



Ankermoor Primary Academy

Using Office 365 and Microsoft Teams at home

Tuesday 7th April

I have been made aware that some children are having a few issues at home when trying to use Office 365 or Microsoft Teams. I am hoping this help sheet with advice and support will allow all children to be able to access all the features inside Office 365 including Teams.

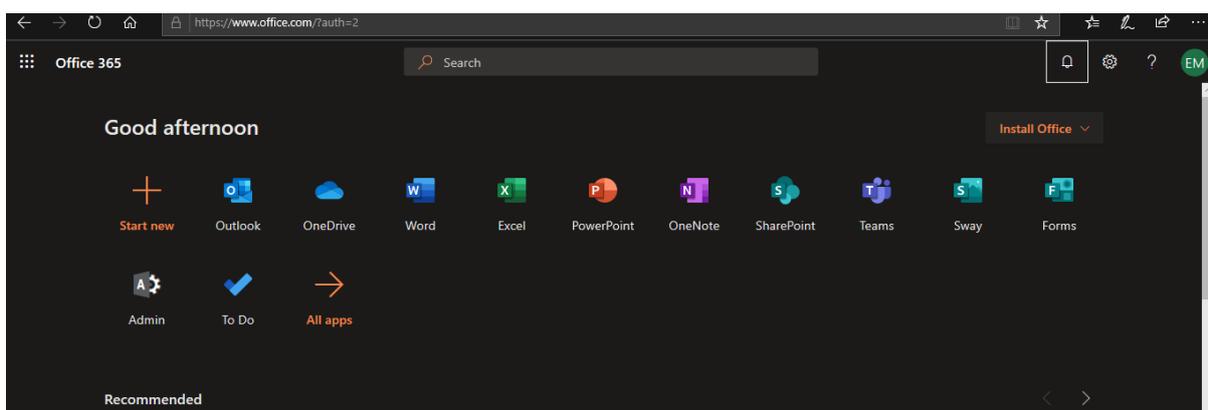
Office 365

This can be found by either typing www.office.com into the address bar on your internet browser or by searching for Office 365 on Google. All children in Key Stage 2 have their own school email address. This will be the first name followed by a full stop and then first initial of their last name. For example- Karen Teen = karen.t@ankermoor.org This is the same of every year group apart from Year 4. Where their emails will be first name then a full stop and first initial of their first name (I don't know why this happened, anyway). For example- Stacey Home = stacey.s@ankermoor.org. Don't worry about capital letters as it isn't case sensitive however nobody has capital letters in their email address.

All of our children are taught how to create a strong password and how important it is to keep it safe. Each child should have created their own password and from past uses, majority have been able to remember theirs. However, the password has been forgotten then please let me know and we can sort this issue out quickly. All passwords will contain a capital letter (usually to start) and a high chance of containing a number.

Teams

Once inside Office 365, it will look like this...



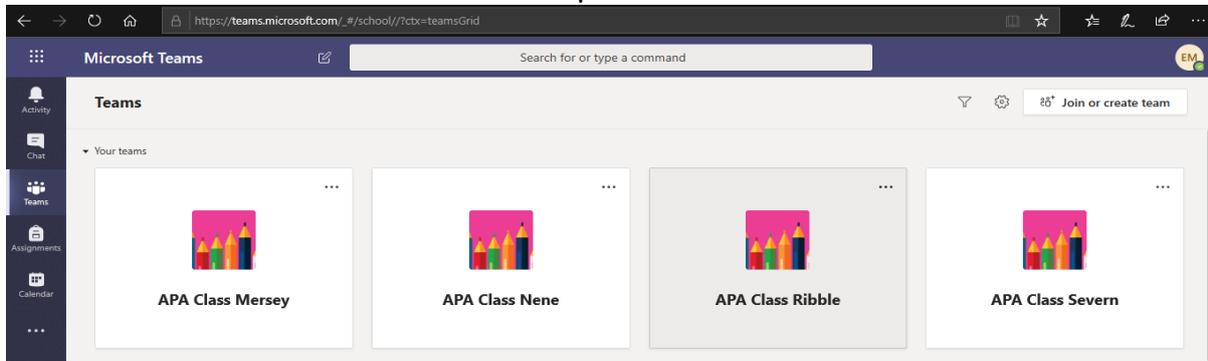


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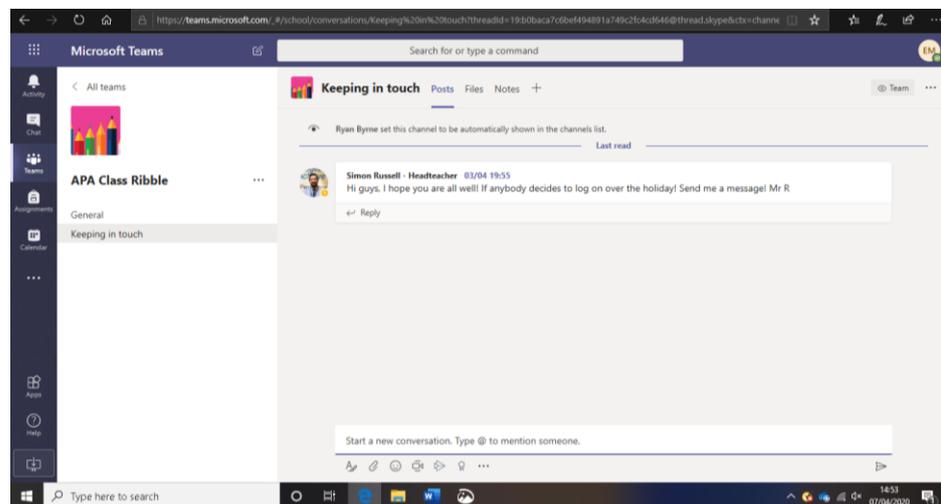


Teams can be accessed by clicking the purple T icon which will then load up teams. Once this is clicked, the correct year group should load up for the child/children using their device at the time. All of our children have been added to their class teams with their peers and teachers.



Teams allows staff to set assignments online which the children can complete, communicate during lessons and monitor children's progress during a lesson.

Once onto the correct team, you should be able to see two channels on the left-hand side. A keeping in touch channel has been added to allow children and staff to communicate.



Feel free to allow your children to access Office 365 at home. It has been used within school during numerous Computing lessons and also across the curriculum.



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For further advice please get in touch and I will be happy to try and assist.

Mr Macdonald #Staysafe #Stayathome