

Chadsmead Primary Academy



Microsoft Teams User Guide for Pupils and Parents

Mobile and Tablet Guide

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Your username and password

To log onto www.office.com you will need to use your designated username and password.

These are as follows:

Username: firstname.lastname@chadsmead.staffs.sch.uk

For example: joebloggs@chadsmead.staffs.sch.uk

Password: **School123**

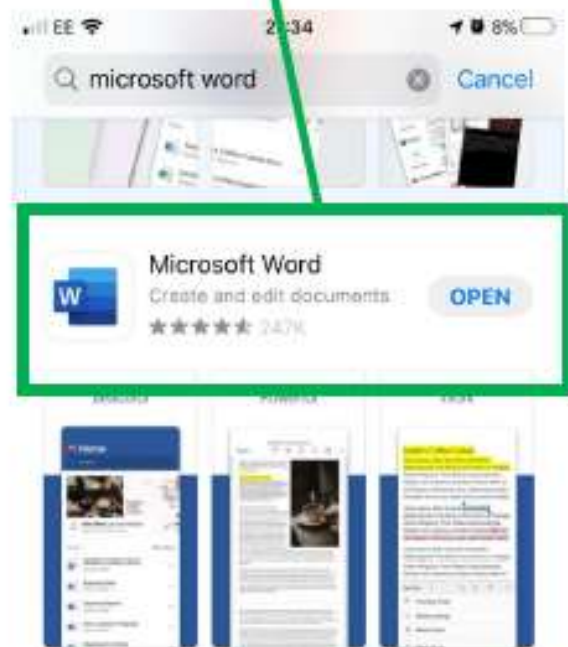
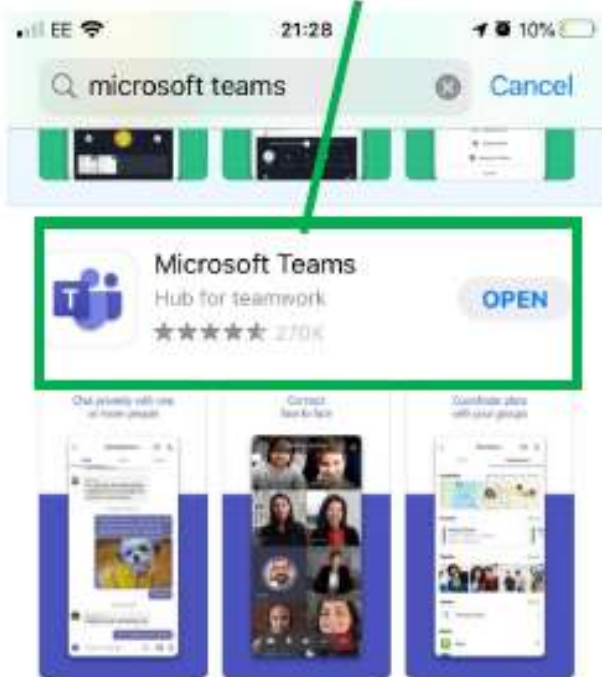
If you are having difficulty signing in, please contact Concero on:

0333 111 0004

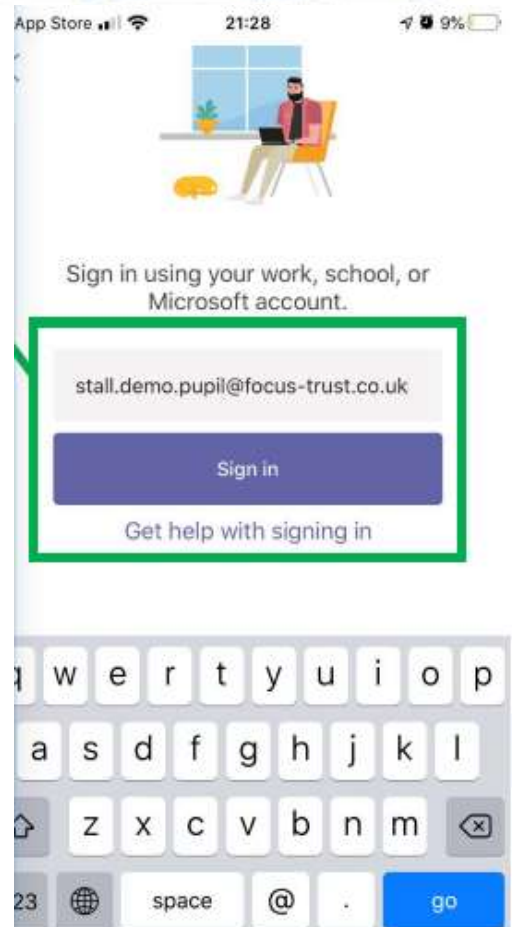
support@concerouk.com

Logging onto Teams

On your mobile or tablet, go to your device app store and download the Microsoft Teams and Microsoft Word apps. (Both of these apps are free to download).



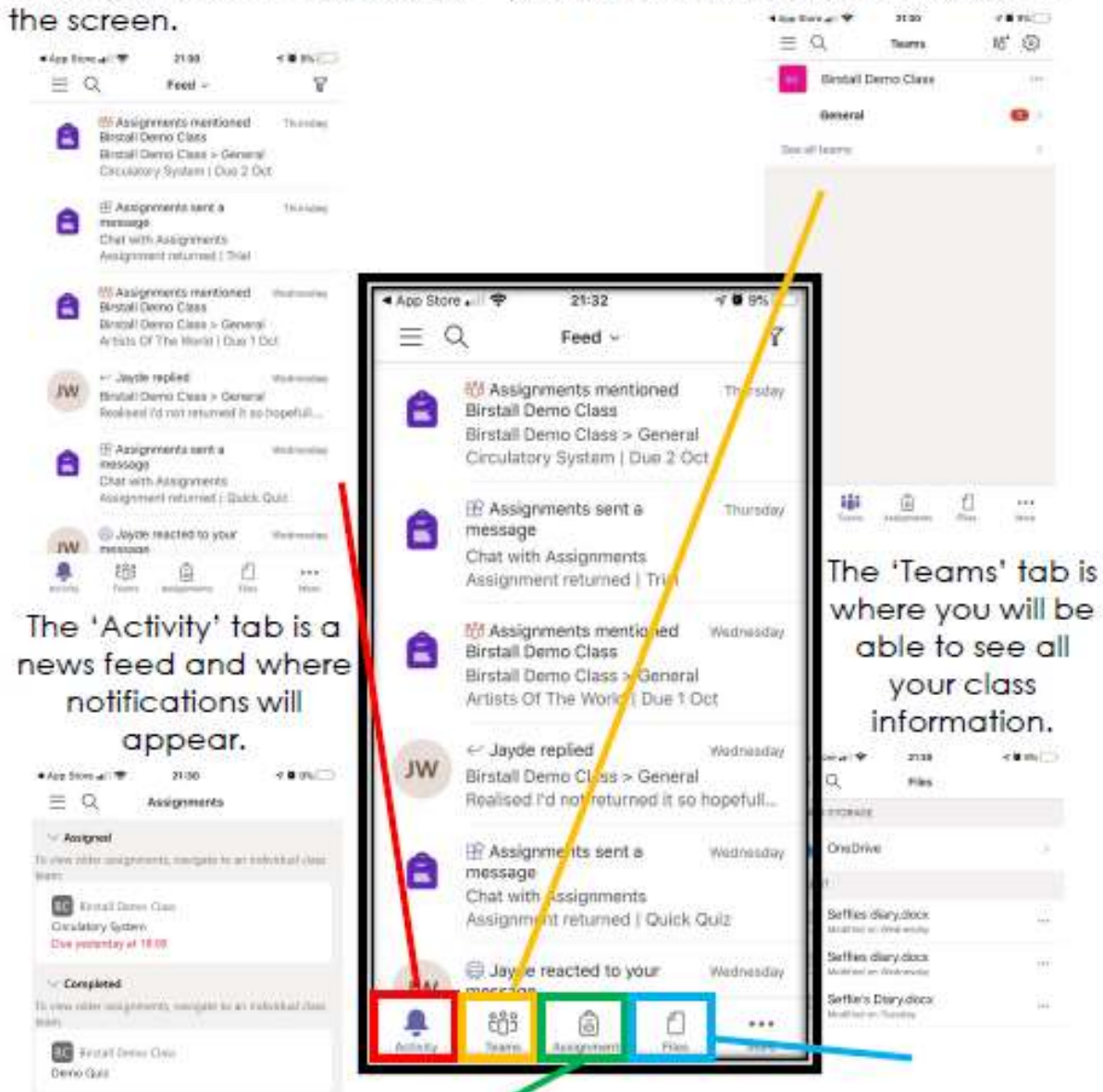
Sign in using the username and password that you have been provided with.



Navigating the different menus in Teams

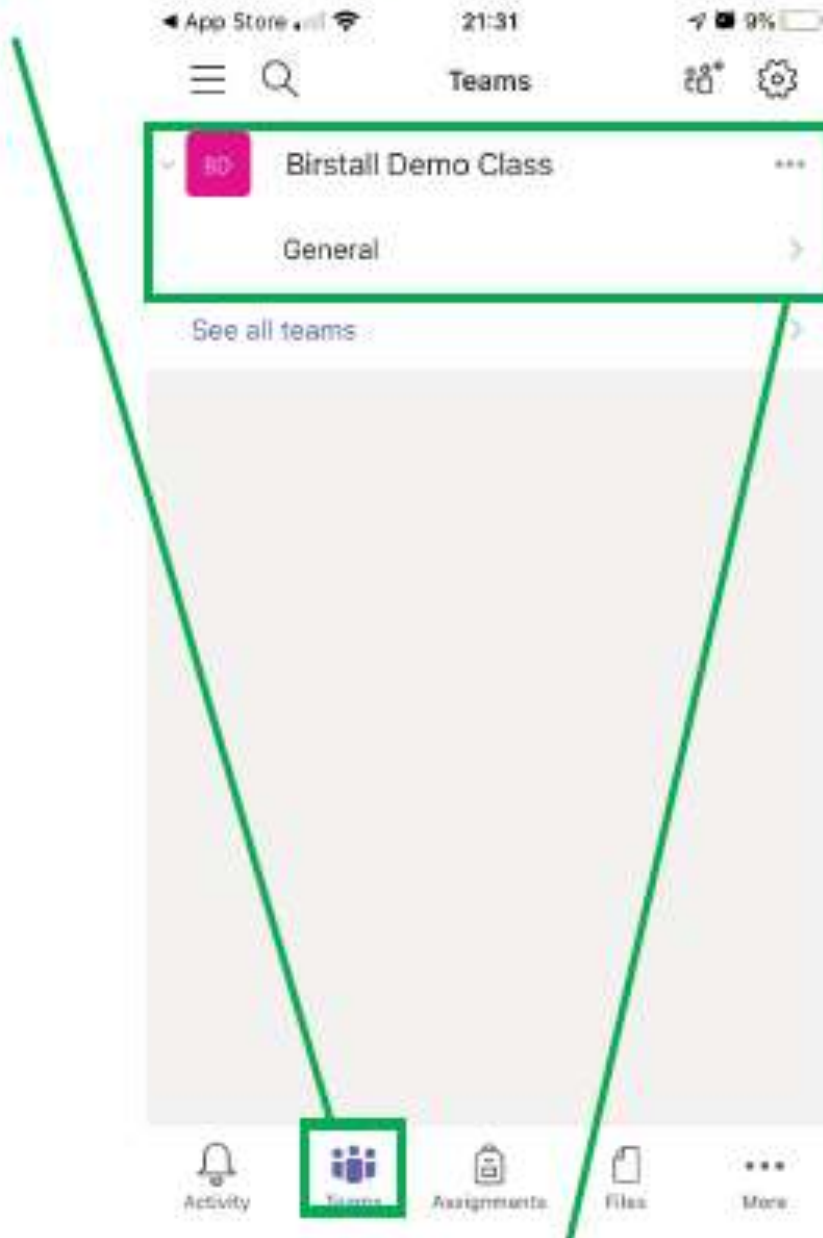
Once you're in the Teams app – you will see a menu at the bottom of the screen.

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Accessing your Class Team

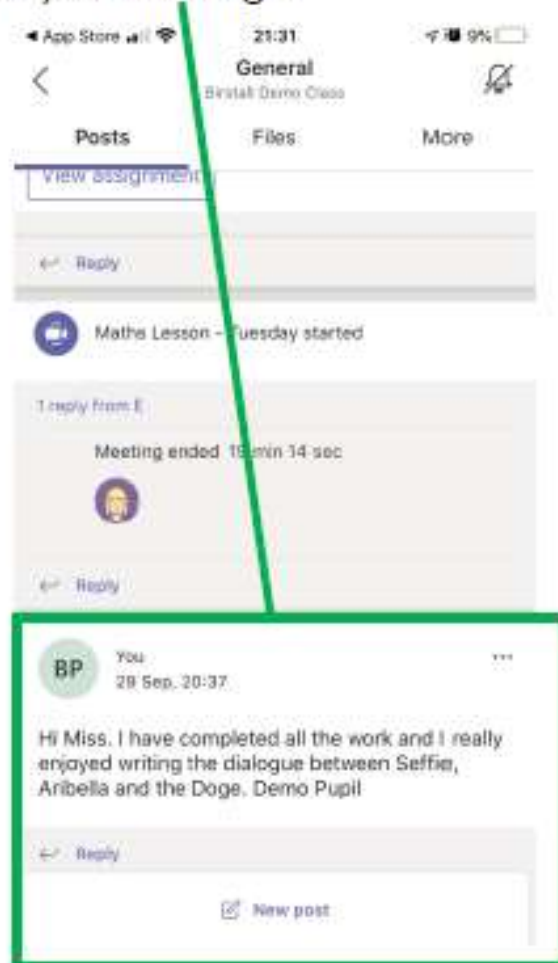
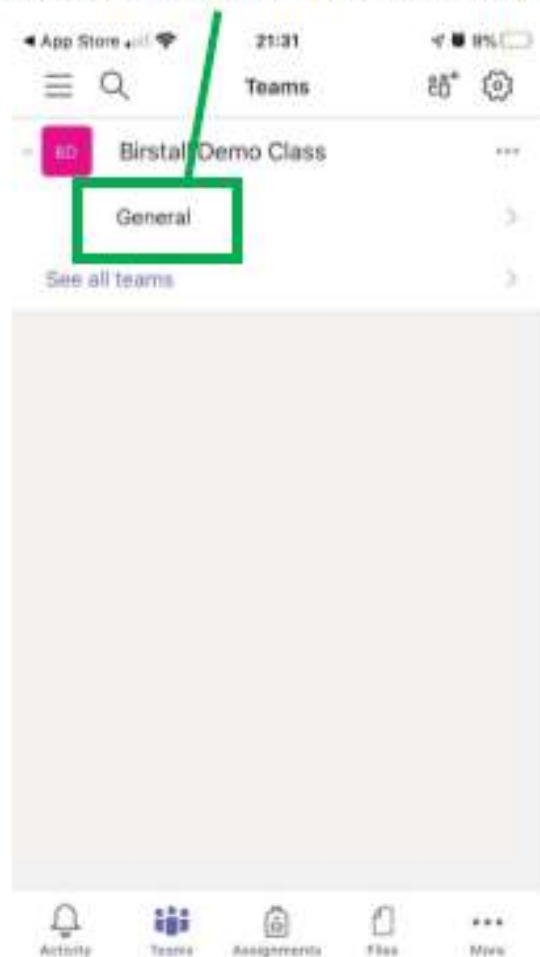
Open the Teams app and click on the Team Tab at the bottom of the screen.



Click on your 'Class Team'.

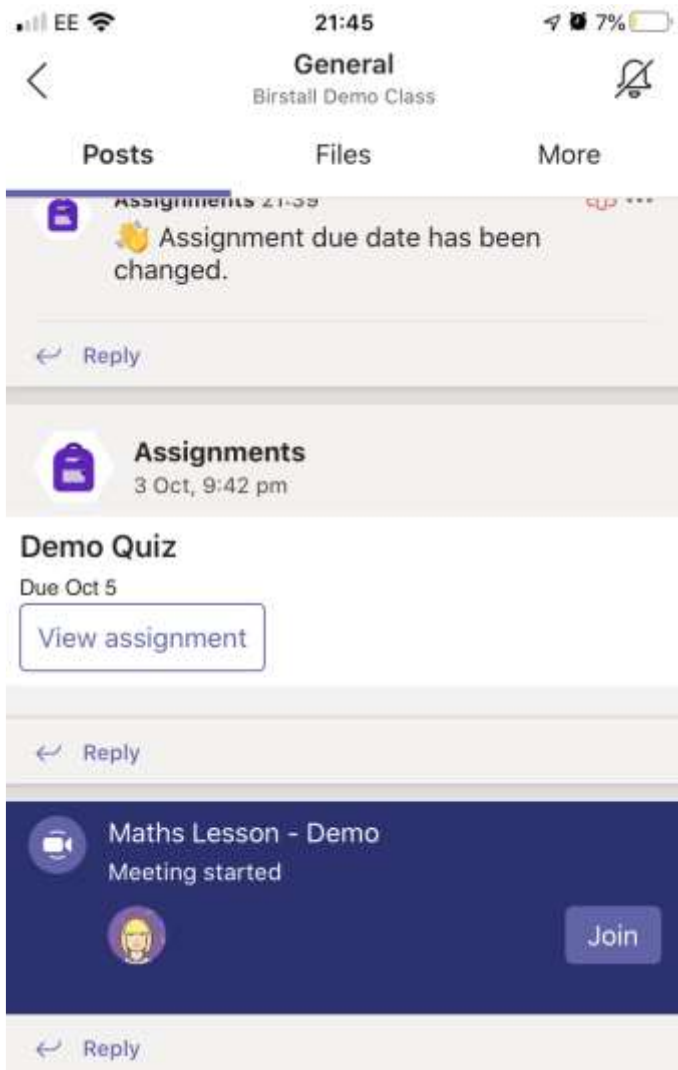
Sending whole group messages via 'Posts'

Clicking on the General channel will access what your whole class will see. Sending messages in this posts section will mean that all children will receive a notification and be able to see your message.



Join a 'meeting' (live lesson)

If your teacher has started a virtual classroom, you will see a blue notification in your Team. Your teacher will have told you what time your lesson starts and you can join at any time by clicking the join button.



Once the meeting opens, these are the controls you will be able to view.

