



Hazel Wood
High School

Respect Responsibility Aspiration

Microsoft Teams Guide for Parents/Carers and Students



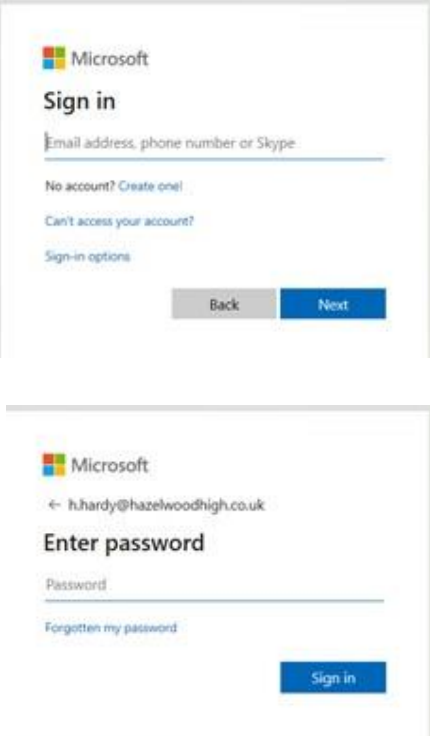






Part of the

Oak



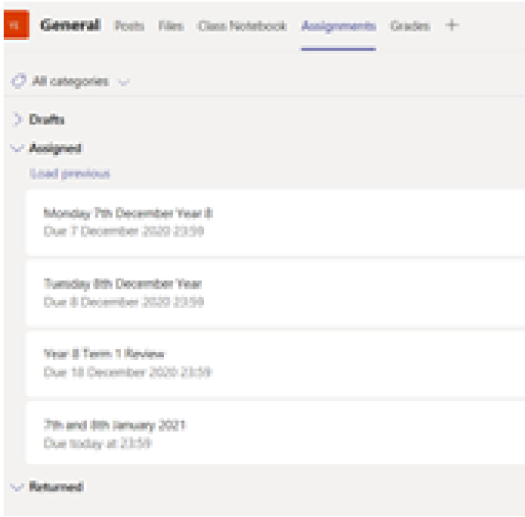
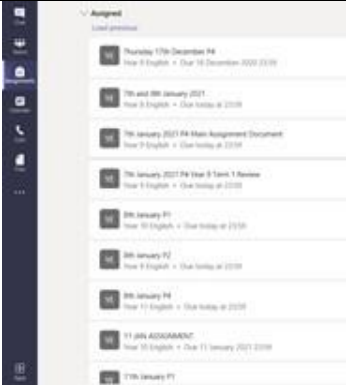
Learning Partnership

Microsoft Teams Guide for Parents and Students

Step	What to do	What this looks like	Useful Information/ What to Do If?
1	<ul style="list-style-type: none"> • Login to Office 365: https://www.office.com • Student email addresses are usually the first initial of their first name and the first three letters of their surname. • For example: John Smith would be: jsmi@hazelwoodhigh.co.uk • The password is the same that pupils use to log on to the school's IT system. 		<p>If you cannot access your email address or have forgotten your password: please contact your Pastoral Year Leader at school who will help with this.</p>
2	<ul style="list-style-type: none"> • A number of icons will be available within Office 365. • You will have access to Word, PowerPoint and Excel through your account. • You can access your emails. • You can access TEAMS. 		<p>My icons look different to yours: Your icons may appear at the side and/or centrally.</p> <p>Word </p> <p>Excel </p> <p>PowerPoint </p> <p>Teams </p>
3	<ul style="list-style-type: none"> • Click on the TEAMS icon. • This will take you to your own TEAMS area. • You may be given an option to use the APP or the web browser. The App is often better and more reliable. 		<p>Is there any cost related to using this? There will be no cost associated with downloading/using this app as it is all part of your Microsoft account</p>

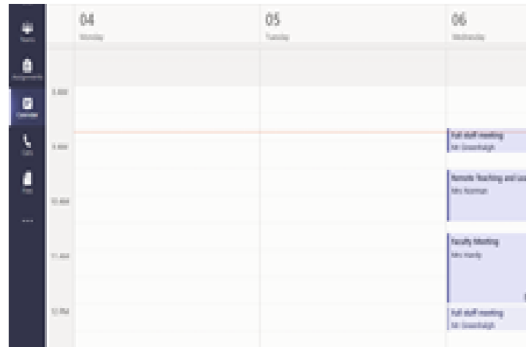


<p>4</p>	<ul style="list-style-type: none"> Well done! You should now be on TEAMS. Your teachers will have added you to a number of TEAMS. You should have a TEAM for every subject on your timetable. 		
<p>5</p>	<ul style="list-style-type: none"> Click on the TEAM you want to look at. You will find lots of options within each TEAM. 		
<p>6</p>	<ul style="list-style-type: none"> In the general area you will see any posts from your teachers. All teachers for a subject can post in this area. You can find information about assignments and live lessons here. 		<p>To see any separate posts from your own teacher you should click on your class channel which should appear below the general channel on the left.</p>
<p>7</p>	<ul style="list-style-type: none"> In this area you can also find the files section. This is where all your lessons will be. There may be PowerPoints, worksheets or other resources. These should all be clearly labelled 		<p>I cannot find the work or my assignments: If you cannot find the work or the assignment for a subject on your timetable, please contact your class teacher in the first instance.</p> <p>Whilst they may not be able to reply right away they will help you.</p>

	<p>with dates and lessons.</p>		
<p>8</p>	<ul style="list-style-type: none"> You should also find the assignments option at the top. If you click on here, you can see any assignments you have been set for that subject. Click on the assignment and it will open. Complete your work here so that your teacher can see your work, provide feedback and return your work to you. 		<p>Work in assignments is automatically saved.</p> <p>You must remember to hand the work in and submit it so that your teacher knows you have done it.</p> <p>Your teacher will only look at work that has been submitted.</p>
<p>9</p>	<ul style="list-style-type: none"> Useful Tip: Some students prefer to find their assignments by clicking on the assignment's icon on the left of the screen. 		<p>Look carefully at the dates on the assignments.</p> <p>You do not need to go back and complete assignments from November/December.</p>



- Another useful icon on the left of your screen (when in Teams) is the **Calendar**.
- Where your teacher has scheduled meetings for live lessons, they should appear here.
- **Useful Tip:** You can click on the meeting itself, then choose to **Join** the meeting this way.



Some meetings may take place in your individual class channels.

Make sure you look at any information from your teachers to find out how to access your live lessons.

