## Microsoft Teams - a 'how to' guide for parents/carers

Using a desktop.

- Search Hwb using Microsoft Edge Control
- Log into Hwb page using your child's Hwb username and password.

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• From the drop down menu click on office 365, this will open a new tab, then click on Teams.

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You can also download the Office 365 apps if you would prefer from this last page.

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<u>192</u>	19/20	Miss Evans	Mrs Mills	Mrs Ashton	Miss Rees and Mrs Stead

Teams will now open up in different tab.

- Find your child's class page.
- In the class 'Teams' page, there will be activities set by the class teachers.
- In the assignments tab(left hand side), activities will be added daily for your child to complete.
- Your child will be able to send their work back to the teacher for marking and feedback.

Using a smartphone. No computer to log into Hwb?- Don't panic.

- Download the Microsoft teams app. This is free.
- Log in using your child's HWB username and password.
- Click on assignments at the bottom of the screen. there will be activities set by the class teachers.

If you do not have a computer for your child to work on don't worry, look on the app for the activities. Complete the work in the red book.

When complete, take a picture of the work and upload it to your child's assignment in 'Teams'. (It is a lot easier than it sounds) Don't worry, your child's teacher will take you through the steps.