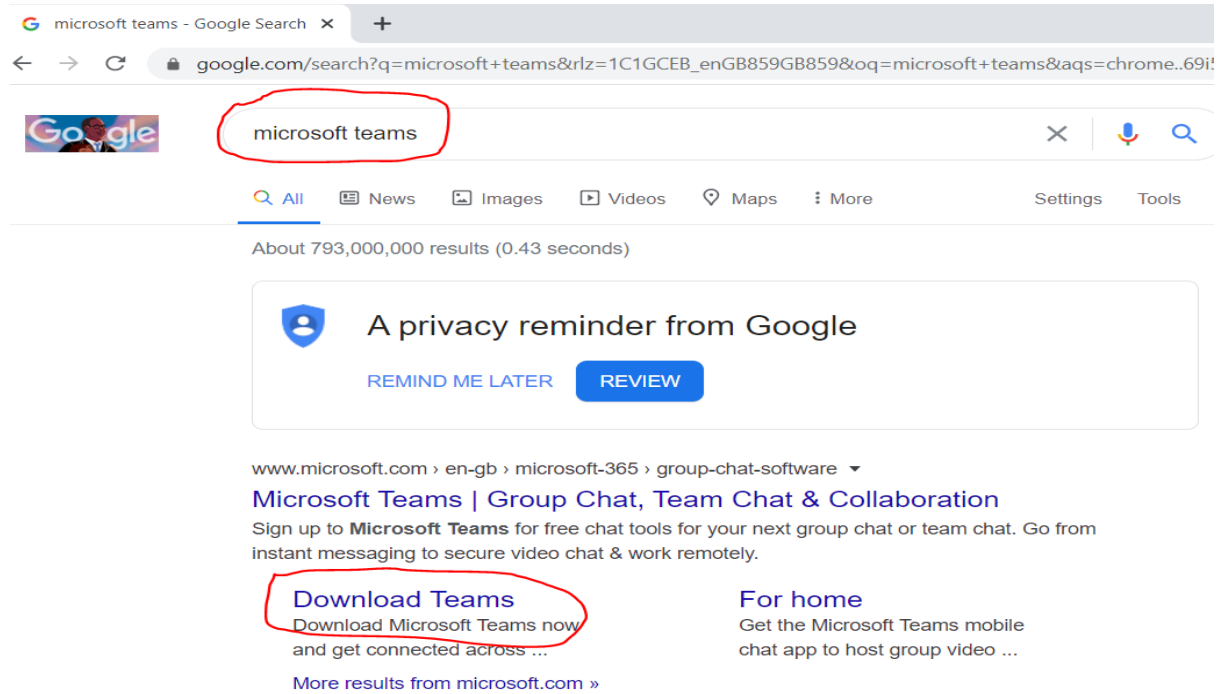


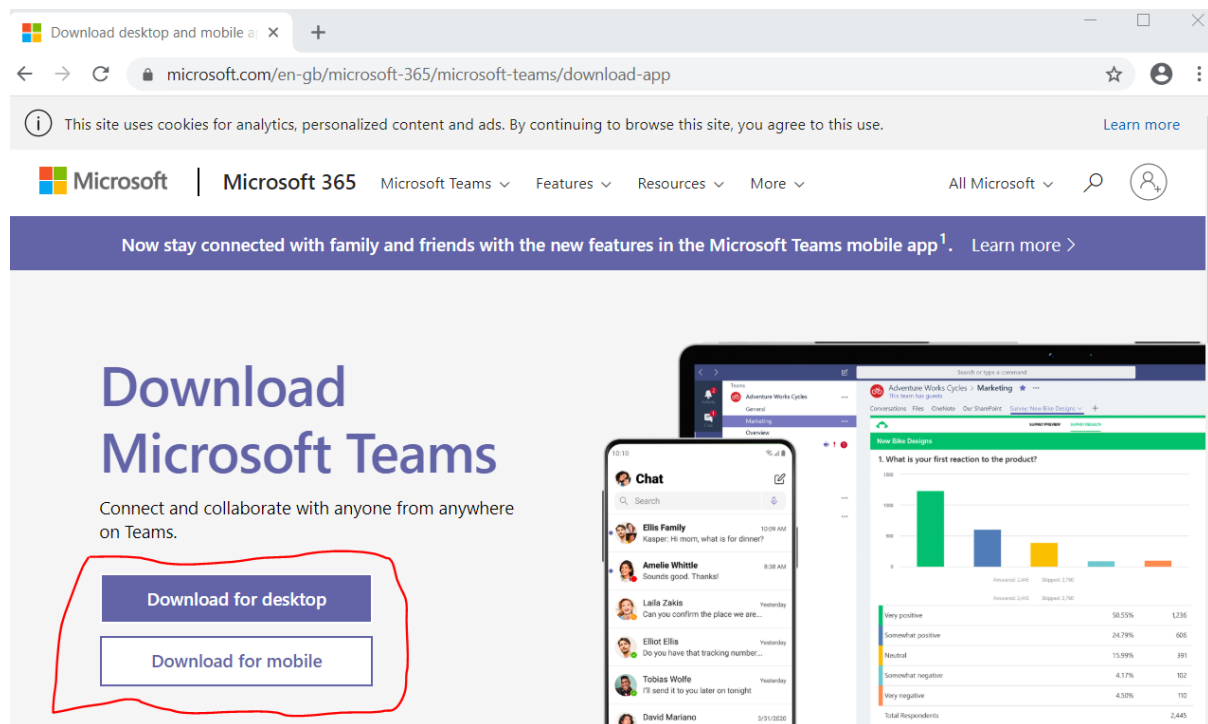
## Using Microsoft Teams – Parents Guide – September 2020

Firstly you need to download Microsoft Teams onto your device which could be a laptop or a phone. This guide will show pictures from a laptop but the process is the same on a phone.

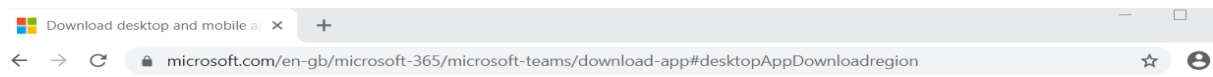
Firstly open up Google and search for Microsoft Teams. Choose the Download Teams option.



Click on Download Teams choosing either mobile or desktop versions. (Please note that for mobiles Teams can be downloaded easily from the appropriate APP store.)



For the mobile version you need to give an e-mail address to download a link



## Download Teams for work on your desktop



Download Teams

## Get the Teams mobile app<sup>1</sup>



Enter your email address and we'll send a download link.

The file will now download

## Download Teams for work on your desktop

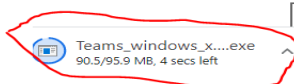


Download Teams

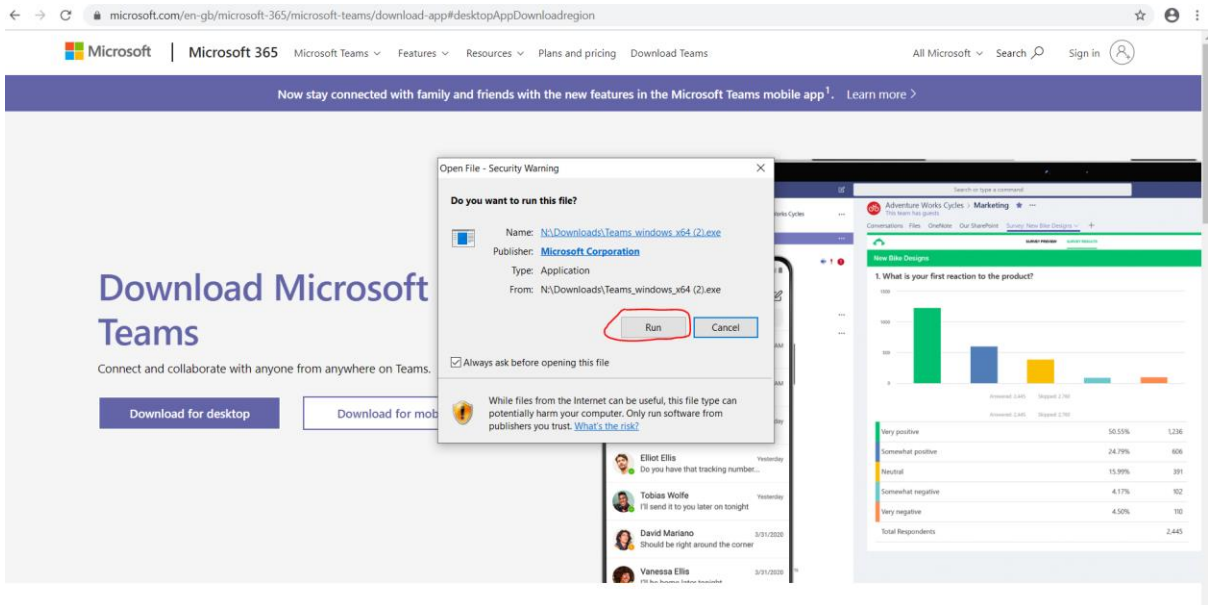
## Get the Teams mobile app<sup>1</sup>



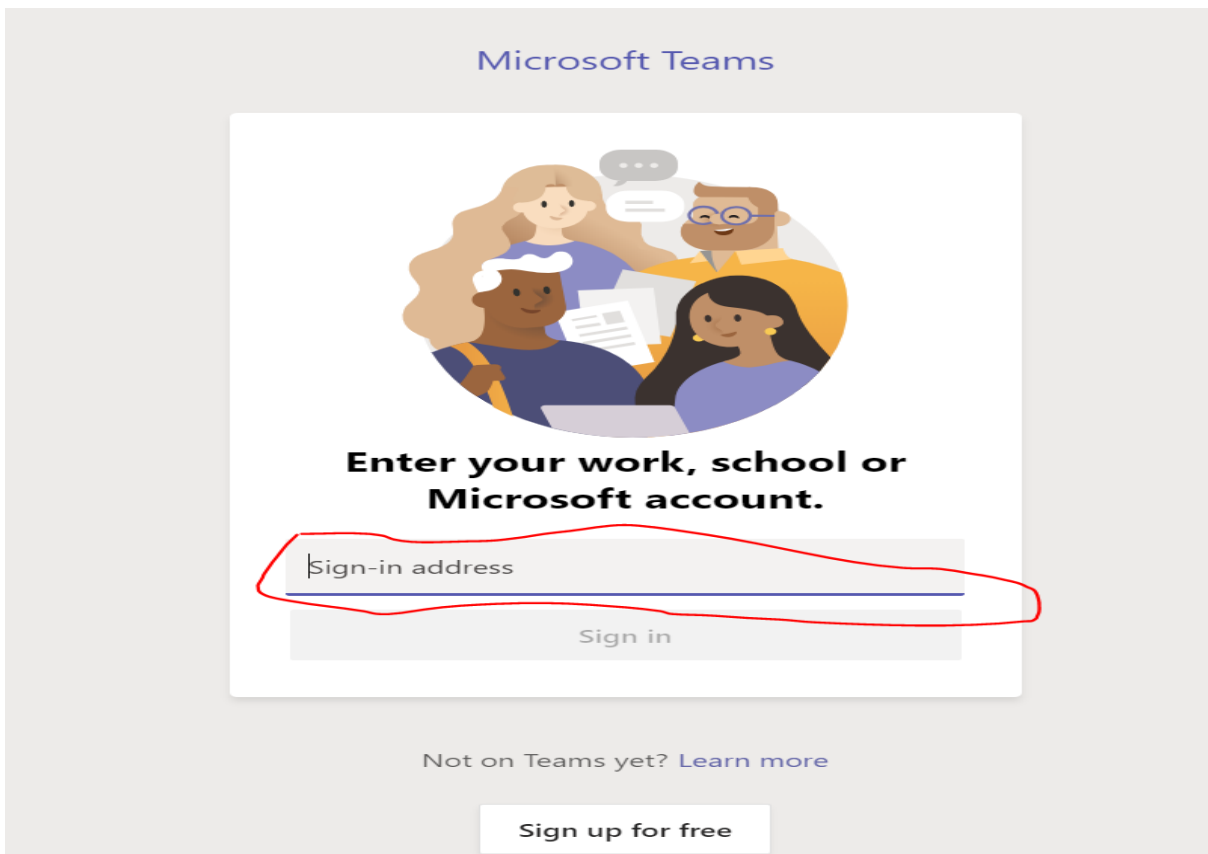
Enter your email address and we'll send a download link.



Click the little up arrow on the right of the red outline and then choose open



Now click on run and Teams will be installed. You won't be able to sign in without using the email address and password you will have been sent. The e-mail will end in the domain @wbpr



Finally you'll need to type in the password you have been given



14liamd@wbpri.com

## Enter password

Password

[Forgotten my password](#)

[Sign in with another account](#)

Sign in

In school we get this message and I always choose the bottom option

### Stay signed in to all your apps

Windows will remember your account and automatically sign you in to your apps and websites on this device. You may need to let your organisation manage some settings on your device.

**Allow my organisation to manage my device**

**No, sign in to this app only**

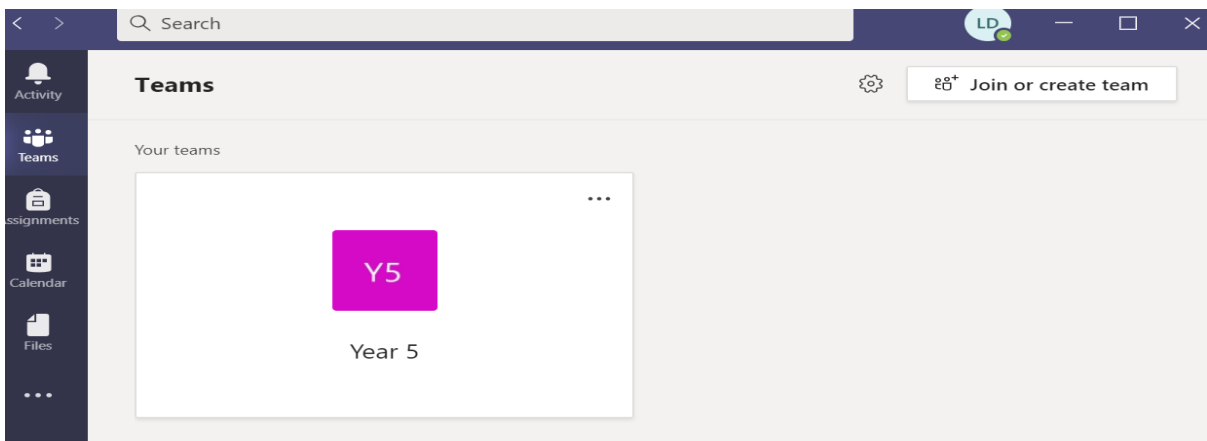
OK

## You're all ready!

We've added your account successfully. You now have access to your organisation's apps and services.

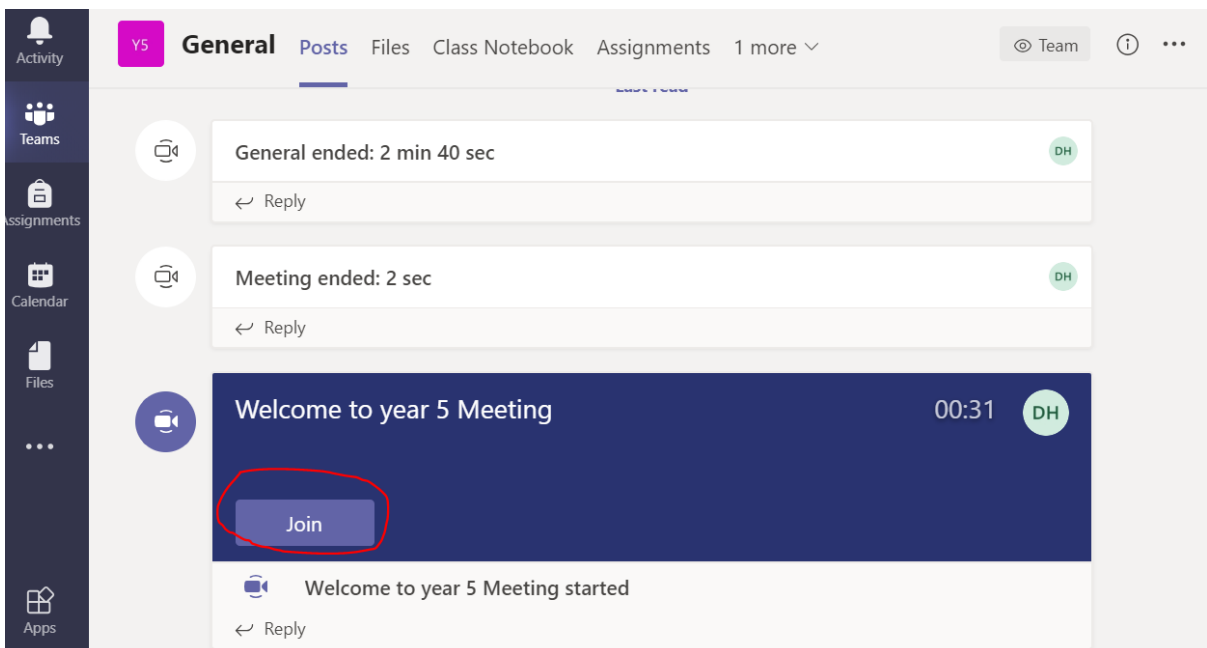
Done

Your screen should look like this

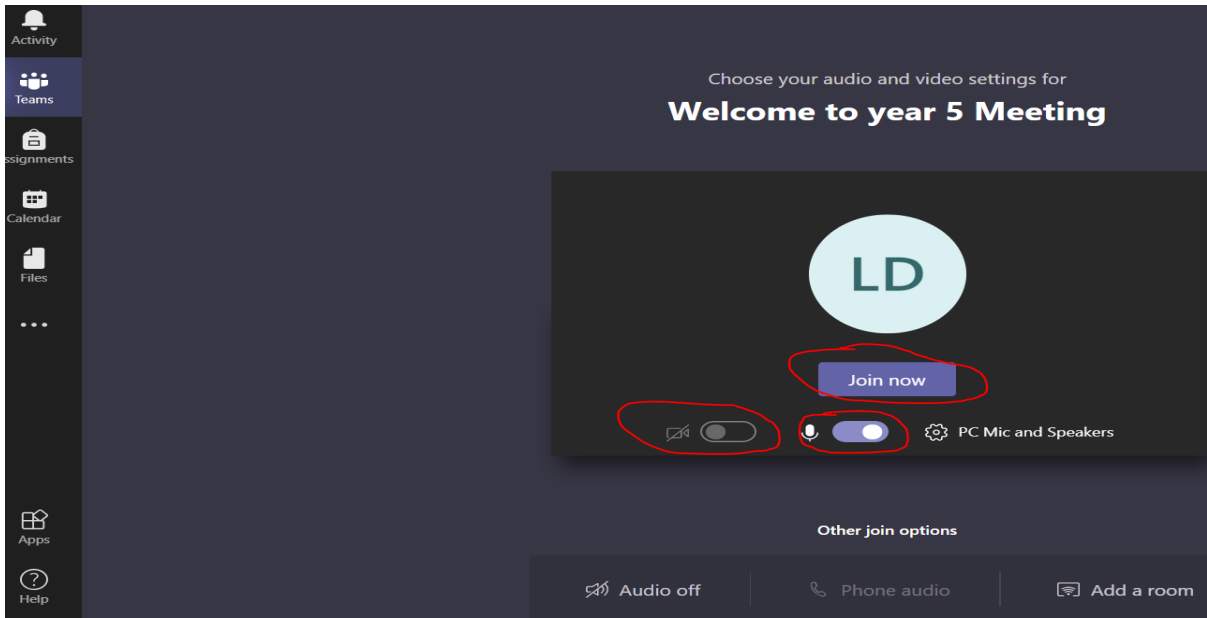


The Team should be the same as your child's year group. Click on your Team (in this case Y5)

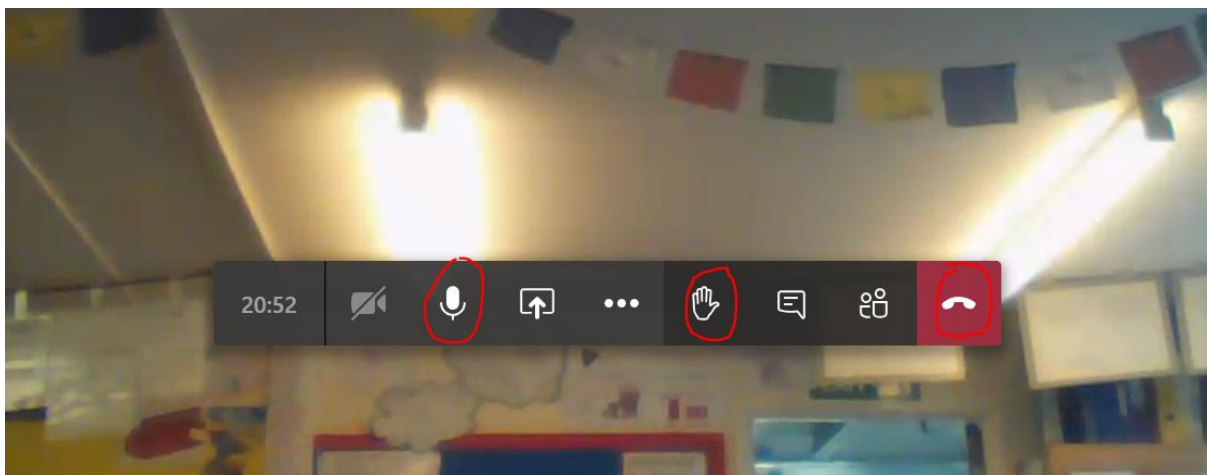
At the moment, we are just starting to use Teams with families. To begin with we are just going to try some remote meetings. Your teacher will tell you when the meeting will take place by text or e-mail. At the time of the meeting the following screen should appear.



You should now join the meeting. You will need to make sure your camera and microphone are available to the program or app. On the school laptops the webcam has been turned on by an administrator but you shouldn't have a problem at home.



In the meeting, you must turn your mic off unless you are planning to speak otherwise feedback develops over the call and voices become garbled and echo like. To let your teacher see that you want to contribute you press the hand sign. The teacher will then speak to you and you can turn on the mic to speak. To end the call press the red phone symbol.



I hope this was helpful and clear but if you have any problems then please let the office know or speak to your teacher or Mr Hull.