Microsoft Teams Parent Guide

1. Opening Microsoft Teams

Google 'Teams' and click on the top link.

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	and get connected across	kinds of groups. Find the right	
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	Microsoft Teams – Apps on Google P	lay	
	Microsoft Teams is your hub for teamwork, which brin	gs together everything a team needs: ch	at
	and threaded conversations, meetings & video contere	encing, oid Business/Productivity	
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2. <u>Signing in</u>

Click the sign in button on that page.



Your child can log in using their school email address and password. This will have been provided to you via an email (*username*@ol-wayside.solihull.sch.uk).





Download the Microsoft Team App or click on 'Use the web app instead'.



3. Joining a class team

Click on your class team.

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4. Click on the 'General' channel.

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5. Select 'Assignments' button on the top bar. Here you should see a link to your child's report. (

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'View assignment' to see your child's report.