

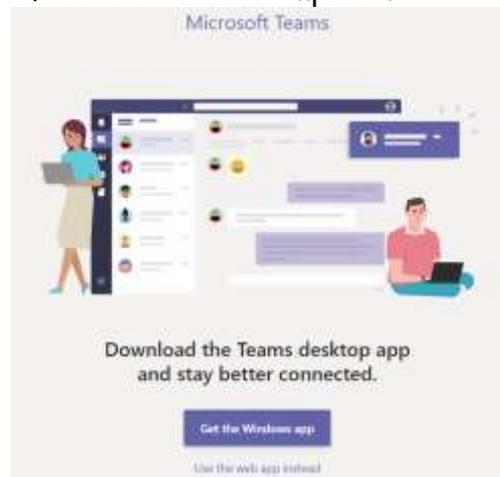
1. Sign in to emails using Office 365. Pupils will have their unique email address and passwords given in their home packs.



2. In your account, open the Teams app down the left-hand side.

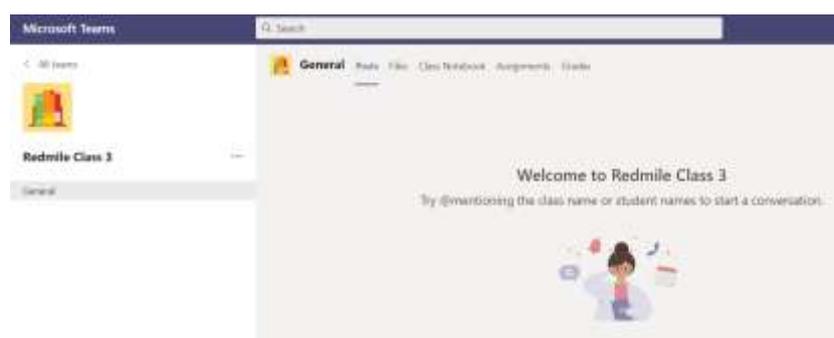


3. Use the web app to continue in your web browser (e.g. Google Chrome), or get the Windows app to install the Teams software onto the computer.



If you use the web app, save it to your bookmarks so you can go straight to Teams next time.

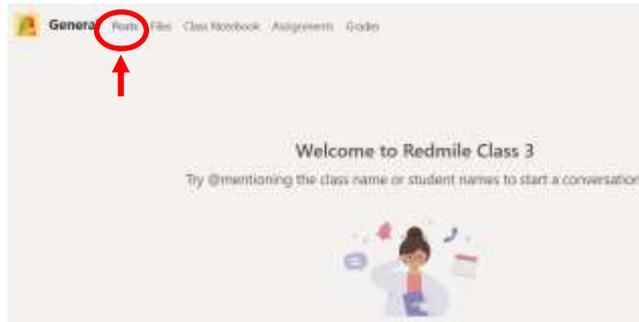
4. You can then see the Teams you are in. Click on your Team (e.g. Redmile Class 3) to enter it.



5. In your Team, there are different channels which can be seen down the left-hand side. The *General* channel will be used for most lessons, but there may be other channels to be used for different groups (such as spelling/Phonics groups).



6. The *Posts* tab acts as a chat area, where your teacher will post comments and reminders before the live lessons and feedback sessions.



Remember, this is not a social area for you to chat with your friends.

7. This is also where you will join live video lessons. At set times throughout the day, your teacher will start a video lesson. You can see and join this in the *Posts* tab.



Most lessons will take place in the *General* channel, but some may be held in other channels by different teachers (e.g. Phonics). The video call icon will be shown when a channel is holding a video lesson.



Teachers will take a register and may call you directly if you have not joined the meeting.

8. The *Files* tab is where your teacher will upload work for each lesson into the *Class Materials* folder. Your teacher will explain which tasks to complete and when. These will be discussed at the feedback sessions throughout the day. Unless requested by the teacher, children do not need to upload their work onto Seesaw/Dojo, as the work will be discussed in the live feedback sessions (these videos work as before).

