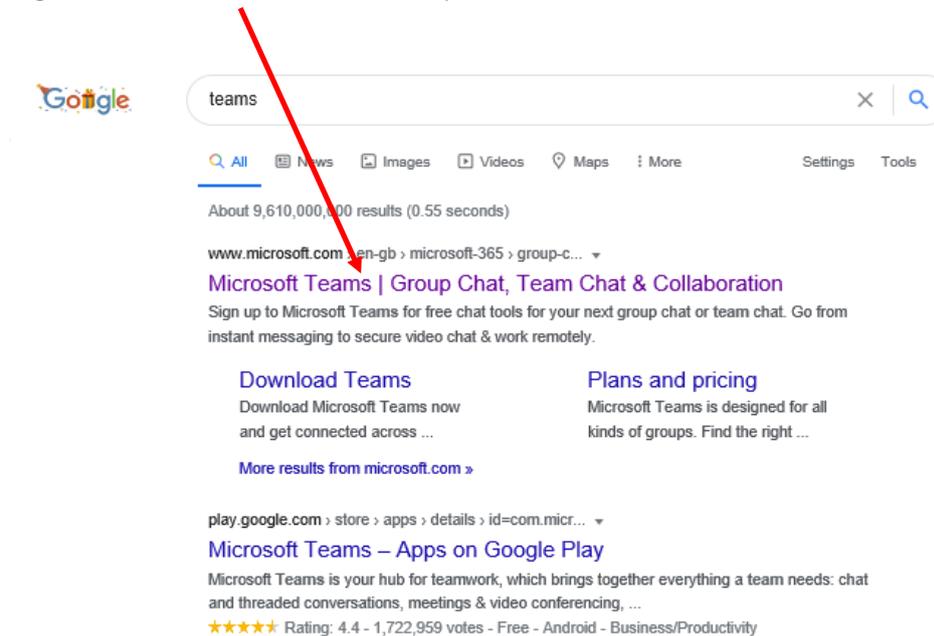


Microsoft Teams Parent Guide

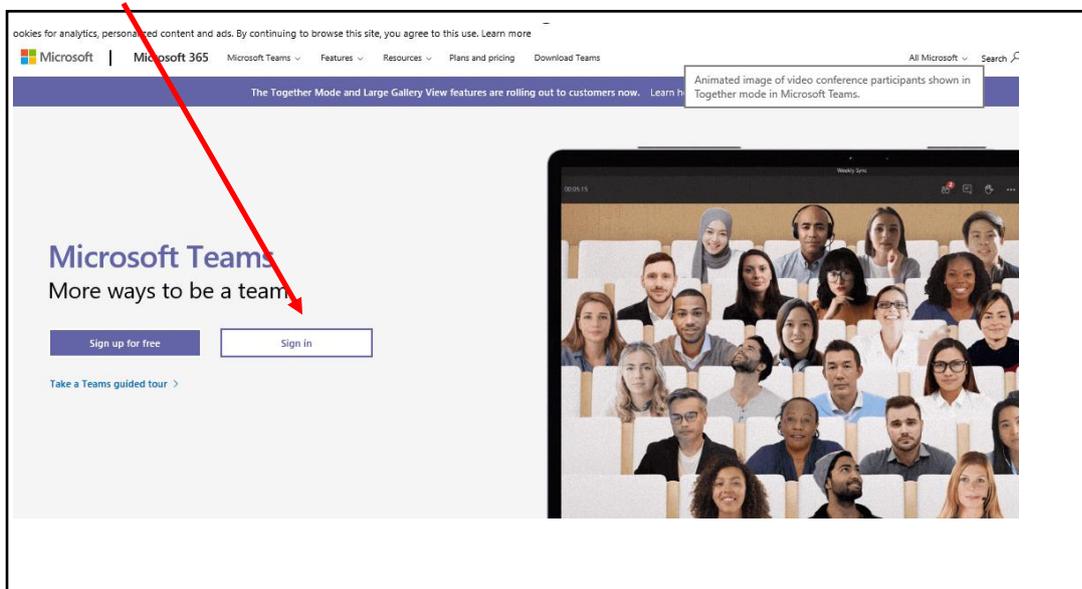
1. Opening Microsoft Teams

Google 'Teams' and click on the top link.

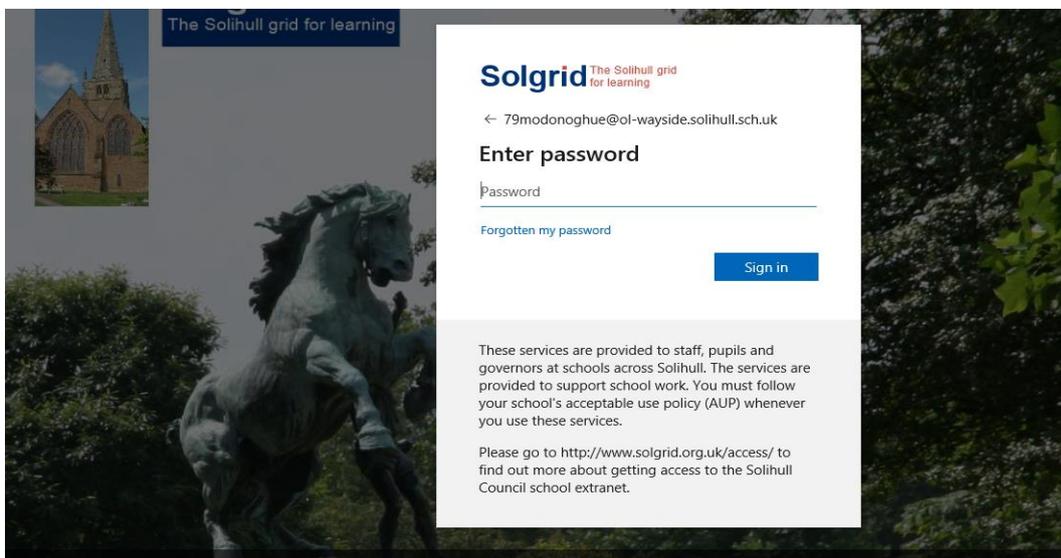
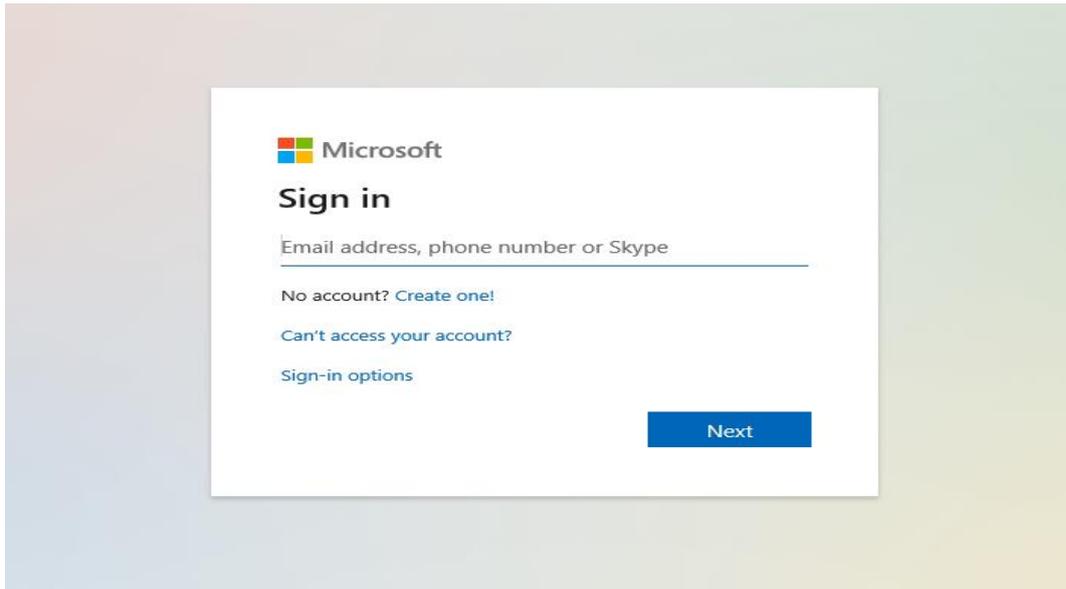


2. Signing in

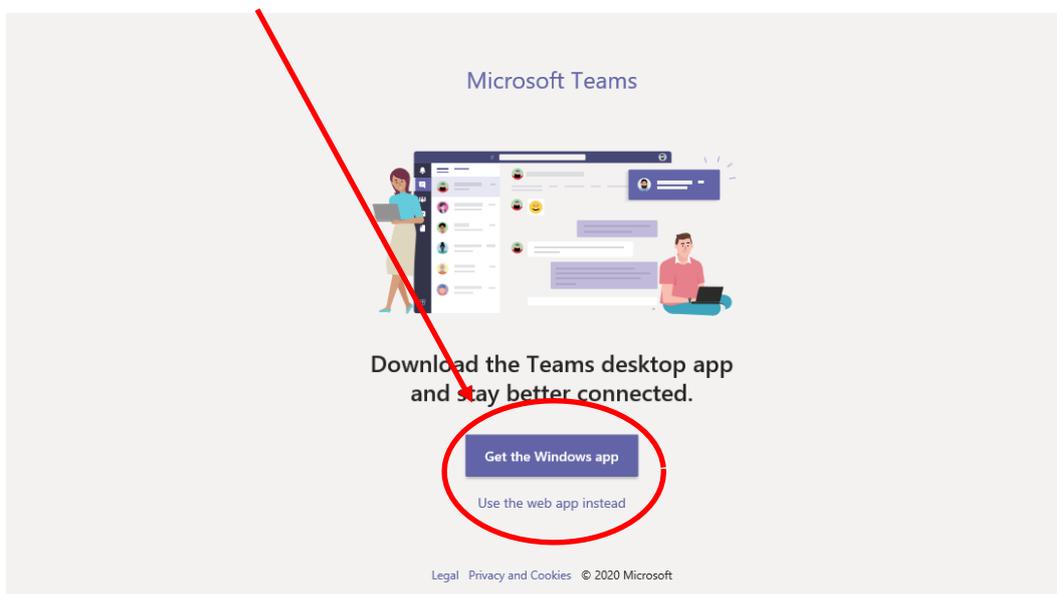
Click the sign in button on that page.



Your child can log in using their school email address and password. This will have been provided to you via an email (username@ol-wayside.solihull.sch.uk).



Download the Microsoft Team App or click on 'Use the web app instead'.

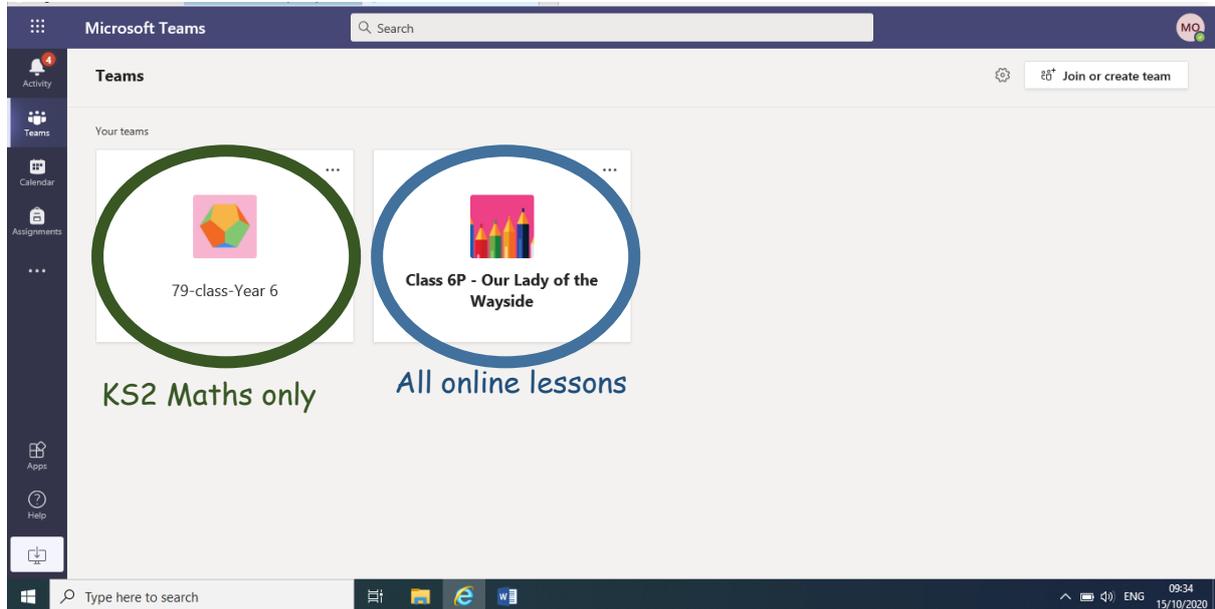


3. Joining a class team

Click on your class team.

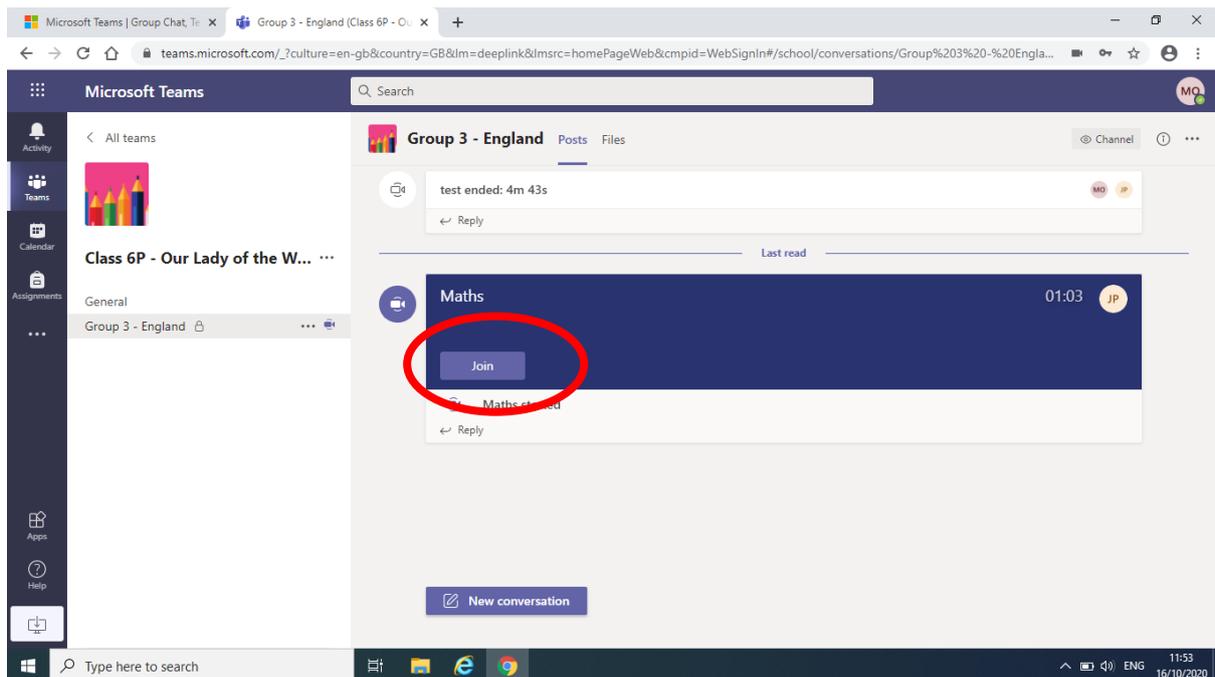
KS1: All online lessons will be accessed through your [Class Team page](#).

KS2: Maths is accessed through the [Year Group Team page](#). All other online lessons will be accessed through your Child's [Class Team page](#).

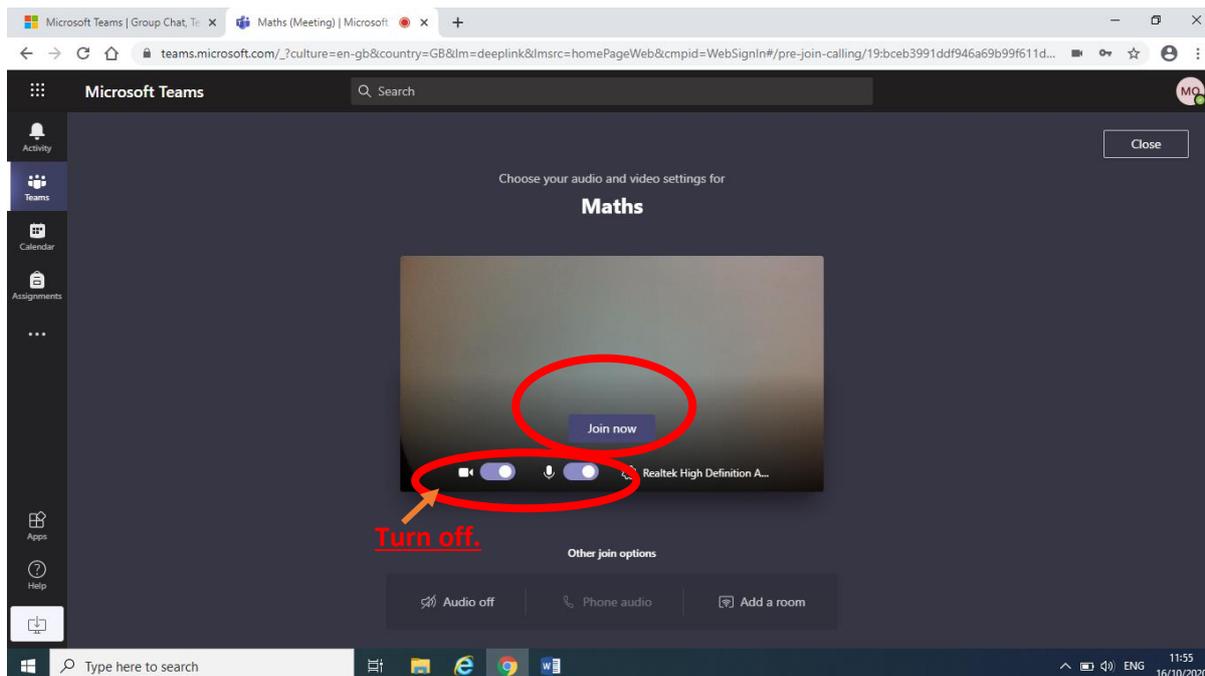


4. Joining a virtual lesson

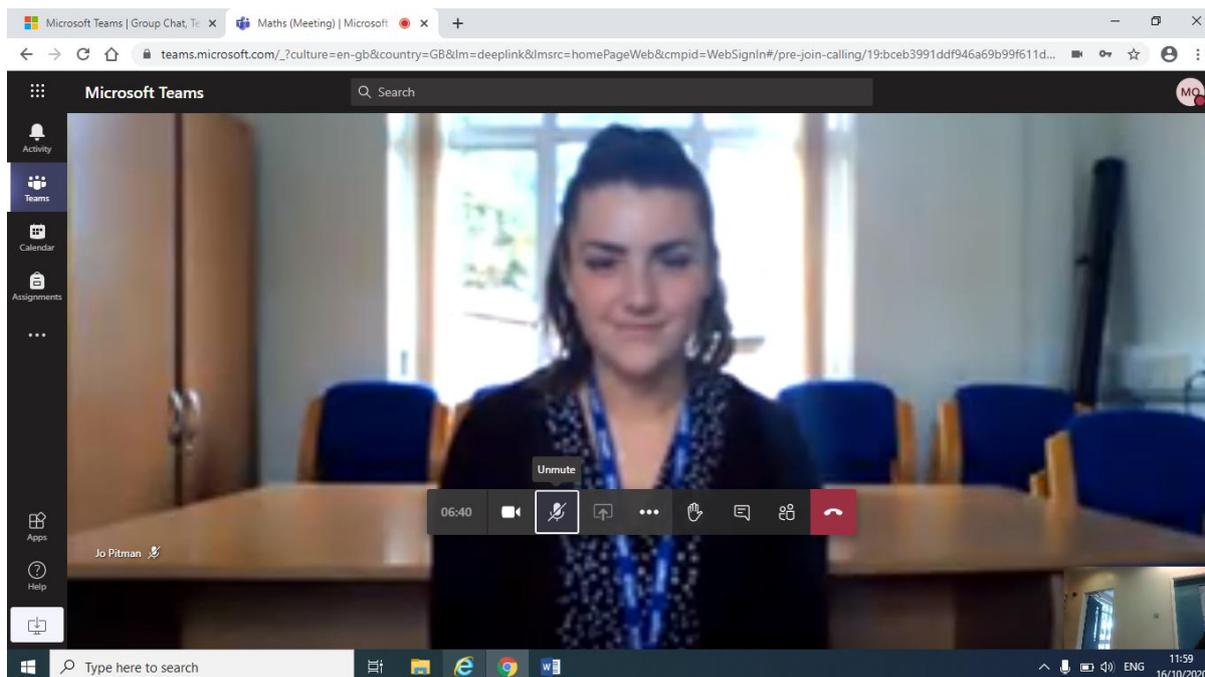
If your teacher has started a virtual classroom, you will see a blue notification in your Team. Your timetable will show you when your lesson starts and you can join at any time by clicking the join button circled in red.



Click 'Join now'. Make sure audio and microphone settings are switched off.



Your class teacher will be waiting for you ready to begin the lesson.



Click 'Leave' when the conversation has finished.

You will find follow on activities on the 'Assignment' section (accessed through the General channel). Please follow the 'Parents' Guide to Assignments' to see how to access work set for your child.