

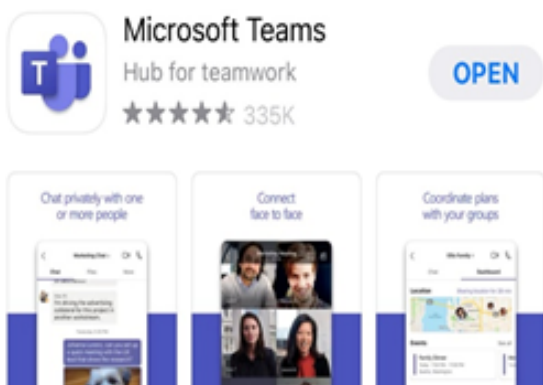
# MICROSOFT TEAMS

## PARENT TUTORIAL

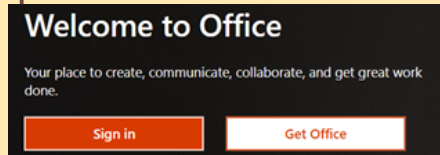
To further support your child with their remote learning, we will be incorporating the use of Microsoft Teams. Students will be invited to join TEAMS meetings by their class teachers. The TEAMS meeting is an opportunity for your child to access support from their teachers during their lessons. We anticipate this will allow more timely and swift responses to questions, and allow for more meaningful interactions.

### HOW CAN YOUR CHILD ACCESS TEAMS?

Download the 'app' for their phone, iPad or tablet via the 'app store'.



Access the web version of Teams on their laptop or desktop computer by signing in to their Office account using their school email and password at [www.office.com](http://www.office.com)



Download the app for their laptop or desktop computer

Download the Teams desktop app and stay better connected.

Get the Windows app

### Using an Xbox to access Microsoft Teams

1. Go to my games and apps
2. Find 'Microsoft Edge' which is the web browser and select
3. Type in the Microsoft Teams address and then login in to your account using your LLS username and password
4. You can now access all the online content for remote learning and watch live sessions
5. To move around you can use the Xbox control or plug in a mouse
6. Use a headset to interact if you have one.

### Using a PlayStation to access Microsoft Teams

1. Go to the library and find options for games and applications
2. Go into applications and you will find the internet browser. It is a 'WWW' with dots around it
3. Type in the Microsoft Teams address and log in to your LLS account using your username and password
4. You can now access all the online content for remote learning and watch live sessions
5. Use a headset to interact if you have one.

Switch on/off video

Share screen

Show/hide conversation

Switch on/off audio

More Actions

Show/hide participants

Basic controls

07:14

