in using a tablet or mobile.

You need to have downloaded the teams app from the app store linked to your device.

Click the app icon



It will now ask you to sign in.



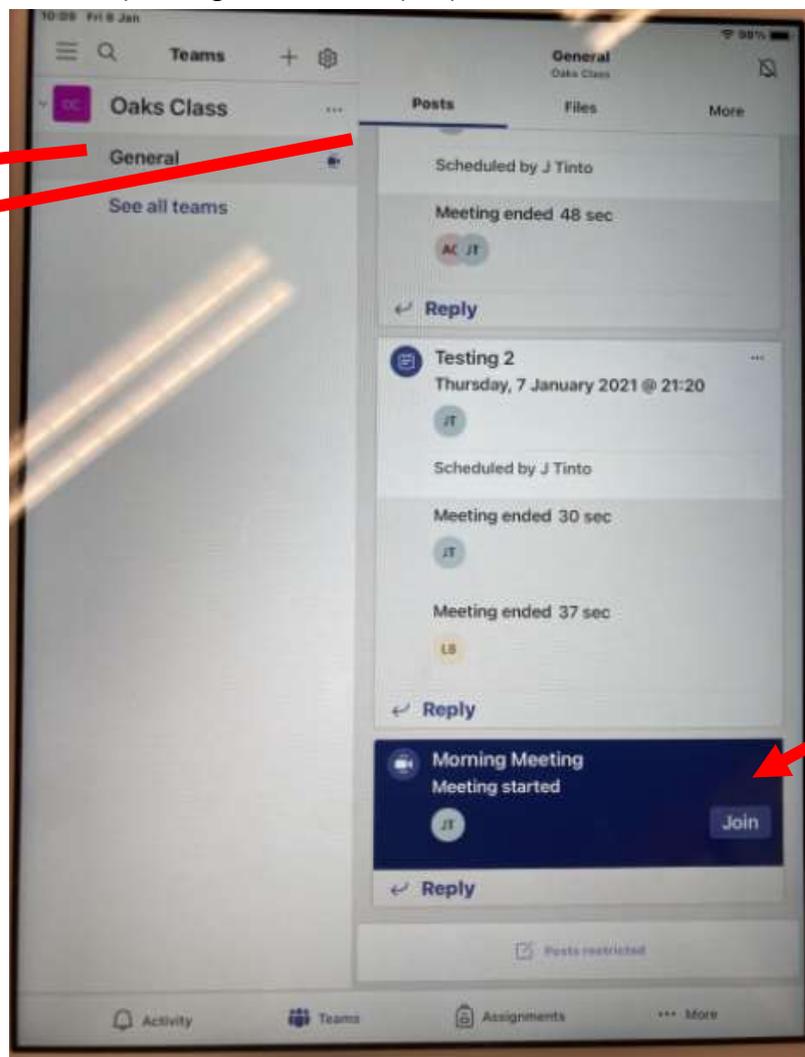
You now need to use your username for teams e.g.  
[HP14JosieH@hawthorn.school](mailto:HP14JosieH@hawthorn.school)

Now click 'Sign In'.



This is where you will type your Teams password e.g forest344. This is the same password you use when you log on to the laptops at school.

You will need to make sure you are in 'General' and 'Posts'. These will be highlighted.



Then click 'join'. If there is no join icon, it will appear when your teacher has opened the meeting.