

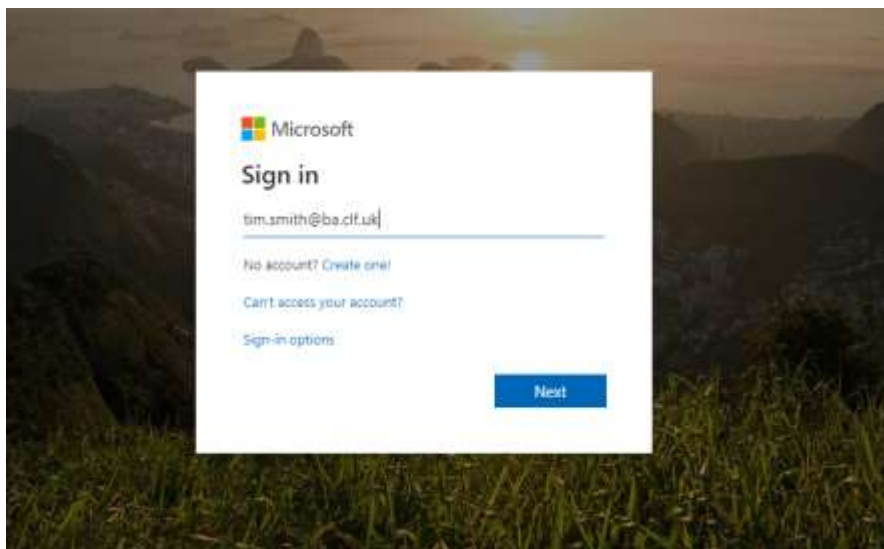
How to access Microsoft Teams

As Broadoak is part of the CLF family, all students and colleagues can access the Microsoft packages from home. This includes Microsoft Teams where we will be holding our live lessons and workshops. To be able to download the free software your child will need to know how to log on to their school email first.

If you already know how to login in to your school email skip to:

- Page 2 – for downloading Teams on a windows computer or laptop
- Page 3 - for downloading Teams on an android phone or tablet device
- Page 4 - for downloading Teams on an Apple IOS device

1. [Open your internet browser and find: www.office.com/login](http://www.office.com/login)



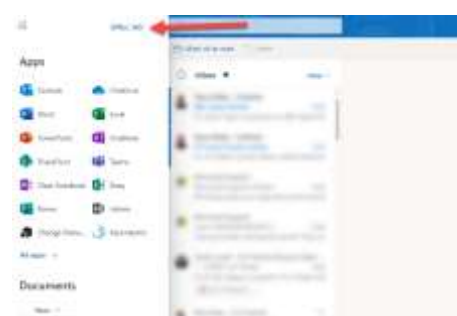
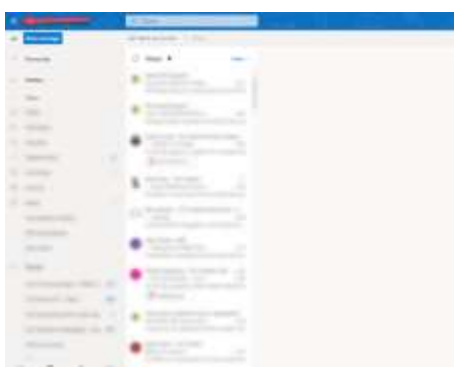
2. Enter your school email address and password.

If your child cannot remember these details please email:
parents@broadoakacademy.clf.uk

3. Once logged into Office 365 with your account click on the “Waffle” on the top left hand corner.

4. From here click on Office365, this will load a new page.

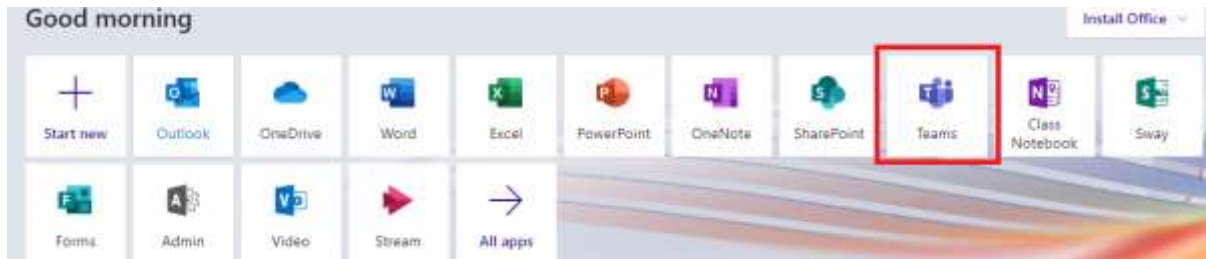
5. From the new page click on Install Office and click the Office365 apps subheading that pops up.



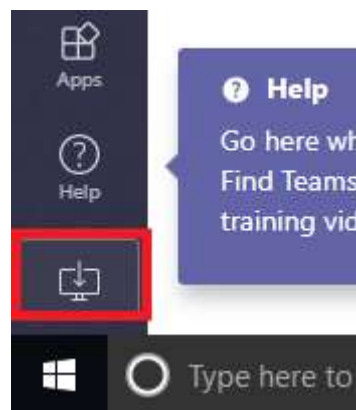
How to install Microsoft Teams (Windows)

Microsoft Teams is a unified communication and collaboration platform that combines persistent workplace chat, video meetings, file storage, and application integration.

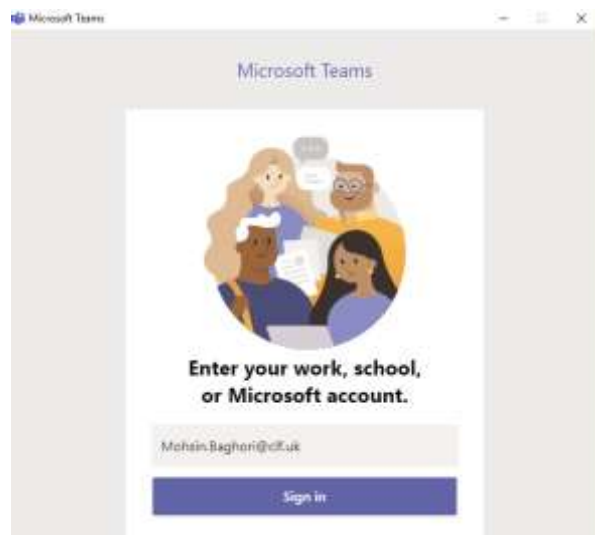
- 1) Sign in to Office 365 (<https://office.com>)
- 2) Open “Microsoft Teams”



- 3) In the bottom left hand corner click the computer icon to start teams downloading



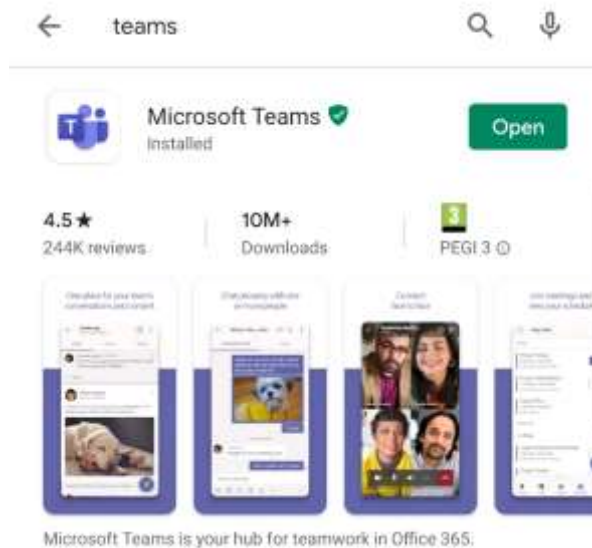
- 4) When the download is complete, run the file and it will begin installing Teams.
- 5) When the install finishes it will open and ask you to login.



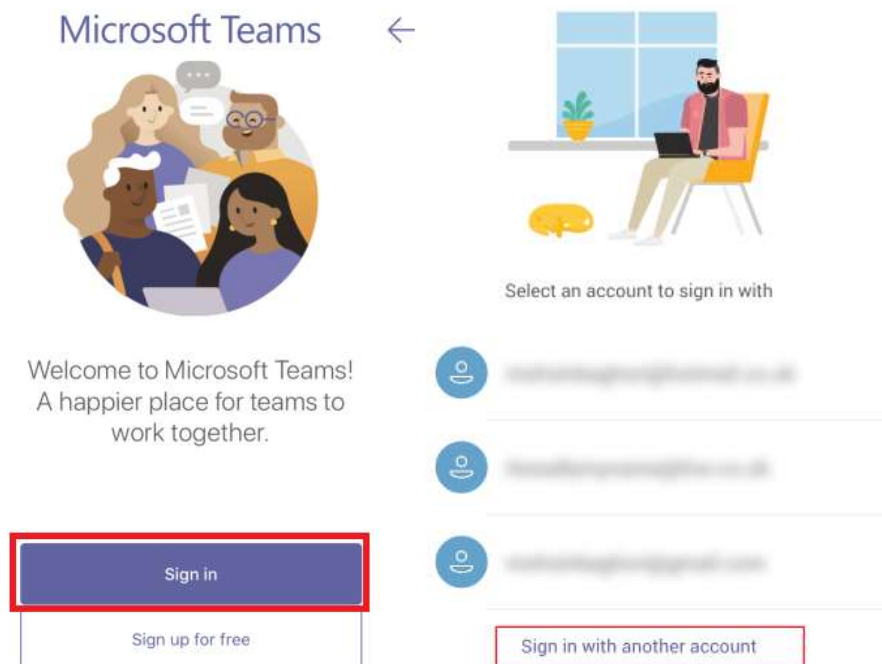
How to install Microsoft Teams (Android)

Microsoft Teams is a unified communication and collaboration platform that combines persistent workplace chat, video meetings, file storage, and application integration.

- 1) Open the **Play Store** on your mobile phone
- 2) Search for “**Microsoft Teams**” and click download



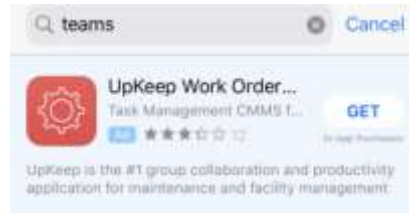
- 3) When Teams opens, you will be asked to sign in.
If you have email accounts linked to your phone these may be suggested.
Select your work email or choose “**Sign in with another account**”



How to install Microsoft Teams (Apple IOS)

Microsoft Teams is a unified communication and collaboration platform that combines persistent workplace chat, video meetings, file storage, and application integration.

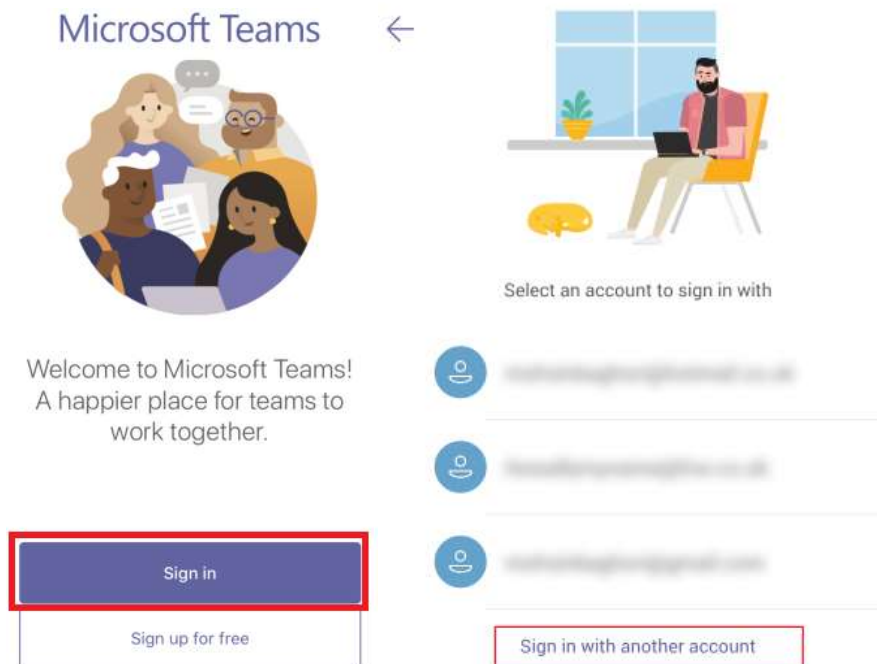
- 1) Open the **App Store** on your iPhone
- 2) Search for **“Microsoft Teams”** and then click to download



Select your work email or choose **“Sign in**

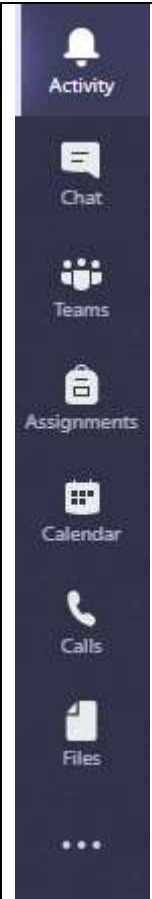


- 3) When Teams opens, you will be asked to sign in.
If you have email accounts linked to your phone these may be suggested.
Select your work email or choose **“Sign in with another account”**



What you can do on Microsoft Teams:

There are a lot of different functions on the Microsoft Teams App as you can see below. However – all we would like you to do for now is to access the Live Learning events via the links which will be shared by your teachers on Show My Homework – **all other set work, documents and communication with your teachers will be on Show My Homework.**

 The image shows the left-hand navigation sidebar of the Microsoft Teams application. It is a dark blue vertical bar containing several white icons and text labels. From top to bottom, the items are: a bell icon labeled 'Activity', a speech bubble icon labeled 'Chat', a group of three people icon labeled 'Teams', a briefcase icon labeled 'Assignments', a calendar icon labeled 'Calendar', a telephone handset icon labeled 'Calls', and a document icon labeled 'Files'. At the very bottom of the sidebar are three small white dots representing a menu.	<p>Activity – Get a summary of your recent Teams activity.</p> <p>Chat – A text-based instant messaging tool.</p> <p>Teams – View all of the teams (classes) you are part of. Talk with everyone in your class and share files.</p> <p>Assignments – Create assignments or view assignments assigned to you.</p> <p>Calendar – View the shared calendar for Teams you are a part of.</p> <p>Calls – Make calls to groups or individual users. Supports audio, video and screen sharing.</p> <p>Files – Access the files for the Teams (classes) you are part of.</p>
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