

HOW TO ACCESS YOUR CHILDS CLASS HOMEWORK IN MICROSOFT TEAMS

1

Navigate to https://www.google.com/search?q=teams&rlz=1C1GCEB_enGB1037GB1037&oq=teams+&gs_lcrp=EgZjaHJvbWUyBggAEEUYOTIGCAEQRRg7MgYIAhAjGCcyDQgDEAAygwEYsQMYgAQyCggEEAAysQMYgAQyDQgFEAAygwEYsQMYgAQyDQgGEAAygwEYsQMYgAQyBggHEEUYPNIBCDgyOTdqMGo0qAIAAsAIA&sourceid=chrome&ie=UTF-8

2

Click "Sign In | Microsoft Teams"



Microsoft

<https://www.microsoft.com> › group-chat-software

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Microsoft

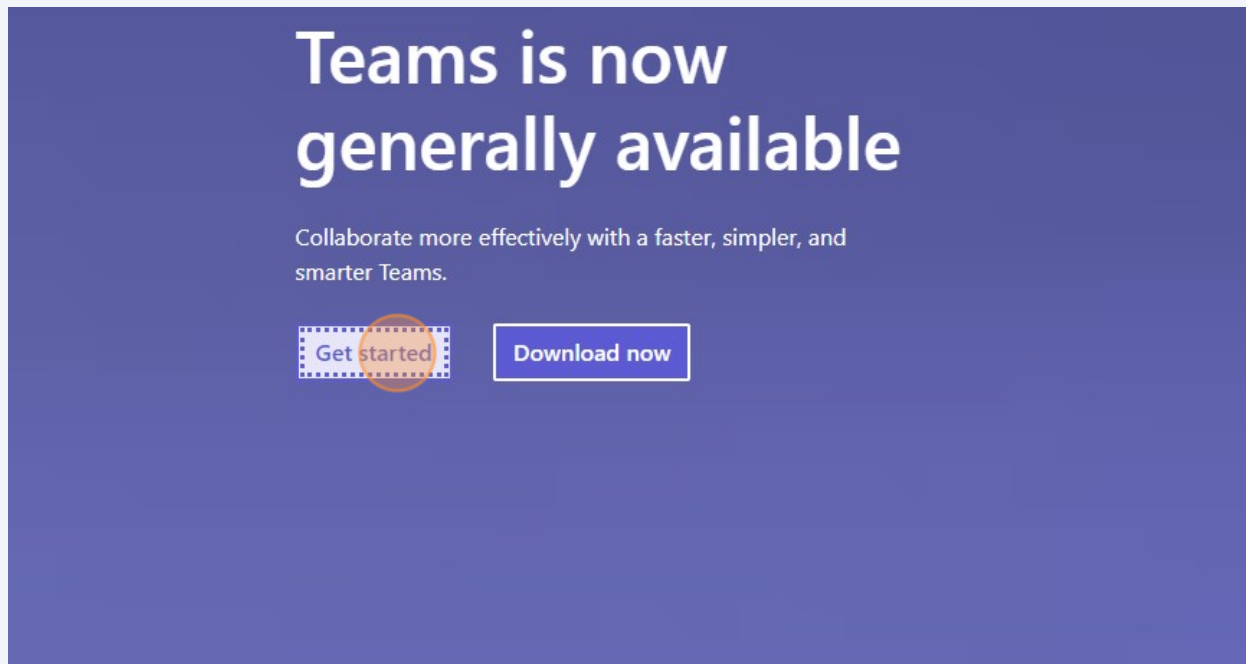
<https://www.microsoft.com> › en-gb › download-app

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Download Microsoft **Teams** for desktop and mobile and get connected across devices on Windows, Mac, iOS, and Android. Collaborate better with the Microsoft ...

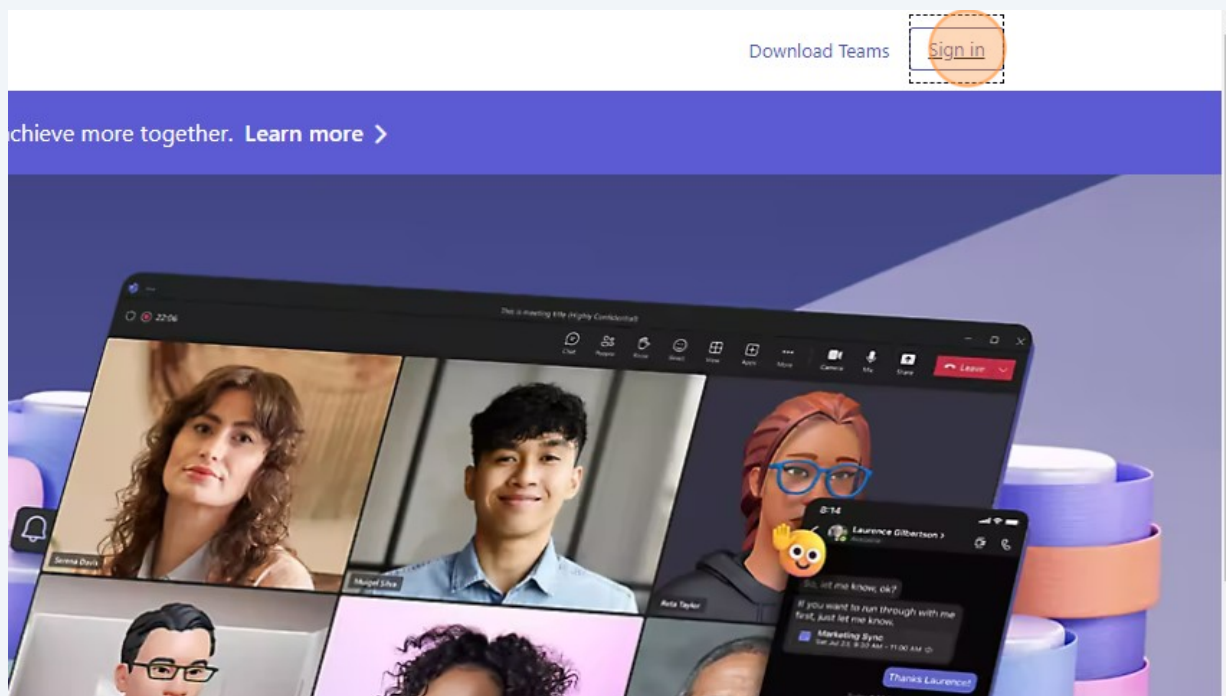
3

click download now and follow instructions if you'd like to use a desktop or mobile phone app or if you would like to use a web browser see below



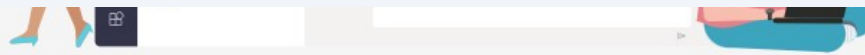
4

Click "Sign in" to use a web browser



5

You may be asked to get the Windows app instead if you didn't choose it at the beginning of sign in - Click "Use the web app instead"



Download the Teams desktop app
and stay better connected.

Get the Windows app

[Use the web app instead](#)

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6

when the box appears below - please enter your Childs user name and click next

Microsoft

Sign in

Email address, phone number or Skype

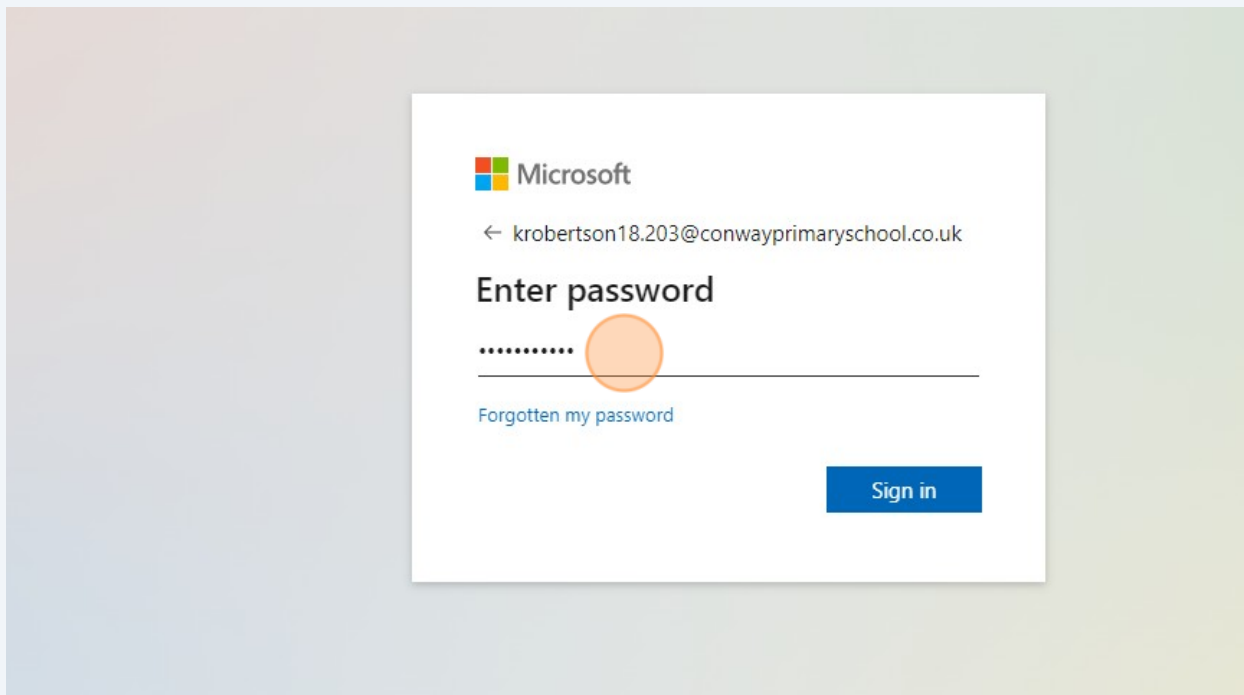
No account? [Create one!](#)

[Can't access your account?](#)

Back Next

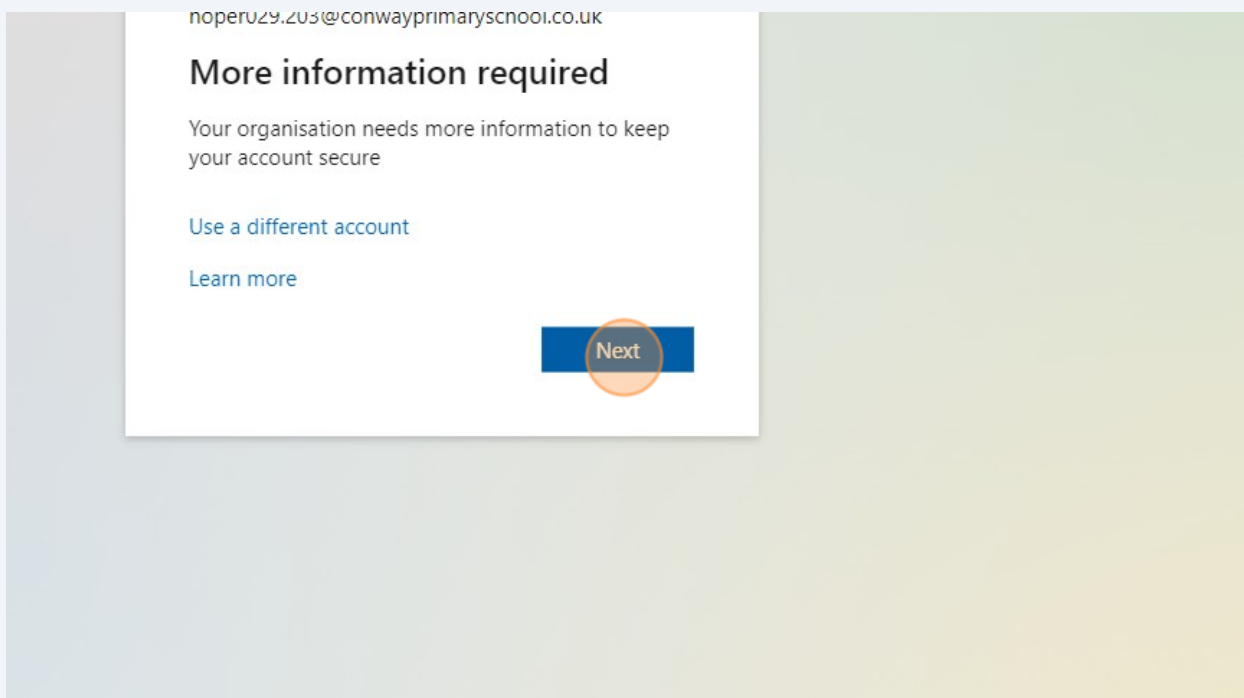
7

when the box appear Click the "Password" field and click next

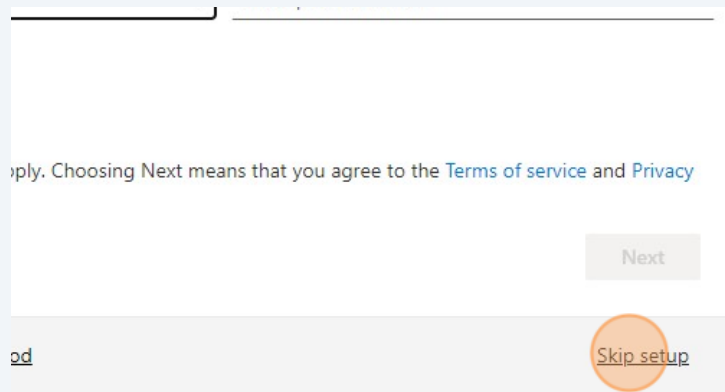


8

You may be asked to enter more information if so click next then on the next page.



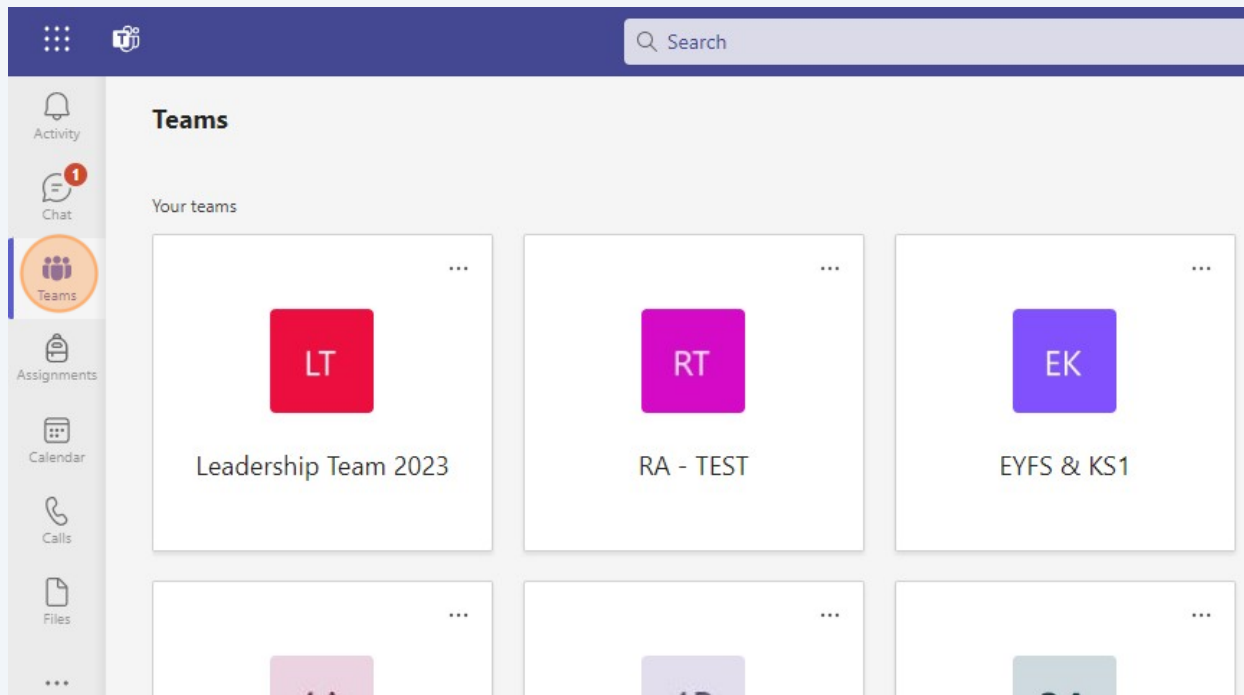
9 Click "Skip setup"



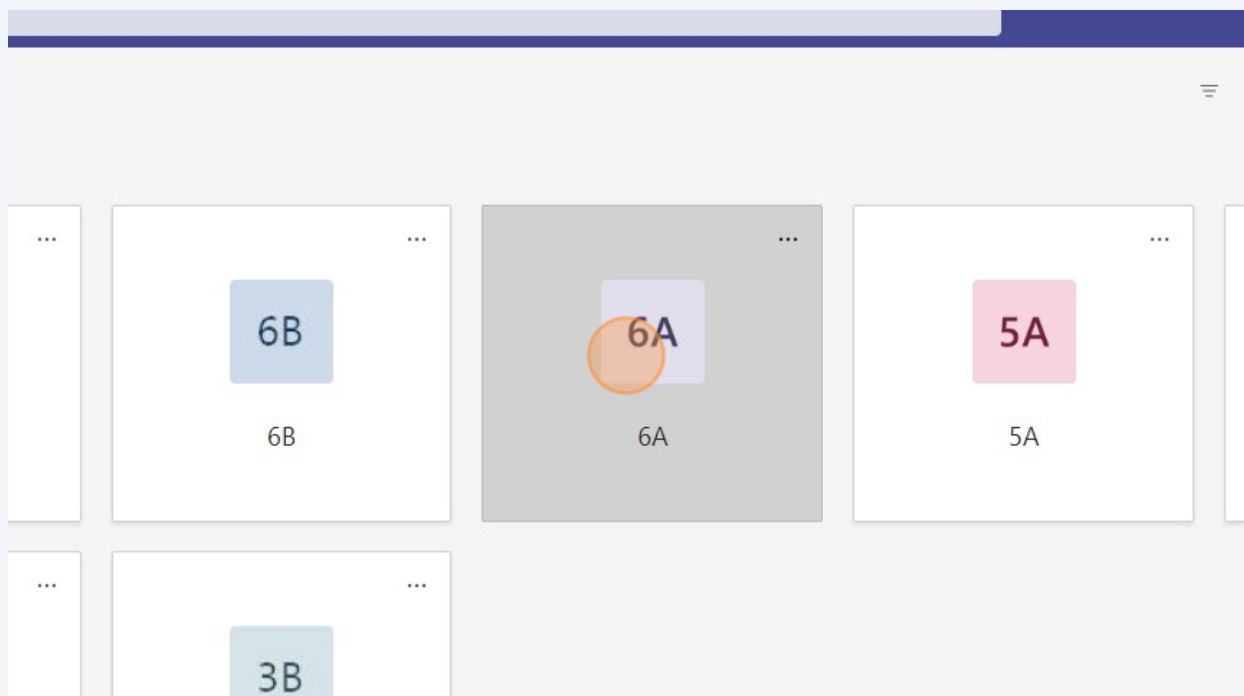
10 Select Yes



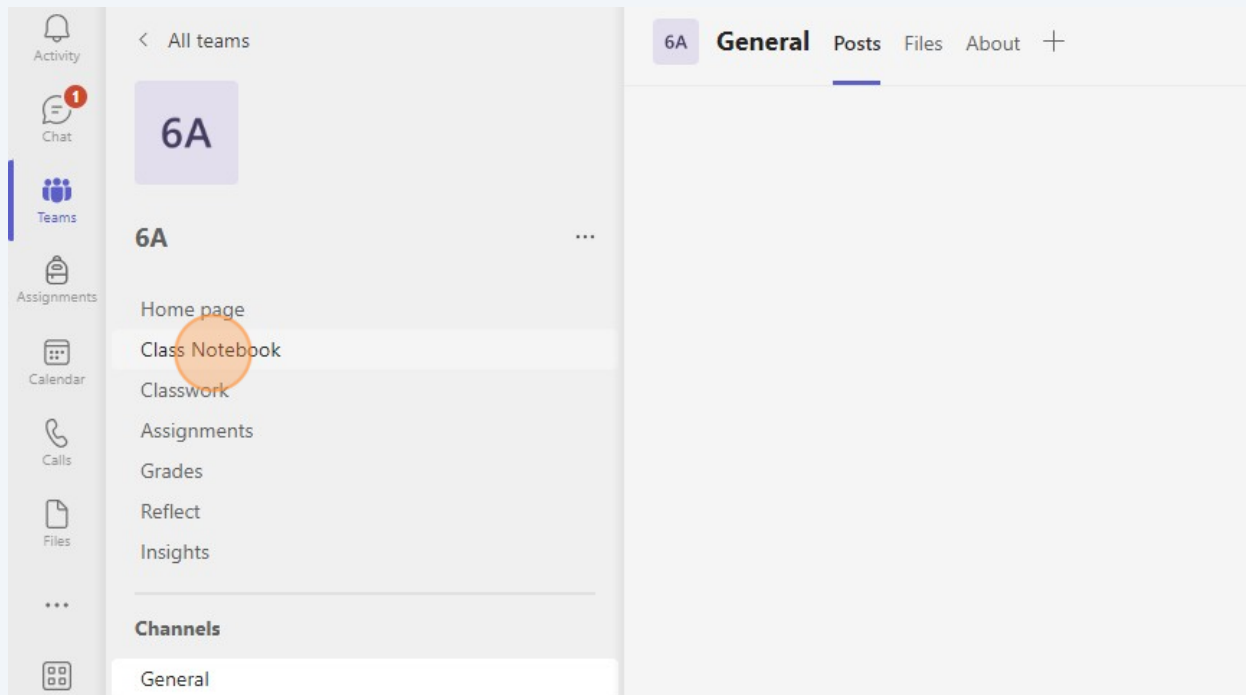
11 Click the TEAMS Icon in the left hand menu



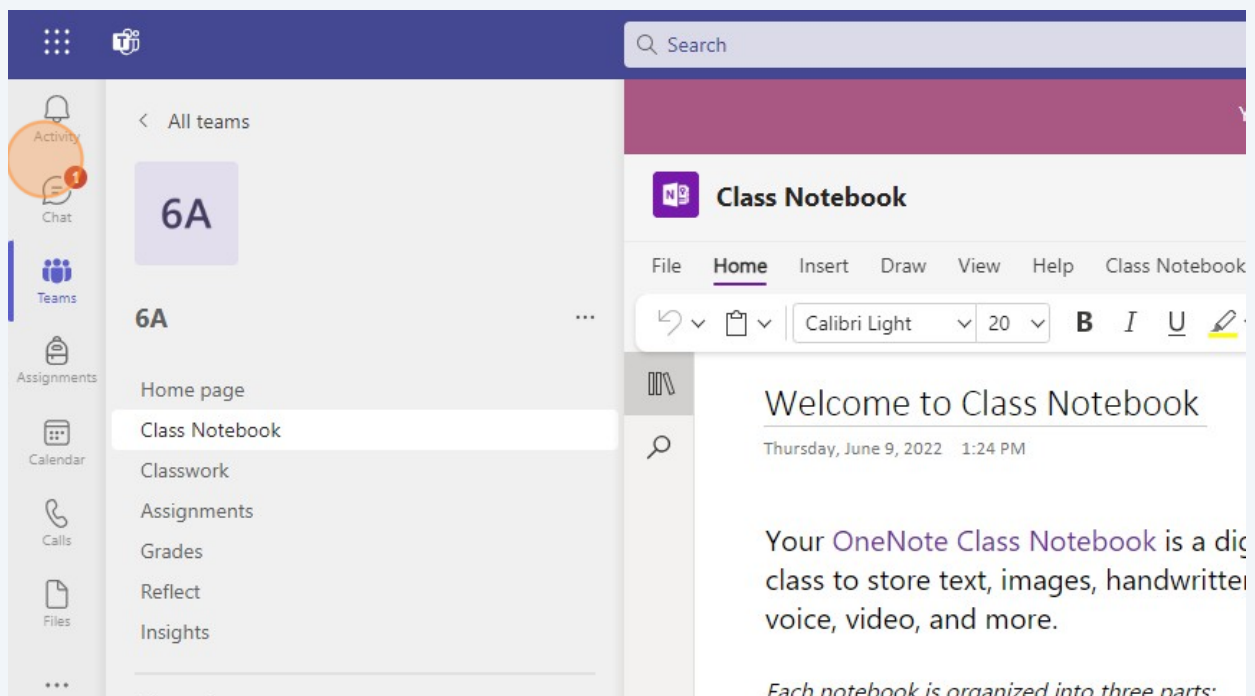
12 This will show a group of our current classes - select your childs class (here we have selected 6A)



13 When the menu below opens please Click "Class Notebook"

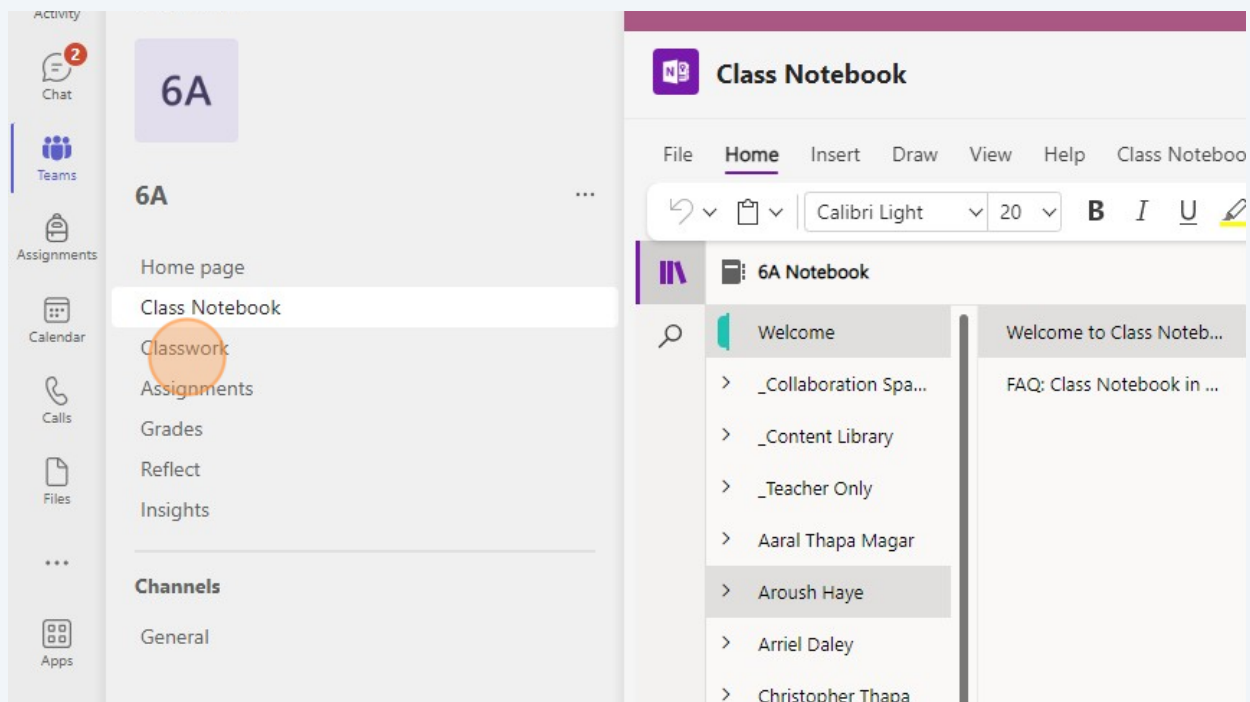


14 This will take you to a welcome page. Click the icon showing three books to the left of the "Welcome to Class Notebook" heading, this will then turn purple.



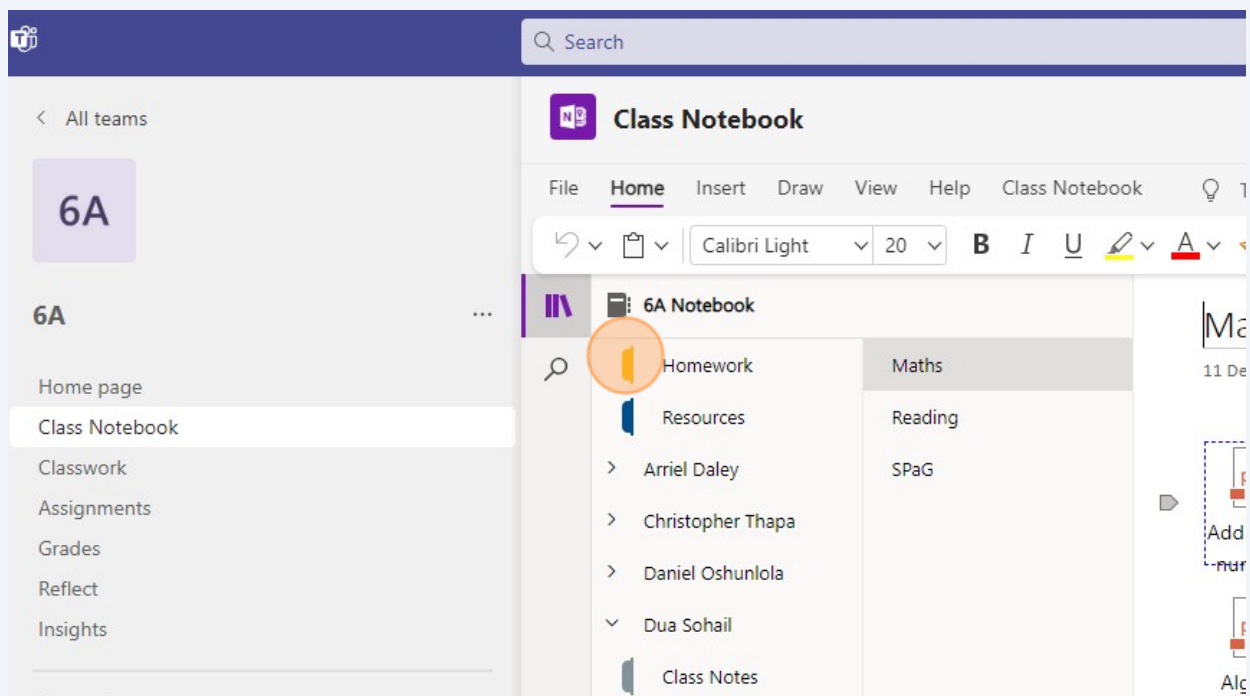
15

Once the 3 book icon is open, you will see your child's name or a list of names - Click your child's name, this will open a menu.



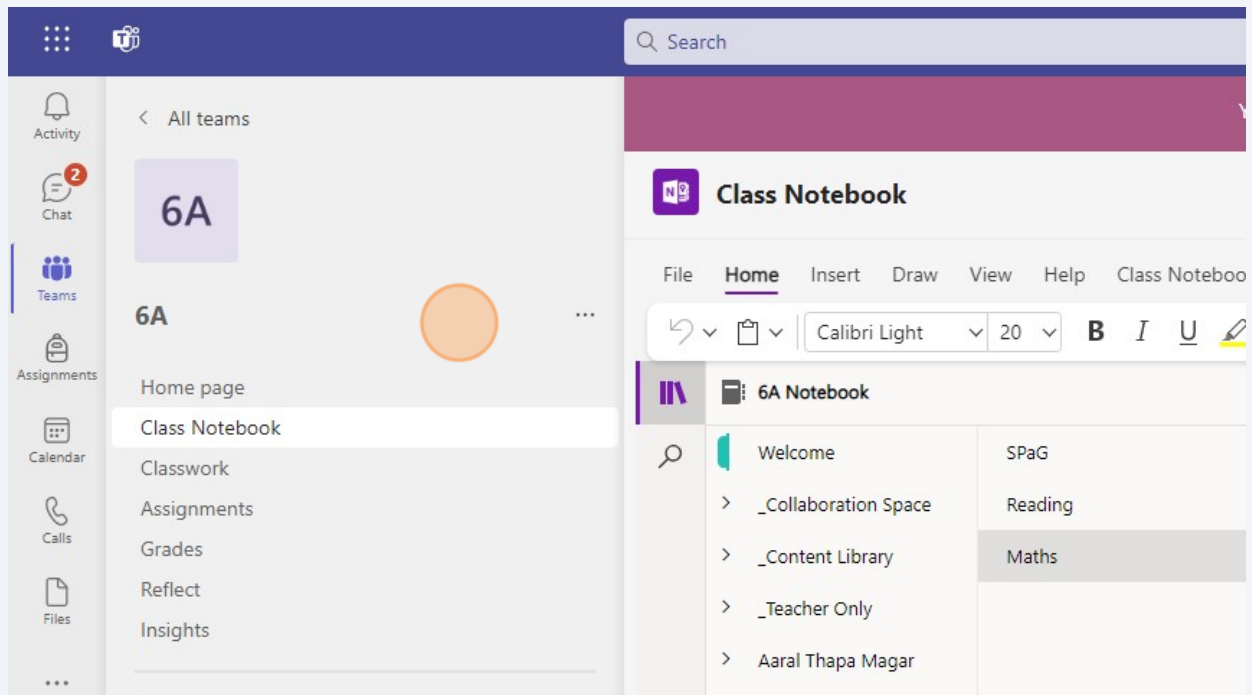
16

Click Homework



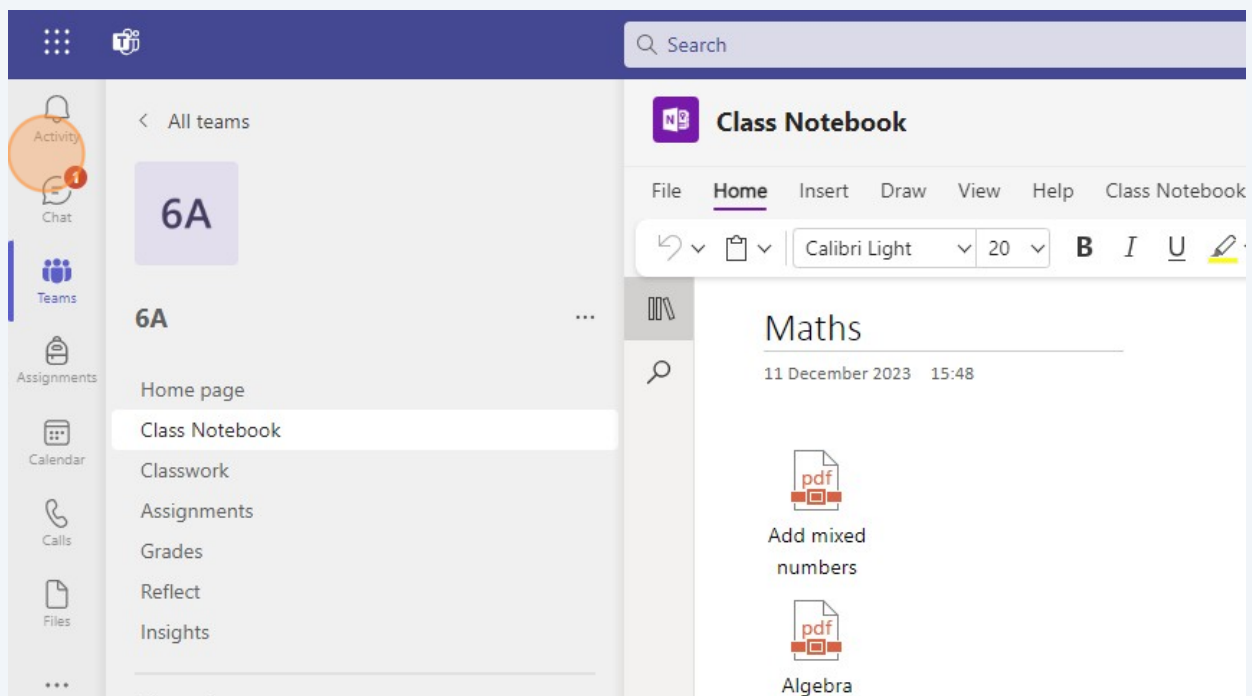
17

You will see a further menu below with folders for Maths, Reading and Spelling, Punctuation & Grammar (SPaG)-. Choose your subject.



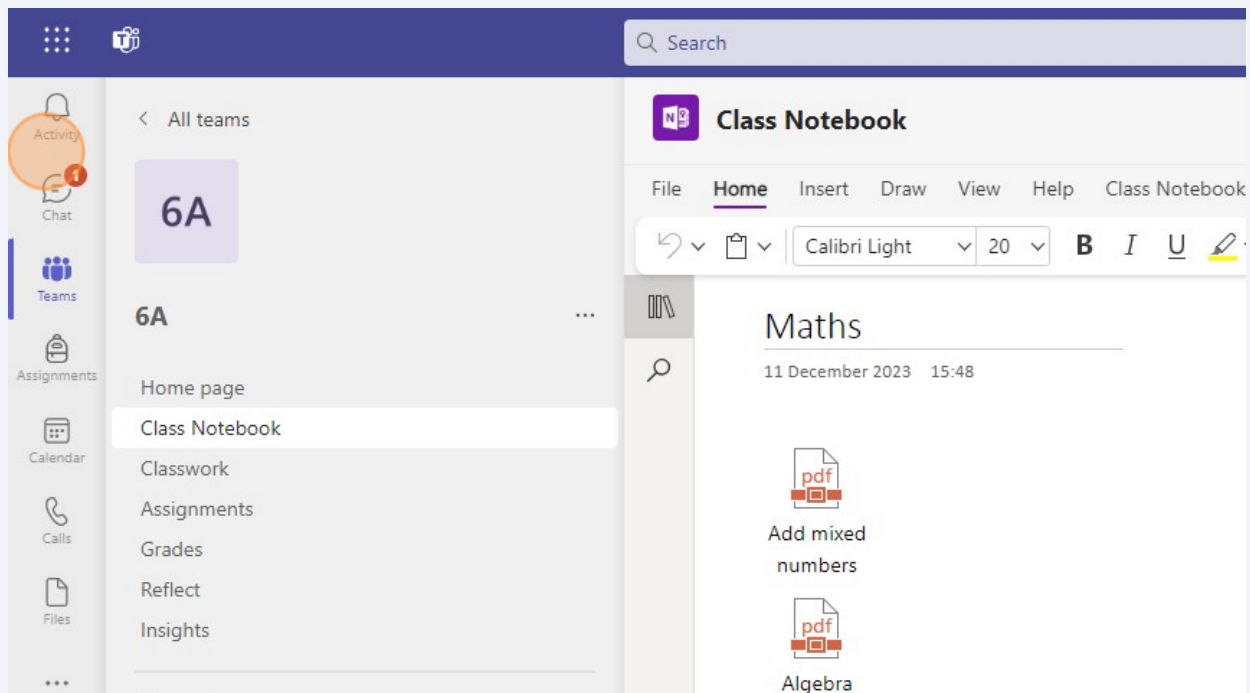
18

Here we have chosen Maths - the file will open to display the homework documents



19

Double click the document you would like to work on with your child. This will download the document, where your child can complete the answers. On completion you can save the document by selecting the save function.



20

To return to the main file, simply select the 3 book icon (in purple).

