

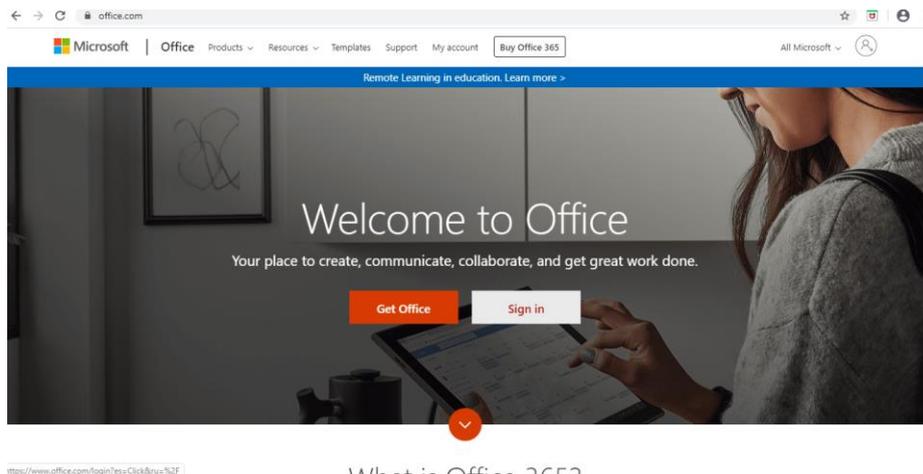
How to access Microsoft Teams

On a desktop/laptop computer.

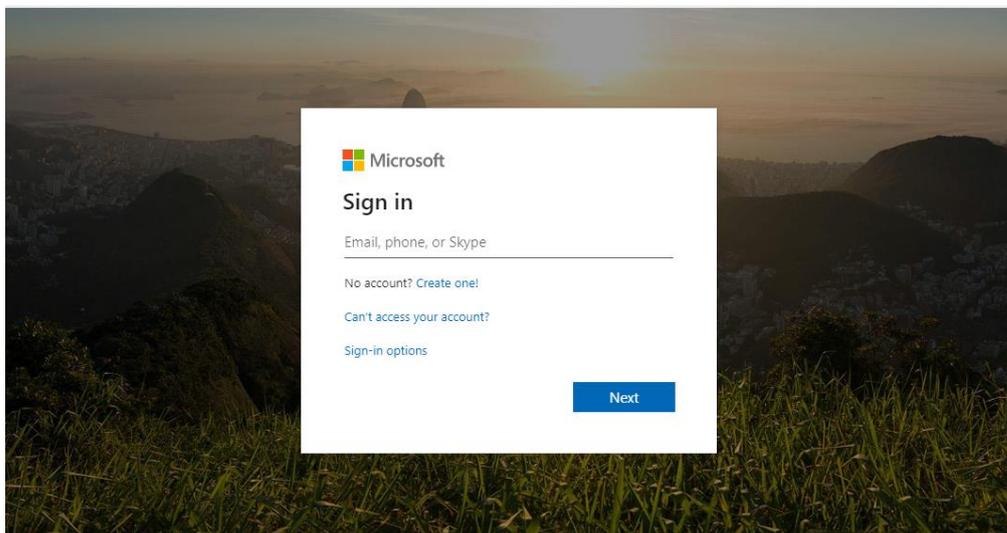
1. Go to “Office 365” in your search engine/web browser. Or alternatively go to www.office.com.



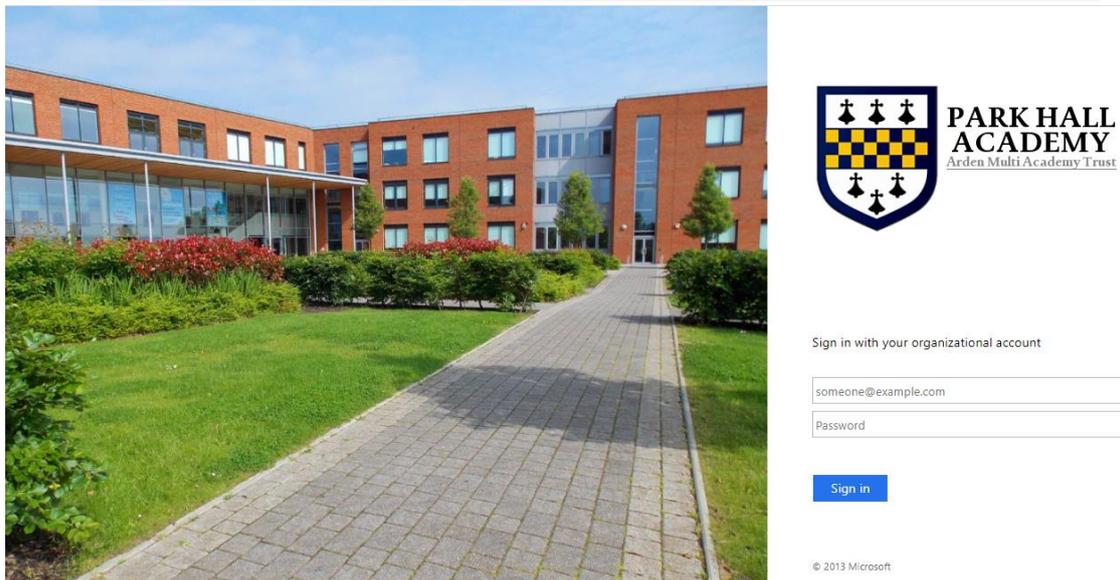
2. Once you have arrived at “Office.com” click “sign in”.



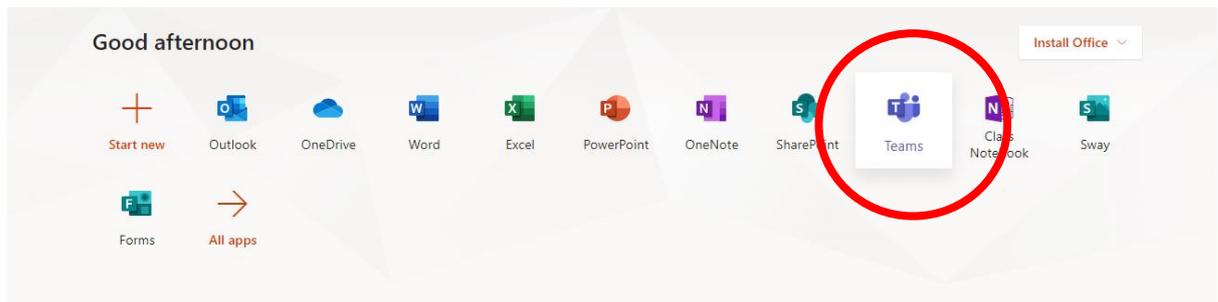
3. Your son/daughter will need to login with their **Park Hall** email address. Not any other email.



- You will be taken to the Park Hall Academy central sign in page. Again enter your Park Hall username and password. Once you have done this, you can choose for your device to remember these details so you do not have to repeat them each time.



- You will now be logged in. You will see a screen with a list of apps. You need to navigate to "Teams"



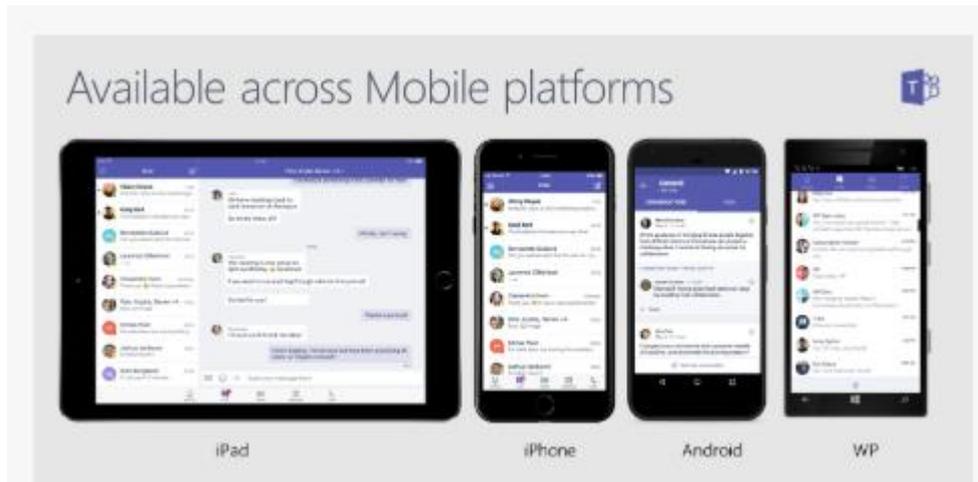
- Once you have accessed teams you will see a list of "Teams" your Son/Daughter is in. Each of these is a different class. When you access a "Team" you will see various options.
Posts – Allows teachers to communication to students, and for students to ask questions.
Files – Enables students to success resources and past lessons.
Notebook – Is a place for students to store their completed work.
Assignments- Where teachers can set tasks and deadlines.
Grades -Reviews feedback on past work.



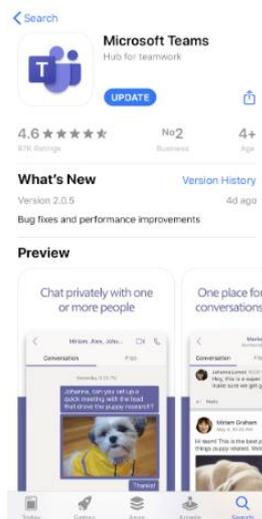
If you require any support as you further explore the features of Teams. Please contact technicalsupport@parkhall.org

Accessing from a mobile device

1. Microsoft Teams is available on IOS and Android, across a number of devices.



2. Go to your App store, search “Microsoft Teams” and then download.



3. Once installed, sign in with your **Park Hall** email and password. You will then see a list of teams you are in and access the app as you would on a desktop computer.

