

Accessing Microsoft Teams on a desktop or laptop Computer

1. Navigate to a web browser and search for **office 365**

2. Sign into Office using the following details:

Childs first name and first initial of surname e.g. Joe Smith = joes

the domain name @wilbury.enfield.sch.uk

joes@wilbury.enfield.sch.uk

3. Enter the password

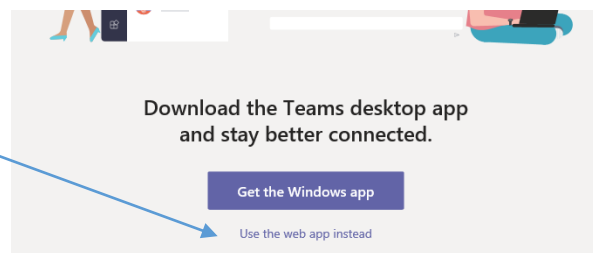
In years 3 – 6 children set their own password. It is the same password they use to access all the computers in school.

In year 2, children use the password **was**

4. On entering office.com select the 'Teams' icon from the navigation bar on the left of the screen

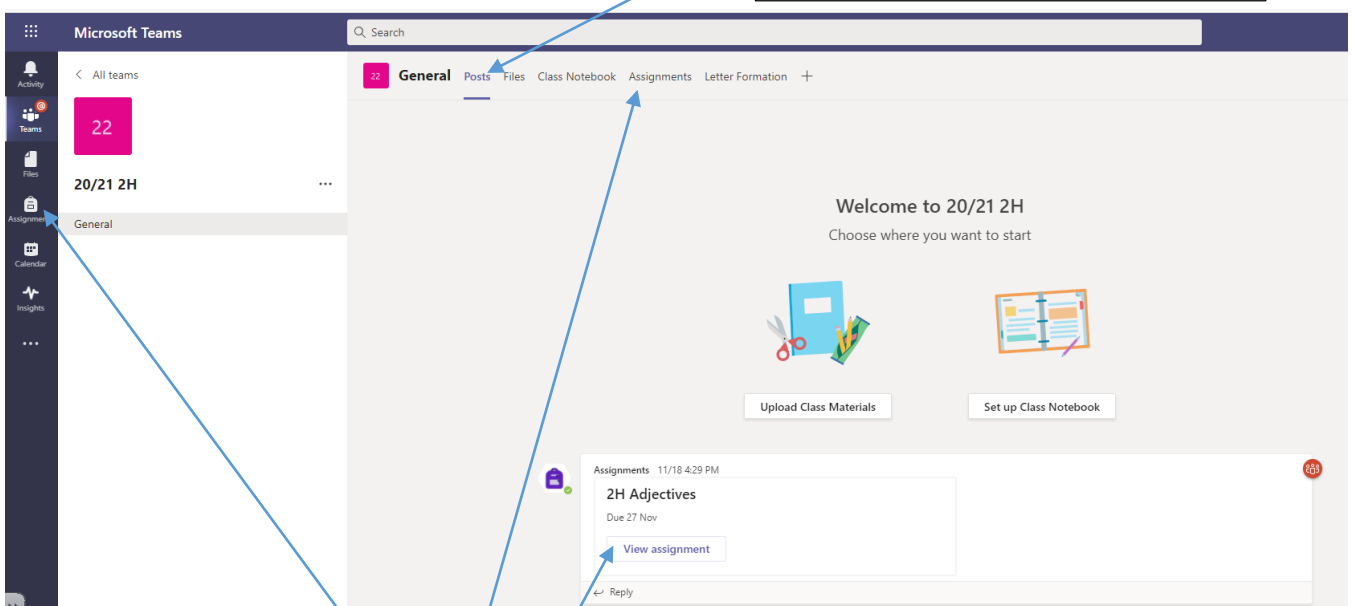


5. Select 'use the web app'



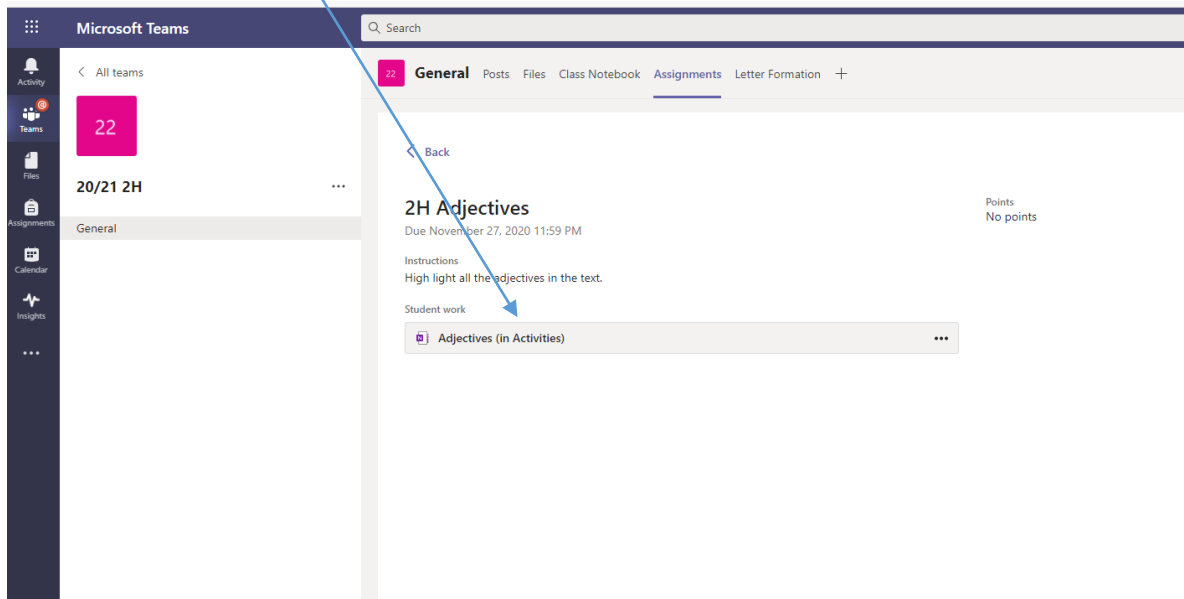
6. On loading Teams will look something like this:

The posts section is where children can communicate with their class



Homework activities are posted as assignments here, clicking on them will open the activity.
You can also select these through the assignments tabs

7. The homework activity opens like this to display the instructions. Click on 'student work' to complete the activity.

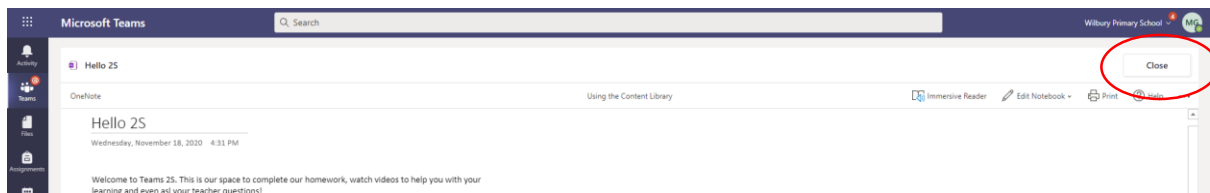


8. Complete the activity that opens. Remember there is no need to save your work as it automatically saves as you go along.



Many activities have videos from the class teacher explaining how to complete them.

9. When you have completed the activity, select the **close** button.



10. Remember to press 'Hand in' to ensure the completed activity is returned to the teacher.

