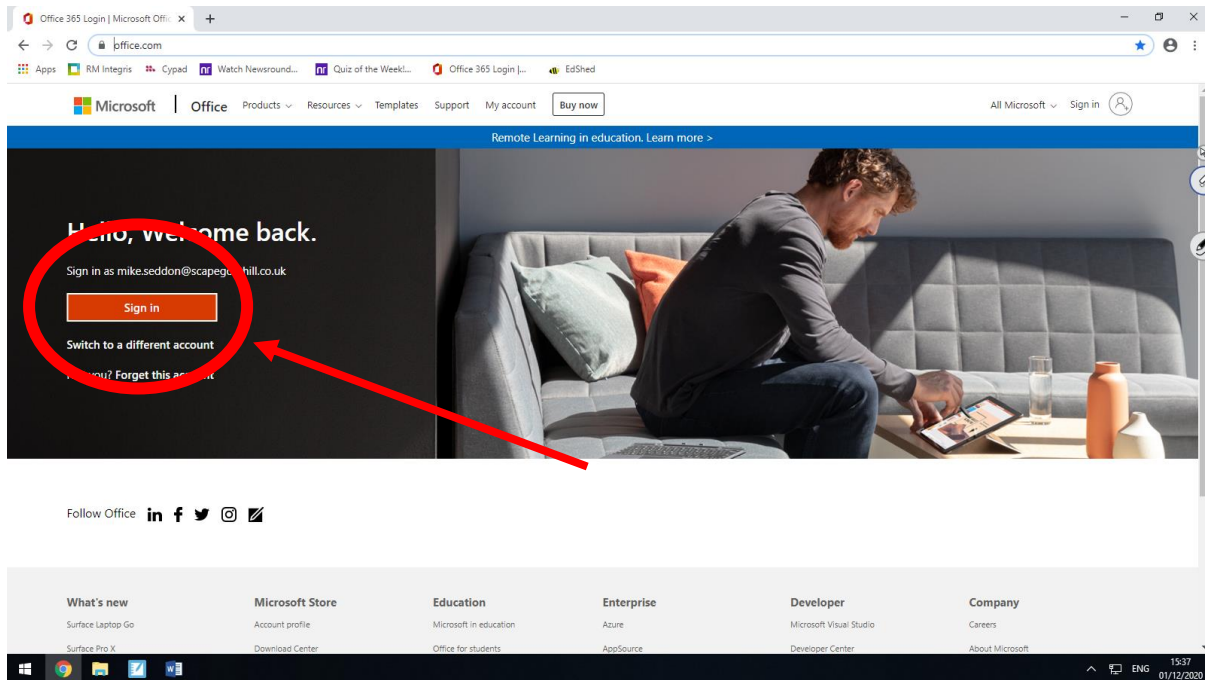
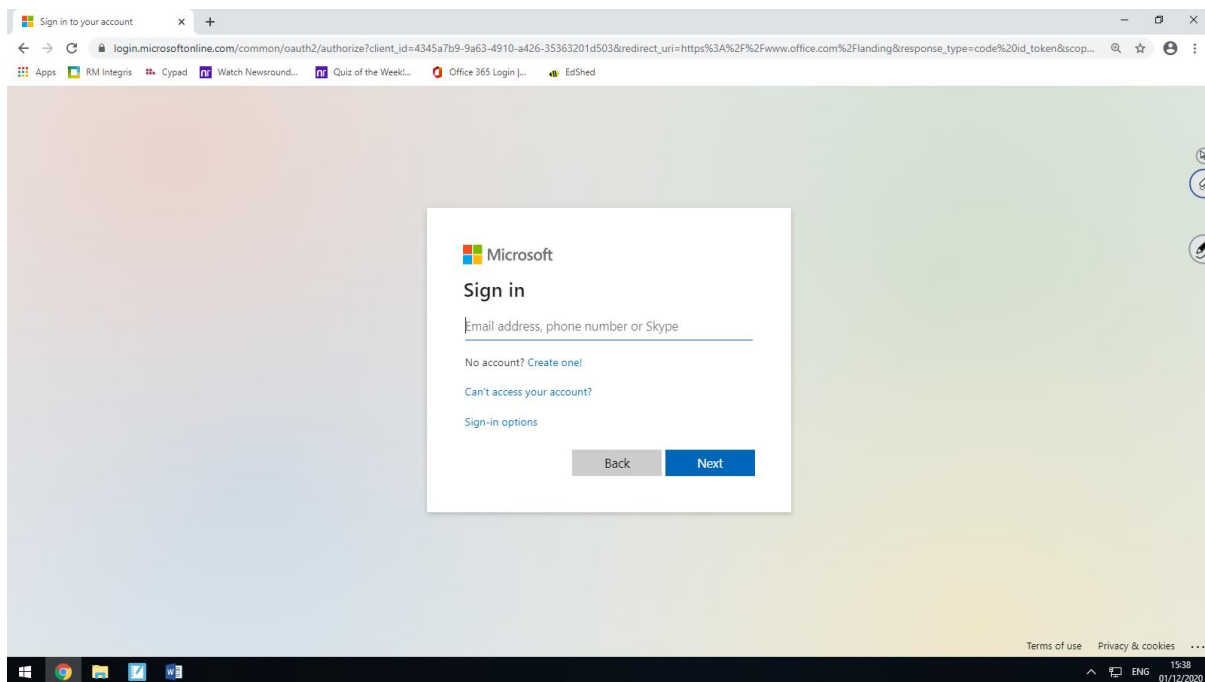


# Using Microsoft Teams for Home Learning

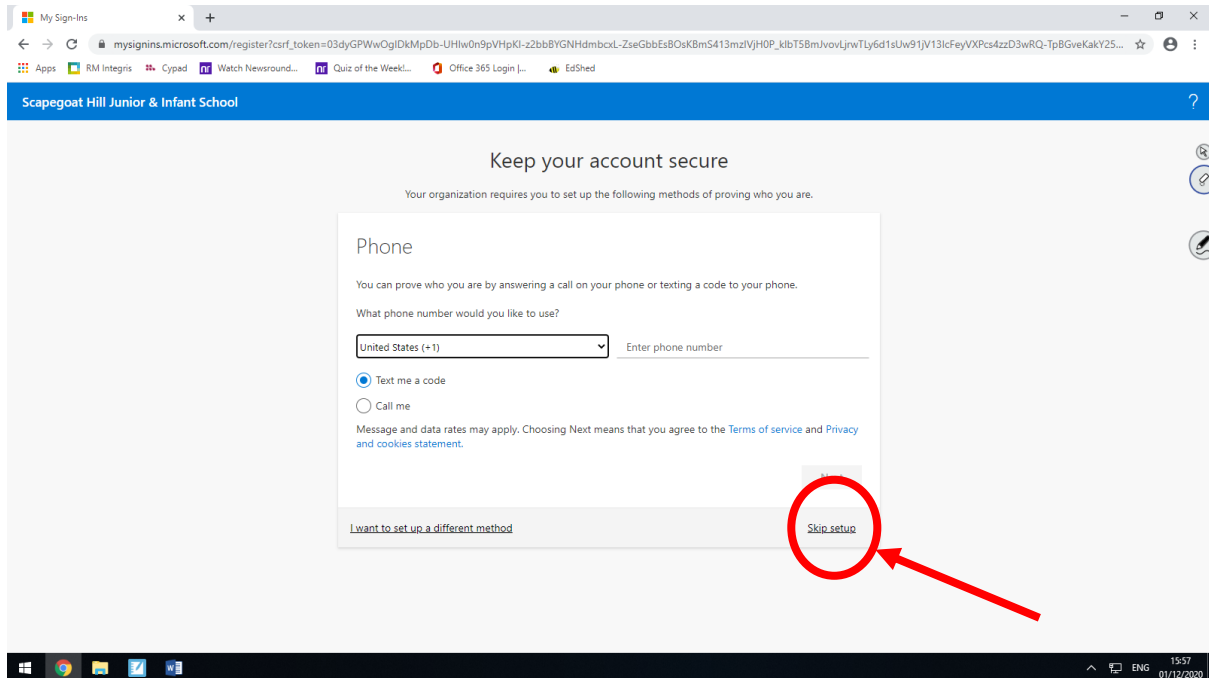
Go to: <https://www.office.com/> or search Office 365 in google and click on the top link. Then click on the 'sign in' button.



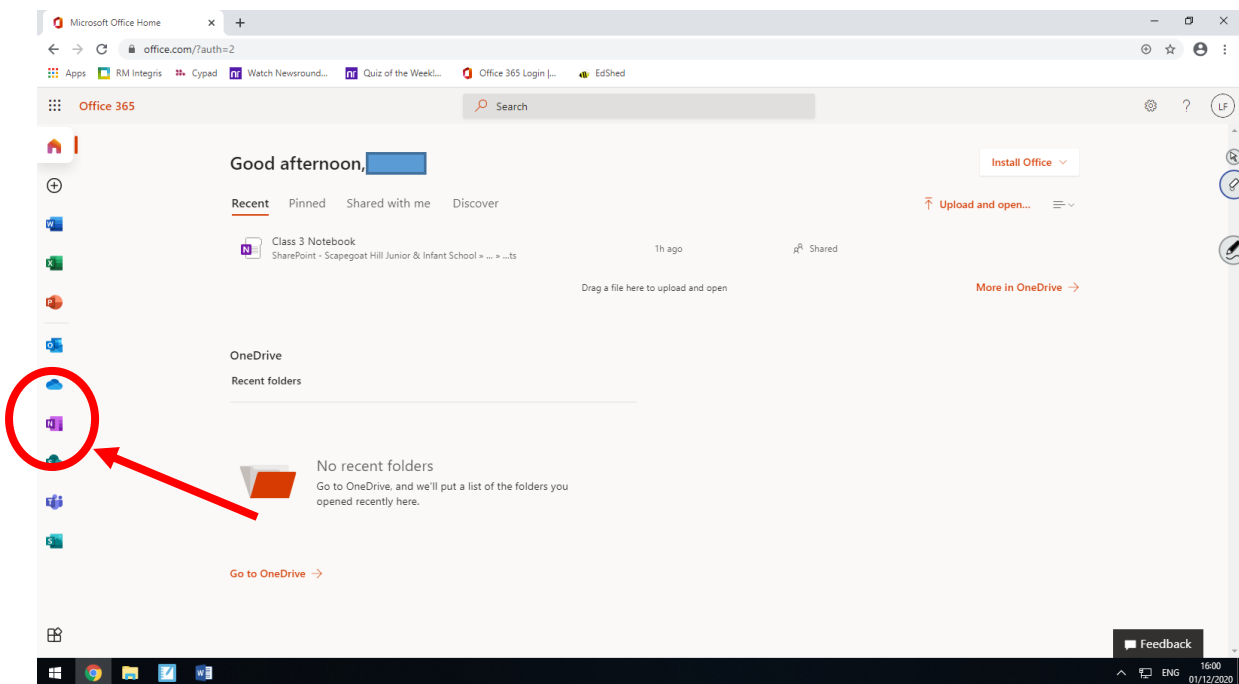
Enter the email address and password (case sensitive).



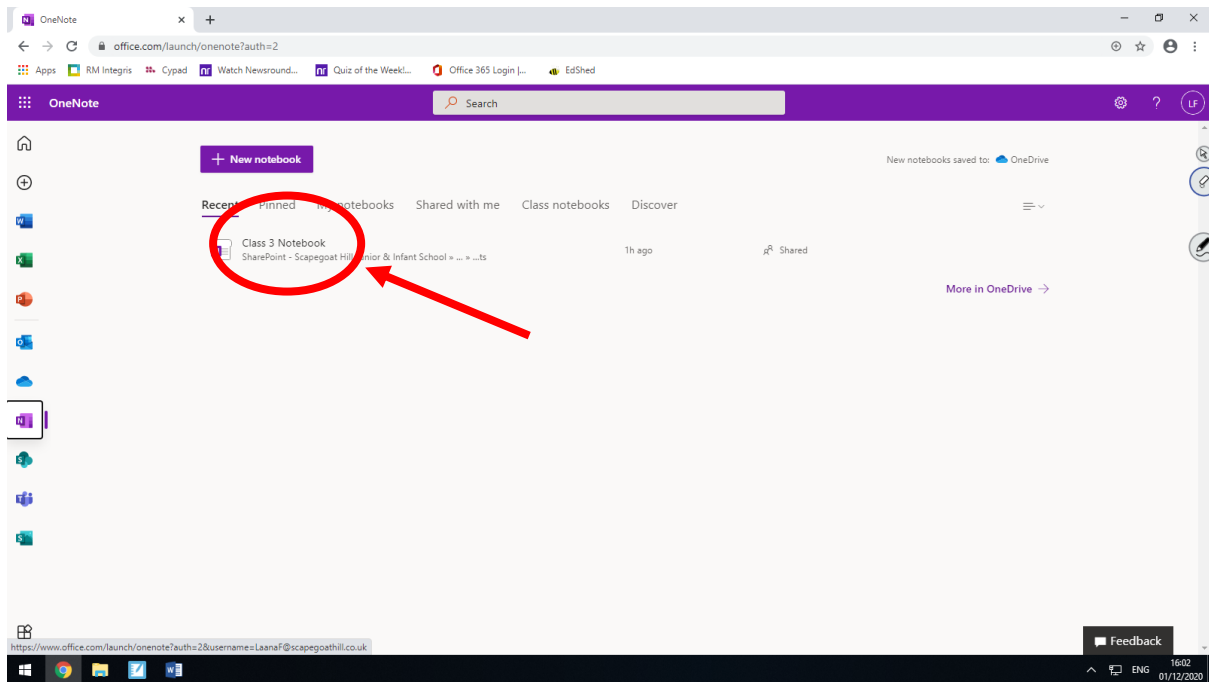
It will ask you to make your account secure by adding a phone number. If you enter this, every time you log in it will send a temporary pin to that phone number, meaning you will need access to that phone to log in. You can skip this by clicking skip set up (but will be asked every time you log in).



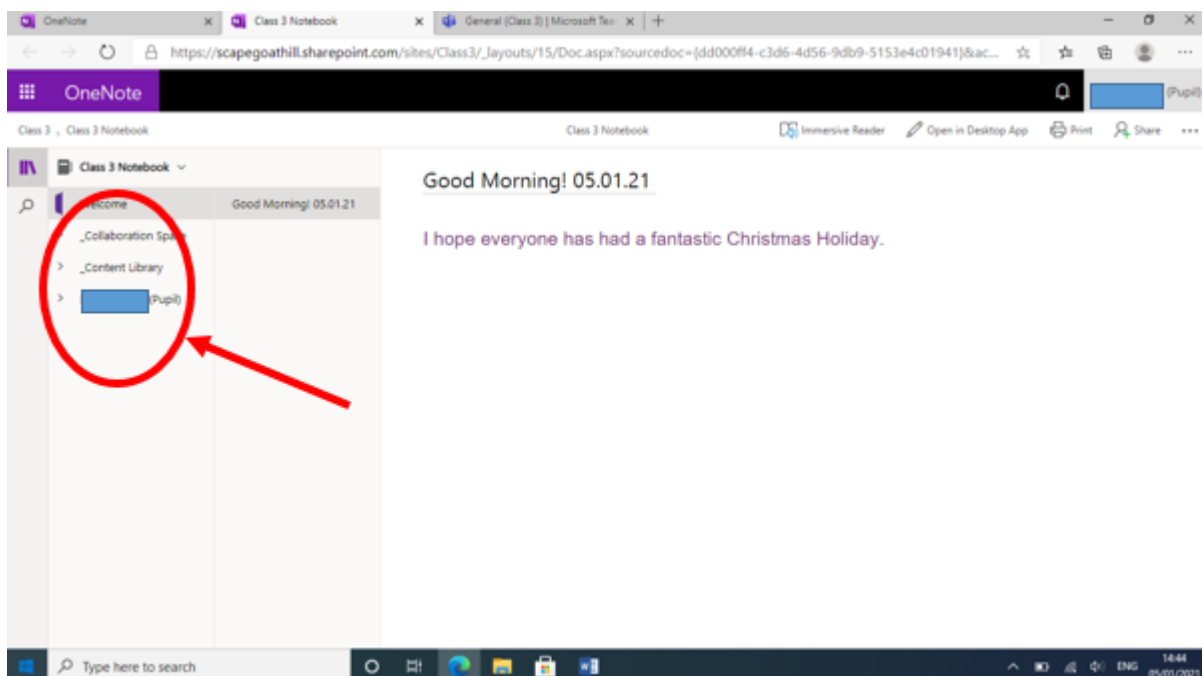
You will be shown a home screen with the options down the left hand side. Work will be posted into the Notebook section (purple icon). Click on this button to load to navigate to this section.



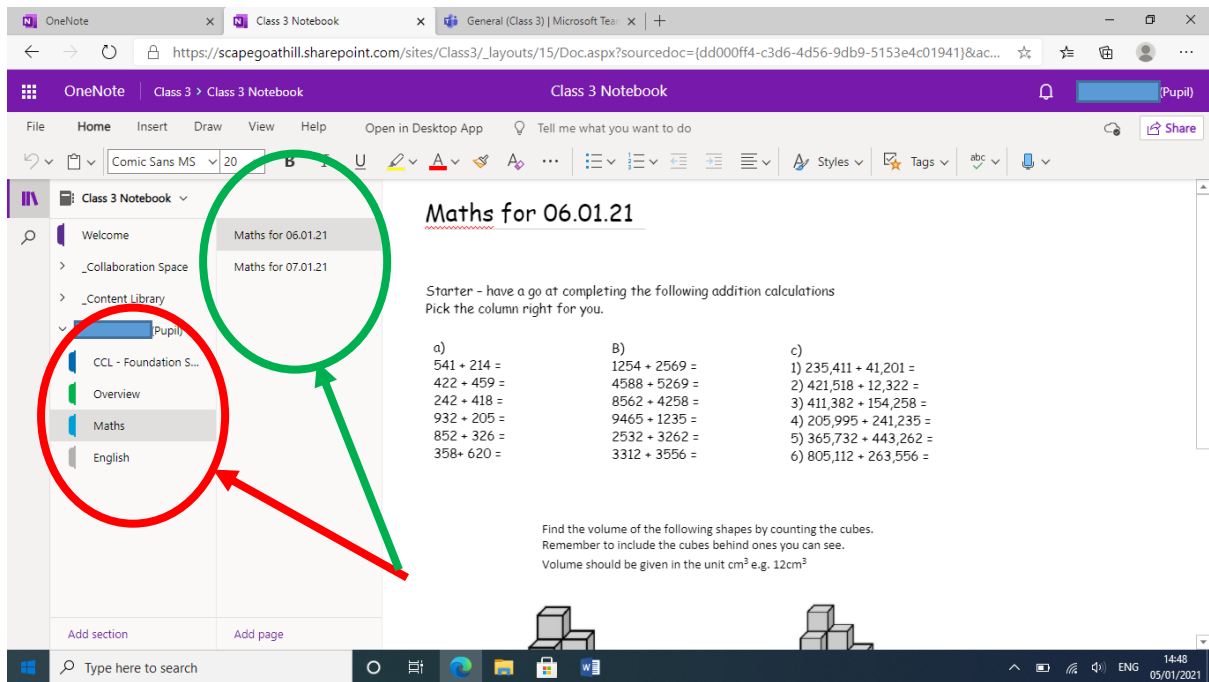
Click on the Class 3 notebook to open the work book in a new tab.



You will see the overview screen from here. Click on your pupil name in the menu to open your work books, where you will find a work book for each of the following subjects: Maths; English; and CCL – Foundation Subjects.



Click on the subject you would like to have a go at from the drop down menu (see red circle), then click on the work page for that day (green circle). The work will then appear in the main window for you to read/edit.



From here you can edit the work book to show your working out, complete any questions, download any files or upload files as appropriate.

Along the top is:

- a home tab – where you can type in the window;
- insert tab – where you can insert or upload files, pictures or audio if you wish to record your voice;
- draw tab – where you can use pen tools similar to the interactive whiteboard inside school on touch screen laptops/computers or tablets.

If you are connected to the internet, this should save automatically as time goes on, so that your teacher(s) will be able to see what you have done and add any extra questions/comments as necessary.

What you do will be visible to you and the teachers only – other pupils won't be able to see what you've done.