

Using Microsoft Teams at Five Acre Wood School



Microsoft Teams

1. Download the Microsoft Teams app to your device
2. Log in
3. Read updates and chat to teaching staff

Download Microsoft Teams on your Android phone



1. Open the Google Play Store

2. Tap the search bar and type "Microsoft Teams"

3. Select the Microsoft Teams app - look for the purple Teams icon.



Microsoft Teams
Microsoft Corporation



4. Tap "Install" - this downloads the app to your phone.

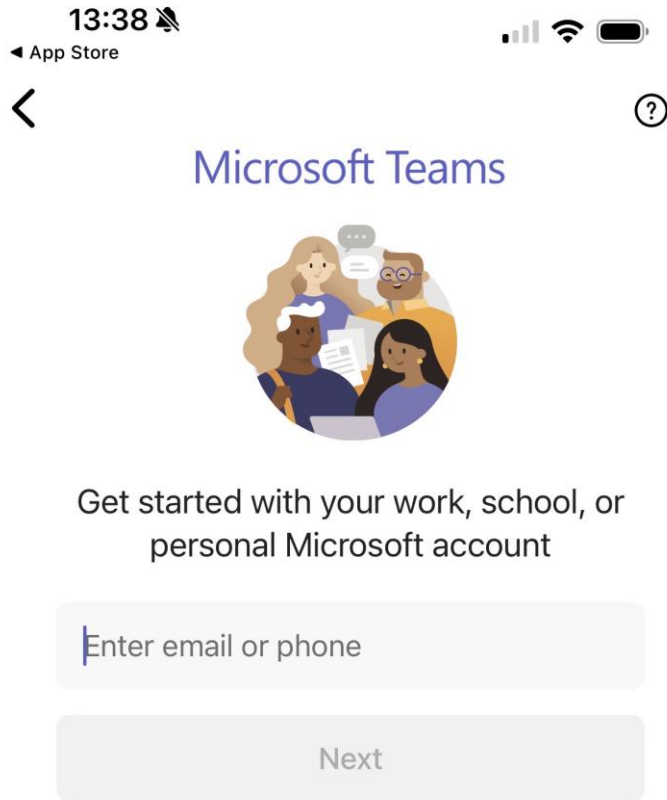
5. Tap "Open" when installation is complete.



Download Microsoft Teams on your Apple phone

1. Open the App Store
2. Tap the search bar and type “Microsoft Teams”
3. Select the Microsoft Teams app - look for the purple Teams icon.
4. Tap “Get” - this downloads the app to your phone.
5. Tap “Open” when installation is complete.





Log in to the app

1. Open the Microsoft Teams app
2. Click on 'get started' and enter your school email address – this will be the email address you provided to the school

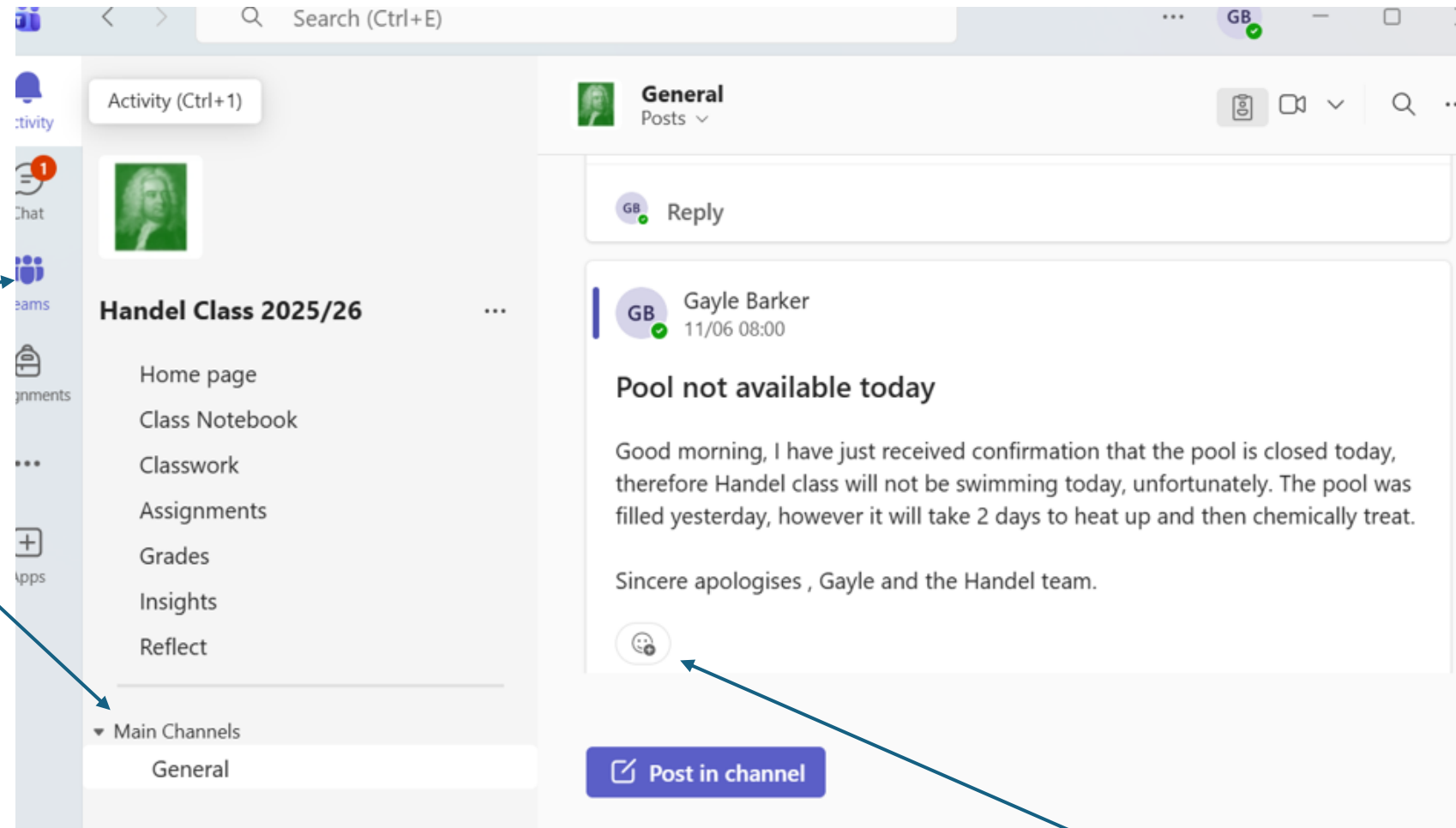
Class updates

Once you have logged in,
you will see folder for your
class

Under TEAMS

And then under MAIN
CHANNELS – GENERAL

You will see updates sent
to all parents



You can like or give a thumbs up
once you've read it.

Chats

Under CHAT

You can chat with the teacher individually

Remember, teaching staff will prioritise supporting pupils during the day, so there may be a wait for a reply.

