

To access Teams

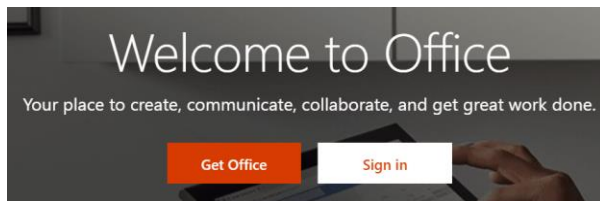
In a web browser (it must be Google Chrome) type **Office.com** and then enter your username: which is your email address and enter your password.

Once you are in Office you will need to click on the Teams App.

www.office.com ▼

Office 365 Login | Microsoft Office

Collaborate for free with online versions of Microsoft Word, PowerPoint, Excel, and OneNote. Save documents, spreadsheets, and presentations online, ...



Microsoft

Sign in

TTesting@allsaints.wokingham.sch.uk

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next

Microsoft

ttesting@allsaints.wokingham.sch.uk

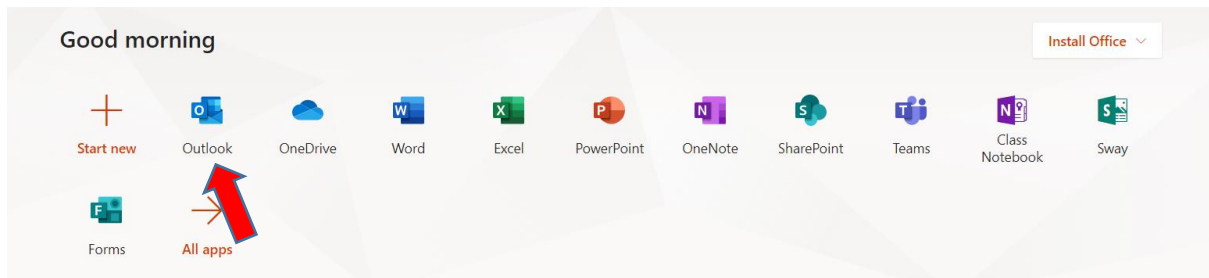
Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

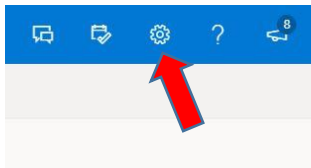
No Yes

click yes

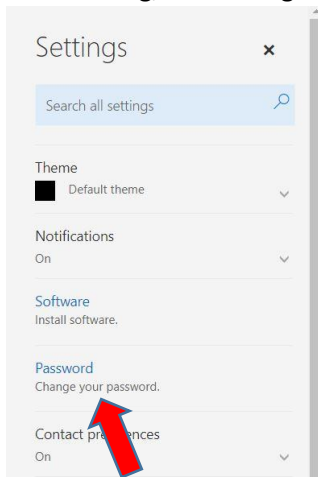


Once signed in click the outlook icon

Next Step: you must change your password – follow these simple steps



- click the cog, the settings icon



- click the password setting

change password

Strong password required. Enter 8-256 characters. Do not include common words or names. Combine uppercase letters, lowercase letters, numbers and symbols.

User ID
TTEsting@allsaints.wokingham.sch.uk

Old password

Create new password
Password strength

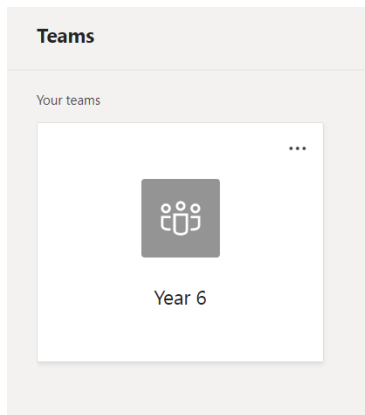
Confirm new password

submit cancel

- Put in your OLD password in the top box and then enter your new password in the two boxes below. Once you have done this click SUBMIT. *Remember this password, as you will be the only person that knows it. DO not share it with your friends!*

Now you are ready to learn!

Click on the Teams App

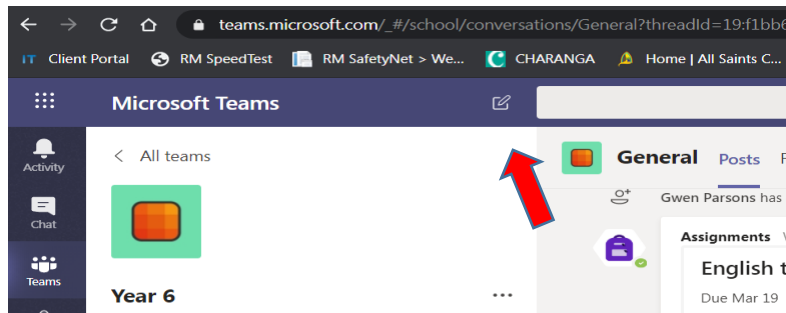


click on the icon

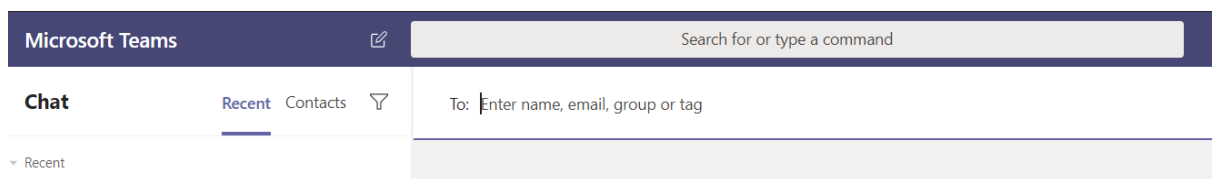
This will lead you to your Class chat with all the teachers and the children.

These are the rules:

- This is not a platform for you to chat with your friends
- Inappropriate language may result in your account being blocked and your parents will be informed
- You can message between the hours of 9.00 and 3.00



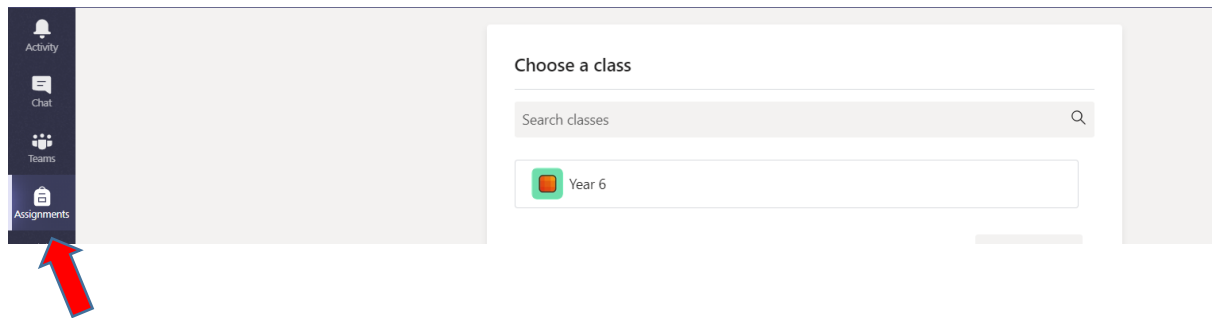
Click the icon by the red arrow if you would like to chat to your teacher privately



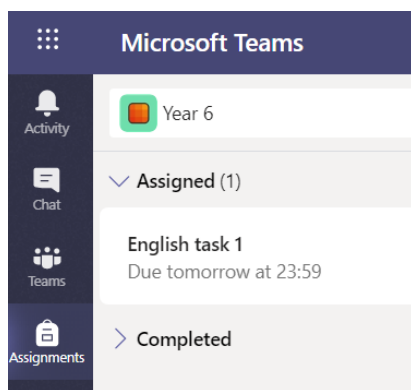
You will need to type your teachers surname and then click it to start a chat. ***Please note that Mrs Parsons is able to see any private chats so will be monitoring pupil's chats***

Assignments

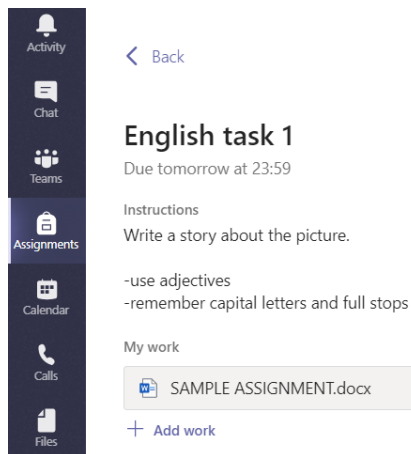
When you click assignments you will need to click on your class



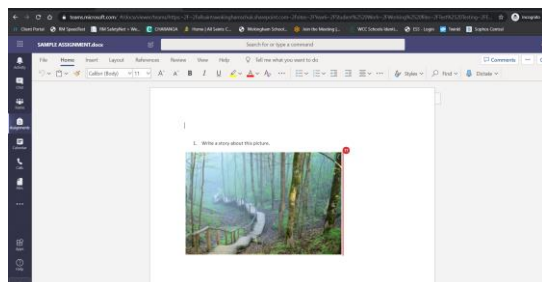
Then click next



Click any assignments to find out more!

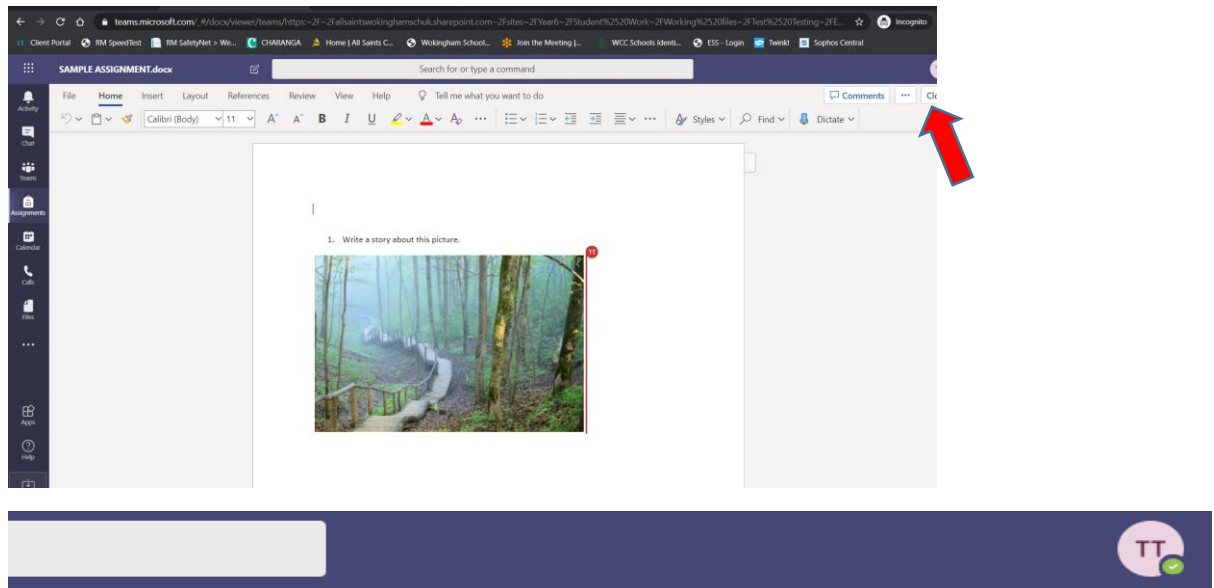


The instructions of your task will be shown and when it is due. Click the document attached



Some documents you will need to write on and some documents will just be detailed instructions for you to complete in your home learning

book. If it is a document you are editing once you have finished the piece of work you will need to click close. ***It will save automatically***



Hand in



You need to click hand in to send it to your teacher (you can undo this if you want to edit your work).

****NOTE: When you are replying to someone can you please remember to respond to the thread and not "start new conversation" bar.***

If you have any problems please message your teacher or Mrs Parsons privately