



HARDY MILL PRIMARY SCHOOL

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GETTING YOUR CHILD SET UP ON MICROSOFT TEAMS

What is Teams?

Teams is an online communication environment designed specifically for each class in our school. You may have noticed that this web-tool is being advertised a lot at the moment, and organisations of all shapes and sizes have benefited from using Teams to maintain healthy communication during these difficult times.

With a range of different dynamic tools within the Teams portal, we would like to begin with some virtual celebration assemblies and storytimes from Friday 22nd January. Please be assured that Teams is a closed learning platform, accessible only to people with the right login details. We have been working very closely with Bolton ICT to ensure that Teams is a safe environment, without compromising any of your personal information.

How to access your Year group Teams portal


Getting onto Teams is very easy. Please do your best to have your child set up before Friday 22nd January so that they are able to join us for our first virtual celebration assembly and storytime.

Here's what you need to do:

1. Open your internet browser (Google Chrome is the recommended browser for Teams)

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2. Go to teams.microsoft.com.
 3. Type in your username and password: This will be sent out individually to you via ParentApp **by Wednesday 20th January**, please look out for it. *If you have not received this information by that time, please contact the school office.*
 4. ...and you're in! Click on your Year group name, and you will be directed to the posts area. Here, staff will be able to write messages, and of course, begin those virtual meetings. When you have logged on at the right time, there will be a 'join' button for you to click to enable you to join the virtual meeting!

Downloading the Teams apps

It is also a good idea to download the Teams app, which means you can access virtual meetings on all mobile devices including I pads, android tablets and phones. You can also download the Teams app onto your PC or Macbook by clicking on the  sign in the bottom left-hand corner of the Teams portal.

Ready... set... go!

Now all you need to do is log on at the time of your child's classes celebration assembly and wait for the assembly to begin. Here are some tips and tricks to ensure that your Teams journey is smooth and enjoyable...

- Ensure that your wifi is as strong as possible – virtual meetings will take a lot of bandwidth, so it may be a good idea to make sure nobody else is online on another device in the house.
- Take a look at the tool bar while you are in the virtual class. This includes a 'mute' button – make sure you mute yourself unless your teacher tells you to take it off.
- There is also a 'hands up' button which you can use if you want to let your teacher know you have something to say.
- Be patient – there might be a few teething problems.

If you are experiencing any problems with accessing your Teams portal, please contact school.

Kind regards

Mrs Briggs

Head teacher

