

Parental Guide to Understanding and Supporting with Microsoft Teams for Remote Working

A clear 8 min video for those who have not used Teams before can be found here:

<https://www.clouddesignbox.co.uk/student-and-parent-guide-to-microsoft-teams>

It covers all the basics:

- How to log on
- How to find your Team/Class
- How to join a live lesson
- How to write a message
- How to use the following functions: Files/Class Notebook and Assignments

You can access Teams via a desktop computer or laptop with the information above.

Mobile phone functionality is best explained here:

https://www.youtube.com/watch?v=AWHA_MOVgmw

And games consoles (see below).

Using Xbox or PlayStation to Access Teams

Xbox

1. Plug a keyboard in to the Xbox USB slot
2. Go in to my games and apps
3. Find Microsoft Edge and select
4. Type in: Teams log in
5. Sign in with your school e-mail and password. You can then access your lessons and work through Teams

To move around you use the Xbox controller or plug in a mouse

PlayStation

1. Identify the PlayStation internet browser icon (it is WWW with dots around it)
2. Press the PlayStation logo on the controller
3. Go to the library and find options for games and applications
4. Go in to applications and you will find the internet browser
5. Type in Teams log in
6. Sign in with your school e-mail and password. You can then access your lessons and work through Teams

Depending on your level (and interest!) you might like to visit the official Microsoft Teams website:

<https://support.microsoft.com/en-us/teams>

This is much more detailed with on-line, free training videos

If your son/daughter wants a 'Student How to Guide for Teams' the link below to using Microsoft Teams as a Student - Best Tips & Tricks – is recommended:

<https://www.youtube.com/watch?v=ARyJimTDbqY>