

Parent/carers,

Below are instructions for creating a Microsoft teams account. All you need is an email address – please use the one that we have on school records. The account can be set up on mobile/tablet or on a desktop if you prefer. If you need any help with this, please contact school.

Thank you!

For mobile or tablet

Step 1: Download the Microsoft Teams app from the iOS App Store or Google Play Store for Android.

Step 2: Once installed, open the app and log in to your Microsoft account to start using Microsoft Teams. If you do not already have a Microsoft account, please click on ‘Create an Account’ and follow the on screen instructions to create a password.

Create a Microsoft Teams Account for desktop

Step 1: Go to the Microsoft Teams webpage <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams> and click on the profile icon at the top-right corner of the screen.

Step 2: In the “Sign in” page that appears, click on the “Create one!” link to set up a new account.

Step 3: On the “Create account” window, enter your email address and click on the “Next” button.

Step 4: Follow the on-screen instructions to create a password and enter your details on the pages that follow.

Once the invite has been sent, you will be able to access the meeting through the web app. However, you may choose to download the desktop app:

To download the desktop app

Step 1: To download the Microsoft Teams desktop app, return to the Microsoft Teams web page and click on “Download Teams” at the top of your screen.

Step 2: Click on the “Download for desktop” button to page jump to the download link for either Mac OS or Windows, depending upon your system.

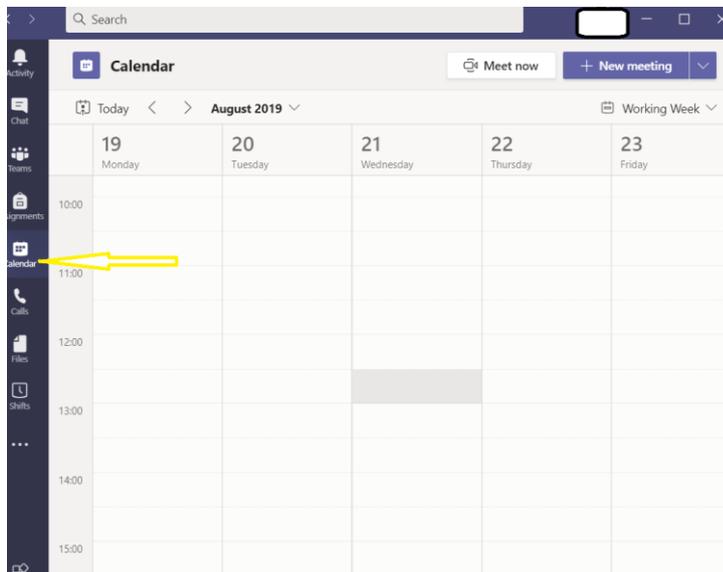
This link will show up as “Download Teams.” Click on this to proceed with your download.

Step 3: Open the downloaded file and follow the instructions provided to install Microsoft Teams.

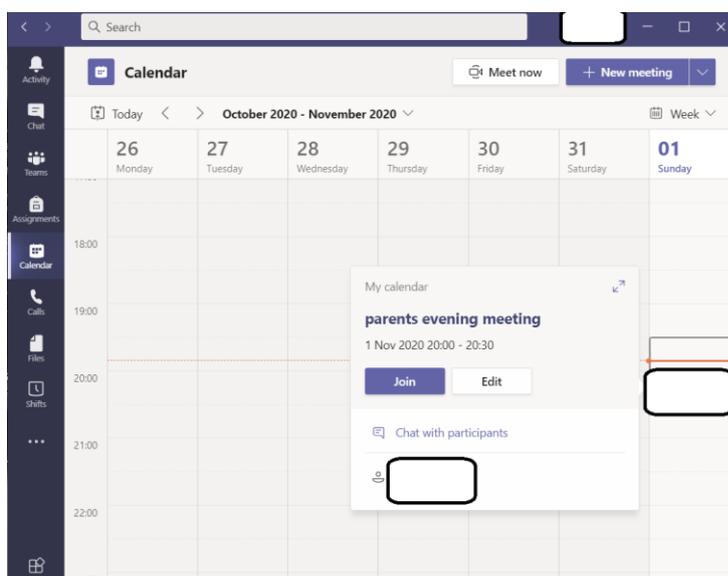
To access the parents evening meeting

Your child's class teacher will send you an invite to your parents evening meeting and this will come through in an email.

Once you are logged into Teams with that email and the meeting has been arranged, you will see the meeting in the calendar section of teams.



At the time of the meeting, you will be able to click on the meeting and select 'join'. Once the teacher is ready, they will invite you into the meeting.



Please make sure your camera and microphone are turned on.

