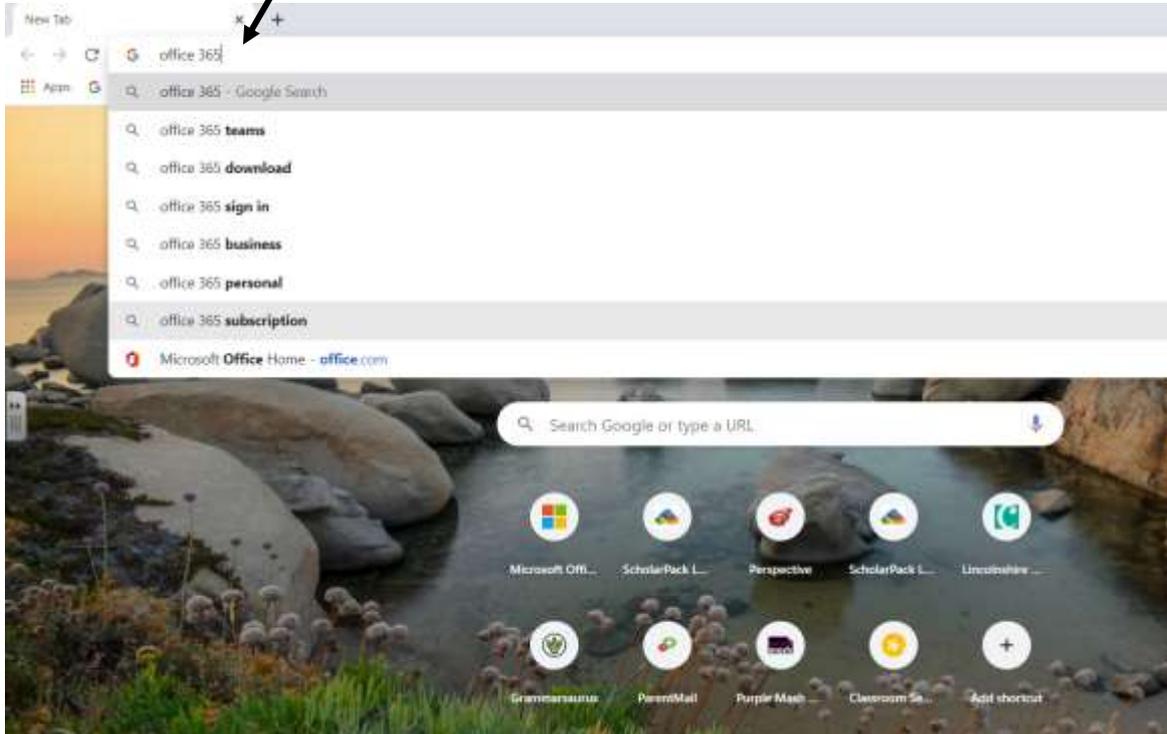


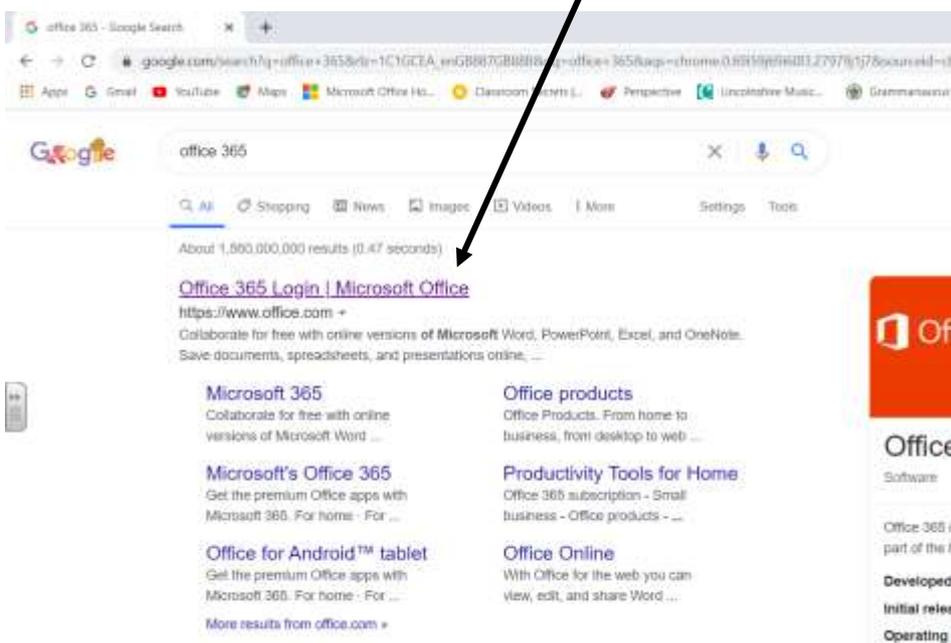
## Logging into Microsoft Office 365



1. Google: Office 365 in the address bar

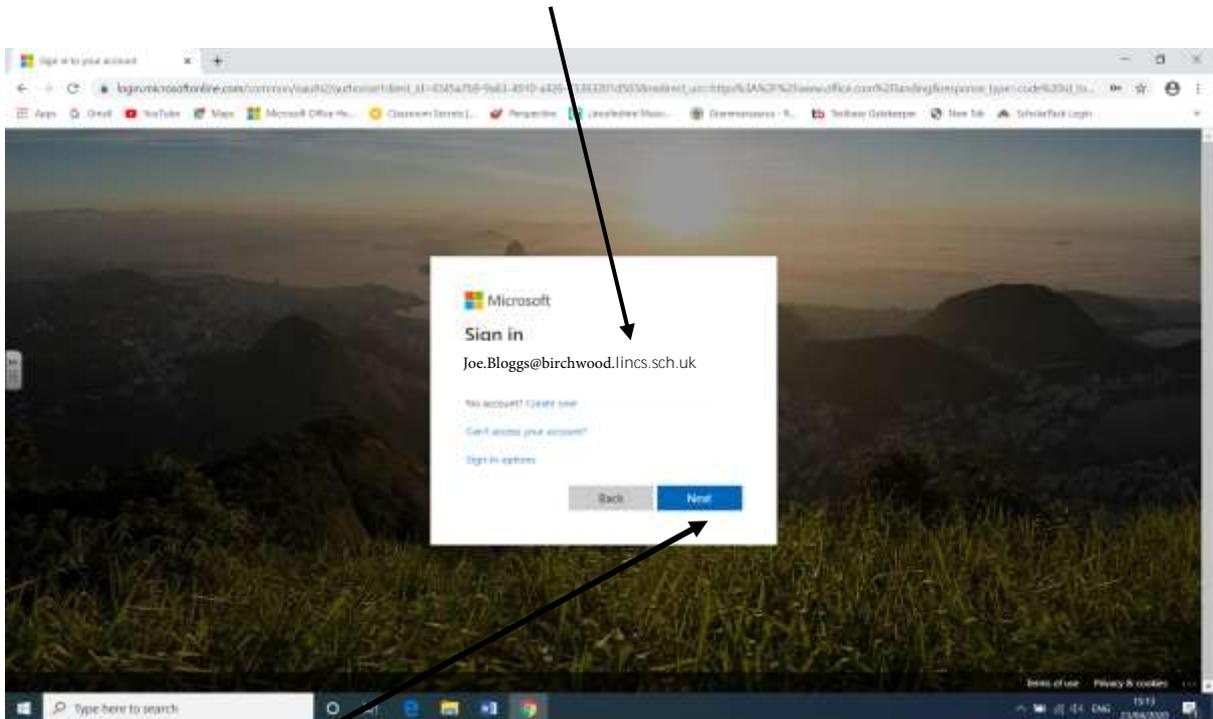


2. Click on Office 365 Login – Microsoft Office



3. Type in your school email address – **please find your child's email address** sent via Parentmail. Type the email address exactly as it is shown on your Parentmail.

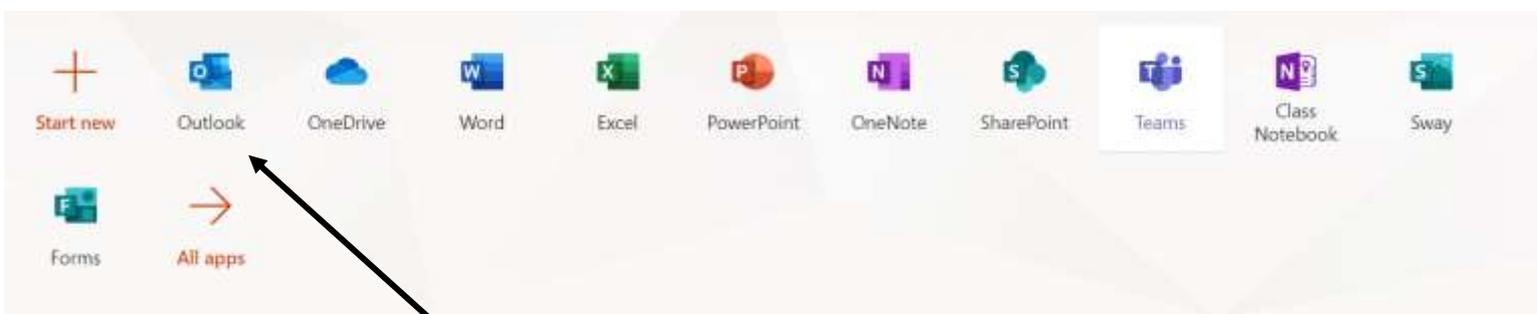
Example: [Joe.Bloggs@birchwood.lincs.sch.uk](mailto:Joe.Bloggs@birchwood.lincs.sch.uk)



4. Click next

5. You will be prompted to add in your password. This will have been sent to you through Parentmail. Type the password exactly as it is shown on your Parentmail.

6. You will then see this screen below. As you will see your child now has access to: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Outlook (emails), Teams, OneDrive and a few others.



7. Go to OUTLOOK

8. From here you can access your child's emails. Please email: [enquiries@birchwood.lincs.sch.uk](mailto:enquiries@birchwood.lincs.sch.uk) if you have any issues.

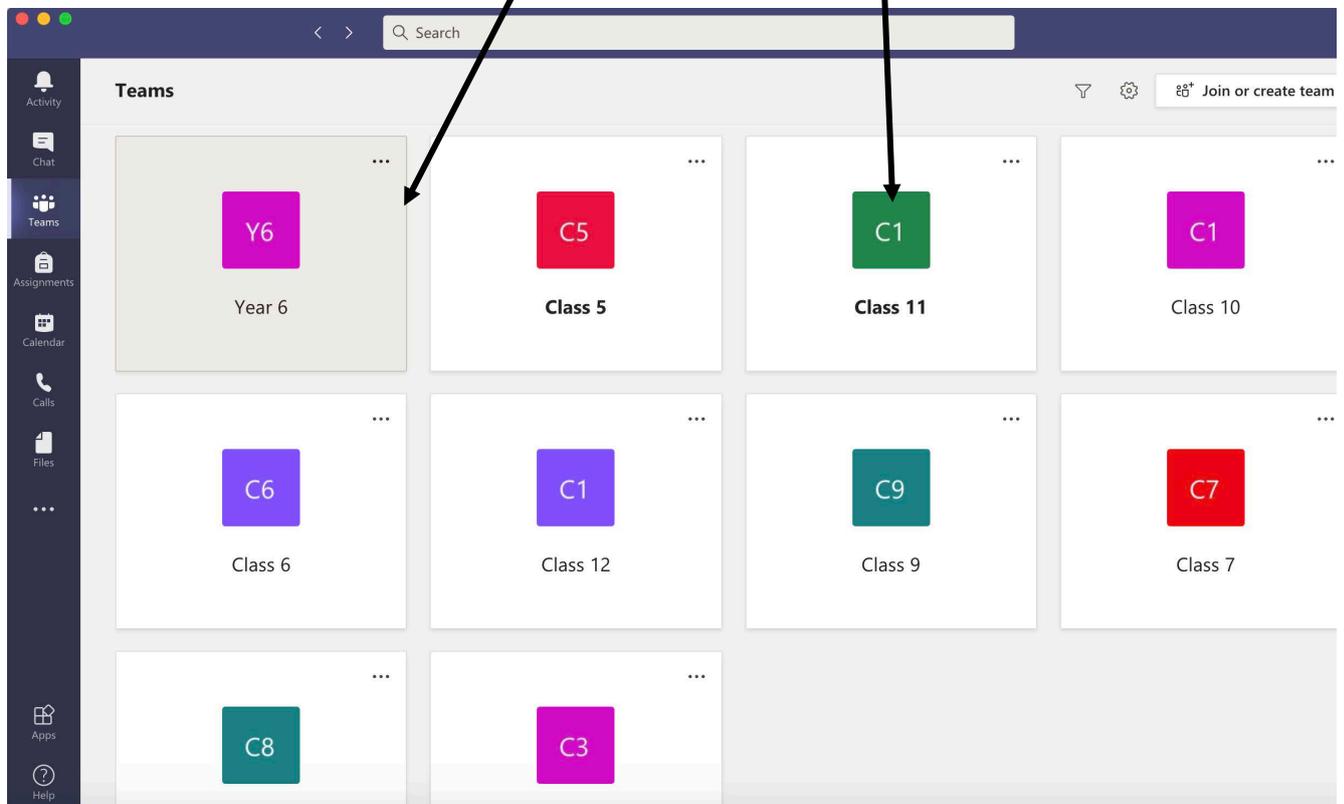
9. You will also see that your child now has their own OneDrive – this can be used to save any school work completed by your child.

Next...

Using TEAMS to access meetings:



1. From the same menu above, click on TEAMS. Before clicking, make sure that a parent/carer is present and that you are in a quiet space.
2. When you have clicked on TEAMS, the page will load and on screen it will give you a few short tips for using TEAMS. Please read and click through them by clicking on the arrow.
3. Your screen will then look like similar to this below (each child should already be part of their whole class team and a smaller group team too).



4.



This tells you what is the most recent activity which has happened in your teams.

This tells you what your Teams are and which teams you are in.

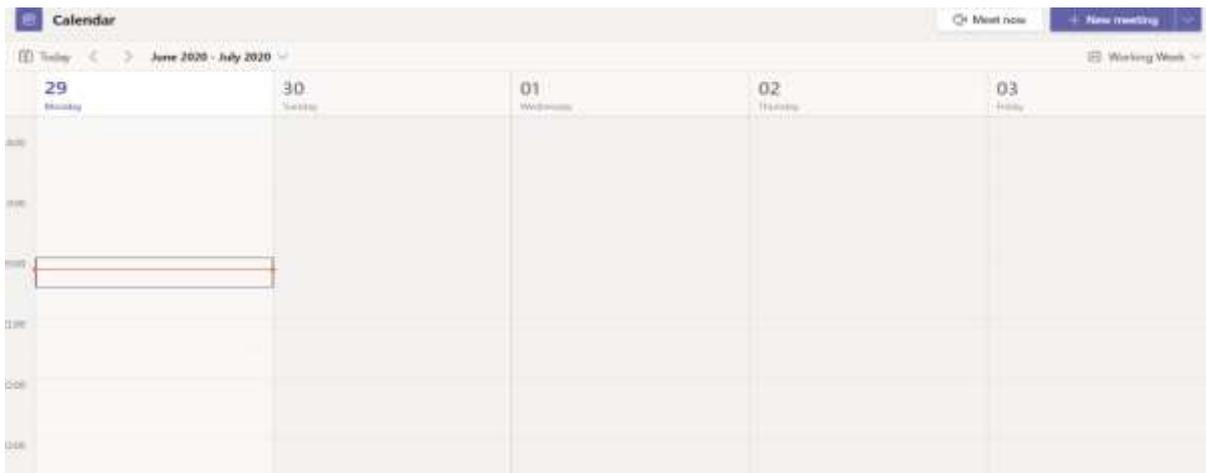
This is where you will find home learning activities which have been set by your class teacher.

This will show you when your scheduled meetings are (day and time).

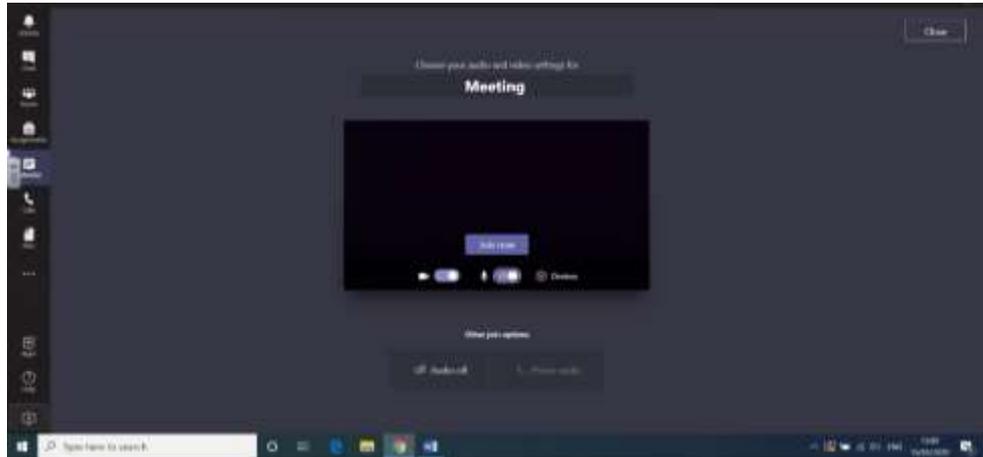
YOU DO NOT NEED TO USE THE OTHER ICONS AT ALL!

So, how do you attend meetings?

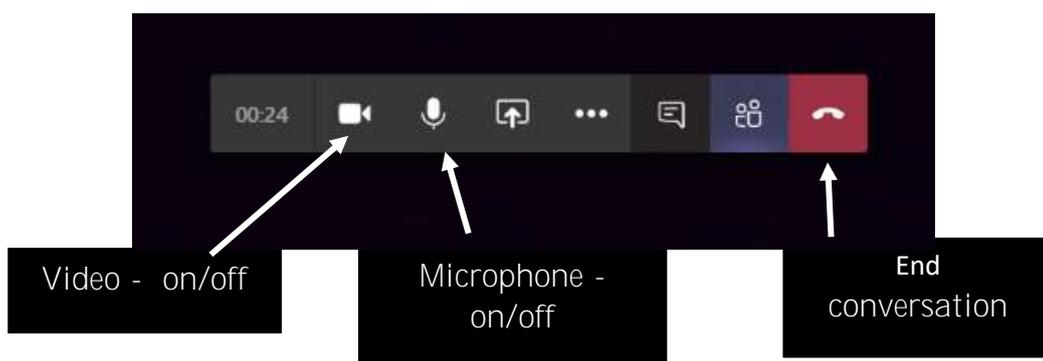
5. In Teams, click on Calendar – this is what it will look like:



6. If you have a look through the days of your calendar, you should see a meeting has been scheduled by your class teacher. Every class will be split into 3 or 4 groups, so don't worry if your friend's meeting is at a different day/time.
7. To attend your scheduled meeting, you just need to click on the meeting on the right day and time.
8. When clicked, a different window will open up which looks like this one below:



9. Before you click join – make sure that your camera is on and your microphone off (your teacher will talk to you about when to turn your microphone on).
10. Click: Join now.
11. When the meeting has begun, you will see your teacher and be able to hear them. As other children join in you will see them but not hear them to start with.
12. Whilst on the screen, moving the mouse over the black screen activates a toolbar which looks like this:



13. When your teacher is ready, they will talk to your child about how the meeting will work and when they can share etc... It goes without saying, normal classroom behaviour will apply to **these meetings**, but **we're sure that** the children will act maturely throughout.