



Dear Parents,

Thank you for your patience and understanding with the technical difficulties some of you have faced using your personal email addresses to access Microsoft Teams. We have been working with our IT services to create email accounts for all our children and new Teams classrooms which should rectify some of the issues faced in using your work email addresses.

Over the course of the next few days you will receive an email entitled **PASSWORD**. Contained in this email will be your child's individual email address and their unique password.

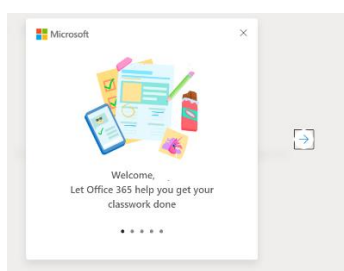
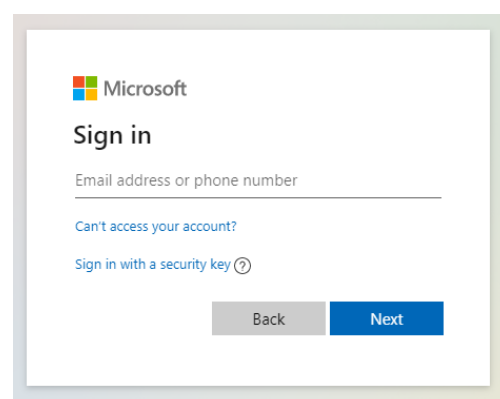
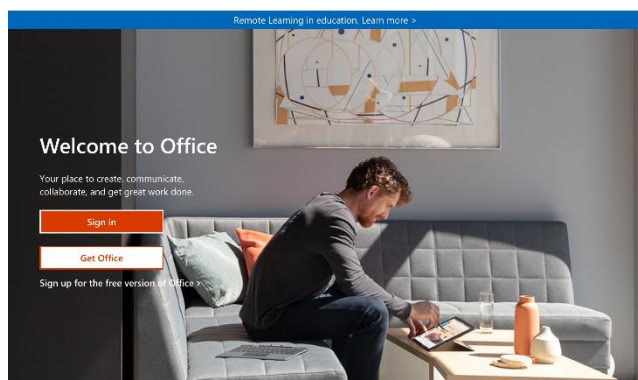
Go to this website [www.office.com/](http://www.office.com/)

Click sign in

Enter your email address

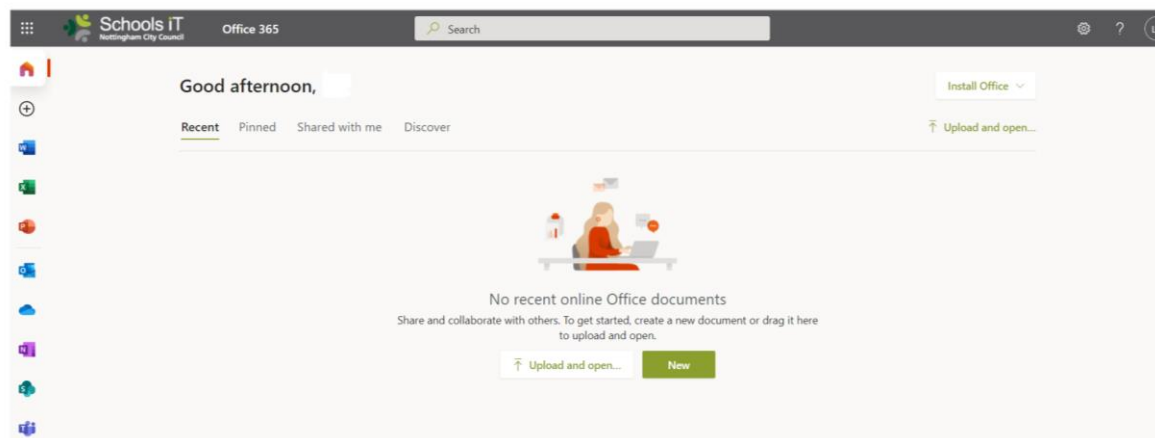
Click next

Enter your password

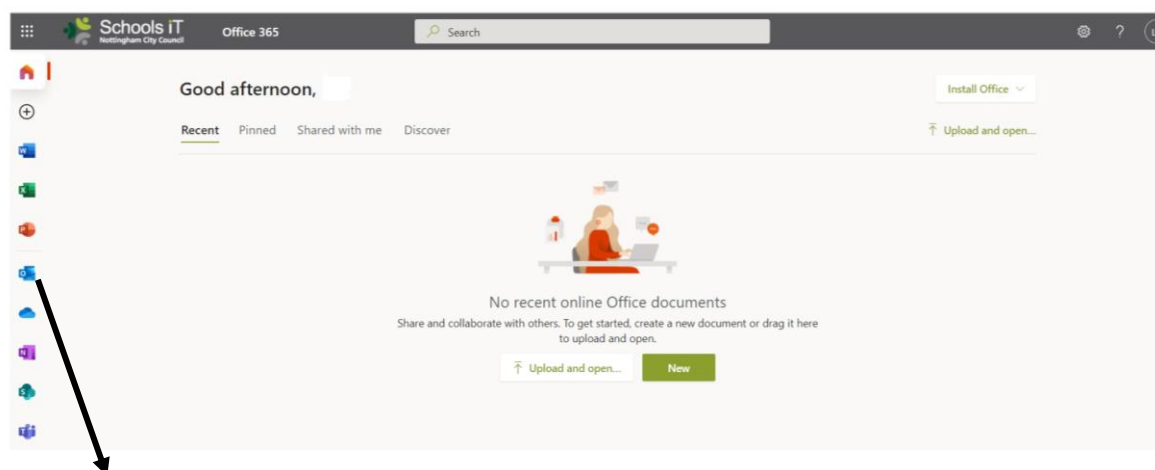


Once you have signed in you may see this box, just click on the cross in the top right-hand corner.

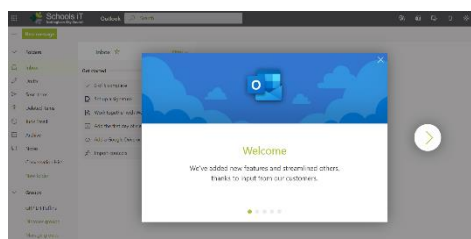
You should now see a welcome screen. From here you have access to all of the Microsoft Office programmes.



## Accessing Emails

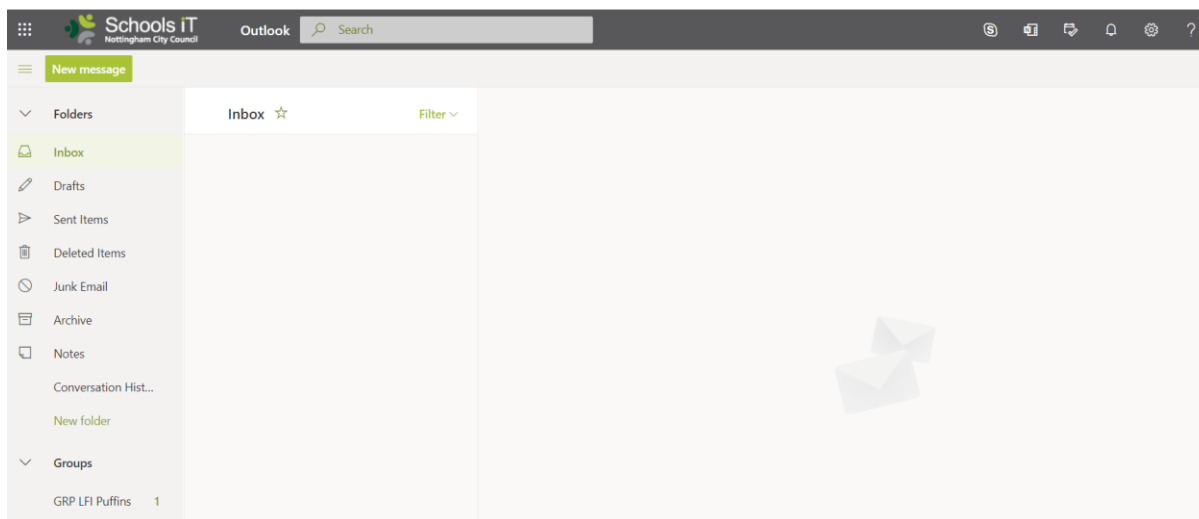


Click on this icon and it will take you to the Outlook inbox.

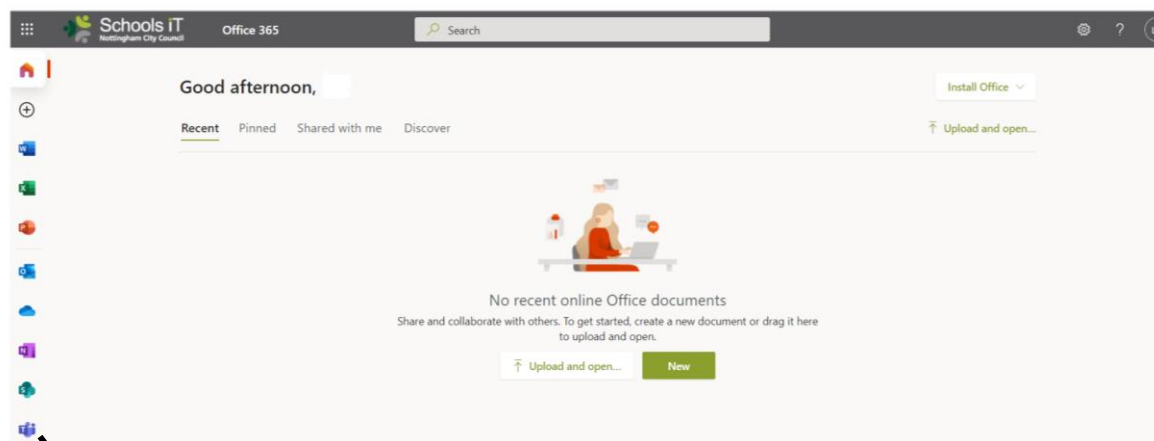


You may see this box when you click on Outlook, just click on the cross in the top right-hand corner.

This is what your Outlook inbox will look like. You are still able to send your child's work using your own email addresses if this is easier or you can begin to exclusively use your child's email address. (Reception parents please still continue to use Evidence Me if that is how you are sharing your child's work.)

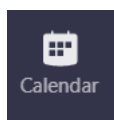


## Accessing Teams

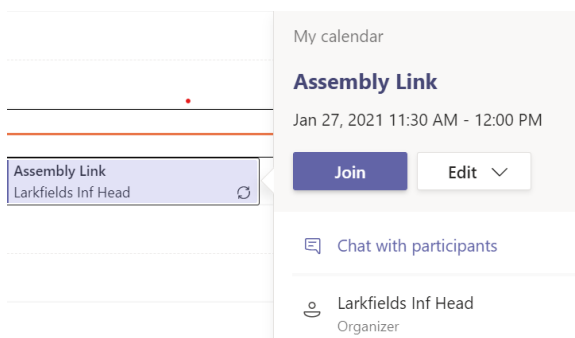


This is the Teams icon which gives you access to your child's classroom. (If you are accessing this on a tablet you may be prompted to download the app).

When you have clicked onto this down the left-hand side you will see a number of icons.



Clicking onto the calendar will allow you see the sessions your child's teacher has scheduled.



You will then be able to click onto the box which will open up the join option. By clicking on 'join' this will take you into the live session. Your class teacher will then admit you.

(If you have not been admitted a common mistake is that you have clicked on the wrong session. If you have waited a while it is worth checking you are in the right meeting.)

I hope that this will help, especially if your child is being supported by another family member who has not had access to the Teams sessions we have set up.

On **Monday 1<sup>st</sup> February** we will move over to the new Teams sessions.

Best wishes,

The Larkfields Staff Team