

Dear Parent

Our next ICT task is to join the 'P3H Team'. As a school we are using Microsoft Teams in KS1 & KS2 this year; for some online learning and homework tasks. This task is to Login to My School and to locate Teams and to find our class team. When you and your child have located our Team they should reply with a comment 'Hi Miss Hart' allowing me to see that your child has located the Team. While your child will need support to complete this task, allow them to be as independent as possible, pressing buttons themselves where appropriate.

Please use your child's Login information sent home last week.

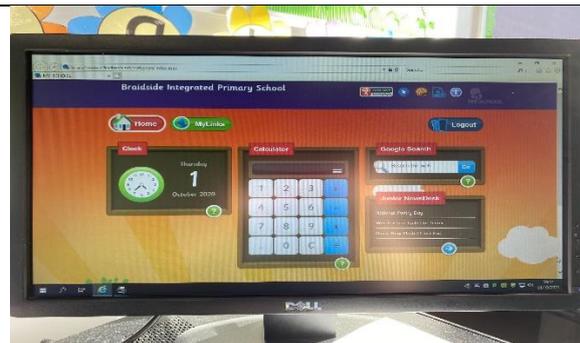
Do not worry if your child can not locate the Team, just let me know and I'll try to help with any problems.

Below are some steps to help your child to locate the Team, apologies for the quality of the photos this happens when I reduce the size.

I hope these are helpful and your child enjoys this task.

Miss S Hart

Follow the instructions from the last task to Login and locate the KS1 Interface.



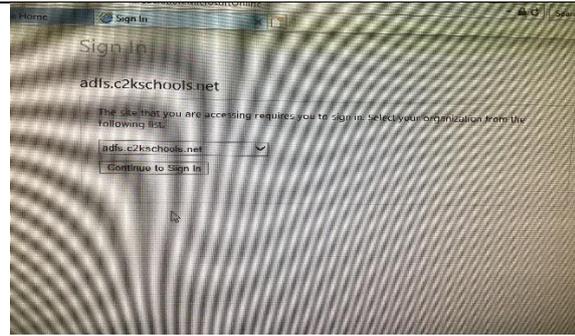
Click the My Links tab at the top left hand side. In school I sometimes call this click on the world as it can be easier for children to understand.



This page will open. Click Microsoft 365



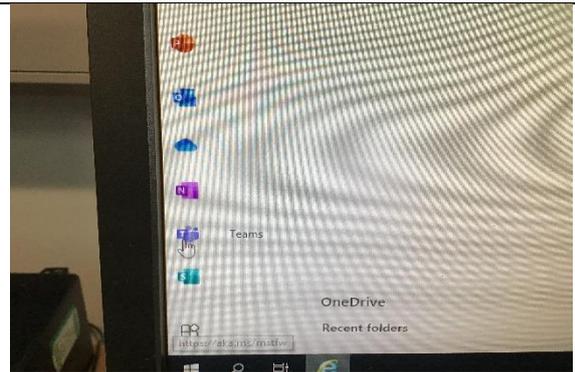
This may pop up, click Continue to Sign in



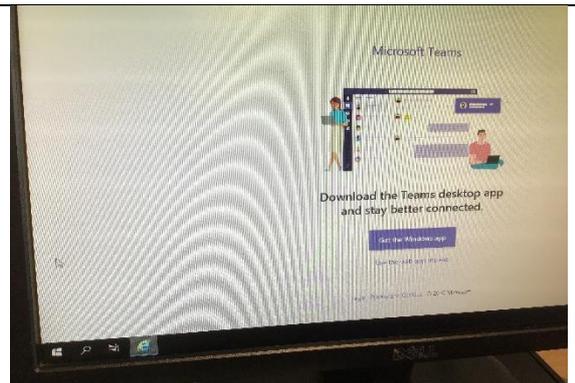
A new page, Microsoft Office Home will open.



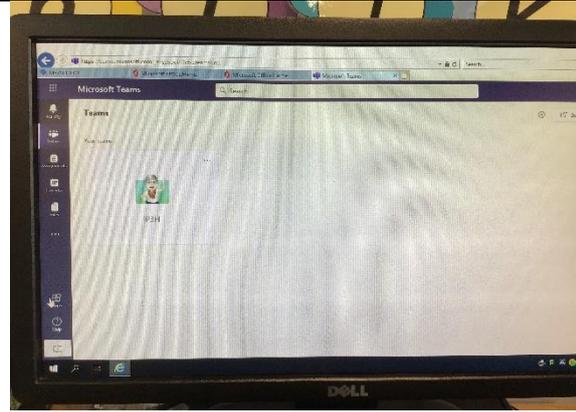
The Tabs on the Left hand side are where we will find Teams. The Teams Tab is the purple people with a T. Click on the Teams Tab.



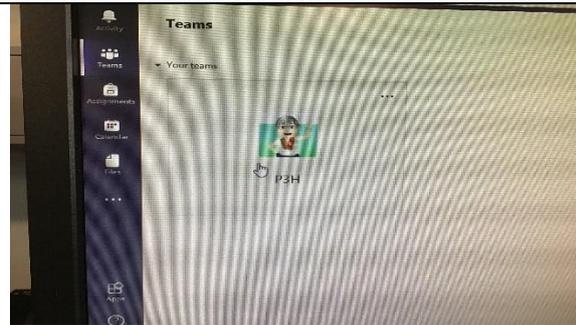
When you open Teams for the first time this message will pop up. Choose the 'Use the web app instead'



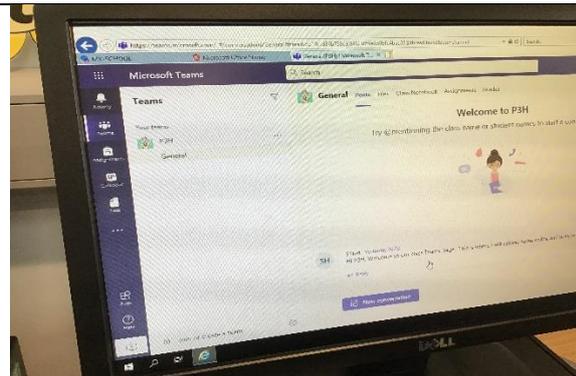
This will open a new page, Microsoft Teams. You should now see the P3H Team.



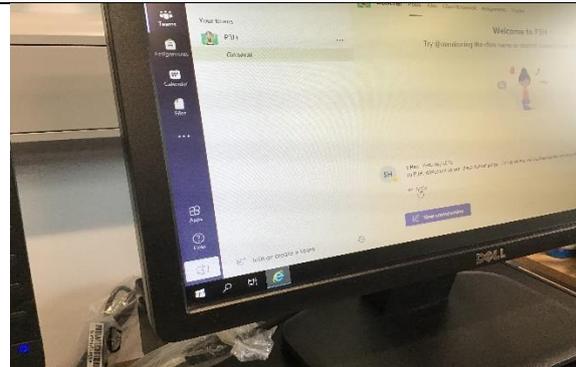
Click on the P3H Team



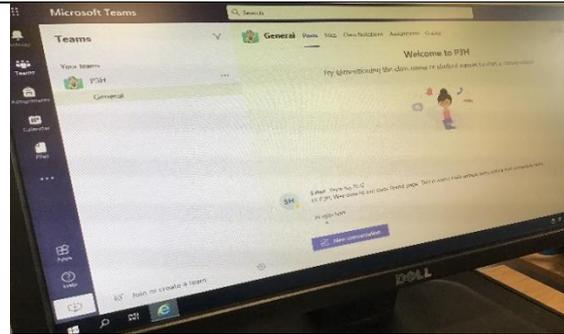
You should now be in the P3H Team with Posts selected in purple at the top. You will see I have a message posted on the page.



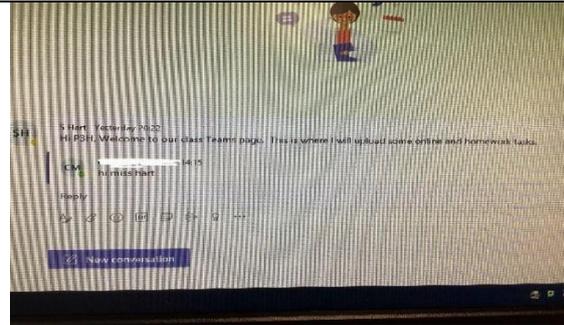
I would like your child to reply to my message with Hi Miss Hart. This is to allow me to see if your child has successfully found the Team. You will see one child has already completed this task for me, so I could provide you with these instructions. Click reply.



Type message. Then press Enter or click the arrow on the right below your message.



The message will appear below with your child's initials beside, like the one already done. As more messages go on, you can just click reply below the last message.



When the message is posted, close the Microsoft Teams Page at the top, close Microsoft Office Home at the top. You should now be returned to the My Links Page. Now click Home.



This will return you to the KS1 Interface, now click Logout.



You should now be logged out and see this page.

