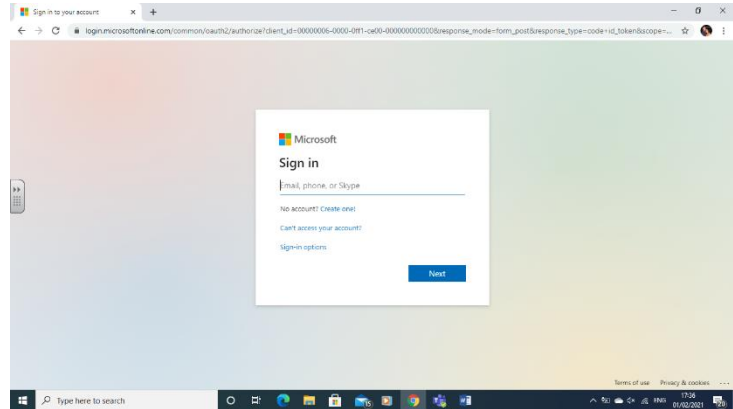




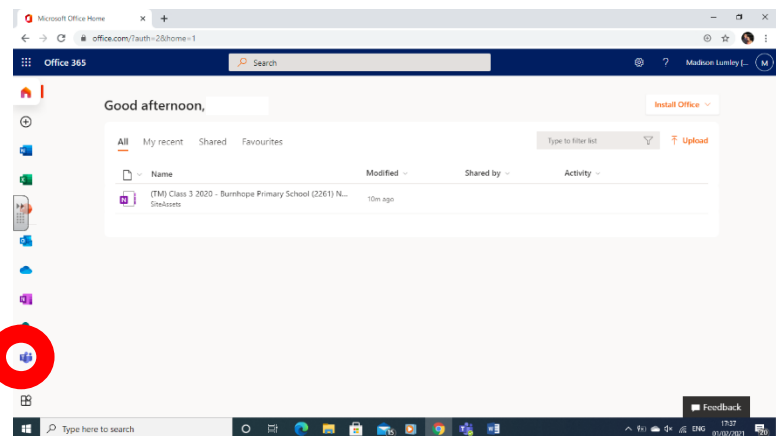
Teams Instructions for Child Accounts

1. Open your internet browser and go to <https://portal.office.com>

Using the log in details you have been sent by your teacher, log into your teams account.



When you log in, your screen will look like this

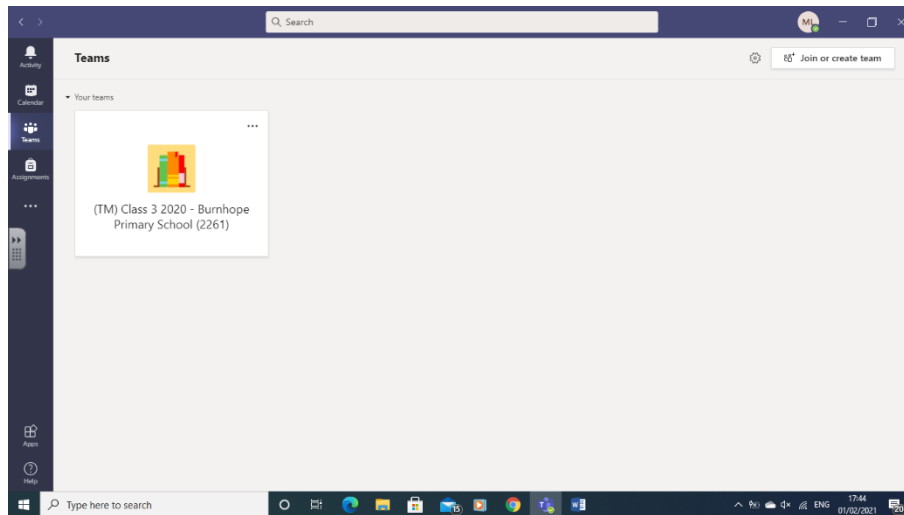


Click on the icon that is circled-
It is purple and has 2 little
figures. This is Teams.

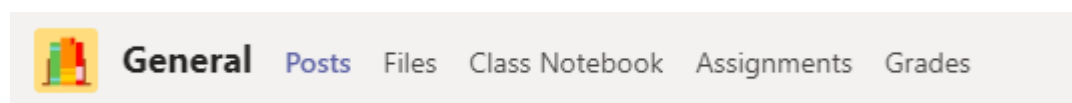
Allow your screen to load. You will then get the option to download the Teams Desktop App. Although this isn't necessary, it is recommended to ensure you get the best out of your Teams account.



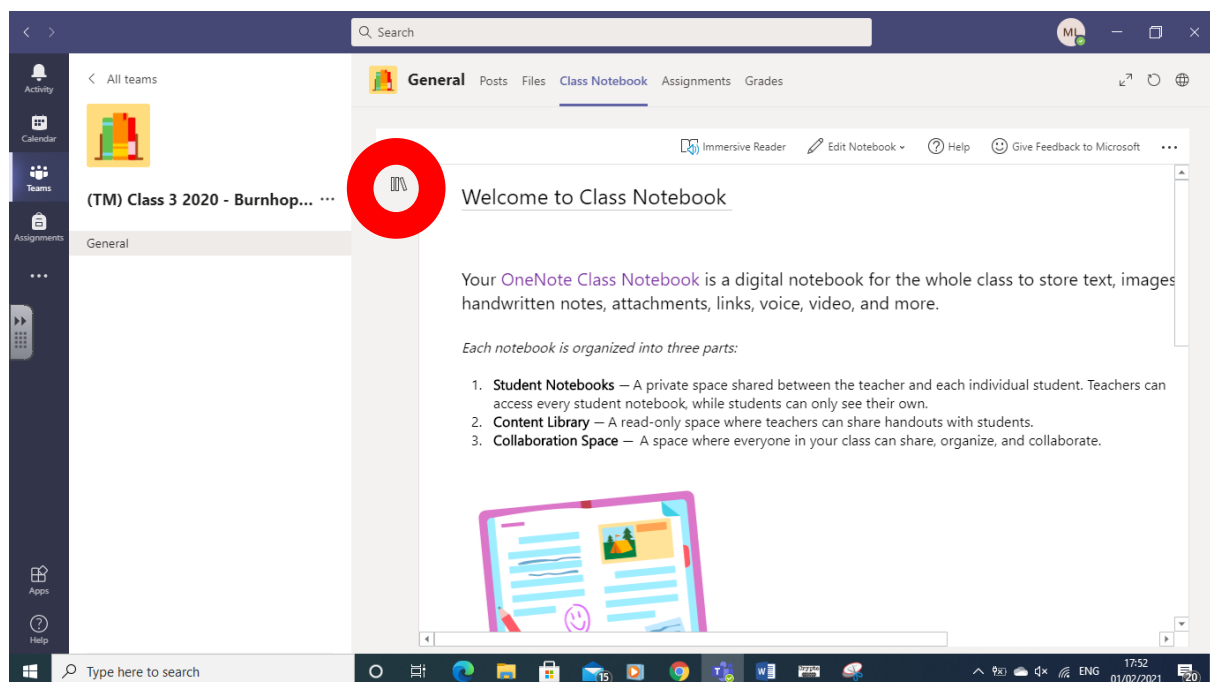
Once you have downloaded the app, your screen will show the class you are assigned too:



Click on your class. Along the top of the screen, you will see several tabs,

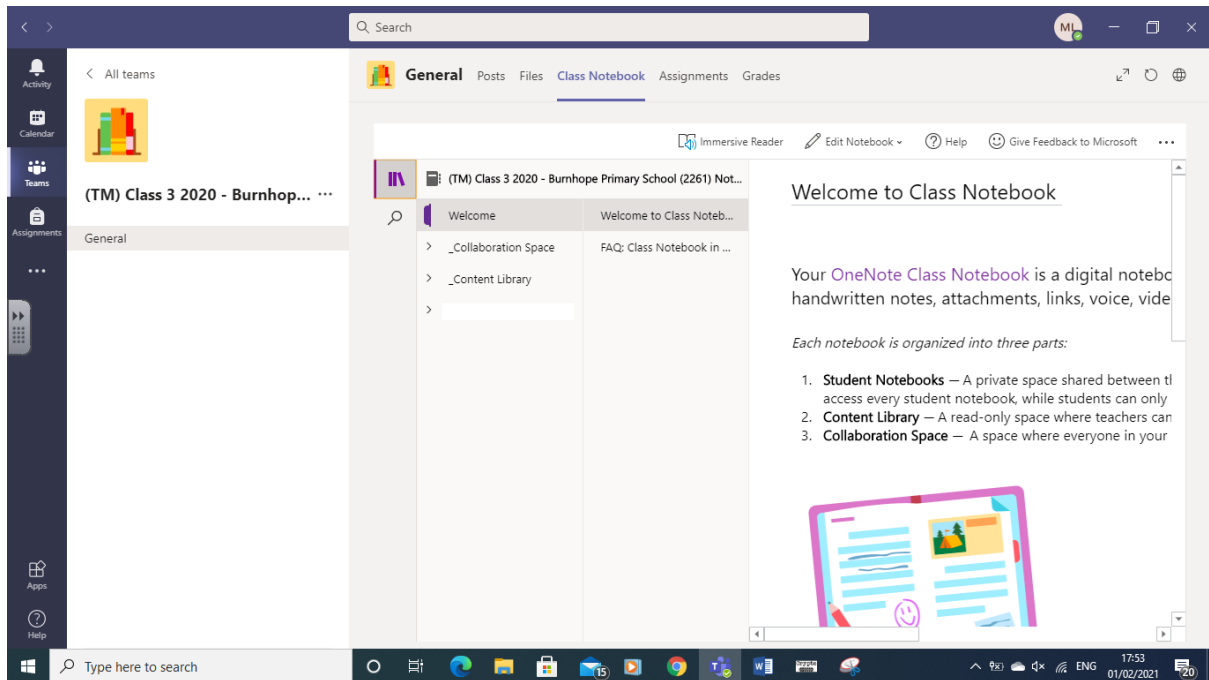


Class Notebook is where you will find all your work.





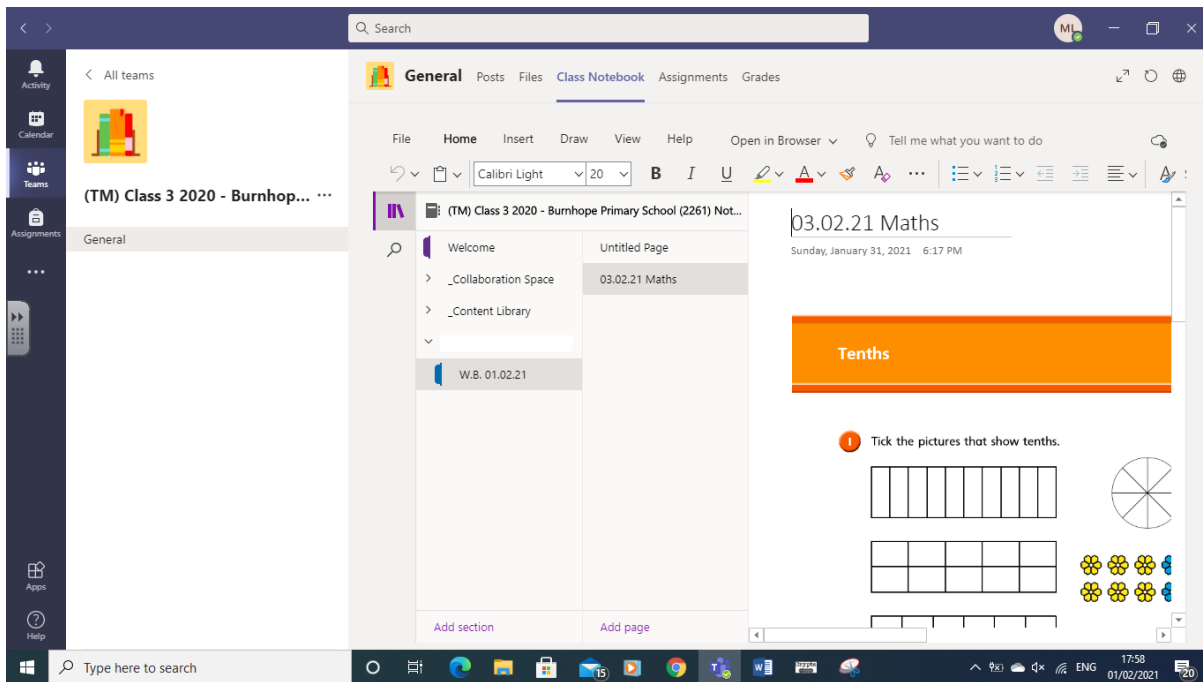
Click on this icon, that looks like some books standing on a shelf.



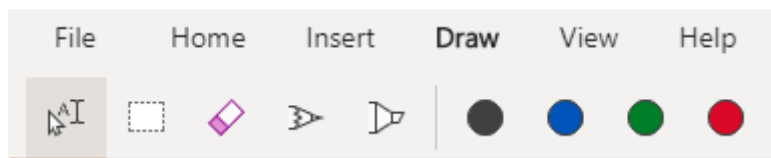
Underneath where it says 'Content Library,' will appear **your name**. When you click on your name, a folder will appear underneath (more folders will appear as the weeks go on.)

Click on the Folder which is named the beginning of the week you are working on e.g. W.B. 01.02.21 would contain all your work for the week that began Monday 1st February.

Inside that folder is all your work for the week. Each piece of work will be named with the subject name as well as the date it needs to be completed. Please complete work in the order it has been set by your class teacher.



Once you have selected the piece of work you are going to complete, click on it so it opens on the right side of your page, like above. In order to be able to write onto your piece of work, click the 'Draw' tab at the top and select to either type, or draw onto your work.



Your work will automatically save so you don't need to submit it. Your class teacher will check to see whether you have completed your work and leave you any feedback directly onto your worksheet. You will need to check back once you're finished to read any feedback and complete any corrections. Your teacher will mark your work in green or red. Please complete your work in black.

If you are asked to look at a PowerPoint to help you with any work you may have, look at the tabs along the top of your screen. Click on the one that says **File**. There will be a folder called, '**Class Materials**.' Anything you have been asked to look at will be inside there.