



Thursday 9th September 2020

Online Learning – Microsoft Teams Classroom

Dear Parent/Carer

We will be using Microsoft Teams Classroom to set our homework this academic year. We began to use it with some year groups during lockdown and it proved to be very successful. In the event of any further lockdown or children needing to self-isolate, home learning will be accessed via this platform as we will be able to set lessons and work and hold virtual meet up's. The children will complete their work and hand it in online for feedback.

This platform can be accessed via the "Microsoft Teams" button on the school website or via the link <https://teams.microsoft.com/> and your child's log in details are below –

Username: Childs Forename . Childs Surname@st-john-vianney.blackpool.sch.uk

Example John.Smith@st-john-vianney.blackpool.sch.uk

Password: School1

A short guide can be found on the next page to help you, but as always if you require any additional help please let your child's class teacher know.

Yours sincerely,

Mrs Evans

Deputy Headteacher

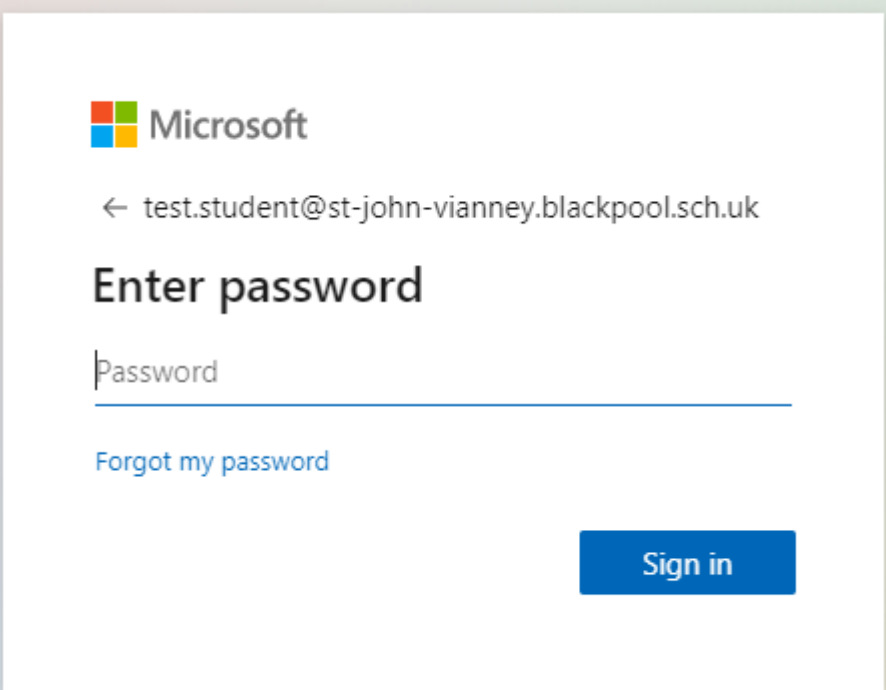
Accessing Microsoft Teams



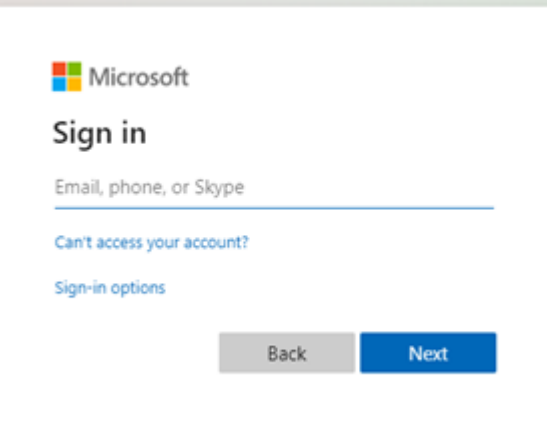
Via a Web Browser

Microsoft teams can be accessed from almost any device with a web browser by going to <https://team.microsoft.com> there is also a link found on the school website.

You'll be presented with a sign in page where you will need to put in your school provided email address. This will usually be firstname.lastname@st-john-vianney.blackpool.sch.uk although this can vary slightly so double check; it will then ask for a password which will also be provided.



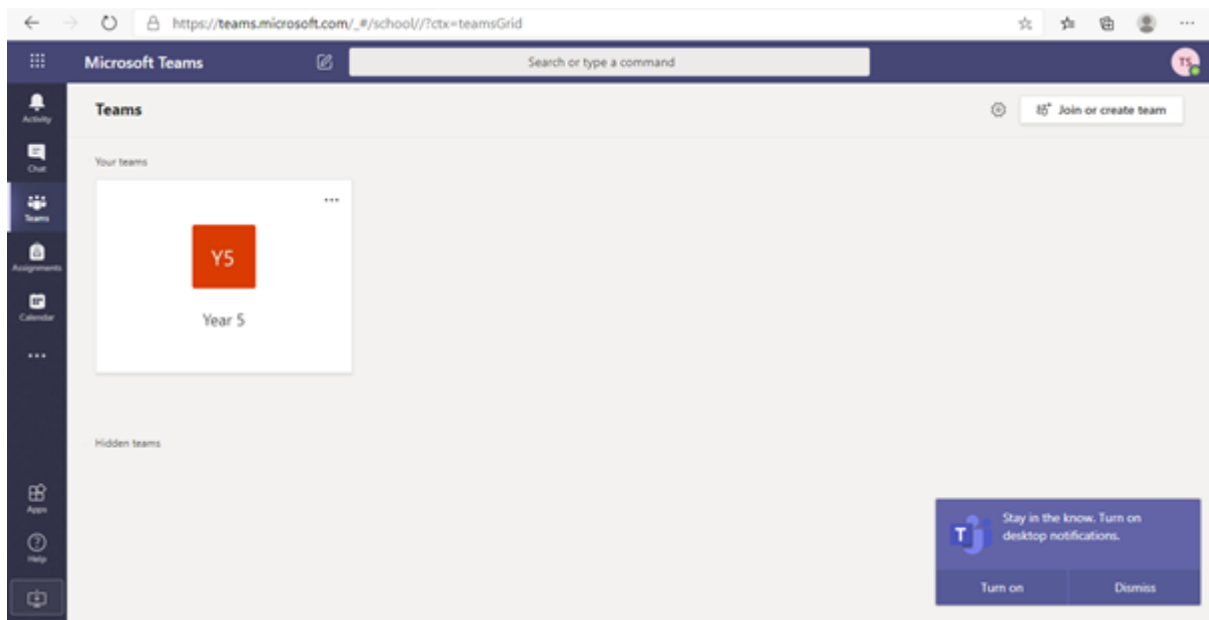
The screenshot shows the Microsoft Teams sign-in interface. At the top left is the Microsoft logo. Below it, the email address 'test.student@st-john-vianney.blackpool.sch.uk' is displayed with a back arrow on the left. The main heading is 'Enter password'. Below this is a password input field with the placeholder text 'Password'. Underneath the input field is a blue link that says 'Forgot my password'. At the bottom right of the form is a blue button labeled 'Sign in'.



The screenshot shows the Microsoft Teams sign-in options screen. At the top left is the Microsoft logo. Below it is the heading 'Sign in'. Underneath is an input field for 'Email, phone, or Skype'. Below the input field is a blue link that says 'Can't access your account?'. Further down is the text 'Sign-in options'. At the bottom are two buttons: a grey 'Back' button and a blue 'Next' button.

Once signed in you will be able to see your year group Team where you can access resources set by teachers and your set work





Via an Apple Device

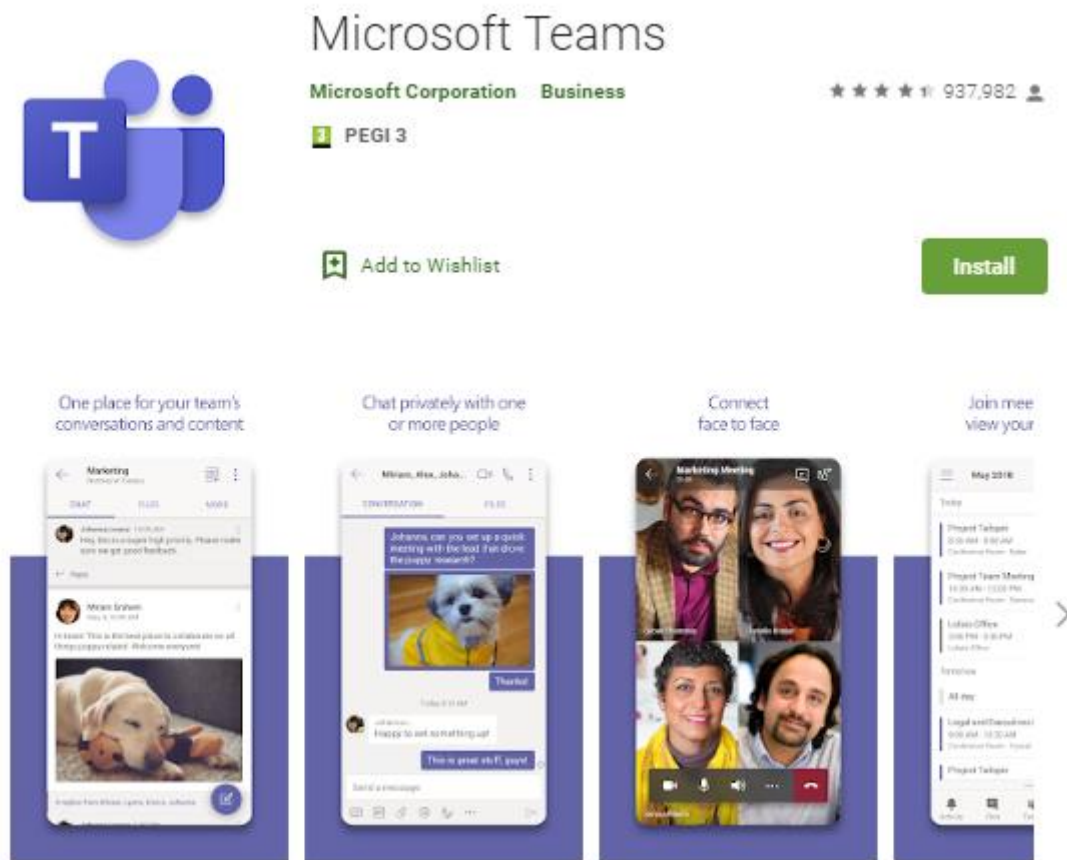
The Microsoft teams app is free for everyone and can be downloaded from the App Store. Searching for teams or by following this link <https://apps.apple.com/us/app/microsoft-teams/id1113153706>



Once its downloaded and installed, simply login with the school provided email address and password and you'll see your year group Team.

Via an Android Device

The Microsoft teams app is free for everyone and can be downloaded from the Google play store. Searching for teams or by following this link https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_US



Once its downloaded and installed, simply login with the school provided email address and password and you'll see your year group Team.