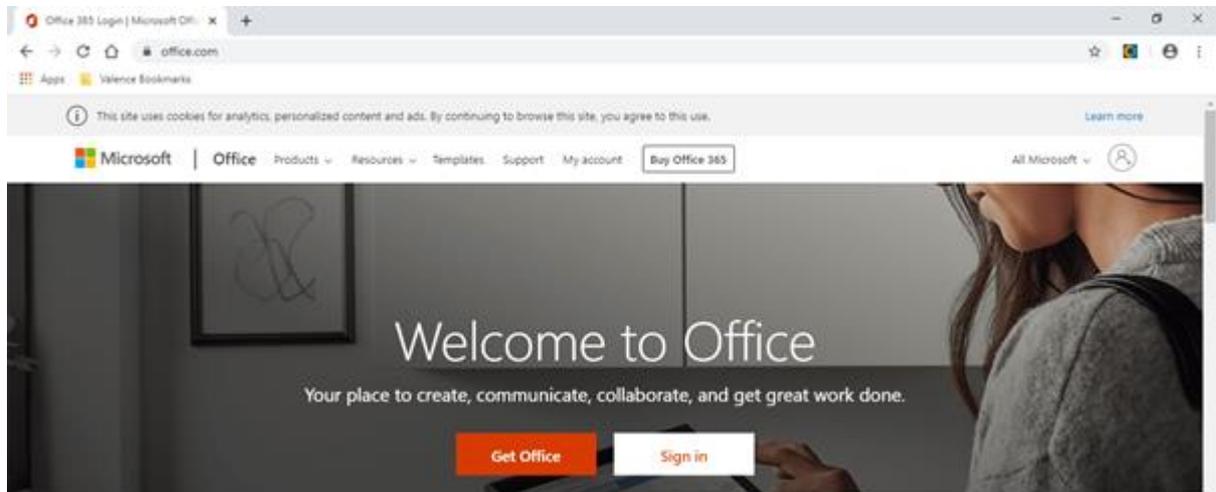


## Microsoft Teams – Parent & Carer Guide

### Connecting to Office 365

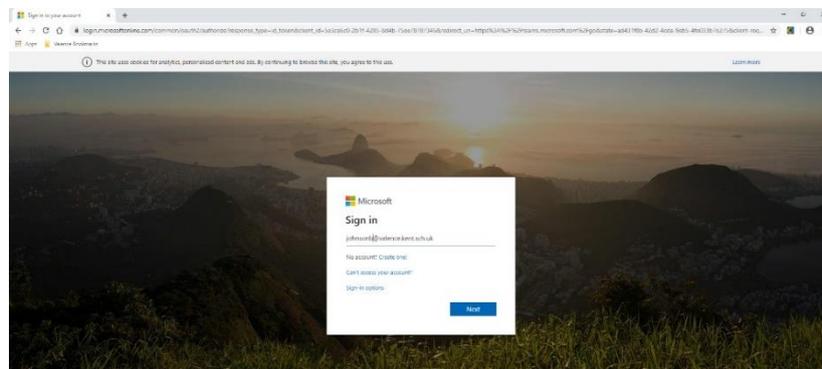
This guide will show you how to connect with your online version of Microsoft Office 365. Start your web browser which could be Google Chrome, Microsoft Edge or Apple Safari.

In the browser address bar type in [www.office.com](http://www.office.com) and the website as shown below will load

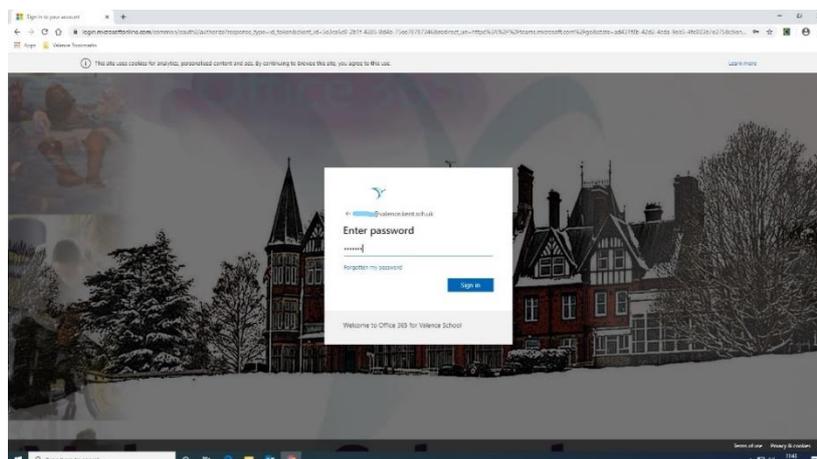


Click the Sign in button and then type in your full email address.

**The full email address for students is their surname followed by the first initial of their first name** i.e. Boris Johnson would be johnsonb@valence.kent.sch.uk (shown below) and then Next

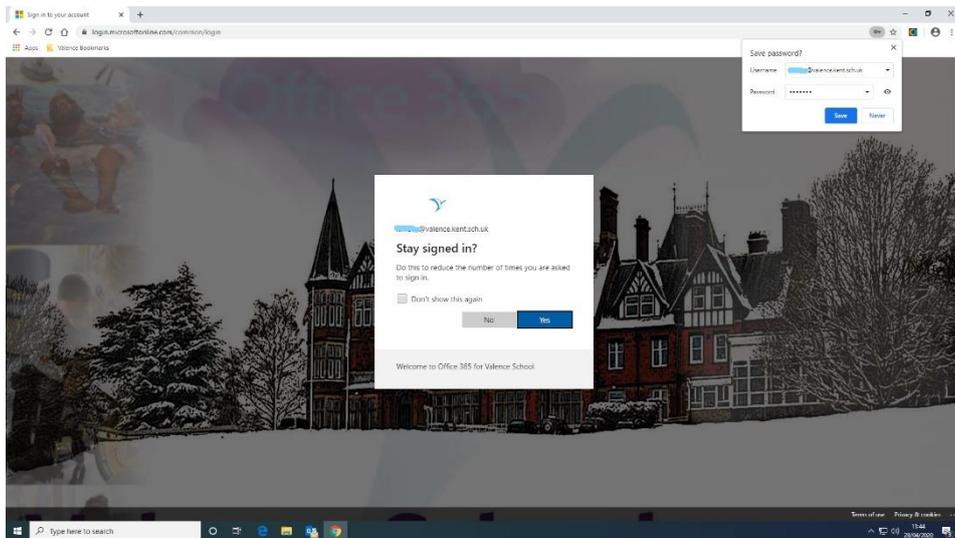


You will then be prompted for your password; this is the usual password students use to access their computer at school. Enter this and click Sign in. Parents of students who may not independently remember this password will be sent an email from their class teacher



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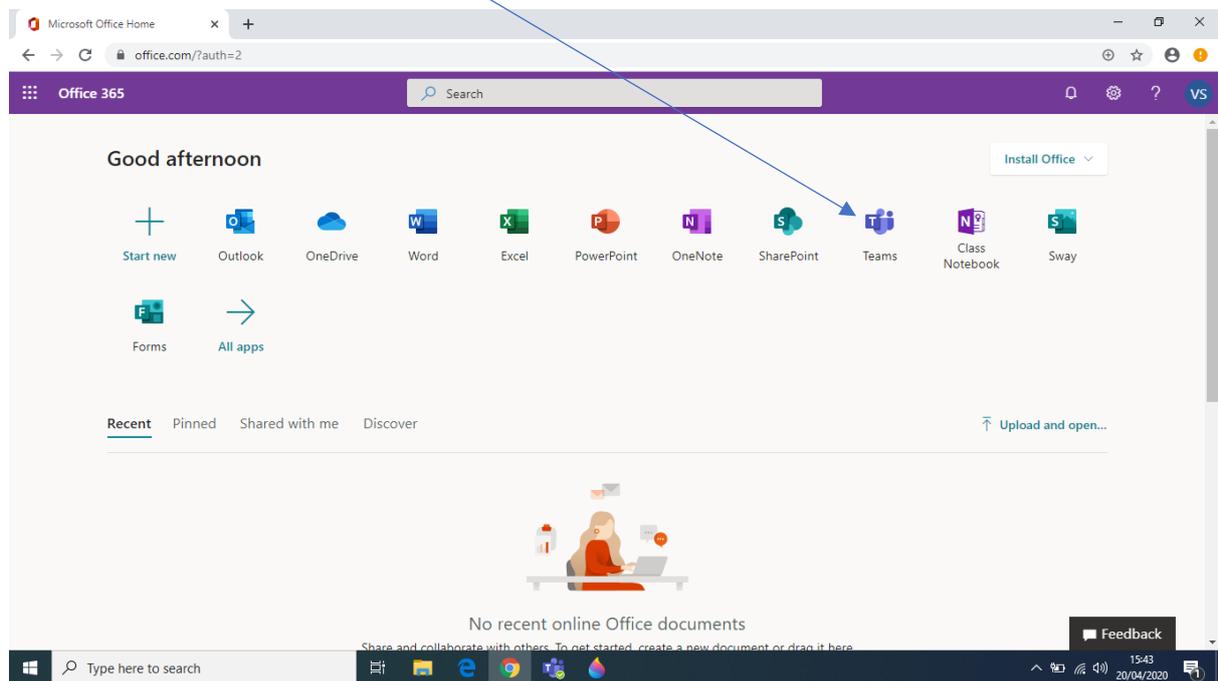
You may be asked if you want to stay signed in (This is optional but may be useful, so you don't have to keep putting in your password).



### Office365 Signed in

If successful you will see the screen below.

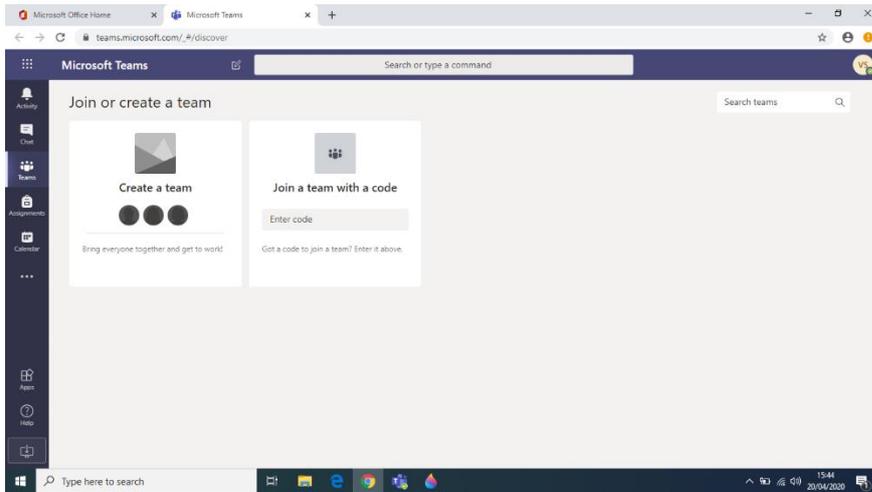
Teams is part of our Office365 subscription and is both an online app and a downloadable app from the Office365 portal. Click the Teams icon to load Teams.



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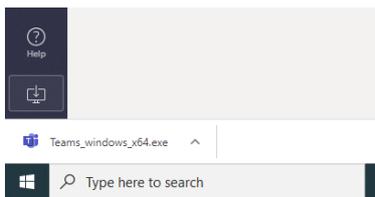
After you click on Teams the screen below will be shown –

**Please note** this is a blank, never before used account so the student may have already be assigned to a Team.



Each part of the screen will be explained later. The online version works well and works completely in conjunction with the desktop app. The desktop app has several extra features which will be important as your use increases.

To download the desktop app look at the very bottom left which gives you the icon for downloading the desktop app.



Click this and the file will download as shown here. Click the downloaded file and it will install / load Teams. When it is fully installed you will get the screen as shown below.

This is how Teams is presented the first time you use it. If you have used it before you will see the Team(s) you are a member of, any conversations and chats you've had in their respective areas.

The activity part of Teams shows anything the user has not seen where they have been included such as a chat. It will show as a red circle with a number inside it.

The chat part of Teams allows instant messaging to any contact in your organisation – see below.

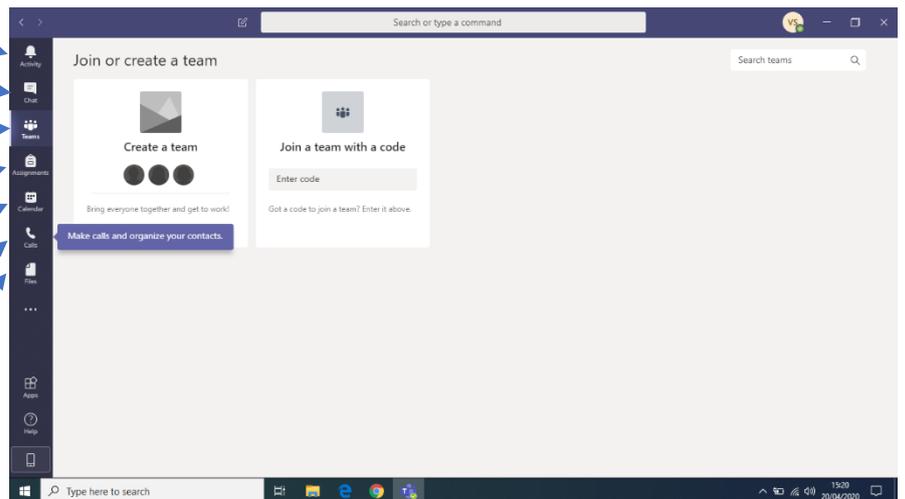
The Teams part of Teams allows the individual to be part of a team where files and other items are stored for all to work on and see together.

The assignments part of Teams is specifically for the education aspect of Teams.

The Calendar part of Teams is synced with your Outlook Calendar and allows scheduling of Teams meetings and checking your calendar.

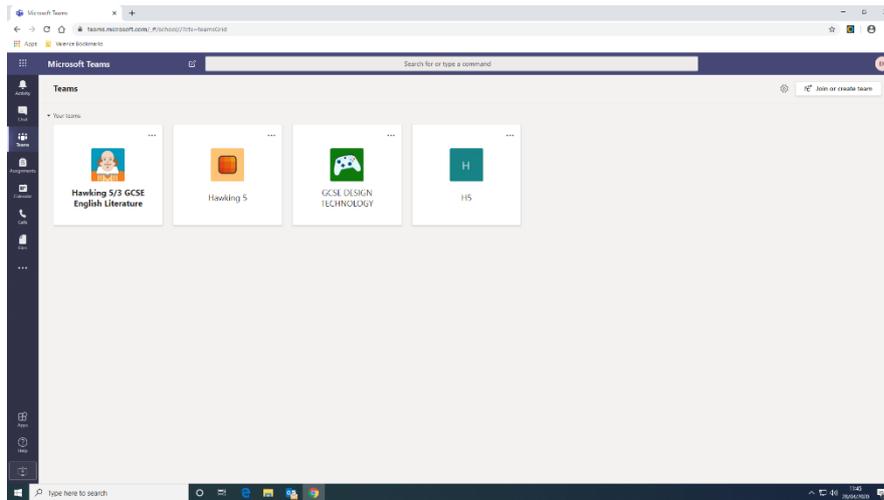
The Calls part of Teams shows you who you have called and who has called you either by video or audio. If any message has been left you will see a reminder in here

The files part of Teams shows any files you have recently worked on (cloud based) so any online file you have recently worked on will be shown here. You also have access to your OneDrive area from here.



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Below is a Hawking 5 student who is the member of 4 different Teams. Each of these is a separate Team for different subjects.



In this case GCSE English Literature, Computing, Design Technology and Maths.

In each Team will be several “channels”. These are areas where different aspects of that particular Team are set out. The teacher will explain to the student how they have set it up and where resources are kept and where to save work if that is what is expected.

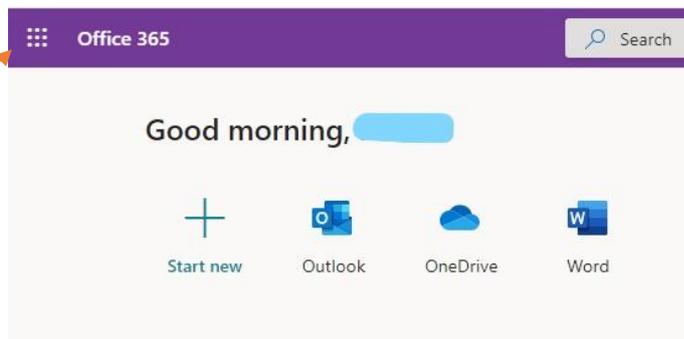
A Team can be anything from a subject based Team as shown above, to a Team about a specific topic such as Story Telling, Chess, a film club. The Team is a selection of resources that allow others to interact depending on how the leader of the Team decides or, if a shared Team how the members decide.

## Microsoft Teams – Parent & Carer Guide

### Connect to Teams Video Chat meeting using a Calendar Reminder

In order to get onto a specific video chat session requires finding and accepting a calendar reminder.

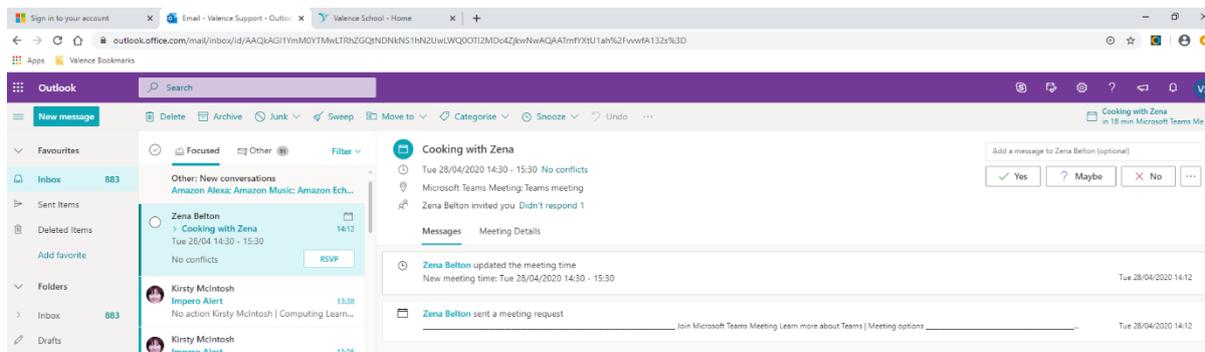
If you are not already signed into Office365 go to your Office 365 portal [www.office.com](http://www.office.com) and sign in. When you are online you will see the Office 365 waffle as shown here.



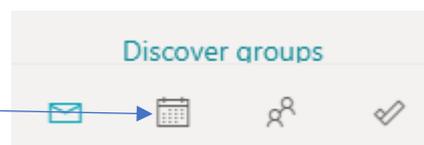
By clicking this you will be given the option of opening one of the other online Office365 apps. Click Outlook – this is the Office365 email application.

It may tell you that your time zone is incorrect. If so, change it to London, Dublin and Casablanca.

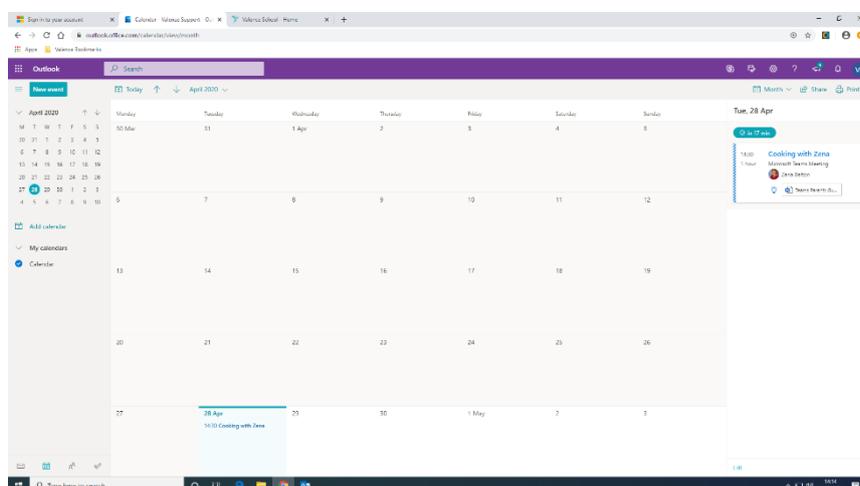
In Outlook there is an email which is a calendar invite from Zena Belton inviting this person to a **Cooking with Zena** meeting as shown below. This invite has just come in and has not been accepted. It doesn't have to be accepted but if you click the Yes button it will immediately firm up the meeting. You can also say maybe or decline the invite.



In the very bottom left of the Outlook screen are the icons that allow you to navigate around the main parts of Outlook. One of which is the Calendar icon the second icon to the right as shown here.



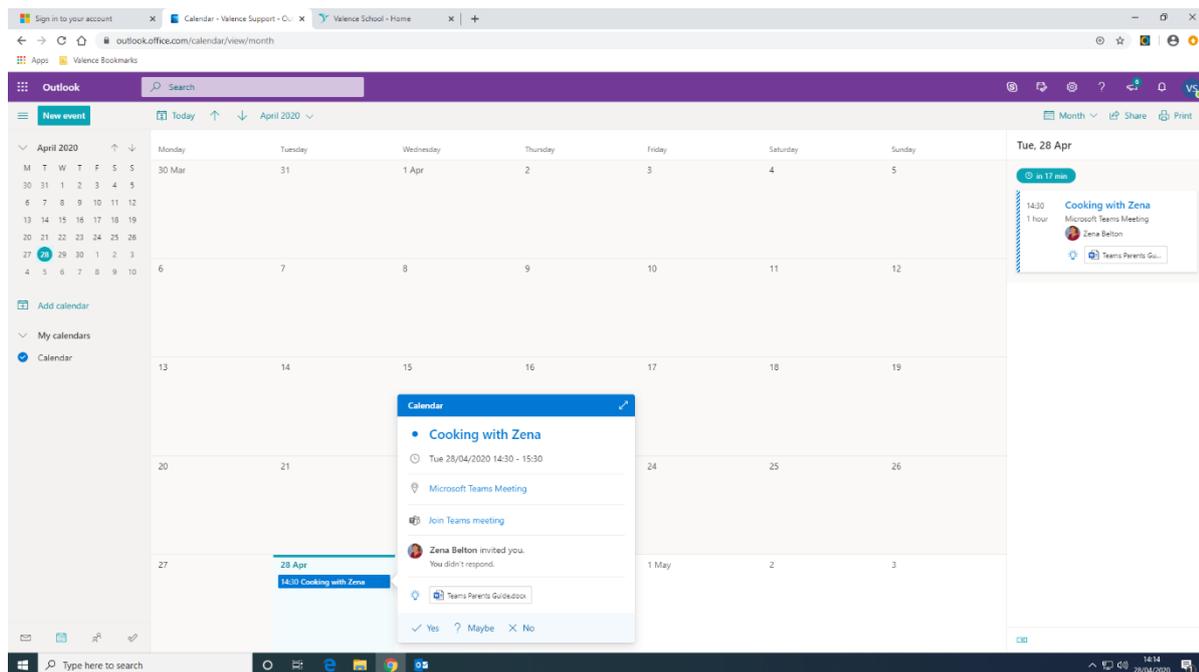
Clicking this will take you into your calendar and in this case show you a monthly view. This can be changed but we will work with this for now.



The whole of the month of April 2020 is shown and on the date of Tuesday the 28<sup>th</sup> is the tentative meeting (remembering we still haven't accepted it).

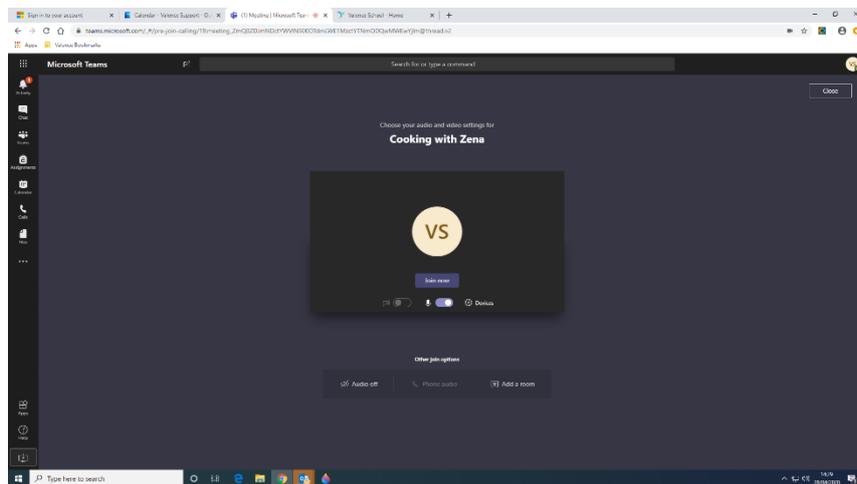
## Microsoft Teams – Parent & Carer Guide

If we now, click on the wording **Cooking with Zena** another box appears with all the details of the meeting and the option to join Teams meeting which is what we are going to do.



If you join the meeting early you won't be admitted to the meeting until the meeting organiser starts the meeting. It will always be called a meeting no matter what the subject is so please remember this.

Before we join the meeting we get lots of options to check everything is working and check we are how we want to be. It's a bit like a mirror check to make sure you are happy with how you are presented.



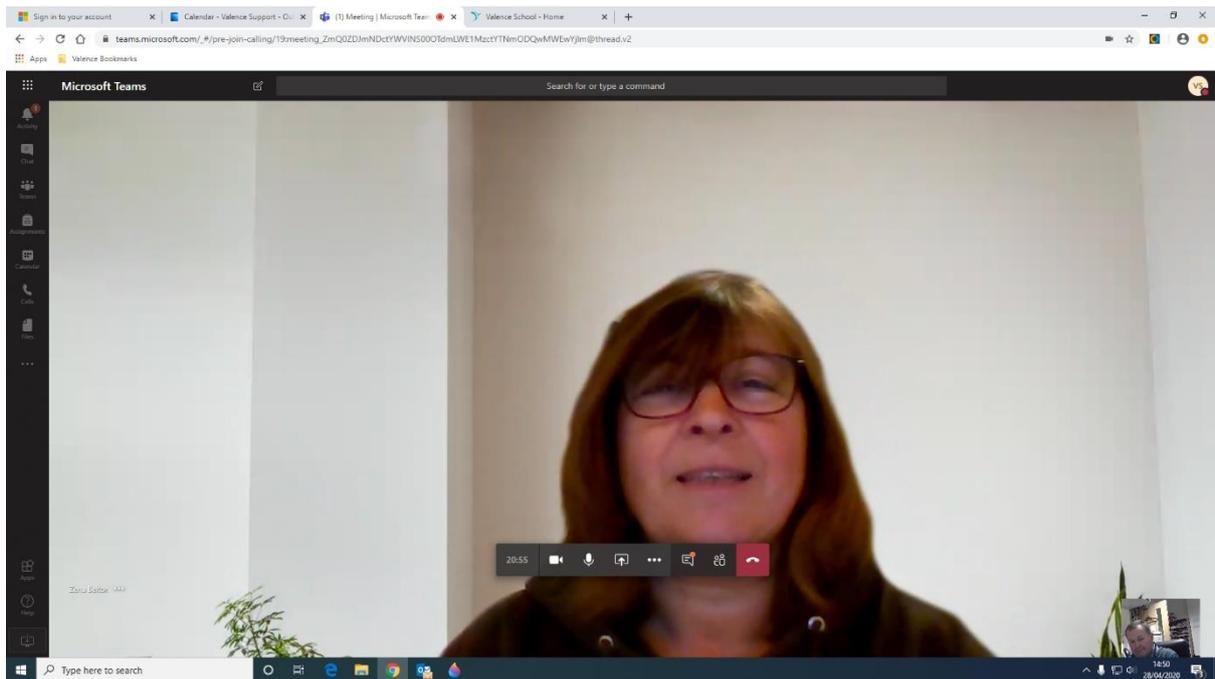
You can turn your Microphone on and off through here. You can turn your camera on and off here and if you do, a picture with your initials or name will be displayed instead of showing your video feed.

Once you are happy with your choices and the meeting has started you can click Join Now. The meeting organiser will be notified you have joined. Below shows Zena and one thing that she has done is change her background. This is useful for security or other concerns you may have. Please note – it is only available when you use the desktop application rather than the online version. If you would rather not be seen or heard, you can click the icon of the camera and microphone and a line will show through them which means they are turned off as shown here.



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Now Zena can start her meeting / fun session **Cooking with Zena**.



Your picture will show at the bottom of the screen. Depending on the setup of the meeting will depend on how many active screens are shown in the middle of the screen i.e. only 4 screens are shown when there is a meeting of more than 4 people. This is for security reasons. This will change at the beginning of May to a maximum of 9 screens with everyone else appearing as a thumbnail along the bottom of the active window(s).

For computing support for this please ring either;

Steve Eales 07894 483669

email: [seales@valence.kent.sch.uk](mailto:seales@valence.kent.sch.uk)

Or

Ricky Babwah 07827 961903

email: [rbabwah@valence.kent.sch.uk](mailto:rbabwah@valence.kent.sch.uk)