

Allanson Street Primary 'Teams' Guide:

Allanson Street will be using a safe online forum called **Microsoft Teams** to keep children connected to their classmates and teacher during school closures. Teachers and class members will be able to talk to, and see, each other using this GDPR secure platform.

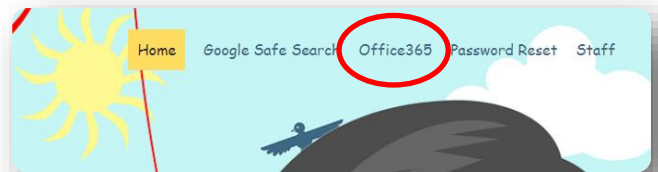
To access Microsoft teams, your child's username will be on the card/ link your teacher sends out.

Passwords, initially, have been set to their date of birth. For example, a child born on 1st January 2014 will have the password **01-Jan-14**. The first time your child logs onto TEAMS they should change their password via this link

<https://account.activedirectory.windowsazure.com/ChangePassword.aspx?BrandContextID=O365&ruO365=>

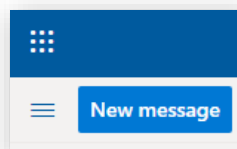
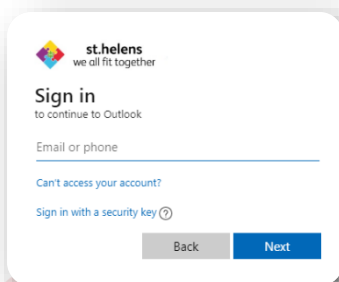
Remember to choose a password they will remember!

1. Microsoft Teams can be found by clicking on the link <https://www.sthelens.org.uk/>, then on 'Office 365' in the top right corner.



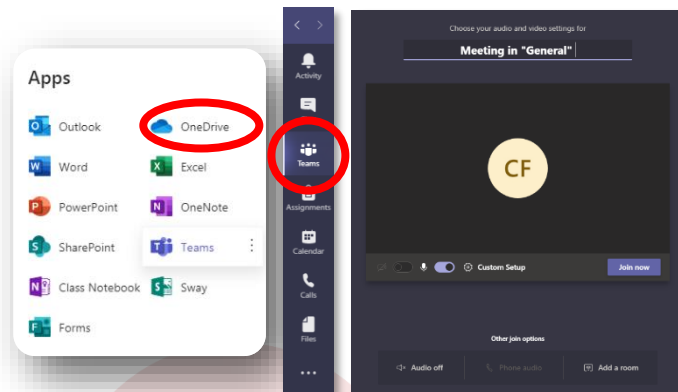
2. You will be asked to sign in using the username and password allocated to you by your teacher.

Once signed in, click on the square of dots (next to the word Outlook) in the top left-hand corner of the screen.



3. From the App menu, click on the Teams icon to access it. There are also free versions of Word, PowerPoint, etc... for you to use here. Everything saves to your Onedrive storage area (at the top right).

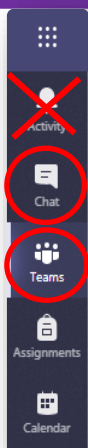
Once in Teams, click on the Teams tab (left) and then on your class icon. Click 'Meet' in the top right-hand corner and then 'Join Now'.



4. When on a Teams call, use the Teams toolbar to access your resources.

Clicking on the Teams tab will allow you to talk to everybody in your class and access uploaded files and folders of work.

The chat facility will be disabled.



5. By clicking on the white icon from the bottom of the toolbar, you can download 'Teams' onto your desktop for easy access next time. Click on this online demonstration for more information if you get stuck:

<https://teamsdemo.office.com/>

