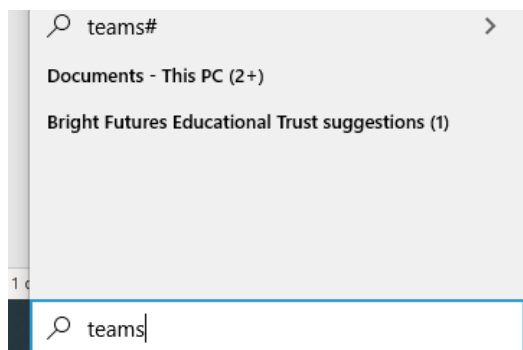




Microsoft Teams – Quick Start Guide.

1. Teams should already be installed on school loan computers. Type “Teams” in the Windows Search Box or look for the app on the desktop. If you are using your own device, please download it from the Microsoft website or app store: <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>



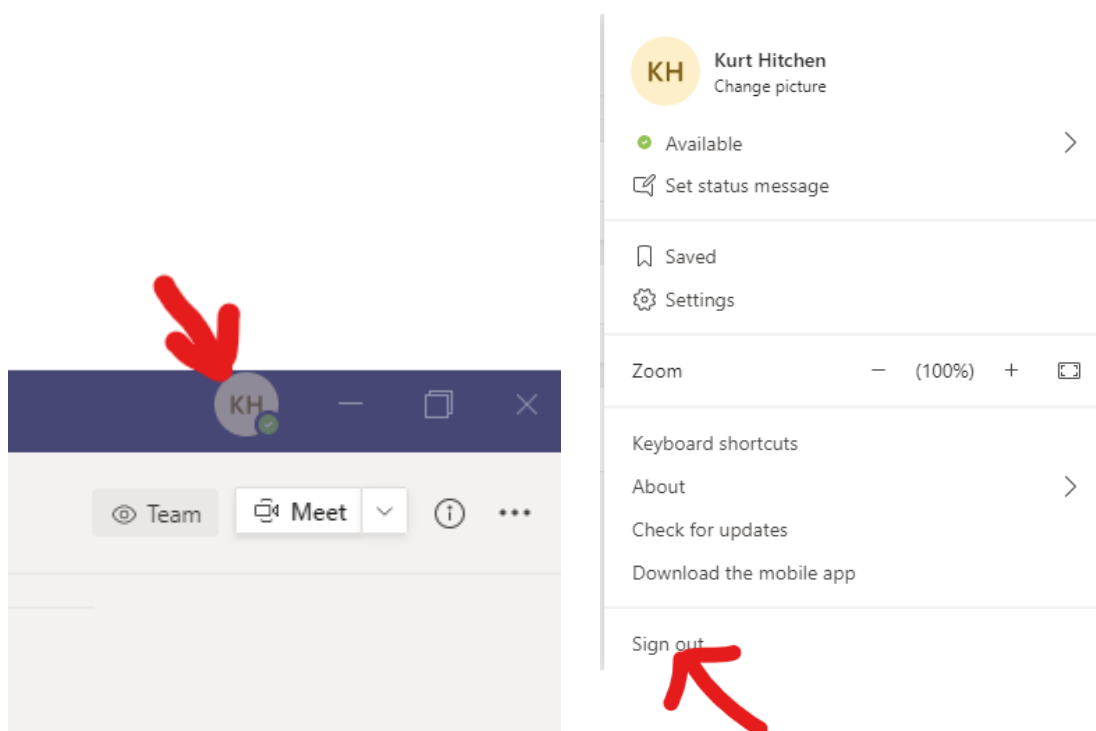
If the app is not available for your device, please use the web version from a browser:

<https://teams.microsoft.com/>

2. Please log into MS Teams only using the details which have been supplied from the school. This will take the format “start year+first initial+surname@mpa.bfet.uk”. For example: 20KSmith@mpa.bfet.uk. If you don't know these details, please contact the school.

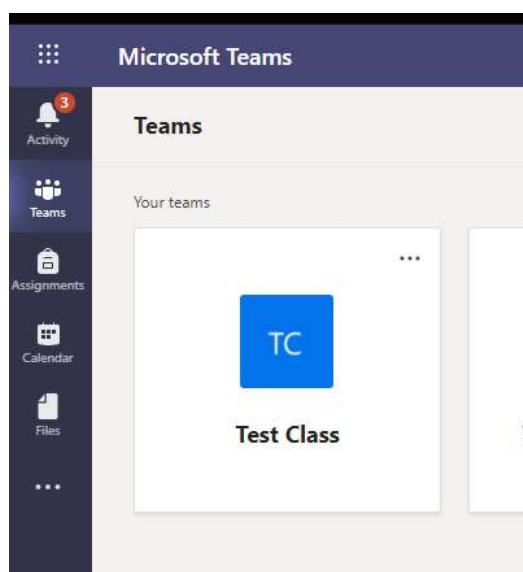
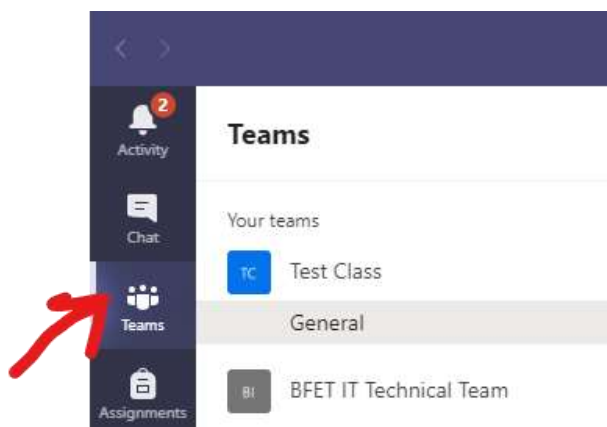
Note: if you are using a school computer, there is a chance that MS Teams could be signed in as the previous child.

To check this, when you are in MS Teams, click the small circle in the app and sign out if necessary.

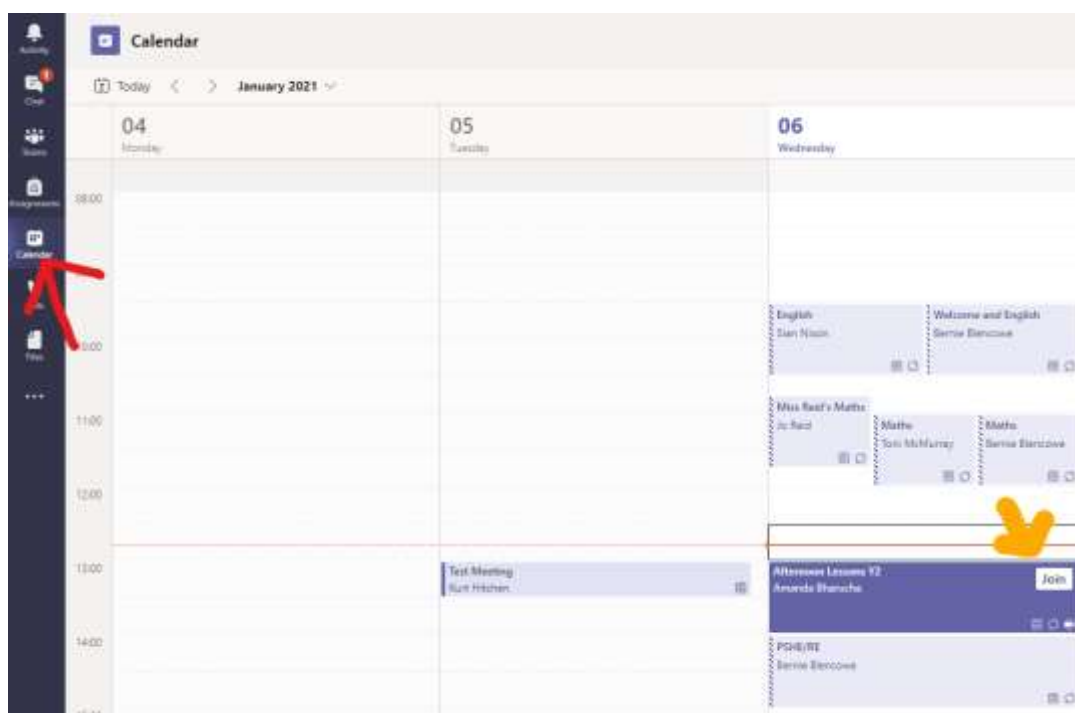




3. Use the “Teams” tab to go to your child’s class:

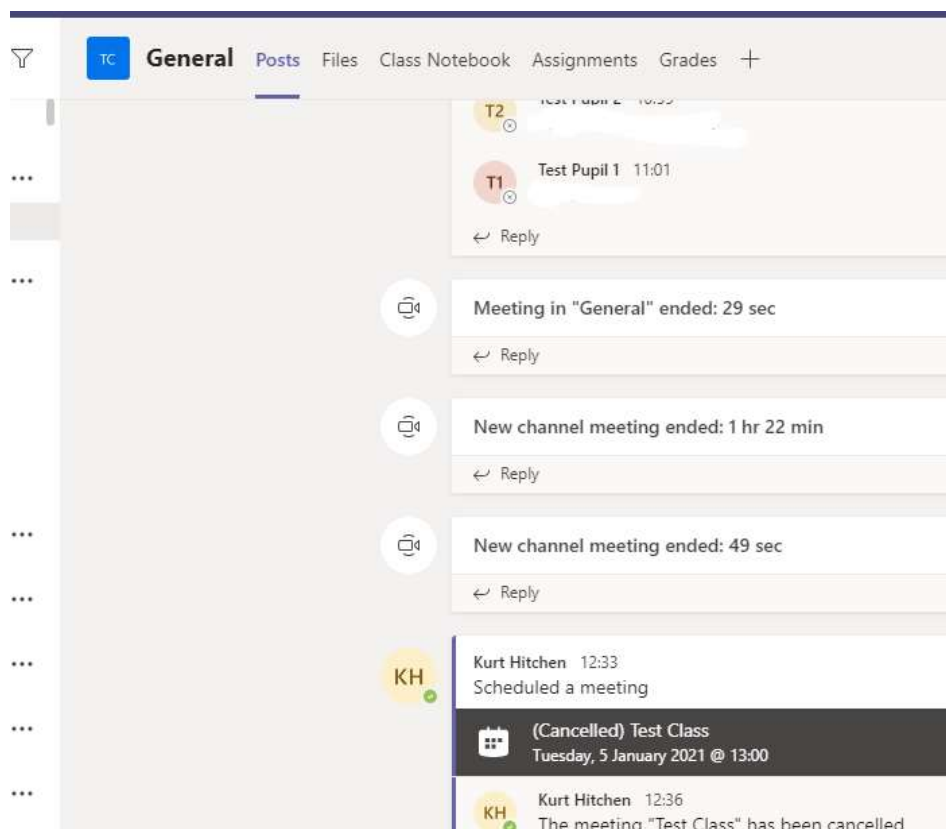


4. You can also use the “Calendar” tab to see what lessons have been scheduled for the class and join the meeting from there:

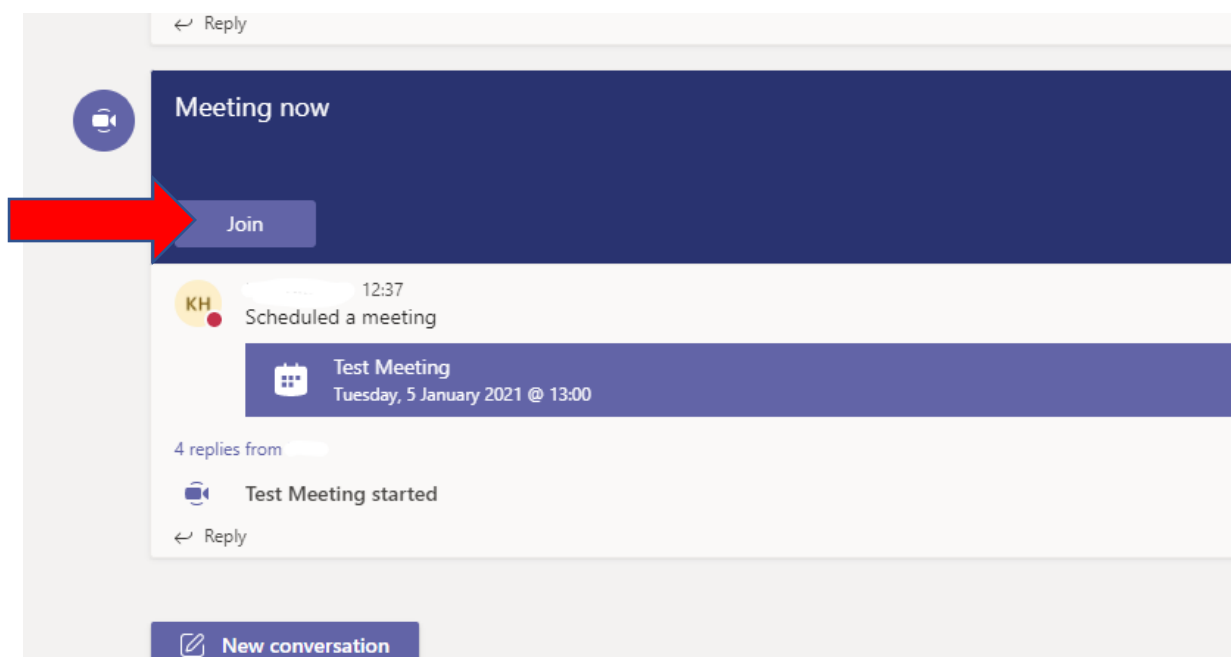


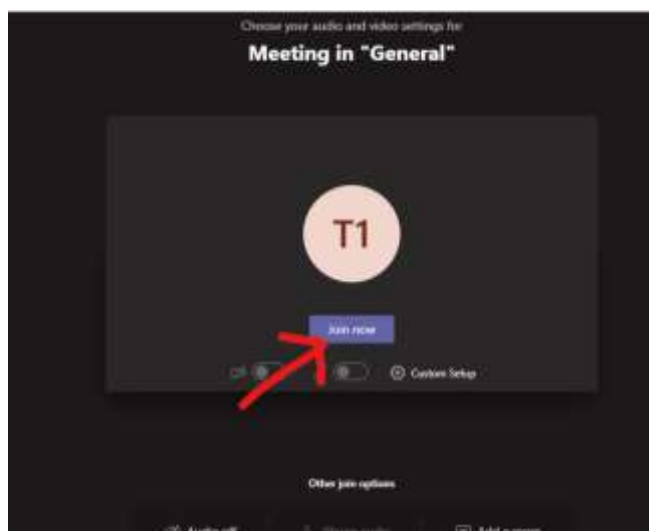


5. From the “General” window, your child can chat with the class teacher and other members of the class:



6. When a class meeting has been scheduled this will appear in the above window. Click the meeting to join:





7. Please make sure that your webcam and mic are switched on before joining the meeting.

If you need any technical help or you are having difficulties, please email itservice@mpa.bfet.uk stating your child's FULL NAME and CLASS, plus the device that you are using. We will get back to you as soon as possible.

Thank you for your cooperation at this difficult time.