

Microsoft Teams

Due to the closure of our school, KS2 teachers have decided to use Microsoft Teams to communicate and share files with the children in their class. Microsoft Teams is a platform for organising & distributing work, collaborating, communicating and sharing resources. The children have access to Microsoft Teams through their school accounts.

Teams is a wonderful program that will allow the teacher to communicate with your child in a secure and safe online environment. Only the children and their teacher will have access to their class account. We encourage you as parents/guardians to check the group chat on occasion, to ensure children are behaving and commenting appropriately. If children behave inappropriately, parents may be contacted.

As we move into a time where it is uncertain when children can meet up, we encourage the children to use the program to keep in touch **but using the program for school discussions should be its main function.**

The program is also a great tool for children to communicate with their teacher. The children can ask their teacher or their classmates for help regarding any work that has been set. The teacher can provide assistance on how to complete a task or where to find resources that will assist the child.

We ask parents to limit the amount of time on Teams. The children should not access Teams after 7.30pm.

To log on the children will need:

E-mail: joeblogs123@c2ken.net

Username/log in: joeblogs123

Password: Children's passwords will be the word 'PASSWORD' followed by a number that they have chosen e.g. password35 (your child will know their number)

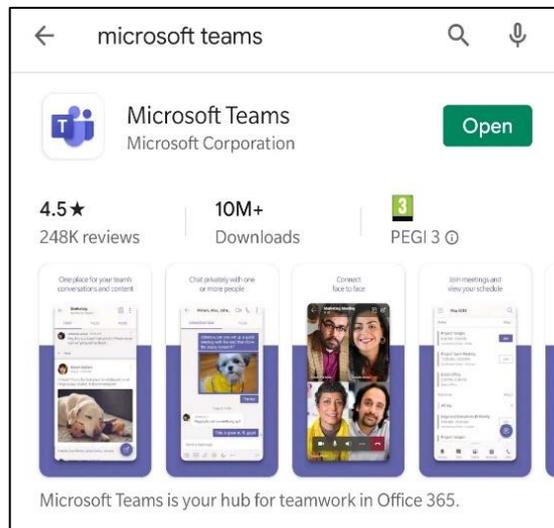
Below you will find a step-by-step guide to help you to access Microsoft Teams through their app/website. If you have any queries, the Microsoft Teams website also provides key information that will assist you.

Signing in and getting started on Microsoft Teams

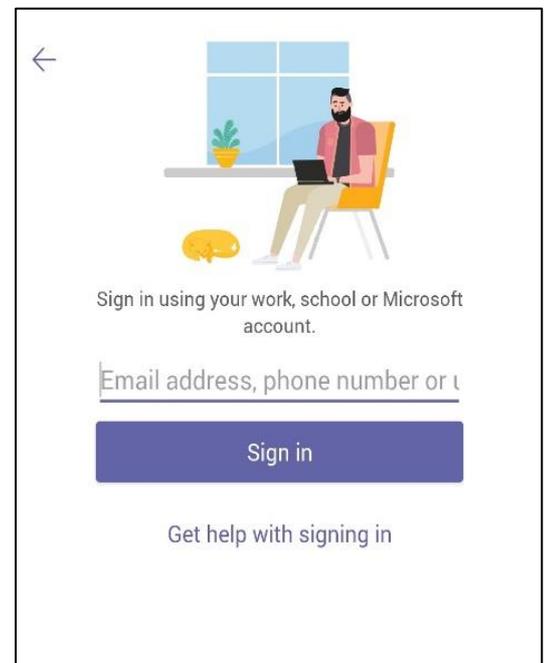
Sign in via the Microsoft Teams app.

1. Search for the app on your device app store. This can be any apple product or android device e.g. tablets. Download the app to your device.
2. Children will sign in using their school e-mail in e.g. Joeblogs346@c2ken.net. The children must add '@c2ken.net' to their username. (step 2)
3. Once entered, this will bring up the following page (step 3). Children will now enter put in their school username and also their school password.
4. Once logged in, children can access their class team by clicking on the 'Teams' page.

Step 1



Step 2



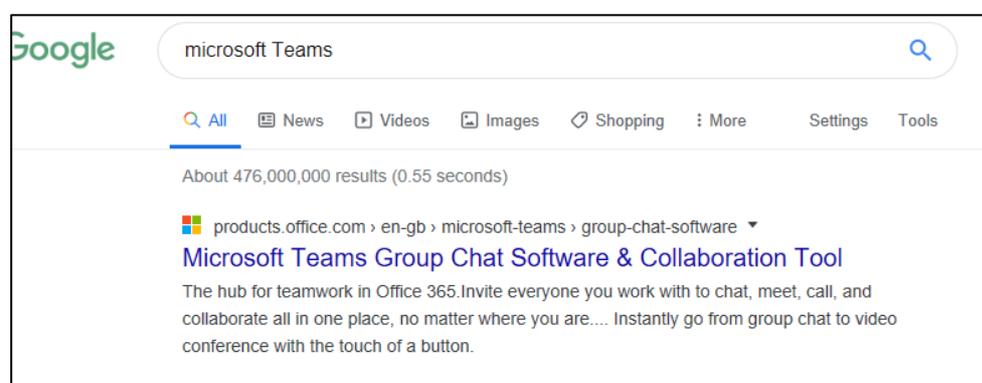
Step 3

A screenshot of the Microsoft Teams sign-in form. The title is 'Sign in to Microsoft Teams'. Below the title, it says 'Sign In' and 'adfs.c2kschools.net'. There is a prompt 'Type your user name and password.' followed by two input fields: 'User name:' and 'Password:'. The 'User name:' field has an example: 'Example: Domain\username'. A 'Sign In' button is located at the bottom right of the form.

On PC/Mac/tablet

1. Using a search engine e.g. Google, search for Microsoft Teams
2. When you click on the first link, it will ask you to sign up or sign in. The children already have an account so will need to click 'Sign in'.
3. Children will sign in using their school e-mail in e.g. Joeblogs346@c2ken.net. The children must add '@c2ken.net' to their username.
4. Once entered, children will now enter put in their school username and also their school password.
5. Once logged in, children can access their class team by clicking on the 'Teams' page.

Step 1



Step 2



The app can also be downloaded to your PC/Mac to make logging in easier in the future. When logged in, click the icon shown below. The icon is located in the bottom left corner.

