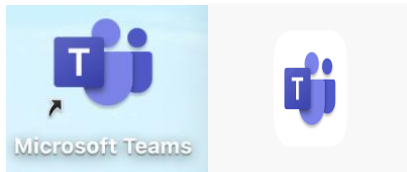


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Guidance for logging on to a class 'Teams' meeting:

You have been provided with a username (e-mail address) and password (a word followed by a number) for 'Microsoft 365 and Teams'. This is set up to enable us to meet virtually when not in school.

To gain access to Teams, please follow these instructions:

- If you are using an iPad/tablet/portable device, simply download the 'Microsoft Teams' app from the app store then use the login details you already have,
- If you are using a laptop/PC, type in MS Teams to your internet browser, select 'Download Microsoft Teams' and follow the link and instructions to download,
- If you already have a school iPad, Teams should already be installed – look for the app and log in with your details.

Once downloaded and logged in, all your child will need to do is ensure they are on MS Teams for the date and time invited and that they click on the square (or team) called their class name (this will automatically appear with the children's individual logins) and the class teacher will admit them to the meeting. Please do not start a new meeting, the teacher will ensure there is only one happening so all children can join.

A purple box will appear in the 'Team' and all you will have to do is click on this to join. The class teacher will start a meeting.