



Microsoft Teams



We are using Microsoft Teams in the academy to upload resources such as sensory stories, and activities. We will also use Teams to host face-to-face interactions.

How to Access Teams from home

1. If you are using a mobile device and you do not have Microsoft Teams installed, please find it in the Play or App Store and then open it.

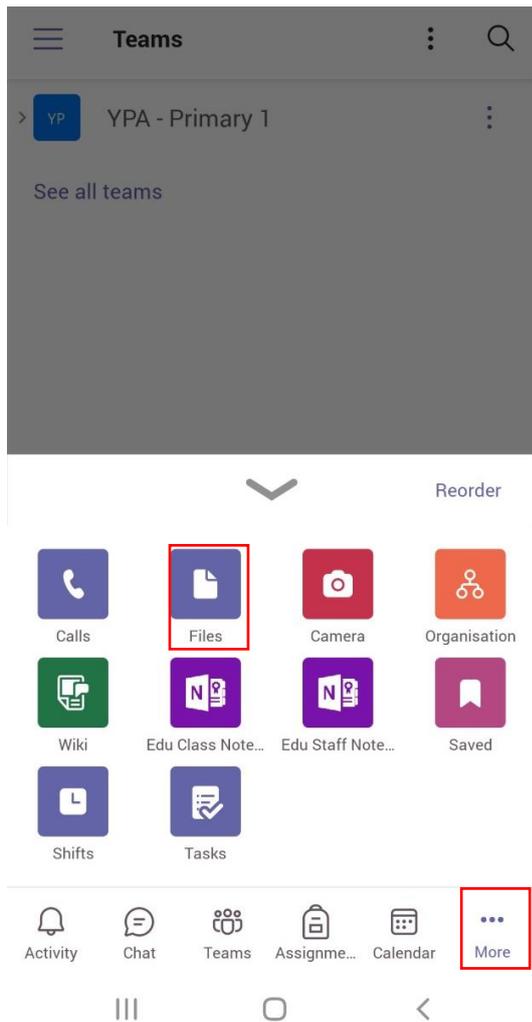


2. If you are using a computer with Windows search for Microsoft Teams and open the programme.
3. Alternatively, you can access Teams straight from the internet following this link [Log In | Microsoft Teams](#)
4. Please enter the email address provided by the academy for your child with the given password. The email address has been attached to your child's class team.
5. Once in the class team you will be able to see the uploaded resources. Resources are in the 'Files' section.

Accessing files from a computer

The screenshot shows the Microsoft Teams interface. On the left, a sidebar displays navigation options: Home, Chat, Teams, Files, and Calendar. The main area shows a team named 'RPA - Caterpillars' with a red 'RC' icon. Below the team name are two tabs: 'General' and 'Remote Learning'. The 'Remote Learning' tab is selected. The top of the 'Remote Learning' tab shows 'RC Remote Learning' with 'Posts' and 'Files' tabs. The 'Files' tab is highlighted with a red box. Below the tabs are action buttons: '+ New', 'Upload', 'Copy link', 'Download', '+ Add cloud storage', and a refresh icon. The main content area displays a table of files under the heading 'Remote Learning'.

Name	Modified	Modified By
Sensory story video demonstration.MOV	5 days ago	Lorraine Robinson ...



Accessing files from a mobile device

- Click 'more'
- Click 'files'

6. If you need any help or encounter any issues, please do not hesitate to contact your child's teacher. Alternatively, you can access help for using Microsoft Teams via this link [Microsoft 365 Training](#)

