

# Chadsmead Primary Academy



## Microsoft Teams User Guide for Pupils and Parents

### PC and Laptop Guide

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## Your username and password

To log onto [www.office.com](http://www.office.com) you will need to use your designated username and password.

These are as follows:

Username: [firstname.lastname@chadsmead.staffs.sch.uk](mailto:firstname.lastname@chadsmead.staffs.sch.uk)

For example: [joebloggs@chadsmead.staffs.sch.uk](mailto:joebloggs@chadsmead.staffs.sch.uk)

Password: **School123**

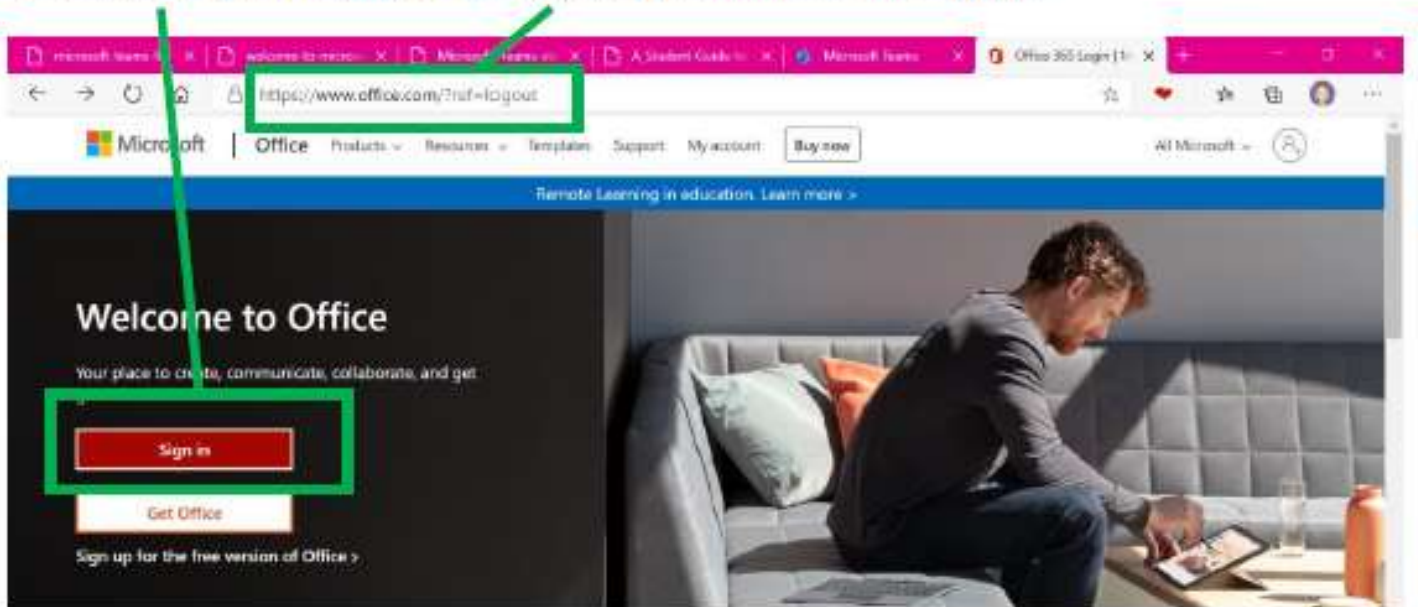
If you are having difficulty signing in, please contact Concero on:

**0333 111 0004**

**support@concerouk.com**

## Logging onto Teams

On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to [www.office.com](https://www.office.com) and then click on 'Sign In'



Sign in using the username and password that you have been provided with. Once you have clicked sign in you will be asked to choose a password as shown here:

### Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

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New password

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Confirm password

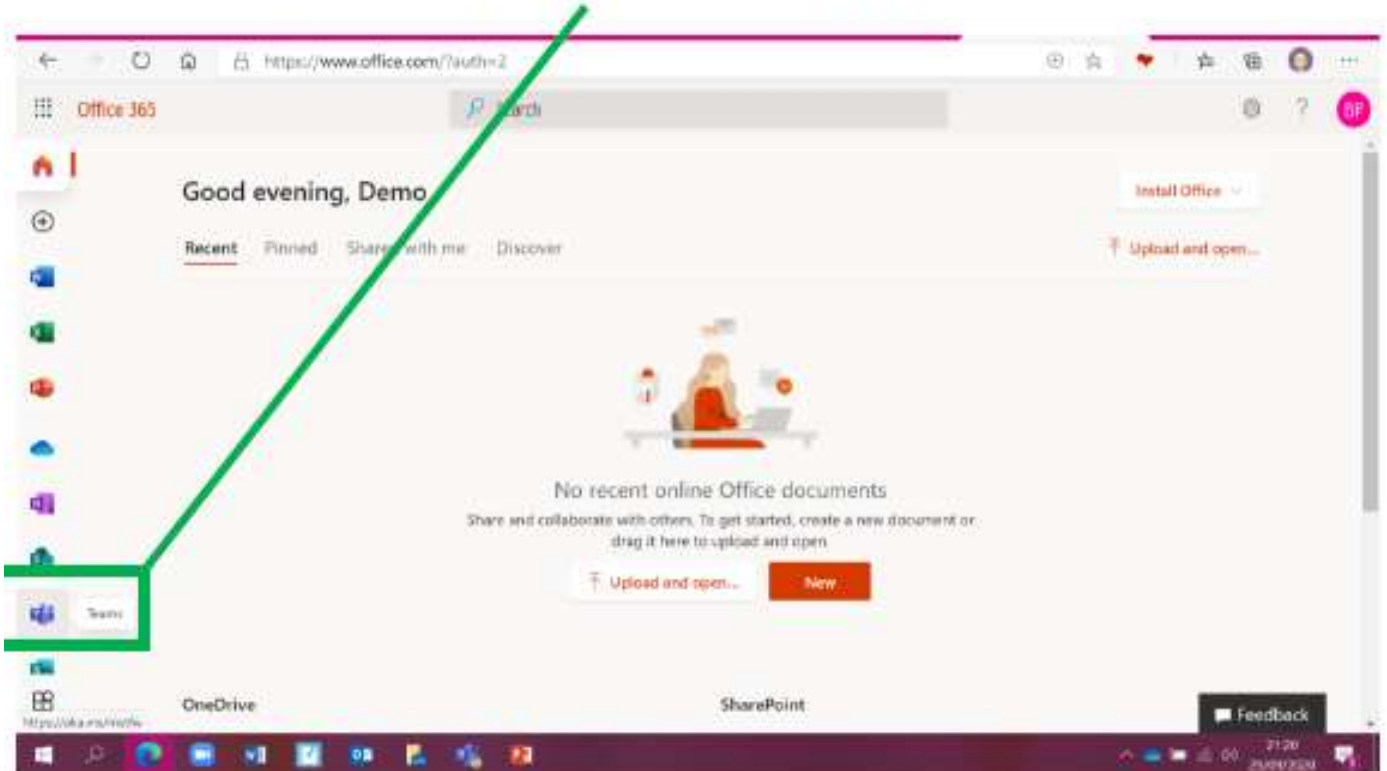
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Sign in

For Technical Support or Assistance please call our helpdesk 0333 111 0004

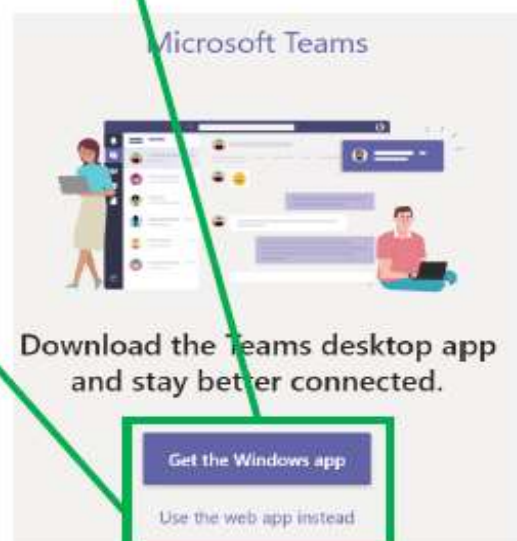
# Logging onto Teams - continued

Once the Microsoft Suite opens up click on the 'Teams' icon.



Once you have clicked to login for the first time you should see something like the below screen.

While it is preferable to Get the Windows App, it is not essential, so – 'Use the web app instead' is fine.



## Navigating the different menus in Teams

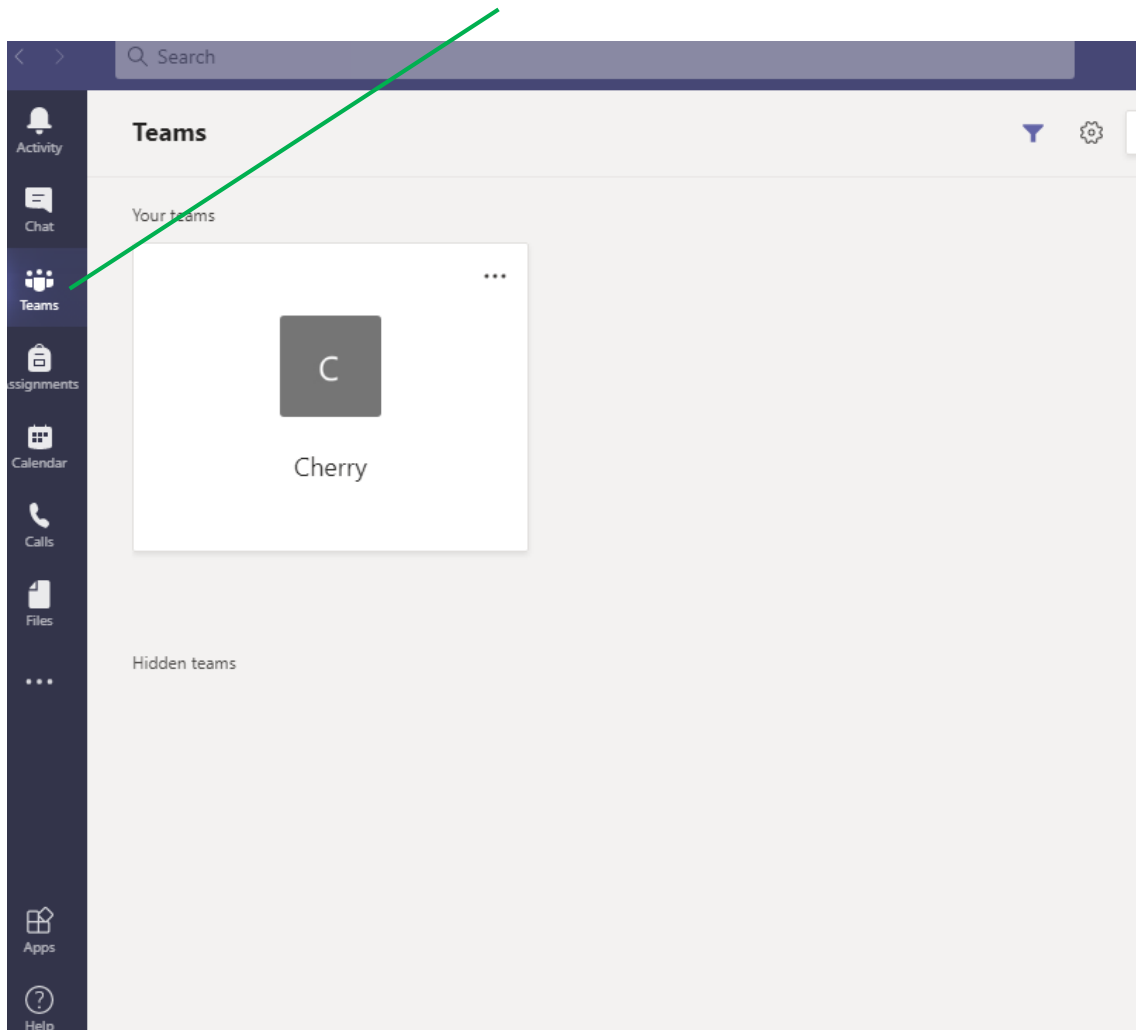
Once you're in the Teams app – you will see a menu down the left hand side.

The 'Activity' tab is a news feed and where notifications will appear.

The 'Teams' tab is where you will be able to see all your class information.

## Accessing your Class Team

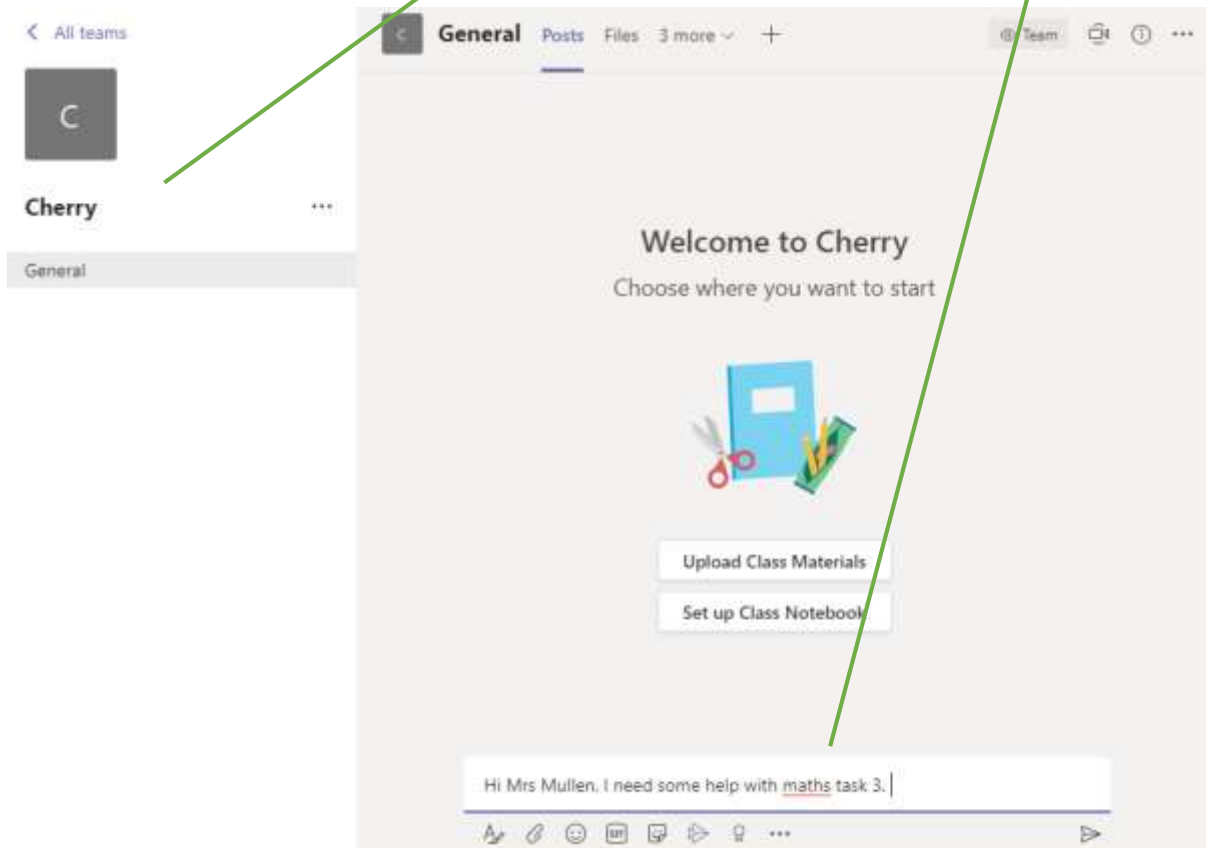
Click on the Team Tab down the left hand side.



Click on your 'Class Team'. For the purposes of this booklet we will use 'Cherry Class'.

## Sending whole group messages via 'Posts'

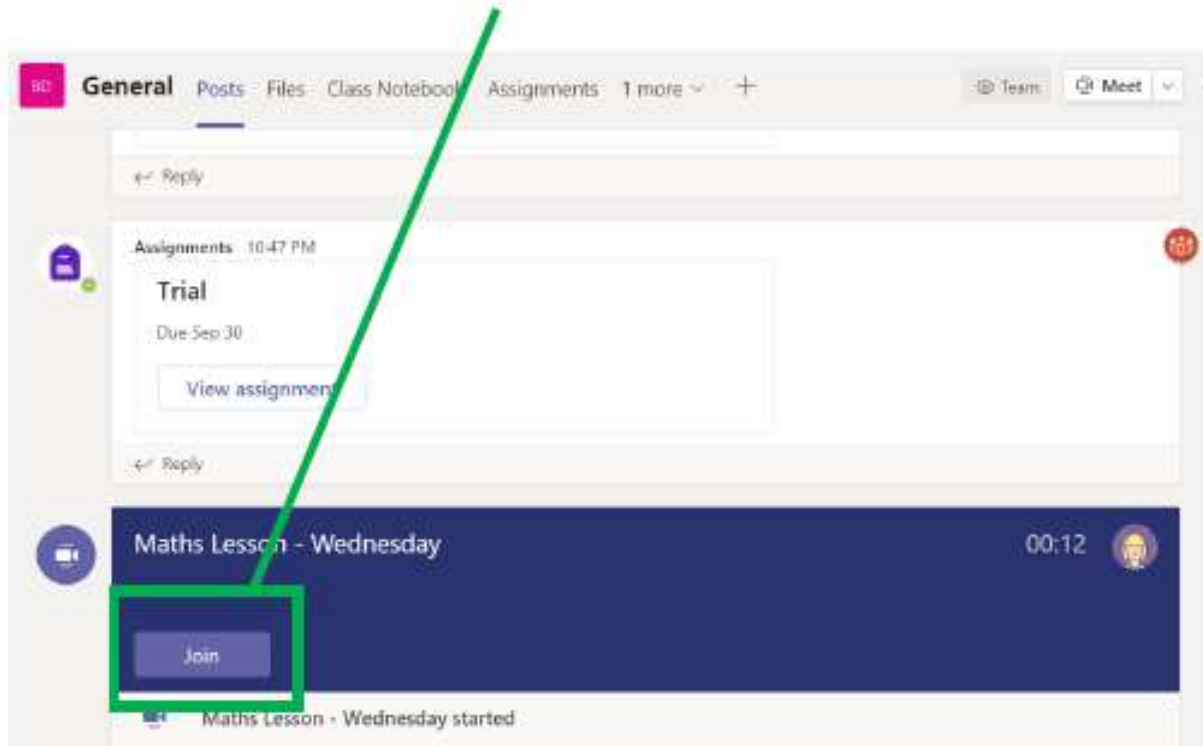
Clicking on the General channel will access what your whole class will see. Sending messages in this posts sections will mean that all children will receive a notification and be able to see your message.



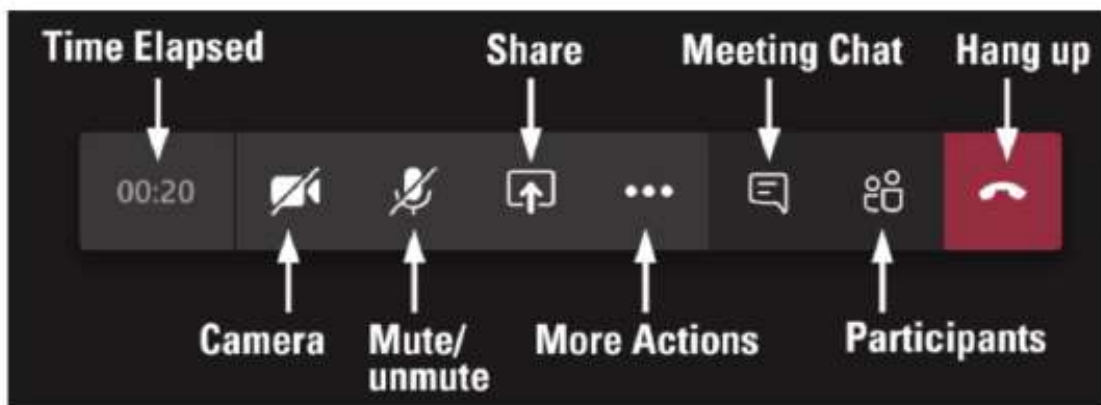
Other children are able to reply to these messages and they work very much like a Facebook news feed. You can reply, send stickers and attach files to each post.

## 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.



Within a live lesson, your teacher may share their SMART board so that you can see what everybody else (including those in school) can see. Your teacher will also have their microphone on so that you can hear their instructions and help.