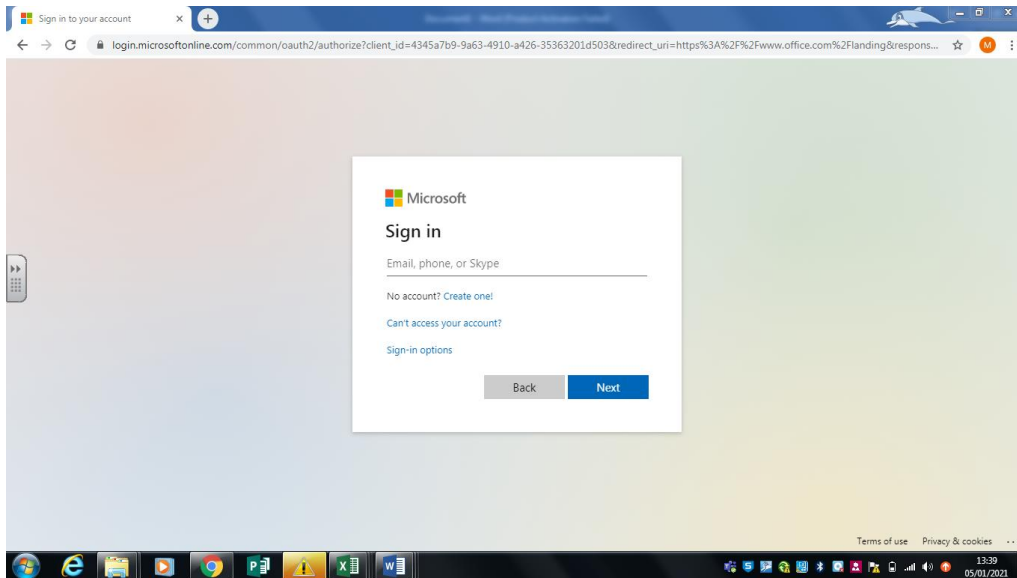


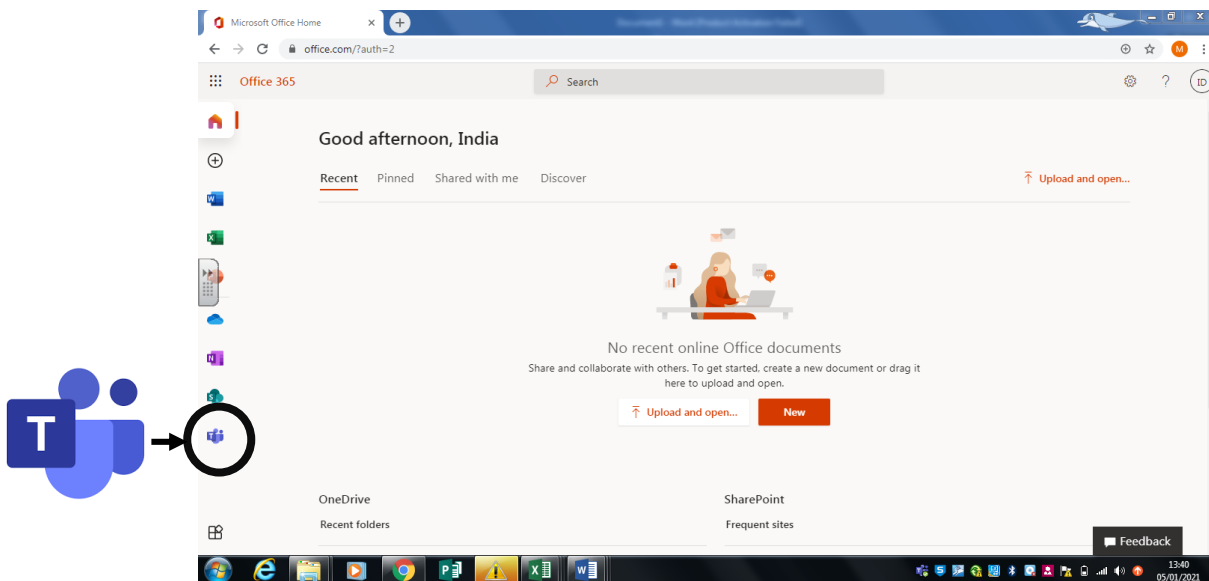
Logging Into Microsoft Teams for Online Lessons

1. Log in at the following address: <http://login.microsoftonline.com>

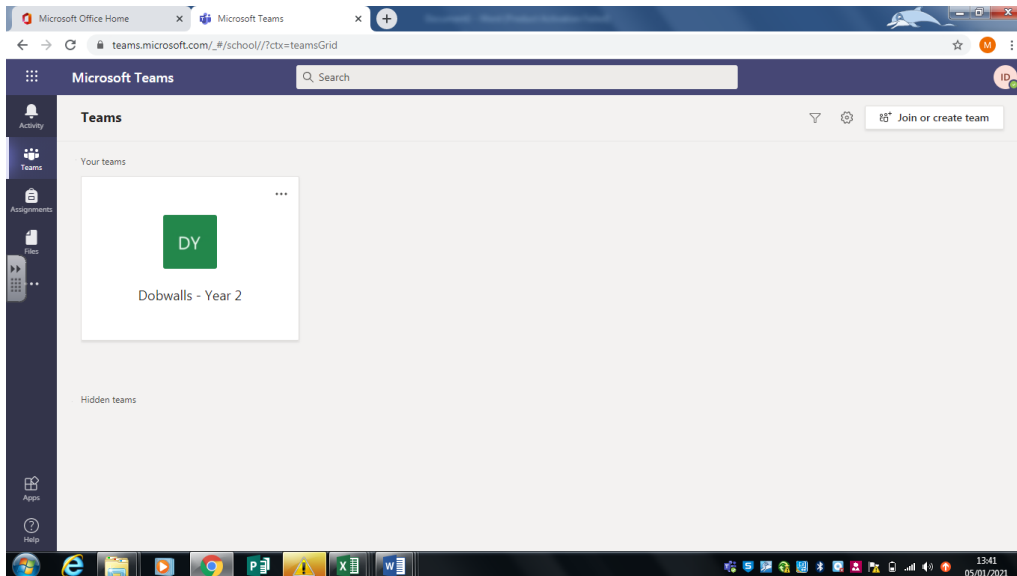
You will have received an email address and password for your child (e.g. MattD@dobwalls.cornwall.sch.uk). Please note that you will be asked to set a new password the first time you log in.



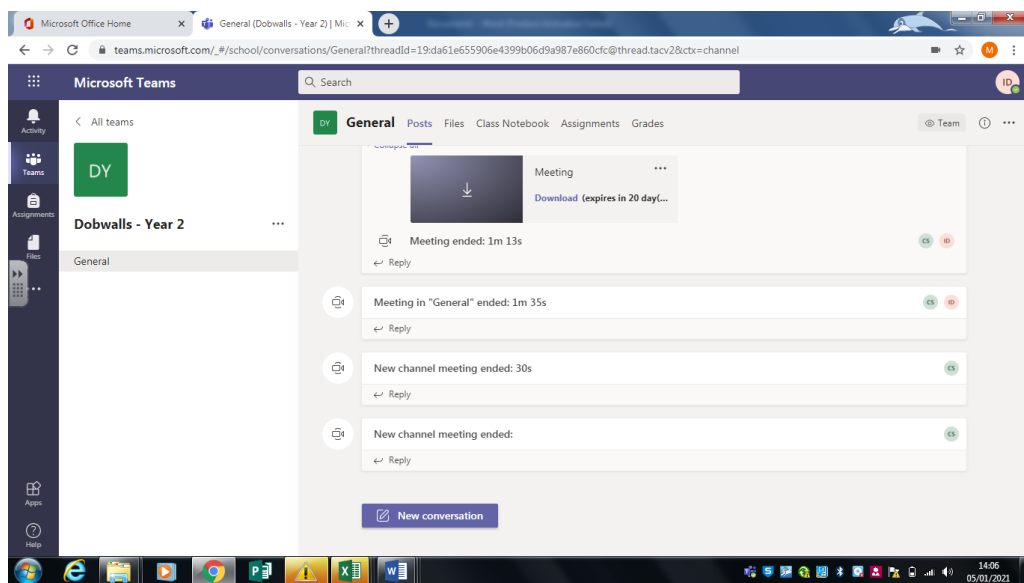
2. Once logged in, you will need to click on the Teams icon in the left hand bar. When prompted you can access Teams via your web browser or download the app to your preferred device.



3. On your Teams home page, you will see the 'teams' that you are a member of. Click on your Year Group's team.

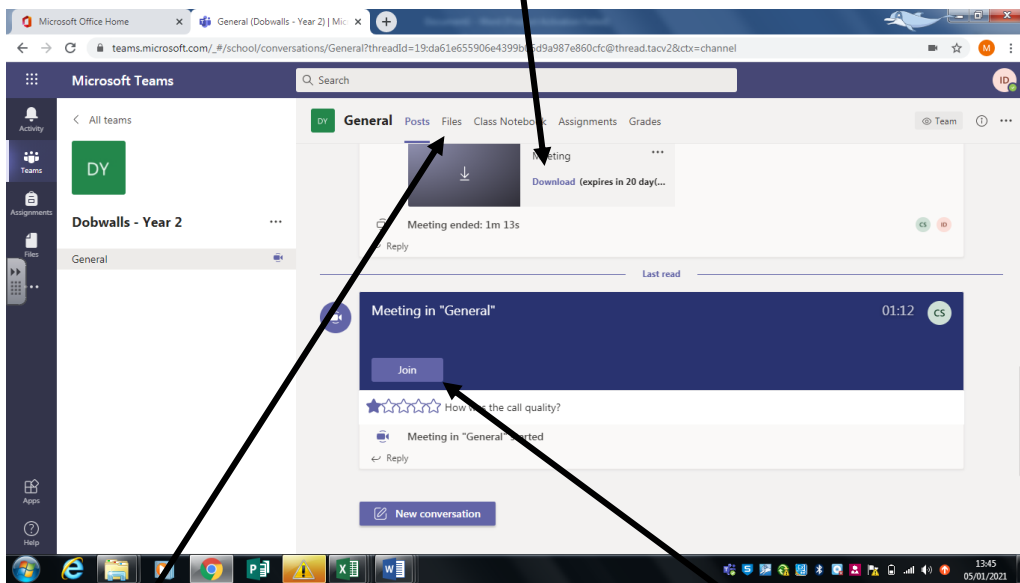


4. All of your class' information can be located from this page. All messages from your class teacher will be shown in the 'Posts' tab.



5.

All online lessons will be recorded by the teacher so they can be viewed at any time. To access a recording of a lesson, locate it on the 'Posts' feed and download to your device.



Any documents or other files uploaded by your class teacher can be found by clicking on the 'Files' tab.

Once a live lesson begins, this will appear in the 'Posts' feed. Click on Join to enter the lesson.