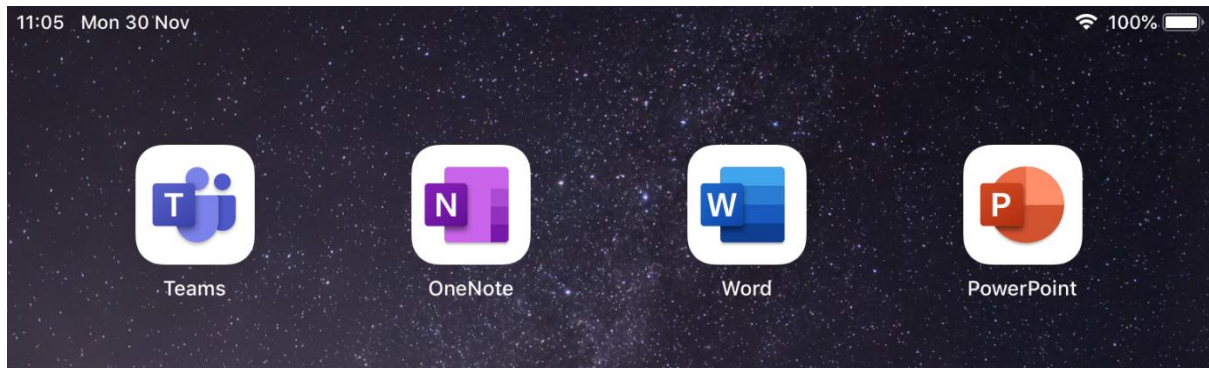


Accessing Microsoft Teams on an iPad

1. From the app store download the Microsoft Teams and Microsoft OneNote apps. It may also be useful to download Microsoft Word and PowerPoint as well.



2. Sign into the Teams App using the following details:

Childs first name and first initial of surname e.g. Joe Smith = joes
the domain name @wilbury.enfield.sch.uk

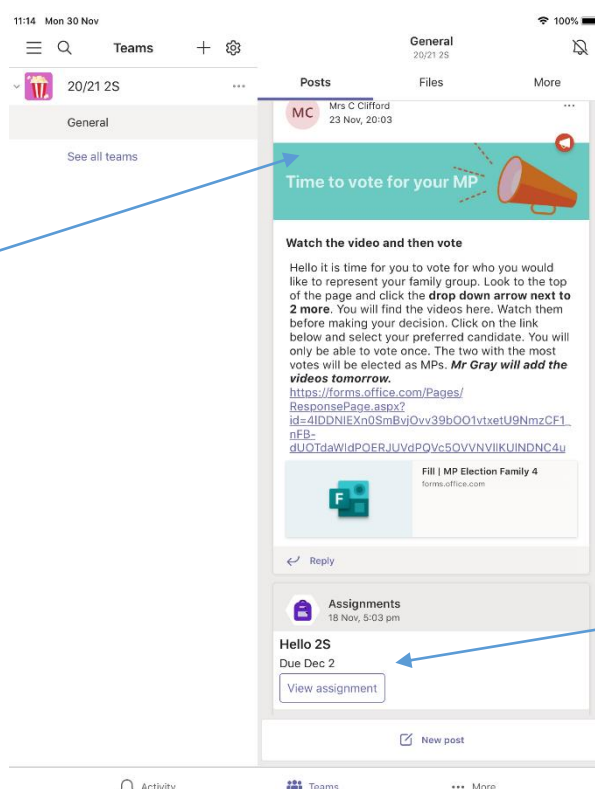
joes@wilbury.enfield.sch.uk

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**

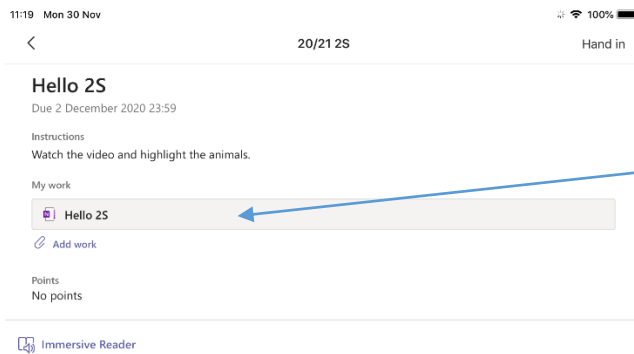
4. After signing in Teams will look like this:



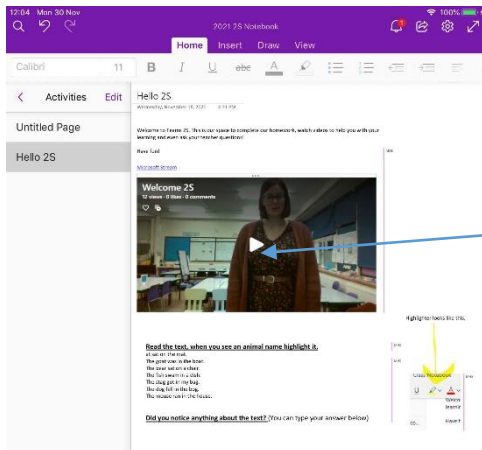
The posts section is where children can communicate with their class

Homework is posted into the posts each week as assignments. To complete the homework, you first need to click on the assignment.

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

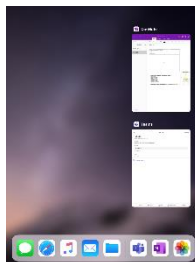


6. The activity will open in a different app; most likely this will be OneNote. It can be a little slow to load the first time but will load the activity ready to be completed. Remember there is no need to save your work as it automatically saves as you go along.



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

7. When you have completed the activity **close** the OneNote app and return to the Teams app.



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

